



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

April 6, 2015
Monday

Executive Session
6:30 p.m.

For the purpose of discussing potential agency litigation per RCW 42.30.110(1)(i).

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. Swearing-in Ceremony**
- 6. Consent Agenda**

- A. Minutes – Approval of the minutes of:
 - i. 3/16/15 Regular Meeting
- B. Claims Approval:

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.

- i. Approval of the checks/vouchers numbers 56498, 56502-56503, and 56505-56580 in the amount of \$917,016.41.
- ii. Approval of the payroll disbursement of 3/20/15 and related payroll voucher numbers 56499-56501 in the amount of \$139,287.19.

C. Surplus Police Cars – Resolution

D. Pierce Transit Board Member Approval

E. Revised Position Title – Planning & Community Development Director

7. Regular Agenda

A. International Building Code Update – Ordinance

B. Code Enforcement Update – Ordinance

C. Position Approval – Permit Technician

8. Council Reports

D. Sole Source electric wire

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	
April 2015					
Mon 4/13	7:00 pm	Study Session	A. Video Training – Public Records Act B. Meet with staff – Chris Larson – Comp Plan Discussion C.	Regular Meeting	Per Diem & Travel Policies Surplus Seized Vehicles – <i>Consent</i> Utility Collections – Amending code language to match state law Sound Transit South Corridor Alternative – <i>Presentation</i> Agriculture code amendment – number of farm animals allowed Electric rates fee resolution (follow up from COSA)
Mon 4/20	7:00 pm	Regular Meeting	A. TIB Overlay – Final Project Acceptance B. Quit Claim Deed C. Consultant Agmt with DKS for On-call Engineering Services D. Code Enforcement – Code Language Update – Action E.	Study Session	Code changes – purchasing policies and grant acceptance Solar Power Purchase Transportation Benefit District Requests outside of specific funding (wish list)
May 2015					
Mon 5/4	7:00 pm	Regular Meeting	A. IT Systems Administrator – Position Approval	Finance Committee	Street Standards Transportation Benefit District
Mon 5/11	7:00 pm	Study Session			
Fri/Sat 5/15-5/16	7:00 pm 9:00 am	Council Retreat	A.		
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			
Mon 6/15	7:00 pm	Regular Meeting			
July 2015					
Mon 7/6	7:00 pm	Regular Meeting			
Mon 7/13	7:00 pm	Study Session			
Mon 7/20	7:00 pm	Regular Meeting			
August 2015					
Mon 8/3	7:00 pm	Regular Meeting			
Mon 8/10	7:00 pm	Study Session			
Mon 8/17	7:00 pm	Regular Meeting			



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

CALL TO ORDER

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

ROLL CALL

Present: Councilmembers Whalen, Ott, Morton, Manley, and Zaroudny
Councilmember Johnson after swear-in at 7:35 pm

Absent: Councilmember Jones (Whalen – 5/0)

STAFF PRESENT

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

ADDITIONS / DELETIONS

Councilmember Zaroudny requested the nomination and appointment of a new councilmember to Position #2. Mayor Perry added before the Consent Agenda.

Councilmember Manley requested the appointment of a new Mayor Pro Tem. Mayor Perry added before the Consent Agenda.

Mayor Perry announced the deletion of item 6A, the swearing-in of a new police officer.

Mayor Perry added a Police Chief's report to the end of the agenda.

CITIZEN PARTICIPATION

Speaker	Address	Comments
Mitchell Nutt	1708 18 th Ave	His neighborhood has been bothered by the constant noise from daybreak until dark of chickens and roosters. He and his neighbors have approached the offending home in a friendly manner. Referred to Sumner noise ordinance, but

		there are grey areas open for interpretation. Wants to make council aware.
Jerry Long	1706 18 th Ave	Confirmed first citizen's comments – neighbors have done all steps to peaceably resolve this. There is also excessive dog noise.

CONSENT AGENDA

Approval of:

- A. Minutes
 - a. March 2, 2015 Regular Meeting
 - b. March 9, 2015 Study Session
- B. Voucher and Payroll Approval
 - a. Checks/vouchers 56425, 56435-56497, and voided check 56242 in the amount of \$189,112.87.
 - b. Payroll of 3/5/2015 and related check numbers 56426-56429, 56431-56434, and voided check 56430 in the amount of \$190,816.03.
- C. Affirm Mayor's Appointment of Public Works Director

Councilmember Ott asked for clarification on two items.

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

PROCLAMATIONS AND PRESENTATIONS

- Pierce County Library – Pierce County Reads

Mayor Perry read the proclamation and introduced Pierce County representatives Linda Case and Jennifer Patterson, who spoke about this year's Pierce County READS book and provided a library update.

PUBLIC HEARING

- 2015 Budget Amendment

Mayor Perry opened the public hearing at 7:29 p.m; there was no public comment. The public hearing was closed at 7:30 pm.

NOMINATION AND APPOINTMENT OF NEW COUNCILMEMBER

Mayor Perry announced that Council Position #2 was recently vacated and referred to Councilmember Zaroundy, who suggested that it's important to move forward quickly to fill this position due to the timing to file for the next general election.

Councilmember Zaroudny nominated Susan Johnson for the position, saying she has an appropriate background and proven record for Milton events and concerns.

There were no other nominations.

COUNCILMEMBER ZAROUDNY MOVED, seconded by Councilmember Ott, to appoint Susan JF Johnson to Position #2 until the general election.

Councilmember Ott echoed the high qualifications of Susan Johnson; Ms. Johnson expressed appreciation and accepted the nomination and motion.

The motion was voted on and passed 5/0.

OATH OF OFFICE – SUSAN JF JOHNSON

Mayor Perry conducted the Oath of Office with Susan JF Johnson. Councilmember Johnson took her seat at the dais.

NOMINATION AND APPOINTMENT OF NEW MAYOR PRO TEM

Mayor Perry announced that the Mayor Pro Tem position was recently vacated and referred to Councilmember Manley.

Councilmember Manley nominated Councilmember Zaroudny to the position of Mayor Pro Tem; Councilmember Whalen concurred, adding that her knowledge and experience brings protection to the council. Councilmember Zaroudny accepted the nomination.

There were no other nominations.

COUNCILMEMBER MANLEY MOVED, seconded by Councilmember Whalen, to appoint Councilmember Zaroudny as Mayor Pro Tem. **Passed 6/0.**

Mayor Perry clarified the role of the Mayor Pro Tem position and expressed great confidence in Councilmember Zaroudny.

REGULAR AGENDA

- Freeman Road Boundary Adjustment Interlocal Agreement

Director Mecham reviewed this item and answered questions from last week's meeting, including the recommendation that Milton keep hold of the newly created right of way.

Council expressed concern over the increased traffic load due to the new housing development and new warehousing, and the timing of the traffic light. Attorney Park said the ILA better protects any future enforcement of violations, and informed council that the City of Milton will have opportunity to comment during the SEPA process.

Speaker	Address	Comments
Jim Mickelson	Northwest Embroidery	15 years ago sold the corner to the city with the understanding there'd be a stoplight.

Jacquelyn Whalen	1605 13 th Ave	<p>Thanked city staff for strengthening Milton's position.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Does the square footage calculation net out in Milton's favor? • Is the current LOS high enough to allow for mitigation?
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COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to approve the attached Interlocal Agreement with the City of Fife. **Passed 6/0.**

- Information Technology (IT) – Approval of Position and Program

Chief Hernandez introduced this item and explained that the City of Auburn has notified us of the cancellation of the IT contract this summer.

Contract Manager Lewis presented the proposed IT business model. Information Technology expert Ron Tiedeman further presented a proposed answer to Milton's IT needs and the regional business model.

Council members asked clarifying questions and expressed support for the proposal.

COUNCILMEMBER MANLEY MOVED, seconded by Councilmember Whalen, to approve the establishment of the Information Technology Director position at a salary range of \$75,600-\$104,990.

Councilmember Whalen expressed support for the self-sustaining nature solving a traditionally expensive service.

Speaker	Address	Comments
Jacquelyn Whalen	1605 13 th Ave	<p>Do cities have to be on same software as Milton for us to give good service?</p> <p>Do we have to buy a lot of equipment to provide this service?</p>

Chief Hernandez further explained the proposal and answered council's questions.

The motion was voted on and passed 6/0.

COUNCILMEMBER OTT MOVED, seconded by Councilmember Morton, to approve the establishment of the Information Technology Program as presented at \$10,000-\$20,000.

COUNCILMEMBER OTT MOVED, seconded by Councilmember Morton, to amend the motion to read "...as presented at a cost up to \$35,000." **Passed 6/0.**

Council expressed support for taking the lead on this rather than continuing to follow, and looks forward to the resulting increase in customer service from every department for the citizens of Milton.

The amended motion was voted on and passed 6/0.

- Contract Approval – RMS

Chief Hernandez explained this item.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Ott, to accept the Interlocal agreement between the City of Fife and the City of Milton regarding records management services. **Passed 6/0.**

- 2015 Budget Amendment – Ordinance

Director Garrison explained the amendment summaries and handed out additional clarifying information.

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Ott, to adopt the attached Ordinance amending the 2015 Budget and Staffing Levels. **Passed 6/0.**

- Pierce Transit Nomination to Board

Mayor Perry explained about the proposal and the partnership with the three cities.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to nominate City of Edgewood Mayor Daryl Eiding to continue as the Fife/Milton/Edgewood representative to the Pierce Transit Board of Commissioners, to fill a term through April 30, 2018.

Council expressed appreciation for Mayor Eiding's level of commitment and the benefit of that to all of our communities.

The motion was voted on and passed 6/0.

DIRECTOR'S REPORTS

Chief Hernandez handed out a response letter from East Pierce Fire District, and the police blotter from March 1-15.

Director Mecham gave an update on the new ADA bathroom, saying it is a good fit, and the lighting increases security.

COUNCIL REPORTS

Mayor Pro Tem Zaroudny

- Council meetings are very exciting and a lot is being accomplished due to the leadership of the Mayor and staff.

Councilmember Manley

- Attended the Town Hall Meeting and was impressed with the turnout.
- The Economic Development Director position is crucial to our future.

Councilmember Morton

- Congratulated new Councilmember Johnson and Mayor Pro Tem Zaroudny.
- Requested the new dates for Council retreat so he can request it off from work.
- Skate park user expressed to him that the paint used to cover the graffiti is slippery.

Councilmember Ott

- Requested the relocation of some street lights.
- Congratulated new Councilmember Johnson and Mayor Pro Tem Zaroudny.
- Town Hall meeting was a great success with great input.
- Welcome to all new city staff members.
- Thank you to the Police Chief for his high standard of security for our city.

Councilmember Whalen

- Echoed others' comments.

Councilmember Johnson

- Very excited about joining Council and continuing to serve the City of Milton.

MAYOR'S REPORT

- She was very proud of the Town Hall Meeting and turn-out.
- Heard about the high prevalence of online fraud at the Chamber meeting.
- The ADA bathrooms are finally being installed!
- Participating in the Tour of the Symphony Garden tour and showing off our Park.
- Looking forward to hosting the Pierce County Mayor's Meeting and welcoming Congressman Reichert to town.
- One of the new faces on staff is our Public Works Superintendent, assisting Director Mecham.
- Presenting a Good Samaritan award to Edgewood Mayor Eiding at Edgewood's council meeting.
- The Council retreat will be May 15-16.

ADJOURNMENT

Adjourned at 10:04 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

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CITY OF MILTON

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PAYROLL and CLAIMS VOUCHER APPROVAL

2015

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

Finance Director

DATE

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount	Date	Check #	Amount
03/01-03/07	Online	\$ 8,706.94	3/20/2015	ACH	\$ 136,771.67
03/08-03/14	Online	\$ 221,546.38	3/20/2015	3837, 56499-56501	\$ 2,515.52
03/15-03/21	56498, 56502-56503	\$ 109,067.55			
03/15-03/21	Online	\$ 26,085.36			
03/22-03/28	56504	\$ 300.00			
03/22-03/28	Online	\$ 30,866.26			
03/29-03/31	Online	\$ 75,268.38			
04/01-04/04	Online	\$ 3,050.41			
04/05-04/11	56505-56580	\$ 229,160.35			
04/05-04/11	Online	\$ 212,964.78			

Total Accounts Payable:	\$ 917,016.41	Total Payroll:	\$ 139,287.19
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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:

\$1,056,303.60 Dated: **April 6th, 2014**

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

CHECK REGISTER

City Of Milton
MCAG #:

03/01/2015 To: 04/30/2015

Time: 10:41:06 Date: 04/02/2015
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1681	03/02/2015	Claims	1	EFT EPICPAY	379.20	Bank Fees
		406 - 531 10 41 000 - Professional Services			75.84	Bank Fees
		401 - 533 10 41 000 - Professional Services			151.68	Bank Fees
		403 - 534 10 41 000 - Professional Services			151.68	Bank Fees
1828	03/03/2015	Claims	1	EFT CHASE PAYMENTECH	2,239.78	Web Service Fees
		406 - 531 10 41 000 - Professional Services			447.96	Web Service Fees
		401 - 533 10 41 000 - Professional Services			895.91	Web Service Fees
		403 - 534 10 41 000 - Professional Services			895.91	Web Service Fees
1682	03/03/2015	Claims	1	EFT BLUEFIN PAYMENT SYSTEMS	88.20	Bank Fees
		406 - 531 30 41 000 - Professional Services			17.64	Bank Fees
		401 - 533 10 41 000 - Professional Services			35.28	Bank Fees
		403 - 534 10 41 000 - Professional Services			35.28	Bank Fees
1683	03/04/2015	Claims	1	EFT CIT TECHNOLOGY (QDS)	649.86	Copier Lease; Copier Lease; Copier Lease
		001 - 513 10 45 000 - Operating Rentals and Leases			49.12	Finance Copier Lease
		001 - 514 20 45 000 - Operating Rentals and Leases			24.56	Finance Copier Lease
		001 - 518 30 45 000 - Operating Rentals and Leases			4.91	PW Admin Copier Lease
		001 - 518 90 45 000 - Operating Rentals and Leases			4.91	PW Admin Copier Lease
		107 - 521 20 45 000 - Operating Rentals and Leases			158.64	PD Copier Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			24.56	Finance Copier Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			41.75	PW Admin Copier Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			73.68	Finance Copier Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			73.68	PW Admin Copier Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			73.69	Finance Copier Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			68.77	PW Admin Copier Lease
		101 - 542 30 45 000 - Operating Rentals and Leases			9.82	PW Admin Copier Lease
		501 - 548 30 45 000 - Operating Rentals & Leases			12.28	PW Admin Copier Lease
		001 - 558 50 45 000 - Operating Rentals and Leases			12.28	PW Admin Copier Lease
		001 - 558 60 45 000 - Operating Rentals and Leases			12.28	PW Admin Copier Lease
		001 - 576 80 45 000 - Operating Rentals and Leases			4.93	PW Admin Copier Lease
1684	03/04/2015	Claims	1	EFT VERIZON WIRELESS	1,928.64	Cell Phones
		001 - 513 10 42 000 - Communication			88.06	Cell Phones
		001 - 514 20 42 000 - Communication			30.11	Cell Phones
		001 - 518 90 42 000 - Communication			5.79	Cell Phones
		107 - 521 20 42 000 - Communication			1,263.08	Cell Phones
		118 - 521 23 42 000 - Communications			100.42	Cell Phones
		406 - 531 10 42 000 - Communication			16.79	Cell Phones
		406 - 531 30 42 000 - Communication			13.58	Cell Phones
		401 - 533 10 42 000 - Communications			46.56	Cell Phones
		401 - 533 50 42 000 - Communication			122.82	Cell Phones
		403 - 534 10 42 000 - Communication			48.50	Cell Phones
		403 - 534 50 42 000 - Communication			166.77	Cell Phones
		101 - 542 30 42 000 - Communication			26.16	Cell Phones
1685	03/04/2015	Claims	1	EFT VERIZON WIRELESS	39.02	Flexnet Tower
		401 - 533 10 42 000 - Communications			19.51	Verizon Charges
		403 - 534 10 42 000 - Communication			19.51	Verizon Charges
1829	03/05/2015	Claims	1	EFT XPRESS BILL PAY	690.30	Web Service Fees
		406 - 531 10 41 000 - Professional Services			227.80	
		401 - 533 10 41 000 - Professional Services			234.70	
		403 - 534 10 41 000 - Professional Services			227.80	
1686	03/05/2015	Claims	1	EFT PITNEY BOWES INC.	2,054.99	Postage
		001 - 513 10 42 000 - Communication			164.40	Postage Machine Refill
		001 - 518 30 42 000 - Communication			15.62	Postage Machine Refill
		001 - 518 90 31 000 - Office and Operating Supplies			15.62	Postage Machine Refill
		107 - 521 20 42 000 - Communication			143.85	Postage Machine Refill

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City Of Milton

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		107 - 521 20 42 000 -		Communication	241.46	Postage Machine Refill
		406 - 531 10 42 000 -		Communication	241.46	Postage Machine Refill
		406 - 531 10 42 000 -		Communication	78.09	Postage Machine Refill
		401 - 533 10 42 000 -		Communications	241.46	Postage Machine Refill
		401 - 533 10 42 000 -		Communications	242.08	Postage Machine Refill
		403 - 534 10 42 000 -		Communication	241.46	Postage Machine Refill
		403 - 534 10 42 000 -		Communication	242.08	Postage Machine Refill
		101 - 542 30 42 000 -		Communication	39.04	Postage Machine Refill
		501 - 548 30 42 000 -		Communications	39.04	Postage Machine Refill
		001 - 558 60 42 000 -		Communication	39.04	Postage Machine Refill
		001 - 558 60 42 000 -		Communication	39.05	Postage Machine Refill
		001 - 575 50 42 000 -		Communication -	7.81	Postage Machine Refill
		001 - 576 80 42 000 -		Communication	23.43	Postage Machine Refill
1687	03/05/2015	Claims	1	EFT VERIZON WIRELESS	247.40	Cell Phones
		001 - 518 30 42 000 -		Communication	18.01	Cell Phones
		001 - 518 90 42 000 -		Communication	3.00	Cell Phones
		406 - 531 10 42 000 -		Communication	24.62	Cell Phones
		406 - 531 10 42 000 -		Communication	4.76	Cell Phones
		401 - 533 10 42 000 -		Communications	63.65	Cell Phones
		401 - 533 10 42 000 -		Communications	4.76	Cell Phones
		403 - 534 10 42 000 -		Communication	48.64	Cell Phones
		403 - 534 10 42 000 -		Communication	4.91	Cell Phones
		101 - 542 30 42 000 -		Communication	25.82	Cell Phones
		501 - 548 30 42 000 -		Communications	14.41	Cell Phones
		001 - 558 50 42 000 -		Communications	1.20	Cell Phones
		001 - 558 50 42 000 -		Communications	14.41	Cell Phones
		001 - 575 50 42 000 -		Communication -	1.56	Cell Phones
		001 - 576 80 42 000 -		Communication	17.65	Cell Phones
1691	03/06/2015	Claims	1	EFT COMCAST	389.55	Trunk Lines
		001 - 513 10 42 000 -		Communication	19.48	Trunk Lines
		001 - 514 20 42 000 -		Communication	19.48	Trunk Lines
		001 - 518 30 42 000 -		Communication	9.74	Trunk Lines
		001 - 518 90 42 000 -		Communication	9.74	Trunk Lines
		107 - 521 20 42 000 -		Communication	58.43	Trunk Lines
		406 - 531 10 42 000 -		Communication	38.96	Trunk Lines
		401 - 533 10 42 000 -		Communications	85.70	Trunk Lines
		403 - 534 10 42 000 -		Communication	89.60	Trunk Lines
		101 - 542 30 42 000 -		Communication	19.48	Trunk Lines
		501 - 548 30 42 000 -		Communications	9.74	Trunk Lines
		001 - 558 50 42 000 -		Communications	9.74	Trunk Lines
		001 - 558 60 42 000 -		Communication	9.74	Trunk Lines
		001 - 576 80 42 000 -		Communication	9.72	Trunk Lines
1830	03/09/2015	Claims	1	EFT GATEWAY SERVICES	5.00	Bank Fees
		406 - 531 10 41 000 -		Professional Services	1.00	Bank Fees
		401 - 533 10 41 000 -		Professional Services	2.00	Bank Fees
		403 - 534 10 41 000 -		Professional Services	2.00	Bank Fees
1689	03/10/2015	Claims	1	EFT BONNEVILLE POWERADMINISTRATION	221,520.00	Electric For Resale
		401 - 533 50 33 000 -		BPA-Electricity for Resale	221,520.00	Electric For Resale
1692	03/11/2015	Claims	1	EFT COMCAST	10.69	Cable
		401 - 533 50 42 000 -		Communication	5.35	Cable
		403 - 534 50 42 000 -		Communication	5.34	Cable
1693	03/11/2015	Claims	1	EFT COMCAST	10.69	Cable
		107 - 521 20 42 000 -		Communication	10.69	Cable
1690	03/16/2015	Claims	1	EFT BONNEVILLE POWERADMINISTRATION	2,681.00	Revised BPA Oct 2014

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		401 - 533 50 33 000 - BPA-Electricity for Resale			2,681.00	Revised BPA Oct 2014
1503	03/16/2015	Claims	1	56498 TACOMA PUMP AND DRILLING	76,699.02	Deep Well Drilling Project; Deep Well Drilling Project
		403 - 594 34 63 081 - Test Drilling Project			16,834.50	Deep Well Drilling Project Estimate #2
		403 - 594 34 63 081 - Test Drilling Project			59,864.52	Deep Well Drilling Project Estimate #3
1694	03/17/2015	Claims	1	EFT JIVE COMMUNICATIONS	1,458.60	Phone Service
		001 - 513 10 42 000 - Communication			72.93	Phones
		001 - 514 20 42 000 - Communication			72.93	Phones
		001 - 518 30 42 000 - Communication			36.47	Phones
		001 - 518 90 42 000 - Communication			36.47	Phones
		107 - 521 20 42 000 - Communication			218.79	Phones
		406 - 531 10 42 000 - Communication			145.86	Phones
		401 - 533 10 42 000 - Communications			320.89	Phones
		403 - 534 10 42 000 - Communication			335.48	Phones
		101 - 542 30 42 000 - Communication			72.93	Phones
		501 - 548 30 42 000 - Communications			36.47	Phones
		001 - 558 50 42 000 - Communications			36.47	Phones
		001 - 558 60 42 000 - Communication			36.47	Phones
		001 - 576 80 42 000 - Communication			36.44	Phones
1695	03/17/2015	Claims	1	EFT KANSAS STATE BANK	8,109.03	Vector Truck Payment
		406 - 531 30 48 001 - Vehicle Repair & Maint			8,109.03	Vector Truck Payment
1696	03/17/2015	Claims	1	EFT CITY OF MILTON - C/O RLI	13,178.54	City Utility Bill
		001 - 518 30 47 000 - Public Utility Service			44.26	Utility Bill
		107 - 521 20 47 000 - Utilities			379.27	Utility Bill
		406 - 531 30 47 000 - Public Utility Services			190.22	Utility Bill
		401 - 533 50 47 000 - Public Utility Services			1,315.02	Utility Bill
		403 - 534 51 47 001 - Public Utility Services			6,891.93	Utility Bill
		101 - 542 30 47 000 - Utilities			2,942.53	Utility Bill
		001 - 558 50 47 000 - Public Utility Services			56.29	Utility Bill
		001 - 558 60 47 000 - Public Utilities			56.29	Utility Bill
		001 - 569 00 47 000 - Public Utilities-SC			296.77	Utility Bill
		001 - 576 80 47 000 - Public Utility Service			1,005.96	Utility Bill
1697	03/17/2015	Claims	1	EFT PITNEY BOWES INC.	63.11	Ink Cartridge
		001 - 513 10 31 000 - Office and Operating Supplies			5.05	Postage Machine Ink
		001 - 518 30 31 000 - Operating Supplies			0.48	Postage Machine Ink
		001 - 518 90 31 000 - Office and Operating Supplies			0.48	Postage Machine Ink
		107 - 521 20 31 000 - Office and Operating Supplies			11.83	Postage Machine Ink
		406 - 531 10 31 000 - Office and Operating Supplies			9.81	Postage Machine Ink
		401 - 533 10 31 000 - Office and Operating Supplies			14.85	Postage Machine Ink
		403 - 534 10 31 000 - Office and Operating Supplies			14.85	Postage Machine Ink
		101 - 542 30 31 000 - Office and Operating Supplies			1.20	Postage Machine Ink
		501 - 548 30 31 000 - Office & Operating Supplies			1.20	Postage Machine Ink
		001 - 558 50 31 000 - Office and Operating Supplies			1.20	Postage Machine Ink
		001 - 558 60 31 000 - Operating Supplies			1.20	Postage Machine Ink
		001 - 575 50 31 000 - Supplies -			0.24	Postage Machine Ink
		001 - 576 80 31 000 - Operating Supplies			0.72	Postage Machine Ink
1698	03/17/2015	Claims	1	EFT PUGET SOUND ENERGY	170.75	Electric
		403 - 534 50 47 000 - Public Utility Services			170.75	Electric
1699	03/17/2015	Claims	1	EFT PUGET SOUND ENERGY	223.71	MAC Gas
		001 - 569 00 47 000 - Public Utilities-SC			223.71	MAC Gas
1700	03/17/2015	Claims	1	EFT US BANK ACCOUNTABILITIES	66.55	Copier Lease
		107 - 521 20 45 000 - Operating Rentals and Leases			66.55	PD Clerk Copier Lease

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1605	03/19/2015	Claims	1	56502 PIERCE CO BUDGET & FINANCE	10,566.25	GIS Subscriber Maintenance
		406 - 531 10 49 000 - Misc/Other Exp			3,250.00	Digial Orthophotography Annual Maintenance
		406 - 531 10 49 000 - Misc/Other Exp			7,316.25	County View Pro Annual Maintenance
1606	03/19/2015	Claims	1	56503 TUCCI & SONS INC.	21,802.28	Pay Estimate #3
		310 - 595 30 63 078 - Taylor Street Overlay Const			7,501.44	Taylor Overlay Project
		310 - 595 30 63 088 - Milton Way Overlay			14,300.84	Milton Way Overlay Project
1702	03/20/2015	Claims	1	EFT PIERCE COUNTY SEWER	18.27	Sewer Bill
		001 - 575 50 47 000 - Public Utilities Services			18.27	Community Building Sewer
1703	03/20/2015	Claims	1	EFT PIERCE COUNTY SEWER	34.18	Sewer Bill
		001 - 518 30 47 000 - Public Utility Service			8.20	City Hall Sewer
		406 - 531 30 47 000 - Public Utility Services			4.44	City Hall Sewer
		401 - 533 50 47 000 - Public Utility Services			7.18	City Hall Sewer
		403 - 534 50 47 000 - Public Utility Services			7.52	City Hall Sewer
		101 - 542 30 47 000 - Utilities			0.68	City Hall Sewer
		001 - 558 50 47 000 - Public Utility Services			2.39	City Hall Sewer
		001 - 558 60 47 000 - Public Utilities			2.39	City Hall Sewer
		001 - 576 80 47 000 - Public Utility Service			1.38	City Hall Sewer
1704	03/20/2015	Claims	1	EFT PIERCE COUNTY SEWER	19.61	Sewer Bill
		406 - 531 30 47 000 - Public Utility Services			1.57	PW Shops Sewer
		401 - 533 50 47 000 - Public Utility Services			9.81	PW Shops Sewer
		403 - 534 50 47 000 - Public Utility Services			8.23	PW Shops Sewer
1705	03/20/2015	Claims	1	EFT PIERCE COUNTY SEWER	62.01	Sewer Bill
		107 - 521 20 47 000 - Utilities			31.01	PD Sewer
		001 - 569 00 47 000 - Public Utilities-SC			31.00	MAC Sewer
1707	03/25/2015	Claims	1	EFT PITNEY BOWES INC.	466.59	Postage Machine Lease
		001 - 513 10 45 000 - Operating Rentals and Leases			37.33	Postage Machine Lease
		001 - 518 30 45 000 - Operating Rentals and Leases			3.55	Postage Machine Lease
		001 - 518 90 45 000 - Operating Rentals and Leases			3.55	Postage Machine Lease
		107 - 521 20 45 000 - Operating Rentals and Leases			32.66	Postage Machine Lease
		107 - 521 20 45 000 - Operating Rentals and Leases			54.82	Postage Machine Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			54.82	Postage Machine Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			17.73	Postage Machine Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			54.82	Postage Machine Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			54.96	Postage Machine Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			54.82	Postage Machine Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			54.96	Postage Machine Lease
		101 - 542 30 45 000 - Operating Rentals and Leases			8.87	Postage Machine Lease
		501 - 548 30 45 000 - Operating Rentals & Leases			8.87	Postage Machine Lease
		001 - 558 50 45 000 - Operating Rentals and Leases			8.87	Postage Machine Lease
		001 - 558 60 45 000 - Operating Rentals and Leases			8.87	Postage Machine Lease
		001 - 575 50 49 000 - Misc/Other Exp -			1.77	Postage Machine Lease
		001 - 576 80 45 000 - Operating Rentals and Leases			5.32	Postage Machine Lease
1708	03/25/2015	Claims	1	EFT LAKEHAVEN UTILITY DISTRICT	921.70	
		403 - 534 50 47 000 - Public Utility Services			921.70	Ready To Serve Fee
1674	03/25/2015	Claims	1	56504 JEFFREY BRIAN THOMAS	300.00	Flagger Training Instruction
		406 - 531 30 49 002 - Misc/Trng, Registrations			20.00	Flagger Training
		401 - 533 50 49 002 - Misc/Trng, Registrations			100.00	Flagger Training
		403 - 534 50 49 002 - Misc/Trng, Registrations			130.00	Flagger Training
		101 - 542 90 49 002 - Misc/Trng, Registrations			50.00	Flagger Training
1709	03/26/2015	Claims	1	EFT WA STATE DEPT OF REVENUE	27,554.92	Excise Tax

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		001 - 518 30 31 000		Operating Supplies	4.56	Tax Owed Allglides
		107 - 521 20 36 000		Small Assets/IT	48.14	Tax Owed Amazon
		105 - 521 80 31 000		Operating Supplies	7.77	Tax Owed Sirchie
		406 - 531 10 44 002		Excise Tax	1,231.85	Excise Tax
		401 - 533 10 44 002		Elect Excise Tax	17,190.06	Excise Tax
		403 - 534 10 44 002		Water Excise Tax	9,072.54	Excise Tax
1710	03/26/2015	Claims	1	EFT DISCOVERY BENEFITS	15.60	Discovery Benefits Fee
		001 - 517 30 49 000		FSA Plan Fees	15.60	FSA Plan Fee
1711	03/27/2015	Claims	1	EFT SHELL FLEET PLUS	1,907.45	Fuel
		001 - 518 30 32 000		Operating Supplies/Fuel	22.93	Fuel
		107 - 521 20 32 000		Fuel	63.92	Fuel
		406 - 531 30 32 000		Fuel	333.37	Fuel
		401 - 533 50 32 000		Fuel	810.43	Fuel
		401 - 533 50 32 000		Fuel	129.48	Fuel
		403 - 534 50 32 000		Fuel	356.50	Fuel
		101 - 542 30 32 000		Operating Supplies/Fuel	122.04	Fuel
		001 - 576 80 32 000		Fuel	68.78	Fuel
1820	03/31/2015	Claims	1	EFT SANDRA ALLEN	4,000.00	Judge Services
		001 - 512 50 41 000		Professional Services	4,000.00	Judge Services March
1821	03/31/2015	Claims	1	EFT KATIE BOLAM	57.00	Training & Mileage Reimbursement
		001 - 513 10 43 000		Travel	36.80	Mileage Reimbursement
		001 - 513 10 43 000		Travel	20.20	Training Lunch
1822	03/31/2015	Claims	1	EFT OGDEN MURPHY WALLACE	8,343.00	Legal Services
		001 - 515 30 41 000		City Attorney	125.00	DOJ Complaint
		001 - 515 30 41 000		City Attorney	8,218.00	Routine Services
1823	03/31/2015	Claims	1	EFT US BANK, NA MN	48,230.00	Bonds
		403 - 592 34 83 000		Revenue Bond-Interest	48,230.00	Revenue Bond
1831	03/31/2015	Claims	1	EFT US BANK	14,634.38	6895-030615; 6689-030615; 5084-030615; 6655-030615; 6648-030615; 6523-030615; 9197-030615; 6457-030615; 6432-030615; 9299-030615; 6838-030615; 1657-030615; 6598-030615; 6473-030615; 2647-030615; 4659-
		001 - 511 60 31 000		Operating Supplies	37.82	Refreshments For OGTA Training
		001 - 511 60 49 000		Miscellaneous	482.30	Meal Items For B. Taylor Service
		001 - 511 60 49 000		Miscellaneous	55.14	Refreshments For B. Taylor Service
		001 - 511 60 49 000		Miscellaneous	41.53	Supplies For B Taylor Service
		001 - 511 60 49 000		Miscellaneous	44.87	Ice, Tablecloths, Pictures For B. Taylor Service
		001 - 511 60 49 002		Misc/Trng,Registrations	90.00	Council Registration For EDB
		001 - 511 60 49 002		Misc/Trng,Registrations	50.00	Council Registration SCA
		001 - 511 60 49 002		Misc/Trng,Registrations	650.00	Bolam Registration PDIV
		001 - 511 60 49 002		Misc/Trng,Registrations	50.00	Council Registration Port Of Tacoma
		001 - 513 10 31 000		Office and Operating Supplies	19.64	Office Supplies
		001 - 513 10 42 000		Communication	10.20	Shipping
		001 - 513 10 43 000		Travel	167.70	Lodging & Parking City Action Days
		001 - 513 10 43 000		Travel	24.55	Recruitment Meal
		001 - 513 10 43 000		Travel	24.40	Recruitment Meal
		001 - 513 10 43 000		Travel	19.40	PCCTA Meeting
		001 - 513 10 43 000		Travel	52.19	Recruitment Meal
		001 - 513 10 48 000		Repairs and Maintenance	43.64	Admin - HID Prox Pass Vehicle Cards
		001 - 513 10 49 002		Misc/Trng, Registrations	50.00	Mayor Registration SCA
		001 - 513 10 49 002		Misc/Trng, Registrations	50.00	Mayor Registration Port Of Tacoma
		001 - 514 20 31 000		Office and Operating Supplies	27.78	Office Supplies

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		001 - 514 20 43 000		- Travel	124.06	Finance - Bias Training Lodging & Meal
		001 - 514 20 43 000		- Travel	32.71	Finance - Bias Conference Lodging &
		001 - 514 20 43 000		- Travel	0.97	Travel Meal
		001 - 514 20 43 000		- Travel	2.30	Travel Meal
		001 - 518 30 31 000		- Operating Supplies	50.18	Sand Paper & Lock Parts
		001 - 518 30 31 000		- Operating Supplies	56.10	Exec. Office Trim, Paint & Supplies
		001 - 518 30 31 000		- Operating Supplies	11.88	Paint Supplies
		001 - 518 30 31 000		- Operating Supplies	9.40	Oven Thermometers For The MAC
		001 - 518 30 31 000		- Operating Supplies	12.30	Keys
		001 - 518 30 31 000		- Operating Supplies	117.20	Flowers For City Hall Complex Gardens
		001 - 518 30 31 000		- Operating Supplies	43.21	Flowers For City Hall Campus
		001 - 518 30 48 002		- Building Repair & Maint	14.68	Door Seal Replacement
		001 - 518 30 48 002		- Building Repair & Maint	60.01	Materials For Exec. Office Restroom & Display Case
		001 - 518 30 48 002		- Building Repair & Maint	23.52	Facilities - Flourescent Lights
		001 - 518 50 31 000		- Office Supplies - Central Stor	13.89	Office Supplies
		001 - 518 50 45 000		- Operating Leases	110.00	Archive Storage Lease
		107 - 521 20 20 002		- Uniforms	282.80	PD Class A Shirt Mods
		107 - 521 20 31 000		- Office and Operating Supplie:	193.36	Personnel Forms
		107 - 521 20 31 000		- Office and Operating Supplie:	60.19	Paper
		107 - 521 20 31 000		- Office and Operating Supplie:	109.47	Emergency Response Pack
		107 - 521 20 31 000		- Office and Operating Supplie:	1.09	Accidental Purchase Reimbursed By Employee Rcpt #2154
		107 - 521 20 31 000		- Office and Operating Supplie:	87.25	Books (Training Materials)
		107 - 521 20 31 000		- Office and Operating Supplie:	13.89	Office Supplies
		107 - 521 20 32 000		- Fuel	275.30	Fuel
		107 - 521 20 32 000		- Fuel	136.71	Fuel
		107 - 521 20 32 000		- Fuel	81.35	Fuel
		107 - 521 20 32 000		- Fuel	277.37	Fuel
		107 - 521 20 32 000		- Fuel	292.24	Fuel
		107 - 521 20 32 000		- Fuel	199.74	Fuel
		107 - 521 20 32 000		- Fuel	242.41	Fuel
		107 - 521 20 32 000		- Fuel	318.66	Fuel
		107 - 521 20 32 000		- Fuel	248.80	Fuel
		107 - 521 20 32 000		- Fuel	272.40	Fuel
		107 - 521 20 32 000		- Fuel	124.82	Fuel
		107 - 521 20 32 000		- Fuel	231.14	Fuel
		107 - 521 20 35 000		- Small Tools and Equipment	245.95	Door
		107 - 521 20 35 000		- Small Tools and Equipment	254.20	Spray Cans
		107 - 521 20 35 000		- Small Tools and Equipment	-2.63	Tools Credit
		107 - 521 20 35 000		- Small Tools and Equipment	19.21	Tools
		107 - 521 20 35 000		- Small Tools and Equipment	32.82	Flashlight
		107 - 521 20 36 000		- Small Assets/IT	1,424.00	Investigation Cameras
		107 - 521 20 36 000		- Small Assets/IT	22.59	HDMI Electronics
		107 - 521 20 36 000		- Small Assets/IT	64.99	CAT 6 Cable
		107 - 521 20 36 000		- Small Assets/IT	83.00	Investigation Flash Drives
		107 - 521 20 36 000		- Small Assets/IT	20.90	Phone Case
		107 - 521 20 36 000		- Small Assets/IT	94.93	Cat 6 Cable Crimping Equipment
		107 - 521 20 41 000		- Professional Services	25.00	LE Investigative Service
		107 - 521 20 41 000		- Professional Services	2.50	HDG Mobilelock
		107 - 521 20 42 000		- Communication	3.73	Postage
		107 - 521 20 42 000		- Communication	14.07	Shipping
		107 - 521 20 43 000		- Travel	34.84	Business Lunch For 3
		107 - 521 20 43 000		- Travel	24.40	Parking For Training
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	5.00	Car Wash
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	12.01	Tire Dressing
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	6.00	Carwash
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	799.36	Cars 651 & 652 Painted
		107 - 521 20 48 002		- Facility Repairs and Maintena	121.69	Locks & Door Hardware
		406 - 531 10 31 000		- Office and Operating Supplie:	27.78	Office Supplies

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		406 - 531 10 43 000		- Travel	31.02	Storm - Bias Training Lodging & Meal
		406 - 531 10 43 000		- Travel	32.71	Storm - Bias Conference Lodging & Meals
		406 - 531 10 43 000		- Travel	81.51	Storm - Bias Conference Lodging & Meals
		406 - 531 30 31 000		- Operating Supplies	20.00	Boots
		406 - 531 30 32 000		- Fuel	67.28	Fuel
		406 - 531 30 43 000		- Travel	0.97	Travel Meal
		406 - 531 30 43 000		- Travel	2.30	Travel Meal
		401 - 533 10 31 000		- Office and Operating Supplies	97.22	Office Supplies
		401 - 533 10 43 000		- Travel	77.54	Electric - Bias Training Lodging & Meal
		401 - 533 10 43 000		- Travel	130.86	Electric - Bias Conference Lodging & Meals
		401 - 533 10 43 000		- Travel	163.02	Electric - Bias Conference & Meals
		401 - 533 50 20 002		- Uniforms	167.37	Boots
		401 - 533 50 20 002		- Uniforms	32.00	Boots
		401 - 533 50 20 002		- Uniforms	177.17	Bib Overalls
		401 - 533 50 31 000		- Operating Supplies	186.05	Trouble Light
		401 - 533 50 31 000		- Operating Supplies	7.65	Rain Cover For Underground Terminations
		401 - 533 50 31 000		- Operating Supplies	46.18	Wire For Street Light
		401 - 533 50 35 000		- Small Tools and Equipment	109.49	Commercial Canopy
		401 - 533 50 36 000		- Small Assets/IT	25.15	Phone Charger
		401 - 533 50 43 000		- Travel	42.00	OT Meal For 2
		401 - 533 50 43 000		- Travel	14.00	Travel Meal For 2
		401 - 533 50 43 000		- Travel	3.86	Travel Meal
		401 - 533 50 43 000		- Travel	9.20	Travel Meal
		401 - 533 50 48 000		- Repairs and Maintenance	209.75	Elec - Flourescent Lights
		403 - 534 10 31 000		- Office and Operating Supplies	97.22	Office Supplies
		403 - 534 10 35 000		- Small Tools and Equipment	175.19	Hutch For New Desk
		403 - 534 10 35 000		- Small Tools and Equipment	284.43	Desk
		403 - 534 10 43 000		- Travel	77.54	Water - Bias Training Lodging & Meal
		403 - 534 10 43 000		- Travel	130.86	Water - Bias Conference Lodging & Meals
		403 - 534 10 43 000		- Travel	163.02	Water - Bias Conference Lodging & Meals
		403 - 534 10 43 000		- Travel	3.85	Travel Meal
		403 - 534 10 43 000		- Travel	9.20	Travel Meal
		403 - 534 50 31 000		- Office and Operating Supplies	130.00	Boots
		403 - 534 50 48 000		- Repairs and Maintenance	152.67	Water - HID Prox Pass Vehicle Cards
		403 - 534 50 48 000		- Repairs and Maintenance	209.75	Water - Flourescent Lights
		403 - 534 51 48 001		- Repairs and Maintenance	109.40	Filters For Corridor Well
		101 - 542 30 31 000		- Office and Operating Supplies	50.00	Boots
		101 - 542 30 31 000		- Office and Operating Supplies	151.90	Planter Strip Moss Control
		101 - 542 30 48 000		- Repairs and Maintenance	167.38	Planter Strip Turf Builder/Caseron
		101 - 542 30 48 000		- Repairs and Maintenance	21.81	Street - HID Prox Pass Vehicle Cards
		501 - 548 30 31 000		- Office & Operating Supplies	21.86	Squeegees
		501 - 548 30 31 000		- Office & Operating Supplies	63.75	Shop Supplies
		501 - 548 30 31 000		- Office & Operating Supplies	220.83	Shop Supplies
		501 - 548 30 32 000		- Fuel	86.01	Fuel
		501 - 548 30 35 000		- Small Tools & Equipment	360.94	Shop Tools
		501 - 548 30 48 000		- Repairs & Maintenance	117.95	Tailgate Autolock Kit PD #21
		501 - 548 30 48 000		- Repairs & Maintenance	215.07	Hydraulic Ram Assembly
		001 - 558 50 49 002		- Misc/Trng, Registrations	60.00	Registration WABO Meeting
		001 - 558 50 49 002		- Misc/Trng, Registrations	200.00	Timm Registration WSAPT
		116 - 573 91 31 000		- Milton Days - Supplies	23.76	Pizza For Meeting
		001 - 576 80 31 000		- Operating Supplies	86.65	PPE For Crew
		001 - 576 80 35 000		- Small Tools and Equipment	31.31	Wrench & Wheel Cover For Grinder
		001 - 576 80 48 000		- Repair & Maintenance	9.76	Materials For Hilltower Sign Repair
		310 - 595 30 63 082		- Milton Way Ped Improv	9.07	Postage - MW Ped. Improvement
1849	03/31/2015	Claims	1	EFT RETAIL LOCK BOX	4.00	Bank Fees
		406 - 531 10 41 000		- Professional Services	0.80	Bank Fees
		401 - 533 10 41 000		- Professional Services	1.60	Bank Fees
		403 - 534 10 41 000		- Professional Services	1.60	Bank Fees

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1850	04/01/2015	Claims	1	EFT VERIZON WIRELESS	3,050.41	Cell Phones; Cell Phones; Flexnet Tower
		001 - 513 10 42 000 - Communication			135.62	Cell Phones
		001 - 514 20 42 000 - Communication			30.11	Cell Phones
		001 - 518 30 42 000 - Communication			17.45	Cell Phones
		001 - 518 30 42 000 - Communication			15.05	Cell Phones
		001 - 518 90 42 000 - Communication			2.91	Cell Phones
		001 - 518 90 42 000 - Communication			5.79	Cell Phones
		107 - 521 20 36 000 - Small Assets/IT			657.44	Cell Phone Equipment
		107 - 521 20 42 000 - Communication			15.05	Cell Phones
		107 - 521 20 42 000 - Communication			1,198.83	Cell Phones
		118 - 521 23 42 000 - Communications			100.42	Cell Phones
		406 - 531 10 42 000 - Communication			23.84	Cell Phones
		406 - 531 10 42 000 - Communication			4.76	Cell Phones
		406 - 531 10 42 000 - Communication			24.32	Cell Phones
		406 - 531 30 42 000 - Communication			26.79	Cell Phones
		401 - 533 10 42 000 - Communications			61.64	Cell Phones
		401 - 533 10 42 000 - Communications			4.76	Cell Phones
		401 - 533 10 42 000 - Communications			74.89	Cell Phones
		401 - 533 10 42 000 - Communications			19.52	Verizon Charges Flexnet Tower
		401 - 533 50 42 000 - Communication			111.86	Cell Phones
		403 - 534 10 42 000 - Communication			47.10	Cell Phones
		403 - 534 10 42 000 - Communication			4.91	Cell Phones
		403 - 534 10 42 000 - Communication			78.19	Cell Phones
		403 - 534 10 42 000 - Communication			19.52	Verizon Charges Flexnet Tower
		403 - 534 50 42 000 - Communication			209.06	Cell Phones
		403 - 534 50 42 000 - Communication			41.02	Cell Phone Equipment
		101 - 542 30 42 000 - Communication			25.00	Cell Phones
		101 - 542 30 42 000 - Communication			45.97	Cell Phones
		501 - 548 30 42 000 - Communications			14.41	Cell Phones
		001 - 558 50 42 000 - Communications			1.16	Cell Phones
		001 - 558 50 42 000 - Communications			14.41	Cell Phones
		001 - 575 50 42 000 - Communication -			1.51	Cell Phones
		001 - 576 80 42 000 - Communication			17.10	Cell Phones
1731	04/06/2015	Claims	1	56505 AECOM TECHNICAL SERVICES, INC	6,287.65	ADA Improvements
		310 - 594 76 63 067 - ADA Improvements - Park			6,287.65	ADA Improvements
1732	04/06/2015	Claims	1	56506 ALL PURPOSE DOOR REPAIR INC.	516.37	Facility Repair
		001 - 518 30 48 002 - Building Repair & Maint			516.37	Replaced Worn Pivots Finance Office Front Door
1733	04/06/2015	Claims	1	56507 ALTEC INDUSTRIES INC.	1,032.04	Electric Equipment Repair
		401 - 533 50 48 000 - Repairs and Maintenance			1,032.04	Bucket Repair
1734	04/06/2015	Claims	1	56508 AMSAN	656.47	Janitorial Supplies; Janitorial Supplies
		001 - 518 30 31 000 - Operating Supplies			286.27	Janitorial Supplies
		001 - 518 30 31 000 - Operating Supplies			370.20	Janitorial Supplies
1735	04/06/2015	Claims	1	56509 BLUMENTHAL UNIFORMS & EQUIP.	1,851.25	Uniforms; Uniforms; Uniforms; Uniforms
		107 - 521 20 20 002 - Uniforms			1,148.14	Holsters, Belt, Pouches, Boots
		107 - 521 20 20 002 - Uniforms			422.39	Shirts, Badges, Pants
		107 - 521 20 20 002 - Uniforms			45.40	Shirts
		107 - 521 20 20 002 - Uniforms			235.32	Shirts,Emblems, Pants
1736	04/06/2015	Claims	1	56510 CAMPBELL SHAFFER, LLC	41,814.13	Alder Street Storm Improvements; 24th Street East Water Main
		403 - 594 34 63 086 - 24th Street Water Main			37,615.43	Pay Estimate #4 - 24th Street East Water Main

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		407 - 595 31 63 085 - Alder Street Storm Improv			4,198.70	Alder Street Storm Improvements
1737	04/06/2015	Claims	1	56511 CENTER ELECTRIC INC.	813.45	Water Repairs
		403 - 534 51 48 001 - Repairs and Maintenance			813.45	Relead Motor & Install Bearings & Seal
1738	04/06/2015	Claims	1	56512 CENTURYLINK	211.40	T-1 Lines
		107 - 521 20 42 000 - Communication			70.46	T-1 Lines
		401 - 533 10 42 000 - Communications			70.48	T-1 Lines
		403 - 534 10 42 000 - Communication			70.46	T-1 Lines
1739	04/06/2015	Claims	1	56513 CERTIFIED LABORATORIES	486.21	Fleet Materials
		501 - 548 30 31 000 - Office & Operating Supplies			486.21	Diesel Mate
1740	04/06/2015	Claims	1	56514 CHARON DRILLING INC	7,876.80	Water Services
		403 - 534 51 48 001 - Repairs and Maintenance			7,876.80	Well Cleanout
1741	04/06/2015	Claims	1	56515 CHUCKALS	700.37	Office Supplies; Business Cards; Office Supplies; Office Supplies; Office Supplies; Office Supplies; Office Supplies
		001 - 514 20 35 000 - Small Tools and Equipment			4.31	Stapler & Binder
		001 - 518 30 31 000 - Operating Supplies			31.15	Facilities - Ink Cartridges
		001 - 518 50 35 000 - Small Tools and Equipment			2.15	Stapler & Binder
		001 - 518 90 31 000 - Office and Operating Supplies			42.49	Engineering - Notebooks, Folders, Clock, Journal
		001 - 518 90 31 000 - Office and Operating Supplies			1.80	Business Cards Mecham
		001 - 518 90 31 000 - Office and Operating Supplies			28.51	Engineering - Batteries, Laser Pointer, Folders
		001 - 518 90 31 000 - Office and Operating Supplies			5.20	Eng - Paper
		001 - 518 90 31 000 - Office and Operating Supplies			4.66	Engineering - Desk Calendar
		107 - 521 20 35 000 - Small Tools and Equipment			2.15	Stapler & Binder
		406 - 531 10 31 000 - Office and Operating Supplies			42.49	Storm - Notebooks, Folders, Clock, Journal
		406 - 531 10 31 000 - Office and Operating Supplies			28.51	Storm - Batteries, Laser Pointer, Folders
		406 - 531 10 31 000 - Office and Operating Supplies			5.21	Storm - Paper
		406 - 531 10 31 000 - Office and Operating Supplies			4.66	Storm - Desk Calendar
		406 - 531 10 35 000 - Small Tools and Minor Equip			39.42	Stapler & Binder
		406 - 531 30 31 000 - Operating Supplies			21.53	Business Cards Mecham
		401 - 533 10 31 000 - Office and Operating Supplies			42.49	Electric - Notebooks, Folders, Clock, Journal
		401 - 533 10 31 000 - Office and Operating Supplies			28.51	Electric - Batteries, Laser Pointer, Folders
		401 - 533 10 31 000 - Office and Operating Supplies			5.21	Electric - Paper
		401 - 533 10 31 000 - Office and Operating Supplies			4.66	Electric - Desk Calendar
		401 - 533 10 35 000 - Small Tools and Equipment			50.20	Stapler & Binder
		401 - 533 50 31 000 - Operating Supplies			26.91	Business Cards Mecham
		403 - 534 10 31 000 - Office and Operating Supplies			42.49	Water - Notebooks, Folders, Clock, Journal
		403 - 534 10 31 000 - Office and Operating Supplies			26.90	Business Cards Mecham
		403 - 534 10 31 000 - Office and Operating Supplies			28.52	Water - Batteries, Laser Pointer, Folders
		403 - 534 10 31 000 - Office and Operating Supplies			5.21	Water - Paper
		403 - 534 10 31 000 - Office and Operating Supplies			4.66	Water - Desk Calendar
		403 - 534 10 35 000 - Small Tools and Equipment			51.24	Stapler & Binder
		101 - 542 30 31 000 - Office and Operating Supplies			12.56	Business Cards Mecham
		001 - 558 60 31 000 - Operating Supplies			75.42	Calendar And Folders
		001 - 576 80 31 000 - Operating Supplies			31.15	Parks - Ink Cartridges
1742	04/06/2015	Claims	1	56516 CODE PUBLISHING COMPANY	127.57	Code Update
		001 - 511 30 41 000 - Offc'l Pub/Code Publishing			127.57	Municipal Code Update
1743	04/06/2015	Claims	1	56517 COOPER ZIETZ ENGINEERS, INC	13,716.64	Activity Center ADA Restroom
		310 - 594 75 63 084 - Activity Center ADA			13,716.64	Activity Center ADA Restroom
1744	04/06/2015	Claims	1	56518 COPPER CREEK APTS.	0.05	Refund inactive customer credit balance

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			403 - 343 40 10 000 -		Water Sales	-0.05	
1745	04/06/2015	Claims	1	56519	RICHARD CURRAN	158.82	Refund inactive customer credit balance
			403 - 343 40 10 000 -		Water Sales	-158.82	
1746	04/06/2015	Claims	1	56520	CXT INCORPORATED	66,211.21	ADA Restroom
			310 - 594 76 63 067 -		ADA Improvements - Park	66,211.21	ADA Restroom
1747	04/06/2015	Claims	1	56521	DATA BAR INCORPORATED	218.75	Utility Bill Programming
			406 - 531 10 49 003 -		Misc/Outside Printing	43.75	Utility Billing Programming
			401 - 533 10 49 003 -		Misc/Outside Printing	87.50	Utility Billing Programming
			403 - 534 10 49 003 -		Misc/Outside Printing	87.50	Utility Billing Programming
1748	04/06/2015	Claims	1	56522	DKS	2,208.48	Electric Services
			401 - 533 10 41 000 -		Professional Services	2,208.48	Traffic Counts & Consulting Services
1749	04/06/2015	Claims	1	56523	EVERGREEN EQUIPMENT CO INC	112.40	Street Materials
			101 - 542 30 31 000 -		Office and Operating Supplies	112.40	Safety Chain And Blades
1750	04/06/2015	Claims	1	56524	FANNIE MAE	43.31	Refund inactive customer credit balance
			406 - 343 10 00 000 -		Storm Drainage Fees	-51.50	
			401 - 343 30 00 000 -		Electric Sales	41.03	
			403 - 343 40 10 000 -		Water Sales	-47.84	
			401 - 369 90 00 401 -		Misc Revenue	15.00	
1751	04/06/2015	Claims	1	56525	FERGUSON ENTERPRISES, INC. #1539	1,042.30	Meters
			403 - 534 50 48 001 -		Equipment Repair & Mainten	1,042.30	Replacement Meters
1752	04/06/2015	Claims	1	56526	FIFE SERVICE & TOWING	169.44	Fleet Services
			501 - 548 30 41 000 -		Professional Services	169.44	Towing 2 Vehicles To Jet Chevrolet
1753	04/06/2015	Claims	1	56527	CITY OF FIFE	4,371.45	Planning Services; Alarm Monitoring
			107 - 521 20 42 000 -		Communication	19.95	Alarm Monitoring
			001 - 558 60 41 000 -		Professional Services	4,351.50	Planning Contract Services
1754	04/06/2015	Claims	1	56528	FIRE KING OF SEATTLE INC.	4.92	Storm Materials
			406 - 531 30 31 000 -		Operating Supplies	4.92	Safety Glasses
1755	04/06/2015	Claims	1	56529	HD SUPPLY WATERWORKS	352.27	Water Materials; Facility
			403 - 534 50 35 000 -		Small Tools and Equipment	339.14	Shut Off Tool
			310 - 594 76 63 067 -		ADA Improvements - Park	13.13	PVC Compr Plug For ADA Restroom
1756	04/06/2015	Claims	1	56530	DANA HERRON	5.00	Travel
			001 - 558 50 43 000 -		Travel	5.00	Parking For MMC Update Meeting
1757	04/06/2015	Claims	1	56531	HIGRADE CONSTRUCTION ASPHALT	117.82	Bark
			101 - 542 30 48 000 -		Repairs and Maintenance	117.82	Beauty Bark
1758	04/06/2015	Claims	1	56532	HOBART SERVICE	377.43	Facility Services
			001 - 518 30 48 000 -		Repairs & Maintenance	377.43	Maintenance & Repair MAC Ovens
1759	04/06/2015	Claims	1	56533	HONEY BUCKET	169.63	Lease
			001 - 576 80 45 000 -		Operating Rentals and Leases	169.63	Monthly Lease
1760	04/06/2015	Claims	1	56534	JET CHEVROLET	557.60	Fleet Repair; Fleet Materials
			501 - 548 30 48 000 -		Repairs & Maintenance	543.19	Fuel Guage Diagnostics & Replacement Keys/Cylinders
			501 - 548 30 48 000 -		Repairs & Maintenance	14.41	Keys
1761	04/06/2015	Claims	1	56535	KIMBALL MIDWEST	719.59	Fleet Materials; Fleet Materials

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			501 - 548 30 34 000 - Parts			456.12	Roto Kuts, Ultrabit Set
			501 - 548 30 34 000 - Parts			263.47	Washers, Nuts, Pins
1762	04/06/2015	Claims	1	56536	KPG	2,792.84	Planning Services
			001 - 558 60 41 000 - Professional Services			2,792.84	Milton Comprehensive Plan Update
1763	04/06/2015	Claims	1	56537	LARSCO, INC	57.17	Fleet Supplies
			501 - 548 30 31 000 - Office & Operating Supplies			57.17	Shrink Wrap
1764	04/06/2015	Claims	1	56538	LES SCHWAB FIFE	61.54	Fleet Repair
			501 - 548 30 48 000 - Repairs & Maintenance			61.54	Alignment #29
1765	04/06/2015	Claims	1	56539	LONG PEST CONTROL INC.	155.35	Quarterly Service
			001 - 518 30 41 000 - Professional Services			155.35	Quarterly Service
1766	04/06/2015	Claims	1	56540	MARSH MUNFORD PRATT SULLIVAN + MCKENZIE	16.37	Electric Services
			401 - 533 50 41 000 - Professional Services			16.37	WP-015 Appeal Group Services
1767	04/06/2015	Claims	1	56541	MILES RESOURCES	497.79	Asphalt
			403 - 534 50 48 000 - Repairs and Maintenance			83.14	Asphalt
			101 - 542 30 48 000 - Repairs and Maintenance			414.65	Asphalt
1768	04/06/2015	Claims	1	56542	MULTICARE CTRS OF OCCUPATIONAL MEDICINE	173.00	Drug Screening
			107 - 521 20 41 000 - Professional Services			173.00	Drug Screening
1769	04/06/2015	Claims	1	56543	NEWS TRIBUNE, THE	525.94	Meeting Notice; Meeting Notice; Legal Notice
			001 - 511 60 41 002 - Advertising			43.10	Ordinance Publication 1860-15
			001 - 558 60 41 002 - Advertising			236.06	Application & Meeting Notice Kondratev
			001 - 558 60 41 002 - Advertising			246.78	Application & Meeting Notice VIV
1770	04/06/2015	Claims	1	56544	NORTHSTAR CHEMICAL	861.64	Water Materials; Water Materials
			403 - 534 51 31 000 - Office and Operating Supplie:			438.15	Sodium Hypochlorite
			403 - 534 51 31 000 - Office and Operating Supplie:			423.49	Sodium Hypochlorite
1771	04/06/2015	Claims	1	56545	NORTHUP GROUP/BILL R. EKEMO, PH.D.	340.00	Pre Employment Evaluation
			107 - 521 20 41 000 - Professional Services			340.00	Pre-Employment Evaluation
1772	04/06/2015	Claims	1	56546	DEBRA PERRY	209.47	Office Supplies
			001 - 513 10 31 000 - Office and Operating Supplie:			209.47	Supplies For Office
1773	04/06/2015	Claims	1	56547	PREFERRED COPIER SYSTEMS	765.08	Copier Maintenance; Copier Maintenance; Copier Maintenance And Overages; Copier Maintenance And Overages
			001 - 513 10 48 000 - Repairs and Maintenance			70.60	Copier Maintenance & Overages
			001 - 514 20 48 000 - Repairs and Maintenance			35.30	Copier Maintenance & Overages
			001 - 518 30 48 000 - Repairs & Maintenance			4.84	Copier Maintenance & Overages
			001 - 518 90 48 000 - Repairs and Maintenance			4.84	Copier Maintenance & Overages
			107 - 521 20 45 000 - Operating Rentals and Leases			154.92	Copier Maintenance & Copy Fees
			107 - 521 20 45 000 - Operating Rentals and Leases			15.05	Copier Maintenance & Copy Fees
			406 - 531 10 48 000 - Repairs and Maintenance			24.21	Copier Maintenance & Overages
			406 - 531 10 48 000 - Repairs and Maintenance			35.30	Copier Maintenance & Overages
			401 - 533 10 48 000 - Repairs and Maintenance			75.05	Copier Maintenance & Overages
			401 - 533 10 48 000 - Repairs and Maintenance			105.90	Copier Maintenance & Overages
			403 - 534 10 48 000 - Repairs and Maintenance			75.05	Copier Maintenance & Overages
			403 - 534 10 48 000 - Repairs and Maintenance			105.90	Copier Maintenance & Overages
			101 - 542 30 48 000 - Repairs and Maintenance			12.11	Copier Maintenance & Overages
			501 - 548 30 48 000 - Repairs & Maintenance			12.11	Copier Maintenance & Overages
			001 - 558 50 48 000 - Repairs and Maintenance			12.11	Copier Maintenance & Overages
			001 - 558 60 48 000 - Repairs and Maintenance			12.11	Copier Maintenance & Overages

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		001 - 575 50 48 000 - Repair & Maint -			2.42	Copier Maintenance & Overages
		001 - 576 80 48 000 - Repair & Maintenance			7.26	Copier Maintenance & Overages
1774	04/06/2015	Claims	1	56548 PRO-BUILD	50.41	Facility & Park Supplies; Janitorial Supplies
		001 - 518 30 31 000 - Operating Supplies			22.70	Gas Can, Strainers, Masks, Brush
		001 - 518 30 31 000 - Operating Supplies			5.02	Wax Ring
		001 - 576 80 31 000 - Operating Supplies			22.69	Gas Can, Strainers, Masks, Brush
1775	04/06/2015	Claims	1	56549 PROFORCE LAW ENFORCEMENT	109.29	Holster
		107 - 521 20 35 000 - Small Tools and Equipment			109.29	Holsters
1776	04/06/2015	Claims	1	56550 CALVIN PURFEERST	163.03	Refund inactive customer credit balance
		406 - 343 10 00 000 - Storm Drainage Fees			-72.14	
		401 - 343 30 00 000 - Electric Sales			-2.58	
		403 - 343 40 10 000 - Water Sales			-103.31	
		401 - 369 90 00 401 - Misc Revenue			15.00	
1777	04/06/2015	Claims	1	56551 ROBINSON NOBLE SALT BUSH INC.	7,575.51	Engineering Services
		403 - 594 34 63 081 - Test Drilling Project			7,575.51	Deep Well Drilling Project
1778	04/06/2015	Claims	1	56552 RWC GROUP	174.21	Fleet Materials
		501 - 548 30 34 000 - Parts			174.21	Batteries
1779	04/06/2015	Claims	1	56553 SEATTLE AUTOMOTIVE DISTRIB.INC	182.29	Fleet Materials; Fleet Materials
		501 - 548 30 34 000 - Parts			81.21	Filters, Air Cleaner, Spark Plug & Fan Belt
		501 - 548 30 48 000 - Repairs & Maintenance			101.08	Filter, Oil, Wiper Blades
1780	04/06/2015	Claims	1	56554 ALLEN STAFFORD	199.41	Refund inactive customer credit balance
		401 - 343 30 00 000 - Electric Sales			-109.60	
		403 - 343 40 10 000 - Water Sales			-89.81	
1781	04/06/2015	Claims	1	56555 STANDARD PARTS CORPORATION (NAPA)	504.28	Fleet Materials Credit; Fleet Materials
		501 - 548 30 31 000 - Office & Operating Supplies			-20.34	
		501 - 548 30 34 000 - Parts			524.62	Fleet Materials
1782	04/06/2015	Claims	1	56556 SUNBELT RENTALS	46.77	Facility Rental
		001 - 518 30 45 000 - Operating Rentals and Leases			46.77	Sewer Snake Rental
1783	04/06/2015	Claims	1	56557 UNIFIRST CORPORATION	565.07	Uniforms; Uniforms; Uniforms; Uniforms; Uniforms; Uniforms
		001 - 518 30 20 002 - Uniforms			4.51	Uniforms
		001 - 518 30 20 002 - Uniforms			6.06	Uniforms
		001 - 518 30 20 002 - Uniforms			4.74	Uniforms
		406 - 531 30 20 002 - Uniforms			7.29	Uniforms
		406 - 531 30 20 002 - Uniforms			9.73	Uniforms
		406 - 531 30 20 002 - Uniforms			7.65	Uniforms
		401 - 533 50 20 002 - Uniforms			68.02	Uniforms
		401 - 533 50 20 002 - Uniforms			68.02	Uniforms
		401 - 533 50 20 002 - Uniforms			71.07	Uniforms
		403 - 534 50 20 002 - Uniforms			6.18	Uniforms
		403 - 534 50 20 002 - Uniforms			37.83	Uniforms
		403 - 534 50 20 002 - Uniforms			6.18	Uniforms
		403 - 534 50 20 002 - Uniforms			50.49	Uniforms
		403 - 534 50 20 002 - Uniforms			6.46	Uniforms
		403 - 534 50 20 002 - Uniforms			39.72	Uniforms
		101 - 542 30 20 002 - Uniforms			18.67	Uniforms
		101 - 542 30 20 002 - Uniforms			24.93	Uniforms
		101 - 542 30 20 002 - Uniforms			19.61	Uniforms

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		501 - 548 30 20 002 -		Uniforms	27.32	Uniforms
		501 - 548 30 20 002 -		Uniforms	36.48	Uniforms
		501 - 548 30 20 002 -		Uniforms	28.70	Uniforms
		001 - 576 80 20 002 -		Uniforms	4.55	Uniforms
		001 - 576 80 20 002 -		Uniforms	6.08	Uniforms
		001 - 576 80 20 002 -		Uniforms	4.78	Uniforms
1784	04/06/2015	Claims	1	56558 TREASURY DIV.-MONEY CENTE US BANK N.A. - CUSTODY TREASURY	38.00	Bank Fees
		001 - 514 20 49 000 -		Miscellaneous	38.00	Safekeeping Fees
1785	04/06/2015	Claims	1	56559 UTILITIES UNDERGROUND LOC CENT	107.80	Monthly Locates
		401 - 533 50 41 000 -		Professional Services	53.90	Electric - Monthly Locates
		403 - 534 50 41 000 -		Professional Services	53.90	Water - Monthly Locates
1786	04/06/2015	Claims	1	56560 KRISTY A & ROSE M WALTON	180.27	Refund inactive customer credit balance
		406 - 343 10 00 000 -		Storm Drainage Fees	-60.00	
		401 - 343 30 00 000 -		Electric Sales	-26.32	
		403 - 343 40 10 000 -		Water Sales	-93.95	
1787	04/06/2015	Claims	1	56561 WATER MANAGEMENT LABORATORIES	415.00	Water Testing; Water Testing; Water Testing
		403 - 534 51 41 000 -		Professional Services	84.00	Water Testing
		403 - 534 51 41 000 -		Professional Services	226.00	Water Testing
		403 - 534 51 41 000 -		Professional Services	105.00	Water Testing
1788	04/06/2015	Claims	1	56562 WELL SCAN INC.	900.00	Water Services
		403 - 534 51 48 001 -		Repairs and Maintenance	900.00	Water Well Video Inspection
1789	04/06/2015	Claims	1	56563 WILLIAMS OIL FILTER SERVICE	84.11	Fleet Materials
		501 - 548 30 34 000 -		Parts	49.18	Fittings & Wrap
		501 - 548 30 35 000 -		Small Tools & Equipment	34.93	Wrenches
1851	04/06/2015	Claims	1	56564 AIR SYSTEMS INC.	1,284.63	HVAC Maintenance
		001 - 518 30 48 002 -		Building Repair & Maint	1,284.63	HVAC Maintenance
1852	04/06/2015	Claims	1	56565 ATTN: APRIL PETERSEN ASSOCIATION OF WASHINGTON CITIES	10,670.96	Annual Service Fee
		001 - 517 60 41 000 -		L&I Claims Research	10,670.96	Annual Workers Comp Retro Service Fee
1853	04/06/2015	Claims	1	56566 AUBURN CITY OF	2,864.74	IT Services
		001 - 518 80 41 000 -		Prof Svcs -	2,864.74	IT Services Feb 2015
1854	04/06/2015	Claims	1	56567 CHUCKALS	762.20	Office Supplies; Office Supplies; Office Supplies; Office Supplies
		001 - 511 60 31 000 -		Operating Supplies	11.89	Window Envelopes
		001 - 511 60 31 000 -		Operating Supplies	9.80	Envelopes
		001 - 513 10 31 000 -		Office and Operating Supplies	47.58	Window Envelopes
		001 - 513 10 31 000 -		Office and Operating Supplies	39.22	Envelopes
		001 - 514 20 31 000 -		Office and Operating Supplies	11.89	Window Envelopes
		001 - 514 20 31 000 -		Office and Operating Supplies	9.80	Envelopes
		001 - 518 90 31 000 -		Office and Operating Supplies	60.52	Pens
		107 - 521 20 31 000 -		Office and Operating Supplies	35.68	Window Envelopes
		107 - 521 20 31 000 -		Office and Operating Supplies	29.41	Envelopes
		406 - 531 10 31 000 -		Office and Operating Supplies	7.68	Mouse & Notebooks
		406 - 531 10 31 000 -		Office and Operating Supplies	23.81	Window Envelopes
		406 - 531 10 31 000 -		Office and Operating Supplies	140.36	Envelopes For Stormwater Project
		401 - 533 10 31 000 -		Office and Operating Supplies	15.40	Mouse & Notebooks

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		401 - 533 10 31 000		Office and Operating Supplies	71.36	Window Envelopes
		401 - 533 10 31 000		Office and Operating Supplies	58.83	Envelopes
		403 - 534 10 31 000		Office and Operating Supplies	15.40	Mouse & Notebooks
		403 - 534 10 31 000		Office and Operating Supplies	71.36	Window Envelopes
		403 - 534 10 31 000		Office and Operating Supplies	58.83	Envelopes
		001 - 558 50 31 000		Office and Operating Supplies	11.89	Window Envelopes
		001 - 558 50 31 000		Office and Operating Supplies	9.80	Envelopes
		001 - 558 60 31 000		Operating Supplies	11.89	Window Envelopes
		001 - 558 60 31 000		Operating Supplies	9.80	Envelopes
1855	04/06/2015	Claims	1	56568 DATA BAR INCORPORATED	1,048.91	Utility Billing Print And Mail
		406 - 531 10 49 003		Misc/Outside Printing	209.78	Utility Billing Print & Mail
		401 - 533 10 49 003		Misc/Outside Printing	419.56	Utility Billing Print & Mail
		403 - 534 10 49 003		Misc/Outside Printing	419.57	Utility Billing Print & Mail
1856	04/06/2015	Claims	1	56569 WA STATE DEPT OF RETIREMENT SYSTEMS	25.00	OASI - 2014 Tax Year
		001 - 517 90 20 000		Personnel Benefits	25.00	OASI Annual Payment
1857	04/06/2015	Claims	1	56570 ESI SECURITY	298.67	PW Director Office Door Repair
		001 - 518 30 48 002		Building Repair & Maint	298.67	Rekey PW Director Door & Make Keys
1858	04/06/2015	Claims	1	56571 HD SUPPLY POWER SOLUTIONS	991.16	Electric Materials
		401 - 533 50 31 000		Operating Supplies	991.16	Grip Wire
1859	04/06/2015	Claims	1	56572 BENJAMIN HENGEN	128.46	Refund inactive customer credit balance
		403 - 343 40 10 000		Water Sales	-128.46	
1860	04/06/2015	Claims	1	56573 RYAN D MATULKA	58.99	Refund inactive customer credit balance
		406 - 343 10 00 000		Storm Drainage Fees	-6.53	
		401 - 343 30 00 000		Electric Sales	-11.48	
		403 - 343 40 10 000		Water Sales	-40.98	
1861	04/06/2015	Claims	1	56574 KATHY MERKLE	880.00	Facility Rental & Deposit Refund
		001 - 362 40 00 000		Facility Rental	-350.00	Facility Deposit Refund
		001 - 362 40 00 000		Facility Rental	-530.00	Rental Refund - Canceled
1862	04/06/2015	Claims	1	56575 PCCNG	600.00	
		001 - 513 10 41 002		Advertising	600.00	Monthly Services For March 2015
1863	04/06/2015	Claims	1	56576 PREFERRED COPIER SYSTEMS	76.31	Copier Maintenance; Copier Maintenance
		001 - 513 10 48 000		Repairs and Maintenance	7.63	Copier Maintenance & Overages
		001 - 514 20 48 000		Repairs and Maintenance	3.82	Copier Maintenance & Overages
		001 - 518 30 48 000		Repairs & Maintenance	0.76	Copier Maintenance & Overages
		001 - 518 90 48 000		Repairs and Maintenance	0.76	Copier Maintenance & Overages
		406 - 531 10 48 000		Repairs and Maintenance	3.82	Copier Maintenance & Overages
		406 - 531 10 48 000		Repairs and Maintenance	3.82	Copier Maintenance & Overages
		401 - 533 10 48 000		Repairs and Maintenance	11.45	Copier Maintenance & Overages
		401 - 533 10 48 000		Repairs and Maintenance	11.83	Copier Maintenance & Overages
		403 - 534 10 48 000		Repairs and Maintenance	11.44	Copier Maintenance & Overages
		403 - 534 10 48 000		Repairs and Maintenance	11.83	Copier Maintenance & Overages
		101 - 542 30 48 000		Repairs and Maintenance	1.91	Copier Maintenance & Overages
		501 - 548 30 48 000		Repairs & Maintenance	1.91	Copier Maintenance & Overages
		001 - 558 50 48 000		Repairs and Maintenance	1.91	Copier Maintenance & Overages
		001 - 558 60 48 000		Repairs and Maintenance	1.91	Copier Maintenance & Overages
		001 - 575 50 48 000		Repair & Maint -	0.38	Copier Maintenance & Overages
		001 - 576 80 48 000		Repair & Maintenance	1.13	Copier Maintenance & Overages

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1864	04/06/2015	Claims	1	56577 SHRED-IT WESTERN WASHINGTON	56.15	Shredding Service
		001 - 514 20 41 000 - Professional Services			18.53	Shredding Services Finance
		107 - 521 20 41 000 - Professional Services			37.62	Shredding Services Police
1865	04/06/2015	Claims	1	56578 STANDARD PARTS CORPORATION (NAPA)	38.67	Fleet Materials
		501 - 548 30 34 000 - Parts			38.67	Bulbs
1872	04/06/2015	Claims	1	56579 SCHWEITZER ENGINEERING LABORATORIES, INC	38,290.00	City Of Milton Curtailment
		401 - 594 33 63 095 - Curtailment Project			38,290.00	Substation Curtailment Project
1873	04/06/2015	Claims	1	56580 STANDARD PARTS CORPORATION (NAPA)	403.04	Fleet Materials; Fleet Materials
		501 - 548 30 31 000 - Office & Operating Supplies			111.45	Fleet Materials
		501 - 548 30 35 000 - Small Tools & Equipment			291.59	Batteries For Fuel Pump And Sprayer, Wiper Blades
1847	04/07/2015	Claims	1	EFT COMCAST	539.96	Phone & Internet; Cable; Cable
		001 - 513 10 42 000 - Communication			25.93	Phone LInes & Internet
		001 - 514 20 42 000 - Communication			25.93	Phone LInes & Internet
		001 - 518 30 42 000 - Communication			12.96	Phone LInes & Internet
		001 - 518 90 42 000 - Communication			12.96	Phone LInes & Internet
		107 - 521 20 42 000 - Communication			77.79	Phone LInes & Internet
		107 - 521 20 42 000 - Communication			10.69	Cable
		406 - 531 10 42 000 - Communication			51.86	Phone LInes & Internet
		401 - 533 10 42 000 - Communications			114.09	Phone LInes & Internet
		401 - 533 50 42 000 - Communication			5.34	Cable
		403 - 534 10 42 000 - Communication			119.27	Phone LInes & Internet
		403 - 534 50 42 000 - Communication			5.35	Cable
		101 - 542 30 42 000 - Communication			25.93	Phone LInes & Internet
		501 - 548 30 42 000 - Communications			12.96	Phone LInes & Internet
		001 - 558 50 42 000 - Communications			12.96	Phone LInes & Internet
		001 - 558 60 42 000 - Communication			12.96	Phone LInes & Internet
		001 - 576 80 42 000 - Communication			12.98	Phone LInes & Internet
1845	04/10/2015	Claims	1	EFT BONNEVILLE POWERADMINISTRATION	211,397.00	Electric For Resale
		401 - 533 50 33 000 - BPA-Electricity for Resale			211,397.00	Electricity For Resale
1846	04/10/2015	Claims	1	EFT CIT TECHNOLOGY (QDS)	649.86	Copier Lease; Copier Lease; Copier Lease
		001 - 513 10 45 000 - Operating Rentals and Leases			49.12	Finance Copier Lease
		001 - 514 20 45 000 - Operating Rentals and Leases			24.56	Finance Copier Lease
		001 - 518 30 45 000 - Operating Rentals and Leases			4.91	PW Admin Copier Lease
		001 - 518 90 45 000 - Operating Rentals and Leases			4.91	PW Admin Copier Lease
		107 - 521 20 45 000 - Operating Rentals and Leases			158.64	PD Copier Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			24.56	Finance Copier Lease
		406 - 531 10 45 000 - Operating Rentals and Leases			41.75	PW Admin Copier Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			73.68	Finance Copier Lease
		401 - 533 10 45 000 - Operating Rentals and Leases			73.68	PW Admin Copier Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			73.69	Finance Copier Lease
		403 - 534 10 45 000 - Operating Rentals and Leases			68.77	PW Admin Copier Lease
		101 - 542 30 45 000 - Operating Rentals and Leases			9.82	PW Admin Copier Lease
		501 - 548 30 45 000 - Operating Rentals & Leases			12.28	PW Admin Copier Lease
		001 - 558 50 45 000 - Operating Rentals and Leases			12.28	PW Admin Copier Lease
		001 - 558 60 45 000 - Operating Rentals and Leases			12.28	PW Admin Copier Lease
		001 - 576 80 45 000 - Operating Rentals and Leases			4.93	PW Admin Copier Lease
1848	04/10/2015	Claims	1	EFT PUGET SOUND ENERGY	377.96	Electricity; Gas Utilities For MAC
		403 - 534 50 47 000 - Public Utility Services			155.50	Electric



To: Mayor Perry and City Councilmembers
From: Police Chief Tony Hernandez
Date: April 6, 2015 Regular Session
Re: Surplus Vehicles - CONSENT

ATTACHMENTS: Resolution

Recommendation/Action:

"I move that the 2012 Dodge Charger and the 2013 Dodge Charger, vehicle numbers provided herein, are surplus to the needs of the City and should be destroyed in a manner that will be to the best advantage to the City of Milton."

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Fiscal Impact/Source of Funds: These two vehicles were involved in accidents and have been replaced by insurance. The \$1,000.00 deductible was paid to replace each vehicle.

Previous Council Review: None.

Issue:

2012 Dodge Charger, VIN # 2C3CDXAG9CH159139
2013 Dodge Charger, VIN # 2C3CDXAT2DH722417

Background: In order to legally dispose of property that is obsolete, broken, and/or no longer deemed usable, the City Council must pass a Resolution declaring such property to be surplus.

**CITY OF MILTON
RESOLUTION XXXX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
WASHINGTON, DECLARING TWO DODGE CHARGERS TO BE
SURPLUS AND AUTHORIZING THE DISPOSAL OF SAME.**

WHEREAS, the City of Milton owns property described as a 2012 Dodge Charger, VIN # 2C3CDXAG9CH159139 and a 2013 Dodge Charger, VIN # 2C3CDXAT2DH722417; and

WHEREAS, the said 2012 and 2013 Dodge Chargers have been totaled and are of no functional value to the City, now therefore;

THE CITY COUNCIL OF THE CITY OF MILTON HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council of the City of Milton does hereby declare that the 2012 Dodge Charger, VIN # 2C3CDXAG9CH159139 and the 2013 Dodge Charger, VIN # 2C3CDXAT2DH722417 are surplus to the needs of the City. The City Council authorizes and directs the Police Chief to dispose of the same in a manner that will be to the best advantage to the City of Milton.

PASSED AND APPROVED at a regular meeting of the Council of the City of Milton, this 6th day of April, 2015.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

Posted:

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To: City Council Members
From: Mayor Perry
Date: April 6, 2015
Re: **Approving Representative to Pierce Transit for Fife/Milton/Edgewood**

ATTACHMENTS: Letter from Pierce Transit with Approval Form

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: I move to approve City of Edgewood Mayor Daryl Eidinge to serve as the Fife/Milton/Edgewood representative to the Pierce Transit Board of Commissioners, to fill a term through April 30, 2018.

Previous Council Review: At the March 16, 2015 meeting, City Council nominated Edgewood Mayor Daryl Eidinge to fill a new 3-year term on the Pierce Transit Board of Commissioners. Mayor Eidinge has confirmed his interest in continuing to serve in this capacity.

Issue: Nominations are complete – all three cities of Milton, Fife and Edgewood nominated Mayor Eidinge. This action is to formalize City Council's approval, and it is due to Pierce Transit by April 17.

A letter and ballot from Pierce Transit are attached.



March 26, 2015

Attn: City or Town Clerk
City of Milton
1000 Laurel Street
Milton, WA 98388

Dear Clerk:

Recently, Pierce Transit sent you a letter and nomination form requesting your Council's nomination of a representative to fill an upcoming vacant position on the Pierce Transit Board that would represent the cities of Fife, Milton and Edgewood.

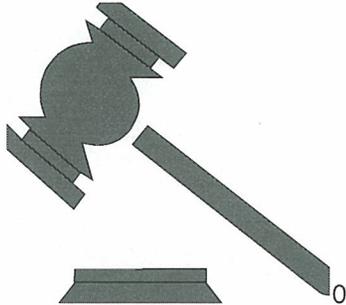
Pierce Transit received nominations from the cities of Fife, Milton and Edgewood and all three cities unanimously nominated Mayor Daryl Eiding, City of Edgewood, to serve on the Pierce Transit Board.

At your next Council meeting, please formally consider the nomination of Mayor Daryl Eiding to serve on the Pierce Transit Board, for a three-year term (term limits under review), beginning May 1, 2015 and expiring April 2018. A certified copy of the council resolution or motion must accompany the enclosed ballot. Please forward the ballot and appropriate verification to me on or before April 17, 2015.

Sincerely,

A handwritten signature in blue ink that reads "Deanne Jacobson".

Deanne Jacobson
Clerk of the Board



OFFICIAL BALLOT

Candidate: Daryl Eiding, City of Edgewood

The city/town of _____ wishes to cast its vote for
Councilmember/Mayor _____ of
the City of _____ to serve a three-year term
on the Pierce Transit Board representing the Cities of Fife, Milton and Edgewood, beginning
May 1, 2015 and ending April 30, 2018.

Date: _____

By: _____
Title: _____

This form must be accompanied by a certified copy of the council resolution or motion. Ballots must be received by Pierce Transit's Clerk of the Board by **5:00 PM, April 17, 2015.**

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To: City Council Members
From: Mayor Perry
Date: April 6, 2015 Regular Session
Re: Proposed Job Title Change

ATTACHMENTS: A. Job Description

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action:

“I move to approve the proposed change to the job title of Planning & Community Development Director.”

Fiscal Impact/Source of Funds: N/A

Previous Council Review: At the January 5 Council meeting, Council approved the creation of a Community & Economic Development Position.

Issue: The job title is not an accurate representation of talent that the city is recruiting for. By focusing on the planning and community development aspects, we are more likely to attract available applicants to fill the position.



POSITION DESCRIPTION

Class Title: **Planning & 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.

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To: Mayor Perry and City Council Members
From: Michael Mecham, Public Works Director
Dana Herron, Building Official
Date: April 6, 2015 Regular Meeting
Re: Adoption of 2012 International Codes and State Amendments

ATTACHMENTS: A. Ordinance Adopting Changes to Chapter 15.05 Construction Codes

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to adopt the attached Ordinance updating the Milton Municipal Code Chapter 15.05 to remain consistent with the 2012 editions of the state adopted building codes.”

Fiscal Impact/Source of Funds: The adoption of the 2012 International Building Codes is not anticipated to result in direct fiscal impacts to the City, its residences, or the business community. Utilizing and enforcing the most current codes available improves the community’s Insurance Services Office (ISO) insurance rating. An improved rating may lower insurance costs. It is possible that the adoption of the International Existing Building Code (IEBC) will lessen some financial impacts on our older existing buildings providing incentive to revitalize the structures.

Previous Council Review: August 2010

Issue: The Washington State Legislature revises the state building codes on a three-year cycle, and local adoption of the codes is necessary to remain consistent with the state laws regarding construction processes.

Discussion:

The State Building Code Council, created to advise the Legislature on matters related to building codes under authority of RCW19.27, has adopted the 2012 editions of the International Building Code (IBC), International Existing Building Code (IEBC), International Residential Code (IRC), International Mechanical Code (IMC), International Fire Code (IFC), 2012 Uniform Plumbing Code (UPC), and 2012 Washington State Energy Code (WSEC). These codes are known as the State Building Code and went into effect July 1, 2013.

The Washington State Legislature revises the state building codes on a three-year cycle. The intent of the adoption of the International Building codes by the legislature is to remain consistent with the state laws regulating construction processes. This code update reflects the advances made in the building industry for technology, process, and standards. The intent of these codes are to provide the minimum requirements to safeguard the public safety, health and welfare through affordability, structural strength, means of egress facilities, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment.

These updates are a required housekeeping measure to be in compliance and agreement with minimum performance standards and objectives of the State Building Code. Permits that were applied for on or after July 1st, 2013, have been reviewed and inspected to current 2012 State Building Codes.

A summary of the changes to the code to be adopted are as follows:

- **International Building Code 2012 Edition** - Includes adoption of and amendments to the 2012 International Existing Building Code and ICC/ANSI A117.1-2003, WAC 51-50 and as amended by the Milton Municipal Code Chapter 15.05, and specifically adopting Appendix Chapter H, Signs and Appendix Chapter J, Grading
- **2012 International Residential Code** - Including Appendix Chapter G titled Swimming pools, Spas and Hot Tubs, WAC 51.51 and as amended by the Milton Municipal Code Chapter 15.05
- **2012 International Mechanical Code** - Includes adoption of and amendments to the 2012 International Fuel Gas Code, the 2012 National Fuel Gas Code (NFPA 54) and the 2009 Liquefied Petroleum Gas Code (NFPA 58), WAC 51-52 and as amended by the Milton Municipal Code Chapter 15.05
- **2012 International Fire Code**
- **2012 Uniform Plumbing Code** - Includes adoption of Appendices A, B and C, WAC 51-56 and 51-57, and as amended by the Milton Municipal Code Chapter 15.05
- **2012 Washington State Energy Code**, - Including Chapters 1 through 10 (Single-Family Residential) and Chapters 11 through 15 (Multi-Family and Non-Residential), WAC 51-11

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, AMENDING CHAPTER 15.05 OF THE MILTON MUNICIPAL CODE TO UPDATE CONSTRUCTION CODE PROVISIONS AS REQUIRED BY STATE LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the State Building Code Council has approved statewide adoption of the 2012 Editions of the International Building Code, International Residential Code, International Existing Building Code, Uniform Plumbing Code, International Mechanical Code, International Fuel Gas Code, National Fuel Gas Code, Liquefied Petroleum Gas Code, Washington State Energy Code, and International Fire Code; and

WHEREAS, the City Council wishes to amend Chapter 15.05 MMC as specified herein in order to adopt by reference these construction codes, including appropriate local revisions thereto; NOW, THEREFORE,

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

Section 1. Amended. The following Sections of Chapter 15.05 MMC are hereby amended to read as follows:

15.05.030 Fees.

Unless otherwise specified herein, fees associated with the implementation of these codes shall be established as set forth in Resolution 15-1857 or as set forth in the City's most recently adopted fee schedule .

15.05.040 Building Code Adoption.

- A. There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Building Code (IBC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council; in Chapter 51-50 WAC, and as published by the International Code Council together with Appendix Chapters H, Signs,

and J, Grading, unless superseded by Chapter 13.26 MMC or sections of the Milton Municipal Code specifically addressing clearing, grading and filling.

B. IBC Section 1013, Guards, shall be amended to read as follows:

1013.2 Where required. Upon issuance of a building permit, guards shall be located along open-sided walking surfaces, mezzanines, equipment platforms, stairs, ramps, landings and the top edge of any rockery, retaining wall or structure that is located more than 30 inches (762 mm) above the floor or grade below. Guards shall be adequate in strength and attachment in accordance with Chapter 16.

15.05.50 Residential Code adopted.

A. There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Residential Code (IRC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-51 WAC, and as published by the International Code Council together with the Appendix Chapters G, Swimming Pools, Spas and Hot Tubs, and J, Existing Buildings and Structures. Appendix Chapter G is hereby modified to increase the barrier height around swimming pools, spas and hot tubs to not less than 72 inches.

B. IRC Table R301.2(1) Amended. Table R301.2(1) is hereby amended to read as follows:

R301.2(1) Climatic and Geographic Design Criteria:

Ground Snow Load: 25 psf

Wind Speed (mph): 85

Topographic Effects: No

Seismic Design Category: D1

Subject to Damage from Weathering: Moderate

Frost Line Depth: 12 inches

Termite: Slight to Moderate

Winter Design Temp: 19°F

Ice Barrier Underlayment Req.: No

Flood Hazard: Most current Flood Insurance Rate Map

Air Freezing Index: 160

Mean Annual Temperature: 51°F

15.05.060 Existing Building Code adopted.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Existing Building Code (IEBC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-50 WAC, and as published by the International Code Council.

15.05.070 Plumbing Code.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the Uniform Plumbing Code (UPC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-56 and 51-57 WAC, and as published by the International Association of Plumbing and Mechanical Officials together with Appendix Chapter A, Recommended Rules For Sizing Water Piping, B, Explanatory Notes On Combination Waste and Vent Systems, and I, Installation Standards.

15.05.080 Mechanical Code.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Mechanical Code (IMC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by the International Code Council.

15.05.090 International Fuel Gas Code.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Fuel Gas Code (IFGC), 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by the International Code Council.

15.05.100 National Fuel Gas Code.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the National Fuel Gas Code 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA.

15.05.110 Liquefied Petroleum Gas Code.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the Liquefied Petroleum Gas Code 2012 Edition, or as subsequently amended and adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA.

15.05.120 Washington State Energy Code

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the Washington State Energy Code, in its most current edition, as adopted by the State Building Code Council in Chapter 51-11 WAC.

15.05.140 Fire Code

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Fire Code (IFC), 2012 Edition, or as subsequently amended and adopted by the State of Washington in Chapter 51-54 WAC, together with Appendix B, Fire Flow Requirements for Buildings, Appendix C, Fire Hydrant Location and Distribution, and Appendix D, Fire Apparatus Access Roads.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this ___day of _____,2015.

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To: Mayor Perry and City Council Members
From: Public Works Director Michael Mecham
Date: April 6, 2015 Regular Session
Re: Code Compliance Procedures

ATTACHMENTS Ordinance: MMC Chapter 1.08 Code Compliance Procedures: MMC Chapter 13.26.290 Enforcement

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action:

“I move to approve the attached Ordinance, which amends code enforcement language in the Milton Municipal Code.”

Fiscal Impact/Source of Funds: None

Previous Council Review: None

Background

The Milton Municipal Code provides for code enforcement procedures in order to protect both the public and the environment. Based on previous experience, the existing code enforcement procedures have been found to be cumbersome and difficult to use. The code amendments included in the attached ordinance are intended to simplify and strengthen the code enforcement procedures for the building department and stormwater codes. In addition, the stormwater code enforcement language has been completely rewritten to improve compliance with the NPDES Municipal Stormwater Permit.

The City of Milton pursues voluntary code compliance to the maximum extent possible. City staff routinely spend a considerable amount of time educating citizens and businesses about how to comply with city codes. Public education with the goal of attaining voluntary compliance is always the first choice.

While the vast majority of code compliance issues can be resolved through voluntary compliance, it is important that clear and consistent code enforcement procedures be

available for the small number of cases where persons or businesses refuse to comply, or for willful and egregious actions that warrant immediate enforcement.

The attached ordinance revises the code enforcement procedures as follows:

- The building code has been revised to eliminate cumbersome and difficult to follow procedures that make it difficult to use. Some sections have been revised for clarity.
- A new section on civil infractions has been added, which allows the Milton police department the ability to write tickets for violations. This would only be used for willful and egregious violations.
- The stormwater code enforcement language has been completely rewritten and is modeled on stormwater enforcement language used by the City of Bellevue.
- The revised language provides for needed flexibility in applying enforcement procedures. At the discretion of the appropriate director or designee, enforcement options include:
 - Notice of violation procedures, typically involving formal letters notifying violators of the potential for civil penalties.
 - Civil infractions, where police officers can write tickets to violators.
 - Criminal violations are available when appropriate for extreme violations that cannot be resolved as a civil matter.

Again, code enforcement procedures are only to be used as a last resort and for willful and egregious violations.

CITY OF MILTON

Debra Perry, Mayor

ATTEST/AUTHENTICATED:

Katie Bolam, Deputy City Clerk

Approved as to form:

Bio Park, City Attorney

Date of Publication: _____

Effective Date: _____

ORDINANCE. _____

**AN ORDINANCE OF THE CITY OF MILTON,
WASHINGTON, RELATING TO CHANGES TO CODE
ENFORCEMENT PROVISIONS, AMENDING CHAPTERS
1.08, 8.24 AND 17.78 OF THE MILTON MUNICIPAL CODE
AND MMC 13.26.290, PROVIDING FOR SEVERABILITY,
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, code enforcement provisions and procedures have been adopted into the Milton Municipal Code; and

WHEREAS, efficient and effective enforcement of code violations is an important government service and is necessary both to protect the public health, safety and welfare and to prevent harm to the public; and

WHEREAS, it has been the experience by the City's code enforcement officers that the current provisions and procedures should be simplified and more discretion afforded to said the officers;

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

Section 1. AMENDED. Chapters 1.08 and 17.78 of the Milton Municipal Code (MMC) are hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. AMENDED AND RENUMBERED. Chapter 8.26 MMC is hereby amended, renumbered and moved to Title 15 MMC as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. AMENDED. MMC13.26.290 is hereby amended as set forth in Exhibit B, attached hereto and incorporated herein by this reference.

Section 4. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

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

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk

Approved as to form:

City Attorney

Published: _____

Effective Date:

Chapter 1.08**CODE COMPLIANCE PROCEDURES**

Sections:

- 1.08.010 Purpose.
- 1.08.020 Definitions.
- 1.08.030 Applicability.
- 1.08.040 Procedure outlined.
- 1.08.050 Complaints.
- 1.08.060 Investigation.
- 1.08.070 Civil violations.
- 1.08.080 Nuisance.
- 1.08.090 Multiple penalties.
- 1.08.100 Additional enforcement procedures.
- 1.08.110 Right of entry.
- 1.08.120 Civil Infraction.
- 1.08.130 Authority to issue notices of infraction.

1.08.010 Purpose.

A. To create regulatory procedures to:

1. Prevent and prohibit acts or omissions which cause an emergency health or safety risk to the public;
2. Prevent and prohibit acts or omissions which unlawfully interfere with the public's use of the right-of-way;
3. Prevent and prohibit acts or omissions which cause buildings to be unsafe, unsanitary, or otherwise dangerous through lack of maintenance;
4. Prevent and prohibit acts or omissions which injure or endanger the health or safety of a person, damage personal or real property, or annoy any reasonable person through loud noises, unsightly messes, foul smells, or unlawfully interfere with the legitimate use of property; and
5. Prevent and prohibit acts or omissions which violate noncriminal provisions of the Milton Municipal Code.

B. By preventing and prohibiting the foregoing acts or omissions it is the intention to:

1. Maintain and upgrade the enjoyment by the public of public property;
2. Maintain and enhance the value of private property within the boundaries of the city of Milton; and
3. Maintain the health, safety and security of the residents of the city of Milton. (Ord. 1677 § 1, 2006).

1.08.020 Definitions.

"Building official" means that person designated as the building official in the International Building Code.

"Code enforcement ~~officer~~official" means that person assigned by the Public Works Director to enforce violations of Chapter 13.26 of the Milton Municipal Code, or by the director of the department of community development to enforce other violations of the Milton Municipal Code, to the extent not otherwise assigned by the MMC to another city official. (Ord. 1677 § 1, 2006).

1.08.030 Applicability.

This chapter shall apply to violations of Chapters ~~8-24~~, 9.52, 9.53 and 10.21 MMC, MMC Titles 15 through 18, and any other matters assigned by the Milton Municipal Code. (Ord. 1677 § 1, 2006).

1.08.040 — Procedure outlined.

~~The procedure shall generally follow the steps in the diagram below. The diagram shall be superseded by any conflicting procedures specified by the Milton Municipal Code or any other state or federal law.~~



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~~(Ord. 1677 § 1, 2006).~~

1.08.050 Complaints.

A. Enforcement of any chapter or section of the MMC pursuant to this section ~~shall~~ may be initiated upon the filing of a complaint with the department of planning and community development; provided, that the filing of a complaint

may be deferred when deemed necessary by the official responsible for enforcement in order to provide for timely action. Complaints shall be made on forms supplied by the city.

~~B. To the extent consistent with state law, those citizens filing the complaints shall have their names withheld from public disclosure if they request it at the time of filing the complaint. If the citizen requests that his or her name be withheld, the director of the department of planning and community development, or his/her designee, upon taking the complaint, shall certify that a complaint was received and shall specify the exact nature of the complaint in detail.~~ (Ord. 1677 § 1, 2006).

1.08.060 Investigation.

~~The following officials or designee are authorized to investigate complaints. Complaints shall be investigated by the following officials:~~

A. Code Enforcement Official. The code enforcement official ~~shall be authorized to~~ investigate all complaints alleging the following:

1. A nuisance as defined in Chapter 9.52 or 10.21 MMC, except for matters referred to the police.
2. Any violation of MMC Titles ~~13, 15, 16~~ through 18.
3. Any other matter referred by the MMC.

B. Building Official. The building official ~~shall be authorized to~~ investigate all complaints alleging violations of MMC Title 15.

C. Police Officer. Police officers ~~shall be authorized to~~ investigate complaints involving nuisances within the developed portions of public rights-of-way, ~~and the shoulders of any rights-of-way, and any MMC violation.~~

D. The planning and community development director ~~or designee~~ has the authority to reassign any of the investigations identified in this section to any other city employee within the director's supervision or to assign the investigation to another employee with approval by the employee's supervisor. (Ord. 1677 § 1, 2006).

1.08.070 Civil violations.

The civil violation process specified in Chapter 17.78 MMC shall apply to any violations of MMC Titles 15 through 18, or any other matter expressly identified as subject to this section; provided, that any violation designated as a crime shall not be subject to Chapter 17.78 MMC. (Ord. 1677 § 1, 2006).

1.08.080 Nuisance.

Any action that constitutes a violation of Chapter 9.53 MMC, Nuisance Code, or Chapter 10.21 MMC, Junk Vehicles – Vehicle Storage, shall be subject to citation as an infraction as specified in MMC 9.53.070 and/or MMC 10.21.150. If the nuisance is of such a degree that the property is unfit for habitation or other use as contemplated in Chapter 35.80 RCW, the code enforcement person may elect to employ the remedies and procedures specified ~~in Chapter in Chapter~~ ~~8.24.15.053xxx~~ MMC, Dangerous Buildings. If the nuisance presents an imminent and material threat to public health, safety and/or welfare, the code enforcement officer may summarily abate a nuisance without process to the extent authorized by law; provided, that the owner of the subject property and/or responsible party is given an opportunity to correct the nuisance to the extent safe and practicable and notice of the pending or completed abatement is provided at the earliest reasonable opportunity. To the extent authorized by law, the city may also summarily abate nuisances if they interfere with city operations or disrupt traffic. The code enforcement person shall employ the assistance of a police officer to physically perform a summary abatement. (Ord. 1677 § 1, 2006).

1.08.090 Multiple penalties.

If any violation of the MMC is subject to more than one civil penalty in violation of state law, the MMC shall be construed as imposing the highest penalty and shall be subject only to the enforcement process of that penalty. If a violation constitutes both a crime under state law and a civil violation of the MMC, the violation shall be prosecuted as a crime only. State-mandated civil penalties shall also supersede any civil penalty imposed by the MMC when state law prohibits the existence of both. (Ord. 1677 § 1, 2006).

1.08.100 Additional enforcement procedures.

The provisions of this chapter are not exclusive, including abatement procedures and remedies, and may be used in addition to other enforcement provisions authorized by the Milton Municipal Code and/or state law. (Ord. 1677 § 1, 2006).

1.08.110 Right of entry.

Whenever it is necessary to make an inspection to enforce any of the provisions of the MMC, or whenever the director of planning and community development has reasonable cause to believe that there exists in any building, or upon any premises, any condition which makes such building or premises nonconforming to the MMC, the director of planning and community development or the person responsible for code enforcement may enter such building or premises to the extent authorized by law; provided, that if such building or premises are occupied, the director of planning and community development or the person responsible for code enforcement shall first present proper credentials and demand entry; and if such building or premises are unoccupied, the director or the person responsible for code enforcement shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and demand entry. If such entry is refused, the director of planning and community development shall have recourse to every remedy provided by law to secure entry. Nothing in this section shall be construed as authorizing entry without a search warrant if a warrant is legally required. Nothing in this section shall be construed as requiring advance authorization from the property owner if such authorization is not legally required and its acquisition would jeopardize the acquisition of information or the safety of the code enforcement officer. (Ord. 1677 § 1, 2006).

1.08.120 Civil Infraction.

A. In addition to or in lieu of any enforcement provision set forth in Milton Municipal Code, violation of provisions set forth in Titles 12, 13, and 15 through 18 MMC, including any permit conditions imposed thereunder, or rules and/or regulations adopted pursuant thereto, shall constitute a civil infraction as governed by Chapter 7.80 RCW and the Infraction Rules for Courts of Limited Jurisdiction, as now or hereafter amended.

B. Each violation shall be subject to a \$125.00 monetary penalty for the first violation in ~~any year-long period~~ (Class 2 civil infraction), and a \$250.00 monetary penalty for each violation (Class 1 civil violation) thereafter. Each day of violation shall constitute a separate violation.

C. Violations that are subject to state mandated criminal penalties shall not be subject to civil enforcement unless authorized by state law. State criminal penalties shall supersede any conflicting MMC penalties as required by RCW 35A.11.020.

1.08.130 Authority to issue notices of infraction.

The following persons employed or contracted by the city of Milton shall have the authority to issue notices of civil infraction:

A. The code enforcement official and the building official;

B. Any law enforcement officer with the authority to enforce city, county or state laws within the city; and

C. The planning and community development director or designee.

Chapter 8.2415.03
DANGEROUS BUILDINGS

Sections:

<u>8.2415.03.010</u>	Purpose and findings.
<u>8.2415.03.020</u>	Definitions.
<u>8.2415.03.030</u>	Duties of the director.
<u>8.2415.03.040</u>	Unfit buildings.
<u>8.2415.03.050</u>	Substandard buildings.
<u>8.2415.03.060</u>	Nuisances.
<u>8.2415.03.070</u>	Complaint.
<u>8.2415.03.075</u>	Voluntary correction.
<u>8.2415.03.080</u>	Hearings before the director.
<u>8.2415.03.090</u>	Hearings before the hearing examiner.
<u>8.2415.03.100</u>	Enforcement.
<u>8.2415.03.110</u>	Costs.
<u>8.2415.03.120</u>	Permit required.
<u>8.2415.03.130</u>	Rules and regulations.
<u>8.2415.03.140</u>	Penalties.
<u>8.2415.03.150</u>	Emergencies.

8.2415.03.010 Purpose and findings.

The city council of the city of Milton finds that unsafe, unsanitary and otherwise improperly maintained premises and structures, ~~sidewalks and easements~~ within the city of Milton, in addition to the obvious hazards which these conditions pose to the public health, safety and welfare, adversely affect the value, utility and habitability of property within the city as a whole and specifically cause substantial damage to adjoining and nearby property. This chapter is an exercise of the city's police power, and it shall be liberally construed to effect this purpose. This chapter shall also be construed to apply only to unfit dwellings, buildings, structures and premises to the extent regulated by Chapter 35.80 RCW, as now or hereafter amended. (Ord. 1677 § 2, 2006; Ord. 1531 § 1, 2002).

8.2415.03.020 Definitions.

Unless specifically defined below or unless context clearly requires a different meaning, terms used in this chapter have the meaning given them by the currently adopted edition of the International Building Code. Gender and number are interchangeable. Defined terms or concepts from MMC Title 17 generally apply to this chapter.

A. "Abandoned" refers to any property, real or personal, which is unattended and either open or unsecured so that admittance may be gained without damaging any portion of the property, or which evidences indicia that no person is presently in possession, e.g., disconnected utilities, accumulated debris, uncleanness, disrepair and, in the case of chattels, location. Length of time or any particular state of mind of the owner or person entitled to possession is not conclusive in determining that property is abandoned.

B. "Boarded up building" means any building the exterior openings of which are closed by extrinsic devices or some other manner designed or calculated to be permanent, giving to the building the appearance of nonoccupancy or nonuse for an indefinite period of time.

C. "Building" means any building, dwelling, structure, or mobile home, factory-built house, or part thereof, built for the support, shelter or enclosure of persons, animals, chattels or property of any kind.

D. "Director" means the planning and community development director, his authorized deputies and representatives.

E. "Hearing examiner" means the hearing examiner of the city of Milton as provided in Chapter 2.54 MMC.

F. "Health officer" means the head of either the Tacoma-Pierce County health department or Seattle-King County health department, his authorized deputies or representatives.

G. "Nuisance" includes a nuisance defined by statute or ordinance; or a nuisance at common law, either public or private.

H. "Owner" means any person having any interest in the real estate in question as shown upon the records of the office of the Pierce or King County auditor, or who establishes his interest before the director or hearing examiner. For the purpose of giving notice, the term "owner" also includes any person in physical possession.

I. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

J. "Repeat violation" means a violation of the same regulation in any location by the same person for which voluntary compliance has been sought within two years, or a notice of violation has been issued within two years. (Ord. 1663 §§ 6, 7, 2006; Ord. 1531 § 1, 2002).

~~8.24.15.03.030~~ Duties of the director.

The director's duties and powers for the purposes of this chapter include:

- A. Investigation of all buildings and premises which he has reasonable grounds to believe may be unfit, substandard, boarded up, ~~or abandon, or~~ a nuisance;
- B. Preparation, service and posting of complaints against buildings or premises believed to be in violation;
- C. Conducting administrative hearings and rendering decisions based upon written findings; and
- D. Doing all things necessary and proper to carry out and enforce this chapter. (Ord. 1531 § 1, 2002).

~~8.24.15.03.040~~ Unfit buildings.

A. In reaching a judgment that a building is unfit for human habitation, the director shall consider:

1. Dilapidation;
2. Disrepair;
3. Structural defects;
4. Defects increasing the hazards of fire, accidents or other calamities, such as parts standing or attached in such manner as to be likely to fall and cause damage or injury;
5. Inadequate ventilation;
6. Uncleanliness;
7. Inadequate light;
8. Inadequate sanitary facilities;
9. Inadequate drainage;
10. Substandard conditions.

B. If these or other conditions are found to exist to an extent dangerous or injurious to the health or safety of the building's occupants, or the occupants of neighboring buildings or of other residents of the city of Milton, and if (1) structural deterioration is of such degree that (a) vertical members list, lean or buckle to the extent that a plumb line passing through the center of gravity falls outside the middle third of its base, or (b) 33 percent of the supporting members shows damage or deterioration; or (2) the cost of restoration exceeds 60 percent of the value of the building; or (3) the building has been damaged by fire or other calamity, the cost of restoration exceeds 30 percent of the value of the building and it has remained vacant for six months or more (value shall be determined by reference to a current edition of "Building Valuation Data" published by the International Conference of Building Officials or, if

not published, as determined by the director. Cost of restoration is the actual estimated cost, which may be determined in the same manner as “value”), the director shall order the building or premises demolished and the land suitably filled and cleared, or shall order the property immediately vacated and secured as completely as possible pending demolition.

C. An undertaking entered into, at or prior to the hearing, by a party in interest creates a presumption that the building or premises can be reasonably repaired. The failure to accomplish such an undertaking within 30 calendar days is grounds for the director to order demolition. If by reason of any of the above conditions, a building is unfit, but no public necessity is found for its immediate demolition, the director may take other action, such as causing the property to be cleaned, cleared, vacated, secured or otherwise repaired, which will promote the public health, safety or general welfare. (Ord. 1531 § 1, 2002).

8.24.15.03.050 Substandard buildings.

A. In reaching a judgment that a building or premises is substandard, the director shall be guided by such factors as:

1. Structural unsoundness;
2. Improper sanitation;
3. Improper safety;
4. Improper weatherproofing;
5. Defective or hazardous wiring, including wiring which:
 - a. Did not conform with law applicable at the time of installation; or
 - b. Has not been maintained in good condition; or
 - c. Is not being used in a safe manner;
6. Defective or hazardous plumbing, including plumbing which:
 - a. Did not conform with law applicable at the time of installation; or
 - b. Has not been maintained in good condition; or
 - c. Is not being used in a safe manner;
7. Defective or hazardous heating or ventilating equipment, including equipment, vents and piping which:
 - a. Did not conform with law applicable at the time of installation; or
 - b. Has not been maintained in good and safe condition;
8. Fire hazard, including any building, device, apparatus, equipment, combustible waste or debris, or vegetation which may cause fire or explosion or provide ready fuel to augment the spread or intensity thereof;
9. Nuisance.

B. If these or similar conditions are found to exist, the director shall order the building or premises repaired, cleaned, cleared or otherwise brought into compliance with current codes, and may order the property vacated and secured as completely as possible pending such repair or other action. (Ord. 1531 § 1, 2002).

8.24.15.03.060 Nuisances.

A. In determining that a nuisance exists, the director will consider whether the conditions:

1. Offend the senses;

2. Unlawfully interfere, obstruct, tend to obstruct or endanger the passage of any stream, park, parkway, square, street, sidewalk, easement or way;
3. Render others insecure in life or use of property;
4. Obstruct the full use of property so as to essentially interfere with the comfortable enjoyment of life or property;
5. Violate any provision of this code, especially MMC Titles ~~8~~, 9, 15, and 17; or

B. If the director finds a nuisance to exist, they shall order it abated and may order the property otherwise secured pending abatement. (Ord. 1531 § 1, 2002).

~~8.24.15.03.070~~ Complaint.

If, after a preliminary investigation of any building or premises, the director finds that it is unfit, substandard, boarded up, required to be boarded up, or upon a verified complaint of at least two citizens, a nuisance; he shall cause the owners to be served, either personally or by first class and certified mail with return receipt requested, and shall post in a conspicuous place on such property, a complaint stating in what respect such building is unfit for human habitation or other use or is substandard or that it is or should be a boarded up building or that the premises is a nuisance, together with the corrective action to be taken and the fees and costs to be paid. If the whereabouts of such person is unknown and cannot be ascertained by the director in the exercise of reasonable diligence, he shall make an affidavit to that effect, then the serving of such complaint or order upon such persons may be made either by personal service or by mailing a copy of the notice and orders by certified mail, postage prepaid, return receipt requested, to each person at the address appearing on the last equalized tax assessment roll of the county where the property is located, or at the address known to the county assessor. A copy of the notice and order shall also be mailed, addressed to each person, at the address of the building involved in the proceedings, if different, and to each person or party having a recorded right, title, estate, lien, or interest in the property. Such complaint shall contain a notice that a hearing will be held before the director at a place therein fixed, not less than 10 days nor more than 30 days after the service of such complaint; that all parties in interest shall be given the right to file an answer to the complaint, and to appear in person or otherwise and give testimony at the time and place fixed in the complaint. A copy of such complaint shall also be filed with the auditor of Pierce or King County, and such filing of the complaint or order shall have the force and effect of lis pendens. ~~Those citizens filing the nuisance complaints shall have their names withheld from public disclosure if they request it at the time of filing the complaint. If the citizen requests that his or her name be withheld, the director, upon taking the complaint, shall certify that a complaint was received and shall specify the exact nature of the nuisance complaint in detail.~~ (Ord. 1531 § 1, 2002).

~~8.24.15.03.075~~ Voluntary correction.

A. The director may secure voluntary correction by agreement with the owner.

B. The voluntary correction agreement is a contract between the city and the owner in which such person agrees to abate the violation within a specified time and according to specified conditions. The voluntary agreement must include:

1. The name and address of the owner or person bound under the contract;
2. The street address and a legal description sufficient to identify the premises;
3. A description of the violation and a reference to the provisions of this code or other regulation that has been violated;
4. The corrective action to be taken, and a date and time by which the corrective action must be completed;
5. An agreement by the owner that the city of Milton may abate the violation and recover its costs and expenses pursuant to this chapter if all terms of the voluntary agreement are not met;
6. A waiver by the owner of his right to any administrative or legal review of the violations, the appropriate corrections, and all other rights except those in the agreement;

7. The administrative costs to be paid and by whom;
8. Permission by the owner for the city to enter upon the property at any time or, in the case of occupied property, at reasonable times until the violation is abated; and
9. An acknowledgement.

C. The director may grant an extension for corrections or modifications if the owner has been diligent and made substantial progress but has been unavoidably delayed. (Ord. 1531 § 1, 2002).

8-24-15.03.080 Hearings before the director.

A. Unless, prior to the time fixed for hearing in the complaint issued by the director, arrangements satisfactory to the director for the repair, demolition, vacation or re-occupancy of the building or premises are made, including the proper application for permits, or abatement of the nuisance, the director shall hold a hearing for the purpose of determining the immediate disposition of the building or premises. The hearing will be canceled if the director approves the completed corrective action at least 48 hours before the scheduled hearing.

B. The director shall conduct a hearing. The director or his designee and the owner may participate as parties in the hearing and each party may call witnesses. Any complainant or person affected by the violation may appear and present evidence. The city shall have the burden of demonstrating by a preponderance of evidence that a violation has occurred and that the required corrective action is reasonable. If the owner fails to appear at the scheduled hearing, the director will enter an order finding that the violation occurred and assess the appropriate costs.

C. Within 10 days of the completion of the hearing the director shall issue an order to the owner that contains the following information:

1. The decision regarding the alleged violation including findings of fact and conclusions based thereon.
2. The required corrective action.
3. The date and time by which the correction must be completed.
4. The costs assessed.
5. The date and time after which the city may proceed with abatement of the unlawful condition if the required correction is not completed.
6. The decision shall state that the owner has the right to appeal to the hearing examiner within 30 days and, unless he does appeal or comply with the order, the city shall have the power, without further notice or proceedings, to vacate and secure the building or premises and do any act required of the owner in the order of the director, and to charge any expenses incurred thereby to the owner and assess them against the property.

D. The director shall mail by certified mail a copy of the order to the owner or occupant within 10 working days following the hearing.

E. If no appeal is filed, a copy of such order shall be filed with the auditor of Pierce or King County and shall be a final order. (Ord. 1531 § 1, 2002).

8-24-15.03.090 Hearings before the hearing examiner.

A. The purpose of the hearing examiner is to review the proceedings and orders of the director and to affirm, modify or vacate said orders.

B. Within 30 days from the date of service and posting of an order of the director, an owner may file an appeal with the hearing examiner by filing a written notice of appeal with the city clerk setting out the reasons he believes the findings or order of the director to be erroneous. The hearing examiner shall set a hearing not less than 10 nor more than 30 days from the date of said appeal or referral. Notice of the time and place of the hearing shall be made in accord with MMC

8-24-15.03.070. The matter of the appeal will be scheduled for public hearing before the hearing examiner so as to allow 10 days' notice of the hearing to the appellant and all interested parties and to permit final decision thereon to be

made within 60 days after the filing of the appeal. The filing of the notice of appeal shall stay the order of the director, except so much thereof as requires temporary measures, such as securing of the building to minimize any emergent danger to the public health or safety.

C. Upon the public hearing of the appeal, the hearing examiner shall consider the file of the proceedings before the director and such other evidence as may be presented. After the hearing, the hearing examiner may affirm, modify or vacate the order of the director, or may continue the matter for further deliberation or presentation of additional evidence. Normally, the hearing examiner will not accept new evidence or evidence not made available to the director in the absence of good cause. The hearing examiner's review is on the record, not de novo. The determination of the director shall be accorded substantial weight. A record of the proceedings shall be made and kept for one year or until the matter is final, whichever is longer. The hearing examiner shall cause his findings of fact and order to be made in writing; provided, the hearing examiner may adopt the findings and order of the director, or so much thereof as supports his decision. Such findings and order shall be served and posted in the same manner as an order of the director. In addition, such notice shall state that the owner has the right to petition the superior court of Pierce or King County for appropriate relief within 30 days after the order becomes final.

D. Any action taken by the hearing examiner shall be final 60 days after the filing of a notice of appeal unless continued with consent of the owner or occupant. In the event that the hearing examiner fails to reach a decision or continues the hearing beyond 60 days after the filing of an appeal, the director's order and finding shall be that of the hearing examiner's, and shall be final and subject to petition to the superior court; provided, any continuance at the request or with the consent of any owner or occupant shall suspend the running of the 60 days allowed for final decision, for the length of the continuance. (Ord. 1531 § 1, 2002).

[8-24-15.03.100](#) Enforcement.

A. The order of the director or the hearing examiner may prescribe times within which demolition shall be commenced or completed. If the action is not commenced or completed within the prescribed time, or if no time is prescribed within the time for appeal, the director may cause the building to be demolished and the premises to be suitably filled and cleared as provided by MMC [8-24-15.03.040](#). If satisfactory progress has been made and sufficient evidence is presented that the work will be completed within a reasonable time, the director or the hearing examiner may extend the time for completion of the work. If satisfactory or substantial progress has not been made, the director or the hearing examiner may cause the building to be demolished and the premises suitably filled and cleared as provided by MMC [8-24-15.03.040](#). The director shall let bids for any demolition in accordance with MMC [8-24-15.03.110](#).

B. If other action ordered by the director or the hearing examiner is not taken within the time prescribed, or if no time is specified within the time for appeal, the director may cause the action to be taken by the city.

C. If the director deems it necessary to have the building secured as an interim measure for the protection of the public health and welfare while pending action, he may so order. If the owner is unable or unwilling to secure the building within 48 hours, the director may order the building secured by the city, at the expense of the owner.

D. If the owner is unable to comply with the director or hearing examiner's order within the time required, and the time for appeals to the hearing examiner or petition to the court has passed, he may, for good and sufficient cause beyond his control, request in writing an extension of time. The director or the hearing examiner may grant a reasonable extension of time after a finding that the delay was beyond the control of the owners. There shall be no appeal or petition from the director or the hearing examiner's ruling on an extension of time. (Ord. 1531 § 1, 2002).

[8-24-15.03.110](#) Costs.

A. 1. The costs of abatement, repair, alteration or improvement, or vacating and closing, or removal or demolition, when borne by the city, shall be assessed against the real property upon which such costs were incurred unless said costs were previously paid. The director shall forward such costs to the city clerk-treasurer, who shall certify them to the county treasurer for assessment on the tax rolls.

2. Bids for demolition shall be let only to a licensed contractor. The contract documents shall provide that the value of the materials and other salvage of the property shall be credited against the costs of the demolition. The contract documents may require bidders to estimate the salvage value of the property and, by claiming the salvage, reduce the amount of his bid accordingly. The contract price fixed by acceptance of such a bid shall not be adjusted to reflect the actual salvage value. Such bids may be let prior to the time for compliance or appeal, but

shall not be binding or accepted until the order for demolition is final. The director shall have the authority to sign the contract on behalf of the city.

3. There shall be charged against the owner and assessed against the property of any boarded up building an annual inspection fee of \$500.00. Such fee shall be payable at the time the building becomes a boarded up building. The hearing examiner or director shall order a refund of the proportional amount not due if the building is reoccupied or demolished. Subsequent annual fees shall be payable on or before the preceding annual fee has been exhausted.

B. Actual costs and expenses will be assessed in accord with the provisions of this section.

C. In addition to actual abatement costs, the following administrative fees shall be assessed and collected in the same manner:

1. Where abatement is accomplished prior to director hearing:

- a. Nuisance: \$100.00;
- b. Substandard building: \$200.00;
- c. Unfit building: \$300.00;

provided, the director may waive these fees for a first offense if abatement is complete 48 hours prior to a director hearing; provided further, that where abatement is accomplished by voluntary agreement, the director shall charge at least \$50.00 per month per acre or fractions thereof.

2. Where abatement is accomplished subsequent to or less than 48 hours prior to a director hearing:

- a. Nuisance: \$500.00;
- b. Substandard building: \$1,000;
- c. Unfit building: \$1,500.

3. Where abatement is accomplished following breach of an agreement or understanding between a property owner and director or hearing examiner:

- a. Nuisance: \$1,000;
- b. Substandard building: \$2,000;
- c. Unfit building: \$3,000.

4. Where the abatement is accomplished by the city following hearing or default of the property owner:

- a. Nuisance: \$1,000;
- b. Substandard building: \$2,000;
- c. Unfit building: \$3,000.

5. For cases heard by the hearing examiner add \$500.00.

6. For repeat violations, costs shall be doubled.

D. The director or hearing examiner may modify the time or methods of payment of such expenses as the condition of the property and the circumstances of the owner may warrant. In setting costs, they may reduce the costs to an owner who has acted in good faith. They may increase costs if it appears that the scheduled costs are inadequate to make the city whole with respect to a particular violation. (Ord. 1531 § 1, 2002).

~~8.24.15.03.120~~ Permit required.

Any work, including construction, repairs or alterations under this chapter to rehabilitate any building or structure, may require a permit in accord with other provisions of this code. (Ord. 1531 § 1, 2002).

~~8.24.15.03.130~~ Rules and regulations.

The director may make and promulgate such rules and regulations as will effectuate the purposes of this chapter and do substantial justice. (Ord. 1531 § 1, 2002).

~~8.24.15.03.140~~ Penalties.

It shall be unlawful and a violation of this chapter to knowingly:

- A. Occupy or suffer to be occupied any building or premises ordered vacated;
- B. Fail to comply with any order issued pursuant to this chapter; or
- C. Obstruct any officer or agent of the city of Milton or other governmental unit in the enforcement of this chapter.

Violation of this chapter is a gross misdemeanor. (Ord. 1531 § 1, 2002).

~~8.24.15.03.150~~ Emergencies.

The provisions of this chapter shall not prevent the director or any other officer of the city of Milton or other governmental unit from taking any other action, summary or otherwise, necessary to eliminate or minimize an imminent danger to the health or safety of any person or property. (Ord. 1531 § 1, 2002).

Chapter 17.78

NOTICES AND ORDERS TO CORRECT AND/OR ABATE

Sections:

- 17.78.005 Definitions.
- 17.78.010 Initiation.
- 17.78.020 Issuance – Contents.
- 17.78.030 Issuance – Supplemental.
- 17.78.040 Service.
- 17.78.050 Appeals.
- 17.78.060 Suspension of penalties/compliance action during appeal.
- 17.78.070 Final order – Designated.
- 17.78.075 Final order – Violation a misdemeanor.
- 17.78.080 Final order – Enforcement.

17.78.005 Definitions.

A. For the purposes of this chapter, “development regulation” shall mean any requirement imposed by any provision of MMC Titles 12, 13, and 15 through 18, including any permit conditions imposed thereunder, or rules and/or regulations adopted pursuant thereto. Violations of development regulations that are subject to state mandated criminal penalties shall not be subject to civil enforcement unless authorized by state law. State criminal penalties shall supersede any conflicting MMC penalties as required by RCW 35A.11.020.

B. “Director” shall mean the mayor for the city of Milton or his/her designee. (Ord. 1741 § 42, 2009; Ord. 1706 § 1, 2007; Ord. 1580 § 3, 2003).

17.78.010 Initiation.

A. Whenever the director has reason to believe that a use, structure or condition exists in violation of a development regulation, he is authorized to commence an administrative notice and order proceeding under this chapter, including the pursuance of remedies specified in MMC 17.78.020(B). The director may not initiate a notice and order for any violation that would constitute a violation of a state criminal statute, to the extent prohibited from doing so by RCW 35A.11.020. Violation of development regulation under Chapter 13.26 MMC relating to storm drainage of surface water may be enforced as provided under said Chapter.

B. Pending commencement and completion of the notice and order procedure provided for in this chapter, the director may cause an order to cease violation to be posted on the subject property or served on persons engaged in any work or activity in violation of a land use ordinance, if adverse impacts cannot be prevented by the delays in the notice and order process. The effect of such an order shall be to require the immediate cessation of such work or activity until authorized by the director to proceed.

~~C. Prior to the issuance of a notice and order as authorized by subsection A of this section, the director shall use the following procedure to encourage compliance with the zoning code:~~

~~Step 1: Notify the alleged violator of the violation and request compliance within a reasonable period of time (normally 30 to 60 days, depending on the severity of the problem created by noncompliance with the Milton Municipal Code). Notice shall be provided in writing and by personal contact, if feasible under the circumstances. The written notification shall include an explanation of the code enforcement procedures (including appeal procedures), and copies of the appropriate Milton Municipal Code sections. The emphasis at this stage of code enforcement shall be placed upon a cooperative and respectful resolution of alleged code violations.~~

~~Step 2: As part of the written notification required in Step 1, the director shall schedule an administrative conference for the purposes of bringing communications between concerned parties and providing a forum for efficient resolution of any violation. The conference shall be scheduled at least five working days in advance, if there is still sufficient time for compliance, in the written notification identified in Step 1. The written notification shall provide that the date and time of the conference can be rescheduled to reasonably accommodate the~~

~~person(s) in violation. If circumstances permit, the director should be willing to postpone the conference date for at least a couple weeks if requested by the person in violation. The director shall involve at least one representative from other city departments in the conference. As a result of information developed at the conference, the director may affirm, modify or revoke the terms of compliance issued in the written notice identified in Step 1. If the person(s) in violation fails to attend the scheduled conference, the director may proceed with the issuance of a notice and order without the conference. The director may schedule as many administrative conferences as he/she finds helpful throughout the code enforcement process.~~ (Ord. 1580 § 3, 2003).

17.78.020 Issuance – Contents.

A. Whenever the director or his/her designee has reason to believe that violation of any development regulation will be most equitably terminated by an administrative notice and order proceeding, he/she shall issue a written notice and order directed to either the owner or operator of the source of the violation, the person in possession of the property where the violation originates or the person otherwise causing or responsible for the violation.

B. The notice and order shall contain, and the director is authorized to require, the following:

1. The street address, when available, and a legal description of real property and/or description of personal property sufficient for identification of where the violation occurred or is located;
2. A statement that the director has found the person to be in violation of a development regulation with a brief and concise description of the conditions found to be in violation;
3. A statement of the corrective action required to be taken. If the director has determined that corrective work is required, the order shall require that all required permits be secured, that work physically be commenced and that the work be completed within such times as the director determines are reasonable under the circumstances;
4. A statement specifying the amount of any civil penalty assessed on account of the violation and, if applicable, the conditions on which assessment of such civil penalty is contingent. The director shall have the authority to impose a penalty of up to \$1,000 per day per development regulation violation. Each day any structure or use fails to comply with a development regulation shall be deemed a separate violation;

5. Statements advising any of the following to the extent that the director chooses any as a remedy:

- a. If any required work is not commenced or completed within the times specified, which may be immediately if circumstances warrant, the director will proceed to cause abatement of the violation as a public nuisance and cause the work to be done and charge the costs thereof as a joint and separate personal obligation of any person in violation to the extent permitted by law; and
- b. If any assessed civil penalty is not paid, the director will charge the amount of the penalty as a joint and separate personal obligation of any person in violation; and/or
- c. If any required compliance is not commenced or completed within the times specified, which may be immediately if circumstances warrant, the director will proceed with a permit suspension or revocation as authorized in MMC 17.79.010;

6. A statement advising that the order shall become final, unless, no later than 21 days after the notice and order are served, any person aggrieved by the order requests in writing an appeal before the hearing examiner. (Ord. 1580 § 3, 2003).

17.78.030 Issuance – Supplemental.

At any time other than during the pendency of an appeal, the director may add to, rescind in part or otherwise modify a notice and order by issuing a supplemental notice and order. The supplemental notice and order shall be governed by the same procedures applicable to all notice and orders contained in this title. The director may withdraw a notice and order at any time and also re-issue the same notice and order or a modified version so long as re-issuance is consistent with any appeal decision. (Ord. 1580 § 3, 2003).

17.78.040 Service.

Service of the notice and order shall be made upon all persons identified in the notice and order either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested. If the address of any such person cannot reasonably be ascertained, a copy of the notice and order shall be mailed to such person at the address of the location of the violation and/or posted on the subject property. The failure of any such person to receive such notice shall not affect the validity of any proceedings taken under this chapter. Service by certified mail in the manner provided in this section shall be effective on the date of postmark. The notice and order may be, but is not required to be, posted on the subject property. (Ord. 1580 § 3, 2003).

17.78.050 Appeals.

A. A person aggrieved by the order of the director may, upon payment of a filing fee in accordance with the city's fee schedule, request in writing within 21 days of the service of the notice and order an appeal hearing before the hearing examiner. The request shall cite the notice and order appealed from and contain a brief statement of the reasons for seeking the appeal hearing.

B. A record shall be made at the appeal hearing and the hearing examiner shall have such rule-making and other powers necessary for conduct of the hearing. Such appeals hearing shall be conducted within a reasonable time after receipt of the request for appeal, which unless special circumstances dictate otherwise should be within 60 days of receiving the appeal request. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing to each appealing party, to the director, and to other interested persons who have requested in writing that they be so notified. The director whose order is being appealed may submit a report and other evidence indicating the basis for the enforcement order.

C. Each party shall have the following rights, among others:

1. To call and examine witnesses on any matter relevant to the issues of the hearing;
2. To introduce documentary and physical evidence;
3. To impeach any witness regardless of which party first called him to testify;
4. To rebut evidence against him;
5. To represent himself or to be represented by anyone of his choice who is lawfully permitted to do so.

D. Following review of the evidence submitted, the hearing examiner shall make written findings and conclusions, and shall affirm or modify the order previously issued if the examiner finds that a violation has occurred. The burden of proof is upon the director to establish the commission of the violation by a preponderance of the evidence. The examiner shall have the authority to modify any monetary penalties imposed by the director in the notice and order, including the authority to increase them. The examiner shall reverse the order if the examiner finds that no violation occurred. The written decision of the examiner shall be mailed by certified mail, postage prepaid, return receipt requested to the parties. (Ord. 1580 § 3, 2003).

17.78.060 Suspension of penalties/ compliance action during appeal.

Any corrective actions or penalties imposed in a notice and order shall be suspended during the pendency of the appeal on the notice and order. Orders to immediately cease activities, as authorized by MMC 17.78.010(B), shall not be suspended during the pendency of an appeal. (Ord. 1580 § 3, 2003).

17.78.070 Final order – Designated.

A. Any order duly issued by the director pursuant to the procedures contained in this title shall become final 21 days after service of the notice and order unless a written request for hearing is received and filed with the planning department within the 21-day period.

B. An order which is subject to the appeal procedure of MMC 17.78.060 shall be final and conclusive upon the date of the examiner's decision. The examiner's decision shall be appealable to superior court pursuant to applicable state statutes. (Ord. 1580 § 3, 2003).

17.78.075 Final order – Violation a misdemeanor.

The failure of a person or entity to comply with the applicable provisions of an order issued pursuant to MMC 17.78.010(B) or 17.78.070 shall constitute a misdemeanor subject to the penalties of RCW 9A.20.010(2), as now or hereafter amended. (Ord. 1580 § 3, 2003).

17.78.080 Final order – Enforcement.

If, after any order duly issued by the director has become final, the person to whom such order is directed fails, neglects or refuses to obey such order, including refusal to pay a civil penalty assessed under such order, the director may, as provided in the issued notice and order:

A. Cause such person to be prosecuted for committing a misdemeanor, as provided in MMC 17.78.075; and/or

B. Institute any appropriate action to collect a civil penalty assessed under this title; and/or

~~C. Prior to the issuance of a notice and order as authorized by this chapter, the director shall use the following voluntary procedure to encourage compliance with the Milton Municipal Code; provided, that the director shall not be mandated to pursue voluntary compliance if the delays in doing so would threaten the public health, safety and/or welfare:~~

~~1. Notify the alleged violator of the violation and request compliance within a reasonable period of time (normally 21 days) specified by the code compliance person. Notice shall be provided in writing and by personal contact, if feasible under the circumstances. The written notification shall include an explanation of the code enforcement procedures and the corrective action to be taken. The emphasis at this stage of code enforcement shall be placed upon a cooperative and respectful resolution of alleged code violations. The responsible person may take the corrective action within the time period specified in this step, and no further action will be taken.~~

~~2. If the alleged violator contacts the city in response to subsection (C)(1) of this section, an administrative conference shall be scheduled. The purpose of an administrative conference is for bringing communications between concerned parties and providing a forum for efficient resolution of any violation and shall result in a voluntary compliance agreement. The administrative conference shall be scheduled to reasonably accommodate the responsible person. The director shall lead the conference and shall involve at least one representative from other city departments in the conference. As a result of information developed at the conference, the director will specify the corrective actions for the voluntary compliance agreement. The director may schedule as many administrative conferences as he/she finds helpful throughout the voluntary compliance process.~~

~~3. If the alleged violator fails to attend the scheduled conference, or if a voluntary compliance agreement cannot be reached, or if requested by the person responsible for the code violation, then the applicable director may proceed with the issuance of a notice and order.~~

~~4. The voluntary compliance agreement required by this subsection shall include the following elements:~~

~~a. The name and address of the person responsible for the violation; and~~

~~b. The street address or a description sufficient for identification of the building, structure, premises, or land upon which or within which the violation has occurred or is occurring; and~~

~~c. A description of the violation and a reference to the provision(s) of the MMC or ordinance or regulation which has been violated; and~~

~~d. The necessary corrective actions to be taken, and a date and time by which the corrective action must be completed; and~~

~~e. An agreement by the alleged violator that the city may enter onto the property at any time to assure compliance with the agreement or, in the case of occupied property, at reasonable times until the violation is abated; and~~

~~f. An agreement by the alleged violator that the city may enter upon the property and abate the violation and recover its costs and expenses and a monetary penalty pursuant to this chapter from the responsible person if all terms of the voluntary compliance agreement are not met; and~~

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Milton Municipal Code
Chapter 17.78 NOTICES AND ORDERS TO CORRECT
AND/OR ABATE

~~g. An agreement that by entering into the voluntary compliance agreement the responsible person waives the right to an administrative appeal of the violation and/or the required corrective action; and~~

~~h. An agreement that the city may sell and/or dispose of any property recovered from the alleged violator as a result of abatement, that the proceeds of any sale shall go to the alleged violator after all city expenses and fines have been paid, and that the alleged violator shall not be entitled to purchase the property back from the city unless authorized by the city; and~~

~~i. An agreement that the substantially prevailing party in any action to enforce the agreement shall be entitled to costs and attorney fees; and/or~~

~~D. Suspend or revoke a land use permit as authorized by MMC 17.79.010; and/or~~

~~E. Pursue any other appropriate remedy at law or equity under this title. (Ord. 1677 § 3, 2006; Ord. 1580 § 3, 2003).~~

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Exhibit B

13.26.290 Enforcement

The following subsections contain the enforcement processes and penalties associated with violations of Chapter 13.26 MCC. The definitions contained in Chapters 13.26 MMC supplement this section and shall apply in replacement (where duplicates exist). Reference to “director” in this section shall mean the respective director or his designee for the development services and utility departments. The director or designee has the authority to reassign any of the investigations identified in this section to any other city employee within the director’s supervision or to assign the investigation to another employee with approval by the employee’s supervisor.

A. Civil Violations. The following constitute civil violations of Chapters 13.26 MCC:

1. General. It is a violation to not comply with any requirement, or to act in a manner prohibited by Chapter 13.26 MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section;
2. Aiding and Abetting. It is a violation to aid, abet, counsel, hire or otherwise procure another person to violate Chapter 13.26 MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section;
3. Interference. It is a violation for any person to interfere with or impede the correction of any violation, or compliance with any correction notices, stop work orders, emergency orders, notices of violation, or the abatement of any nuisance;
4. Altering a Posted Order. It is a violation for any person to remove, obscure, or mutilate any posted order of the director or his designee, including correction notices, stop work orders, emergency orders, or notices of violation issued pursuant to this section; and
5. Continuing Work. It is a violation for any work to be done after service or posting of a notice of violation, emergency order, stop work order, or correction notice until authorization is given by the director or his designee; provided work necessary to perform the required corrective action may be performed and would not constitute a violation.

B. Liability and Defenses of Responsible Persons.

1. Who Must Comply. It is the intent of this section to place the obligation of compliance with Chapter 13.26 MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section upon responsible person(s).
2. Liability. Each responsible person is jointly and severally liable for violations of Chapter 13.26 MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section. The director, his designee, or an enforcement officer

may take enforcement action, in whole or in part, against any responsible person. All applicable civil penalties may be imposed against each responsible person(s).

C. Defenses. A responsible person shall not be liable under this section when the responsible person proves, by a preponderance of the evidence, one of the following:

1. The violation was caused solely by an act of God;
2. The violation was caused solely by another responsible person over whom the defending responsible person had no authority or control, and the defending responsible person could not have reasonably prevented the violation;
3. The violation was caused solely by a prior owner or occupant when the defending responsible person took possession of the subject property without knowledge of the violation, after using reasonable efforts to identify violations; provided the defending responsible person shall be liable for all continuing, recurrent, or new violations after becoming the owner or occupant of the subject property; or
4. The responsible person implemented and maintained all appropriate drainage control facilities, treatment facilities, flow control facilities, erosion and sediment controls, source controls, and best management practices identified in Chapter 13.26 MCC, correction notices, stop work orders, or notices of violation to correct a violation, or as otherwise identified and required by the director in writing.

D. Right of Entry – Substantial, Present, or Imminent Danger – Emergency Entry. The director, his designee, or an enforcement officer may enter any property to investigate and correct a condition associated with prohibited discharges, grading, drainage, erosion control, drainage water, or a drainage facility when it reasonably appears that the condition creates a substantial and present or imminent danger to the public health, safety, welfare, the environment, or public or private property without permission or a warrant of abatement or other order from a court with competent jurisdiction only in the case of an extreme emergency placing human life, property, or the environment in immediate and substantial jeopardy, which requires corrective action before either permission or warrant or another court order can be obtained.

E. Enforcement Process. The provisions of this section may be utilized when the director, his designee, or the enforcement officer determines that a violation of Chapter 13.26, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section has occurred or is occurring.

1. Voluntary Correction Process.

a. At the discretion of the director, his designee, or the enforcement officer, reasonable attempt to secure voluntary correction may be pursued by contacting the responsible person(s) for the violation when possible, explaining the violation, providing education on how to avoid or otherwise correct the violation, and requesting correction.

b. As part of the city's attempt to secure voluntary compliance, the city may require the responsible party to perform, including but not limited to, the following:

i. Implementation of business practices which prevent the violation from occurring again;

ii. Implementation of more stringent or additional best management practices to mitigate or correct source control to cease the exceedance of the prohibited discharge;

iii. Elimination of the cause or contributing factor to the known or likely violation of water quality standards and of the city's NPDES permit; or

iv. Construction or installation of a facility or structural modifications to prevent the pollutant from entering the storm and surface water system.

c. In addition to the provisions contained in subsection (E)(1)(b) of this section, during the voluntary correction process, the city may:

i. Issue a correction notice;

ii. Issue a stop work order to cease all ongoing development work or activity, except for work necessary to correct or mitigate the violation, or to regain compliance; or

iii. Execute a voluntary correction agreement.

d. No civil penalty shall be imposed during the voluntary correction process; provided penalties may be issued in connection with execution of a voluntary correction agreement.

2. Notice of Violation. The director, his designee, or the enforcement officer may issue a notice of violation when the following circumstances occur:

a. When there are violations of Chapter 13.26 MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section;

b. When the violation is determined to be an illicit connection and subsection (C)(4) of this section does not apply;

c. When the director reasonably determines based on the provisions and stated purpose of Chapter 13.26 MMC that the activity requires issuance of a notice of violation.

F. Procedural Requirements.

1. Contents. The content of a notice of violation, or stop work order for purposes of administering this section shall include the following:

a. A description of the violation;

- b. A description of the corrective action required to bring the property into compliance;
- c. A date by which the corrective action shall be completed; and
- d. A description on how to appeal the notice of violation or stop work order.

2. Delivery. The correction notice, stop work order, notice of violation, or stop work order shall be personally served on the responsible person(s), posted conspicuously on the premises, or mailed to responsible person(s) with delivery confirmation.

G. Penalties. The director or hearing examiner, after considering all available information, shall assess a penalty for each violation described in subsection A of this section but the amount of the penalty may be modified based on the mitigating factors set forth below:

1. Schedule of Civil Penalties. The director or hearing examiner shall determine penalties as follows:

a. Maximum Penalty. A violation described in subsection A of this section is subject to a civil penalty of up to \$500.00 per day. Each day or portion thereof during which the violation exists is a separate civil violation and may be considered a repeat violation as described in subsection (G)(2) of this section.

b. Commencement Date. The penalty shall commence on the date of the violation, unless otherwise provided for in a notice of violation.

c. Mitigating Factors. The penalty shall be assessed by the director or hearing examiner based on the severity of the violation, taking into account the following mitigating factors described below:

- i. Was the responsible party willful or knowing of the violation?
- ii. Was the responsible party unresponsive in correcting the violation?
- iii. Was there improper operation or maintenance?
- iv. Does the violation provide economic benefit for noncompliance?
- v. Does the discharge result in adverse economic impact to others?
- vi. Will cleanup activities be able to fully mitigate or remediate the impacts?
- vii. Is there a history of violations?
- viii. Were there unforeseeable circumstances that precluded compliance? and
- ix. Did the responsible party make a good-faith effort to comply?

2. Repeat Violations. For repeat violations that occur within two years of a previous violation, the director or hearing examiner may impose the following penalties, taking into account the mitigating factors described in subsection (G)(1) of this section:

- a. For the first repeat violation, the penalty may equal up to \$1,000 per day;
- b. For the second repeat violation, the penalty may equal up to \$2,000 per day;
- c. For the third repeat violation, the penalty may equal up to \$3,000 per day;

- d. For the fourth repeat violation, the penalty may equal up to \$4,000 per day; and
- e. For each additional violation that may occur beyond the fourth repeat violation, the penalty may equal up to \$5,000 per day.

3. Allocation of Penalties. In the event a notice of violation is issued against more than one responsible person(s), recoverable penalties, costs, and expenses may be allocated among the responsible person(s) based upon the extent to which each responsible person's acts or omissions caused the violation. If this factor cannot easily be determined, the following may be considered:

- a. Awareness of the violation;
- b. Ability to correct the violation;
- c. Ability to pay the damages, costs, and expenses;
- d. Cooperation with governmental agencies;
- e. Degree to which any impact or threatened impact on water or sediment quality, human health, the environment, or public or private property is related to acts or omissions by each responsible person;
- f. Degree to which the responsible persons made good-faith efforts to avoid a violation or to mitigate its consequences; and
- g. Other equitable factors.

H. Collection of Monetary Penalty and Abatement Costs.

1. The monetary penalty constitutes a personal obligation of the responsible person to whom the notice of violation is directed. Any monetary penalty assessed must be paid to the city at the permit center within 10 calendar days from the date of mailing of the hearing examiner's decision or a notice from the city that penalties are due;
2. The city attorney or her designee is authorized to take appropriate action to collect the monetary penalty;
3. The city may take appropriate action to collect all monies spent by the city to abate existing violations of Chapter MCC, permits or other approvals, correction notices, stop work orders, or notices of violation issued pursuant to this section.
4. The responsible person named in a notice of violation is not relieved of the duty to correct the violation by paying the penalty associated with such violations

I. In the event of a conflict between this chapter and any other provision of the Milton City Code or city ordinance providing for a civil penalty, this chapter shall control.

J. For the purposes of this code, whenever "civil infraction" and "civil penalty" are used in any code, ordinance or regulation of the city, these terms shall be deemed to have the same meaning as the terms civil violation and monetary penalty, respectively, as used herein.

K. If any one of more sections, subsections or sentences of this chapter are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this chapter and the same shall remain in full force and effect.

L. Appeal provisions set forth in MMC 17.78.050 et seq. shall apply to appeals of notice of violation and stop work order issued pursuant to this Section. Unless it is timely appealed to the hearing examiner, the notice of violation shall be final.

Back to Agenda Bill



To: Mayor Perry and City Council Members
From: Public Works Director Michael Mecham
Date: April 6, 2015 Regular Session
Re: Budget Amendment to Fund the Position "Permit Technician"

ATTACHMENTS: A. Job Description

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action:

"I move to approve the proposed changes to the Permit Technician job description and for the budget to be amended to fund the position of Permit Technician, and authorize the Mayor to fill the position."

Fiscal Impact/Source of Funds: This position is presently in the budget as vacant. The salary level is either a 13 or 14 depending on license status (\$3,496 to \$4,467 monthly). Because this position, when not processing permits, will work almost exclusively on the storm water audit for the foreseeable future, the source of funds will breakdown as follows: 50% storm utility; 15% each electric and water utilities; and 20% general fund, which equates to approximately \$18,000.

Previous Council Review: none

Issue: Currently, the Public Works Department, in its administration division, provides all of the City's services for technical assistance, review, plans approval, and planning action approvals. (Some of this will be in the Community Development Department as that department is formed.) This requires expertise in urban planning, building codes, and infrastructure. In essence this department is responsible for building our City, making it look livable, and becoming a City we can be proud of for decades to come.

Problems and Challenges

It has been observed that counter interruptions occur and makes our technical personnel interrupt their main flow of work to do the following:

1. The Building Official and the Storm Water Engineer are constantly being interrupted and spend substantial time at the counter answering simple questions that can be answered by someone with a lesser expertise.

2. We have several citizens come and visit the counter who are unfamiliar with codes, permits or similar processes. These are usually the do-it-yourself or house-flipper. There are those that know very little about development and have found a parcel to be developed. This requires our staff to hold one-on-one sessions on development and building basics.
3. We have no specifically defined procedures for processing plans.

Proposal

It is proposed that this position be filled to provide better customer service in a more orderly manner to those who build and develop in our City. To facilitate this, a person at a sub-professional level is needed. This person would be a permit technician.

The duties of the permit technician would be:

1. Serve as the first line customer service
2. Receive plans and check them for basic compliance
3. Track and maintain tracking of submitted plans
4. Issue permits
5. Answer customer question on less technical issues
6. Manage the permit portion of BIAS (the new financial and permitting software)
7. Assist planner, storm water engineer, and building official
8. Utility availability assistance

In the short term this position would be heavily involved in:

1. Adopting Low Impact Development standards for the City
2. Completing the Storm Water Utility audit



POSITION DESCRIPTION

Job Title **Administrative Assistant – Permits Technician**
Department ~~Planning and Community Development and Public Works~~ Departments
Representation IBEW 483 (International Brotherhood of Electrical Workers)
Status Non-exempt

GENERAL PURPOSE

This position provides ~~permit processing to the planning, building, and utility divisions, and~~ administrative support to all ~~Planning and Community Development and Public Works administration~~ department operations, functions and programs. Position assists customers with acquiring proper and timely permits and ~~assisting them~~ through the entire permitting process. This position also serves the ~~Planning Directors~~ and other department ~~supervisors personnel~~ by performing a full range of secretarial, customer service and clerical related duties.

SUPERVISION

This position performs work under the direct supervision of the Planning ~~and Community Development~~ Director. The incumbent works closely with the Building Inspector/Code Enforcement Officer, the Building Official, the Stormwater Compliance Officer, the City's Electrical and Water Supervisors and the Director of Public Works. This position will generally not supervise any staff except for occasional interns and temporary employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of this position are listed below, 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 this position.

- Performs permitting functions including but are not limited to issuance of building, land use, demolition, mechanical, plumbing, sign and other permits related to the functions of the Planning and Community Development Department.
- Performs analysis of factual information requiring judgment to select appropriate guidelines and procedures.
- Performs administrative functions in support of current and long range planning functions of the department.
- Provides highly skilled customer service to developers, contractors, homeowners, and the general public both at the front counter and via telephone inquiries.

- Provides administrative assistance to division supervisors as needed and works closely with the other departmental personnel to ensure adequate administrative coverage is maintained at all times.
- Performs a variety of office tasks, such as answering the phone, scheduling appointments, photocopying, filing and other tasks as needed.
- Maintains building related files and permit archives and tracks building permit applications from inception to issuance.
- Assigns official city addresses and notifies relevant agencies of said addresses.
- Provides customers with information regarding the permit requirements and the application process, and calculates and assesses appropriate fees.
- Responds to inquiries from owners, contractors, developers and the public concerning building codes and permit regulations at the counter and over the phone.
- Handles public disclosure requests, requests for information and citizen complaints in an efficient, polite and professional manner.
- Reviews applications for completeness, accuracy, and compliance with local, state and federal regulations.
- Researches permit application status and records and logs permit activities and updates permit records and files into automated system.
- Issues periodic statistical and other reports for governmental agencies and department heads when required including, but not limited to the State Office of Financial Management, the Construction Monitor, the U.S. Bureau of the Census.
- Issues Certificates of Occupancy once they are approved.
- Responsible for the publication of Public Hearing Notices for land use applications.
- Responsible for the mailing and publication of Notices of Application, hearings notices and SEPA determinations for land use applications.
- Prepares monthly meeting minutes and agenda packages for the Planning Commission.
- Participates in the development of office policies and procedures and assists with special projects as required.
- Prepares correspondence, notices, and reports as needed for the department director.
- Maintains positive public relations with customers and is responsive to customers needs.
- Maintains the Planning and Community Development Web page and posts various weekly and monthly building reports on it.
- Assists in the resolution of complex and sensitive customer service issues, either personally, by telephone or in writing.
- Performs research and evaluation of codes and ordinances as assigned and recommends improvements.
- Researches problems and complaints regarding commercial and residential uses and building permits.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent; and

- ICC Permit Technician certification, or ability to obtain one within one year of employment.
- At least two years of municipal office experience; preferably in building, land use, code enforcement, or in a city clerk's office.
- Proficiency with Microsoft office products and typical office procedures.

Necessary Knowledge, Skills, and Abilities

Knowledge of

- Municipal and public processes.
- Planning and building vocabulary.
- City ordinances and codes relating to basic land use, building codes, zoning and community development and public works standards.
- Principles and practice of the issuance of community development and civil infrastructure permits and related customer service.
- International building, uniform plumbing, international fire, electrical and mechanical codes, and Washington state laws relating to planning, land use and building.
- Public information processes and the needs of developers and architects.
- Professional office practices, procedures and equipment.
- Personal computers, spreadsheets and word processor applications.
- Effective telephone techniques and etiquette.
- Public relation techniques to resolve difficult customer situations.
- A range of researching methods using a variety of data sources for demographic and property research.

Skill in

- The ability to communicate effectively with the public to explain permit procedures, codes and how to interpret technical information.
- Organization and proper record keeping.
- Performing routine and complex clerical procedures and functions.
- Communicating effectively both in writing and in oral communication.
- Excellent and effective customer service to both internal and external customers.
- Obtaining, researching, clarifying and exchanging information.
- Interpersonal relationships and teamwork.
- Planning and organizing work with consideration for frequent interruptions.

Ability to

- Evaluate, analyze, and review permit applications and other public plans and maps.
- Learn methods and practices of construction and materials used in building construction.
- Learn to interpret, apply and explain construction regulations, policies and procedures.

- Organize, prioritize and work effectively under time constraints and to follow through on assigned tasks.
- Perform general, technical and clerical work using independent judgment and personal initiative.
- Effectively multitask and handle regular interruption.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, write, speak and understand the English language at a level necessary for efficient job performance.
- Maintain strict attention to detail, procedures and process.
- Compile and maintain records.
- Read and interpret construction plans and determine compliance with various codes.
- Learn office policies, rules and practices.
- Exercise independent judgment within established procedures.

PREFERRED QUALIFICATIONS

Education and Experience

- Associates degree in related field
- Two years municipal employment including experience in public hearing postings, meeting notices and in preparing departmental minutes and agendas
- ~~Experience with Springbrook software system.~~
- Experience in permit management, planning, building, public works, construction, customer service, city clerk duties, and /or municipal land development, or a combination of equivalent experience and education.

SPECIAL REQUIREMENTS

Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier or evidence of equivalent mobility. ICBO Permit certification or the ability to obtain is highly desirable.

TOOLS AND EQUIPMENT USED

Operates a variety of office machines including personal computers and related equipment, calculator, copier and other specialized equipment related to assigned activities.

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.

- Frequently required to stand for extended periods of time at the front counter.
- 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 to perform data entry and respond to customers.
- Occasionally required to climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities including 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 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

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.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments and may require travel for training.

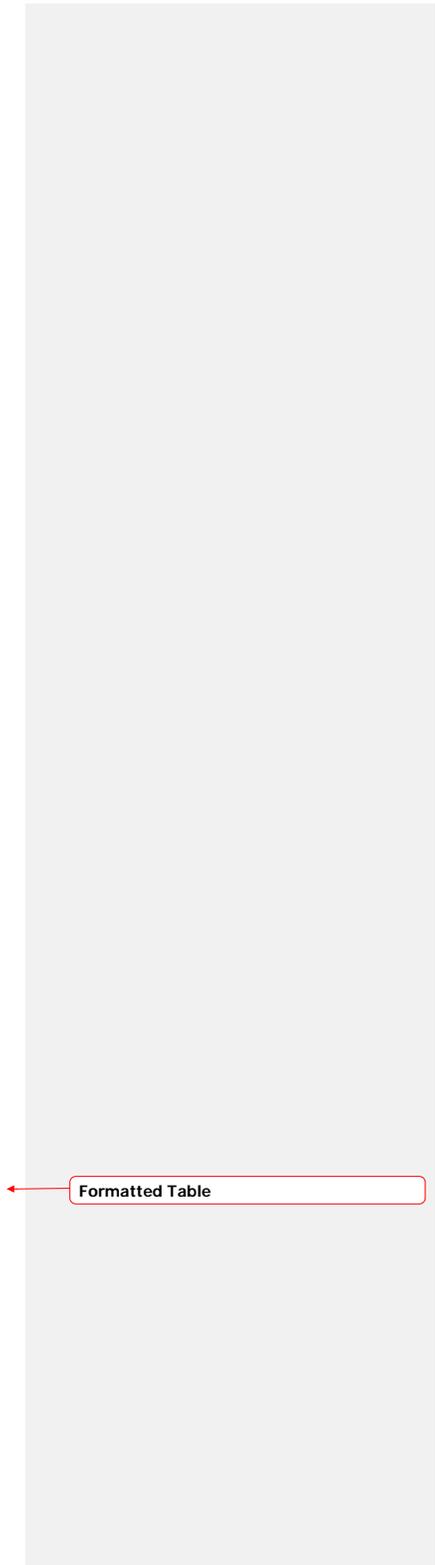
DISCLAIMER

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.

-

Approval: _____	Approval: _____
- Planning and Community Development Director	- City Administrator
-	
Effective Date:	
Revision History:	
	Approval: _____
	- Mayor
Approved: _____	



[Back to Agenda Bill](#)



To: Mayor Perry and City Councilmembers
From: Public Works Director Mecham
Date: April 6, 2015
Re: Request for sole source

ATTACHMENTS: Proposal
Resolution

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: Two motions are necessary.

1. "I move to adopt the attached resolution waiving the competitive bidding requirements and authorizing the sole source construction of capacitive trip circuit upgrade in the substation directly from Western Electric Services Inc. in the amount of approximately \$10,000."
2. "I move to approve to approve a budget amendment to the Electric Utility Fund in the amount of \$10,000 to cover the additional construction costs in the substation."

Fiscal Impact: The construction of capacitive trip circuits will cost approximately \$ 10,000. This cost was unanticipated because the equipment at the substation did not match the equipment in the operations books. This unanticipated expense will be paid by a budget adjustment to the Electric Utility Fund.

Previous Review: None

Background:

In modifying the substation for curtailment it was found that a portion of the substation was constructed with unique and outdated equipment. A nationwide search was conducted and this vendor is the sole provider of construction services and construction parts that are compatible with the existing substation.



PROPOSAL		Quote #20-6689R2
Date: 4/3/2015	Phone: 253-380-9791	Email: RBronson@CityofMilton.net

To: **City of Milton**

Attention: **Richard Bronson**

We are pleased to offer the following proposal for:

CAPACITIVE TRIP CIRCUIT UPGRADE

&

ELECTRICAL MAINTENANCE TESTING

1.0 PROJECT LOCATION

1.1 City of Milton

2.0 SCOPE OF WORK

- 2.1 (3) GE PowerVac Circuit Breakers, type VB1 13.8-500-1
 - 2.1.1 Replace capacitor trip device with a 120VAC input to 125VDC output.
 - 2.1.2 Upgrade trip coil to 125VDC and 5 cycle.
 - 2.1.3 Work will be done in Milton, WA.
 - 2.1.4 MV breaker maintenance at time of trip device upgrade.

3.0 PROCEDURES

- 3.1 All testing will be performed in accordance with the project specific electrical testing specification provided for bidding purposes utilizing NETA MTS 2015 criteria.
- 3.2 WES technicians adhere to a strict safety program to minimize potential hazards. WES technicians receive industry training on Arc Flash hazards, standard work practices, fall protection, etc, on an annual basis.

4.0 PRICING

4.1 The scope of work can be provided during straight time hours for **\$9,067 + tax.**

REMIT TO:
5680 S. 32nd Street
Phoenix, AZ 85040
Phone: 602-426-1667
Fax: 253-891-1511

14311 29th Street East
Sumner, WA 98390
Phone: 253-891-1995
Fax: 253-891-1511

4510 NE 68th Drive
Suite 122
Vancouver, WA 98661
Phone: 253-891-1995
Fax: 253-891-1511

3676 W. California Ave.
Building C Unit 106
Salt Lake City, UT 84104
Phone: 888-395-2021
Fax: 253-891-1511

5.0 CONDITIONS / ASSUMPTIONS

- 5.1 This proposal is valid for Ninety (90) days.
- 5.2 This proposal is based upon one mobilization for testing.
- 5.3 The customer will provide all equipment switching and access as necessary.
- 5.4 This proposal is based upon testing only equipment listed above.
- 5.5 Test power is required as follows:
 - 5.5.1 120 VAC will be required within 25' of testing location.
- 5.6 WES, Inc. standard T/M rates apply for all re-testing, work outside of scope or delays beyond our control, including customer required on-site safety training.
- 5.7 Please allow 2 weeks for delivery of all Final Test Reports.
- 5.8 At least 4 weeks lead time is required for planning and scheduling of testing. Urgent requests, less than 3 weeks lead-time may incur a 15% scheduling premium.
- 5.9 **Washington State Prevailing requirements do not apply to this project.**
- 5.10 **WES, Inc. payment terms: Please pay within 30 days of invoice / 2% discount when paid within 10 days.**
- 5.11 **Upon acceptance of this proposal a Purchase Order or contract is required to secure your desired work schedule.**

Western Electrical Services, Inc. is committed to providing quality work at a fair price. (WES) is a full service NETA Accredited company employing NETA Certified Field Service Engineers and Technicians. We look forward to working with you on this project.

Sincerely,
Western Electrical Services, Inc.

Joshua Garner

Joshua Garner
jgarner@WesternElectricalServices.com
206-313-9776

REMIT TO:
5680 S. 32nd Street
Phoenix, AZ 85040
Phone: 602-426-1667
Fax: 253-891-1511

14311 29th Street East
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3676 W. California Ave.
Building C Unit 106
Salt Lake City, UT 84104
Phone: 888-395-2021
Fax: 253-891-1511

Proposal



Quotation



REMIT TO
 5680 S. 32nd Street
 Phoenix, AZ 85040
 (888) 395-2021 24 hr. Emergency
 (602) 426-1667 voice
 (253) 891-1511 fax
 www.westernelectricalservices.com

Customer Info		Quotation #: 20-6689R1
McClaren Velibor Peric Vperic@McClarenInc.com 425-827-9400		Date: 4/2/2015
		Job #: 13279 PO #:
		Quoted By: Joshua Garner jgarner@westernelectricalservices.com

Quantity	Description	Unit Price	Extended Price
3	Capacitive trip circuit upgrade of GE PowerVac breakers, type VB1 13.8-500-1 Replace capacitor trip device with a 120VAC input to 125VDC output. Upgrade trip coil to 125VDC and 5 cycle. Work will be done in Milton, WA.	\$2,500.00	\$7,500.00
3	MV breaker maintenance at time of trip device upgrade.	\$220.00	\$660.00
TOTAL			\$8,160.00
<i>(does not include applicable tax)</i>			
** Additional parts if necessary will be quoted after the incoming inspection. **			
*** PEARL certified Repairs *** NETA certified Testing ***			
Current Lead Time is 1 - 2 weeks.			
* Freight is Pre-Paid and Add * EXW - Ex Works "INCOTERMS 2010" Sumner, WA 98390			

Conditions: All quotations are for immediate acceptance and are subject to change without notice. Availability is subject to prior sale. Prices subject to any applicable state or local taxes. Deliveries offered approximate and are subject to revision due to causes beyond our control. Where specified, priority ratings must be specified with order. Prevailing Wage and Certified Payroll projects incur a 10% administration premium.

Guarantee: Equipment is guaranteed free of inherent electrical or mechanical defects for one (1) year from date of shipment, and to perform according to ratings, under normal conditions and with competent supervision. Our obligation hereunder is limited to repair or replacement of defective parts, FOB our plant, Sumner, WA, or at our option, refund of price paid. Not responsible for consequential damage, for repairs or replacement made by others except when agreed to in writing. Equipment quote "as is" or "as taken from service" is offered without warranty, except as to title, unless specifically set forth in the description of such item(s). New equipment by original manufacturer's warranty.

Freight: The intent of this quote is otherwise stated on the quote sheet, regardless of FOB Status.

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 Building C Unit 106
 Salt Lake City, UT 84104
 Phone: 888-395-2021
 Fax: 253-891-1511

info@westernelectricalservices.com

RESOLUTION NO. 15-_____

A RESOLUTION to waive the public bidding requirements for sole source construction of a capacitive trip circuit upgrade from Western Electrical Services Inc.

WHEREAS, the City has diligently searched for contractors that provide construction services for a capacitive trip circuit upgrade.

WHEREAS, Western Electric Services is the only contractor capable of providing construction services for a capacitive trip circuit upgrade.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON that because there is clearly and legitimately only one source for capable providing construction services for a capacitive trip circuit upgrade. Western Electrical Services, Inc meets the City's needs, the City hereby waives competitive bidding requirements and authorizes the construction services of Western Electrical Services, Inc. for the 2015 budget year.

PASSED AND APPROVED by a vote of _____ for, _____ against, by the City Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this 6th day of April, 2015.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk