

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

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

**Staff Present:** City Administrator Mukerjee, Police Chief Rhoads, Public Works Director Neal and Finance Director Tylor.

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

**Tour of Public Works Facilities**

Present: Mayor Debra Perry, Mayor Pro-Tem Bart Taylor, Councilmembers Whalen, Ott, Morton, Jones and Manley.

Staff Present: City Administrator Mukerjee, Public Works Director Neal, Mechanic Pat Mendiola, Electric Supervisor Dick Bronson and Water/Street/ Storm Supervisor Gen Baker.

Pat Mendiola provided a tour of the facilities and an overview of vehicle maintenance, maintenance log and hydraulic systems of large dump trucks.

Dick Bronson provided a tour of the electric shop, feeder maps, and balancing of feeders.

Glen Baker provided a tour of the water shop and facilities and provided an overview of water pipes, meter setters, and the SCADA computer monitoring system of the city's water system. He then provided a tour of the material stockpiles in the yard, Well #10 and the Water Treatment Plant.

Councilmembers commented that the tour was excellent and requested a tour of the corridor wells sometime in the summer, preferably on a Friday afternoon.

The tour ended at 5:00 p.m.

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**Pizza Dinner 5:00 – 5:30 p.m.**

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**Welcome & Mayor's Message**

Mayor Perry opened the meeting at 6:00 p.m. and conducted a briefcase/shopping bag exercise. This helps to determine how people communicate and operate. She also conducted a "What's in your trunk" exercise with the message of "Are we prepared for opportunities or emergencies."

She stated her goals as :

1. Break down the walls that have prevented communications in the past.
2. Own and operate our city facilities.

3. Leave the city in a better condition than we received it.

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**Review of Accomplishments during past year.**

Administrator Mukerjee reviewed the list of accomplishments since the last retreat.

Top Three 2011 Priorities

1. Code Enforcement (4 votes): We hired a code enforcement officer.
2. Fire Annexation (6 votes) : Not complete. We are continuing discussions with East Pierce Fire & Rescue on operational issues
3. a. Financial Forecast/Budget Management (2 votes).  
Developed a comprehensive and detailed budget for Council. Also initiated a Council Finance Committee.
- b. Communications with Citizens (2 votes).  
While no formal citizens meeting were held, the city has greatly improved the responsiveness and quality of communications with citizens.
- c. Police Officer Position (2 votes)  
Added a police officer position.

Other Accomplishments

- Completed Pacific Highway Annexation (2010 Goal)
- Completed a Constrained Prioritization Process
- Completed Shorelines Master Program
- Held an orientation with the City Attorney. Also included Planning Commission and Parks Board.
- Hosted a Planning Short Course for area cities.
- Purchased 3 police vehicles
- Adopted a Medical Marijuana Moratorium ordinance until some of the legal issues get sorted out.
- Appealed the County's Flood Control District.
- Completed a number Capital Projects including Water Bond and Street Projects.

Public Works Director Neal provided an overview of the status of various projects.

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**Creating a Vision for Milton**

Joe Giacobazzi and Paul Fuesel from KPG Consultants described a one week visioning process designed to create a vision for the city. They cited examples from Burien and Bothell. The process involves identifying stakeholders to create a vision that can be then incorporated in a city's comprehensive plan. The vision is depicted in a number of sketches to depict what the vision could look like when implemented. The cost for the one week process is \$25,000.

The meeting ended at 7:00 p.m.

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

**Coffee and Open Discussion**

Councilmembers discussed last evening's presentation on the visioning exercise. They felt that this would be worthwhile for Milton to pursue.

**Key Issues, Projects and Financial Trends for 2012**

City Administrator Mukerjee and Department Directors discussed potential impacts of the State budget on the General Fund, and reviewed the status of the utility funds. He also discussed the following:

- Biennial Budget: Opportunity to adopt a biennial budget system exists every odd numbered years, however the ordinance must be adopted by June 30<sup>th</sup> of the preceding year.
- Fire Annexation: The Milton EMS Levy ends in 2013 and the EPFR Contract and Levy Lid Lift ends in 2015. Any voter approved measure must be approved the first ballot date of the year in order to be effective the following year.
- 911 Dispatch: Milton will need to decide on future dispatch options between joining South Sound 911 or contract with some other entity.
- Shorelines Master Program: City will need to adopt the plan and ordinance to complete the work.
- Medical Marijuana: City will monitor court cases and legislation and consider ordinances as needed.
- Street Maintenance: This is a critical need and currently there is no dedicated funding source for this program.
- Labor Contracts: This year, the city will be negotiating labor contracts with both the IBEW and the Police Guild.
- Utilities: We may want to look at bi-monthly billing and the rate tiers.
- Library Space: The city has submitted all the information requested by the County and HUD and is waiting for a response.
- Park Regulations: The current regulations are outdated and need major updates.
- ADA Bathroom: This project is expected to be completed this year.
- I.T. Needs: There are some critical I.T. needs including updating the email archiving system and installing an additional server.
- P.S.E. Franchise: A new franchise will need to be negotiated this year.
- Administrative Guidelines: The current guidelines are over fourteen years old and need updating.

**POLICE**

Chief Rhoads reviewed trends/issues facing the department. He also distributed copies of a Strategic Plan for the Police Department.

**FINANCE**

Director Tylor went over the financial as of February 2012.

**PUBLIC WORKS**

Director Neal reviewed status of projects and programs in Public Works.

**“What if” Exercise**

Mayor Perry described the exercise which is designed consequences and impacts of various council actions. Councilmembers and staff used a past and a future action to assess the impacts.

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**Goal Setting**

Each Councilmember listed three individual goals that they would like to focus on this coming year and next year. The individual goals were then grouped into common areas, and each councilmember then placed three dots each, next to the various individual groups. This resulted in the following goals:

**Goals with majority Council votes**

1. Create a Vision for Milton (6 votes)
2. Fund Street Maintenance (4 votes)

**Other Goals**

3. Develop Commercial Areas to increase tax revenues (3 votes)
4. a. Resolve Library Space issue with HUD for Police facilities (2 votes)  
b. Pursue I -5 Access and funding (2 votes)  
c. Retain Executive staff by reviewing pay and incentives (2 votes)
5. Electronic communications with citizens through e-mail and texting (1 vote)
6. Install a “Welcome to Milton” sign (1 vote)
7. Update I.T. (0 vote)
8. Improve appearance through parks and code enforcement (0 vote)

The retreat ended at 2:00 p.m.