



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

**January 13, 2014**  
**Monday**

**Next Ordinance: 1835-14**  
**Next Resolution: 14-1844**

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

**5. Consent Agenda**

A. Claims Approval:

- i. Approval of Payroll dates 1/5/2014 in the amount of \$227,718.39.
- ii. Approval of the checks/vouchers numbers 54734-54745 in the amount of \$ 28,225.65.

**6. Regular Agenda**

- A. Contract with KPG, Inc for Comprehensive Plan Amendment
- B. Department of Ecology Grant for Storm Water Regulations & Consultant Contract
- C. Council Retreat Discussion
- D. Energy Conservation Report

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.

- 7. City Administrator Report**
- 8. Council Reports**
- 9. Mayor's Report**
- 10. Adjournment**

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

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

Thank you.

## PENDING COUNCIL AGENDA CALENDAR (Dates are Subject to Change) FOR PLANNING PURPOSES ONLY

<b>January 2014</b>			
Mon 1/13	7:00 pm	Regular Meeting	A. Contract with KPG for Comp Plan Amendment B. DOE Grant for Storm Water Regulations & Consultant Contract C. Council Retreat Discussion D. Energy Conservation Report
Tue 1/21	6:30 pm 7:00 pm	Executive Session Regular Meeting	Executive Session – Potential Litigation A. Acceptance of Alder Ridge Trail Easement ( <i>Consent Agenda</i> ) B. Review of Commercial Parking Tax Code C. Accounting Supervisor Position D. Grant Acceptance and Design Contract for Milton Way Overlay Project, 23 <sup>rd</sup> – Juniper E. Contract for Electric System Plan Update
<b>February 2014</b>			
Mon 2/03	7:00 pm	Study Session	A. Amendments to Various Land Use Codes B. Park Name Change, Milton Community Park
Fri 2/7 & Sat 2/8	2:00-5:00 p.m. 9:00 a.m. – 2:00 p.m.	Council Retreat Activity Center Red Room	TBD
Mon 2/10	7:00 pm	Regular Meeting	A. Annexation Petition, Clear Water Development and Sunridge Apartments B. Award of Activity Center Roof Replacement Contract
Tue 2/18	7:00 pm	Regular Meeting	A. Granting of Easement to DOE B. Flood Control District Agreement with Pierce County C. Amendments to Building & Fire Codes
<b>March 2014</b>			
Mon 3/03	7:00 pm	Study Session	A. Well Drilling Report B. Meet with Water Staff C. Discussion of Water Capital Improvement Plan
Mon 3/10	7:00 pm	Regular Meeting	
Mon 3/17	7:00 pm	Regular Meeting	
<b>April 2014</b>			
Mon 4/07	7:00 pm	Study Session	A. Curtailment Agreement with Tacoma Power
Mon 4/14	7:00 pm	Regular Meeting	
Mon 4/21	7:00 pm	Regular Meeting	
<b>May 2014</b>			
Mon 5/05	7:00 pm	Study Session	A. Meet w/ staff: Stormwater Discussion
Mon 5/12	7:00 pm	Regular Meeting	
Mon 5/19	7:00 pm	Regular Meeting	
<b>June 2014</b>			
Mon 6/02	7:00 pm	Study Session	A. 6 Year Transportation Improvement Program
Mon 6/09	7:00 pm	Regular Meeting	
Mon 6/16	7:00 pm	Regular Meeting	
<b>July 2014</b>			
Mon 7/07	7:00 pm	Study Session	
Mon 7/14	7:00 pm	Regular Meeting	
Mon 7/21	7:00 pm	Regular Meeting	

**CONSENT AGENDA ITEM #**

CITY OF MILTON  
**PAYROLL and CLAIMS VOUCHER APPROVAL**

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.

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FINANCE DIRECTOR DATE

**Claim Vouchers:**

**Payroll Disbursements:**

<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
1/9/2014	54734-54745	28,225.65	12/20/2013	3643	1,015.27
			12/31/2013	ACH (Benefits)	2,737.25
			1/3/2014	3650-3651	2,920.60
			1/3/2014	ACH (Direct Deposit)	99,249.56
			1/3/2014	3652-3658	3,737.48
			1/3/2014	ACH (Benefits)	118,058.23

**Total Accounts Payable:** **\$ 28,225.65** **\$ 227,718.39**  
 VOIDS

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:

**\$255,944.04** Dated: **January 13, 2014**

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COUNCILMEMBER

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COUNCILMEMBER

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COUNCILMEMBER

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COUNCILMEMBER

**Accounts Payable**  
**AP Checks by Date (For Council)**

1000 Laurel St.  
Milton, WA 9835  
Ph: 253-922-8733  
Fax: 253-922-238



Check #	Name	Payment Date	Account	Invoice #	Description	Amount
54734	Air Systems Inc.	1/7/2014	001-18-518-300-48	194946	Fac/Repair & Maint	\$ 1,351.64
54735	American Public Works Assc.	1/7/2014	001-32-532-101-49	111913	Eng/Membership Renewal	\$ 312.00
54736	Association of Washington Cities	1/7/2014	001-19-518-901-49	122013	GF/2014 Membership Fee	\$ 4,441.00
54737	Data Bar Incorporated	1/7/2014	401-30-533-110-49	205675	Elect/UB Statements	\$ 1,494.23
54737	Data Bar Incorporated	1/7/2014	403-30-534-110-49	205675	Wtr/UB Statements	\$ 1,239.12
54737	Data Bar Incorporated	1/7/2014	406-30-553-110-49	205675	Storm/UB Statements	\$ 911.12
54739	Dept of Health WA State	1/7/2014	403-34-534-501-49	112513	Wtr/Waterworks Operation Certificatic	\$ 336.00
54738	Dept of Ecology WA State	1/7/2014	406-37-553-311-49	2014-WAR045014	Storm/Annual Stormwater Fee	\$ 978.86
54740	Fife Milton Edgewood Chamber of Cor	1/7/2014	001-19-518-901-49	Renewal 2014	GF/Membership Renewal	\$ 500.00
54741	Pierce County Community Newspaper	1/7/2014	001-13-513-100-44	4541	Admin/Advertising	\$ 20.00
54743	Professional Claims Intervention Servi	1/7/2014	001-17-517-670-41	3799	Emp Benefits/Claim Mgt Fee	\$ 1,000.00
54742	PNWS-AWWA	1/7/2014	403-34-534-501-49	1926	Wtr/2014 WWUC Dues	\$ 250.00
54744	Shred-it Western Washington	1/7/2014	001-21-521-200-41	9402988599	PD/Prof Serv	\$ 32.17
54744	Shred-it Western Washington	1/7/2014	001-14-514-230-41	9402988599	Fin/Prof Serv	\$ 17.33
54745	Springbrook Software	1/7/2014	001-19-518-900-48	INV26717	GF/Annual Maintenance	\$ 16,721.60
54745	Springbrook Software	1/7/2014	001-19-518-900-48	INV26717	GF/Annual Maintenance Credit	\$ (1,379.42)
<b>Total</b>						<b>\$ 28,225.65</b>

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To: Mayor Perry & City Council Members  
From: City Administrator Mukerjee  
Public Works Director Neal  
Date: January 13, 2014 Regular Meeting  
Re: **Approval of Contract with KPG for Comp Plan Amendment**

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**ATTACHMENTS:** A. KPG Draft Scope of Work & Budget  
B. Council Minutes 12/2/13 (Excerpts)

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation/Action:** Two motions are recommended:

1. "I move to approve an additional \$5,000 from general fund balance for the comprehensive plan update to be used if needed to complete the work."
2. "I move to approve the amended task list and budget as outlined herein for the 2014 work on the comprehensive plan update and authorize the Mayor to sign any necessary contract documents."

**Fiscal Impact:** \$88,000 is already included in the adopted 2014 budget. Additional \$5,000 appropriation from the General Fund balance for a total of \$93,000.

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**Previous Council Review:** Discussions during budget review process.

**Issue:** Approval of the scope of work and budget for the 2014 efforts toward the comprehensive plan update, which is required to be completed by June 2015 (RCW 36.70A.130(5)(a)).

**Discussion:** The approved 2014 budget includes some funding for the update to the comprehensive plan and related studies. At the December 2<sup>nd</sup> meeting, Council considered the recommendations from the Planning Commission on design guidelines and requested that the Ad Hoc Committee do some additional work, including bringing back Seth Harry and KPG, and doing some design concepts for sites along Milton Way and Meridian. (see *Attachment B: Excerpts from 12/2 minutes*)

The initial consultant proposal for the comprehensive plan update, impact fee update, and the additional work for Seth Harry et al for the Ad Hoc Committee work was \$119,860. Staff has made significant reductions to the scope of work in order to fit within the available funds, as follows:

<b>Comp. Plan Elements</b>	<b>KPG Prop</b>	<b>Staff Reductions</b>	<b>Amended</b>
Plan Background	\$ 3,600	\$ (3,600)	\$ -
Land Use	\$ 12,000	\$ (6,000)	\$ 6,000
Housing	\$ 6,000	\$ (6,000)	\$ -
Transportation (incl. Traffic Study)	\$ 22,200	\$ -	\$ 22,200
Capital Facilities	\$ 13,560	\$ -	\$ 13,560
Utilities	\$ 4,800	\$ (4,800)	\$ -
Parks, Trails, Open Space	\$ 4,800	\$ -	\$ 4,800
Outreach & Support	\$ 18,600	\$ (11,500)	\$ 7,100
	\$ 85,560	\$ (31,900)	\$ 53,660
Seth Harry - Ad Hoc Comm.	\$ 9,300		\$ 9,300
Impact Fee Update	\$ 25,000		\$ 25,000
TOTAL	\$ 119,860	\$ (31,900)	\$ 87,960
Recommended Management Reserve		\$ 5,000	\$ 92,960

<b>Available Funds</b>	<b>Budget</b>
State Grant	\$ 18,000
Traffic Study	\$ 20,000
Comp Plan Update	\$ 50,000
PREVIOUS TOTAL	\$ 88,000
Recommended Appropriation from Gen Fund Balance	\$ 5,000
NEW TOTAL	\$ 93,000

These reductions bring the proposed budget down to \$87,960, i.e. within the approved 2014 budget, including the costs for the additional Ad Hoc Committee work. The revised scope is extremely tight, and relies heavily on City staff to take over many of the required elements of the update.

However, this leaves no room for any unforeseen issues that might come up during the process, or if development activities pick up as they have been doing recently. Staff recommends that approximately half of the additional cost (approximately \$5,000) for the Ad Hoc Committee work totaling \$9,300, be appropriated in case it is needed. This amount would be included in the contract as "Management Reserve" available only with the written authorization from the city. Even with this funding, it may not be possible to produce a professional document with illustrations as was initially envisioned, in which case the document production may have to be moved out to the 2015 budget considerations.

**CITY OF MILTON COMPREHENSIVE PLAN UPDATE**

*Budget Estimate: December 19, 2013*

**COMPREHENSIVE PLAN ELEMENTS**

<b>Elements</b>	<b>Approach</b>	<b>Estimated Hours</b>	<b>Estimated Budget</b>	<b>Assumptions/Notes</b>
Global	<ul style="list-style-type: none"> <li>● Delete outdated, unnecessary text</li> <li>● Focus on readable, easy to use document</li> <li>● Consistency with state, regional and countywide requirements</li> </ul>	--	--	
Executive Summary	Delete	--	--	Executive summary not needed with streamlined plan.
Maps	Gray and Osborne to create all maps.	--	--	
Plan Background	Update as introduction, abbreviate discussion of planning process, retain history, abbreviate vision statement	24	\$3,600	Vision statement will be updated based on City direction; task does not include public outreach.
Land Use	<ul style="list-style-type: none"> <li>● Update future land use</li> <li>● GMA policy review: physical activity, population forecast and land use capacities, stormwater management, critical areas</li> <li>● PSRC and CPP policy review/update</li> <li>● City of Milton policy review/update</li> </ul>	80	\$12,000	City to provide: <ul style="list-style-type: none"> <li>- data and methodology for land capacity analysis</li> <li>- population projections</li> <li>- data to support updated policy direction, if any, for lands useful for public purposes, open space corridors, stormwater management, critical areas</li> </ul> See below for UGA boundary adjustment estimate.
Housing	<ul style="list-style-type: none"> <li>● Inventory and analysis of existing/projected housing need</li> <li>● GMA policy review: preservation, improvement, development of housing, manufactured housing, serve all economic segments of community, family day care providers, special needs housing</li> <li>● PSRC and CPP policy review/update</li> <li>● City of Milton policy review/update</li> </ul>	40	\$6,000	City to provide data to support housing analysis.

## COMPREHENSIVE PLAN ELEMENTS

Elements	Approach	Estimated Hours	Estimated Budget	Assumptions/Notes
Transportation	<ul style="list-style-type: none"> <li>Update existing conditions, including roadways, sidewalks, bicycles and transit</li> </ul>	8	\$960	City to provide roadway, transit, sidewalk, trail and bike lane inventory.
	<ul style="list-style-type: none"> <li>Perform PM peak intersection counts</li> </ul>	20	\$2,400	Assume 20 intersections.
	<ul style="list-style-type: none"> <li>Existing PM peak intersection LOS analysis</li> </ul>	38	\$4,560	Assume 20 intersections.
	<ul style="list-style-type: none"> <li>Safety assessment with collision data from last three years</li> </ul>	16	\$1,920	WSDOT will provide collision data.
	<ul style="list-style-type: none"> <li>Forecast future PM peak intersection volumes</li> </ul>	16	\$1,920	Forecast future traffic volumes using spreadsheet approach. Data will include City, County and PSRC land use projections and traffic studies.
	<ul style="list-style-type: none"> <li>Future PM peak intersection LOS analysis</li> </ul>	28	\$3,360	Assume 20 intersections.
	<ul style="list-style-type: none"> <li>Recommend transportation improvements to address safety, connectivity and future capacity needs</li> </ul>	20	\$2,400	Work with City Staff to identify improvements.
	<ul style="list-style-type: none"> <li>Cost estimates for improvement projects</li> </ul>	15	\$1,800	Assume up to 5 new planning level cost estimates.
	<ul style="list-style-type: none"> <li>Coordinate with Gray and Osborne to create transportation maps</li> </ul>	12	\$1,440	Maps to include Functional Classification, Traffic Volume, Transit, Pedestrian, Planned Bicycle Routes and Recommended Improvements.
	<ul style="list-style-type: none"> <li>Transportation Element Goals and Policies review and update</li> </ul>	12	\$1,440	
<b>Transportation Total</b>		<b>185</b>	<b>\$22,200</b>	

## COMPREHENSIVE PLAN ELEMENTS

Elements	● Approach	Estimated Hours	Estimated Budget	- Assumptions/Notes
Capital Facilities	<ul style="list-style-type: none"> <li>● Update inventory of existing capital facilities</li> <li>● Forecast future need to maintain LOS</li> <li>● Identify location and capacity of expanded/new capital facilities</li> <li>● Updated 6-year plan</li> <li>● Use of impact fees to fund public facilities</li> <li>● PSRC and CPP policy review/update</li> <li>● City of Milton policy review/update</li> </ul>	60 24 (HYCO)	\$9,000 \$4,560	<ul style="list-style-type: none"> <li>- Recommend adding Henderson, Young &amp; Co. (HYCO) for strategy and review of CFP</li> <li>- City to provide data to support capital facilities analysis</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>● Update policies related to location and capacity of utilities</li> </ul>	32	\$4,800	City to provide data to support utilities analysis
Parks, Trails, Open Spaces	<ul style="list-style-type: none"> <li>● Update based on City of Milton guidance</li> </ul>	32	\$4,800	Not required under GMA until funding is provided
<i>SUBTOTAL: COMPREHENSIVE PLAN ELEMENTS</i>		<i>477 HOURS</i>	<i>\$66,960</i>	

OUTREACH AND SUPPORT				
Tasks	Approach	Estimated Hours	Estimated Budget	Assumptions/Notes
Public Outreach	Prepare for and facilitate one open house	24	\$3,600	
Planning Commission and City Council Review	Attendance and presentation at up to 12 Planning Commission or City Council meetings	60	\$9,000	
Document Production	Prepare draft document and up to two rounds of revisions	60	\$6,000	Early drafts provided in <i>MS Word</i> , final document in <i>Adobe Acrobat InDesign</i>
<i>SUBTOTAL: OUTREACH AND SUPPORT</i>		<i>144</i>	<i>\$18,600</i>	
<b>GRAND TOTAL</b>		<b>621 hours</b>	<b>\$85,560</b>	

UGA EXPANSION				
Tasks	Estimated Hours	Estimated Budget	Assumptions/Notes	
● Preliminary meeting with County staff	8	\$1,200	<ul style="list-style-type: none"> <li>Data is available to support the required application materials</li> <li>Observed and planned densities in the Buildable Lands Report are consistent</li> <li>Up to 2 rounds of review of the application materials</li> <li>No additional public involvement is required</li> <li>Up to 2 meetings with the PCRC</li> </ul>	
● Prepare application materials	60	\$9,000		
● Review meeting with County staff	8	\$1,200		
● Refine/prepare complete application	24	\$3,600		
● PCRC meetings (2)	8	\$1,200		
<b>TOTAL</b>	<b>108</b>	<b>\$16,200</b>		
● Contingency	30	\$4,500		
<b>TOTAL WITH CONTINGENCY</b>	<b>138</b>	<b>\$20,700</b>		

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**Special Meeting  
Monday, December 2<sup>nd</sup>, 2013  
7:00 p.m.**

**Consideration of Planning Commission's Recommendations/Design Guidelines**

City Administrator Mukerjee explained that this agenda item was intended for discussion purposes only. Following an Ad Hoc Committee meeting held on November 25, 2013, it was suggested that more discussion/study was necessary. One of the primary concerns came from the Wallace property management team, having objections to some of the initial Visioning concepts.

Council suggested that the Ad Hoc Committee revisit issues such as:

- Angle parking on Milton Way
- Storefronts facing Milton Way
- Storefronts facing Meridian

Individual Councilmember concerns were:

- Whalen: More attention should be spent on pedestrian traffic flows and safety
- Manley: Opposed to angle-parking on Milton Way, but favors Milton Way storefronts
- Jones: Opposed to angle-parking on Milton Way; would like to have further discussion and re-visit issues at a future study session
- Zaroudny: Recommends more time for study; Refer back to the Ad Hoc Committee and bring back to a future study session
- Whalen/Ott/Taylor: All suggest continuing work of Ad Hoc Committee, and include participation by representatives from KPG and Wallace Properties.
- Taylor: Also suggests that any future planning and discussion should include the City of Edgewood, being a cooperative partner in both cities' future development plans. Also suggests including a representative from Edgewood on the Ad Hoc Committee.
- Manley: Asked if property owners on the north side of Milton Way (Albertson's, etc) had expressed concerns, as the Wallace property owner's had (Safeway, etc). Answer – NO

City Administrator Mukerjee reminded council that requesting attendance of KPG at additional Ad Hoc meetings would likely require additional expenditures, over and above the amount budgeted for their work in 2014.



To: Mayor Perry and City Councilmembers  
From: Public Works Director Neal  
Date: January 13, 2014 Regular Session  
Re: Municipal Stormwater Capacity Grants

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**ATTACHMENTS:**    **A.    Award letter**  
                              **B.    Draft scope and fee**

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**TYPE OF ACTION:**

Information Only             Discussion             Action             Expenditure Required:

**Recommendation/Action:**

“I move to accept the offered grant funding from the Department of Ecology in the amount of \$50,000 for implementation and management of the City’s NPDES stormwater permit, along with an additional \$120,000 for planning and design of three stormwater projects.”

“I move to approve the draft scope and fee, as substantively attached, for the firm of Gray & Osborne to complete the design of three stormwater projects for an amount not to exceed \$120,000 and authorize the Mayor to sign all related documents.”

**Fiscal Impact/Source of Funds:** Although specific projects details were not included in the 2014 adopted budget, the funds were identified in revenue to the Stormwater Utility Capital Fund.

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**Previous Council Review:** N/A

**Issue:** The City has once again been awarded a Department of Ecology (DOE) grant to implement NPDES stormwater permit requirements. In addition, this year the City has also been awarded \$120,000 to utilize toward three stormwater projects with low-impact development (LID) characteristics:

1. Community Building Parking Lot Retrofit
2. Triangle Park Lower Parking Lot Retrofit
3. Emerald Street Bioretention Swales

**Background:** The 2013 Washington State Legislature appropriated pass thru funds in DOE's 2013-2015 Biennial Operating Budget, resulting in another \$50,000 stormwater grant for implementation of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit. In addition, Milton has been awarded \$120,000 from an appropriation in DOE's 2013-2015 Capital Budget to plan and design project-specific stormwater flow control and/or treatment facilities.

**Discussion:** As in past years, the \$50,000 grant for implementation measures will be utilized to ensure the City meets all of the requirements of its NPDES permit. This money is primarily utilized by the Stormwater Compliance Inspector for stormwater specific equipment, consultant assistance with mapping, production costs for public education materials, and other related efforts.

The \$120,000 grant only covers planning and design; no construction funding has been offered, but may become available for 2015. Projects were required to have a strong LID or Low Impact Development component. The three (3) projects approved by DOE for utilization of these funds are:

1. Community Building Parking Lot Retrofit. This project will pave the Community Building parking lot, approximately 6,700 square feet, with pervious asphalt.
2. Triangle Park Lower Parking Lot Retrofit. This project will re-pave the 5,000 square foot parking lot with pervious asphalt.
3. Emerald Street Bioretention Swales. This project includes assessing the drainage system along Emerald Street between 10<sup>th</sup> Avenue and 15<sup>th</sup> Avenue and designing bioretention swales to replace the existing ditches as determined/required.

The two parking lot projects will both be utilizing pervious asphalt, which is a relatively new technology. DOE has not funded, nor have they much data on, many pervious asphalt facilities so these two projects are pseudo "pilot projects" for both Milton and DOE.

The Emerald Street project was pulled from the City's adopted stormwater CIP. Although originally conceived as a culvert replacement project, for the purposes of the available grant funding the project was modified to instead utilize bioretention swales, another relatively new concept in stormwater design. Bioretention swales are considered LID elements, which will take a more prominent role in the requirements of this next NPDES permit cycles.

Both of these grant programs allow for 100% DOE funding, with no City match requirement. These projects are all under a tight timeline to meet DOE's requirements, including design substantially complete by August 1<sup>st</sup>.

Staff has worked with Gray & Osborne to develop a scope of work for design of the three projects. Attachment B is a draft in its substantive form.



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 19, 2013

The Honorable Debra Perry, Mayor  
City of Milton  
1000 Laurel St  
Milton, WA 98354-8887

Dear Mayor Perry:

The Department of Ecology (Ecology) is pleased to inform you that the 2013 State Legislature appropriated pass-through funds in Ecology's 2013-15 Biennial Operating Budget. Ecology will be awarding another round of Phase I/II Municipal Stormwater Capacity Grants. Your community will be awarded \$50,000 to assist with the implementation and management of your National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit.

Additionally, Phase I and Phase II NPDES Municipal Stormwater permit holders are eligible to request funds, up to \$120,000, from an appropriation in Ecology's 2013-15 Capital Budget designated for NPDES Municipal Stormwater permitted communities to plan and design project-specific stormwater flow control and/or treatment facilities.

Ecology will provide detailed information and guidance on these two funding opportunities to your staff by the first week in August. If your community intends to accept funding for project-specific stormwater preconstruction planning and design work, the pass-through FY2013 Capacity Grant agreement will include a specific Scope of Work task with deliverables and deadlines for the stormwater preconstruction activities.

Please pay special attention to the critical timeframe on the preconstruction deliverables. In order to prepare for Ecology's competitive stormwater grant program scheduled for September 2014, the preconstruction task will include a deadline of August 2014.

The following are important dates to remember and to notify your staff in preparation for the upcoming funding opportunities and associated deadlines.

**FY2013 NPDES Phase I/II Capacity Grant**

- July 31, 2013: Grant Acceptance Intent Notices (GAINs) sent to permit holders for filling in requested information and providing signature of the community's intent to accept the grant award.
- August, 2013: Funding agreements will develop using the GAIN and will be routed to recipient for signature.



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July 19, 2013  
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- January 31, 2015: Project completion date.

**FY2013 NPDES Phase I/II Capacity Grant - Preconstruction Task**

- July 26, 2013: GAINs sent to permit holders for the acceptance of Capacity Grant funds will include an option for the community to relay its intent to accept project specific planning and design funds.
- August, 2013: Funding agreements will develop using the GAIN and will be routed to recipient for signature.
- **August 1, 2014: Task deliverables for project-specific stormwater facility planning and design due date**

Ecology looks forward to working with you and your staff on addressing stormwater permit requirements and the planning and development of important stormwater infrastructure projects. If you have any questions regarding these stormwater funding opportunities, please contact Patricia Brommer, at 360-407-6566.

Sincerely,



Kelly Susewind, P.E., P.G.  
Water Quality Program Manager

cc: Valerie Monsey, City of Milton

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**EXHIBIT A**  
**SCOPE OF WORK**  
**CITY OF MILTON**  
**STORMWATER LID RETROFIT PROJECTS**

**PROJECT UNDERSTANDING**

The City of Milton desires to make LID improvement to its stormwater system. The project consists of three schedules of work.

- Schedule A – Community Building Parking Lot LID Retrofit  
  
Includes paving the facility’s 6,700 square foot parking lot with pervious asphalt.
- Schedule B – Triangle Park Lower Parking Lot LID Retrofit  
  
Includes paving the facility’s 5,000 square foot parking lot with pervious asphalt.
- Schedule C – Emerald Street Bioretention Swales  
  
Includes assessing the drainage system along Emerald Street between 10<sup>th</sup> and 15<sup>th</sup> Avenues and to construct bioretention swales to replace the existing ditches as determined/required.

More specifically, the work will include the following.

**DESIGN**

**Task 1 – Project Management and Oversight**

Objective: Provide overall project management and oversight of the project work by the Principal-in-Charge and senior staff members.

- A. Provide overall project management and oversight services, to include:
  - Procure sufficient staff resources to dedicate to the project.
  - Prepare and execute subconsultant contracts.
  - Manage subconsultant work.
  - Manage and control project budget and schedule.
  - Manage and provide monthly progress reports and invoices.

## **Task 2 – Kickoff Meeting**

- Objective: Conduct a kickoff meeting with City staff to identify critical path schedule and task items, format and schedule for deliverables, major project assignments, stakeholder contacts, and any special regulatory and funding agency requirements.
- A. Conduct an initial meeting to initiate the engineering design process for the project, discussing the following items at a minimum. The discussion will include, but not be limited to, the following topics:
- Review City provided record drawings of existing system.
  - Review and confirm project understanding and design criteria to be employed.
  - Review and confirm task assignments and budget hours for assigned tasks.
  - Review and confirm project schedule and milestones/deliverables.
  - Identify regulatory and/or funding agency requirements.
  - Identify utility purveyors and concerns.
  - Identify project stakeholders and discuss their needs and impacts on the project.
  - Environmental requirements.
  - Document the discussion of the meeting and distribute to all attendees.

## **Task 3 – Prepare Technical Memorandum (Predesign Letter Report)**

- Objective: Prepare a technical memorandum summarizing the project understanding, design criteria, regulatory requirements, and general design guidelines and standards which govern the project design.
- A. Prepare a written technical memorandum (letter report) summarizing the project understanding, project site, access issues, utility needs, pertinent design criteria, regulatory requirements, and general design guidelines and standards which govern the project design.
- B. Perform a hydraulic analysis of the proposed system alignment to verify bioretention swale size/configuration and minimum grade. Analysis will be run using flow estimates and capacity requirements as determined by topography, land use and City records.
- C. Develop preliminary cost estimates for the storm improvements.

- D. Circulate the technical memorandum to key members of the design team and the City and solicit comments and/or clarifications. Incorporate all relevant review comments.
- E. Distribute the final technical memorandum to the design team and submit one copy to the City. Issue final memorandum to DOE as well.

#### **Task 4 – Surveying**

Objective: Define the limits of the existing rights-of-way, property line, and easements in the project corridors prior to design. Obtain vertical and horizontal control necessary for design of the project, obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

##### Subtask 4.1 – Right-of-Way and Easement Research (Schedule C only)

- A. Acquire and utilize readily available records of survey, plat maps, assessor maps, etc., from the County Courthouse (Auditor’s Office) along the project corridors as required for establishing the existing rights-of-way and easements along the project alignment. This work will include:
  - Identify current rights-of-way along the proposed alignment.
  - Obtain title reports of affected properties to establish existing property legal descriptions and easements.
  - Overlay the rights-of-way and current property easements on a plan view of the project corridor.

##### Subtask 4.2 – Topographic Survey

- A. Establish vertical and horizontal control on the City adopted datum for survey and mapping at a scale of not more than 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Vertical control will be suitable for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.
- B. Acquire supplemental topographical survey of the site (within and adjacent to the project corridor) to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, major trees and significant landscaping, sidewalks, etc., in sufficient detail to support an adequate level of design.

### **Task 5 – Utility Data Acquisition**

- Objective: Acquire record drawings and/or as-built information from utility purveyors known to provide service in the project corridor.
- A. Provide written requests for all utility purveyors known to provide utility service in the project area.
  - B. Review data provided by utility purveyors and incorporate into project design as may be applicable.

### **Task 6 – Geotechnical Investigation and Report**

- Objective: Conduct field explorations to determine design recommendations to support the proposed storm system improvements and asphalt reconstruction as well as establishing groundwater levels and character of subsurface material. This task will culminate in the preparation of a final Geotechnical Report in City-approved format.
- A. Perform a geotechnical analysis (PanGEO – geotechnical subconsultant) to determine existing subsurface conditions. A total of up to eight test pits (City to provide backhoe and operator to dig pits) will be reviewed and analyzed in and along the project corridors. The City will provide I-CALL service.
  - B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests such as cation exchange tests will be performed on an as-needed basis, based on the types of soils encountered.
  - C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements. These include the backfill requirements, dewatering, and subgrade preparation requirements for pavement.
  - D. Report – PanGEO will prepare a draft report which will be submitted to the City by G&O. The draft report will summarize the results of the geotechnical study and include a site map with approximate test pit locations, description of surface and subsurface conditions (soil and groundwater), existing pavement thickness, design parameters, and earthwork recommendations. G&O will submit one copy of the draft report to the City for its review. Our subconsultant, PanGEO, will revise the draft report to address review comments provided by the City and/or

G&O. G&O will submit three copies of the signed and stamped final report to the City.

NOTE: The geotechnical work is for geotechnical evaluation of physical soil properties only. Evaluation of contaminated soils, fill, and groundwater are specifically excluded from this task.

### **Task 7 – Permitting**

Objective: Provide support required to obtain permits necessary to facilitate construction of the project.

#### Subtask 7.1 – Grading, Drainage, and Right-of-Way Permits

- A. Prepare and submit for grading, drainage, and right-of-way permits from the City.

#### Subtask 7.2 – Stormwater General Construction Permit

- A. Prepare and submit for a Stormwater General Construction Permit from the Washington State Department of Ecology.

#### Subtask 7.3 – SEPA Checklist

- A. Prepare and submit draft SEPA and revise the document as necessary before preparing final documents for City processing.

### **Task 8 – 30 Percent Design**

Objective: Prepare 30 percent design effort drawings, sketches, diagrams, schematics, and/or renderings of the proposed alternatives for City review and use at Council workshops, staff meetings, stakeholder meetings, and public venues.

#### Subtask 8.1 – Base Map

- A. Incorporate all utility as-built information, plat map (property line) information, survey data, and other available and relevant information into the development of a base map.

#### Subtask 8.2 – Plans

- A. Prepare layouts and full-size drawings of project design representing a 30 percent design effort to include plan, profile, and typical cross sections

illustrating the proposed improvements. These proposed improvements will be designed on the base map developed from the project survey.

#### Subtask 8.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare preliminary-level construction cost estimates.

#### Subtask 8.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

### **Task 9 – 60 Percent Design**

Objective: Prepare project drawings, specifications, and cost estimates of the project improvements representing a 60 percent design effort for City review and comment. Specifications will be prepared in WSDOT format. Design will be limited to the preferred layout developed through the 30 percent design effort.

#### Subtask 9.1 – Plans

- A. Prepare preliminary construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and profile sheets, special notes, special details, etc.

#### Subtask 9.2 – Specifications (Draft)

- A. Prepare draft project specifications in WSDOT format referencing the *2012 Standard Specifications for Road, Bridges and Municipal Construction*. Specifications to include City-approved proposal, contract, and bonding documents.

#### Subtask 9.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

#### Subtask 9.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

## **Task 10 – 90 Percent Design**

Objective: Prepare project drawings, specifications, and cost estimates of the project improvements representing a 90 percent design effort for City review and comment.

### Subtask 10.1 – Plans

- A. Prepare construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and profile sheets, special notes, special details, etc.

### Subtask 10.2 – Specifications

- A. Prepare project specifications in WSDOT format referencing the 2012 *Standard Specifications for Road, Bridges and Municipal Construction*. Specifications to include City-approved proposal, contract, and bonding documents.

### Subtask 10.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

### Subtask 10.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

## **Task 11 – Final Design**

Objective: Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in WSDOT format, meeting minimum City and WSDOT requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

### Subtask 11.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan and profile sheets, special notes, special details, etc.

### Subtask 11.2 – Specifications (Final)

- A. Prepare final specifications in WSDOT format to include proposal, contract, bonding documents, and technical specifications.

### Subtask 11.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

### **Task 12 – Quality Assurance/Quality Control**

- A. Oversee four, in-house, quality assurance/quality control (QA/QC) meetings at G&O's office during the course of the design project. The meetings will include senior project staff, selected design team members, and City staff (as required and/or desired). Meetings are to take place at the following levels:
  - Kickoff (5 percent ±, defined more fully in Task 2).
  - Thirty Percent Design (defined more fully in Task 8).
  - Sixty Percent Design (defined more fully in Task 9).
  - Ninety Percent Design (defined more fully in Task 10).
- B. Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

### **Task 13 –Public Outreach (Schedule B only)**

Objective: Provide public with information regarding the development of the project and to solicit input from them regarding the proposed improvements.

- A. Meet with public to outline the project design and construction process. Solicit their comments and concerns and address issues as required. This Contract assumes 2 public meetings.
- B. Provide conceptual drawings, sketches, diagrams, schematics, and/or renderings of the proposed alternatives to illustrate the proposed improvement options.

### **BUDGET**

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

## **MANAGEMENT RESERVE FUND**

The Management Reserve Fund allows the City to expand the scope of work without seeking an additional and formal contract supplement, within the limits and terms as stated herein. The Engineer cannot access the Management Reserve Fund budget without the further written authorization of the City.

The Management Reserve Fund will consist of an amount not to exceed \$10,000, and is set aside to cover the cost of unforeseen work and/or services required for the PS&E phase of the project. Such unforeseen conditions could include additional environmental documentation, public involvement process, additional design effort, and/or other related tasks.

## **DELIVERABLES**

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

1. Two paper copies of the final geotechnical report.
2. Technical memoranda:
  - a. Two draft copies,
  - b. Two final copies, and
  - c. One electronic copy in PDF format.
3. One copies of full-scale drawings at 30 percent, 60 percent, and 90 percent design effort levels.
4. Two copies of project specifications and cost estimate at 60 percent and 90 percent design effort levels.
5. One electronic set of final construction drawings (PDF).
6. One electronic set of final project specifications (PDF).
7. Three half-scale 11" x 17" original and one full-scale paper copy sets of final construction drawings.
8. One original paper copy of final project specifications.

## PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This scope of work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (1 week) review of all submittals.
2. This scope of work assumes that the City will provide G&O with relevant record drawings of existing infrastructure along the project alignment, as may be available and/or pertinent to the project.
3. This contract does not include any services for cultural resources or archaeological assessment.
4. This scope of work assumes that the City will agree to appear as "Applicant" on all permits, will function as lead agency for the environmental documentation process, and will pay all costs or fees associated with the various permits that may be required.
5. This scope of work assumes the City will provide a backhoe and operator to dig the test pits required to facilitate the geotechnical engineer to perform his soil investigation.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Milton Stormwater LID Retrofit Projects  
Schedule A - Community Building Parking Lot LID Retrofit*

Tasks	Principal Hours	Project Manager Hours	Project Eng. Hours	AutoCAD/GIS Mgr./Graphic Artist Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management and Oversight		4				
2 Kickoff Meeting		1	1			
3 Prepare Technical Memorandum		4	24	6		
4 Surveying		1	2	2	2	8
5 Utility Data Acquisition			2			
6 Geotechnical Investigation and Report		2	2			
7 Permitting		1	2			
8 Thirty Percent Design		4	16	16		
9 Sixty Percent Design		4	16	16		
10 Ninety Percent Design		4	16	16		
11 Final Design		2	8	12		
12 Quality Assurance/Quality Control		4	4			
13 Public Outreach						
Hour Estimate:	10	31	93	68	2	8
Direct Labor Cost Billing Rate Range:	\$35 to \$59	\$35 to \$56	\$33 to \$43	\$29 to \$36	\$34 to \$38	\$45 to \$60
Estimated Hourly Rates:	\$55	\$48	\$40	\$30	\$38	\$60
Direct Labor Cost:	\$550	\$1,488	\$3,720	\$2,040	\$76	\$480

Subtotal Direct Labor:	\$ 8,354
Indirect Costs (180%):	\$ 15,037
Total Labor Cost:	\$ 23,391
Fee (15%):	\$ 3,509
Subtotal Labor & Fees:	\$ 26,900
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ \$0.56/mile)	\$ 150
Subconsultant:	
Pan GEO	\$ 6,000
Subconsultant Overhead (10%)	\$ 600
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 33,650</b>

\* Actual labor cost will be based on each employees actual rate, estimated rates are for determining total estimated cost only.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Milton Stormwater LID Retrofit Projects  
Schedule B - Triangle Park Lower Parking Lot LID Retrofit*

Tasks	Principal Hours	Project Manager Hours	Project Eng. Hours	AutoCAD/GIS Mgr./Graphic Artist Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management and Oversight		4				
2 Kickoff Meeting		1	1			
3 Prepare Technical Memorandum		4	24	6		
4 Surveying		1	2	2	2	8
5 Utility Data Acquisition			2			
6 Geotechnical Investigation and Report		2	2			
7 Permitting		1	2			
8 Thirty Percent Design	2	4	16	16		
9 Sixty Percent Design	2	4	16	16		
10 Ninety Percent Design	2	4	16	16		
11 Final Design		2	8	12		
12 Quality Assurance/Quality Control	4	4	4			
13 Public Outreach		4	12			
Hour Estimate:	10	35	105	68	2	8
Direct Labor Cost Billing Rate Range:	\$35 to \$59	\$35 to \$56	\$33 to \$43	\$29 to \$36	\$34 to \$38	\$45 to \$60
Estimated Hourly Rates:	\$55	\$48	\$40	\$30	\$38	\$60
Direct Labor Cost:	\$550	\$1,680	\$4,200	\$2,040	\$76	\$480

Subtotal Direct Labor:	\$ 9,026
Indirect Costs (180%):	\$ 16,247
Total Labor Cost:	\$ 25,273
Fee (15%):	\$ 3,791
Subtotal Labor & Fees:	\$ 29,064
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ \$0.56/mile)	\$ 136
Subconsultant:	
Pan GEO	\$ 6,000
Subconsultant Overhead (10%)	\$ 600
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 35,800</b>

\* Actual labor cost will be based on each employees actual rate, estimated rates are for determining total estimated cost only.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Milton Stormwater LID Retrofit Projects  
Schedule C - Emerald Street Bioretention Swales*

Tasks	Principal Hours	Project Manager Hours	Project Eng. Hours	AutoCAD/Graphic Artist Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management and Oversight		4				
2 Kickoff Meeting		1	1			
3 Prepare Technical Memorandum		4	24	6		
4 Surveying		1	2	2	4	16
5 Utility Data Acquisition			2			
6 Geotechnical Investigation and Report		2	2			
7 Permitting		1	2			
8 Thirty Percent Design	2	8	24	24		
9 Sixty Percent Design	2	8	24	24		
10 Ninety Percent Design	2	4	16	16		
11 Final Design		2	8	12		
12 Quality Assurance/Quality Control	4	4	4			
13 Public Outreach						
Hour Estimate:	10	39	109	84	4	16
Direct Labor Cost Billing Rate Range:	\$35 to \$59	\$35 to \$56	\$33 to \$43	\$29 to \$36	\$34 to \$38	\$45 to \$60
Estimated Hourly Rates:	\$55	\$48	\$40	\$30	\$38	\$60
Direct Labor Cost:	\$550	\$1,872	\$4,360	\$2,520	\$152	\$960

Subtotal Direct Labor:	\$ 10,414
Indirect Costs (180%):	\$ 18,745
Total Labor Cost:	\$ 29,159
Fee (15%):	\$ 4,374
Subtotal Labor & Fees:	\$ 33,533
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ \$0.56/mile)	\$ 167
Subconsultant:	
Pan GEO	\$ 6,000
Subconsultant Overhead (10%)	\$ 600
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 40,300</b>

\* Actual labor cost will be based on each employees actual rate, estimated rates are for determining total estimated cost only.



To: Mayor Perry and City Council Members  
From: City Administrator, Mukerjee  
Date: January 13, 2014  
Re: **Council Retreat Agenda Discussion**

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**ATTACHMENTS:** 2012 & 2013 Retreat Agendas

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation/Action:** Discuss and finalize agenda for 2014 Council Retreat.

**Fiscal Impact/Source of Funds:** NA

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**Previous Council Review:** January 6<sup>th</sup>, 2014

**Issue:** Discuss and set agenda for the 2014 Council Retreat.

**Discussion:** At last week's meeting, Council set the dates for the 2014 Council Retreat as the afternoon of Friday, February 7<sup>th</sup> and the morning of Saturday, February 8<sup>th</sup>, and requested that the retreat agenda be discussed at a council meeting.

The discussion so far has been to have a tour of city facilities on Friday afternoon, from approximately 1:30 p.m. – 3:30 p.m. followed by a retreat on Saturday from 9:30 a.m. – 1:30 p.m. to be held in the Activity Center's Red Room.

Councilmembers should discuss what they would like to discuss at the retreat and firm up the retreat agenda.

Copies of the 2013 and 2012 retreat agendas are attached for reference.

**CITY OF MILTON  
CITY COUNCIL RETREAT  
March 30<sup>th</sup> & 31st, 2012  
Activities Center – Red Room**

**Friday, March 30<sup>th</sup>, 3:00 p.m. – 7:15 p.m.**

<b>TIME</b>	<b>AGENDA</b>	<b>FACILITATOR</b>	<b>EXPECTED OUTCOME</b>
<u>2:00 hrs.</u> 3:00 – 5:00	<b>Tour of Public Works Facilities</b> - Meet at PW Maintenance Shop	<b>Letticia</b>	<b>Understanding of City's Facilities</b>
<u>30 mins.</u> 5:00-5:30	<b>Pizza provided</b> - Activities Center Red Room		
<u>15 mins.</u> 5:30 – 5:45	<b>Welcome &amp; Mayor's Message</b> - Welcome by Mayor - Review the Agenda - Mayor's goals for the year	<b>Mayor</b>	
<u>30 mins.</u> 5:45 – 6:15	<b>Review of Accomplishments of past year.</b> - Go over Council priorities from last retreat - Review major accomplishments.	<b>Subir</b>	<b>Council discussion.</b>
<u>1:00 hr.</u> 6:15 – 7:15	<b>Creating a Vision for Milton</b> - Presentation by KPG Consultants - Council discussion	<b>Consultants</b>	<b>Presentation of how to develop a vision for the City</b>

**Saturday, March 31<sup>st</sup>, 9:30 a.m. – 1:15 p.m.**

<b>TIME</b>	<b>AGENDA</b>	<b>FACILITATOR</b>	<b>EXPECTED OUTCOME</b>
<u>15 mins</u> 9:30 – 9:45	<b>Coffee &amp; Open Discussion</b>		<b>Informal discussion of last evening’s presentation</b>
<u>1:00 hr.</u> 9:45- 10:45	<b>“What If” Exercise</b>	<b>Mayor</b>	<b>Trying to see outcomes of things we might do</b>
<u>1:00 hr.</u> 10:45–11:45	<b>Key Issues, Projects and Financial Trends for 2012</b>	<b>Subir Directors</b>	<b>Understanding of major work items and projects for this year.</b>
<u>15 mins.</u> 11:45 – 12:00	<b>Box lunch provided.</b>		
<u>30 mins</u> 12:00 – 12:30	<b>Department Reports</b>	<b>Directors</b>	<b>Key Issues in Departments</b>
<u>45 mins.</u> 12:30 – 1:15	<b>Goal Setting</b> <ul style="list-style-type: none"> <li>- Key issues that the Council would like to work on.</li> <li>- Each Councilmember gets 3 sticky notes for their 3 top individual priorities, which are then posted on a chart.</li> <li>- Councilmembers get 3 dots each to select the three top priorities for city</li> <li>- Councilmembers then select 3 second tier priorities.</li> </ul>	<b>Subir</b>	<b>Select 3 top priority and 3 second tier priority goals for the city.</b>

**MILTON CITY COUNCIL RETREAT**  
**Monday, March 4<sup>th</sup>, 2013; 6:00 p.m.**  
**Activities Center – Red Room**

<b>TIME</b>	<b>AGENDA</b>	<b>FACILITATOR</b>	<b>EXPECTED OUTCOME</b>
<u>5 mins.</u>	<b>Welcome &amp; Mayor's Message</b> <ul style="list-style-type: none"> <li>- Review the Agenda</li> <li>- Mayor's goals for the year</li> </ul>	<b>Mayor</b>	
<u>5 mins.</u>	<b>Review of 2012 Accomplishments</b> <ul style="list-style-type: none"> <li>- Review major accomplishments</li> </ul>	<b>Subir</b>	<b>Council discussion</b>
<u>15 mins.</u>	<b>Key Issues for 2013</b> <b>Review of Finances &amp; Utilities</b>	<b>Subir</b> <b>Lisa</b>	<b>Council discussion</b>
<u>45 mins.</u>	<b>Visioning – Next Steps</b>	<b>Mayor,</b> <b>Subir,</b> <b>Letticia</b>	<b>Direction on Next Steps</b>
<u>10:00 min.</u>	<b>Break</b>		
<u>30 mins.</u>	<b>Council Meeting Rules and Public Communications at Council meetings.</b>	<b>All</b>	<b>Discuss if Council rules &amp; procedures need to be revised</b>
	<b>Council Vacation Weeks (Aug, Dec)</b>		<b>Decide on Vacation weeks</b>
<u>20 mins.</u>	<b>Department Reports</b>	<b>Directors</b>	<b>Key Issues in Departments</b>
<u>30 mins.</u>	<b>Setting Goals and Priorities for 2013</b>	<b>All</b>	<b>Key Priorities for 2013</b>

Back to Agenda Bill



Agenda Item #: 6D

[Back to Agenda](#)

To: Mayor Perry and City Council Members  
From: Public Works Director Neal  
Date: January 13, 2014 Regular Session  
Re: **Energy Conservation Program – 2012-2013 Summary of Results**

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**ATTACHMENTS:**   A.   **FINAL Summary of Energy Conservation Costs**  
                          B.   **Ductless Heat Pump flyer**

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**TYPE OF ACTION:**

Information Only    Discussion    Action    Expenditure Required:

**Recommendation/Action:** N/A

**Fiscal Impact/Source of Funds:** N/A

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**Background:** The City of Milton is a full-service customer of Bonneville Power Administration (BPA), meaning that the City does not have an alternative or supplemental source of power other than BPA. On November 17, 2008, the City Council approved a new Power Sales Agreement with BPA (Contract No. 09PB-13072) that is the basis for the rates that the City currently pays BPA for transmission power. This contract will remain in effect for the next 17 years. (A copy of the current contract with BPA is available for review in the Public Works office.)

This contract has a tiered pricing methodology. Each BPA customer has a contract-defined right to purchase an amount of power at the cost of BPA's existing system, which is defined as Tier 1 power. The amount of power that each customer can purchase at Tier 1 rates is called the High Water Mark (HWM). The HWM was established by BPA as the maximum amount that the City of Milton was using at the moment in time the new contract went into effect. Any power above the HWM is considered Tier 2 power, which is provided by BPA at a higher rate.

***It is in the City's best financial interest to delay as long as possible the need to purchase the more expensive Tier 2 power from BPA. One way to accomplish this is through energy conservation efforts.***

BPA has established an Energy Efficiency Incentive (EEI) funding program which provides reimbursements for certain energy conservation efforts that an electric provider makes. For FY2012/2013, the City was allocated approximately \$138,000 of EEI funds for conservation. This money was available on a reimbursement basis, with the rate of reimbursement varying depending on the conservation measure.

There are numerous energy efficiency opportunities offered by BPA that are eligible for EEI reimbursement, all with different requirements and rates of return for both EEI funding reimbursement and energy savings. To assist in staying up to date on energy conservation opportunities and administering the programs through BPA, the City contracted with KPG on May 7, 2012.

**Discussion:** With the assistance of KPG, staff identified and pursued several different energy conservation programs supported by BPA during the 2012-2013 time period.

*Performance Tested Comfort Systems (Residential):* This program focused on promoting energy savings through Duct Sealing. 100% of the costs were covered by EEI funds, making this an easy program to promote. More than ninety (90) electric customers took advantage of this program, including many Heather Hills residents. Customers who took part will see an average of 876 kWh/year savings on their electric bill.

*Simple Steps, Smart Savings (Residential):* The focus of this program is on use of energy efficient light bulbs and shower heads in the home. We chose to offer this program as "direct install" only, meaning that residents signed up to have a contractor come to their home and install these items for them. This program was offered late in the 2012-2013 period, and will continue during 2014.

*Energy Smart Grocer (Commercial):* This program had a wide variety of energy savings opportunities available for commercial businesses, such as upgrading refrigerated food storage compartments. The Milton Shell, Milton Wok, Rite Aid, and Dairy Queen all took advantage of this program. As commercial businesses, their potential energy savings are much greater than a residential customer. As an example, the conservation measures completed at the Milton Shell will result in approximately 100,000 kWh/year savings.

*Traffic Signal LED Retrofit (Utility):* KPG was instrumental in identifying the traffic signal LED change-out as eligible for EEI funds. BPA

reimbursed almost 50% of the cost of the materials, and will save the City 58,000 kWh/year on its electric bill.

A financial breakdown of the various programs is included as Attachment A. BPA allocates percentages of certain programs to cover electric utility costs to administer those programs. This is called a “performance payment”, and the City received \$25,552.32 in performance payments during this biennium which almost completely offsets the cost of KPG’s assistance to administer the programs.

As the end of the 2012-2013 biennium approached, it became clear that the City would not be able to utilize all of the funds provided. Rather than have the funding go back to BPA, staff elected to respond to a request from Peninsula Light for a transfer of funds as they had exceeded their EEI funding allocation.

For the next EEI biennium, 2014-2015, BPA is providing \$144,332 to the City of Milton for the implementation of conservation measures. There are a number of exciting new programs that we will be adding to Milton’s conservation efforts, including a rebate for installation of ductless heat pumps. The attached flyer (Attachment B) letting our customers know about this program will be included in the January utility billing. We are also continuing to monitor eligibility for upgrading the City’s street illumination system to LED technology.

**FINAL Summary Utility EEI Spending and Activity Report—Milton**  
2012/2013 Biennium

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**EEI Budget**

FY12 Budget	\$73,425.93
FY13 Budget	<u>\$65,486.54</u>
Original FY12-13 Total	\$138,912.47

Duct Sealing	\$40,300.00
Traffic Signal LED Project	\$8,265.00
Energy Smart Grocer	\$18,749.65
CFL Bulbs, Retail and Direct Install	\$2,926.00
Low Flow Showerheads, Direct Install	\$296.00
Performance Payment	\$25,552.32
Bilateral transfer to Peninsula Light	<u>\$35,000.00</u>
Total Expenditures	\$131,088.97
Unspent EEI at end of rate period	\$7,823.50

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Note:

- Achieved nearly 320,000 kWh in annual electric savings
  - Performance Payments of \$25,552.32 offsets cost of consultant (KPG) assistance which was \$26,620.58 through the end of the 2012-2013 rate period.
  - Bilateral transfer to Peninsula Light at end of rate period out of unused funds.
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# City of Milton – Electric Utility Ductless Heat Pump Rebate Incentive

Go ductless and go to your comfy place.



Upgrade to a ductless heating and cooling system and enjoy year-round comfort while saving 25-50 percent on your electric heating bill. With a **\$1,500 installation rebate incentive** from the City of Milton – Electric Utility, a ductless upgrade has never been this easy and affordable. Get started now by finding an experienced local installer at **GoingDuctless.com**.

Request a City of Milton rebate form from the contractor at the time of service. This is a limited time offer.



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