



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

January 20, 2015
Tuesday

Regular Meeting
7:00 p.m.

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

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

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

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

5. Consent Agenda

A. Minutes – Approval of the minutes of:

- i. 1/5/15 Regular Meeting
- ii. 1/12/15 Study Session

B. Claims Approval:

- i. Approval of the checks/vouchers numbers 56021, 56050, and 56135-56194 in the amount of \$307,502.08.

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

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

Thank you.

- ii. Approval of the payroll disbursement of 1/5/15 in the amount of \$213,613.76.

6. Regular Agenda

- A. Parks Board Update – Report by Chair Kent Ross
- B. Fee Schedule Update
- C. Police Sergeant Position – Approval
- D. Finance Tech 1 Position – Approval
- E. Water Quality Specialist Position – Approval

7. Council Reports

8. Mayor's Report

9. 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	
February 2015					
Mon 2/2	7:00 pm	Regular Meeting	Proclamation – honoring police	Regular Meeting	Electric Curtailment Agreement Per Diem & Travel Policies Surplus Seized Vehicles – <i>Consent</i> Utility Collections – Amending code language to match state law Clear Firs/Sunridge Annexation – <i>Public Hearing</i> Clear Firs/Sunridge Annexation – <i>Ordinance</i> Sound Transit South Corridor Alternative – <i>Presentation</i> Agriculture code amendment – number of farm animals allowed Electric rates fee resolution (follow up from COSA)
Mon 2/9	7:00 pm	Study Session	A. Meet with staff – Valerie Monsey/Storm Water Fee Audit B. Lodging Tax	Study Session	Solar Power Purchase Transportation Benefit District Requests outside of specific funding (wish list)
TUESDAY 2/17	7:00 pm	Regular Meeting	A.	Finance Committee	Street Standards Transportation Benefit District
March 2015					
Mon 3/2	7:00 pm	Regular Meeting	A.		
Mon 3/9	7:00 pm	Study Session	A. Meet with staff – Finance Director Garrison/Budget Amendment		
Mon 3/16	7:00 pm	Regular Meeting	A. 2015 Budget Amendment B. Pierce County Library – Linda Case – 253-548-3725		
April 2015					
Mon 4/6	7:00 pm	Regular Meeting			



Regular Meeting
Monday, January 5, 2015
7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

STAFF PRESENT

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

ADDITIONS / DELETIONS

Councilmember Ott requested to add "Recognition of the Men and Women in Blue". Councilmember Zaroudny requested to add discussion for "Permit Technician". Mayor Perry added these items to the end of the agenda.

CITIZEN PARTICIPATION

Speaker	Address	Comments
Tom Boyle	1109 9 th Ave	Said that all new personnel should be fully qualified. Requested a tally of city attorney fees be kept through 2015 for comparison with 2013. Requested that the city consider broadcasting meetings. Emphasized the need to fill the vacant planning commission position.
Susan Johnson	2307 8 th Ave	Expressed concern over the presence of drones and the possibility of an invasion of privacy.

CONSENT AGENDA

Approval of:

- A. Minutes
 - a. November 17, 2014 Regular Meeting
 - b. December 8, 2014 Special Meeting
 - c. December 11, 2014 Special Meeting
- B. Voucher and Payroll Approval
 - a. Checks/vouchers 56004-56134 in the amount of \$ 479,336.80.
 - b. Payroll of 12/5/14 and 12/20/14 in the amount of \$ 366,445.20.
- C. 2015 Engineering Consultant Agreement – Approval

Mayor Pro Tem Taylor requested clarification on two vouchers, #56050 and 56021, that appeared to be duplicates. Director Garrison will check into those.

COUNCILMEMBER MORTON MOVED, seconded by Mayor Pro Tem Taylor to approve the Consent Agenda minus the two potential duplicate vouchers. – **Passed 7/0.**

PUBLIC HEARING

A. Marijuana Moratorium Extension

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

Interim

Speaker	Address	Comments
Rose Reeves	619 7 th Ave	As a member of the Planning Commission, during those discussions, it was made clear that allowing marijuana businesses would bring a rise in petty thefts. Just because Milton voters approved legalization in the state doesn't mean they want it in Milton. Also concerned with Milton's standing federally, including related to power. And council can always return to this matter in the future if they choose to ban it now.
Jacquelyn Whalen	1605 13 th Ave	As a Planning Commissioner and a resident, asks for at least an extension of the moratorium, so that a special committee has time to create regulations to give the city protections. There are serious vulnerabilities to the city if the moratorium is allowed to expire.
Tom Boyle	1109 9 th Ave	Notice for the meeting tonight not on the city's website and not emailed to planning commissioners. It took 44 days for the draft of the November 17

		<p>minutes to be posted to the website, and they're still not approved.</p> <p>Just wants council to do research on this topic and discuss it. Not enough time spent at the planning commission.</p> <p>Council is on the right track for this moratorium and special committee, but it's 18 months behind – should have been discussing this over a year ago.</p> <p>Regarding councilmembers' reference to their oath of office to uphold the laws of the federal government – his priorities if he were a councilmember would be to serve the residents of Milton first, the state next, and the federal government last.</p> <p>Regarding the additional police workload, says that allowing legal marijuana is proactive.</p>
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Mayor Perry closed the public hearing at 7:23 pm.

REGULAR AGENDA

- Marijuana Moratorium Extension

Associate Planner Larson explained the two results of approving the proposed ordinance – to extend the current moratorium for 6 months, and to create a special committee to study this issue and present recommendations to Council in May.

City Attorney Park addressed the legal status of extending the moratorium, saying he is comfortable with it based on a risk analysis. He clarified the need for a super-majority in order for the passage of this ordinance to be declared an emergency.

Council discussion ensued, including:

- not attempting to staff the special committee with for-and-against members but with open-minded members
- acknowledgment of much research and discussion over the past year and a half
- adequate timing between a committee recommendation and required council action
- the status of marijuana regulations in the case the moratorium is not extended
- the possibility of banning outright for now while still developing a special committee to study the issue and reconsider the matter at a later date

COUNCILMEMBER MANLEY MOVED, seconded by Councilmember Morton, to adopt the attached ordinance providing for an emergency 6 month extension to the moratorium disallowing recreational marijuana producers, processors and retailers from locating within the City of Milton. **Failed to reach required super majority by a vote of 4 in favor and 3 against** (Ott, Taylor, Whalen against).

Councilmember Whalen asked to add an item to the end of the agenda to consider banning marijuana uses. Mayor Perry instead added it as the next discussion item.

- Banning Marijuana Related Uses

COUNCILMEMBER WHALEN MOVED, seconded by Mayor Pro Tem Taylor, to adopt the ordinance that was presented to council at the November 17, 2014 meeting which disallows recreational marijuana producers, processors, and retailers from locating in the City of Milton.

Council expressed a concern about the jurisdictions surrounding Milton that have all banned marijuana uses, leaving Milton vulnerable.

COUNCILMEMBER WHALEN MOVED, seconded by Mayor Pro Tem Taylor, to amend the motion to include the declaration of emergency clause.

City Clerk Bolam read the emergency clause into the record, with a replacement of the word “moratorium” with “ban”.

The amendment to the motion was voted on and passed 7/0.

Discussion ensued.

The amended motion was voted on and passed 7/0.

COUNCILMEMBER ZAROUDNY MOVED, seconded by Councilmember Jones, to create an advisory committee in accordance with Section 3 of the ordinance proposed at this meeting, revised to complete its recommendation to Council by December 31, 2015. **Passed 7/0.**

Mayor Perry called a recess at 8:55 pm; meeting called back to order at 9:15 pm.

Associate Planner Larson and Attorney Park exited the meeting.

- ADA Bathrooms – Award Bid

Interim Director Perteet reported on the bid results, the process to come, and the funding status.

COUNCILMEMBER ZAROUDNY MOVED, seconded by Councilmember Jones, to authorize the award of the construction contract for the Triangle Park ADA Improvements to EHS-International of Bellevue, WA for a bid amount of \$83,643.13, including sales tax, and authorize the Mayor to sign the related contract documents. **Passed 7/0.**

- Community & Economic Development Director – Reinstate Position

Mayor Perry reviewed the history of this position, the status of the planning contract with the City of Fife, and the needs of the department and City in the areas of community development and economic development. Director Garrison reported on financials of the planning contract and the consultant work done by KPG and Grey & Osborne.

Discussion included the source of funding and the indirect benefits of this proposed position. Chief Hernandez spoke on the nuisance code issues and annexations that this position would strategically address.

Council expressed the importance of seeing the vision work through and bringing forward needed code changes. Concern was stated over the funding, and that there will be a high expectation of production from this position.

MAYOR PRO TEM TAYLOR MOVED, seconded by Councilmember Manley, to approve the reestablishment of the Community Development Director position for the City of Milton and add to the 2015 Budget. **Passed 5/2.** (Ott, Jones)

- Operations Superintendent – Approve Position

Mayor Perry referred to council retreat minutes from last year (Clerk handed out) and the commitment to look for the voids in efficiency, which this position will address. Director Perteet explained that this is an outgrowth of the Bob Jean report, and it will add someone to help with the maintenance and administrative tasks of running the public works department.

Discussion ensued. Public Works Supervisor Glen Baker was invited from the audience and spoke to this proposed position, saying there's room for this position to benefit the department and the city, and there's room for increase in crews, too.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to approve the establishment of the Operations Superintendent position for the City of Milton and add to the 2015 budget. **Passed 4/3** (Manley, Ott, Jones).

- Appoint 2015 Mayor Pro Tempore

Councilmember Whalen nominated Councilmember Taylor to continue to serve as Mayor Pro Tem for 2015. Mayor Pro Tem Taylor accepted the nomination.

Council expressed strong appreciation for the work of Mayor Pro Tem Taylor.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to elect Bart Taylor as Mayor Pro Tem for a term ending on the first regular meeting of the City Council in 2016. **Passed 7/0.**

Mayor Perry expressed her appreciation to Mayor Pro Tem Taylor for his service.

- Appoint Councilmembers to Interjurisdictional Boards and Commissions

Discussion of commitment levels ensued.

COUNCILMEMBER JONES MOVED, seconded by Councilmember Whalen, to approve the appointments of Mayor Perry to PCRC with Councilmember Manley as alternate, and Mayor Perry to SCA with no alternate named. **Passed 7/0.**

- Appointments of Parks Board Members

COUNCILMEMBER JONES MOVED, seconded by Councilmember Whalen, to approve the Mayor's reappointment of Kent Ross, Linda Goddard, and Beverly Webber to the Park Board for terms to expire December 31, 2018.

Council expressed appreciation to the Park Board in general and these three volunteers specifically.

The motion was voted on and passed 7/0.

- Setting Council Retreat Date

Mayor Perry postponed this discussion for a future date.

- Honoring the Men and Women in Blue

Councilmember Ott requested a proclamation; council agreed. This will be presented at the February 2 meeting.

- Permit Technician Position

Councilmember Zaroudny requested that this discussion be on a future agenda. Councilmember Jones seconded the request. The discussion will be scheduled.

COUNCIL REPORTS

Councilmember Whalen

- Roads look great on Taylor and Milton Way

Councilmember Jones

- Likes the idea of broadcasting our meetings; possibility of Comcast Xfinity doing this for free

Councilmember Zaroudny

- Expresses appreciation and respect to Milton Police Department

Councilmember Manley

- Went on a ride-with with Sergeant Luckman – great thing to do
- Suggests the city pursues the annexation of the Christie's golf area

Councilmember Morton

- Requested a report on the damaged police cars; Chief Hernandez gave a brief report before adjournment
- Noticed smell in household water recently

Councilmember Ott

- Noticed big fireworks on New Year's Eve
- Street lights out on Alder near 17th Ave
- Kudos to Chief Hernandez for strong leadership
- Requests information on SS911
- Suggests police look into the hotel target ordinance done in Fife

Mayor Pro Tem Taylor

- Expressed enjoyment in serving as Mayor Pro Tem and thanks for the election for 2015

MAYOR'S REPORT

- Pierce Transit CEO meeting was productive.
- Kudos to current city management team members for hard work and transparency.
- State auditors will present results of the 2012-2013 audit to the finance committee next week – a report will be presented to the full council by staff during the study session.
- Pierce County does want cities to annex all the small pockets in the urban growth areas

ADJOURNMENT

Adjourned at 11:15 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk



DRAFT CITY COUNCIL MINUTES

Study Session
Monday, January 12, 2015
7:00 p.m.

CALL TO ORDER

Mayor Perry called the meeting to order at 7:03 p.m.

ROLL CALL

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

STAFF PRESENT

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

STUDY ITEMS

a) Meet with Staff

Director Garrison briefed Council on the status of the Finance Department, including the software switch from Springbrook to Bias, utility billing issues, payroll, accounts payable/voucher report changes, coding changes, guiding principles, timecards, mechanic shop processes, state audit results, bank reconciliation status, and the budget amendment coming the first meeting in March.

Discussion and a question/answer period followed, including outreach for the upcoming 3% electric rate increase, and staffing levels in finance.

b) Staffing Overview

Mayor Perry handed out a proposed organizational chart showing proposed changes, including the return of an additional police officer. Chief Hernandez shared information and answered questions on this, including the intention to have three sergeants, the COPS grant status, and the possibility of a public safety tax.

Mayor Perry called a recess at 8:35 pm; meeting called back to order at 8:45 pm.

c) Fee Schedule

Director Garrison explained the fee tables 1-5 of the proposed fee resolution, including various administrative fee updates such as animal license fees and bank fees. Clarification was made to the “senior discount” to include the correct “low income” requirement.

Director Perteet explained the proposed update to development review fees, including a chart hand-out.

Discussion ensued, touching on code enforcement issues.

Council indicated approval for the fee updates as presented, with the expectation of more proposed updates in the future, and anticipating input from a Community and Economic Development Director. It was emphasized that fees need to be adjusted at all levels to cover costs.

d) Setting a Date for Council Retreat

Mayor Perry postponed this discussion for a later date.

ADJOURNMENT

Adjourned at 10:10 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

CONSENT AGENDA ITEM #

CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
2014

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

Finance Director

DATE

Claim Vouchers:

Payroll Disbursements:

Date	Check #	Amount	Date	Check #	Amount
	56050 & 56021 (Pulled From 01/04/2015 Consent Agenda)	\$ 1,149.64			
12/31/2014	56143-56194	\$ 84,195.38			

Total Accounts Payable:	\$ 85,345.02	Total Payroll:	\$ -
Voids: 56082, 56017, 56005			

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:

\$85,345.02 Dated: **January 20, 2015**

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

Accounts Payable



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56021	Jet Chevrolet	12/12/2014	Motor Pool	501-00-548-300-48	CTCS178614	Repair of Fuel Injector & Air Cleaner	\$ 404.83
56021	Jet Chevrolet	12/12/2014	Motor Pool	501-00-548-300-48	CTCS178614	Repair of Fuel Injector & Air Cleaner	\$ 404.83
Jet Chevrolet Total							\$ 809.66
12/12/2014 Total							\$ 809.66
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-31	83000157890	Tubes Riding Lawn Mower	\$ 51.00
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-31	83000157890	Tubes Riding Lawn Mower	\$ 51.00
56050	Les Schwab	12/19/2014	Motor Pool	501-00-548-300-31	83000157890	Tubes Riding Lawn Mower	\$ 237.98
Les Schwab Total							\$ 339.98
12/19/2014							\$ 339.98
56143	Debra Perry	12/31/2014	Community Event	116-79-573-903-31	12052014	Tree Lighting Elf Costume	\$ 224.00
Debra Perry Total							\$ 224.00
56144	Adamson Police Products	12/31/2014	Police	001-21-521-200-35	INV162070	Oregon City Carrier	\$ 241.09
Adamson Police Products Total							\$ 241.09
56145	Allwest Underground	12/31/2014	Water	403-34-534-500-35	44625	Pump and Hoses	\$ 904.22
56145	Allwest Underground	12/31/2014	Storm	406-38-553-350-35	44625	Pump and Hoses	\$ 904.22
Allwest Underground Total							\$ 1,808.44
56146	AMSAN	12/31/2014	Facilities	001-18-518-300-31	324922210	Floor Mats	\$ 194.47
56146	AMSAN	12/31/2014	Facilities	001-18-518-300-31	326177466	Janitorial Supplies	\$ 747.35
AMSAN Total							\$ 941.82
56147	BIG JOHN'S TROPIES INC	12/31/2014	Council	001-11-511-600-31	126871	Nameplates	\$ 13.51
BIG JOHN'S TROPIES INC Total							\$ 13.51
56148	Blumenthal Uniforms & Equip.	12/31/2014	Police	001-21-521-200-22	108251-01	Baseball Hats	\$ 482.62
Blumenthal Uniforms & Equip. Total							\$ 482.62
56149	Cascade	12/31/2014	Parks	001-76-576-600-31	6607	Dog Waste Bags	\$ 106.34
Cascade Total							\$ 106.34
56150	Chuckals	12/31/2014	Facilities	001-18-518-300-31	806915-0	Ink Cartridge	\$ 23.38
56150	Chuckals	12/31/2014	Facilities	001-18-518-300-36	806915-0	Printer and Cable	\$ 109.67
56150	Chuckals	12/31/2014	Police	001-21-521-200-31	806859-0	Easel, Calendars & Binders	\$ 295.00
56150	Chuckals	12/31/2014	Parks	001-76-576-600-31	806915-0	Ink Cartridge	\$ 23.38



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56150	Chuckals	12/31/2014	Parks	001-76-576-600-35	806915-0	Printer and Cable	\$ 109.66
	Chuckals Total						\$ 561.09
56151	Code Publishing Company	12/31/2014	Council	001-11-511-300-41	48410	Municipal Code Updates	\$ 378.41
	Code Publishing Company Total						\$ 378.41
56152	Copier Maintenance Technology	12/31/2014	Street	101-00-542-900-48	50042	Copier Maintenance	\$ 63.53
56152	Copier Maintenance Technology	12/31/2014	Electric	401-32-533-500-48	50042	Copier Maintenance	\$ 63.52
56152	Copier Maintenance Technology	12/31/2014	Water	403-34-534-500-48	50042	Copier Maintenance	\$ 27.23
56152	Copier Maintenance Technology	12/31/2014	Storm	406-38-553-350-48	50042	Copier Maintenance	\$ 27.23
	Copier Maintenance Technology Total						\$ 181.51
56153	Corliss Resources	12/31/2014	Street	101-00-542-900-31	447662	Ecology Blocks	\$ 32.85
	Corliss Resources Total						\$ 32.85
56154	DPNicolli	12/31/2014	Water	403-34-534-500-35	IS00785	Ditch Shoring Materials	\$ 4,598.10
56154	DPNicolli	12/31/2014	Storm	406-38-553-350-35	IS00785	Ditch Shoring Materials	\$ 4,598.10
	DPNicolli Total						\$ 9,196.20
56155	Enerspect Medical Solutions	12/31/2014	Police	001-21-521-200-31	18846	Defibrillator Pads	\$ 108.79
	Enerspect Medical Solutions Total						\$ 108.79
56156	Freeway Trailer Sales Inc.	12/31/2014	Motor Pool	501-00-548-300-31	127522	Front Spotlight Installation Materials	\$ 9.92
56156	Freeway Trailer Sales Inc.	12/31/2014	Motor Pool	501-00-548-300-31	127522	Front Spotlight Installation Materials	\$ 10.74
	Freeway Trailer Sales Inc. Total						\$ 20.66
56157	GC Systems Inc	12/31/2014	Water	403-34-534-550-48	4175	On Clay Valves	\$ 6,578.22
	GC Systems Inc Total						\$ 6,578.22
56158	Gray & Osborne Inc	12/31/2014	Planning	001-00-386-100-00	14623.00-1	Wescott BLA	\$ 629.53
56158	Gray & Osborne Inc	12/31/2014	Capital Project	310-99-595-200-63	13594.00-13	Milton Way Ped Imps (17th Av to 22nd Av)	\$ 3,210.60
56158	Gray & Osborne Inc	12/31/2014	Water	403-34-534-550-41	14437-00-8	2014-2016 General Engineering	\$ 808.38
56158	Gray & Osborne Inc	12/31/2014	Storm	406-37-553-310-41	14557.00-3	Stormwater GIS Mapping Update	\$ 784.58
56158	Gray & Osborne Inc	12/31/2014	Storm	406-38-553-350-41	14437-00-8	2014-2016 General Engineering	\$ 7,395.87
	Gray & Osborne Inc Total						\$ 12,828.96
56159	Gunarama Wholesale Inc.	12/31/2014	Police	001-21-521-201-31	801810	Firearms Credit	\$ (7,697.38)
56159	Gunarama Wholesale Inc.	12/31/2014	Police	001-21-521-201-31	800118	Firearms	\$ 8,948.92
56159	Gunarama Wholesale Inc.	12/31/2014	Police	001-21-521-201-31	799464	Firearms	\$ 9,724.57
	Gunarama Wholesale Inc. Total						\$ 10,976.11
56160	Hach Company	12/31/2014	Water	403-34-534-550-31	9161925	DPD Free Bulk Dispenser	\$ 150.95
	Hach Company Total						\$ 150.95
56161	JAMES RITA	12/31/2014	Facility Deposit Re	650-00-218-010-00	409792	Key & Building Deposit Refund	\$ 250.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
JAMES RITA Total							\$ 250.00
56162	JCI Jones Chemicals Inc.	12/31/2014	Water	403-34-534-550-31	638667	Credit	\$ (400.00)
56162	JCI Jones Chemicals Inc.	12/31/2014	Water	403-34-534-550-31	638626	Chlorine	\$ 1,495.72
JCI Jones Chemicals Inc. Total							\$ 1,095.72
56163	KIMBALL MIDWEST	12/31/2014	Motor Pool	501-00-548-300-31	3947848	Fluorescent Lights	\$ 110.83
KIMBALL MIDWEST Total							\$ 110.83
56164	Miles Resources	12/31/2014	Street	101-00-542-900-31	242160	Cold Mix	\$ 145.73
Miles Resources Total							\$ 145.73
56165	News Tribune	12/31/2014	Council	001-11-511-600-41	1325865	Public Hearing Notice	\$ 53.82
56166	News Tribune	12/31/2014	Planning	001-58-558-600-41	1323334	Determination of Nonsignificance Notice	\$ 182.93
56167	News Tribune	12/31/2014	Council	001-11-511-600-41	1473722	Legal and Public Notices	\$ 112.78
56168	News Tribune	12/31/2014	Planning	001-58-558-600-44	1392709	SEPA Legal Notice	\$ 236.53
56169	News Tribune	12/31/2014	Planning	001-58-558-600-41	1323317	Notice of Application	\$ 229.53
56170	News Tribune	12/31/2014	Council	001-11-511-600-41	1440680	MTG Notice12/8	\$ 47.29
56171	News Tribune	12/31/2014	Planning	001-58-558-600-44	1323354	Public Hearing Notification	\$ 166.85
56172	News Tribune	12/31/2014	Council	001-11-511-600-41	1461631	Ordinance Publication 1855-14 & 1856-14	\$ 43.10
News Tribune Total							\$ 1,072.83
56173	OWEN EQUIPMENT COMPANY	12/31/2014	Storm	406-38-553-350-35	74071	Vactor Nozzles	\$ 2,765.85
56173	OWEN EQUIPMENT COMPANY	12/31/2014	Storm	406-38-553-350-35	74072	Catch Basin & Handle Assembly	\$ 1,190.10
OWEN EQUIPMENT COMPANY Total							\$ 3,955.95
56174	Pierce County Budget & Finance	12/31/2014	Police	001-21-523-600-51	AR165617	Jail Services Nov 2014	\$ 2,116.00
56174	Pierce County Budget & Finance	12/31/2014	Street	101-00-542-900-48	AR166014	Traffic Signal Maintenance - Nov 2014	\$ 1,133.06
Pierce County Budget & Finance Total							\$ 3,249.06
56175	Platt Electric Supply	12/31/2014	Facilities	001-18-518-300-31	F780083	Fluorescent Bulbs	\$ 188.76
56175	Platt Electric Supply	12/31/2014	Capital Project	310-99-594-500-62	F640436	AC Reroofing Materials	\$ 273.75
Platt Electric Supply Total							\$ 462.51
56176	Preferred Copier Systems	12/31/2014	Admin	001-13-513-100-48	IN30932	Copier Maintenance	\$ 124.71
56176	Preferred Copier Systems	12/31/2014	Finance	001-14-514-230-48	IN30932	Copier Maintenance	\$ 81.09
56176	Preferred Copier Systems	12/31/2014	Facilities	001-18-518-300-48	IN30932	Copier Maintenance	\$ 4.81
56176	Preferred Copier Systems	12/31/2014	Police	001-21-521-200-48	IN30245	Copier Maintenance	\$ 19.64
56176	Preferred Copier Systems	12/31/2014	Police	001-21-521-200-48	IN30244	Copier Maintenance	\$ 112.53
56176	Preferred Copier Systems	12/31/2014	Building	001-24-558-500-48	IN30932	Copier Maintenance	\$ 13.22
56176	Preferred Copier Systems	12/31/2014	Engineering	001-32-532-100-48	IN30932	Copier Maintenance	\$ 4.20
56176	Preferred Copier Systems	12/31/2014	Planning	001-58-558-600-48	IN30932	Copier Maintenance	\$ 12.03
56176	Preferred Copier Systems	12/31/2014	Activity Center	001-73-575-500-48	IN30932	Copier Maintenance	\$ 1.56
56176	Preferred Copier Systems	12/31/2014	Parks	001-76-576-600-48	IN30932	Copier Maintenance	\$ 11.66
56176	Preferred Copier Systems	12/31/2014	Street	101-00-542-900-48	IN30932	Copier Maintenance	\$ 28.85



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56176	Preferred Copier Systems	12/31/2014	Electric	401-30-533-110-48	IN30932	Copier Maintenance	\$ 121.09
56176	Preferred Copier Systems	12/31/2014	Electric	401-31-533-100-48	IN30932	Copier Maintenance	\$ 78.71
56176	Preferred Copier Systems	12/31/2014	Water	403-30-534-110-48	IN30932	Copier Maintenance	\$ 130.42
56176	Preferred Copier Systems	12/31/2014	Water	403-33-534-100-48	IN30932	Copier Maintenance	\$ 69.69
56176	Preferred Copier Systems	12/31/2014	Storm	406-30-553-110-48	IN30932	Copier Maintenance	\$ 31.16
56176	Preferred Copier Systems	12/31/2014	Storm	406-37-553-310-48	IN30932	Copier Maintenance	\$ 27.63
56176	Preferred Copier Systems	12/31/2014	Motor Pool	501-00-548-300-48	IN30932	Copier Maintenance	\$ 12.03
	Preferred Copier Systems Total						\$ 885.03
56177	PRS Group	12/31/2014	Storm	406-38-553-350-47	46150	Sludge Disposal	\$ 487.90
	PRS Group Total						\$ 487.90
56178	Public Safety Testing	12/31/2014	Police	001-21-521-200-41	2014-5908	Subcription Fees - 4th Qtr	\$ 125.00
	Public Safety Testing Total						\$ 125.00
56179	Puget Sound Window & Door	12/31/2014	Facilities	001-18-518-300-48	4063	Supply & Install 3 Glass Units	\$ 456.36
	Puget Sound Window & Door Total						\$ 456.36
56180	Randles Sand & Gravel Inc	12/31/2014	Street	101-00-542-900-31	368543	Gravel	\$ 298.23
56180	Randles Sand & Gravel Inc	12/31/2014	Street	101-00-542-900-31	368543	Gravel	\$ 783.74
56180	Randles Sand & Gravel Inc	12/31/2014	Water	403-34-534-500-31	368543	Gravel	\$ 298.23
	Randles Sand & Gravel Inc Total						\$ 1,380.20
56181	RWC Group	12/31/2014	Motor Pool	501-00-548-300-31	7550M	Front Spot Light Installation Materials	\$ 9.31
56181	RWC Group	12/31/2014	Motor Pool	501-00-548-300-31	7550M	Front Spot Light Installation Materials	\$ 83.77
	RWC Group Total						\$ 93.08
56182	San Diego Police Equipment Co.	12/31/2014	Police	001-21-521-201-31	615686	Firearms	\$ 367.71
	San Diego Police Equipment Co. Total						\$ 367.71
56183	SCORE South Correctional Entity	12/31/2014	Police	001-21-523-600-51	975	Jail Services August Addendum 2014	\$ 135.00
56183	SCORE South Correctional Entity	12/31/2014	Police	001-21-523-600-51	1000	Jail Services October 2014	\$ 8,370.00
56183	SCORE South Correctional Entity	12/31/2014	Police	001-21-523-600-51	1040	Jail Services November 2014	\$ 12,030.00
	SCORE South Correctional Entity Total						\$ 20,535.00
56184	Seattle Automotive Distrib.Inc	12/31/2014	Motor Pool	501-00-548-300-31	S5-498567	Fuel Pump Assembly Credit for Return	\$ (688.87)
56184	Seattle Automotive Distrib.Inc	12/31/2014	Motor Pool	501-00-548-300-31	S5-498732	Oil Filter	\$ 8.86
56184	Seattle Automotive Distrib.Inc	12/31/2014	Motor Pool	501-00-548-300-31	S5-494844	Fuel Pump Assembly & Air Filter	\$ 695.21
56184	Seattle Automotive Distrib.Inc	12/31/2014	Motor Pool	501-00-548-300-31	S5-497740	Plugs, Oil, Air Filter	\$ 269.75
	Seattle Automotive Distrib.Inc Total						\$ 284.95
56185	Severn Trent Water Purification In	12/31/2014	Water	403-34-534-550-48	1673129	Chlorimatic Valve Service and Repair	\$ 731.08
56185	Severn Trent Water Purification In	12/31/2014	Water	403-34-534-550-48	1673177	Chlorinator Service and Repair	\$ 824.53
	Severn Trent Water Purification Inc. Total						\$ 1,555.61



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
56186	Shred-it Western Washington	12/31/2014	Finance	001-14-514-230-41	9404661417	Prof Svcs	\$ 31.77
56186	Shred-it Western Washington	12/31/2014	Police	001-21-521-200-41	9404661417	Prof Svcs	\$ 63.54
Shred-it Western Washington Total							\$ 95.31
56187	Sumner Lawn 'n Saw	12/31/2014	Street	101-00-542-900-35	252969	Chains and Bars	\$ 1,059.60
Sumner Lawn 'n Saw Total							\$ 1,059.60
56188	Tacoma Dodge*Chrysler*Jeep	12/31/2014	Motor Pool	501-00-548-300-31	5230572	Seatbelts	\$ 181.15
Tacoma Dodge*Chrysler*Jeep Total							\$ 181.15
56189	Timco Inc.	12/31/2014	Water	403-34-534-550-31	260983	Corridor Well Recycle Tank	\$ 139.68
Timco Inc. Total							\$ 139.68
56190	Unifirst Corporation	12/31/2014	Facilities	001-18-518-300-22	3301054595	Uniform Svcs	\$ 4.21
56190	Unifirst Corporation	12/31/2014	Parks	001-76-576-600-22	3301054595	Uniform Svcs	\$ 9.84
56190	Unifirst Corporation	12/31/2014	Street	101-00-542-900-22	3301054595	Uniform Svcs	\$ 41.18
56190	Unifirst Corporation	12/31/2014	Electric	401-32-533-500-22	3301054595	Uniform Svcs	\$ 3.01
56190	Unifirst Corporation	12/31/2014	Electric	401-32-533-500-22	3301054680	Uniform Svcs	\$ 145.06
56190	Unifirst Corporation	12/31/2014	Water	403-34-534-500-22	3301054680	Uniform Svcs	\$ 13.19
56190	Unifirst Corporation	12/31/2014	Water	403-34-534-500-22	3301054595	Uniform Svcs	\$ 86.41
56190	Unifirst Corporation	12/31/2014	Storm	406-38-553-350-22	3301054595	Uniform Svcs	\$ 16.07
56190	Unifirst Corporation	12/31/2014	Motor Pool	501-00-548-300-22	3301054595	Uniform Svcs	\$ 60.27
Unifirst Corporation Total							\$ 379.24
56191	Utilities Underground Loc Cent	12/31/2014	Electric	401-32-533-500-41	4120159	Excavation Notifications	\$ 21.54
56191	Utilities Underground Loc Cent	12/31/2014	Water	403-34-534-500-41	4120159	Excavation Notifications	\$ 21.54
Utilities Underground Loc Cent Total							\$ 43.08
56192	Water Management Laboratories	12/31/2014	Water	403-34-534-550-41	136899	Water Testing	\$ 255.00
56192	Water Management Laboratories	12/31/2014	Water	403-34-534-550-41	136988	Water Testing	\$ 415.00
Water Management Laboratories Total							\$ 670.00
56193	Williams Jodi	12/31/2014	Facility Deposit Re	650-00-218-010-00	421197	Key and Building Deposit Refund 12/21/14 Rental	\$ 250.00
Williams Jodi Total							\$ 250.00
56194	Williams Oil Filter Service	12/31/2014	Storm	406-38-553-350-31	143377	Stormwater Parts	\$ 32.28
Williams Oil Filter Service Total							\$ 32.28
12/31/2014 Total							\$ 84,195.38
Grand Total							\$ 86,024.98



CONSENT AGENDA ITEM #

CITY OF MILTON
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:

Date	Check #	Amount	Date	Check #	Amount
1/15/2015	EFT Online	\$ 200,398.64	1/5/2015	ACH (Direct Deposit)	\$ 86,527.19
1/20/2015	56135-56142	\$ 21,758.42	1/5/2015	3820-3822	\$ 2,229.80
			1/5/2015	ACH (Deductions)	\$ 3,583.75
			1/5/2015	ACH (Benefits)	\$ 117,513.26
			1/5/2015	3823-3827	\$ 3,759.76

Total Accounts Payable: \$ 222,157.06 Total Payroll: \$ 213,613.76

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:

\$435,770.82 Dated: **January 20, 2015**

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

CHECK REGISTER

City Of Milton
MCAG #:

01/01/2015 To: 01/31/2015

Time: 07:29:19 Date: 01/14/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
165	01/15/2015	Claims	1	EFT	BONNEVILLE POWERADMINISTRATION	200,240.00	Monthly Power
166	01/15/2015	Claims	1	EFT	CIT TECHNOLOGY FIN. SERV, INC.	158.64	#26226550
157	01/20/2015	Claims	1	56135	BIAS SOFTWARE	13,565.54	5015
158	01/20/2015	Claims	1	56136	CHUCKALS	484.08	807211-0; 807211-2; 807257-0
159	01/20/2015	Claims	1	56137	WA STATE DEPT OF HEALTH	294.00	Annual Waterworks Certifications
160	01/20/2015	Claims	1	56138	FIFE MILTON EDGEWOOD CHAMBER OF COMMERCE	500.00	209
161	01/20/2015	Claims	1	56139	IMSA	85.00	53697
162	01/20/2015	Claims	1	56140	PUGET SOUND CLEAN AIR AGENCY	4,150.00	15-065
163	01/20/2015	Claims	1	56141	TRANSCRIPTION OUTSOURCING, LLC	32.80	2992
164	01/20/2015	Claims	1	56142	WESTERN ELECTRICITY COORDINATING COUNCIL	2,647.00	Annual Net Energy For Load And 2015 Assessments
		001 General Fund				10,076.22	
		101 Street Fund				85.00	
		107 Criminal Justice Fund				675.52	
		401 Electric Utility Fund				207,227.97	
		403 Water Utility Fund				3,007.10	
		406 Stormwater Operations Fund				1,085.25	
						222,157.06	Claims: 222,157.06

I hereby certify that the expenditures shown above reflect the true and correct expenditures to the best of my knowledge. I further certify the expenditures above to be valid and correct.

Finance Director

Date

We, the undersigned Councilmembers of the City of Milton, Washington, do hereby certify and approve the above payroll and claim vouchers.

Councilmember

Councilmember

Councilmember

Councilmember

CHECKS

CHECK REGISTER

City Of Milton
MCAG #:

01/16/2015 To: 01/31/2015

Time: 04:30:09 Date: 00/00/0000
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
157	01/20/2015	Claims	1	56135	BIAS SOFTWARE	13,565.54	5015
					001 - 518 80 41 000 - Prof Svcs -	5,426.22	Software Implentation
					406 - 531 10 41 000 - Professional Services	1,085.25	Software Implentation
					401 - 533 10 41 000 - Professional Services	4,340.97	Software Implentation
					403 - 534 10 41 000 - Professional Services	2,713.10	Software Implentation
		APs/Invoices	Amount	For			
		35	13,565.54	5015			
		5015	13,565.54	Software Implentation			
158	01/20/2015	Claims	1	56136	CHUCKALS	484.08	807211-0; 807211-2; 807257-0
					107 - 521 20 31 000 - Office and Operating Supplie:	263.29	
					107 - 521 20 31 000 - Office and Operating Supplie:	176.27	
					107 - 521 20 31 000 - Office and Operating Supplie:	44.52	Archive Boxes
		APs/Invoices	Amount	For			
		31	263.29	807211-0			
		807211-0	263.29	Toner Cartridge			
		32	176.27	807211-2			
		807211-2	176.27	Toner			
		33	44.52	807257-0			
		807257-0	44.52	Archive Boxes			
159	01/20/2015	Claims	1	56137	WA STATE DEPT OF HEALTH	294.00	Annual Waterworks Certifications
					403 - 534 50 49 001 - Misc/Dues & Memberships	294.00	
		APs/Invoices	Amount	For			
		40	294.00	Annual Waterworks Certifications			
		011252	42.00	Annual Renewal			
		013265	42.00				
		007546	42.00				
		011111	42.00				
		013103	42.00				
		004265	42.00				
		011583	42.00				
160	01/20/2015	Claims	1	56138	FIFE MILTON EDGEWOOD CHAMBER OF COMMERCE	500.00	209
					001 - 513 10 49 001 - Misc/Dues & Memberships	500.00	Annual Dues
		APs/Invoices	Amount	For			
		38	500.00	209			
		209	500.00	Annual Dues			
161	01/20/2015	Claims	1	56139	IMSA	85.00	53697
					101 - 542 90 49 001 - Misc/Dues & Memb	85.00	Annual Membership
		APs/Invoices	Amount	For			
		37	85.00	53697			
		121214	85.00	Annual Membership			

CHECK REGISTER

City Of Milton

MCAG #:

01/16/2015 To: 01/31/2015

Time: 04:30:09 Date: 00/00/0000

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
162	01/20/2015	Claims	1	56140	PUGET SOUND CLEAN AIR AGENCY	4,150.00	15-065
					001 - 518 50 49 001 - Misc/Dues & Memberships	4,150.00	
		APs/Invoices	Amount		For		
		41	4,150.00		15-065		
		15-065	4,150.00		Annual Assessment		
163	01/20/2015	Claims	1	56141	TRANSCRIPTION OUTSOURCING, LLC	32.80	2992
					107 - 521 20 41 000 - Professional Services	32.80	
		APs/Invoices	Amount		For		
		30	32.80		2992		
		2992	32.80		Transcription Services		
164	01/20/2015	Claims	1	56142	WESTERN ELECTRICITY COORDINATING COUNCIL	2,647.00	Annual Net Energy For Load And 2015 Assessments
					401 - 533 10 49 001 - Misc/Dues & Memberships	2,647.00	2015 Assessment
		APs/Invoices	Amount		For		
		39	2,647.00		Annual Net Energy For Load And 2015 Assessments		
		A150067	2,647.00		2015 Assessments		
					001 General Fund	10,076.22	
					101 Street Fund	85.00	
					107 Criminal Justice Fund	516.88	
					401 Electric Utility Fund	6,987.97	
					403 Water Utility Fund	3,007.10	
					406 Stormwater Operations Fund	1,085.25	
						21,758.42	Claims: 21,758.42

CHECK REGISTER

City Of Milton

Time: 04:30:09 Date: 00/00/0000

MCAG #:

01/16/2015 To: 01/31/2015

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I hereby certify that the expenditures shown above reflect the true and correct expenditures to the best of my knowledge. I further certify the expenditures above to be valid and correct.

Finance Director

Date

We, the undersigned Councilmembers of the City of Milton, Washington, do hereby certify and approve the above payroll and claim vouchers.

Councilmember

Councilmember

Councilmember

Councilmember

[Back to Voucher Sheet](#)



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Rich Perteet, Interim Public Works Director
Date: January 20, 2015
Re: Fee Schedule

ATTACHMENTS: Fee Schedule
Clearing & Grading Permit and Stormwater Review Fees

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommended Motion: “I move to approve the proposed changes to the City Fees Schedule as presented.”

Issue: Administrative Fees – These fee changes are basic housekeeping so that the General Fund is not subsidizing fees that are a pass-through for the City. (Table I through Table V of the attached fee schedule)

Development-related Fees – As per Council direction, these proposed fee changes will allow for clearing and grading permit fees, and storm water review fees where none were charged in the past.

Background: At meetings of November 10, 2014 and January 12, 2015, City Council reviewed the fee schedule and indicated support for administrative fee updates and review of development fees.

Discussion: The Fee Schedule is a constantly evolving document, brought to council for updates as needed. Fees will be continuously reviewed, and any additional recommended changes will come to Council in the future.

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

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

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

**City of Milton
Resolution No. 15-xxxx**

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

**City of Milton
Resolution No. 15-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
Events	3. Governmental Agencies 4. Senior Sponsored Events Monday thru Friday only Senior Activities Center Events Milton Days Event Vendor Fees Vendor with Milton Business License Returning Vendor Guest Vendor/Business Hobbyists/Crafts (Non-Business Affiliated) Non-Profit Clubs, Organizations & Government Agencies Electric Connection Fee	No Charge Free if scheduled to end before 5:00p.m. Free \$150.00 \$125.00 \$150.00 \$50.00 \$50.00 (Suggested Donation) \$50.00	
IV § 6.01	Public Safety Pet Licenses: Sumner/Puyallup Fees as of 8/5/08 09/01/14 - Dog or Cat under 6 months - Dog, Unaltered - Dog, Altered - Cat, Unaltered - Cat, Altered - dog (Sr. Citizen 65+)Altered - dog (Sr. Citizen 65+)Unaltered - cat (Sr. Citizen 65+)Altered - cat (St. Citizen 65 +)Unaltered - Replacement for lost tag ———— Late Fee After 15 days - Late Fee After 30 days - Late Fee After 60 days Exotic animal - Owner's license Replacement tag fee Permit for potentially dangerous dog	\$0.00 \$60.00 \$14.00 \$7.00 \$30.00 \$10.00 \$60.00 \$5.00 \$0.00 \$10.00 \$20.00	\$16.00 \$60.00 \$12.00 \$8.00 \$100.00 \$5.00 \$250.00

**City of Milton
Resolution No. 15-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Annual renewal of permit for potentiall dangerous dog		\$50.00
	Permit for dangerous dog		\$500.00
	Annual renewal of permit for dangerous dog		\$100.00
	Impound Fees		
	First Time	\$25.00	\$35.00
	Second Time	\$50.00	\$75.00
	Third Time	\$75.00	\$100.00
	Four or more times	\$100.00	
	Spay/neuter refundable deposit if an unaltered animal is impounded more than once in a 12 month period	\$75.00	
	- Kennel Rate cat/dog	\$ 5.00 per day	\$75.00
	Adoption Rate includes License Fee if adopted to a Metro City. Adoption Rate Multiple	\$ 95.00 includes spay/neuter License and Microchip	
	<i>Shelter Fees - Adoption, Boarding, Impound, Spay/Neuter, Euthanasia</i>		
	<i>Return Check Fee</i>		<i>\$40.00 and license invalidity</i>

These fees shall be set annually by the animal control operations board and shall be based on comparables as well as actual costs associated with professional services. The animal control operations board shall provide each participating city with a copy of these fees. The "animal control operations board" means the operations board of the governing entity of the animal control authority, as established by the interlocal agreement.

**City of Milton
Resolution No. 15-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Adoption Fee - Dog		\$130.00
	Spay/Neuter Deposit	\$50.00	
	Owner Drop Off	\$ 25.00 Dog/Cat	\$45.00
		\$ 10.00 per kitten	
		No fee if currently Licensed.	
	Steering Wheel Locks	\$ 8.00 + tax	
	Records		
	Copies of Police Reports	\$5.00	
	<i>Parking Tax - per vehicle per day</i>		<i>\$1.00</i>
	Reimbursable Security Services (three hour minimum)		
	Hourly Rate	\$45.00	<i>\$45.00/hr - \$70.00/hr</i>
	<i>Overtime Rate</i>		<i>\$65.00/hr - \$105.00/hr</i>
	Social Security	\$3.45	
	Retirement	\$2.46	
	Labor and Industries	\$0.54	
	Administrative Overhead	\$16.00	
	Total Cost per Officer per hour	\$67.45	
§ 9.44	Police Alarm Systems		
	- User Permit required	\$20.00	
	- Changes to the Permit	\$5.00	
	- Failure to obtain Permit within 30 day requirement	\$100.00	
	False Alarms		
	First and Second false alarm/activation per calendar year	- Warning	
	Third and subsequent false alarm/activation	\$ 100.00 per false alarm/activation	
	- Failure to obtain a valid alarm permit will result in a fee for each false alarm/activation	\$ 250.00 per false alarm/activation	
§ 8.04	Fireworks		
	- Sale License	\$ 75.00 per year	
	Concealed Weapons Permits		
	- Renewal	\$32.00	
	- Late Renewal	\$42.00	
V	Utility Rates and Fees		
	Delinquent Account Disconnections		\$50.00

**City of Milton
Resolution No. 15-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Reconnect Outside Normal Working Hours		\$135.00
	Owner/Management Disconnect/Reconnect (each)		<i>\$15.00</i>
	Special Requested Meter Reads		\$15.00
	Final Account Fee		\$15.00
§ 13.28	Water – Monthly Base Rate per meter within the General Service Area:	User Fee	
	<u>Meter Size</u>	<u>Base Rate</u>	
	¾"	\$24.27	
	1"	\$90.02	
	1 ¼"	\$121.89	
	1 ½"	\$149.86	
	2"	\$179.84	
	3"	\$299.83	
	4"	\$449.67	
	6"	\$899.33	
	Senior/Disability 30% <i>Low Income</i> Discount on Base Rate <i>Above</i> ; Residential Customers Only		
	Fire Protection Line	\$26.27	
§ 13.28	Water Monthly Consumption Rate – Single Family, Duplex Units, within the General Service Area:		
	Per 100 Cubic Feet:		
	- Up to 800 Cubic Feet Consumed	\$2.41	
	- 801 – 1,000 Cubic Feet Consumed	\$2.61	
	- 1,001 + Cubic Feet Consumed	\$2.81	
	Water Monthly Consumption Rate – Commercial, including Multi-Family and irrigation units with the General Service Area:		
	Per 100 Cubic Feet:		
	- Up to 800 Cubic Feet Consumed	\$2.53	
	- 801 – 1,000 Cubic Feet Consumed	\$2.73	
	- 1,001 – 2,000 Cubic Feet Consumed	\$2.93	
	- 2,001 – 3,000 Cubic Feet Consumed	\$3.13	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
Public Works	<p align="center">- 3,001 + Cubic Feet Consumed</p> <p>Electric Monthly Base Rate per meter within the General Service Area:</p> <p>Electric – Residential/Schools/Church</p> <p>A. Residential, Schools, Churches, Apartments, other</p> <p>Accounts not covered by commercial rates</p> <p><u>1. Base Rate</u> \$6.60</p> <p><u>2. Charges for each Kilowatt Hour</u> \$0.06 \$0.0617</p> <p>* Senior/Disability 30% <i>Low Income</i> Discount on Base Rate <i>Above</i>; Residential Customers Only</p> <p><u>B. Commercial rates</u></p> <p><u>1. Base rate</u></p> <ul style="list-style-type: none"> - Booster Stations Electric \$20.46 - 100 Watt Yard Light Electric \$9.90 - 200 Watt Yard Light \$10.18 - 400 Watt Lights \$24.00 - SR/Disability Yard Light \$7.21 <p><u>2. Charges for Each Kilowatt Hour</u> \$0.0683</p>	<p>\$3.33</p>	
Public Works	<p>Storm Drainage Fees – per month per 2800 sf impervious</p> <ul style="list-style-type: none"> Storm Water Residential Regular \$15.50 Senior/Disabled Storm Level A \$9.30 Senior/Disabled Storm Level B \$6.20 Senior/Disabled Storm Level C \$3.10 Undeveloped Land \$5.10 		
VI Planning	<p>Zoning, Land Division & Environmental Impact Fees</p> <p>School Impact Fee</p> <ul style="list-style-type: none"> - Single Family & Duplex (Per Unit) - Multi-Family (Per Unit) <p>Traffic Mitigation Fee</p> <ul style="list-style-type: none"> - Single Family - Duplex - Tri-plex 	<p>Per MMC 13.42.060(A)(2)</p> <p>Per MMC 13.42.060(A)(2)</p> <p>\$2,415.00</p> <p>\$4,345.00</p> <p>\$5,798.00</p>	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Four-plex	\$6,764.00	
	- Multi-family 5 or more units	\$ 2,415.00 per unit	
	- Non-residential	\$ 2415.00 per p.m. peak hour trip	
	Planning and Land Use Fees		
	- Administrative Interpretation/Decision	\$483.00	
	- Appeal of Administrative Interpretation/Decision	\$656.00	
	- Accessory Dwelling Unit	\$88.00	
	- Variance	\$1,393.00	
	- Annexation	\$3,453.00	
	- Binding Site Plan	\$1,209.00	
	- Boundary Line Adjustment	\$458.00	
	- Comprehensive Plan Amendment or Rezone	\$3,765.00	
	- Conditional Use Permit	\$2,142.00	
	- Critical Areas Checklist		
	- Design Standards Review	\$678.00	
	- Short Plat	\$1,103.00	
	- Preliminary Subdivision	\$1,888.00	
	- Final Subdivision	\$297.00	
	- Hearing Examiner Decision (due prior to approval of final plat)	varies	
	- Hearing Examiner Appeal	\$1,292.00	
	- Hearing Examiner Reconsideration	\$583.00	
	- Home Occupation	\$129.00	
	- Master Plan	\$5,078.00	
	- Master Plan Amendment	\$3,006.00	
	- Non-Conforming Use Letter	\$338.00	
	- Pre-Application/Construction – Major	\$1,212.00	
	- Pre-Application/Condition – Minor	\$457.00	
	<i>Pre-Application/Construction - Minor - (to be used with existing commercial structures, where there is a change of use or occupancy. The project will have no environmental issues and no design review required.)</i>	\$457.00	
	- Alteration/Amendment of Short Plat (0-4 lots)	\$365.00	
	- Alteration/Amendment of Subdivision (5+ lots)	\$623.00	
	- Reasonable Use Exception	\$1,299.00	
	- SEPA Major	\$2,308.00	
	- SEPA Minor (Applies to single family residences that exceed the categorical exemptions which pertain to residential filling and grading.)	\$1,383.00	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	<p>*Applies to single family residences that exceed the categorical exemptions which pertain to residential filling and grading.</p> <ul style="list-style-type: none"> - Shoreline Substantial Development - Site Plan Approval - Stormwater Review – Commercial - Stormwater Review – Residential <p>Clearing and Grading Permit</p> <p>**After 3 reviews – applicant is subject to additional charges at a minimum of \$75 per hour not to exceed \$130 per hour.</p>	<p>\$1,182.00</p> <p>\$1,209.00</p> <p>\$ 481.00 plus consultant fees and 15% overhead cost</p> <p>\$ 366.00 plus consultant fees and 15% overhead cost to be determined</p> <p>**</p>	<p><i>As per City of Milton Clearing and Grading Permit and Stormwater Review Fees Chart</i></p>
<p>VII Planning</p>	<p>Building & Fire Safety</p> <p>General Schedule of Fees and Penalties</p> <p>Plan Review Fees</p> <p>Reroof</p> <ul style="list-style-type: none"> - Residential & Reroof (2-dwelling units maximum) - Commercial Reroof <p>Stock Plan</p> <p>Outside Consultant Plan Review</p> <p>Fire Sprinkler System</p> <ul style="list-style-type: none"> Residential (1-2 family dwelling units) – 1 hour minimum plan review Commercial – 2 hour minimum plan review <p>Fire Alarm</p>	<p>65% of Building Permit Fee</p> <p>Fee based on City of Milton Building Division Valuation Table but no less than \$149.00</p> <p>60% of original plan review fee</p> <p>Actual consultant cost plus city plan review fees</p> <p>\$ 199.00 for first 10 heads plus \$ 1.03 for each additional head plus plan review fee at \$99.00/hr</p>	<p><i>Actual consultant cost plus regular City plan review fees.</i></p>

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Residential (1-2 family dwelling units)	\$199.00 plus \$1.55 per device	
	Commercial / Multi Family	\$464.00 plus \$1.55 per device	
	Tenant Improvement, Alteration, or Remodel	\$386.00 plus \$1.55 per device	
	Fire Suppression (other than Sprinklers) Includes hood and duct and alternative fire-extinguishing systems	\$199.00 plus plan review fee at \$99.00/hour (2 hr. minimum)	
	Energy Code Residential Energy Code	\$67.00	
	Non-Residential Energy Code	Outside Review plus 15% overhead costs plus in-house administrative time at \$99.00/hr (1 hr. minimum)	
	<i>Energy Code Plan Review</i>		<i>\$99/hr, 1hr minimum</i>
	Demolition or Building Move In addition, buildings moved into jurisdiction will require a building permit and complete plan review. This category requires Assignment of Funds to equal twice the assessed value of the estimated work (i.e. demolition cost or moving costs), but no less than \$10,000.	\$457.00	
	Swimming Pool and Spa	Fee based on the City of Milton Building Division Valuation Table but not less than \$ 313.00	
	Signs (fee includes plan review)		
	- Pole	\$484.00	
	- Monument	\$449.00	
	- Building	\$357.00	
	- Multi-Group	\$631.00	
	- Temporary Banners, A-Boards – Annually	\$103.00	
	Minimum Fee Unless Noted Otherwise	\$ 143.00 per hour	
	Accelerated (Third Party) Plan Review	80% of building permit-fee	
	<i>Expedited Plan Review</i>		<i>2 X Plan Review Fee</i>

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Violations and Penalties		
	- Work commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$99.00/hour (4 hr minimum)	
	- Grading, clearing, or land modifications commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$99.00/hour (5 hr minimum)	
	- Unlawful continuance of work after a stop work order is issued	\$1,000/day plus legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs and material charges plus 15% overhead fee.	
	- Reinspection Fee	\$99.00/hour	
	- Investigation Fee	\$ 410.00 plus staff fees plus attorney and consultant fee plus 15% overhead	
	Building Permit Fees Based on City of Milton Building Division Valuation Table		

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Total Valuation		
	- \$1.00 to \$2,000	\$101.00	
	- \$2,001 to \$25,000	\$ 101.00 for the first \$2,000 plus \$20.00 for each additional \$1,000 or fraction thereof, to and including \$25,000	
	- \$25,001 to \$50,000	\$560.98 for the first \$25,000 plus \$16.00 for each additional \$1,000 or fraction thereof, to and including \$50,000	
	- \$50,001 to \$100,000	\$960.97 for the first \$50,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$100,000	
	- \$100,001 to \$500,000	\$1,460.96 for the first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$500,000	
	- \$500,001 to \$1,000,000	\$4,660.96 for the first \$500,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
	- \$1,000,001 and greater	\$7910.96 for the first \$1,000,000 plus \$6.50 for each additional \$1,000 or fraction thereof	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
Building	Other Inspections and Fees		
	-Inspections outside of normal business hours (2 3 hours minimum)	\$ 298.00/hour	
	- Inspection for which no fee is specifically indicated (1 hour minimum)	\$ 99.00/hour	
	- Additional plan review required by changes, additions or revisions to plans <i>after 2 reviews</i> . (1 hour minimum)	\$ 99.00/hour	
	- Deferred submittals and Substantial Revisions	1.5 times the hourly rate of \$99.00/hour	
	- State Building Code Council Fee	\$4.50 plus \$2.00 per additional unit	
	- Single Family Residential Affordable Housing Valuation	\$ 103/square foot for residence under 2,000 sq. ft.; \$111/ square foot for residence over 2,000 sq. ft.; \$ 34/square foot for garages	<i>Fee based on City of Milton Building Division Valuation Table.</i>
	- Civil Inspection Fees	- to be billed at outside consultant's rate + 15% administrative fee not to exceed \$100 per invoice	
	- Storm Inspection Fees	- to be determined	
	Plumbing Permit Fees (Except for residential construction regulated under IRS, a plan review fee equal to 65% of the Plumbing Permit fee is also required.)		
	- For issuing each permit	\$143.00	
	- For issuing each supplemental permit	\$52.00	
	Unit Fee Schedule (in addition to permit fee)		

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage pipe and backflow prevention)	\$10.30	
	- For each building sewer and each trailer park sewer	\$10.30	
	- Rainwater systems – per drain (inside building)	\$10.30	
	- For each private sewage disposal system	\$56.65	
	- For each water heater and/or vent	\$10.30	
	- For each industrial waste pretreatment interceptor including its trap and vent, and kitchen-type grease interceptors	\$10.30	
	- For each installation, alteration or repair of water piping and/or water treating equipment	\$10.30	
	- For each installation, alteration or repair of drainage or vent piping, each fixture	\$10.30	
	- For each landscape sprinkler system on any one meter including backflow protection devices thereof	\$10.30	
	- For each atmospheric-type vacuum breakers not included in item above.	\$10.30	
	- For each backflow protective device other than atmospheric-type vacuum breakers:		
	- 2 inches (51 mm) in diameter and smaller	\$10.30	
	- Greater than 2 inches (51 mm) in diameter	\$21.63	
	- For each graywater system	\$56.65	
	- For each medical gas piping system serving one to five inlets/outlets for a specific gas	\$71.07	
	- For each additional medical gas inlet/outlet	\$10.30	
	- For other plumbing units not specifically listed	\$10.30	
	Mechanical Fees (Except for residential construction regulated under IRS, a plan review fee equal to 65% of the Mechanical Permit fee is also required.		
	- For issuing each mechanical permit	\$143.00	
	- For issuing each supplemental permit	\$52.00	
	Unit Fee Schedule (in addition to permit fee)		
	Furnaces		
	- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances.	\$23.69	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- For the installation or relocation of each floor furnace, including vent	\$23.69	
	- For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$23.69	
	Appliance Vents		
	- For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit.	\$10.30	
	Repairs, Additions, and Miscellaneous Equipment	\$19.57	
	- For the repair, alteration or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls, and miscellaneous equipment regulated by the Mechanical Code.		
	Boilers, Compressors, and Absorption Systems		
	- For the installation or relocation of each boiler or compressor to and including 15 horsepower (52.7 kW), or each absorption system to and including 500,000 Btu/h (146.6 kW)	\$28.84	
	- For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW), or each absorption system over 500,000 Btu/h (146.6 kW)	\$84.46	
	Air Handlers and Evaporative Coolers		
	- For each air-handling unit, including ducts attached thereto	\$19.57	
	NOTE: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		
	Ventilation and Exhaust		
	- For each ventilation fan connected to a single duct	\$10.30	
	- For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.30	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- For the installation of each commercial-type hood which is served by mechanical exhaust, including the ducts for such hood	\$ 77.25 plus Plan Review	
	- For other mechanical units not specifically listed	\$10.30	
	Fuel Gas, Medical Gas and Process Piping		
	- Fuel Tanks - Permit & Inspection: Propane, Heating Oil	\$177.16	
	- For each piping system of one to four outlets	\$10.30	
	- For each additional outlet exceeding four, each	\$2.16	
	Other Inspections and Fees		
	- Inspections outside normal business hours (minimum charge two 3 hours)	\$ 298.00 /hour	
	- Reinspection fee (1 hour minimum)	\$ 99.00 /hour	
	- Investigation fee (minimum charge include four hours)	\$ 398.00 /hour plus staff fees plus attorney and consultant fees plus 15% overhead	
	- Inspection for which no fee is specifically indicated (1 hour minimum)	\$ 99.00 /hour	
	- Additional plan review required by changes, additions or revisions to plan. (1 hour minimum)	\$ 99.00 /hour	
	- For use of outside plan review, inspection, or other professional services	Actual cost plus 15% overhead cost	
	<u>Actual cost shall include all administrative and overhead cost. Additional plan review fee may be charged in addition to permit fee (½ hour minimum)</u>		
IX	TRANSPORTATION, ENGINEERING, UTILITIES, & UTILITY		
Planning § 13.28	Utility Permit and Connection Fees		
	Water (per meter)		
	- Permit	\$100.00	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Service Installation Fee (includes connecting meter and meter box) 5/8" meters	\$2,090.00	
	Larger meter sizes will be charged actual cost of materials over the 5/8" meter installation plus 15% overhead cost, in addition to 5/8" meter service installation fee.	Additional cost plus 15% overhead cost plus \$2,090.00	
	Drop Meter Fee Standard residential 5/8" meters	\$420.00	
	Larger meters	Actual cost plus 15% overhead cost	
	System Development Charges – per building		
	- 5/8" meter size	\$4,325.00	
	- 1" meter size	\$7,220.00	
	- 1-1/2" meter size	\$14,400.00	
	- 2" meter size	\$23,050.00	
	- greater than 2" meter	Calculated upon request	
	Temporary Water Meter attached to fire hydrant		
	- temporary water permit fee	\$35.00	
	- rental rate for duration of project		
	<u>Meter Size</u>		
	5/8"	\$25.00	
	1"	\$35.00	
	2"	\$50.00	
	3" +	\$100.00	
	Deposit		
	<u>Meter Size</u>		
	5/8"	\$50.00	
	1"	\$100.00	
	2"	\$250.00	
	3" +	\$300.00	
	(Refundable balance of deposit less rental, damage to water meter, and cost of water used at current rates)		
	Water Availability Letter		
	- residential (up to four-plex)	\$ 100.00 / unit	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- non-residential(includes multiple family larger than four-plex and all commercial) (In the event that an existing certificate needs to be modified for additional units or ERUs, the cost difference between the existing certificate and the higher demand will be charged.)	\$ 200 / calculated ERU	
	Reconnection Fee		
	- during normal working hours	\$50.00	
	- after normal working hours	\$185.00	
§ 13.08	Electric (per unit)		
	- Permit	\$100.00	
	- Connection Fee		
	- Underground	\$600.00	
	- Overhead	\$750.00	
	- Distribution	\$250.00	
	- Temporary Power (not to exceed 12 months of usage, usage exceeding \$25 in value will be billed to the customer at the current rate)	\$ 25.00 min.	
	Reconnection Fee		
	- during normal working hours	\$50.00	
	- after normal working hours	\$185.00	
Public	Electric and Water		
	- Special requested meter readings	\$15.00	
Public	Equipment Rates (charge per hour) All equipment charges are without operators. Operator charges will be the actual cost of that employee(s) on the job site. All charges shall be subject to a 15 percent overhead charge.		
	- backhoe	\$50.00	
	- dump truck	\$30.00	
	- compactor machine	\$7.50	
	- pickup truck	\$10.00	

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Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- line truck	\$65.00	
	- derrick digger	\$70.00	
	- sewer flusher	\$60.00	

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

Debra Perry, Mayor

Attest:

Katie Bolam, City Clerk

[Back to Agenda Bill](#)

City of Milton Clearing and Grading Permit and Stormwater Review Fees

Type of Construction Activity	Examples	Stormwater Staff Time Required ¹	Stormwater Permit Currently Required?	Current Storm Permit Fee	Proposed Permit Fee
Clearing and Grading Permits					
Clearing and grading less than 7000 sf	<ul style="list-style-type: none"> Excavation and Fill for Small Site 	1 - 4 hours	No	None	\$100
Clearing and grading more than 7000 sf	<ul style="list-style-type: none"> Excavation and Fill Preliminary Grading for Subdivision 	Varies depending on scope of project	No	None	\$366 plus staff time OR consultant fees
Stormwater Permits					
Small Construction Projects					
Add or replace less than 2000 sf of impervious surface	<ul style="list-style-type: none"> Garage ² Addition ² 	1 - 4 hours	Yes	\$366 plus consultant fees	\$100
Add or replace less than 2000 sf of impervious surface	<ul style="list-style-type: none"> Driveway Patio 	1 - 4 hours	No	None	\$100
Medium Construction Projects					
Add or replace between 2000-5000 sf of impervious surface	<ul style="list-style-type: none"> Single Family Residence ² Garage and Driveway ² 	20 - 40 hours	Yes	\$366 plus consultant fees	\$366 plus staff time OR consultant fees
Add or replace between 2000-5000 sf of impervious surface	<ul style="list-style-type: none"> Small Parking Lot 	20 - 40 hours	No	None	\$366 plus staff time OR consultant fees
Large Construction Projects					
Add or replace more than 5000 sf of impervious surface	<ul style="list-style-type: none"> Duplex or Multifamily ² Commercial ² 	40 hours and up	Yes	\$481 plus consultant fees	\$481 plus staff time OR consultant fees
Add or replace more than 5000 sf of impervious surface	<ul style="list-style-type: none"> Parking Lot Roads and Utilities for Subdivision 	40 hours and up	Yes	\$481 plus consultant fees	\$481 plus staff time OR consultant fees

1. Includes plan review, inspections and coordination and counter time with applicant and engineer.

2. Building permit also required.



To: Mayor Perry and City Council Members
From: Police Chief Tony Hernandez
Date: January 20, 2015
Re: Request for change in authorized staffing

ATTACHMENTS: **Sergeant Job Description**

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommended Motion: "I move to approve a change in Police Department staffing, adding a Sergeant position in the Police Department."

Issue: The Police Department is requesting a change in the approved staffing for 2015.

Current staffing of fully commissioned officers in the Police Department is at a historic low comparable to 2007 staffing levels with eleven officers. Milton population has grown since 2007 by 14% or more. Total calls for service have also increased by 46%.

The Police Chief is requesting an additional position to bring the total fully commissioned officer count to 12 officers.

Discussion:

Current service workloads would benefit from an additional position and supervisory coverage.

City of Milton, Washington

JOB DESCRIPTION

Job Title: Police Sergeant
Department: Police Department
Reports to: Police Chief
Effective Date:
Job Code Number:

General Purpose

This is a full-time regular non-exempt civil service position. This position performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.

This position works under the general supervision of the Police Chief.

Supervision Exercised

Exercises general supervision over police officers and other staff as assigned.

Essential Duties and Responsibilities

Supervises police officers and other assigned staff in their duties.

Conducts the scheduling and coordinating of shift changes.

Reviews a variety of police related reports prepared by subordinate officers or others.

Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.

Makes day-to-day police assignments as required by the needs of the service.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation.

Advises supervisors on deployment of personnel during emergency responses.

Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.

Conducts periodic performance evaluation and planning sessions for assigned personnel.

Counsels assigned personnel on job performance.

Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts sensitive investigations into allegations of official misconduct or violations of law by public officials. Conducts internal affairs investigations as required.

Works a uniformed shift in the performance of routine patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or general guidance of patrol.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of patrol and administrative reports and records.

Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.

Coordinates and supervises the training, assignment, development of subordinate police officers.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City

Attorney, Court personnel, and the Prosecutor's Office regarding cases, policies and procedures.

Analyzes and recommends improvements to equipment and facilities, as needed.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations.

Schedules and conducts meetings.

Maintains departmental equipment, supplies and facilities.

Maintains liaison with community groups.

Performs other duties as assigned.

Minimum Qualifications

Necessary Knowledge, Skills and Abilities:

Education and Experience:

(A) AA degree or ninety (90) college credits in law enforcement, criminal justice or a related field.

(B) Completion of the State Basic Training Academy or equivalent academy; and

(C) Minimum of three years work experience as a fully commissioned police officer; or

(D) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.

(B) Skill in the operation of the tools and equipment listed below;

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below;

Special Requirements

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; (B) Ability to meet Department's physical standards; (C) Basic Law Enforcement Training (or Police Officer Standards and Training) certification or equivalent.

Tools and Equipment Used

Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, handcuffs, breathalyzer, pager, first aid equipment, and personal computer including

word processing and network software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Selection Guidelines

Formal application through Civil Service Commission, rating of education and experience; written test; oral interview and reference check. Polygraph examination; psychological examination; other job related tests may be required.

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 City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Date: January 20, 2015
Re: Request for change in authorized staffing

ATTACHMENTS: **Finance Tech 1 Job Description**

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommended Motion: “I move to approve a change in Finance Department staffing, adding a Finance Technician 1 and removing the Accounting Supervisor from the 2015 budget, and authorize the Mayor to fill the Finance Tech 1 position.”

Issue: The Finance Department is requesting a change in the approved staffing for 2015.

Current staffing for the Finance Department is: 1 Finance Director (exempt); 1 Accounting Supervisor (exempt); 2.5 Finance Technician 1 (IBEW).

Requested staffing for the Finance Department is: 1 Finance Director (exempt); 3.5 Finance Technician 1 (IBEW).

Discussion:

Current workloads and counter coverage would benefit from an additional Finance Tech 1 to assist in the Finance Office.

Revenue Forecast:

Savings of approximately \$25,000.00



POSITION DESCRIPTION

Job Title	Administrative Assistant - Finance Technician I
Department	Finance and Administration
Representation	IBEW 483 (International Brotherhood of Electrical Workers)
Status	Non-exempt

GENERAL PURPOSE

This position is the primary contact with the general public via telephone inquiries and in-person counter service. Work includes performing a variety of routine and complex cashiering, accounting and clerical duties, including compiling, monitoring, verifying and reconciling financial data in accounts receivable, accounts payable and utility billing systems. Also processes citywide payroll, central purchasing, business licensing and other record-keeping functions. The workload may be divided among the individuals filling this position on the basis of timing needs, segregation of duties and experience. The Finance Technician I is expected to eventually become proficient at all of these duties.

SUPERVISION

This position reports directly to the Finance Director. Although this position does not have any supervisory responsibilities, occasional supervision of volunteer or temporary office staff may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Finance Technician I 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.

- Coordinate and perform front desk and referral functions; answer incoming calls, radio dispatch, provide information regarding the City, and make referrals to the proper staff for issue resolution.
- Perform a variety of finance functions including compiling, monitoring, verifying and reconciling all financial data in the City's accounts receivable, accounts payable, purchasing and utility billing systems.
- Receipt, batch and balance all City payments received by all methods (mail, lock box, on-line, credit payments or collected at the front counter) on a daily basis.
- Verify, input, review and post all transactions for accounts payable, accounts receivable, purchasing and utility billing.
- Responsible for recording all deposits and all checks issued and balancing cash each day.
- Process utility billing, collections, turn-ons, rereads, meter change outs, customer updates and finals.

- Process utility billing taxes, schedules, disconnects, and assists with the maintenance of the Utility Billing system, assessing penalties and corresponding with utility customers.
- Receive accounts payable invoices; route to appropriate department for review and approval; verify and enter accounts payable and/or purchasing information into computer accounting system; reconcile automated accounts payable module with applicable general ledger control account.
- Process accounts payable functions in the City by insuring correct BARS coding, proper payment, and meeting due dates. Also responsible for maintaining and updating the accounts payable system.
- Process the City's accounts receivable, tracking and billing reimbursable accounts, issuing past due notices, and updating and maintaining accounts in the accounts receivable system.
- Provide research and analysis of expenditure and revenue information for accuracy.
- Verify, input and review payroll and employee information; review employee time sheets and verify overtime hours worked.
- Prepare and produce payroll and benefits reports, including quarterly and annual Federal and State tax obligations and deposits.
- Disburse payments to various vendors, organizations, employees and citizens.
- Analyze and interpret State and Federal laws and regulations related to payroll; implement changes in coordination with the Finance Director.
- Coordinate and process employee year-end information to balance, print and distribute W-2 forms; responsible for the accurate and timely reporting of year-end information to other government agencies.
- Monitor and maintain accrued vacation, sick, holiday and other types of employee leave; provide timely reporting to individual departments and employees.
- Provide technical information and instruction regarding payroll procedures and methods to City staff; interpret and explain payroll rules and regulations; answer questions and resolve problems or complaints.
- Responsible for updating and maintaining the payroll system for employee changes, and providing assistance to employees with pay related questions.
- Coordinate 1099 reporting. Assure year-end 1099 forms are printed, balanced and mailed by deadline; accurately report year-end 1099 information to IRS.
- Issue and receipt business licenses, animal licenses and passports for the City.
- Responsible for Activity Center and Community Building scheduling, calendar updates and assisting with website updates.
- Receive and maintain records on gambling, franchise and business and occupation tax collections.
- Provide support for audits, surveys, fixed asset inventories and other various projects, and may be asked to represent the department on certain committees as requested.
- Promote positive public relations and responsive customer service.
- Provide support to the City as a department team member, including assisting with training of employees as appropriate and providing other duties as assigned.
- Incumbent in position is required to cross train and learn the Deputy City Clerk duties.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent, and

- Two years of clerical experience and cashiering duties.

Necessary Knowledge, Skills, and Abilities

Knowledge of

- Basic principles and practices of governmental accounting.
- Basic accounting principles and procedures.
- Professional customer service techniques and telephone skills.
- Public relation techniques to resolve difficult customer situations.

Skill in

- Using Microsoft office programs and outlook, and in entering and retrieving computer data accurately and quickly.
- Performing accounting and clerical work.
- Excellent customer service to both external and internal customers.
- Obtaining, researching, clarifying and exchanging information.
- Interpersonal relationships and teamwork.
- Planning and organizing work with consideration for frequent interruptions.

Ability to

- Exercise sound and ethical judgment in the decision-making process.
- Organize, prioritize and work effectively under time constraints and to follow through on assigned tasks.
- Learn to effectively use the City's financial software program.
- Learn to interpret, apply and explain relevant regulations, policies and procedures.
- Discern sensitive information and protect confidentiality.
- Understand and follow oral and written directions, and communicate effectively in English.
- Establish and maintain cooperative and effective working relationships with others by using tact, patience and courtesy in dealing with customers, other employees and City officials.
- Diffuse possible conflicts with angry customers in resolving issues.

PREFERRED QUALIFICATIONS

Education and Experience

- Experience with Financial software.
- Experience in a municipal or other government setting.

SPECIAL REQUIREMENTS

Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier or evidence of equivalent mobility.

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.

- 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.
- Frequently required to stand and reach with arms and hands.
- 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: _____
 Finance Director

Approval: _____
 City Administrator

Effective Date:
 Revision History:

Approval: _____
 Mayor

Approval: _____
 City Council

Back to Agenda Bill



To: Mayor Perry and City Councilmembers
From: Public Works Interim Director Perteet
Date: January 5, 2015 Regular Session
Re: **Water Quality Specialists**

ATTACHMENTS: A. Job Description (revised); Appendix A to the collective bargaining agreement

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Issue: The position of Water Quality Specialist requires specialized education and training in order for us to meet state mandated drinking water quality standards. Of most significance is the state requirement for this position holder to have a Water Treatment Plant Operator 2 (WTPO 2) Certification, a specialized license that is only required of this position.

Recommendation/Action:

“I move to authorize the Mayor to reclassify the position of “Water Quality Specialist“ from according to the attached job description.”

Fiscal Impact/Source of Funds: The maximum additional expenditure for this position would be a monthly increase from \$5,167 to \$5,696 per month or a maximum of \$6,348 per year. This position is 100% funded under the Water Utility (403) budget

Background:

This position requires certifications beyond those required of a similar pay grade Maintenance Worker III – Lead. While the MW III does carry with it lead responsibilities, this Water Quality Specialist is required to have exactly the same certifications plus the WTPO 2 certification and a Cross Connection Control Certification.

Discussion: This position is currently unfilled. We are filling the void by using our Utility Supervisor (Glen Baker) supplemented by an outside consultant supplied by Gray & Osborne. Our last employee left because of inadequate compensation, and we need to maintain a competitive level of compensation for this position.



Title: Water Quality Specialist
Department: Public Works
Compensation: IBEW Range 47 19 (plus full benefits)
Representation: Non-Uniform Personnel Union
Status: Non-exempt, full-time regular

Description of Essential Functions: This is a full time regular non-exempt position under the direction of the Public Works Director or designee. The incumbent performs various skilled and semi-skilled tasks involving operating and maintenance procedures on water quality, water treatment, and related facilities.

Performs sample collection and various field and laboratory analysis to determine proper process controls and systems evaluation to meet water quality requirements; evaluates field equipment performance and performs repairs as necessary, prepares reports and data for the water system and State Department of Health. Incumbent inspects and/or repairs chlorine machines, wells, booster pumping stations, reservoir and meters at frequent intervals to insure that all aspects of the systems are functioning properly. **This position assists with routine or emergency public works maintenance operations and perform other duties as assigned**

Essential Duties and Responsibilities:

- Perform water quality analysis to determine process efficiency and make any needed changes, determines proper flow rates, set points and process control changes, calibrate chemical residual analyzers for efficient treatment operation.
- Maintain equipment and facilities in a clean, orderly condition to ensure the continuous operation of water pumps to maintain full reservoirs in the city water system. Keep daily records of plant operation, check reservoir levels, and perform telemetry equipment maintenance when necessary.
- Review plans for new construction and remodeling, as they relate to the City's water system.
- Perform cross connection control inspection to ensure quality of potable water, ensuring conformance with federal, state and local backflow regulations, and receives, investigate and recommend remedies for customer complaints.
- Maintain accurate backflow device certification records; maintain files of all devices installed including history of premises, correspondence and test results; ensure timely testing of devices.

- Assist with the coordination and implementation of the Public Works Operation activities relating to the City's Wellhead Protection Plan (WHPP), Lead and Copper Corrosion Control (CC), and other water quality programs. Arrange for and collect field data and samples, prepare reports, and compile documentation required for regulatory compliance of Milton's water system and source aquifers.
- Maintain knowledge of the Department of Health Water Quality Regulations;
- Operate all types of meters, analyzers and testers, hand and power tools to troubleshoot, repair, adjust and maintain equipment and facilities.
- Work with the Supervisor to schedule and perform preventive maintenance and repairs on various facilities chemical feed equipment, pumps, electrical motors, piping, control systems, and other equipment in the water system.
- Assist with the preparation, printing and distribution of the annual Consumer Confidence Report (CCR)
- Responsible for monitoring, requisitioning, and storage of chemicals, lab supplies, tools, and safety supplies; anticipate future needs and make requests for supplies; track usage for record-keeping purposes.
 - Ensure all necessary water quality samples are taken and tested
 - Adjust treatment systems to optimize water quality parameters to set standards (including disinfection, pH, iron and magnesium removal)
- Conduct training sessions to familiarize back-up personnel in facility operations, standards, equipment, and process controls, may also conduct facility tours.
 - Conduct investigations of unexplained water quality monitoring results or customer complaints
- Assist other Water Department crews as needed, may serve as crew lead for small crews or special projects.
- May assist the Supervisor with coordinating contractor work on equipment and facilities, and inspecting contractor performance to verify that work meets City standards.
- Operate a variety of power construction and maintenance equipment and drives various sizes of trucks.
- Perform related duties as assigned.

Necessary Knowledge, Skills and Abilities:

- Modern water treatment plant practices, hydraulic principals, water quality regulations and routine sampling and analysis procedure

- Safe working practices and operation of chemical feed systems, including repairs and maintenance.
- Methods, tools, equipment, and materials used in the operation, maintenance and repair of water systems and components
- Mathematics, algebraic formulas, percentage calculations, conversions, chemical dosages, demands, residuals and chemical strengths for operating adjustments to the treatment process
- Personal computer and correct usage of English grammar, spelling, punctuation and vocabulary
- Effective organization and expression of ideas through use of oral and written communications
- Perform heavy manual tasks for extended periods of time and during inclement weather conditions
- Work in confined spaces, elevated sites, and hazardous atmospheres using appropriate safety equipment; safely work with hazardous chemicals and to protect other workers in the work site
- Climb ladders in vaults, manholes, and tanks in the water systems
- Maintain accurate records and prepare correspondence and routine reports
- Establish and maintain effective working relationships with other employees and the public and the ability to work independently
- Read and comprehend instructions, correspondence, and maps, safety rules, operating and maintenance instructions and procedure manuals

Minimum Qualifications:

Education: High school diploma or equivalent; and

Experience: A minimum of three (3) years of increasingly responsible experience in general **water** utility maintenance and ~~one~~ **two** (1-2) year experience in Water Quality Treatment or Water Facilities operations and maintenance which would demonstrate the ability of the incumbent to perform the job functions with minimal supervision.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience, which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

Licensing and Other Requirements:

Valid Washington State Driver's License

CDL Class B Endorsement with Air Brakes **and Tanker**, (within 6 months of employment)

Water Distribution Manager 2 Certification upon hire
Water Treatment Plant Operator 2 Certification upon hire
Cross Connection Control Specialist I Certification upon hire within 6 months of hire
Valid Traffic Control Flagging Card within 6 months of hire
Valid First Aid/CPR Card within 6 months of hire
Maintain State requirements for certifications
New hires must successfully pass the City's pre-employment driver's records check,
New hires must successfully pass the City's pre-employment substance abuse screening

Office Equipment Used:

Personal computer, with programs including but not limited to Microsoft Outlook, Word, and spreadsheets in Excel and SCADA computer supporting Wonderwear and alarm software.

Work Environment/Physical Demands:

The work is performed both inside and outside and may be exposed to the elements. Work outdoors is accomplished by traveling from site to site several times each day, using City vehicles. While performing the duties of this job, the employee is regularly required to walk, stand for long periods of time, stoop, kneel and frequently lift and/or move 60 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability to hear, see (including peripheral, color, distance and depth perception) and to move/react quickly. This job requires the employee to be able to perform physical and repetitive labor, often in inclement weather and/or adverse working conditions. Must have the physical strength and agility sufficient to perform the work. Requires working in traffic. There is frequent exposure to loud noises, extreme heat and cold. 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 be required to perform other related duties and responsibilities as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.

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

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