



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

**January 22, 2019**  
**Tuesday**

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

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**
- 5. Appointments to Boards and Commissions**
  - A. Finance Committee Appointments
- 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. January 7, 2019
- ii. January 14, 2019

**B. Claims Approval:**

- i. Approval of 2018 checks/vouchers/disbursements numbered 64709 to 64760 in the amount of \$141,114.47.

- ii. Approval of 2019 checks/vouchers/disbursements numbered 64761 to 64779 in the amount of \$475,561.05.
- iii. Approval of the payroll disbursement of January 4, 2019 in the amount of \$212,977.93.

**7. Regular Agenda**

- A. DM Disposal Rate Increase
- B. Fife-Milton Boundary
- C. Parks Impact Fees
- D. Park Board By-Laws

**8. Council Reports**

**9. Directors Reports**

**10. Mayor's Report**

**11. Adjournment**



## Agenda Item #: 5A

To: City Council Members  
From: Mayor Styron Sherrell  
Date: January 22, 2019  
Re: **Appointments to Finance Committee**

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**ATTACHMENTS:** None

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation/Action:** I move to appoint (insert names) to the Finance Committee for fiscal year 2019.

**Fiscal Impact/Source of Funds:** N/A.

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**Background:** 2018 members of the Finance Committee were Councilmembers Johnson, Whitaker and Whalen.

**Discussion:** Section 20.4 of Resolution 08-1752, Council Procedures, reads that "Membership of each Committee shall be for a one (1) year term and reviewed annually. Membership will be determined by deliberation of the full Council arrival at consensus or by majority vote." Membership for 2019 is now due.

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**Regular Meeting**  
**Monday, January 7, 2019**  
**7:00 p.m.**

**CALL TO ORDER**

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

**ROLL CALL**

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

Absent: None

**STAFF PRESENT**

Public Safety Administrator Hernandez, Public Works Director Howlett, Finance Director Dunford, Surface Water Compliance Inspector Carter, Attorney Daniel Kenny and City Clerk Trisha Summers.

**ADDITIONS/DELETIONS**

None

**CITIZEN PARTICIPATION**

<b>Speaker</b>	<b>Comments</b>
Richard Cosner	Asked council to add a review of the Conditional Use, Land Use and Special Use Permitting for mental health facilities, alcohol and drug rehab facilities, convalescent and geriatric facilities, retirement facilities, businesses that sell and serve alcohol and any other business, facility or organization that could potentially affect city services to the 2019 Planning Commission work plan. These types of businesses have a very real potential to abuse the use of Police/Fire/EMS and other city services , sometimes using city services over their own to reduce their liabilities.

Tom Boyle	Excited to be back on the Planning Commission after having a nice break! Would like the Planning Commission to consider adding term limits for Mayor & Council as part of their 2019 work plan.
Jim Gillespie	As outgoing Planning Commission Chair updated the Council about work that has been started and nearly completed. Planning Commission took a lot of the year to complete the parking code because they only had it for eight months, with one meeting per month.
Beverly Webber	Happy to continue to volunteer on the Parks Board. Interested in seeing what can be done in 2019, there are always things that can be improved within the parks and trails in the City.

## **APPOINTMENTS TO BOARDS AND COMMISSIONS**

### **A. Appointment to the Planning Commission**

Mayor Sherrell explained that Tom Boyle has been involved in the City as Council member and former Planning Commissioner for many years. Mr. Boyle's service is valuable to the City and she is happy to recommend him for Appointment to the Planning Commission again.

Councilmembers agreed that Mr. Boyle is a welcome addition and they are happy to have him.

**MOTION** (Tompkins/Johnson) to approve the Mayor's appointment of Tom Boyle to the Planning commission Position #1 for a term to expire May 31, 2023. **Passed 7/0**

### **B. Reappointment to the Parks Board**

Mayor Sherrell explained that Beverly Webber has been serving on the Parks Board since 2010 and that she would like to continue serving to make the parks and trails the best they can be.

Councilmembers are happy to have Ms. Webber continue on the Parks Board and thanked her for her willingness to do so.

**MOTION** (Ott/Morton) to approve the Mayor's reappointment of Beverly Webber to the Parks Board for a term to expire December 31, 2022. **Passed 7/0**

### **C. Reappointment to the Events Committee**

Mayor Sherrell explained that April Balsley and Christy Dean are valuable members of the Events Committee and are both community oriented and an asset to the community. She suggested they be reappointed to the Events Committee.

Council agrees with the Mayor and is happy with the work that these ladies do for the Events Committee helping to make events so successful.

**MOTION** (Whalen/Johnson) to approve the Mayor's reappointment of April Balsley to Position #1 and Christy Dean to Position #2 to the Events Committee for terms to expire May 31, 2022. **Passed 7/0**

## **CONSENT AGENDA**

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

- a. Minutes Approval:
  - i. December 3, 2018 Regular Meeting Minutes
- b. Claims Approval:
  - i. Approval of the checks/vouchers/disbursements numbered 64544 to 64701 in the amount of \$819,869.46.
  - ii. Approval of the payroll disbursement of December 5, 2018 in the amount of \$249,860.10.
  - iii. Approval of the payroll disbursement of December 20, 2018 in the amount of \$173, 650.22.

**MOTION** (Morton/Whalen) to approve the Consent Agenda. **Passed 7/0.**

## **REGULAR AGENDA**

### **A. Hill Creek Annexation – Ordinance 1<sup>st</sup> Read**

Director Howlett explained the Ordinance does not change the original annexation process but is required by King County Boundary Review Board to revise the legal description only for the Hill Creek annexation area.

Councilmembers understood this is for housekeeping only and are in agreement with its passage.

**MOTION** (Whalen/ Morton) "to approve the attached Ordinance, modifying the legal description for the Hill Creek annexation area." **Passed 7/0**

### **B. 2019 Planning Commission Work Plan**

Mayor Styron-Sherrell explained the 2019 work plan and would like to define and discuss in further detail in an upcoming council retreat. Planning Commission will be invited to attend the retreat for further discussion as well.

Councilmembers expressed the importance to prioritize items on the work plan for the planning commission to lighten their work load and address the issues that are relevant in the city currently. There was discussion about sober living houses and what is required of them and the city per current law. Council is anxious to get the planning commission working on this 2019 plan as soon as possible.

**MOTION** (Morton/Johnson) “to approve the attached Planning Commission Work Plan for 2019.” **Passed 7/0.**

### **C. Election of Mayor Pro-Tempore**

Mayor Styron-Sherrell explained that Mark Hutson’s current term as Mayor Pro-Tempore expired on December 31, 2018 and as such a new Mayor Pro-Tem will need to be voted on.

Council member Tompkins nominated Mark Hutson.  
Council member Morton nominated Robert Whalen.

Each nominee spoke about why they would like to be considered for Mayor Pro-Tempore.

Mayor closed nominations and candidates were voted on in the order that nominations were received. With a majority vote of 4/3, Mark Hutson won the vote for 2019 Mayor Pro-Tempore.

### **D. Pierce County Regional Council (PCRC) and Sound Cities Assoc. (SCA) Delegates**

Mayor Styron-Sherrell explained the meeting times for both organizations and that she has schedule conflicts and cannot attend every meeting and would like to know if any councilmembers were interested in being a Delegate or Alternate Delegate to these meetings.

Councilmember Johnson said that she would be interested in continuing on as Alternate to the PCRC meetings and Councilmember Morton said he would also be an Alternate for PCRC in the event he is needed. Mayor Styron-Sherrell will continue as the Delegate.

Council would like to have more information on the City’s membership and the value of it in the Sound Cities Association. This will be reviewed and reported at the next regular meeting.

**MOTION** (Morton/Tompkins) “move to approve the appointments of the Mayor and Councilmembers to PCRC as discussed.” **Passed 7/0.**

## **COUNCIL REPORTS**

Councilmember Whitaker

- The new lights are very nice.
- Glad to see all who stepped up to volunteer or boards and commission. Thank you.

Councilmember Morton

- Talked with many citizens about truck traffic in the city and fireworks regulations.
- There is lots of garbage at the car wash spilling out of their receptacles and also behind Safeway again. Would like to have code enforcement make contact.
- Congrats to Mark Hutson on Pro-Tem for 2019.
- Loves living in Milton! Never lost any services during the recent wind storm.

#### Councilmember Ott

- Happy New Year to all!
- Apologized for missing council meetings last year, dealing with health issues.
- Inquired about quarterly co-op water meetings and whether they are still happening.

#### Councilmember Tompkins

- Happy New Year! Looking forward to working together and thank you to all those who were appointed to volunteer.
- Approached about fireworks and future plans for the old Albertson's building.

#### Councilmember Whalen

- Fireworks were not as bad as they used to be but can be better if changes are made.
- 2018 Council performance was stellar and so was that of the staff.
- Compliments to all for such an easy working relationship and the transparency.

#### Councilmember Johnson

- Congrats to Pro-Tem and all appointees! Happy 2019!
- Openness and edification from staff are much appreciated.
- Thank you to the Cosners for streaming meetings on Facebook.
- January 9<sup>th</sup> is Police Appreciation Day.
- There is quite a bit of debris on sidewalks from storms.

#### Mayor Pro Tem Hutson

- Echos what has been said regarding appreciation for volunteers and respects all councilmembers.
- Gained confidence in 2018 with budget numbers.
- Looking forward to a monument in Triangle Park in 2019.

### **DIRECTOR'S REPORTS**

#### Public Safety Administrator Hernandez

- Aggressive traffic enforcement and truck ticketing is happening
- Will work with Public Works for sign issues to deal with trucks.
- Two newest Officers are now solo, and they will be brought to Council to be sworn in along with the two volunteers.
- We have one vacancy right now, it's a tough market to recruit in
- Secret Santas were police volunteers
- Have had recent busts for guns, heroin and pursuits.
- Police Foundation dinner is coming up!

#### Finance Director Dunford

- Audit exit interview was good, there will need to be some work on cash handling procedures but there was nothing out of the ordinary found in audit.
- Explained the new WA state family medical leave law and the deductions from Mayor and Council paychecks for this.

#### Public Works Director Howett

- 911 Memorial has had the comprehensive review done and now there are questions that went back to the committee to respond to.
- City will respond to hazardous trees if they are an emergency situation but otherwise, they do not respond to debris.
- Getting going on approved 2019 capital projects.

Attorney Daniel Kenny

- Happy New Year to all

**MAYOR'S REPORT**

- Volunteers are crucial, and you are all appreciated.
- Happy Birthday to Councilmember Morton
- Retreat date January 24<sup>th</sup> – check your calendars to see if that date works for you. If not, will have to be in February but would like as soon as possible.
- Looking forward to second year in office.
- Appreciates Council and working together.

**ADJOURNMENT**

The meeting was adjourned at 8:49 p.m.

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

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



**Study Session**  
**Monday, January 14, 2019**  
**7:00 p.m.**

**CALL TO ORDER**

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

**ROLL CALL**

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

Absent: None

**STAFF PRESENT**

Public Safety Administrator Hernandez, Public Works Director Howlett, Finance Director Dunford and City Clerk Trisha Summers.

**REGULAR AGENDA**

**A. Electric Meter Opt Out**

Public Works Director Howlett gave an explanation of this item. The opt out option is for utility customers who would rather have their meters read manually than by the automated advanced meter reading program. There was discussion of a one- time and a monthly fee for this program.

Councilmembers commented that they understood the desire of residents to have the option to have their meters manually read vs automatically read and they agree there should be a fee for this option. Council asked about how fee would be calculated and whether or not it would be allowed as part of the budget payment program.

**B. Fife-Milton Boundary**

Public Works Director Howlett explained that there was an Interlocal Agreement between the City of Milton and City of Fife in March of 2015 stating that once the Freeman Road project was completed, the cities would adjust their boundaries. The project is now finished, and the time has come to adjust those boundaries as agreed.

Councilmembers expressed that they agreed with this housekeeping item. Council asked some clarifying questions about road maintenance.

### **C. Parks Impact Fees**

Public Works Director Howlett gave an overview of this item. Parks Impact fees haven't been increased since 2016. The existing code does not provide for an annual escalation factor but instead allows council review to increase park fees.

Howlett explained that to stay consistent with other impact fees, an annual escalator would be an efficient method.

Councilmembers expressed their agreement with Director Howlett and asked questions pertaining to what the fee would be if the city had instituted an escalator program in 2016. Council agreed this is something that needed to be done to be consistent with other impact fees in the city.

### **MAYOR'S REPORT**

- Mayor reminded staff and Council that Monday, January 21<sup>st</sup> is a holiday and city offices are closed so the council meeting will be moved to Tuesday, January 22<sup>nd</sup>.

### **ADJOURNMENT**

The meeting was adjourned at 7:42 p.m.

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

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

2018

CONSENT AGENDA ITEM #

CITY OF MILTON  
**PAYROLL and CLAIMS VOUCHER APPROVAL**  
January 22, 2019

**Claim Vouchers:**

<b>Dates</b>	<b>Check #</b>	<b>Amount</b>
12/31/2018	64709-64735	79,539.39
12/31/2018	64736-64760	61,575.08

**Payroll Disbursements:**

<b>Date</b>	<b>Check #</b>	<b>Amount</b>
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**Total Accounts Payable:**

**\$ 141,114.47**

**Total Payroll:**

**\$ -**

Voids - none

Printer Error Checks - none

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

12/31/2018 To: 12/31/2018

Time: 11:26:06 Date: 01/15/2019  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>8023</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64709</b>	<b>911 SUPPLY</b>	<b>296.98</b>	<b>Police Material; Police Material</b>
					107 - 521 20 31 000 - Office and Operating Supplie	148.49	Raincoat & Patch - Volunteer Hall
					107 - 521 20 31 000 - Office and Operating Supplie	148.49	Raincoat & Patch - Volunteer Cosner
<b>8024</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64710</b>	<b>ABC SUN CONTROL</b>	<b>4,600.41</b>	<b>Window Privacy Film</b>
					310 - 594 18 61 143 - City Hall Retrofit	4,600.41	Interior & Exterior Window Film - New Executive Office
<b>8025</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64711</b>	<b>AHBL, INC</b>	<b>11,225.25</b>	<b>Planning Services; Planning Services; Planning Services</b>
					001 - 558 60 41 000 - Professional Services	2,675.00	Hill Creek Annexation
					001 - 558 60 41 000 - Professional Services	4,593.75	On Site Planning Services - November 2018
					407 - 594 31 63 145 - SEASMP 17-19	3,956.50	Milton SMP
<b>8026</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64712</b>	<b>CENTURYLINK</b>	<b>227.54</b>	<b>T1 Lines</b>
					107 - 521 20 42 000 - Communication	75.84	T1 Lines
					401 - 533 10 42 000 - Communications	75.86	T1 Lines
					403 - 534 10 42 000 - Communication	75.84	T1 Lines
<b>8027</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64713</b>	<b>CHUCKALS</b>	<b>503.06</b>	<b>Office Supplies; Office Supplies; Office Supplies; Office Supplies</b>
					107 - 521 20 31 000 - Office and Operating Supplie	42.54	Desk Pad, Marker, Cleaner, Air Freshner And Post-Its
					107 - 521 20 31 000 - Office and Operating Supplie	258.24	Pens, Trash Bags, Cleaning Supplies, Rubberbands And Magnetic Clips
					107 - 521 20 31 000 - Office and Operating Supplie	13.89	Desk Calendar
					406 - 531 30 31 000 - Operating Supplies	62.80	Door Hangers
					401 - 533 50 31 000 - Operating Supplies	62.80	Door Hangers
					403 - 534 10 31 000 - Office and Operating Supplie	62.79	Door Hangers
<b>8028</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64714</b>	<b>CLEARRESULT CONSULTING-PORTLAND</b>	<b>523.13</b>	<b>BPA Incentive</b>
					401 - 533 50 33 006 - BPA Reimbursement/Incentiv	523.13	BPA Kit Program
<b>8029</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64715</b>	<b>CODE PUBLISHING COMPANY</b>	<b>334.23</b>	<b>Code Update</b>
					001 - 511 30 41 000 - Offc'l Pub/Code Publishing	334.23	Code Update
<b>8030</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64716</b>	<b>DAVE'S RESTAURANT</b>	<b>384.65</b>	<b>Catering Services</b>
					001 - 517 90 31 001 - Employee Recognition	384.65	Catering For Employee Recognition Breakfast
<b>8031</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64717</b>	<b>GRAY &amp; OSBORNE INC</b>	<b>6,650.14</b>	<b>Engineering Services; Engineering Services; Engineering Services</b>
					407 - 594 31 63 097 - Decant Facility	3,490.52	Engineering Services
					404 - 594 34 63 100 - Well #10 Design Project	1,399.29	Engineering Services
					404 - 594 34 63 137 - Alder Street/26th Ave Watern	1,760.33	Engineering Services
<b>8032</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64718</b>	<b>HD FOWLER CO INC.</b>	<b>19.76</b>	<b>Water Material</b>
					403 - 534 50 31 000 - Office and Operating Supplie	19.76	Trench Shovel
<b>8033</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64719</b>	<b>DELRAE HEAD</b>	<b>350.00</b>	<b>Facility Deposit Refund</b>
					001 - 589 10 00 000 - Refund Facility Deposit	350.00	Facility Rental Refund
<b>8034</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64720</b>	<b>HUNTS SERVICES</b>	<b>250.00</b>	<b>Facility Deposit Refund</b>
					001 - 589 10 00 000 - Refund Facility Deposit	250.00	Facility Rental Refund
<b>8035</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64721</b>	<b>WHAE YOUNG JEONG</b>	<b>5,255.00</b>	<b>BPA Lighting Updates</b>
					401 - 533 50 33 006 - BPA Reimbursement/Incentiv	5,255.00	Milton Spirit & Milton Laundry
<b>8036</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64722</b>	<b>LAKEWOOD, CITY OF</b>	<b>162.42</b>	<b>EVOC Training</b>
					107 - 521 40 49 002 - Misc/Trng, Registrations	162.42	EVOC Training - Sarff, Nitsche And Donovan

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

12/31/2018 To: 12/31/2018

Time: 11:26:06 Date: 01/15/2019  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>8037</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64723</b>	<b>LUMENAL LIGHTING LLC</b>	<b>21,049.44</b>	<b>LED Lighting</b>
					310 - 594 18 61 143 - City Hall Retrofit	21,049.44	City Hall And Fire Station Lighting
<b>8038</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64724</b>	<b>CITY OF MILTON</b>	<b>8,907.93</b>	<b>BPA Rebates And Performance Payment</b>
					401 - 533 50 33 006 - BPA Reimbursement/Incentiv	4,000.00	Heat Pumps - PW Shop
					401 - 533 50 33 006 - BPA Reimbursement/Incentiv	867.87	Windows - All City
					401 - 533 50 33 006 - BPA Reimbursement/Incentiv	4,040.06	Performance Payment
<b>8039</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64725</b>	<b>CITY OF MILTON</b>	<b>12,061.40</b>	<b>Utility Bill</b>
					001 - 518 30 47 000 - Public Utility Service	220.05	City Utility Bill
					107 - 521 20 47 000 - Utilities	533.83	City Utility Bill
					406 - 531 30 47 000 - Public Utility Services	203.29	City Utility Bill
					401 - 533 50 47 000 - Public Utility Services	1,722.42	City Utility Bill
					403 - 534 51 47 001 - Public Utility Services	5,473.68	City Utility Bill
					101 - 542 30 47 000 - Utilities	1,969.17	City Utility Bill
					001 - 558 50 47 000 - Public Utility Services	65.12	City Utility Bill
					001 - 558 60 47 000 - Public Utilities	50.82	City Utility Bill
					001 - 575 50 47 000 - Public Utilities Services - CB	172.15	City Utility Bill
					001 - 575 50 47 002 - Public Utilities Services - AC	549.76	City Utility Bill
					001 - 576 80 47 000 - Public Utility Service	1,101.11	City Utility Bill
<b>8040</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64726</b>	<b>NAVIA BENEFIT SOLUTIONS</b>	<b>50.00</b>	<b>FSA Monthly Admin Fee</b>
					001 - 517 30 49 000 - FSA Plan Fees	50.00	FSA Administrative Fee
<b>8041</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64727</b>	<b>NAVIA BENEFIT SOLUTIONS</b>	<b>809.42</b>	<b>FSA Claims</b>
					631 - 589 90 00 002 - Discovery Benefits	809.42	122818-13405
<b>8042</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64728</b>	<b>NORTHWEST PUBLIC POWER ASSN. INC</b>	<b>165.00</b>	<b>Job Posting</b>
					401 - 533 10 41 002 - Advertising	165.00	Journey Electric Lineman Job Advertising
<b>8043</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64729</b>	<b>OCCUPATIONAL MEDICAL CLINIC</b>	<b>100.00</b>	<b>DOT Physical</b>
					406 - 531 30 49 001 - Misc Dues & Memberships	33.34	DOT Physical
					403 - 534 10 49 002 - Misc/Trng, Registrations	33.33	DOT Physical
					101 - 542 30 49 002 - Misc Training/Registrations	33.33	DOT Physical
<b>8044</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64730</b>	<b>SHARP BUSINESS SYSTEMS</b>	<b>135.87</b>	<b>Copier Maintenance</b>
					107 - 521 20 48 000 - Repairs and Maintenance	135.87	Copier Maintenance
<b>8045</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64731</b>	<b>SHRED-IT USA LLC</b>	<b>79.99</b>	<b>Shredding Services</b>
					001 - 514 20 41 000 - Professional Services	26.40	Shredding Services Finance
					107 - 521 20 41 000 - Professional Services	53.59	Shredding Services Police
<b>8046</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64732</b>	<b>SHANNA STYRON SHERRELL</b>	<b>81.75</b>	<b>Reimbursement</b>
					001 - 513 10 43 000 - Travel	81.75	Aug - Sept 2018 Mileage - Mayor
<b>8047</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64733</b>	<b>SYMBOLARTS</b>	<b>3,940.00</b>	<b>Police Material; Police Material; Police Material</b>
					107 - 521 20 20 002 - Uniforms	570.00	Police Badges
					107 - 521 20 31 000 - Office and Operating Supplie	1,495.00	Milton Police Coins
					107 - 521 30 31 000 - Crime Prevention Supplies	1,875.00	Police Department Stickers
<b>8048</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64734</b>	<b>TRI-TEC COMMUNICATIONS INC.</b>	<b>423.12</b>	<b>Telephone Replacement</b>
					001 - 518 30 41 000 - Professional Services	423.12	Desk Phone Replacement And Programming

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

12/31/2018 To: 12/31/2018

Time: 11:26:06 Date: 01/15/2019  
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>8049</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64735</b>	<b>WASHINGTON AUDIOLOGY SERVICES INC</b>	<b>952.90</b>	<b>Hearing Test</b>
					001 - 518 30 41 000 - Professional Services	19.62	Hearing Tests - PW Shop
					406 - 531 30 41 000 - Professional Services	223.05	Hearing Tests - PW Shop
					401 - 533 50 41 000 - Professional Services	226.43	Hearing Tests - PW Shop
					403 - 534 50 41 000 - Professional Services	338.04	Hearing Tests - PW Shop
					101 - 542 90 41 000 - Professional Services	70.08	Hearing Tests - PW Shop
					501 - 548 30 41 000 - Professional Services	56.06	Hearing Tests - PW Shop
					001 - 576 80 41 000 - Professional Services	19.62	Hearing Tests - PW Shop
<b>8060</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64736</b>	<b>ABC SUN CONTROL</b>	<b>9,489.87</b>	<b>Window Privacy Film</b>
					310 - 594 18 61 143 - City Hall Retrofit	9,489.87	Privacy Film - City Offices
<b>8061</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64737</b>	<b>AED BRANDS</b>	<b>535.00</b>	<b>AED Material</b>
					001 - 518 30 35 000 - Small Tools and Equipment	535.00	AED Replacement Machine
<b>8062</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64738</b>	<b>AIRGAS USA LLC</b>	<b>127.07</b>	<b>Shop Material</b>
					501 - 548 30 31 000 - Office & Operating Supplies	127.07	Acetylene Fuel
<b>8063</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64739</b>	<b>CARLSON SALES METERING SOLUTIONS LLC</b>	<b>168.30</b>	<b>Electric Supplies</b>
					401 - 533 50 31 000 - Operating Supplies	168.30	Digital Meters
<b>8064</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64740</b>	<b>CHUCKALS</b>	<b>2,163.71</b>	<b>Electric Material Return; Electric Material Return; Office Supplies; Office Supplies</b>
					401 - 533 50 31 000 - Operating Supplies	-21.43	Planner Returned
					401 - 533 50 31 000 - Operating Supplies	-21.43	Planner Returned
					310 - 594 18 61 143 - City Hall Retrofit	762.44	Chairs For Office
					310 - 594 18 61 143 - City Hall Retrofit	1,444.13	Chairs For Office
<b>8065</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64741</b>	<b>DATA BAR INCORPORATED</b>	<b>3,860.08</b>	<b>Print &amp; Mail; Print &amp; Mail</b>
					406 - 531 10 49 003 - Misc/Outside Printing	108.43	Past Due Statements Print & Mail
					406 - 531 10 49 003 - Misc/Outside Printing	663.59	Utility Billing Print & Mail
					401 - 533 10 49 003 - Misc/Outside Printing	216.85	Past Due Statements Print & Mail
					401 - 533 10 49 003 - Misc/Outside Printing	1,327.18	Utility Billing Print & Mail
					403 - 534 10 49 003 - Misc/Outside Printing	216.85	Past Due Statements Print & Mail
					403 - 534 10 49 003 - Misc/Outside Printing	1,327.18	Utility Billing Print & Mail
<b>8066</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64742</b>	<b>EAST PIERCE FIRE &amp; RESCUE DISTRICT #22</b>	<b>346.06</b>	<b>City Utilities</b>
					001 - 518 30 47 000 - Public Utility Service	17.30	Electric, Water & Sewer
					107 - 521 20 47 000 - Utilities	69.21	Electric, Water & Sewer
					406 - 531 30 47 000 - Public Utility Services	69.21	Electric, Water & Sewer
					401 - 533 50 47 000 - Public Utility Services	69.21	Electric, Water & Sewer
					403 - 534 50 47 000 - Public Utility Services	69.21	Electric, Water & Sewer
					001 - 558 50 47 000 - Public Utility Services	17.30	Electric, Water & Sewer
					001 - 558 60 47 000 - Public Utilities	17.30	Electric, Water & Sewer
					001 - 576 80 47 000 - Public Utility Service	17.32	Electric, Water & Sewer
<b>8067</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64743</b>	<b>THE FAB SHOP</b>	<b>4,365.65</b>	<b>Electric Material</b>
					401 - 533 50 48 001 - Vehicle R&M	4,365.65	#26 Tommy Lift Gate
<b>8068</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64744</b>	<b>FERGUSON ENTERPRISES, INC. #1539</b>	<b>12,476.54</b>	<b>Water Material</b>
					404 - 594 34 64 123 - Meter Replacement	12,476.54	Meters
<b>8069</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64745</b>	<b>GRAINGER INC</b>	<b>1,867.53</b>	<b>Water Material; Water Material</b>
					403 - 534 50 35 000 - Small Tools and Equipment	886.66	Variety Wrenches & Brazing Torch

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			403 - 534 50 35 000		Small Tools and Equipment	980.87	Propane Fuel Cylinders, Screwdrivers, Pliers, Hammer & Tie Down Straps
<b>8070</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64746</b>	<b>HJ ARNETT INDUSTRIES, LLC</b>	<b>88.14</b>	<b>Electric Material</b>
			401 - 533 50 41 000		Professional Services	88.14	Blanket Testing
<b>8071</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64747</b>	<b>HONEY BUCKET</b>	<b>162.40</b>	<b>Monthly Rental</b>
			001 - 576 80 45 000		Operating Rentals and Lease:	162.40	Monthly Rental - Interurban Trail
<b>8072</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64748</b>	<b>KIMBALL MIDWEST</b>	<b>455.02</b>	<b>Fleet Material</b>
			501 - 548 30 31 000		Office & Operating Supplies	455.02	Washers, Hex Nuts, Screws, Drain Plugs, Cable Ties & Cable Clamps
<b>8073</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64749</b>	<b>KORUM AUTOMOTIVE GROUP</b>	<b>131.88</b>	<b>Vehicle Repair</b>
			107 - 521 20 48 001		Vehicle Repairs and Mainten:	131.88	#877 Repair To Headlights & Horn
<b>8074</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64750</b>	<b>LONG PEST CONTROL INC.</b>	<b>448.39</b>	<b>Pest Control</b>
			001 - 518 30 41 000		Professional Services	448.39	Quarterly Pest Control
<b>8075</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64751</b>	<b>MILAM MAZDA</b>	<b>45.05</b>	<b>Police Repair</b>
			107 - 521 20 48 001		Vehicle Repairs and Mainten:	45.05	#140 Oil Change
<b>8076</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64752</b>	<b>PLATT ELECTRIC SUPPLY</b>	<b>425.31</b>	<b>City Hall Retro Fit Electric Material</b>
			310 - 594 18 61 143		City Hall Retrofit	425.31	Electrical Testers, Switches & Wallplates
<b>8077</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64753</b>	<b>PUBLIC SAFETY TESTING</b>	<b>125.00</b>	<b>Quarterly Subscription</b>
			107 - 521 20 41 000		Professional Services	125.00	Subscription Fee - Q4 2018
<b>8078</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64754</b>	<b>PULSE TECHNOLOGY PARTNERS LLC</b>	<b>1,811.15</b>	<b>Police Material</b>
			107 - 521 20 48 004		Installation, Repair & Mainte	1,811.15	Cordless Handheld Radars
<b>8079</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64755</b>	<b>SUPPLYWORKS</b>	<b>230.61</b>	<b>Facility Supplies</b>
			001 - 518 30 31 000		Operating Supplies	230.61	Tissues, Seat Covers, Febreze & Garbage Liners
<b>8080</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64756</b>	<b>TACOMA SCREW PRODUCTS INC.</b>	<b>188.66</b>	<b>Electric Supply</b>
			401 - 533 50 31 000		Operating Supplies	188.66	Glue Sticks, Cable Ties, Hot Glue Gun, Utility Knives & Blades
<b>8081</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64757</b>	<b>UNIFIRST CORPORATION</b>	<b>423.66</b>	<b>Uniforms; Uniforms</b>
			001 - 518 30 20 002		Uniforms	11.42	Uniforms
			406 - 531 30 20 002		Uniforms	86.09	Uniforms
			401 - 533 50 20 002		Uniforms	43.67	Uniforms
			401 - 533 50 20 002		Uniforms	97.11	Uniforms
			403 - 534 50 20 002		Uniforms	128.80	Uniforms
			101 - 542 30 20 002		Uniforms	20.08	Uniforms
			501 - 548 30 20 002		Uniforms	25.07	Uniforms
			001 - 576 80 20 002		Uniforms	11.42	Uniforms
<b>8082</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64758</b>	<b>UTILITIES UNDERGROUND LOC CENT</b>	<b>46.20</b>	<b>Monthly Locates</b>
			401 - 533 50 41 000		Professional Services	23.10	Monthly Locates
			403 - 534 50 41 000		Professional Services	23.10	Monthly Locates
<b>8083</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64759</b>	<b>WATER MANAGEMENT LABORATORIES</b>	<b>451.00</b>	<b>Water Testing</b>
			403 - 534 51 41 000		Professional Services	451.00	Water Testing

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<b>8084</b>	<b>12/31/2018</b>	<b>Claims</b>	<b>1</b>	<b>64760</b>	<b>WRIGHT TREE SERVICE, INC.</b>	<b>21,142.80</b>	<b>Tree Trimming; Tree Trimming</b>
		402 - 594 33 62 142 -		Tree Trimming	9,287.40	Tree Trimming - Power Lines	
		402 - 594 33 62 142 -		Tree Trimming	11,855.40	Tree Trimming - Power Lines	
					001 General Fund	12,835.61	
					101 Street Fund	2,092.66	
					107 Criminal Justice Fund	7,695.49	
					310 Capital Improvement Fund	37,771.60	
					401 Electric Utility Operations Fund	23,483.58	
					402 Electric Capital Improvement Fund	21,142.80	
					403 Water Utility Operations Fund	10,087.11	
					404 Water Capital Improvement Fund	15,636.16	
					406 Stormwater Operations Fund	1,449.80	
					407 Stormwater Capital Fund	7,447.02	
					501 Vehicle Repair & Maintenance Fund	663.22	
					631 Trust / Suspense Funds	809.42	
					141,114.47	Claims: 141,114.47	

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: \_\_\_\_\_

CITY OF MILTON  
PAYROLL and CLAIMS VOUCHER APPROVAL  
January 22, 2019

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount	Date	Check #	Amount
1/4/2019	EFT	196,001.44	1/4/2019	64702-64708, ACH/EFT	212,977.93
1/9/2019	64761-64779	279,559.61			

**Total Accounts Payable:** \$ 475,561.05    **Total Payroll:** \$ 212,977.93  
 Voids - none  
 Printer Error Checks - none

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<b>165</b>	<b>01/04/2019</b>	<b>Claims</b>	<b>1</b>	<b>EFT</b>	<b>BONNEVILLE POWERADMINISTRATION</b>	<b>190,108.00</b>	<b>Monthly Power</b>
					401 - 533 50 33 000 - BPA-Electricity for Resale	190,108.00	Monthly Power - Nov 2018
<b>166</b>	<b>01/04/2019</b>	<b>Claims</b>	<b>1</b>	<b>EFT</b>	<b>CHASE PAYMENTECH</b>	<b>4,585.46</b>	<b>Credit Card Processing</b>
					406 - 531 10 41 000 - Professional Services	1,528.33	Credit Card Processing Fees
					401 - 533 10 41 000 - Professional Services	1,528.33	Credit Card Processing Fees
					403 - 534 10 41 000 - Professional Services	1,528.80	Credit Card Processing Fees
<b>198</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64761</b>	<b>AERIE CREST LLC</b>	<b>69.65</b>	<b>004972 - 704 26TH AVE CT</b>
					401 - 343 30 00 000 - Electric Sales	-15.24	
					403 - 343 40 10 000 - Water Sales	-54.41	
<b>199</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64762</b>	<b>AMERICAN PUBLIC WORKS ASSC.</b>	<b>780.00</b>	<b>Annual Dues</b>
					406 - 531 10 49 001 - Misc/Dues & Memberships	195.00	Annual Dues
					401 - 533 10 49 001 - Misc/Dues & Memberships	195.00	Annual Dues
					403 - 534 10 49 001 - Misc/Dues & Memberships	195.00	Annual Dues
					101 - 542 30 49 000 - Misc/Other Exp	195.00	Annual Dues
<b>200</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64763</b>	<b>AMERICAN WATER WORKS ASSOCIATION NW SECT</b>	<b>250.00</b>	<b>Annual Dues</b>
					403 - 534 50 49 001 - Misc/Dues & Memberships	250.00	2019 Annual Dues
<b>201</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64764</b>	<b>AMERICAN WATER WORKS ASSOCIATION</b>	<b>355.00</b>	<b>Annual Dues</b>
					403 - 534 50 49 001 - Misc/Dues & Memberships	355.00	2019 Annual Dues
<b>202</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64765</b>	<b>ASSOCIATION OF WASHINGTON CITIES</b>	<b>7,445.10</b>	<b>2019 Annual Membership</b>
					001 - 517 60 49 001 - Misc Exp - Dues & Members	7,445.10	Annual Membership Fees - Retro Pool
<b>203</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64766</b>	<b>AWC DRUG &amp; ALCOHOL TESTING</b>	<b>1,190.00</b>	<b>Annual Membership</b>
					406 - 531 10 20 000 - Personnel Benefits	309.40	AWC Drug & Alcohol Consortium 2019 Annual Membership
					401 - 533 10 20 000 - Personnel Benefits	404.60	AWC Drug & Alcohol Consortium 2019 Annual Membership
					403 - 534 10 20 000 - Personnel Benefits	476.00	AWC Drug & Alcohol Consortium 2019 Annual Membership
<b>204</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64767</b>	<b>BITCO SOFTWARE LLC</b>	<b>16,485.00</b>	<b>Annual Subscription</b>
					406 - 531 10 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
					401 - 533 10 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
					403 - 534 10 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
					101 - 542 30 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
					001 - 558 50 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
					001 - 558 60 41 001 - Professional Services - IT	2,747.50	Permit Trax Software - 2019 Subscription
<b>205</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64768</b>	<b>BRIGHTVIEW LANDSCAPES, LLC</b>	<b>6,118.13</b>	<b>Monthly Grounds Maintenance</b>
					101 - 542 30 48 000 - Repairs and Maintenance	611.81	Grounds Maintenance Streets
					001 - 576 80 48 000 - Repair & Maintenance	5,506.32	Grounds Maintenance Parks
<b>206</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64769</b>	<b>DMCJA</b>	<b>250.00</b>	<b>Annual Dues</b>
					001 - 512 50 49 001 - Misc/Dues & Memberships	250.00	Judge Assoc Dues - Allen
<b>207</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64770</b>	<b>FIFE MILTON EDGEWOOD CHAMBER OF COMMERCE</b>	<b>500.00</b>	<b>Annual Dues</b>
					001 - 518 50 49 001 - Misc/Dues & Memberships	500.00	2019 Annual Dues
<b>208</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64771</b>	<b>CHET GARTNER</b>	<b>36.50</b>	<b>000301 - 1609 29TH AVE CT</b>

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		406 - 343 10 00 000		Storm Drainage Fees	-15.94	
		401 - 343 30 00 000		Electric Sales	-4.50	
		403 - 343 40 10 000		Water Sales	-16.06	
<b>209</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64772 PC CLERKS' &amp; FINANCE OFFICER ASSOC.</b>	<b>20.00</b>	<b>Membership Dues</b>
		001 - 513 10 49 001		Misc/Dues & Memberships	20.00	Membership - Summers
<b>210</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64773 PIERCE CO BUDGET &amp; FINANCE</b>	<b>130.14</b>	<b>Crime Victims</b>
		001 - 586 12 00 000		Crime Victims Comp Fund	130.14	Crime Victims
<b>211</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64774 NANCY SHATTUCK</b>	<b>120.00</b>	<b>Court Services</b>
		001 - 512 50 41 000		Professional Services	120.00	DV Victim Advocacy
<b>212</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64775 SITECRAFTING, INC.</b>	<b>75.00</b>	<b>Monthly Domain Hosting</b>
		503 - 518 80 41 001		Professional Services - IT	75.00	Monthly Domain Hosting - Jan 2019
<b>213</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64776 TACOMA RV CENTER</b>	<b>3,029.38</b>	<b>003413 - 8507 PACIFIC HWY E</b>
		406 - 343 10 00 000		Storm Drainage Fees	-3,537.85	
		403 - 343 40 10 000		Water Sales	508.47	
<b>214</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64777 WA CITIES INSURANCE AUTHORITY</b>	<b>234,136.00</b>	<b>2019 Insurance</b>
		503 - 518 80 46 000		Insurance	1,526.56	2019 Insurance
		001 - 519 00 46 000		Insurance - Risk Managemen	41,990.21	2019 Insurance
		107 - 521 20 46 000		Insurance	71,946.61	2019 Insurance
		406 - 531 10 46 000		Insurance	16,433.71	2019 Insurance
		401 - 533 10 46 000		Insurance	39,720.82	2019 Insurance
		403 - 534 10 46 000		Insurance	45,692.50	2019 Insurance
		101 - 542 90 46 000		Insurance	12,271.73	2019 Insurance
		501 - 548 30 46 000		Insurance	4,553.86	2019 Insurance
<b>215</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64778 WA DEPT OF ENTERPRISE SVCS</b>	<b>400.00</b>	<b>Annual Fee</b>
		107 - 521 20 49 001		Misc/Dues & Memberships	400.00	2019 Administrative Fee
<b>216</b>	<b>01/09/2019</b>	<b>Claims</b>	<b>1</b>	<b>64779 WA STATE TREASURER</b>	<b>8,169.71</b>	<b>Court Remittance &amp; Bldg Code</b>
		001 - 586 83 00 000		Trama/Auto Theft/Brain Inju	668.79	Court Remittance
		001 - 586 88 00 000		State General Fund 54 (PSE)	107.34	Court Remittance
		001 - 586 89 00 000		Death Investigation Account	144.01	Court Remittance
		001 - 586 91 00 000		State General Fund 40 (PSE)	3,727.83	Court Remittance
		001 - 586 92 00 000		State General Fund 50 (PSE)	1,954.80	Court Remittance
		001 - 586 97 00 000		JIS	1,350.55	Court Remittance
		001 - 586 99 00 000		School Zone Safety	146.89	Court Remittance
		001 - 589 30 01 000		Building Code Fee	69.50	Court Remittance
<b>167</b>	<b>01/04/2019</b>	<b>Claims</b>	<b>3</b>	<b>EFT PUGET SOUND ENERGY</b>	<b>200.40</b>	<b>Electric</b>
		403 - 534 51 47 001		Public Utility Services	200.40	Electric 2mg Booster Power
<b>168</b>	<b>01/04/2019</b>	<b>Claims</b>	<b>3</b>	<b>EFT PUGET SOUND ENERGY</b>	<b>195.03</b>	<b>Natural Gas</b>
		107 - 521 20 47 000		Utilities	58.51	Police Natural Gas
		001 - 575 50 47 002		Public Utilities Services - AC	136.52	MAC Natural Gas
<b>169</b>	<b>01/04/2019</b>	<b>Claims</b>	<b>3</b>	<b>EFT XPRESS BILL PAY ACCOUNTS PAYABLE</b>	<b>912.55</b>	<b>Online Web Payments</b>
		406 - 531 10 41 000		Professional Services	301.14	Online Web Payment Services Fee
		401 - 533 10 41 000		Professional Services	310.27	Online Web Payment Services Fee
		403 - 534 10 41 000		Professional Services	301.14	Online Web Payment Services Fee

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		107		Criminal Justice Fund	72,405.12	
		401		Electric Utility Operations Fund	235,034.26	
		403		Water Utility Operations Fund	51,308.34	
		406		Stormwater Operations Fund	25,068.87	
		501		Vehicle Repair & Maintenance Fund	4,553.86	
		503		Information Technology	1,601.56	
					<hr/>	Claims: 475,561.05
				* Transaction Has Mixed Revenue And Expense Accounts	475,561.05	

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	61,117.80	
101 Street Fund	6,888.52	
107 Criminal Justice Fund	65,774.16	
116 Community Events Fund	102.11	
310 Capital Improvement Fund	3,929.22	
401 Electric Utility Operations Fund	25,322.84	
403 Water Utility Operations Fund	28,992.91	
404 Water Capital Improvement Fund	287.98	
406 Stormwater Operations Fund	15,466.31	
501 Vehicle Repair & Maintenance Fund	5,030.43	
503 Information Technology	65.65	
	<hr/>	
	212,977.93 Payroll:	212,977.93

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

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## Agenda Item # 7A

To: Mayor Styron Sherrell and City Council Members  
From: Mark Howlett, P.E., Public Works Director/City Engineer  
Date: January 22, 2019  
Re: DM Disposal - Request for Rate Increase

---

**ATTACHMENTS:** 1) Chart Showing Proposed Rate Increases  
2) Letter from DM Disposal Explaining Rate Increases

---

### TYPE OF ACTION:

Information Only  Discussion  Action  Expenditure Required

**Recommendation/Action:** “I move to authorize the Mayor to amend the Agreement with D.M. Disposal Co, Inc. by modifying Exhibit A to the Agreement thus establishing new rates to be effective March 1, 2019.”

**Fiscal Impact/Source of Funds:** See attached Exhibit A showing the monthly impacts to the citizens of Milton.

---

**Issue:** DM Disposal, the City’s exclusive provider of solid waste disposal, is requesting a rate increase to become effective March 1, 2019.

### Discussion:

In accordance with Sections 8(a) and 8(b) of the Agreement between DM Disposal and the City of Milton, DM Disposal is authorized to increase its rates by 80-percent of the Consumer Price Index for the Seattle-Tacoma-Bremerton area and to pass through to its customers all increases in costs associated with higher solid waste disposal fees.

These increases in rates, as shown on the attachments, are between 2.44 and 6.97 percent.

DM Disposal will provide notice of these rate increases to each of its customers.

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**ATTACHMENT 1**  
**DM DISPOSAL PROPOSED RATE INCREASES**  
**TO BE EFFECTIVE MARCH 1, 2019**

	Old Rate	New Rate	Amount Increase	Percent Increase
<b>A. GARBAGE SERVICE:</b>				
10-gallon cart	\$10.04	\$10.47	\$0.43	4.28
24-gallon cart	\$19.64	\$20.42	\$0.78	3.97
32-gallon cart	\$25.86	\$26.95	\$1.09	4.22
64-gallon cart	\$39.29	\$41.16	\$1.87	4.76
96-gallon cart	\$54.93	\$57.64	\$2.71	4.93
Occasional extra 32-gallon can or bag	\$6.89	\$7.16	\$0.27	3.92
Packout/Drive-in - garbage only	\$6.49	\$6.65	\$0.16	2.47
Occasional extra 32-gallon can or bag, packout	\$6.89	\$7.16	\$0.27	3.92
96 or 65 gallon cart recycling - (addl)	\$7.59	\$7.78	\$0.19	2.50
Return Trip Charge	\$7.74	\$7.93	\$0.19	2.45
<b>B. CONTAINER SERVICE:</b>				
1 yard once a week	\$102.56	\$107.58	\$5.02	4.89
1 yard twice a week	\$197.38	\$207.21	\$9.83	4.98
1-1/2 yard once a week	\$145.90	\$153.24	\$7.34	5.03
1-1/2 yard twice a week	\$290.42	\$305.05	\$14.63	5.04
1-1/2 yard three times a week	\$438.60	\$460.62	\$22.02	5.02
2 yard once a week	\$185.93	\$195.18	\$9.25	4.97
2 yard twice a week	\$372.04	\$390.55	\$18.51	4.98
2 yard three times a week	\$551.66	\$579.26	\$27.60	5.00
4 yard once a week	\$368.36	\$386.48	\$18.12	4.92
4 yard twice a week	\$736.51	\$772.74	\$36.23	4.92
6 yard once a week	\$493.36	\$517.88	\$24.52	4.97
6 yard twice a week	\$986.55	\$1,035.57	\$49.02	4.97
6 yard three times a week	\$1,467.23	\$1,540.46	\$73.23	4.99
4 yard compactor once a week 5:1	\$1,463.99	\$1,545.28	\$81.29	5.55
6 yard compactor once a week 3:1	\$1,704.03	\$1,815.33	\$111.30	6.53
2 yard compactor once a week 4:1	\$807.61	\$850.57	\$42.96	5.32
1 yard extra pickup on reg rt	\$24.63	\$25.81	\$1.18	4.79
1-1/2 yard extra pickup on reg rt	\$31.91	\$33.56	\$1.65	5.17
2 yard extra pickup on reg rt	\$38.18	\$40.20	\$2.02	5.29
4 yard extra pickup on reg rt	\$60.34	\$63.92	\$3.58	5.93
6 yard extra pickup	\$99.82	\$105.13	\$5.31	5.32
2 yard extra pickup compactor	\$285.28	\$297.71	\$12.43	4.36
4 yard extra pickup compactor	\$336.77	\$355.51	\$18.74	5.56
6 yard extra pickup compactor	\$355.28	\$380.04	\$24.76	6.97
<b>C. Special Pickup (minimum 1 hr) plus</b>				
Dump fee of \$157.38 per ton	\$44.69	\$45.79	\$1.10	2.46
<b>D. Yard Waste Toter</b>				
	\$5.57	\$5.71	\$0.14	2.51

**ATTACHMENT 1**  
**DM DISPOSAL PROPOSED RATE INCREASES**  
**TO BE EFFECTIVE MARCH 1, 2019**

	Old Rate	New Rate	Amount Increase	Percent Increase
<b>E. Account Reinstatement Fee</b>	\$26.10	\$26.74	\$0.64	2.45
<b>F. Return Check Fee</b>	\$26.10	\$26.74	\$0.64	2.45
<b>G. Redelivery Fee</b>	\$26.10	\$26.74	\$0.64	2.45
<b><u>Multi-Family and Commercial Recycling Rates:</u></b>				
Commingle & OCC				
90-Gallon Cart	\$13.50	\$13.83	\$0.33	2.44
1.5 yard once a week	\$63.32	\$64.88	\$1.56	2.46
2 yard once a week	\$70.03	\$71.75	\$1.72	2.46
6 yard once a week	\$138.54	\$141.95	\$3.41	2.46
Each additional pickup is 25% of monthly rate				
Glass :				
90-Gallon Cart	\$55.46	\$57.85	\$2.39	4.31
Each additional pickup is 25% of monthly rate				



# D.M. DISPOSAL CO., INC.

POST OFFICE BOX 532  
PUYALLUP, WASHINGTON 98371  
(253) 414-0347

December 14, 2018

City of Milton  
Mark Howlett, Public Works Director  
1000 Laurel Street  
Milton, WA 98354

Re: Notice of Rate Adjustment under Section 8(a) and 8(b) of the Agreement for the Collection and Disposal of Solid Waste, Recyclables, and Yard Waste in the City of Milton

Dear Mr. Howlett:

We have been notified that on March 1, 2019 the landfill rate in Pierce County will increase from \$157.38 per ton to \$164.34 per ton. It is our understanding that the full Pierce County Council has reviewed and approved the increase.

Section 8(a) of the Agreement for the Collection and Disposal of Solid Waste, Recyclables, and Yard Waste in the City of Milton, dated September 9<sup>th</sup> 2013, provides for an annual CPI adjustment equal to 80% of the change in the Consumer Price Index for All Urban Consumers, U.S. Department of Labor, Seattle-Tacoma-Bremerton area for the immediately preceding 12 months derived from the most currently published index available. Eighty percent of the CPI change for this period is 2.46%.

Attached is the exhibit, which reflects the landfill rate and CPI adjustment.

We appreciate the opportunity to provide you with comprehensive waste collection, disposal and recycling services. If I can answer any questions, please contact me by telephone at (253) 896-3293 or by email at [joshm@wcnx.org](mailto:joshm@wcnx.org).

Sincerely,  
D.M. Disposal Company

  
Josh Metcalf  
District Manager  
DM Disposal

Cc: Shanna Styron-Sherrell, City of Milton  
Patrick Sayan, DM Disposal  
Ruby Huang, DM Disposal  
Adam Balogh, DM Disposal

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**City of Milton**

**EXHIBIT - A**

**Effective 3/1/2019**

<b>EXHIBIT A</b>	<b>Rate per Unit per Month</b>
<b>GARBAGE SERVICE:</b>	
10-gallon cart	\$ 10.47
24-gallon cart	\$ 20.42
32-gallon cart	\$ 26.95
64-gallon cart	\$ 41.16
96-gallon cart	\$ 57.64
Occasional extra 32-gallon can or bag	\$ 7.16
Packout/drive-in - garbage only	\$ 6.65
Occasional extra 32-gallon can or bag, packout	\$ 7.16
96 or 65 gallon cart recycling - (addl)	\$ 7.78
Return Trip Charge	\$ 7.93
 <b>CONTAINER SERVICE:</b>	
1 yard once a week	\$ 107.58
1 yard twice a week	\$ 207.21
1-1/2 yard once a week	\$ 153.24
1-1/2 yard twice a week	\$ 305.05
1-1/2 yard three times a week	\$ 460.62
2 yard once a week	\$ 195.18
2 yard twice a week	\$ 390.55
2 yard three times a week	\$ 579.26
4 yard once a week	\$ 386.48
4 yard twice a week	\$ 772.74
6 yard once a week	\$ 517.88
6 yard twice a week	\$ 1,035.57
6 yard three times a week	\$ 1,540.46
4 yard compactor once a week 5:1	\$ 1,545.28
6 yard compactor once a week 3:1	\$ 1,815.33
2 yard compactor once a week 4:1	\$ 850.87
1 yard extra pickup on reg rt	\$ 25.81
1-1/2 yard extra pickup on reg rt	\$ 33.56
2 yard extra pickup on reg rt	\$ 40.20
4 yard extra pickup on reg rt	\$ 63.92
6 yard extra pickup	\$ 105.13
2 yard extra pickup compactor	\$ 297.71

4 yard extra pickup compactor	\$	355.51
6 yard extra pickup compactor	\$	380.04
<b>Special Pickup (minimum 1 hr) plus</b>	\$	45.79
dump fee of \$164.34 per ton		
Bulky extra regular route	\$	36.40
Yard Waste Toter	\$	5.71
Account Reinstatement Fee	\$	26.74
Return Check Fee	\$	26.74
Redelivery Fee	\$	26.74

**EXHIBIT B**

Multi-Family and Commercial Recycling Rates:

Commingle & OCC

90-Gallon Cart	\$	13.83
1.5 yard once a week	\$	64.88
2 yard once a week	\$	71.75
6 yard once a week	\$	141.95

Each additional pickup is 25% of monthly rate

Glass :

90-Gallon Cart	\$	57.85
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Each additional pickup is 25% of monthly rate



## Agenda Item #: 7B

**To:** Mayor Styron Sherrell and City Council Members  
**From:** Mark Howlett, P.E., Public Works Director/City Engineer  
**Date:** January 22, 2019  
**Re:** Resolution – Fife/Milton Boundary Line Adjustment at Freeman Road

---

**ATTACHMENTS:**

1. Map
2. Resolution
3. Interlocal Agreement

---

**TYPE OF ACTION:**

Information Only    Discussion    Action    Public Hearing

**Recommendation/Action:** “I move to approve the Resolution authorizing the Mayor to sign an Interlocal Agreement with the City of Fife for adjustment of the City Limits along Freeman Road.”

**Fiscal Impact/Source of Funds:** This item has no fiscal impact to the City.

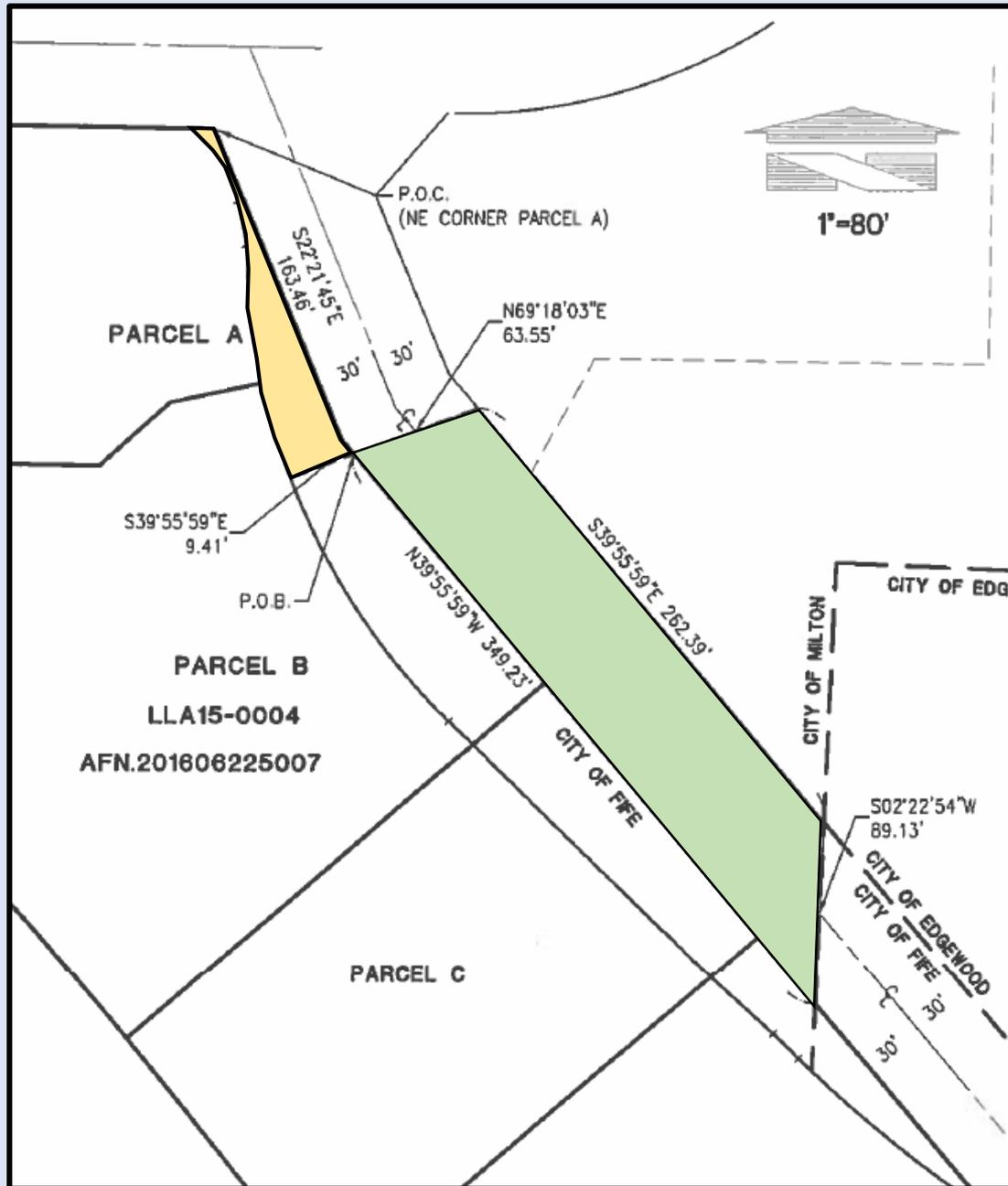
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**Issue:** On March 16, 2015 the Milton City Council approved an Interlocal Agreement between the City of Milton and the City of Fife agreeing to adjust the boundary between the two cities once the Freeman Road project was completed. The Freeman Road Project is complete and it is now time to adjust the boundaries.

**Discussion:** When the modifications to Freeman Road were constructed it established an irregular boundary between the City of Fife and the City of Milton. Irregular boundaries create difficulties in the responsibility for police response, road maintenance and permit review. The state legislature established a simple procedure to efficiently adjust irregular boundaries to clean up these issues. This process is codified in RCW 35.13.310.

The attached Interlocal agreement will complete the boundary line adjustment as shown on Attachment 1.

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Transferred from  
 Fife to Milton



Transferred from  
 Milton to Fife

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**CITY OF MILTON  
RESOLUTION 19-1915**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, ADOPTING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF MILTON AND THE CITY OF FIFE ADJUSTING THE COMMON BOUNDARY BETWEEN THE TWO CITIES.**

**WHEREAS**, the City of Milton and the City of Fife executed an Interlocal Agreement in March of 2015 agreeing to adjust the common boundary between the two Cities along Freeman Road once the Freeman Road Project was complete; and

**WHEREAS**, the Freeman Road project is now complete;

**NOW, THEREFORE**, the City Council of the City of Milton, Washington, does hereby resolve as follows:

**Section 1.** The City of Milton agrees to adjust the common boundary between the City of Milton and the City of Fife in accordance with the attached Interlocal Agreement.

**Section 2.** The Mayor is hereby authorized to sign the Interlocal Agreement to execute the boundary line adjustment.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this \_\_\_\_ day of \_\_\_\_\_ 2019.

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

Attest/Authenticated:

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

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**AGREEMENT BETWEEN  
THE CITY OF MILTON AND THE CITY OF FIFE  
TO ADJUST COMMON BOUNDARIES WITHIN  
THE FREEMAN ROAD EAST RIGHT OF WAY**

1. Date and Parties. This Agreement (“Agreement”) is dated for reference purposes only, the \_\_\_\_\_ day of January, 2019, and is entered into by and between the City of Fife, an optional municipal code city organized under Chapter 35A.13 RCW (hereinafter “Fife”), and the City of Milton, an optional municipal code city organized under Chapter 35A.12 RCW (“Milton”).

2. General Recitals.

2.1 The realignment and reconstruction of Freeman Road East near the 20<sup>th</sup> Street intersection resulted in the common boundary between Fife and Milton located within the Freeman Road right of way rather than at the edge of the right of way. A boundary adjustment between Fife and Milton is necessary to eliminate this situation.

2.2 RCW 35.13.310 provides that the councils of two cities with a common boundary within the right of way of a public street may enter into an agreement to alter those portions of their boundaries that are necessary to eliminate this situation and create a partial common boundary on either edge of the right of way.

2.3 Boundary line adjustments under RCW 35.13.310 are not subject to potential review by the boundary review board.

2.4 It is burdensome and inefficient for both Fife and Milton to have to provide law enforcement, street maintenance and other services to only a portion of the right of way when the remainder of the right of way is owned and serviced by the other city.

2.5 Fife and Milton agree that it is in the best interests of both cities for the common boundary to be adjusted to the edge of the right of way.

2.6 The parties enter this Agreement in consideration of the mutual covenants and promises set forth in this Agreement, the mutual benefits derived from each, and the exercise of authority granted by RCW 35.13.310.

3. Adjustment of Boundary of Fife and Milton along Freeman Road East.

3.1 The common boundary between Fife and Milton shall be adjusted as of the Effective Date so that the portion of Freeman Road right of way legally described and graphically depicted in Exhibit A attached hereto is entirely within Milton. Fife reserves the right to operate, inspect, maintain, repair, remove, and replace a street light and appurtenant power lines, junction boxes and electrical equipment, over, under, upon and

across the landscaped strip on the west side of the right of the property described in Exhibit A.

3.2 The common boundary between Fife and Milton shall be adjusted as of the Effective Date so that the portion of Freeman Road right of way legally described and graphically depicted in Exhibit B attached hereto is entirely within Fife.

4. Effective Date. This Agreement shall become effective at 12:01 AM on January 1, 2019.

5. Filing. The City Clerk of Fife shall file a certified copy of this Agreement with the Pierce County Auditor.

6. Signature Authority.

6.1 The Fife City Manager was authorized to execute this Agreement by Resolution No. \_\_\_\_ adopted by a majority of the entire City Council on the 22<sup>nd</sup> day of January, 2019 at a regularly scheduled Council meeting.

6.2 The Mayor of Milton was authorized to execute this Agreement by Resolution No. \_\_\_\_ adopted by a majority of the entire City Council on the 22<sup>nd</sup> day of January, 2019 at a regularly scheduled Council meeting.

CITY OF MILTON

CITY OF FIFE

By: \_\_\_\_\_  
Shanna Styron-Sherrell  
Mayor

By: \_\_\_\_\_  
Hyun Kim  
City Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

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

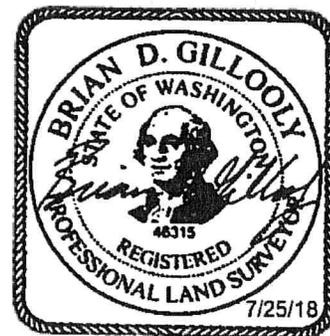
\_\_\_\_\_  
Gregory F. Amann  
City Attorney

**LEGAL DESCRIPTION**

**CITY RIGHT-OF-WAY EXCHANGE**

THAT PORTION OF PARCELS A AND B OF CITY OF FIFE LOT LINE ADJUSTMENT NO. LLA15-0004, RECORDED UNDER AUDITOR'S FILE NO. 201606225007, RECORDS OF PIERCE COUNTY, WASHINGTON, BEING A PORTION OF THE SE 1/4 OF THE NW 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 4 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

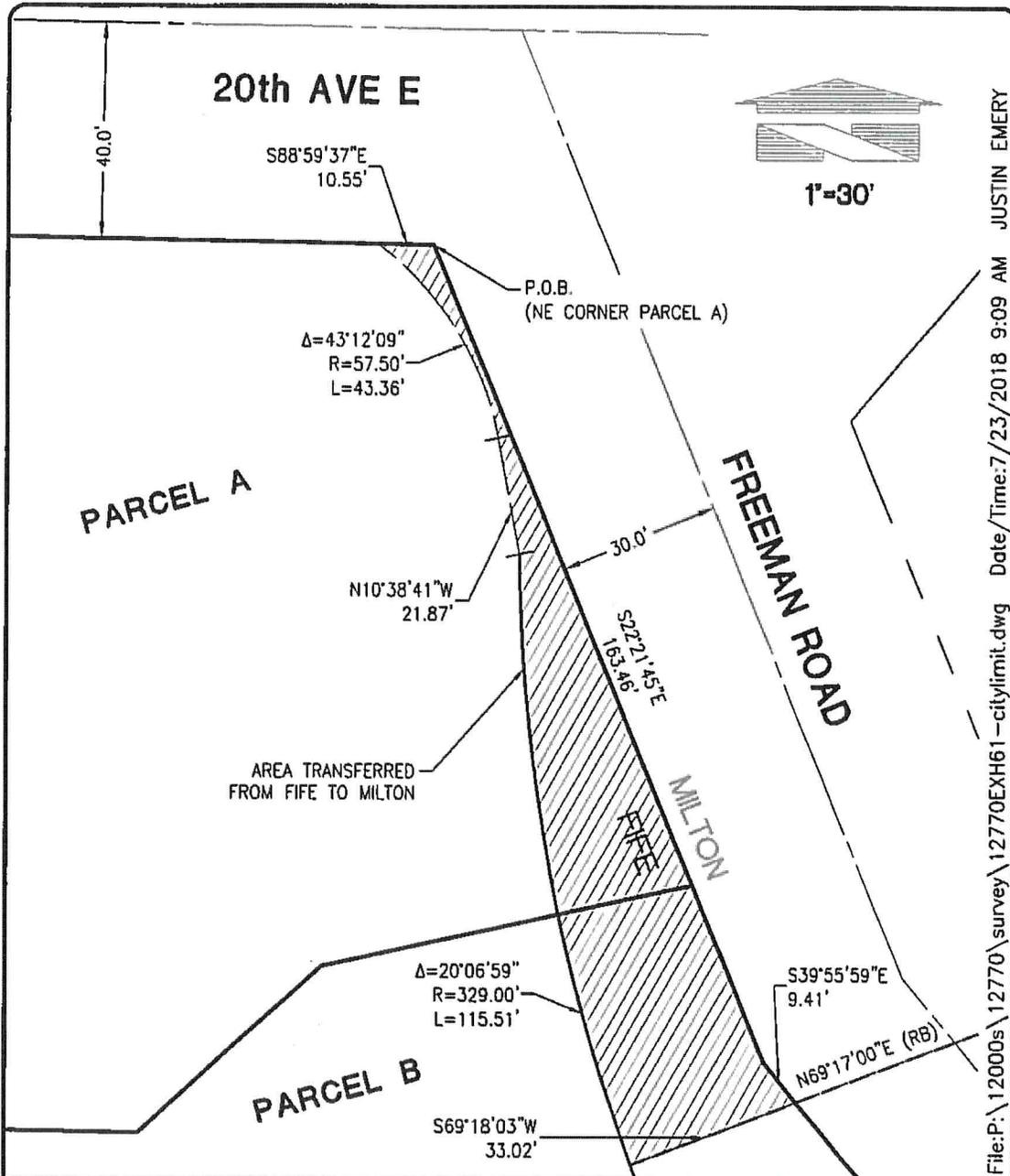
BEGINNING AT THE NORTHEAST CORNER OF SAID PARCEL A;  
THENCE SOUTH 22°21'45" EAST, 163.46 FEET ALONG THE WEST MARGIN OF FREEMAN ROAD EAST;  
THENCE SOUTH 39°55'59" EAST, 9.41 FEET ALONG SAID WEST MARGIN;  
THENCE SOUTH 69°18'03" WEST, 33.02 FEET TO A POINT ON A NON-TANGENT CURVE, THE RADIUS OF WHICH BEARS NORTH 69°17'00" EAST;  
THENCE NORTHERLY ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 329.00 FEET, THROUGH A CENTRAL ANGLE OF 20°06'59", AND AN ARC LENGTH OF 115.51 FEET;  
THENCE NORTH 10°38'41" WEST, 21.87 FEET TO A POINT OF TANGENCY;  
THENCE NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 57.50 FEET, THROUGH A CENTRAL ANGLE OF 43°12'09", AND AN ARC LENGTH OF 43.36 FEET TO A POINT ON THE SOUTH MARGIN OF 20TH AVENUE EAST;  
THENCE SOUTH 88°59'37" EAST, 10.55 FEET ALONG SAID SOUTH MARGIN TO THE POINT OF BEGINNING.



Project Name: Freeman Road East  
July 23, 2018

BDG / JSE  
12770L.062

EXHIBIT "     A     "



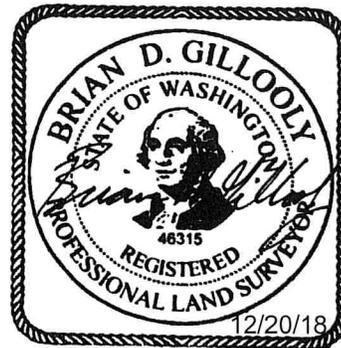
SCALE: HORIZONTAL 1"=30' VERTICAL N/A		For: <b>CITY OF FIFE</b>	JOB NUMBER <b>12770</b>
 18215 72ND AVENUE SOUTH KENT, WA 98032 (425)251-6222 (425)251-8782 FAX CIVIL ENGINEERING, LAND PLANNING, SURVEYING, ENVIRONMENTAL SERVICES		Title: <b>RIGHT-OF-WAY EXCHANGE</b>	12770L.062.DOC SHEET <b>1 of 1</b>
DESIGNED	XXX	DRAWN	JSE
CHECKED	BDG	APPROVED	BDG
DATE		07/23/18	

**LEGAL DESCRIPTION**

**CITY RIGHT-OF-WAY EXCHANGE**

THAT PORTION OF FREEMAN ROAD EAST IN THE SE 1/4 OF THE NW 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M., PIERCE COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

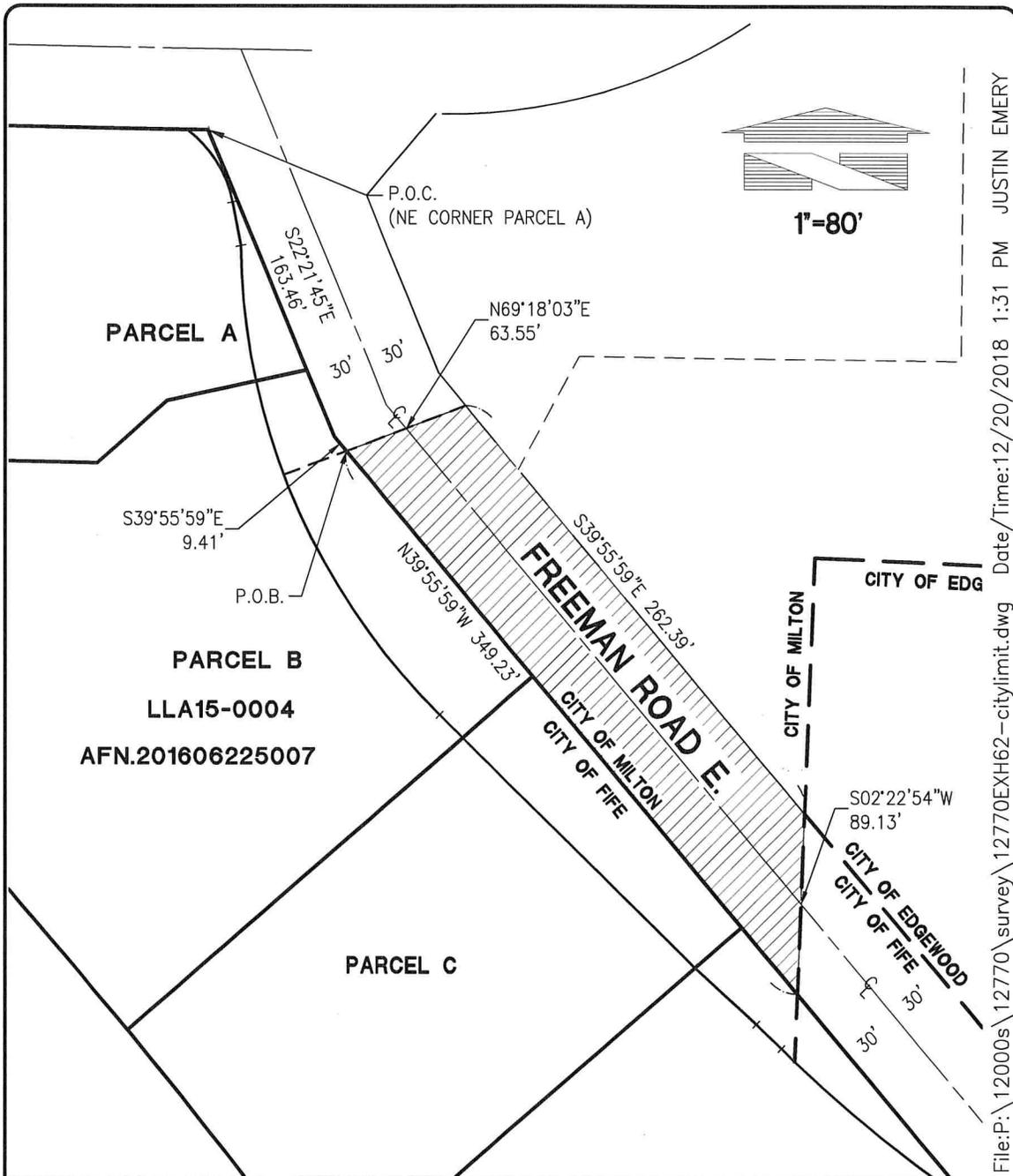
COMMENCING AT THE NORTHEAST CORNER OF PARCEL A OF CITY OF FIFE LOT LINE ADJUSTMENT NO LLA15-004, RECORDED UNDER AUDITOR'S FILE NO 201606225007;  
THENCE SOUTH 22°21'45" EAST, 163.46 FEET ALONG THE WEST MARGIN OF FREEMAN ROAD EAST;  
THENCE SOUTH 39°55'59" EAST, 9.41 FEET ALONG SAID WEST MARGIN, TO THE POINT OF BEGINNING;  
THENCE NORTH 69°18'03" EAST, 63.55 FEET TO A POINT ON THE EAST MARGIN OF SAID FREEMAN ROAD EAST;  
THENCE SOUTH 39°55'59" EAST, 262.39 FEET ALONG SAID EAST MARGIN TO THE CITY OF MILTON CITY LIMIT LINE;  
THENCE SOUTH 02°22'54" WEST, 89.13 FEET ALONG SAID CITY LIMIT LINE TO A POINT ON THE WEST MARGIN OF SAID FREEMAN ROAD;  
THENCE NORTH 39°55'59" WEST, 349.23 FEET ALONG SAID WEST MARGIN, TO THE POINT OF BEGINNING.



Project Name: Freeman Road  
July 23, 2018

**EXHIBIT "B"**

BDG / JSE  
12770L.063



SCALE: HORIZONTAL 1"=80' VERTICAL N/A		<b>For:</b> <b>CITY OF FIFE</b>	<b>JOB NUMBER</b> <b>12770</b>						
 18215 72ND AVENUE SOUTH KENT, WA 98032 (425)251-6222 (425)251-8782 FAX CIVIL ENGINEERING, LAND PLANNING, SURVEYING, ENVIRONMENTAL SERVICES		<b>Title:</b> <b>CITY RIGHT-OF-WAY          EXCHANGE</b>	12770L.063.DOC <b>SHEET</b> <b>1 of 1</b>						
DESIGNED	XXX	DRAWN	JSE	CHECKED	BDG	APPROVED	BDG	DATE	07/23/18



## Agenda Item #: 7C

**To:** Mayor Styron Sherrell and City Council Members  
**From:** Mark Howlett, P.E., Public Works Director/City Engineer  
**Date:** January 22, 2019  
**Re:** Parks Impact Fees – Increase and Annual Escalator

---

**ATTACHMENTS:** 1. Ordinance  
2. MMC 13.45

---

### TYPE OF ACTION:

Information Only  Discussion  Action  Public Hearing

**Recommendation/Action:** “I move to approve the attached Ordinance modifying Section 13.45 of the Milton Municipal Code to increase the fee amount and implement an annual escalation factor for the Parks Impact Fees.”

**Fiscal Impact/Source of Funds:** This item will provide a slight annual increase in the amount of Parks Impact Fees collected.

---

**Issue:** The City of Milton adopted Parks Impact Fees in 2016. The rates have not been increased since then. The existing code provides a mechanism for council review of the impact fees but does not provide an annual escalation factor similar to the City’s Traffic Impact Fees and School Impact Fees.

**Discussion:** Section 13.45 of the Milton Municipal Code establishes Parks Impact Fees. Currently this code section does not provide for an annual escalation factor to ensure that these impact fees keep up with the rate of inflation.

The Traffic Impact Fees and School Impact Fees have an annual escalator based on the Construction Cost Index of the Engineering News Record. This has proven to be an efficient method of ensuring that the funds collected are keeping up with the inflation rate of the construction industry.

We are recommending that this same approach be applied to the Parks Impact Fees. This will provide a consistent and simple method of matching the funds collected with the costs of construction.

The attached Ordinance will increase the Parks Impact Fees and implement an annual escalator.

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**ORDINANCE NO. 1959-19**

**AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, REVISING CHAPTER 13.45 OF THE MILTON MUNICIPAL CODE AS IT RELATES TO THE CALCULATION OF PARKS IMPACT FEES; ENTERING LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

---

**WHEREAS**, the collection of Parks impact fees is an important element of the City's effort to improve its park system; and

**WHEREAS**, the Milton Municipal Code currently does not provide for an annual increase in the impact fee; and

**WHEREAS**, it is desirable to increase the impact fees and implement an annual increase in the parks impact fee based on the Engineering News Record Annual Construction Cost Index;

**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 this ordinance.

**Section 2.** Section 13.45.030 of the Milton Municipal Code is hereby modified as follows:

**13.45.030 Assessment of impact fees.**

- A. ~~Effective October 1, 2016, t~~The city shall collect park impact fees calculated at ~~\$1,550~~ \$1,680 per each dwelling unit from any applicant seeking development approval from the city for any development activity that includes dwelling units within the city.
- B. ~~The fees shown in 13.45.030(A) shall be adjusted annually by applying the Engineering News-Record annual construction cost index to the fee per dwelling unit.~~
- ~~B-C.~~ Where a change of use increases housing capacity by more than or equal to one dwelling unit, the director shall calculate a parks and recreation impact fee based on the increase in the housing capacity.

- ~~G.D.~~ The amount of impact fees shall be determined at the time an applicant submits a complete application for a building permit using the amount shown in this section, or pursuant to an independent fee calculation accepted by the director pursuant to MMC 13.45.040, and adjusted for any credits pursuant to MMC 13.45.050.
- ~~D.E.~~ Payment of impact fees shall be made by the feepayer at the time the building permit is issued for each unit in the development. The amount to be paid shall not be increased for any applicant that submitted a complete application for the building permit before the city established the impact fee rates.
- ~~E.F.~~ Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to MMC 13.45.050 shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to MMC 13.45.050 setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued.
- ~~E.G.~~ The department shall not issue a building permit unless and until the impact fees have been paid or credit(s) awarded.
- ~~G.H.~~ For complete building permit applications for new development, redevelopment or a change of use, and prior to or at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city that requires payment of parks impact fees due and owing, less any credits awarded, by providing for automatic payment through escrow of these development charges due and owing to be paid no later than at time of final inspection or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:
1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of MMC 1.08.100. Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying MMC 1.08.100, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount

remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.

2. Any unpaid charges adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection ~~(G)~~(H)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.
3. The appeals process authorized in MMC 13.45.070 shall not apply to determinations made pursuant to this section. (Ord. 1903 § 2, 2016).

**Section 3.** Section 13.45.060 of the Milton Municipal Code is hereby modified as follows:

### **13.45.060 Exemptions.**

A. The following shall be exempted from the payment of parks and recreation impact fees:

1. Replacement of a structure with a new structure of the same use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
2. Alterations or expansion or enlargement or remodeling or rehabilitation or conversion of an existing dwelling unit where no additional units are created and the use is not changed.
3. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
4. A change of use where the increase in housing capacity is less than the threshold stated in MMC 13.45.030~~(B)~~ (C).
5. Demolition or moving of a structure.

6. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the park impact fee rate schedule and subsequently determined to be a complete application by the city.

B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the director shall be subject to the appeals procedures set forth in MMC [13.45.070](#). (Ord. 1903 § 2, 2016).

**END OF CODE REVISION**

**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 \_\_\_\_\_, 2019.

CITY OF MILTON

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

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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City Attorney

Published:

Effective Date:

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## Chapter 13.45 PARKS IMPACT FEES

Sections:

- [13.45.010](#) Findings and authority.
- [13.45.020](#) Definitions.
- [13.45.030](#) Assessment of impact fees.
- [13.45.040](#) Independent fee calculations.
- [13.45.050](#) Credits and adjustments.
- [13.45.060](#) Exemptions.
- [13.45.070](#) Appeals.
- [13.45.080](#) Establishment of impact fee account for parks and recreation.
- [13.45.090](#) Refunds.
- [13.45.100](#) Use of funds.
- [13.45.110](#) Review and update of impact fees.
- [13.45.120](#) Deferral of impact fees.
- [13.45.130](#) Miscellaneous provisions.

### **13.45.010 Findings and authority.**

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The council of the city of Milton (the “council”) hereby finds and determines that new growth and residential development in the city of Milton will create additional demand and need for parks and recreation facilities in the city of Milton, and the council finds that new growth and development should pay a proportionate share of the cost of parks and recreation facilities needed to serve the new growth and development. Therefore, pursuant to Chapter [82.02](#) RCW, the council adopts this chapter to assess impact fees for parks and recreation. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in establishing the impact fee program. (Ord. 1903 § 2, 2016).

### **13.45.020 Definitions.**

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The following words and terms shall have the following meanings for the purposes of this chapter unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW [82.02.090](#) or given their usual and customary meaning.

A. “Act” means the Growth Management Act, Chapter [36.70A](#) RCW, as now in existence or as hereafter amended.

- B. "Building permit," for the purposes of this chapter only, means an official document or certification which is issued by the city and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.
- C. "Capital facilities plan" means the capital facilities plan element of the city's comprehensive plan adopted pursuant to Chapter [36.70A](#) RCW and such plan as amended.
- D. "Change of use" means any use which substantially differs from the previous use of a building or premises. A substantially different use is one which is not included in the group number classification of the previous use, as set forth in the most recent edition of the Standard Industrial Classification Manual.
- E. "City" means the city of Milton.
- F. "Council" means the city council of the city of Milton.
- G. "Department" means the public works department.
- H. "Development activity" means any construction or expansion of a building, structure, or use, any change of use of a building or structure, or any change of the use of land that creates additional demand and need for parks and recreation facilities.
- I. "Director" means the director of public works or the director's designee.
- J. "Dwelling unit" means a building, or portion thereof, designed for residential occupancy consisting of one or more rooms which are arranged, designed or used as living quarters for one family only.
- K. "Encumbered" means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations or other liabilities incurred for parks and recreation facilities.
- L. "Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity commencing a land development activity which creates the demand for additional parks and recreation facilities, and which requires the issuance of a building permit. "Feepayer" includes an applicant for an impact fee credit.
- M. "Hearing examiner" means the examiner who acts on behalf of the council in considering and applying land use regulatory codes as provided under Chapter [2.54](#) MMC. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.

N. "Impact fee" means a payment of money imposed by the city of Milton on development activity pursuant to this chapter as a condition of granting development approval in order to pay for the parks and recreation facilities needed to serve new growth and development.

O. "Impact fee account" or "account" means the account established for the parks and recreation facilities' impact fees collected. The account shall be established pursuant to MMC [13.45.080](#) and comply with the requirements of RCW [82.02.070](#).

P. "Independent fee calculation" means the parks and recreation impact calculation prepared by a feepayer to support the assessment of an impact fee other than that shown in MMC [13.45.030](#).

Q. "Interest" means the interest rate earned by local jurisdictions in the State of Washington Local Government Investment Pool, if not otherwise defined.

R. "Multifamily dwelling" means a building designed exclusively for occupancy by two or more families living independently of each other, and containing two or more residential dwelling units.

S. "Owner" means the owner of record of real property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.

T. "Parks and recreation facilities" means neighborhood and community parks, open space, recreational trails, athletic fields, swimming pools, and community centers, and any furnishings and equipment that are used at such locations and which can be capitalized.

U. "Parks and recreation project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project and are not parks and recreation system improvements. No parks and recreation improvement or facility included in a capital facilities plan approved by the council shall be considered a parks and recreation project improvement.

V. "Parks and recreation system improvements" means parks and recreation facilities that are either included in the city of Milton's capital facilities plan and/or are designed to provide service to service areas within the community at large, in contrast to parks and recreation project improvements.

W. "Single-family dwelling" means a detached building designed exclusively for occupancy by one family and containing one residential dwelling unit. A manufactured home may be considered a one-family dwelling, if sited per Chapter [17.60](#) MMC.

X. "State" means the state of Washington.

Y. "Surplus credits" means credits over and above those calculated as an impact fee. For example:

1. In grandfathering calculations, if the difference between a proposed use fee minus existing use credit results in a positive number, the result is the impact fee due.

2. In grandfathering calculations, if the difference between a proposed use fee minus existing use credit results in a negative number, the result is the surplus credit and no impact fee would be due. (Ord. 1903 § 2, 2016).

### **13.45.030 Assessment of impact fees.**

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A. Effective October 1, 2016, the city shall collect park impact fees calculated at \$1,550 per each dwelling unit from any applicant seeking development approval from the city for any development activity that includes dwelling units within the city.

B. Where a change of use increases housing capacity by more than or equal to one dwelling unit, the director shall calculate a parks and recreation impact fee based on the increase in the housing capacity.

C. The amount of impact fees shall be determined at the time an applicant submits a complete application for a building permit using the amount shown in this section, or pursuant to an independent fee calculation accepted by the director pursuant to MMC [13.45.040](#), and adjusted for any credits pursuant to MMC [13.45.050](#).

D. Payment of impact fees shall be made by the feepayer at the time the building permit is issued for each unit in the development. The amount to be paid shall not be increased for any applicant that submitted a complete application for the building permit before the city established the impact fee rates.

E. Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to MMC [13.45.050](#) shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to MMC [13.45.050](#) setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued.

F. The department shall not issue a building permit unless and until the impact fees have been paid or credit(s) awarded.

G. For complete building permit applications for new development, redevelopment or a change of use, and prior to or at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city that requires payment of parks impact fees due and owing, less any credits awarded, by providing for automatic payment through escrow of these development charges due and owing to be paid no later than at time of final inspection or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:

1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of MMC [1.08.100](#). Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying MMC [1.08.100](#), the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.
2. Any unpaid charges adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (G)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.
3. The appeals process authorized in MMC [13.45.070](#) shall not apply to determinations made pursuant to this section. (Ord. 1903 § 2, 2016).

#### **13.45.040 Independent fee calculations.**

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A. If, in the judgment of the director, none of the fee amount set forth in MMC [13.45.030](#) accurately describes or captures the impacts of the new development, the applicant shall conduct an independent fee calculation and the director may impose alternative fees on a specific development based on those calculations, once accepted by the city.

B. Feepayers may opt not to have the impact fees determined according to the rate set forth in MMC [13.45.030](#). Such feepayers shall prepare and submit to the director an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made.

C. A nonreimbursable administrative fee shall be charged for each independent fee calculation. The fee shall be deposited with the city to pay for city review of the independent fee calculation upon submittal of the documented independent fee study.

D. After the city completes its review, the actual fees and expenses will be determined and the cash deposit shall be adjusted to provide for a refund by the city or additional payment by the feepayer.

E. While there is a presumption that the amounts set forth in MMC [13.45.030](#) are valid, the director shall consider the documentation submitted by the feepayer, but is not required to accept such documentation which the director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer to submit additional or different documentation for consideration. The director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or where adjustment is deemed by the director to be appropriate based on principles of fairness under the circumstances of the case.

F. Determinations made by the director pursuant to this section may be appealed to the office of the hearing examiner subject to the procedures set forth in Chapter [17.71](#) MMC. (Ord. 1903 § 2, 2016).

### **13.45.050 Credits and adjustments.**

A. A feepayer can request that a credit or credits for parks and recreation impact fees be awarded to him/her for parks and recreation improvement projects provided by the feepayer in excess of the standard requirements for the feepayer's development if the land, improvements, and/or the facility constructed are identified as parks and recreation system improvements that provide capacity to serve new growth in the capital facilities plan, or the director, at his/her discretion, makes the finding that such land, improvements, and/or facilities would serve the parks and recreation goals and objectives of the capital facilities plan.

B. For each request for a credit or credits, the director shall determine the value of dedicated land by using available documentation or selecting an appraiser from a list of independent appraisers maintained by the department to determine the value of the land being dedicated. The value of improvements will be determined through documentation submitted by the feepayer.

C. The feepayer shall pay the cost of the appraisal and shall deposit on account the estimated cost of the appraisal as determined by the city at the time the feepayer requests consideration for a credit.

D. After receiving the appraisal, the director shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the site donated, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 days shall nullify the credit.

E. Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

F. Determinations made by the director pursuant to this section shall be subject to the appeals procedures set forth in Chapter [17.71](#) MMC.

G. Pursuant to and consistent with the requirements of RCW [82.02.060](#), the fee rate in MMC [13.45.030](#) has been reasonably adjusted for other revenue sources which are earmarked for, or proratable to, funding parks and recreation facilities.

H. In order to grandfather the capacity rights of existing developments, the director will utilize the adopted rates to calculate any impact fee credits and to determine any surplus credits for off-site system improvements made by the property owner.

Only in a situation when a property owner makes off-site system capacity improvements that qualify in accordance with subsection A of this section will any surplus credits (value computed during the permit year and not adjusted for inflation) remain with the property or any subdivision of that property to benefit future development where a parks and recreation impact fee is determined to be due. (Ord. 1903 § 2, 2016).

### **13.45.060 Exemptions.**

A. The following shall be exempted from the payment of parks and recreation impact fees:

1. Replacement of a structure with a new structure of the same use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.

2. Alterations or expansion or enlargement or remodeling or rehabilitation or conversion of an existing dwelling unit where no additional units are created and the use is not changed.
3. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
4. A change of use where the increase in housing capacity is less than the threshold stated in MMC [13.45.030](#)(B).
5. Demolition or moving of a structure.
6. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the park impact fee rate schedule and subsequently determined to be a complete application by the city.

B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the director shall be subject to the appeals procedures set forth in MMC [13.45.070](#). (Ord. 1903 § 2, 2016).

### **13.45.070 Appeals.**

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A. Any feepayer may pay the impact fees imposed by this chapter under protest in order to obtain a building permit. Appeals regarding the impact fees imposed on any development activity may only be made by the feepayer of the property where such development activity will occur. No appeal submitted under protest shall be permitted unless and until the impact fees at issue have been paid. Alternatively, any feepayer may appeal the impact fees determined by the director without first paying the fees, providing the applicant is willing to provide a satisfactory security of the appealed fee amount in accordance with the requirements of Chapter [17.71](#) MMC prior to issuance of the building permit. Alternatively, any feepayer may appeal the impact fees determined by the director without first paying the fees, provided the applicant is willing to postpone issuance of the building permit until after the appeal process when the revised final fee is known.

B. Determinations of the director with respect to the applicability of the impact fees to a given development activity, the availability or value of a credit, or the director's decision with respect to the independent fee calculation, or any other determination which the director is authorized to make pursuant to this chapter, can be appealed to the hearing examiner.

C. Appeals shall be taken within 10 days of the director's issuance of a written determination by filing with the office of the hearing examiner a notice of appeal specifying the grounds thereof and depositing the necessary fee, which is set forth in the existing fee schedules for appeals of administrative decisions. The director shall transmit to the office of the hearing examiner all papers constituting the record for the determination, including, where appropriate, the independent fee calculation.

D. The hearing examiner shall fix a time for the hearing of the appeal, give notice to the parties in interest, and decide the same as provided in Chapter [2.54](#) MMC. At the hearing, any party may appear in person or by agent or attorney.

E. The hearing examiner is authorized to make findings of fact regarding the applicability of the impact fees to a given development activity, the availability or amount of the credit, or the accuracy or applicability of an independent fee calculation. The decision of the hearing examiner shall be final, except as provided in subsection G of this section.

F. The hearing examiner may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the director with respect to the amount of the impact fees imposed or the credit awarded upon a determination that it is proper to do so based on principles of fairness, and may make such order, requirements, decision or determination as ought to be made, and to that end shall have the powers which have been granted to the director by this chapter.

G. Any feepayer aggrieved by any decision of the office of the hearing examiner may appeal the hearing examiner's final decision as provided in Chapter [2.54](#) MMC. (Ord. 1903 § 2, 2016).

#### **13.45.080 Establishment of impact fee account for parks and recreation.**

A. Impact fee receipts shall be earmarked specifically and deposited in special interest-bearing accounts. The fees received shall be prudently invested in a manner consistent with the investment policies of the city.

B. There is hereby established a separate impact fee account for the fees collected pursuant to this chapter: the parks and recreation facilities impact fee account. Funds withdrawn from these accounts must be used in accordance with the provisions of MMC [13.45.100](#). Interest earned on the fees shall be retained in the account and expended for the purposes for which the impact fees were collected.

C. On an annual basis, the financial director shall provide a report to the council on the parks and recreation impact fee account showing the source and amount of all moneys collected, earned, or received, and the parks and recreation system improvements that were financed in whole or in part by impact fees.

D. Impact fees shall be expended or encumbered within 10 years of receipt, unless the council identifies in written findings an extraordinary and compelling reason or reasons for the delay. (Ord. 1903 § 2, 2016).

### **13.45.090 Refunds.**

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A. If the city fails to expend or encumber the impact fees within 10 years of when the fees were paid or, where extraordinary or compelling reasons exist, such other time periods as established pursuant to MMC [13.45.080](#), the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees shall be considered expended or encumbered on a first-in, first-out basis; provided, that any party that voluntarily elects to use the alternative fee payment method specified in MMC [13.45.030](#) shall sign as a condition of use of the alternative fee payment method a waiver of right on a form prepared and provided by the city to recovery of park impact fees not spent within the statutory 10-year time frame.

B. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. A potential claimant or claimant must be the owner of the property.

C. Owners seeking a refund of impact fees must submit a written request for a refund of the fees to the director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any impact fees for which no application for a refund has been made within this one-year period shall be retained by the city and expended on the appropriate parks and recreation facilities.

E. Refunds of impact fees under this section shall include any interest earned on the impact fees by the city.

F. If and when the city seeks to terminate any or all components of the parks and recreation impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this section. Upon the finding that any or all fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to the last known address of the claimants. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended for the appropriate parks and recreation facilities. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated.

G. The city shall also refund to the developer of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur. (Ord. 1903 § 2, 2016).

**13.45.100 Use of funds.**

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A. Pursuant to this chapter, impact fees:

1. Shall be used for parks and recreation system improvements that will reasonably benefit the new development; and
2. Shall not be imposed to make up for deficiencies in parks and recreation facilities serving existing developments; and
3. Shall not be used for maintenance or operations.

B. As a general guideline, parks and recreation impact fees may be used for any parks and recreation system improvements which could otherwise be funded by a bond issue of the city.

C. Parks and recreation facilities impact fees may be spent for parks and recreation system improvements, including but not limited to neighborhood and community parks, recreational trails, athletic fields, swimming pools, and community centers, including planning, land acquisition, site improvements, necessary off-site improvements including mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.

D. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of parks and recreation system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. (Ord. 1903 § 2, 2016).

**13.45.110 Review and update of impact fees.**A. The fee rate schedules set forth in MMC [13.45.030](#) shall be reviewed by the council no later than two years after the effective date of the fee rate schedule attached to the ordinance codified in this chapter, and no more than every two years thereafter.

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B. The rates set forth in MMC [13.45.030](#) shall be reviewed by the council as it may deem necessary and appropriate in conjunction with the annual update of the capital facilities plan element of the city's comprehensive plan. (Ord. 1903 § 2, 2016).

### **13.45.120 Deferral of impact fees.**

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In accordance with ESB 5923 (2015), an applicant may request, at any time prior to building permit issuance, and consistent with the requirements of this section, to defer the payment of an impact fee for a residential development unit. The following shall apply to any request to defer payment of an impact fee:

A. For each single-family residence for which any impact fee deferral is applied for, an administrative fee must be paid to the city due to the increased burden placed on city staff for processing and monitoring such deferral.

B. A separate application must be submitted for each single-family residence being constructed. Only the first 20 applications per calendar year by each applicant for impact fee deferral are eligible for impact fee deferral under this chapter.

The period of deferral expires at the earliest of:

1. The time of final inspection by the city; or
2. Eighteen months after the building permit is issued by the city.

C. The applicant must grant and record in favor of the city of Milton an impact fee lien in the amount of the deferred impact fee. The lien must be in a form signed, dated and approved by the city attorney, and signed by all owners of the property and persons or entities holding any interest in the property, with all signatures acknowledged as required for a deed, and recorded among the appropriate land records of the county. Proof of such recording shall be submitted to the city before a building permit may be issued. The lien must specify that it is binding on all successors in title after the recordation. The lien may specify that it is subordinate to one mortgage for the purpose of construction upon the same real property granted by the applicant. A mortgage, deed of trust or other financing mechanism shall be limited to the property upon which construction of one single-family residence will occur. A lien not paid when due shall bear interest at the statutory rate. A lien shall become due at the expiration of the deferral date.

D. If impact fees are not paid in accordance with ESB 5923(2015), the city may institute foreclosure proceedings in accordance with Chapter [61.12](#) RCW.

E. After full payment of impact fees, and upon written request of the person paying said fees containing the name and address of the requester together with a copy of a proposed lien release form, the city, upon approval by the city attorney, shall sign a lien release and deliver it to the person paying said fee either in person or by first class mail. (Ord. 1903 § 2, 2016).

### **13.45.130 Miscellaneous provisions.**

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A. Existing Authority Unimpaired. Nothing in this chapter shall preclude the city from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter [43.21C](#) RCW, based on the environmental documents accompanying the underlying development approval process, and/or Chapter [58.17](#) RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of RCW [82.02.050](#)(1)(c).

B. Captions. The chapter and section captions used in this chapter are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this chapter.

C. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

D. Short Title. This chapter shall be known and may be cited as “the city of Milton parks and recreation impact fee ordinance.” (Ord. 1903 § 2, 2016).

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## Agenda Item #: 7D

**To:** Mayor Styron Sherrell and City Council Members  
**From:** Jamie Carter, Surface Water Compliance Inspector  
**Date:** January 22, 2019  
**Re:** **Ordinance 1<sup>st</sup> Read – Amendment of Parks Board By-Laws**

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**ATTACHMENTS:** 1. Ordinance  
2. Proposed Changes to Bylaws  
3. Revised code language

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Actions:** Discussion of First Reading of Amendment of Parks Board By-Laws.

**Financial Impact:** There is no significant financial impact from the passing of this ordinance.

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**Discussion:** The Parks Board Bylaws are outdated and in need of an update. Most of the changes are minor in nature, such as the proper date and time for the meetings. But other changes that are proposed would require amending City Code.

The board's intent in changing 2.48.040 is to encourage voluntary notification of absence rather than penalization for not showing up.

The board's intent in changing 2.48.080 is to be able to conduct business even when all the board's seats are not filled. For example, if at any time there are only 5 members, only 3 would be required to conduct board business.

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**ORDINANCE 1960-19**

**AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON,  
AMENDING CHAPTER 2.48 OF THE MILTON MUNICIPAL  
CODE AS IT RELATES TO BOARD OF PARK COMMISSIONERS  
BYLAWS; ENTERING LEGISLATIVE FINDINGS; PROVIDING  
FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City currently requires a Board of Park Commissioners and subsequent Bylaws; and

WHEREAS, the current Bylaws for the Board of Park Commissioners are outdated; and

WHEREAS, the Board of Park Commissioners have voted to amend the Bylaws by a unanimous movement; and

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

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

Section 2. Section 2.48.040 is hereby stricken:

**2.48.040 Replacement for unexcused absences.**

~~A board member having three unexcused absences from regular meetings in one year shall be recommended for replacement by the park board to the mayor. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. I § 3, 1956).~~

Section 3. Section 2.48.080 is hereby amended as follows:

**2.48.080 Meetings – Quorum – Order of business.**

~~Four members~~ A simple majority of the park board shall constitute a quorum at any regular or special meeting. When less than ~~four members are a simple majority is~~ present, the chairman may hold an unofficial meeting and may ask for minutes to be distributed as unofficial minutes. The order of business at meetings of the board shall be determined by the chairman and his prepared agenda. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. II § 3, 1956).

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.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST

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

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

APPROVED AS TO FORM:

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

Published: \_\_\_\_\_

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

# City of Milton

## Park Board

### BYLAWS

(adopted ~~January 2002~~ January 2019)

#### Article I

##### Authorization

The City of Milton Park Board is authorized by the Revised Code of Washington (RCW) 35.23.170, Milton Municipal Code (MMC) 2.48, and Ordinance 409, passed April 23, 1956.

#### Article II

##### Membership

- The Park Board shall consist of seven members, appointed by the Mayor and confirmed by the City Council.
- Members shall be residents of the City.
- Members who cease to be residents of the City may no longer serve on the Board.
- Three unexcused absences in a row will be grounds for termination from the Board. Terminations for absence shall be done by the Mayor after a recommendation by the remaining Board members.
- *Should a member be absent, they will notify the chair prior to the meeting and request an excused absence*
- The Mayor, with approval of the Council, may remove a member at any time.
- No member can receive any compensation for services.
- Terms of appointment shall be for four years with two terms expiring each year for three members and one term expiring in the fourth year for the remaining member.
- When a member leaves the Board before the expiration of their term, a replacement shall serve only for the remaining portion of that term.

## Article III

### Meetings

- The regular meetings of the Board shall be held on the ~~4th Thursday~~ 3<sup>rd</sup> Wednesday of each month at ~~7:00~~ 5:30 PM.
- A simple majority ~~At least 4 members~~ of the Board must be present for any official business to take place. Meetings with less than a simple majority ~~4 members~~ present are not official meetings and if minutes are created, they shall be clearly identified as unofficial minutes.
- ~~When there are at least 4 members present,~~ All actions must be by majority vote of members present.
- A special, unscheduled meeting, or a change to the regular meeting date may be called for by the Chairman, provided each member of the Board is notified, and provided a public notice is posted at the City Administration Bulletin Board for at least 3 days prior to the meeting.
- ~~The Secretary shall keep~~ Minutes of each meeting shall be kept of all official meetings and distributed ~~them~~ to each member and to the City Administration within 10 days of each meeting.
- One order of business at each meeting shall be the correction and approval of previous minutes.
- The Board shall encourage public attendance and participation in meetings.

## Article IV

### Officers

- At the first meeting of each year the Board shall elect from its membership a Chairman and a Vice Chairman.
- The Chairman's duties are to preside at meetings, establish a meeting agenda, and to call special meetings when deemed necessary.
- The Chairman ~~shall~~ may appoint a Secretary from within or outside of the membership.
- The Secretary shall create and distribute minutes of each meeting.
- The Vice Chairman shall perform the function of Chairman when the Chairman is not able to complete his/her duties.

- ~~The Secretary shall maintain~~ A list of Board members, addresses, phone numbers, email, and term expirations shall be maintained ~~which~~ and shall be distributed to members when changes occur.

## Article V

### Duties and Responsibilities

- The Board shall act in an advisory capacity to the city council.
- The Board shall represent the community interest in matters affecting parks, recreation, trails, and open space.
- The Board shall evaluate ideas and concerns from groups and individuals regarding parks recreation, trails, and open space.
- The Board shall provide recognition and encouragement to citizens and volunteers who contribute to the maintenance and beautification of our parks.
- The Board shall explore financing opportunities for the acquisition of parks, open space, and park related activities.
- The Board shall establish a prioritized list of park/recreation projects ranked by importance and cost, and shall work for the completion of those projects.
- The Board shall endeavor to aid the Council in formation of one and five year Parks Plans.
- The Board shall not represent the City nor negotiate with private parties in regards to acquisition, purchase, or availability of property or materials.
- The board shall encourage communication with the park boards of the cities of Edgewood and Fife.

## Article VI

### Amendments

- These bylaws may be amended at any regular meeting by a vote of at least 4 attending members. provided written notice of the proposed amendment(s) has been presented and discussed at the previous regular meeting.

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### **2.48.010 Definitions.**

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Words used shall have the following meanings:

A. "Board" means the board of park commissioners.

B. "Park" means an area of land, with or without water, developed and used for public recreational purposes, including landscaped tracts, picnic grounds, playgrounds, athletic fields, recreation centers, camps, trails, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological and botanical gardens and facilities for bathing, boating, hunting, and fishing, as well as other recreational facilities for the use and benefit of the public. (Ord. 1520 § 1, 2002; Ord. 409 § 1, 1956).

### **2.48.020 Membership – Confirmation.**

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The membership of the Milton park board as authorized by this chapter shall be composed of seven members who shall be appointed to a definite term by the mayor and confirmed and ratified by the council. All members shall be qualified and interested citizens who reside within the city, and no member shall receive any compensation for his/her service. (Ord. 1520 § 1, 2002; Ord. 1160 § 1, 1991; Ord. 714 § 1, 1976; Ord. 409 Art. I § 1, 1956).

### **2.48.030 Term of office – Vacancy filling.**

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The seven members appointed to the board by the mayor shall serve for a term of four years; provided, that two members' terms shall expire each year with one members' term expiring approximately each fourth year. Each successor shall be appointed for a term of four years. Vacancies for the remainder of any unexpired term shall be filled through appointment by the mayor and confirmed by the council. Recommendations to fill the vacancy may be submitted by the park board to the mayor at the first regular meeting following such vacancy, or the mayor may select an applicant from the community. (Ord. 1520 § 1, 2002; Ord. 1160 § 2, 1991; Ord. 714 § 1, 1976; Ord. 409 Art. I § 2, 1956).

### **~~2.48.040 Replacement for unexcused absences.~~**

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~~A board member having three unexcused absences from regular meetings in one year shall be recommended for replacement by the park board to the mayor. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. I § 3, 1956).~~

#### **2.48.050 Gift acceptance authority.**

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The park board shall have the authority to recommend the acceptance of gifts or donations to be used for park and recreation purposes. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. I § 4, 1956).

#### **2.48.060 Meetings – Time and place.**

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The board shall establish the time and place of regular monthly meetings within its bylaws. Changes to meeting times and places shall be posted pursuant to law. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. II § 1, 1956).

#### **2.48.070 Special meetings authorized when.**

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Special meetings may be called at any time upon the request of the chairman or any two members; provided, that all members of the park board must be notified prior to any special meeting. Special meetings will be posted. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. II § 2, 1956).

#### **2.48.080 Meetings – Quorum – Order of business.**

---

~~Four members~~ A simple majority of the park board shall constitute a quorum at any regular or special meeting. When less than ~~four members are a simple majority is~~ present, the chairman may hold an unofficial meeting and may ask for minutes to be distributed as unofficial minutes. The order of business at meetings of the board shall be determined by the chairman and his prepared agenda. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. II § 3, 1956).

#### **2.48.090 Election of officers.**

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Annual election of officers shall take place as prescribed within the board's bylaws. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. III § 1, 1956).

#### **2.48.100 Chairman duties.**

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It shall be the duty of the chairman to preside at all meetings of the board; to sign such official papers as are approved by the board; to appoint committees; to call special meetings upon the request of two members; and to prepare an agenda to be distributed to all members of the board prior to the next regular meeting. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. III § 2, 1956).

#### **2.48.110 Vice chairman duties.**

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The vice chairman shall perform the duties of the chairman in the absence of the latter. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. III § 3, 1956).

#### **2.48.120 Secretary duties.**

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The secretary shall keep a record of all meetings; shall send copies of the minutes to all members for approval at the following meeting; and shall provide copies of the minutes to the city administration. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. III § 4, 1956).

#### **2.48.130 Committees – Appointment.**

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The chairman shall appoint all committees, unless otherwise provided for by special resolution. Standing committees may be created at any time and shall be reappointed on an annual basis. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. IV § 1, 1956).

#### **2.48.140 Committees – Chairman permitted as ex officio member.**

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The chairman may be an ex officio member of all committees and as such notified of all committee meetings. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. IV § 2, 1956).

#### **2.48.150 Policy established.**

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The board may recommend general policies regarding the recreation program, including development, operation and maintenance. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. V § 1, 1956).

#### **2.48.160 Inspection of facilities.**

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The board may make periodic inspections of recreation areas and facilities to make suggestions regarding their operation and maintenance. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. V § 2, 1956).

#### **2.48.170 Participation in program interpretation.**

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*Repealed by Ord. 1520.* (Ord. 714 § 1, 1976; Ord. 409 Art. V § 3, 1956).

#### **2.48.180 Familiarization with recreation programs.**

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*Repealed by Ord. 1520.* (Ord. 714 § 1, 1976; Ord. 409 Art. V § 4, 1956).

#### **2.48.190 Long-range program adoption.**

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The board shall be aware of any long-range program for the acquisition and improvement of recreation areas, and participate in and contribute to this program whenever possible. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. V § 5, 1956).

#### **2.48.200 Sensitivity to public reaction.**

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The board shall be sensitive to public reaction concerning community recreation and shall welcome suggestions and criticisms and give careful consideration. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. V § 6, 1956).

**2.48.210 Encouragement of citizen interest.**

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The board shall encourage citizen interest and participation in park activities by the enlistment of volunteers and the appointment of committees for special projects. (Ord. 1520 § 1, 2002; Ord. 714 § 1, 1976; Ord. 409 Art. V § 7, 1956).