



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

March 18, 2019
Monday

Regular Meeting
7:00 p.m.

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**
- 5. Presentations**
 - A. Electric Rate Study
- 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. March 4, 2019
- ii. March 11, 2019
- iii. January 24, 2019

B. Claims Approval:

- i. Approval of checks/vouchers/disbursements numbered 64985 to 65019 in the amount of \$347,669.31.

- ii. Approval of the payroll disbursement of March 5, 2019 in the amount of \$204,607.76.

7. Regular Agenda

- A. Administrative Contracts
- B. Campus Green Retrofit Contract
- C. Water Rate Increase – 2nd Read

8. Council Reports

9. Directors Reports

10. Mayor's Report

11. Adjournment



Agenda Item # 5A

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Finance Director
Date: March 18, 2019
Re: **Presentation – Electric Utility Rate Study**

ATTACHMENTS: EES Presentation

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action: None.

Fiscal Impact/Source of Funds: None.

Issue: Gary Saleba, President/CEO of EES Consulting will present the electric utility rate study.

This Page Left Intentionally Blank

CITY OF MILTON

STATUS REPORT ON ELECTRIC UTILITY RATE STUDY

MARCH 18, 2019

Presented by:

EES Consulting, Inc. (EES)
Gary Saleba, President/CEO

EES Consulting, Inc.

A registered professional engineering and management consulting firm with offices in Kirkland, WA, Portland, OR and La Quinta, CA
(425) 889-2700 www.eesconsulting.com

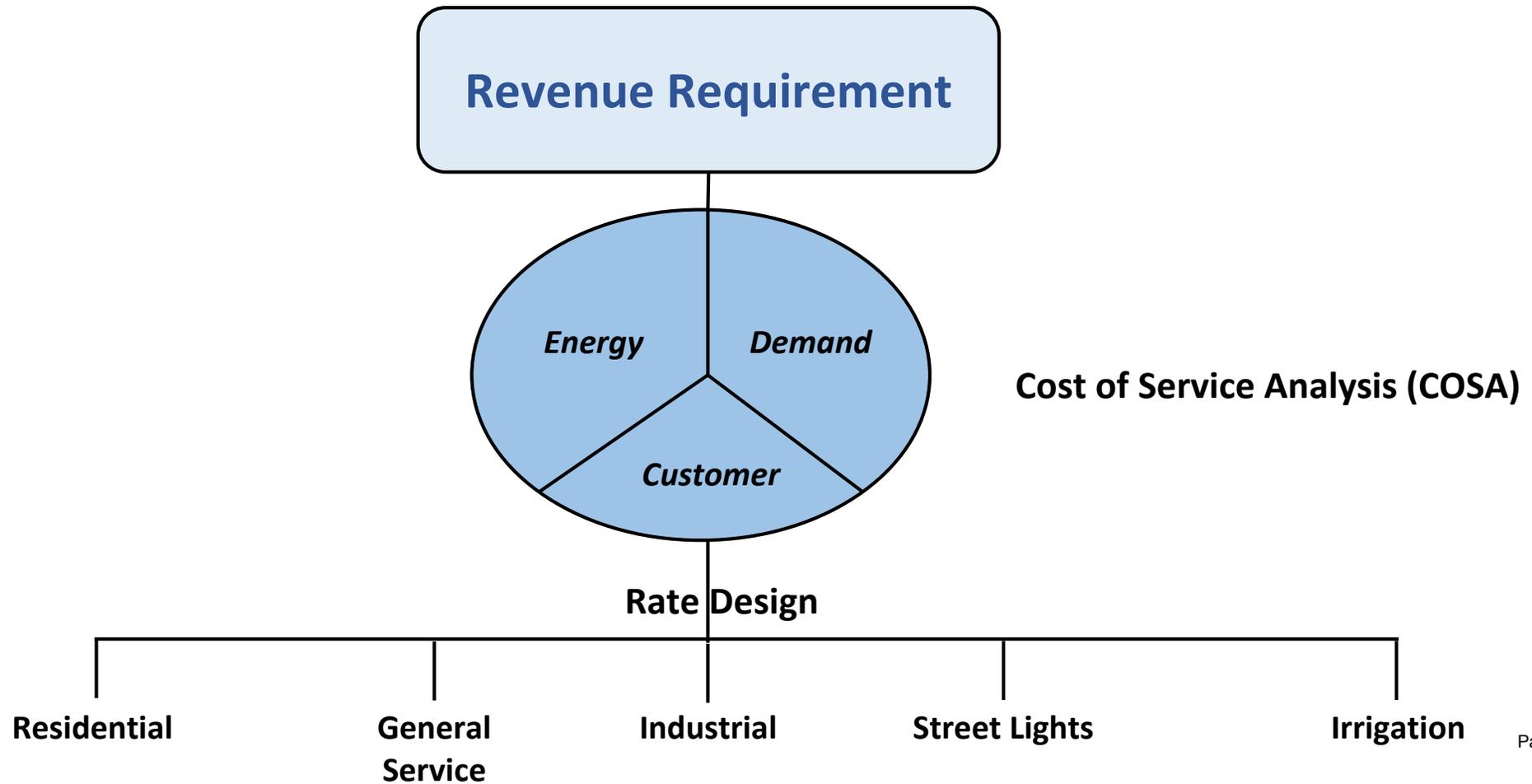
AGENDA

- **Introduction and Session Objectives**
- **Overview of Rate Study**
- **Status of Current Rate Study**
- **Options Going Forward/Needed Policy Direction**
- **Next Steps**

INTRODUCTION AND SESSION OBJECTIVES

- **Introduction of Staff and Consultant**
- **Objective – Tie Down 5-Year Electric Budget and Then Proceed with Rate Design for Implementation Later in CY 2019**

OVERVIEW OF RATE STUDY



STATUS OF CURRENT RATE STUDY

- **Need to Tie Down 5-Year Budget (Revenue Requirement) Assumptions So We Can Proceed with Rate Design**
- **Budget (Revenue Requirement) Assumptions**
 - Study period 2019 – 2023
 - Capital improvement plan (CIP) assumptions
 - Substation costs at \$5.9 million and funded over 2019 – 2021
 - Balance of CIP from City work plan; \$4.9M over 2019 – 2023

STATUS OF CURRENT RATE STUDY(CONT'D)

City Capital Improvement Plan Budget						
2019 - 2023						
Capital Expenditures	2019	2020	2021	2022	2023	Total
Equipment						
equipment replacement	\$ 150,000	\$ 150,000				\$ 300,000
support truck	\$ 33,333	\$ 33,333	\$ 33,333			\$ 100,000
bucket truck	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Cable						
Surprise Lake Sub getaways	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
surprise lake village	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000
hylebos 1 phase	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
switchgear upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
fault indicator upgrades	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Transformer						
1 phase	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
3 phase	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Pole replacement	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 2,100,000
Scada development	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
System Engineering and dev	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Tree Trimming	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
tool replacement and purchase	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Tool testing	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Clothing	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Mandatory Training	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Substation						
Land purchase	\$ 283,333	\$ 283,333	\$ 283,333			\$ 850,000
Engineering	\$ 183,333	\$ 183,333	\$ 183,333			\$ 550,000
Construction and materials	\$1,333,333	\$1,333,333	\$1,333,333			\$ 4,000,000
system re configuration	\$ 166,667	\$ 166,667	\$ 166,667			\$ 500,000
Total	\$3,055,000	\$3,055,000	\$2,905,000	\$ 905,000	\$ 905,000	\$10,825,000

STATUS OF CURRENT RATE STUDY (CONT'D)

■ Budget (Revenue Requirement) Assumptions (cont'd)

- External funding of CIP
 - Draw down funds 402 and 409
 - Line of credit \$5M – \$6M
 - Balance funded through rates/Fund 401
 - Source and application of funds summary

City Cash Flow to Finance Capital Improvement Plan					
Capital Plan	2019	2020	2021	2022	2023
Funds 402 & 409	\$3,055,000 ¹	\$610,681 ²	\$464,749	\$467,384	\$470,027
Debt Finance	\$0	\$2,444,319	\$2,440,251	\$437,616	\$434,973
Total Capital Spending	\$3,055,000	\$3,055,000	\$2,905,000	\$905,000	\$905,000

1) Fund 402 beginning balance \$2.15M + Fund 409 beginning balance \$594K + 2019 Funds 402 & 409 contribution \$459K

2) Fund 402 & 409 balance \$150K + 2020 Funds 402 & 409 contribution \$462K

- Line of credit balance and payment

City Cash Flow to Finance Capital Improvement Plan					
Loan Totals	2019	2020	2021	2022	2023
Balance	\$0	\$2,340,998 ¹	\$4,579,146	\$4,804,704	\$5,018,196
Payment	\$0	\$225,537	\$441,165	\$462,896	\$483,465
Interest	\$0	\$122,216	\$239,062	\$250,838	\$261,984
Principal	\$0	\$103,321	\$202,103	\$212,058	\$221,481

1) \$2,444,319 - \$103,321 = \$2,340,998

STATUS OF CURRENT RATE STUDY (CONT'D)

- **Budget (Revenue Requirement) Assumptions (cont'd)**
 - Operating and maintenance expenses
 - Sales forecast based upon BPA load forecast
 - BPA cost increases in October 2019 of 2.9% for power and 2.55% for transmission
 - BPA increases in October 2021 of 5% for power and transmission
 - Use of facilities charge deleted after new substation complete
 - City O&M costs increased at rate of inflation
 - Tax percentage the same
 - Debt service payments per above
 - Other O&M per trends

STATUS OF CURRENT RATE STUDY (CONT'D)

■ Budget (Revenue Requirement) Assumptions (cont'd)

- Revenue requirement/budget
- Fund balances proper by 2023

Summary of the Revenue Requirement 3 Year Substation Construction					
<i>Revenues</i>	2019	2020	2021	2022	2023
Present Rate Revenues	\$4,472,994	\$4,495,359	\$4,517,836	\$4,540,425	\$4,563,127
Other Income	122,451	126,002	129,656	133,416	137,285
Total Revenues	\$4,595,445	\$4,621,361	\$4,647,492	\$4,673,841	\$4,700,413
<i>Expenses</i>					
BPA	\$2,762,733	\$2,824,675	\$2,861,200	\$2,810,699	\$2,847,044
Distribution	908,760	936,022	964,103	993,026	1,022,817
Administration and General	670,899	708,346	748,302	790,954	836,036
Capital Funded in Rates (402 and 409)	459,545	462,136	464,749	467,384	470,041
Taxes	434,935	437,110	439,295	441,492	443,699
Transfer To (From) Electric Fund 401	-240,000	-165,000	-50,000	340,000	440,067
Debt Service	0	225,537	441,165	462,896	518,441
Total Expenses	\$4,996,871	\$5,428,827	\$5,868,815	\$6,306,451	\$6,578,146
Surplus (Deficiency) in Funds	(\$401,426)	(\$807,465)	(\$1,221,323)	(\$1,632,610)	(\$1,877,733)
Total Required Revenue Increase (Decrease)	8.7%	8.7%	8.8%	8.7%	5.0%
Present Rate Revenues	\$4,472,994	\$4,495,359	\$4,517,836	\$4,540,425	\$4,563,127
Rev Req (Expenses less Other Income)	\$4,874,420	\$5,302,824	\$5,739,159	\$6,173,035	\$6,440,860
Surplus (Deficiency) in Funds	(\$401,426)	(\$807,465)	(\$1,221,323)	(\$1,632,610)	(\$1,877,733)
Required Retail Rate Increase (Decrease)	9.0%	9.0%	9.1%	8.9%	5.2%

OPTIONS GOING FORWARD/NEEDED POLICY DIRECTION

- **Is Construction of the New Substation and Other CIP Appropriate?**
- **Is External Financing of \$5 – \$6M Appropriate?**
- **If So, For How Long Do You Want to Set Rates? Possible Bank Requirements?**
- **When Would You Like to Implement New Rates?**

This Page Left Intentionally Blank



Regular Meeting
Monday, March 4, 2019
7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

Absent: None

STAFF PRESENT

Police Chief Hernandez, City Administrator Black, Finance Director Dunford, Public Works Operations Superintendent Sloan and City Clerk Trisha Summers.

ADDITIONS/DELETIONS

MOTION(Hutson/Tompkins) “to move item 7B to discuss at the upcoming April 8th study session”
Failed 4, 3

CITIZEN PARTICIPATION

Speaker	Comments
Tom Boyle	Sorry he was not able to attend the council retreat and didn't find the minutes on it. In terms of term limits - in 2017 existing staff ran operations. Has researched City Manager/Council form of government and would like council to consider for the 2021 election. The Community Building is the only facility where kids can play outside, and others can be inside. We have all dropped the ball on keeping up with repairs to our facilities. Would like the city to check the grant for parking lot to make sure it can be surplus and there are no stipulations.

Jim Gillespie	<p>Thank you to police department for their swift action and quick support on recent crime at Cobalt Storage.</p> <p>There is a diaper competition going on between Milton, Edgewood and Fife. The diaper drive benefits homeless children in shelters. There are drop off locations around the city also.</p> <p>Are there safety issues at the Community Center like carpeting coming up or hazards besides the ADA ramp? It is ready to be demolished?</p>
Jack Chandler	<p>Caught off guard with anything happening to the Community Building. He feels the city has been negligent in the past with maintaining their property. Thinks the numbers are too high for repairs and maintenance items. Why would the city put an impervious driveway in at that facility if they weren't going to keep it?</p>
Richard Cosner	<p>Would like to see the Community Building repaired or replaced. The building has been overlooked and the parking lot is worth more than the building. Would like to see about engaging non-profits to help repair.</p>
Frances Hall	<p>Wants everyone in Milton to vote on their Mayor, not 7 people.</p>
Claire Berry & Kimberly Yee	<p>Explained their use of the Activity Center for yoga and fitness for the community. They would like to continue providing services to the community but are worried that if rental costs increase, they may have to either raise their rates or change the discounts they provide.</p>

PRESENTATION

Swearing in of Police and Volunteers

Mayor Styron Sherrell swore Richard Cosner and Frances Hall in as Police Volunteers and Patrick Donovan and Rey Nitsche as Police Officers.

Council took a short recess to have photos taken and cake with residents and newly sworn in officers and volunteers.

CONSENT AGENDA

A. Check Approval Process

- a. Minutes Approval:
 - i. February 19, 2019 Regular Meeting Minutes
- b. Claims Approval:
 - i. Approval of the checks/vouchers/disbursements numbered 64921 to 64979 in the amount of \$171,788.65.
 - ii. Approval of the payroll disbursement of February 20, 2019 in the amount of \$190,304.94.

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

REGULAR AGENDA

A. Water Rate Increase- Ordinance 1st Read

Explanation of this item was given by Finance Director Dunford.

The City is suggesting an increase to water rates based on CPI which was 3.3% in June 2018. This is a standard budget increase to begin in May 2019.

Council agreed that using CPI makes sense and that the increase is modest and appropriate.

B. Surplus Community Building

Mayor Styron Sherrell presented this item. This item discussed at length at the council retreat earlier this year. There are major repair and maintenance expenses needing to be done at the Community Center in order to keep renting it out. The facility does not generate enough revenue to warrant the amount of money that needs to be put into it. There are a few groups that meet in the Community Center that will be offered an alternate meeting area, they will not lose their meeting spot.

Councilmember Whalen stated that the city cannot continue to subsidize the building and there just aren't enough resources to maintain it.

Councilmember Johnson stated that the building keeps decreasing in value. The park and 911 Memorial need parking. This is a hard decision and one not to take lightly when the facility has been used by so many.

Councilmember Hutson had questions regarding funding for the purchase of the Community building and whether it was tied to a grant or not. He would like to know how much revenue the city expects to get from its sale and if any of the items slated for replacement could be removed from the list. Mr. Hutson also would like to know the "big picture" idea for this space. He thought this would be coming to a study session to plan better and to talk about where the groups currently using it will be meeting.

Councilmember Tompkins inquired whether the repairs could be done in increments rather than all at once. She stated that she believes the building isn't used to make a profit but for providing a service to the community.

Councilmember Ott isn't ready to surplus the building and doesn't think repairs need to be done all at once. Mr. Ott inquired about what the plan was for the space and about how much money has been spent renovating office space in fire station.

Councilmember Whitaker stated that it would be nice to know next steps before surplussing and inquired whether grants are available for repairs and upgrades to the facility.

Councilmember Morton is intrigued by councils comments because he thought they were all on the same page and in agreement with surplussing the building. Mr. Morton doesn't think the fence or AC need to be repaired/upgraded but also doesn't agree with putting a roof on the

building until it has been decided whether it is being surplused or not. Agrees with moving the subject to a study session.

MOTION (Ott/Tompkins) “to table surplus of Community Building until the study session on April 8th.” **Passed 7/0.**

MOTION (Johnson/Tompkins) “to extend meeting until 9:30pm” **Passed 7/0**

C. Fee Schedule Update – Resolution 19-1918

Finance Director Dunford gave an overview of the fee schedule update. The fee schedule was updated to remove fees for the Community Building and update rates for the Activity Center and allow for individual rooms to be rented.

Councilmembers had some discussion about rental rates for recurring activities and how non profit programs will be charged. Council expressed the desire to “grandfather” in existing recurring renters so as not to lose them.

MOTION (Whalen/Johnson) “to approve Resolution 19-1918, adopting the fee schedule as presented and amending to retain the Community Building rates on page 3, section III.” **Passed 4,3**

MOTION (Ott/Tompkins) “to extend meeting until 9:40pm” **Passed 7/0**

COUNCIL REPORTS

Councilmember Whitaker

- Thank you, Police Officers and Volunteers

Councilmember Morton

- Nothing to add

Councilmember Ott

- Would like to know money spent on new offices at the fire station.

Councilmember Tompkins

- Police Foundation event is Wednesday, March 13th. Tickets available.

Councilmember Whalen

- FCC ruling on small cells are impacting city

Councilmember Johnson

- PCRC Small City position is open for zoos

Mayor Pro Tem Hutson

- Milton Police banquet on March 13th. Tickets are on sale now.

DIRECTOR'S REPORTS

Due to the late hour of the council meeting, Director's Reports will not be given.

MAYOR'S REPORT

- The City has two openings currently, please check website.
- Diaper Drive going on now!
- Reminder about Stuff A Purse event
- Fife High Booster Club Dinner is March 9th

ADJOURNMENT

The meeting was adjourned at 9:42 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk



Study Session
Monday, March 11, 2019
7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

Absent: None

STAFF PRESENT

Police Chief Hernandez, City Administrator Black, Finance Director Dunford and City Clerk Trisha Summers

REGULAR AGENDA

A. 4th Quarter 2018 Financial Report

Explanation of this item was provided in detail by Finance Director Dunford.

Councilmembers asked a few clarifying questions about different funds. Director Dunford advised council that the Electric Utility fund was concerning and that there will be a presentation on the Electric Rate Study at the next council meeting.

B. Parking Code Ordinance 1961-19

Police Chief Hernandez presented on this item. A proposed, revised parking ordinance was presented to staff by the planning commission and then added to by Chief Hernandez. The City Attorney also sent comments to council regarding the proposed ordinance.

Councilmembers engaged in discussion regarding street standards for parking, right of way parking, overnight parking and semi-truck parking. Council would like to have staff do more work to incorporate their concerns into an enforceable ordinance.

Councilmembers thanked the Planning Commission for their hard work and time spent on drafting this updated ordinance. An updated version will be coming to council for further review.

DIRECTOR'S REPORTS

Police Chief Hernandez

- Thank you for your hard work, Planning Commission, it's appreciated.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

DRAFT



Council Retreat
Thursday, January 24, 2019
10:00 a.m.

CALL TO ORDER

Mayor Styron Sherrell called the meeting to order at 10:00 a.m.

ROLL CALL

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

Absent: None

STAFF PRESENT

Chief Hernandez

RETREAT AGENDA

A. Council Rules & Procedures

Council reviewed current council rules and procedures. Revised version will come to a future Council meeting.

B. SCA

Council discussed its membership with Sound Cities Association. Additional information requested.

C. Budget Retreat

Per the suggestion of Councilmember Tompkins and recommendation of Finance Director Dunford, Council discussed adding a budget retreat prior to the 2020 budget process.

D. Milton Days

Mayor reviewed the suggestions brought forth by the Event Committee for Milton Days 2019. Council also shared their ideas for Milton Days 2019 as well as a separate fee for the beer garden of \$250.

E. 2019 Park Board Work Plan

Council reviewed the 2019 Park Board Work Plan as suggested by the Mayor and Park Board. Work plan will come to a future council meeting for approval.

Break for lunch 12:10 p.m. to 1:00 p.m.

F. 2019 Planning Commission Work Plan

Council reviewed and prioritized the 2019 Planning Commission Work Plan. Work plan will come to a future council meeting for approval.

G. Community Building

Council reviewed the financial impacts of the Community Building. Additional information was requested.

F. Fee Schedule Update-Rentals

Council reviewed the suggested increase to rental fees. Council could like to add a Monday-Thursday recurring rate of \$30per hour. Further action will be taken at Council.

G. Term Limits

Council reviewed the suggestion of term limits brought to Council by Tom Boyle and Councilmember Ott. Council chose to table the discussion and research implementing a Council Code of Conduct.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
March 18, 2019

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount	Date	Check #	Amount
3/7/2019	64985-65019	85,468.46	3/5/2019	64980-64984, ACH/EFT	204,607.76
3/8/2019	EFT	262,200.85			

Total Accounts Payable:	\$ 347,669.31	Total Payroll:	\$ 204,607.76
Voids - none			
Printer Error Checks - none			

CHECK REGISTER

City Of Milton
MCAG #: 0590

02/28/2019 To: 03/11/2019

Time: 10:24:02 Date: 03/12/2019
Page: 1

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1458	03/08/2019	Claims	1	EFT BONNEVILLE POWERADMINISTRATION	256,236.00	Monthly Power
				401 - 533 50 33 000 - BPA-Electricity for Resale	256,236.00	Monthly Power - Jan 2019
1459	03/08/2019	Claims	1	EFT CHASE PAYMENTECH	3,861.83	Credit Card Processing
				406 - 531 10 41 000 - Professional Services	1,287.15	Credit Card Processing Fees
				401 - 533 10 41 000 - Professional Services	1,287.15	Credit Card Processing Fees
				403 - 534 10 41 000 - Professional Services	1,287.53	Credit Card Processing Fees
1460	03/08/2019	Claims	1	EFT COLUMBIA BANK	528.20	Service Charges
				001 - 512 50 41 000 - Professional Services	30.51	Service Charges
				001 - 514 20 41 000 - Professional Services	189.94	Service Charges
				406 - 531 10 41 000 - Professional Services	61.55	Service Charges
				401 - 533 10 41 000 - Professional Services	123.10	Service Charges
				403 - 534 10 41 000 - Professional Services	123.10	Service Charges
1397	03/07/2019	Claims	1	64985 911 SUPPLY	1,197.03	Police Supplies; Police Material; Police Material
				107 - 521 20 20 002 - Uniforms	235.95	Bulletproof Vest- Takiguchi
				107 - 521 20 20 002 - Uniforms	934.70	Kevlar Vest Panel- Takiguchi
				107 - 521 30 31 000 - Crime Prevention Supplies	26.38	Name Patch- Hall
1398	03/07/2019	Claims	1	64986 ADVANCE CUSTOM GUTTERS	1,038.56	Well Repair
				403 - 534 50 48 000 - Repairs and Maintenance	1,038.56	Well #12 Gutter Replacement & Repair
1399	03/07/2019	Claims	1	64987 ASPHALT PATCH SYSTEMS INC	4,029.00	Road Repair
				406 - 531 30 48 000 - Repairs and Maintenance	1,107.35	Asphalt Patching
				403 - 534 50 48 000 - Repairs and Maintenance	682.91	Asphalt Patching
				310 - 595 42 63 122 - Misc Street Overlay	1,512.44	Asphalt Patching
				310 - 595 42 63 122 - Misc Street Overlay	726.30	Asphalt Patching
1400	03/07/2019	Claims	1	64988 ASSOCIATION OF WASHINGTON CITIES	5,239.00	2019 Annual Membership
				001 - 518 50 49 001 - Misc/Dues & Memberships	5,239.00	Annual Membership Fees
				406 - 531 10 49 001 - Misc/Dues & Memberships		Annual Membership Fees
				401 - 533 10 49 001 - Misc/Dues & Memberships		Annual Membership Fees
				403 - 534 10 49 001 - Misc/Dues & Memberships		Annual Membership Fees
1401	03/07/2019	Claims	1	64989 BIG JOHN'S TROPIES INC	15.39	Name Plate
				001 - 511 60 31 000 - Operating Supplies	15.39	Name Plate
1402	03/07/2019	Claims	1	64990 BUDGET BATTERIES	11.58	Battery (Tax Only)
				101 - 542 30 31 000 - Office and Operating Supplie	11.58	Battery (Tax Only)
1403	03/07/2019	Claims	1	64991 AMY M. CAMDEN	15.00	Reimbursement
				107 - 521 20 32 000 - Fuel	15.00	Fuel Police Vehicle
1404	03/07/2019	Claims	1	64992 CHUCKALS	375.88	Office Supplies; Police Supplies
				107 - 521 20 31 000 - Office and Operating Supplie	222.93	Notepad, Sharpies, Pushpins & USB Drive
				406 - 531 10 31 000 - Office and Operating Supplie	38.24	Notebook, Folder, Tissue
				101 - 542 30 31 000 - Office and Operating Supplie	38.24	Notebook, Folder, Tissue
				001 - 558 50 31 000 - Office and Operating Supplie	38.24	Notebook, Folder, Tissue
				001 - 558 60 31 000 - Operating Supplies	38.23	Notebook, Folder, Tissue
1405	03/07/2019	Claims	1	64993 CODE PUBLISHING COMPANY	408.41	Code Update
				001 - 511 30 41 000 - Offc'l Pub/Code Publishing	408.41	Code Update
1406	03/07/2019	Claims	1	64994 EAST PIERCE FIRE & RESCUE	10,984.00	Fire Plan Review Fees

CHECK REGISTER

City Of Milton
MCAG #: 0590

02/28/2019 To: 03/11/2019

Time: 10:24:02 Date: 03/12/2019
Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 558 50 41 000		Professional Services	5,492.00	Fire Plan Review For 2018
		001 - 558 60 41 000		Professional Services	5,492.00	Fire Plan Review For 2018
1407	03/07/2019	Claims	1	64995 ESI SECURITY	7.69	Key
		001 - 513 10 31 000		Office and Operating Supplie	7.69	Key- Jasmine Shaviri
1408	03/07/2019	Claims	1	64996 EXPERT AIR CONTROL	178.59	Furnace Maintenance
		001 - 518 30 48 000		Repairs & Maintenance	178.59	Furnace Maintenance
1409	03/07/2019	Claims	1	64997 FIDELITY SOLUTIONS, INC.	1,879.29	Radar Certification
		107 - 521 20 35 000		Small Tools and Equipment	1,879.29	Radar Lidar SMD Certification
1410	03/07/2019	Claims	1	64998 GRAY & OSBORNE INC	15,491.82	Engineering Services; Engineering Services; Engineering Services; Engineering Services
		101 - 542 90 41 000		Professional Services	300.10	Engineering Services - Jan 2019
		407 - 594 31 63 097		Decant Facility	9,778.77	Engineering Services - Dec/Jan 2019
		404 - 594 34 63 100		Well #10 Design Project	2,646.64	Engineering Services - Jan 2019
		404 - 594 34 63 137		Alder Street/26th Ave Watern	2,766.31	Engineering Services - Jan 2019
1411	03/07/2019	Claims	1	64999 HDS WHITE CAP CONST SUPPLY	123.05	Storm Supplies
		406 - 531 30 31 000		Operating Supplies	123.05	Scoop Shovel & Trash Bags
1412	03/07/2019	Claims	1	65000 JULIE WATTS PHOTO	155.29	Police Photos
		107 - 521 20 41 000		Professional Services	155.29	Head Shot- Hernandez
1413	03/07/2019	Claims	1	65001 JOSE MAGANA-BEDOLLA	250.00	Rental Deposit Refund
		001 - 589 10 00 000		Refund Facility Deposit	250.00	Rental Deposit Refund
1414	03/07/2019	Claims	1	65002 CITY OF MILTON	12,011.87	
		001 - 518 30 47 000		Public Utility Service	227.26	City Utility Bill
		107 - 521 20 47 000		Utilities	512.70	City Utility Bill
		406 - 531 30 47 000		Public Utility Services	231.79	City Utility Bill
		401 - 533 50 47 000		Public Utility Services	2,087.41	City Utility Bill
		403 - 534 51 47 001		Public Utility Services	4,940.48	City Utility Bill
		101 - 542 30 47 000		Utilities	2,024.82	City Utility Bill
		001 - 558 50 47 000		Public Utility Services	72.25	City Utility Bill
		001 - 558 60 47 000		Public Utilities	57.92	City Utility Bill
		001 - 575 50 47 000		Public Utilities Services - CB	214.42	City Utility Bill
		001 - 575 50 47 002		Public Utilities Services - AC	503.17	City Utility Bill
		001 - 576 80 47 000		Public Utility Service	1,139.65	City Utility Bill
1415	03/07/2019	Claims	1	65003 O'REILLY/FIRST CALL	75.89	PW Supplies
		403 - 534 50 31 000		Office and Operating Supplie	60.71	Fuel Cap, Seat Catcher, Dual USB
		101 - 542 30 31 000		Office and Operating Supplie	15.18	Fuel Cap, Seat Catcher, Dual USB
1416	03/07/2019	Claims	1	65004 PIERCE CO BUDGET & FINANCE	15,628.41	GIS Subscribers; Emergency Management Services
		107 - 525 60 51 107		PC Emerg Mgmt Contract	5,699.25	Emergency Management Services - 2019
		406 - 531 10 41 001		Professional Services - IT	2,482.29	GIS Subscriber Fee
		403 - 534 10 41 001		Professional Services - IT	2,482.29	GIS Subscriber Fee
		101 - 542 30 41 001		Professional Services - IT	2,482.29	GIS Subscriber Fee
		001 - 558 50 41 001		Professional Services - IT	2,482.29	GIS Subscriber Fee
1417	03/07/2019	Claims	1	65005 PLATT ELECTRIC SUPPLY	51.27	City Hall Retrofit
		310 - 594 18 61 143		City Hall Retrofit	51.27	Outlet Covers & Outlet Tester
1418	03/07/2019	Claims	1	65006 CITY OF PUYALLUP	12,466.38	Court Services; Police Material
		001 - 512 50 51 000		Intergov't Services	11,266.38	Court Services - Oct-Dec 2018
		107 - 521 20 35 000		Small Tools and Equipment	1,200.00	Robo Shield - Shared Expense

CHECK REGISTER

City Of Milton
MCAG #: 0590

02/28/2019 To: 03/11/2019

Time: 10:24:02 Date: 03/12/2019
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1419	03/07/2019	Claims	1	65007 DAVID RICHARD	40.00	Reimbursement
		001 - 518 30 20 000 - Personnel Benefits			11.20	Commercial Learner's Permit
		403 - 534 50 20 000 - Personnel Benefits			28.80	Commercial Learner's Permit
1420	03/07/2019	Claims	1	65008 RWC GROUP	671.56	Credit For Parts Return; Electric Material; Electric Material; PW Material
		406 - 531 30 31 000 - Operating Supplies			62.47	Clamps, Tubing, & Radio
		401 - 533 50 31 000 - Operating Supplies			175.73	Batteries
		401 - 533 50 31 000 - Operating Supplies			383.77	Batteries
		401 - 533 50 31 000 - Operating Supplies			52.06	Clamps, Tubing, & Radio
		403 - 534 50 31 000 - Office and Operating Supplie			52.06	Clamps, Tubing, & Radio
		101 - 542 30 31 000 - Office and Operating Supplie			-96.17	Credit For Parts Return
		101 - 542 30 31 000 - Office and Operating Supplie			41.64	Clamps, Tubing, & Radio
1421	03/07/2019	Claims	1	65009 SCORE	720.00	Jail Services
		107 - 523 60 51 000 - Intergov. Jail Services			720.00	Jail Services - Jan 2019
1422	03/07/2019	Claims	1	65010 SHARP BUSINESS SYSTEMS	5.45	Copies- Police; Copies- Police; Copies- Executive Office
		001 - 514 20 48 000 - Repairs and Maintenance			0.29	Copier Maintenance & Overages
		107 - 521 20 48 000 - Repairs and Maintenance			0.77	Copier Maintenance & Overages
		107 - 521 20 48 000 - Repairs and Maintenance			4.39	Copier Maintenance & Overages
1423	03/07/2019	Claims	1	65011 SHRED-IT USA LLC	77.93	Shredding Services
		001 - 514 20 41 000 - Professional Services			25.72	Shredding Services Finance
		107 - 521 20 41 000 - Professional Services			52.21	Shredding Services Police
1424	03/07/2019	Claims	1	65012 SUNNYSIDE, CITY OF	329.00	Jail Services
		107 - 523 60 51 000 - Intergov. Jail Services			329.00	Jail Services- Jan 2019
1425	03/07/2019	Claims	1	65013 SUPPLYWORKS	252.55	Facility Material
		001 - 518 30 31 000 - Operating Supplies			252.55	Ice Melt
1426	03/07/2019	Claims	1	65014 TACOMA SCREW PRODUCTS INC.	334.95	Fleet Material; Storm Material
		406 - 531 30 31 000 - Operating Supplies			3.78	Brass Fittings
		101 - 542 30 31 000 - Office and Operating Supplie			66.67	Tubing, Clamps
		501 - 548 30 31 000 - Office & Operating Supplies			78.10	Tubing, Clamps
		501 - 548 30 35 000 - Small Tools & Equipment			186.40	Pliers, Crimping Tool
1427	03/07/2019	Claims	1	65015 TITUS-WILL FORD	139.77	Electric Vehicle Repair
		401 - 533 50 48 001 - Vehicle R&M			139.77	#25 Oil & Filter Change
1428	03/07/2019	Claims	1	65016 UNIFIRST CORPORATION	914.38	Uniforms; Uniforms; Uniforms; Uniforms
		001 - 518 30 20 002 - Uniforms			21.96	Uniforms
		001 - 518 30 20 002 - Uniforms			21.96	Uniforms
		406 - 531 30 20 002 - Uniforms			62.33	Uniforms
		406 - 531 30 20 002 - Uniforms			62.33	Uniforms
		401 - 533 50 20 002 - Uniforms			103.93	Uniforms
		401 - 533 50 20 002 - Uniforms			53.25	Uniforms
		401 - 533 50 20 002 - Uniforms			103.93	Uniforms
		401 - 533 50 20 002 - Uniforms			53.25	Uniforms
		403 - 534 50 20 002 - Uniforms			159.75	Uniforms
		403 - 534 50 20 002 - Uniforms			159.75	Uniforms
		101 - 542 30 20 002 - Uniforms			14.83	Uniforms
		101 - 542 30 20 002 - Uniforms			14.83	Uniforms
		501 - 548 30 20 002 - Uniforms			27.42	Uniforms
		501 - 548 30 20 002 - Uniforms			27.42	Uniforms
		001 - 576 80 20 002 - Uniforms			13.72	Uniforms

CHECK REGISTER

City Of Milton
MCAG #: 0590

02/28/2019 To: 03/11/2019

Time: 10:24:02 Date: 03/12/2019
Page: 4

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 20 002 -		Uniforms	13.72	Uniforms
1429	03/07/2019	Claims	1	65017 DANIELLE VINCENT	158.06	003775 - 2753 COMET ST
		406 - 343 10 00 000 -		Storm Drainage Fees	-20.53	
		401 - 343 30 00 000 -		Electric Sales	-8.80	
		403 - 343 40 10 000 -		Water Sales	-128.73	
1430	03/07/2019	Claims	1	65018 VISUAL EFFECTS	104.41	Vehicle Material
		107 - 521 20 35 004 -		Vehicle Purchase	104.41	#753 Window Tinting
1431	03/07/2019	Claims	1	65019 DEPT OF HEALTH WA STATE	87.00	Exam
		403 - 534 51 49 002 -		Misc Training, Registrations	87.00	Annual Waterworks Certification - Magana
1461	03/08/2019	Claims	3	EFT PUGET SOUND ENERGY	209.17	Electric
		403 - 534 51 47 001 -		Public Utility Services	209.17	Electric 2mg Booster Power
1462	03/08/2019	Claims	3	EFT PUGET SOUND ENERGY	444.76	Natural Gas
		107 - 521 20 47 000 -		Utilities	133.43	Police Natural Gas
		001 - 575 50 47 002 -		Public Utilities Services - AC	311.33	MAC Natural Gas
1463	03/08/2019	Claims	3	EFT US BANK ACCOUNTABILITIES	66.86	Copier Lease
		001 - 513 10 45 000 -		Operating Rentals and Lease	66.86	Copier Lease - Executive Office
1464	03/08/2019	Claims	3	EFT XPRESS BILL PAY ACCOUNTS PAYABLE	854.03	Online Web Payments
		406 - 531 10 41 000 -		Professional Services	281.83	Online Web Payment Services Fee
		401 - 533 10 41 000 -		Professional Services	290.37	Online Web Payment Services Fee
		403 - 534 10 41 000 -		Professional Services	281.83	Online Web Payment Services Fee

001 General Fund	34,082.65	
101 Street Fund	4,914.01	
107 Criminal Justice Fund	12,225.70	
310 Capital Improvement Fund	2,290.01	
401 Electric Utility Operations Fund	261,098.52	
403 Water Utility Operations Fund	11,722.67	
404 Water Capital Improvement Fund	5,412.95	
406 Stormwater Operations Fund	5,824.69	
407 Stormwater Capital Fund	9,778.77	
501 Vehicle Repair & Maintenance Fund	319.34	
	<hr/>	
		Claims: 347,669.31
* Transaction Has Mixed Revenue And Expense Accounts	347,669.31	

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	64,686.48	
101 Street Fund	5,984.10	
107 Criminal Justice Fund	57,002.71	
310 Capital Improvement Fund	1,736.63	
401 Electric Utility Operations Fund	26,086.93	
403 Water Utility Operations Fund	23,958.81	
404 Water Capital Improvement Fund	2,382.40	
406 Stormwater Operations Fund	17,422.22	
501 Vehicle Repair & Maintenance Fund	5,347.48	
	<hr/>	
	204,607.76 Payroll:	204,607.76

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



Agenda Item #: 7A

To: Mayor Styron Sherrell and City Council Members
From: Trisha Summers, City Clerk
Date: March 18, 2019
Re: **Administratively Approved Contracts**

ATTACHMENTS: AWC Health Benefits Renewal Form – 3/30/18

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Purpose: To inform Council on a routine basis of contracts that have been approved administratively. This item missed being presented to council in 2018 due to the City Clerk position turn-over in 2018.

This Page Left Intentionally Blank



AWC Employee Benefit Trust Employer Master Participation Agreement

awcnet.org

The AWC Employee Benefit Trust is a plan sponsor for health coverage through the following insurance carriers:

Medical			Dental		Vision	EAP	Life & LTD
1800 Ninth Ave Seattle, WA 98101	528 E Spokane Falls Blvd, Suite 301 Spokane, WA 99202	Kaiser Permanente 601 Union Street, Suite 3100 Seattle, WA 98101	Delta Dental of Washington 9706 Fourth Ave NE Seattle, WA 98115	Willamette Dental Group Washington, Inc. 6950 NE Campus Way Hillsboro, OR 97124	3333 Quality Drive Rancho Cordova, CA 95670	NBC Tower 455 N. Cityfront Plaza Drive Chicago, IL 60611-5322	Standard Insurance Company 1100 SW 6th Ave Portland, OR 97204

Employer: City of Milton Date form completed: 03/30/2018

Initial *Employer Master Participation Agreement* Effective date: _____
 Change to existing *Employer Master Participation Agreement* The effective date of the change is: 05/31/2018

The change to the existing *Employer Master Participation Agreement* is: Police Guild Withdraw from Trust Medical Plans

Form completed by: (name, title) Ellie Hooman, City Clerk/HR Generalist

Total number of full-time employees eligible for ANY employer sponsored health coverage: 42

Total number of full-time employees:	Eligible	Enrolled
AWC sponsored medical plans	<u>30</u>	<u>28</u>
AWC sponsored dental plans	<u>42</u>	<u>42</u>
AWC sponsored vision plans	<u>42</u>	<u>42</u>

Total number of LEOFF I actives: Fire dept: 0 Police dept: 0

Total number of LEOFF I retirees: Fire dept: 0 Police dept: 0

Do you provide health coverage for your elected officials? Yes No

Total number of elected officials:	Eligible	Enrolled
AWC sponsored medical plans	_____	_____
AWC sponsored dental plans	_____	_____
AWC sponsored vision plans	_____	_____

Do you provide health coverage for your part-time employees? Yes No

If yes, provide your definition of minimum hours worked per week in order for part-time employees to be eligible for benefits. (Cannot be less than 20 hours/week.) 20

Total number of part-time employees:	Eligible	Enrolled
AWC sponsored medical plans	<u>2</u>	<u>1</u>
AWC sponsored dental plans	<u>2</u>	<u>1</u>
AWC sponsored vision plans	<u>2</u>	<u>1</u>

Eligibility criteria:

EMPLOYEES:

- 1. Employees are covered the first day of the month after date of hire. Yes No
- 2. Employees have a _____ probationary period and then are covered the first of the month following the date probationary period is completed. Waiting period and enrollment cannot be longer than 90 days. (Written employer policy must be submitted to AWC.)
- 3. If an employee's hire date is the first day or first working day of the month - is your policy to (check one):
 - A. Start the employee's insurance on the first of that month or
 - B. Start the employee's insurance on the first of the month *following date of hire*
- 4. Employee's insurance coverage terminates the first of the month following the date of termination/date of retirement.
 - Yes No

If no, please explain employer policy below. (Written employer policy must be submitted to AWC.)

DEPENDENTS:

- 1. Spouse/Domestic partners are eligible to be covered on the employer's plan. Yes No
- 2. Domestic partner health care coverage is required by state law. If you have a more generous domestic partner policy than required by Washington state law (RCW 48.44.900), attach the policy.

Joining the Trust:

- 1. Newly enrolling cities/groups commit to a minimum of three years participation in the Trust.

Plan additions OR plan changes:

- 1. Written notification of change and/or addition of plan(s) should be sent to the AWC Trust office 30-days prior to the change and/or addition. This will be accomplished by completing a new Master Participation Agreement.

Coverage termination:

- 1. Written notification of total city coverage termination must be sent to the AWC Trust office as outlined in the Trust Agreement.
- 2. Cities of any size terminating a group or line of coverage must notify the Trust a minimum of 60 days prior to termination in order to facilitate a smooth transition. Terminations are allowed the first of any month following the 60 day notification period.

Employers should refer to the Trust Agreement which governs the AWC Employee Benefit Trust and is the legal document that guides the Trust. It contains information and requirements on joining and participating in the Trust. A copy is provided upon joining the Trust and re-issued when the agreement is amended and restated.

I have provided these answers as part of the procedure required by the AWC Employee Benefit Trust to provide or change any AWC Trust-sponsored insurance coverage for our employees. I certify that all information completed on this form is true, correct, and complete. I understand that the AWC Trust will rely on each answer to ensure underwriting rule compliance. It is a crime to knowingly provide false, incomplete, or misleading information to the Board of Trustees for the purposes of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. In addition, the Board of Trustees will have the right to collect any claims payments or other damages.

Elceer Hooman
Signed

03/30/2018
Date

City Clerk/HR Generalist
Title

Plan offerings

Complete **one sheet for each work group or bargaining unit** (i.e. public works, police guild, finance, etc.) If all employees are on the same plans - write "all employees."

Name of work/bargaining unit IBEW Represented & Non-Police Exempt # employees eligible 30

AWC plan offerings

Medical # enrolled 30



- Regence BlueShield
 - AWC HealthFirst® 250
 - AWC HealthFirst® 500
 - High Deductible Health Plan
 - Accountable Health Network Plan
 - Plan A - LEOFF I only
 - Medicare Advantage - LEOFF I retiree only



528 E Spokane Falls Blvd, Suite 301
Spokane, WA 99202

- Asuris Northwest Health
 - AWC HealthFirst® 250
 - AWC HealthFirst® 500
 - High Deductible Health Plan
 - Plan A - LEOFF I only
 - Medicare Advantage - LEOFF I retiree only



601 Union Street, Suite 3100
Seattle, WA 98101

- Kaiser Permanente
 - \$200 deductible plan
 - \$500 deductible plan
 - High Deductible Health Plan
 - No copay - LEOFF I only
- Kaiser Foundation Health Plan of Washington Options, Inc.
 - Access PPO

Dental # enrolled 43



Delta Dental of Washington
9706 Fourth Ave NE
Seattle, WA 98115

Delta Dental of Washington
Basic (0177)

- Plan A
- Plan B
- Plan C
- Plan D
- Plan E
- Plan F
- Plan G
- Plan J

Orthodontia

- Option I
- Option II
- Option III
- Option IV
- Option V



Willamette
Dental Group
6950 NE Campus Way
Hillsboro, OR 97124

Willamette Dental of Washington, Inc.

- \$ 10 copay
- \$ 15 copay

Vision # enrolled 43



3333 Quality Drive
Rancho Cordova, CA 95670
Vision Service Plan

- No deductible (0001)
- \$10 deductible (0002)
- \$25 deductible (0005)
- Low option plan
- Second pair rider

Employee Assistance Program

enrolled _____



NBC Tower
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322

ComPysch

- 1-3 sessions - Included when enrolled on any AWC Trust plan.
- 1-5 sessions
- 1-8 sessions

Include coverage for:

- Not covered by AWC Trust plan, describe:

Life # enrolled 44



The Standard
1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- Basic life
- Accidental Death & Dismemberment
- Dependent life
 - Plan option 1
 - Plan option 2
 - Plan option 3
 - Plan option 4
- Employee additional life
- Spouse additional life

Long-term Disability

enrolled 0



The Standard
1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- 90-day: 60% benefit
- 90-day: 67% benefit
- 180-day: 60% benefit
- 180-day: 67% benefit

Other (non-AWC) plan offerings

	Name of plan/sponsor	# employees eligible	# employees enrolled
Medical			
Dental			
Vision			
EAP			
Life			
LTD			

Plan offerings

Complete **one sheet for each work group or bargaining unit** (i.e. public works, police guild, finance, etc.) If all employees are on the same plans - write "all employees."

Name of work/bargaining unit Police Guild & Chief of Police # employees eligible 12

AWC plan offerings

Medical # enrolled 0

 **Regence**
1800 Ninth Ave
Seattle, WA 98101

- Regence BlueShield
 - AWC HealthFirst® 250
 - AWC HealthFirst® 500
 - High Deductible Health Plan
 - Accountable Health Network Plan
 - Plan A - LEOFF I only
 - Medicare Advantage - LEOFF I retiree only

 **ASURIS**
NORTHWEST HEALTH
528 E Spokane Falls Blvd, Suite 301
Spokane, WA 99202

- Asuris Northwest Health
 - AWC HealthFirst® 250
 - AWC HealthFirst® 500
 - High Deductible Health Plan
 - Plan A - LEOFF I only
 - Medicare Advantage - LEOFF I retiree only

 **Kaiser Permanente**
601 Union Street, Suite 3100
Seattle, WA 98101

- Kaiser Permanente
 - \$200 deductible plan
 - \$500 deductible plan
 - High Deductible Health Plan
 - No copay - LEOFF I only
- Kaiser Foundation Health Plan of Washington Options, Inc.
 - Access PPO

Dental # enrolled 12

 **DELTA DENTAL**

Delta Dental of Washington
9706 Fourth Ave NE
Seattle, WA 98115
Delta Dental of Washington
Basic (0177)

- Plan A
- Plan B
- Plan C
- Plan D
- Plan E
- Plan F
- Plan G
- Plan J

- Orthodontia
- Option I
 - Option II
 - Option III
 - Option IV
 - Option V

 **Willamette**
Dental Group
6950 NE Campus Way
Hillsboro, OR 97124

- Willamette Dental of Washington, Inc.
- \$ 10 copay
 - \$ 15 copay

Vision # enrolled 12

 **vsp**
3333 Quality Drive
Rancho Cordova, CA 95670
Vision Service Plan

- No deductible (0001)
- \$10 deductible (0002)
- \$25 deductible (0005)
- Low option plan
- Second pair rider

Employee Assistance Program
enrolled _____

 **COMPSYCH**
— The GuidanceResources Company —
NBC Tower
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322

- ComPysch
- 1-3 sessions - Included when enrolled on any AWC Trust plan.
 - 1-5 sessions
 - 1-8 sessions

Include coverage for:

- Not covered by AWC Trust plan, describe:

Life # enrolled 12

 **The Standard**
1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- Basic life
- Accidental Death & Dismemberment
- Dependent life
 - Plan option 1
 - Plan option 2
 - Plan option 3
 - Plan option 4
- Employee additional life
- Spouse additional life

Long-term Disability
enrolled 0

 **The Standard**
1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- 90-day: 60% benefit
- 90-day: 67% benefit
- 180-day: 60% benefit
- 180-day: 67% benefit

Other (non-AWC) plan offerings

	Name of plan/sponsor	# employees eligible	# employees enrolled
Medical	LEOFF Health & Welfare Trust	12	12
Dental			
Vision			
EAP			
Life			
LTD			



Agenda Item #: 7B

To: Mayor Styron Sherrell and City Council Members
From: Jamie Carter, Storm Water Compliance Inspector
Date: March 18, 2019
Re: **Campus Green Retrofit Contract with Scope and Fee**

ATTACHMENTS: 1. Contract for design
2. Scope and Fee

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: "I move to authorize the Mayor to sign the professional services agreement in the amount of \$44,170 with Gray and Osborne, Inc. for the design of the grant funded Campus Green Retrofit project."

Fiscal Impact/Source of Funds: The City competed for and was successful in obtaining this grant. There is no match – 100% of the funds are provided by the Washington State Department of Ecology. The City will be billed by the consultant and, after reporting to the Washington State Department of Ecology, the City will be reimbursed.

Discussion: This is a design-only grant for Low Impact Development (green infrastructure) retrofits of municipally owned property. Our preliminary design is for the City Hall Campus. Although there is no guarantee of construction funds, it is known that projects designed under this banner are normally considered for construction grants as well.

The main design aspects will be bio-retention and pervious pavements. This will cool, slow and infiltrate more water. All these mechanisms help protect receiving waters from pollution that is in stormwater. In addition, having a forward-thinking design at City Hall sets the example and the tone for other developers and land owners in Milton.

This Page Left Intentionally Blank



CITY OF MILTON PROFESSIONAL SERVICES AGREEMENT
(Project #154 – City Hall Campus Stormwater LID Retrofit)

THIS Agreement is made effective as of the ____ day of March 2019, by and between the **City of Milton, Washington** (“City”) and **Gray & Osborne, Inc.** (“Consultant”).

WHEREAS, the City desires to accomplish the above-referenced project; and

WHEREAS, the City does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a Consultant to provide the necessary services for the project; and

WHEREAS, the Consultant has represented to the City that the Consultant is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the City, NOW, THEREFORE,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. General Purpose and Intent.

Provide engineering services to provide plans, specifications and a cost estimate for low impact development (LID) facilities located on the City Hall Campus.

2. Services by the Consultant.

A. The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the Scope of Work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement. The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

3. Schedule of Work.

The Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. The parties agree that work will begin on the tasks described in Section I above immediately upon the effective date of this Agreement. Consultant shall complete the work described in Section I by December 31, 2019. A failure to complete the work within the specific timeframe, except where such failure is due to circumstances beyond the control of the Consultant, shall be deemed a breach of this Agreement. The established completion time shall not be extended because of any delays attributable to the Consultant, but may be extended by the City, in the event of a delay attributable to

the City, or because of unavoidable delays caused by circumstances beyond the control of the Consultant. All such extensions shall be in writing and shall be executed by both parties.

4. Compensation.

TIME AND MATERIALS NOT TO EXCEED – Compensation for the services described in the Scope of Work shall not exceed \$44,170.00 without written authorization and will be based on the list of billing rates and reimbursable expenses attached hereto as **Exhibit B**.

A. The Consultant shall be paid by the City for satisfactorily completed work and services satisfactorily rendered under this Agreement as provided in **Exhibit B**, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. If the services rendered do not meet the requirements of the Agreement, the Consultant will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement. Correction of typographical and other clerical errors made by the Consultant shall be made at no cost to the City.

B. The Consultant shall be entitled to invoice the City no more frequently than once per month during the course of the completion of work and services by the Consultant. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The City shall pay all such invoices within 45 days of submittal, unless the City gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the Consultant agrees to perform all services contemplated by this Agreement for no more than said maximum amount. The Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by the City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

5. Corrective Changes in Work.

The Consultant shall promptly make such changes and revisions in the complete work provided by this Agreement as may be necessary to correct errors made by the Consultant and appearing therein when required to do so by the City. The Consultant shall make such corrective changes and revisions without additional compensation from the City. Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the Consultant shall make such revisions as directed by the City. This work shall be considered as extra work and will be paid for as negotiated through a written amendment to the Agreement as provided in Section 2.B.

6. Coordination of Contract Documents.

This Agreement consists of this Professional Services Agreement form and **Exhibits A** and **B**. If there is any inconsistency between this Professional Services Agreement form and any of the Exhibits, the Professional Services Agreement form shall take precedence. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in Sections 11 and 12 shall be null and void.

7. Discrimination and Compliance with Laws.

A. The Consultant agrees not to discriminate against any employee, or applicant for employment, subcontractor, supplier or materialman, or any other person in the performance of this Agreement because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. In the performance of work under this Agreement, the Consultant shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Consultant shall obtain a City of Milton business license pursuant to the provisions of Chapter 5. 04 MMC prior to receipt of written authorization to proceed.

D. Violation of this paragraph shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

8. Termination.

A. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified in Section 15(A). In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services satisfactorily performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

B. The City may suspend this Agreement, at its sole discretion, upon one week's advance notice to the Consultant. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

9. Standard of Care.

The Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by the Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant. Electronic versions of all work products shall be provided to the City in a format compatible with the City software, except to the extent expressly waived in the attached exhibits.

11. Indemnification/Hold Harmless.

The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees (collectively, "Claims"), specifically including without limitation Claims resulting from injuries, sickness, or death of employees of the Consultant and/or damage to property, arising out of or resulting from the acts, errors or omissions of the Consultant, its officers, agents, sub-Consultants or employees, in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

12. Insurance.

The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the City will be named on all insurance as an additional insured. The Consultant shall submit a certificate of insurance to the City evidencing the coverages specified above, together with an additional insured endorsement naming the City, within fifteen (15) days of the execution of this Agreement and prior to the performance of any work specified hereunder. The certificates of insurance shall cover the work specified in or performed under this Agreement. The certificate and endorsement must be project and/or site specific. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the City.

The Consultant's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

13. Assigning or Subcontracting.

The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City. Any sub-Consultants approved by the City at the outset of this Agreement are named on **Exhibit A** attached hereto and incorporated herein by this reference as if set forth in full.

14. Independent Contractor.

The Consultant is an independent contractor for the performance of services under this Agreement. The City shall not be liable for, nor obligated to pay to the Consultant, or any employee of the Consultant, sick leave, vacation pay, overtime or any other benefit applicable to employees of the City, nor to pay or deduct any social security, income tax, or other tax from the payments made to the Consultant which may arise as an incident of the Consultant performing services for the City. The City shall not be obligated to pay industrial insurance for the services rendered by the Consultant.

15. Notice.

A. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph. Such notices or communications shall be given to the parties at their addresses set forth below:

City of Milton:

Attn: Mayor Shanna Styron Sherrell
1000 Laurel Street
Milton, WA 98354

Consultant:

Gray & Osborne, Inc.
Attn: Michael B. Johnson
701 Dexter Ave N, Ste. 200
Seattle, WA 98109

B. Either party may change its contact information by sending its new contact information to the other party in the same manner as is provided for sending the other party notice under the provisions of Section 15.A.

16. Non-Waiver.

Payment for any part of the work or services by the City shall not constitute a waiver by the City of any remedies of any type it may have against the Consultant for any breach of the Agreement by the Consultant, or for failure of the Consultant to perform work required of it under the Agreement by the City. Waiver of any right or entitlement under this Agreement by the City shall not constitute waiver of any other right or entitlement

17. Resolution of Disputes; Governing Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises out of or in connection with this Agreement, including any question regarding its existence, enforceability, interpretation, or validity, the parties will, if practicable, meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties may resort to litigation. The exclusive venue for any litigation arising out this Agreement shall be the Pierce County Superior Court. The substantially prevailing party in any such litigation shall be entitled to an award of its reasonable attorneys' fees.

18. Taxes.

The Consultant will be solely responsible for the payment of any and all applicable taxes related to the services provided under this Agreement and if such taxes are required to be passed through to the City by law, the same shall be duly itemized on any billings submitted to the City by the Consultant.

19. Entire Agreement.

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

20. Risk of Loss.

The Consultant shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

CITY OF MILTON, WASHINGTON

By: _____
Shanna Styron Sherrell, Mayor

Date: _____

ATTEST:

By: _____
Trisha Summers, City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY:

By: _____
Ogden Murphy Wallace

CONSULTANT:

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

SCOPE OF WORK

CITY OF MILTON CITY HALL CAMPUS STORMWATER LID RETROFIT PROJECT

PROJECT UNDERSTANDING

The City of Milton wishes to Contract with Gray & Osborne to provide engineering services to provide plans, specifications, and a cost estimate for low impact development (LID) facilities located on the City Hall Campus.

More specifically, the work will include the following.

DESIGN

Task 1 – Project Management and Oversight

Provide overall project management and oversight of the project work by the Principal-in-Charge and senior staff members.

- A. Provide overall project management and oversight services, to include:
 - 1. Procure sufficient staff resources to dedicate to the project.
 - 2. Manage and control project budget and schedule.
 - 3. Manage and provide monthly progress reports and invoices.

Task 2 – Kickoff Meeting

Conduct a kickoff meeting with City staff to identify critical path schedule and task items, format and schedule for deliverables, major project assignments, stakeholder contacts, and any special regulatory agency requirements.

- A. Conduct an initial meeting to initiate the engineering design process for the project, discussing the following items at a minimum. The discussion will include but not be limited to the following topics:
 - 1. Review City-provided record drawings of existing system.
 - 2. Review and confirm project understanding and design criteria to be employed including any grant requirements.

3. Review and confirm task assignments and budget hours for assigned tasks.
4. Review and confirm project schedule and milestones/deliverables.
5. Identify project stakeholders and discuss their needs and impacts on the project.

Task 3 – Geotechnical Investigation

Conduct field explorations to determine design recommendations to support proposed low impact development facilities, establish groundwater levels and to establish the character of the subsurface material as well. This task will culminate in the preparation of a final Geotechnical Report.

- A. Perform a geotechnical analysis (PanGEO – geotechnical subconsultant) to determine existing subsurface conditions. A total of up to two test borings (10 feet deep) will be reviewed and analyzed on the site. PanGEO will notify the 1-CALL service.
- B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests will be performed on an as-needed basis based on the types of soils encountered.
- C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements. These include backfill requirements, dewatering, and subgrade preparation requirements for pavements.
- D. Report – PanGEO will prepare a draft report which will be submitted to the City by Gray & Osborne. The draft report will summarize the results of the geotechnical study and include a site map with approximate test locations, description of surface and subsurface conditions (soil and groundwater), design parameters, and earthwork recommendations. Gray & Osborne will submit one copy of the draft report to the City for its review. Our subconsultant, PanGEO, will revise the draft report to address review comments provided by the City and/or Gray & Osborne. Gray & Osborne will submit three copies of the signed and stamped final report to the City.

Task 4 – Surveying

Define the limits of the property line and project area prior to design. Obtain vertical and horizontal control necessary for design of the project, obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

- A. Establish vertical and horizontal control on the City-adopted datum for survey and mapping at a scale of not more than 1 inch equals 20 feet (horizontal) and 1 inch equals 5 feet (vertical). Vertical control will be suitable for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.
- B. Acquire supplemental topographical survey of the site (on the site) to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, major trees and significant landscaping, sidewalks, etc., in sufficient detail to support an adequate level of design.

Task 5 – Utility Data Acquisition

Acquire record drawings and/or as-built information from utility purveyors known to provide service on the site.

- A. Provide written requests for all utility purveyors known to provide utility service on the site.
- B. Review data provided by utility purveyors and incorporate into project design as may be applicable.

Task 6 – Design Report

Prepare a Design Report summarizing the project understanding, design criteria, regulatory requirements, and general design guidelines and standards which govern the project design. The memorandum will analyze the feasibility of various LID elements. The LID elements will follow the guidance of the 2012 Washington State Department of Ecology *Stormwater Management Manual for Western Washington* as amended in 2014.

- A. Incorporate all utility as-built information, survey data, and other available and relevant information into the development of a base map.
- B. Prepare a written report summarizing the project understanding, grant requirements, project sites, design alternatives including LID facilities, pertinent design criteria such as sizing of the facilities, regulatory requirements, and general design guidelines and standards which govern

the project design. The report will incorporate input from staff regarding the intended aesthetics and water quality goals for the site. Consideration of the use of available grant funds to construct improvements will be incorporated as well.

- C. Submit the written report to City staff and solicit comments and/or clarifications. A meeting will be held with City staff to discuss the alternatives presented in the draft Design Report. We will incorporate all relevant review comments into the memorandum and will issue the final memorandum to the City and Ecology for their review. The final Design Report will state the recommended alternative for design.

Task 7 – Thirty Percent Design

Prepare 30 percent design effort drawings of the proposed alternative for City review.

Subtask 7.1 – LID Facilities

- A. Prepare layouts and full-size drawings of the LID design representing a 30 percent design effort to include plan view, typical details, and cross sections illustrating the proposed improvements. These proposed improvements will be designed on the base map developed from the project survey.

Subtask 7.2 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare preliminary-level construction cost estimates.

Subtask 7.3 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 8 – Sixty Percent Design

Prepare project drawings, specifications, and cost estimates of the LID improvements representing a 60 percent design effort for City review and comment. Specifications will be prepared in WSDOT format.

Subtask 8.1 – Plans

- A. Prepare preliminary construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan sheets, special notes, special details, etc.

Subtask 8.2 – Specifications (Draft)

- A. Prepare draft project specifications in WSDOT format referencing the *2018 Standard Specifications for Road, Bridge, and Municipal Construction*. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 8.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 8.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 9 – Ninety Percent Design

Prepare project drawings, specifications, and cost estimates of the LID improvements representing a 90 percent design effort for City and Ecology review and comment.

Subtask 9.1 – Plans

- A. Prepare construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan sheets, special notes, special details, etc.

Subtask 9.2 – Specifications

- A. Prepare project specifications in WSDOT format referencing the *2018 Standard Specifications for Road, Bridge, and Municipal Construction*. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 9.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 9.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments. Final edits will be included and 90 percent plans, specifications and cost estimates will be sent to Ecology for their review.

Task 10 – Final Design

Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in WSDOT format, meeting minimum City and WSDOT requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

Subtask 10.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan sheets, special notes, special details, etc.

Subtask 10.2 – Specifications (Final)

- A. Prepare final specifications in WSDOT format to include proposal, contract, bonding documents, and technical specifications.

Subtask 10.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

Task 11 – Quality Assurance/Quality Control

- A. Oversee three, in-house, quality assurance/quality control (QA/QC) meetings at Gray & Osborne’s office during the course of the design project. The meetings will include senior project staff and selected design team members. Meetings are to take place at the following levels:
 - 1. Thirty Percent Design (defined more fully in Task 7).
 - 2. Sixty Percent Design (defined more fully in Task 8).
 - 3. Ninety Percent Design (defined more fully in Task 9).
- B. Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs,

and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

DELIVERABLES

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

- One electronic copy of the Design Report (PDF).
- One electronic copy (PDF) and one paper copy of full- and half-scale drawings and of the project cost estimate at 30, 60, and 90 percent design effort levels. This Contract anticipates a maximum of 15 sheets will be required to facilitate the bidding and construction of this project.
- One electronic (PDF) and one paper copy of project specifications at 60 and 90 percent design effort levels.
- One electronic set of final construction drawings (PDF).
- One electronic set of final project specifications (PDF).
- One electronic set of the final cost estimate (PDF).

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This scope of work and the resulting maximum amount payable are based on the following assumptions as required for the development of the project. Also see item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (1 week) review of all submittals. It is assumed the City will provide all necessary Ecology coordination.
2. This scope of work assumes that the City will prepare all cultural resources-related documentation prior to the geotechnical work being done, per Ecology requirements.
3. This scope of work assumes that the City will provide Gray & Osborne with relevant record drawings of nearby infrastructure, as may be available and/or pertinent to the project.

4. This scope of work assumes that a SEPA Checklist document is not required due to pipe sizes being less than 12 inches and due to the proposed small disturbance area.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Milton - City Hall Campus Stormwater LID Retrofit Project

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management and Oversight	4					
2 Kickoff Meeting	3		3			
3 Geotechnical Investigation	2		2			
4 Surveying			2	4	4	8
5 Utility Data Acquisition			2			
6 Design Report		4	36			
7 Thirty Percent Design		16	40	12		
8 Sixty Percent Design		12	40	8		
9 Ninety Percent Design		8	36	8		
10 Final Design		8	36	2		
11 Quality Assurance/Quality Control	6	6	6	6		
Hour Estimate:	15	54	203	40	4	8
Fully Burdened Billing Rate Range:*	\$129 to \$190	\$119 to \$190	\$103 to \$129	\$48 to \$126	\$113 to \$145	\$166 to \$213
Estimated Fully Burdened Billing Rate:*	\$150	\$145	\$110	\$85	\$140	\$200
Fully Burdened Labor Cost:	\$2,250	\$7,830	\$22,330	\$3,400	\$560	\$1,600

Total Fully Burdened Labor Cost:	\$ 37,970
Direct Non-Salary Cost:	
Mileage & Expenses (mileage @ current IRS rate)	\$ 200
Printing	\$ 500
Subconsultant:	
Geotechnical (PanGEO)	\$ 5,000
Subconsultant Overhead (10%)	\$ 500
TOTAL ESTIMATED COST:	\$ 44,170

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

This Page Left Intentionally Blank



Agenda Item # 7C

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Finance Director
Date: March 18, 2019
Re: **Ordinance 2nd Read – Water Utility Rate Increase**

ATTACHMENTS: Ordinance 1961-19

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action: “I move to approve a 3.3 percent increase for water rates and charges effective May 1, 2019.”

Fiscal Impact/Source of Funds: The Water Fund will see an increase in revenue in the 2019 Fiscal Year due to this rate increase.

Issue: Milton Municipal Code 13.28.195(D) specifies that the water rates will increase annually based on the CPI (Consumer Price Index) for the Seattle Area from the preceding June.

Discussion: The CPI from last June as reported by Municipal Research increased by 3.3%. The proposed Ordinance is based on that 3.3% increase.

This Page Left Intentionally Blank

ORDINANCE NO. 1961-19

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, INCREASING WATER RATES AND CHARGES 3.3 PERCENT; AMENDING SECTIONS 13.28.195 AND 13.28.230 OF THE MILTON MUNICIPAL CODE; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the City of Milton operates a Water Utility to provide services to residents; and

WHEREAS, Milton Municipal Code 13.28.195 (D) provides that the rates for services will be adjusted annually based on the CPI from June of the previous year;

NOW, THEREFORE,

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

Section 1. The following Sections of Chapter 13.28 WATER UTILITY are amended as follows:

13.28.195 Rates for metered service.

A. The schedule of rates for the water facilities and service furnished by or through or for the use of the City water system, which rates are found and declared to be reasonable and just, taking into account and consideration the cost and value of the system and cost of maintaining and operating the system, and the proper and necessary allowances for the depreciation thereof and reserves therefore, are fixed, established, levied, imposed, and otherwise prescribed in this section. Such charges include utility taxes.

B. The applicant shall determine the meter size by using the current building code and Uniform Plumbing Code.

C. The city shall place a meter on every service and charge the metered rate as provided herein.

D. On the May billing of each year, the rates established in this section shall be adjusted according to the June CPI-U index for the previous year for the Seattle-Puget Sound area.

E. The schedule of rates is as follows:

Water - Monthly Base Rate per meter within the General Service Area:	
Meter Size	Base Rate
3/4"	\$26.55 \$25.70
1"	\$98.48 \$95.33
1 1/4"	\$133.35 \$129.09
1 1/2"	\$163.95 \$158.71
2"	\$196.75 \$190.46
3"	\$328.01 \$317.53
4"	\$491.94 \$476.22
6"	\$983.84 \$952.41

Water - Monthly Consumption Rate - Single Family, Duplex Units, within the General Service Area:	
Per 100 Cubic Feet:	
Up to 800 cubic feet consumed	\$2.63 \$2.55
801 – 1,000 cubic feet consumed	\$2.86 \$2.77
1,001 + cubic feet consumed	\$3.08 \$2.98

Water – Monthly Consumption Rate – Commercial, including Multi-Family and irrigation units within the General Service Area:	

Per 100 Cubic Feet:	
Up to 800 cubic feet consumed	\$2.77 \$2.68
801 – 1,000 cubic feet consumed	\$2.99 \$2.89
1,001 – 2,000 cubic feet consumed	\$3.20 \$3.10
2,001 – 3,000 cubic feet consumed	\$3.42 \$3.31
3,001 + cubic feet consumed	\$3.64 \$3.52

13.28.230 Fire protection line charges.

The rates for fire protection lines inside and outside of the corporate limits of the City shall be ~~\$27.86~~ \$28.78 per month, plus ~~\$0.28~~ ~~\$0.27~~ per 100 cubic feet of water used.

Section 2. 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 3. Publication by Summary. The Clerk may publish a summary of this ordinance.

Section 4. Effective Date. These rate changes apply to all billings after May 1, 2019, which is at least five days following its passage and publication of an approved summary thereof.

Passed by the Milton City Council the ___ day of _____, 2019, and approved by the Mayor, the ___ day of _____, 2019.

SHANNA STYRON SHERRELL, MAYOR

ATTEST/AUTHENTICATED:

TRISHA SUMMERS, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO: 1961-19