



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

**October 1, 2018**  
**Monday**

**Regular Meeting**  
**7:00 p.m.**

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**
- 5. Appointments to Boards and Commissions**
  - A. Appoint Frances Hall to Civil Service Commission
- 6. Consent Agenda**

*The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.*

- A. Minutes Approval:
  - i. September 17, 2018
- B. Claims Approval:
  - i. Approval of checks/vouchers/disbursements numbered 64168 to 64224 in the amount of \$ 406,592.06.
  - ii. Approval of the payroll disbursement of September 20, 2018 in the amount of \$186,525.44.
- C. Offer of Employment Tara Dunford Approval

## **7. Regular Agenda**

- A. School Impact Fee
- B. Citywide Miscellaneous Stormwater Improvements
- C. LID Retrofit Project Acceptance
- D. Travel Policy Ordinance repeal

## **8. Council Reports**

## **9. Director's Reports**

## **10. Mayor's Reports**

## **11. Adjournment**



To: City Council Members  
From: Mayor Styron Sherrell  
Date: October 1, 2018  
Re: **Appointment to Civil Service Commission-Frances Hall**

---

**ATTACHMENTS: Certificate**

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation Motion:** "I move to approve the Mayor's appointment of Frances Hall to the Civil Service Commission for a term to expire October 1, 2024."

---

**Discussion:** Frances Hall has expressed an interest in joining the Civil Service Commission. Frances has been a resident of Milton for 38 years and is a volunteer for the Milton Police Department and the Emerald Corner Neighborhood Watch Group.

Mayor Sherrell is recommending her appointment.

This Page Left Intentionally Blank



**Regular Meeting**  
**Monday, September 17, 2018**  
**7:00 p.m.**

**CALL TO ORDER**

Mayor Styron Sherrell called the meeting to order at 7:00 p.m. and Councilmember Tompkins led the flag salute.

**ROLL CALL**

Present: Mayor Pro Tem Hutson, Councilmembers Whitaker, Tompkins, Johnson, Morton, Whalen and Ott.

**STAFF PRESENT**

Public Safety Administrator Hernandez, Public Works Director Howlett and Finance Director Dunford and Public Works Operations Superintendent Barnhart.

**ADDITIONS/DELETIONS**

Council member Johnson asked to add discussion of MMC Title 10 to be added to agenda as item 6F

**CITIZEN PARTICIPATION**

<b>Speaker</b>	<b>Comments</b>
Richard Cosner	Parking of large eighteen-wheelers in lower ballfield is happening frequently. If we let this happen, Milton will become a transient stop.

## **CONSENT AGENDA**

### **A. Check Approval Process**

- a. Minutes Approval:
  - i. September 4, 2018 Regular Meeting Minutes
  - ii. September 10, 2018 Study Session
- b. Claims Approval:
  - i. Approval of the checks/vouchers/disbursements numbered 64118 to 64160 in the amount of \$299,132.40.
  - ii. Approval of the payroll disbursement of September 5, 2018 in the amount of \$231,047.67.

**MOTION** (Johnson/Tompkins) to approve the Consent Agenda. **Passed 7/0.**

## **REGULAR AGENDA**

### **A. Street Vacation of portion of Diamond St immediately west of 11<sup>th</sup> Ave- Ordinance 2<sup>nd</sup> Read**

Explanation of this item was given by Public Works Director Howlett. This item was covered previously in a public hearing and a regular meeting.

Councilmembers commented that this item has been discussed in detail and they agree with it.

**MOTION** (Johnson/Whalen) “to approve the attached Ordinance vacating a portion of the right-of-way no longer necessary for a portion of Diamond Street immediately west of 11<sup>th</sup> Avenue” **Passed 7/0**

### **B. Street Vacation of portion of 11<sup>th</sup> Ave north of Diamond St & south of the Interurban trail– 2<sup>nd</sup> Read**

Explanation of this item was given by Public Works Director Howlett. This item was covered previously in a public hearing and a regular meeting.

Councilmembers expressed that this makes sense and they agree with it. Mayor asked for comments from the public and Jacquelyn Whalen commented that she would like to see this portion of land be used as trail access.

**MOTION** (Morton/Whitaker) “to approve the attached Ordinance vacating a portion of the right-of-way no longer necessary for 11<sup>th</sup> Avenue north of Diamond Street and south of the Interurban Trail.” **Passed 6/1 with Council member Ott voting no.**

### **C. Construction Contract Award-2018 Asphalt Patching**

Public Works Director Howlett gave an overview of this item. The city has a list of 38 streets that have been given priority for overlay and patching. The city budgeted for this in the 2018 budget and the lowest bidder was accepted to perform work.

Councilmembers expressed their appreciation for this work being done and inquired about timing and additional areas on the list.

**MOTION** (Whalen/Morton) “to authorize the Mayor to award the construction contract for the 2018 Asphalt Patch project to Asphalt Patch Systems, Inc. in the amount of \$102,227.88 and authorize the Mayor to sign all necessary documents to execute such contract.” **Passed 7/0.**

### **D. Update on School Impact Fees**

Public Works Director Howlett explained this item. This item was discussed in full detail at the last study session as well. Mr. Howlett reminded Council that the fee and timing of putting it in place is at their discretion but that it is something the City does every year.

Council members expressed frustration about rates and not understanding how they were calculated. There was discussion about imposing a fee and then each year using the construction cost index to increase it. Council asked for more information such as the number of students attending school district that live in Milton and what fees have been historically.

### **E. 2018 Budget Amendment #3**

Finance Director Dunford presented this item. The item was discussed in detail at the last study session meeting as well. There are several “clean-up” items on the amendment as well as some changes to the wage scale to better reflect the city’s current needs. There is no fiscal impact to the city because of the amendment.

Councilmembers provided comments about their understanding of this amendment due to attendance at finance meetings and they understand the changing needs of the city.

**MOTION** (Whalen/Johnson) “to adopt Ordinance 1948-18 amending the 2018 Budget and the Monthly Wage Scale as outlined in Exhibits A, B and C.” **Passed 7/0.**

### **F. Milton Municipal Code Title 10**

Council member Johnson asked council to review Title 10 in the Milton Municipal code ahead of the upcoming traffic study. Specifically, she wants to focus on speed limits placed on arterial streets and Highway 99, overnight parking and load limits on streets.

## **COUNCIL REPORTS**

### Councilmember Whitaker

- Has witnessed oversized trucks driving on city streets they probably shouldn't be, something needs to be done.

### Councilmember Ott

- The rest stop on Highway 18 has become overcrowded with vagrants. Are they camping on the trail and wooded areas in the city?

### Councilmember Tompkins

- Thank you to Director Howlett and Bill Barnhart for the tour of Milton. If any council members have a chance, it is a must do.
- Thank you to Richard Cosner for putting the meetings on Facebook each week.
- October 14<sup>th</sup> at The Mill there will be a "Comedy for Cops" show to help benefit the police foundation.

### Mayor Pro Tem Hutson

- Excited about the October 14<sup>th</sup> comedy show, the comedian is very good.
- Tour of Milton was great, it's impressive to see all the utilities Milton takes care of.

### Councilmember Johnson

- Is there any protection in the city for large, aged trees to be saved when development is happening? Would like to see those old trees be saved from being taken out.

## **DIRECTOR'S REPORTS**

### Public Safety Administrator Hernandez

- Two new officers will come to council after they have completed their field training.
- Things are busy as usual for the police department.

### Finance Director Dunford

- Focus right now is the 2019 budget and having the finance committee work on narrative and formatting so that it's clear when it comes to council for review.

### Public Works Director Howlett

- Wrapping up just a few items from 2018 budget that were approved to get done.
- Meeting with public works and working on preparing the 2019 budget.
- Anyone who wants a tour, I would be glad to give them one at any time.

## **MAYOR'S REPORT**

- Craft Bazaar is October 12<sup>th</sup> and 13<sup>th</sup>.
- FME soccer celebrated 40 years last Saturday. I attended their picture day and did a proclamation for them.
- There is a sign on the lower ballfield to recognize the private/public partnership between the city and Lloyd. This partnership is a huge savings to the city.

**ADJOURNMENT**

The meeting was adjourned at 8:53 p.m.

\_\_\_\_\_  
Shanna Styron Sherrell, Mayor

ATTEST: \_\_\_\_\_  
City Clerk

DRAFT

This Page Left Intentionally Blank

CITY OF MILTON  
PAYROLL and CLAIMS VOUCHER APPROVAL  
October 1, 2018

Claim Vouchers:

Dates	Check #	Amount
9/19/2018	64168-64208	305,334.49
9/24/2018	EFT	44,338.56
9/25/2018	64209-64224	56,919.01

Payroll Disbursements:

Date	Check #	Amount
9/20/2018	64161-64167, ACH & EFT	186,525.44

Total Accounts Payable:

\$ 406,592.06

Total Payroll:

\$ 186,525.44

Voids - none

Printer Error Checks - none

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>5915</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>1</b>	<b>EFT</b>	<b>COLUMBIA BANK</b>	<b>602.88</b>	<b>Service Charges</b>
					001 - 512 50 41 000 - Professional Services	29.06	Service Charges
					001 - 514 20 41 000 - Professional Services	189.66	Service Charges
					406 - 531 10 41 000 - Professional Services	76.84	Service Charges
					401 - 533 10 41 000 - Professional Services	153.66	Service Charges
					403 - 534 10 41 000 - Professional Services	153.66	Service Charges
<b>5916</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>1</b>	<b>EFT</b>	<b>MERCHANT CARD SVCS</b>	<b>100.01</b>	<b>Merchant Fees Court</b>
					001 - 512 50 41 000 - Professional Services	100.01	Court Credit Card Fees
<b>5873</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64168</b>	<b>AHBL, INC</b>	<b>5,375.00</b>	<b>Planning Services</b>
					001 - 558 60 41 000 - Professional Services	5,375.00	On Site Planning - May 2018
<b>5874</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64169</b>	<b>AIR SYSTEMS ENGINEERING INC.</b>	<b>1,693.01</b>	<b>HVAC Maintenance</b>
					001 - 518 30 48 002 - Building Repair & Maint	1,486.40	HVAC Maintenance
					107 - 521 20 48 002 - Facility Repairs and Maintena	206.61	HVAC Maintenance
<b>5875</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64170</b>	<b>ALPINE PRODUCTS INC.</b>	<b>1,124.67</b>	<b>Facility Supplies; City Hall Retrofit</b>
					001 - 518 30 31 000 - Operating Supplies	161.37	Sign "Trail Closed"
					310 - 594 18 61 143 - City Hall Retrofit	963.30	Sidewalk Material
<b>5876</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64171</b>	<b>ANIXTER INC</b>	<b>5,618.24</b>	<b>Electric Material; Electric Material; Electric Material; Electric Material; Electric Material</b>
					401 - 533 50 31 000 - Operating Supplies	341.52	Clamps
					401 - 533 50 31 000 - Operating Supplies	980.86	4 Position Fargos
					401 - 533 50 31 000 - Operating Supplies	457.18	Phase Sequence Ind Rotary
					401 - 533 50 31 000 - Operating Supplies	372.43	Connectors
					401 - 533 50 31 000 - Operating Supplies	3,466.25	Pad Mount Transformers
<b>5877</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64172</b>	<b>BIG JOHN'S TROPIES INC</b>	<b>13.18</b>	<b>Council Supplies</b>
					001 - 511 60 31 000 - Operating Supplies	13.18	Name Plates
<b>5878</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64173</b>	<b>CERTIFIED LABORATORIES</b>	<b>411.69</b>	<b>Fleet Material</b>
					501 - 548 30 31 000 - Office & Operating Supplies	411.69	Cleaners
<b>5879</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64174</b>	<b>CITY OF MILTON</b>	<b>386.00</b>	<b>Permit</b>
					404 - 594 34 63 100 - Well #10 Design Project	386.00	Permit
<b>5880</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64175</b>	<b>COMCAST BUSINESS</b>	<b>1,526.52</b>	<b>Phone &amp; Internet</b>
					001 - 513 10 42 000 - Communication	76.33	Phone & Internet
					001 - 514 20 42 000 - Communication	76.33	Phone & Internet
					001 - 518 30 42 000 - Communication	38.16	Phone & Internet
					107 - 521 20 42 000 - Communication	228.98	Phone & Internet
					406 - 531 10 42 000 - Communication	152.65	Phone & Internet
					401 - 533 10 42 000 - Communications	354.92	Phone & Internet
					403 - 534 10 42 000 - Communication	370.18	Phone & Internet
					101 - 542 30 42 000 - Communication	76.33	Phone & Internet
					501 - 548 30 42 000 - Communications	38.16	Phone & Internet
					001 - 558 50 42 000 - Communications	38.16	Phone & Internet
					001 - 558 60 42 000 - Communication	38.16	Phone & Internet
					001 - 576 80 42 000 - Communication	38.16	Phone & Internet
<b>5881</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64176</b>	<b>COMMERCIAL CONSTRUCTION NW</b>	<b>22,344.87</b>	<b>City Hall Retrofit</b>
					310 - 595 42 63 121 - Misc Sidewalks	22,344.87	Remove & Replace Concrete
<b>5882</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64177</b>	<b>CORE &amp; MAIN</b>	<b>134.66</b>	<b>Stormwater Material</b>
					406 - 531 30 31 000 - Operating Supplies	134.66	Filters
<b>5883</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64178</b>	<b>DATA BAR INCORPORATED</b>	<b>3,595.65</b>	<b>Print &amp; Mail</b>
					406 - 531 10 49 003 - Misc/Outside Printing	719.13	Utility Billing Print & Mail

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 533 10 49 003 - Misc/Outside Printing			1,438.26	Utility Billing Print & Mail
			403 - 534 10 49 003 - Misc/Outside Printing			1,438.26	Utility Billing Print & Mail
<b>5884</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64179</b>	<b>DICKSON COMPANY</b>	<b>5,370.09</b>	<b>Retainage</b>
			404 - 594 34 66 127 - Water Tank Demolition			5,370.09	Retainage
<b>5885</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64180</b>	<b>EES CONSULTING</b>	<b>14,217.50</b>	<b>Professional Services</b>
			402 - 594 33 60 125 - Comp Plan Update/Rate Stud			14,217.50	Professional Services
<b>5886</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64181</b>	<b>EQUITY BUILDERS, LLC</b>	<b>180,860.14</b>	<b>Estimate Pay #3</b>
			404 - 594 34 62 100 - Well #10 Construction			180,860.14	Estimate Pay #3
<b>5887</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64182</b>	<b>EVERGREEN EQUIPMENT CO INC</b>	<b>116.60</b>	<b>Electric Material</b>
			401 - 533 50 31 000 - Operating Supplies			116.60	Safety Chaps
<b>5888</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64183</b>	<b>EXPERT AIR CONTROL</b>	<b>20,380.69</b>	<b>HVAC In PW Operations</b>
			402 - 594 33 62 139 - HVAC/Lighting BPA			20,380.69	HVAC In PW Operations
<b>5889</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64184</b>	<b>FERGUSON ENTERPRISES, INC. #1539</b>	<b>6,872.66</b>	<b>Water Material; Water Material</b>
			403 - 534 50 31 000 - Office and Operating Supplie:			77.28	Paint
			404 - 594 34 64 123 - Meter Replacement			6,795.38	Meters
<b>5890</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64185</b>	<b>FIDELITY SOLUTIONS, INC.</b>	<b>449.92</b>	<b>Fleet Material</b>
			403 - 534 50 48 001 - Equipment Repair & Mainten			404.93	Radio Installation
			101 - 542 30 48 001 - Equipment Repair & Maint			44.99	Radio Installation
<b>5891</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64186</b>	<b>RICHARD &amp; MEGAN FORTHOFFER</b>	<b>178.09</b>	<b>001030 - 413 EMERALD ST</b>
			406 - 343 10 00 000 - Storm Drainage Fees			-67.03	
			401 - 343 30 00 000 - Electric Sales			-17.47	
			403 - 343 40 10 000 - Water Sales			-108.59	
			401 - 369 91 00 401 - Misc Revenue			15.00	
<b>5892</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64187</b>	<b>GRAINGER INC</b>	<b>499.15</b>	<b>Electric Material; Fleet Material; Fleet Material</b>
			401 - 533 50 35 000 - Small Tools and Equipment			118.38	Ratchet
			501 - 548 30 31 000 - Office & Operating Supplies			327.10	Battery, Impact Driver & Degreaser
			501 - 548 30 31 000 - Office & Operating Supplies			53.67	Wire Stripper
<b>5893</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64188</b>	<b>HJ ARNETT INDUSTRIES, LLC</b>	<b>1,045.99</b>	<b>Electric Material</b>
			401 - 533 50 31 000 - Operating Supplies			1,045.99	Rain Jacket & Bibs
<b>5894</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64189</b>	<b>HONEY BUCKET</b>	<b>162.40</b>	<b>Monthly Rental</b>
			001 - 576 80 45 000 - Operating Rentals and Leases			162.40	Monthly Rental - Interurban Trail
<b>5895</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64190</b>	<b>ID VILLE</b>	<b>2,809.53</b>	<b>Badge Maker</b>
			001 - 513 10 31 000 - Office and Operating Supplie:			18.95	Badge Maker
			001 - 514 20 31 000 - Office and Operating Supplie:			30.13	Badge Maker
			001 - 518 30 31 000 - Operating Supplies			55.51	Badge Maker
			503 - 518 80 31 000 - Office & Operating Supplies			9.48	Badge Maker
			107 - 521 20 31 000 - Office and Operating Supplie:			967.43	Badge Maker
			406 - 531 10 31 000 - Office and Operating Supplie:			342.56	Badge Maker
			401 - 533 10 31 000 - Office and Operating Supplie:			500.30	Badge Maker
			403 - 534 10 31 000 - Office and Operating Supplie:			582.89	Badge Maker
			101 - 542 30 31 000 - Office and Operating Supplie:			99.52	Badge Maker
			501 - 548 30 31 000 - Office & Operating Supplies			78.87	Badge Maker
			001 - 558 50 31 000 - Office and Operating Supplie:			70.41	Badge Maker
			001 - 576 80 31 000 - Operating Supplies			53.48	Badge Maker
<b>5896</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64191</b>	<b>TONI &amp; CHRISTIAN KELLY</b>	<b>155.95</b>	<b>000555 - 1907 11TH AVE</b>
			406 - 343 10 00 000 - Storm Drainage Fees			-55.61	
			401 - 343 30 00 000 - Electric Sales			-15.87	

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			403 - 343 40 10 000		- Water Sales	-87.11	
			401 - 369 91 00 401		- Misc Revenue	15.00	
			001 - 386 00 00 400		- Misc Utility Fee For Duplicat	-12.36	
<b>5897</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64192</b>	<b>KENNY L LAMBORN</b>	<b>18.68</b>	<b>000641 - 708 MILTON WAY</b>
			406 - 343 10 00 000		- Storm Drainage Fees	-23.84	
			401 - 343 30 00 000		- Electric Sales	19.48	
			403 - 343 40 10 000		- Water Sales	-29.32	
			401 - 369 91 00 401		- Misc Revenue	15.00	
<b>5898</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64193</b>	<b>LENNAR HOMES</b>	<b>40.37</b>	<b>005022 - 2103 97TH AVE CT E LOT 2</b>
			403 - 343 40 10 000		- Water Sales	-40.37	
<b>5899</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64194</b>	<b>LENNAR HOMES</b>	<b>40.22</b>	<b>005026 - 2022 97TH AVE CT E LOT 10</b>
			403 - 343 40 10 000		- Water Sales	-55.22	
			403 - 369 91 00 403		- Miscellaneous Water Revenue	15.00	
<b>5900</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64195</b>	<b>SHAIRA MARROQUIN SOSA</b>	<b>250.00</b>	<b>Facility Rental Deposit Refund</b>
			001 - 589 10 00 000		- Refund Facility Deposit	250.00	Facility Rental Deposit Refund
<b>5901</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64196</b>	<b>MCCARTHY &amp; CAUSSEAUX, PS</b>	<b>1,272.52</b>	<b>Hearing Examiner</b>
			001 - 558 60 41 000		- Professional Services	1,272.52	Hearing Examiner
<b>5902</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64197</b>	<b>CITY OF MILTON</b>	<b>1,591.20</b>	<b>Annual Stormwater</b>
			406 - 531 30 47 000		- Public Utility Services	1,101.60	Annual Stormwater Undeveloped Property
			001 - 575 50 47 000		- Public Utilities Services - CB	61.20	Annual Stormwater Undeveloped Property
			001 - 576 80 47 000		- Public Utility Service	428.40	Annual Stormwater Undeveloped Property
<b>5903</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64198</b>	<b>NATIONAL SAFETY, INC.</b>	<b>129.82</b>	<b>Water Material; Electric Material</b>
			401 - 533 50 31 000		- Operating Supplies	82.51	Trauma Strap
			403 - 534 51 31 000		- Operating Supplies	47.31	Mask Filters
<b>5904</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64199</b>	<b>NORTH COAST ELECTRIC COMPANY</b>	<b>63.84</b>	<b>Water Material; Water Material</b>
			403 - 534 51 31 000		- Operating Supplies	10.05	Guarded Tube
			403 - 534 51 31 000		- Operating Supplies	53.79	Tube Base Relays
<b>5905</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64200</b>	<b>NW STAGE LLC</b>	<b>1,288.11</b>	<b>Stage Rental; Stage Rental</b>
			116 - 573 91 45 000		- Milton Days - Rentals	491.78	Pick Up Of Stage
			116 - 573 91 45 000		- Milton Days - Rentals	796.33	2nd Payment For Stage Rental
<b>5906</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64201</b>	<b>PCRCO, LLC</b>	<b>84.79</b>	<b>Waste Disposal</b>
			101 - 542 30 47 000		- Utilities	84.79	Road Side Waste Disposal
<b>5907</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64202</b>	<b>PETERSEN BROTHERS INC.</b>	<b>8,159.05</b>	<b>Guard Rail Repair</b>
			101 - 542 30 48 000		- Repairs and Maintenance	8,159.05	Guard Rail Repair
<b>5908</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64203</b>	<b>PLATT ELECTRIC SUPPLY</b>	<b>8.74</b>	<b>Gate Camera</b>
			404 - 594 34 63 130		- Misc Security Upgrades	8.74	Locknuts & PVC
<b>5909</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64204</b>	<b>ROBINSON AND NOBLE, INC.</b>	<b>306.00</b>	<b>Consulting Services</b>
			404 - 594 34 63 100		- Well #10 Design Project	306.00	Consulting Services
<b>5910</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64205</b>	<b>RYAN HERCO PRODUCTS CORP</b>	<b>420.22</b>	<b>Water Material; Water Material; Water Material; Water Material</b>
			403 - 534 51 31 000		- Operating Supplies	35.83	Pipe Adaptor
			403 - 534 51 31 000		- Operating Supplies	25.14	PVC & Adaptors
			403 - 534 51 31 000		- Operating Supplies	164.16	PVC & Adaptors
			403 - 534 51 31 000		- Operating Supplies	195.09	Check Valves
<b>5911</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64206</b>	<b>OLLIE SHORT</b>	<b>350.00</b>	<b>Facility Deposit Rental Refund</b>
			001 - 589 10 00 000		- Refund Facility Deposit	350.00	Facility Deposit Rental Refund

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>5912</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64207</b>	<b>SIX ROBBLEES' INC.</b>	<b>39.83</b>	<b>PW Material</b>
					406 - 531 30 31 000 - Operating Supplies	9.96	Trailer Hitch Part
					401 - 533 50 31 000 - Operating Supplies	9.96	Trailer Hitch Part
					403 - 534 50 31 000 - Office and Operating Supplie:	9.96	Trailer Hitch Part
					101 - 542 30 31 000 - Office and Operating Supplie:	9.95	Trailer Hitch Part
<b>5913</b>	<b>09/19/2018</b>	<b>Claims</b>	<b>1</b>	<b>64208</b>	<b>SKILLINGS CONNOLLY, INC</b>	<b>15,928.90</b>	<b>Engineering Services</b>
					310 - 595 42 63 141 - TIB Yuma Street Overlay	15,928.90	Engineering Services
<b>5925</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64209</b>	<b>RON DUNCAN</b>	<b>760.18</b>	<b>Reimbursement</b>
					401 - 533 50 20 002 - Uniforms	760.18	FR Clothing - Duncan
<b>5926</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64210</b>	<b>EN POINTE TECHNOLOGIES SALES</b>	<b>24,306.48</b>	<b>Software Subscription</b>
					503 - 518 80 49 004 - Software Licenses/Subscriptic	24,306.48	Microsoft Office 365
<b>5927</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64211</b>	<b>THE FAB SHOP</b>	<b>10,192.75</b>	<b>Vehicle Material</b>
					405 - 594 33 64 405 - Asset Replacement	10,192.75	#40 Service Body Install With Options
<b>5928</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64212</b>	<b>LENNAR HOMES</b>	<b>108.91</b>	<b>004652 - 2312 97TH AVE CT E LOT 3</b>
					403 - 343 40 10 000 - Water Sales	-108.91	
<b>5929</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64213</b>	<b>CHRISTIANE MERCER</b>	<b>123.97</b>	<b>Reimbursement</b>
					401 - 533 10 43 000 - Travel	61.98	Bitco Training Mileage/Meals - Mercer
					403 - 534 10 43 000 - Travel	61.99	Bitco Training Mileage/Meals - Mercer
<b>5930</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64214</b>	<b>JAN SCHIEMER</b>	<b>85.52</b>	<b>003340 - 9724 TAYLOR ST E</b>
					403 - 343 40 10 000 - Water Sales	-100.52	
					401 - 369 91 00 401 - Misc Revenue	15.00	
<b>5931</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64215</b>	<b>SOUND GLASS SALES, INC</b>	<b>18,902.80</b>	<b>Window Replacement</b>
					402 - 594 33 62 139 - HVAC/Lighting BPA	18,902.80	City Hall Window Replacement
<b>5932</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64216</b>	<b>STATE AUDITOR'S OFFICE</b>	<b>380.40</b>	<b>Accountability Audit</b>
					001 - 514 20 51 000 - Prof Services-State Auditor	380.40	Accountability Audit & Investigation
<b>5933</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64217</b>	<b>TRISHA SUMMERS</b>	<b>88.79</b>	<b>Reimbursement; Reimbursement</b>
					001 - 513 10 43 000 - Travel	39.24	WCIA Training Mileage - Summers
					001 - 517 90 31 002 - Office & Operating Supplies	49.55	Harassment Training Refreshments
<b>5934</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64218</b>	<b>SUPPLYWORKS</b>	<b>868.01</b>	<b>Facility Material</b>
					001 - 518 30 31 000 - Operating Supplies	868.01	Tissue, Towels, Gloves & Garbage Bags
<b>5935</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64219</b>	<b>TACOMA SCREW PRODUCTS INC.</b>	<b>453.46</b>	<b>Fleet Material</b>
					501 - 548 30 31 000 - Office & Operating Supplies	453.46	Portable Grease Gun Assembly & Allen Set
<b>5936</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64220</b>	<b>TREASURY DIV.-MONEY CENTE US BANK N.A. - CUSTODY TREASURY</b>	<b>32.00</b>	<b>Safekeeping Fees</b>
					001 - 514 20 49 000 - Miscellaneous	32.00	Safekeeping Fees
<b>5937</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64221</b>	<b>UTILITIES UNDERGROUND LOC CENT</b>	<b>103.18</b>	<b>Monthly Locates</b>
					401 - 533 50 41 000 - Professional Services	51.59	Monthly Locates
					403 - 534 50 41 000 - Professional Services	51.59	Monthly Locates
<b>5938</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64222</b>	<b>WATER MANAGEMENT LABORATORIES</b>	<b>378.00</b>	<b>Water Testing</b>
					403 - 534 51 41 000 - Professional Services	378.00	Water Testing
<b>5939</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64223</b>	<b>CHARMAINE WESTON</b>	<b>106.78</b>	<b>001364 - 86 HYLEBOS AVE</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-48.53	

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 5

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		401 - 343 30 00 000		Electric Sales	-8.08	
		403 - 343 40 10 000		Water Sales	-65.17	
		401 - 369 91 00 401		Misc Revenue	15.00	
<b>5940</b>	<b>09/25/2018</b>	<b>Claims</b>	<b>1</b>	<b>64224 ROBERT WOLOSHYN</b>	<b>27.78</b>	<b>003168 - 9505 24TH ST E</b>
		403 - 343 40 10 000		Water Sales	-27.78	
<b>5917</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT SANDRA L. ALLEN</b>	<b>4,000.00</b>	<b>Judge Services</b>
		001 - 512 50 41 000		Professional Services	4,000.00	Monthly Judge Services
<b>5918</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT OGDEN MURPHY WALLACE</b>	<b>3,981.20</b>	<b>Legal Services</b>
		001 - 515 30 41 000		City Attorney	3,981.20	Routine Services - Aug 2018
<b>5919</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT PIERCE COUNTY SEWER</b>	<b>207.57</b>	<b>Sewer</b>
		001 - 518 30 47 000		Public Utility Service	33.09	Sewer
		107 - 521 20 47 000		Utilities	38.32	Sewer
		401 - 533 50 47 000		Public Utility Services	44.73	Sewer
		001 - 575 50 47 000		Public Utilities Services - CB	20.02	Sewer
		001 - 575 50 47 002		Public Utilities Services - AC	38.32	Sewer
		001 - 576 80 47 000		Public Utility Service	33.09	Sewer
<b>5920</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT PITNEY BOWES INC.</b>	<b>383.39</b>	<b>Quarterly Meter Lease</b>
		001 - 513 10 42 000		Communication	15.34	Postage Machine Lease
		001 - 514 20 42 000		Communication	30.17	Postage Machine Lease
		107 - 521 20 42 000		Communication	59.00	Postage Machine Lease
		406 - 531 10 42 000		Communication	18.10	Postage Machine Lease
		406 - 531 10 42 000		Communication	37.69	Postage Machine Lease
		401 - 533 10 42 000		Communications	36.19	Postage Machine Lease
		401 - 533 10 42 000		Communications	75.37	Postage Machine Lease
		403 - 534 10 42 000		Communication	36.19	Postage Machine Lease
		403 - 534 10 42 000		Communication	75.34	Postage Machine Lease
<b>5921</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT JOVANIS RODRIGUEZ</b>	<b>21.91</b>	<b>Reimbursement</b>
		401 - 533 50 43 000		Travel	21.91	Electric Utility Operations Training Mileage - Rodriguez
<b>5922</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT SHELL FLEET PLUS</b>	<b>5,643.78</b>	<b>Fuel</b>
		107 - 521 20 32 000		Fuel	2,858.70	Fuel
		406 - 531 30 32 000		Fuel	1,145.41	Fuel
		401 - 533 50 32 000		Fuel	402.46	Fuel
		403 - 534 50 32 000		Fuel	887.93	Fuel
		101 - 542 30 32 000		Operating Supplies/Fuel	243.52	Fuel
		001 - 576 80 32 000		Fuel	105.76	Fuel
<b>5923</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT US BANK ACCOUNTABILITIES</b>	<b>66.86</b>	<b>Copier Lease</b>
		001 - 513 10 45 000		Operating Rentals and Leases	66.86	Copier Lease - Executive Office
<b>5924</b>	<b>09/24/2018</b>	<b>Claims</b>	<b>3</b>	<b>EFT WA DEPT OF REVENUE</b>	<b>29,330.96</b>	<b>Excise Tax</b>
		001 - 518 30 31 000		Operating Supplies	1.82	Tax Owed - Safety Sign.com
		406 - 531 10 44 002		Excise Tax	1,460.83	Excise Tax - Stormwater
		401 - 533 10 44 002		Elect Excise Tax	13,125.41	Excise Tax - Electric
		401 - 533 50 31 000		Operating Supplies	15.41	Tax Owed - Tech Products Inc.
		401 - 533 50 31 000		Operating Supplies	5.34	Tax Owed - P Touch Direct
		401 - 533 50 31 000		Operating Supplies	3.85	Tax Owed - Lockout Tag.com
		401 - 533 50 31 000		Operating Supplies	4.75	Tax Owed - Lockout Tag.com
		401 - 533 50 31 000		Operating Supplies	6.36	Tax Owed - Lockout Tag.com
		401 - 533 50 31 000		Operating Supplies	41.73	Tax Owed - Hoffman Boots
		401 - 533 50 35 000		Small Tools and Equipment	349.57	Tax Owed - Rep Co Intl
		401 - 533 50 42 000		Communication	8.12	Tax Owed - Vivax Metrotech
		403 - 534 10 44 002		Water Excise Tax	14,164.18	Excise Tax - Water
		116 - 573 91 31 000		Milton Days - Supplies	3.96	Tax Owed - Paypal

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

09/12/2018 To: 09/25/2018

Time: 14:08:29 Date: 09/25/2018  
Page: 6

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 575 50 44 002 -		Taxes On Bldg Rentals	15.45	Excise Tax - Rental
		310 - 594 18 61 143 -		City Hall Retrofit	109.49	Tax Owed - American Security Cabinets
		404 - 594 34 61 132 -		Water Main Flushing	14.69	Tax Owed - Hydo Flow Products Inc.
<hr/>						
		001 General Fund			20,135.66	
		101 Street Fund			8,718.15	
		107 Criminal Justice Fund			4,359.04	
		116 Community Events Fund			1,292.07	
		310 Capital Improvement Fund			39,346.56	
		401 Electric Utility Operations Fund			24,400.71	
		402 Electric Capital Improvement Fund			53,500.99	
		403 Water Utility Operations Fund			19,831.74	
		404 Water Capital Improvement Fund			193,741.04	
		405 Water Utility Asset Replacement Fund			10,192.75	
		406 Stormwater Operations Fund			5,394.44	
		501 Vehicle Repair & Maintenance Fund			1,362.95	
		503 Information Technology			24,315.96	
					<hr/>	Claims: 406,592.06
		* Transaction Has Mixed Revenue And Expense Accounts			406,592.06	

Bank Positive Pay Upload \_\_\_\_\_

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Milton and that I am authorized to authenticate and certify to said claim.

Auditing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

# Payroll Disbursements

---

001 General Fund	12,613.07
101 Street Fund	5,328.01
107 Criminal Justice Fund	90,543.07
401 Electric Utility Operations Fund	28,685.89
403 Water Utility Operations Fund	29,599.51
404 Water Capital Improvement Fund	103.74
406 Stormwater Operations Fund	18,061.46
501 Vehicle Repair & Maintenance Fund	1,240.29
503 Information Technology	350.40

186,525.44 Payroll: 186,525.44

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Milton and that I am authorized to authenticate and certify to said claim.

Auditing Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Finance Director ( ) Municipal Services Administrator



## **Memo**

To: City Council  
From: Mayor Shanna Styron Sherrell  
Date: September 1, 2018  
Subject: Finance Director Agreement – Information Memo

---

Per City Code Chapter 3.52

I have placed on the consent agenda for ratification of an agreement between the city and the Director of Finance, Tara Dunford, via consent agenda. Please see attached agreement. As established in Chapter 3.52, the Mayor is authorized to enter into certain contracts on behalf of the city with respect to such contracts.

As stated in Chapter 3.52, the city council authorizes the City Administrator or Mayor to enter into and execute on behalf of the city specified contracts without individual approval of each contract by the city council, provided the contract is consistent with the approved annual budget for the city and the city's liability under the contract does not exceed available fund balances. As a matter of process please see the attached agreement between finance director and City of Milton for services. This obligation agreement is within the authorized budget authorized by council. Because it varies the benefits approved by the council in the personnel manual, council ratification was recommended by the city attorney.

Thank you for your attention to this matter.

Respectfully,

Shanna Styron Sherrell  
Mayor City of Milton

This Page Left Intentionally Blank



September 1, 2018

Office of the Mayor  
Shanna Styron Sherrell  
[sstyronsherrell@cityofmilton.net](mailto:sstyronsherrell@cityofmilton.net)  
253-517-2705

Tara Dunford  
1000 Laurel St.  
Milton, WA 98354

Dear Tara,

Thank you for agreeing to extend your position of Finance Director with the City of Milton, and I'm pleased to offer you part-time employment again and extending your employment agreement until December 28, 2019.

This offer is conditional upon agreement to the following:

1. Job Duties: As per full job description.
2. Effective Date: Your continued agreement of employment will commence on September 1, 2018.
3. Terms of Employment: You will serve at the pleasure of the Mayor and work under the supervision and direction of the Mayor and her Designee.

Your employment is subject to the provisions of the City of Milton Personnel Policies, to be provided on your first day of employment.

The City of Milton is an optional code municipal city created under the provisions of the Revised Code of Washington (RCW) Title 35A and operates under the Strong Mayor form of government. This is an "at will" position and the City may end your employment at any time, with or without cause.

“For cause” shall mean the termination due to the violation of any state or federal law constituting a felony, or a misdemeanor which substantially impairs the public’s confidence, violation of city policies, or state or federal law governing the rights of City employees, including but not limited to the City’s sexual harassment or discrimination policies and laws.

4. Compensation: The wage offered to you for this position as an hourly part time employee is Fifty Dollars (\$50.00) per hour for a 25 hour per week and attendance at city council meetings and study sessions for additional hours per month. The agreed upon compensation package includes compensation for and is in lieu of coverage for medical/dental and related opt out payment provisions. In consideration of not receiving the referenced health care benefits you shall receive 144 hours of vacation per year with the starting banked balance of 72 hours. Sick leave shall accrue at the rate of one (1) hour for every twenty hours of employment and maybe used and is subject to the requirements established by state law. You retain the sick accrual you have already acquired. You shall receive five (5) paid hours on each recognized City holiday. There is no other compensation associated with this employment unless dictated by law. Your vacation accrual will be considered use or lose and will not be paid out as compensation if you should leave employment with the city.
  
5. Work Hours: As previously discussed, your regular work schedule will be as follows unless otherwise agreed:
  - Mondays 8-6
  - Tuesdays 8-1
  - Wednesdays 8-1
  - Fridays 8-1
  
6. Outside Employment: The employee may take leave without pay, with the permission of the Mayor, engage in other employment so long as it does not unreasonably interfere with the performance of the job duties to the City.
  
7. Indemnification and Insurance: As an officer of the City you are entitled to indemnification for acts taken with the scope of your employment under the provisions of Chapter 2.96 and the Milton City Code.

I hope your acceptance of this offer will benefit both you and the City of Milton. If the terms and conditions specified herein are acceptable, **please sign and return the original to Human Resources.**

Sincerely,

Shanna Styron Sherrell  
Mayor

**Acceptance of Offer**

I have read this Offer of Employment and I agree to the terms and conditions of the Offer.

Accepted:

Tara Dunford

This Page Left Intentionally Blank



To: Mayor Styron Sherrell and City Council Members  
From: Mark Howlett, P.E., Public Works Director/City Engineer  
Date: October 1, 2018  
Re: **Ordinance 1<sup>st</sup> Read - Update to School Impact Fees**

---

- ATTACHMENTS:**
- A) School District History of Fees
  - B) City of Milton History of Adopted Rates
  - C) Comparison of Rates in Other Cities
  - D) Draft Ordinance - Alternative A
  - E) Draft Ordinance – Alternative B
- 

**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation/Action:** None – 1<sup>st</sup> Read Only

**Fiscal Impact/Source of Funds:** There is no fiscal impact to the City. The City does not collect School Impact Fees. They are paid by developers directly to the School District.

---

**Issue:** Annually the Fife School District updates their Capital Facilities Plan. This update results in revisions to the recommended amount of school impact fees charged to newly constructed residential structures. These changes require the modification of City code to reflect the new impact fees.

**Discussion:** This item came before the Council on September 10, 2018 and September 17, 2018. During those meetings there were questions and discussions about finding a simpler and fairer way for the City to assess school impact fees. The Council acknowledged the importance of funding schools but had concerns about the large variability in the rates from year to year.

In response to Council's concerns staff has prepared two alternative ordinances for the Council's consideration.

The first alternative is to leave in-place the current code language which annually revises the City Code. This allows the Council to annually discuss and adopt the level of school impact fees appropriate for the City.

The second alternative establishes a school impact fee base rate with an annual escalator based on the Engineering News Record's Construction Cost Index.

The City Council has the discretion to implement any fee amount they deem fit.

This Page Left Intentionally Blank

**AltORDINANCE NO. 1949-18**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, AMENDING CHAPTER 13.42 OF THE MILTON MUNICIPAL CODE AS IT RELATES TO SCHOOL IMPACT FEES; ENTERING LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

---

WHEREAS, the City currently requires payment of School Impact Fees pursuant to Chapter 13.42 of the Milton Municipal Code; and

WHEREAS, the City and the Fife School District have an interlocal agreement for the administration of the School Impact Fee system and accounts; and

WHEREAS, the School District adopted their Capital Facilities Plan 2018-2024 on July 30, 2018, which identified recommended School Impact Fees other than those currently identified in the Milton Municipal Code; and NOW THEREFORE,

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

**Section 1. Findings.** The recitals set forth above are hereby adopted as the Milton City Council's findings in support of this ordinance.

**Section 2.** Subsection A of Section 13.42.040 is hereby amended as follows:

**13.42.040 School District Capital Facilities Plan.**

A. For purposes of this chapter, the Fife School District 417 "Capital Facilities Plan ~~2017-2023~~ 2018-2024" adopted by the Fife School District on July ~~31, 2017~~ 30, 2018, is adopted by reference as though set forth herein in full.

**Section 3.** Subsection A of Section 13.42.060 is hereby amended as follows:

**13.42.060 Determination and collection of Impact Fees.**

A. The department shall determine and collect Impact Fees as follows:

1. School Impact Fees shall be paid directly from the developer to the School District. Upon receipt of Impact Fees, the School District shall issue the developer a receipt identifying the amount of Impact Fees paid and the development project for which the fees are paid. Unless a deferral is granted pursuant to MMC 13.42.100 The City of Milton shall not issue any building permit until it receives a receipt from the School District establishing that any required School Impact Fees have been paid to the district. It shall be the responsibility of the developer to ensure that the City receives a copy of the receipt.

2. The current Impact Fee amounts for Fife School District No. 417 are:

Single-Family Resident:	<del>\$1,527</del> \$3,500.00
Multifamily/Duplex Residential Unit:	<del>\$290</del> \$2,200.00

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

**Section 5. Publication.** This ordinance shall be published by an approved summary consisting of the title.

**Section 6. Effective Date.** This ordinance shall become effective and be in full force five (5) days after passage, approval, and publication as provided by law.

PASSED by the Council and approved by the Mayor of the City of Milton, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MILTON

\_\_\_\_\_  
Mayor Shanna Styron Sherrell

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Trisha Summers, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Ogden Murphy Wallace, City Attorney

Published:  
Effective Date:

## ORDINANCE NO. 1949-18

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, AMENDING CHAPTER 13.42 OF THE MILTON MUNICIPAL CODE AS IT RELATES TO SCHOOL IMPACT FEES; ENTERING LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

---

WHEREAS, the City currently requires payment of School Impact Fees pursuant to Chapter 13.42 of the Milton Municipal Code; and

WHEREAS, the City and the Fife School District have an interlocal agreement for the administration of the School Impact Fee system and accounts; and

WHEREAS, the City of Milton would like to establish a School Impact Fee that is fair and consistent; and NOW THEREFORE,

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

**Section 1. Findings.** The recitals set forth above are hereby adopted as the Milton City Council's findings in support of this ordinance.

**Section 2.** Subsection A of Section 13.42.040 is hereby amended as follows:

### **13.42.040 School District Capital Facilities Plan.**

A. For purposes of this chapter, the Fife School District 417 "Capital Facilities Plan ~~2017-2023~~ 2018-2024" adopted by the Fife School District on July ~~31, 2017~~ 30, 2018, is adopted by reference as though set forth herein in full.

**Section 3.** Section 13.42 is hereby amended as follows:

### **13.42.050 Determination of impact fee schedules.**

---

~~The impact fee schedule shall be calculated and imposed based upon the formula set forth in Attachment A to the ordinance codified in this section, which by this reference is incorporated herein. The formula set forth in Attachment A is the city's determination of the appropriate proportionate share of the costs of public school facilities needed to serve new growth and development to be funded by school impact fees. A separate fee shall be calculated for single-family residences and for multifamily residences based on the number of dwelling units therein. (Ord. 1314 § 1, 1996).~~

Repealed

### **13.42.060 Determination and collection of impact fees.**

---

A. The department shall determine and collect impact fees as follows:

1. School impact fees shall be paid directly from the developer to the school district. Upon receipt of impact fees, the school district shall issue the developer a receipt identifying the amount of impact fees paid and the development project for which the fees are paid. Unless a deferral is granted pursuant to MMC [13.42.100](#), the city of Milton shall not issue any building permit until it receives a receipt from the school district establishing that any required school impact fees have been paid to the district. It shall be the responsibility of the developer to ensure that the city receives a copy of the receipt.

2. The current impact fee amounts for Fife School District No. 417 are:

Single Family Resident:	<del>\$1,527</del> \$3,500.00
Multifamily/Duplex Residential Unit	<del>\$290</del> \$2,200.00

Starting on September 1, 2019 and each September 1st thereafter, said fees shall increase in an amount equal to the percentage increase in the Engineering News-Record annual construction cost index.

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

**Section 5. Publication.** This ordinance shall be published by an approved summary consisting of the title.

**Section 6. Effective Date.** This ordinance shall become effective and be in full force five (5) days after passage, approval, and publication as provided by law.

PASSED by the Council and approved by the Mayor of the City of Milton, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MILTON

---

Mayor Shanna Styron Sherrell

ATTEST/AUTHENTICATED:

---

Trisha Summers, City Clerk

APPROVED AS TO FORM:

---

Ogden Murphy Wallace, City Attorney

Published:  
Effective Date:

This Page Left Intentionally Blank

**COMPARISON OF OTHER CITIES FOR SCHOOL IMPACT FEES**  
**Updated September 18, 2018**

City	Auburn				Bonney Lake	Buckley	Covington	Edgewood			Enumclaw	Federal Way	Fife		
School District	Dieringer	Auburn	Kent	Federal Way	Sumner	White River	White River	Kent	Fife	Puyallup	Sumner	Enumclaw	Federal Way	Fife	Puyallup
School Impact Fee For Single Family	\$3,485	\$3,321	\$5,235	\$6,842	\$3,330	\$0	\$0	\$5,235	\$3,500	\$3,500	\$3,500	\$5,943	\$7,184	\$2,640	\$3,588
School Impact Fee For Multi-Family/Duplex	\$1,081	\$2,081	\$2,267	\$20,086	\$1,755	\$0	\$0	\$2,267	\$1,772	\$2,000	\$1,946	\$1,307	\$21,090	\$5,664	\$2,839

City	Gig Harbor	Kent				Maple Valley	Milton	Orting	Puyallup	Sammamish	Sumner		Tukwila	University Place
School District	Penninsula	Kent	Federal Way	Auburn	Highline	Tahoma	Fife	Orting	Puyallup	Issaquah	Sumner	Dieringer	Tukwila	University Place
School Impact Fee For Single Family	\$3,858	\$5,235	\$3,198	\$3,321	\$2,290	\$7,142	\$1,527	\$3,577	\$3,577	\$10,180	\$3,485	\$3,250	\$0	\$0
School Impact Fee For Multi-Family/Duplex	\$2,035	\$2,267	\$8,386	\$2,081	\$3,162	\$1,458	\$290	\$1,886	\$1,886	\$1,418	\$1,772	\$800	\$0	\$0

This Page Left Intentionally Blank

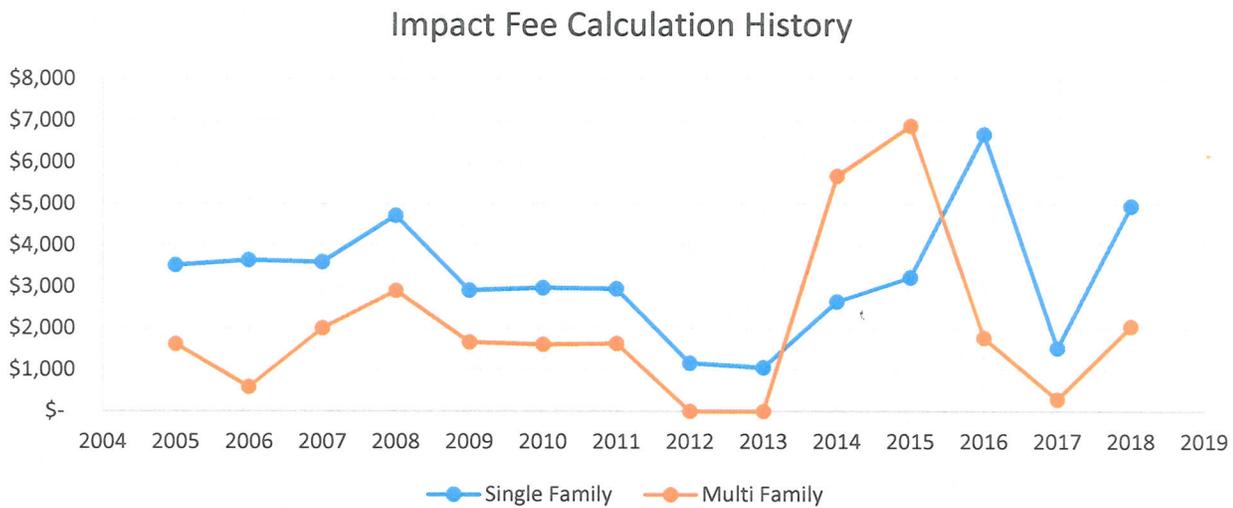
## History of Milton School Impact Fees

	1996	2013	2014	2016	2017
<b>Fee For Single Family</b>	\$2,134	\$1,163	\$2,640	\$3,216	\$1,527
<b>Fee For Multi-Family/Duplex</b>	\$1,248	\$0	\$5,664	\$1,755	\$290

This Page Left Intentionally Blank

### Fife School District Impact Fee Calculation History

	Single Family	Multi Family
2005	\$ 3,510	\$ 1,621
2006	\$ 3,629	\$ 586
2007	\$ 3,588	\$ 2,001
2008	\$ 4,709	\$ 2,899
2009	\$ 2,903	\$ 1,660
2010	\$ 2,969	\$ 1,612
2011	\$ 2,945	\$ 1,632
2012	\$ 1,163	\$ -
2013	\$ 1,051	\$ -
2014	\$ 2,640	\$ 5,664
2015	\$ 3,216	\$ 6,875
2016	\$ 6,670	\$ 1,772
2017	\$ 1,527	\$ 290
2018	\$ 4,946	\$ 2,043



This Page Left Intentionally Blank



**To:** Mayor Styron-Sherrell and City Council Members  
**From:** Jamie Carter, Stormwater Compliance Inspector  
**Date:** October 1st, 2018  
**Re:** Citywide Miscellaneous Stormwater Improvements – Ditch Maintenance and Repair

---

**ATTACHMENTS:** 1. Proposal 2. Informational Maps

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing

**Action:** “I move to authorize the Mayor to sign the Professional Services Agreement with Cannon Construction for \$49,378.07 for stormwater improvements.”

**Fiscal Impact:** This project was planned and budgeted for. The Stormwater Utility Capital Improvement Fund will contribute \$30,000 from the Citywide Ditch/Culvert Project while the remaining \$19,378.07 will be funded through our Stormwater Capacity Grant with the Department of Ecology. The capacity grant is intended for all projects that assist with permit compliance such as storm infrastructure maintenance.

---

**Issue:** The maintenance of stormwater ditches in the city is critical to trouble free conveyance and treatment of stormwater. Not only do the storm ditches move the water through town, they also slow, cool and treat the water before it can enter local waterways. Many ditches in town need repair and these funds are specifically intended for this kind of work.

**Discussion:** Key staff members from Engineering and Stormwater collaborated to prioritize which ditches should be worked on. They identified two main areas:

1. East side of 13<sup>th</sup> Ave in between Oak St and Taylor St. Ditches on this road are filling in and have reduced capacity. The west side has no stormwater conveyance and during heavy rain events water washes over the road from the failing ditches.
2. 8<sup>th</sup> Ave in between Xavier St. and Yuma St. Here the gradient is very steep, and the velocity of the water is eroding the street. In addition, heavy vegetation in the area has filled in the ditches with debris that has compacted over years. There is a large collection system on Taylor that can handle the water once it gets there.

This Page Left Intentionally Blank



406 Porter Way  
Milton, WA 98354-96354  
Contact: Brian Freeman  
Phone: 253-922-2787  
Fax: 253-922-3245  
Date: 9/24/2018

**Project Name:** City of Milton Ditches

**Quote To:** City Of Milton

**Proposal Number:** B18-1276  
**Job location:** Milton  
**Bid Due Date:** 9/24/2018  
**Customer Contact:** Jamie Carter  
**Phone:** 1-253-255-4331

### Pricing

Thank you for the opportunity to participate in the above referenced project. The following is our cost proposal.

ITEM	QUANTITY	UNIT PRICE	AMOUNT
DITCHES on 13th - Clean in and around inlets, regrade where needed, rip rap installation and jute matting where needed for erosion control. Includes flagging.	10	\$ 3,363.00	\$ 33,630.00
DITCHES on 8th - Clean in and around inlets, regrade entire ditch line, rip rap installation on entire ditch line. Install check dams every 25' . Includes flagging.	2	\$ 3,850.00	\$ 7,700.00
Disposal of ditch debris and soils	1	\$ 3,000.00	\$ 3,000.00
Traffic Control Plans	1	\$ 600.00	\$ 600.00
Sales tax @ 9.9%			\$ 4,448.07
<b>TOTAL</b>			<b>\$ 49,378.07</b>

### Bid Basis

All work will be performed during normal working hours. All spoils to be hauled off. Prevailing wages are included.

This Page Left Intentionally Blank



13th ave ditches  
Remove debris  
regrade inlets and  
outlets  
install 2x4 cobble at  
inlets and outlets  
install jute matting in  
ditch  
Gravel shoulders

Xavier St

Xavier St

Xavier St

8th ave ditches

Remove debris  
regrade inlets and outlets

install 2x4 cobble at inlets  
and outlets and entire ditch  
line with check dams every  
25 feet.

Gravel shoulders

8th Ave

8th Ave

8th Ave

Painting, Inc

20th St E

Yuma



**To:** Mayor Styron-Sherrell and City Council Members  
**From:** Jamie Carter, Stormwater Compliance Inspector  
**Date:** October 1<sup>st</sup>, 2018  
**Re:** **Project Acceptance – LID Retrofit Project – Emerald St. Bio-retention Cells and Bio-swales**

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Motion:** “I move to accept the LID (Low Impact Development) Retrofit Project, Emerald St. Bio-retention Cells and Bio-swales, as complete.”

---

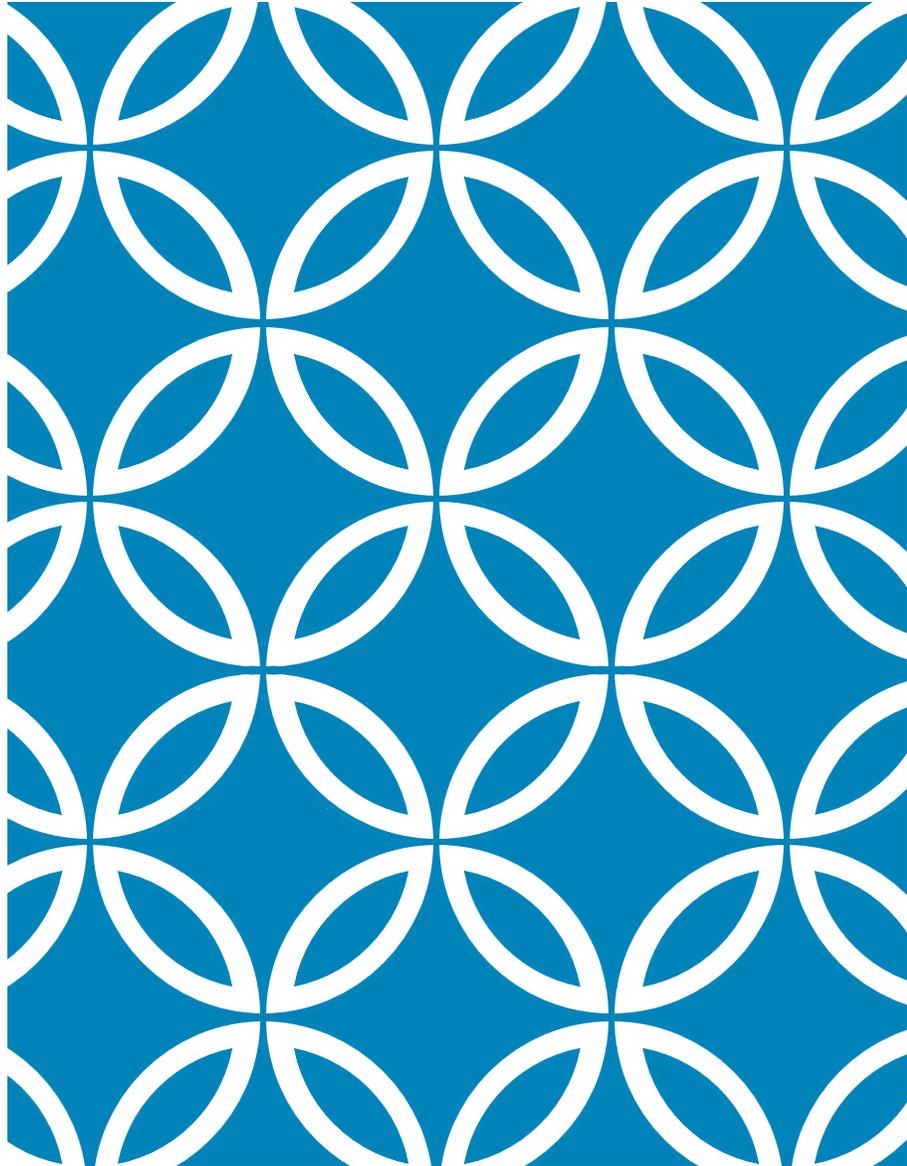
**Issue:** Construction of the Emerald St Bio-retention Cells and Bio-swales for the City’s LID Retrofit Project was completed in June 2018 and is now ready for Council acceptance.

**Discussion:** This project is a part of the City’s commitment to Low Impact Development and pollution prevention. It is a great first step toward realizing these goals and educating the public about green infrastructure.

Iron Creek Construction out of Issaquah, Washington was awarded the contract for \$265,240.30 and the final construction cost was \$253,117.80.

The project was funded in large part by the Department of Ecology with the total Ecology contribution of \$133,000. On July 30<sup>th</sup>, 2018, the Department of Ecology accepted the project as complete.

This Page Left Intentionally Blank



# **EMERALD ST CELLS AND SWALES**

**A LOW IMPACT DEVELOPMENT RETROFIT PROJECT**

---

**Funded in part by a grant from the Washington State  
Department of Ecology**

# PROJECT HISTORY - OVERVIEW

PROJECT GOAL: Improve water quality in the Hylebos Creek Watershed by using bio-retention cells and bio-swales to slow, cool and treat polluted stormwater caused by urban runoff.

The city competed for and was successful in receiving a grant for an ECOLOGY (ECY) funded Low Impact Development Retrofit project for 2016.

Construction in December 2016.

Project faced challenges from weather and planning.

Received final payment in July 2018. Total funding received= \$133,000.

Cells and swales are both functioning well as part of the city's stormwater system.

# WATER QUALITY AND ECY



The Washington State Department of Ecology annually offers grant money under their Water Quality Financial Assistance program



Projects that address water quality issues are given priority



We have been successful in receiving 3 of these grants since 2014

Emerald Street Bio  
Community Park  
and Community  
Building Pervious  
Parking Lots  
Decant Facility



SUCCESS!!



**MORE PHOTOS** |



Building Low Impact Design facilities demonstrates forward thinking and helps with regulatory compliance



Measurable water quality benefits

14 acres of runoff treatment

1.7 acres of equivalent flow control



Optimal installation time for these types of facilities is during the growing season

## LESSONS LEARNED/BENEFITS GAINED

**THANK YOU**

---



This Page Left Intentionally Blank



**To:** Mayor Styron-Sherrell and City Council Members  
**From:** Tara Dunford, Finance Director  
**Date:** October 1st, 2018  
**Re:** Ordinance to repeal travel policies

---

**ATTACHMENTS:** 1. Ordinance

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing

**Action:** “I move to approve Ordinance 1950-18, repealing portions of Ordinance number 1724-08 regarding travel policies.”

**Fiscal Impact:** None

---

**Issue:** In 2008 the City council passed Ordinance No. 1724-08 which repealed and amended certain sections of the Milton Municipal Code. Further, Sections 3 and 4 of the Ordinance established policies and procedures related to employee expenses incurred while conducting official business. Because these policies are adopted by ordinance, it is most proper for those policies to be amended by ordinance as well. As such, regular modifications to these policies and expense amounts, which may be within the power of the Mayor, must currently go through the Council.

The Mayor requests that the Council repeal Sections 3 and 4 of the Ordinance No. 1724-08 so that the Mayor may manage these employee related matters in a more nimble and fluid fashion. The Mayor has already created policies to replace those being repealed. These new policies can be adopted as soon as this ordinance becomes effective. The new policies will look to the FLSA standards as a model. As standards change, these policies will be able to be amended without the need for another ordinance.

This Page Left Intentionally Blank

**ORDINANCE 1950-18**

**AN ORDINANCE OF THE CITY OF MILTON,  
WASHINGTON, REPEALING PORTIONS OF ORDINANCE  
NUMBER 1724-08 REGARDING TRAVEL POLICIES.**

WHEREAS, the City Council adopted policies and procedures for travel expenses and authorizations in Sections 3 and 4 of Ordinance No. 1724-08, effective on July 29, 2008; and

WHEREAS, the City desires to repeal these travel related policies and procedures to adopt policies overseen by the Mayor which will be capable of adaptation as the State and National standards change; and

WHEREAS, the new policies will be readily available to City employees via the employee manual and from the Mayor's office; and

NOW, THEREFORE, the City Council of the City of Milton, Washington do ordain as follows:

Section 1. Sections 3 and 4 of Ordinance No. 1724-08 are hereby repealed in their entirety.

Section 2. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days from and after its passage, approval, and publication, as provided by law.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regular scheduled meeting this \_\_\_\_\_ day of October 2018.

Approved:

\_\_\_\_\_  
Shanna Styron-Sherrell, Mayor

Attest/Authenticated:

\_\_\_\_\_  
Trisha Summers  
City Clerk

Approved as to form:

\_\_\_\_\_  
Ogden Murphy Wallace PLLC

**Date of Publication:**

**Effective Date:**