



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

September 10, 2018
Monday

Study Session
7:00 p.m.

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Presentation**
 - A. East Pierce Fire-Bud Backer**
- 4. Regular Agenda**
 - A. School Impact Fees
 - B. Budget Amendment
- 5. Adjournment**

This Page Left Intentionally Blank

IDENTIFYING THE NEED

- Recognized Increasing Calls for Service
- Population Growth & Density
- Shift in Service Demand Locations
- Changing Demographics
- Update the Capital Facilities Plan
 - Began January 2018
 - Citizen Advisory Committee
 - 16 citizens from throughout the Fire District





NEEDS

- CAPITAL FACILITIES

- FIRE STATIONS

- Outdated
 - Different Use
 - Lack Safety Systems
 - Operational Reliability
 - Seismic
 - Essential Public Facilities

- TRAINING CENTER

- We Don't Have One

- AGING FLEET

- LADDER TRUCK*

- 19 Years Old

- FIRE ENGINES*

- MEDIC UNITS*

- TENDER

- Expand Capability

*High Mileage & Maintenance



PLAN TO ADDRESS THE NEED

- Previously identified projects in 2012 Capital Facility Plan
 - Demographic changes and faster than expected growth forced an update
- Update Reviewed by Citizen Advisory Committee
 - Realistic
 - Valid
 - Cost Effective
 - Value to the Public
- Updated Capital Facility Plan Adopted by Board of Fire Commissioners
- Phased Approach
 - Total cost of all projects exceeded debt capacity
 - Avoid “maxing out the credit card”

NEEDS EXCEED DEBT CAPACITY



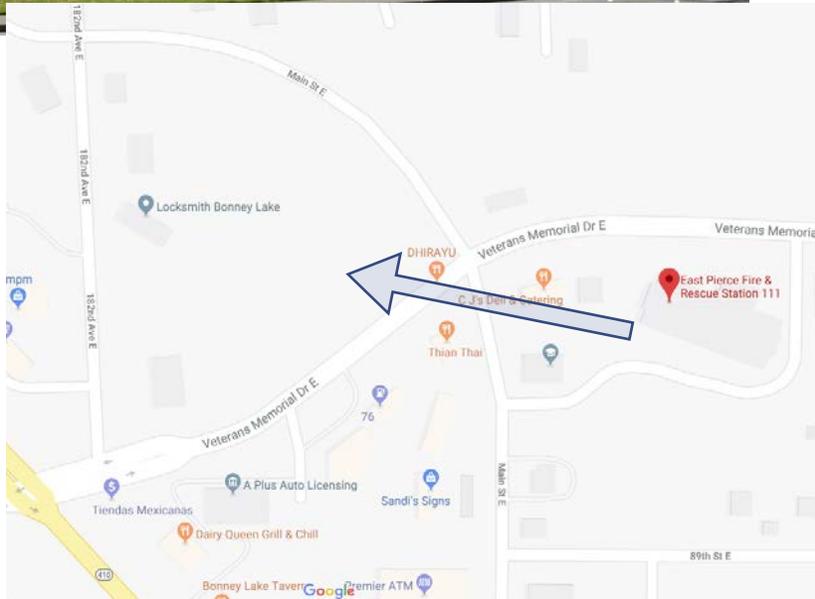
CAPITAL FACILITY PLAN: *PHASED APPROACH FOR FUNDING*



PHASE 1 (2018 Bond Issue)	PHASE 2 (Future Funding Sources 2025)
Sta 111 Bonney Lake – Replace	Sta 113 Sumner – Remodel / Expand
Sta 112 Prairie Ridge - Replace	Sta 115 NE Lake Tapps – Remodel / Expand
Sta 114 NW Lake Tapps - Replace	Sta 116 Foothills – Remodel / Expand
Sta 118 Edgewood - Replace	Sta 124 Milton - Replace
Sta 117 Tehaleh - New	Training Facility – New – Location TBD

STATION 111

BONNEY LAKE



- LEASED SPACE FROM CITY
- CITY HAS NEED FOR THE SPACE
- WE'VE OUT GROWN IT ANYWAY
 - Increase Operational Areas
 - Add apparatus bay
 - Code compliant storage and work space
 - Consolidate administrative functions
 - Fire Prevention lease in Edgewood
- WE HAVE LAND AT VMD & MAIN



STATION 112

PRAIRIE RIDGE



- BUILT IN 1976 (42 years old)
- DESIGNED FOR VOLUNTEER SYSTEM
- SMALL BUILDING & LOT
- NEED MORE APPARATUS BAYS
- MORE SPACE FOR ADDITIONAL FIREFFIGHTERS
- INEFFICIENT TO REMODEL
- LOCATE TO BETTER LOCATION TO ADDRESS GROWTH (acquire land)

STATION 114 *LAKE TAPPS*



CONSTRICTED LOT

Road right-of-way

UNSAFE ROADWAY

Limited sight distance from south

Locate to better location (acquire land)



STATION 118

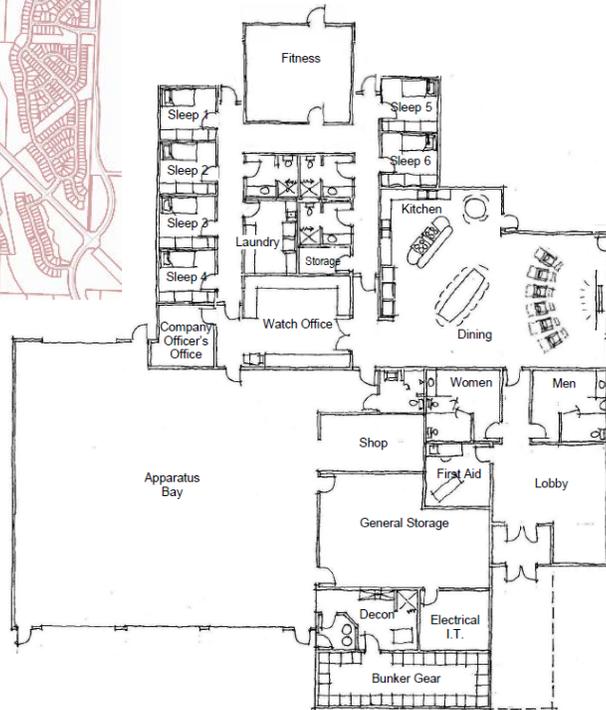
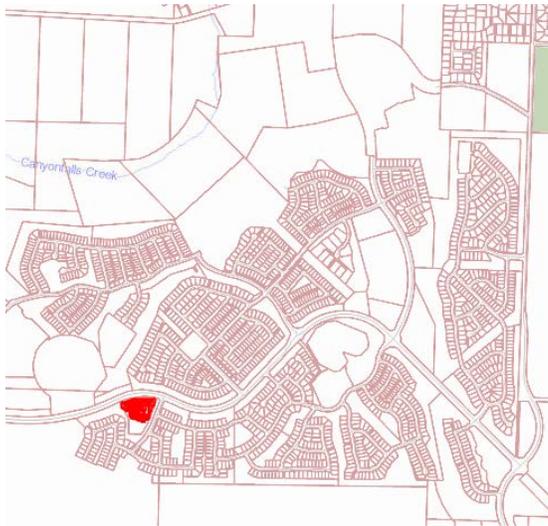
EDGEWOOD



- **BUILT IN 1948 (70 years old)**
 - Remodeled several times
 - Protects Edgewood & Milton
 - Building systems end of life span
 - Bay doors too short – struck often
 - Lacks storage
 - Need more space for additional firefighters
 - Lacks safety systems
 - Poor seismic resilience
 - Good location (build on site)



STATION 117 *TEHALEH*



- ADD NEW FIRE STATION
- ADDRESS GROWTH ON PLATEAU
 - Another 20,000 people coming in Tehaleh alone
- FINAL BUILD PROJECT OF PHASE 1
- CASCADIA BLVD / 181ST AVE E
 - Site provided by developer



EMERGENCY VEHICLES

- LADDER TRUCK
- FIRE ENGINES
- MEDIC UNITS
- TENDER

WHY?

- Ladder Truck exceeds service life
- Fire Engines high mileage reaching front line service life
- Medic Units will require replacement in 4 years
- Insurance Rating Schedule

FUNDING



- **BOND ISSUE**

- Requires 60% Super Majority
- 20-year Bond
- Similar to mortgage

- **COST ESTIMATES**

- 5 fire stations = \$72,500,000
- Vehicles/equip = \$7,500,000
- Total Bond = \$80,000,000

- **COST TO TAXPAYER**

- 25 Cents / \$1,000 for 20 Years

PROPERTY VALUE	ANNUAL	MONTHLY
\$300,000	\$75	\$6,25
\$400,000	\$100	\$8.33
\$500,000	\$125	\$10.42
\$600,000	\$150	\$12.50
\$700,000	\$175	\$14.58



YOU GET

- ✓ BUILDS 5 FIRE STATIONS
- ✓ LADDER TRUCK
- ✓ FIRE ENGINES
- ✓ MEDIC UNITS
- ✓ TENDER

MORE INFORMATION AT www.eastpiercefirerescue.org

Email Chief@eastpiercefirerescue.org Phone: 253-863-1800

Follow us on Facebook at [@eastpiercefirerescue](https://www.facebook.com/eastpiercefirerescue) and Twitter [@EastPierceFire](https://twitter.com/EastPierceFire)



To: Mayor Styron Sherrell and City Council Members
From: Mark Howlett, P.E., Public Works Director/City Engineer
Date: September 10, 2018
Re: **Annual Update to School Impact Fees**

ATTACHMENTS: 1) Draft Ordinance
2) Adopted Fife School District Capital Facilities Plan

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: None – Study Session

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 will require the modification of City code to reflect the new impact fees.

Discussion: The City of Milton adopted School Impact Fees in 1996. The fee amounts determined by the Fife School District are based on their need for Capital expenditures to accommodate growth. A developer of residential construction pays the fees directly to the School District. The City does not issue a building permit until proof of such payment to the School District is submitted to the City.

On July 30, 2018, the Fife School District adopted the 2018-2024 Capital Facilities Plan. This plan recommends an Impact Fee amount for single family homes at \$4,946 and the multi-family amount at \$2,043. Currently the City's impact fees are \$1,527 for single family and \$290 for multi-family.

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

This Page Left Intentionally Blank

CAPITAL FACILITIES PLAN 2018 – 2024



Adopted: July 30, 2018

FIFE SCHOOL DISTRICT NO. 417

Serving Fife, Milton, Edgewood, King County, and Pierce County

FIFE SCHOOL DISTRICT NO. 417

5802 20 STREET EAST
TACOMA WA 98424-2000

School Board Members

Kimberly Yee
Chelsea Bjorkman
Iesha Kidd
Tracie Rees
Cheryl Reid-Simons

Kevin Alfano, Superintendent
Ben Ramirez, Assistant Superintendent
Jeff Nelson, Executive Director, Teaching, Learning & Innovation
Kari Harris, Director of Business Services

Fife High School, 5616 20th St E, Tacoma WA 98424

Principal: Brandon Bakke
Assistant Principal: Doug Gonzales
Assistant Principal: Paige Carroll

Columbia Junior High School, 2901 54th Ave E, Tacoma WA 98424

Principal: Mark Robinson
Assistant Principal: *To be filled*

Surprise Lake Middle School, 2001 Milton Way, Milton WA 98354

Principal: Mark Beddes
Assistant Principal: Megan Gallwas

Endeavour Intermediate School, 1304 17th Ave, Milton WA 98354

Principal: Amy Mittelstaedt
Assistant Principal: Brian Neufeld

Alice V. Hedden Elementary School, 11313 8th Street East, Edgewood WA 98372

Principal: Don Sims
Assistant Principal: Val Palumbo

Discovery Primary School, 1205 19th Ave, Milton WA 98354

Principal: Julie Bartlett
Assistant Principal: Mary McLaughlin

Created By:



Contents

EXECUTIVE SUMMARY	1
BACKGROUND	2
STANDARD OF SERVICE	4
CAPITAL FACILITIES INVENTORY.....	6
ENROLLMENT PROJECTIONS.....	8
CAPACITY AND SPACE NEEDS.....	12
SIX-YEAR CAPITAL IMPROVEMENT PLAN	14
IMPACT FEES	17
APPENDIX	18

List of Tables and Graphs

Table 1 – Facilities Inventory	6
Graph 1 – Fife School District Historical Community Growth.....	9
Table 2 - Department of Health Birth Certificates by Place of Residence	10
Table 3 – Enrollment Projections.....	11
Table 4 – Capacity and Space Needs.....	13
Table 5 – Estimated Near-term Total Project Costs.....	16
APPENDIX Table 6 – Student Generation Rates.....	18
APPENDIX Table 7 –Impact Fees	19
APPENDIX Table 8 – Sources and Uses of Funds.....	20
APPENDIX TABLE 9 – Six Year Finance Plan	21
APPENDIX Table 10 – Capital Facility Requirements	22
APPENDIX Table 11 – Cost per Student	22
APPENDIX Table 12 – Square Feet per Student	22
APPENDIX Table 13 – Projects Capacity to House Students	23

EXECUTIVE SUMMARY

The Fife School district encompasses parts of Fife, Milton, Edgewood, unincorporated areas of Trout Lake, Jovita, and Fife Heights within Pierce and King County, and a portion of the Port of Tacoma. According to the Office of Financial Management (2016) more than 21,000 people are estimated to reside within the 10 square miles of the district boundaries.

The district currently educates more than 3,700 students of a diverse and growing population. As a proud member of the Schlechty Center's Standard Bearer Network, the employees, teachers, and community work toward the success of each individual student. Due to the growing population, the Fife School district elects to prepare a Six-Year Capital Plan.

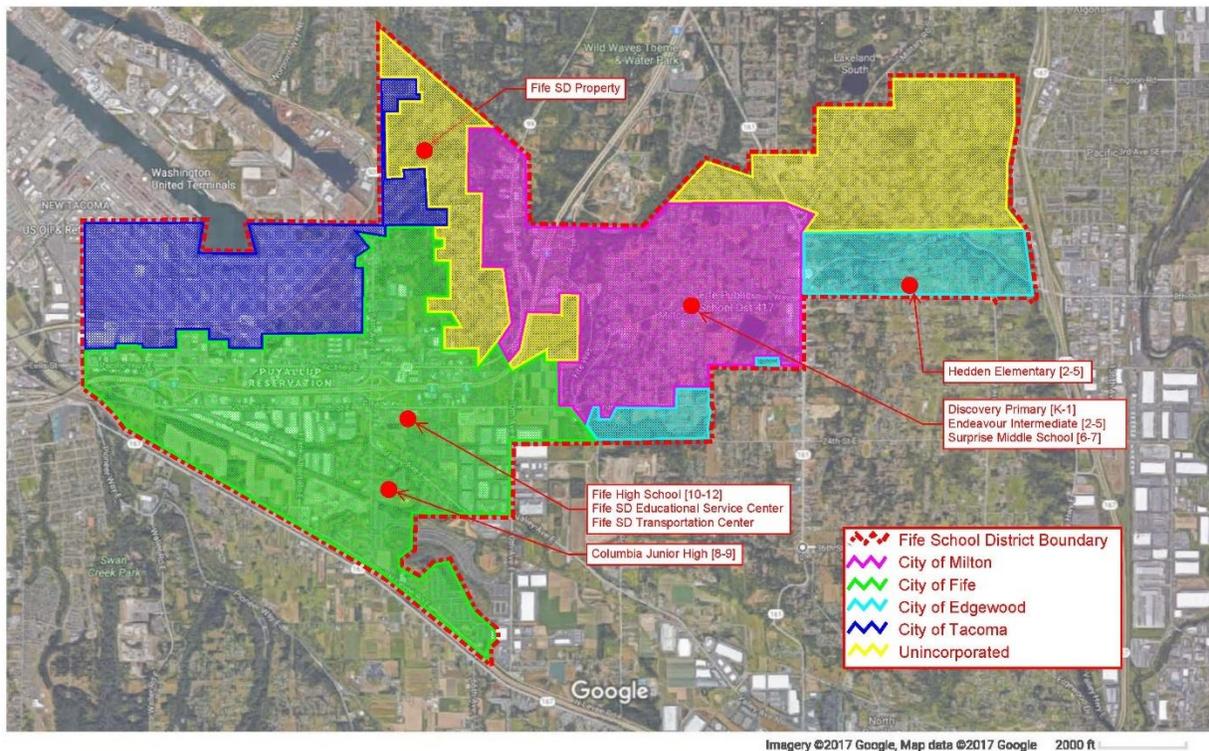
The Fife School District Six-Year Capital Facilities Plan is prepared in compliance with the Growth Management Act (RCW 36.70A) for the counties of King and Pierce and the municipalities of Edgewood, Fife, and Milton for the purposes of collecting impact fees. The Capital Facilities Plan contains a six-year capital facilities plan, enrollment projections, standard of service, and overall capacity. Additional information is included to support the capital plan for the various comprehensive plans in the Fife School district.

As a component of the Six-Year Capital Facilities Plan, the district has incorporated aspects of its long-range capital plan designed to reinforce the strategic mission and vision of the district and enhance the education and safety of all students. As a district that encompasses more than one jurisdiction, many aspects of information reside in multiple places and for the purposes of this plan are integrated into one data set. In addition, the district has historically seen significant growth due to its standards of service, dedication to its community, and location near to Tacoma and Seattle. As such, the Six-year Capital Facilities Plan, updated and adopted by the School District Board annually, continues to adjust to the changing needs of the community it serves.

BACKGROUND

District Introduction

The Fife School District encompasses parts of Fife, Milton, Edgewood, unincorporated areas of Trout Lake, Jovita, Fife Heights within Pierce and King County, and a portion of the Port of Tacoma. The boundaries of the district do not coincide with any single municipality or government boundary. According to the Office of Financial Management (2016) more than 21,000 people are estimated to reside within the 10 square miles of the district boundaries.



The district currently educates more than 3,700 students in a diverse and growing population. As a proud member of the Schlechty Center’s Standard Bearer Network, the district works toward the success of each individual student believing that “all students deserve our attention, the opportunity to be engaged in high quality work, support and encouragement as they progress in our learning system” (Fife Public Schools Mission).

The Fife School district includes six schools under the following grade level configurations:

- Pre-kindergarten for special needs through first grade at Discovery Primary School
- Second through fifth grades at Endeavour Intermediate School and Alive V. Hedden Elementary School
- Sixth through seventh grades at Surprise Lake Middle School
- Eighth through ninth grades at Columbia Junior High School
- Tenth through twelfth grades at Fife High School

Capital Plan Introduction

The Fife School District Six-Year Capital Facilities Plan is prepared in compliance with the Growth Management Act (RCW 36.70A) for the counties of King and Pierce and the municipalities of Edgewood, Fife, and Milton for the purposes of collecting impact fees. The Capital Facilities Plan contains

- standard of service,
- facilities inventory,
- enrollment projections,
- capacity, and
- a six-year capital improvement plan.

Additional information is included to support the capital plan and for the various comprehensive plans in the Fife School district.

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. To collect impact fees, a local jurisdiction must have adopted a GMA school impact fee ordinance, and must approve the district's Capital Facilities Plan as a component of their comprehensive plan. The district will utilize the State Subdivision Act and the State Environmental Protection Act (SEPA) to collect mitigation fees in those jurisdictions where there is no GMA impact fee ordinance.

STANDARD OF SERVICE

Fife School district is committed to providing “...an engaging and safe environment where learning is linked to life” (Fife Public Schools Mission Statement). As a Standard Bearer district, Fife is a leader in school reform and is committed to giving all students the “...opportunity to be engaged in high quality student work, support and encouragement as they progress in our learning system” (Fife Public Schools Strategic Plan Adopted 2015). As part of the district’s commitment to a high standard of learning, each school building develops a School Improvement Plan identifying the strategic goals of the building as well as their alignment to the district’s strategic plan.

Keeping class sizes at an optimal level is a critical component in reaching these goals. Due to incredible community support, and increased basic education funding from the State, the district is able to set this standard at approximately 18-25 students per class, with first priority at the primary grade levels (K – 4). Students are provided traditional basic education programs which include reading, writing, math, social studies, science, physical education, health, music and art. Additionally, there are scheduled times in computer labs and a number of special programs such as special education, English Language Learners (ELL), preschool, remediation and other programs designed to serve special populations.

Every year, the school district board adopts its annual budget approving the number of teachers to meet the target class sizes. The district budgets to maximize support from Washington State according to the formulas of RCW 28A.150.260. Due to growth in the district, some class sizes are larger than the district’s target to accommodate incoming students.

ELEMENTARY SCHOOLS

There are three elementary schools in the district serving special needs pre-kindergarten, kindergarten and first grades in Discovery Primary, and second through fifth grades in Hedden Elementary and Endeavour Intermediate. As noted earlier, the district’s standard of service aims to keep class sizes for elementary students small ranging from 18-25 students per a class with a prioritization on kindergarten through fourth grades being closer to 18 students per room. In addition, the special needs pre-kindergarten students require smaller student to teacher ratios. However, due to their unique programmatic needs, these rooms are not included in the projected capacity needs.

MIDDLE SCHOOL AND JUNIOR HIGH

The basic education programs for the middle school and junior high school are similar in many of their components including mathematics, science, language arts, health, and physical education. The district's standard of service for middle and junior high schools tries to keep the class sizes to approximately 25 students.

FIFE HIGH SCHOOL

Fife High School aims to maintain a standard of service that has twenty-five or less students in each classroom depending on the subject taught. The current grade configuration of the school is tenth through twelfth grades with ninth grade at Columbia Junior High. There is consideration of the district to reconfigure the grades in the future to a comprehensive ninth through twelfth grade high school. Any changes as a result will be included in future plans.

CAPITAL FACILITIES INVENTORY

The Growth Management Act (GMA) (RCW 36.70A.020) states as a goal to “...ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.” The Capital Facilities Inventory identifies the existing facilities providing services for the Fife School district. Facility capacity and projections are addressed in the Capacity and Space Needs section.

Table 1 – Facilities Inventory

School Facility	Grades Served	Site Size (Acres)	Building Area (square feet)	Portable Area (square feet)	Built Capacity (excluding portables)
Discovery Primary School	K-1 + Special Needs Pre-K	7.045	57,047	8,960	485
Alive V. Hedden Elementary	2-5	14.89	51,673	3,564	485
Endeavour Intermediate School	2-5	7.045	54,058	1,792	530
Surprise Lake Middle School	6-7	17.23	72,176	3,584	530
Columbia Junior High School	8-9	34.40	92,000	3,544	600
Fife High School	10-12	28.86	140,193	4,480	705
Educational Services Center		n/a	26,000	0	0
Transportation Center		n/a	n/a	0	0

Information Required by Pierce County

Discovery Primary School (grades K-1 and preschool)
 1205 – 19th Avenue, Milton, WA 98354
 Built new and opened in 1992.

Alice V. Hedden Elementary School (grades 2-5)
 11313 8th Street East, Edgewood, WA 98372
 Built new and opened in 2001.

Endeavour Intermediate School (grades 2-5)
 1304 17th Avenue, Milton, WA 98354
 Originally constructed as Milton Elementary School in 1951 with additions in 1953, 1955, 1958, 1962, and 1968. Modernized in 1975. Closed one year for some demolition, total modernization and addition. Reopened in 1993 as Endeavour Intermediate School.

Surprise Lake Middle School

(grades 6-7)

2001 Milton Way, Milton, WA 98354

Originally constructed in 1970. Extensive modernization and addition in 1992. Main offices and Counselors offices remodeled 1998.

Columbia Junior High School

(grades 8-9)

2901 54th Avenue East, Tacoma, WA 98424

Built new and opened in 2003. Performing arts auditorium, sports and athletic complex completed in 2004.

Fife High School

(grades 10-12)

5616 20th Street East, Tacoma, WA 98424

Originally constructed in 1930 with additional buildings and space added in 1949, 1956, 1958, 1960, 1961, 1970 and modernization in 1975. Some demolition, extensive modernization and addition completed in 1995. Alternative High School modernized in 1997.

Transportation Center

5601 20th Street East, Tacoma, WA 98424

Built new in 1996.

Educational Services Center

5802 20th Street East, Tacoma, WA 98424

Located in a portion of the old Fife Elementary School. Modernized in 1997.

ENROLLMENT PROJECTIONS

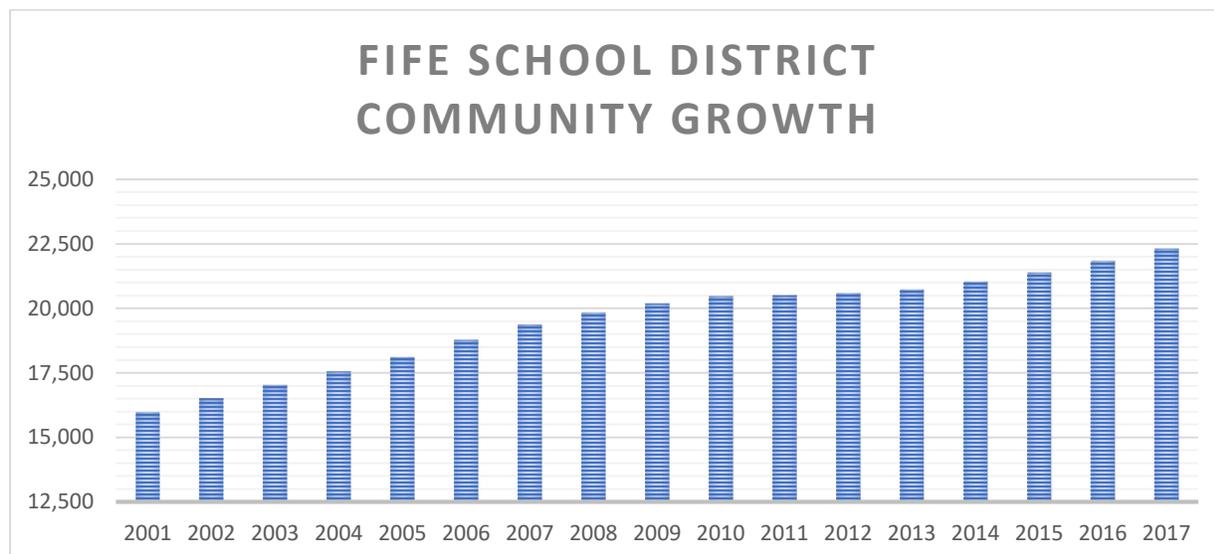
The district incorporates the Office of the Superintendent of Public Instruction's (OSPI) Cohort Survival Method as well as estimated birth rates to project student enrollment. These methods are widely used across the state and nationally and are recognized as providing accurate short-term projections. The method does not incorporate real-time population changes and the Fife School district resides within one of the fastest growing regions nationally. As such, actual student enrollment frequently exceeds the projected enrollment.

The Cohort Survival Method computes progressive ratios for each grade level and averages those ratios over the past five years. The average ratio is then multiplied by the actual current year's enrollment using the October headcount for each grade to project the enrollment in the next grade for the next year. For example, the average ratio over the past five years for second grade is multiplied by the current first grade class to project the enrollment when they enter the second grade.

This method does not take into account migration of new students moving into the district. To anticipate enrollment impacts from students moving into the district, comprehensive plans and population statistics from the counties and cities in and surrounding the district are compared to the projected student enrollment from the Cohort Survival Method to develop long-range capital plans. Due to the district's unique geography covering parts of three cities and two counties, no single source of current information is available. The Office of Financial Management (OFM) provides a school district Small Area Estimate Program (SAEP), estimated historical population counts by school district, as well as estimated historical population counts by cities and counties. These estimates are approximations and may have an error rate of 5-15% for every 1,000 in population. However, this information is useful to indicate trends in growth.

According to the school district SAEP, Fife School district grew 32.08% between 2000 and 2010 at a rate between 3-4% annually prior to the recession. Post-recession, this growth slowed significantly to an average of 1.2% with the most recent few years reporting nearly 2% in growth year over year and steadily increasing.

Graph 1 – Fife School District Historical Community Growth



OFM also provides historical estimated population counts for surrounding cities include Fife, Milton, and Edgewood. In 2016, Fife and Milton saw approximately 4% growth in their population, a rate of growth outpacing any projections for the cities or Pierce County. Between 2000 and 2010, Fife grew 92% and since 2010 has grown 8% or an average since 2000 of 4.2%. During the same time periods, Milton grew 20% and since 2010 has grown 10%. Edgewood, of which only a small northern portion is included in the Fife School district, grew 3% and 4% respectively.

In addition to a retrospective look at population and enrollment projections, OFM provides population projections every five years by county. The next population projection is anticipated to be conducted in 2017 and will likely reflect the regions greater than anticipated growth. OFM and the Puget Sound Regional Council (PRSC) provide projections for the use in comprehensive plans. As an example of the community growing faster than projected, Fife was projected to have a population of 9,515 by 2035. As of 2016, Fife exceeded this population growth and continues to grow at a higher than projected rate. The Cohort Survival Method’s annual average increase in enrollment projections falls within a 1-2% growth range, however, actual population growth is outpacing these projections.

Another factor in considering population growth and therefore continued School District enrollment growth is the availability of buildable lands for housing units. Pierce County, in partnership with each city, updated the buildable land report in 2012. At that time, it was estimated that the communities within the Fife School District has the capacity to accommodate 7,527 housing units including an adjusted developable land capacity for Edgewood as described in their recently updated comprehensive plan (2015).

In addition, the entering kindergarten class requires a different projection method as there is no existing cohort. This enrollment is projected using the average historical birth rates reported by the Washington State Department of Health for Puyallup and Tacoma, cities adjacent to the Fife School district. The birth rate information for Puyallup, adjacent to the Fife School district to the east and south east, and Tacoma, adjacent to the Fife School district to the northwest and west, show an average increase of two percent (2%) and one percent (1%) respectively. For the Fife School district kindergarten projection, we are using 2% as a conservative projection when considering current building of single family and multi-family units within the district. This rate is multiplied by the prior class to project the incoming kindergarten cohort.

Table 2 - Department of Health Birth Certificates by Place of Residence

Birth Rate for Puyallup	Number of Births Per Every 1000 People	Average 2%
2015	38.6	2%
2014	38	5%
2013	36.3	-4%
2012	38	-2%
2011	38.6	10%
2010	35.2	

Birth Rate for Tacoma	Number of Births Per Every 1000 People	Average 1%
2015	19.6	0%
2014	19.6	3%
2013	19.1	-3%
2012	19.6	2%
2011	19.3	1%
2010	19.1	

Enrollment projections are updated annually using the most recent headcount reported to the Washington State Office of the Superintendent of Public Instruction and the two methodologies identified above. Below are the current projected enrollments using these methodologies. In addition to the enrollment projections below, the school district provides pre-kindergarten services to their special needs population. These students are estimated to add between 50-60 students to the projected enrollment. As noted previously, the projected enrollment in the table below does not account for current or anticipated population changes. For the purposes of long-range capital planning, the Cohort Survival Method as well as future population changes are incorporated into future facility programmatic needs.

Table 3 – Enrollment Projections

	Actual Headcount Enrollment - October					2017	Projected Enrollment					
	2012	2013	2014	2015	2016		2018	2019	2020	2021	2022	2023
Pre-K Special Needs	51	48	54	50	62	52	54	55	57	58	59	60
KINDERGARTEN	289	284	256	301	252	295	301	306	311	316	321	326
GRADE 1	249	277	297	268	318	279	308	313	319	324	329	334
GRADE 2	284	263	278	300	277	273	277	306	311	317	321	326
GRADE 3	277	282	257	273	292	302	268	272	300	305	311	315
GRADE 4	266	292	274	258	279	294	297	264	268	295	300	306
GRADE 5	243	267	287	276	262	286	297	300	267	271	298	303
GRADE 6	289	249	262	290	292	314	288	299	303	269	273	301
GRADE 7	246	320	254	272	293	285	315	289	300	304	270	274
GRADE 8	279	248	310	268	284	288	290	320	294	305	309	275
GRADE 9	264	275	245	311	267	304	288	290	320	294	305	309
GRADE 10	264	253	282	246	303	288	304	288	290	320	294	305
GRADE 11	235	253	238	250	231	270	272	287	272	274	302	277
GRADE 12	285	254	258	228	240	280	264	266	280	266	268	295
Total	3521	3565	3552	3591	3652	3810	3823	3855	3892	3918	3960	4006

*Projections are based on headcount as it is reported to the Office of the Superintendent for Public Instruction using the Cohort Survival Method and for the entering kindergarten class and pre-kindergarten special needs the average birth-rate.

CAPACITY AND SPACE NEEDS

The student population and needs have changed over the years requiring flexibility in the programmatic use of spaces. The district takes into account several factors when determining their capacity and space needs.

- Standard of service by elementary, middle, and high school.
- Number of teachers currently and projected to be assigned under the district’s standard of service.
- Planned capacity of a facility when originally built or after the last major remodel.
- Programmatic uses within a facility that may or may not align with the original intended use of the space.
- Number of classrooms needed to meet the basic education programmatic needs within each school.

Special programs significantly affect school capacity by the need for separate space, scheduling accommodations, mandated program requirements, and population changes. Rooms designed for special use are not counted as classrooms.

The projected capacity and space needs utilizes the count of classrooms from the original built floor plans or latest major renovation less any spaces modified to accommodate program changes that remove the classroom from its intended use. For example, Discovery Primary School did not originally plan for three special education classrooms and other core services which removed six rooms from its planned built capacity. Program capacity assumes a standard level of service as adopted by the school district during their annual budget approval process while also trying to maximize state allocations of support.

The district aims to keep class sizes at a headcount between 18-25 and as such uses this range when planning for teachers. Actual student headcount varies year to year and may exceed capacity. For reference, the below table illustrates the current Washington State current allocation and proposed as voted. The Fife School District budgets to maximize this allocation. The voters of Washington State passed Initiative 1351 in 2014 reducing class sizes. As noted in RCW 28A.150.260 and 28A.400.07 the reduced class size implementation has been phased in, with targeted final noted below.

	Current State Allocation	Target by Legislature	Target in high poverty districts
Grades K-3	17.00	17.0	15.0
Grades 4	27.00	25.0	22.0
Grades 5-6	27.00	25.0	23.0
Grades 7-8	28.53	25.0	23.0
Grades 9-12	28.74	25.0	23.0

*Full-time equivalent students per teacher

Table 4 – Capacity and Space Needs

	# Teaching Stations	Built Capacity	Special Programs		Program Capacity	Current Enrollment	Need	Portables		Special Programs with Building Impacts
			Programs	Capacity				Number	Capacity	
ELEMENTARY SCHOOLS										
Discovery Primary*	30	485	6	(76)	409	626	(217)	10	220	Special Ed., LAP, Occupational Therapy, Computer Lab
Endeavour Intermediate	29	530	1	(10)	520	555	(35)	2	44	Special ed.
Alive V. Hedden Elementary	27	485	1	(10)	475	600	(125)	4	88	Special ed.
MIDDLE / JUNIOR HIGH SCHOOLS										
Surprise Lake Middle School	29	530	2	(20)	510	599	(89)	4	88	Special ed.
Columbia Junior High School	29	600	4	(40)	560	592	(32)	4	88	Special ed.
HIGH SCHOOL										
Fife High School	39	705	1	(10)	695	838	(143)	5	110	Special ed.
TOTAL	183	3335	15	(166)	3169	3810	(641)	29	638	

*Includes special needs pre-kindergarten students in enrollment headcount due to their impact on the programmatic space within Discovery Primary.

SIX-YEAR CAPITAL IMPROVEMENT PLAN

Near-term (2018-2023)

The District's voters approved a \$176 million general obligation construction bond in February 2018. The projects below will be funded from these bonds, as well as state matching funds, and other resources including impact fees. Timing is also contingent on state match funding and some projects may be deferred until funds are available.

- **New Surprise Lake Middle School:** This is a replacement of the existing middle school due to the age and deterioration of the facility. The projected capacity of the facility is 650 students, and is intended to allow for growth and possible grade reconfiguration in the future of sixth, seventh, and eighth grades split between Surprise Lake Middle School and Columbia Junior High. The Fife High School addition and modernization is intended to provide for possible grade reconfiguration to include capacity for ninth grade, currently at Columbia Junior High, and growth for tenth through twelfth grades. The grade reconfiguration as part of both projects, Surprise Lake and Fife High, provides capacity for grades sixth through twelfth throughout the three schools. Grade reconfigurations are not included as part of this plan, and will be discussed in future capital facilities plans if applicable.
- **Addition and modernization of Fife High School:** This project allows for the much-needed additional classrooms to accommodate student growth through building a new career and technical education STEAM (science, technology, engineering, arts, and math) Center of Excellence. This will be placed where the current school district Educational Service Center is located. These additional classrooms will provide for an estimated increase of 250 students.
- **Relocation of Educational Service Center:** To allow for the addition to Fife High School, the district Educational Service Center will need to be relocated. The final site has not yet been determined, and it is expected that the staff and offices will move to a temporary location until a permanent location is secured.
- **New Elementary School:** A new elementary school will be added to accommodate student growth and overcrowding at the three existing elementary schools. The new school is proposed to accommodate 550 students eliminating the need for portable classrooms currently used at these grade levels. The site for the new elementary school has not been finalized, but the desire is to place the school within the City of Fife. This would provide for an elementary school within all three of the cities of our school district.
- **Reconfigure the existing elementary schools:** With the addition of a fourth elementary school, it will be necessary to address school boundary revisions and possible grade reconfigurations for all elementary schools. Currently, all special needs pre-kindergarten

students, kindergarten, and first graders within the district go to Discovery Primary. Starting in second grade, the students transition to Endeavour Intermediate or Hedden Elementary based upon the district's boundaries. With this in mind, the district plans to convene a subcommittee to address these topics with the goal of meeting the needs of all students, and lessen the transitions between schools. Any grade reconfigurations will be discussed in future plans.

While addressing these capital facility projects, it is important to note there continues to be a gap in the available spaces and the programmatic needs to accommodate the continually growing student population. In the interim, spaces may need to be renovated or additional relocatable classrooms added to meet needs.

Mid – and Long-term (2024+)

The district is in process of developing a long-range capital facilities plan. The outcome will be an incremental plan to achieve the following goals.

- Create an environment where all students are being prepared for college, career, and life.
- Continue to provide a safe and engaging environment for students to learn.
- Align the School District's Strategic Plan, Building Strategic Plans, and Capital Plan for continued educational excellence for all students.
- Expand Science, Technology, Engineering, Arts, and Mathematics educational opportunities.
- Reduce the number of transitions between schools.
- Remove the need for relocatable classrooms.
- Maximize existing properties for future development.

PROJECTED CAPITAL COSTS

The Puget Sound region continues to see extraordinary growth and a shortage of labor contributing to unpredictable capital construction costs. The table below utilizes the best information available as of the fourth quarter of 2017 to estimate total project costs escalated to the approximate mid-point of the construction schedule as developed during early phases of the capital planning process. For every year there is a delay in proceeding, escalation will need to be added increasing the overall cost of construction.

Escalation is estimated to be 3.1% according to OFM. Actual construction costs have varied higher and lower than 3.1% and may impact the projects as they move forward. In addition, an allowance for site costs, interior improvements, furniture, and other related expenses are included in the projected project costs. The amounts below do not include any additional finance costs that would result in a bond and/or state match different from what is displayed.

Table 5 – Estimated Near-term Total Project Costs

Phase	Project Name	Projected Total Cost	GSF	Projected Students
PHASE IA	New Middle School	\$ 67,685,000	114,000	650
PHASE IA	Relocate Educational Service Center - Site To Be Determined	\$ 8,698,000	17,500	
PHASE IB	District Wide Safety and Security Improvements	\$ 1,865,000		
PHASE II	New Elementary School on Fife High School Campus or Property To Be Determined	\$ 47,051,000	77,000	550
PHASE II	New CTE/STEAM Center of Excellence - @ Fife High School / Educational Service Center Site	\$ 30,505,000	29,000	250
ONGOING	District Wide Infrastructure Improvements Project	\$ 20,500,000		
		\$ 176,304,000		

IMPACT FEES

Impact fees are calculated on the basis of the facilities needed to house students from new residential development. Impact fees for Fife School District are shown on page 19. Student Generation Rates (SGR) used in this plan are the averages from the following surrounding school district's current capital facilities plan: Auburn, Bethel, Puyallup, and Sumner. The individual student generation rates and averages are shown on Table 6 in the Appendix. Based on current calculations as shown in Table 7 in the Appendix, the single-family rate is calculated at \$4,946. The multiple-family rate is calculated at \$2,043.

APPENDIX

Fife School District Student Generation Rates*

APPENDIX Table 6 – Student Generation Rates

Single Family	Elementary School	Middle School	High School	Totals
Auburn	0.1930	0.0770	0.0730	0.3430
Bethel	0.3550	0.1170	0.0900	0.5620
Puyallup	0.4130	0.1580	0.1470	0.7180
Sumner	0.3100	0.1190	0.1080	0.5370
Single Family Average	0.3178	0.1178	0.1045	0.5400
Multi Family	Elementary School	Middle School	High School	Totals
Auburn	0.1030	0.0310	0.0440	0.1780
Bethel	0.2560	0.1020	0.1060	0.4640
Puyallup	0.1230	0.0650	0.0510	0.2390
Sumner	0.0950	0.0430	0.0330	0.1710
Multi Family Average	0.1443	0.0603	0.0585	0.2630

Student Generation Rates (SGR) used in this plan are the averages from the following surrounding school district’s current capital facilities plan: Auburn, Bethel, Puyallup, and Sumner.

APPENDIX Table 7 –Impact Fees

School Impact Fee Calculation									
District: FIFE									
School Site Acquisition Cost:									
((AcresxCost per Acre)/Facility Capacity)xStudent Generation Factor									
				Student	Student	Calculated			
	Facility	Cost/	Facility	Factor	Factor	Cost/	Cost/		
	Acreage	Acre	Size	SFR	MFR	SFR	MFR		
Elementary	0.00		550	0.3178	0.1443	\$ -	\$ -		
Mid/Jr. High	0.00		500	0.1178	0.0603	\$ -	\$ -		
Sr. High	0.00		440	0.1045	0.0585	\$ -	\$ -		
				TOTAL		\$ -	\$ -		
School Construction Cost:									
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)									
				Student	Student				
	%Perm/	Facility	Facility	Factor	Factor	Cost/	Cost/		
	Total Sq.Ft	Cost	Size	SFR	MFR	SFR	MFR		
Elementary	91.92%	\$47,051,000	550	0.3178	0.1443	\$ 24,990.22	\$ 11,347.04		
Mid/Jr. High	95.84%	\$0	650	0.1178	0.0603	\$ -	\$ -		
Sr. High	96.90%	\$0	250	0.1045	0.0585	\$ -	\$ -		
				TOTAL		\$ 24,990.22	\$ 11,347.04		
Temporary Facility Cost:									
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)									
				Student	Student	Cost/	Cost/		
	%Portable/	Facility	Facility	Factor	Factor	SFR	MFR		
	Total Sq.Ft	Cost	Size	SFR	MFR				
Elementary	8.08%	\$0	44	0.3178	0.1443	\$ -	\$ -		
Mid/Jr. High	4.16%	\$0	88	0.1178	0.0603	\$ -	\$ -		
Sr. High	3.10%	\$0	22	0.1045	0.0585	\$ -	\$ -		
				TOTAL		\$ -	\$ -		
State Matching Credit:									
Boeckh Index X SPI Square Footage X State Match % X Student Factor									
				Student	Student	Cost/	Cost/		
	Boeckh	SPI	State	Factor	Factor	SFR	MFR		
	Index	Footage	Match %	SFR	MFR				
Elementary	225.97	90.0	0.00%	0.3178	0.1443	\$ -	\$ -		
Mid/Jr. High	225.97	-	53.17%	0.1178	0.0603	\$ -	\$ -		
Sr. High	225.97	130.0	0.00%	0.1045	0.0585	\$ -	\$ -		
				TOTAL		\$ -	\$ -		
Tax Payment Credit:									
Average Assessed Value						\$ 330,916	\$ 249,381		
Capital Bond Interest Rate						3.85%	3.85%		
Net Present Value of Average Dwelling						\$ 2,704,180	\$ 2,037,892		
Years Amortized						10	10		
Property Tax Levy Rate						\$ 1.11	\$ 1.11		
Present Value of Revenue Stream						\$ 3,007.05	\$ 2,266.14		
Fee Summary:									
				Single -	Multiple -				
				Family	Family				
	Site Acquisition Costs			\$ -	\$ -				
	Permanent Facility Cost			\$ 24,990.22	\$ 11,347.04				
	Temporary Facility Cost			\$ -	\$ -				
	State Match Credit			\$ -	\$ -				
	Tax Payment Credit			\$ (3,007.05)	\$ (2,266.14)				
	Sub-total			\$ 21,983.17	\$ 9,080.90				
	Local Share			\$ 10,991.59	\$ 4,540.45				
	District Discount				\$ -				
	Fee Subtotal			\$ 10,992	\$ 4,540				
	District Discretionary Discount 55%			\$ (6,045)	\$ (2,497)				
	Fee Total			\$ 4,946	\$ 2,043				YEAR 2018

**Capital Finance Plan Projects and Financing Plan
Sources and Uses of Funds**

APPENDIX Table 8 – Sources and Uses of Funds

Sources/Uses	2017-2023
Sources of Funds:	
Existing Revenue:	120,035
New Revenue:	
Bonds, Approved	163,857,829
State Match, Not approved	12,017,000
Impact Fees	309,136
Total Source of Funds:	176,304,000
Use of Funds:	
Capacity Projects:	
Additional Middle School Capacity	5,206,538
High School Addition (Approx. cost for 1200 students)	2,542,083
New Elementary	47,051,000
Sub Total:	54,799,622
Non-Capacity Projects:	121,504,378
Major infrastructure improvements and safety/security improvements, Surprise Lake Middle, Columbia Jr. High, Fife High and Educational Service Center project costs not associated with capacity increases. Also includes relocation of the Educational Service Center	
Sub Total:	121,504,378
Total Use of Funds:	176,304,000
Balance: Surplus or (Deficit)	0

Information Required by Pierce County

APPENDIX TABLE 9 – Six Year Finance Plan

		Six Year Finance Plan									
		Costs in Thousands (1,000s)									
		Estimated Expenditures						Sources of Revenue			
		2018-19	2019-20	2020-21	2021-22	2022-23	Project Cost	2018 Bond Program	Estimated State Match*	Other Capital Funds	Impact Fees
PROJECTS											
Phase I											
New Middle School	6,769	33,843	27,074			67,685	67,685	12,017		22,081	
Relocate Educational Service Center - Site To Be Determined	8,698					8,698	8,698				
District Wide Safety and Security Improvements	187	1,212	466			1,865	1,865				
New Elementary School on Fife High School Campus or Property To Be Determined		4,705	23,526	18,820		47,051	47,051			242,893	
New CTE/STEAM Center of Excellence - Fife High School / Educational Service Center Site		3,051	15,253	12,202		30,505	30,505			44,162	
District Wide Infrastructure Improvements Project	5,125	5,125	5,125	5,125		20,500	20,500				
Total Costs	20,778	47,935	71,443	36,147		176,304	176,304	12,017		309,136	
<p>*Due to the uncertainty about a state capital budget during the 2017/2018 school year, the state match was not included in the bond program for purposes of estimating the bond amount needed.</p> <p>1. Project Costs use a 3.1% escalation to the estimated midpoint of construction as discussed in preliminary planning. Actual project costs and schedule will be determined at a future date.</p> <p>2. State match is unconfirmed and may be modified.</p> <p>3. Estimated expenditures are based on projected cash flow needs of the project and will need verified during design/construction.</p>											

Information Required by King County

Capital Facility Requirements to 2017-2023

APPENDIX Table 10 – Capital Facility Requirements

Time Period	Student Population*	Built Capacity	Adj. Student Capacity**	Net Reserve or Deficiency	Dollar Cost @ \$ per Student
2017	3,810	3,335	3,169	-641	\$ 66,599,482
2018-2023	4,006	3,335	3,959	-47	\$ 4,907,047

Information required by Pierce County

* Includes pre-kindergarten

** Capacity after adjusting for loss classrooms due to programmatic changes.

Future capacity assumes projects move forward as planned.

School District Cost per Student Headcount

APPENDIX Table 11 – Cost per Student

District Name	Elementary School	Middle / Junior High School	Senior High School
Fife	\$ 85,547	\$ 104,131	\$ 122,020

Information required by Pierce County

Calculated using the projected total project costs divided by the estimated total capacity.

Square Feet per Actual Student Headcount (October 2017)

APPENDIX Table 12 – Square Feet per Student

Grades	Current Student Enrollment	SF per Student
K-5	1729	94
6-7	599	120
8-9	592	155
10-12	838	167

Information required by Pierce County

Projects Capacity to House Students

APPENDIX Table 13 – Projects Capacity to House Students

	2017	2018	2019	2020	2021	2022	2023
Adjusted Program Capacity	3169	3169	3169	3169	3309	4109	4109
Portable Capacity	638	638	638	638	550	88	88
Total	3807	3807	3807	3807	3859	4197	4197
Projected Enrollment	3810	3824	3856	3893	3919	3962	4007
<i>New Capacity From Projects*</i>				140	800		
<i>Projected Removal of Portables</i>				-88	-462		
Surplus / (Deficit) w/o Portables	-641	-655	-687	-584	190	147	102
Surplus / (Deficit) w Portables	-3	-17	-49	-34	278	235	190

Information required by Pierce County

*2020: Surprise Lake Middle School replacement will be open to accommodate 650 students. This addresses growth of 140 above its current program capacity.

*2021: Additional elementary school will open to accommodate growth for 550 students.

*2021: Fife High School addition will open to accommodate growth for approx. 250 students.

**Student projected headcount may be +/- 1 due to rounding.

***Please refer to Table 4 for adjusted program capacity details.

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 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: ~~\$1,527~~ 4,946
Multifamily/Duplex Residential Unit: ~~\$290~~ 2,043

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:



To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, Interim Finance Director
Date: September 10, 2018
Re: **Discussion – 2018 Budget Amendment #3**

ATTACHMENTS: Draft Ordinance
Exhibit A – Updated Wage Chart - Redline
Exhibit B – Proposed Budget Amendment
Exhibit C – February 20, 2018 Agenda Bill

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Discussion: The purpose of budget amendment #3 is to update the monthly wage chart and to increase building and planning revenues and related professional services expenditures. The following changes are proposed to the monthly wage chart:

- Remove the position of City Attorney to reflect that legal services are now contracted.
- Combine the Police Chief/Public Safety Administrator and Public Works Director/City Engineer positions to reflect 1 full-time equivalent per position.
- Change the .70 Planner position (Grade 23) to a full-time Permit Tech (Grade 14). The total cost of the full-time Permit Tech position will be approximately the same as the cost of the part-time Planner position. We continue to evaluate the needs of the City and have determined that it is in our best interest to utilize the services of a Permit Technician instead of a Planner. The level of effort needed justifies the change to a fulltime position. The Building Services Group has seen an increase in the number and complexity of permit applications. This has placed a heavy burden on the administrative staff that would normally be focused on Public Works related issues. This burden could be reduced with the hiring of a Permit Technician instead of a Planner. This would free up the Public Works Administrative Assistant who could better focus on the needed issues faced by the Public Works Department.
- Remove the position of Receptionist/Cashier. This position costs approximately \$30,000 per year, dependent on the benefit choices of the employee. Due to process efficiencies which have been implemented in the finance department this permanent position is no longer necessary.

- Add a Fiscal Tech 1 pool, with a maximum of 400/hours per year. The pool will cost a maximum of \$10,000 per year and will be funded with savings from not filling the Receptionist/Cashier position. The pool will be utilized to back-up Fiscal Tech positions and provide coverage during leave and busy times.
- Add the .50 position of Deputy City Clerk (Grade 14). The total cost of the Deputy City Clerk position will be approximately \$45,000. This position can be funded for the remainder of 2018 with savings from position vacancies with no additional budget needed. In future years the position will be funded with savings from utilizing a Fiscal Tech pool rather than a permanent part-time Receptionist (\$20,000) plus a combination of increased property taxes from the Hill Creek Annexation and savings associated with utilizing a part-time Finance Director. \$50,000 per year can be saved by keeping the Finance Director position part-time. In this case, none of the Hill Creek taxes would be utilized for the Deputy City Clerk position. Should a full-time Finance Director be hired in the future, \$25,000 of the Hill Creek money would be used to fund the Deputy City Clerk (out of an estimated \$100,000 available).
- Correct the monthly wage scale to reflect the reclassification of the Maintenance Worker II and Meter Technician positions to Asset Management Technicians I and II as approved by Council on February 20, 2018. Adding the new positions reduces the Meter Technician count from 1 to zero and the Maintenance Worker II count from 4 to 3.

The following changes are proposed to the general fund budget:

- Increase building permit revenues by \$93,000. This adjustment will increase the total revenue budget for building permit revenues from \$54,000 to \$147,000. As of August 26, 2018, year-to-date permit revenue was \$146,000. It is proposed that the year-to-date revenue surplus be used to fund increased professional services expenditures for the remainder of 2018. While it is expected that actual permit revenues for the remainder of 2018 will far exceed the amended revenue budget we are only requesting increased spending authority equal to the amount of revenue surplus received to date.
- Increase building division professional services expenditures by \$48,000 and planning division professional services expenditures by \$45,000. These increases will allow continued use of AHBL and WC3 contracts to support the current planning and permit volumes. As noted above, these increases are to be funded by revenues which have already been received. It is anticipated that filling the permit technician position will help alleviate some of these changes in the future.

CITY OF MILTON, WASHINGTON

ORDINANCE NO. 1948-18

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, MAKING CERTAIN FINDINGS OF FACT AND AMENDING THE 2018 BUDGET ADOPTED WITH ORDINANCE NO. 1931-17 ON DECEMBER 11, 2017 AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Milton City Council adopted the 2018 Budget with Ordinance No. 1931-17 on December 11, 2017; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Milton to adjust the 2018 Budget by amending the Monthly Wage Scale; and

WHEREAS, the adjustments to the Monthly Wage Scale will not require additional funds in 2018; and

WHEREAS, permit revenue received to date has already exceeded the revenue budget by nearly \$147,000; and

WHEREAS, building and planning professional services expenditures require budget increases in order to accommodate increased demand; and

WHEREAS, increased professional services expenditures can be funded with revenues already received to date; and

WHEREAS, this will not result in new ending fund balances for 2018; and

NOW, THEREFORE,

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

Section 1. The above stated recitals are hereby adopted as the council's findings and reasons for the adoption of this ordinance.

Section 2. The 2018 Budget, as adopted with Ordinance 1931-17 is hereby amended with a new Monthly Wage Scale as detailed in the attached exhibit A – Updated Wage Chart and is hereby amended with new revenue and expenditure amounts as detailed in the attached exhibit B – proposed budget amendment.

Section 3. 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 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Passed by the Milton City Council the ____ day of September 2018, and approved by the Mayor, the ____ day of September 2018.

SHANNA STYRON SHERRELL, MAYOR

ATTEST/AUTHENTICATED:

TRISHA SUMMERS, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
OGDEN MURPHY WALLACE, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. _____

This Page Left Intentionally Blank

**Exhibit A - Monthly Wage Scale
2018**

Full Time Employees	2018	IBEW Grade	STEP A	STEP B	STEP C	STEP D	STEP E
Receptionist/Cashier	-	10	\$2,678	\$2,812	\$2,946	\$3,089	\$3,240
Maintenance Worker	-	12	\$3,526	\$3,728	\$3,919	\$4,114	\$4,318
Maintenance Worker I	4.00	13	\$3,727	\$3,919	\$4,114	\$4,318	\$4,533
PW Field Administrative Assistant	1.00	14	\$3,919	\$4,114	\$4,318	\$4,533	\$4,763
Deputy City Clerk	0.50						
Finance Tech 1	2.00						
Meter Technician	-						
PW Administrative Assistant	1.00						
IT System Support Specialist	-	16	\$4,318	\$4,533	\$4,763	\$4,999	\$5,245
Permit Tech	1.00						
Maintenance Worker II	3.00						
Finance Technician II	1.00	17	\$4,533	\$4,763	\$4,998	\$5,244	\$5,510
Mechanic	1.00						
Asset Management Tech I	1.00	18	\$4,763	\$4,998	\$5,244	\$5,510	\$5,786
IT Systems Administrator	-						
Line Equipment Operator	1.00						
Maintenance III - Lead	2.00	19	\$4,998	\$5,244	\$5,510	\$5,786	\$6,074
Water Quality Specialist	1.00						
Asset Management Tech II	1.00						
Journey Electric Lineman	2.00	23	\$6,074	\$6,379	\$6,696	\$6,851	\$7,384
Utility Supervisor	1.00						
Apprentice Lineman (varying % of LM)	-						
Planner	-						
Building Official	1.00	24	\$7,753				
Journey Electric Lineman, Lead	1.00						
Electric Utility Supervisor	1.00	26	\$7,033	\$7,385	\$7,756	\$8,140	\$8,547
Uniformed Personnel			Academy	STEP A	STEP B	STEP C	STEP D
Police Officer	8.00		\$5,137	\$5,379	\$5,634	\$5,900	\$6,183
Code Enforcement Officer	1.00		\$ 5,137	\$ 5,379	\$ 5,634	\$ 5,900	\$ 6,183
Community Service Officer	-		\$4,853	\$5,095	\$5,351	\$5,617	\$5,900
Police Sergeant	3.00		\$ -	\$6,776	\$7,101	\$7,442	\$7,800
Detective	1.00		\$ 5,137	\$ 5,379	\$ 5,634	\$ 5,900	\$ 6,183
Exempt Positions - Directors			2018 Salary Range				
Police Chief/Public Safety Administrator	1.00		\$ 92,400	-----	-----	-----	\$ 128,000
Municipal Services Administrator	1.00		\$ 92,400	-----	-----	-----	\$ 128,000
Finance Director	1.00		\$ 76,734	-----	-----	-----	\$ 106,565
City Attorney	-		\$ 76,734	-----	-----	-----	\$ 106,565
City Clerk/Human Resources Generalist	1.00		\$ 67,995	-----	-----	-----	\$ 82,648
Public Works Director/City Engineer	1.00		\$ 76,734	-----	-----	-----	\$ 106,565
City Engineer	-		\$ 67,995	-----	-----	-----	\$ 94,500
IT Director	-		\$ 76,734	-----	-----	-----	\$ 106,565
Community Development Director	-		\$ 73,080	-----	-----	-----	\$ 106,565
Storm Water Compliance Officer	1.00		\$ 67,995	-----	-----	-----	\$ 83,475
P W Superintendent & Project Manager	1.00		\$ 69,426	-----	-----	-----	\$ 93,786
Part-Time Employees							
Civil Service Secretary	150 hrs		\$ 15.65	-----	-----	-----	-----
Fiscal Tech 1 Pool	400 hrs		\$ 23.56	-----	-----	-----	-----
Seasonal Public Works Crew (1500 hours)	0.70		\$ 17.29	-----	-----	-----	\$ 21.17
FTE Summary			Elected Officials (Non FTE)				
Total Regular FTE's	46.50		Mayor	1	\$1,500.00		
Total Part-Time FTE's	0.70		Council	7	\$ 400.00		

This Page Left Intentionally Blank

2018 PROPOSED BUDGET CHANGES

City Of Milton
MCAG #: 0590

Time: 08:22:22 Date: 08/29/2018
Page: 1

001 General Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
320 Licenses & Permits						
322 10 00 000 Building Permits	146,260.73	54,000.00	147,000.00	93,000.00	272.2%	Amendment #3
320 Licenses & Permits	146,260.73	54,000.00	147,000.00	93,000.00	272.2%	
Fund Revenues:	146,260.73	54,000.00	147,000.00	93,000.00	272.2%	
Expenditures						
Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
558 Planning & Community Devel						
558 50 41 000 Professional Services	36,949.87	12,263.28	60,263.28	48,000.00	491.4%	Budget amendment #3
001 Building	36,949.87	12,263.28	60,263.28	48,000.00	491.4%	
558 60 41 000 Professional Services	31,116.26	15,000.00	60,000.00	45,000.00	400.0%	Budget amendment #3
002 Planning	31,116.26	15,000.00	60,000.00	45,000.00	400.0%	
558 Planning & Community Devel	68,066.13	27,263.28	120,263.28	93,000.00	441.1%	
Fund Expenditures:	68,066.13	27,263.28	120,263.28	93,000.00	441.1%	
Fund Excess/(Deficit):	78,194.60	26,736.72	26,736.72			

2018 PROPOSED BUDGET CHANGES

City Of Milton
MCAG #: 0590

Fund Totals

Time: 08:22:22 Date: 08/29/2018
Page: 2

Fund	YTD	Budgeted	Proposed	Difference	
001 General Fund	146,260.73	54,000.00	147,000.00	93,000.00	272.2%
Fund Revenues:	146,260.73	54,000.00	147,000.00	93,000.00	272.2%
001 General Fund	68,066.13	27,263.28	120,263.28	93,000.00	441.1%
Fund Expenditures:	68,066.13	27,263.28	120,263.28	93,000.00	441.1%
Excess/(Deficit):	78,194.60	26,736.72	26,736.72		



To: Mayor Styron Sherrell and City Council Members
From: Steve Peretti, Municipal Services Administrator
Date: February 20, 2018
Re: **Reclassified Positions – Establishing an Asset Management Program**

ATTACHMENTS: Job Description – Asset Management Technician II
 Reclassification Offer Letter
 Job Description – Asset Management Technician I
 Reclassification Offer Letter

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommended Action: I move to approve the establishment of the Asset Management Technician I and II positions as presented; authorize the increased funding for these positions to replace the positions of Meter Technician and Maintenance Worker II; and authorize the necessary budget amendments for fiscal year 2018.

Fiscal Impact/Source of Funds: The City-wide estimated cost, including wages and benefits, for this proposal is \$8,610.09 for the remainder of 2018 with an effective date of March 1, 2018, broken out as follows:

FUND	Additional Fiscal Year 2018 Cost <i>(Effective 3/1/2018)</i>
General Fund - Facilities	\$1,575.90
General Fund - Parks	\$1,575.90
General Fund - Streets	\$1,575.90
Electric Fund	\$1,798.11
Water Fund	\$1,791.58
Storm Water Fund	\$292.70
Total	\$8,610.09

Issue: The City's Public Works senior staff have discovered over the last year that there is much efficiency to be wrought by pulling the management of all the department's assets under one umbrella. This includes public works assets include Storm, Electrical, Water, Parks, Streets, and Facility infrastructure items. Being able to forecast budget requirements to maintain and support such infrastructures requires a system to allow evaluation and recording of such data. In a phrase, this is Asset Management, and with the advent of an increasingly computerized world, it is the way utilities especially are better servicing their customers.

As you know, the City has undergone the recent implementation of Cartegraph asset management software. This has been of tremendous value to the City, and it is only in its infancy. It has become apparent that the City needs to assign some specific complex technical work to a position, as well as some technical assistance work.

Proposal: Fortunately, the City has in its ranks personnel uniquely suited to fill the needed roles as we've identified them:

1. Asset Management Technician II – Bringing together the trend toward asset management with the implementation of Cartegraph and the work of our current Meter Technician, we are proposing a reclassification of the Meter Technician position to an Asset Management Technician II. This position provides proficiency in all aspects of both meter technology and the asset management software, as well as expertise in understanding the processes surrounding the work. This position will be a valuable resource in implementing Cartegraph and providing training to Public Works crews.
2. Asset Management Technician I – The City currently employs a Maintenance Worker II in our Parks and Facilities division. The work of this position has shifted much over time, and the job description no longer fits with the work performed. Some of the major duties are assisting with the development of the asset management systems, the meter reporting functions and the locate service functions, along with purchasing and procurement of supplies and services for the Department. Therefore, we are proposing a reclassification of this Maintenance Worker II position to an Asset Management Technician I.

The City has met with the IBEW union representative and discussed these reclassifications, job descriptions and pay scales, and this proposal reflects those talks.

City Council reviewed this proposal at its February 12 Study Session.