



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

**January 5, 2015
Monday**

**Regular Meeting
7:00 p.m.**

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

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

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

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

5. Consent Agenda

A. Minutes – Approval of the minutes of:

- i. 11/17/14 Regular Meeting
- ii. 12/8/14 Special Meeting
- iii. 12/11/14 Special Meeting

B. Claims Approval:

- i. Approval of the checks/vouchers numbers 56004-56134 in the amount of \$479,336.80.

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

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

Thank you.

- ii. Approval of the payroll disbursement of 12/5/14, and 12/20/14 in the amount of \$366,445.20.

C. 2015 Engineering Consultant Agreement – Approval

6. Public Hearing

- A. Marijuana Moratorium Extension

7. Regular Agenda

- A. Marijuana Moratorium Extension
- B. ADA Bathrooms – Award Bid
- C. Community & Economic Development Director – Reinstate Position with Amended Job Description
- D. Operations Superintendent – Approve New Position
- E. Appoint 2015 Mayor Pro Tempore
- F. Appoint Councilmembers to Interjurisdictional Boards & Commissions
- G. Reappoint Park Board Members
- H. Setting Council Retreat Date

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.

FOR PLANNING PURPOSES ONLY

PENDING COUNCIL AGENDA CALENDAR (Dates are Subject to Change)				TENTATIVE/UNSCHEDULED ITEMS	
January 2015					
Mon 1/12	7:00 pm	Study Session	A. Meet with staff – Betty B. Fee Schedule Discussion C. Budget Amendments D. Personnel – change lieutenant to commander (head-nod)	Regular Meeting	Surplus Seized Vehicles – <i>Consent</i> Utility Collections – Amending code language to match state law Clear Firs/Sunridge Annexation – <i>Public Hearing</i> Clear Firs/Sunridge Annexation – <i>Ordinance</i> Sound Transit South Corridor Alternative – <i>Presentation</i> Agriculture code amendment – number of farm animals allowed Electric rates fee resolution (follow up from COSA)
TUESDAY 1/20	7:00 pm	Regular Meeting	A. Parks Board Update – Kent Ross (arrive 7:15) B. Curtailment Agreement C. Freeman Road City Limit Modification D. Fee Schedule Update E. Personnel – change lieutenant to commander F. Personnel – Administrative Assistant flattening	Study Session	Transportation Benefit District Requests outside of specific funding Consultant report on staffing levels
February 2015					
Mon 2/2	7:00 pm	Regular Meeting		Finance Committee	Street Standards Transportation Benefit District
Mon 2/9	7:00 pm	Study Session	A. Meet with staff		
TUESDAY 2/17	7:00 pm	Regular Meeting	A. 2015 Budget Amendment		
March 2015					
Mon 3/2	7:00 pm	Regular Meeting			
Mon 3/9	7:00 pm	Study Session	A. Meet with staff		
Mon 3/16	7:00 pm	Regular Meeting			
April 2015					
Mon 4/6	7:00 pm	Regular Meeting			
Mon 4/13	7:00 pm	Study Session	A. Meet with staff		
Mon 4/20	7:00 pm	Regular Meeting			
May 2015					
Mon 5/4	7:00 pm	Regular Meeting			
Mon 5/11	7:00 pm	Study Session	A. Report from Marijuana Special Committee B. Meet with staff		
Mon 5/18	7:00 pm	Regular Meeting			
June 2015					
Mon 6/1	7:00 pm	Regular Meeting			
Mon 6/8	7:00 pm	Study Session	A. Meet with staff		
Mon 6/15	7:00 pm	Regular Meeting	A. Marijuana Regulations (public hearing – or on 6/1 ??)		



DRAFT CITY COUNCIL MINUTES

Regular Meeting
Monday, November 17, 2014
7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers Whalen, Jones, Ott, Morton, Manley, and Zaroudny

STAFF PRESENT

Public Works Director Neal, Interim Finance Director Garrison, Police Chief Hernandez, Associate Planner Larson, and City Clerk Bolam

ADDITIONS / DELETIONS

Councilmember Zaroudny suggested moving the Planning Commission Work Plan item down to Item C. Mayor Perry confirmed.

CITIZEN PARTICIPATION

Speaker	Address	Comments
Tom Boyle	1109 9 th Ave	Would like to see the City's meetings broadcast on public television and the associated costs added to the 2015 budget. Expressed disappointment with the decision to add additional executive and administrative space to city hall, saying the money would have been better spent on public safety features.

CONSENT AGENDA

Approval of:

- A. Minutes

- a. November 3, 2014 Regular Meeting
- b. November 10, 2014 Special Meeting
- B. Voucher and Payroll Approval
 - a. Checks/vouchers 55922-55958 in the amount of \$ 304,425.85.
 - b. Payroll of 11/5/14 in the amount of \$ 261,689.11.
- C. Executive Remodel Acceptance
- D. Sole Source
- E. Surplus Vector Truck
- F. King County ILA – Fingerprint Capture

Councilmember Ott asked to pull item 5C, Executive Remodel Acceptance. Mayor Perry moved it the top of the Regular Agenda as Item 7A.

COUNCILMEMBER MORTON MOVED, seconded by Whalen, to approve the rest of the Consent Agenda – **Passed 7/0**.

PUBLIC HEARINGS

A. 2015 Budget – Final Public Hearing

Mayor Perry opened the Budget public hearing at 7:15 pm.

Interim Finance Director Garrison explained the budget document changes that have been made.

Speaker	Address	Comments
Jacquelyn Whalen	1605 13 th Ave	As a citizen, expressed thanks to council and staff for this budget, saying the city is on the right track and she understands fine tuning is coming early next year.

Mayor Perry closed the Budget public hearing at 7:19 pm.

B. Marijuana Regulations

Mayor Perry opened the Marijuana Regulations public hearing at 7:19 pm.

Associate Planner Larson explained this packet item. He reviewed previous council review and actions, the Planning Commission’s review and actions, and the proposed ordinance. He reviewed the city’s visioning project and how marijuana uses might fit into each district. He reviewed Chief Hernandez’ comments to the Planning Commission from the police perspective, and he explained that there is no direct funding to the city for marijuana sales beyond the standard sales tax.

Speaker	Address	Comments
Dan Ho	1414 23 rd Ave	Expressed concern with the unknowns of allowing marijuana presence in the community, referring to the known negatives associated with alcohol presence. Said that retail businesses are in Milton's vision; marijuana product might not be.
Gloria Fredickson	1801 Emerald	Spoke against allowing marijuana uses in the City, referring to it as a gateway drug, and citing the easy access to it that youth have.
Jacki Strader	1809 13 th Ave	Supports the ordinance from the Planning Commission to ban marijuana uses, citing the BPA issue as her main concern.
Tom Boyle	1109 9 th Ave	Spoke in favor of allowing marijuana uses on an interim basis for two years, setting a date to review how it's going, modeling after the City of Tacoma. He would like to see the planning commission tasked with recommending regulations, saying that as a 4/2 board they will restrict the use until it is safe and confined.
Jacquelyn Whalen	1605 13 th Ave	As a citizen AND planning commissioner, in favor of banning marijuana uses in the City. She asks for the planning commission to be tasked with recommending regulations rather than allowing the moratorium to expire. Referred to the council's oath to uphold federal law. Encouraged council to listen to the police facts, statistics, and concerns.
Bill Rowling	Truck City CB Radio	Letter received read into the record by Clerk Bolam. The letter included the opinion to allow medical marijuana coop in the City of Milton.
Lila Carpenter	Resident of Milton since 1966	Letter received read into the record by Clerk Bolam. The letter included the opinion to disallow all marijuana related uses in the City of Milton.
Diana Pag	2405 10 th Ave	Letter received read into the record by Clerk Bolam. The letter included the opinion to disallow all marijuana related uses in the City of Milton.

Mayor Perry closed the Marijuana Regulations public hearing at 7:47 pm.

Planner Larson said the city has the authority to ban, allow, or adopt regulations above and beyond those allowed by the state. The current moratorium is set to expire on January 4 (later determined to be January 7), 2015. These regulations are for recreational marijuana businesses only; these regulations will not relate to the current ban on medical marijuana uses. If no action is taken by council by January 7, the interim regulations would go into effect.

Mayor Perry clarified that Planner Larson's comments belong with the regular agenda item on this topic and will be considered when we get to that point on the agenda.

REGULAR AGENDA

- **Executive Remodel Acceptance**

Councilmember Ott spoke to his reason for pulling this item from the Consent Agenda. He said that the final cost of the project requires some council input. It wasn't fair for the police department to have spent \$25,000 and to have done all the work on their own. He's concerned that, while he wanted it done right the first time, it was a lot of money.

Councilmember Jones noted that, when it was approved, the space was to be for the Mayor, City Clerk and the City Administrator, and it would be available for executive sessions.

Councilmember Morton said that he was the only one who voted no for this project.

MAYOR PRO TEM TAYLOR MOVED, seconded by Councilmember Whalen, to accept the Executive Remodel Project, subject to the requirements of appropriate State agencies, and the subsequent release of retainage to the contractor.

Mayor Pro Tem Taylor said it is council's responsibility to support our city as a whole, and that includes our administrative staff. Before the remodel, this was not set up well, with no place to accept guests and not conducive to operations. Perhaps the money was too much, but it was well spent – the area had to be addressed as it was in very poor shape. This was necessary for efficiency.

Councilmember Whalen concurred with Mayor Pro Tem Taylor, offering history on this item: when the space was vacated by the police department last April, it was recognized that the space was inadequate for any use. It was deemed appropriate for the city to remodel the space; otherwise it would have continued to deteriorate. This is the cost of the project.

Mayor Perry reminded council that the lack of public reception space, the lack of adequate meeting space, and the necessity of the public to stand outside during executive sessions were all cited for support of the project. And that the reason we are moving forward without a city administrator is to cover other more pressing needs, such as a roof for the city hall building.

The motion was voted on and passed 6/1. (Ott)

- **Pierce County Proposed Annexation Amendment** (Countywide Planning Policies)

Associate Planner Larson explained this packet item, saying the county's main goal is to speed up annexations of county land into city jurisdictions. He explained the process at the county level. And he explained why staff is requesting that council oppose the amendments, by explaining the effect these amendments would have had on the city's recent Pacific Highway annexation. He confirmed that Pierce County Council has adopted this amendment.

COUNCILMEMBER JONES MOVED, seconded by Councilmember Whalen, to adopt the attached resolution, opposing the 2014 amendments to the Pierce County county-wide planning policies. **Passed 7/0.**

- Marijuana Regulations

Councilmember Ott stated that his oath to uphold the US Constitution, which takes precedence over state law, leads his reasoning to support the planning commission's recommendation to ban marijuana uses in the City of Milton.

COUNCILMEMBER OTT MOVED, to adopt the attached ordinance banning recreational marijuana uses in the city of Milton. **There was no second to the motion.**

COUNCILMEMBER OTT MOVED, seconded by Councilmember Whalen, to adopt permanent regulations banning marijuana related businesses from locating within the City of Milton; repealing Ordinance 1846-14 and Section 17.44.120 of the Milton Municipal Code; providing for severability; and establishing an effective date.

Councilmember Whalen also stated his stand with federal law, saying the ban of marijuana uses in Milton is the right course to take.

Councilmember Zaroudny expressed her appreciation for the work of the Planning Commission, while speaking in opposition to the motion. She expressed her concern that the Planning Commission was not given the time or the resources to adequately study the subject. She is in favor of continuing the ban on the production and growth of marijuana in the city and allowing for retail establishments.

Councilmember Manley expressed confusion regarding the Planning Commission's role, saying he did not think council sent this back to them in the first place so they could ban, but so that they could recommend regulations on where to allow. He's in favor of allowing retail establishments with strict regulations, saying this is a step toward making illegal sales unprofitable and his commitment to represent the majority voters of Milton who voted for I-502.

Chief Hernandez confirmed that, while it has been stated by some at the federal level that states will be left alone on this matter, the fact is the laws have not been changed.

Councilmember Morton agrees that we have to look back to what the voters approved. He doesn't believe that having legal retail drugs will affect the availability of drugs to youth. He addressed the BPA issue, saying that if any legal business use wanted to set up shop in the old Harland-Clarke building, we would not site the increased energy costs as a reason to disallow that business.

Mayor Pro Tem Taylor pointed out that we must put an end to the moratorium, but he doesn't feel that council has clear enough direction.

Councilmember Zaroudny said that, while she is not a proponent of using marijuana, this is a business for adults who are. She wants to send this back to the Planning Commission to craft regulations tailored to the City of Milton.

Mayor Perry clarified that, although Attorney Park could not be present tonight, he is aware the item is being reviewed, and he is available by phone if necessary.

Clerk Bolam called Attorney Park and relayed his statement:

There are risks associated with extending the moratorium. Milton has extended twice already over 1.5 years. If challenged, the challenge would be that it is a "rolling moratorium", essentially a permanent ban disguised as a moratorium.

However, due to the ongoing uncertainties, other jurisdictions have chosen to extend moratoriums more than two times, including King County recently. Since no one is currently seeking to open an establishment within the City of Milton, and given that other jurisdictions are extending moratoriums without seeing suits, his opinion is that at this time it is okay to extend it for one more 6-month period.

The motion was voted on a failed 4/3. Roll call: Yes votes were Whalen, Taylor, and Ott.

Discussion ensued.

COUNCILMEMBER ZAROUDNY MOVED, seconded by Mayor Pro Tem Taylor, to direct staff to consult with the city attorney to extend the moratorium and determine what steps we should take to move this along, whether by forming a special committee or sending back to the Planning Commission.

Director Neal explained the process details for extending the moratorium.

The motion was voted on and passed 5/2. (Ott, Whalen)

- Planning Commission 2015 Work Plan

Planner Larson briefly covered the proposed work plan for 2015. The marijuana work that may be directed at a future council meeting can be added at that time.

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Jones, to approve the Planning Commission Work Plan for 2015 with the change of adding marijuana discussion by the March 25 meeting. **Passed 7/0.**

- 2015 Budget Adoption

Mayor Perry reminded council they do not have to approve the budget tonight, only by 12/31.

Interim Finance Director Garrison explained the changes in the current proposed document. She confirmed there's confidence in the numbers contained in the ordinance, and clarified the interfund transfer from the General Fund to the Criminal Justice Fund.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to approve the budget ordinance adopting the 2015 Operating and Capital Budget.

Council expressed appreciation for the easier format, and confidence in this budget with the understanding that some changes will be necessary during the first quarter of 2015.

The motion was voted on and passed 6/1. (Ott)

- Authorize Approval of December Vouchers

Interim Finance Director Garrison said that the city attorney's recommendation changed after the packet went out, explaining there's no need for the finance committee to meet to approve, but that council can choose to authorize the mayor to approve with the understanding that council will ratify after the fact in January.

COUNCILMEMBER JONES MOVED, seconded by Councilmember Whalen, to authorize the mayor to approve the December vouchers for payment, with the caveat that they will be brought to council for ratification in January. **Passed 7/0.**

COUNCIL REPORTS

Mayor Pro Tem Taylor

- Appreciated Sergeant Hume and Reserve Officer Huecker coming to Heather Hills to receive a donation to the Police Department.

Councilmember Jones

- Thanked Public Works and the Police Department for their work during the Veteran's Day storm, and he's grateful for very little power outage.
- Requested street sweeping.

Councilmember Whalen

- Expressed appreciation to the fire department for their response to a recent house fire.

Councilmember Zaroudny

- The newly paved streets are amazing.
- Kudos to staff during storm.

Councilmember Manley

- Kudos to staff during storm.

Councilmember Morton

- The newly paved streets are amazing.
- Requested street sweeping.

Councilmember Ott

- The new streets look really nice.
- The reroof on the Activity Center looks great.
- Thanked those able to attend the VFW Veteran's Day celebration.

MAYOR'S REPORT

- Attended the VFW Veteran's Day celebration; it was sunny but really windy. There was a good turnout, including the Police Department, Rangers, Boy Scouts, and East Pierce Fire.

- Kudos to Public Works crews, who were out tending to the storm debris during a scheduled holiday.
- The Heather Hills event was very nice, with the police donation a great gesture.
- Held an interesting meeting with King County’s “Sound Cities Association” (SCA) – discussion included some cross-participation with PCCTA (Pierce County Cities and Towns Association)
- PCCTA is taking AWC’s advice seriously, addressing the legislature regarding property tax ruling, asking for some of own taxing authority; and also tackling public transit issues.
- Attended the Chamber lunch with the Rangers and met the new Captain.

ADJOURNMENT

Adjourned at 11:00 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

[Back to Agenda](#)



DRAFT CITY COUNCIL MINUTES

**Special Meeting
Monday, December 8, 2014
7:00 p.m.**

CALL TO ORDER

Mayor Perry called the meeting to order at 6:30 p.m.

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers Whalen, Jones, Ott, Morton, Manley, and Zaroudny

STAFF PRESENT

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

EXECUTIVE SESSION

Mayor Perry recessed into Executive Session for approximately 30 minutes for the purpose of discussing the negotiations of the IBEW Local 483 labor contract as per RCW 42.30.140(4)(b).

The executive session was extended by 15 minutes at 7:00 pm.

REGULAR SESSION

Mayor Perry called the regular meeting back to order at 7:15pm and led the flag salute.

Additional staff members Interim Public Works Director Perteeet, Electric Utility Supervisor Baker, and Sergeant Hume joined the meeting.

ADDITIONS / DELETIONS

Mayor Pro Tem Taylor requested time to comment at the end of the meeting.

Mayor Perry requested the addition of "Police Car Surprise" for discussion only as item E.

CITIZEN PARTICIPATION

None.

CONSENT AGENDA

Approval of:

- A. Claims Approval
 - a. Checks/vouchers 55959-56003 in the amount of \$ 282,971.64.
 - b. Payroll of 11/20/14 in the amount of \$ 134,519.43.
- B. Activity Center Re-roof Project Acceptance
- C. Alder Street Storm Drainage Project Acceptance

COUNCILMEMBER MORTON MOVED, seconded by Mayor Pro Tem Taylor, to approve the Consent Agenda – **Passed 6/0.**

REGULAR AGENDA

- A. Grant Acceptance – Milton Way Pedestrian Improvements

Director Neal explained the background for this item and the request for Council to approve the funding.

COUNCILMEMBER OTT MOVED, seconded by Councilmember Whalen, to accept the PSRC grant funding for construction of the Milton Way Pedestrian Improvement Project, 17th Ave to 22nd Ave, in the amount of \$622,174 and authorize the Mayor to sign all necessary documents.

Council expressed appreciation for this project and asked for some clarifying details.

The motion was voted on and passed 6/0.

Mayor Perry asked Director Neal to introduce new Interim Public Works Director Rich Perteet. Mr. Perteet briefly explained his background.

- B. Authorization to Repair Well Pump #12

Director Neal explained this item. City electric supervisor Glen Baker was present and answered questions.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Zaroudny, to approve the expenditure of up to \$50,500 for the immediate repair of the pump at Well #12.

Councilmembers expressed appreciation for discovering the need for this and the packet information showing best and worst case scenarios. Brief question and answer followed.

The motion was voted on and passed 6/0.

C. IBEW One-Year Labor Contract

Attorney Snyder introduced this item, explaining that 12/31/14 is the the end of a three-year contract, and presented a one-year roll-over contract for Council's approval. The IBEW employees have voted to accept the roll-over if council approves. The letter of understanding has two provisions:

1. A 2% wage increase; and
2. The city and employees will participate in good faith in a process to review health care options.

An optional letter of understanding includes giving December 24, 2014 as a day off to employees as a signing bonus.

MAYOR PRO TEM TAYLOR MOVED, seconded by Councilmember Whalen, to approve the Letter of Understanding with IBEW Local 483, to include the day of December 24 as a day off for non-essential employees, with a future day off within the next calendar year for all those union employees required to work, and authorize the Mayor to execute the same.

Mayor Pro Tem Taylor expressed thanks to employees for foregoing wage increases over the previous contract and said this is a great time to come together to learn about the tremendous changes in health care; it is a win/win situation for the city and employees. Christmas Eve is a nice time to allow employees to spend with family.

Councilmember Whalen appreciates the effort to bring this to council, the understanding that exists between council and employees, and the willingness to work in conjunction.

The motion was voted on and passed 5/1. (Ott – by roll call vote)

D. Contract Approval – Rapport Benefits Group

City Clerk Bolam introduced Rapport Benefits Group representatives Chris Free and Venus Dean-Bollinger.

Mr. Free provided a brief overview of the services that Rapport proposes to provide to the city and its employees. He explained that there is a way to stop paying for expensive health care that goes unused while still making available the same high quality care only when it's needed, thereby sharing the profits of healthy employees that insurance companies keep now. Rapport's services would include education and design of a new health care benefits package, followed by the implementation of any changes that are made, including liaison services between employees and doctors and insurance companies.

Mr. Free answered Council's questions, including:

- This is not a self-insured program – it is fully-insured. But there is a small, self-funded amount that allows the city flexibility. The goal is to fill in deductibles and out-of-pocket maximums.
- Their fee is based on \$25/employee/month – this is a standard broker fee, but Mr. Free emphasized Rapport's exceptional services.
- All inclusive insurance and service fees will result in savings to the city and to the employee.

- It is beneficial for employees to have experts to contact and rely on through insurance issues, helping people understand the benefits that they have purchased.
- Inflation of health care costs is harnessed; deductibles don't go up like premiums do. Premium inflation will go up on a much smaller number.
- Moving in this direction now will keep the city out in front of future changes, such as the so-called "Cadillac plan tax", scheduled to be implemented in 2018.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to authorize the Mayor to execute the attached professional services agreement with Rapport Benefits Group. **Passed 5/1.** (Ott – by roll call vote)

E. Police Car Surprise

Chief Hernandez explained this item and the attachments, introducing Sergeant Hume, who is responsible for the research and available option.

City attorney Snyder announced that, because this item was added to the Special Meeting within 24 hours of the meeting time, no action can be taken. Council asked clarifying questions and provided a consensus to make this purchase.

Councilmembers expressed availability to meet in a special meeting to approve this purchase.

F. Mayor Pro Tem Taylor's Comments

Mayor Pro Tem Taylor complimented City Council for harmonious interaction, saying it has been his privilege serving as Mayor Pro Tem. He expressed his appreciation to Mayor Perry for her leadership, vision, transparency, listening ability, and involvement in the community.

City Council expressed good-bye to outgoing Public Works Director Neal.

ADJOURNMENT

Adjourned at 8:45 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

[Back to Agenda](#)



DRAFT CITY COUNCIL MINUTES

Special Meeting
Monday, December 11, 2014
7:00 p.m.

CALL TO ORDER

Mayor Perry called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers Whalen, Jones, Ott, Morton, and Manley; Councilmember Zaroudny was present by conference call.

STAFF PRESENT

Interim Finance Director Garrison and City Clerk Bolam

REGULAR AGENDA

A. Police Car Surprise

Director Garrison explained that this item will allow for the purchase of two police cars with an interfund loan at 1% interest.

COUNCILMEMBER OTT MOVED, seconded by Councilmember Morton, to approve the following:

- Approve the attached ordinance obtaining a loan from the Electric Utility Fund to the General Fund for an amount not to exceed \$55,000 for a period of three years at the current LGIP interest rate, and
- Approve the attached amended ordinance making the necessary budget adjustments to reflect the above expenditures and loan, and
- Authorize the Mayor to execute all necessary documents to accomplish the same.

Council expressed appreciation for the effort expended on a great price for two police cars. Discussion ensued regarding the wording of the motion, clarifying that this motion will result in a total loan of \$55,000, including the previously authorized \$40,000.

Mayor Perry expressed appreciation to Council for the willingness to meet under special circumstances and take action on this item.

Councilmember Jones pointed out a couple scriveners' errors on the interfund loan ordinance, which will be corrected.

The motion was voted on and passed 7/0.

ADJOURNMENT

Adjourned at 7:23 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

[Back to Agenda](#)

CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL

Back to Agenda

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

Finance Director			DATE		
Claim Vouchers:			Payroll Disbursements:		
Date	Check #	Amount	Date	Check #	Amount
12/4/2014		56004 \$ 200.00	12/5/2014	3800-3801	\$ 1,319.24
12/8/2014		56005 \$ 224.00	12/5/2014	ACH (Direct Deposit)	\$ 87,302.09
12/12/2014	56006-56040	\$ 60,157.20	12/5/2014	3804-3805	\$ 2,498.16
12/16/2014	56041-56042	\$ 50,100.60	12/5/2014	ACH (Direct Deposit)	\$ 7,671.87
12/17/2014	ACH Online	\$ 188,642.82	12/5/2014	ACH (Benefits)	\$ 119,402.04
12/19/2014	56043-56060 & 1 Electronic	\$ 93,661.51	12/10/2014	3806	\$ 923.99
12/22/2014	56061-56107	\$ 48,939.10	12/5/2014	3807-3812	\$ 3,424.98
12/29/2014	56108-56113	\$ 340.58	12/19/2014	3815	\$ 1,422.50
	56114-56134	\$ 8,898.67	12/19/2014	ACH (Direct Deposit)	\$ 90,211.61
12/30/2014	ACH Online	\$ 28,172.32	12/19/2014	3816-3817	\$ 594.58
			12/19/2014	3818-3819	\$ 617.34
			12/19/2014	ACH (Benefits)	\$ 51,056.80
Total Accounts Payable:		\$ 479,336.80	Total Payroll:		\$ 366,445.20
Voids	55688 & Electronic ACH - Lee		Voids	3802, 3803, 3813 & 3814	

WE, THE UNDERSIGNED COUNCILMEMBERS OF THE CITY OF MILTON, WASHINGTON, DO HEREBY CERTIFY AND APPROVE THE PAYROLL AND CLAIM VOUCHERS FOR THE TOTAL AMOUNT OF:

\$845,782.00

Dated:

January 5, 2014

 COUNCILMEMBER

 COUNCILMEMBER

 COUNCILMEMBER

 COUNCILMEMBER

Accounts Payable



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56004	Dept of Ecology	12/4/2014	Water	403-33-534-100-41	120414	Water Right Change Application	\$ 200.00
Dept of Ecology Total							\$ 200.00
12/4/2014 Total							\$ 200.00
56005	Perry, Debra	12/8/2014	Community Event	116-79-573-903-31	12052014	Tree Lighting Elf Costumes	\$ 224.00
Perry, Debra Total							\$ 224.00
12/8/2014 Total							\$ 224.00
56006	Absher Linda	12/12/2014	Facility Rental	650-00-218-010-00	419782	Key & Building Deposit Refund 12/6 Rental	\$ 250.00
Absher Linda Total							\$ 250.00
56007	Adamson Police Products	12/12/2014	Police	001-21-521-200-22	INV156835	Holsters	\$ 67.72
56007	Adamson Police Products	12/12/2014	Police	001-21-521-200-22	INV157184	Vests	\$ 3,309.38
56007	Adamson Police Products	12/12/2014	Criminal Justice	105-00-521-300-35	INV159664	Patrol Bike	\$ 1,641.01
Adamson Police Products Total							\$ 5,018.11
56008	Altec Industries Inc.	12/12/2014	Electric	401-32-533-500-35	10318272	Steel Bolt Cutters	\$ 311.31
Altec Industries Inc. Total							\$ 311.31
56009	AMSAN	12/12/2014	Facilities	001-18-518-300-31	323073106	Towels and Tissue	\$ 166.39
AMSAN Total							\$ 166.39
56010	Asphalt Patch Systems	12/12/2014	Streets	101-00-542-900-48	37971	86 Hylebos Pavement Repair	\$ 8,836.24
Asphalt Patch Systems Total							\$ 8,836.24
56011	Barfield Mark	12/12/2014	Streets	101-00-542-900-41	112014	DOT Physical	\$ 24.75
56011	Barfield Mark	12/12/2014	Streets	101-00-542-900-49	112014	Waterworks Exam Fee	\$ 21.75
56011	Barfield Mark	12/12/2014	Water	403-34-534-500-41	112014	DOT Physical	\$ 54.45
56011	Barfield Mark	12/12/2014	Water	403-34-534-500-49	112014	Waterworks Exam Fee	\$ 47.85
56011	Barfield Mark	12/12/2014	Storm	406-38-553-350-41	112014	DOT Physical	\$ 19.80
56011	Barfield Mark	12/12/2014	Storm	406-38-553-350-49	112014	Waterworks Exam Fee	\$ 17.40
Barfield Mark Total							\$ 186.00
56012	Bias Software	12/12/2014	General Fund	001-19-518-800-41	6060	Annual Licensing and Software Support	\$ 4,590.34
56012	Bias Software	12/12/2014	Electric	401-30-533-110-41	6060	Annual Licensing and Software Support	\$ 3,672.27
56012	Bias Software	12/12/2014	Water	403-30-534-110-41	6060	Annual Licensing and Software Support	\$ 2,295.17
56012	Bias Software	12/12/2014	Storm	406-30-553-110-41	6060	Annual Licensing and Software Support	\$ 918.09
Bias Software Total							\$ 11,475.87
56013	CenturyLink	12/12/2014	General Fund	001-19-528-800-42	111414	Security Lines	\$ 105.63
56013	CenturyLink	12/12/2014	Police	001-21-521-200-42	111414	PD Phones	\$ 105.63
CenturyLink Total							\$ 211.26
56014	Chuckals	12/12/2014	Police	001-21-521-200-31	C802158-0	Binder - Credit	\$ (30.13)
56014	Chuckals	12/12/2014	Police	001-21-521-200-31	804345-0	Markers	\$ 22.52
56014	Chuckals	12/12/2014	Police	001-21-521-200-31	803919-0	Batteries	\$ 81.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56014	Chuckals	12/12/2014	Police	001-21-521-200-35	803024-0	Magnetic Wipe Board	\$ 515.44
56014	Chuckals	12/12/2014	Police	001-21-521-200-36	802886-0	Keyboard and Mouse	\$ 79.23
56014	Chuckals	12/12/2014	Electric	401-30-533-110-35	803151-0	Electric Stapler	\$ 34.78
56014	Chuckals	12/12/2014	Water	403-30-534-110-35	803151-0	Electric Stapler	\$ 35.84
56014	Chuckals	12/12/2014	Storm	406-30-553-110-35	803151-0	Electric Stapler	\$ 34.78
	Chuckals Total						\$ 773.46
56015	Criminal Justice Training Commissi	12/12/2014	Police	001-21-521-202-49	20114312	Training Registration - Peterson	\$ 200.00
	Criminal Justice Training Commission Washington State Total						\$ 200.00
56016	Fife City of	12/12/2014	Police	001-21-521-200-42	143737	Monthly Alarm Monitoring	\$ 19.95
56016	Fife City of	12/12/2014	Police	001-21-528-600-51	143742	Monthly Dispatch Services	\$ 9,775.00
	Fife City of Total						\$ 9,794.95
56017	Fife Recovery Service	12/12/2014	Police	001-21-521-200-41	14106	Towing Services	\$ 96.82
	Fife Recovery Service Total						\$ 96.82
56018	Goodyear Auto Service Center	12/12/2014	Police	001-21-521-200-48	9646	Tires & Replacement	\$ 254.69
56018	Goodyear Auto Service Center	12/12/2014	Motor Pool	501-00-548-300-48	10183	Tires & Replacement	\$ 157.61
	Goodyear Auto Service Center Total						\$ 412.30
56019	HD Fowler	12/12/2014	Water	403-34-534-500-31	I3807385	Meter Register	\$ 63.32
56019	HD Fowler	12/12/2014	Water	403-34-534-500-31	I3807386	Saddle Romac & Strap	\$ 259.85
	HD Fowler Total						\$ 323.17
56020	Honey Bucket	12/12/2014	Parks	001-76-576-600-45	2-1078511	Monthly Rental	\$ 171.33
	Honey Bucket Total						\$ 171.33
56021	Jet Chevrolet	12/12/2014	Motor Pool	501-00-548-300-48	CTCS178614	Repair of Failed Injuector and Air Cleaner	\$ 404.83
56021	Jet Chevrolet	12/12/2014	Motor Pool	501-00-548-300-48	CTCS178614	Repair of Failed Injuector and Air Cleaner	\$ 404.83
	Jet Chevrolet Total						\$ 809.66
56022	Milton - C/O RLI City of	12/12/2014	Facilities	001-18-518-300-47	112014	Utilities	\$ 39.18
56022	Milton - C/O RLI City of	12/12/2014	Police	001-21-521-200-47	112014	Utilities	\$ 691.24
56022	Milton - C/O RLI City of	12/12/2014	Building	001-24-558-500-47	112014	Utilities	\$ 46.62
56022	Milton - C/O RLI City of	12/12/2014	Planning	001-58-558-600-47	112014	Utilities	\$ 46.62
56022	Milton - C/O RLI City of	12/12/2014	Activity Center	001-73-569-500-47	112014	Utilities	\$ 362.54
56022	Milton - C/O RLI City of	12/12/2014	Parks	001-76-576-600-47	112014	Utilities	\$ 1,248.83
56022	Milton - C/O RLI City of	12/12/2014	Streets	101-00-542-900-47	112014	Utilities	\$ 3,573.92
56022	Milton - C/O RLI City of	12/12/2014	Electric	401-32-533-500-47	112014	Utilities	\$ 796.87
56022	Milton - C/O RLI City of	12/12/2014	Water	403-34-534-550-47	112014	Utilities	\$ 5,565.53
56022	Milton - C/O RLI City of	12/12/2014	Storm	406-38-553-350-47	112014	Utilities	\$ 151.47
	Milton - C/O RLI City of Total						\$ 12,522.82
56023	Multicare Ctrs of Occupational Me	12/12/2014	Water	403-34-534-500-41	92041	DOT Physical	\$ 80.00
	Multicare Ctrs of Occupational Medicine Total						\$ 80.00
56024	Noffke's Towing Service	12/12/2014	Police	001-21-521-200-49	7421	Towing & Impound Services	\$ 262.56
	Noffke's Towing Service Total						\$ 262.56
56025	NORTHUP GROUP/Bill R. Ekemo	12/12/2014	Police Reserves	118-21-521-230-41	3085	Pre-Employment Screening	\$ 340.00
	NORTHUP GROUP/Bill R. Ekemo Total						\$ 340.00
56026	Northwest Embroidery Inc	12/12/2014	Police	001-21-521-200-22	87552	Shirt Monogram	\$ 10.94
	Northwest Embroidery Inc Total						\$ 10.94
56027	Oberbillig Karen	12/12/2014	Facility Rental	650-00-218-010-00	421312	Key & Building Deposit Refund 11/23 Rental	\$ 250.00
	Oberbillig Karen Total						\$ 250.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56028	Phillips Kristine	12/12/2014	Facility Rental	650-00-218-010-00	418718	Key & Building Deposit Refund 11/27 Rental	\$ 350.00
	Phillips Kristine Total						\$ 350.00
56029	Pierce County Budget & Finance	12/12/2014	Police	001-21-523-600-51	AR165123	Jail Services - Oct 14	\$ 644.00
	Pierce County Budget & Finance Total						\$ 644.00
56030	Pierce County Community Newspa	12/12/2014	Admin	001-13-513-100-41	6271	Monthly Advertising	\$ 600.00
	Pierce County Community Newspaper Group Total						\$ 600.00
56031	Premier Automotive	12/12/2014	Police	001-21-521-200-48	14958	Heater & Brake Repairs	\$ 90.79
	Premier Automotive Total						\$ 90.79
56032	Pumptech	12/12/2014	Water	403-34-534-550-48	0088751-in	Repair orf Discharge Head	\$ 1,701.18
	Pumptech Total						\$ 1,701.18
56033	Shred-it Western Washington	12/12/2014	Finance	001-14-514-230-41	9404505871	Prof Svcs	\$ 19.60
56033	Shred-it Western Washington	12/12/2014	Police	001-21-521-200-41	9404505871	Prof Svcs	\$ 39.20
	Shred-it Western Washington Total						\$ 58.80
56034	Sitecrafting	12/12/2014	General Fund	001-19-518-800-41	23160	Yearly Domain Hosting	\$ 600.00
	Sitecrafting Total						\$ 600.00
56035	Springbrook Software	12/12/2014	Electric	401-32-533-500-41	INV29804	Monthly Web Payment Fees	\$ 576.00
56035	Springbrook Software	12/12/2014	Water	403-34-534-500-41	INV29804	Monthly Web Payment Fees	\$ 483.84
56035	Springbrook Software	12/12/2014	Storm	406-38-553-350-41	INV29804	Monthly Web Payment Fees	\$ 92.16
	Springbrook Software Total						\$ 1,152.00
56036	Standard Parts Corporation (NAPA	12/12/2014	Motor Pool	501-00-548-300-31	348604	Oil Filter & Spark Plugs	\$ 57.98
56036	Standard Parts Corporation (NAPA	12/12/2014	Motor Pool	501-00-548-300-31	349456	Oil Filter & Spark Plugs	\$ 372.28
	Standard Parts Corporation (NAPA) Total						\$ 430.26
56037	Unifirst Corporation	12/12/2014	Facilities	001-18-518-300-22	3301048842	Uniform Svcs	\$ 4.23
56037	Unifirst Corporation	12/12/2014	Facilities	001-18-518-300-22	3301045003	Uniform Svcs	\$ 4.59
56037	Unifirst Corporation	12/12/2014	Facilities	001-18-518-300-22	3301046901	Uniform Svcs	\$ 4.66
56037	Unifirst Corporation	12/12/2014	Parks	001-76-576-600-22	3301048842	Uniform Svcs	\$ 9.89
56037	Unifirst Corporation	12/12/2014	Parks	001-76-576-600-22	3301045003	Uniform Svcs	\$ 10.74
56037	Unifirst Corporation	12/12/2014	Parks	001-76-576-600-22	3301046901	Uniform Svcs	\$ 10.90
56037	Unifirst Corporation	12/12/2014	Streets	101-00-542-900-22	3301048842	Uniform Svcs	\$ 41.38
56037	Unifirst Corporation	12/12/2014	Streets	101-00-542-900-22	3301045003	Uniform Svcs	\$ 44.94
56037	Unifirst Corporation	12/12/2014	Streets	101-00-542-900-22	3301046901	Uniform Svcs	\$ 45.61
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301048842	Uniform Svcs	\$ 3.03
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301045003	Uniform Svcs	\$ 3.29
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301046901	Uniform Svcs	\$ 3.34
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301045092	Uniform Svcs	\$ 145.06
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301048932	Uniform Svcs	\$ 145.06
56037	Unifirst Corporation	12/12/2014	Electric	401-32-533-500-22	3301046985	Uniform Svcs	\$ 148.07
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301045092	Uniform Svcs	\$ 13.19
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301048932	Uniform Svcs	\$ 13.19
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301046985	Uniform Svcs	\$ 13.46
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301048842	Uniform Svcs	\$ 86.80
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301045003	Uniform Svcs	\$ 94.26
56037	Unifirst Corporation	12/12/2014	Water	403-34-534-500-22	3301046901	Uniform Svcs	\$ 95.68
56037	Unifirst Corporation	12/12/2014	Storm	406-38-553-350-22	3301048842	Uniform Svcs	\$ 16.15
56037	Unifirst Corporation	12/12/2014	Storm	406-38-553-350-22	3301045003	Uniform Svcs	\$ 17.54



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56037	Unifirst Corporation	12/12/2014	Storm	406-38-553-350-22	3301046901	Uniform Svcs	\$ 17.80
56037	Unifirst Corporation	12/12/2014	Motor Pool	501-00-548-300-22	3301048842	Uniform Svcs	\$ 60.56
56037	Unifirst Corporation	12/12/2014	Motor Pool	501-00-548-300-22	3301045003	Uniform Svcs	\$ 65.76
56037	Unifirst Corporation	12/12/2014	Motor Pool	501-00-548-300-22	3301046901	Uniform Svcs	\$ 66.74
Unifirst Corporation Total							\$ 1,185.92
56038	US Bank N.A. Custody Treasury Div	12/12/2014	Finance	001-14-514-230-49	120114	Safekeeping Fees Nov 14	\$ 38.00
56038	US Bank N.A. Custody Treasury Div	12/12/2014	Finance	001-14-514-230-49	110114	Safekeeping Fees Oct 14	\$ 124.00
US Bank N.A. Custody Treasury Div.-Money Cntr Total							\$ 162.00
56039	Utilities Underground Loc Cent	12/12/2014	Electric	401-32-533-500-41	4110158	Monthly Locates	\$ 19.73
56039	Utilities Underground Loc Cent	12/12/2014	Water	403-34-534-500-41	4110158	Monthly Locates	\$ 19.73
Utilities Underground Loc Cent Total							\$ 39.46
56040	Whitney Equipment Company Inc	12/12/2014	Water	403-34-534-550-31	77408	Water Line Fittings & Materials	\$ 639.60
Whitney Equipment Company Inc Total							\$ 639.60
12/12/2014 Total							\$ 60,157.20
56041	Dwayne Lanes	12/16/2014	Police	001-21-521-200-35	MPC121214	Police Vehicles (2)	\$49,800.60
Dwayne Lanes Total							\$49,800.60
56042	International Association for Prop	12/16/2014	Police	001-21-521-203-49	L1424552	Training Registration - Hobbs	\$ 300.00
International Association for Property & Evidence Total							\$ 300.00
12/16/2014 Total							\$ 50,100.60
0	Bank of New York Mellon	12/17/2014	Police	001-21-594-100-78	228088	Principal - PD Car	\$ 18,039.10
0	Bank of New York Mellon	12/17/2014	Police	001-21-594-100-81	228088	Interest - PD Car	\$ 932.04
Bank of New York Mellon Total							\$ 18,971.14
0	Bonneville PowerAdministration	12/17/2014	Electric	401-32-533-500-33	14-Oct	Power & Transmission Bill	\$ 154,903.00
Bonneville PowerAdministration Total							\$ 154,903.00
0	CIT Technology Fin. Serv.	12/17/2014	Admin	001-13-513-100-45	26081454	Copy Machine Lease	\$ 62.70
0	CIT Technology Fin. Serv.	12/17/2014	Finance	001-14-514-230-45	26081454	Copy Machine Lease	\$ 40.77
0	CIT Technology Fin. Serv.	12/17/2014	Facilities	001-18-518-300-45	26081454	Copy Machine Lease	\$ 4.47
0	CIT Technology Fin. Serv.	12/17/2014	Police	001-21-521-200-45	26081455	Copy Machine Lease	\$ 158.64
0	CIT Technology Fin. Serv.	12/17/2014	Building	001-24-558-500-45	26081454	Copy Machine Lease	\$ 12.28
0	CIT Technology Fin. Serv.	12/17/2014	Engineering	001-32-532-100-45	26081454	Copy Machine Lease	\$ 3.90
0	CIT Technology Fin. Serv.	12/17/2014	Planning	001-58-558-600-45	26081454	Copy Machine Lease	\$ 11.17
0	CIT Technology Fin. Serv.	12/17/2014	Activity Center	001-73-575-500-45	26081454	Copy Machine Lease	\$ 1.45
0	CIT Technology Fin. Serv.	12/17/2014	Parks	001-76-576-600-45	26081454	Copy Machine Lease	\$ 10.83
0	CIT Technology Fin. Serv.	12/17/2014	Streets	101-00-542-900-45	26081454	Copy Machine Lease	\$ 26.80
0	CIT Technology Fin. Serv.	12/17/2014	Electric	401-30-533-110-45	26081454	Copy Machine Lease	\$ 60.89
0	CIT Technology Fin. Serv.	12/17/2014	Electric	401-31-533-100-45	26081454	Copy Machine Lease	\$ 73.12
0	CIT Technology Fin. Serv.	12/17/2014	Water	403-30-534-110-45	26081454	Copy Machine Lease	\$ 65.58
0	CIT Technology Fin. Serv.	12/17/2014	Water	403-33-534-100-45	26081454	Copy Machine Lease	\$ 64.74
0	CIT Technology Fin. Serv.	12/17/2014	Storm	406-30-553-110-45	26081454	Copy Machine Lease	\$ 15.67
0	CIT Technology Fin. Serv.	12/17/2014	Storm	406-37-553-310-45	26081454	Copy Machine Lease	\$ 25.67
0	CIT Technology Fin. Serv.	12/17/2014	Motor Pool	501-00-548-300-45	26081454	Copy Machine Lease	\$ 11.18
CIT Technology Fin. Serv. Total							\$ 649.86
0	Comcast	12/17/2014	Admin	001-13-513-100-42	32623977	Monthly Trunk Lines	\$ 13.94



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	Comcast	12/17/2014	Admin	001-13-513-100-42	110714	Internet/Phone Service	\$ 18.53
0	Comcast	12/17/2014	Finance	001-14-514-230-42	32623977	Monthly Trunk Lines	\$ 18.06
0	Comcast	12/17/2014	Finance	001-14-514-230-42	110714	Internet/Phone Service	\$ 24.02
0	Comcast	12/17/2014	Facilities	001-18-518-300-42	32623977	Monthly Trunk Lines	\$ 3.43
0	Comcast	12/17/2014	Facilities	001-18-518-300-42	110714	Internet/Phone Service	\$ 4.56
0	Comcast	12/17/2014	Police	001-21-521-200-42	111614	PD Cable	\$ 10.69
0	Comcast	12/17/2014	Police	001-21-521-200-42	32623977	Monthly Trunk Lines	\$ 120.08
0	Comcast	12/17/2014	Police	001-21-521-200-42	110714	Internet/Phone Service	\$ 159.65
0	Comcast	12/17/2014	Building	001-24-558-500-42	32623977	Monthly Trunk Lines	\$ 9.42
0	Comcast	12/17/2014	Building	001-24-558-500-42	110714	Internet/Phone Service	\$ 12.53
0	Comcast	12/17/2014	Engineering	001-32-532-100-42	32623977	Monthly Trunk Lines	\$ 2.99
0	Comcast	12/17/2014	Engineering	001-32-532-100-42	110714	Internet/Phone Service	\$ 3.98
0	Comcast	12/17/2014	Planning	001-58-558-600-42	32623977	Monthly Trunk Lines	\$ 8.57
0	Comcast	12/17/2014	Planning	001-58-558-600-42	110714	Internet/Phone Service	\$ 11.39
0	Comcast	12/17/2014	Activity Center	001-73-575-500-42	32623977	Monthly Trunk Lines	\$ 3.11
0	Comcast	12/17/2014	Activity Center	001-73-575-500-42	110714	Internet/Phone Service	\$ 4.14
0	Comcast	12/17/2014	Parks	001-76-576-600-42	32623977	Monthly Trunk Lines	\$ 8.34
0	Comcast	12/17/2014	Parks	001-76-576-600-42	110714	Internet/Phone Service	\$ 11.08
0	Comcast	12/17/2014	Streets	101-00-542-900-42	32623977	Monthly Trunk Lines	\$ 20.60
0	Comcast	12/17/2014	Streets	101-00-542-900-42	110714	Internet/Phone Service	\$ 27.38
0	Comcast	12/17/2014	Electric	401-30-533-110-42	32623977	Monthly Trunk Lines	\$ 19.97
0	Comcast	12/17/2014	Electric	401-30-533-110-42	110714	Internet/Phone Service	\$ 26.55
0	Comcast	12/17/2014	Electric	401-31-533-100-42	32623977	Monthly Trunk Lines	\$ 6.43
0	Comcast	12/17/2014	Electric	401-31-533-100-42	110714	Internet/Phone Service	\$ 8.55
0	Comcast	12/17/2014	Electric	401-32-533-500-42	111614	PW Shop Cable	\$ 5.35
0	Comcast	12/17/2014	Electric	401-32-533-500-42	32623977	Monthly Trunk Lines	\$ 49.76
0	Comcast	12/17/2014	Electric	401-32-533-500-42	110714	Internet/Phone Service	\$ 66.16
0	Comcast	12/17/2014	Water	403-30-534-110-42	32623977	Monthly Trunk Lines	\$ 21.53
0	Comcast	12/17/2014	Water	403-30-534-110-42	110714	Internet/Phone Service	\$ 28.62
0	Comcast	12/17/2014	Water	403-33-534-100-42	32623977	Monthly Trunk Lines	\$ 7.28
0	Comcast	12/17/2014	Water	403-33-534-100-42	110714	Internet/Phone Service	\$ 9.68
0	Comcast	12/17/2014	Water	403-34-534-500-42	111614	PW Shop Cable	\$ 5.34
0	Comcast	12/17/2014	Water	403-34-534-500-42	32623977	Monthly Trunk Lines	\$ 42.43
0	Comcast	12/17/2014	Water	403-34-534-500-42	110714	Internet/Phone Service	\$ 56.43
0	Comcast	12/17/2014	Storm	406-30-553-110-42	32623977	Monthly Trunk Lines	\$ 5.14
0	Comcast	12/17/2014	Storm	406-30-553-110-42	110714	Internet/Phone Service	\$ 6.84
0	Comcast	12/17/2014	Storm	406-37-553-310-42	32623977	Monthly Trunk Lines	\$ 12.85
0	Comcast	12/17/2014	Storm	406-37-553-310-42	110714	Internet/Phone Service	\$ 17.08
0	Comcast	12/17/2014	Storm	406-38-553-350-42	32623977	Monthly Trunk Lines	\$ 6.86
0	Comcast	12/17/2014	Storm	406-38-553-350-42	110714	Internet/Phone Service	\$ 9.11
0	Comcast	12/17/2014	Motor Pool	501-00-548-300-42	32623977	Monthly Trunk Lines	\$ 8.56
0	Comcast	12/17/2014	Motor Pool	501-00-548-300-42	110714	Internet/Phone Service	\$ 11.39
	Comcast Total						\$ 928.40
0	Costco Wholesale	12/17/2014	General Fund	001-19-518-900-31	42154	Supplies	\$ 805.64
	Costco Wholesale Total						\$ 805.64



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	Jive Communications Inc	12/17/2014	Admin	001-13-513-100-42	INV-000266269	Phone Service	\$ 45.96
0	Jive Communications Inc	12/17/2014	Finance	001-14-514-230-42	INV-000266269	Phone Service	\$ 51.34
0	Jive Communications Inc	12/17/2014	Facilities	001-18-518-300-42	INV-000266269	Phone Service	\$ 13.13
0	Jive Communications Inc	12/17/2014	Police	001-21-521-200-42	INV-000266269	Phone Service	\$ 460.23
0	Jive Communications Inc	12/17/2014	Building	001-24-558-500-42	INV-000266269	Phone Service	\$ 36.11
0	Jive Communications Inc	12/17/2014	Engineering	001-32-532-100-42	INV-000266269	Phone Service	\$ 44.32
0	Jive Communications Inc	12/17/2014	Planning	001-58-558-600-42	INV-000266269	Phone Service	\$ 32.83
0	Jive Communications Inc	12/17/2014	Activity Center	001-73-575-500-42	INV-000266269	Phone Service	\$ 4.48
0	Jive Communications Inc	12/17/2014	Parks	001-76-576-600-42	INV-000266269	Phone Service	\$ 31.94
0	Jive Communications Inc	12/17/2014	Streets	101-00-542-900-42	INV-000266269	Phone Service	\$ 78.94
0	Jive Communications Inc	12/17/2014	Electric	401-30-533-110-42	INV-000266269	Phone Service	\$ 76.55
0	Jive Communications Inc	12/17/2014	Electric	401-31-533-100-42	INV-000266269	Phone Service	\$ 24.63
0	Jive Communications Inc	12/17/2014	Electric	401-32-533-500-42	INV-000266269	Phone Service	\$ 190.71
0	Jive Communications Inc	12/17/2014	Water	403-30-534-110-42	INV-000266269	Phone Service	\$ 82.53
0	Jive Communications Inc	12/17/2014	Water	403-33-534-100-42	INV-000266269	Phone Service	\$ 27.90
0	Jive Communications Inc	12/17/2014	Water	403-34-534-500-42	INV-000266269	Phone Service	\$ 162.66
0	Jive Communications Inc	12/17/2014	Storm	406-30-553-110-42	INV-000266269	Phone Service	\$ 19.70
0	Jive Communications Inc	12/17/2014	Storm	406-37-553-310-42	INV-000266269	Phone Service	\$ 49.25
0	Jive Communications Inc	12/17/2014	Storm	406-38-553-350-42	INV-000266269	Phone Service	\$ 26.26
0	Jive Communications Inc	12/17/2014	Motor Pool	501-00-548-300-42	INV-000266269	Phone Service	\$ 32.83
Jive Communications Inc Total							\$ 1,492.30
0	Kansas State Bank Gov Finance De	12/17/2014	Storm	406-38-594-790-66	110914	Vactor Truck Payment	\$ 8,109.03
Kansas State Bank Gov Finance Dept Total							\$ 8,109.03
0	Pierce County Sewer	12/17/2014	Facilities	001-18-518-300-47	120114	Utilities	\$ 12.78
0	Pierce County Sewer	12/17/2014	General Fund	001-19-518-900-47	120114	Utilities	\$ 29.54
0	Pierce County Sewer	12/17/2014	Police	001-21-521-200-47	120114	Utilities	\$ 36.98
0	Pierce County Sewer	12/17/2014	Building	001-24-558-500-47	120114	Utilities	\$ 3.80
0	Pierce County Sewer	12/17/2014	Planning	001-58-558-600-47	120114	Utilities	\$ 3.46
0	Pierce County Sewer	12/17/2014	Activity Center	001-73-569-500-47	120114		\$ 8.12
0	Pierce County Sewer	12/17/2014	Parks	001-76-576-600-47	120114	Utilities	\$ 2.12
0	Pierce County Sewer	12/17/2014	Parks	001-76-576-600-47	120114	Utilities	\$ 13.98
0	Pierce County Sewer	12/17/2014	Streets	101-00-542-900-47	120114	Utilities	\$ 1.21
0	Pierce County Sewer	12/17/2014	Electric	401-32-533-500-47	120114	Utilities	\$ 10.64
0	Pierce County Sewer	12/17/2014	Electric	401-32-533-500-47	120114	Utilities	\$ 17.38
0	Pierce County Sewer	12/17/2014	Water	403-34-534-550-47	120114	Utilities	\$ 11.62
0	Pierce County Sewer	12/17/2014	Water	403-34-534-550-47	120114	Utilities	\$ 14.60
0	Pierce County Sewer	12/17/2014	Storm	406-38-553-350-47	120114	Utilities	\$ 2.78
0	Pierce County Sewer	12/17/2014	Storm	406-38-553-350-47	120114	Utilities	\$ 7.26
Pierce County Sewer Total							\$ 176.27
0	Puget Sound Energy	12/17/2014	Activity Center	001-73-569-500-47	112014	Gas Charges	\$ 213.68
0	Puget Sound Energy	12/17/2014	Water	403-34-534-550-47	112014	Electric Charges	\$ 167.14
Puget Sound Energy Total							\$ 380.82
0	US Bank Equipment Finance	12/17/2014	Police	001-21-521-200-45	267129773	Police Clerk Copier Lease	\$ 59.58
US Bank Equipment Finance Total							\$ 59.58
0	Verizon Wireless	12/17/2014	Admin	001-13-513-100-36	9734968236	Verizon Charges	\$ 109.39



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	Verizon Wireless	12/17/2014	Admin	001-13-513-100-42	9734968236	Verizon Charges	\$ 109.93
0	Verizon Wireless	12/17/2014	Finance	001-14-514-230-42	9734968236	Verizon Charges	\$ 37.68
0	Verizon Wireless	12/17/2014	Facilities	001-18-518-300-42	9735081109	Verizon Charges	\$ 10.49
0	Verizon Wireless	12/17/2014	Police	001-21-521-200-42	9734968236	Verizon Charges	\$ 1,134.64
0	Verizon Wireless	12/17/2014	Building	001-24-558-500-42	9735081109	Verizon Charges	\$ 15.58
0	Verizon Wireless	12/17/2014	Engineering	001-32-532-100-42	9735081109	Verizon Charges	\$ 2.91
0	Verizon Wireless	12/17/2014	Engineering	001-32-532-100-42	9734968236	Verizon Charges	\$ 5.78
0	Verizon Wireless	12/17/2014	Activity Center	001-73-569-500-42	9735081109	Verizon Charges	\$ 1.52
0	Verizon Wireless	12/17/2014	Parks	001-76-576-600-42	9735081109	Verizon Charges	\$ 17.14
0	Verizon Wireless	12/17/2014	Streets	101-00-542-900-42	9734968236	Verizon Charges	\$ 20.32
0	Verizon Wireless	12/17/2014	Streets	101-00-542-900-42	9735081109	Verizon Charges	\$ 25.07
0	Verizon Wireless	12/17/2014	Police Reserves	118-21-521-230-42	9734968236	Verizon Charges	\$ 100.30
0	Verizon Wireless	12/17/2014	Electric	401-30-533-110-42	9735081109	Verizon Charges	\$ 4.76
0	Verizon Wireless	12/17/2014	Electric	401-30-533-110-42	9735267533	Verizon Charges	\$ 19.52
0	Verizon Wireless	12/17/2014	Electric	401-30-533-110-42	9734968236	Verizon Charges	\$ 31.65
0	Verizon Wireless	12/17/2014	Electric	401-31-533-100-42	9735081109	Verizon Charges	\$ 1.75
0	Verizon Wireless	12/17/2014	Electric	401-31-533-100-42	9734968236	Verizon Charges	\$ 17.35
0	Verizon Wireless	12/17/2014	Electric	401-32-533-500-42	9735081109	Verizon Charges	\$ 63.52
0	Verizon Wireless	12/17/2014	Electric	401-32-533-500-42	9734968236	Verizon Charges	\$ 102.78
0	Verizon Wireless	12/17/2014	Water	403-30-534-110-42	9735081109	Verizon Charges	\$ 4.90
0	Verizon Wireless	12/17/2014	Water	403-30-534-110-42	9735267533	Verizon Charges	\$ 19.52
0	Verizon Wireless	12/17/2014	Water	403-30-534-110-42	9734968236	Verizon Charges	\$ 34.32
0	Verizon Wireless	12/17/2014	Water	403-33-534-100-42	9735081109	Verizon Charges	\$ 1.75
0	Verizon Wireless	12/17/2014	Water	403-33-534-100-42	9734968236	Verizon Charges	\$ 17.35
0	Verizon Wireless	12/17/2014	Water	403-34-534-500-42	9735081109	Verizon Charges	\$ 48.97
0	Verizon Wireless	12/17/2014	Water	403-34-534-500-42	9734968236	Verizon Charges	\$ 137.02
0	Verizon Wireless	12/17/2014	Storm	406-30-553-110-42	9735081109	Verizon Charges	\$ 4.76
0	Verizon Wireless	12/17/2014	Storm	406-30-553-110-42	9734968236	Verizon Charges	\$ 6.52
0	Verizon Wireless	12/17/2014	Storm	406-37-553-310-42	9734968236	Verizon Charges	\$ 11.57
0	Verizon Wireless	12/17/2014	Storm	406-37-553-310-42	9735081109	Verizon Charges	\$ 12.83
0	Verizon Wireless	12/17/2014	Storm	406-38-553-350-42	9734968236	Verizon Charges	\$ 9.70
0	Verizon Wireless	12/17/2014	Storm	406-38-553-350-42	9735081109	Verizon Charges	\$ 11.08
0	Verizon Wireless	12/17/2014	Motor Pool	501-00-548-300-42	9735081109	Verizon Charges	\$ 14.41
Verizon Wireless Total							\$ 2,166.78
12/17/2014 Total							\$ 188,642.82
0	Pitney Bowes Inc.	12/19/2014	General Fund	001-19-518-900-45	6844518-dc14	Lease	\$ 163.31
0	Pitney Bowes Inc.	12/19/2014	Electric	401-30-533-110-45	6844518-dc14	Lease	\$ 158.64
0	Pitney Bowes Inc.	12/19/2014	Water	403-30-534-110-45	6844518-dc14	Lease	\$ 121.31
0	Pitney Bowes Inc.	12/19/2014	Storm	406-30-553-110-45	6844518-dc14	Lease	\$ 23.33
Pitney Bowes Inc. Total							\$ 466.59
56043	Campbell Shaffer	12/19/2014	Storm Capital Proj	407-00-595-400-63	10903	Straw, Equipment Rental, Residential Demolition & Fees	23403.44
Campbell Shaffer Total							23403.44
56044	Daily Journal Of Commerce	12/19/2014	Engineering	001-32-532-100-41	3295121	Prof Services Roster	\$ 395.20
Daily Journal Of Commerce Total							\$ 395.20



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56045	Fife City of	12/19/2014	Police	001-21-521-202-49	EVOC	Evoc Training	\$ 418.29
	Fife City of Total						\$ 418.29
56046	Gray & Osborne Inc	12/19/2014	Engineering	001-32-532-100-41	14437.00-6	General Engineering	\$ 28.18
	Gray & Osborne Inc Total						\$ 28.18
56047	HD Supply Power Solutions	12/19/2014	Electric	401-32-533-500-31	2722690-01	Adaptor Cable	\$ 52.02
56047	HD Supply Power Solutions	12/19/2014	Electric	401-32-533-500-31	2728358-00	Wrench Probe	\$ 148.07
56047	HD Supply Power Solutions	12/19/2014	Electric	401-32-533-500-31	2726215-00	Bracket Hardware	\$ 205.45
56047	HD Supply Power Solutions	12/19/2014	Electric	401-32-533-500-31	2724508-00	Wrench Probe & Bracket Cables	\$ 296.42
	HD Supply Power Solutions Total						\$ 701.96
56048	King Co. Finance Division	12/19/2014	Finance	001-14-514-900-51	2046339	2014 Voter Registration Costs	\$ 1,758.90
	King Co. Finance Division Total						\$ 1,758.90
56049	KPG	12/19/2014	Capital Project	310-99-595-200-63	117814	Milton Way Overlay Project	\$ 784.52
56049	KPG	12/19/2014	Capital Project	310-99-595-200-63	114114	Milton Comprehensive Plan	\$ 975.00
	KPG Total						\$ 1,759.52
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-48	83000157890	Tubes for Riding Mower	\$ 51.00
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-48	83000157890	Tubes for Riding Mower	\$ 51.00
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-48	83000157890	Tubes for Riding Mower	\$ 237.98
	Les Schwab Total						\$ 339.98
56051	Milo's Locksmith Co. nc.	12/19/2014	Facilities	001-18-518-300-48	68961	Keys Made	\$ 16.41
	Milo's Locksmith Co. nc. Total						\$ 16.41
56052	News Tribune	12/19/2014	Admin	001-13-513-100-41	1417921-01	Ordinance Publication	\$ 43.10
56052	News Tribune	12/19/2014	Admin	001-13-513-100-41	1440680-01	Meeting Notice	\$ 47.29
56052	News Tribune	12/19/2014	Admin	001-13-513-100-41	1427047-01	Meeting Notice and Cancelation of Meetings	\$ 69.90
	News Tribune Total						\$ 160.29
56053	RWJ Consultants	12/19/2014	Admin	001-13-513-100-41	112014	Staffing Analysis	\$ 600.00
	RWJ Consultants Total						\$ 600.00
56054	Seattle Automotive Distrib.Inc	12/19/2014	Motor Pool	501-00-548-300-31	S5-491159	Filter, Belt, Spark Plugs	93.52
	Seattle Automotive Distrib.Inc Total						93.52
56055	Standard Parts Corporation (NAPA	12/19/2014	Motor Pool	501-00-548-300-31	351269	Torque Wrench	\$ 38.28
	Standard Parts Corporation (NAPA) Total						\$ 38.28
56056	Tacoma Pump and Drilling	12/19/2014	Water	403-99-594-500-63	121614	Test Drilling Project	\$ 62,770.50
	Tacoma Pump and Drilling Total						\$ 62,770.50
56057	Unifirst Corporation	12/19/2014	Facilities	001-18-518-300-22	3301050765	Uniform Svcs	\$ 4.21
56057	Unifirst Corporation	12/19/2014	Parks	001-76-576-600-22	3301050765	Uniform Svcs	\$ 9.84
56057	Unifirst Corporation	12/19/2014	Streets	101-00-542-900-22	3301050765	Uniform Svcs	\$ 41.18
56057	Unifirst Corporation	12/19/2014	Electric	401-32-533-500-22	3301050765	Uniform Svcs	\$ 3.01
56057	Unifirst Corporation	12/19/2014	Electric	401-32-533-500-22	3301050848	Uniform Svcs	\$ 145.06
56057	Unifirst Corporation	12/19/2014	Water	403-34-534-500-22	3301050848	Uniform Svcs	\$ 13.19
56057	Unifirst Corporation	12/19/2014	Water	403-34-534-500-22	3301050765	Uniform Svcs	\$ 86.39
56057	Unifirst Corporation	12/19/2014	Storm	406-38-553-350-22	3301050765	Uniform Svcs	\$ 16.07
56057	Unifirst Corporation	12/19/2014	Motor Pool	501-00-548-300-22	3301050765	Uniform Svcs	\$ 60.27
	Unifirst Corporation Total						\$ 379.22
56058	Water Management Laboratories	12/19/2014	Water	403-34-534-550-41	136533	Water Testing	\$ 63.00
	Water Management Laboratories Total						\$ 63.00
56059	Williams Oil Filter Service	12/19/2014	Motor Pool	501-00-548-300-31	141213	Hose	\$ 7.11



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56059	Williams Oil Filter Service	12/19/2014	Motor Pool	501-00-548-300-31	141213	Hose	\$ 64.03
	Williams Oil Filter Service Total						\$ 71.14
56060	Lee Jarrod	12/19/2014	Electric	401-32-533-500-31	112414	Boots	\$ 197.09
	Lee Jarrod Total						\$ 197.09
	12/19/2014 Total						\$ 93,661.51
56061	Adamson Police Products	12/22/2014	Police	001-21-521-200-22	INV159785	Vest and Weapon Carrier	\$ 1,280.63
56061	Adamson Police Products	12/22/2014	Police	001-21-521-200-31	INV159570	Weapon Carriers	\$ 461.57
	Adamson Police Products Total						\$ 1,742.20
56062	Altec Industries Inc.	12/22/2014	Electric	401-32-533-500-31	10317992	Electrical Skinning Knife	\$ 50.45
56062	Altec Industries Inc.	12/22/2014	Electric	401-32-533-500-31	10313722	Hotstick	\$ 580.96
	Altec Industries Inc. Total						\$ 631.41
56063	Auburn (City of)	12/22/2014	General Fund	001-19-518-800-41	14-027729	IT Services Nov 14	\$ 2,919.29
	Auburn (City of) Total						\$ 2,919.29
56064	Baycom	12/22/2014	Police	001-21-521-200-48	92132	Headrest Printer Mount	\$ 1,692.00
	Baycom Total						\$ 1,692.00
56065	Bias Software	12/22/2014	Finance	001-14-514-232-49	BiasRally2015	Bias Conference Registration - Finance Staff	\$ 100.00
56065	Bias Software	12/22/2014	Electric	401-31-533-102-49	BiasRally2015	Bias Conference Registration - Finance Staff	\$ 300.00
56065	Bias Software	12/22/2014	Water	403-33-534-102-49	BiasRally2015	Bias Conference Registration - Finance Staff	\$ 300.00
	Bias Software Total						\$ 700.00
56066	Blumenthal Uniforms & Equip.	12/22/2014	Police	001-21-521-200-22	108005-01	Nametags	\$ 26.15
56066	Blumenthal Uniforms & Equip.	12/22/2014	Police	001-21-521-200-22	109344	Nametags, Badges, Emblems, Tie Bars	\$ 467.69
56066	Blumenthal Uniforms & Equip.	12/22/2014	Police	001-21-521-200-22	108005	Code Books, Clips, Pants	\$ 494.91
56066	Blumenthal Uniforms & Equip.	12/22/2014	Police	001-21-521-200-22	108251	Shirts, Emblems, Chevrons	\$ 81.98
56066	Blumenthal Uniforms & Equip.	12/22/2014	Police	001-21-521-200-22	103151	Jacket, Emblems - Chaplain	\$ 299.75
	Blumenthal Uniforms & Equip. Total						\$ 1,370.48
56067	Calvert Technical Services Inc.	12/22/2014	Water	403-34-534-550-48	4025	Programming and Antenna Installation for SCADA	\$ 647.86
	Calvert Technical Services Inc. Total						\$ 647.86
56068	CenturyLink	12/22/2014	General Fund	001-19-528-800-42	121414	Security Lines	\$ 105.63
56068	CenturyLink	12/22/2014	Police	001-21-521-200-42	121414	PD Phones	\$ 105.63
	CenturyLink Total						\$ 211.26
56069	Chuckals	12/22/2014	General Fund	001-19-518-900-31	804704-0	Binders, Msg Book, Pens & Scissors	\$ 250.61
56069	Chuckals	12/22/2014	Police	001-21-521-200-31	802501-0	Magnetic Wipe Board Credit	\$ (515.44)
56069	Chuckals	12/22/2014	Police	001-21-521-200-31	803829-0	Date Stamp	\$ 71.22
56069	Chuckals	12/22/2014	Police	001-21-521-200-35	804386-0	Business Cards - Luckman	\$ 177.80
56069	Chuckals	12/22/2014	Electric	401-30-533-110-31	C801574-0	Electric Stapler Return Credit	\$ (35.46)
56069	Chuckals	12/22/2014	Electric	401-30-533-110-31	805934-0	Notepads, File Folders	\$ 31.17
56069	Chuckals	12/22/2014	Electric	401-30-533-110-31	804704-0	Binders, Msg Book, Pens & Scissors	\$ 94.57
56069	Chuckals	12/22/2014	Water	403-30-534-110-31	805934-0	Notepads, File Folders	\$ 32.12
56069	Chuckals	12/22/2014	Water	403-30-534-110-31	804704-0	Binders, Msg Book, Pens & Scissors	\$ 85.11
56069	Chuckals	12/22/2014	Water	403-30-534-110-35	C801574-0	Electric Stapler Return Credit	\$ (35.46)
56069	Chuckals	12/22/2014	Storm	406-30-553-110-31	805934-0	Notepads, File Folders	\$ 31.17
56069	Chuckals	12/22/2014	Storm	406-30-553-110-31	804704-0	Binders, Msg Book, Pens & Scissors	\$ 42.55
56069	Chuckals	12/22/2014	Storm	406-30-553-110-35	C801574-0	Electric Stapler Return Credit	\$ (35.46)
56069	Chuckals	12/22/2014	Storm	406-38-553-350-31	802906-0	Business Cards - Monsey	\$ 89.70



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56069	Chuckals	12/22/2014	Storm	406-38-553-350-31	802950-0	Calendars, Kleenex	59.06
	Chuckals Total						343.26
56070	Code Publishing Company	12/22/2014	Admin	001-11-511-300-41	48380	Electronic Update 12/8/14	\$ 459.35
56070	Code Publishing Company	12/22/2014	Admin	001-11-511-300-41	48268	Municipal Code Web Hosting	\$ 569.00
	Code Publishing Company Total						\$ 1,028.35
56071	Craig C. Mike	12/22/2014	Employee Benefit	001-17-517-380-29	121914	Leoff Retiree Expenses	\$ 526.49
	Craig C. Mike Total						\$ 526.49
56072	Data Bar Incorporated	12/22/2014	Electric	401-30-533-110-49	211994	Statement Programming	\$ 93.75
56072	Data Bar Incorporated	12/22/2014	Electric	401-30-533-110-49	212408	Past Due Statements	\$ 537.57
56072	Data Bar Incorporated	12/22/2014	Electric	401-30-533-110-49	211833	Past Due Statements	\$ 670.23
56072	Data Bar Incorporated	12/22/2014	Electric	401-30-533-110-49	211881	Statements	\$ 1,859.88
56072	Data Bar Incorporated	12/22/2014	Water	403-30-534-110-49	211994	Statement Programming	\$ 78.75
56072	Data Bar Incorporated	12/22/2014	Water	403-30-534-110-49	212408	Past Due Statements	\$ 451.56
56072	Data Bar Incorporated	12/22/2014	Water	403-30-534-110-49	211833	Past Due Statements	\$ 562.99
56072	Data Bar Incorporated	12/22/2014	Water	403-30-534-110-49	211881	Statements	\$ 1,562.29
56072	Data Bar Incorporated	12/22/2014	Storm	406-30-553-110-49	211994	Statement Programming	\$ 15.00
56072	Data Bar Incorporated	12/22/2014	Storm	406-30-553-110-49	212408	Past Due Statements	\$ 86.01
56072	Data Bar Incorporated	12/22/2014	Storm	406-30-553-110-49	211833	Past Due Statements	\$ 107.24
56072	Data Bar Incorporated	12/22/2014	Storm	406-30-553-110-49	211881	Statements	\$ 297.58
	Data Bar Incorporated Total						\$ 6,322.85
56073	DKS Associates	12/22/2014	Electric	401-31-533-100-41	56256	Engineering Services	\$ 1,255.44
	DKS Associates Total						\$ 1,255.44
56074	FIRE PROTECTION INC.	12/22/2014	Facilities	001-18-518-300-42	22139	Fire Alarm Monitoring	\$ 1,024.92
	FIRE PROTECTION INC. Total						\$ 1,024.92
56075	Grubenhoff Mark	12/22/2014	Facility Rental	650-00-218-010-00	418873	Key & Building Deposit Refund - 11/22 Rental	\$ 350.00
	Grubenhoff Mark Total						\$ 350.00
56076	HD Supply Power Solutions	12/22/2014	Electric	401-32-533-500-31	2722690-00	Misc. Meter & Electrical Materials	\$ 2,362.22
56076	HD Supply Power Solutions	12/22/2014	Electric	401-32-533-500-35	2724518-00	Stripper Wedge Blades	\$ 469.33
	HD Supply Power Solutions Total						\$ 2,831.55
56077	HD Supply Waterworks Ltd.	12/22/2014	Electric	401-32-533-500-31	D330752	Safety Marker Paint	\$ 16.63
56077	HD Supply Waterworks Ltd.	12/22/2014	Water	403-34-534-500-31	D294360	IPS Ball Valve	\$ 23.98
56077	HD Supply Waterworks Ltd.	12/22/2014	Water	403-34-534-550-31	D261755	Pressure Reducing Valve	\$ 180.07
	HD Supply Waterworks Ltd. Total						\$ 220.68
56078	Larsco	12/22/2014	Motor Pool	501-00-548-300-31	1081465-01	Cable Ties and Shrink Tube Kit	\$ 167.34
	Larsco Total						\$ 167.34
56079	Long Pest Control Inc.	12/22/2014	Facilities	001-18-518-300-48	01-0210047	Pest Control	\$ 170.29
	Long Pest Control Inc. Total						\$ 170.29
56080	Marsh Mundorf Pratt Sullivan & M	12/22/2014	Electric	401-31-533-100-41	23	Pierce Cty Mutuals	\$ 109.39
	Marsh Mundorf Pratt Sullivan & McKenzie Total						\$ 109.39
56081	Mayes Testing Engineers	12/22/2014	Capital Project	310-99-595-500-63	1114T14251	Taylor Street Overlay	\$ 2,117.50
	Mayes Testing Engineers Total						\$ 2,117.50
56082	McCarthy & Causseaux	12/22/2014	Capital Project	310-99-595-100-63	142	Hearing Examiner - ADA Park	\$ 436.95
	McCarthy & Causseaux Total						\$ 436.95
56083	McCawso Designs	12/22/2014	Events Committee	116-79-573-903-49	278614	Tree Lighting Banner Updated	\$ 21.88
	McCawso Designs Total						\$ 21.88



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56084	News Tribune	12/22/2014	Capital Project	310-99-595-100-63	1130726	24th St E Water Main	\$ 9.55
56084	News Tribune	12/22/2014	Capital Project	310-99-595-100-63	1116275	RFP Overlay Project Balance Due	\$ 31.77
56084	News Tribune	12/22/2014	Capital Project	310-99-595-100-63	1116275	RFP Overlay Project Balance Due	\$ 31.78
	News Tribune Total						\$ 73.10
56085	NW Wire Rope and Sling	12/22/2014	Motor Pool	501-00-548-300-31	50065012	Sling	\$ 43.80
	NW Wire Rope and Sling Total						\$ 43.80
56086	Olbrechts & Associates PLLC	12/22/2014	Legal	001-15-515-200-41	120314	Legal Services Nov 14	\$ 808.50
	Olbrechts & Associates PLLC Total						\$ 808.50
56087	Ostrus Debra	12/22/2014	Facility Rental	650-00-218-010-00	418752	Key & Building Deposit Refund -12/19 Rental	\$ 250.00
	Ostrus Debra Total						\$ 250.00
56088	Pierce County Budget & Finance	12/22/2014	General Fund	001-19-518-900-51	AR165442	3rd Qtr Liquor Profits	\$ 389.37
	Pierce County Budget & Finance Total						\$ 389.37
56089	Puyallup City of	12/22/2014	Police	001-21-523-600-51	AR110462	Jail Services - Oct 14	\$ 65.00
	Puyallup City of Total						\$ 65.00
56090	Rainier Lighting & Elec Supply	12/22/2014	Electric	401-32-533-500-31	338934-1	Plug Ins and Receptacles	\$ 29.75
	Rainier Lighting & Elec Supply Total						\$ 29.75
56091	Robinson Noble Saltbush Inc.	12/22/2014	Water	403-99-594-100-63	14-988	2013 Deep Well Drilling	\$ 1,437.04
	Robinson Noble Saltbush Inc. Total						\$ 1,437.04
56092	Scheidt Joy	12/22/2014	Facility Rental	650-00-218-010-00	396227	Key & Building Deposit Refund -12/20 Rental	\$ 350.00
	Scheidt Joy Total						\$ 350.00
56093	Seattle Automotive Distrib.Inc	12/22/2014	Motor Pool	501-00-548-300-31	S5-457706	Oil Filter and Cleaners	\$ 26.80
56093	Seattle Automotive Distrib.Inc	12/22/2014	Motor Pool	501-00-548-300-31	S5-475872	Oil Filter and Cleaners	\$ 38.24
56093	Seattle Automotive Distrib.Inc	12/22/2014	Motor Pool	501-00-548-300-31	S5-457735	Headlamp and Direction Indicator	\$ 237.77
	Seattle Automotive Distrib.Inc Total						\$ 302.81
56094	Shope Concrete Products Co.	12/22/2014	Storm	406-38-553-350-31	9953032	Grates	\$ 55.07
	Shope Concrete Products Co. Total						\$ 55.07
56095	SIRENNET.COM	12/22/2014	Motor Pool	501-00-548-300-31	0178855-IN	LED Red and Blue Lights	\$ 426.70
	SIRENNET.COM Total						\$ 426.70
56096	State Auditor's Office	12/22/2014	Finance	001-14-514-231-51	L106019	Audit Services	\$ 2,466.20
	State Auditor's Office Total						\$ 2,466.20
56097	Sumner	12/22/2014	General Fund	001-19-554-300-51	2704	Animal Control Svcs	\$ 1,886.06
	Sumner Total						\$ 1,886.06
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	23508	Replacement of Console Plates From Radio Swap Out	\$ 175.92
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25573	Installation of New Radio	\$ 436.51
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25283	Transmission Repair and Assembly	\$ 2,723.51
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25210	Oil Change, Air Filter/Cleaner Repair	444.4
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25286	Oil Change, Brake & Engine Repair	1066.4
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25317	Oil Change, Troubleshoot ProNet System	393.13
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25194	Tires, Oil Change	1658.96
56098	Systems For Public Safety	12/22/2014	Police	001-21-521-200-48	25354	Tires, Oil Change & Misc. Maintenance	1288.56
	Systems For Public Safety Total						8187.39
56099	Tacoma Police Department	12/22/2014	Police	001-21-521-200-45	90597597	Shooting Range Rental	\$ 165.00
	Tacoma Police Department Total						\$ 165.00
56100	Tacoma Screw Products Inc.	12/22/2014	Electric	401-32-533-500-31	13978006	Shrink Tubes, Batteries, Fuel Cylinder, Nuts & Clamps	77.68
	Tacoma Screw Products Inc. Total						77.68



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56101	Thompson Linda	12/22/2014	Facility Rental	650-00-218-010-00	415185	Key & Building Deposit Refund -12/14 Rental	\$ 250.00
	Thompson Linda Total						\$ 250.00
56102	Titus-Will Ford	12/22/2014	Motor Pool	501-00-548-300-31	40211F	Seatbelt Assembly	\$ 64.23
	Titus-Will Ford Total						\$ 64.23
56103	TMG Services Inc.	12/22/2014	Water	403-34-534-550-31	0037209-IN	Treatment Plant Spare Parts	\$ 129.21
56103	TMG Services Inc.	12/22/2014	Water	403-34-534-550-31	0037186-IN	Pumps and DME Rebuild Kit	\$ 2,875.47
	TMG Services Inc. Total						\$ 3,004.68
56104	Troy D Smith Construction	12/22/2014	Capital Project	310-99-594-500-62	11252014	Retainage - Executive Office Remodel	\$ 1,367.49
	Troy D Smith Construction Total						\$ 1,367.49
56105	Unum Life Insurance	12/22/2014	Employee Benefit	001-17-517-381-46	111814	Leoff Life Ins	\$ 97.70
	Unum Life Insurance Total						\$ 97.70
56106	Water Management Laboratories	12/22/2014	Water	403-34-534-550-41	136180	Water Testing	\$ 229.00
	Water Management Laboratories Total						\$ 229.00
56107	Williams Oil Filter Service	12/22/2014	Motor Pool	501-00-548-300-31	141213	Hydraulic Hoses	\$ 7.11
56107	Williams Oil Filter Service	12/22/2014	Motor Pool	501-00-548-300-31	141213	Hydraulic Hoses	\$ 64.03
	Williams Oil Filter Service Total						\$ 71.14
	12/22/2014 Total						\$ 48,939.10
56108	Chavez Charlie & Leah	12/29/2014	Electric	401-00-131-000-00	9463	UB Refund	\$ (73.78)
56108	Chavez Charlie & Leah	12/29/2014	Water	403-00-131-000-00	9463	UB Refund	\$ 131.87
56108	Chavez Charlie & Leah	12/29/2014	Storm	406-00-131-000-00	9463	UB Refund	\$ (8.50)
	Chavez Charlie & Leah Total						\$ 49.59
56109	Deaton Betty	12/29/2014	Electric	401-00-131-000-00	27	UB Refund	\$ (15.00)
56109	Deaton Betty	12/29/2014	Water	403-00-131-000-00	27	UB Refund	\$ 49.80
	Deaton Betty Total						\$ 34.80
56110	Falcon Lake Investments LLC	12/29/2014	Electric	401-00-131-000-00	11060	UB Refund	\$ (27.32)
56110	Falcon Lake Investments LLC	12/29/2014	Water	403-00-131-000-00	11060	UB Refund	\$ 40.10
56110	Falcon Lake Investments LLC	12/29/2014	Storm	406-00-131-000-00	11060	UB Refund	\$ (9.50)
	Falcon Lake Investments LLC Total						\$ 3.28
56111	High Country Homes Inc.	12/29/2014	Water	403-00-131-000-00	11235	UB Refund	\$ 70.13
	High Country Homes Inc. Total						\$ 70.13
56112	Schatz Joe	12/29/2014	Electric	401-00-131-000-00	611	UB Refund	\$ (15.00)
56112	Schatz Joe	12/29/2014	Water	403-00-131-000-00	611	UB Refund	\$ 48.44
	Schatz Joe Total						\$ 33.44
56113	Tai Mark	12/29/2014	Electric	401-00-131-000-00	1963	UB Refund	\$ (40.72)
56113	Tai Mark	12/29/2014	Water	403-00-131-000-00	1963	UB Refund	\$ 191.68
56113	Tai Mark	12/29/2014	Storm	406-00-131-000-00	1963	UB Refund	\$ (1.62)
	Tai Mark Total						\$ 149.34
	12/29/2014 Total						\$ 340.58
0	Allen Sandra	12/30/2014	Court	001-12-512-500-41	14-Dec	Judge Services	\$ 4,000.00
	Allen Sandra Total						\$ 4,000.00
0	Dept of Revenue WA State	12/30/2014	Electric	401-31-533-100-53	122614	Excise Tax	\$ 8,672.92
0	Dept of Revenue WA State	12/30/2014	Water	403-33-534-100-53	122614	Excise Tax	\$ 8,886.78
0	Dept of Revenue WA State	12/30/2014	Storm	406-37-553-310-53	122614	Excise Tax	\$ 851.27



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
Dept of Revenue WA State Total							\$ 18,410.97
0	Discovery Benefits	12/30/2014	Employee Benefit	001-17-517-310-49	502182-IN	Employee Benefits Program/FSA	\$ 15.60
Discovery Benefits Total							\$ 15.60
0	Ogden Murphy Wallace	12/30/2014	Legal	001-15-515-200-41	716550	Personnel	\$ 3.75
0	Ogden Murphy Wallace	12/30/2014	Legal	001-15-515-200-41	716550	DOJ	\$ 45.00
0	Ogden Murphy Wallace	12/30/2014	Legal	001-15-515-200-41	716550	Negotiations	\$ 1,552.50
0	Ogden Murphy Wallace	12/30/2014	Legal	001-15-515-200-41	716536	Routine Services	\$ 4,144.50
Ogden Murphy Wallace Total							\$ 5,745.75
56114	Altec Industries Inc.	12/30/2014	Electric	401-32-533-500-35	10324998	Hameson Hawkbill Knife	\$ 63.13
Altec Industries Inc. Total							\$ 63.13
56115	Associated Petroleum Products	12/30/2014	Streets	101-00-542-900-32	0678943-IN	ULSD	\$ 139.53
56115	Associated Petroleum Products	12/30/2014	Electric	401-32-533-500-32	0678943-IN	ULSD	\$ 139.53
56115	Associated Petroleum Products	12/30/2014	Water	403-34-534-500-32	0678943-IN	ULSD	\$ 279.06
56115	Associated Petroleum Products	12/30/2014	Storm	406-38-553-350-32	0678943-IN	ULSD	\$ 139.52
Associated Petroleum Products Total							\$ 697.64
56116	Bias Software	12/30/2014	Electric	401-30-533-110-43	6309	Travel for Bias Implementation	\$ 249.48
56116	Bias Software	12/30/2014	Water	403-30-534-110-35	6309	Travel for Bias Implementation	\$ 249.48
56116	Bias Software	12/30/2014	Storm	406-30-553-110-43	6309	Travel for Bias Implementation	\$ 124.74
Bias Software Total							\$ 623.70
56117	Chuckals	12/30/2014	Admin	001-13-513-100-31	805470-0	Business Cards - Perry	\$ 85.50
56117	Chuckals	12/30/2014	Facilities	001-18-518-300-31	805032-0	Appt Books, Daily Diaries and Calendars	8.03
56117	Chuckals	12/30/2014	Engineering	001-32-532-100-31	C806175-0	Credit for Returned Binders	\$ (209.73)
56117	Chuckals	12/30/2014	Engineering	001-32-532-100-31	805472-0	Business Cards - Perteet	\$ 73.78
56117	Chuckals	12/30/2014	Engineering	001-32-532-100-31	806175-0	Binders	\$ 209.73
56117	Chuckals	12/30/2014	Engineering	001-32-532-100-31	806175-0	Binders, Filing Supplies and Calendar	5.73
56117	Chuckals	12/30/2014	Planning	001-58-558-600-31	806175-0	Filing Supplies and Calendar	\$ 35.32
56117	Chuckals	12/30/2014	Planning	001-58-558-600-31	806399-0	Binders	\$ 112.64
56117	Chuckals	12/30/2014	Streets	101-00-542-900-31	805032-0	Appt Books, Daily Diaries and Calendars	46.77
56117	Chuckals	12/30/2014	Electric	401-32-533-500-31	805032-0	Appt Books, Daily Diaries and Calendars	85.32
56117	Chuckals	12/30/2014	Water	403-34-534-500-31	805032-0	Appt Books, Daily Diaries and Calendars	46.77
56117	Chuckals	12/30/2014	Storm	406-38-553-350-31	805032-0	Appt Books, Daily Diaries and Calendars	46.77
Chuckals Total							546.63
56118	Fife City of	12/30/2014	Planning	001-58-558-600-41	143770	Planning Contract Services	\$ 3,116.50
Fife City of Total							\$ 3,116.50
56119	FIRE PROTECTION INC.	12/30/2014	Facilities	001-18-518-300-41	22501	Annual Fire Alarm Inspection - Activity Center	\$ 499.95
FIRE PROTECTION INC. Total							\$ 499.95
56120	Grainger Inc	12/30/2014	Streets	101-00-542-900-35	9616996816	Hose and Quick Release Ratchet	\$ 30.84
56120	Grainger Inc	12/30/2014	Streets	101-00-542-900-35	9616996824	Safety Cans & Measuring Wheel	\$ 182.08
56120	Grainger Inc	12/30/2014	Water	403-34-534-500-35	9616996816	Hose and Quick Release Ratchet	\$ 31.78
56120	Grainger Inc	12/30/2014	Water	403-34-534-500-35	9616996824	Safety Cans & Measuring Wheel	\$ 182.09
56120	Grainger Inc	12/30/2014	Storm	406-38-553-350-35	9616996816	Hose and Quick Release Ratchet	\$ 30.84
56120	Grainger Inc	12/30/2014	Storm	406-38-553-350-35	9616996824	Safety Cans & Measuring Wheel	\$ 182.08
Grainger Inc Total							\$ 639.71
56121	HD Supply Waterworks Ltd.	12/30/2014	Electric	401-32-533-500-31	D379014	Safety Markers & Cable Saw	\$ 59.06
HD Supply Waterworks Ltd. Total							\$ 59.06



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56122	Kamenzind Stephanie	12/30/2014	Facility Rental	650-00-218-010-00	418451	Key & Building Deposit Refund - 12/24 Rental	\$ 350.00
	Kamenzind Stephanie Total						\$ 350.00
56123	LLOYD INC MS	12/30/2014	Water	403-34-534-500-31	184029	Gravel	\$ 223.87
	LLOYD INC MS Total						\$ 223.87
56124	Miles Resources	12/30/2014	Streets	101-00-542-900-31	2543144	Cold Mix	\$ 92.66
	Miles Resources Total						\$ 92.66
56125	Nixon Michelle	12/30/2014	Facility Rental	650-00-218-010-00	421539	Key & Building Deposit Refund - 12/27 Rental	\$ 250.00
	Nixon Michelle Total						\$ 250.00
56126	Perteet Richard	12/30/2014		001-00-310-500-00	123014	Payroll Check For Direct Deposit Error	\$ 100.00
	Perteet Richard Total						\$ 100.00
56127	Rainier Lighting & Elec Supply	12/30/2014	Electric	401-32-533-500-48	338072-1	Burndy Tool Repair	\$ 468.01
	Rainier Lighting & Elec Supply Total						\$ 468.01
56128	Randles Sand & Gravel Inc	12/30/2014	Water	403-34-534-500-31	368325	Gravel	\$ 183.56
56128	Randles Sand & Gravel Inc	12/30/2014	Water	403-34-534-500-47	368325	Waste Disposal	\$ 133.49
	Randles Sand & Gravel Inc Total						\$ 317.05
56129	Standard Parts Corporation (NAPA	12/30/2014	Water	403-34-534-550-31	351466	Corridor Well Treatment Blower	\$ 14.16
56129	Standard Parts Corporation (NAPA	12/30/2014	Motor Pool	501-00-548-300-31		GM Terminals	\$ 74.37
	Standard Parts Corporation (NAPA) Total						\$ 88.53
56130	Titus-Will Ford	12/30/2014	Motor Pool	501-00-548-300-31	41049F	Buckle Assembly	\$ 128.47
	Titus-Will Ford Total						\$ 128.47
56131	Unifirst Corporation	12/30/2014	Facilities	001-18-518-300-22	3301052690	Uniform Svcs	\$ 4.23
56131	Unifirst Corporation	12/30/2014	Parks	001-76-576-600-22	3301052690	Uniform Svcs	\$ 9.90
56131	Unifirst Corporation	12/30/2014	Streets	101-00-542-900-22	3301052690	Uniform Svcs	\$ 41.43
56131	Unifirst Corporation	12/30/2014	Electric	401-32-533-500-22	3301052690	Uniform Svcs	\$ 3.03
56131	Unifirst Corporation	12/30/2014	Electric	401-32-533-500-22	3301052779	Uniform Svcs	\$ 145.06
56131	Unifirst Corporation	12/30/2014	Water	403-34-534-500-22	3301052779	Uniform Svcs	\$ 13.19
56131	Unifirst Corporation	12/30/2014	Water	403-34-534-500-22	3301052690	Uniform Svcs	\$ 86.90
56131	Unifirst Corporation	12/30/2014	Storm	406-38-553-350-22	3301052690	Uniform Svcs	\$ 16.19
56131	Unifirst Corporation	12/30/2014	Motor Pool	501-00-548-300-22	3301052690	Uniform Svcs	\$ 60.63
	Unifirst Corporation Total						\$ 380.56
56132	Unum Life Insurance	12/30/2014	Employee Benefit	001-17-517-380-29	121814	Leoff Retiree Coverage	\$ 122.20
	Unum Life Insurance Total						\$ 122.20
56133	Water Management Laboratories	12/30/2014	Water	403-34-534-550-41	136587	Water Testing	\$ 131.00
	Water Management Laboratories Total						\$ 131.00
56134	Milton - City of	12/30/2014	Electric	401-00-131-000-00	UB*0027	UB Refund GL Adjustment	\$ 15.00
56134	Milton - City of	12/30/2014	Electric	401-00-131-000-00	UB*0611	UB Refund GL Adjustment	\$ 15.00
56134	Milton - City of	12/30/2014	Electric	401-00-131-000-00	UB*11060	UB Refund GL Adjustment	\$ 27.32
56134	Milton - City of	12/30/2014	Electric	401-00-131-000-00	UB*1963	UB Refund GL Adjustment	\$ 40.72
56134	Milton - City of	12/30/2014	Electric	401-00-131-000-00	UB*9463	UB Refund GL Adjustment	\$ 73.78
56134	Milton - City of	12/30/2014	Electric	401-00-343-321-00	UB*9463	UB Refund GL Adjustment	\$ (58.78)
56134	Milton - City of	12/30/2014	Electric	401-00-343-321-00	UB*1963	UB Refund GL Adjustment	\$ (25.72)
56134	Milton - City of	12/30/2014	Electric	401-00-343-321-00	UB*11060	UB Refund GL Adjustment	\$ (12.32)
56134	Milton - City of	12/30/2014	Electric	401-00-369-900-00	UB*0027	UB Refund GL Adjustment	\$ (15.00)
56134	Milton - City of	12/30/2014	Electric	401-00-369-900-00	UB*11060	UB Refund GL Adjustment	\$ (15.00)
56134	Milton - City of	12/30/2014	Electric	401-00-369-900-00	UB*1963	UB Refund GL Adjustment	\$ (15.00)



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56134	Milton - City of	12/30/2014	Electric	401-00-369-900-00	UB*9463	UB Refund GL Adjustment	\$ (15.00)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*1963	UB Refund GL Adjustment	\$ (191.68)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*9463	UB Refund GL Adjustment	\$ (131.87)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*11235	UB Refund GL Adjustment	\$ (70.13)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*0027	UB Refund GL Adjustment	\$ (49.80)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*0611	UB Refund GL Adjustment	\$ (48.44)
56134	Milton - City of	12/30/2014	Water	403-00-131-000-00	UB*11060	UB Refund GL Adjustment	\$ (40.10)
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*11060	UB Refund GL Adjustment	\$ 40.10
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*0611	UB Refund GL Adjustment	\$ 48.44
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*0027	UB Refund GL Adjustment	\$ 49.80
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*11235	UB Refund GL Adjustment	\$ 85.13
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*9463	UB Refund GL Adjustment	\$ 131.87
56134	Milton - City of	12/30/2014	Water	403-00-343-421-00	UB*1963	UB Refund GL Adjustment	\$ 191.68
56134	Milton - City of	12/30/2014	Water	403-00-369-100-00	UB*0611	UB Refund GL Adjustment	\$ (15.00)
56134	Milton - City of	12/30/2014	Water	403-00-369-100-00	UB*11235	UB Refund GL Adjustment	\$ (15.00)
56134	Milton - City of	12/30/2014	Storm	406-00-131-000-00	UB*1963	UB Refund GL Adjustment	\$ (1.62)
56134	Milton - City of	12/30/2014	Storm	406-00-131-000-00	UB*1963	UB Refund GL Adjustment	\$ 1.62
56134	Milton - City of	12/30/2014	Storm	406-00-131-000-00	UB*9463	UB Refund GL Adjustment	\$ 8.50
56134	Milton - City of	12/30/2014	Storm	406-00-131-000-00	UB*11060	UB Refund GL Adjustment	\$ 9.50
56134	Milton - City of	12/30/2014	Storm	406-00-343-830-00	UB*11060	UB Refund GL Adjustment	\$ (9.50)
56134	Milton - City of	12/30/2014	Storm	406-00-343-830-00	UB*9463	UB Refund GL Adjustment	\$ (8.50)
Milton - City of Total							\$ 0.00
12/30/2014 Total							\$ 37,070.99
Grand Total							\$ 479,336.80





To: Mayor Perry and City Councilmembers
 From: Public Works Interim Director Perteet
 Date: January 5, 2015 Regular Session
 Re: **Gray and Osborne On-call Engineering Contract**

ATTACHMENTS: A. Consultant Agreement

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required (Total of \$23,500 in budget)

Issue: The City’s on-call engineering contract with Gray & Osborne will end on December 31, 2014 and a new contract is needed.

Recommendation/Action:

“I move to ratify the Mayor’s signature on the Consultant Agreement for engineering services, extending Gray & Osborne’s on-call engineering contract with the City of Milton until December 31, 2015.”

Fiscal Impact/Source of Funds: Expenditure will vary depending on the needs of the City of Milton for 2015 and the money has been included in the 2015 budget for on-call engineering services. A total of \$23,500 is included in the budget under budget items 32 (Engineering), 101 (Street Fund), 401 (Electric Utility), 403 (Water Utility) and 406 (Storm Drainage/Operations).

Background: Gray & Osborne has a 25+ year history of serving the City of Milton. They have been our most recent on-call engineering firm and in the past have served as both engineer-of-record and City Engineer for the City. They have provided prompt and quality service with the needs of the City as a top priority. They work exclusively for governmental organizations, which will eliminate any concern of conflicts of interest with other projects inside of Milton.

Discussion: All work assigned to Gray & Osborne through the agreement for on-call engineering services (attached) will be authorized by the Public Works Director on an individual task basis and will be tied to approved budget numbers. As stated in the Scope of Work for On-call Engineering Services, this contract is not intended to take the place of a formal contract for planned, large-scale capital improvement projects. It is in the City’s best interests to authorize the on-call engineering consultant to perform a smaller piece of larger capital improvement projects, or in the case of an emergency situation, it is sometimes necessary for an on-going engineering consultant to perform items of work up to the scale necessary for a large capital improvement project.

RECEIVED

DEC 16 2014

City of Milton
Public Works

CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER CITY ENGINEER SERVICES	WORK DESCRIPTION ON CALL, AS NEEDED BASIS PER ATTACHED SCOPE.
CONSULTANT GRAY & OSBORNE, INC. 701 DEXTER AVE. N., STE 200 SEATTLE, WA 98109	CONSULTANT CONTACT NAME, ADDRESS AND TELEPHONE NO. STEVE CLARKE, P.E. 206-284-0860
FEDERAL I.D. NO.	BUDGET OR FUNDING SOURCE VARIES
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO. Public Works Director, City of Milton 253.922.8738	MAXIMUM AMOUNT PAYABLE, IF ANY
COMPLETION DATE DEC. 31, 2015	

THIS AGREEMENT is entered into on DEC. 3rd, 2014 between the City of Milton, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and

incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until directed by the CITY. The CONSULTANT shall complete all work required by this agreement according to the CITY's needs and agreed-upon timeframes. A failure to complete the work according to the agreed-upon timeframe, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. All agreed upon completion times shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Electronic versions of all work product should be provided to the City in a format compatible with City software, except to the extent expressly waived in the attached exhibits.

7. Independent CONSULTANT. The CONSULTANT is an independent CONSULTANT for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the

CONSULTANT, its officers, agents, sub-contractors or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, sub-contractor or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent CONSULTANTS and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of one million dollars (\$1,000,000) or more against claims arising out of work provided for in this agreement.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with

limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. Conflict Amongst Main Agreement and Attachments. In case of conflict between the Exhibits to this Agreement and the portions of this Agreement preceding the signature lines (paragraphs 1-21), the terms of paragraphs 1-21 shall prevail. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in paragraph 8 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten days written notice to the CONSULTANT. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, sub-contractor, supplier or material man, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future. During the performance of this agreement, the CONSULTANT, for itself, its assignees and successors in interest agrees as follows:

- a. The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
- b. The CONSULTANT, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c. In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

- d. The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the CITY, WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. In the event of the CONSULTANT's non-compliance with the non-discrimination provisions of this contract, the CITY shall impose such contract sanctions as it or the WSDOT or USDOT may determine to be appropriate, including, but not limited to (1) withholding of payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or (2) cancellation, termination, or suspension of the contract, in whole or in part.
- f. The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-contractor or procurement as the CITY or WSDOT may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the CONSULTANT may request the CITY enter into such litigation to protect the interests of the city and, in addition, the CONSULTANT may request the WSDOT and USDOT enter into such litigation to protect the interests of the state and United States, respectively.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-contractors approved by the CITY at the outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Arbitration. If any dispute arises out of or in connection with this Agreement,

including any question regarding its existence, enforceability, interpretation, or validity, the parties will meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties shall refer such dispute for definitive resolution by arbitration conducted in accordance with the commercial arbitration rules of the American Arbitration Association (“AAA”), which rules and procedures are deemed to be incorporated by reference into this Agreement, subject to the provisions of this Section. The place of arbitration shall be Milton, Washington or such other location mutually agreed by the parties. The judgment of the arbitrator shall be binding upon the parties and may be filed in and enforced by any court having proper jurisdiction. It is the express intention and understanding of the parties that each shall be entitled to enforce his or its respective rights under any provision hereof through specific performance in addition to recovering damages caused by a breach of any provision hereof and to obtain any and all other equitable remedies as may be awarded by the arbitrators. In any such arbitration, the prevailing party shall be entitled to recover its costs, including without limitation reasonable attorneys’ fees, and the non-prevailing party shall pay all costs of the arbitration. If neither party is determined to be the prevailing party, each party shall bear its own costs and attorneys’ fees and one-half (1/2) the costs of the arbitration. In assessing costs and attorneys fees, the parties agree to be bound by RCW 4.84.250 through 4.84.300, as now or hereafter amended, provided that there shall not be any limit on the amount of damages subject to the offer of settlement process and any timelines based on the service of a summons and complaint shall instead be based on the service of a written notice demanding arbitration.

The provisions of this Section shall survive the termination of this Agreement.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. City Business License and Code of Ethics. The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

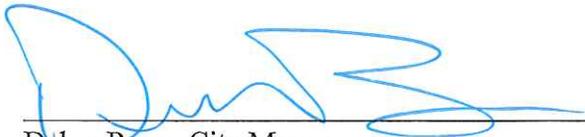
21. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

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

CONSULTANT:


By: Thomas M. Zullo
Title: President

CITY OF MILTON:


Debra Perry, City Mayor

ATTEST/AUTHENTICATED:


KATIE BOLAM City Clerk

APPROVED AS TO FORM:

BID PARK, per email 12/5/2014
Office of the City Attorney 

SCOPE OF WORK

ON-CALL ENGINEERING SERVICES

In accordance with the Consultant Services Contract between the City of Milton (City) and Gray & Osborne, Inc. (Consultant), executed on DEC. 3rd, 2014, the Consultant shall be responsive to perform the following work on an as-needed basis and upon request of the City:

1. **On-Call Engineering Support** – From time to time, the City may request engineering support and services in regard to public works development, operations, and maintenance.
2. **City Engineer** – The City may require the Consultant to act as the City's city engineer. Services may include, but not be limited to, signing boundary line adjustments, developer plats and plans, and attending council meetings as required.
3. **Development Plan Review** – The City may request the Consultant to provide engineering services for the review of developer extensions, plats, and proposals. Activities may include pre-application meetings, plat and plan review, written comments, and engineering support.
4. **Surveying Services** – The City may request the Consultant to perform boundary surveys, property research, or topographical surveys on an as-needed basis.
5. **Review of Consultant Reports** – The City may request a review of third-party consultant engineering and technical reports which are produced in association with proposed development.
6. **Regulatory Compliance** – The City may request engineering assistance with regard to regulatory directives or inquiries, monthly reports, or compliance issues.
7. **Update Public Works Standards** – It is anticipated that the City will request the Consultant to review and update the City's Public Works Standards and requirements.
8. **Engineering Support for Utility Rates and GFCs** – The City may request engineering support for analysis or adjustment of Utility Rates or General Facilities Charges.
9. **Construction Inspection Services** – The City may request resident inspector services and accompanying documentation for developer-provided improvements.

Work shall be performed on a time and materials basis. Costs shall be invoiced to the City in accordance with the following schedule of Fully Burdened Rates.

GRAY & OSBORNE, INC.

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
FULLY BURDENED BILLING RATES*
THROUGH JUNE 15, 2016****

<u>Employee Classification</u>	<u>Fully Burdened Billing Rates</u>		
AutoCAD/GIS Technician/Engineering Intern	\$ 45.00	to	\$ 90.00
AutoCAD/GIS Manager/Graphic Artist	\$ 92.00	to	\$115.00
Senior Electrical Engineer	\$140.00	to	\$172.00
Senior Structural Engineer	\$114.00	to	\$158.00
Electrical Engineer	\$102.00	to	\$139.00
Structural Engineer	\$ 98.00	to	\$128.00
Environmental Technician/Specialist	\$ 80.00	to	\$105.00
Geomorphologist/Geologist	\$116.00	to	\$125.00
Civil Engineer	\$ 75.00	to	\$114.00
Project Engineer	\$110.00	to	\$139.00
Project Manager	\$115.00	to	\$178.00
Principal-in-Charge	\$112.00	to	\$182.00
Resident Engineer	\$123.00	to	\$156.00
Field Inspector	\$ 82.00	to	\$129.00
Field Survey (2 Person)***	\$144.00	to	\$210.00
Field Survey (3 Person)***	\$219.00	to	\$274.00
Professional Land Surveyor	\$109.00	to	\$123.00
Secretary/Word Processor***	N/A		

* Fully Burdened Billing Rates include overhead and profit.

** Updated annually, together with the overhead.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.56 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

*** Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.

Back to Agenda Bill

Agenda Item: 6A

[Back to Agenda](#)



To: Mayor Perry and City Councilmembers

From: Chris Larson, Contract Associate Planner

Date: January 20th, 2015

Re: **Recreational Marijuana Emergency Moratorium Extension Public Hearing**

ATTACHMENTS:

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: Staff recommends the City Council hold the public hearing.

Fiscal Impact/Source of Funds: No fiscal impacts are expected as a result of holding the public hearing.

Previous Council Review: At the November 17, 2014 Council meeting, Council reviewed a recommendation from the Planning Commission and determined that more study was needed before making a final decision on the matter. To achieve this, the Council moved to extend the moratorium and create a Special Committee to study the matter in depth.

Information: The current moratorium is set to expire on January 7, 2015. Prior to extending a moratorium, state law requires the City to hold a public hearing.

See packet item 7A for further details.



To: Mayor Perry and City Councilmembers
From: Chris Larson, Contract Associate Planner
Date: January 5, 2015
Re: **Recreational Marijuana Emergency Moratorium Extension Adoption**

ATTACHMENTS: Ordinance - Emergency Marijuana Moratorium Extension

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: Staff recommends the City Council adopt an emergency extension to the moratorium in order to allow time for the Special Committee to review the matter in depth.

“I move to adopt the attached ordinance providing for an emergency 6 month extension to the moratorium disallowing recreational marijuana producers, processors and retailers from locating within the City of Milton.”

Fiscal Impact/Source of Funds: There will be the fiscal impact associated with staffing and work for the Special Committee meetings.

Previous Council Review: Below is a brief regulatory history of the Council’s adoption of marijuana regulations in the City of Milton.

March 13th, 2013 - Ordinance 1819 – Milton adopted interim regulations regarding the location of recreational marijuana facilities (producers, processors and retailers).

January 21st, 2014 - Ordinance 1835 – This ordinance created a 6 month moratorium for all recreational marijuana facilities.

July 7th, 2014 - Ordinance 1846 – Extended the moratorium on recreational marijuana facilities.

November 17th, 2014 – The Council reviewed the Planning Commission’s recommendation to disallow recreational marijuana uses in all zones in the City.

Background: On November 17th, 2014 the Council reviewed the recommendation made by the Planning Commission at a special meeting held on October 30th, 2014. The Planning Commission’s recommendation (4-2) was to disallow recreational marijuana producers, processors and retailers in all zones in the City.

During the Council discussion on November 17th, 2014 it was determined that more study into the matter was necessary prior to the Council taking action on this item. The Council moved to extend the moratorium to create a Special Committee to study the matter in-depth.

Discussion:

Moratorium

The action on the table is to adopt an emergency 6-month extension to the current recreational marijuana moratorium. This will occur with the adoption of the attached ordinance.

The current moratorium is set to expire on January 7th. Adoption of an emergency moratorium extension will make the moratorium effective immediately upon adoption.

Without an immediate moratorium on the City's acceptance of development applications for marijuana businesses, there will be a small window of time in which the City's interim regulations (allowing marijuana in the City with no additional standards) will be in effect. This means that there would be a small window in time which would allow for individuals to apply for land use permits to create a recreational marijuana facility.

Such applications could become vested, leading to development that could be incompatible with the codes eventually adopted by the City. Therefore, the moratorium must be imposed as an emergency measure to protect the public health, safety and welfare, and to prevent the submission of applications to the City in an attempt to vest rights for an indefinite period of time.

Special Committee

Section 3 of the attached ordinance will create a seven (7) member Special Committee. The Special Committee is set to meet on six dates, noted below, and a recommendation will be made to the City Council at the May 11, 2015 study session.

The Special Committee will be Chaired by Milton resident and past planning commissioner Jason Wilson, and it will comprised of one (1) councilmember and one current planning commissioner (1), each with opposite viewpoints, plus four (4) other members of the community.

The committee's meetings will be open to the public, with emphasized community outreach planned for the Community Open House event on February 18, 2015. Public comment will be encouraged throughout the process.

SPECIAL COMMITTEE MEETING DATES – Wednesdays from 6-8 pm:

- February 4
- February 18 (Community Open House)
- March 4
- March 25
- April 15
- April 29

CITY OF MILTON
ORDINANCE _____

**AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON;
ADOPTING A SIX-MONTH MORATORIUM EXTENSION ON THE
ESTABLISHMENT OF MARIJUANA BUSINESSES; ADOPTING
FINDINGS IN SUPPORT OF THE EXTENSION; CREATING AND
REFERRING THE MATTER TO A MARIJUANA ADVISORY
COMMITTEE; PROVIDING FOR SEVERABILITY; DECLARING AN
EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE
DATE.**

WHEREAS, the City of Milton enacted Ordinance 1819-13 adopting regulations on marijuana related uses, and

WHEREAS, the Washington Court of Appeals, Division I, held recently that sale of marijuana at retail collective gardens or collective garden distribution points are illegal under Washington Law in *Cannabis Action Coalition v. City of Kent*, 322 P.3d 1246 (2014); and

WHEREAS, the Washington State Attorney General has issued a formal opinion (AGO 2014 No.2) that states that local governments may ban marijuana businesses within their jurisdiction or impose stricter regulations than those in I-502; and

WHEREAS, several local governments around the City, including Pierce County, have enacted moratoriums and bans on marijuana businesses resulting in the possibility that a disproportionate number of marijuana businesses will locate in the City of Milton; and

WHEREAS, the City Council, deeming it to be in the public interest to establish a zoning moratorium until the City of Milton can consider and adopt regulations to prevent the City from having to bear a disproportionate share of negative impacts resulting from an unreasonable number of marijuana businesses within the City, adopted Ordinance 1835-14 enacting a six-month moratorium; and

WHEREAS, said moratorium was extended for an additional six months and recommendation from the Planning Commission was received, the City Council determined that more time is required to form an advisory committee on marijuana and to receive input from committee on regulating Marijuana related businesses, and to take action thereon; and

WHEREAS, a public hearing on the continuance of this moratorium was held on January 5th, 2014, and, after considering all testimony given at the hearing, the City Council determined that an extension was justified and in the best interests of the City;

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

Section 1. Findings of Facts: The recitals set forth above are hereby adopted as preliminary findings of facts.

Section 2. Moratorium: The Milton City Council hereby imposes an immediate six-month moratorium extension on the acceptance of any development permit or business applications for, and prohibiting the location and establishment of, any marijuana business licensed under Chapter 69.50 RCW involving retail sale, growing, production and processing of marijuana. No building permit, occupancy permit, or other development approval for these purposes shall be issued while this moratorium is in effect.

Section 3. Creation of Advisory Committee: The administration of the City of Milton is hereby authorized and directed to form a seven (7) member committee on marijuana to examine and advise the Milton City Council on regulations regarding marijuana businesses. The committee shall review and make recommendations on regulations regarding marijuana businesses for inclusion in the zoning ordinances of the City of Milton. The Committee is directed to review and make said recommendations to the City Council by May 11, 2015.

Section 4. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or Federal law or regulations, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Declaration of Emergency: The City Council hereby declares that an emergency exists necessitating that this ordinance take effect immediately upon passage by a majority vote plus one of the whole membership of the Council, and that the same is not subject to a referendum (RCW 35A.12.130). Without an immediate moratorium on the City's acceptance of development applications for marijuana businesses, such applications could become vested, leading to development that could be incompatible with the codes eventually adopted by the City. Therefore, the moratorium must be imposed as an emergency measure to protect the public health, safety and welfare, and to prevent the submission of applications to the City in an attempt to vest rights for an indefinite period of time.

Section 6. Duration of Moratorium: The moratorium extension set forth in this ordinance shall be in effect for a period of six months from the date this ordinance is passed and shall automatically expire on that date unless the same is extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by the Milton City Council.

Section 7. Transmittal to Department: Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce as required by law.

Section 8. Publication: This ordinance shall be published by an approved summary consisting of the title.

Section 9. Effective Date: This ordinance shall take effect and be in full force and effect immediately upon passage as long as it is approved by a majority plus one of the entire membership of the Council, as required by RCW 35A.12.130.

PASSED AND APPROVED at the regular meeting of the Council of the City of Milton, Washington, this 5th day of January, 2015.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk

Approved as to form:

Bio Park, City Attorney

Back to Agenda Bill



To: Mayor Perry and City Councilmembers
From: Public Works Director Perteet
Date: January 5, 2015 Meeting
Re: Triangle Park ADA Improvements (formally Milton Community Park) –
City Project #067

-
- ATTACHMENTS:**
- A. Bid Tabulations**
 - B. Funding Recap**
 - C. Conceptual graphic of ADA pathways and restroom**

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$83,643.13

Recommendation/Action:

“I move to authorize the award of the construction contract for the Triangle Park ADA Improvements to EHS-International of Bellevue, WA for a bid amount of \$83,643.13, including sales tax, and authorize the Mayor to sign the related contract documents.

Fiscal Impact/Source of Funds: Funding for the ADA compliant washroom and associated access improvements is primarily through grant money from the Department of Commerce. All project costs in excess of the \$225,000 grant will be funded through accumulated REET funds. This project is included in the adopted 2014 budget. Assuming a 10% contingency on the contract amount, the need for REET funds could reach \$28,646.32.

Previous Council Review:

Previous Council Review: At the August 5, 2013 study session Council reviewed some examples of park bathroom facilities and discussed preferences. Council formally accepted the offered \$225,000 grant funding from the Department of Commerce for a new ADA compliant washroom in Triangle Park, along with associated access improvements, on September 9, 2013. Council awarded an agreement with consulting firm AECOM for ADA oversight, and authorized purchase of a prefabricated restroom.

Background: Approximately eight (8) years ago, a complaint against the City of Milton was filed with the United States Department of Justice (DOJ) under the Americans with Disabilities Act of 1990

(ADA). The complaint focused on the City's recreation programs, services, and activities that operate in Triangle Park and West Milton Park, as well as the annual summer parade route and festival (aka Milton Days). Midway through 2006 an investigator from the DOJ conducted an on-site investigation of the complaint and met with then City Administrator Ken Carter. No further communication occurred between the DOJ and the City regarding this complaint until 2009.

On August 20, 2009, the City of Milton received a proposed settlement agreement from the DOJ to resolve this complaint. City staff, including the City Attorney, began the process of negotiating an amended settlement agreement with the DOJ. At a regular Council meeting on November 2, 2009, Council authorized an agreement with Perteet, Inc. for ADA consultation to assist in this effort.

In July of 2010, the amended Settlement Agreement was signed by the Mayor.

The City was awarded \$225,000 out of the State Capital Budget from the Projects that Strengthen Communities grant program, to be used for the new ADA restrooms in Triangle Park that are required in the City's Settlement Agreement with the Department of Justice. As the administrator of the project, the Department of Commerce retains three percent of the funding to cover their direct administrative costs, leaving a net grant award of \$218,250.

Discussion: The engineer's estimate for the construction contract is \$88,695.00. Bids were opened on Wednesday, December 10, 2014, from 3 contractors. The apparent low bidder, EHS-International, submitted a bid of \$83,643.13 including sales tax.

The contractor will have 40 working days to complete the construction after they receive a notice to proceed. We will receive a schedule for construction at our pre-construction conference.

The prefabricated restroom is slated for delivery to the site on March 1. The contractor will need to have the existing building demolished, the pad for the new building completed, and utility stub-ups prepared by that date.

City of Milton
 ADA Improvements I (Triangle Park)
 City Project No. 067
 Bid Tabulations
 Bid Opening December 10, 2014

NO.	ITEM	QUANTITY	ENGINEER'S ESTIMATE		EHS International		RG Construction		Gary Harper Const.					
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT				
1	Restroom	1 L.S.	\$28,000.00	\$28,000.00	\$18,643.23	\$18,643.23	\$8,580.00	\$8,580.00	\$17,700.00	\$17,700.00				
2	ADA Path	1 L.S.	\$48,000.00	\$48,000.00	\$52,743.19	\$52,743.19	\$71,874.14	\$71,874.14	\$70,500.00	\$70,500.00				
3	Roadside Cleanup	1 Est.	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00				
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
	Subtotal Bid Items			\$81,000.00		\$76,386.42		\$85,454.14		\$93,200.00				
	State of Washington Sales Tax @ 9.5%			\$7,695.00		\$7,256.71		\$8,118.14		\$8,854.00				
	TOTAL CONSTRUCTION COST			\$88,695.00		\$83,643.13		\$93,572.28		\$102,054.00				
<p>Note: Sales tax rate in the bid proposal was incorrectly stated at 9.4%. The low bidder used the correct rate of 9.5%; the sales tax for the other bidders have been corrected to reflect the correct rate.</p>														

Sealed bids were opened at the City of Milton, City Hall, 1000 Laurel Street, Milton, Washington 98354 on Wednesday December 10, 2014 at 2:00 9.m.
 Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and corrected.

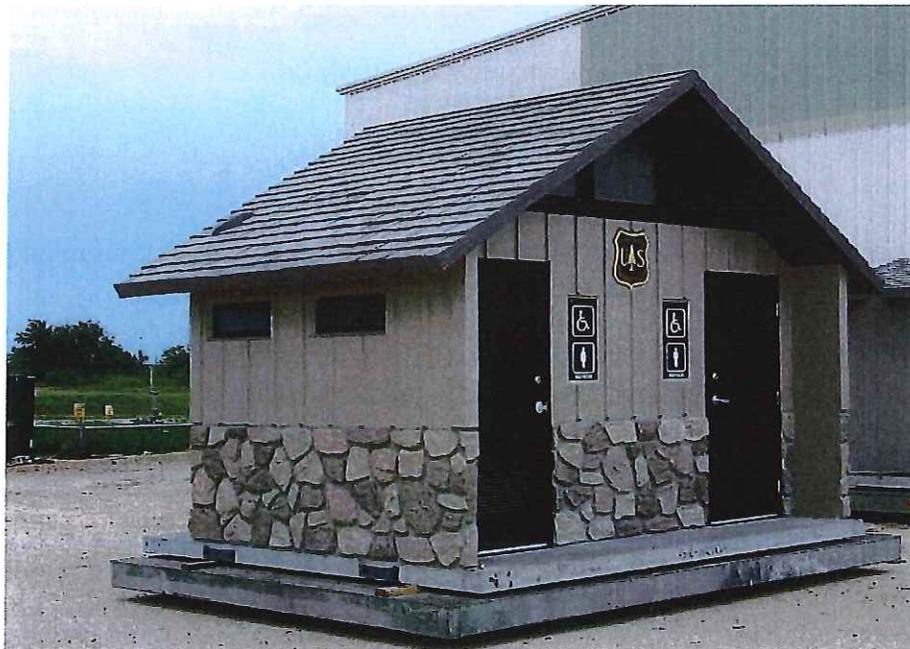
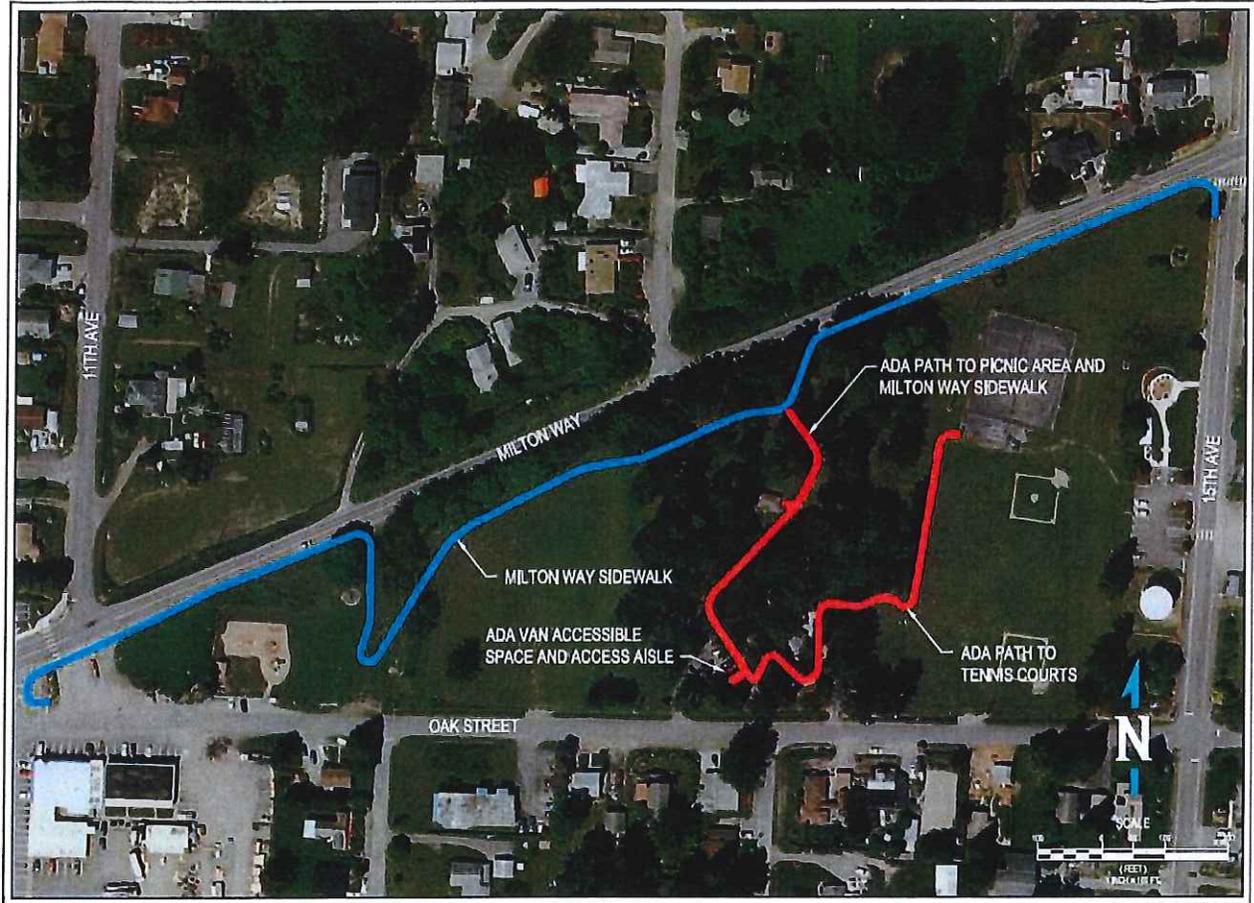
Richard L Perteet, P.E.

Back to Agenda Bill

Funding Re-cap
 Triangle Park ADA Improvements - City Project 067
 December 26, 2014

ADA design and oversight	\$ 88,677.68	AECOM
Restroom Purchase Incl Sales Tax	\$ 66,211.20	State Contract
Construction Contract	\$ 83,643.13	Low bid EHS-International
Sub-total costs	\$ 238,532.01	
Contingency (10%) Contact amount	\$ 8,364.31	
Total Project Cost	\$ 246,896.32	2014 Budget \$250,000
Funding		
Department of Commerce grant	\$ 218,250.00	\$225,000 less 3% admin
City Funds (REET)	\$ 28,646.32	

Back to Agenda Bill



Back to Agenda Bill



To: Mayor Perry and City Council Members
From: Mayor Perry
Date: November 3, 2014
Re: **Reestablishment of Community Development Director Position**

ATTACHMENTS: A. Proposed Job Description

TYPE OF ACTION: Amended Fee Resolution

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to approve the reestablishment of the Community Development Director position for the City of Milton and add to the 2015 Budget.”

Fiscal Impact/Source of Funds: The base salary for position is being proposed at \$88,248-115,905/year. The cost will be allocated as follows: General Fund 70%; Storm 20%; Electric Fund 5%; and Water Fund 5%.

Background: In 2009, Council voted to disband the Community Development Department in response to the economic downturn. The required duties of the director were added to the Public Works Director’s duties, while the bulk of the workload has been put on hold. Additionally, the planning duties of the department were turned over to a part-time contract planner from the City of Fife. Permitting duties were placed on the Public Works Administrative Assistant’s desk, while all building review and inspection duties went to the Building Official.

Discussion: The economy has turned around to the degree that the added pressures on those who had assumed the duties of the Community Development department have become too much. Additionally, City Council has since adopted the Visioning Work, identifying targeted areas for growth and development. Permitting and inspection activity is up, and long-range planning items continue to require more time and attention than is available.

It is proposed that this Director oversee the building, planning, and storm water divisions, and that he/she be a working planner. The Department would consist of the Building Official, Storm Water Compliance Officer, and the Director. As funds come available, and as identified in the Bob Jean report, a permitting technician/building inspector would alleviate additional strain on the department.



POSITION DESCRIPTION

Class Title: **Community & Economic Development Director**

Department: Planning and Community Development

Union/FLSA: Exempt

GENERAL PURPOSE

Under direct supervision of the Mayor, the Director's position is a member of the management team required to exercise considerable latitude and judgment in accomplishing defined responsibilities and assignments. The position will perform supervisory and administrative duties, as well as administrative support and technical assistance, including current and long-range planning services, and zoning administration. The position will plan, coordinate, develop, implement, assign work, supervise regular employees, interns and volunteers, and evaluate projects and programs benefiting public interest and the community. This position will manage the newly reinstated Planning and Community Development Department.

SUPERVISION

This position supervises the Planning and Community Development Department. This department includes planning, building and permitting. Presently, there are three full time employees including the Director, Building Official, and Storm Water Compliance Officer. This position may also supervise part time staff such as temporary administrative positions and interns. Director functions include, but are not limited to, planning and organizing workloads and staff assignments to insure the effective and efficient use of department time; examining work for exactness, neatness and conformance with policies, procedures, and agency requirements. The Director is responsible for providing training, motivation and regular evaluations of work performed. Consistent and regular performance reviews are to be conducted, and discipline is to be administered evenhandedly and free from discrimination. The Director is required to provide daily feedback and direct change as needed; to provide strong leadership and direction in the development of short and long-range departmental goals. The Director is to maintain harmony among staff and work to resolve grievances or complaints in a fair and timely manner. The Director is responsible for the productivity of the department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities below are representative of those to be performed and are not all inclusive. Other job-related duties may be assigned.

- Manage the department operations, policies and procedures, activities, planning, schedule, priorities, staff, and budget.

- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Interpret and apply the ordinances of the City and laws of the State; interpret and implement policy of the City Council. Provide staff support for various committees and commissions; represent the City and the City's interests at committee, council and commission meetings; prepare and present reports and recommendations as directed; explain policies and respond to questions on behalf of the City; attend and conduct a variety of meetings.
- Implement, administer, review, and amend the City's long-range and short-term master plan (comprehensive plan) and development objectives, development permit processes, zoning administration.
- Prepare periodic reports relative to project schedules and status; research and prepare technical reports as required on community development activities and projects; initiate or prepare responses to correspondence concerning department activities.
- Develop and prepare the annual preliminary budget for the Planning and Community Development Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide professional and technical information, consultation, and oral and written reports on Planning and Community Development issues to the City Council, departments, advisory commissions, public agencies, businesses and citizens. Conduct analysis of technical materials.
- Prepare grant applications and administer department grants.
- Coordinate land use activities such as annexations, rezones, and master planned developments; coordinate with other departments having code enforcement responsibilities and require compliance with existing policy and code.
- Prepare staff reports with consistency and compliance with City and department policies and sound planning practices.
- Provide professional and technical planning and development assistance and recommendations to the Mayor and governing and policy bodies, including the Planning Commission.
- Prepare permit reports and environmental determinations for permit approval; submit reports to appropriate administrator or agency.
- Maintain current assessments of City growth management needs and policies. Develop and recommend strategies and policies on growth management and land use control policies. Review and recommend City code updates and amendments to help achieve stated growth and planning policies.
- Oversee building permits,
- Accept, review, determine, and communicate resolutions to difficult applications, complaints and concerns to the public, various City departments, community leaders, boards, commissions and outside agencies. Work to resolve problems, coordinate activities, exchange information, provide expertise, and explain zoning and planning requirements to the public.
- Represents the City to regional planning groups and at public meetings and conferences and conducts Department staff meetings.
- Participate in appropriate training or continuing education programs to remain abreast of trends and current techniques in the fields of municipal planning, community development, economic development, grant administration, building and safety codes, and development review.
- This position acts as the Land Use Administrator and SEPA Administrator for the City and manages the Planning and Community Development Department, which includes overseeing and directing the work of the building official, storm water compliance officer,

interns and other related staff, and acts as the primary liaison to consulting agencies under contract with the City.

- Perform various Economic Development related functions, including work toward achievement of the Council's adopted vision for the City.
- Develop strategies and programs that include an evaluation of the current strengths and weaknesses of the city's districts, make corresponding recommendations and a work plan to meet the goals and objectives of economic development initiatives.
- Coordinate with outside organizations and private property owners to advance economic development efforts; network with businesses and other entities in the region.
- Attract and recruit employers and employees to Milton; target retail businesses and corporations for recruitment.
- Develop and maintain a database of planning-related information, including community economic data, organizations and individuals concerned about planning issues, various community resources, etc.
- Mutually support Police, Finance, Public Works, and Administration divisions.
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in urban or regional planning, business or public administration, engineering, or a related field, and a minimum of five years of increasingly responsible experience in community development, planning, project/construction management; grant/contract administration, and/or municipal land development. Previous supervisory experience is desirable. An equivalent combination of education, training and/or experience may substitute.

PREFERRED QUALIFICATIONS

Education and Experience:

A Master's Degree and certification from the American Institute of Certified Planners (AICP) are preferred. Three years of supervisory experience as a Department Director in planning, building, or community and/or economic development.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Current planning and zoning development laws, techniques and procedures.
- Comprehensive land use planning.
- Budget preparation and control.
- Technical aspects of community development, land use, and planning and zoning.
- Principles and practice of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- City organization, operations, policies and objectives.
- Growth Management Act, SEPA, shoreline management plan and other State environmental laws.

- Building and municipal codes, and laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Public speaking skills. Prepare and deliver oral presentations.
- Source and availability of planning information, including demographic and economic data, environmental determinants of land use, land development trends and legal requirements.
- Site design principles and survey theory.
- Environmental impact assessment.
- Negotiation and bargaining techniques and procedures.
- Ability to plan, organize and direct the City's Planning and Community Development Department.
- Coordinate and assure proper implementation and enforcement of codes.
- Coordinate and implement established planning goals and objectives.
- Supervise and evaluate the performance of assigned personnel.
- Read, understand, analyze and interpret technical materials.
- Establish and maintain cooperative and effective working relationships with others. Maintain records and prepare records. Plan and organize work.
- Meet schedules and timelines.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Communicate effectively orally and in writing.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work may be performed at various locations; however, most work is performed in a normal office environment in front of a computer. Field assignments may entail exposure to all types of weather conditions, hazardous traffic situations and work in or near construction sites. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

SPECIAL REQUIREMENTS

- Valid Washington state driver's license or evidence of equivalent mobility.
- Must be bondable.
- Must have strong organizational skills and a sharp attention to detail.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 30 pounds.
- May visit job sites that require walking on uneven, rocky, or rough ground.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

TOOLS AND EQUIPMENT

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct inspections.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- Work generally involves a high degree of concentration.
- Frequently required to perform work in confidence, under pressure of deadlines and with interruptions.
- Occasionally requires worksite visits to shop or field environments.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

[Back to Agenda Bill](#)



To: Mayor Perry and City Council Members
From: Interim Public Works Director Perteet
Date: January 5, 2015
Re: **Authorize Operations Superintendent Position**

ATTACHMENTS: A. Consultant Staffing Analysis Report
B. Proposed Job Description

TYPE OF ACTION: Amended Fee Resolution

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to approve the establishment of the Operations Superintendent position for the City of Milton and add to the 2015 budget.”

Fiscal Impact/Source of Funds: The base salary for position is being proposed at \$68,400-\$92,400/year. The cost will be allocated as follows: Electric Fund: 30%; Storm: 20%; and Water Fund: 30%; Street Fund 15%; and Facilities/Parks 5%. The salary portion affecting the General Fund will be \$13,680-\$18,480/year.

Issue: The current structure of the utility divisions in the Public Works Department leaves a management gap between the Public Works Director and the utility foremen, and a 1:25 manger-to-employee ratio, where 1:6 is recommended.

Background: The City recently contracted with Bob Jean of RWJ Consultants to evaluate the staffing needs of the Public Works department.

Discussion: Mr. Jean’s primary recommendation is to initiate the new position of Operations Superintendent, allowing for ongoing staffing analysis and efficient direction for the labor crew, as well as much needed relief for the Public Works Director, improving outcome effectiveness and cost efficiency.

The issue with the current situation is that the Director is managing 25 employees while working on the many engineering projects for Milton. This means that either the Engineering work doesn’t get done while management of job duties and reviews does, or vice versa. The management of the Public Works personnel can be accomplished at a much lower cost than an engineer’s salary.

This position, due to the review and discipline nature, is required to be a non-union position. This will also provide an added layer of expertise as attrition occurs.

CITY OF MILTON, WA
ADDITIONAL MILTON WORKLOAD TO BUDGET/STAFFING ANALYSIS
October 31, 2014
Prepared by RWJ Consultants

This additional detail analysis and follow up report was requested by the Mayor to assist in realigning 2015 workloads with budget and staffing resources. The initial September 18, 2014 review evaluated Public Works Department workloads and staffing, with minimal budget or fiscal impact analysis. This report takes both a broader and more detailed look at the workloads, budget and staffing Citywide.

EXECUTIVE SUMMARY

After adjusting for the transfer of the Fire Department to the Fire District, by 2009, as the impacts of the "Great Recession" were just being felt, the City had 46.75 full time employees. In 2013 that was down to 40 positions, 6.75 fewer employees or 15% less staff with no real reductions in workloads, AND added expectations from citizens, Mayor and Council. As stated in the earlier report, while Milton's 12-15% Citywide staffing reductions may not seem as deep as many area cities with 20-30% cuts, "Milton was already operating at a comparatively lean and limited staff and service level". While Public Works staffing held constant during the Recession at 20, workloads and expectations continued to increase.

Beyond gross staffing numbers, the City of Milton has underestimated both the Management and the Administrative Support staff needed to achieve desired results and properly account for public dollars. In 2009 the City had five Management positions (City Administrator, Finance Director, Public Works Director/City Engineer, Police Chief and Police Lieutenant) or about one Manager for every nine employees, a 1:9 ratio. In Public Works it was one Manager (Director) for 24.75 employees, about 1:25! In Police it was two for thirteen or about 1:6. (Note: 1:6 is recommended.) Additionally, underestimating the ongoing administrative workloads actually "uploaded" basic administrative tasks to the City's MOST expensive and skilled employees, when properly allocating administrative support tasks could free up time of senior managers for needed supervision and training of staff, and their own high skill work. By being too lean in both management staff and the use of administrative support staff, the City has actually undercut desired workload outcomes and reduced both effectiveness and efficiency.

After realigning both workloads and staffing per the initial September 18 report, some additional staff to workload and budget recommendations are suggested in this report. The City has generally managed well through the "Great Recession" and now as signs of recovery are showing, the City should begin to address both workload Backlogs and Unmet Needs identified in both reports. The City's Fund Balances are comparatively strong, and, without undue financial risk, should be put to work for the intended uses.

ENDING FUND BALANCES AND RESERVE FUNDS

Depending on the revenue fluxuations , a 1-2 months availability of ending cash is desired or a minimum of 8-12% for Operating Funds, and more or less based on cash flow requirements of Capital or Special funds. At \$1.7 million of the General Fund's \$5.4 million total, the General Fund Ending Fund Balance is currently forecast at 32%. The Strategic Reserve Fund (designated for emergencies and unanticipated General Fund revenue shortfalls) should be maintained at \$804,000 or 13% of the General Fund total. While "cash in the bank" always sounds good, especially at times of fiscal uncertainty, this is at the same time the City has virtually eliminated basic Streets maintenance.

Some of the General Fund's Ending Fund Balance along with some Storm Water Funds should be reallocated to basic Street Maintenance (pothole and strip patching, crack sealing) and Pavement Management (chip sealing and slurry sealing). This is needed above and beyond other Grant, R.E.E.T. and Capital Improvement Projects. The proposed 2015 Electric Utility rate increase once approved for both the upcoming Substation expenditure and sustaining ongoing utility system operations and maintenance. All other fund balances seem appropriate to fund requirements.

WORKLOAD TO STAFFING ANALYSIS BY POSITION

The attached sheets show the workload detail assessment by position, along with conclusions and recommendations. These recommendations are consistent with, but more detailed, as part of the September 2014 report. The summary findings, conclusions and recommendations are as follows:

MAYOR—As stated in the September report, with the Mayor assuming the duties as CEO without the use of a City Administrator to assist, she will likely need some professional management assistance in Human Resources/Labor Relations and in Operations evaluation and management. The Mayor will also require some time either from Councilmembers or staff to assist with intergovernmental relations and community information/involvement. But these needs can be reevaluated later in 2015.

CITY CLERK—The Mayor's initial approach has been to assign the Human Resources/Labor Relations duties to the City Clerk as a Human Resources Generalist (essentially a contact point and coordinator amongst City Department Directors). The concern here is that this may be both inadequate to the real ongoing needs of the City to properly address the personnel management issues, AND potentially overload the City Clerk who is entirely new to Human Resources management. Some HR project or consulting help may be needed. The recommendation is to leave the current Deputy City Clerk position, already defacto working in Finance on payroll and reception in Finance, assigning payroll and benefits administration to this position half time. The Acting Finance Director believes that this would allow the Accounting Supervisor position to be left vacant. A half time Deputy in the Clerk's Office will still be needed. Planning Commission support can be provided by the Permits Tech/Inspector if approved.

FINANCE DIRECTOR—If the Acting Finance Director is selected for the regular position after an adequate in service trial period, then the Finance Accounting Supervisor position could likely be eliminated, though some part-time Finance Tech help then still may be needed. This recommendation assumes the transfer of the Deputy City Clerk position, already working in Finance, officially into Finance as a half-time Finance Tech for payroll and benefits administration, as well for City reception and public information. If it is decided to fill the Finance Director with a new person, then the Acting Finance Director would return to the vacant Accounting Supervisor position and current staffing levels. One Finance Director should be able to easily manage a 4-5 person Department.

(#2) PLANNING AND COMMUNITY DEVELOPMENT MANAGER/DIRECTOR—The Mayor has asked to look at reestablishing a separate Planning and Community Development Department, rather than a unit within the Public Works/Engineering Department. From a workload perspective, there is little difference as to whether these duties are performed as a separate Department or as a Division within a larger Public Works Department, but would allow the City to better address its economic development goals. The salary and benefits costs of the Director assuming both the Planning and management workload would be largely recovered through fees and charges on development. It is still recommended that the current ¾ time Contract Planner position be cancelled and that a full time Planning and Community Development Director position be created, our #2 staffing recommendation overall.

The Director/Planner, Building Official, Storm Water Specialist and new Permits Tech/Inspector positions would then constitute this 4 person Department . The net costs of these recommendations should be recovered by development services related fees and charges at no additional net cost to the General Fund, and considerable service level improvement to the citizens and development community. The secondary benefit beyond the Planning and Community Development workload, is the positive impact on the Public Works/Engineering management span of control (discussed later in this report).

BUILDING OFFICIAL—The Mayor has asked that we do a more detailed breakout of the Building Official's workload and responsibilities (the Building Official was on vacation during the September review). This is an area where both Unmet Needs and significant Backlogs exist. Though basic Plans Exam and Inspections work is being performed, the Building Official is spending almost a third of his time on basic permit counter duties that can more efficiently and effectively handled by the proposed new Permits Tech/Inspector position. This has resulted in a backlog of Code updates, lack of current cost recovery through updated fees and charges, and ongoing code enforcement violations Citywide over many years.

(#3)PERMITS TECH/INSPECTOR—The earlier September report outlined the reasoning for recommending the Permits Tech position, but after further discussions with the Building Official and other staff, the suggestion is that this be a combination position able to perform the Permits Counter (30% customer service and 35% permits processing) duties, but also able to perform basic field inspection (20% of their time for Building, Planning, Code Enforcement and Storm Water inspections). Again this position should be fully cost-recoverable through fees and charges and some Storm Water Utility cost allocation. If a separate Planning and Community Development Department is established, this position should also be able to provide the normal administrative support for the Department.

PUBLIC WORKS DIRECTOR/CITY ENGINEER—The recommendations from the September report are unchanged. The workload for the Public Works Director/City Engineer is unsustainable and major workload reallocations are needed both to improve outcome effectiveness and cost efficiency. Unmet Needs and Backlogs are significant and frustrating to the Director, Mayor, Council and community. This position is essentially doing three jobs in one: Public Works Director and Operations Manager, City Engineer/Project Engineer, and Community Development Director. With Planning and Community Development functions in the Public Works Department, total current staff in 2014 is at 21 for ONE Manager, almost 3-4 times the preferred ratio. If the Planning/Community Development functions were split off, this would mean a 1:19 ratio at current levels, 1:23 with the recommended new positions unless new the Public Works Superintendent position is approved, then the span of control for the Director becomes manageable for both Departmental and City Engineer duties. The Superintendent's span of control is assisted by the Utility Supervisor (non-management) positions.

PUBLIC WORKS DEPARTMENT ADMINISTRATIVE ASSISTANT—The recommendations here are the same as in the September report, but workloads have been further detailed. The position as outlined in the Job Description is essentially a full-time workload along with some time for backup to the Permits Counter. Without a Permits Tech/Inspector position, half of the Department's Administrative Assistant time is required for Permit Counter duties. This has resulted in significant Unmet Needs and Backlogs which need to be addressed. This has also meant that the Director is doing a lot of basic administrative tasks more cost-effectively handled by the Administrative Assistant, if that time were available. Filling the Permits Tech/Inspector position would still require 20-25% of the Administrative Assistant's time to back up the time that the Building Official and Permits Tech/Inspector are in the field, but productivity all around would be enhanced for the Public Works Director, City Engineer duties, and Building Official.

(#1)PUBLIC WORKS OPERATIONS SUPERINTENDENT—The utility and operations units are essentially reactive, responding to Work Order requests and basic maintenance needs. An aggressive Master Action Plan work program needs to be developed, implemented and tracked at current staffing levels, and then some additional new positions yet may be required in mid 2015 or 2016, to achieve added project needs and expectations. Many of the Parks and Facilities project goals have been Unmet, as much as because of higher workload priorities, also due to the lack of time for proper work planning and programming. Assuming the hiring of the Public Works Operations (management exempt) position, further workload to staffing/budget reviews can see if better scheduling alone produces the desired results or if some additional staff or budget is needed.

PUBLIC WORKS OPERATIONS ADMINISTRATIVE ASSISTANT—This is another position further detailed in this review. The duties are outlines in the summary sheet but basically as follows: 5% Customer Service, 25% Work Order Input and Tracking, 10% Timesheet Review and Processing, 50% Purchasing and Receiving, 10% Tech support and Records Management. Unmet needs are in the areas of purchasing quotes and records management. Connecting work order inputs to time sheet reporting outputs would be a systems improvement on time use for better cost allocation and project reporting.

PUBLIC WORKS OPERATIONS —Upon further review of workloads and the Proposed 2015 Budget, two concerns remain: Streets Pavement Management and Parks/Facilities Maintenance and Projects. Only \$10,000 is budgeted for street maintenance materials when \$50,000 total is needed just to do basic pothole/strip patching and crack sealing; no additional staff are needed, though some additional Storm Water staff and funds may be required in the future, if storm drainage work is needed as a part of Street improvement projects. An additional Electric Utility Apprentice Lineman should be considered for the 2016 Budget. An additional \$200,000 is recommended for chip seal and slurry seal work in 2015. An additional Maintenance Worker position or part-time help may be needed for Parks/Facilities in 2015 or 2016 depending on overall project and maintenance needs and expectations.

POLICE—While not a part of the specific budget and workloads evaluated, with the Police Commander position left vacant, the Department has one management position for 13 total employees. Eventually filling the Commander position would allow two management positions for 13 staff or about a 1:6 ratio.

CONCLUSION

Doubling development fees and charges to cost-recovery levels and adjusting the Electric Utility Tax from 6% to 9%, the same as for other utilities, would keep the General Fund staff increase expenditure recommendations balanced with revenues. The General Fund transfers from the Ending Fund Balance to Street maintenance recommendations can be achieved while maintaining a healthy General Fund Ending Fund Balance of 27%, maintain the Strategic Reserve and other reserve and fund balances.

SUMMARY OF RECOMMENDED ACTIONS IN PRIORITY ORDER

- Double Development Services Fees and Charges to recover direct and overhead indirect costs... Recovers an estimated \$100,000 into General Fund.
- Adopt 2015 Electric Utility Rate Increase and the recommended 6% to 9% Utility Tax increase... Funds Electric Utility operations and Sub-Station...adds \$100,000 into General Fund.
- Hire Permits Tech/Inspector as soon as possible...#3 staffing recommendation... Cost recovered through Fees and Charges.
- Hire Planning/Community Development Director...#2 staffing recommendation... Cancel ¾ time Contract Planner...cost recovery through Fees and Charges.
- Hire Public Works Operations Superintendent...the #1 staffing recommendation... Costs allocated to 25% Electric, 25% Water, 25% Storm and 25% General Fund.
- Revise Public Works position cost allocations in 2015 for 2016.
- Assign current Deputy Clerk half-time to Finance as Finance Tech for payroll and benefits... half-time to City Clerk... Costs allocated to 20% Electric, 20% Water, 10% Storm and 50% General Fund.
- Review any new Maintenance Worker (Storm) and new Maintenance Worker (Parks/Facilities)... Storm and General Funds if Streets and special projects warrant...mid 2015 or 2016?
- Consider Apprentice Lineman in 2016 given anticipated retirements and cross-training needs... Electric Fund supported...
- Increase Streets patching and crack sealing materials from \$10,000 to \$50,000... From General Fund Ending Fund Balance.
- Add \$200,000 to Streets for chip-sealing per pavement management program... From General Fund Ending Fund Balance. (See NOTE below.)

SUMMARY OF 2015 GENERAL FUND BUDGET IMPACTS

Revenues:

• Development Services Fees and Charges	\$100,000*
• Electric Utility Tax Increase with March Rate Increase	75,000**
TOTAL 2015 GENERAL FUND REVENUE INCREASE	\$175,000***

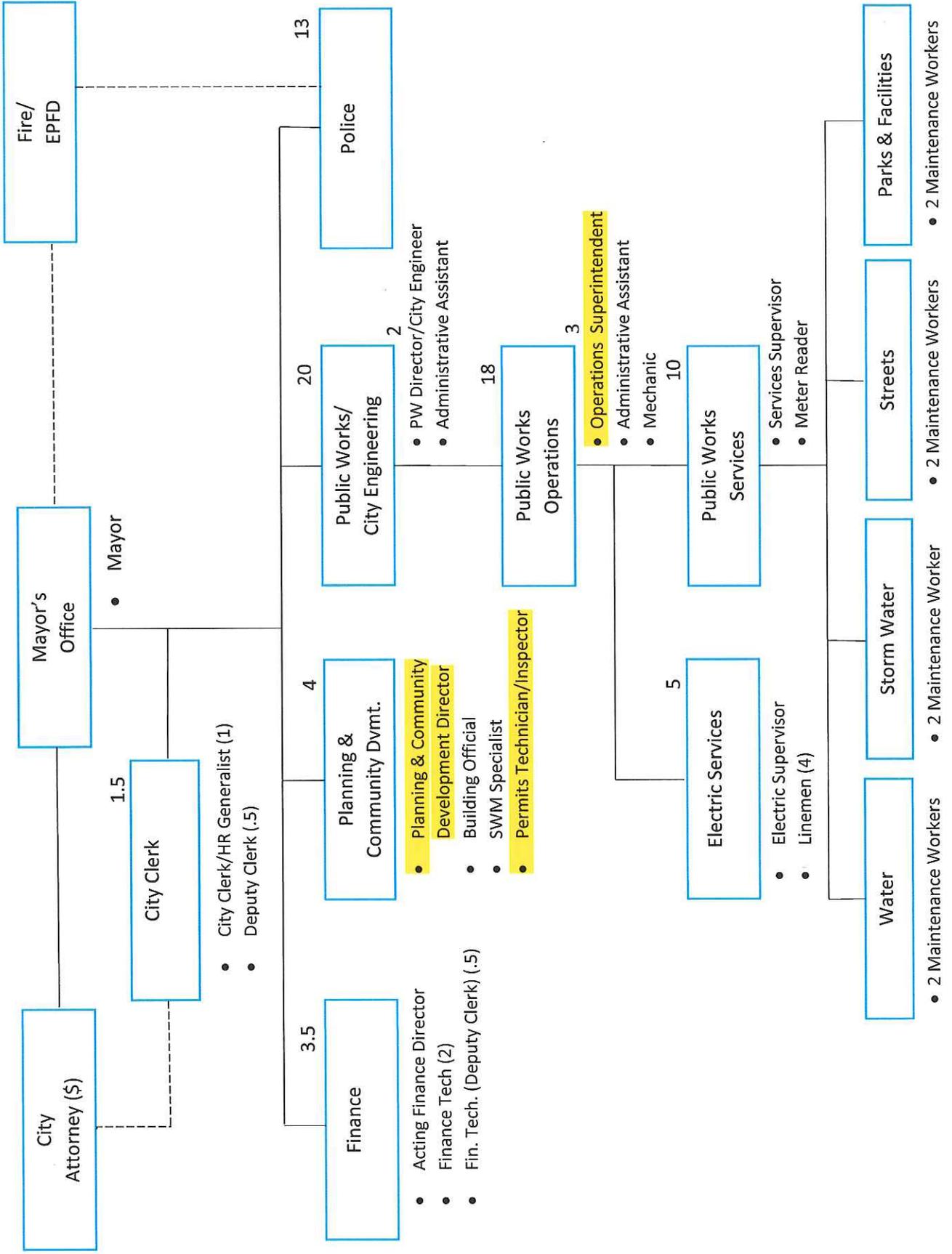
Expenditures:

• Permits Tech/Inspector (salary and benefits)	\$ 75,000*
• Planning/Community Development Director (net of Contract Planner)	35,000*
• Public Works Operations Superintendent (General Fund 25%)	25,000**
• Add \$40,000 to Operating Contingency	40,000**
SUB-TOTAL GENERAL FUND OPERATIONS	\$175,000***
To Streets Pavement Management (from Ending Fund Balance)	240,000
TOTAL 2015 GENERAL FUND RECOMMENDATIONS BUDGET IMPACT	\$415,000

NOTE: The remaining General Fund Ending Fund Balance should be \$1,475,000 or 27% of Fund Total, well above 8-15% suggested guidelines.

City of Milton, WA

Public Works Workload to Staffing Evaluation



City of Milton Staffing Levels Summary (10/31/14)

DEPARTMENT	POSITION	2014 Budget	2015 Proposed (10/14)	2015 Revised (11/14)	NOTES
EXECUTIVE	Mayor	*	*	*	Mayor as CEO
	City Administrator	1	*	*	*
	City Clerk/HR Gen.	1	1	1	HR to CK
	Deputy Clerk	**	**	0.5	Shown in Finance
EXECUTIVE Sub-Total		3	1	1.5	
FINANCE	Finance Director	1	1	1	
	Accounting Supv.	1	1	0	
	Finance Tech.	2	2	2	
	Deputy Clerk/Fn. Tech.	1	1	0.5	
	Finance Tech. P/T			?	
FINANCE Sub-Total		5	5	3.5	
Community Development	Building Official	1	1	1	
	Comm. Dvmt. Dir./Mgr.	\$	\$	1	\$ End Contract Planner
	Permits Tech./Insp.	0	0	1	Add Permits Tech./Insp.
	Storm Water Spec.	1	1	1	From Public Works
Community Development Sub-Total		2	2	4	
PUBLIC WORKS	Director/City ENG	1	1	1	
	Admin. Assistant	1	1	1	
	Operations Supt.	0	0	1	Add Operations Supt.
	Admin Assistant	1	1	1	
	Mechanic	1	1	1	
	Electrical Supv.	1	1	1	
	Lineman/Operator	4	4	4	
	Apprentice Lineman	0	0	0	Add Apprentice Lineman ' 16 ?
	Services Supervisor	1	1	1	
	Water Maint. Spec.	1	1	1	
	Maint. Worker	6	6	6	Add M.W. Storm ' 16 ?
Parks/Fac. M. W.	2	2	2	Add M.W. Parks/Fac ' 16 ?	
PUBLIC WORKS SUB-Total		19	19	20	
POLICE					
POLICE Sub-Total		14	13	13	(Add Lt./Commander?)
TOTAL STAFFING FTE		43	40	42	

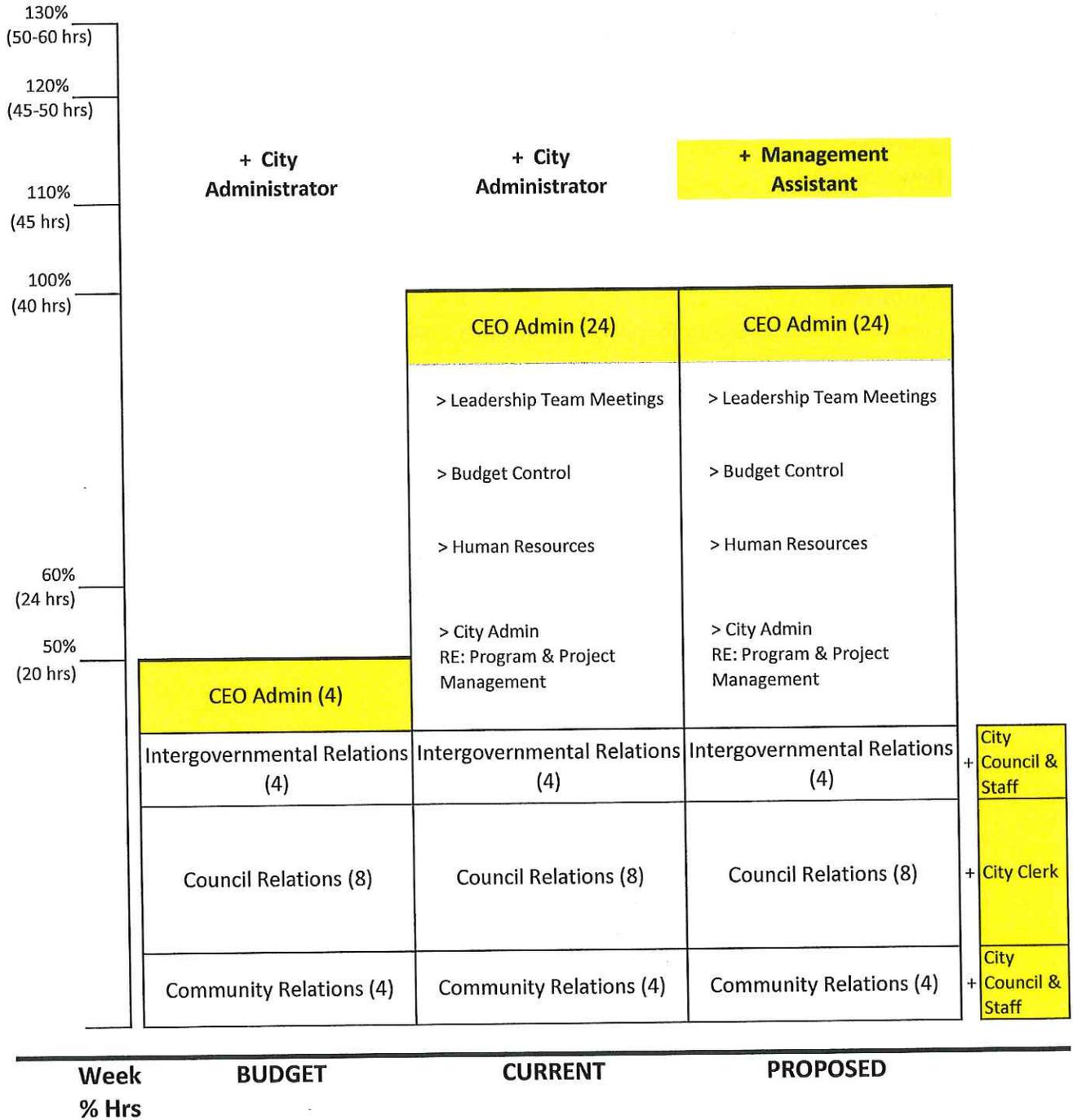
2015 BUDGET SUMMARY - ALL FUNDS

FUND		Est. Beginning Fund Balance	2015 Revenue	Total Sources	2015 Expenditures	Est. Ending Fund Balance	Total Uses
General Fund		\$ 1,714,897	\$ 3,662,711	\$ 5,377,608	\$ 3,663,024	\$ 1,714,585	\$ 5,377,608
SPECIAL REVENUE FUNDS	Street Fund	23,090	503,180	526,270	497,674	28,596	526,270
	Strategic Reserve Fund	799,084	5,000	804,084	-	804,084	804,084
	Drug Seizure Fund	13,473	15,000	28,473	15,015	13,458	28,473
	Criminal Justice Fund	210,246	123,200	333,446	234,495	98,951	333,446
	Community Events Fund	14,441	22,300	36,741	19,700	17,041	36,741
	Reserve Officer's Fund	10,606	2,500	13,106	5,000	8,106	13,106
	Traffic Impact Fee Fund	93,662	6,100	99,762	-	99,762	99,762
CAPITAL PROJECTS	Capital Improvement Fund (Incl REET)	614,450	4,182,620	4,797,070	4,575,780	221,290	4,797,070
ENTERPRISE FUNDS	Electric Utility Fund	4,910,925	4,463,770	9,374,695	6,052,218	3,322,477	9,374,695
	Water Utility Fund	3,161,526	2,099,478	5,261,005	2,070,143	3,190,862	5,261,005
	Storm Water Operations Fund	779,793	757,000	1,536,793	943,218	593,575	1,536,793
	Storm Water Capital Fund	580,789	248,500	829,289	311,740	517,549	829,289
INTERNAL SERVICE FUNDS	Vehicle Repair & Maintenance Fund	2,308	163,000	165,308	155,627	9,681	165,308
TOTAL BUDGET		\$ 12,929,289	\$ 16,254,360	\$ 29,183,649	\$ 18,543,634	\$ 10,640,015	\$ 29,183,649

City of Milton, WA

Workload to Staffing Evaluation

Mayor



City of Milton, WA

Workload to Staffing Evaluation

City Clerk/HR Generalist

(Updated 10/31/14)

Unmet Needs

- > Community Newsletter & Information
- > Citywide Records MGMT & Archiving
- > Benefits Admin
- > Labor Negotiations
- > HR Policies
- > Training
- > Performance Reviews

100% (40 hrs)	70% City Clerk	50% City Clerk	50% City Clerk
	<ul style="list-style-type: none"> > Council & PC Notices & Minutes > Electronic & Print Packets for CC & PC > Codification > Ord & Res > Public Records Requests & Records MGMT > Risk MGMT/WCIA > I.T. Contract > Agenda Bills & Misc Staff Reports 	<ul style="list-style-type: none"> > City Council & PC Notices & Minutes > CC & PC Packets > Codification > Ord & Res > PDR Requests > Risk MGMT > I.T. Contract > Agenda Bills 	<ul style="list-style-type: none"> > Contract Out PC Minutes or to New Permits Tech/Inspector? > City Council & PC Notices & Minutes > CC & PC Packets > Codification > Ord & Res > PDR Requests > Risk MGMT > I.T. Contract > Agenda Bills > Records Management
		35% Human Resources (25-50% Seasonal)	35% Human Resources (25-50% Seasonal)
		<ul style="list-style-type: none"> > Recruiting > Benefits Admin > Workers Comp/L&I > Class & Pay > Training 	<ul style="list-style-type: none"> > Recruiting > Benefits Admin > Workers Comp/L&I > Class & Pay > Training
	30% Confidential Exec Assistant to Mayor		
	<ul style="list-style-type: none"> > Clerical Support > IGR Support > HR support > Community Events 	15% Confidential Executive Assistant to Mayor	15% Confidential EX Asst. to Mayor
		<ul style="list-style-type: none"> > Community & IGR 	<ul style="list-style-type: none"> > Community & IGR

Week
% Hrs

BUDGET

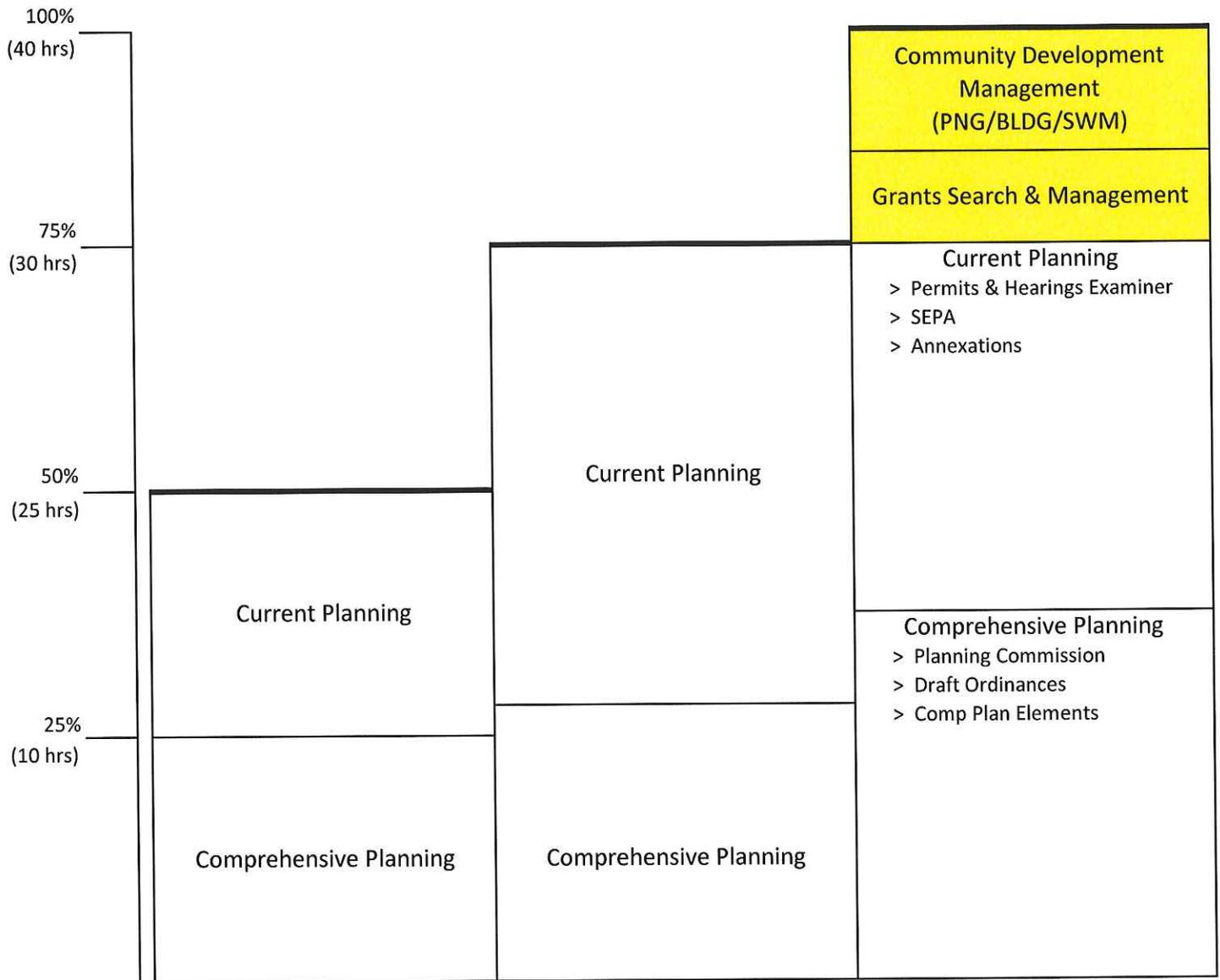
CURRENT

PROPOSED

City of Milton, WA
Workload to Staffing Evaluation
Planning & Community Development
Planning & Community Development Director

Unmet Needs

- > Fees & Charges Updates
- > Interdepartmental Coord
- > Llyods MPP Negotiations
- > Sign Code
- > Sub-Std. Lots
- > Mill Town Zoning
- > Code Enforcement



**Week
% Hrs**

BUDGET

CURRENT

PROPOSED

City of Milton, WA
Workload to Staffing Evaluation
Planning & Community Development
Permits Technician/Inspector
 (Updated 10/31/14)

100% (40 hrs)	N/A (Split Between BLDG Official, PW Admin Asst, Storm Water Specialist, Planner & PW Director)	30 % Building Official	30% Customer Service > General Info > Bus & Contractor Licensing > Water & Electric Availability > Dept. Admin. Asst. > Png. Comm. Support
50% (20 hrs)		20 % SW Specialist, Contract Planner & PW Director	35 % Permits Processing > Mechanical Permits > O.T.C. Permits > PNG & Plan Review > Computer Input > Routing Log > PDR Requests
		50% Public Works Administrative Assistant	10 % Code Enforcement
			5 % Website Updates
			20 % Building, PNG Stormwater & Water/Sewer Inspections
Week % Hrs	BUDGET	CURRENT	PROPOSED

City of Milton, WA
Workload to Staffing Evaluation
Planning & Community Development
Building Official
(Updated 10/31/14)

Unmet Needs

- > BLDG/Mech Code Updates
- > Training & Certifications
- > Records MGMT
- > Fees & Charges Updates
- > Occupancy Certificate Reviews
- > Zoning & Fire Safety Reviews
- > Code Enforcement
- > Emg MGMT & NIMS Training
- > Records & Archiving

100% (40 hrs)	30 % Inspections	30 % Inspections (25 - 50% Seasonal)	30 % Inspections (25% Low Season 50% High Season)
	30 % Plans Examiner	30 % Plans Examiner (20 - 40 % Seasonal)	30 % Plans Examiner (20 % Low Season 40% High Season)
	30 % Permits Counter	30 % Permits Counter > Bus & Contractor Licensing > Public Information > Code Enforcement	10 % Public Info & Counter Support 10 % Code & Complaints Enforcement 10% Bus & Contractor Licensing
	10% Misc BLDG	10% Misc, Reports & Training, Public Disclosure Requests	10% Misc, Emg MGMT & Tng, Public Disclosure Requests

Week
% Hrs

BUDGET

CURRENT

PROPOSED

(With Permits Tech/Inspector)

City of Milton, WA

Workload to Staffing Evaluation

Storm Water Management Inspector/Specialist

Unmet Needs

- > Records & Archives
- > Dev Review Process L.E.A.N.
- > Webpage Updates/Info
- > GIS Updates
- > Monitoring

100%
(40 hrs)

100% (40 hrs)	Public Records	Public Records	Public Records	+ Permit Tech
		Public Education		
	Public Education	Illicit Discharge	Public Education & Webpage	+ Exec Asst
		Development		
	Development Runoff Control > Plans & Permits > Inspections & Sampling	Runoff Control > Plans & Permits > Inspections & Sampling	Illicit Discharge & Detection	
	Illicit Discharge	Municipal Operations & Practices	DVMT Runoff Control > Plans & Permits > Monitor & Inspect	
	Mun. Operations & Practices		Mun. Operations & Practices	+ Supt.
	Grants	Grants > NPDES > LID Retrofits > Decant Station	Grants > NPDES > LID Retrofits > Decant Station	+ Exec Asst
	Other SWM > Surprise Lake > Private Systems	Public Counter	Other SWM > Surprise Lake > Private Systems	+ Supt.
	Other SWM > Surprise Lake > Private Systems	Admin Leave & Training		

Week
% Hrs

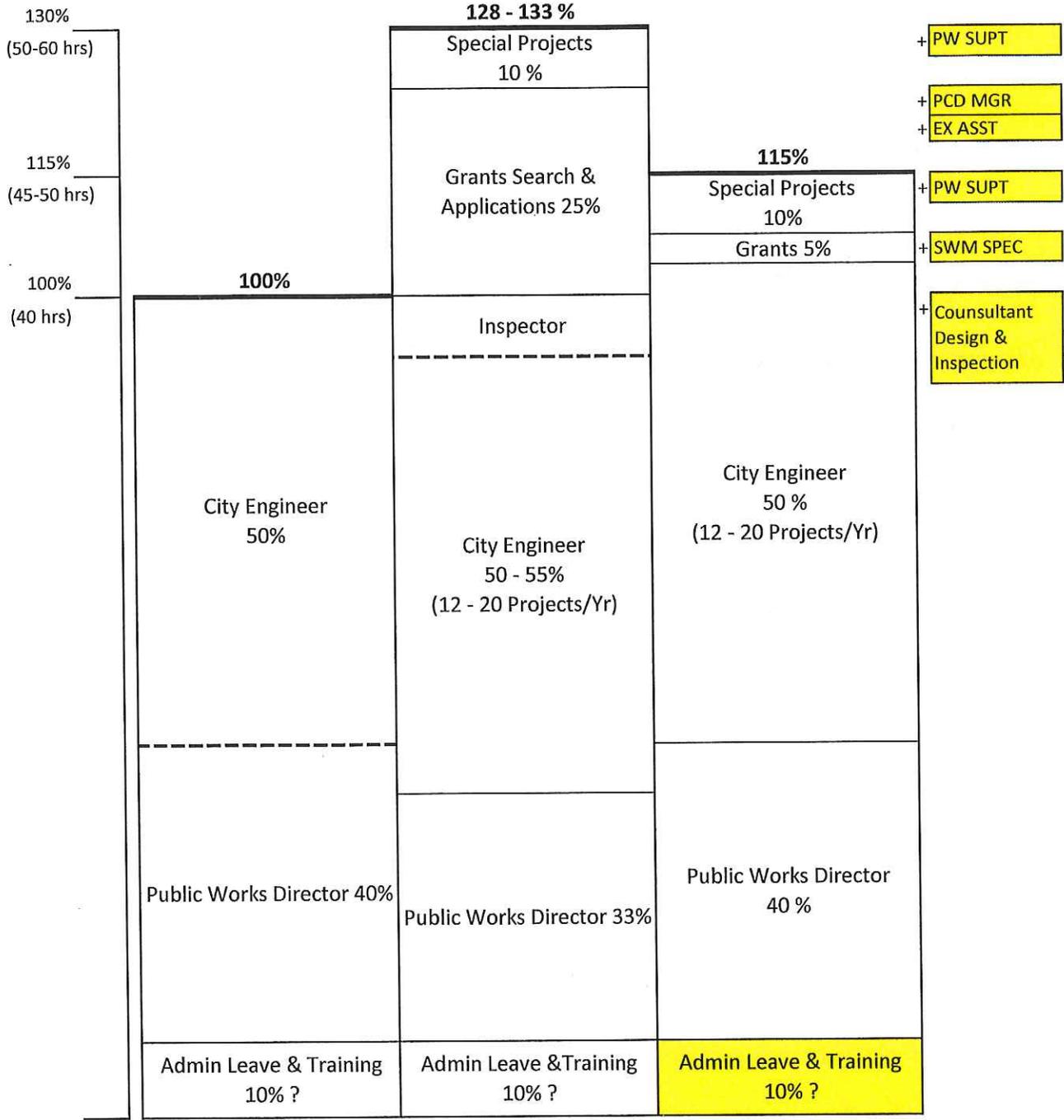
BUDGET

CURRENT

PROPOSED

City of Milton, WA
Workload to Staffing Evaluation

Public Works Director/City Engineer



Week
% Hrs

BUDGET

CURRENT

PROPOSED

City of Milton, WA
Workload to Staffing Evaluation
Public Works Department
Administrative Assistant
(Updated 10/31/14)

Unmet Needs

- > Contract Status Reports
- > Dept Project Files & Archives
- > Grants Search/MGMT
- > Correspondence
- > Project MGMT/Status
- > Purchasing & Price Quotes
- > HR/Personnel Support
- > Budget Asst/Tracking

100% (40 hrs)	Administrative Assistant > Customer Service > Utility Availability > Records Management > POs & BARS Coding > Manuals & Standards > Data Analysis & Entry > Dept Calendar & Support > Grants Support > Consultant Roster > Financial Support > Computer Support > Programs Tracking > Webpage Maintenance > PW Dept-Wide Clerical Support > Capital Projects Support	Administrative Assistant > 5% Customer Service > 5% Invoices/A.P. > 5% Records MGMT > 5% PW Webpage > 15% Capital Projects & Prevailing Wage > 5% Keys/Log > 10% Admin Support TIP, Mail, Misc	Administrative Assistant <div style="background-color: yellow; text-align: center; padding: 5px;">(DUTIES PER BUDGETED & UNMET NEEDS)</div>
50% (20 hrs)		Permits Technician > 10% Counter Backup. Business & Contractor Licensing > 25% Permit Processing & Mechanical Permits > 10% Street/ROW Permits & Bonds > 5% Code Enforcement & Public Disclosure Requests	
10% (4-6 hrs)	Permit Counter Backup > Bonds & Mechanical Permits		20% Permit Counter Backup > Permits, Business & Contractor Licensing & Bonds

Week
% Hrs

BUDGET

CURRENT

PROPOSED

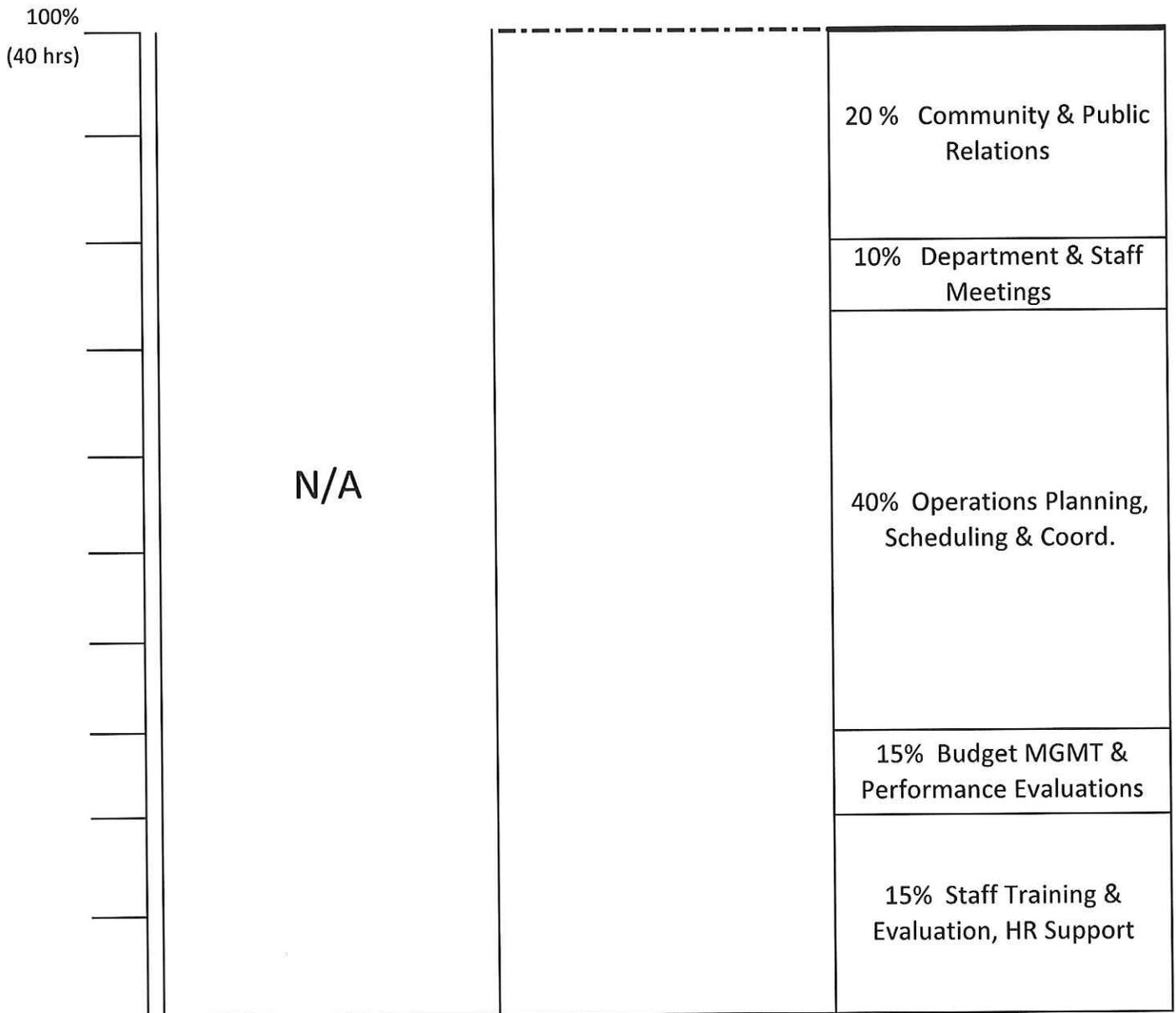
City of Milton, WA
Workload to Staffing Evaluation

Public Works Operations
Operations Superintendent

(Updated 10/31/14)

Unmet Needs

- > Master Work Plan
- > Performance MGMT & Evaluation
- > Training & Cross-Training



Week
% Hrs

BUDGET

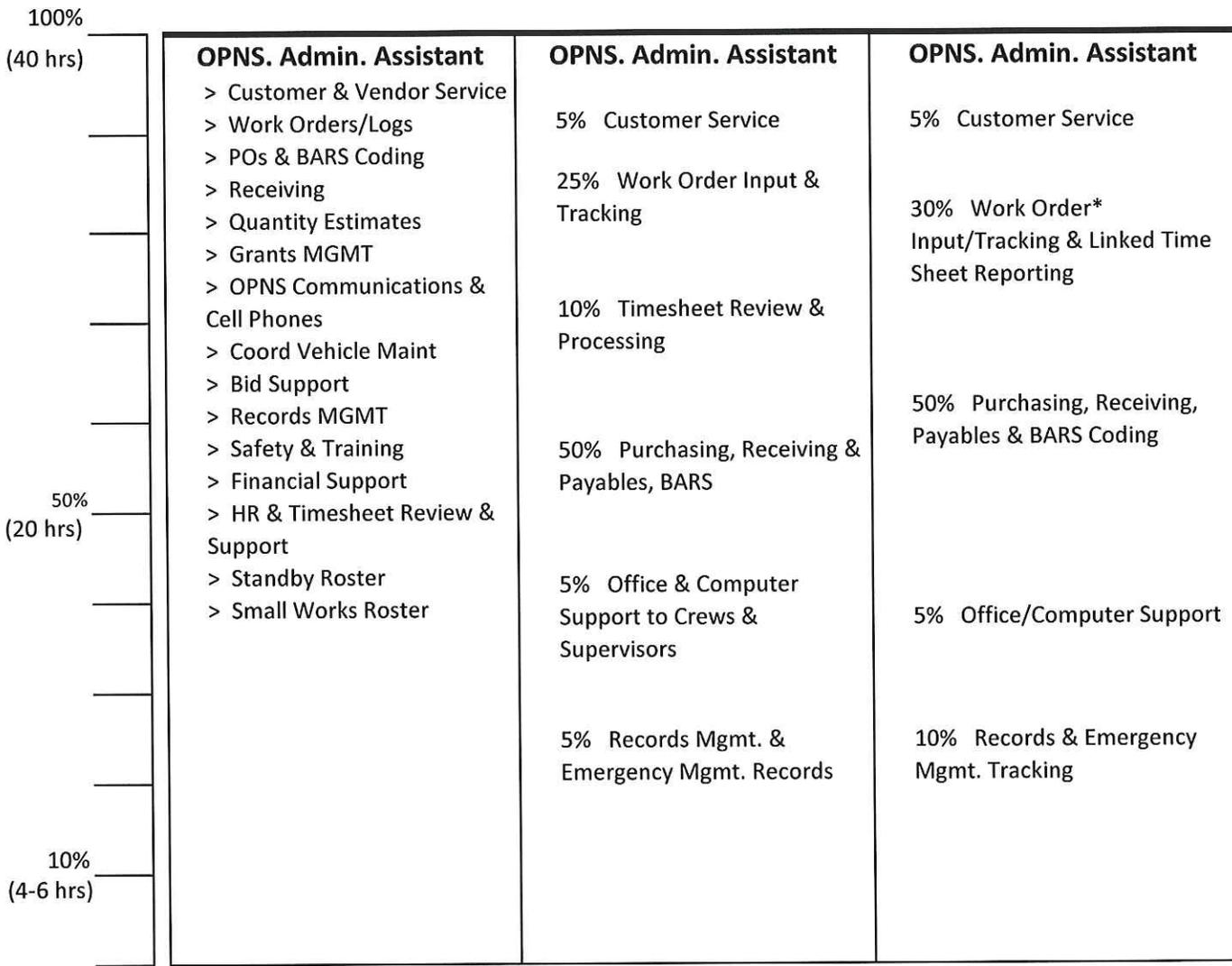
CURRENT

PROPOSED

City of Milton, WA
Workload to Staffing Evaluation
PW Operations
Administrative Assistant
(Updated 10/31/14)

Unmet Needs

- > Bid Quantity Estimates
- > Grants Management (To PW Admin Assist)
- > Purchasing Support
- > Records & Archiving Backlog



* With Process Change

Week
% Hrs

BUDGET

CURRENT

PROPOSED



City of Milton
Public Works Operations Superintendent (Exempt)
Salary Range – \$68,400-\$92,400

JOB SUMMARY:

Under the direction of the Director of Public Works, plans, organizes, coordinates, directs and evaluates City maintenance and operations activities related to streets, bridges, parking lots, storm/waste water systems, water distribution systems, the electric utility, and equipment maintenance.

SUPERVISION:

Reports To: Director of Public Works

Supervises: All municipal maintenance services for the City of Milton, including street, stormwater, water, parks, municipal facilities, fleet management, and the City's electrical utility. Also supervises clerical help and administrative assistants working for the City's maintenance shops.

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Provide creative leadership and vision to the division; analyze situations accurately and adopt effective courses of action.
- Establish division goals, objectives and priorities; set goals and performance criteria for sections within the division; monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives for the innovative and prudent management of the division's performance.
- Develop, revise, implement and enforce City and department policies and operating procedures; recommend adjustments in programs, activities, policies and objectives.
- Plan, prepare and control annual and capital improvement budgets; review financial and performance data; present programmatic expenditure requests; prepare and authorize contracts with outside agencies for maintenance of City facilities; evaluate proposals and award contracts in accordance with City policies and procedures.

- Select, train and assign work to assigned maintenance services personnel; supervise and evaluate the performance of staff; discipline and terminate personnel as necessary in accordance with City policies and procedures.
- Present proposed programs and projects to community groups and public meetings; make presentations to the City Council as necessary; represent the City on committees and boards regarding local and regional issues as required.
- Develop and implement short- and long-range maintenance goals, plans, projects and timelines; establish preventive maintenance programs and procedures; provide technical guidance and training; schedule safety and other training sessions; inspect job sites for safety issues and proper practices.
- Coordinate the annual survey for maintenance requirements for determining area and City capital outlay projects, priorities and scheduling.

Standard Functions:

- Plan, organize, assign, direct and evaluate the work of City maintenance projects, operations and activities related to streets, bridges, parking lots, storm/waste water systems, water distribution systems and equipment maintenance.
- Communicate with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanation regarding City activities and projects to resolve disputes and conflicts as needed; follow up on issues as necessary.
- Respond to emergency and off-hour situations as required, including system failures, floods and snow storms.
- Inspect work in progress and completed projects to assure compliance with applicable codes, contract specifications, standards, work orders and time lines; evaluate construction and maintenance requests to determine feasibility and cost outlay.
- Maintain a variety of records such as preventive maintenance, maintenance and repair records and inventory of equipment; review project engineering reports and make recommendations to the Director.
- Attend and conduct meetings as required; attend trade shows and seminars.
- Perform related duties as assigned.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Any combination equivalent to: bachelor's degree in engineering, construction technology, business or a related field and five years of management experience in municipal construction and maintenance especially in street, sewer and water areas, including at least two years in a supervisory or management capacity.
- Valid Washington State driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Ability to:
 - Plan, organize, coordinate and supervise City construction and maintenance projects, operations and activities related to streets, storm systems, water distribution systems, electrical system maintenance, bridges and parking lots.
 - Assure work projects are completed according to code, specifications and time lines.
 - Train, supervise and evaluate personnel.
 - Prioritize and schedule work.
 - Read, interpret and work from construction drawings and blueprints.
 - Estimate materials needs and labor costs.
 - Plan, lay out, direct and control a construction and maintenance work program involving diversified activities.
 - Maintain current knowledge to technological advances in the field.
 - Prepare and write formal bid specifications.
 - Manage and coordinate multiple construction projects.
 - Analyze situations accurately and adopt an effective course of action.
 - Work independently with little direction.
 - Communicate effectively both orally and in writing.
 - Maintain records and prepare reports.
 - Establish and maintain cooperative and effective working relationships with others.
 - Observe legal and defensive driving practices.
- Knowledge of:
 - Operations, organization, policies, activities and objectives of municipal public works field functions, including street, water and storm/waste water systems and facilities.
 - Practices and techniques of fleet, equipment and inventory management.
 - Methods, materials, and equipment used in modern engineering and construction technology.
 - Effective methods of organizing and utilizing field operations, field data and related equipment.
 - Appropriate safety precautions and procedures.
 - Health and safety regulations.
 - Applicable Federal, State, County and City laws, codes and regulations related to municipal public works maintenance and construction operations.
 - City organization, operations, policies and objectives.
 - Principles and practices of administration, supervision and training.
 - City bid preparation and purchasing policies and procedures.
 - Budget preparation and control.
 - Technical aspects of field of specialty.

- Interpersonal skills using tact, patience and courtesy.
- Research methods and report writing techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in an office environment. Some work in the field, travel and night meetings may be required.

[Back to Agenda Bill](#)



To: City Council Members
From: Mayor Debra Perry
Date: January 5, 2015
Re: **Election of Mayor Pro-Tempore**

ATTACHMENTS: None

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action:

1. "I move to nominate _____ (*insert name*) _____ as Mayor Pro-Tempore"
2. After nominations are closed, "I move to elect _____ (*insert name*) _____ as Mayor Pro-Tempore for a term ending on the first regular meeting of the City Council in 2016."

Fiscal Impact/Source of Funds: N/A.

Issue: Mayor Pro-Tempore Bart Taylor's term expires on January 5, 2015.

Discussion: Section 19 of Resolution 12-1820 states, "The Mayor Pro-Tempore shall be elected to a one (1) year term at the first Regular Council meeting in January of each year. The Mayor shall conduct the election for the Mayor Pro Tempore."

The Mayor should conduct the election in the following manner:

1. The Mayor shall open the nominations by Councilmembers.
2. Any Councilmember may nominate another councilmember. Nominations do not require a second.
3. After all nominations have been received, the Mayor shall close the nominations.
4. Candidates shall be voted in the order that the nominations were received. Since there is no salary increase for this position, a Councilmember may vote for his or her own nomination.
5. As soon as one candidate receives a majority vote, the Mayor shall declare the nominee appointed Mayor Pro-Tempore, and there is no vote on the remaining candidates.



To: City Councilmembers
 From: Mayor Perry
 Date: January 5, 2015, Regular Meeting
 Re: **Appointments to Intergovernmental Boards and Commissions**

ATTACHMENTS: N.A.

TYPE OF ACTION: After determining the 2015 appointments, make a motion as follows:

“I move to approve the appointments of the Mayor and Councilmembers to the committees listed below.”

Information Only Discussion Action Expenditure Required:

Issue/Discussion: Appointment of the Mayor and Councilmembers to various intergovernmental boards and commissions are made annually.

	2013 Appointments	2014 Appointments	2015 Appointments
PCRC Pierce County Regional Council	Bart Taylor Debra Perry - Alternate	Bart Taylor Debra Perry - Alternate	
SCA Sound Cities Association	Debra Perry	Debra Perry	
Any others?			



To: City Council Members
From: Mayor Debra Perry
Date: January 5, 2015
Re: Appointments to Park Board

ATTACHMENT: None.

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: "I move to approve the Mayor's reappointment of Kent Ross, Linda Goddard, and Beverly Webber to the Park Board for terms to expire December 31, 2018."

Issue: Confirmation of the Mayor's appointments to the Park Board.

Discussion: Three members of the Park Board have expiring terms as of 12/31/14. All three have indicated a desire to consider serving in this capacity.

Mayor Perry is recommending the reappointment of Kent Ross, Linda Goddard, and Beverly Webber. The terms are for four years and will expire 12/31/18.



To: City Councilmembers
From: Mayor Perry
Date: January 5, 2015, Regular Meeting
Re: **Setting Council Retreat Planning Date**

ATTACHMENTS:

TYPE OF ACTION: Review personal calendars and set the date for Council Retreat.

Information Only Discussion Action Expenditure Required:

Issue/Discussion: Agree on a date for the annual Council Retreat.

Discussion: Council normally holds its annual goal setting retreat early in the year. It is held on a Saturday, and sometimes begun the previous Friday afternoon/evening.

Councilmembers should check their personal schedules and then set a date for the Council Retreat. The Saturdays in February and March are:

February 7, 14, 21, and 28
March 7, 14, 21, and 28

Discussion of a place to meet is in order, as well. Last year, the Alder Ridge Senior Apartments community room worked, but it was brand new and had few residents; even then, there were some who walked through the meetings. A free option includes council chambers and executive offices. If Council deems it important to get away, staff can research available facilities based on the date chosen.