

**CITY OF MILTON, WASHINGTON  
ORDINANCE NO. 1886-16**

**AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, RELATING TO PERSONNEL ADMINISTRATION BY AMENDING CHAPTER 2.74 TITLED "PERSONNEL POLICIES AND PROCEDURES MANUAL" AND BY REPEALING AND RE-ENACTING CHAPTER 2.82 TITLED "PERSONNEL-JOB DESCRIPTIONS; AND PROVIDING FOR RATIFICATION AND SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY ORDINANCE TITLE ONLY.**

WHEREAS, provisions of the Milton Municipal Code relating to Personnel Administration require updating and amendment for consistency with state law, current practice and best practices in personnel administration; and

WHEREAS, the City has an updated organizational structure for appointed offices inconsistent with current code; and

WHEREAS, the City wishes to make the code amendments described herein and the City Council deems it necessary and in the public interest to make such amendments,

Now, Therefore,

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

**Section 1. Amended.** The following sections of Chapter 2.74 of the Milton Municipal Code are hereby amended as follows, except as amended below, the provisions of Chapter 2.74 shall remain unchanged (new language underlined and deletions shown by strikeout):

**2.74.030 Retirement.**

Employees shall retire as so provided under PERS and LEOFF rules. In all instances, the retirement date shall be ~~the last day of the calendar month in which the employee has reached the designated retirement age~~ in accordance with Department of Retirement System (DRS) rules. Employees shall be required to contribute to Public Employees Retirement System and Law Enforcement Officers and Firefighters Retirement System of the state as per Chapter 41.40 RCW. Rates of contributions shall be adjusted from time to time by current state legislation.

**2.74.050 Medical insurance.**

Medical insurance will be provided at the expense of the city for all full-time and part-time regular employees and dependents. The city will also provide dental and vision coverage for the full-time and part-time regular employees and dependents. A group life insurance policy ~~with \$10,000 coverage~~ for all

full-time and part-time regular employees will be provided as set forth in adopted personnel policy for non-represented employees and provided in employment and labor contracts for represented employees.

**2.74.070 Longevity.**

Every employee within the city shall be entitled to longevity pay according to the following schedule adopted personnel policy for non-represented employees and employment and labor contracts for represented employees.

<b>Years continued employment</b>	<b>Bonus pay over the top of base pay (based upon gross wages)</b>
5—9 years	One percent (1%)
10—14 years	Two percent (2%)
15 and over	Three percent (3%)

**Section 2. Repeal.** Chapter 2.74.080 of the Milton Municipal Code is repealed in its entirety.

**Section 3. Repeal and Re-enactment.** Chapter 2.82 of the Milton Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

**Chapter 2.82**

**PERSONNEL – APPOINTIVE OFFICES AND EMPLOYEES**

Sections:

- 2.82.001 Position Qualifications and Appointments.
- 2.82.002 City Clerk.
- 2.82.003 Finance Director.
- 2.82.004 Public Works & Community Development Director.
- 2.82.005 Police chief.

**2.82.001 Position Qualifications and Appointments.**

The Mayor shall make all appointments to City appointive offices and employments, subject to applicable civil service rule or regulation. Qualifications for offices and employments shall be as determined by the Mayor, subject to any statutory required qualifications or labor agreement.

**2.82.002 City Clerk.**

Shall be the custodian of the city seal. Among other duties that may be assigned by the Mayor from time to time, the City Clerk performs a variety of professional support work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office. City Council meeting

management including legal notices, agenda packet preparation, ordinances, resolutions, contracts, and minutes. Acts as Public Records Officer, including personnel records. Administers the hiring practices of the City.

**2.82.003 Finance Director.**

Among other duties that may be assigned by the Mayor from time to time, the Finance Director compiles, organizes, publishes the city budget, including monthly and quarterly reports, and fully-detailed annual statement. Maintains the fiscal records and systems of the City and supervises department staff. Directs the accounting and reporting operations and the cash management functions. Monitors financial trends and budgeted revenues and expenditures.

**2.82.004 Public Works - Community Development Director.**

Among other duties that may be assigned by the Mayor from time to time, the Public Works -Community Development Director plans, organizes, directs, and evaluates day-to-day functions of city's planning, development, parks, facilities, and utilities divisions. Supervises administration, engineering, transportation, and operations. Formulates, evaluate and administer short- and long-range plans for all areas. Represent city for regional planning, mandates, and funding opportunities. Direct preparation and control of the department budgets and capital improvement plans. Serves as the City's Land Use Administrator and SEPA Administrator. Develops and implements strategies and programs to promote economic development efforts.

**2.82.005 Police Chief.**

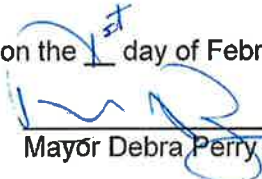
Among other duties that may be assigned by the Mayor from time to time, the Police Chief plans, organizes, directs and controls the functions of the police department. Develops and implements policies, procedures and practices to protect life and property through law enforcement and crime prevention work. The Chief ensures the efficient and economical use of department funds, including grant moneys, work force, facilities and time; accomplishes short-term and long-range planning; and performs law enforcement work as necessary to maintain public peace and order, to protect life and property, to prevent crime, to make investigations and to apprehend violators of the law.

**Section 4. Ratification and Confirmation.** Any previous actions by the City that fall within the scope of the subject matter of this ordinance not inconsistent with the provisions of this ordinance, are hereby ratified and confirmed.

**Section 9. Severability.** If any section, sentence, clause, or phrase of this ordinance or should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 10. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City, and this ordinance shall take effect and be in full force five (5) days after the date of summary publication.

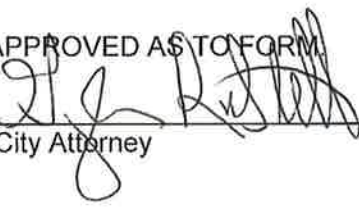
Passed by the City Council on the 1<sup>st</sup> day of February, 2016.

  
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Mayor Debra Perry

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Katie Bolam, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

Published: 2/4/16

Effective Date: 2/9/16