



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

**December 2, 2019
Monday**

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

- 1. Call to Order and Flag Salute**
- 2. Swearing in of new Councilmembers**
- 3. Roll Call of Councilmembers**
- 4. Additions/Deletions**
- 5. Citizen Participation** *(limited to 20 minutes due to remaining Council business)*
- 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. November 18, 2019

B. Claims Approval:

- i. Approval of checks/vouchers/disbursements numbered 66192 to 66265 in the amount of \$842,342.30.
- ii. Approval of the payroll disbursement of November 20, 2019 in the amount of \$193,936.16.

7. Public Hearing – Second Reading for Proposed 2020 Budget

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705
at least 24 hours prior to the meeting.

Thank you.

8. Regular Agenda

A. 2020 Budget Ordinance 1979-19 Adoption

B. Bridge Development I-5 Seattle – closed record hearing

(Note: This hearing may be continued to 12/9/19 if additional time is needed for Council questions, deliberations and decision)

9. Council Reports

10. Director Reports

11. Mayors Report

12. Adjournment

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705
at least 24 hours prior to the meeting.

Thank you.



Regular Meeting
Monday, November 18, 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, Public Works Director Afzali, Finance Director Dunford, Contract Senior Planner Brittany Port, City Attorneys Scott Snyder and Kari Sand and City Clerk Trisha Summers.

ADDITIONS/DELETIONS

(Whalen/Morton)" I move to extend the meeting tonight until 10:10PM." **Passed 7,0**

CITIZEN PARTICIPATION

Attorney Scott Snyder reminded council that any comments heard tonight concerning the Bridge Development I-5 Seattle project are not to be considered by council outside of the record. Council cannot comment and the topic will come to council for review on December 2, 2019.

| Speaker | Comments |
|----------------|--|
| Betty Taylor | Inquired about revenue coming into Milton and that it won't cover the cost of the roundabout and that the property tax and jobs won't come into Milton. Employees won't spend money in Milton; Milton will not get the revenue but will get the headache. Inquired if the Mayor and Council understand the implications of the project. Asked for a 6 month or longer moratorium of the project to study it further. |
| Robert Johnson | Has raised a large family in Milton. A 60' easement is not enough to run trucks up and down the 5 th Avenue. Noise decibels too loud. |

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| | <p>Worried about water being in danger and staff being distracted by the revenue and not the real issues. Does not want family exposed to diesel exhaust. Asked for a no vote or a moratorium. Insufficient notification system for a project this size and asked city of fix the process.</p> |
| Robert Gill | <p>5th Avenue so busy you can't get out in the afternoons. Worried about the safety of kids and school busses with the added traffic. Speed limit on the road is 25 but people travel faster. Adding sidewalks will cut people off from their driveways. Would like to call for a moratorium and that Milton will not benefit from this project.</p> |
| Bruce Castle | <p>There are deficiencies in the revenue estimates and are not supported. There is a lack of a hydro-geologic report. Worried about the water situation and would like to see the report before the project is approved. Environmental impact study not done, no analysis of the water. Unidentified material on the site will be moved around near water wells and people should be worried about that.</p> |
| Lynn Miller | <p>Excluded from knowledge of project. Neighbors are shocked. All justifiably worried about the future of health and homes. Diesel fumes are serious for those with respiratory issues and children. Extra trucks and traffic will make it unlivable. Milton will not be a destination and the money from workers won't be spent here but we will get all the traffic, noise and pollution issues. Negative impact on residents and the city will be left holding the bill for expensive financial impacts when the developer is gone. Need a moratorium.</p> |
| Ray Herman | <p>There are already four-hour traffic jams daily that will only get worse with adding more trucks. Noise from diesel trucks is too loud and adding more trucks will be detrimental. Water pollution running into Hylebos could become an issue. Air pollution will increase with the added trucks. Asking for 6-month moratorium on the project.</p> |
| Maxine Carpenter | <p>Lives on narrowest point on 5th Avenue. Trucks all day long on 5th Avenue would destroy our way of life because we wouldn't be able to get out. Way of life is being sacrificed for money. Smell, noise and frustrated drivers will become the norm. The stream will become polluted with runoff and raise water level at Hylebos. Salmon and wetlands at stake.</p> |
| Virginia Johnson | <p>Moved here for a safe place to raise her family and for them to enjoy the outdoors. Will no longer be safe to play outside with all the added trucks polluting and driving up and down the street. Residents of 5th Avenue are being tossed aside. Vote no on this project.</p> |
| April Elliott | <p>New to the area and not completely against project. Is against the project being half completed and finished later. The notification process isn't being treated correctly. Worried the road won't be up to county standards. ADA and Stormwater standards need to be addressed. Wants to be able to use public transit and trail and adding the traffic will make that difficult. Safety precautions need to be in place for our children. Do this right the first time and not leave a mess behind.</p> |

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| Jack Chandler | This election year has been disappointing. Things posted on the internet have been unacceptable. Thank you to Mark Hutson and Mary Tompkins for their performance on the City Council. They should be commended for their service and hope council elect follows in their footsteps. |
| Rod Hash | Representing the Milton Police Foundation. Spoke about bears invoice needing to be paid and the President not paying the invoice. Spoke about the President wanting to hold a meeting, but the other members did not want to hold a meeting. President resigned due to conflicts of interest and political corruption. |
| Alice K | Representing the Milton Police Foundation. Spoke about history of the police foundation and their purpose of support the police department by sponsoring events and purchasing items for police. Spoke about the Chief of Police recently bringing up issues about council members being on the board of foundation. Never had any issues before with council members being on the board. Mentioned the council members in question were up for re-election. |
| Alan Sweat | Representing the Milton Police Foundation. Council members and President promoting gossip on Facebook. Letter from Milton Police Guild dissolving relationship with the Foundation. Stunned to be dismissed in this way without any discussion. Foundation is energized by this injustice and they are not done supporting the community. Turning efforts to support the 9/11 Memorial. Now have a board of 16 members and are excited to support that project. |
| Destynee Van Shipp | Bridge Development will affect all of our citizens. Read segment from website about the City of Milton and asked if the project is worth the sacrifice for the way of life in Milton. |
| Roger VonDoerhoff | Understand the financial impact that the Bridge project will bring. The residents are clearly saying No to the project. Encouraging council to consider other options: Golf course, wineries. Accept input from the community that all are in support of. Questioned the process about council not considering the public comments but not having any other chance to speak to council. Doesn't understand the process. |
| Margie Rose | Concerned about quality of life if the Bridge project happens. The quiet atmosphere will be replaced with grid lock. This project would cost more than our quality of life. Believes people would come and go and not spend their money in Milton. People working at new facility don't even make enough to live in Milton due to housing costs. Vote no on this project. |
| Sandy Hockett | Concerned for Seniors health issues and emergency vehicles not being able to get to them quickly due to the increased traffic. Minutes matter in an emergency situation. Moratorium is a good idea. |
| Leiter Hockett | Hospital access very important and traffic is a huge issue. Quality of air issue is a concern for those with health issues as well. Noise is already loud and will be louder with increased truck traffic. |

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| Suzanne Vargo | Strong opposition to project. Promotes moratorium to research and study the project further. Suggests that council listen to the residents who have history and knowledge. Lack of transparency due to notification notices and signage. Concerned about aquifer and air quality. No risk management plan in the area is concerning. Emergency services will be an issue when traffic is increased. You need a moratorium and you must do one today. Be more thoughtful and respectful of this entire process. Do the right thing! Bridge's data is inconclusive. |
| Joseph Barrov | There is nowhere on 5 th that can be adequately widened. There are unsafe areas. Trucks need a minimum of 3 lanes wide. Demanding a moratorium on this project. The applicant is interested in money and not the quality of life. The way this was handled was legal but unethical. All should have been notified, not just the ones within legal distance. |
| Cynthia Carroll | Lives in Milton due to the small-town feel. Why are we turning it into an industrial city? Kick all of 5 th Avenue out if you want to turn it into industrial because the way it is, we are not able to share it. |
| Christy Cedar | The vision for Milton hasn't changed in all the years and the GMA and Comp Plan policy and procedures hasn't changed either. We expect to still be included in the vision and planning of the development of the Lloyd's property that follows the vision for our city. |
| Hunter MacDonald | Questioned whether the city has considered widening the bridge and leasing tribal land. Are the warehouses really going to produce the tax revenue? Employees of the warehouses will go to the more local restaurants in other cities besides Milton. The employees won't spend money here or live here thus not contribution to the retail sales tax. Say no to this project. |
| Richard Cosner | Look at code and hold developer to standards. Require developer to develop to standards. The comp plan and zoning need to be worked on if we don't want big development. This should have been revised before now in order to keep development out because we are required to abide by our code. Start legislative changes now. |
| Grace Franich | Main concern with the Bridge project is health and safety. Would like to see free CPR, First Aid and AED devices free of charge due to the fact that it will take a long time for medical aid to arrive. May open the city up to lawsuits due to toxic water, toxic air or death while waiting for emergency services. Flooding issues will increase, and pollution will greatly increase. Hope you will do a moratorium. Most people are shocked this is even being considered. |
| John Emrick | The trucks will be increased but also the employee cars going in and out of the Bridge Development site. Concerned the city residents will have to pay for all the things the revenue from the project won't cover. |
| Jim King | Talked about the truck traffic and the ability to move the estimated 400 trucks through 5 th Avenue and through a roundabout being very difficult at best. Asked council to vote their conscience. |

CONSENT AGENDA

A. Check Approval Process

- a. Minutes Approval:
 - i. November 4, 2019 Regular Meeting
 - ii. November 12, 2019 Study Session
- b. Claims Approval:
 - i. Approval of the checks/vouchers/disbursements numbered 66119 to 66186 in the amount of \$98,759.15.
 - ii. Approval of the payroll disbursement of November 5, 2019 in the amount of \$223,047.51.

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

PUBLIC HEARING

Mayor Styron Sherrell opened the Public Hearing at 8:34PM.

Jacquelyn Whalen is in full support of new Planning Manager position in the budget. Reminded council to forecast in the future in 2020 budget and to please continue to support Milton Police Department with code enforcement. Mrs. Whalen also supports a microphone budget so that there are multiple microphones. Thanked Richard Cosner for recording council meetings and would like to see some more recording equipment included in budget.

Public Hearing was closed at 8:37PM.

REGULAR AGENDA

A. Bridge Development I-5 Seattle

City Attorney's Scott Snyder and Kari Sand presented a slideshow to council detailing the process in which they are to review and consider the Bridge Development project. Council will have a closed record hearing on December 2nd. Councilmembers were given printed binders containing the entire record this evening. The Hearing Examiner has not submitted a report yet.

Council asked clarifying questions regarding the process.

B. Ratify Finance Director – Michelle Robbecke

Mayor Styron Sherrell introduced Michelle Robbecke to council and talked about the interview process and meeting with the Finance Committee. Mayor is confident that Michelle is a good fit for the Finance Director position and can start on November 25th. Tara Dunford will vacate the position on December 3rd.

Council members expressed their pleasure with meeting Michelle and welcomed her aboard.

MOTION (Whalen/Whitaker) “to ratify Michelle Robbecke in the position of Finance Director.”
Passed 7/0

C. 2019 Budget Amendment #3 Ordinance 1976-19

Finance Director Dunford presented this item to council. This item was discussed at the November 12th study session and it increases the 2019 budget to accommodate for expenditures in the general and street funds.

Council stated they are comfortable with the amendment and thanked staff for an explanation on the additional court costs.

MOTION (Ott/Whalen) “to adopt Ordinance 1976-19 amending the 2019 budget as outlined in Exhibit A.” **Passed 7/0**

D. 2020 Tax Levy Ordinance 1975-19

Finance Director Dunford presented this item. This item was discussed in the November 12th study session. The ordinance pertains to the increase in regular levy only, not new construction. Amounts for the ordinance are provided by Pierce County.

Council expressed they are in full support of this housekeeping item.

MOTION (Morton/Ott) “to adopt Ordinance 1975-19 establishing the regular tax levy for properties located in Pierce and King counties for the year 2020.” **Passed 7/0**

E. 2020 Budget Ordinance 1979-19 First Read

Finance Director Dunford presented this item. This item has been before council twice before and will come back again at the next meeting on December 2nd for final approval. Dunford highlighted changes made to the budget since the November 12th meeting including reducing expenses in the Stormwater Capital fund and adjusting the property tax line items.

Council asked about annexation revenue and whether it would be received in 2020.

F. Facility Use Fees Ordinance 1977-19 First Read

Mayor Styron Sherrell presented this item to council and explained that this is a cleanup item by removing fees for rentals and administrative procedures and rules pertaining to rentals from code and instead having the code point back to the Fee Schedule and Facility Rental Agreements.

Councilmembers asked for clarification in the wording regarding guidelines for approval of facilities. Staff will revise and bring back to December 9th meeting.

G. Various Fee Ordinance 1978-19 First Read

Finance Director Dunford presented this item and explained this is also a cleanup item to remove fees for business licenses and gaming licenses from code and have the code point back to the Fee Schedule.

Council expressed they are happy to see things continually being cleaned up in the code.

COUNCIL REPORTS

Councilmember Whitaker-

- It's nice seeing people come out and give their input at the council meetings.
- Chamber lunch last week was about veterans and was really nice.

Councilmember Morton –

- Thank you to all who spoke this evening.
- Welcome to Milton, Michelle! I look forward to chatting with you.

Councilmember Ott –

- Apologized for behavior at last council meeting and stated he didn't ask Chief Hernandez to have anyone removed.
- Spoke about council members representing Milton at non-council meetings without approval.

Councilmember Tompkins-

- Welcome Michelle! We will miss Director Dunford.
- There are a few citizens who found they are blocked from the Facebook feed due to being blocked from page.

Councilmember Whalen-

- Attended the City of Edgewood meeting and challenged a council member and was gavelled and the Mayor apologized. I am the council member that Mr. Ott is alluding to.

Councilmember Johnson-

- It was so nice to hear all the voices during the Pledge of Allegiance tonight. Thanks to all who attended tonight.
- Thank you to the Police Foundation as well but remember there are two sides to every story.
- There will be a suicide awareness event on Saturday, November 23rd at 7pm at the Veterans Memorial.

Mayor Pro Tem Hutson-

- Thank you, veterans, for a great presentation. The Rangers would like to be part of the 9/11 memorial presentation next year.

DIRECTOR'S REPORTS

There were no Director Reports tonight.

MAYOR'S REPORT

- Attended the Chamber lunch and they talked about hiring Vets and PTSD in the workplace. It was very eye opening.
- Thank you, veterans, for the Veterans Day service.
- Tree lighting is coming up on December 7th at 3pm.

- There is a local 14-year-old in the community with cancer. His name is Brandon Way and there will be a benefit for him on November 22nd from 5-8pm at Faith Family Church. Spaghetti feed and auction. If you can, please come.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
December 2, 2019

Claim Vouchers:

Payroll Disbursements:

| Dates | Check # | Amount | Date | Check # | Amount |
|------------|-------------|------------|------------|----------------------|------------|
| 11/14/2019 | 66192-66236 | 543,770.45 | 11/20/2019 | 66237-66239, ACH/EFT | 193,936.16 |
| 11/15/2019 | ACH EFT | 206,894.63 | | | |
| 11/22/2019 | 66240-66265 | 91,677.22 | | | |

Total Accounts Payable: \$ 842,342.30 **Total Payroll:** \$ 193,936.16
 Voids - 55675,55677,55678,55684,55691,55693,57857,58732,59178,61322
 Printer Error Checks - none

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/12/2019 To: 11/25/2019

Time: 10:29:06 Date: 11/26/2019
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|---|------------|--|
| 7282 | 11/15/2019 | Claims | 1 | EFT | BONNEVILLE POWERADMINISTRATION | 196,503.00 | Monthly Power |
| | | | | | 401 - 533 50 33 000 - BPA-Electricity for Resale | 196,503.00 | Monthly Power - Sept 2019 |
| 7283 | 11/15/2019 | Claims | 1 | EFT | CHASE PAYMENTECH | 6,099.92 | Credit Card Processing |
| | | | | | 406 - 531 10 41 000 - Professional Services | 2,033.10 | Credit Card Processing Fees |
| | | | | | 401 - 533 10 41 000 - Professional Services | 2,033.10 | Credit Card Processing Fees |
| | | | | | 403 - 534 10 41 000 - Professional Services | 2,033.72 | Credit Card Processing Fees |
| 7284 | 11/15/2019 | Claims | 1 | EFT | COLUMBIA BANK | 561.57 | Service Charges |
| | | | | | 001 - 512 50 41 000 - Professional Services | 31.12 | Service Charges |
| | | | | | 001 - 514 20 41 000 - Professional Services | 530.45 | Service Charges |
| 7285 | 11/15/2019 | Claims | 1 | EFT | MERCHANT CARD SVCS | 143.87 | Merchant Fees Court |
| | | | | | 001 - 512 50 41 000 - Professional Services | 143.87 | Merchant Fees Court |
| 7102 | 11/14/2019 | Claims | 1 | 66192 | 911 SUPPLY | 2,535.81 | Police Uniforms; Police Uniforms; Police Uniforms; Police Uniforms; Police Uniforms; Police Supply; Police Uniforms |
| | | | | | 107 - 521 20 20 002 - Uniforms | 66.33 | Uniforms- D'Angelo & Haney |
| | | | | | 107 - 521 20 20 002 - Uniforms | 150.68 | Uniforms- Haney |
| | | | | | 107 - 521 20 20 002 - Uniforms | 22.00 | Uniforms- Camden |
| | | | | | 107 - 521 20 20 002 - Uniforms | 57.20 | Uniforms- D'Angelo |
| | | | | | 107 - 521 20 20 002 - Uniforms | 30.25 | Uniforms- Haney |
| | | | | | 107 - 521 20 20 002 - Uniforms | 1,392.60 | Uniforms- Haney |
| | | | | | 107 - 521 20 31 000 - Office and Operating Supplie: | 816.75 | Pepper Spray |
| 7103 | 11/14/2019 | Claims | 1 | 66193 | ASPLUNDH TREE EXPERT, LLC | 2,588.80 | Tree Trimming |
| | | | | | 402 - 594 33 62 142 - Tree Trimming | 2,588.80 | Tree Trimming |
| 7104 | 11/14/2019 | Claims | 1 | 66194 | APRIL BALSLEY | 39.82 | Craft Bazaar |
| | | | | | 116 - 573 92 31 000 - Fall Bazaar - Supplies | 39.82 | Craft Bazaar Supplies |
| 7105 | 11/14/2019 | Claims | 1 | 66195 | CALVERT TECHNICAL SERVICES INC | 10,222.53 | Water Services; Water Services; Water Services |
| | | | | | 403 - 534 51 41 000 - Professional Services | 387.38 | Well 12 SCADA Programming |
| | | | | | 403 - 534 51 41 000 - Professional Services | 1,335.15 | Corridor Well Programming (5th Ave.) |
| | | | | | 404 - 594 34 60 129 - SCADA System Upgrade | 8,500.00 | SCADA Upgrade |
| 7106 | 11/14/2019 | Claims | 1 | 66196 | CDW GOVERNMENT, INC. | 283.40 | Office Material |
| | | | | | 001 - 514 20 31 000 - Office and Operating Supplie: | 283.40 | Receipt Printer- Utility Billing/ Finance |
| 7107 | 11/14/2019 | Claims | 1 | 66197 | CHUCKALS | 279.44 | Office Supplies; Office Supply Return |
| | | | | | 107 - 521 20 31 000 - Office and Operating Supplie: | 304.64 | Marker, Binder, Paper, Clipboard, Clips, Magnetic Pockets |
| | | | | | 406 - 531 30 31 000 - Operating Supplies | -6.30 | Badge Holder |
| | | | | | 401 - 533 50 31 000 - Operating Supplies | -6.30 | Badge Holder |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | -6.30 | Badge Holder |
| | | | | | 101 - 542 30 31 000 - Office and Operating Supplie: | -6.30 | Badge Holder |
| 7108 | 11/14/2019 | Claims | 1 | 66198 | COBALT STORAGE | 206.96 | Archive Storage |
| | | | | | 001 - 518 50 45 000 - Operating Leases | 206.96 | Archive Storage- Dec 2019 |
| 7109 | 11/14/2019 | Claims | 1 | 66199 | CODE PUBLISHING COMPANY | 136.41 | Code Update |
| | | | | | 001 - 511 30 41 000 - Offc'l Pub/Code Publishing | 136.41 | Code Update |
| 7110 | 11/14/2019 | Claims | 1 | 66200 | CONSOLIDATED SUPPLY | 660.00 | Refund Facility Rental & Deposit |
| | | | | | 001 - 362 00 01 000 - Facility Rental | -310.00 | Rental Fee- Cancellation 12/11/19 |
| | | | | | 001 - 589 10 00 000 - Refund Facility Deposit | 350.00 | Rental Deposit- Cancellation 12/11/19 |

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/12/2019 To: 11/25/2019

Time: 10:29:06 Date: 11/26/2019
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--|-----------|---|
| 7111 | 11/14/2019 | Claims | 1 | 66201 | CORE & MAIN | 4,471.86 | Water Material; Water Material; Water Material; Water Material |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | 718.84 | Repair Bands |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | 101.95 | Clamps, Teflon Tape |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | 3,436.50 | Water Main Repair Parts |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | 214.57 | Fire Hose Coupling Adapter |
| 7112 | 11/14/2019 | Claims | 1 | 66202 | ESI SECURITY | 98.91 | Alarm Monitoring |
| | | | | | 107 - 521 20 41 000 - Professional Services | 98.91 | Quarterly Alarm Fee |
| 7113 | 11/14/2019 | Claims | 1 | 66203 | ESTATE OF DOLORES BISIG | 117.90 | 001653 - 1507 JUNIPER ST |
| | | | | | 406 - 343 10 00 000 - Storm Drainage Fees | -50.25 | |
| | | | | | 401 - 343 30 00 000 - Electric Sales | -15.33 | |
| | | | | | 403 - 343 40 10 000 - Water Sales | -52.32 | |
| 7114 | 11/14/2019 | Claims | 1 | 66204 | GALLS, LLC-DBA BLUMENTHAL UNIFORMS | 190.89 | Police Uniforms; Police Uniforms |
| | | | | | 107 - 521 20 20 002 - Uniforms | 53.51 | Uniforms- Arnhold |
| | | | | | 107 - 521 20 20 002 - Uniforms | 137.38 | Uniforms- Arnhold |
| 7115 | 11/14/2019 | Claims | 1 | 66205 | GRAY & OSBORNE INC | 1,361.94 | Engineering Services; Engineering Services |
| | | | | | 403 - 534 51 41 000 - Professional Services | 526.32 | Engineering Services- Excel Facility |
| | | | | | 404 - 594 34 63 137 - Alder Street/26th Ave Waterm | 835.62 | Engineering Services- Alder Street Water Main |
| 7116 | 11/14/2019 | Claims | 1 | 66206 | HD FOWLER CO INC. | 174.01 | Storm Material |
| | | | | | 407 - 594 31 63 133 - Citywide Ditch/Culvert Project | 174.01 | Storm Material |
| 7117 | 11/14/2019 | Claims | 1 | 66207 | THE HOME DEPOT PRO INSTITUTIONAL | 391.06 | Electric Supply; Facilities Supply |
| | | | | | 001 - 518 30 31 000 - Operating Supplies | 348.81 | Tissue, Towels & Cleaning Supplies |
| | | | | | 401 - 533 50 31 000 - Operating Supplies | 42.25 | Brawny Wiper Towels |
| 7118 | 11/14/2019 | Claims | 1 | 66208 | HONEY BUCKET | 133.65 | Monthly Rental |
| | | | | | 001 - 576 80 45 000 - Operating Rentals and Leases | 133.65 | Monthly Rental- Skate Park Milton Way & 23rd Ave |
| 7119 | 11/14/2019 | Claims | 1 | 66209 | JET CHEVROLET INC. | 970.50 | Fleet Repair & Maintenance |
| | | | | | 501 - 548 30 48 000 - Repairs & Maintenance | 970.50 | #16 Replaced Rotors, LOF Change, Replaced Door Hinge Pins |
| 7120 | 11/14/2019 | Claims | 1 | 66210 | KIMBALL MIDWEST | 1,994.88 | PW Material |
| | | | | | 406 - 531 30 35 000 - Small Tools and Equipment | 498.72 | Hole Cutter Sets |
| | | | | | 401 - 533 50 35 000 - Small Tools and Equipment | 498.72 | Hole Cutter Sets |
| | | | | | 403 - 534 50 35 000 - Small Tools and Equipment | 498.72 | Hole Cutter Sets |
| | | | | | 501 - 548 30 35 000 - Small Tools & Equipment | 498.72 | Hole Cutter Sets |
| 7121 | 11/14/2019 | Claims | 1 | 66211 | LLOYD ENTERPRISES, INC. | 476.16 | Storm Material; PW Material |
| | | | | | 406 - 531 30 47 000 - Public Utility Services | 7.50 | Clean Concrete |
| | | | | | 401 - 533 50 47 000 - Public Utility Services | 7.50 | Clean Concrete |
| | | | | | 403 - 534 50 47 000 - Public Utility Services | 7.50 | Clean Concrete |
| | | | | | 101 - 542 30 47 000 - Utilities | 7.50 | Clean Concrete |
| | | | | | 407 - 594 31 63 133 - Citywide Ditch/Culvert Project | 446.16 | Pro-Gro Blend |
| 7122 | 11/14/2019 | Claims | 1 | 66212 | ME ZUMBA - CLAIRE BERRY | 350.00 | Rental Deposit Refund |
| | | | | | 001 - 589 10 00 000 - Refund Facility Deposit | 350.00 | Recurring AC Rental- Zumba |
| 7123 | 11/14/2019 | Claims | 1 | 66213 | MILES RESOURCES | 171.96 | PW Material |
| | | | | | 406 - 531 30 31 000 - Operating Supplies | 57.32 | Cold Mix |
| | | | | | 403 - 534 50 31 000 - Office and Operating Supplie: | 57.32 | Cold Mix |
| | | | | | 101 - 542 30 31 000 - Office and Operating Supplie: | 57.32 | Cold Mix |
| 7124 | 11/14/2019 | Claims | 1 | 66214 | CITY OF MILTON | 14,243.96 | Utility Bill |

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/12/2019 To: 11/25/2019

Time: 10:29:06 Date: 11/26/2019
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------------|-------------------|---------------|---------------------|--------------|---|-------------------|--|
| | | | 001 - 518 30 47 000 | | Public Utility Service | 214.45 | City Utility Bill |
| | | | 107 - 521 20 47 000 | | Utilities | 430.48 | City Utility Bill |
| | | | 406 - 531 30 47 000 | | Public Utility Services | 258.71 | City Utility Bill |
| | | | 401 - 533 50 47 000 | | Public Utility Services | 999.61 | City Utility Bill |
| | | | 403 - 534 50 47 000 | | Public Utility Services | 29.51 | City Utility Bill |
| | | | 403 - 534 51 47 001 | | Public Utility Services | 8,568.91 | City Utility Bill |
| | | | 101 - 542 30 47 000 | | Utilities | 1,974.47 | City Utility Bill |
| | | | 001 - 558 50 47 000 | | Public Utility Services | 54.86 | City Utility Bill |
| | | | 001 - 558 60 47 000 | | Public Utilities | 40.08 | City Utility Bill |
| | | | 001 - 575 50 47 000 | | Public Utilities Services - CB | 88.88 | City Utility Bill |
| | | | 001 - 575 50 47 002 | | Public Utilities Services - AC | 466.46 | City Utility Bill |
| | | | 001 - 576 80 47 000 | | Public Utility Service | 1,117.54 | City Utility Bill |
| 7125 | 11/14/2019 | Claims | 1 | 66215 | NAVIA BENEFIT SOLUTIONS | 50.00 | FSA Monthly Admin Fee |
| | | | 001 - 517 30 49 000 | | FSA Plan Fees | 50.00 | FSA Monthly Admin Fee |
| 7126 | 11/14/2019 | Claims | 1 | 66216 | NAVIA BENEFIT SOLUTIONS | 252.10 | FSA Claims |
| | | | 631 - 589 90 00 002 | | Discovery Benefits | 252.10 | FSA Claims |
| 7127 | 11/14/2019 | Claims | 1 | 66217 | PIERCE CO BUDGET & FINANCE | 222.72 | Crime Victims |
| | | | 001 - 586 12 00 000 | | Crime Victims Comp Fund | 222.72 | Crime Victims |
| 7128 | 11/14/2019 | Claims | 1 | 66218 | CITY OF PUYALLUP | 205,685.09 | Court Services; Court Services |
| | | | 001 - 512 50 51 000 | | Intergov't Services | 18,011.09 | Court Services- Apr-Jun 2019 |
| | | | 001 - 512 50 51 000 | | Intergov't Services | 187,674.00 | Court Services Annual Fee |
| 7129 | 11/14/2019 | Claims | 1 | 66219 | RAINIER LIGHTING & ELEC SUPPLY | 431.34 | Electric Material |
| | | | 401 - 533 50 48 001 | | Vehicle R&M | 431.34 | #22 Hydraulic Gun Repair For Bucket Truck |
| 7130 | 11/14/2019 | Claims | 1 | 66220 | RANGLES SAND & GRAVEL INC | 108.76 | PW Material |
| | | | 406 - 531 30 31 000 | | Operating Supplies | 16.39 | Lawn Mix |
| | | | 406 - 531 30 47 000 | | Public Utility Services | 19.85 | Disposal Of Fill |
| | | | 403 - 534 50 31 000 | | Office and Operating Supplie: | 16.40 | Lawn Mix |
| | | | 403 - 534 50 47 000 | | Public Utility Services | 19.86 | Disposal Of Fill |
| | | | 101 - 542 30 31 000 | | Office and Operating Supplie: | 16.40 | Lawn Mix |
| | | | 101 - 542 30 47 000 | | Utilities | 19.86 | Disposal Of Fill |
| 7131 | 11/14/2019 | Claims | 1 | 66221 | NANCY SHATTUCK | 345.00 | Court Services |
| | | | 001 - 512 50 41 000 | | Professional Services | 345.00 | D/V Victim Advocacy |
| 7132 | 11/14/2019 | Claims | 1 | 66222 | SHOPE CONCRETE PRODUCTS CO. | 153.86 | Storm Material |
| | | | 407 - 594 31 63 133 | | Citywide Ditch/Culvert Project | 153.86 | Catch Basin |
| 7133 | 11/14/2019 | Claims | 1 | 66223 | SITECRAFTING, INC. | 75.00 | Monthly Domain Hosting |
| | | | 001 - 518 30 41 001 | | Professional Servcies - IT | 75.00 | Monthly Domain Hosting |
| 7134 | 11/14/2019 | Claims | 1 | 66224 | MIKEL SMITH | 279.00 | Reimbursement |
| | | | 001 - 514 20 43 000 | | Travel | 279.00 | WFOA Conference- Mileage, Meals- Smith |
| 7135 | 11/14/2019 | Claims | 1 | 66225 | SONSRAY MACHINERY LLC | 1,714.62 | PW Material; PW Material |
| | | | 406 - 531 30 31 000 | | Operating Supplies | 233.61 | #33 & 31 Backhoe, Outrigger Base Pads, Replacement Keys QD's |
| | | | 406 - 531 30 31 000 | | Operating Supplies | 195.05 | #33 Overhead Lifting Hooks, LED Lamps |
| | | | 401 - 533 50 31 000 | | Operating Supplies | 233.61 | #33 & 31 Backhoe, Outrigger Base Pads, Replacement Keys QD's |
| | | | 401 - 533 50 31 000 | | Operating Supplies | 195.05 | #33 Overhead Lifting Hooks, LED Lamps |

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|-------------|-------------------|---|----------|--|-------------------|--|
| | | 403 - 534 50 31 000 - Office and Operating Supplie: | | | 233.61 | #33 & 31 Backhoe, Outrigger Base Pads, Replacement Keys QD's |
| | | 403 - 534 50 31 000 - Office and Operating Supplie: | | | 195.03 | #33 Overhead Lifting Hooks, LED Lamps |
| | | 101 - 542 30 31 000 - Office and Operating Supplie: | | | 233.61 | #33 & 31 Backhoe, Outrigger Base Pads, Replacement Keys QD's |
| | | 101 - 542 30 31 000 - Office and Operating Supplie: | | | 195.05 | #33 Overhead Lifting Hooks, LED Lamps |
| 7136 | 11/14/2019 | Claims | 1 | 66226 STANDARD PARTS CORPORATION (NAPA) | 7.57 | Water Supply |
| | | 403 - 534 51 31 000 - Operating Supplies | | | 7.57 | Blower Belt For Corridor Well |
| 7137 | 11/14/2019 | Claims | 1 | 66227 SUMNER, CITY OF | 2,205.42 | Animal Control |
| | | 107 - 554 30 51 107 - Animal Control | | | 2,205.42 | Animal Control- Nov 2019 |
| 7138 | 11/14/2019 | Claims | 1 | 66228 TACOMA CITY TREASURER | 14.40 | Late Fees |
| | | 107 - 521 20 45 000 - Operating Rentals and Leases | | | 14.40 | Late Fees- Range Rental |
| 7139 | 11/14/2019 | Claims | 1 | 66229 TACOMA NEWS INC. | 159.09 | Legal Notice |
| | | 001 - 514 20 41 002 - Advertising | | | 159.09 | Public Hearing- Proposed Budget |
| 7140 | 11/14/2019 | Claims | 1 | 66230 TIMCO INC. | 231.14 | Street Material; Water Supply |
| | | 403 - 534 51 31 000 - Operating Supplies | | | 5.77 | Polyethylene Tubing |
| | | 101 - 542 30 31 000 - Office and Operating Supplie: | | | 225.37 | De-Icer Hose & Adapters |
| 7141 | 11/14/2019 | Claims | 1 | 66231 TUCCI & SONS INC. | 273,072.37 | Pay Estimate #2 |
| | | 310 - 595 42 63 141 - TIB Yuma Street Overlay | | | 273,072.37 | Pay Estimate #2- Yuma Street Overlay |
| 7142 | 11/14/2019 | Claims | 1 | 66232 UNIFIRST CORPORATION | 1,067.58 | Uniforms; Uniforms; Uniforms; Uniforms |
| | | 001 - 518 30 20 002 - Uniforms | | | 22.43 | Uniforms |
| | | 001 - 518 30 20 002 - Uniforms | | | 22.43 | Uniforms |
| | | 406 - 531 30 20 002 - Uniforms | | | 81.73 | Uniforms |
| | | 406 - 531 30 20 002 - Uniforms | | | 81.71 | Uniforms |
| | | 401 - 533 50 20 002 - Uniforms | | | 107.40 | Uniforms |
| | | 401 - 533 50 20 002 - Uniforms | | | 70.35 | Uniforms |
| | | 401 - 533 50 20 002 - Uniforms | | | 107.40 | Uniforms |
| | | 401 - 533 50 20 002 - Uniforms | | | 70.35 | Uniforms |
| | | 403 - 534 50 20 002 - Uniforms | | | 190.77 | Uniforms |
| | | 403 - 534 50 20 002 - Uniforms | | | 190.77 | Uniforms |
| | | 101 - 542 30 20 002 - Uniforms | | | 16.90 | Uniforms |
| | | 101 - 542 30 20 002 - Uniforms | | | 16.92 | Uniforms |
| | | 501 - 548 30 20 002 - Uniforms | | | 30.69 | Uniforms |
| | | 501 - 548 30 20 002 - Uniforms | | | 30.69 | Uniforms |
| | | 001 - 576 80 20 002 - Uniforms | | | 13.52 | Uniforms |
| | | 001 - 576 80 20 002 - Uniforms | | | 13.52 | Uniforms |
| 7143 | 11/14/2019 | Claims | 1 | 66233 WA DEPT OF ENTERPRISE SVCS | 24.18 | Business Cards |
| | | 001 - 514 20 31 000 - Office and Operating Supplie: | | | 24.18 | Business Cards- D. Dabson |
| 7144 | 11/14/2019 | Claims | 1 | 66234 WA STATE TREASURER | 14,806.79 | Court Remittance & Bldg Code |
| | | 001 - 586 83 00 000 - Trama/Auto Theft/Brain Injur | | | 1,347.36 | Court Remittance |
| | | 001 - 586 88 00 000 - State General Fund 54 (PSEA) | | | 51.28 | Court Remittance |
| | | 001 - 586 89 00 000 - Death Investigation Account | | | 184.87 | Court Remittance |
| | | 001 - 586 91 00 000 - State General Fund 40 (PSEA) | | | 6,693.39 | Court Remittance |
| | | 001 - 586 92 00 000 - State General Fund 50 (PSEA) | | | 3,791.33 | Court Remittance |
| | | 001 - 586 97 00 000 - JIS | | | 2,302.94 | Court Remittance |
| | | 001 - 586 99 00 000 - School Zone Safety | | | 359.62 | Court Remittance |
| | | 001 - 589 30 01 000 - Building Code Fee | | | 76.00 | Building Code Fees |
| 7145 | 11/14/2019 | Claims | 1 | 66235 WATER MANAGEMENT LABORATORIES | 369.00 | Water Testing |
| | | 403 - 534 51 41 000 - Professional Services | | | 369.00 | Water Testing |

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|-------|------------|--------|--------|-------|---|----------|--|
| 7146 | 11/14/2019 | Claims | 1 | 66236 | WILLIAMS OIL FILTER SERVICE | 394.57 | Fleet Material |
| | | | | | 501 - 548 30 35 000 - Small Tools & Equipment | 394.57 | Fuel Pump & Hose For Tank |
| 7337 | 11/22/2019 | Claims | 1 | 66240 | 911 SUPPLY | 1,938.20 | Police Material; Police Uniforms |
| | | | | | 107 - 521 20 20 002 - Uniforms | 1,337.60 | Police Uniforms- Vest Hume |
| | | | | | 107 - 521 20 35 000 - Small Tools and Equipment | 600.60 | Holsters |
| 7338 | 11/22/2019 | Claims | 1 | 66241 | ASPLUNDH TREE EXPERT, LLC | 6,472.00 | Tree Trimming |
| | | | | | 402 - 594 33 62 142 - Tree Trimming | 6,472.00 | Tree Trimming |
| 7339 | 11/22/2019 | Claims | 1 | 66242 | ASSOCIATED PETROLEUM PRODUCTS INC | 1,651.98 | Diesel Fuel |
| | | | | | 406 - 531 30 32 000 - Fuel | 413.00 | Diesel Fuel |
| | | | | | 401 - 533 50 32 000 - Fuel | 412.98 | Diesel Fuel |
| | | | | | 403 - 534 50 32 000 - Fuel | 413.00 | Diesel Fuel |
| | | | | | 101 - 542 30 32 000 - Operating Supplies/Fuel | 413.00 | Diesel Fuel |
| 7340 | 11/22/2019 | Claims | 1 | 66243 | BRIGHTVIEW LANDSCAPES, LLC | 6,140.11 | Monthly Grounds Maintenance |
| | | | | | 101 - 542 30 41 000 - Professional Services | 614.01 | Grounds Maintenance Parks -Nov 2019 |
| | | | | | 001 - 576 80 41 000 - Professional Services | 5,526.10 | Grounds Maintenance Parks - Nov 2019 |
| 7341 | 11/22/2019 | Claims | 1 | 66244 | CALVERT TECHNICAL SERVICES INC | 1,648.50 | Water Services |
| | | | | | 404 - 594 34 60 150 - 2 MG Tank Drive Replacement | 1,648.50 | Installation For 2 Million Gallon Upgrade |
| 7342 | 11/22/2019 | Claims | 1 | 66245 | CODE PUBLISHING COMPANY | 625.00 | Annual Web Hosting Fees |
| | | | | | 001 - 518 30 41 001 - Professional Services - IT | 625.00 | Annual Web Hosting Fees- Dec 2019 To 2020 |
| 7343 | 11/22/2019 | Claims | 1 | 66246 | COMCAST BUSINESS | 1,531.15 | Phone & Internet |
| | | | | | 001 - 513 10 42 000 - Communication | 76.56 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 001 - 514 20 42 000 - Communication | 76.56 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 001 - 518 30 42 000 - Communication | 38.28 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 107 - 521 20 42 000 - Communication | 229.67 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 406 - 531 10 42 000 - Communication | 153.12 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 401 - 533 10 42 000 - Communications | 355.99 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 403 - 534 10 42 000 - Communication | 371.30 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 101 - 542 30 42 000 - Communication | 76.56 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 501 - 548 30 42 000 - Communications | 38.28 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 001 - 558 50 42 000 - Communications | 38.28 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 001 - 558 60 42 000 - Communication | 38.28 | Phone & Internet (PRI Trunk Interface) |
| | | | | | 001 - 576 80 42 000 - Communication | 38.27 | Phone & Internet (PRI Trunk Interface) |
| 7344 | 11/22/2019 | Claims | 1 | 66247 | CONCRETE CONSTRUCTION NW | 250.00 | Rental Deposit Refund |
| | | | | | 001 - 589 10 00 000 - Refund Facility Deposit | 250.00 | Rental Deposit Refund- CB 11/14/19 |
| 7345 | 11/22/2019 | Claims | 1 | 66248 | DILCIA CONROY | 907.18 | Towing Reimbursement |
| | | | | | 107 - 521 20 41 000 - Professional Services | 907.18 | Court Judgment- Towing Reimbursement |
| 7346 | 11/22/2019 | Claims | 1 | 66249 | DATA BAR INCORPORATED | 3,798.23 | Programming Fee; Print & Mail; Print & Mail; Credit Fall Clean Up Insert |
| | | | | | 001 - 514 20 49 003 - Misc/Outside Printing | -43.61 | Qty Credit- Fall Clean Up Insert |
| | | | | | 406 - 531 10 49 003 - Misc/Outside Printing | 25.00 | Utility Billing Programming Fee |
| | | | | | 406 - 531 10 49 003 - Misc/Outside Printing | 649.34 | Utility Billing Print & Mail & Fall Insert |
| | | | | | 406 - 531 10 49 003 - Misc/Outside Printing | 94.03 | Past Due Print & Mail |
| | | | | | 401 - 533 10 49 003 - Misc/Outside Printing | 50.00 | Utility Billing Programming Fee |
| | | | | | 401 - 533 10 49 003 - Misc/Outside Printing | 1,298.68 | Utility Billing Print & Mail & Fall Insert |

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| | | | 401 - 533 10 49 003 | | Misc/Outside Printing | 188.06 | Past Due Print & Mail |
| | | | 403 - 534 10 49 003 | | Misc/Outside Printing | 50.00 | Utility Billing Programming Fee |
| | | | 403 - 534 10 49 003 | | Misc/Outside Printing | 1,298.68 | Utility Billing Print & Mail & Fall Insert |
| | | | 403 - 534 10 49 003 | | Misc/Outside Printing | 188.05 | Past Due Print & Mail |
| 7347 | 11/22/2019 | Claims | 1 | 66250 | DKS ASSOCIATES | 5,180.00 | Consulting Services |
| | | | 401 - 533 10 41 000 | | Professional Services | 5,180.00 | Electrical Conservation Program |
| 7348 | 11/22/2019 | Claims | 1 | 66251 | EAST PIERCE FIRE & RESCUE DISTRICT #22 | 197.61 | City Utilities |
| | | | 001 - 518 30 47 000 | | Public Utility Service | 9.88 | Electric, Water & Sewer |
| | | | 107 - 521 20 47 000 | | Utilities | 39.52 | Electric, Water & Sewer |
| | | | 406 - 531 30 47 000 | | Public Utility Services | 39.52 | Electric, Water & Sewer |
| | | | 401 - 533 50 47 000 | | Public Utility Services | 39.52 | Electric, Water & Sewer |
| | | | 403 - 534 50 47 000 | | Public Utility Services | 39.52 | Electric, Water & Sewer |
| | | | 001 - 558 50 47 000 | | Public Utility Services | 9.88 | Electric, Water & Sewer |
| | | | 001 - 558 60 47 000 | | Public Utilities | 9.88 | Electric, Water & Sewer |
| | | | 001 - 576 80 47 000 | | Public Utility Service | 9.89 | Electric, Water & Sewer |
| 7349 | 11/22/2019 | Claims | 1 | 66252 | FERGUSON ENTERPRISES, INC. | 226.36 | Late Fee; Electric Material |
| | | | 503 - 518 80 49 004 | | Software Licenses/Subscriptic | 128.56 | Late Fees- October |
| | | | 401 - 533 50 41 000 | | Professional Services | 54.95 | Electric Meter Set Up Fee |
| | | | 402 - 594 33 64 123 | | Meter Replacement Project | 42.85 | Late Fees- October |
| 7350 | 11/22/2019 | Claims | 1 | 66253 | JOHN & CHERYL GALLINGER | 117.62 | 004269 - 1505 9TH AVE CT; 004269 - 1505 9TH AVE CT |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -22.78 | |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -45.14 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | 14.53 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -13.77 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -18.46 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -47.00 | |
| | | | 401 - 369 91 00 401 | | Misc Revenue | 15.00 | |
| 7351 | 11/22/2019 | Claims | 1 | 66254 | JULIO GARCIA | 250.00 | Rental Deposit Refund |
| | | | 001 - 589 10 00 000 | | Refund Facility Deposit | 250.00 | Rental Deposit Refund- CB 11/9/19 |
| 7352 | 11/22/2019 | Claims | 1 | 66255 | GENERAL MECHANICAL INC | 54,437.86 | Pay Estimate #6 |
| | | | 407 - 594 31 63 097 | | Decant Facility | 54,437.86 | Pay Estimate #6 (FINAL) - Decant Facility (#097) |
| 7353 | 11/22/2019 | Claims | 1 | 66256 | GRAY & OSBORNE INC | 870.69 | Engineering Services |
| | | | 407 - 594 31 63 154 | | Campus Green Retrofit | 870.69 | Engineering Services- City Hall Stormwater Retrofit |
| 7354 | 11/22/2019 | Claims | 1 | 66257 | IMPRESSIVE SIGNS & GRAPHICS OF WA INC. | 3,328.33 | Signage |
| | | | 107 - 521 20 31 000 | | Office and Operating Supplie: | 3,328.33 | 8' X 3' Steel Sign |
| 7355 | 11/22/2019 | Claims | 1 | 66258 | JENNIFER KAPLAN | 250.00 | Rental Deposit Refund |
| | | | 001 - 589 10 00 000 | | Refund Facility Deposit | 250.00 | Rental Deposit Refund- CB 11/16/19 |
| 7356 | 11/22/2019 | Claims | 1 | 66259 | KIMBALL MIDWEST | 1,055.88 | PW Material |
| | | | 403 - 534 50 31 000 | | Office and Operating Supplie: | 422.35 | Electric Connectors, Ultra Bit Tin, Black Maxx 8pc Steel Set, Push Button Safety |
| | | | 101 - 542 30 31 000 | | Office and Operating Supplie: | 105.59 | Electric Connectors, Ultra Bit Tin, Black Maxx 8pc Steel Set, Push Button Safety |
| | | | 501 - 548 30 31 000 | | Office & Operating Supplies | 527.94 | Electric Connectors, Ultra Bit Tin, Black Maxx 8pc Steel Set, Push Button Safety |
| 7357 | 11/22/2019 | Claims | 1 | 66260 | KING COUNTY FINANCE | 22.11 | Voter's Pa |

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|-------------|-------------------|---------------|---------------------|--------------|---|-----------------|--|
| | | | 001 - 514 40 51 000 | | Election And Voter Costs | 22.11 | Voter's Pamphlet |
| 7358 | 11/22/2019 | Claims | 1 | 66261 | NORMA O. KIRK | 98.51 | 000284 - 1603 18TH AVE |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -30.64 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -15.38 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -52.49 | |
| 7359 | 11/22/2019 | Claims | 1 | 66262 | SANDRA LINN | 212.92 | 000306 - 1606 19TH AVE CT |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -90.75 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -27.69 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -94.48 | |
| 7360 | 11/22/2019 | Claims | 1 | 66263 | BETTY O'CONNOR | 200.15 | 003868 - 2750 COMET ST |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -20.28 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -40.76 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -139.11 | |
| 7361 | 11/22/2019 | Claims | 1 | 66264 | DAVID & PATTY ROESCH | 68.08 | 001607 - 804 15TH AVE |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -21.18 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -10.63 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -36.27 | |
| 7362 | 11/22/2019 | Claims | 1 | 66265 | BETSY SMITH | 198.75 | 001118 - 814 PORTER WAY |
| | | | 406 - 343 10 00 000 | | Storm Drainage Fees | -61.82 | |
| | | | 401 - 343 30 00 000 | | Electric Sales | -31.03 | |
| | | | 403 - 343 40 10 000 | | Water Sales | -105.90 | |
| 7286 | 11/15/2019 | Claims | 3 | EFT | DANA HERRON | 40.00 | Reimbursement |
| | | | 001 - 558 50 49 002 | | Misc/Trng, Registrations | 40.00 | ICC Seminar - Herron |
| 7287 | 11/15/2019 | Claims | 3 | EFT | MARCI MAYER | 117.16 | Reimbursement |
| | | | 001 - 514 20 43 000 | | Travel | 117.16 | Mileage Supervisory Training & Fleet 101 Finance - Mayer |
| 7288 | 11/15/2019 | Claims | 3 | EFT | OGDEN MURPHY WALLACE | 1,580.00 | Legal Services |
| | | | 001 - 515 31 41 000 | | City Attorney | 1,580.00 | Routine Services - Sept 2019 |
| 7289 | 11/15/2019 | Claims | 3 | EFT | PITNEY BOWES INC. | 485.00 | Postage |
| | | | 001 - 513 10 42 000 | | Communication | 49.84 | Postage |
| | | | 001 - 514 20 42 000 | | Communication | 50.85 | Postage |
| | | | 107 - 521 20 42 000 | | Communication | 9.37 | Postage |
| | | | 406 - 531 10 42 000 | | Communication | 85.22 | Postage |
| | | | 401 - 533 10 42 000 | | Communications | 135.38 | Postage |
| | | | 403 - 534 10 42 000 | | Communication | 135.38 | Postage |
| | | | 001 - 558 60 42 000 | | Communication | 18.96 | Postage |
| 7290 | 11/15/2019 | Claims | 3 | EFT | PUGET SOUND ENERGY | 314.11 | Electric; Natural Gas |
| | | | 107 - 521 20 47 000 | | Utilities | 43.76 | Police Natural Gas |
| | | | 403 - 534 51 47 001 | | Public Utility Services | 168.24 | Electric 2mg Booster Power |
| | | | 001 - 575 50 47 002 | | Public Utilities Services - AC | 102.11 | MAC Natural Gas |
| 7291 | 11/15/2019 | Claims | 3 | EFT | XPRESS BILL PAY ACCOUNTS PAYABLE | 1,005.92 | Online Web Payments |
| | | | 406 - 531 10 41 000 | | Professional Services | 331.95 | Online Web Payment Services Fee |
| | | | 401 - 533 10 41 000 | | Professional Services | 342.01 | Online Web Payment Services Fee |
| | | | 403 - 534 10 41 000 | | Professional Services | 331.96 | Online Web Payment Services Fee |
| 7292 | 11/15/2019 | Claims | 3 | EFT | CLARISSA ZAHN | 44.08 | Reimbursement |
| | | | 401 - 533 50 43 000 | | Travel | 44.08 | Business Of Electric Utility Parking - Zahn |

| | |
|---------------------------|------------|
| 001 General Fund | 235,709.99 |
| 101 Street Fund | 3,966.26 |
| 107 Criminal Justice Fund | 12,276.58 |
| 116 Community Events Fund | 39.82 |

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|------------|------|--------|-------|--|------------|--------------------|
| | | 310 | | Capital Improvement Fund | 273,072.37 | |
| | | 401 | | Electric Utility Operations Fund | 209,520.09 | |
| | | 402 | | Electric Capital Improvement Fund | 9,103.65 | |
| | | 403 | | Water Utility Operations Fund | 23,103.38 | |
| | | 404 | | Water Capital Improvement Fund | 10,984.12 | |
| | | 406 | | Stormwater Operations Fund | 5,611.41 | |
| | | 407 | | Stormwater Capital Fund | 56,082.58 | |
| | | 501 | | Vehicle Repair & Maintenance Fund | 2,491.39 | |
| | | 503 | | Information Technology | 128.56 | |
| | | 631 | | Trust / Suspense Funds | 252.10 | |
| | | | | | <hr/> | |
| | | | | | | Claims: 842,342.30 |
| | | | | * Transaction Has Mixed Revenue And Expense Accounts | 842,342.30 | |

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 | 37,432.19 | |
| 101 Street Fund | 2,172.38 | |
| 107 Criminal Justice Fund | 93,640.66 | |
| 401 Electric Utility Operations Fund | 19,983.69 | |
| 403 Water Utility Operations Fund | 23,842.19 | |
| 404 Water Capital Improvement Fund | 42.12 | |
| 406 Stormwater Operations Fund | 12,188.29 | |
| 501 Vehicle Repair & Maintenance Fund | 4,634.64 | |
| | <hr/> | |
| | 193,936.16 Payroll: | 193,936.16 |

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: _____
Finance Director

Date: _____



Agenda Item #7

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Finance Director
Date: December 2, 2019
Re: **2020 Final Budget Public Hearing**

ATTACHMENTS: Please see Agenda Item 8A

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommended/Action: Take public testimony on the 2020 Final Budget

Discussion: The Preliminary Budget document was provided to the Council and available to the public on October 14, 2019.

The Preliminary Budget was discussed at the October 14, 2019 Council Meeting and at the November 12, 2019 Study Session.

The first Public Hearing on the Preliminary Budget was held on November 18, 2019.

This (second) Public Hearing is scheduled to take Public Testimony regarding the 2020 Final Budget. This is the opportunity for Citizens to express their suggestions and opinions.

Adoption of the 2020 Budget may follow the Public Hearing. The 2020 Budget must be adopted prior to December 31, 2019.

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Agenda Item #8A

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Finance Director
Date: December 2, 2019
Re: Ordinance 1979-19 2nd Read – 2020 Final Budget

ATTACHMENTS: 1. 2020 Budget Ordinance 1979-19
2. 2020 Budget Document

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommended Motion: “I move to adopt Ordinance 1979-19 approving the 2020 Final Budget setting anticipated revenue, appropriating funding for expenditures, and authorizing staffing levels for 2020.”

Discussion: The 2020 Budget must be adopted prior to December 31, 2019.

Council received the Preliminary Budget on October 15, 2018. Discussion was held at the regular Council Meeting on October 14, 2019, at the Study Session on November 12, 2019 and at the regular Council Meeting on November 18, 2019 (Ordinance 1st read). The first required Public Hearing was held on November 18, 2019 (preliminary) and the second will occur on December 2, 2019 (final).

Changes made since the version presented on November 18, 2019 are as follows:

- Increase grant revenue, transfers in and related project expenditures in the Capital Improvement Fund for Porter @ SR-99 project. 2020 expenditures were increased from \$450,000 to \$750,000. Grant revenue was increased from \$450,000 to \$675,000 and transfers in from the Traffic Impact Fee Fund were increased from \$440,000 to \$515,000. These changes reflect increased grant funds, with a 10% local match which will be provided by the Traffic Impact Fee Fund. Please see pages 54, 57 and 58. These changes also increase the city-wide revenue and expenditure budgets shown on pages 4, 5, and 13 and the amount of transfers described on page 22.
- Increase grant revenue and related expenditures in Stormwater Asset Replacement fund due to additional grant award (page 77). This change also increases the city-wide revenue and expenditure budgets shown on pages 4, 5, and 13.

Changes made to the version of the budget document dated November 12, 2019, as presented on November 18, 2019, are shown below for reference:

- Change title of new planning position from Principal Planner to Planning Manager (pages 5, 14, 16, 23 and 35).
- Add the Planning Manager position to the wage scale (page 15). Rates for all positions are 2019 amounts and will be updated after union contracts have been settled.
- Reduce the Taylor Street Pipe project budget in the Stormwater Capital Fund to \$49,000 (pages 75 and 76). This change reduces the total city-wide expenditure budget shown on pages 4 and 13 by \$38,000. The revised 2020 budget for this project is to cover retainage, project close out costs and final landscaping.
- Adjust general fund detailed property tax revenue estimates by increasing King County line and decreasing Pierce County line (page 24). The anticipated increase related to Hill Creek annexation will come from King County rather than Pierce County. No change to total projected property tax revenues.

CITY OF MILTON, WASHINGTON

ORDINANCE 1979-19

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020; BUDGETING AMOUNTS BY FUND; PROVIDING FOR THE MAYOR'S ADMINISTRATION OF THE ADOPTED BUDGET; PROVIDING FOR SALARIES AND COMPENSATION; DIRECTING REQUIRED TRANSMISSIONS OF THE BUDGET; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND PROVIDING FOR SUMMARY PUBLICATION.

WHEREAS, the tax estimates and budget for the City of Milton, Washington, for the 2020 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, preliminary budget was printed for distribution and noticed published in the official paper of the City of Milton, setting the time and place for hearing on the budget; and

WHEREAS, the City Council of the City of Milton, held a public hearing on the Revenue Sources on November 4, 2019 as required by law, and considered the public testimony presented; and

WHEREAS, the City Council of the City of Milton properly noticed and held public hearings on the preliminary budget on November 18, 2019 and on the final budget on December 2, 2019 as required by law, and considered the public testimony presented;

NOW, THEREFORE,

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

Section 1. Budget Adopted. The budget for the City of Milton, Washington for the year 2020 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive 2020 budget document for the City of Milton, copies of which are on file in the Office of the City Clerk.

Section 2. Budget Amounts by Fund. Estimated revenues, including fund balances for each separate fund of the City of Milton, for the year 2020 are set forth in summary form below, and are hereby appropriated at the fund level during the year 2020 as set forth in the adopted 2020 budget for the City of Milton:

| Fund | Projected Beginning Fund Balance | Revenues & Other Resources | Expenditures & Other Uses | Net Increase (Decrease) In Fund Balance | Projected Ending Fund Balance |
|--|--|-------------------------------|------------------------------|---|----------------------------------|
| General Fund | 1,008,970 | 4,925,501 | 4,925,499 | - | 1,008,970 |
| Special Revenue Funds: | | | | | |
| Street Fund | - | 387,688 | 387,533 | 155 | 155 |
| Rainy Day Fund | 469,959 | 4,195 | - | 4,195 | 474,154 |
| Asset Replacement & Capital Improvement Fund | 561,493 | 106,061 | 166,400 | (60,339) | 501,154 |
| Drug Seizure Fund | 18,313 | - | 15,000 | (15,000) | 3,313 |
| Criminal Justice Fund | - | 2,991,050 | 2,987,626 | 3,424 | 3,424 |
| Community Events Fund | 14,791 | 26,545 | 26,545 | - | 14,791 |
| Reserve Officer's Fund | 2,063 | - | 2,063 | (2,063) | - |
| Real Estate Excise Tax 1 Fund | 1,499 | 148,100 | 129,000 | 19,100 | 20,599 |
| Real Estate Excise Tax 2 Fund | 165,297 | 142,816 | 20,000 | 122,816 | 288,113 |
| Traffic Impact Fee Fund | 416,492 | 189,725 | 515,000 | (325,275) | 91,217 |
| Parks Impact Fee Fund | 84,388 | 25,946 | 96,000 | (70,054) | 14,334 |
| Capital Projects Fund: | | | | | |
| Capital Improvement Fund | 121,667 | 1,822,510 | 1,930,000 | (107,490) | 14,177 |
| Enterprise Funds: | | | | | |
| Electric Utility Fund | 751,624 | 5,399,591 | 5,809,441 | (409,850) | 341,774 |
| Electric Capital Improvement Fund | 2,334,096 | 5,408,836 | 2,050,000 | 3,358,836 | 5,692,932 |
| Electric Utility Asset Replacement Fund | 709,330 | 165,833 | 400,000 | (234,167) | 475,163 |
| Water Utility Fund | 1,524,643 | 2,352,303 | 2,391,862 | (39,559) | 1,485,084 |
| Water Capital Improvement Fund | 1,067,032 | 251,594 | 1,087,000 | (835,406) | 231,626 |
| Water Utility Asset Replacement Fund | 313,236 | 71,950 | 150,000 | (78,050) | 235,186 |
| Stormwater Operations Fund | 524,153 | 1,064,005 | 1,273,923 | (209,918) | 314,235 |
| Stormwater Capital Improvement Fund | 1,097,076 | 323,960 | 479,000 | (155,040) | 942,036 |
| Stormwater Asset Replacement Fund | 85,099 | 197,801 | 220,000 | (22,199) | 62,900 |
| Internal Service Funds: | | | | | |
| Vehicle Repair & Maintenance Fund | - | 260,000 | 255,523 | 4,477 | 4,477 |
| Information Technology Fund | 77,809 | 255,833 | 257,449 | (1,616) | 76,193 |
| TOTAL | 11,349,028 | 26,521,843 | 25,574,863 | 946,978 | 12,296,008 |

Section 3. Administration. The Mayor shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Sections 1 and 2 above, to the extent that such adjustments are consistent with the budget approved in Sections 1 and 2.

Section 4. Salaries and Compensation. The salaries and compensation for the City of Milton employees for the calendar year 2020 shall be as set forth on page 15 of the 2020 budget document, or as the same may be amended by the Mayor as part of administration of the budget pursuant to Section 2 above.

Section 5. Transmission of the Adopted Budget. The Finance Director is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Association of Washington Cities.

Section 6. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 7. Effective Dates/Summary Publication. This ordinance shall take effect January 1, 2020 following its publication. Publication may be by summary publication by Ordinance Title only.

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 _____
OGDEN MURPHY WALLACE, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 1979-19

**City of Milton, WA
Final Budget
2020**



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Mayor's Budget Message



October 14, 2019

Dear City Councilmembers,

I am pleased to submit for your consideration the 2020 proposed annual budget for the City of Milton. Proposed 2020 appropriations compared to budgeted 2019 appropriations are as follows:

| Fund | 2019 Original Budget | 2020 Proposed Budget | Increase (Decrease) | % Change |
|--|----------------------|----------------------|---------------------|-----------|
| General Fund | 4,569,640 | 4,925,499 | 355,859 | 8% |
| Special Revenue Funds: | | | | |
| Street Fund | 367,136 | 387,533 | 20,397 | 6% |
| Rainy Day Fund | - | - | - | - |
| Asset Replacement & Capital Reserve Fund | 70,000 | 166,400 | 96,400 | 138% |
| Drug Seizure Fund | 10,000 | 15,000 | 5,000 | 50% |
| Criminal Justice Fund | 2,957,209 | 2,987,626 | 30,417 | 1% |
| Community Events Fund | 23,424 | 26,545 | 3,121 | 13% |
| Reserve Officer's Fund | - | 2,063 | 2,063 | n/a |
| Real Estate Excise Tax 1 Fund | 175,000 | 129,000 | (46,000) | -26% |
| Real Estate Excise Tax 2 Fund | 185,000 | 20,000 | (165,000) | -89% |
| Traffic Impact Fee Fund | 75,000 | 515,000 | 440,000 | 587% |
| Parks Impact Fee Fund | - | 96,000 | 96,000 | n/a |
| Capital Projects Fund: | | | | |
| Capital Improvement Fund | 1,275,336 | 1,930,000 | 654,664 | 51% |
| Enterprise Funds: | | | | |
| Electric Utility Fund | 5,482,401 | 5,809,441 | 327,040 | 6% |
| Electric Capital Improvement Fund | 750,000 | 2,050,000 | 1,300,000 | 173% |
| Electric Utility Asset Replacement Fund | 330,000 | 400,000 | 70,000 | 21% |
| Water Utility Fund | 2,516,836 | 2,391,862 | (124,974) | -5% |
| Water Capital Improvement Fund | 1,173,000 | 1,087,000 | (86,000) | -7% |
| Water Utility Asset Replacement Fund | 227,000 | 150,000 | (77,000) | -34% |
| Stormwater Operations Fund | 1,180,091 | 1,273,923 | 93,832 | 8% |
| Stormwater Capital Improvement Fund | 1,465,000 | 479,000 | (986,000) | -67% |
| Stormwater Asset Replacement Fund | 72,000 | 220,000 | 148,000 | 206% |
| Internal Service Funds: | | | | |
| Vehicle Repair & Maintenance Fund | 261,103 | 255,523 | (5,580) | -2% |
| Information Technology Fund | 224,698 | 257,449 | 32,751 | 15% |
| Total Expenditures and Other Uses | 23,389,874 | 25,574,863 | 2,184,989 | 9% |

The total proposed budget is nine percent higher than last year's primarily due to increased capital spending, most notably on the electric substation replacement project. The increase in the General Fund budget includes the addition of a full-time Planning Manager position. Expenditure increases in other operating funds have been kept as low as possible and are largely limited to salary and benefit increases associated with existing staff. The 2020 budget proposes the same full-time equivalent employee count as in 2019; however, the proposed budget reflects addition of a Planning Manager position and removal of the Stormwater Compliance Officer position.

Improving the quality of life for the Citizens of Milton is one of my top priorities. The 2020 budget includes \$100,000 towards playground equipment, \$30,000 for new Welcome/Wayfinding signage and continued funding for Community Programs such as Senior and Youth activities. The Trailhead Improvement project will take place, adding sidewalks for safe walking to and from the Interurban Trail.

Estimated 2020 resources compared to 2019 budgeted resources are as follows:

| Fund | 2019 Original Budget | 2020 Proposed Budget | Increase (Decrease) | % Change |
|---|---------------------------------|---------------------------------|--------------------------------|-----------------|
| General Fund | 4,383,387 | 4,925,499 | 542,112 | 12% |
| Special Revenue Funds: | | | | |
| Street Fund | 367,000 | 387,688 | 20,688 | 6% |
| Rainy Day Fund | 203,700 | 4,195 | (199,505) | -98% |
| Asset Replacement & Capital Reserve Fund | 127,204 | 106,061 | (21,143) | -17% |
| Drug Seizure Fund | 10,000 | - | (10,000) | -100% |
| Criminal Justice Fund | 2,957,850 | 2,991,050 | 33,200 | 1% |
| Community Events Fund | 23,424 | 26,545 | 3,121 | 13% |
| Reserve Officer's Fund | - | - | - | - |
| Real Estate Excise Tax 1 Fund | 151,650 | 148,100 | (3,550) | -2% |
| Real Estate Excise Tax 2 Fund | 150,740 | 142,816 | (7,924) | -5% |
| Traffic Impact Fee Fund | 60,450 | 189,725 | 129,275 | 214% |
| Parks Impact Fee Fund | 10,450 | 25,946 | 15,496 | 148% |
| Capital Projects Fund: | | | | |
| Capital Improvement Fund | 1,140,003 | 1,822,510 | 682,507 | 60% |
| Enterprise Funds: | | | | |
| Electric Utility Fund | 4,722,500 | 5,399,591 | 677,091 | 14% |
| Electric Capital Improvement Fund | 352,650 | 5,408,836 | 5,056,186 | 1434% |
| Electric Utility Asset Replacement Fund | 141,450 | 165,833 | 24,383 | 17% |
| Water Utility Fund | 2,272,350 | 2,352,303 | 79,953 | 4% |
| Water Capital Improvement Fund | 255,000 | 251,594 | (3,406) | -1% |
| Water Utility Asset Replacement Fund | 68,700 | 71,950 | 3,250 | 5% |
| Stormwater Operations Fund | 1,004,700 | 1,064,005 | 59,305 | 6% |
| Stormwater Capital Improvement Fund | 854,900 | 323,960 | (530,940) | -62% |
| Stormwater Asset Replacement Fund | 30,150 | 197,801 | 167,651 | 556% |
| Internal Service Funds: | | | | |
| Vehicle Repair & Maintenance Fund | 265,000 | 260,000 | (5,000) | -2% |
| Information Technology Fund | 224,698 | 255,833 | 31,135 | 14% |
| Total Revenues and Other Resources | 19,777,956 | 26,521,841 | 6,743,885 | 34% |

Operating revenue projections are conservative. Where increases are projected, they have only been increased to amounts equivalent to actual projected revenue for 2019, based on actuals received to date. The exception is a 9% increase in property tax revenues based on known levy calculations, the Hill Creek annexation and new construction values. Significant revenue increases were recognized in sales taxes, permits and plan review revenues in 2019. The 2020 budget assumes increases over the 2019 budget, but no increase over 2019 actuals. Revenue in the Electric Utility Asset Replacement Fund includes a \$5 million loan for replacement of the substation.

Sincerely,

Shanna Styron Sherrell, Mayor

City of Milton, 1000 Laurel Street, Milton, WA 98354 - 253-922-8733 - cityofmilton.net

Mayor Shanna Styron Sherrell

Police Chief/Public Safety Administrator Tony Hernandez
Director of Public Works Nick Afzali

Finance Director Tara Dunford
City Clerk/HR Generalist Trisha Summers

Elected Officials

| | | <u>Term Expires:</u> |
|-------------------------------|----------------------------|--------------------------|
| Shanna Styron-Sherrell | Mayor | December 31, 2021 |
| Steve Whitaker | Councilmember – Position 1 | December 31, 2021 |
| Susan JF Johnson | Councilmember – Position 2 | December 31, 2021 |
| Bryan Ott | Councilmember – Position 3 | December 31, 2021 |
| Mary Tompkins | Councilmember – Position 4 | December 31, 2019 |
| Todd Morton | Councilmember – Position 5 | December 31, 2021 |
| Mark Hutson | Councilmember – Position 6 | December 31, 2019 |
| Bob Whalen | Councilmember – Position 7 | December 31, 2019 |

Administrative Staff

| | |
|----------------|--|
| Tony Hernandez | Police Chief/Public Safety Administrator |
| Nick Afzali | Public Works Director |
| Tara Dunford | Finance Director |
| Trisha Summers | City Clerk |

Organizational Chart



Budget Development Process

The budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget provides policy direction by the City Council to the staff and community.

The budget serves four functions:

It is a Policy Document

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

It is an Operational Guide

The budget of the City reflects its operation. Activities of each City department or program have been planned, formalized and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the policy issues and goals of the City Council.

It is a Link with the General Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the purposes of those activities, future implications, and the direct relationship to citizens.

It is a Legally Required Financial Planning Tool

Preparing and adopting a budget is a state law requirement of all cities as stated in Title 35A of the Revised Code of Washington (RCW). The budget must be adopted as a balanced budget and must be in place prior to the beginning of the City's fiscal year. The budget is the legal authority to expend public funds and controls those expenditures by limiting the amount of appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to determine funds available.

The City of Milton operates on a calendar-year basis. The City utilizes an incremental budgeting approach that assumes, for most functions of government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and based on need defined by budget policies, emerging issues, Council goals and available resources.

Budget Calendar

September 20 – preliminary estimates due from directors

October 14 – preliminary budget presentation to Council

November 4 – public hearing on revenue sources, first reading on tax levy

November 12 – budget presentation, updated preliminary budget (if needed)

November 18 – second reading on tax levy, first reading/public hearing of final budget

December 2 – second public hearing/adopt final budget

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the Finance Department and department directors to ensure that funds are within the approved budget. As required by RCW 35A.33.140, the Finance Director provides the City Council with quarterly reports to keep them current with the City's financial condition.

The Mayor is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, position titles, salary ranges or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a fund, it may do so by ordinance adopted by Council.

Budget Principles

General Principles

- Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor directions, and for implementing them once they are approved.
- The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.
- The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- Interfund charges will be based on recovery of costs associated with providing those services.
- Budget adjustments requiring City Council approval will occur through the ordinance process at the fund level prior to the end of the fiscal year.
- The City's budget presentation will be directed at displaying the City's services plan in a Council/Citizen friendly format.

Minimum Fund Balances

- **Enterprise Funds** – the targeted budgeted ending fund balance for utility operations funds shall equal at least 25% of budgeted operating expenditures.
- **General Fund** – the targeted budgeted ending fund balance for the general fund shall equal at least eight percent of budgeted operating expenditures.
- **Rainy Day Fund** – budgeted ending fund balance for the rainy day fund shall equal at least 10% of budgeted operating expenditures of the General Fund. Use of the rainy day fund shall be approved by Council through the budget process for temporary, unanticipated, one-time expenditures. If the balance in the rainy day fund falls below the 10% target the balance should be increased by at least one percent per year until the 10% target is met again.

Capital Asset Replacement and Improvement Funds

- **Enterprise Funds** – seven percent of the monthly charges for electric, water and stormwater shall be transferred into the related capital improvement funds and three percent of the same monthly charges shall be transferred into the related asset replacement funds.

- **General Government** – two percent of general fund operating revenues shall be transferred into the asset replacement fund for funding necessary replacement and/or acquisition of assets for general fund departments and funds supported by the general fund, including streets, parks, police and facilities.

Basis of Accounting

- Annual appropriated budgets are adopted for all funds on the cash basis of accounting.
- Budgets are adopted at the fund level that constitutes legal authority for expenditures. Annual appropriations lapse at the end of the fiscal period.
- **The General Fund** is the primary fund of the City. It accounts for all financial resources except those required or elected to be accounted for in another fund.

- **Special Revenue Funds** account for revenue sources that are legally restricted or designated to finance certain activities. Special revenue funds include the following:

- | | |
|---|--------------------------------|
| *Street Fund | *Rainy Day Fund |
| *Asset Replacement & Capital Reserve Fund | *Drug Seizure Fund |
| *Criminal Justice Fund | *Community Events Fund |
| *Reserve Officer’s Fund | *Real Estate Excise Tax 1 Fund |
| *Real Estate Excise Tax 2 Fund | *Traffic Impact Fee Fund |
| *Parks Impact Fee Fund | |

- **Capital Projects Funds** account for financial resources which are designated for the acquisition or construction of general government capital projects. The city maintains one capital project fund:

- *Capital Improvement Fund

- **Enterprise Funds** account for operations that provide goods or services to the general public and are supported primarily by user charges. Enterprise funds include the following:

- | | |
|--|---------------------------------------|
| *Electric Utility Operations Fund | *Electric Capital Improvement Fund |
| *Electric Utility Asset Replacement Fund | *Water Utility Operations Fund |
| *Water Capital Improvement Fund | *Water Utility Asset Replacement Fund |
| *Stormwater Operations Fund | *Stormwater Capital Fund |
| *Stormwater Asset Replacement Fund | |

- **Internal Service Funds** account for operations that provide goods or services to other departments or funds of the City. The two internal service funds are:

- | | |
|------------------------------------|------------------------------|
| *Vehicle Repair & Maintenance Fund | *Information Technology Fund |
|------------------------------------|------------------------------|

City-wide Budget Summary

| Fund | Projected Beginning Fund Balance | Revenues & Other Resources | Expenditures & Other Uses | Net Increase (Decrease) In Fund Balance | Projected Ending Fund Balance |
|--|--|-------------------------------|------------------------------|---|----------------------------------|
| General Fund | 1,008,970 | 4,925,501 | 4,925,499 | - | 1,008,970 |
| Special Revenue Funds: | | | | | |
| Street Fund | - | 387,688 | 387,533 | 155 | 155 |
| Rainy Day Fund | 469,959 | 4,195 | - | 4,195 | 474,154 |
| Asset Replacement & Capital Improvement Fund | 561,493 | 106,061 | 166,400 | (60,339) | 501,154 |
| Drug Seizure Fund | 18,313 | - | 15,000 | (15,000) | 3,313 |
| Criminal Justice Fund | - | 2,991,050 | 2,987,626 | 3,424 | 3,424 |
| Community Events Fund | 14,791 | 26,545 | 26,545 | - | 14,791 |
| Reserve Officer's Fund | 2,063 | - | 2,063 | (2,063) | - |
| Real Estate Excise Tax 1 Fund | 1,499 | 148,100 | 129,000 | 19,100 | 20,599 |
| Real Estate Excise Tax 2 Fund | 165,297 | 142,816 | 20,000 | 122,816 | 288,113 |
| Traffic Impact Fee Fund | 416,492 | 189,725 | 515,000 | (325,275) | 91,217 |
| Parks Impact Fee Fund | 84,388 | 25,946 | 96,000 | (70,054) | 14,334 |
| Capital Projects Fund: | | | | | |
| Capital Improvement Fund | 121,667 | 1,822,510 | 1,930,000 | (107,490) | 14,177 |
| Enterprise Funds: | | | | | |
| Electric Utility Fund | 751,624 | 5,399,591 | 5,809,441 | (409,850) | 341,774 |
| Electric Capital Improvement Fund | 2,334,096 | 5,408,836 | 2,050,000 | 3,358,836 | 5,692,932 |
| Electric Utility Asset Replacement Fund | 709,330 | 165,833 | 400,000 | (234,167) | 475,163 |
| Water Utility Fund | 1,524,643 | 2,352,303 | 2,391,862 | (39,559) | 1,485,084 |
| Water Capital Improvement Fund | 1,067,032 | 251,594 | 1,087,000 | (835,406) | 231,626 |
| Water Utility Asset Replacement Fund | 313,236 | 71,950 | 150,000 | (78,050) | 235,186 |
| Stormwater Operations Fund | 524,153 | 1,064,005 | 1,273,923 | (209,918) | 314,235 |
| Stormwater Capital Improvement Fund | 1,097,076 | 323,960 | 479,000 | (155,040) | 942,036 |
| Stormwater Asset Replacement Fund | 85,099 | 197,801 | 220,000 | (22,199) | 62,900 |
| Internal Service Funds: | | | | | |
| Vehicle Repair & Maintenance Fund | - | 260,000 | 255,523 | 4,477 | 4,477 |
| Information Technology Fund | 77,809 | 255,833 | 257,449 | (1,616) | 76,193 |
| TOTAL | 11,349,028 | 26,521,843 | 25,574,863 | 946,978 | 12,296,008 |

- The 2020 budget presumes service levels that are consistent with those provided in 2019.
- The full-time equivalent employee count remains unchanged from the 2019 budget.
- Employee salaries and benefits budgets include the following changes:
 - Cost of living (COLA) – pending union contracts.
 - Medical (Regence) 3% increase
 - Medical (Kaiser) 9% increase
 - Medical (Police/LEOFF) 10% increase

Historical Staffing

| DEPARTMENT | POSITION | 2016 | 2017 | 2018 | 2019 | 2020 |
|----------------------|----------------------------------|-----------------|-----------------|----------------|----------------|-----------------|
| | | <i>original</i> | <i>original</i> | <i>amended</i> | <i>amended</i> | <i>proposed</i> |
| Executive | Municipal Services Administrator | - | - | 1.00 | - | - |
| | City Attorney | - | 1.00 | - | - | - |
| | City Clerk/HR Generalist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Deputy City Clerk | 1.00 | 1.00 | 0.50 | 0.50 | 0.50 |
| Sub-Total | | 2.00 | 3.00 | 2.50 | 1.50 | 1.50 |
| Finance | Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Finance Tech II | - | - | 1.00 | 1.00 | 1.00 |
| | Finance Tech I | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 |
| Sub-Total | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Community Dev | Building Official | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Community Development Dir. | 1.00 | 1.00 | - | - | - |
| | Planning Manager | - | - | - | - | 1.00 |
| | Permit Technician/Sr Admin | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sub-Total | | 3.00 | 3.00 | 2.00 | 2.00 | 3.00 |
| Public Works | PW Director | - | 1.00 | 1.00 | 1.00 | 1.00 |
| | PW Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Engineer | 1.00 | 1.00 | - | 1.00 | 1.00 |
| | Stormwater Compliance Inspector | 1.00 | 1.00 | 1.00 | 1.00 | - |
| | PW Admin Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Electric Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Electric Lineman, Lead | - | 1.00 | 1.00 | 1.00 | 1.00 |
| | Lineman | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Elec Equip Operator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Utility Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Water Quality Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Mechanic 2 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Maint Worker 3 | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Maint Worker 2 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| | Maint Worker 1 | 3.75 | 4.00 | 4.00 | 4.00 | 4.00 |
| | Meter Tech | 1.00 | 1.00 | - | - | - |
| | Asset Management Tech 1 | - | - | 1.00 | 1.00 | 1.00 |
| | Asset Management Tech 2 | - | - | 1.00 | 1.00 | 1.00 |
| | PW Admin Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sub-Total | | 21.75 | 24.00 | 24.00 | 25.00 | 24.00 |
| Police | Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Sergeant | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| | Code Enforcement | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Officer | 8.00 | 8.00 | 8.00 | 7.00 | 7.00 |
| | Detective | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| | Police Clerk | 1.00 | - | - | - | - |
| Sub-Total | | 15.00 | 14.00 | 14.00 | 14.00 | 14.00 |
| IT Dept | IT Director | 1.00 | 1.00 | - | - | - |
| | IT Systems Administrator | 1.00 | - | - | - | - |
| | IT System Support Specialist | 1.00 | - | - | - | - |
| Sub-Total | | 3.00 | 1.00 | - | - | - |
| TOTAL | | 48.75 | 49.00 | 46.50 | 46.50 | 46.50 |

Wage Scale

2020 Wage Scale Pending Union Contracts

| Full Time Employees | 2019 | IBEW Grade | STEP A | STEP B | STEP C | STEP D | STEP E |
|---|---------|------------|------------------------------------|---------------|---------------|---------------|---------------|
| Maintenance Worker I | 4.00 | 13 | \$ 3,850 | \$ 4,049 | \$ 4,250 | \$ 4,460 | \$ 4,683 |
| PW Field Administrative Assistant | 1.00 | 14 | | | | | |
| Deputy City Clerk | 0.50 | | | | | | |
| Finance Tech 1 | 2.00 | | | | | | |
| PW Administrative Assistant | 1.00 | | | | | | |
| Permit Tech | 1.00 | | | | | | |
| Maintenance Worker II | 3.00 | 16 | \$ 4,460 | \$ 4,683 | \$ 4,920 | \$ 5,164 | \$ 5,418 |
| Finance Technician II | 1.00 | 17 | | | | | |
| Mechanic | 1.00 | | | | | | |
| Asset Management Tech I | 1.00 | | | | | | |
| Line Equipment Operator | 1.00 | 18 | \$ 4,920 | \$ 5,164 | \$ 5,417 | \$ 5,691 | \$ 5,976 |
| Maintenance III - Lead | 2.00 | 19 | | | | | |
| Water Quality Specialist | 1.00 | | | | | | |
| Asset Management Tech II | 1.00 | | | | | | |
| Journey Electric Lineman | 2.00 | 23 | | | | | |
| Utility Supervisor | 1.00 | | | | | | |
| Building Official | 1.00 | | | | | | |
| Journey Electric Lineman, Lead | 1.00 | 24 | ----- | ----- | ----- | ----- | \$ 8,009 |
| Electric Utility Supervisor | 1.00 | 26 | \$ 7,265 | \$ 7,629 | \$ 8,012 | \$ 8,408 | \$ 8,829 |
| Uniformed Personnel | | | Academy | STEP A | STEP B | STEP C | STEP D |
| Police Officer | 7.00 | | \$ 5,441 | \$ 5,697 | \$ 5,969 | \$ 6,251 | \$ 6,551 |
| Code Enforcement Officer | 1.00 | | \$ 5,441 | \$ 5,697 | \$ 5,969 | \$ 6,251 | \$ 6,551 |
| Police Sergeant | 3.00 | | - | \$ 7,180 | \$ 7,525 | \$ 7,886 | \$ 8,267 |
| Detective | 2.00 | | \$ 5,441 | \$ 5,697 | \$ 5,969 | \$ 6,251 | \$ 6,551 |
| Exempt Positions - Directors | | | 2019 Salary Range | | | | |
| Police Chief | 1.00 | | \$ 95,449 | ----- | ----- | ----- | \$ 132,224 |
| Finance Director | 1.00 | | \$ 95,449 | ----- | ----- | ----- | \$ 132,224 |
| City Clerk/Human Resources Generalist | 1.00 | | \$ 70,239 | ----- | ----- | ----- | \$ 85,375 |
| Public Works Director | 1.00 | | \$ 95,449 | ----- | ----- | ----- | \$ 132,224 |
| City Engineer | 1.00 | | \$ 70,239 | ----- | ----- | ----- | \$ 97,619 |
| Planning Manager | 1.00 | | \$ 75,000 | ----- | ----- | ----- | \$ 110,000 |
| P W Superintendent & Project Manager | 1.00 | | \$ 71,717 | ----- | ----- | ----- | \$ 96,881 |
| Part-Time Employees | | | Hourly Range | | | | |
| Civil Service Secretary | 150 hrs | | \$ 16.17 | ----- | ----- | ----- | ----- |
| Fiscal Technician 1 Pool | 400 hrs | | \$ 24.13 | ----- | ----- | ----- | ----- |
| Seasonal Public Works Crew (1500 hours) | 0.70 | | \$ 17.86 | ----- | ----- | ----- | \$ 21.87 |
| FTE Summary | | | Elected Officials (Non FTE) | | | | |
| Total Regular FTE's | 46.50 | | Mayor | 1 | 1,500 | CPI-U | 3.30% |
| Total Part-Time FTE's | 0.70 | | Council | 7 | 400 | | |

Staff Allocation By Fund/Department

Budgeted full-time equivalent employee (FTE) counts by fund and department are shown below. Mayor & Executive and Finance department salaries and benefits are allocated to enterprise funds as described in the indirect cost allocation section, immediately following. All other time is charged to the appropriate function based on actual hours worked during the year. Amounts shown below are allocations used for budget purposes and may vary based on actual work assignments and activities.

| Position | FTE | General Fund | | | | | | | | | | | |
|--------------------------|--------------|-------------------|-------------|------------------|-------------|-------------|-----------------|-------------|------------------|------------------|---------------|-------------------------|----------------|
| | | Mayor & Executive | Finance | Central Services | Building | Planning | Park Facilities | Street Fund | Criminal Justice | Electric Utility | Water Utility | Stormwater Utility Fund | Vehicle Repair |
| City Clerk/HR Generalist | 1.00 | 1.00 | | | | | | | | | | | |
| Deputy City Clerk | 0.50 | 0.50 | | | | | | | | | | | |
| Finance Director | 1.00 | | 1.00 | | | | | | | | | | |
| Finance Tech II | 1.00 | | 1.00 | | | | | | | | | | |
| Finance Tech I | 2.00 | | 2.00 | | | | | | | | | | |
| Building Official | 1.00 | | | | 1.00 | | | | | | | | |
| Planning Manager | 1.00 | | | | | 1.00 | | | | | | | |
| Permit Technician | 1.00 | | | | 1.00 | | | | | | | | |
| PW Director | 1.00 | | | | | 0.10 | 0.01 | 0.06 | | 0.28 | 0.28 | 0.27 | |
| PW Superintendent | 1.00 | | | 0.04 | | | 0.04 | 0.04 | | 0.34 | 0.29 | 0.25 | |
| City Engineer | 1.00 | | | | | 0.10 | 0.01 | 0.09 | | 0.25 | 0.25 | 0.30 | |
| PW Admin Assistant | 1.00 | | | 0.01 | 0.09 | 0.03 | 0.05 | 0.06 | | 0.24 | 0.26 | 0.26 | |
| Electric Supervisor | 1.00 | | | | | | | | | 1.00 | | | |
| Electric Lineman, Lead | 1.00 | | | | | | | | | 1.00 | | | |
| Lineman | 2.00 | | | | | | | | | 2.00 | | | |
| Elec Equip Operator | 1.00 | | | | | | | | | 1.00 | | | |
| Utility Supervisor | 1.00 | | | | | | | 0.11 | | - | 0.50 | 0.39 | |
| Water Quality Specialist | 1.00 | | | | | | | | | | 1.00 | | |
| Mechanic 2 | 1.00 | | | | | | | | | | | | 1.00 |
| Maint Worker 3 | 2.00 | | | 0.12 | | | | 0.13 | | 0.01 | 0.72 | 1.02 | |
| Maint Worker 2 | 3.00 | | | 0.07 | | | 0.07 | 0.16 | | 0.18 | 1.29 | 1.23 | |
| Maint Worker 1 | 4.00 | | | 0.80 | | | 0.61 | 0.13 | | 0.04 | 1.31 | 1.11 | |
| Asset Management Tech 1 | 1.00 | | | 0.10 | | | 0.02 | 0.01 | | 0.32 | 0.31 | 0.24 | |
| Asset Management Tech 2 | 1.00 | | | | | | | | | 0.44 | 0.56 | | |
| PW Ops Admin Assistant | 1.00 | | | 0.01 | | | 0.02 | 0.04 | | 0.25 | 0.25 | 0.21 | 0.22 |
| Police Chief | 1.00 | 0.27 | | | | | | | | 0.73 | | | |
| Sergeant | 3.00 | | | | | | | | | 3.00 | | | |
| Code Enforcement | 1.00 | | | | | | | | | 1.00 | | | |
| Police Officer | 7.00 | | | | | | | | | 7.00 | | | |
| Detective | 2.00 | | | | | | | | | 2.00 | | | |
| Totals | 46.50 | 1.77 | 4.00 | 1.15 | 2.09 | 1.23 | 0.83 | 0.83 | 13.73 | 7.35 | 7.02 | 5.28 | 1.22 |

Indirect Cost Allocation

Indirect cost allocation is a method to determine and assign the cost of central services to the internal users of those services. Cost allocation enables the City to more accurately account for the complete cost of the services it provides.

Indirect costs include central services costs related to information technology, accounting, human resources, facilities operating and maintenance costs, and other general and administrative expenses.

Cost allocation plans share indirect costs across programs, activities, funds and departments. The term “allocation” implies that there is no precise method for charging indirect costs, however cost allocations should be designed to provide a consistent, reasonable and equitable means to allocate costs.

An indirect cost allocation plan is intended to charge restricted funds for a fair and equitable portion of central services costs. The City has two fund types that are eligible for indirect cost allocation – special revenue funds and business-type funds.

Special revenue funds must be at least partially funded by an externally restricted or internally assigned revenue source; however, the special revenue funds can be, and are, subsidized by the general fund. Therefore, there is no benefit to be had by including the special revenue funds in the indirect cost allocation plan (increasing expenditures in those funds would simply increase the amount of general fund subsidy required).

In contrast, the City’s business-type funds must be self-supporting and cannot receive general fund support in the form of subsidization or services provided at no charge. An indirect cost allocation plan is the appropriate way to charge business-type funds for services provided by the general fund. The City’s current business type funds subject to allocation are Water Operations, Electrical Operations, Stormwater Operations, Information Technology and Vehicle Repair & Maintenance. Utility capital improvement and asset replacement funds are excluded from allocation.

The indirect cost allocation plan is developed based on the principle that costs will be split between general government activities (those pertaining to the general fund and special revenue funds) and business-type activities. Business-type activities will be further allocated by fund, based on the criteria described below. General government activities will remain in the general fund.

Costs to Be Allocated

The following central services costs are subject to allocation:

- ❖ Salaries, benefits, supplies, training, equipment, etc. associated with:
 - Public Safety Administrator/Police Chief*
 - City Clerk, Deputy City Clerk
 - Finance Department
- ❖ Building and maintenance costs:
 - City Hall
 - Finance Department

- ❖ Audit costs
- ❖ Insurance
- ❖ City-wide technology
- ❖ Mayor and Council costs

*The Public Safety Administrator/Police Chief position provides services that are both administrative and public safety related. Only the administrative time, as determined through a formal time study, is subject to allocation.

Activities & Measurement Criteria

The activities on which to base allocations and the measurement criteria for those activities are identified in the following table.

| ACTIVITIES <i>(tracked during 2018 time study)</i> | MEASUREMENT CRITERIA |
|--|--|
| Payroll | Full-time equivalent employees – 2018 budget |
| Human Resources | Full-time equivalent employees – 2018 budget |
| Accounts Payable | Non-salary expenses – 2018 budget |
| Council, Incl. Meetings/Prep/Communication | # of agenda items – 2017 actual |
| Payment processing | # of payments – 2017 actual |
| Utility billing | # of invoices – 2017 actual |
| Audit | Total expenses – 2018 budget |
| Insurance | Distribution of assets – 2018 actual |
| City-wide technology | Time study results + 2018 employees |
| Public Records | Total expenses – 2018 budget |
| Vehicle Maintenance & Repairs | Time study results |
| Budget monitoring – City Wide | Total expenses – 2018 budget |
| Meetings & Admin Time – City Wide | Total expenses – 2018 budget |
| Meetings & Admin Time - Utilities | Total expenses – 2018 budget |
| Meetings & Admin Time – Public Safety* | Excluded from allocation |
| Wellness Program | Full-time equivalent employees - 2018 |

Budget & Accounting Procedures

Costs allocated from the General Fund will show up on separate line items as negative expenditures. Costs allocated to business-type funds will be shown as separate expenditure line items.

The Finance Director will monitor budget to actual amounts for the costs included in the cost allocation plan. If there is a variance of greater than 15% between budgeted and annual costs, then a one-time adjustment will be made as close to the end of the year as is practical.

Salary & Benefit Allocations

Salary and benefit allocations are based on the results of formal time studies performed in 2018. Time studies are valid for three years. The existing allocations will remain valid for budget years 2019, 2020 and 2021. Time studies should be re-performed in 2021 for use in the 2022 budget.

Allocation Percentages

| Position | General | Criminal | | | | | | Vehicle |
|-----------------------------|----------------|-----------------|-----------------|--------------|--------------|-----------|-------|----------------|
| | | Justice | Electric | Water | Storm | IT | | |
| Council | 72.03% | - | 9.67% | 10.19% | 7.08% | 1.04% | - | |
| Mayor | 72.03% | - | 9.67% | 10.19% | 7.08% | 1.04% | - | |
| Public Safety Administrator | 7.93% | 72.50% | 9.75% | 5.40% | 3.70% | - | - | |
| City Clerk | 46.11% | - | 22.58% | 16.97% | 12.29% | 0.91% | 1.13% | |
| Deputy City Clerk | 46.11% | - | 22.58% | 16.97% | 12.29% | 0.91% | 1.13% | |
| Finance Director | 34.17% | - | 30.91% | 19.26% | 13.56% | 1.11% | 0.99% | |
| Finance Tech 2 | 22.69% | - | 35.63% | 22.20% | 15.95% | 2.52% | 1.00% | |
| Finance Tech 1 | 20.25% | - | 33.64% | 25.50% | 19.27% | - | 0.88% | |
| Finance Tech 1 - UB | 1.42% | - | 41.07% | 32.48% | 24.96% | - | - | |
| Fiscal Tech Pool | 6.90% | - | 39.87% | 29.98% | 22.76% | - | - | |

| Position | 2020 Salaries | General | Criminal | | | | | | Shop | Total Re-Allocated |
|------------------------------------|----------------------|----------------|-----------------|-----------------|----------------|---------------|--------------|--------------|----------------|---------------------------|
| | | | Justice | Electric | Water | Storm | IT | | | |
| Council | 33,600 | 24,192 | - | 3,360 | 3,360 | 2,352 | 336 | - | 9,408 | |
| Mayor | 18,000 | 12,960 | - | 1,800 | 1,800 | 1,260 | 180 | - | 5,040 | |
| Public Safety Administrator | 129,690 | 10,375 | 94,674 | 12,969 | 6,484 | 5,188 | - | - | 24,641 | |
| City Clerk | 86,480 | 39,781 | - | 19,890 | 14,702 | 10,378 | 865 | 865 | 46,699 | |
| Deputy City Clerk | 29,906 | 26,915 | - | 1,495 | 897 | 598 | - | - | 2,991 | |
| Total Mayor & Executive | 264,076 | 90,031 | 94,674 | 36,155 | 23,883 | 17,423 | 1,045 | 865 | 79,371 | |
| Finance Director | 127,198 | 43,247 | - | 39,431 | 24,168 | 17,808 | 1,272 | 1,272 | 83,950 | |
| Finance Tech 2 | 70,587 | 15,529 | - | 25,411 | 15,529 | 11,294 | 2,118 | 706 | 55,058 | |
| Finance Tech 1 | 63,683 | 12,737 | - | 22,289 | 15,921 | 12,100 | - | 637 | 50,946 | |
| Finance Tech 1 - UB | 64,288 | 643 | - | 26,358 | 21,215 | 16,072 | - | - | 63,645 | |
| Fiscal Tech Pool | 9,893 | 692 | - | 3,957 | 2,968 | 2,275 | - | - | 9,200 | |
| Total Finance | 335,649 | 72,848 | - | 117,447 | 79,800 | 59,549 | 3,390 | 2,615 | 262,800 | |
| Total To Be Allocated | 633,324 | 187,072 | 94,674 | 156,962 | 107,044 | 79,324 | 4,770 | 3,479 | 351,579 | |

| Position | 2020 Benefits | General | Criminal | | | | | | Shop | Total Re-Allocated |
|------------------------------------|----------------------|----------------|-----------------|-----------------|---------------|---------------|--------------|--------------|----------------|---------------------------|
| | | | Justice | Electric | Water | Storm | IT | | | |
| Council | 3,452 | 2,485 | - | 345 | 345 | 242 | 35 | - | 966 | |
| Mayor | 1,629 | 1,173 | - | 163 | 163 | 114 | 16 | - | 456 | |
| Public Safety Administrator | 41,917 | 3,353 | 30,599 | 4,192 | 2,096 | 1,677 | - | - | 7,964 | |
| City Clerk | 45,622 | 20,986 | - | 10,493 | 7,756 | 5,475 | 456 | 456 | 24,636 | |
| Deputy City Clerk | 20,349 | 18,314 | - | 1,017 | 610 | 407 | - | - | 2,035 | |
| Total Mayor & Executive | 109,516 | 43,826 | 30,599 | 15,865 | 10,625 | 7,672 | 473 | 456 | 35,091 | |
| Finance Director | 53,333 | 18,133 | - | 16,533 | 10,133 | 7,467 | 533 | 533 | 35,200 | |
| Finance Tech 2 | 41,597 | 9,151 | - | 14,975 | 9,151 | 6,655 | 1,248 | 416 | 32,445 | |
| Finance Tech 1 | 22,998 | 4,600 | - | 8,049 | 5,750 | 4,370 | - | 230 | 18,399 | |
| Finance Tech 1 - UB | 37,549 | 375 | - | 15,395 | 12,391 | 9,387 | - | - | 37,174 | |
| Fiscal Tech Pool | 862 | 60 | - | 345 | 259 | 198 | - | - | 801 | |
| Total Finance | 156,339 | 32,320 | - | 55,297 | 37,684 | 28,077 | 1,781 | 1,179 | 124,019 | |
| Total To Be Allocated | 269,306 | 78,631 | 30,599 | 71,507 | 48,654 | 35,991 | 2,288 | 1,635 | 160,076 | |

Other Operating Expenditures Cost Allocations

Non-salary costs are allocated based on blended results of time studies and on budgeted operating expenditures.

| Function | Allocation Percentages | | | | |
|-----------------------|------------------------|----------|--------|--------|---------|
| | General | Electric | Water | Storm | Vehicle |
| City Council | 73.07% | 9.67% | 10.19% | 7.08% | 0.00% |
| Mayor & Executive | 70.00% | 12.67% | 10.00% | 7.00% | 0.33% |
| Admin & Finance | 17.60% | 36.60% | 25.80% | 19.40% | 0.60% |
| Legal | 30.15% | 35.44% | 19.64% | 13.45% | 1.32% |
| Other Admin/Personnel | 46.20% | 14.58% | 20.42% | 16.63% | 2.18% |
| Central Services | 43.80% | 24.63% | 17.90% | 13.20% | 0.47% |

| Function | Operating Budget | Allocation - 2020 Budget | | | | | |
|------------------------------|------------------|--------------------------|----------------|----------------|---------------|--------------|--------------------|
| | | General | Electric | Water | Storm | Vehicle | Total Re-Allocated |
| City Council | 29,650 | 21,665 | 2,867 | 3,021 | 2,099 | - | 7,988 |
| Mayor & Executive | 33,238 | 23,267 | 4,211 | 3,324 | 2,327 | 110 | 9,971 |
| Admin & Finance | 120,007 | 21,121 | 43,923 | 30,962 | 23,281 | 720 | 98,886 |
| Legal | 100,000 | 30,150 | 35,440 | 19,640 | 13,450 | 1,320 | 69,850 |
| Other Admin/Personnel | 23,900 | 11,042 | 3,485 | 4,880 | 3,975 | 521 | 12,861 |
| Central Services | 248,173 | 108,700 | 61,125 | 44,423 | 32,759 | 1,166 | 139,473 |
| Total to Be Allocated | 554,968 | 215,945 | 151,051 | 106,250 | 77,891 | 3,837 | 339,029 |

Interfund Activity

Information Technology

Interfund charges for services in the Information Technology Fund are based on full-time equivalent employee counts. The allocation is as follows:

| Function | Allocation |
|--------------------------------|-----------------------|
| Mayor & Executive | 9,738 |
| Finance | 22,007 |
| Central Services | 6,327 |
| Building | 11,499 |
| Planning | 6,767 |
| Park Facilities | 4,566 |
| Street Fund | 4,566 |
| Criminal Justice Fund | 75,540 |
| Electric Operations Fund | 40,438 |
| Water Operations Fund | 38,623 |
| Stormwater Operations Fund | 29,049 |
| Vehicle Repair and Maintenance | 6,712 |
| | <u>255,833</u> |

Vehicle Repair & Maintenance

Interfund charges for Vehicle Repair and Maintenance are based on actual costs incurred during the year and are not subject to estimates.

Interfund Rentals

Interfund rental revenue is recorded in the Electric Operations Fund to reflect the use of space by Water Utility Operations and Stormwater Utility Operations.

Interfund Transfers

Budgeted interfund transfers are as follows:

- ❖ \$98,285 from the General Fund to the Asset Replacement and Capital Reserve Fund. This amount represents two percent of budgeted General Fund revenues.
- ❖ \$210,000 from the General Fund to the Street Fund to subsidize Street Fund operations.
- ❖ \$2,695,000 from the General Fund to the Criminal Justice Fund to subsidize Police Department operations.

- ❖ \$7,400 from the General Fund to the Community Events Fund to cover staffing costs associated with Milton Days.
- ❖ \$129,000 from the REET 1 Fund to the Capital Improvements Fund.
- ❖ \$20,000 from the REET 2 Fund to the Capital Improvement Fund.
- ❖ \$515,000 from the Traffic Impact Fees Fund to the Capital Improvements Fund.
- ❖ \$96,000 from the Parks Impact Fees Fund to the Capital Improvements Fund.
- ❖ \$522,000 from the Electric Operations Fund to the Electric Capital Improvement Fund (\$365,400) and the Electric Asset Replacement Fund (\$156,600).
- ❖ \$221,450 from the Water Operations Fund the Water Capital Improvement Fund (\$155,015) and the Water Asset Replacement Fund (\$66,435).
- ❖ \$102,800 from the Stormwater Operations Fund to the Stormwater Capital Improvement Fund (\$71,960) and the Stormwater Asset Replacement Fund (\$30,840).

General Fund – 001 Summary

| | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>Change - 2019 Budget to 2020</u> | |
|--|--------------------|--------------------|-----------------------|--------------------|-------------------------------------|-------------------|
| | | | | | <u>Dollars</u> | <u>Percentage</u> |
| Beginning Fund Balance | 189,857 | 622,325 | 525,432 | 1,008,970 | | |
| Revenues & Other Sources | | | | | | |
| Property Tax | 1,318,053 | 1,340,000 | 1,340,000 | 1,454,400 | 114,400 | 9% |
| Sales Tax | 1,147,262 | 1,115,000 | 1,350,646 | 1,350,646 | 235,646 | 21% |
| Utility Tax | 1,053,016 | 1,104,088 | 1,068,599 | 1,114,212 | 10,124 | 1% |
| Other Taxes | 30,380 | 32,299 | 27,104 | 27,757 | (4,542) | -14% |
| Licenses & Permits | 294,434 | 247,900 | 499,863 | 330,506 | 82,606 | 33% |
| State Generated Revenues | 82,530 | 56,000 | 14,637 | - | (56,000) | -100% |
| Charges for Services | 184,160 | 152,200 | 325,331 | 240,452 | 88,252 | 58% |
| Fines & Forfeitures | 98,231 | 102,700 | 142,823 | 147,107 | 44,407 | 43% |
| Miscellaneous Revenues | 113,028 | 74,500 | 92,753 | 86,720 | 12,220 | 16% |
| Other & Non-Revenues | 149,194 | 158,700 | 182,924 | 173,699 | 14,999 | 9% |
| Total Revenues & Other Sources | 4,470,288 | 4,383,387 | 5,044,678 | 4,925,499 | 542,112 | 12% |
| Expenditures & Other Uses | | | | | | |
| City Council | 15,893 | 46,427 | 46,427 | 80,340 | 33,913 | 73% |
| Mayor & Executive | 71,905 | 160,456 | 160,456 | 157,124 | (3,332) | -2% |
| Judicial/Municipal Court | 279,082 | 297,000 | 297,000 | 393,000 | 96,000 | 32% |
| Legal Services | 54,066 | 30,150 | 30,150 | 30,150 | - | 0% |
| Finance | 109,140 | 95,343 | 95,343 | 126,290 | 30,948 | 32% |
| Other Admin & Personnel | 10,827 | 10,185 | 10,185 | 11,039 | 854 | 8% |
| Central Services | 154,585 | 79,963 | 79,963 | 108,700 | 28,736 | 36% |
| Building | 264,329 | 351,907 | 351,907 | 347,881 | (4,026) | -1% |
| Planning | 124,577 | 70,799 | 70,799 | 227,710 | 156,911 | 222% |
| Culture & Recreational | 14,321 | 31,900 | 23,400 | 23,300 | (8,600) | -27% |
| Park Facilities | 170,120 | 159,863 | 159,863 | 228,480 | 68,617 | 43% |
| Other & Non-Expenditures | 130,827 | 155,300 | 155,300 | 180,800 | 25,500 | 16% |
| Transfers | 2,735,041 | 3,080,347 | 3,080,347 | 3,010,685 | (69,662) | -2% |
| Total Expenditures & Other Uses | 4,134,713 | 4,569,640 | 4,561,140 | 4,925,499 | 355,859 | 8% |
| Net Change in Fund Balance | 335,575 | (186,253) | 483,538 | - | | |
| Ending Fund Balance | 525,432 | 436,072 | 1,008,970 | 1,008,969 | | |
| Fund Balance as % of Expenditures | 13% | 10% | 22% | 20% | | |

- The increase in property taxes is due to additional revenue from the Hill Creek Annexation. Sales tax revenue is significantly higher than the 2019 budget but anticipates no increase over 2019 actuals. Similarly, charges for services and fines & forfeitures assume no increase over 2019 actuals.
- Overall, expenditures are seven percent higher in 2020 than 2019. This is primarily due to the addition of a full-time Planning Manager.
- Detailed expenditures by department are shown in the following sections.

General Fund Revenue Detail

DETAIL

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------------------|--|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 001 | Beginning Fund Balance | 189,857 | 622,325 | 525,432 | 1,008,970 |
| Revenues | | | | | |
| <i>Taxes</i> | | | | | |
| 311 10 00 001 | Property Tax - Pierce | 1,157,040 | 1,175,000 | 1,175,000 | 1,186,750 |
| 311 10 01 001 | Property Tax - King | 161,013 | 165,000 | 165,000 | 267,650 |
| 311 10 02 001 | Parks Levy - King | 2,155 | 1,800 | 2,546 | 2,571 |
| 313 11 00 001 | Local Sales Tax | 1,076,850 | 1,045,000 | 1,278,257 | 1,278,257 |
| 313 17 10 001 | Zoo/Park Sales Tax | 70,412 | 70,000 | 72,389 | 72,389 |
| 313 31 00 000 | Hotel/Motel Tax | 4,686 | 5,000 | 3,627 | 3,627 |
| 316 41 00 000 | Electric Utility Tax | 254,961 | 275,000 | 271,107 | 292,796 |
| 316 42 00 000 | Water Utility Tax | 204,705 | 200,000 | 186,359 | 191,949 |
| 316 43 00 000 | Gas Utility Tax | 76,447 | 90,324 | 91,064 | 93,795 |
| 316 44 00 000 | Sewer Utility Tax | 101,955 | 112,915 | 122,598 | 126,276 |
| 316 46 00 000 | Cable TV Tax | 120,192 | 125,885 | 135,569 | 139,636 |
| 316 47 00 000 | Telephone Utility Tax | 133,635 | 142,082 | 118,394 | 121,945 |
| 316 48 00 000 | Surface Wtr Utility Tax | 86,684 | 89,000 | 79,217 | 81,593 |
| 316 49 00 000 | Solid Waste Utility Tax | 74,437 | 68,881 | 64,293 | 66,222 |
| 316 81 00 000 | Gambling Excise Tax | 23,474 | 25,399 | 20,841 | 21,466 |
| 318 12 00 000 | Parking Tax | 65 | 100 | 90 | 93 |
| <i>Total Taxes</i> | | 3,548,711 | 3,591,387 | 3,786,348 | 3,947,015 |
| <i>Licenses & Permits</i> | | | | | |
| 321 99 00 000 | Master Business License | 65,810 | 59,000 | 67,412 | 68,000 |
| 322 10 00 000 | Building Permits | 191,521 | 150,000 | 305,717 | 220,000 |
| 322 10 02 000 | Sign Permits | 3,222 | 4,000 | 1,416 | 1,416 |
| 322 10 04 000 | Plumbing & Mech Permits | 28,098 | 29,000 | 30,222 | 30,222 |
| 322 10 05 000 | Fire Alarm Permits | 2,906 | 3,000 | 4,772 | 4,772 |
| 322 10 05 001 | Fire Sprinkler | - | - | 948 | 948 |
| 322 10 05 002 | Fire Plan Review/Services | 2,752 | 2,700 | 89,229 | 5,000 |
| 322 90 20 000 | Misc. Permits, Other Events | 125 | 200 | 149 | 149 |
| <i>Total Licenses & Permits</i> | | 294,434 | 247,900 | 499,863 | 330,506 |
| <i>State Generated Revenues</i> | | | | | |
| 334 01 20 000 | State Direct/Indirect Grant From Other Judicia | 2,501 | - | - | - |
| 336 00 98 000 | City-County Assistance | 7,947 | 11,000 | - | - |
| 336 00 99 000 | Streamlined Mitigation -State | 72,082 | 45,000 | 14,637 | - |
| <i>Total State Generated Revenues</i> | | 82,530 | 56,000 | 14,637 | - |

DETAIL

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--------------------------------------|--------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Charges for Services</i> | | | | | |
| 341 33 02 000 | Warrant Costs | 7,848 | 6,800 | 5,480 | 5,644 |
| 341 33 03 000 | Def. Pros. Admin. | 147 | - | - | - |
| 341 33 06 000 | IT Time Pay Fee | 1,292 | 1,500 | 2,072 | 2,134 |
| 341 62 00 000 | Copies-Muni/Dist Court | 3 | - | - | - |
| 341 70 00 001 | Central Stores Office Supplies | 1,798 | - | - | - |
| 341 81 00 000 | Photocopies | 336 | 400 | 146 | 150 |
| 342 33 00 000 | Adult Probation Svcs | 240 | 400 | 375 | 386 |
| 342 33 00 001 | Record Check Fee | 9,423 | 10,000 | 5,319 | 5,479 |
| 342 33 00 002 | Sentence Compliance Monitoring | 23,928 | 23,000 | 23,877 | 24,593 |
| 342 33 00 003 | Conviction Fee | 459 | 500 | 315 | 324 |
| 342 37 00 000 | Booking Fees | 381 | 500 | 689 | 709 |
| 345 81 01 000 | Subdivision Fees | 5,494 | 4,400 | 2,100 | 2,163 |
| 345 81 02 000 | Variances, Conditional Use | 4,179 | 3,700 | 7,392 | 7,614 |
| 345 81 04 000 | Commercial/Indust. Development | 6,045 | 4,800 | 7,254 | 7,472 |
| 345 81 05 000 | Boundary Adjustment | 1,374 | 1,200 | 687 | 708 |
| 345 81 06 000 | Pre-App Meetings | 11,067 | 7,700 | 1,371 | 1,412 |
| 345 83 10 000 | Plan Review | 96,236 | 75,000 | 237,514 | 150,000 |
| 345 83 20 000 | Plan Check-Land Use | 678 | 900 | 11,343 | 11,683 |
| 345 89 00 000 | Other Plng & Development Fees | 13,232 | 11,400 | 19,400 | 19,981 |
| <i>Total Charges for Services</i> | | 184,160 | 152,200 | 325,331 | 240,452 |
| <i>Fines & Forfeitures</i> | | | | | |
| 352 30 00 000 | Mandatory Ins. Admin Cost | 574 | 600 | 1,139 | 1,173 |
| 353 10 00 000 | Traffic Infraction Penalties | 62,175 | 65,000 | 109,679 | 112,969 |
| 353 70 00 000 | LOCAL/JIS ACCNT | 529 | 200 | 44 | 45 |
| 354 00 00 000 | Disabled Parking Penalty | 294 | 400 | 813 | 837 |
| 355 20 00 000 | DUI Penalties | 13,653 | 14,000 | 3,564 | 3,671 |
| 355 80 00 000 | Criminal Traffic Penalties | 14,706 | 16,000 | 20,192 | 20,797 |
| 356 50 00 000 | Investigative Fund Assessments | 3,634 | 3,800 | 3,645 | 3,754 |
| 356 90 00 000 | Other Non-Traffic Penalties | 864 | 800 | 725 | 746 |
| 357 33 00 000 | Public Defender Fees | 827 | 1,000 | 482 | 496 |
| 359 10 00 000 | Penalties | 975 | 900 | 2,543 | 2,619 |
| <i>Total Fines & Forfeitures</i> | | 98,231 | 102,700 | 142,823 | 147,107 |

DETAIL

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------------------|---------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Miscellaneous Revenues</i> | | | | | |
| 361 10 00 001 | Investment Interest | 4,212 | 2,700 | 16,038 | 10,005 |
| 361 40 01 001 | Interest Local Sales | 7,814 | 7,500 | 10,071 | 10,071 |
| 361 40 03 001 | Interest-Court | 6,230 | 6,000 | 7,500 | 7,500 |
| 362 00 00 000 | Interfund Rental | 52,133 | - | - | - |
| 362 00 01 000 | Facility Rental | 18,083 | 20,000 | 16,122 | 16,122 |
| 362 00 02 000 | Fire Dept Lease | 15,701 | 31,400 | 31,400 | 31,400 |
| 367 00 00 001 | WCIA Grants | 1,386 | 100 | 2,093 | 2,093 |
| 367 00 00 002 | Donations - Community Programs | - | - | 432 | 432 |
| 367 00 40 000 | Donations - General | 184 | 300 | 525 | 525 |
| 367 17 00 000 | Donations - Wellness | 317 | 500 | - | - |
| 367 76 00 000 | Donations - Parks | 400 | 500 | - | - |
| 369 10 00 001 | Sale Of Scrap And Junk/ Surplus Equip | - | 2,500 | 1,433 | 1,433 |
| 369 40 00 000 | Judgements & Settlements | 2,005 | - | - | - |
| 369 80 00 000 | Cash Over/Short | (201) | - | - | - |
| 369 91 00 000 | Miscellaneous Revenue | 4,764 | 3,000 | 7,140 | 7,140 |
| <i>Total Miscellaneous Revenues</i> | | 113,028 | 74,500 | 92,753 | 86,720 |
| <i>Non Revenues & Other</i> | | | | | |
| 386 12 00 000 | Warrant Costs Crime Victims | 1,902 | 2,000 | 2,385 | 2,000 |
| 386 83 00 000 | Legis. Assmnt | 7,328 | 7,500 | 14,990 | 7,500 |
| 386 88 00 000 | State General Fund 54 (PSEA) | 1,201 | 1,200 | 1,125 | 1,200 |
| 386 89 00 000 | Hwy Safety Acct | 4,294 | 4,500 | 3,744 | 4,500 |
| 386 91 00 000 | State General Fund 40 (PSEA) | 53,971 | 60,000 | 72,933 | 70,000 |
| 386 92 00 000 | State General Fund 50 (PSEA) | 26,439 | 30,000 | 39,975 | 40,000 |
| 386 97 00 000 | Local JIS | 16,022 | 20,000 | 27,479 | 25,000 |
| 386 99 00 000 | School Safety Speeding | 464 | 500 | 2,201 | 500 |
| 389 10 00 000 | Facility Rental Deposits | 16,750 | 20,000 | 15,225 | 20,000 |
| 389 30 00 001 | State Sales Tax Collected | 1,219 | 800 | 1,017 | 800 |
| 389 30 01 000 | Building Code Fees | 531 | 500 | 981 | 1,000 |
| 389 90 00 000 | Misc. Non-Revenue | 2,233 | 2,200 | 870 | 1,200 |
| 395 10 00 000 | Proceeds - Street Vacation | 13,650 | 9,000 | - | - |
| 398 20 00 000 | Insurance Recovery | 3,190 | 500 | - | - |
| <i>Total Non Revenues & Other</i> | | 149,194 | 158,700 | 182,924 | 173,700 |
| Total Revenues | | 4,470,288 | 4,383,387 | 5,044,678 | 4,925,500 |

- Property tax is projected to increase based on the 101% limit plus Hill Creek annexation area and new construction.
- Sales tax is projected to increase significantly from the 2019 budgeted amount, however the amount budgeted in 2020 assumes no increase over 2019 actuals.
- Permit and plan review revenues have been conservatively budgeted. Budgeted amounts are higher than 2019 budgets but lower than 2019 projections.

General Fund - City Council

The City Council, or Legislative Department of the City, accounts for the cost of providing effective elective representation to the citizens of the City. The seven-member Council makes policy decisions for the City and is accountable to Milton citizens by determining how resources are allocated, the appropriate levels of services, and establishing goals and policies for the City.

The City Council budget for 2020 is higher than in 2019 due to planned replacement of microphones in the Council Chambers.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| <i>City Council</i> | | | | | |
| 511 30 41 000 | Offc'l Pub/Code Publishing | 2,072 | 20,000 | 20,000 | 20,000 |
| 511 60 10 000 | Salaries and Wages | 8,400 | 33,600 | 33,600 | 33,600 |
| | <i>Allocated salaries</i> | - | (9,399) | (9,399) | (9,408) |
| 511 60 20 000 | Personnel Benefits | 695 | 3,452 | 3,452 | 3,452 |
| | <i>Allocated benefits</i> | - | (965) | (965) | (966) |
| 511 60 31 000 | Operating Supplies | 248 | 220 | 220 | 450 |
| 511 60 41 000 | Professional Services | - | - | - | 700 |
| 511 60 41 001 | Professional Services-IT | 2,461 | - | - | - |
| 511 60 41 002 | Advertising | 1,000 | 1,650 | 1,650 | 1,400 |
| 511 60 43 000 | Travel | 479 | 3,253 | 3,253 | 4,050 |
| 511 60 49 002 | Misc/Trng,Registrations | 400 | 1,655 | 1,655 | 2,850 |
| 511 60 49 003 | Misc/Outside Printing | 138 | 240 | 240 | 200 |
| | Capital Outlay - Council Chambers | - | - | - | 32,000 |
| | <i>Allocated operating expenditures</i> | - | (7,279) | (7,279) | (7,988) |
| <i>Total City Council</i> | | 15,893 | 46,427 | 46,427 | 80,340 |

Salaries, benefits and operating expenditures have been allocated to other funds as follows:

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|--------------|--------------|----------------|------------------|---------------|
| Salaries & Wages | 3,360 | 3,360 | 2,352 | - | 336 | 9,408 |
| Benefits | 345 | 345 | 241 | - | 35 | 966 |
| Operating Expenditures | 2,867 | 3,021 | 2,099 | - | - | 7,988 |
| Total Allocated | 6,572 | 6,726 | 4,692 | - | 371 | 18,362 |

General Fund - Mayor & Executive Office

This department, which includes the Mayor, is accountable to the City Council for the operational results of the organization, effective support of elected officials in achieving their goals, fulfillment of the statutory requirements of the City, implementation of City Council policies, and providing for a communication linkage between citizens, the City Council, City departments, and other government agencies.

The Mayor & Executive 2020 budget is slightly lower than 2019 due to repurposing of the Municipal Services Administrator position.

Positions included in this department are: Mayor, general governmental portion of Police Chief/Public Safety Administrator, City Clerk and Deputy City Clerk.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|------------------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| <i>Mayor & Executive</i> | | | | | |
| 513 10 10 000 | Salaries and Wages | 39,353 | 259,392 | 259,392 | 169,402 |
| | <i>Allocated salaries</i> | - | (163,212) | (163,212) | (79,371) |
| 513 10 20 000 | Personnel Benefits | 13,120 | 122,204 | 122,204 | 78,917 |
| | <i>Allocated benefits</i> | - | (77,496) | (77,496) | (35,091) |
| 513 10 31 000 | Office and Operating Supplies | 1,971 | 2,000 | 2,000 | 2,000 |
| 513 10 35 000 | Small Tools & Equipment | 370 | 600 | 600 | 2,000 |
| 513 10 36 000 | Small Assets/IT | - | - | - | - |
| 513 10 41 000 | Other Services and Charges | 1,590 | 2,000 | 2,000 | 2,000 |
| 513 10 41 001 | Professional Services - IT | 5,180 | 16,620 | 16,620 | 9,738 |
| 513 10 41 002 | Advertising | 591 | 230 | 230 | 200 |
| 513 10 42 000 | Communication | 2,033 | 2,400 | 2,400 | 3,300 |
| 513 10 43 000 | Travel | 1,678 | 4,790 | 4,790 | 3,000 |
| 513 10 45 000 | Operating Rentals and Leases | 1,666 | 800 | 800 | 3,000 |
| 513 10 48 000 | Repairs and Maintenance | 559 | 1,000 | 1,000 | 1,000 |
| 513 10 48 001 | Vehicle Repairs and Maintenance | 109 | 110 | 110 | - |
| 513 10 49 000 | Miscellaneous | - | - | - | 300 |
| 513 10 49 001 | Misc/Dues & Memberships | 1,617 | 2,600 | 2,600 | 4,000 |
| 513 10 49 002 | Misc/Trng, Registrations | 1,997 | 2,910 | 2,910 | 2,200 |
| 513 10 49 003 | Misc/Outside Printing | 71 | 1,000 | 1,000 | 500 |
| | <i>Allocated operating expenditures</i> | - | (17,492) | (17,492) | (9,971) |
| <i>Total Mayor & Executive</i> | | 71,905 | 160,456 | 160,456 | 157,124 |

Salaries, benefits and operating expenditures have been allocated to other funds as follows:

Mayor & Executive

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|---------------|---------------|----------------|------------------|----------------|
| Salaries & Wages | 36,155 | 23,883 | 17,423 | 865 | 1,045 | 79,371 |
| Benefits | 15,865 | 10,625 | 7,672 | 456 | 473 | 35,091 |
| Operating Expenditures | 4,211 | 3,324 | 2,327 | 110 | - | 9,971 |
| Total Allocated | 56,231 | 37,832 | 27,422 | 1,431 | 1,518 | 124,433 |

General Fund - Judicial/Municipal Court

The Judicial department is used to account for expenditures of the Milton Municipal Court. The Milton Municipal Court is a court of limited jurisdiction, hearing cases involving alleged violations of City ordinances and State misdemeanor statutes, traffic and parking infractions.

The 2020 Judicial budget is 32% higher than the 2019 budget due to rising costs of services provided by the City of Puyallup.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------------|--------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Judicial/Municipal Court</i> | | | | | |
| 512 50 41 000 | Professional Services | 51,947 | 97,000 | 97,000 | 97,000 |
| 512 50 43 000 | Judge's Travel | - | 300 | 300 | 300 |
| 512 50 49 001 | Misc/Dues & Memberships | 79 | 400 | 400 | 400 |
| 512 50 49 002 | Misc/Trng, Registrations | - | 300 | 300 | 300 |
| 512 50 51 000 | Intergov't Services | 227,056 | 199,000 | 199,000 | 295,000 |
| <i>Total Judicial</i> | | 279,082 | 297,000 | 297,000 | 393,000 |

General Fund - Legal Services

The City currently contracts for all legal services, including general legal counsel and related services. Services include advising the Council, Mayor and Directors; representing the City in litigation and preparing legislation for consideration by the Council.

The 2020 budget is the same as the 2019 budget.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-----------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| <i>Legal Services</i> | | | | | |
| 515 30 10 000 | Salaries & Wages | 5,690 | - | - | - |
| 515 30 20 000 | Benefits | 1,090 | - | - | - |
| 515 30 41 000 | City Attorney | 43,289 | 80,000 | 80,000 | 90,000 |
| 515 30 41 001 | Professional Services-IT | 2,223 | - | - | - |
| 515 30 41 002 | Labor Attorney | 780 | 20,000 | 20,000 | 10,000 |
| 515 30 41 003 | Land Use Attorney | 150 | - | - | - |
| 515 30 48 000 | Repairs And Maintenance | 365 | - | - | - |
| 515 30 49 001 | Misc/Dues & Memberships | 479 | - | - | - |
| | <i>Allocated operating expenditures</i> | - | (69,850) | (69,850) | (69,850) |
| <i>Total Legal Services</i> | | 54,066 | 30,150 | 30,150 | 30,150 |

Operating expenditures have been allocated to other funds as follows:

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|---------------|---------------|----------------|------------------|---------------|
| Operating Expenditures | 35,440 | 19,640 | 13,450 | 1,320 | - | 69,850 |
| Total Allocated | 35,440 | 19,640 | 13,450 | 1,320 | - | 69,850 |

General Fund - Finance

The Finance Department is responsible for ensuring sound financial management of all City operations, the safekeeping of City assets, budget development, financial statement preparation, debt administration and investing. Major functions include: payroll, accounts payable, utility billing and business licensing.

The increase in the Finance Department budget from 2019 to 2020 is due to planning for a full-time Finance Director in 2020.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|----------------------|---|--------------------|--------------------|-----------------------|--------------------|
| <i>Finance</i> | | | | | |
| 514 20 10 000 | Salaries and Wages | 21,923 | 283,303 | 283,303 | 335,649 |
| | <i>Allocated salaries</i> | - | (228,940) | (228,940) | (262,800) |
| 514 20 10 002 | Overtime | 202 | - | - | - |
| 514 20 20 000 | Personnel Benefits | 10,782 | 118,530 | 118,530 | 156,339 |
| | <i>Allocated benefits</i> | - | (96,364) | (96,364) | (124,019) |
| 514 20 31 000 | Office and Operating Supplies | 960 | 2,000 | 2,000 | 2,000 |
| 514 20 35 000 | Small Tools and Equipment | 111 | 500 | 500 | 500 |
| 514 20 41 000 | Professional Services | 16,104 | 21,000 | 21,000 | 30,000 |
| 514 20 41 001 | Professional Services - IT | 10,233 | 18,994 | 18,994 | 22,007 |
| 514 20 41 002 | Advertising | 972 | 500 | 500 | 500 |
| 514 20 42 000 | Communication | 1,527 | 6,000 | 6,000 | 4,000 |
| 514 20 43 000 | Travel | 688 | 1,200 | 1,200 | 1,600 |
| 514 20 45 000 | Operating Rentals and Leases | 363 | 1,200 | 1,200 | 1,000 |
| 514 20 48 000 | Repairs and Maintenance | 826 | 600 | 600 | 500 |
| 514 20 49 000 | Miscellaneous | 1,855 | 1,000 | 1,000 | 1,000 |
| 514 20 49 001 | Misc/Dues & Memberships | 77 | 200 | 200 | 200 |
| 514 20 49 002 | Misc/Trng, Registrations | 2,845 | 2,500 | 2,500 | 3,200 |
| 514 20 49 003 | Misc/Outside Printing | 317 | - | - | 500 |
| 514 20 51 000 | Prof Services-State Auditor | 16,654 | 24,000 | 24,000 | 28,000 |
| 514 40 51 000 | Election And Voter Costs | 22,701 | 25,000 | 25,000 | 25,000 |
| | <i>Allocated operating expenditures</i> | | (85,880) | (85,880) | (98,886) |
| <i>Total Finance</i> | | 109,140 | 95,343 | 95,343 | 126,290 |

Salaries, benefits and operating expenditures have been allocated to other funds as follows:

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries & Wages | 117,446 | 79,800 | 59,549 | 2,615 | 3,390 | 262,800 |
| Benefits | 55,298 | 37,684 | 28,077 | 1,179 | 1,781 | 124,019 |
| Operating Expenditures | 43,923 | 30,962 | 23,281 | 720 | - | 98,886 |
| Total Allocated | 216,667 | 148,446 | 110,907 | 4,514 | 5,171 | 485,705 |

General Fund - Other Admin & Personnel

This department accounts for the employee wellness program and other minor personnel related items. The 2020 budget is only slightly higher than the 2019 budget.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|---|--------------------|--------------------|-----------------------|--------------------|
| <i>Other Admin & Personnel</i> | | | | | |
| 517 30 49 000 | FSA Plan Fees | 550 | 1,000 | 1,000 | 1,000 |
| 517 60 49 001 | Misc Exp - Dues & Memberships | 3,972 | 7,000 | 7,000 | 8,000 |
| 517 78 20 004 | Unemployment Benefits | 3,080 | 12,000 | 12,000 | 12,000 |
| 517 90 31 000 | Supplies - Employee Wellness | 560 | 1,150 | 1,150 | 600 |
| 517 90 31 001 | Employee Recognition | 581 | 300 | 300 | 1,700 |
| 517 90 31 002 | Office & Operating Supplies | 117 | - | - | - |
| 517 90 41 000 | Professional Services | 48 | - | - | - |
| 517 90 41 001 | Professional Services-IT | 1,112 | - | - | - |
| 517 90 41 002 | Employment Advertising | 320 | - | - | - |
| 517 90 43 000 | Travel - Employee Wellness | 487 | 600 | 600 | 600 |
| | <i>Allocated operating expenditures</i> | - | (11,865) | (11,865) | (12,861) |
| <i>Total Other Admin & Personnel</i> | | 10,827 | 10,185 | 10,185 | 11,039 |

Operating expenditures have been allocated to other funds as follows:

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|--------------|--------------|----------------|------------------|---------------|
| Operating Expenditures | 3,485 | 4,880 | 3,975 | 521 | - | 12,861 |
| Total Allocated | 3,485 | 4,880 | 3,975 | 521 | - | 12,861 |

General Fund - Central Services

This department accounts for support activities that benefit the entire organization, primarily facilities maintenance costs for City Hall and Finance/Administration buildings and City-wide insurance premiums. Costs are allocated to other funds based on the indirect cost plan. Facilities maintenance includes maintaining, repairing, cleaning and protecting all general property. Responsibilities include custodial, general maintenance, pest control, small repairs and coordination of significant repair projects.

The 2020 budget is higher than in 2019 due to anticipated repair and maintenance costs.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-------------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| <i>Central Services</i> | | | | | |
| 518 30 10 000 | Salaries and Wages - Facilities | 45,436 | 63,863 | 63,863 | 80,742 |
| 518 30 10 002 | Overtime | 409 | 4,197 | 4,197 | 3,997 |
| 518 30 20 000 | Personnel Benefits | 13,067 | 27,296 | 27,296 | 33,770 |
| 518 30 20 002 | Uniforms | 604 | 575 | 575 | 700 |
| 518 30 31 000 | Operating Supplies | 7,984 | 7,000 | 7,000 | 8,000 |
| 518 30 32 000 | Operating Supplies/Fuel | 76 | 130 | 130 | 150 |
| 518 30 35 000 | Small Tools and Equipment | 2,451 | 2,500 | 2,500 | 4,000 |
| 518 30 35 001 | Machinery and Equipment | 7,231 | - | - | 5,000 |
| 518 30 41 000 | Professional Services | 6,288 | 10,000 | 10,000 | 10,000 |
| 518 30 41 001 | Professional Services - IT | 4,893 | 6,268 | 6,268 | 6,327 |
| 518 30 42 000 | Communication | 801 | 1,000 | 1,000 | 1,000 |
| 518 30 43 000 | Travel | 18 | 100 | 100 | 100 |
| 518 30 45 000 | Operating Rentals and Leases | 141 | 250 | 250 | 250 |
| 518 30 47 000 | Public Utility Service | 3,347 | 3,500 | 3,500 | 3,700 |
| 518 30 48 000 | Repairs & Maintenance | 1,997 | 2,000 | 2,000 | 2,200 |
| 518 30 48 001 | Vehicle R&M | 810 | 1,000 | 1,000 | 1,000 |
| 518 30 48 002 | Building Repair & Maint | 10,239 | 10,000 | 10,000 | 30,000 |
| 518 30 49 002 | Misc/Training, Registration | 110 | 50 | 50 | 100 |
| 518 50 31 000 | Office Supplies - Central Stores | 60 | - | - | - |
| 518 50 35 000 | Small Tools and Equipment | - | 500 | 500 | - |
| 518 50 45 000 | Operating Leases | 2,388 | 2,400 | 2,400 | 2,500 |
| 518 50 49 001 | Misc/Dues & Memberships | 6,772 | 10,000 | 10,000 | 10,000 |
| 518 80 41 000 | Prof Svcs - | 32 | - | - | - |
| 518 80 42 000 | Communications - Citywide | 427 | 250 | 250 | 250 |
| 519 00 46 000 | Insurance - Risk Management | 39,004 | 40,503 | 40,503 | 44,387 |
| | <i>Allocated operating expenditures</i> | - | (113,419) | (113,419) | (139,473) |
| <i>Total Central Services</i> | | 154,585 | 79,963 | 79,963 | 108,700 |

Operating expenditures have been allocated to other funds as follows:

| | <u>Electric</u> | <u>Water</u> | <u>Storm</u> | <u>Vehicle</u> | <u>Info Tech</u> | <u>Total</u> |
|------------------------|-----------------|---------------|---------------|----------------|------------------|----------------|
| Operating Expenditures | 61,125 | 44,423 | 32,759 | 1,166 | - | 139,473 |
| Total Allocated | 61,125 | 44,423 | 32,759 | 1,166 | - | 139,473 |

General Fund - Building

This department represents the cost of providing building services for the city, including building plan reviews, permits and building/construction inspections. The Building department is responsible for the City's land use and construction code compliance services. Building staff reviews building permit applications and issues building permits pursuant to the International Building Code (IBC). This department is also responsible for providing information and direction to the public, builders, architects and engineers related to buildings including mechanical, plumbing, electrical, and general construction, and related to the site including environmental and fire safety. Staff is also responsible for reviewing and inspecting developments to ensure they conform with all applicable codes.

The 2020 budget for this department is relatively unchanged from 2019.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-----------------------|-------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Building</i> | | | | | |
| 558 50 10 000 | Salaries and Wages | 129,915 | 172,170 | 172,170 | 179,258 |
| 558 50 10 002 | Overtime | 16,109 | 5,000 | 5,000 | 5,000 |
| 558 50 20 000 | Personnel Benefits | 55,083 | 95,037 | 95,037 | 73,324 |
| 558 50 20 002 | Uniforms | 165 | 200 | 200 | 200 |
| 558 50 31 000 | Office and Operating Supplies | 1,533 | 600 | 600 | 700 |
| 558 50 32 000 | Fuel | 627 | 1,000 | 1,000 | 600 |
| 558 50 35 000 | Small Tools and Equipment | - | 500 | 500 | 500 |
| 558 50 41 000 | Professional Services | 38,601 | 60,000 | 60,000 | 70,000 |
| 558 50 41 001 | Professional Services - IT | 15,647 | 7,075 | 7,075 | 11,499 |
| 558 50 42 000 | Communications | 1,334 | 1,500 | 1,500 | 1,000 |
| 558 50 43 000 | Travel | 1,438 | 1,200 | 1,200 | 1,400 |
| 558 50 45 000 | Operating Rentals and Leases | 183 | 175 | 175 | 150 |
| 558 50 47 000 | Public Utility Services | 960 | 1,000 | 1,000 | 800 |
| 558 50 48 000 | Repairs and Maintenance | 136 | 200 | 200 | 200 |
| 558 50 48 001 | Vehicle Repairs & Maintenance | 1,115 | 1,000 | 1,000 | 1,000 |
| 558 50 49 000 | Miscellaneous | 198 | - | - | - |
| 558 50 49 001 | Misc/Dues & Memberships | 190 | 250 | 250 | 250 |
| 558 50 49 002 | Misc/Trng, Registrations | 1,095 | 5,000 | 5,000 | 2,000 |
| <i>Total Building</i> | | 264,329 | 351,907 | 351,907 | 347,881 |

General Fund - Planning

This department is responsible for the City’s land use and construction code compliance services. This department is also responsible for the development and administration of long-range plans to achieve the growth and development of the City as well as the State Growth Management Act. This Division works in conjunction with the Planning Commission, the City Council and Administration, and is dedicated primarily to drafting public land use policy, compliance, and inter-jurisdictional planning efforts

The planning group is also responsible for preparing and publishing all legal notices required for land use related permits. These notices are typically provided via newspaper and household mailings to fulfill various notification requirements.

The increase in total budget from 2019 to 2020 is due to the addition of a full time Planning Manager position.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-----------------------|------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Planning</i> | | | | | |
| 558 60 10 000 | Salaries And Wages | 26,833 | 12,423 | 12,423 | 123,308 |
| 558 60 20 000 | Personnel Benefits | 8,673 | 5,631 | 5,631 | 50,835 |
| 558 60 31 000 | Operating Supplies | 847 | 500 | 500 | 500 |
| 558 60 32 000 | Fuel | 4 | 100 | 100 | 100 |
| 558 60 35 000 | Small Tools and Equipment | 264 | 500 | 500 | 500 |
| 558 60 36 000 | Small Assets/IT | 26 | - | - | 100 |
| 558 60 41 000 | Professional Services | 64,628 | 40,000 | 40,000 | 35,000 |
| 558 60 41 001 | Professional Services - IT | 14,059 | 1,045 | 1,045 | 6,767 |
| 558 60 41 002 | Advertising | 4,456 | 5,000 | 5,000 | 5,000 |
| 558 60 42 000 | Communication | 724 | 750 | 750 | 750 |
| 558 60 43 000 | Travel | 169 | 300 | 300 | 350 |
| 558 60 45 000 | Operating Rentals and Leases | 183 | 150 | 150 | 200 |
| 558 60 47 000 | Public Utilities | 776 | 750 | 750 | 800 |
| 558 60 48 000 | Repairs and Maintenance | 172 | 150 | 150 | 200 |
| 558 60 49 000 | Miscellaneous | - | - | - | 100 |
| 558 60 49 001 | Misc/Dues & Memberships | 2,435 | 500 | 500 | 600 |
| 558 60 49 002 | Misc/Trng, Registrations | 130 | 3,000 | 3,000 | 2,500 |
| 558 60 49 003 | Misc/Outside Printing | 198 | - | - | 100 |
| <i>Total Planning</i> | | 124,577 | 70,799 | 70,799 | 227,710 |

General Fund - Culture & Recreational Facilities

This department is used to account for expenditures related to the maintenance and operation of the Milton Activity Center and Community Building.

The 2020 budget is slightly lower than the 2019 budget due to salaries & benefits being included in the Parks budget.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|--------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Culture & Recreational Facilities</i> | | | | | |
| 575 50 10 000 | Salaries & Wages | 462 | 6,000 | - | - |
| 575 50 20 000 | Personnel Benefits - | 710 | 2,500 | - | - |
| 575 50 31 000 | Supplies - | 121 | 3,800 | 3,800 | 6,000 |
| 575 50 41 000 | Professional Services | - | - | - | 600 |
| 575 50 42 000 | Communication - | 5 | 1,000 | 1,000 | 1,000 |
| 575 50 44 002 | Taxes On Bldg Rentals | 310 | - | - | 200 |
| 575 50 47 000 | Public Utilities Services - CB | 3,038 | 4,000 | 4,000 | 4,000 |
| 575 50 47 002 | Public Utilities Services - AC | 9,054 | 8,000 | 8,000 | 7,000 |
| 575 50 48 000 | Repair & Maint - CB | 27 | 1,000 | 1,000 | 1,000 |
| 575 50 48 002 | Repair & Maint - AC | - | 5,000 | 5,000 | 2,000 |
| 575 50 49 000 | Misc/Other Exp - CB | 24 | - | - | 500 |
| 575 50 49 002 | Misc/Other Exp - AC | 570 | 600 | 600 | 1,000 |
| <i>Total Culture & Recreational Facilities</i> | | 14,321 | 31,900 | 23,400 | 23,300 |

General Fund - Park Facilities

The Park Facilities Department accounts for costs to maintain the city’s parks, trails, and open spaces. Work includes specific maintenance and repair of the 2.5 miles of the Interurban Trail, in addition to all other public spaces within the City. Maintaining parks is labor intensive and requires funding for appropriate equipment maintenance and repair. In 2018 the mowing of the parks was outsourced to a private company. This has freed up Parks staff to focus on maintenance and other high-priority issues. This outsourcing has also reduced the level of maintenance needed for our mowers and other equipment.

The Parks Division provides information and support to the Parks Board, an advisory commission to the City Council. The City does not have any staff dedicated full-time to parks. Staff is shared with the stormwater and facilities groups. All work performed by this group is prioritized to address safety and high community use areas.

This group also assists with the coordination of annual special events such as Milton Days, the Fall Craft Bazaar and the Holiday Tree Lighting.

The 2020 budget is higher than the 2019 budget due to correction of professional services line item, which was under-budgeted in 2019.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|------------------------------|--------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Park Facilities</i> | | | | | |
| 576 80 10 000 | Salaries and Wages | 49,413 | 43,881 | 43,881 | 57,026 |
| 576 80 11 000 | Overtime and Other Wages | 175 | 2,493 | 2,493 | 2,515 |
| 576 80 10 003 | Temp/Seasonal | - | 5,000 | 5,000 | 5,000 |
| 576 80 20 000 | Personnel Benefits | 20,566 | 20,491 | 20,491 | 24,073 |
| 576 80 20 002 | Uniforms | 597 | 700 | 700 | 700 |
| 576 80 31 000 | Operating Supplies | 4,840 | 6,000 | 6,000 | 4,000 |
| 576 80 32 000 | Fuel | 1,171 | 1,200 | 1,200 | 1,000 |
| 576 80 35 000 | Small Tools and Equipment | 264 | 1,000 | 1,000 | 1,000 |
| 576 80 35 001 | Machinery & Equipment | - | 2,000 | 2,000 | 2,500 |
| 576 80 41 000 | Professional Services | 230 | 45,250 | 45,250 | 85,000 |
| 576 80 41 001 | Professional Services - IT | 5,657 | 4,748 | 4,748 | 4,566 |
| 576 80 42 000 | Communication | 840 | 1,000 | 1,000 | 800 |
| 576 80 43 000 | Travel | 727 | 1,000 | 1,000 | 500 |
| 576 80 45 000 | Operating Rentals and Leases | 2,186 | 2,000 | 2,000 | 2,000 |
| 576 80 47 000 | Public Utility Service | 19,427 | 18,000 | 18,000 | 12,000 |
| 576 80 48 000 | Repair & Maintenance | 50,057 | - | - | 20,000 |
| 576 80 48 001 | Equipment Repair & Maintenance | 13,859 | 4,000 | 4,000 | 5,000 |
| 576 80 49 000 | Misc/Other Expense | 13 | 100 | 100 | 100 |
| 576 80 49 002 | Misc/Trng, Registrations | 98 | 1,000 | 1,000 | 700 |
| <i>Total Park Facilities</i> | | 170,120 | 159,863 | 159,863 | 228,480 |

General Fund - Miscellaneous & Non-Operating Expenditures

These accounts are for miscellaneous items that are not related to the City's primary functions, including environmental efforts related to the assessment and remediation of nuisances and disbursement of pass-thru funds which are offset by other non-operating revenues.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|--------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Protective Inspections, Conservation and Nuisance Control</i> | | | | | |
| 524 60 00 000 | Enforcement Of Codes & Regs | 687 | 1,000 | 1,000 | 1,000 |
| 553 60 51 000 | Noxious Weed Assessment | 140 | 200 | 200 | 200 |
| 554 90 51 000 | Storm Water Assessment | 563 | 500 | 500 | 1,000 |
| 554 90 52 000 | Conserv Dist Assessment | 382 | 500 | 500 | 500 |
| <i>Total Protective Inspections, Conservation and Nuisance Control</i> | | 1,772 | 2,200 | 2,200 | 2,700 |
| <i>Non Expenditures</i> | | | | | |
| 586 12 00 000 | Crime Victims Comp Fund | 1,902 | 2,000 | 2,000 | 2,000 |
| 586 83 00 000 | Trauma/Auto Theft/Brain Injury | 7,328 | 7,500 | 7,500 | 7,500 |
| 586 88 00 000 | State General Fund 54 (PSEA) | 1,202 | 1,200 | 1,200 | 1,200 |
| 586 89 00 000 | Death Investigation Account | 4,294 | 4,500 | 4,500 | 4,500 |
| 586 91 00 000 | State General Fund 40 (PSEA) | 53,971 | 60,000 | 60,000 | 70,000 |
| 586 92 00 000 | State General Fund 50 (PSEA) | 26,439 | 30,000 | 30,000 | 40,000 |
| 586 97 00 000 | JIS | 16,022 | 20,000 | 20,000 | 25,000 |
| 586 99 00 000 | School Zone Safety | 464 | 500 | 500 | 500 |
| 588 10 00 000 | Prior Year Correction | (943) | - | - | - |
| 589 10 00 000 | Refund Facility Deposit | 17,100 | 20,000 | 20,000 | 20,000 |
| 589 30 00 000 | Sales Tax Paid To State Gen | 1,207 | 800 | 800 | 800 |
| 589 30 01 000 | Building Code Fee | 452 | 500 | 500 | 500 |
| 589 90 00 000 | Misc Non-Expenditure | 2,437 | 2,600 | 2,600 | 2,600 |
| 589 90 00 999 | Payroll Clearing | (2,820) | 3,500 | 3,500 | 3,500 |
| <i>Total Non Expenditures</i> | | 129,055 | 153,100 | 153,100 | 178,100 |

General Fund - Transfers

Transfers are used to show General Fund support of other funds. The most significant operating subsidies are provided to the Criminal Justice fund (107) for Police Department operations and to the Street fund (101) for street maintenance. Transfers to the Events fund are budgeted in order to cover the costs of salaries/benefits associated with staff time spent on Milton Days and transfers to the asset replacement fund are equivalent to 2% of General Fund revenue.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|------------------------|-------------------------------|--------------------|--------------------|-----------------------|--------------------|
| <i>Transfers</i> | | | | | |
| 597 01 07 001 | Transfer to Fund 107 | 2,520,420 | 2,595,000 | 2,595,000 | 2,695,000 |
| | Transfer to Events | 7,621 | 7,679 | 7,679 | 7,400 |
| | Transfer to Rainy Day | - | 200,000 | 200,000 | - |
| | Transfer to Asset Replacement | - | 87,668 | 87,668 | 98,285 |
| 597 10 10 001 | Transfer to Fund 101 | 207,000 | 190,000 | 190,000 | 210,000 |
| <i>Total Transfers</i> | | 2,735,041 | 3,080,347 | 3,080,347 | 3,010,685 |

Street Fund (101)

The purpose of the Street Operations and Maintenance fund is to develop, build, and maintain public infrastructure by effectively administering and managing the design, engineering, construction, environmental compliance, and maintenance of City-owned streets, transportation systems, roadway shoulders, landscape strips, sidewalks, traffic signals, and other assets.

There are five primary programs in the Street Division: Pavement Management, Street Lights, Safety, Sidewalk/Right of Way Maintenance, and Winter Sanding/Plowing. The City's street crew performs routine maintenance limited to filling potholes and minor repairs. A limited amount of asphalt patching is contracted out each year, primarily focused on patching small areas of pavement that are approaching failure and experiencing extensive cracking and settling. Current funding levels for this division are not adequate to provide for preventive pavement maintenance; only routine maintenance at the most basic level is done throughout the year. The Safety Program includes cleaning and repair of street signs, guardrails, and all other traffic control devices within the City. Street striping is performed on an annual basis and is currently contracted out to King County. Street sweeping is only performed a couple times a year, on an as-needed basis, and is contracted to outside entities. Cleaning of sidewalks, maintaining landscaping, and mowing roadway shoulders is covered under the Sidewalk/Right of Way Maintenance Program. Sanding and plowing as needed is performed by the City's street crew during inclement weather. The winter sanding and plowing program is not inclusive of all City streets, and only focuses on pre-determined primary and secondary routes through town.

Maintenance and repairs to traffic signals is currently handled by Pierce County or, on state routes, by the Washington State Department of Transportation.

Budgeting for some street-related projects are included in the Capital Improvement portion of the budget.

Financing the programs and activities of the Street Division has been very challenging over the past several years. The Street Fund receives shared monies from Washington State's Gas Tax, however, because this distribution is based on population, the City receives a minimal amount each year. Unfortunately, this distribution is not enough to cover the annual expenses that this fund experiences. To make up for the shortfall between current program revenues and current operational expenditures, the City transfers General Fund monies in to the Street Fund annually to help cover the costs.

SUMMARY

| | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>Change - 2019 Budget to 2020</u> | |
|--|--------------------|--------------------|-----------------------|--------------------|-------------------------------------|-------------------|
| | | | | | <u>Dollars</u> | <u>Percentage</u> |
| Beginning Fund Balance | 42,685 | 4,697 | 8,000 | - | | |
| Revenues & Other Sources | | | | | | |
| Licenses & Permits | 2,216 | 2,000 | 2,566 | 2,000 | - | 0% |
| State Generated Revenues | 184,068 | 175,000 | 165,964 | 175,000 | - | 0% |
| Charges for Services | - | - | 400 | - | - | - |
| Miscellaneous Revenues | 665 | - | 494 | 688 | 688 | - |
| Transfers In | 207,000 | 190,000 | 190,000 | 210,000 | 20,000 | 11% |
| Other & Non-Revenues | 2,902 | - | - | - | - | - |
| Total Revenues & Other Sources | 396,851 | 367,000 | 359,424 | 387,688 | 20,688 | 6% |
| Expenditures & Other Uses | | | | | | |
| Salaries | 144,119 | 94,498 | 94,498 | 106,598 | 12,100 | 13% |
| Benefits | 55,832 | 38,599 | 38,599 | 39,656 | 1,057 | 3% |
| Operating Supplies & Services | 103,311 | 117,250 | 117,250 | 150,238 | 32,988 | 28% |
| Miscellaneous Expenditures | (549) | - | - | - | - | - |
| Debt Service | 92,537 | 91,789 | 91,789 | 91,041 | (748) | -1% |
| Transfers Out | - | 25,000 | 25,000 | - | (25,000) | - |
| Total Expenditures & Other Uses | 395,250 | 367,136 | 367,136 | 387,533 | 20,397 | 6% |
| Net Change in Fund Balance | 1,601 | (136) | (7,712) | 155 | | |
| Ending Fund Balance | 44,286 | 4,561 | 288 | 155 | | |

DETAIL

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------|--|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 101 | Beginning Fund Balance | 42,685 | 4,697 | 8,000 | - |
| Revenues | | | | | |
| 322 40 10 000 | Street Permits | 2,216 | 2,000 | 2,566 | 2,000 |
| 336 00 71 000 | Multimodal Transportation | 11,117 | 10,000 | 10,938 | 10,000 |
| 336 00 87 000 | MVFT - City Streets | 172,951 | 165,000 | 155,026 | 165,000 |
| 345 83 10 101 | Plan Review | - | - | 400 | - |
| 369 10 00 101 | Sale Of Scrap And Junk | 202 | - | - | - |
| 369 91 00 101 | Misc Revenues | 463 | - | 494 | 688 |
| 397 00 01 101 | Contrib. From General Fund | 207,000 | 190,000 | 190,000 | 210,000 |
| 397 01 31 101 | Transfer In From REET | - | - | - | - |
| 398 20 00 101 | Insurance Recovery | 2,902 | - | - | - |
| Total Revenues | | 396,851 | 367,000 | 359,424 | 387,688 |
| Expenditures | | | | | |
| 542 30 10 000 | Salaries and Wages | 137,381 | 71,519 | 71,519 | 76,152 |
| 542 30 10 002 | Overtime | 4,822 | 2,979 | 2,979 | 10,446 |
| 542 30 10 003 | Seasonal/Temp | - | 18,000 | 18,000 | 18,000 |
| 542 30 10 005 | On Call Pay | 1,916 | 2,000 | 2,000 | 2,000 |
| 542 30 20 000 | Personnel Benefits | 54,012 | 36,599 | 36,599 | 38,656 |
| 542 30 20 002 | Uniforms | 1,820 | 2,000 | 2,000 | 1,000 |
| 542 30 31 000 | Office and Operating Supplies | 10,946 | 15,000 | 15,000 | 18,000 |
| 542 30 32 000 | Operating Supplies/Fuel | 3,615 | 4,000 | 4,000 | 5,000 |
| 542 30 35 000 | Small Tools and Equipment | 1,940 | 3,000 | 3,000 | 3,000 |
| 542 30 41 000 | Professional Services | 727 | 5,000 | 5,000 | 18,000 |
| 542 30 41 001 | Professional Services - IT | 12,567 | 7,313 | 7,313 | 4,566 |
| 542 30 42 000 | Communication | 1,719 | 2,000 | 2,000 | 1,500 |
| 542 30 43 000 | Travel | 476 | 1,500 | 1,500 | 1,000 |
| 542 30 45 000 | Operating Rentals and Leases | 8,171 | 8,000 | 8,000 | 6,000 |
| 542 30 47 000 | Utilities | 12,636 | 23,000 | 23,000 | 15,000 |
| 542 30 48 000 | Repairs and Maintenance | 29,471 | 10,000 | 10,000 | 7,500 |
| 542 30 48 001 | Equipment Repair & Maint | 7,561 | 10,000 | 10,000 | 12,000 |
| 542 30 48 004 | Street Sign Retrofit Program | - | 10,000 | 10,000 | 15,000 |
| 542 30 49 000 | Misc/Other Exp | 78 | 800 | 800 | 500 |
| 542 30 49 002 | Misc Training/Registrations | 854 | 3,000 | 3,000 | 2,500 |
| 542 90 41 000 | Professional Services | 982 | 2,000 | 2,000 | 2,000 |
| 542 90 41 002 | Advertising | 95 | 100 | 100 | 100 |
| 542 90 46 000 | Insurance | 11,399 | 11,837 | 11,837 | 12,972 |
| 542 90 49 001 | Misc/Dues & Memb | 34 | 300 | 300 | 200 |
| 542 90 49 002 | Misc/Trng, Registrations | 40 | 200 | 200 | 200 |
| 542 90 49 003 | Misc/Outside Printing | - | 200 | 200 | 200 |
| 588 10 00 101 | Prior Period Adjustments | (549) | - | - | - |
| 591 95 78 000 | Debt Service Principal | 88,121 | 88,121 | 88,121 | 88,121 |
| 592 95 83 001 | Debt Service Interest | 4,416 | 3,668 | 3,668 | 2,920 |
| 594 30 64 000 | Capital Expenditures | - | - | - | 25,000 |
| 597 50 05 101 | Transfers Out - To Capital Improvement | - | 25,000 | 25,000 | - |
| Total Expenditures | | 395,250 | 367,136 | 367,136 | 387,533 |
| 508 80 00 101 | Ending Fund Balance | 44,286 | 4,561 | 288 | 155 |

Rainy Day Fund (103)

The Rainy Day Fund is used to set-aside funds for future use in case of emergency or economic downturn. The target is for the ending balance to equal at least 10% of budgeted operating expenditures of the General Fund. Use of the Rainy Day fund shall be approved by Council through the budget process for temporary, unanticipated, one-time expenditures. If the balance in the Rainy Day fund falls below the 10% target, the balance should be increased by at least one percent per year until the 10% target is met again. The 2020 ending balance will stay at the 10% target without any additional transfers.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 103 | Beginning Fund Balance | - | 266,259 | 266,259 | 469,959 |
| Revenues & Other Sources | | | | | |
| 361 10 00 103 | Investment Interest | - | 3,700 | 3,700 | 4,195 |
| | Transfer In - General Fund | - | 200,000 | 200,000 | - |
| Total Revenues & Other Sources | | <u>-</u> | <u>203,700</u> | <u>203,700</u> | <u>4,195</u> |
| Net Change in Fund Balance | | - | 203,700 | 203,700 | 4,195 |
| 508 80 00 103 | Ending Fund Balance | <u>-</u> | <u>469,959</u> | <u>469,959</u> | <u>474,154</u> |
| Fund Balance as % of General Fund Expenditures | | 0% | 10% | 10% | 10% |

Asset Replacement & Capital Reserve Fund (004)

This fund represents amounts dedicated to the purchase of general government assets and capital projects. Funding includes a transfer from the General Fund equivalent to two percent of budgeted general fund revenues.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|--------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 004 | Beginning Fund Balance | 457,861 | 499,818 | 500,189 | 561,493 |
| Revenues & Other Sources | | | | | |
| 361 10 00 004 | Investment Interest | 6,742 | 3,700 | 7,800 | 7,776 |
| 361 40 00 107 | Other Interest CJ Interfund Loan | 252 | - | - | - |
| | Transfer from general fund | - | 87,668 | 87,668 | 98,285 |
| 381 20 00 107 | Interfund Loan Repayment CJ | 35,333 | 35,836 | 35,836 | - |
| Total Revenues & Other Sources | | 42,327 | 127,204 | 131,304 | 106,061 |
| Expenditures & Other Uses | | | | | |
| 581 10 00 001 | Interfund Loan Disbursements Parks | - | - | - | - |
| 581 10 00 107 | Interfund Loan Disbursements CJ | - | 70,000 | 70,000 | - |
| | Police Vehicles | - | - | - | 150,000 |
| | Vehicle #40 - Water/Street Crew Cab | - | - | - | 10,400 |
| | Vehicle #2 - Streets/Storm Cub Cadet | - | - | - | 6,000 |
| Total Expenditures & Other Uses | | - | 70,000 | 70,000 | 166,400 |
| Net Change in Fund Balance | | 42,327 | 57,204 | 61,304 | (60,339) |
| 508 80 00 004 | Ending Fund Balance | 500,188 | 557,022 | 561,493 | 501,154 |

Asset Replacement Fund - 5 Year Plan

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Beginning Balance | 500,189 | 561,493 | 501,694 | 493,009 | 426,247 | 430,630 |
| Revenues: | | | | | | |
| Interest Revenue | 7,800 | 7,776 | 7,525 | 7,395 | 6,394 | 6,459 |
| Interfund Loan Repayment | 35,836 | - | - | - | - | - |
| Transfer In | 87,668 | 98,825 | 101,790 | 104,843 | 107,989 | 111,228 |
| Total Revenue | 131,304 | 106,601 | 109,315 | 112,239 | 114,382 | 117,688 |
| Expenditures: | | | | | | |
| Police Vehicles | 70,000 | 150,000 | 100,000 | 104,000 | 110,000 | 116,000 |
| Vehicle #40 Replacement - Water/Street Crew Cab | | 10,400 | | | | |
| Vehicle #2 Replacement - Streets/Storm Cub Cadet | | 6,000 | | | | |
| Vehicle #45 Replacement - Street Wacker Roller | | | 18,000 | | | |
| Vehicle #47 Replacement - Parks/Storm Side Mower | | | | 75,000 | | |
| Total Expenditures | 70,000 | 166,400 | 118,000 | 179,000 | 110,000 | 116,000 |
| Ending Balance | 561,493 | 501,694 | 493,009 | 426,247 | 430,630 | 432,318 |

Drug Seizure Fund (105)

To ensure that criminals do not benefit financially from their illegal acts, federal law provides that profits from drug-related crimes, as well as property used to facilitate certain crimes, are subject to forfeiture to the City. These forfeitures are accounted for in the Drug Seizure Fund and are used to offset training and equipment costs of the police department.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 105 | Beginning Fund Balance | 8,357 | 41,260 | 40,313 | 18,313 |
| Revenues & Other Sources | | | | | |
| 369 30 00 000 | Confiscated and Forfeited Property | 32,903 | 10,000 | 10,000 | - |
| Total Revenues & Other Sources | | 32,903 | 10,000 | 10,000 | - |
| Expenditures & Other Uses | | | | | |
| 594 80 64 000 | Machinery & Equipment | - | 10,000 | 32,000 | - |
| 521 80 49 000 | Misc/Other Expenses | 947 | - | - | 15,000 |
| Total Expenditures & Other Uses | | 947 | 10,000 | 32,000 | 15,000 |
| Net Change in Fund Balance | | 31,956 | - | (22,000) | (15,000) |
| 508 80 00 105 | Ending Fund Balance | 40,313 | 41,260 | 18,313 | 3,313 |

Criminal Justice Fund (107)

The Criminal Justice Fund accounts for expenditures of the Police Department.

The Milton Police Department is dedicated to excellence as a world class public safety agency. We are committed to establishing an environment in which members of the department and community thrive. We seek to be a catalyst for positive change through persistent, personalized and cost-effective use of public safety resources. By embracing the values of pride, professionalism and integrity we remain committed to maintaining the public trust.

Administration Division: The Administration Division is staffed by both sworn officers and civilian employees. Currently the Division is comprised of 1 full time Police Administrator (Police Chief). The Assistant Chief and Police Clerk Position are currently vacant due to a lack of funding.

The Patrol Division is the backbone of the Milton Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. The Patrol Division is comprised of 3 Patrol Sergeants, 8 Patrol Officers and 1 Code Enforcement Officer.

The Detective Division investigates an array of serious offenses such as; aggravated assault, aggravated battery, stalking, kidnapping, attempted murder, homicide, arsons with injury/death, firearm offenses, traffic fatalities and missing/vulnerable persons. These cases require more time than a patrol officer can commit and may go over days or even months. Detectives are sent to specialized training that a patrol officer generalist does not have. The Detectives Division is made up of 1 full-time detective and a working Patrol Officer.

Volunteer Division: Last year volunteers provided countless hours of value added service at no cost to the Milton Police Department. This program successfully maximizes resources at the department level to enhance community relations through community participation and partnership. This Division is comprised of 6 limited commissioned Reserve Officers, 2 non-commissioned Citizen Volunteers, 1 Police Chaplain and 3 Block watch Captains.

In a bid to share resources and capabilities with nearby law enforcement agencies to protect life and property, the cities of Bonney Lake, Buckley, Dupont, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Orting, Puyallup, Sumner, and the Town of Steilacoom entered into a Inter local agreement for joint cooperation. This agreement has been in place since 2005. This agreement provides a multi-agency team of investigators and support resources designed to provide quality investigative assistance to the City of Milton, such as:

- A Crime Response Unit Specialty team comprised of individual officers organized to provide quality investigative assistance for major incidents.
- Major Law Enforcement Operations Response team, which will assist in the event of an actual or suspected emergency which requires extraordinary and/or specialty expertise, or a major crime incident which demands specialty expertise, or where additional resources are needed for

effective resolution.

- Tactical Response Team comprised of individual officers to respond to situations which require additional or extraordinary tactical equipment or expertise.
- Civil Disturbance Team Specialty team comprised of individual officers of the Signatory Agencies organized to respond to incidents involving riots or civil unrest.
- Metro Collision Response Team Specialty team comprised of individual officers of the Signatory Agencies organized to respond to and investigate serious injury, fatality, or officer involved collisions occurring within our jurisdiction.

The Milton Police Department also has one member on the U.S. Marshals Violent Crime Task Force.

In 2018, the police department logged 18,266 calls for service. Growth in calls for service, and the need for additional personnel to comply with best business practices, and an increase in the city's day and night population have all placed significant demands on the City's resources. In addition, existing personnel salaries and benefits continue to increase through contract periods. The Milton Police Department will continue to do its best to provide the highest level of services to the citizens of Milton with the resources available.

A summary of the Criminal Justice Fund budget is provided below. The total budget for 2020 is only slightly higher than in 2019. This is due to vehicle replacements being funded out of the Asset Replacement Fund in 2020 and due to the final payment on interfund debt being made in 2019. These savings are offset by moderate increases expected in salaries and benefits.

SUMMARY

| | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | Change - 2019 Budget to 2020 | |
|--|------------------|------------------|------------------|------------------|------------------------------|------------|
| | | | | | Dollars | Percentage |
| Beginning Fund Balance | 16,253 | 5,862 | - | - | | |
| Revenues & Other Sources | | | | | | |
| Taxes | 162,664 | 160,000 | 160,000 | 162,000 | 2,000 | 1% |
| Licenses & Permits | 3,062 | 3,500 | 3,500 | 3,600 | 100 | 3% |
| State Generated Revenues | 121,355 | 118,000 | 118,000 | 118,600 | 600 | 1% |
| Charges for Services | 6,795 | 6,650 | 6,650 | 7,150 | 500 | 8% |
| Miscellaneous | 3,251 | 4,700 | 4,700 | 4,700 | - | 0% |
| Other & Non-Revenues | 34,278 | - | - | - | - | 0% |
| Transfers In | 2,520,420 | 2,665,000 | 2,665,000 | 2,695,000 | 30,000 | 1% |
| Total Revenues & Other Sources | 2,851,825 | 2,957,850 | 2,957,850 | 2,991,050 | 33,200 | 1% |
| Expenditures & Other Uses | | | | | | |
| Salaries | 1,421,129 | 1,379,612 | 1,379,612 | 1,467,338 | 87,726 | 6% |
| Benefits | 561,372 | 599,032 | 599,032 | 618,995 | 19,963 | 3% |
| Operating Supplies & Services | 858,168 | 942,729 | 942,729 | 899,293 | (43,436) | -5% |
| Transfers - Debt Service & Other | 35,203 | 35,836 | 35,836 | 2,000 | (33,836) | -94% |
| Total Expenditures & Other Uses | 2,875,872 | 2,957,209 | 2,957,209 | 2,987,626 | 30,417 | 1% |
| Net Change in Fund Balance | (24,047) | 641 | 641 | 3,424 | | |
| Ending Fund Balance | (7,794) | 6,503 | 641 | 3,424 | | |

DETAIL

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|---------------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 107 | Beginning Fund Balance | 16,253 | 5,862 | - | - |
| Revenues | | | | | |
| <i>Taxes</i> | | | | | |
| 313 71 00 000 | Local Criminal Justice | 162,664 | 160,000 | 160,000 | 162,000 |
| <i>Licenses & Permits</i> | | | | | |
| 322 30 00 000 | Animal Permits | 2,537 | 3,000 | 3,000 | 3,100 |
| 322 90 10 000 | Alarm Permits | 525 | 500 | 500 | 500 |
| <i>State Generated Revenues</i> | | | | | |
| 331 16 60 000 | DOJ Bulletproof Vest | 470 | - | - | - |
| 334 03 50 000 | Traffic Safety Commission | 456 | 600 | 600 | 600 |
| 336 06 21 000 | CJ-Violent Crimes/Population | 2,291 | 2,500 | 2,500 | 2,500 |
| 336 06 26 000 | CJ-Special Programs | 8,280 | 5,200 | 5,200 | 6,000 |
| 336 06 51 000 | CJ-DUI/Cities | 1,168 | 1,200 | 1,200 | 1,000 |
| 336 06 94 000 | Liquor Excise Tax | 39,937 | 82,000 | 82,000 | 82,000 |
| 336 06 95 000 | Liquor Board Profits | 65,459 | 22,000 | 22,000 | 22,000 |
| 337 21 00 001 | Other Grants - WSPC/WATPA | 3,294 | 4,500 | 4,500 | 4,500 |
| <i>Charges for Services</i> | | | | | |
| 341 95 00 000 | Legal Services | 143 | 200 | 200 | 200 |
| 342 10 01 000 | False Alarm Fees | - | - | - | 500 |
| 342 36 00 000 | Hsng/Mntr Prsnr | 398 | 450 | 450 | 450 |
| 342 50 00 000 | DUI Emerg Resp | 4,044 | 6,000 | 6,000 | 6,000 |
| 347 90 00 107 | Other Fees & Charges | 2,210 | - | - | - |
| <i>Miscellaneous Revenues</i> | | | | | |
| 367 10 00 000 | Donations - Police Department | 208 | 300 | 300 | 300 |
| 369 10 00 107 | Sale Of Scrap, Junk & Surplus Equip | 1,800 | 2,400 | 2,400 | 2,400 |
| 369 30 00 107 | Confiscated And Forfeited Property | 1,243 | 2,000 | 2,000 | 2,000 |
| <i>Other Revenues</i> | | | | | |
| 398 20 00 107 | Insurance Recovery | 34,278 | - | - | - |
| | Transfer in from Asset Replacement Fund | - | 70,000 | 70,000 | - |
| 397 00 10 107 | Transfer IN from 001 | 2,520,420 | 2,595,000 | 2,595,000 | 2,695,000 |
| Total Revenues | | 2,851,825 | 2,957,850 | 2,957,850 | 2,991,050 |

DETAIL

| Account | Title | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|-----------------------------|---|--------------------|--------------------|-----------------------|--------------------|
| Expenditures | | | | | |
| <i>Law Enforcement</i> | | | | | |
| 521 20 10 000 | Salaries and Wages | 1,272,198 | 1,259,612 | 1,259,612 | 1,347,338 |
| 521 20 10 002 | Overtime | 148,931 | 120,000 | 120,000 | 120,000 |
| 521 20 20 000 | Personnel Benefits | 537,720 | 583,632 | 583,632 | 603,595 |
| 521 20 20 002 | Uniforms | 23,652 | 15,400 | 15,400 | 15,400 |
| 521 20 31 000 | Office and Operating Supplies | 15,876 | 12,500 | 12,500 | 12,500 |
| 521 20 31 002 | Public Safety Supplies | - | 6,000 | 6,000 | 6,000 |
| 521 20 31 004 | Emergency Response Supplies | - | 5,000 | 5,000 | 5,000 |
| 521 20 31 005 | Property & Evidence Supplies | - | 1,000 | 1,000 | 1,000 |
| 521 20 32 000 | Fuel | 41,481 | 40,000 | 40,000 | 40,000 |
| 521 20 35 000 | Small Tools and Equipment | 10,204 | 11,500 | 11,500 | 11,500 |
| 521 20 35 005 | Volunteer Program | - | 2,000 | 2,000 | 2,000 |
| 521 20 35 006 | Metro Services Program | - | 20,000 | 20,000 | 10,000 |
| 521 20 35 001 | Firearms | 5,567 | 8,000 | 8,000 | 8,000 |
| 521 20 35 002 | Equip Purchase - WASPC | 3,677 | - | - | - |
| 594 20 64 004 | Vehicle Purchase | 79,126 | 70,000 | 70,000 | - |
| 521 20 36 000 | Small Assets/IT | 2,735 | 10,000 | 10,000 | 10,000 |
| 521 20 41 000 | Professional Services | 13,144 | 10,000 | 10,000 | 13,000 |
| 521 20 41 001 | Professional Services - IT | 74,460 | 66,479 | 66,479 | 75,540 |
| 521 20 41 002 | Advertising | - | 2,500 | 2,500 | - |
| 521 20 42 000 | Communication | 18,423 | 20,000 | 20,000 | 20,000 |
| 521 20 43 000 | Travel | 3,976 | 5,000 | 5,000 | 5,000 |
| 521 20 45 000 | Operating Rentals and Leases | 6,887 | 5,000 | 5,000 | 5,000 |
| 521 20 46 000 | Insurance | 66,830 | 69,400 | 69,400 | 76,053 |
| 521 20 47 000 | Utilities | 9,143 | 9,500 | 9,500 | 9,500 |
| 521 20 48 000 | Repairs and Maintenance | 3,705 | 4,500 | 4,500 | 4,500 |
| 521 20 48 001 | Vehicle Repairs and Maintenance | 71,145 | 65,000 | 65,000 | 65,000 |
| 521 20 48 002 | Facility Repairs and Maintenance | 902 | 4,000 | 4,000 | 4,000 |
| 521 20 48 004 | Installation, Repair & Maintenance - Radios | 1,811 | 20,000 | 20,000 | 20,000 |
| 521 20 49 001 | Misc/Dues & Memberships | 3,098 | 3,000 | 3,000 | 3,000 |
| 521 20 49 003 | Misc/Outside Printing | 198 | - | - | - |
| 521 30 31 000 | Crime Prevention Supplies | 1,875 | 8,000 | 8,000 | 8,000 |
| 521 40 49 002 | Misc/Trng, Registrations | 6,040 | 18,000 | 18,000 | 18,000 |
| 521 50 49 003 | Misc/Outside Printing | 62 | 2,500 | 2,500 | 2,500 |
| | New Hire Expenses | - | 6,000 | 6,000 | 6,000 |
| | Critical Incidents Response | - | 2,000 | 2,000 | 2,000 |
| | Police Reserve | - | 4,000 | 4,000 | 4,000 |
| <i>Jail Costs</i> | | | | | |
| 523 20 31 000 | Court Work Crew Supplies | - | 200 | 200 | 200 |
| 523 60 41 000 | Electronic Home Monitoring | - | 2,000 | 2,000 | 2,000 |
| 523 60 51 000 | Intergov. Jail Services | 174,702 | 180,000 | 180,000 | 180,000 |
| <i>Emergency Services</i> | | | | | |
| 525 60 51 107 | PC Emerg Mgmt Contract | 5,699 | 6,500 | 6,500 | 7,000 |
| <i>Comm/Alarms/Dispatch</i> | | | | | |
| 528 00 51 000 | Intergov't Svcs-Dispatch | 203,690 | 200,150 | 200,150 | 220,000 |
| <i>Nuisance Control</i> | | | | | |
| 554 30 51 107 | Animal Control | 33,712 | 43,000 | 43,000 | 43,000 |
| <i>Non Expenditures</i> | | | | | |
| 581 20 00 107 | Interfund Loan Principal | 35,333 | 35,586 | 35,586 | - |
| 588 10 00 107 | Prior Period Adjustments | (2,392) | - | - | - |
| 589 30 00 107 | Liquor Board Tax Remit | 2,010 | - | - | 2,000 |
| <i>Debt Service</i> | | | | | |
| 592 21 82 107 | Interfund Loan Interest | 252 | 250 | 250 | - |
| Total Expenditures | | 2,875,872 | 2,957,209 | 2,957,209 | 2,987,626 |
| 508 80 00 107 | Ending Fund Balance | (7,794) | 6,503 | 641 | 3,424 |

Community Events Fund (116)

The community events fund is used to account for revenues and expenditures associated with annual Milton Days, Fall Bazaar and Tree Lighting events. Salaries and benefits costs will be subsidized by transfers from the General Fund as needed and as approved during the budget process.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 116 | Beginning Fund Balance | 12,391 | 6,731 | 14,791 | 14,791 |
| Revenues & Other Sources | | | | | |
| 347 90 10 000 | Milton Days-Vendor Fee | 4,820 | 5,000 | 5,000 | 6,645 |
| 347 90 20 000 | Fall Bazaar-Vendor Fee | 1,680 | 1,600 | 1,600 | 1,800 |
| 367 00 10 000 | Donations - Milton Days | 8,725 | 8,545 | 8,545 | 10,100 |
| 367 00 20 000 | Donations - Fall Bazaar | 647 | 500 | 500 | 500 |
| 367 00 30 000 | Donations - Tree Lighting | - | 100 | 100 | 100 |
| 397 00 01 116 | Transfer In - General Fund | 7,620 | 7,679 | 7,679 | 7,400 |
| Total Revenues & Other Sources | | 23,492 | 23,424 | 23,424 | 26,545 |
| Expenditures & Other Uses | | | | | |
| 573 91 10 000 | Milton Days Salaries & Wages | 7,620 | 5,095 | 5,095 | 5,000 |
| 573 91 10 002 | Milton Days - Benefits | - | 2,584 | 2,584 | 2,400 |
| 573 91 31 000 | Milton Days - Supplies | 1,406 | 2,000 | 2,000 | 2,400 |
| 573 91 32 000 | Milton Days - Fuel | 49 | 100 | 100 | 100 |
| 573 91 41 000 | Milton Days - Prof Svcs | 4,526 | 6,645 | 6,645 | 5,500 |
| 573 91 41 002 | Milton Days - Advertising | - | 500 | 500 | 1,000 |
| 573 91 45 000 | Milton Days - Rentals | 5,446 | 2,500 | 2,500 | 6,000 |
| 573 91 49 000 | Milton Days - Misc Exp | 82 | 600 | 600 | 595 |
| 573 92 31 000 | Fall Bazaar - Supplies | 199 | 300 | 300 | 300 |
| 573 92 41 000 | Fall Bazaar - Prof Svcs | - | 500 | 500 | 300 |
| 573 92 41 002 | Fall Bazaar - Advertising | - | 300 | 300 | 300 |
| 573 92 45 000 | Fall Bazaar - Rentals | 787 | 300 | 300 | 600 |
| 573 92 49 000 | Fall Bazaar - Misc Exp | - | 50 | 50 | 50 |
| 573 93 31 000 | Tree Lighting - Supplies | 276 | 1,300 | 1,300 | 1,300 |
| 573 93 41 000 | Tree Lighting - Prof Svcs | 300 | 600 | 600 | 600 |
| 573 93 49 000 | Tree Lighting - Misc Exp | 401 | 50 | 50 | 100 |
| Total Expenditures & Other Uses | | 21,092 | 23,424 | 23,424 | 26,545 |
| Net Change in Fund Balance | | 2,400 | - | - | - |
| 508 80 00 116 | Ending Fund Balance | 14,791 | 6,731 | 14,791 | 14,791 |

Reserve Officer's Fund (118)

This fund was established for accepting gifts and donations on behalf of the Milton Reserve Police Officers. This fund receives donations, memorials, bequests, and other contributions made to the City by citizens and other organizations. Currently, the City of Milton funds duty weapons and ballistic vests for reserve officers. The reserve officers are responsible for all other costs associated with reserve service, including uniforms, duty belts, duty equipment and training. This fund is used to defray some of the cost incurred by the reserve officers.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|----------------------|----------------------------|---------------------|---------------------|-----------------------|--------------------|
| 308 80 00 118 | Beginning Fund Balance | 3,063 | 2,063 | 2,063 | 2,063 |
| 521 23 49 000 | Miscellaneous Expenditures | 814 | - | - | 2,063 |
| 508 80 00 118 | Ending Fund Balance | <u>2,249</u> | <u>2,063</u> | <u>2,063</u> | <u>-</u> |

REET 1 Fund (130)

The Real Estate Excise Tax (REET1) is a tax on the sale of real estate, usually paid by the seller. Cities, towns, and counties use the tax to fund capital projects.

The state levies this tax at a rate of 1.28%. REET is collected by the County and distributed to the state and the appropriate local government. In 1982, cities and counties were authorized to impose an additional 0.25% to finance capital improvements (RCW 82.46.010(2)). This is commonly referred to as REET1.

REET 1 funding can be utilized to fund capital projects that are listed in the capital facilities plan element of the City's comprehensive plan. Capital projects are defined as those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative facilities, judicial facilities and river flood control projects.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|-----------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 130 | Beginning Fund Balance | 260,921 | 25,231 | 178,899 | 1,499 |
| Revenues & Other Sources | | | | | |
| 318 34 01 000 | REET1 - Pierce | 249,056 | 135,000 | 135,000 | 135,000 |
| 318 34 02 000 | REET1 - King | 49,813 | 13,000 | 9,600 | 9,600 |
| 361 10 00 130 | Investment Interest | 2,109 | 3,650 | 3,000 | 3,500 |
| Total Revenues & Other Sources | | 300,978 | 151,650 | 147,600 | 148,100 |
| Expenditures & Other Uses | | | | | |
| 597 03 10 130 | Contrib to Capital Projects | 233,000 | 100,000 | 250,000 | 129,000 |
| 597 04 07 130 | Contrib To Stormwater Cap | 150,000 | 75,000 | 75,000 | - |
| Total Expenditures & Other Uses | | 383,000 | 175,000 | 325,000 | 129,000 |
| Net Change in Fund Balance | | (82,022) | (23,350) | (177,400) | 19,100 |
| 508 80 00 130 | Ending Fund Balance | <u>178,899</u> | <u>1,881</u> | <u>1,499</u> | <u>20,599</u> |

REET 2 Fund (131)

The Real Estate Excise Tax (REET2) is a tax on the sale of real estate, usually paid by the seller. Cities, towns, and counties use the tax to fund capital projects.

In 1990, the Legislature authorized cities to impose an additional 0.25% to finance capital projects specified in the capital facilities element of a comprehensive plan. This is commonly referred to as REET2.

For this 0.25% of the real estate excise tax, "capital project" is defined as public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks. Acquisition of land for is a permitted use of REET 2 receipts for street, water, and sewer projects.

Under limited circumstances, REET 2 funds may be used for those capital projects that qualify as REET 1 projects, including acquisition of land for parks, recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative facilities, judicial facilities, and river flood control projects. There are limits placed on the amount that is allowed to be expended for these purposes.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|---------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 130 | Beginning Fund Balance | 195,942 | 53,280 | 206,897 | 165,297 |
| Revenues & Other Sources | | | | | |
| 318 34 01 000 | REET2 - Pierce | 249,200 | 135,000 | 130,500 | 130,000 |
| 318 34 02 000 | REET2 - King | 49,813 | 13,000 | 9,600 | 9,600 |
| 361 10 00 130 | Investment Interest | 2,142 | 2,740 | 3,300 | 3,216 |
| Total Revenues & Other Sources | | 301,155 | 150,740 | 143,400 | 142,816 |
| Expenditures & Other Uses | | | | | |
| 597 03 10 131 | Transfer Out - Capital Projects | 140,200 | 100,000 | 100,000 | 20,000 |
| 597 04 07 131 | Transfers-Out - Stormwater Cap | 150,000 | 85,000 | 85,000 | - |
| Total Expenditures & Other Uses | | 290,200 | 185,000 | 185,000 | 20,000 |
| Net Change in Fund Balance | | 10,955 | (34,260) | (41,600) | 122,816 |
| 508 80 00 130 | Ending Fund Balance | <u>206,897</u> | <u>19,020</u> | <u>165,297</u> | <u>288,113</u> |

Traffic Impact Fees Fund (140)

State law requires that under the Growth Management Act cities plan for projected growth and have the infrastructure in place to support that growth. Transportation impact fees are paid by developers and expanding businesses to help cover the cost of road improvements that increase traffic capacity. Money from the fees is tied directly to the size and type of the development and the anticipated increase in traffic associated with the project.

This fund was created for the purpose of identifying transportation system impact mitigation revenue sources and expenditures.

Transportation impact fees are charged only for new construction or changes in land use that create a need for transportation capacity improvements.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 140 | Beginning Fund Balance | 33,521 | 159,084 | 303,974 | 416,492 |
| Revenues & Other Sources | | | | | |
| 345 85 00 000 | Transportation Impact Fees | 268,686 | 60,000 | 182,558 | 185,000 |
| 361 10 00 140 | Investment Interest | 1,767 | 450 | 4,960 | 4,725 |
| Total Revenues & Other Sources | | 270,453 | 60,450 | 187,518 | 189,725 |
| Expenditures & Other Uses | | | | | |
| 597 03 10 140 | Transfers-Out - Capital Projects | - | 75,000 | 75,000 | 515,000 |
| Total Expenditures & Other Uses | | - | 75,000 | 75,000 | 515,000 |
| Net Change in Fund Balance | | 270,453 | (14,550) | 112,518 | (325,275) |
| 508 80 00 140 | Ending Fund Balance | 303,974 | 144,534 | 416,492 | 91,217 |

Parks Impact Fees Fund (150)

The Growth Management Act requires cities to plan and provide parks and recreation facilities that are adequate to accommodate growth. Cities are authorized to impose an impact fee on development activity as part of the financing for such facilities. By charging impact fees, cities can collect a revenue stream to help ensure park facilities are adequate to meet the demands of future growth.

The City adopted an Ordinance in 2016 that created the City of Milton’s Park Impact Fee program. This program was anticipated in the City’s Parks, Recreation, and Open Space Element of the Comprehensive Plan.

A park impact fee is a one-time payment by new residential development to pay for capital costs of facilities needed to support the new development. Park impact fees are charged during the building permitting process and used to fund projects to maintain levels of service of our park system. The intent is to share the financial responsibility of providing for recreation facilities, such as new parks, open space and recreation facilities that support future growth with the development that grows our population and economy.

The fee is proportionate to the size of the development, or change in use. More potential residents, customers, or visitors result in higher fees. Park impact fees can only be used for “system improvements” included in an adopted six-year Capital Improvement Plan (CIP), and that are improvements reasonably related to and benefit the new development. Impact fee rates must be adjusted to account for other revenues that the development pays.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 150 | Beginning Fund Balance | 32,550 | 53,872 | 60,824 | 84,388 |
| Revenues & Other Sources | | | | | |
| 345 85 00 150 | Park Impact Fees | 27,900 | 10,000 | 22,500 | 25,000 |
| 361 10 00 150 | Investment Interest | 374 | 450 | 1,064 | 946 |
| Total Revenues & Other Sources | | 28,274 | 10,450 | 23,564 | 25,946 |
| Expenditures & Other Uses | | | | | |
| | Transfers-Out - Capital Projects | - | - | - | 96,000 |
| Total Expenditures & Other Uses | | - | - | - | 96,000 |
| Net Change in Fund Balance | | 28,274 | 10,450 | 23,564 | (70,054) |
| 508 80 00 140 | Ending Fund Balance | <u>60,824</u> | <u>64,322</u> | <u>84,388</u> | <u>14,334</u> |

Capital Improvement Fund (310)

This fund supports the City of Milton's transportation projects and other projects linked with various State and Federal funding programs. Excise taxes from real estate sales are transferred into this fund for the funding of street capital improvements as permitted by state law. Many of the projects are dependent upon the acquisition of outside grants, potential formation of local improvement districts (LIDs), and transportation system mitigation revenue.

2020 projects are as follows:

City Hall Retrofit \$80,000 (REET 1)

This budget item is for the continued improvements to the City Hall complex. In 2018 the City took back control of a portion of the Fire Station. In 2019 it is planned to complete work on the upgrades to the fire station and City Hall complex to modernize and improve the appearance and performance of the facilities, including a new roof for the fire station. In 2020 the budget is for improvements to the Milton Activity Center (MAC), Community Building and Public Works Department.

Trailhead Improvements \$385,000 (Grant)

This budget item is for Interurban Sidewalk and Parking lot access project along Kent Street adjacent to the Interurban Trail. The City was successful in receiving 90 percent of the funding from the State 2016 Connecting Washington Budget.

Playground Equipment \$100,000 (Park Impact Fees/REET 1)

This budget item is for the continued repair and replacement of playground equipment at the City of Milton's parks to ensure safety compliance and usability.

Milton Way Pedestrian Improvements \$40,000 (Traffic Impact Fees)

This item is for new sidewalks along various sections of Milton Way.

Miscellaneous Sidewalks \$150,000 (Traffic Impact Fees)

This budget item is for replacement and repair of failing sidewalk sections at various locations throughout the City.

Miscellaneous Street Overlays \$10,000 (REET 2)

This budget item is for repair and overlay of asphalt road sections at various locations throughout the City.

Miscellaneous Striping and Markings \$10,000 (REET 2)

This budget item is for the City's line striping and raised pavement markings. This is part of an annual program to keep our pavement marking up to current standards at various locations throughout the City.

City-wide Pavement Restoration \$150,000 (Traffic Impact Fees)

This budget item is to improve pavement condition by asphalt patching, crack sealing and spat removal and replacement.

City Gateways/Wayfinding \$30,000 (REET 1)

This budget item is to create a series of gateway signs/monuments (up to three) at the boundaries of the city.

City-wide Traffic Calming Program \$100,000 (Traffic Impact Fees)

This is to install physical design and other measures (speed humps, traffic circle, speed readers, etc.) in residential neighborhoods to improve safety of motorists and pedestrians.

Porter Way @ SR-99 \$750,000 (90% Grant, 10% Traffic Impact Fees)

The City plans to enlarge the intersection by adding additional lanes, sidewalks and a new traffic signal.

City-wide Parks Improvements \$75,000 (REET 1/Parks Impact Fees)

Park improvements which may include irrigation, lighting, benches and parking.

City-wide Transportation Beautifications \$20,000 (REET 1)

To improve the appearance of the City's transportation system by installing decorative banners on poles, taking measures for litter prevention, installing flower beds and stamped concrete for crosswalks.

West Milton Ballfield Improvements \$30,000 (REET 1)

The West Milton Ballfields have continued to sink due to poor soil conditions. This budget item is to investigate and implement a long-term solution to the Ballfield/Public Works Operations facilities to ensure a mutual benefit to all parties involved.

| <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|--|--------------------|--------------------|-----------------------|--------------------|
| 308 80 00 310 | Beginning Fund Balance | 200,002 | 399,602 | 161,500 | 121,667 |
| Revenues & Other Sources | | | | | |
| 334 00 10 104 | Interurban Trail - Legislative Grant | - | 405,000 | 20,000 | 385,000 |
| 334 03 80 141 | TIB Yuma Street Overlay | - | 432,203 | 432,203 | - |
| | Grant - Porter @ SR-99 | - | - | - | 675,000 |
| 361 10 00 310 | Investment Earnings | 2,162 | 2,800 | 2,800 | 2,510 |
| 397 01 30 310 | Transfer in REET Improvements | 233,000 | 100,000 | 100,000 | 129,000 |
| 397 01 31 310 | Transfer in REET Projects | 140,200 | 100,000 | 100,000 | 20,000 |
| 397 01 20 310 | Transfer in Street | - | 25,000 | 25,000 | - |
| | Transfer In Parks Impact Fees | - | - | - | 96,000 |
| 397 01 40 310 | Transfer In Traffic Impact Fees | - | 75,000 | 75,000 | 515,000 |
| Total Revenues & Other Sources | | 375,362 | 1,140,003 | 755,003 | 1,822,510 |
| Expenditures & Other Uses | | | | | |
| 594 18 61 143 | City Hall Retrofit | 99,805 | 80,000 | 230,000 | 80,000 |
| 594 76 62 104 | Trailhead Improvements | - | 405,000 | 20,000 | 385,000 |
| 594 76 65 118 | Playground Equipment | - | 50,000 | - | 100,000 |
| 595 30 63 082 | Milton Way Ped Improv | 53,534 | - | - | 40,000 |
| 595 42 63 107 | Street Sign Retrofit | 24,809 | - | 1,500 | - |
| 595 42 63 121 | Misc Sidewalks | 36,993 | 75,000 | 10,000 | 150,000 |
| 595 42 63 122 | Misc Street Overlay | 131,674 | 120,000 | 20,000 | 10,000 |
| 595 42 63 136 | Misc Striping & Markings | 21,383 | 15,000 | 3,000 | 10,000 |
| | City-wide Pavement Restoration | - | - | - | 150,000 |
| | City Gateways/Wayfinding | - | - | - | 30,000 |
| | City-wide Traffic Calming Program | - | - | - | 100,000 |
| | Porter @ SR-99 | - | - | - | 750,000 |
| | City-wide Parks Improvements | - | - | - | 75,000 |
| | City-wide Transportation Beautifications | - | - | - | 20,000 |
| 595 42 63 141 | TIB Yuma Street Overlay | 45,666 | 480,336 | 480,336 | - |
| 595 42 63 146 | West Milton Ballfield Improvements | - | 50,000 | 30,000 | 30,000 |
| Total Expenditures & Other Uses | | 413,864 | 1,275,336 | 794,836 | 1,930,000 |
| Net Change in Fund Balance | | (38,502) | (135,333) | (39,833) | (107,490) |
| 508 80 00 310 | Ending Fund Balance | 161,500 | 264,269 | 121,667 | 14,177 |

Electric Utility Fund (401)

The Electric Utility is a division of the Public Works Department and has been established to provide a safe and reliable electric system to the citizens of Milton including a capital improvement and a maintenance program serving city customers. The Electric Utility is an enterprise fund that operates like a business.

Electricity is provided to the City by the Bonneville Power Administration and is delivered to the City at the Substation located along Fife Way. Revenue to this fund is primarily through the sale of electricity to our customers.

Expenditures from this fund are for administrative and maintenance/operations of the utility. Funds are transferred out of this fund into the Electric Capital Project Fund and the Electric Asset Replacement Fund. The Administrative portion of the fund includes monthly customer billing, planning, coordination with BPA and participation in other electric related organizations. The Operations and Maintenance portion of the fund includes regular maintenance and repair of poles, transformers, vaults, and distribution lines as well as tree trimming and removal.

This fund should have an ending fund balance of 25% of expenditures, however prior budgets have significantly reduced fund balance. A rate study was completed in 2019 and rate increases were adopted for the next five years. Rate increases are anticipated to bring the fund balance back up to the 25% target by 2023.

SUMMARY

| | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>Change - 2019 Budget to 2020 Budget</u> | |
|--|--------------------|--------------------|-----------------------|--------------------|--|-------------------|
| | | | | | <u>Dollars</u> | <u>Percentage</u> |
| Beginning Fund Balance | 1,146,018 | 866,568 | 842,107 | 751,624 | | |
| Revenues & Other Sources | | | | | | |
| Licenses & Permits | 2,040 | 1,500 | 1,836 | 1,500 | - | 0% |
| Charges for Services | 4,204,730 | 4,530,000 | 4,897,026 | 5,255,000 | 725,000 | 16% |
| Fines & Forfeitures | 38,592 | 40,000 | 29,321 | 30,000 | (10,000) | -25% |
| Miscellaneous Revenues | 146,910 | 151,000 | 93,113 | 113,091 | (37,909) | -25% |
| Other & Non-Revenues | 13,566 | - | - | - | - | - |
| Total Revenues & Other Sources | 4,405,838 | 4,722,500 | 5,021,295 | 5,399,591 | 677,091 | 14% |
| Expenditures & Other Uses | | | | | | |
| Salaries | 597,967 | 830,377 | 629,918 | 874,107 | 43,730 | 5% |
| Benefits | 252,605 | 361,655 | 279,653 | 402,257 | 40,602 | 11% |
| Supplies & Services | 3,436,103 | 3,836,369 | 3,716,208 | 4,011,077 | 174,708 | 5% |
| Miscellaneous | (1,272) | - | - | - | - | - |
| Transfers | 424,346 | 454,000 | 486,000 | 522,000 | 68,000 | 15% |
| Total Expenditures & Other Uses | 4,709,749 | 5,482,401 | 5,111,778 | 5,809,441 | 327,040 | 6% |
| Net Change in Fund Balance | (303,911) | (759,901) | (90,483) | (409,850) | | |
| Ending Fund Balance | 842,107 | 106,667 | 751,624 | 341,774 | | |
| Fund Balance as % of Expenditures | 18% | 2% | 15% | 6% | | |

DETAIL

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-----------------------|----------------|------------------------|--------------------|--------------------|-----------------------|--------------------|
| 401 | 308 80 00 401 | Beginning Fund Balance | 1,146,018 | 866,568 | 842,107 | 751,624 |
| Revenues | | | | | | |
| 401 | 322 12 00 000 | Electrical Permits | 2,040 | 1,500 | 1,836 | 1,500 |
| 401 | 343 30 00 000 | Electric Sales | 4,157,834 | 4,500,000 | 4,860,000 | 5,220,000 |
| 401 | 343 30 30 000 | LABOR | 14,008 | - | 10,823 | 5,000 |
| 401 | 343 30 35 000 | Pole Rental Agreements | 14,120 | 25,000 | - | 10,000 |
| 401 | 343 30 40 000 | Sale Of Parts | 11,671 | - | 22,728 | 15,000 |
| 401 | 343 39 00 000 | Connection Charges | 7,097 | 5,000 | 3,476 | 5,000 |
| 401 | 359 31 00 000 | Penalties | 38,592 | 40,000 | 29,321 | 30,000 |
| 401 | 361 10 00 401 | Investment Earnings | 19,956 | 16,000 | 16,533 | 13,091 |
| 401 | 362 00 00 401 | Interfund Rentals | 30,000 | 30,000 | 30,000 | 30,000 |
| 401 | 367 01 00 000 | BPA Incentive | 61,366 | 80,000 | 32,774 | 45,000 |
| 401 | 369 10 00 401 | Sale Of Scrap | 275 | - | - | - |
| 401 | 369 91 00 401 | Misc Revenue | 35,313 | 25,000 | 13,806 | 25,000 |
| 401 | 389 20 00 401 | Insurance Recovery | 13,566 | - | - | - |
| Total Revenues | | | 4,405,838 | 4,722,500 | 5,021,295 | 5,399,591 |

DETAIL**Expenditures***Administration*

| | | | | | |
|-------------------|------------------------------------|---------|---------|---------|---------|
| 401 533 10 10 000 | Salaries and Wages | 165,479 | 94,288 | 26,561 | 180,997 |
| 401 533 10 10 002 | Overtime | 539 | - | - | - |
| | <i>Allocated Salaries</i> | - | 170,100 | 170,100 | 156,962 |
| 401 533 10 20 000 | Personnel Benefits | 57,746 | 41,447 | 10,718 | 81,997 |
| | <i>Allocated Benefits</i> | - | 73,908 | 73,908 | 71,507 |
| 401 533 10 31 000 | Office and Operating Supplies | 2,496 | 2,500 | 534 | 1,000 |
| 401 533 10 32 000 | Fuel | 82 | 150 | - | 150 |
| 401 533 10 35 000 | Small Tools and Equipment | 74 | 1,000 | 23 | 1,000 |
| 401 533 10 36 000 | Small Assets/IT | - | 1,000 | - | 1,000 |
| 401 533 10 41 000 | Professional Services | 61,802 | 65,000 | 96,894 | 65,000 |
| 401 533 10 41 001 | Professional Services - IT | 28,056 | 31,625 | 35,747 | 40,438 |
| 401 533 10 41 002 | Advertising | 328 | 750 | 987 | 800 |
| 401 533 10 42 000 | Communications | 8,915 | 9,000 | 8,387 | 9,000 |
| 401 533 10 43 000 | Travel | 926 | 2,500 | 15 | 2,500 |
| 401 533 10 44 001 | Utility Tax | 248,350 | 275,000 | 263,475 | 285,000 |
| 401 533 10 44 002 | Elect Excise Tax | 159,509 | 180,000 | 178,505 | 190,000 |
| 401 533 10 45 000 | Operating Rentals and Leases | 2,380 | 2,000 | 3,470 | 3,000 |
| 401 533 10 46 000 | Insurance | 36,896 | 38,300 | 59,582 | 41,988 |
| 401 533 10 48 000 | Repairs and Maintenance | 1,709 | 4,000 | - | 3,000 |
| 401 533 10 49 000 | Misc/Other Exp | - | 1,000 | 9 | 1,000 |
| 401 533 10 49 001 | Misc/Dues & Memberships | 8,644 | 6,000 | 3,576 | 5,000 |
| 401 533 10 49 002 | Misc/Trng, Registrations | 1,051 | 2,500 | - | 1,500 |
| 401 533 10 49 003 | Misc/Outside Printing | 20,159 | 18,000 | 15,405 | 15,000 |
| 401 533 10 49 999 | <i>Allocated overhead expenses</i> | - | 136,644 | 136,644 | 151,051 |

DETAIL**Expenditures***Operations*

| | | | | | |
|--|--------------------------------------|------------------|------------------|------------------|------------------|
| 401 533 50 10 000 | Salaries and Wages | 376,981 | 508,761 | 387,491 | 478,507 |
| 401 533 50 10 002 | Overtime | 28,449 | 32,228 | 17,849 | 32,641 |
| 401 533 50 10 005 | On Call Pay | 26,519 | 25,000 | 27,918 | 25,000 |
| 401 533 50 20 000 | Personnel Benefits | 185,909 | 237,300 | 186,372 | 240,753 |
| 401 533 50 20 002 | Uniforms | 8,950 | 9,000 | 8,655 | 8,000 |
| 401 533 50 31 000 | Operating Supplies | 74,592 | 60,000 | 50,321 | 45,000 |
| 401 533 50 32 000 | Fuel | 7,886 | 8,000 | 8,708 | 8,500 |
| 401 533 50 33 000 | BPA-Electricity for Resale | 2,543,909 | 2,800,000 | 2,708,276 | 2,980,000 |
| 401 533 50 33 006 | BPA Reimbursement/Incentives | 55,520 | 80,000 | 15,815 | 45,000 |
| 401 533 50 34 000 | Supplies for Resale,etc | - | - | 11,286 | 2,500 |
| 401 533 50 35 000 | Small Tools and Equipment | 16,032 | 10,000 | 8,283 | 6,500 |
| 401 533 50 35 001 | Machinery and Equipment | (163) | 2,500 | 10,788 | 10,000 |
| 401 533 50 36 000 | Small Assets/IT | 79 | 4,000 | 1,236 | 2,000 |
| 401 533 50 41 000 | Professional Services | 9,868 | 12,000 | 18,249 | 15,000 |
| 401 533 50 41 001 | Professional Services - IT | 22,695 | - | - | - |
| 401 533 50 41 002 | Advertising | - | 250 | 348 | 200 |
| 401 533 50 42 000 | Communication | 5,312 | 5,000 | 4,820 | 5,000 |
| 401 533 50 43 000 | Travel | 3,964 | 4,000 | 2,603 | 4,000 |
| 401 533 50 45 000 | Operating Rentals And Leases | 17,913 | - | 4,575 | 5,000 |
| 401 533 50 47 000 | Public Utility Services | 36,736 | 30,000 | 16,335 | 20,000 |
| 401 533 50 48 000 | Repairs and Maintenance | 2,065 | 2,500 | 1,338 | 1,500 |
| 401 533 50 48 001 | Vehicle R&M | 40,145 | 20,000 | 37,419 | 25,000 |
| 401 533 50 48 002 | Building R & M | 218 | 5,000 | 1,751 | 5,000 |
| 401 533 50 49 000 | Misc/Other Exp | - | 1,000 | 129 | 250 |
| 401 533 50 49 001 | Misc/Dues & Memberships | 42 | 5,000 | 20 | 3,200 |
| 401 533 50 49 002 | Misc/Trng, Registrations | 10,618 | 10,000 | 10,662 | 10,000 |
| 401 533 50 49 003 | Misc/Outside Printing | 102 | 150 | - | - |
| 401 588 10 00 401 | Prior Period Adjustments | (1,272) | - | - | - |
| 401 594 50 64 000 | Capital | 7,193 | - | - | - |
| 401 597 40 20 401 | Transfers-Out - Capital Improvements | 297,042 | 319,000 | 340,200 | 365,400 |
| 401 597 40 90 401 | Transfers-Out - Asset Replacement | 127,304 | 135,000 | 145,800 | 156,600 |
| Total Expenditures | | 4,709,749 | 5,482,401 | 5,111,778 | 5,809,441 |
| 401 508 80 00 401 Ending Fund Balance | | 842,107 | 106,667 | 751,624 | 341,774 |

Electric Capital Improvement Fund (402)

This fund was created to separate capital improvements from regular administration, maintenance and operations activities. The intent is to have the resources available when needs arise. Seven percent of the revenue from monthly electric charges is contributed to this fund to provide for capital improvements.

2020 projects include the following:

Substation – Design \$650,000

Electrical substation design; surveying; geotechnical investigations, studies and services; permitting; as well as the creation of plans, specifications and estimates; construction management, and construction engineering services.

Substation – Property Acquisition \$920,000

Preliminary siting, alternative evaluation and purchasing a new site for the construction of the City's new sub-station.

Miscellaneous Cable Replacement \$150,000

This budget item is for the purchase of electrical cable as needed to replace aging and failing segments of electrical cable at various locations throughout the City.

Pole Replacement Project \$185,000

This budget item is for the purchase and installation of electrical poles as needed to replace aging and failing poles at various locations throughout the City.

Tree Trimming \$100,000

This budget item is to provide funding for the trimming of trees to reduce outages caused by wind storms. This is part of the Electric Utility's effort to continue to provide a reliable electric system.

Meter Replacement Project \$25,000

This budget item is for the equipment and staff time for the Electric Department's continued effort to implement a totally automated meter reader and control system.

27th Avenue Cable Rebuild \$10,000

Currently 27th Avenue contains one continuous electrical circuit. This limits the City's ability to provide localized power outages without de-energizing the entire street. This project will install equipment that will provide the City with the ability to limit outages to a smaller area.

Switchgear Rebuild \$10,000

This project involves the installation of new electrical control modules on 27th Avenue. The existing control boards are old, have reached the end of their service life and are in need of replacement to ensure continued reliability of our electrical system.

| <u>Fund Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|--------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 402 308 80 00 402 | Beginning Fund Balance | 2,046,091 | 2,309,938 | 2,150,830 | 2,334,096 |
| Revenues & Other Sources | | | | | |
| 402 361 10 00 402 | Investment Interest | 28,777 | 28,650 | 38,000 | 33,436 |
| 402 367 00 00 402 | System Development | 11,762 | 5,000 | 10,000 | 10,000 |
| | Proceeds from long term debt | - | - | - | 5,000,000 |
| 402 397 40 10 402 | Transfer In - Operations | 297,042 | 319,000 | 335,266 | 365,400 |
| Total Revenues & Other Sources | | 337,581 | 352,650 | 383,266 | 5,408,836 |
| Expenditures & Other Uses | | | | | |
| 402 594 33 60 124 | Substation - Design | - | - | - | 650,000 |
| 402 594 33 61 124 | Substation - Prop Acq | - | - | - | 920,000 |
| 402 594 33 60 125 | Comp Plan Update/Rate Study | 25,408 | 50,000 | 10,000 | - |
| 402 594 33 62 126 | Misc - Cable Replacement | 24,708 | 350,000 | 50,000 | 150,000 |
| 402 594 33 62 138 | Pole Replacement Project | 9,860 | 100,000 | 20,000 | 185,000 |
| 402 594 33 62 139 | HVAC/Lighting BPA | 86,233 | - | 20,000 | - |
| 402 594 33 62 142 | Tree Trimming | 65,256 | 100,000 | 100,000 | 100,000 |
| 402 594 33 63 095 | Curtailment Project | 1,952 | - | - | - |
| 402 594 33 64 123 | Meter Replacement Project | 19,180 | 55,000 | - | 25,000 |
| 402 594 33 65 120 | Asset Management System | 245 | - | - | - |
| 402 594 33 64 147 | 27th Ave Cable Rebuild | - | 10,000 | - | 10,000 |
| 402 594 33 64 148 | Switchgear Rebuild | - | 10,000 | - | 10,000 |
| 402 594 33 64 149 | Heather Hills Primary Metering | - | 75,000 | - | - |
| Total Expenditures & Other Uses | | 232,842 | 750,000 | 200,000 | 2,050,000 |
| Net Change in Fund Balance | | 104,739 | (397,350) | 183,266 | 3,358,836 |
| 402 508 80 00 402 | Ending Fund Balance | 2,150,830 | 1,912,588 | 2,334,096 | 5,692,932 |

Electric Utility Asset Replacement Fund (409)

This fund was established to fund replacement of assets such as rolling stock, major equipment and technology upgrades. The intent is to have the resources available when needs arise. Each year three percent of service revenue will be contributed to this fund to keep funds available as needed.

| <u>Fund Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|-------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 409 308 80 00 409 | Beginning Fund Balance | 461,189 | 599,743 | 593,930 | 709,330 |
| Revenues & Other Sources | | | | | |
| 409 361 10 00 409 | Investment Interest | 5,437 | 6,450 | 11,400 | 9,233 |
| 409 397 40 10 409 | Transfer In - From Operations | 127,304 | 135,000 | 144,000 | 156,600 |
| Total Revenues & Other Sources | | 132,741 | 141,450 | 155,400 | 165,833 |
| Expenditures & Other Uses | | | | | |
| 409 594 33 64 409 | Asset Replacement | - | 330,000 | 40,000 | 400,000 |
| Total Expenditures & Other Uses | | - | 330,000 | 40,000 | 400,000 |
| Net Change in Fund Balance | | 132,741 | (188,550) | 115,400 | (234,167) |
| 409 508 80 00 409 | Ending Fund Balance | 593,930 | 411,193 | 709,330 | 475,163 |

Water Utility Fund (403)

The Water Utility is a division of the Public Works Department and has been established to provide a city-wide water service, capital improvement and maintenance program serving city customers and customers outside of the City. The Water Division's primary function is to provide, operate, and maintain a quality water supply that effectively and economically meets or exceeds all federal and state drinking water regulations for the customers, while constructing water projects for infrastructure improvements consistent with the planning and implementation of the Water System Comprehensive Plan. The Water Utility is an enterprise fund that operates like a business.

The primary source of revenue for this fund is through the sale of water to our customers. The City also receives revenue through the rental of space on our water towers to private communication companies for antennas. Expenditures from this fund are for administrative and maintenance/operations of the utility. Funds are transferred out of this fund into the Water Capital Projects Fund and the Water Asset Replacement Fund.

The Administrative portion of the fund includes monthly customer billing, planning, coordination with the Department of Health, working with hydrogeologists and legal counsel to protect the City's water sources and participation in other water related organizations.

The Operations and Maintenance portion of the fund includes regular maintenance and repair of wells, pump stations, valves, water mains, distribution lines and hydrants.

SUMMARY

| | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | Change - 2019 Budget to 2020 Budget | |
|--|------------------|------------------|------------------|------------------|-------------------------------------|------------|
| | | | | | Dollars | Percentage |
| Beginning Fund Balance | 1,298,013 | 1,202,400 | 1,399,298 | 1,524,643 | | |
| Revenues & Other Sources | | | | | | |
| Licenses & Permits | 3,882 | 5,000 | 4,041 | 3,500 | (1,500) | -30% |
| Charges for Services | 2,357,138 | 2,219,350 | 2,408,042 | 2,302,750 | 83,400 | 4% |
| Fines & Forfeitures | 21,086 | 20,000 | 16,188 | 17,000 | (3,000) | -15% |
| Miscellaneous Revenues | 31,417 | 25,500 | 35,054 | 28,253 | 2,753 | 11% |
| Other & Non-Revenues | 6,941 | 2,500 | 687 | 800 | (1,700) | - |
| Total Revenues & Other Sources | 2,420,464 | 2,272,350 | 2,464,011 | 2,352,303 | 79,953 | 4% |
| Expenditures & Other Uses | | | | | | |
| Salaries | 659,039 | 749,157 | 640,700 | 707,671 | (41,486) | -6% |
| Benefits | 303,291 | 353,300 | 281,918 | 325,277 | (28,023) | -8% |
| Supplies & Services | 925,061 | 1,007,029 | 887,403 | 941,574 | (65,455) | -6% |
| Miscellaneous | (3,576) | - | 2,034 | 1,500 | 1,500 | - |
| Debt Service | 197,310 | 193,350 | 290,025 | 194,390 | 1,040 | 1% |
| Transfers | 238,054 | 214,000 | 236,588 | 221,450 | 7,450 | 3% |
| Total Expenditures & Other Uses | 2,319,179 | 2,516,836 | 2,338,667 | 2,391,862 | (124,974) | -5% |
| Net Change in Fund Balance | 101,285 | (244,486) | 125,345 | (39,559) | | |
| Ending Fund Balance | 1,399,298 | 957,914 | 1,524,643 | 1,485,084 | | |
| Fund Balance as % of Expenditures | 60% | 38% | 65% | 62% | | |

DETAIL

| Fund | Account | Title | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|-----------------------|----------------|-----------------------------|--------------------|--------------------|-----------------------|--------------------|
| 403 | 308 80 00 403 | Beginning Fund Balance | 1,298,013 | 1,202,400 | 1,399,298 | 1,524,643 |
| Revenues | | | | | | |
| 403 | 322 13 00 000 | Water Permit | 3,882 | 5,000 | 4,041 | 3,500 |
| 403 | 343 40 10 000 | Water Sales | 2,271,809 | 2,150,000 | 2,276,808 | 2,214,500 |
| 403 | 343 40 10 001 | Meter Rental | 204 | 150 | 266 | 150 |
| 403 | 343 40 14 000 | Cert. Wtr Avail In Town | 5,304 | 2,000 | 26,078 | 30,000 |
| 403 | 343 40 15 000 | Cert. Wtr Avail Out Town | 3,646 | 4,000 | 2,295 | 3,000 |
| 403 | 343 40 35 000 | Reservoir Antenna Rentals | 43,484 | 43,200 | 36,705 | 35,000 |
| 403 | 343 49 00 000 | Connection Charges | 32,691 | 20,000 | 64,991 | 20,000 |
| 403 | 343 83 10 403 | Plan Review | - | - | 900 | 100 |
| 403 | 359 90 00 000 | Penalties | 21,086 | 20,000 | 16,188 | 17,000 |
| 403 | 361 10 00 403 | Investment Earnings | 17,198 | 18,000 | 27,273 | 21,753 |
| 403 | 369 10 00 403 | Sale Of Scrap | 4,950 | 2,500 | 2,496 | 2,500 |
| 403 | 369 91 00 403 | Miscellaneous Water Revenue | 9,269 | 5,000 | 5,285 | 4,000 |
| 403 | 389 20 00 403 | Water Permit Deposit | 2,915 | 2,500 | 687 | 800 |
| 403 | 398 20 00 403 | Insurance Recovery | 4,026 | - | - | - |
| Total Revenues | | | 2,420,464 | 2,272,350 | 2,464,011 | 2,352,303 |

DETAIL**Expenditures***Administration*

| | | | | | | |
|-----|---------------|-------------------------------|---------|---------|---------|---------|
| 403 | 534 10 10 000 | Salaries and Wages | 166,428 | 88,696 | 32,831 | 186,282 |
| | | <i>Allocated Salaries</i> | - | 117,396 | 117,396 | 107,044 |
| 403 | 534 10 20 000 | Personnel Benefits | 62,873 | 39,107 | 17,150 | 85,200 |
| | | <i>Allocated Benefits</i> | - | 50,748 | 50,748 | 48,653 |
| 403 | 534 10 31 000 | Office and Operating Supplies | 2,759 | 2,500 | 570 | 1,000 |
| 403 | 534 10 32 000 | Fuel | 67 | 100 | - | 500 |
| 403 | 534 10 35 000 | Small Tools and Equipment | 101 | 250 | 23 | 300 |
| 403 | 534 10 36 000 | Small Assets/IT | 78 | - | - | 200 |
| 403 | 534 10 41 000 | Professional Services | 39,701 | 40,000 | 26,042 | 20,000 |
| 403 | 534 10 41 001 | Professional Services - IT | 29,535 | 36,611 | 46,331 | 38,623 |
| 403 | 534 10 42 000 | Communication | 9,515 | 10,000 | 8,709 | 10,000 |
| 403 | 534 10 43 000 | Travel | 742 | 2,000 | 15 | 1,000 |
| 403 | 534 10 44 001 | Utility Tax | 204,705 | 200,000 | 186,359 | 200,000 |
| 403 | 534 10 44 002 | Water Excise Tax | 113,438 | 110,000 | 109,721 | 115,000 |
| 403 | 534 10 45 000 | Operating Rentals and Leases | 2,308 | 1,800 | 3,374 | 2,500 |
| 403 | 534 10 46 000 | Insurance | 42,443 | 44,100 | 45,693 | 48,301 |
| 403 | 534 10 48 000 | Repairs and Maintenance | 2,150 | 3,000 | - | 1,500 |
| 403 | 534 10 49 001 | Misc/Dues & Memberships | 2,741 | 5,000 | 293 | 3,000 |
| 403 | 534 10 49 002 | Misc/Trng, Registrations | 1,143 | 2,000 | - | 2,000 |
| 403 | 534 10 49 003 | Misc/Outside Printing | 20,255 | 20,000 | 15,414 | 15,000 |
| | | <i>Allocated overhead</i> | - | 95,718 | 95,718 | 106,250 |

DETAIL

| Fund | Account | Title | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | |
|---------------------------|----------------|---|----------------------------|--------------------|-----------------------|--------------------|------------------|
| Expenditures | | | | | | | |
| <i>Operations</i> | | | | | | | |
| 403 | 534 50 10 000 | Salaries and Wages | 465,642 | 484,275 | 458,255 | 359,593 | |
| 403 | 534 50 10 002 | Overtime | 9,181 | 22,790 | 12,686 | 18,752 | |
| 403 | 534 50 10 003 | Temp/Seasonal | - | 18,000 | - | 18,000 | |
| 403 | 534 50 10 005 | On Call Pay | 17,788 | 18,000 | 19,533 | 18,000 | |
| 403 | 534 50 20 000 | Personnel Benefits | 232,753 | 256,445 | 203,847 | 184,424 | |
| 403 | 534 50 20 002 | Uniforms | 7,665 | 7,000 | 10,173 | 7,000 | |
| 403 | 534 50 31 000 | Office and Operating Supplies | 46,069 | 55,000 | 34,814 | 35,000 | |
| 403 | 534 50 32 000 | Fuel | 12,604 | 15,000 | 11,664 | 12,000 | |
| 403 | 534 50 33 000 | Water For Resale | - | - | - | - | |
| 403 | 534 50 35 000 | Small Tools and Equipment | 10,162 | 12,000 | 6,486 | 4,500 | |
| 403 | 534 50 35 001 | Machinery & Equipment | 10,975 | 20,000 | - | 5,000 | |
| 403 | 534 50 36 000 | Small Assets/IT | - | - | 1,215 | 2,000 | |
| 403 | 534 50 41 000 | Professional Services | 3,723 | 10,000 | 20,586 | 25,000 | |
| 403 | 534 50 41 001 | Professional Services - IT | 19,354 | - | - | - | |
| 403 | 534 50 41 002 | Advertising | - | 500 | 428 | 500 | |
| 403 | 534 50 41 114 | Water Comp Plan Professional Services | 22,323 | 10,000 | 10,511 | 5,000 | |
| 403 | 534 50 42 000 | Communication | 3,594 | 7,500 | 5,244 | 5,000 | |
| 403 | 534 50 43 000 | Travel | 2,199 | 6,000 | 2,799 | 6,500 | |
| 403 | 534 50 45 000 | Operating Rentals and Leases | 39,715 | 35,000 | 27,158 | 25,000 | |
| 403 | 534 50 47 000 | Public Utility Services | 5,006 | 9,000 | 2,606 | 6,000 | |
| 403 | 534 50 48 000 | Repairs and Maintenance | 17,888 | 25,000 | 4,701 | 10,000 | |
| 403 | 534 50 48 001 | Equipment Repair & Maintenance | 45,709 | 30,000 | 16,871 | 25,000 | |
| 403 | 534 50 48 116 | 15th Ave Reservoir Exterior Painting | 1,752 | - | - | - | |
| 403 | 534 50 49 000 | Misc/Other Exp | - | 2,000 | 1,157 | 2,000 | |
| 403 | 534 50 49 001 | Misc/Dues & Memberships | 7,071 | 10,000 | 13,407 | 15,000 | |
| 403 | 534 50 49 002 | Misc/Trng, Registrations | 9,497 | 10,000 | 19,059 | 20,000 | |
| 403 | 534 50 49 003 | Misc/Outside Printing | 3 | 100 | - | 150 | |
| <i>Water Quality</i> | | | | | | | |
| 403 | 534 51 31 000 | Operating Supplies | 69,226 | 50,000 | 68,451 | 44,000 | |
| 403 | 534 51 32 000 | Fuel | 659 | 2,500 | 2,688 | 3,500 | |
| 403 | 534 51 35 000 | Small Tools and Equipment | 1,722 | 2,500 | 357 | 2,500 | |
| 403 | 534 51 35 001 | Machinery & Equipment | - | 2,000 | - | 2,000 | |
| 403 | 534 51 41 000 | Professional Services | 14,637 | 12,000 | 8,261 | 15,000 | |
| 403 | 534 51 42 000 | Communication | 207 | 250 | 41 | 200 | |
| 403 | 534 51 43 000 | Travel | 51 | 200 | - | 500 | |
| 403 | 534 51 47 001 | Public Utility Services | 87,112 | 80,000 | 77,877 | 80,000 | |
| 403 | 534 51 48 000 | Water Utilities - Repairs & Maintenance | 18,424 | 20,000 | 8,714 | 20,000 | |
| 403 | 534 51 48 001 | Repairs And Maintenance - Vehicle | 2,291 | 5,000 | 59 | 3,500 | |
| 403 | 534 51 49 001 | Misc Dues & Memberships | 52 | 100 | - | 200 | |
| 403 | 534 51 49 002 | Misc Training, Registrations | 275 | 300 | 2,430 | 500 | |
| 403 | 534 51 49 003 | Printing | 1,080 | 2,000 | 1,566 | 850 | |
| 403 | 588 10 00 403 | Prior Period Adjustments | (3,881) | - | - | - | |
| 403 | 589 20 00 403 | Deposit Refund | 305 | - | 2,034 | 1,500 | |
| 403 | 591 34 72 000 | Revenue Bond-Principal | 110,000 | 110,000 | 165,000 | 115,000 | |
| 403 | 592 34 83 000 | Revenue Bond-Interest | 87,310 | 83,350 | 125,025 | 79,390 | |
| 403 | 597 40 40 403 | Transfers-Out - Capital Improvements | 166,638 | 150,000 | 165,612 | 155,015 | |
| 403 | 597 40 50 403 | Transfers-Out - Asset Replacement | 71,416 | 64,000 | 70,976 | 66,435 | |
| Total Expenditures | | | 2,319,179 | 2,516,836 | 2,338,667 | 2,391,862 | |
| 403 508 80 00 403 | | | Ending Fund Balance | 1,399,298 | 957,914 | 1,524,643 | 1,485,084 |

Water Utility Capital Improvement Fund (404)

This fund was created to separate capital improvements from regular administration, maintenance and operations activities. The intent is to have the resources available when needs arise. Seven percent of the revenue from monthly water charges is contributed to this fund to provide for capital improvements.

2020 projects are as follows:

Miscellaneous Security Upgrades \$60,000

Security of water systems is a very important aspect of operating a reliable and dependable water system. This budget item will purchase and install equipment necessary to monitor and issue alarms when a security concern arises regarding our water system.

Miscellaneous Watermain Replacement \$55,000

Repair and replacement of old and failing water pipes at various locations throughout the City.

Alder Street/26th Ave Watermain \$12,000

This budget item is for replacement of an old failing water main along 27th Avenue and Alder Street to upgrade the flow to ensure a reliable source of water for the residents that live along these streets.

Water Tank Demolition \$10,000

in 2018 the City of Milton demolished a water tank on a city-owned parcel within the city limits of Edgewood. This property is no longer useful to the City of Milton and has been declared surplus. This budget item is to complete the sale of the property.

2 MG Tank Drive Replacement \$35,000

The City of Milton's starter for the pumps Variable Speed Drives and controls the output speed of the pumps based on the demand. The drives have reached the end of their service life and need to be replaced.

Well #5 Replacement \$850,000

The existing Well #5 located at the 1-million-gallon reservoir site needs to be re-drilled in order to provide the City with a water source capable of meeting our future water demands.

Well #2 Rehabilitation \$15,000

In 2018 the Corridor Well #1 was experiencing a drop in the production rate. After removing the screen it was determined that corrosion has plugged the screen. This budget item is to investigate and, if necessary, rehabilitate the adjacent Well #2.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------|---------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 404 | 308 80 00 404 | Beginning Fund Balance | 2,146,011 | 1,681,830 | 1,388,084 | 1,067,032 |
| Revenues & Other Sources | | | | | | |
| 404 | 361 10 00 404 | Investment Interest | 36,936 | 30,000 | 21,454 | 21,579 |
| 404 | 367 00 00 404 | System Development Charges | 149,702 | 75,000 | 137,972 | 75,000 |
| 404 | 397 40 30 404 | Transfer In From 403 | 166,638 | 150,000 | 156,522 | 155,015 |
| Total Revenues & Other Sources | | | 353,276 | 255,000 | 315,948 | 251,594 |
| Expenditures & Other Uses | | | | | | |
| 404 | 594 34 60 129 | SCADA System Upgrade | 10,000 | 30,000 | 6,000 | - |
| 404 | 594 34 61 132 | Water Main Flushing | 1,370 | - | - | - |
| 404 | 594 34 62 100 | Well #10 Construction | 592,220 | 350,000 | 180,000 | - |
| 404 | 594 34 63 100 | Well #10 Design Project | 72,025 | - | 6,000 | - |
| 404 | 594 34 63 130 | Misc Security Upgrades | 17,508 | 100,000 | 40,000 | 60,000 |
| 404 | 594 34 63 131 | Misc Water Main Replacements | 4,636 | 50,000 | 45,000 | 55,000 |
| 404 | 594 34 63 137 | Alder Street/26th Ave Watermain | 6,862 | 238,000 | 225,000 | 12,000 |
| 404 | 594 34 63 144 | Well #1 Rehabilitation Project | 34,227 | - | - | - |
| 404 | 594 34 64 123 | Meter Replacement | 253,863 | - | 75,000 | 50,000 |
| 404 | 594 34 65 120 | Asset Management System | 458 | - | - | - |
| 404 | 594 34 66 127 | Water Tank Demolition | 118,034 | 5,000 | - | 10,000 |
| 404 | 594 34 60 150 | 2 MG Tank Drive Replacement | - | 35,000 | - | 35,000 |
| 404 | 594 34 60 135 | Well #5 Replacement | - | 275,000 | 25,000 | 850,000 |
| 404 | 594 34 60 151 | Well #2 Rehabilitation | - | 40,000 | 35,000 | 15,000 |
| 404 | 594 34 60 152 | Cable Replacement | - | 50,000 | - | - |
| Total Expenditures & Other Uses | | | 1,111,203 | 1,173,000 | 637,000 | 1,087,000 |
| Net Change in Fund Balance | | | (757,927) | (918,000) | (321,052) | (835,406) |
| 404 508 80 00 404 Ending Fund Balance | | | 1,388,084 | 763,830 | 1,067,032 | 231,626 |

Water Utility Asset Replacement Fund (405)

This fund was established to fund replacement of assets such as major equipment and technology upgrades. The intent is to have the resources available when needs arise. Each year three percent of service revenue will be contributed to this fund to keep funds available as needed.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|-------------------|------------------------|--------------------|--------------------|-----------------------|--------------------|
| | 405 308 80 00 405 | Beginning Fund Balance | 335,812 | 360,511 | 354,758 | 313,236 |
| Revenues & Other Sources | | | | | | |
| | 405 361 10 00 405 | Investment Interest | 4,289 | 4,700 | 6,398 | 5,515 |
| | 405 397 40 30 405 | Transfer In From 403 | 71,416 | 64,000 | 67,080 | 66,435 |
| Total Revenues & Other Sources | | | 75,705 | 68,700 | 73,478 | 71,950 |
| Expenditures & Other Uses | | | | | | |
| | 405 594 33 64 405 | Asset Replacement | 56,759 | 227,000 | 115,000 | 150,000 |
| Total Expenditures & Other Uses | | | 56,759 | 227,000 | 115,000 | 150,000 |
| Net Change in Fund Balance | | | 18,946 | (158,300) | (41,522) | (78,050) |
| | 405 508 80 00 405 | Ending Fund Balance | 354,758 | 202,211 | 313,236 | 235,186 |

Stormwater Operations Fund (406)

The Stormwater Utility is a division of the Public Works Department and has been established to provide a citywide storm drainage capital improvement and maintenance program serving the citizens of Milton. The Stormwater Utility provides, operates and maintains the stormwater system with a focus on minimizing damage from severe storms by improving flood protection and improving the quality of Stormwater runoff to meet the requirements of the Department of Ecology’s National Pollutant Discharge Elimination System Phase II (NPDES) permit. The Stormwater Utility is an Enterprise Fund that operates like a business.

Revenue to this fund is primarily through the payment of monthly stormwater fees. Other revenue sources include clearing and grading permit fees and stormwater plan review fees. Expenditures from this fund are for administrative and maintenance/operations of the utility. Funds are transferred out of this fund into the Stormwater Capital Project Fund and the Stormwater Asset Replacement Fund. The Administrative portion of the fund includes monthly customer billing, planning, coordination with the Department of Ecology for our NPDES permit; and participation in other stormwater related organizations. The Operations and Maintenance portion of the fund includes cleaning catch basins, manholes and storm pipes; monitoring and cleaning of ditches, culverts, bioswales and underground detention vaults; installation of storm pipe and catch basins; and maintenance of detention ponds.

The increase in revenues from 2019 to 2020 is due to additional properties within the Hill Creek Annexation area. Stormwater fees have not been updated since the program’s inception which is why fund balance continues to decline. A rate study should be performed in 2020 or 2021.

SUMMARY

| | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | Change - 2019 Budget to 2020 Budget | |
|--|------------------|------------------|------------------|------------------|-------------------------------------|------------|
| | | | | | Dollars | Percentage |
| Beginning Fund Balance | 625,814 | 496,596 | 514,930 | 524,153 | | |
| Revenues & Other Sources | | | | | | |
| Licenses & Permits | 100 | 1,000 | 1,796 | 2,000 | 1,000 | 100% |
| Charges for Services | 959,239 | 980,000 | 980,255 | 1,028,300 | 48,300 | 5% |
| Fines & Forfeitures | 8,903 | 5,000 | 6,309 | 6,700 | 1,700 | - |
| Miscellaneous Revenues | 22,943 | 18,700 | 26,486 | 27,005 | 8,305 | 44% |
| Total Revenues & Other Sources | 991,185 | 1,004,700 | 1,014,845 | 1,064,005 | 59,305 | 6% |
| Expenditures & Other Uses | | | | | | |
| Salaries | 424,318 | 494,142 | 389,852 | 526,246 | 32,104 | 6% |
| Benefits | 161,484 | 213,871 | 171,968 | 243,165 | 29,294 | 14% |
| Supplies & Services | 342,439 | 374,978 | 349,278 | 401,712 | 26,734 | 7% |
| Miscellaneous | (5,224) | - | - | - | - | - |
| Transfers | 179,052 | 97,100 | 94,526 | 102,800 | 5,700 | 6% |
| Total Expenditures & Other Uses | 1,102,069 | 1,180,091 | 1,005,623 | 1,273,923 | 93,832 | 8% |
| Net Change in Fund Balance | (110,884) | (175,391) | 9,223 | (209,918) | | |
| Ending Fund Balance | 514,930 | 321,205 | 524,153 | 314,235 | | |
| Fund Balance as % of Expenditures | 47% | 27% | 52% | 25% | | |

DETAIL

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|-----------------------|----------------|---|--------------------|--------------------|-----------------------|--------------------|
| 406 | 308 80 00 406 | Beginning Fund Balance | 625,814 | 496,596 | 514,930 | 524,153 |
| Revenues | | | | | | |
| 406 | 322 10 03 000 | Clear/Grade Permit | 100 | 1,000 | 1,796 | 2,000 |
| 406 | 343 10 00 000 | Storm Drainage Fees | 959,239 | 980,000 | 980,000 | 1,028,000 |
| 406 | 343 10 30 000 | LABOR | - | - | 105 | 100 |
| 406 | 345 83 10 406 | Plan Review | - | - | 150 | 200 |
| 406 | 359 90 00 406 | Penalties | 8,903 | 5,000 | 6,309 | 6,700 |
| 406 | 361 10 00 406 | Investment Earnings | 10,152 | 8,700 | 8,858 | 8,005 |
| 406 | 362 00 00 406 | Equipment And Vehicles Rentals (Short-term) | 5,394 | 5,000 | 13,518 | 14,000 |
| 406 | 369 91 00 406 | Misc Stormwater Revenue | 7,397 | 5,000 | 4,110 | 5,000 |
| Total Revenues | | | 991,185 | 1,004,700 | 1,014,845 | 1,064,005 |

DETAIL

| Fund | Account | Title | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|----------------|--|--------------------|--------------------|-----------------------|--------------------|
| Expenditures | | | | | | |
| <i>Administration</i> | | | | | | |
| 406 | 531 10 10 000 | Salaries and Wages | 120,551 | 80,488 | 17,471 | 134,990 |
| 406 | 531 10 10 002 | Overtime | 453 | - | - | - |
| | | <i>Allocated Salaries</i> | - | 85,191 | 85,191 | 79,324 |
| 406 | 531 10 20 000 | Personnel Benefits | 50,968 | 35,353 | 7,259 | 54,897 |
| | | <i>Allocated Benefits</i> | - | 36,907 | 36,908 | 35,990 |
| 406 | 531 10 31 000 | Office and Operating Supplies | 2,482 | 2,500 | 887 | 2,500 |
| 406 | 531 10 32 000 | Fuel | 314 | 350 | 207 | 350 |
| 406 | 531 10 35 000 | Small Tools and Minor Equip | 294 | 500 | 24 | 500 |
| 406 | 531 10 36 000 | Small Assets/IT | 65 | - | - | 200 |
| 406 | 531 10 41 000 | Professional Services | 26,487 | 30,000 | 24,879 | 25,000 |
| 406 | 531 10 41 001 | Professional Services - IT | 19,013 | 23,173 | 32,892 | 29,049 |
| 406 | 531 10 41 002 | Advertising | 208 | 500 | 23 | 200 |
| 406 | 531 10 42 000 | Communication | 3,583 | 3,500 | 3,110 | 3,500 |
| 406 | 531 10 43 000 | Travel | 566 | 1,500 | 165 | 1,500 |
| 406 | 531 10 44 001 | Utility Taxes | 86,684 | 89,000 | 79,217 | 90,000 |
| 406 | 531 10 44 002 | Excise Tax | 14,447 | 15,000 | 14,205 | 15,500 |
| 406 | 531 10 45 000 | Operating Rentals and Leases | 1,191 | 1,000 | 1,886 | 1,500 |
| 406 | 531 10 46 000 | Insurance | 15,264 | 15,850 | 16,434 | 17,372 |
| 406 | 531 10 48 000 | Repairs and Maintenance | 552 | 1,000 | - | 500 |
| 406 | 531 10 49 000 | Misc/Other Exp | - | - | - | 200 |
| 406 | 531 10 49 001 | Misc/Dues & Memberships | 13,852 | 5,000 | 5,835 | 450 |
| 406 | 531 10 49 002 | Misc/Trng, Registrations | 1,294 | 2,000 | - | 1,500 |
| 406 | 531 10 49 003 | Misc/Outside Printing | 10,138 | 9,000 | 7,905 | 2,500 |
| | | <i>Allocated overhead</i> | - | 69,605 | 69,605 | 77,891 |
| <i>Operations</i> | | | | | | |
| 406 | 531 30 10 000 | Salaries & Wages | 301,101 | 297,841 | 287,190 | 276,782 |
| 406 | 531 30 10 002 | Overtime | 2,213 | 12,622 | - | 17,150 |
| 406 | 531 30 10 003 | Temp/Seasonal | - | 18,000 | - | 18,000 |
| 406 | 531 30 20 000 | Personnel Benefits | 106,244 | 137,611 | 123,270 | 148,278 |
| 406 | 531 30 20 002 | Uniforms | 4,272 | 4,000 | 4,532 | 4,000 |
| 406 | 531 30 31 000 | Operating Supplies | 12,096 | 10,000 | 20,276 | 13,000 |
| 406 | 531 30 32 000 | Fuel | 8,731 | 2,500 | 8,438 | 8,000 |
| 406 | 531 30 35 000 | Small Tools and Equipment | 4,812 | 5,000 | 2,958 | 4,000 |
| 406 | 531 30 35 001 | Machinery and Equipment | 5,671 | 15,000 | - | 7,500 |
| 406 | 531 30 36 000 | Small Assets/IT | - | - | 392 | 600 |
| 406 | 531 30 41 000 | Professional Services | 6,802 | 5,000 | 13,341 | 30,000 |
| 406 | 531 30 41 001 | Professional Services - IT | 19,313 | - | - | - |
| 406 | 531 30 41 002 | Advertising | - | 500 | 21 | 100 |
| 406 | 531 30 42 000 | Communication | 3,185 | 3,000 | 3,002 | 4,500 |
| 406 | 531 30 43 000 | Travel | 1,013 | 2,000 | 1,602 | 2,500 |
| 406 | 531 30 45 000 | Operating Rentals and Leases | 22,875 | 8,000 | 6,429 | 10,000 |
| 406 | 531 30 47 000 | Public Utility Services | 15,393 | 13,000 | 4,578 | 9,000 |
| 406 | 531 30 48 000 | Repairs and Maintenance | 6,648 | 2,500 | 375 | 3,500 |
| 406 | 531 30 48 001 | Vehicle Repair & Maint | 35,579 | 30,000 | 23,787 | 28,000 |
| 406 | 531 30 49 000 | Misc/Other Exp | - | - | - | - |
| 406 | 531 30 49 001 | Misc Dues & Memberships | 172 | - | 93 | 300 |
| 406 | 531 30 49 002 | Misc/Trng, Registrations | 3,715 | 1,000 | 6,717 | 4,000 |
| 406 | 531 30 49 003 | Misc Outside Printing | - | - | - | - |
| 406 | 554 90 00 406 | Environmental Services - Stormwater Permit | - | 8,000 | - | 6,500 |
| 406 | 588 10 00 406 | Prior Period Adjustments | (5,224) | - | - | - |
| 406 | 597 04 07 406 | Transfer to FUND 407/Capital | 150,005 | 68,600 | 66,168 | 71,960 |
| 406 | 597 40 80 406 | Transfers-Out -To Asset Replacement | 29,047 | 28,500 | 28,358 | 30,840 |
| Total Expenditures | | | 1,102,069 | 1,180,091 | 1,005,623 | 1,273,923 |
| 406 508 80 00 406 Ending Fund Balance | | | 514,930 | 321,205 | 524,153 | 314,235 |

Stormwater Capital Improvement Fund (407)

This fund was created to separate capital improvements from regular administration, maintenance and operations activities. Currently, the operating fund contributes \$2.50 per unit to this fund, however the 2019 budget is based seven percent of the revenue from monthly stormwater charges, pending Council approval.

2020 projects are as follows:

Decant Facility \$20,000

The City was successful in receiving a grant from the Washington State Department of Ecology for the construction of a decant facility. The Decant facility will save the City money by allowing a temporary storage facility for waste material picked up by our vacator truck avoided the cost of transportation and disposal at out-of-city locations.

Taylor Street Storm Drainage Improvements (Design and Construction) \$49,000

This budget item is for pipe installation to improve storm drainage along Taylor Street between Porter Way and 15th Avenue. This is part of the City's efforts to improve the storm drainage system and minimizing local flooding.

City-wide Ditch/Culvert Projects \$80,000

This budget item is for repair and construction of ditches and culverts at various locations throughout the City.

Surprise Lake Outfall \$50,000

The water level in Surprise Lake is currently controlled by an outdated system that is not under the control of the City of Milton. This outfall needs reconstructing to better control the flow out of the lake and the associated water level in the lake.

Campus Green Retrofit \$100,000

The City has partnered with the Department of Ecology to fund Low Impact Development retrofit projects at City Hall. These improvements will include pervious concrete walkways and bio-retention cells among other design features.

2019 – 2021 Department of Ecology Capacity Grant \$50,000

Every two years the City receives grant money for our National Pollutant Discharge Elimination System (NPDES) compliance activities. Compliance activities could include maintenance, equipment purchase or public education and outreach programs.

Surface Water Plan Update/Rate Study \$120,000

Since the last update of the Surface Water Master Plan many requirements and thresholds for stormwater management have evolved. This project is to update the master plan to identify future capital needs as well as updating the rate structure.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------|---|--------------------|--------------------|-----------------------|--------------------|
| 407 | 308 80 00 407 | Beginning Fund Balance | 453,624 | 881,431 | 546,350 | 1,097,076 |
| Revenues & Other Sources | | | | | | |
| 407 | 334 03 10 097 | Department Of Ecology - Decant Facility | 21,235 | 610,000 | 986,990 | 20,000 |
| 407 | 334 03 10 083 | Dept of Ecology - SEASMP | - | - | 27,000 | 70,000 |
| 407 | 334 03 10 098 | Department Of Ecology - Emerald Street | 13,200 | - | - | - |
| | | Department of Ecology - Campus Green | - | - | - | 100,000 |
| 407 | 334 03 10 140 | 17-19 ECU Capacity Grant | 27,363 | 10,000 | 83,748 | 50,000 |
| 407 | 361 10 00 407 | Investment Earnings | 8,649 | 6,300 | 12,442 | 12,000 |
| 407 | 397 01 30 407 | TRF Fr REET 1 | 150,000 | 75,000 | 75,000 | - |
| 407 | 397 01 31 407 | Transfer In - REET 2 | 150,000 | 85,000 | 85,000 | - |
| 407 | 397 04 06 407 | TRF fr Storm Water Fund | 150,005 | 68,600 | 66,546 | 71,960 |
| Total Revenues & Other Sources | | | 520,452 | 854,900 | 1,336,726 | 323,960 |
| Expenditures & Other Uses | | | | | | |
| 407 | 594 31 63 097 | Decant Facility | 269,734 | 1,000,000 | 520,000 | 20,000 |
| 407 | 594 31 63 099 | Pervious Concrete Parking Lots | 14,996 | - | 15,000 | - |
| 407 | 594 31 63 112 | Taylor St Pipe Installation (Design) | 2,813 | 5,000 | 5,000 | - |
| | | Taylor Street Pipe Installation(Construction) | - | 300,000 | 220,000 | 49,000 |
| 407 | 594 31 63 133 | Citywide Ditch/Culvert Project | 100,357 | 75,000 | 10,000 | 80,000 |
| 407 | 594 31 63 140 | 17-19 ECU Capacity Grant | 26,842 | 10,000 | 10,000 | - |
| 407 | 594 31 65 120 | Asset Management System | 96 | - | - | - |
| 407 | 594 31 63 145 | SEASMP 17-19 | 12,910 | - | 1,000 | 10,000 |
| 407 | 594 31 63 153 | Surprise Lake Outfall | - | 75,000 | 5,000 | 50,000 |
| | | Campus Green Retrofit | - | - | - | 100,000 |
| | | 19-21 ECU Capacity Grant | - | - | - | 50,000 |
| | | Surface Water Plan Update/Rate Study | - | - | - | 120,000 |
| Total Expenditures & Other Uses | | | 427,748 | 1,465,000 | 786,000 | 479,000 |
| Net Change in Fund Balance | | | 92,704 | (610,100) | 550,726 | (155,040) |
| 407 | 508 80 00 407 | Ending Fund Balance | <u>546,328</u> | <u>271,331</u> | <u>1,097,076</u> | <u>942,036</u> |

Stormwater Asset Replacement Fund (408)

This fund was established to fund replacement of assets such as major equipment and technology upgrades. The intent is to have the resources available when needs arise. Each year three percent of service revenue will be contributed to this fund to keep funds available as needed.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------|-------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 408 | 308 80 00 408 | Beginning Fund Balance | 117,228 | 146,889 | 126,141 | 85,099 |
| Revenues & Other Sources | | | | | | |
| 408 | 361 10 00 408 | Investment Interest | 1,521 | 1,650 | 2,438 | 1,961 |
| | | DOE Grant - Capital Asset | - | - | - | 165,000 |
| 408 | 397 40 60 408 | Transfer In - From Operations | 29,047 | 28,500 | 28,520 | 30,840 |
| Total Revenues & Other Sources | | | 30,568 | 30,150 | 30,958 | 197,801 |
| Expenditures & Other Uses | | | | | | |
| 408 | 594 31 64 408 | Asset Replacement | 21,654 | 72,000 | 72,000 | 220,000 |
| Total Expenditures & Other Uses | | | 21,654 | 72,000 | 72,000 | 220,000 |
| Net Change in Fund Balance | | | 8,914 | (41,850) | (41,042) | (22,199) |
| 408 | 508 80 00 408 | Ending Fund Balance | <u>126,142</u> | <u>105,039</u> | <u>85,099</u> | <u>62,900</u> |

Vehicle Repair and Maintenance Fund (501)

The Vehicle Repair and Maintenance Fund is an Internal Service Fund that was established to account for repair and maintenance of the City's fleet of vehicles, excluding the Police Department.

Revenue to this fund is collected by billing the other funds for the labor and equipment used to service the vehicles from the different departments. Expenditures are tracked by vehicle and department. Expenditures are primarily for in-house salaries, wages and benefits for the City's mechanic and parts for repairs of the fleet. Other expenditures include the services of outside mechanics for repairs for which the City does not have the equipment or specialized expertise.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------|-----------------------------|--------------------|--------------------|-----------------------|--------------------|
| 501 308 80 00 501 | | Beginning Fund Balance | - | 535 | - | - |
| Revenues & Other Sources | | | | | | |
| 501 344 30 00 000 | | Labor | 111,805 | 130,000 | 130,000 | 260,000 |
| 501 344 40 00 000 | | Parts | 1,971 | 135,000 | 135,000 | - |
| Total Revenues & Other Sources | | | 113,776 | 265,000 | 265,000 | 260,000 |
| Expenditures & Other Uses | | | | | | |
| 501 548 30 10 000 | | Salaries & Wages | 27,429 | 76,063 | 76,063 | 86,446 |
| | | <i>Allocated Salaries</i> | - | 4,152 | 4,152 | 3,480 |
| 501 548 30 10 002 | | Overtime | 1,470 | 1,000 | 1,000 | 1,000 |
| 501 548 30 20 000 | | Personnel Benefits | 42,138 | 44,046 | 44,046 | 48,899 |
| | | <i>Allocated Benefits</i> | - | 1,976 | 1,976 | 1,635 |
| 501 548 30 20 002 | | Uniforms | 1,345 | 1,500 | 1,500 | 1,500 |
| 501 548 30 31 000 | | Office & Operating Supplies | 19,412 | 18,000 | 18,000 | 20,000 |
| 501 548 30 32 000 | | Fuel | 849 | 1,500 | 1,500 | 1,000 |
| 501 548 30 34 000 | | Parts | 2,261 | 40,000 | 40,000 | 10,000 |
| 501 548 30 35 000 | | Small Tools & Equipment | 9,138 | 5,000 | 5,000 | 6,000 |
| 501 548 30 35 001 | | Machinery & Equipment | 651 | 2,000 | 2,000 | 2,000 |
| 501 548 30 41 000 | | Professional Services | 170 | 1,000 | 1,000 | 1,000 |
| 501 548 30 41 001 | | Professional Services - IT | 4,834 | 4,748 | 4,748 | 6,712 |
| 501 548 30 42 000 | | Communications | 1,167 | 1,100 | 1,100 | 1,500 |
| 501 548 30 43 000 | | Travel | 40 | 500 | 500 | 500 |
| 501 548 30 45 000 | | Operating Rentals & Leases | 182 | 200 | 200 | 200 |
| 501 548 30 46 000 | | Insurance | 4,230 | 4,400 | 4,400 | 4,814 |
| 501 548 30 48 000 | | Repairs & Maintenance | 2,087 | 50,000 | 50,000 | 5,000 |
| 501 548 30 49 000 | | Miscellaneous | 164 | 100 | 100 | 50,000 |
| 501 588 10 00 501 | | Prior Period Adjustments | (9) | - | - | - |
| | | <i>Allocated overhead</i> | - | 3,818 | 3,818 | 3,837 |
| Total Expenditures & Other Uses | | | 117,558 | 261,103 | 261,103 | 255,523 |
| Net Change in Fund Balance | | | (3,782) | 3,897 | 3,897 | 4,477 |
| 501 508 80 00 501 | | Ending Fund Balance | (3,782) | 4,432 | 3,897 | 4,477 |

Information Technology Fund (503)

The Information Technology Fund is an Internal Service Fund that was established to account for City-wide technology needs.

Revenue to this fund is collected by billing the other funds for the operating expenditures related to technology that serves the entire City. Expenditures are primarily for contracted information technology support services, software licenses and subscriptions and other professional services.

| <u>Fund</u> | <u>Account</u> | <u>Title</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> |
|--|----------------|-------------------------------------|--------------------|--------------------|-----------------------|--------------------|
| 503 | 308 80 00 503 | Beginning Fund Balance | 61,946 | 67,616 | 65,657 | 77,809 |
| Revenues & Other Sources | | | | | | |
| 503 | 341 81 00 503 | IT Services (External) | 44,604 | - | 12,150 | - |
| 503 | 341 81 01 503 | IT Services (Internal) | 222,238 | 224,698 | 224,700 | 255,833 |
| Total Revenues & Other Sources | | | 266,842 | 224,698 | 236,850 | 255,833 |
| Expenditures & Other Uses | | | | | | |
| 503 | 518 80 10 000 | <i>Allocated Salaries</i> | 16,794 | 24,711 | 24,711 | 4,770 |
| 503 | 518 80 20 000 | <i>Allocated Benefits</i> | 5,882 | 11,287 | 11,287 | 2,290 |
| 503 | 518 80 31 000 | Office & Operating Supplies | 5,423 | 5,000 | 5,000 | - |
| 503 | 518 80 35 000 | Small Tools And Minor Equipment | 722 | 12,000 | 12,000 | 4,200 |
| 503 | 518 80 36 001 | Small Tools - IT | 26 | 200 | 200 | - |
| 503 | 518 80 36 002 | Equipment - IT | 23,052 | 10,000 | 10,000 | 61,875 |
| 503 | 518 80 41 001 | Professional Services - IT | 126,603 | 80,000 | 80,000 | 80,000 |
| 503 | 518 80 41 503 | Professional Services | 9,342 | 20,000 | 20,000 | 25,700 |
| 503 | 518 80 42 503 | Communications | 669 | - | - | - |
| 503 | 518 80 43 000 | Travel | 52 | - | - | - |
| 503 | 518 80 45 000 | Operating Rentals & Leases | 13 | - | - | - |
| 503 | 518 80 46 000 | Insurance | 1,418 | 1,500 | 1,500 | 1,614 |
| 503 | 518 80 49 002 | Misc/Training Registrations | 116 | - | - | - |
| 503 | 518 80 49 004 | Software Licenses/Subscriptions/etc | 73,919 | 60,000 | 60,000 | 77,000 |
| 503 | 588 10 00 503 | Prior Period Adjustments | (900) | - | - | - |
| Total Expenditures & Other Uses | | | 263,131 | 224,698 | 224,698 | 257,449 |
| Net Change in Fund Balance | | | 3,711 | - | 12,152 | (1,616) |
| 503 | 508 80 00 503 | Ending Fund Balance | 65,657 | 67,616 | 77,809 | 76,193 |

Glossary

Appropriation – A legal authorization granted by the City Council to make expenditures and to incur obligations for a specific purpose.

Assessed Valuation – The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

Authorized Positions – Employee positions, which are authorized in the adopted budget, to be filled during the year.

BARS – The Budgeting, Accounting and Reporting System for accounting prescribed by the Washington State Auditor’s Office.

Bond – A long-term promise to repay a specified amount (the face amount of the bond) on a particular date (the maturity date). The most common types of bonds are general obligation revenue bonds. Bonds are primarily used to finance capital projects.

Budget – A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Capital Improvement – Expenditures related to acquisition, expansion or rehabilitation of an element of the government’s physical plant; sometimes referred to as infrastructure.

Capital Outlay – Fixed assets that have general value of \$5,000 or more and have a useful economic lifetime of more than one year.

Capital Project – Major construction, acquisition, or renovation activities which add value to government’s physical assets or significantly increase their useful life, also called capital improvements.

Capital Projects Fund – A fund created to account for all resources and expenditures used for the acquisition of capital assets except those financed by enterprise funds.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies.

Debt Service – Payment of interest and principal on borrowed money according to a predetermined payment schedule.

Department – The basic unit of service responsibility, encompassing a broad mandate of related service responsibilities.

Encumbrance – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund – A type of proprietary fund in which the direct beneficiaries pay for all costs of the fund through fees.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Face Value – The amount of principal that must be paid at maturity for a bond issue.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

Full-time Equivalent Position (FTE) – A full-time or part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time person working 20 hours per week would be equivalent of 0.5 of a full-time position.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB – The Governmental Accounting Standards Board, established in 1985, is the current standard-setting board for governmental GAAP.

General Fund – The principal operating fund of the City used for general governmental operations. Taxes and fees that generally have no restriction on their use support it.

General Obligation (G.O.) Bonds – This type of bond is backed by the full faith, credit and taxing power of the government issuing it.

Indirect Cost – A cost necessary for the functioning of the organization as a whole, but which cannot be identified with a specific product, function or activity.

Infrastructure – The physical assets of a government (e.g. streets, water, sewer, public buildings, and parks).

Interfund Transfers – The movement of monies between funds of the same governmental entity.

Internal Service Funds – A type of proprietary fund that accounts for the goods and services provided to other units of the city. Payment by the benefiting fund is intended to fund the costs of providing services.

LEOFF – The “Law Enforcement Officers and Fire Fighters” retirement system of the state that provides coverage for city public safety employees.

Levy – To impose taxes for the support of the governmental activities.

Levy Rate – The property tax percentage rate used in computing the property tax amount to be paid.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Operating Budget – The portion of the budget that pertains to daily operations that provide basic governmental services.

Ordinance – A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

PERS – “Public Employee Retirement System.” The state system for public employment retirement applicable for employees other than police officers.

Proprietary Funds – A group of funds that account for the activities of the city that are of a proprietary or business character. Also see “Enterprise Fund.”

Resolution – A special or temporary order of a legislative body—an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue – Sources of income financing the operations of government.

Revenue Bonds – Bonds sold by the city that are secured only by the revenues of a particular system.

Special Revenue Funds – General government funds for which the source of monies is dedicated to a specific purpose.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

Unreserved Fund Balance – The portion of a fund’s balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges – The payment of a fee for direct receipt of a public service by the party who benefits from the service.



Agenda Item #: 8B

To: Mayor Shanna Styron-Sherrell and City Council Members
From: Nick Afzali, Public Works Director
Brittany Port, AICP, Contract Senior Planner
Date: December 2, 2019
Re: **Bridge Point I-5 Master Plan**

ATTACHMENTS: 1) Hearing Examiner Recommendation (dated November 18, 2019)
2) Public Record/Hearing Examiner's Exhibit (dated October 31, 2019)
3) Ordinance 1980-19

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommendation(s):

Public Hearing: Conduct a closed record public hearing as required by the Municipal Code for quasi-judicial actions. An open record public hearing has already been held by the City of Milton Hearing Examiner as required for Process Type V applications. The City Council may not accept new testimony on the proposal as prohibited by Chapter 36.70B RCW.

Council Action: When Council is ready to motion, they may make one of four motions using the following language either approving, approving with conditions, remanding to the Hearing Examiner the application, or denying the application:

- (1) Approve the Bridge Point Project Applications** and adopt the Hearing Examiner's Findings of Fact and Conclusions of Law.
- (2) Approve the Bridge Point Project Applications with modifications** and adopt the Hearing Examiner's Findings of Fact, except [SPECIFY MODIFICATIONS] and Conclusions of Law, except [SPECIFY MODIFICATIONS].
- (3) Remand the Bridge Point Project Applications for further review by the Hearing Examiner**, provided the Hearing Examiner is prohibited from conducting another open hearing by state law.

(4) Reject the Hearing Examiner's recommendations and deny the Bridge Point Project Applications based upon the following Findings of Fact and Conclusions of Law: [SPECIFY NEW FINDINGS OF FACT & CONCLUSIONS OF LAW].

If the Council moves to adopt the Bridge Point I-5 Master Plan, the Council may also hold a 1st read of Ordinance Number 1980-19, adopting the Bridge Point I-5 Master Plan.

Note: It is anticipated that Council action may not take place until 12/9/19, as this hearing may require additional time for Council questions, deliberations and decision.

Issue: Hold a closed record public hearing and adopt the Bridge Point I-5 Seattle Master Plan.

Background: On March 29, 2019, the City received an application for a Planned Development (PD) Master Plan to develop the Lloyds site (gravel quarry in northwest portion of City) into a light industrial/warehousing complex involving four industrial/warehouse buildings totaling approximately 2,043,024sf. The project would demolish existing structures on the site and include grading and fill activities to reclaim the site in accordance with the Surface Mining Reclamation permit from the Washington Department of Natural Resources. To support the industrial/warehousing proposed use, paved parking would be provided for both automobiles and truck trailers, with automobile parking separated from truck maneuvering areas for safety. The site will be landscaped with a 10-ft wide landscaping strip provided around the perimeter of the property, and parking lot landscaping provided as well as vegetation planted within the buffers of two on-site wetlands and within the buffer of Hylebos Creek in accordance with a voluntary agreement with the Puyallup Tribe to restore habitat area and functions associated with the stream.

The project would provide frontage improvements (curb, gutter and sidewalk) along the entirety of its frontage on 5th Ave. Off-site improvements would be constructed to widen 5th Ave to allow sufficient travel lane width (at least 12 feet) for truck traffic, as well as sufficient shoulder to buffer pedestrians from vehicular traffic. In addition, the road bed of 5th Ave would be raised several feet at the crossing of the Hylebos Creek and 5th Ave, where two piped culverts would be replaced with a larger, bottomless box culvert that will restore habitat and functions to the creek, removing a barrier to fish passage at this crossing.

At the intersection of 5th Ave and Porter Way, where the majority of the truck traffic for the project is proposed to travel, a roundabout or other intersection improvement would be provided that would mitigate the projects impacts as well as the existing level of service deficiency (LOS F) at that intersection. The City has recently received an approximately \$3,000,000 grant from the State to improve the intersection of Porter Way and Pacific Hwy (SR-99). The applicant has committed approximately \$450,000 towards this effort as a payment in lieu of required improvements to mitigate the projects congestion at this intersection.

In addition to the required traffic improvements to 5th Ave, the intersection of 5th Ave and Porter Way, and payment towards the City's newly funded project improving the intersection of

Porter Way and Pacific Hwy, the applicant would also pay approximately \$1,382,7000 in traffic impact fees as required by the City's Traffic Impact Fee ordinance, to mitigate traffic impacts associated with the development throughout the City. As an additional voluntary measure, the applicant has also committed to installing sidewalks on the western side of 5th Ave between the project site and the intersection of 5th Ave and Porter Way.

Between March 29, 2019 and October 31, 2019, City staff provided timely notice in accordance with MMC 17.71.120. A neighborhood meeting was held on June 5, 2019, and a notice of public hearing and revised notice of public hearing were both posted in advance of the open record hearing before the Hearing Examiner. On October 31, 2019, the City of Milton Hearing Examiner held the required open record hearing on the proposal. His recommendation is attached to this memorandum.

At this time, the Milton City Council is being asked to conduct the required closed record hearing on the master plan. Master Plan permits are Process Type V decisions in which the Hearing Examiner is tasked with holding an open record hearing and evaluating the record and all written comments received prior to and testimony provided at the public hearing. The Hearing Examiner will create a complete record of the hearing including all exhibits introduced at the hearing. The Hearing Examiner then provides a recommendation to the City Council based on the record and review of the project with applicable city development regulations. The City Council then conducts a closed record hearing based on the recommendation and record as heard before the Hearing Examiner. At a closed record hearing, there is no additional public testimony and the City Council must make a decision based on the record developed before the Hearing Examiner and his recommendation.

At this closed record hearing, upon review/presentation of the record and the Hearing Examiner's recommendation, the City Council may do one of four things with the proposal:

1. Approve the application; or
2. Approve the application with modifications; or
3. Remand the application to the hearing examiner for further review, provided the hearing examiner may not conduct another hearing as prohibited by Chapter 36.70B RCW [*which states that not more than one open record hearing may be held for a development application*]*; or
4. Deny the application.

*Added for clarification

Discussion: The Milton City Council is being asked to make a decision on the project record as presented to the City of Milton Hearing Examiner and his recommendation on the Bridge Point I-5 Seattle Master Plan. The City Council should be prepared, if they object to any of the Hearing Examiner's conclusions of law and findings of fact relating to consistency of the project and the City's development regulations and Comprehensive Plan, to make factual objections based on the review and approval criteria contained within MMC 17.37.070.

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November 19, 2019

Barghausen Consulting Engineers
Attn: Dan Balmelli
18215-72nd Avenue South
Kent, WA 98032

Bridge Development Partners
Attn: Spencer Mayes
10655 N.E. 4th Street, Suite 210
Bellevue, WA 98004

**RE: LUA 2019-0008, LUA 2019-0009, LUA 2019-0010
BRIDGE POINT 1-5 SEATTLE**

Dear Applicant:

Transmitted herewith is the Report and Recommendation of the City of Milton Hearing Examiner relating to the above-entitled matter.

Very truly yours,

STEPHEN K. CAUSSEUX, JR.
Hearing Examiner

SKC/jjp
cc: Parties of Record

1X

OFFICE OF THE HEARING EXAMINER

CITY OF MILTON

REPORT AND RECOMMENDATION

PROJECT NO.: LUA 2019-0008, LUA 2019-0009, LUA 2019-0010
BRIDGE POINT 1-5 SEATTLE

**APPLICANTS/
PROPERTY OWNERS:** Barghausen Consulting Engineers
Attn: Dan Balmelli
18215-72nd Avenue South
Kent, WA 98032

Bridge Development Partners
Attn: Spencer Mayes
10655 N.E. 4th Street, Suite 210
Bellevue, WA 98004

PLANNER: Brittany Port, AICP- Contract Senior Planner

SUMMARY OF REQUEST:

Master plan approval and site plan review approval to develop a 118 acre site (the Lloyds gravel quarry) with four industrial/warehouse buildings totaling approximately 2,043,024 square feet along with paved parking and truck maneuvering areas, landscaping, stormwater facilities, water and sanitary sewer extensions, a street vacation, frontage road improvements, off-site roadway improvements along Milton Road/5th Avenue, and at the intersection of Milton Road/Porter Way and Porter Way/Pacific Highway. Buffer averaging is proposed for two on-site wetlands. The site is located at 38000 Milton Road South.

SUMMARY OF RECOMMENDATION: Approval, subject to conditions.

DATE OF RECOMMENDATION: November 19, 2019

PUBLIC HEARING:

After reviewing the City of Milton Planning and Community Development Staff Report and examining available information on file with the application, the Examiner conducted a public hearing on the request as follows:

The hearing was opened on October 31, 2019 at 9:01 a.m.

Parties wishing to testify were sworn in by the Examiner.

The following exhibits were submitted and made a part of the record as follows:

- EXHIBIT A - Planning and Community Development Staff Report**
- EXHIBIT 1 - Master Application**
- EXHIBIT 2 - Pre-Application Meeting Summary**
- EXHIBIT 3 - Title Report**
- EXHIBIT 4 - Contract to Purchase Letter from Land Lloyd Development Co.**
- EXHIBIT 5 - Certificate of Water Availability**
- EXHIBIT 6 - Certificate of Power Availability**
- EXHIBIT 7 - Site Specific Sewer Information**
- EXHIBIT 8 - Lighting Plan**
- EXHIBIT 9 - Geotechnical Report**
- EXHIBIT 10 - Notice of Complete Application**
- EXHIBIT 11 - Notice of Application and Neighborhood Meeting**
- EXHIBIT 12 - Interagency Memorandum for SEPA Optional Notice of Application**
- EXHIBIT 13 - Memorandum from WSDOT**
- EXHIBIT 14 - SEPA Comments on NOA from DOH**
- EXHIBIT 15 - SEPA Comments on NOA from Muckleshoot Indian Tribe**
- EXHIBIT 16 - SEPA Comments on NOA from Lakehaven Water & Sewer District**
- EXHIBIT 17 - SEPA Comments on NOA from Pierce Transit**
- EXHIBIT 18 - SEPA Comments on NOA from City of Federal Way**
- EXHIBIT 19 - SEPA Comments on NOA from Tacoma-Pierce County Health Department**
- EXHIBIT 20 - Elliott Comment Letter**
- EXHIBIT 21 - Third Party Review Letter of Traffic Impact Analysis**
- EXHIBIT 22 - Third Party Review Letter of Critical Area Reports**
- EXHIBIT 23 - Fire Comments by East Pierce Fire & Rescue**
- EXHIBIT 24 - City 1st Substantive Review Letter**
- EXHIBIT 25 - Applicant Response to City 1st Substantive Review Comments**
- EXHIBIT 26 - Revised Site Plan**
- EXHIBIT 27 - Site Cross Sections**
- EXHIBIT 28 - Revised Preliminary Civil Engineering Design Plans**
- EXHIBIT 29 - Revised Preliminary Stormwater Site Plan**
- EXHIBIT 30 - Revised Stormwater Pollution Preservation Plan**
- EXHIBIT 31 - Revised Preliminary Landscape Planting Plans**
- EXHIBIT 32 - Revised Traffic Impact Analysis**
- EXHIBIT 33 - Revised SEPA Checklist**
- EXHIBIT 34 - Applicant Response to Critical Area Comments**
- EXHIBIT 35 - Revised On-Site Wetland and Fish and Wildlife Assessment Report and Mitigation Plan**
- EXHIBIT 36 - Revised Off-Site Wetland and Fish and Wildlife Assessment**

- Report and Mitigation Plan**
- EXHIBIT 37 - Revised Off-Site Biological Evaluation**
- EXHIBIT 38 - Significant Tree Survey and Retention Plan**
- EXHIBIT 39 - Applicant Response to Geotechnical Engineering Comments**
- EXHIBIT 40 - Revised Master Plan Document**
- EXHIBIT 41 - Memorandum from Applicant to City of Fife Re: Pro-Rata Share of Traffic Impact Fees**
- EXHIBIT 42 - Letter from City of Fife to City of Milton Re: Pro-Rata Share of Traffic Impact Fees**
- EXHIBIT 43 - Third Party Review Letter of Revised Critical Area Reports**
- EXHIBIT 44 - SEPA Mitigated Determination on Non-Significance**
- EXHIBIT 45 - Notice of Public Hearing**
- EXHIBIT 46 - Puget Sound Clean Air Agency Comment Letter**
- EXHIBIT 47 - Puyallup Tribe Appeal of MDNS**
- EXHIBIT 48 - City of Federal Way Appeal of MDNS**
- EXHIBIT 49 - Vargas Comment Letter**
- EXHIBIT 50 - Revised Notice of Public Hearing**
- EXHIBIT 51 - Notice of Administrative Appeal Hearing**
- EXHIBIT 52 - Cosner Comment Letter**
- EXHIBIT 53 - Stockdale Comment Letter**
- EXHIBIT 54 - Radant Comment Letter**
- EXHIBIT 55 - Boyle Comment Letter**
- EXHIBIT 56 - Barron Comment Letter**
- EXHIBIT 57 - Puyallup Tribe Stipulated Dismissal of Appeal**
- EXHIBIT 58 - Modified MDNS**
- EXHIBIT 59 - Federal Way Voluntary Appeal Withdrawal**
- EXHIBIT 60 - City of Milton Power Point Presentation**
- EXHIBIT 61 - Applicant Consultant Resumes/Qualifications**
- EXHIBIT 62 - Castle Comment Letter**
- EXHIBIT 63 - Staff Report**
- EXHIBIT 64 - Addendum to Staff Report**

The Minutes of the Public Hearing set forth below are not the official record and are provided for the convenience of the parties. The official record is the recording of the hearing that can be transcribed for purposes of appeal.

BRITTANY PORT appeared, presented the City Staff Report and a power point presentation. She testified that the project site is currently an active gravel quarry zoned PD. The owner stockpiles material and engages in topsoil production. The PD zone defers required studies to the time of a proposed use, which then allows the applicant to reclaim and grade the site to fit the use. Requirements for the proposed use include landscaping, water and sewer extensions, and street improvements. The development proposal will need to meet all master site plan approval requirements as set forth in the code. The City responsible official issued a threshold MDNS following SEPA review and

imposed 24 mitigating measures. The MDNS was modified to address traffic in Federal Way. The City deemed the application complete on April 17, 2019. Staff reviewed the application in accordance with Comprehensive Plan policies and noted that the warehouse project will create between 900-1,200 family wage jobs. Traffic improvements will upgrade the level of service of the Porter Way/SR-99 intersection from its current LOS F to LOS D. The proposed use is consistent with the zoning code, as it accommodates mainly warehouses and offices. The proposed uses are similar to those allowed in the M1 zone, and all bulk regulations are met. Conditions require additional landscaping to buffer residential uses as well as an acoustical evaluation by an expert. The project meets all parking ratios. Staff recommends approval subject to compliance with 17 conditions. Staff recommends increases in the height of the buildings as they are well-removed from property lines. The project will have no adverse impact on Hylebos Creek and will protect wetlands. The TIA shows 3,000 plus total vehicle trips per day, but also shows that all intersections will operate at LOS D or better following improvements. The two environmental appeals filed by the City of Federal Way and the Puyallup Tribe have been withdrawn subject to compliance with new conditions.

BRIAN LAWLER, attorney at law representing the applicant, appeared and thanked the City for its review and work, and the work of the Tribe and Federal Way to reach mitigation agreements that allowed them to withdraw their appeals. Voluntary mitigation addresses both appeals. The project satisfies all City code requirements and the applicant accepts all conditions of approval.

JUSTIN CARLUCCI, manger of the applicant's local office, appeared and testified that they propose light industrial and warehouse distribution type uses on the site. Their headquarters are in Chicago. As the population in the Northwest grows, so does the need for warehouses and distribution offices. They propose constructing the project in two phases between late 2022 and 2024. They are presently negotiating with five to six tenants for light warehouse and distribution uses. They could also incorporate light manufacturing uses and other types of uses. Present potential tenants include an auto parts distributor, moving and storage, business, storage of goods in pods, door distribution, machinery company distribution, and paper distributor.

SPENCER MAYES appeared and testified he is the senior vice president of development for Bridge. All of their officers have extensive experience. They have worked with City staff, the Tribes, DOT, DOH, Federal Way, and specifically the Puyallup Tribe. They accept all conditions of approval and MDNS mitigating measures.

JEFF SCHRAMM, traffic expert, appeared and testified that he has performed hundreds of traffic studies, and that this study is one of the most comprehensive. DOT and the City had their consultants review his TIA. He also worked with Federal Way and Fife. He provided an initial analysis and responded to comments with an updated report. The purpose of his analysis is to evaluate the impact of traffic on both the immediate and the extended areas. He evaluated the distribution of both employee and truck traffic. He also considered the gravel pit trucks. New truck traffic from the site will primarily travel north and make a right

turn upon leaving the site and will not travel to the south. Federal Way was concerned about congestion on Enchanted Parkway. However, most of the truck traffic from this project will go to the Port of Tacoma. They will regrade and improve 5th Avenue to accommodate trucks. They will monitor the pavement and perform further evaluations. He also considered the intersection of 5th and Porter. That intersection now operates at LOS F. The southbound movement on Porter is failing. A roundabout is the best option and they now have a preliminary design. The challenge is trucks using the roundabout, and they will provide a rolled curb to accommodate trucks. Returning trucks will go around the roundabout, and they have designed it to accommodate the largest trucks. The roundabout will improve the LOS significantly at build out of the project. Concerning the intersection with SR-99, they will extend the right turn lane on Porter and will improve the signal operation in accordance with their work with DOT. They will pay a Traffic Impact Fee of approximately 1.4 million dollars. This will be a direct payment in addition to the described improvements. The City also has a long term plan for improving 5th. They will pay a proportionate share of approximately \$111,000 to the City of Fife, and a proportionate share to Federal Way to upgrade three intersections. The cities will build out the improvements.

MR. MAYES reappeared and testified that the total amount of money paid to the cities for direct payments and improvements represents eight to ten million dollars.

SCOTT JOHNSON appeared and testified that he has raised a family of four plus foster children. He is a 30 year resident of Milton and bought his house from his parents. He had a question about the notice as he never received notice of any of the meetings. Today is his first chance to make comments. Salmon spawn in the creek and will not have protection. The City does not have adequate right-of-way to improve the road. Over the last four years he has not been able to get out of his driveway between 2:30 and 4:00. People will lose their property when the City condemns it for the roundabout. He agrees that something needs to be done and does not want trucks coming down the road.

RAYMOND HERMANN appeared and testified that he has had issues with truck traffic over the past five to six years. Trucks do not abide by the 25 mile per hour speed limit. He agrees with the first speaker. The 5th improvements will be in front of his home. What will they do about the wetlands? No one had adequate notice of this project. 5th will have to accommodate more traffic and it will affect a lot of people.

NOAH DOUGLAS appeared and questioned the number of jobs that will be provided in Milton.

BRYAN ALDERMAN appeared and testified that he resides on 5th Avenue and has lived in Milton for the past eight years. How will the roundabout help the Porter Way/SR-99 intersection? Only one traffic lane in each direction is on the bridge over I-5. He has concerns as the semis now travel faster than 30 miles per hour. What about the school buses? Trucks will come along the road while children wait for the school bus. He does not want children playing on an industrial road. They should continue routing semis to the

north and not the south. He cannot get onto 5th Friday afternoons. They have to plan their days around the traffic. The number of semis using the road is bad now.

BRUCE CASTLE appeared and testified that he is a retired geologist and opposes the MDNS. He does not approve the mitigating measures. He had no notice of the project and learned about it on October 17. Others had five months to consider it. This is a massive project and needs careful consideration. We must look at what documents are there and what documents are not there. Concerning notice, a large project such as this one needs a much wider notification. People need more time to consider it. Why can't there be a notice posted in the library or copies of the studies provided in the library? Why should people have to go to staff? People are stakeholders as they are heavily invested in their homes. He didn't see three critical documents: an environmental site assessment, hydrogeologic report, and risk management plan. We don't know anything about the site. They have not performed a hydrological report. There is no risk management plan. What about the petroleum pipeline? The absence of studies is glaring. How can the MDNS be approved without these documents? Furthermore, the reports are constrained to the 118 acre project site. There is no discussion of the project's impact to the area. There is no consideration of Federal Way's high density residential zone and how the project interacts therewith. We are not seeing this project in the big picture.

SUZANNE VARGO appeared and testified that she is a Federal Way resident and works in Federal Way at the Weyerhaeuser building. The watershed is important and the City should have required an EIS to evaluate the project and its impacts on the upper plateau. Federal Way rezoned property to HDR along the project's north property line. Does this project comply with the Hylebos Creek plan that provides criteria for development along the creek? Did the applicant include impervious surfaces in the runoff calculations, and did it divert the discharge to the creek? We need to have a hydrogeologic study to determine the answers to these questions. Trees provide a food source. We must incorporate the project with the creek plan. The Weyerhaeuser project generates 700 trips, but only 300 are estimated here. A pipeline runs along 5th Avenue and the wetland. Lloyds dumped material from the site into a wetland in Federal Way. The process here is for show only. The signage is not located in a proper place. Look at all of the impacts. We have no idea who will occupy the buildings.

PHIL LINDEN appeared and testified that water quality is very important. We need homes in the area, not warehouses. The bottleneck is the two lane bridge. Extending the right turn lane will not do a lot. This area is probably the worst traffic area in the City. 700 seniors will add many more car lengths. The impact of this project will be felt by all.

JACKIE WHALEN, a member of the Planning Commission, appeared and testified that she is speaking personally, not as a commission member. She also disclosed that her husband is a Milton City Councilmember. This project was included in the 2003-2004 Master Plan. The area around the site is not residential. We must do the maximum to protect the creek. She has long struggled with truck traffic to include its smell and noise. This project will create a drastic change in the area. We must have sidewalks and other

safety features in the area. We cannot protect citizens from thousands of trucks. Pollution will occur on the site and we must protect our citizens and the creek.

JOSEPH BARRON appeared and testified that he is not a 30 year resident, but has only moved to Milton recently. They found property here on Juniper. The City required him to perform street improvements and no one mentioned that the State would want to purchase his property. He has a low opinion of the City. He notes a lack of paperwork and studies. This project will affect everyone in the area. He can't imagine that they will develop only a portion of 5th, as 5th should be a four lane road. What is the cost to the people? He will have a wider road on his front step. A lot of industrial land is located along SR-99 and that is the place to put a warehouse park. Even if 5th is widened the project will not fit. Too many people and children live there. Trucks are up to 55 feet long and cannot make the turn at Porter and Milton Road. Here, the City is not thinking about the cost. They could easily add 50 percent to the cost and should buy out the abutting property owners. The aquifer is also our water. The City has a history of bad water and had to cleanout its facilities. The aquifer will not last if we can't perc water into the ground. He can see the Porter and SR-99 intersection, and this is not an area for commercial development.

BETTY TAYLOR appeared and testified that the City has not thought this project out. There are so many unknowns to this project. The applicant proposes to put warehouses on it and then rent them out. The applicant and the City will make a profit, but at what impact to residents. She bought her home five years ago when she moved from Kent and then eventually to Milton. They don't want their lifestyle ruined by more warehouses. Profit will change the culture. Children will now live with trucks going by all day. Other uses could be beneficial to the area. They will stop this project.

MS. PORT reappeared and testified that the Milton Municipal Code requires notice to property owners within a 500 foot radius of the property boundaries. The City provided the notice on May 1, 2019, and also published the notice in the News Tribune. The applicant posted a notice board on the site and it was also included on the City's website. The City also published notice of the public hearing, mailed notice to property owners within a 500 foot radius from the property boundaries, and also provided notice to those who commented. The environmental review consisted of evaluating a SEPA checklist that disclosed all known environmental issues. The City published the checklist and agencies commented. The MDNS includes conditions necessary to mitigate the environmental impacts of the project. No impacts are not mitigated assuming compliance with mitigating measures.

JEFF PARSONS appeared and testified that he conducted a third party environmental review for the City. His task was to review the applicant's technical material and determine whether it complied with the municipal code. He provided comments on the applicant's studies and reviewed the applicant's proposed voluntary actions within the creek. Voluntary action is not required by the critical areas ordinance. A hydrological study is required by MDNS mitigating measures, and there are working with DOT on the road improvements for 5th Avenue. The studies performed to date show that the lower aquifer is

artesian, which means that water is flowing upward and prevents infiltration of stormwater.

MR. LAWLER reappeared and testified that the applicant has made no requests for speed limit increases.

MS. PORT reappeared and testified that the City has not proposed increasing the speed limit.

MR. CARLUCCI reappeared and testified that they will create 900 to 1,200 jobs from entry level to management. Jobs of all different skills will be available and people can advance within the project. Wages will vary from \$35,000 to \$100,000.

MR. SCHRAMM reappeared and testified that his TIA went well beyond the normal analysis. They needed to focus on the operation of streets and intersections. Each jurisdiction has its own criteria. He went through the process comprehensively. They measured traffic for both a full day and during the peak hours. The project will generate 3,000 vehicle trips per day, but only 480 will be truck trips. They also measured the LOS of impacted intersections. The City and its independent expert (TSI), DOT, as well as the cities of Fife and Federal Way and their independent experts reviewed his traffic study. They comprehensively evaluated the study more so than any he has ever done. All of the traffic professionals reviewing his report determined that conditions would be adequate. He visited 5th Avenue a dozen times and observed traffic and truck speeds. The citizen testimony is accurate. Fifth is signed at 25 miles per hour, and they have no proposal to increase it. In his opinion the 25 mile per hour speed limit is appropriate. The concerns raised about traffic have nothing to do with Milton. He noted that trucks use 5th to avoid I-5 back-ups, which is the reason why a large amount of trucks presently use 5th. The City can enforce its traffic laws. They will construct 5th to City standards and are working on pedestrian facilities. They will provide mitigation money to help the City improve the entire length of 5th. Fifth has a 60 foot wide right-of-way for most of its length, although some parts may not. Fifth does have adequate width for the improvements. They would construct it with two lanes, one in each direction, along with pedestrian improvements. The City can widen the road if it desires. If it is widened, non-City traffic would use the road. Portions of the road are now 20 to 22 feet and they will widen it to 24 feet. The roundabout will be installed at an intersection that is difficult to negotiate now. The roundabout will allow a smooth and even flow and will eliminate the queue caused by the LOS F movement. The design of the roundabout has been reviewed by seven traffic experts. The design will accommodate all trucks, regardless of length. They must ensure that it will accommodate all trucks the same as the Porter/SR-99 intersection. Testimony indicated that the two lane bridge over I-5 creates the problem for traffic, but it does not. The problem is the intersection at SR-99 and Porter. They have identified mitigation to include extension of the right turn lane and modification of the signal. They evaluated traffic during the morning and evening peak periods and noted ten to 15 percent of the daily traffic volume occurs during the a.m. period and less during the p.m. peak period. He noted specifically the left turn movement at SR-99. Some vehicles will use 376th to go north. They used a traffic model to determine where future employees will likely live. Some traffic

will use roads to the north of the site. However, trucks will use SR-99/Porter and Fifth. Their mitigation to 376th is part of Federal Way's requirement. The intersection of 5th/376th will include a turn lane or mini roundabout. At 373rd and SR-99, an un-signalized intersection, Federal Way will build a two lane roundabout. They will pay \$325,000 as their proportionate share, or in the alternative, will install a temporary signal. They considered using 376th as the primary access, but 5th and Porter is a better route and the mitigation will help more in that area. The applicant performed all studies required by the code. The hydrological study will be done in the future per code. They are not seeking a waiver, but are providing a risk management plan. If contaminants are found, they will comply with DOE regulations to include the Model Toxic Control Act.

DAN BALMELLI, Barghausen Engineers, appeared and testified that his role is developing the storm drainage plan and providing civil engineering services. He was also involved years ago with a previous master plan that did not go forward. About 100 acres of the site are proposed for development. About 18 acres will provide a buffer for the creek. The site is highly disturbed as it was used as a mine. 75 to 80 percent of the site is graded and denuded. Temporary ponds were constructed with overflow to the creek. It is unknown if water quality requirements were met. This project will design its stormwater in accordance with the DOE manual. They will design the system to limit the stormwater runoff to the amount that would runoff naturally if the site were in a forested condition. They cannot consider the graded condition of the site. They will increase the retention and reduce the discharge to the creek. Today the water discharging to Hylebos Creek from the site has no water quality controls. In accordance with the agreement reached with the Tribe, the owner will provide enhanced quality for discharge from both paved areas and roof tops. Thus, the system will treat stormwater runoff from the entire site when it is only required to treat water runoff from paved areas. Upon development this site will have much better water quality and will exceed code requirements. They will utilize a dispersion system of discharge into the creek; it will not be a point discharge such as a pipe.

JON PICKETT, Soundview Consultants, appeared and testified that Soundview has been involved in the project for 2.5 years and has thoroughly studied the site. He evaluated the offsite culverts under 5th which measure 36 and 72 inches. Both create a barrier for fish. They will replace the 72 inch culvert with a box culvert open to the ground, and will replant the creek buffer within the right-of-way. The box culvert will measure 14 to 18 feet. Improvements will not impact wetlands, as construction will be within the right-of-way. The culvert will be designed in consultation with the Tribe and the Corps of Engineers. It will also be compliant with Department of Fish and Wildlife criteria. Flooding issues exist now, and the culvert will aid such issues as it will provide a bypass. No wetland or stream impacts will occur onsite. He walked the entire length of the creek and met with the Tribe. They have identified 14 key locations for woody debris and will replant the creek buffer with native trees. All of these mitigating measures are voluntary. They will invade no buffers and existing trees will remain.

MR. LAWLER reappeared and testified that this proceeding is not a SEPA appeal hearing. No more than moderate environmental impacts will occur. The applicant has performed a

significant amount of work to study and mitigate all impacts. State Growth Management Act compliance involves a lot of process. The GMA Comprehensive Plan is a guide and the zoning code adopts the regulations to include critical areas ordinances and environmental regulations. An applicant then knows when purchasing a parcel what standards it must meet to gain project approval. They have done everything the code requires.

NICK AFZALI, City Public Works Director, appeared and testified that he has worked for 20 years in the public sector and eight years in the private sector. Comprehensive Plan elements include transportation. The City is now working on an update to the Comprehensive Plan. The present plan was adopted in 2015 and adopted the concurrency standards of LOS D for intersections. Traffic models are required to evaluate intersections and the applicant followed the proper process. The Porter/5th roundabout will accommodate all traffic from the proposed use and will be aesthetically pleasing. They are currently looking at pedestrian improvements. They will widen the roadway to include adequate shoulders. The City has plans for future improvements to 5th that it will share with the community. The traffic signal at SR-99 and Porter is owned and controlled by DOT. They consulted with DOT and included its comments within the study. They will seek additional funds to address the impacts to the intersection. The City has no plans to increase the speed limit. DOE regulations address impacts to the aquifer.

JAMIE CARTER, City engineer, appeared and testified that the City has a NPDES permit with DOE that allows stormwater runoff to flow into water bodies. DOE audits the program. Lloyds began mining gravel at the site when environmental regulations were weak. New development must build to the current higher standards. Mr. Parsons has worked to mitigate impacts to the creek and to improve its overall quality. The City's goal was a box culvert some time in the future, and they will now obtain that goal much sooner than expected. A box culvert will provide salmon access to the upper creek. Most new projects improve stormwater quality and quantity controls.

JEREMY DOWNS, Soundview Consultants, appeared and testified that they have not engaged in any short cuts, but have reviewed the project thoroughly. They worked with the Tribes and other interested agencies. The applicant had worked with the Tribe before it filed the environmental appeal. They are now voluntarily capturing and treating roof runoff, which is entirely voluntary. The runoff will mimic natural conditions. The culvert allows fish passage and alleviates flooding. The Corps of Engineers and State agencies will permit the culvert.

No one spoke further in this matter and the Hearing Examiner took the matter under advisement. The hearing was concluded at 12:38 p.m.

NOTE: A complete record of this hearing is available in the office of the City of Milton Planning and Community Development.

FINDINGS, CONCLUSIONS, AND RECOMMENDATION:

FINDINGS:

1. The Hearing Examiner has admitted documentary evidence into the record, viewed the property, heard testimony, and taken this matter under advisement.
2. Pursuant to MMC 17.72, the City advertised the Notice of Application and Notice of Neighborhood Meeting on May 1, 2019. Notice was mailed to surrounding property owners within 500 feet of the project site, sent to SEPA agencies, published in The Tacoma News Tribune, and posted on a board on the site. The City published notification of the public hearing on October 2, 2019, more than fifteen days prior to the date and time of the hearing.
3. The applicant, Bridge Point I-5 Seattle, has acquired a possessory ownership interest in an irregularly shaped, 118 acre parcel of property abutting the east side of 5th Avenue (Milton Road South) with an address of 3800 Milton Road South within the City of Milton. Hylebos Creek flows through the southeast portion of the site, and South 376th Street is to the north of the site. The applicant requests approval of a “master plan” and site plan review approval to allow improvement of the site with four industrial/warehouse buildings totaling approximately 2,043,024 square feet. Accessory improvements include paved parking spaces, truck maneuvering areas, landscaping, stormwater facilities, water and sanitary sewer extensions, frontage road improvements, off-site road improvements, and critical area improvements.
4. A previous owner utilized the site for a surface mine/gravel quarry for many years. Approximately 75 to 80 percent of the parcel is presently graded and denuded of vegetation due to the extraction operation. The most recent gravel operation included sorting and stockpiling of materials and top soil production. Development of the site as proposed includes removal of all improvements associated with the surface mine.
5. The parcel is located within the Planned Development (PD) zoning district of the Milton Municipal Code (MMC). Chapter 17.38 MMC sets forth the procedures and bulk regulations for the PD classification. Section 17.38.010 MMC provides that the PD district allows future development consistent with the goals of the City of Milton Comprehensive Plan. Said section also defers studies for development of a site to the time that a use is proposed. Section 17.38.020 MMC defines a “master plan” as a plan showing the proposed development of a parcel. Section 17.38.030 MMC provides that a master plan can propose any use on a site within the PD district that is allowed in any zoning district in the MMC as either an authorized use, conditional use, or special use. Said section authorizes surface mining without approval of a master plan. Section 17.38.040 MMC does not set forth specific bulk regulations

(setbacks, height, etc.) for the PD district, but authorizes such regulations consistent with bulk regulations found in other chapters of the MMC on a case-by-case basis, depending upon the proposed uses.

6. Section 17.38.060 MMC provides that the master plan approval procedure utilizes the Type 5 decision process pursuant to Chapter 17.71 MMC. Said process requires the Examiner to conduct an open record hearing and make a recommendation as to approval, approval with modifications, or disapproval of the master plan to the Milton City Council. The City Council makes the final decision.
7. The applicant has also concurrently requested site plan review approval, a Type 4 permit process wherein the Hearing Examiner makes the final Decision. However, pursuant to MMC 17.71.060 that authorizes consolidated review, the major site plan approval request follows the process for master plan approval. Therefore, the Examiner makes a recommendation to the City Council, which also makes the final decision on the site plan review application.
8. The applicant submitted a completed application for master plan and site plan review approval on March 29, 2019, that the City deemed complete on April 17, 2019. Included with the application was a State Environmental Policy Act (SEPA) checklist. The applicant also submitted a revised SEPA checklist on August 27, 2019. Following environmental review the City responsible official issued a threshold Mitigated Determination of Non-Significance (MDNS) on September 30, 2019. On October 14, 2019, the Puyallup Tribe of Indians (Tribe) timely submitted an appeal of the MDNS. On October 14, 2019, the City of Federal Way also timely filed an appeal of the threshold determination. The public hearing to consider the applications for master plan approval, site plan review approval, and both SEPA appeals was scheduled for October 31, 2019.
9. Subsequent to filing its appeal, the Tribe met with the applicant on several occasions to discuss and respond to the Tribe's environmental concerns regarding protection of Hylebos Creek. The applicant and the Tribe reached agreement, and on October 30, 2019, the Tribe and the applicant entered into an agreement dismissing the appeal. The dismissal is subject to the applicant's compliance with mitigating measures set forth in Attachment 1 to the dismissal letter, and incorporation of said mitigating measures into SEPA conditions for the project. The Examiner has added a recommended condition of approval that incorporates the agreement as set forth in a Technical Memorandum dated October 28, 2019, along with attachments. The City responsible official agrees with the additional mitigating measures set forth in the agreement.
10. On October 30, 2019, the City of Federal Way voluntarily withdrew its appeal of the SEPA threshold determination subject to modifications to the MDNS. The applicant and the responsible official agreed to modify the MDNS by eliminating mitigating measure 5 and adding mitigating measures 25-27. The responsible official issued

the modified MDNS on October 30, 2019. The revised MDNS requires additional traffic mitigation for two intersections within the City of Federal Way and payment of traffic impact fees to Federal Way based upon the estimated total of 86 p.m. project trips entering and leaving the City.

11. The proposed site plan (Exhibit 26) shows the parcel improved with four buildings ranging in size between 1,076,335 square feet and 122,609 square feet. The largest building is adjacent to the south property line of the parcel, and the smallest building is near the east property line, east of the other three buildings. Parking spaces generally surround all four buildings. The site provides a total of 1,226 vehicle parking stalls and 305 trailer stalls. The MMC authorizes a maximum building coverage of 50 percent, and the site plan shows a maximum coverage of 39.8 percent. The site plan shows all buildings fully sprinkled. The site plan shows three accesses onto 5th Avenue, and closure of the two, existing accesses serving the surface mine. Hylebos Creek flows across the southeastern portion of the site and is protected by a minimum, 150 foot wide, undisturbed buffer. Wetlands are shown in the central portion of the site between three buildings and at the southwest corner of the site. All wetlands are protected by appropriate buffers.
12. The abutting parcel to the north is also located within the PD district and is improved with a senior living facility. Abutting parcels to the south are located within the Residential Single-Family (RES) and Residential Moderate Density (RMD) districts and either improved with a multi-family development or remain vacant. Parcels to the east are located in the RES district and are either vacant or improved with single-family dwellings. The parcel to the west is within the Business (B) district and is used for a gravel storage yard. Interstate 5 is also a short distance to the west.
13. Section 17.38.030(A) MMC reads:

Master plan authorized uses in this zone [PD] may include any use allowed in any zoning district as an authorized use, a conditional use, or a special use.

The applicant originally proposed many uses on the site as allowed by the Use Tables set forth in Chapter 17.14 MMC. Staff amended the proposed list by eliminating uses such as food manufacturing, processing, or packaging; hospitals; hotels; motels; restaurants; and smelting plants. Staff sets forth its proposed list of uses for the site on page 15 of the Staff Report. However, based upon residential uses abutting three sides of the project and the fact that the improvements will be located generally below grade due to the surface mine, the City Council should consider removing the following uses from said list:

- A. Assembly of heavy equipment, airplanes, or vehicles.
- B. Outside storage yards as principal use.

- C. Rock, stone, brick, concrete or asphalt, batching or assembly.
- D. Sales and rental of heavy machinery and equipment.
- E. Salvage and wrecking yard.
- F. Tow truck operation/impound yard.
- G. Utility yard.

Most (if not all) of the above uses recommended for exclusion would add additional square footage to the proposed buildings (outside storage, impound yard, soil mixing, and wrecking yards). Said outside uses could also create excessive noise as could assembly of heavy equipment, airplanes or vehicles. Furthermore, said outside uses would create aesthetic impacts not only for abutting parcels, but for other tenants as well. Such uses could also reduce the quality of tenant.

- 14. Section 17.38.040 MMC entitled “Bulk Regulations” provides for the PD zone:
 - A. Density, height, setback and other restrictions shall be applied in a manner consistent with the regulations found in other sections of this chapter for the uses proposed.
 - B. Increased setbacks and buffers may be required to provide adequate protection between differing land uses.

In the present case the applicant proposes bulk standards similar to those required in the Light Manufacturing (M1) district as the applicant anticipates uses similar to those authorized therein. Following review of the project, staff recommends additional protection for adjacent land uses. Staff sets forth its proposed bulk and dimensional standards in Table 2 of the Staff Report set forth on pages 16-18. Staff then evaluates the proposed site plan in accordance with said bulk dimensional standards in Table 4 on pages 28-32 of the Staff Report. The Examiner agrees with staff’s bulk and dimensional standards and the project’s compliance therewith.

- 15. The site plan shows structural setbacks of 96 feet, seven inches from the north property line, over 150 feet from the south property line, 138 feet, ten inches from the west property line, and 157 feet, 11 inches from the east property line. Staff’s proposed bulk regulations (Table 2, page 16 of the Staff Report) would authorize a maximum building height increase from 40 feet to 50 feet. Staff’s proposal allows an additional one foot of building height for each additional foot of building setback up to a maximum of 50 feet.

16. Landscape standards require a ten foot wide, landscape strip along the front and side property lines and additional screening on the north and south property lines where the development abuts residential uses. A ten foot wide, landscape strip is also proposed along the east property line. Additional buffering adjacent to residential properties to the north is a 20 foot wide, solid, vegetative, landscape barrier. Additional buffering along the south property line is provided by a eight foot tall, solid fence between the parking lot and the ten foot wide, landscape buffer.
17. The number of parking spaces complies with those required for the anticipated uses. Should additional spaces be necessary the applicant can remove and replace loading dock areas. Uses that propose outside storage would eliminate parking spaces and is another reason for prohibition.
18. The project is generally consistent with applicable goals and policies of the Milton Comprehensive Plan that encourages planned development districts to provide high quality, environmentally sensitive projects that contribute to the City's vision. Policy PD 1.1.a encourages redevelopment of the quarry site with uses that could include a mixed-use center or other appropriate use. In the present case the applicant proposes uses that will create between 900 and 1,200 jobs ranging from entry level to management, and that will pay between \$35,000 and \$100,000 per year. The project also protects sensitive areas including Hylebos Creek and will substantially improve the environmental qualities of the site to include stormwater runoff and the creek. Conditions of approval and mitigating measures in the MDNS address traffic, noise, lighting, and odor. The project will retain and protect wetlands, Hylebos Creek, and their buffers. As discussed hereinafter, traffic mitigation will ensure concurrency with the City's adopted levels of service and will actually improve the operation of two major intersections.
19. Approximately 75 to 80 percent of the site has been graded and all vegetation removed. However, the remaining trees are primarily native deciduous and coniferous species. The applicant proposes to plant 4,206 trees that will meet the City's tree replacement requirements (Exhibit 38).
20. The applicant's stormwater system will consist of a detention vault that will accommodate stormwater runoff from not only the paved portions of the site, but also the roof areas in accordance with the settlement agreement entered with the Tribe. Treatment of stormwater runoff from roofs is voluntary and not required by City of Milton or Department of Ecology stormwater standards. Furthermore, the applicant will discharge the stormwater by means of a spreader and not a point distribution such as a pipe. The storm drainage system will meet all requirements of the City.
21. The applicant submitted a Biological Evaluation and Wetland and Fish Habitat Assessment Report and Mitigation Plan prepared by Soundview Consultants that was subsequently revised following review and comment by the City's independent

expert, Herrera Environmental Consultants. Hylebos Creek and four wetlands will be preserved and protected in accordance with said report and in accordance with the settlement agreement with the Puyallup Tribe. The applicant will conduct stream restoration/enhancement actions that will include 14, new, woody debris installations located in the lower part of the onsite reach of the creek. The locations of the woody debris installations are agreed to by the applicant and Tribe. The agreement also requires planting of live conifers along upland creek banks and adjacent wetlands. Tree plantings in the onsite stream buffer will supplement the tree replacement plan by adding approximately 2,623 conifer trees. All improvements will be accomplished manually or through highline placement and not with mechanical or manual excavation. All stream restoration/enhancement actions will occur simultaneously with the first phase of the development or bonded.

22. All activities and uses will occur outside of the wetlands and buffers except for an intrusion into the 15 foot wide, building setback from the buffer of Wetland B. Wetland B is a Category III, 79,762 square foot wetland that requires a 60 foot wide buffer. The wetland experts agree that mitigation proposed for such impacts is consistent with industry standard.
23. As previously found the applicant will provide significant plantings and stream enhancement improvements within and along Hylebos Creek as it flows through the project site. Thus, no development is proposed within the creek habitat conservation areas or buffer. However, Hylebos Creek flows beneath 5th Avenue, and temporary impacts will occur due to the installation of a new, bottomless culvert that will replace two, existing culverts. Both existing culverts measure 62 feet in length. One culvert has a 72 inch diameter and the other a 36 inch diameter. The smaller culvert is completely blocked. The new, culvert will consist of a 14-18 foot wide, box culvert (bottomless) that will restore the natural stream channel beneath the roadway. The culvert must meet the requirements of the State Department of Fish and Wildlife, U.S. Army Corps of Engineers, and the Tribe. The applicant proposes to replant areas within the right-of-way that are disturbed by culvert installation. The new culvert will restore salmon runs to the upper Hylebos.
24. Residents raised substantial concerns regarding traffic impacts of project trucks and private automobiles on intersections and roads in the area. The City of Federal Way appealed the threshold MDNS, asserting that it did not provide sufficient mitigation for traffic impacts within the City. The applicant, Federal Way, and the responsible official negotiated a modified MDNS that requires the following:
 - A. The applicant will either install a temporary signal at the intersection of SR-99 and South 373rd Street, or at the sole discretion of Federal Way, contribute \$325,000 toward construction of a future roundabout at said intersection.

- B. Construct improvements at the Milton Road South and South 375th Street intersection to Federal Way standards.
 - C. Pay Traffic Impact Fees to Federal Way based upon the 86 project p.m. trips.
25. Traffic mitigating measures within the City of Milton require the following improvements:
- A. Construct a single lane, roundabout with a southbound right turn slip lane and pedestrian facilities including sidewalks and crossing points at each entrance at the intersection of 5th Avenue/Porter Way. The roundabout must accommodate trucks.
 - B. Improve the intersection of SR-99/Porter Way by extending the westbound right turn queue lane approximately 200 feet and optimizing signal timing. While residents argue that the two lane bridge over I-5 is the cause for congestion at the SR-99/Porter Way intersection, none of the seven traffic engineers reviewing the project agree.
 - C. Widen and improve 5th Avenue to accommodate truck traffic, and if the pavement does not meet structural design standards, reconstruct 5th Avenue in a manner to meet these standards or as required by the City engineer.
 - D. Contribute \$1,382,700 to the City in accordance with the current Transportation Impact Fee of \$4,190 per p.m. peak trip. Such fee may increase since it is calculated at building permit issuance.
26. The applicant will also contribute to improvements to the 54th Avenue East/Pacific Highway South intersection within the City of Fife in the amount of \$111,375.
27. Many residents raise concerns regarding existing traffic in the area and the worsening of such traffic by the project. However, residents presented no expert testimony or evaluation of the applicant's Traffic Impact Analysis (TIA). Furthermore, the City's independent traffic consultant, DOT traffic engineers, City of Fife traffic engineers, and City of Federal Way traffic engineers all agree with the applicant's traffic engineer that the proposed mitigation will increase the level of service at impacted intersections and will upgrade 5th Avenue. Furthermore, the traffic engineers anticipate that most truck traffic will occur between the site and the Port of Tacoma and that most trucks will utilize SR-99. The applicant anticipates that the cost of construction plus the payment of Transportation Impact Fees will equal between eight and ten million dollars.
28. Prior to obtaining approval of its proposed master plan, the applicant must show that said plan satisfies the criteria set forth in MMC 17.38.070. Findings on applicable criterion are hereby made as follows:

- A. As previously found the proposed master plan is consistent with the goals and policies of the Milton Comprehensive Plan.
- B. The plan is consistent with applicable policies set forth in the State Growth Management Act (GMA) that encourage development in urban areas where adequate public facilities and services exist. In the present case, conditions of approval require upgrades to public facilities and services necessary to support the development.
- C. The project satisfies SEPA requirements pursuant to the revised MDNS.
- D. Criterion 4 requires the applicant to demonstrate a need for the master plan within the community at large, and that such plan is not contrary to the public interest. In the present case the applicant proposes to reclaim a surface mine previously used for essentially industrial activities. The site is in close proximity to the Port of Tacoma, Interstate 5, and a future extension of SR-167. The project will create approximately 900 to 1,200 jobs and could create additional supportive jobs. Staff asserts that Class A buildings are in high demand, especially those in close proximity to the Port of Tacoma and also have convenient access to the Port of Seattle and Interstate 5.
- E. The master plan is located, planned, and will be developed in a manner that does not detrimentally impact the health, safety, convenience, or general welfare of persons residing or working in the community. This finding is based specifically on the mitigation required by conditions of approval that include the mitigating measures in the MDNS, specifically traffic improvements and improvements to Hylebos Creek to include the open culvert. The open culvert should restore salmon habitat to the upper Hylebos Creek area. The applicant has provided additional buffering and screening for abutting multi-family, single-family, and senior living facilities and will provide pedestrian pathways within the site. Compliance with mitigating measures will ensure that the project does not become detrimental to the health, safety, convenience, or general welfare of the neighborhood.
- F. The 118 acre site is adequate to accommodate the proposed uses to include parking, traffic circulation, and buffers.
- G. The site provides adequate landscaping, screening, setbacks, and open spaces that mitigate its impacts on neighboring properties. The project provides a substantial structural setback that will minimize the visual impacts of buildings on neighboring properties.
- H. The applicant proposes external illumination that will face inward. Lighting will include standards for parking lots and pedestrians and for exterior

illumination of buildings. All lighting will be mitigated to the greatest extent practicable.

- I. The design of the parking areas assure that headlight glare from internal traffic will not affect motorists on 5th Avenue.
 - J. As previously found the stormwater drainage system will meet and exceed City of Milton drainage standards in accordance with the agreement reached with the Puyallup Tribe as incorporated in conditions of approval.
 - K. The site will provide three accesses, all of which will have adequate entering and stopping sight distance. Improvements include the construction of sidewalks along the property frontage and a widened shoulder on 5th Avenue to Porter Way.
 - L. The sight distance at each point of access assures traffic safety.
 - M. Criterion 13 requires the applicant to demonstrate that the noise generated by the project will not exceed maximum permissible noise levels and will not increase the ambient noise level by more than five dB(A). A condition of approval requires the applicant to engage an acoustical expert to conduct a sound/noise study to ensure the proposal complies with noise levels. Furthermore, the applicant will install a minimum, eight foot tall, solid fence along the retaining wall at the southern property line that borders the multi-family apartments. Such will provide a visual and noise barrier from the site.
 - N. Since the applicant has identified no uses for any of the structures, it is difficult to evaluate the noise, noxious or offensive emissions, odors, or other nuisances that may detrimentally impact the community. However, the City will have the opportunity to evaluate such issues at the building permit stage. Furthermore, the permitted uses as refined by the City and the Examiner should not create noise, odors, or other nuisances.
 - O. The project satisfies all requirements for parking lots.
 - P. Criterion 17 sets forth the standards (bulk regulations) for a master plan. The City Staff Report sets forth all bulk regulations covering the present master plan.
29. Prior to obtaining site plan review approval the applicant must show that the request satisfies the criteria set forth in MMC 17.62.050(B). Findings on each criterion are hereby made as follows:
- A. The 100 acre site has adequate size to accommodate the buildings, parking areas, traffic circulation areas, and buffers.

- B. All external illumination is designed to face inward to minimize impacts on adjacent properties to the greatest practical extent.
 - C. Parking areas are designed to assure that headlight glare from internal traffic does not affect motorists on 5th Avenue.
 - D. The storm drainage system will significantly improve the quality of stormwater discharged from the site.
 - E. Adequate sight distance exists at each proposed point of access to assure traffic safety.
 - F. The parcel abuts residential uses on three sides, and barriers and landscaping will be in place prior to occupancy.
 - G. The site plan is consistent with GMA policies.
 - H. The site plan is consistent with the Milton Comprehensive Plan.
 - I. The site plan complies with all applicable City development regulations including, but not limited to, all regulations found in Titles 13, 16, 17, and 18 MMC. Title 16 does not apply, and the applicant's site plan complies with Titles 13, 17, and 18 as set forth above. The master plan sets forth allowed uses and bulk and dimensional regulations that apply to the project. The site plan satisfies all regulations governing development of the master plan and with zoning regulations not set forth in the master plan as detailed in Table 4 on pages 28-32 of the Staff Report.
30. Residents raised concerns regarding construction noise, but such is covered by Chapter 9.37 MMC and further described in Condition of Approval 16. Construction hours are limited from 7:00 a.m. to 8:00 p.m. Monday through Friday, 9:00 a.m. to 8:00 p.m. Saturday, and no construction noise on Sundays and holidays. Residents expressed concerns regarding a proposed increase in the speed limit on 5th Avenue. Neither the City nor the applicant have any plans to raise the speed limit, and the applicant's traffic engineer recommends no increase. Vehicles exceeding the speed limit at the present time can be cited by the Milton Police Department. Conditions of approval require a hydrologic study and the applicant will develop a Risk Management Plan. Citizens assert that the City has rushed this project to approval without requiring proper studies and/or evaluation. However, the exhibits identified in the Table of Contents of the Staff Report show that the City required and received the following: lighting plan, geotechnical report, third party review of traffic impact analysis, third party review of critical area reports, fire comments, civil engineering design plans, stormwater site plan, stormwater pollution prevention plan, preliminary landscape planting plans, revised traffic analysis, Wetland and

Fish and Wildlife Assessment Report and Mitigation Plan, offsite frontage improvement plan, significant tree survey and retention plan, third party review letter of revised critical area reports, and negotiations with the cities of Fife and Federal Way. Conditions of approval require preparation of additional studies to include a hydrologic assessment report to address critical aquifer recharge areas, a mitigation plan for the impacts to the 15 foot wide setback from Wetland B, engagement of a wetland biologist to monitor the buffer enhancement for five years, an acoustical expert to conduct a sound/noise study, a night-time lighting test following installation of all improvements, submittal of a temporary erosion and sedimentation control plan, and providing for adequate erosion control while grading the site.

CONCLUSIONS:

1. The Hearing Examiner has the jurisdiction to consider and make recommendations on the issues presented by this request.
2. The applicant has shown that the request for master plan approval and site plan review approval satisfies all criteria set forth in the MMC and therefore should be approved subject to the following conditions:
 1. The southbound approach (stop controlled) intersection of 5th Avenue/Porter Way is anticipated to operate at LOS F during the weekday PM peak hour without or with the proposed project in 2024. The applicant will provide mitigation to this intersection to accommodate trucks and to improve operations to LOS D or better by constructing a single lane roundabout with a southbound right turn slip lane and pedestrian facilities including sidewalk and crossings points at each entrance.
 2. The applicant will provide mitigation for the intersection of SR 99 and Porter Way by extending the westbound right turn queue storage approximately 200 feet and optimizing signal timing.
 3. The applicant will be responsible for widening and improving 5th Ave to accommodate truck traffic. Currently the applicant intends to widen 5th Ave by paving the shoulder. Pavement borings for 5th Ave shall be taken and analyzed to determine if additional mitigation is necessary to 5th Ave to accommodate truck traffic. If the pavement borings do not meet WSDOT standards for pavement structural design, the applicant shall reconstruct 5th Ave to meet these standards or as required by the City Engineer.
 4. To mitigate transportation impacts in the City of Milton, the Bridge Point Seattle I-5 project will contribute to the City's Traffic Impact Fee program. Per Ordinance 1994-18, the current traffic impact fee is \$4,190 per PM peak trip. The project will contribute 330 new PM peak trips to the City's road network. As currently calculated, the total fee would be \$1,382,700. The

total fee will be calculated at the time of building permit issuance, and may increase as the City's adopted traffic impact fee increases. The applicant will be responsible for contributing towards the traffic impact fee program at the adopted rate for 330 new PM peak trips.

5. To mitigate transportation impacts in the City of Fife, the Bridge Point Seattle I-5 project will contribute a pro-rata share of the cost of improvements to the intersection of 54th Ave E/Pacific Highway S identified in the City's 2018-2023 Six-Year Transportation Improvement Plan (TIP) with an estimated cost of \$3,750,000. The project will contribute 136 trips to this intersection which constitutes a 2.97% share of the 2021 traffic volumes with the project. The project's pro-rata contribution to the project is estimated to be \$111,375.
6. The applicant has identified a variety of uses as allowed uses in accordance with the master plan. The site plan approval for the proposed project for which environmental review was conducted includes warehousing, storage, high cube distribution, fulfillment center, manufacturing and processing/assembly users within the 4 industrial buildings comprising approximately 2,043,24sf of gross square footage. If other uses are proposed, they must be in accordance with the Master Plan and/or a modification to the master plan and site plan approval will be required and that modification may require additional SEPA review.
7. The proposed project and required traffic mitigation will result in impacts to both on and off-site wetlands and an off-site stream (Hylebos Creek). The applicant will construct a new bottomless culvert to replace two existing culverts where Hylebos Creek crosses 5th Avenue. The existing culverts include a 72-inch-diameter by 62-foot-long culvert and another partially or completely blocked 36-inch-diameter by 62-foot long culvert. The new culvert will restore the natural stream channel underneath the roadway. As described, the culvert will be self-mitigating. If designed to meet WDFW's stream simulation design per the 2013 Water Crossing Design Guidelines, which will be reviewed by the U.S. Army Corps of Engineers under the submittal of a Joint Aquatic Resources Permit Application (JARPA), additional potential environmental impacts may be considered as the culvert design is completed. The applicant shall submit to the City any design documents and mitigation plans for the culvert as well as the approved JARPA and HPA to demonstrate that it has met the standards for fishbearing stream crossings and ESA compliance prior to civil permit issuance.
8. The site lies within two wellhead protection areas. The applicant will prepare and submit a hydrogeologic assessment report as required for critical aquifer recharge areas prior to civil permit issuance.

9. The applicant will prepare a mitigation plan to mitigate impacts to Wetland B for work within the 15-foot building setback that is unavoidable. A maintenance and monitoring plan for buffer enhancement shall be prepared in accordance with MMC 18.16.160. A performance bond shall be submitted to the City prior to the issuance of building permits that guarantees that the wetland mitigation work in accordance with the submitted wetland mitigation plan through onsite wetland enhancement.
10. The owner shall contract with a qualified wetland biologist to monitor the buffer enhancement once a year for the next five (5) years. The qualified biologist shall submit a report summarizing his/her findings in accordance with the approved wetland mitigation plan to the City for review each year
11. Critical areas present on the site shall be appropriately delineated and fenced during construction so as to ensure they are not adversely impacted during construction.
12. The applicant shall revise the wetland mitigation plans to include fencing along the edge of the wetland buffers. The fence shall have signage placed every 50 feet with the following language:

“Protected Wetland Area
 Do Not Disturb
 Contact the City of Milton, Community Development
 Department, 1000 Laurel Street, Milton, WA
 Regarding Uses and Restriction”
13. The location for a potential future pedestrian crossing over the Hylebos Creek from this site shall be included in the proposed design. Should a pedestrian connection to the Interurban Trail over the Hylebos Creek be desired, the applicant will grant an easement to the City for the construction and perpetual use of said bridge.
14. An internal trail system shall be provided connecting the Interurban Trail to 5th Avenue through the proposed development should a pedestrian connection over Hylebos Creek be constructed. In the interim, this will also provide a walking trail for employees to utilize.
15. The City’s Municipal Code (Chapter 9.37) requires that the maximum permissible sound levels for the property be limited to 60dBA to the north and south (as they are zoned for residences) between 7:00am and 7:00pm. These limits are reduced to 50dBA during the nighttime hours. However, these limits can be exceeded by 5dBA for 15 minutes during any one-hour period, 10dBA for 5 minutes during any one-hour period, and 15dBA for 1 ½ minutes during any one-hour period. In addition, the City of Federal Way

requires notice be provided if heavy equipment noise or construction noise is going to occur outside of their permitted work hours. The applicant shall notify the City of Milton and the City of Federal Way if noise is proposed to occur outside of the following hours:

- 7:00am and 8:00pm Monday through Friday
 - 9:00am and 8:00pm Saturday
 - Heavy equipment operation and construction noise is not permitted on Sundays and holidays observed by the City.
16. The applicant shall engage an acoustical expert to conduct a sound/noise study to ensure compliance with the aforementioned requirements in mitigation measure #4 and recommend acoustical mitigation in the form of a solid fence, wall, berm or other. The applicant will submit the noise study to the City and noise mitigation for the site will be imposed during civil plan review, with mitigation anticipated for the south side of Building C which borders existing multi-family residences.
 17. To mitigate noise and impacts to adjacent residential uses the applicant shall construct a 20-foot wide landscape buffer providing a solid vegetative screen barrier along the north, south and west property boundaries. In addition, a minimum 8-foot tall solid screen fence shall be provided along the retaining wall at the southern property boundary that borders existing multi-family apartments to the south, so as to provide a visual barrier to the facility in accordance with the site plan sections depicting sight-line from the adjacent apartments to the proposed development.
 18. After installation of all improvements, a night time lighting test shall be performed. All lights shall be tuned such that they do not spill light onto neighboring properties. A report completed by a qualified professional shall be submitted to the City certifying that all lights have been tuned to avoid light spillage. If tuning of the lights cannot reduce all lights spillage, additional landscaping or buffering considerations shall be considered and implemented at that time.
 19. The Bridge Point I-5 project shall provide an approved emergency access from 12th Ave within the Meridian at Stone Creek Assisted Living Facility to the proposed project.
 20. If during construction any artifacts are uncovered the applicant shall follow the [Inadvertent Discovery Plan \(IDP\)](#) procedures and shall notify the Department of Ecology, the Puyallup Tribe, the Muckleshoot Tribe and the Washington State Department of Archeology and Historic Preservation.

21. Compliance with all applicable City codes is required during and following any site development activity, including MMC 13.26 (Storm Drainage of Surface Water – Utility, Management and Maintenance).
22. A Temporary Erosion and Sedimentation Control (TESC) plan must be submitted with a SWPPP prior to clearing and grading permit issuance. This plan shall be approved by the City's Stormwater Official, and implemented during site preparation activities.
23. The applicant shall provide adequate site control measures for erosion control while grading the site, including site stabilization measures to stabilize the site after clearing and grading is complete.
24. The Stipulated Dismissal of Appeal of Puyallup Tribe of Indians dated October 30, 2019, along with the agreed additional mitigation measures (Attachment A and B) is hereby implemented as a condition of approval for this project.
25. S 373rd Street and Pacific Highway S - The traffic study identified that the intersection of SR 99 and S 373rd St would operate below the adopted Level of Service (LOS) standards for both 2024 with and without the project. To mitigate the development impacts and bring the LOS back to the 2024 Without Project conditions, prior to the certificate of occupancy (C of O) issuance by the City of Milton, the developer shall construct an interim traffic signal at the SR 99 and S 373rd St intersection or other alternatives as approved by the City of Federal Way and WSDOT. The developer shall design and construct the traffic signal to all applicable standards and submit to the City of Federal Way and the Washington State Department of Transportation (WSDOT) for applicable reviews and approvals prior to construction.

The City of Federal Way has a planned improvement project to install a roundabout at this intersection in the six-year Transportation Improvement Plan (TIP). Depending on construction schedule, in lieu of construction the interim traffic signal, at the City of Federal Way's sole discretion, the City of Federal Way may allow the developer to contribute \$325,000 towards the roundabout construction.

The developer shall notify the City of Federal Way Public Works Director and City of Federal Way City Attorney by mail and electronic mail within 24 hours of any on-site building permit application to the City of Milton. The City of Federal Way shall notify the developer in writing within 14 working days of receiving the hard copy mail notification informing the developer of the City of Federal Way's decision whether to accept the \$325,000 fee in lieu of construction of the interim traffic signal.

26. S 375th Street and Milton Road /5th Avenue – Prior to the certificate of occupancy (C of O) issuance by the City of Milton, the developer shall construct improvements at the Milton Road S and S 375th St intersection. The improvements shall mitigate the impacts of the project to bring the intersection back to without project conditions. The developer shall design and construct the improvements to all applicable standards and submit to the City of Federal Way for review and approval prior to construction.

The developer shall notify the City of Federal Way Public Works Director and City of Federal Way City Attorney by mail and electronic mail within 24 hours of any on-site building permit application to the City of Milton.

27. Traffic Impact Fee - Prior to building permit issuance for any buildings on site by the City of Milton, the developer shall pay traffic impact fees (TIF) to the City of Federal Way. The TIF shall be assessed based on the latest adopted fee schedule at the time the developer submits for a building permit to the City of Milton and the TIF shall be paid to the City of Federal Way prior to issuing any building permits on site. The TIF shall be calculated based on a per trip cost and shall only include the 86 total PM trips entering and leaving the City of Federal Way. The City of Federal Way will adjust the total PM trips entering and leaving the City of Federal Way to account for the size of the actual development proposal if the development proposal changes such that it affects the total number of PM trips entering and leaving the City of Federal Way. By paying the trip based impact fees, the developer agrees that the City of Federal Way may use this fee on any projects listed on the current adopted Transportation Improvement Plan (TIP).
28. All activities, uses, and alterations proposed to be located in water bodies used by anadromous fish or in areas that affect such water bodies shall adhere to the following standards:
 - Activities shall be timed to occur only during the allowable work window as designated by the Department of Fish and Wildlife for the applicable species;
 - Shoreline erosion control measures shall be designed to use bioengineering methods or soft armoring techniques according to an approved critical areas report.
29. A maintenance agreement and/or CC&Rs shall be prepared and submitted to the City for review prior to building permit issuance. The maintenance agreement shall stipulate the property owner's obligation to maintain parking areas and stormwater facilities in accordance with City standards.

30. Any project where demolition of structure(s), earth moving and material handling, heavy equipment operations, and/or disposing of vegetative matter is to occur is subject to Puget Sound Clean Air Agency regulations. The requirements may include, but are not limited to the following:
- Agency Regulation I:
 - Article 8 – Outdoor Burning
 - Article 9 – Emission Control Standards, Section(s) 9.03, 9.11, and 9.15
 - Agency Regulation III:
 - Article 4 – Asbestos Control Standards
31. The decision set forth herein is based upon representations made and exhibits, including plans and proposals submitted at the hearing conducted by the hearing examiner. Any substantial change(s) or deviation(s) in such plans, proposals, or conditions of approval imposed shall be subject to the approval of the hearing examiner and may require further and additional hearings.
32. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition precedent to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, the applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.

RECOMMENDATION:

The Milton City Council should approve the request for master plan approval and site plan review approval to allow construction of the Bridge Point 1-5 project consisting of improving a 118 acre parcel with four, industrial/warehouse buildings totaling approximately 2,043,024 square feet together with accessory uses at a site located at 3800 Milton Road South, Milton, subject to compliance with the conditions of approval set forth in the conclusions above.

RECOMMENDED this 19th day of November, 2019.

STEPHEN K. CAUSSEAU, JR.
Hearing Examiner

28X

TRANSMITTED this 19th day of November, 2019, to the following:

APPLICANTS/

PROPERTY OWNERS:

Barghausen Consulting Engineers
Attn: Dan Balmelli
18215-72nd Avenue South
Kent, WA 98032

Bridge Development Partners
Attn: Spencer Mayes
10655 N.E. 4th Street, Suite 210
Bellevue, WA 98004

OTHERS:

Bob and Rebeca Gill
309-5th Avenue
Milton, WA 98354

Kim and Jurren Brown
37837-43rd Avenue South
Auburn, WA 98001

Carleen Elmore
208-5th Avenue
Milton, WA 98354

Katrina Sells
426 Emerald Street
Milton, WA 98354

Colleen Patterson
102-5th Avenue
Milton, WA 98354

Suzanne Vargo
2522 South 361st Street
Federal Way, WA 98003

Rick Cole
8658 Park Way
Milton, WA 98354

Richard Cosner
507-7th Avenue
Milton, WA 98354

Zack Stockdale
217-5th Avenue
Milton, WA 98354

Tom Boyle
1109-9th Avenue
Milton, WA 98354

Bruce Castle
503-12th Avenue Court
Milton, WA 98354

Bob Cooper
80-5th Avenue
Milton, WA 98354

Greg Gran
1012 Kent Street
Milton, WA 98354

Todd Schutz
1200-5th Avenue, Suite 1300
Seattle, WA

Jacquelyn Whalen
P.O. Box 749
Milton, WA 98354

Margie Brubaker
303-19th Avenue
Milton, WA 98354

Jeri Spindler
502-22nd Avenue
Milton, WA 98354

Mark and Christy Journey
605-7th Avenue
Milton, WA 98354

Dan Bailey
302-5th Avenue
Milton, WA 98354

Margie Rose
98-18th Avenue
Milton, WA 98354

Nancy Pasic
1984 South 368th Place
Federal Way, WA

Donna Emerson
35819-25th Place South
Federal Way, WA

Raymond Hermann
P.O. Box 1357
Milton, WA 98354

Katrin Asay
2206 Thea Court
Milton, WA 98354

Jon Pickett
2907 Harborview Drive, Suite D
Gig Harbor, WA

Ruth Ballard
1802 Bacchant Court
Milton, WA 98354

Robert Johnson
306-5th Avenue
Milton, WA 98354

Steve Ketz
806 Park Way
Milton, WA 98354

Phil Linden
1804-23rd Avenue
Milton, WA 98354

Mike and Maureen McCreecy
111-15th Avenue
Milton, WA 98354

Bryan Alderman
307-5th Avenue
Milton, WA 98354

Tom Brubaker
600 Steward Street, Suite 400
Seattle, WA 98101

Puyallup Tribe of Indians
Attn: Russ Ladley
6824 Pioneer Way East
Puyallup, WA 98371

City of Fife
Attn: Russ Blount
5411-23rd Street East
Fife, WA 98424

City of Federal Way
Attn: Mark Orthmann
33325-8th Avenue South
Federal Way, WA 98002

City of Fife
Attn: Steve Friddle
5411-23rd Street East
Fife, WA 98424

30X

JBSL
Attn: Brian Lawler
801-2nd Avenue, Suite 700
Seattle, WA 98104

Bridge Development Partners
Attn: Justin Carlucci
10655 N.E. 4th Street
Bellevue, WA 98004

| | |
|----------------|--|
| April Elliott | April_elliott@live.com |
| Whitney Radant | Whitney.radant@gmail.com |
| Sandra Barron | sndybabe@yahoo.com |
| Jeff Schramm | schramm@tenw.com |

CITY OF MILTON

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STAFF REPORT TO HEARING EXAMINER

| | |
|---|---|
| TO: | City of Milton Hearing Examiner |
| FROM: | Brittany Port, AICP – Contract Senior Planner |
| DATE: | October 7, 2019 (Public Hearing Date – October 17, 2019) |
| PROJECT: | Bridge Point I-5 Seattle |
| PROJECT NUMBER: | LUA 2019-008, LUA 2019-009, LUA 2019-0010 |
| APPLICANTS/PROPERTY OWNERS: | Barghausen Consulting Engineers c/o Dan Balmelli 18215 72nd Avenue South Kent, WA 98032 |
| PROPOSAL: | The project proposes to develop a 118 acre site (the Lloyds gravel quarry) with a four industrial/warehouse buildings totaling approximately 2,043,024sf. Along with the building construction, the project will include demolition of existing structures, grade and fill activities, paved parking and truck maneuvering areas, landscaping, storm water facilities, water and sanitary sewer extensions, a street vacation, frontage road improvements, off-site roadway improvements along Milton Road/5 th Avenue, and at the intersection of Milton Road/Porter Way and Porter Way/Pacific Highway. Buffer averaging is proposed for two on-site wetlands. Access will be provided off of Milton Road. |
| LOCATION: | 38000 Milton Road S (King County parcel nos. 322104-9130, -9137, -9148, -9150, -9151, -9152 and -9153; 750500-0005, -0010, -0030, -0050, -0065, -0070, -0090, -0105, -0125, -0130, -0140, -0150, -0160, -0185, -0200, -0215, -0245, -0255, -0260, -0270, -0275, -0280, -0285, -0290, -0365, -0380, -0390, -0400, -0430, -0435, -0450, -0460, -0480, -0485, -0490, -0495, -0500, -0555, -0580, -0590, -0600, -0605, -0615, -0620, -0650, -0655, -0660, -0665, -0700, -0705, -0710, -0715, -0720, -0725, -0900, -0915, -9125, and -9135) |
| PERMITS REQUESTED: | Master Plan Approval , Site Plan Approval & SEPA |
| ZONING/COMPREHENSIVE PLAN DESIGNATION: | Planned Development (PD) |
| DATE APPLICATION DEEMED COMPLETE: | The application was received on March 29, 2019. The application was deemed complete on April 17, 2019. |
| PUBLIC NOTICE: | Pursuant to MMC 17.72, the City advertised the Notice of Application and Notice of Neighborhood Meeting on May 1, 2019. Notice was mailed to surrounding property owners within 500 feet of the project site, sent to SEPA agencies, published in The Tacoma News Tribune, and posted on a |

STAFF REPORT TO HEARING EXAMINER

October 7, 2019

SEPA:

board on the site. The City published notification of the public hearing on October 2, 2019, more than fifteen days prior to the date and time of the hearing.

The City of Milton conducted the environmental review of this proposal in accordance with its SEPA procedures and issued a Mitigated Determination of Non-Significance (MDNS) on September 30, 2019.

RECOMMENDATION:

Staff recommends approval with conditions.

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I. EXHIBIT

1. Master Application, received on March 29, 2019
2. Pre-Application Meeting Summary, dated September 26, 2018
3. Title Report, prepared by First American Title Company, dated November 9, 2018, received on March 29, 2019
4. Contract to Purchase Letter from Bob Couper, Land Lloyd Development Company addressed to City of Milton, received on March 29, 2018
5. Certificate of Water Availability, dated February 8, 2019
6. Certificate of Power Availability, dated March 7, 2019
7. Site Specific Sewer Information, from Pierce County Public Works, dated March 13, 2019
8. Lighting Plan, prepared by Nelson Architects, received on March 29, 2019
9. Geotechnical Report, prepared by Terra Associates, Inc., dated March 6, 2019, received on March 29, 2019
10. Notice of Complete Application, issued on April 17, 2019
11. Notice of Application and Neighborhood Meeting, issued on May 1, 2019
12. Interagency Memorandum for SEPA Optional Notice of Application, issued on May 3, 2019
13. Memorandum from WSDOT, dated October 16, 2018
14. SEPA Comments on NOA from Department of Health, dated May 7, 2019
15. SEPA Comments on NOA from Muckleshoot Indian Tribe, dated May 15, 2019
16. SEPA Comments on NOA from Lakehaven Water & Sewer District, dated May 16, 2019
17. SEPA Comments on NOA from Pierce Transit, dated May 16, 2019
18. SEPA Comments on NOA from City of Federal Way, dated May 17, 2019
19. SEPA Comments on NOA From Tacoma-Pierce County Health Department, dated May 23, 2019
20. Elliott Comment Letter, received on June 6, 2019
21. Third Party Review Letter of Traffic Impact Analysis, prepared on behalf of the City by Transportation Solutions, Inc. (TSI), dated June 7, 2019
22. Third Party Review Letter of Critical Area Reports, prepared on behalf of the City by Herrera Environmental, dated June 20, 2019
23. Fire Comments, prepared by East Pierce Fire & Rescue, dated June 25, 2019
24. City 1st Substantive Review Letter, issued on June 24, 2019
25. Applicant Response to City 1st Substantive Review Comments, received on August 27, 2019
26. Revised Site Plan, received on August 27, 2019
27. Site Cross Sections, received on August 27, 2019
28. Revised Preliminary Civil Engineering Design Plans, received on August 27, 2019
29. Revised Preliminary Stormwater Site Plan, received on August 27, 2019
30. Revised Stormwater Pollution Prevention Plan, received on August 27, 2019
31. Revised Preliminary Landscape Planting Plans, received on August 27, 2019
32. Revised Traffic Impact Analysis, prepared by Transportation Engineering NW (TENW) , dated August 15, 2019, received on August 27, 2019

33. Revised SEPA Checklist, received on August 27, 2019
34. Applicant Response to Critical Area Comments, prepared by Soundview Consultants, dated August 15, 2019, received on August 27, 2019
35. Revised On-Site Wetland and Fish and Wildlife Assessment Report and Mitigation Plan, prepared by Soundview Consultants, dated August 2019, received on August 27, 2019
36. Revised Off-Site (Frontage Improvements) Wetland and Fish and Wildlife Assessment Report and Mitigation Plan, prepared by Soundview Consultants, dated August 2019, received on August 27, 2019
37. Revised Off-Site (Frontage Improvements and 5th and Porter Way) Biological Evaluation, prepared by Soundview Consultants, dated August 2019, received on August 27, 2019
38. Significant Tree Survey and Retention Plan, prepared by Soundview Consultants, dated August 9, 2019, received on August 27, 2019
39. Applicant Response to Geotechnical Engineering Comments, prepared by Terra Associates, dated August 14, 2019, received on August 27, 2019
40. Revised Master Plan Document, prepared by Nelson Architects, dated August 23, 2019, received on August 27, 2019
41. Memorandum from Jeff Schramm (Applicant) to Russ Blount (City of Fife) regarding Pro-Rata Share of Traffic Impact Fees, dated September 18, 2019
42. Letter from Russ Blount (City of Fife) to Brittany Port (City of Milton) regarding Pro-Rata Share of Traffic Impact Fees, dated September 26, 2019
43. Third Party Review Letter of Revised Critical Area Reports, prepared on behalf of the City by Herrera Environmental, dated September 27, 2019
44. SEPA Mitigated Determination of Non-Significance, issued September 30, 2019
45. Notice of Public Hearing, issued on October 2, 2019
46. Puget Sound Clean Air Agency Comment Letter, received on October 3, 2019

II. EXISTING CONDITIONS

A. CONTEXT

The site is approximately 118 acres and is currently occupied by a sand and gravel extraction operation on the majority of the site (Land Lloyd Development Company). The current gravel operation on the site includes the sorting and stock piling of material. In addition, there is a scale house and wash down area. There is also a topsoil production operation on the property.

The Comprehensive Plan and Zoning designations for the site are Planned Development (PD). The PD district requires that any proposed uses that are not already present on the site (surface mining, yard waste recycling, concrete crushing and public utilities) requires a master plan be submitted that shows the proposed development of the site and includes allowed uses, density, height, setbacks and other bulk regulations that will govern any future development of the site. The master plan process was put in place by the City in response to the environmental conditions on the site that would constrain future development. Rather than completing costly studies at the time the City’s Comprehensive Plan was adopted, the PD District was created to allow an applicant to perform these studies at the time the property was ready to be developed.

Hylebos Creek runs through the southeastern portion of the property. In addition, an unnamed stream and four on-site wetlands as well as fish and wildlife habitat areas are also present on the site. Access to the site is provided via Milton Road South (5th Avenue).

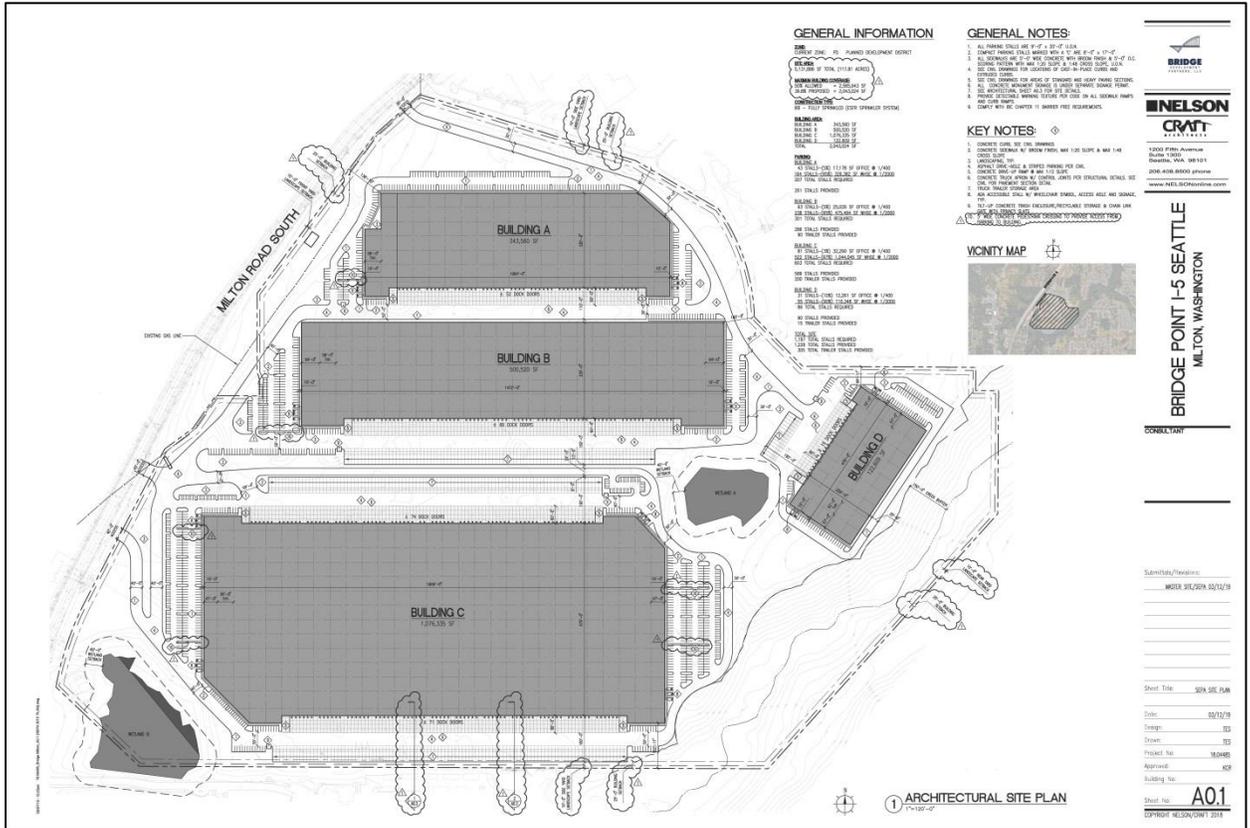
B. SURROUNDING LAND USES

| DIRECTION FROM SITE | ZONING/COMPREHENSIVE PLAN DESIGNATION | EXISTING LAND USE |
|---------------------|---------------------------------------|--|
| NORTH | PD | Senior Living Facility |
| SOUTH | RS/RMD | Vacant Land/ Existing multi-family residences |
| EAST | RS | Vacant Land/ Existing single-family residences |
| WEST | B | Gravel storage yard and Interstate-5 |

Figure 1: Aerial Photograph



Figure 2: Site Plan



III. STATE ENVIRONMENTAL POLICY ACT (SEPA)

The City issued a SEPA Mitigated Determination of Non-Significance on September 30, 2019. The MDNS contained 24 mitigation measures which are also recommended as conditions of approval in Section XIII of this staff report.

The following is a summary of the comments that were received during the optional DNS comment period, pursuant to WAC 197-11-355, which allows the City to combine the comment periods for the notice of application and likely threshold determination for the proposal:

1) Ramin Pazooki with WSDOT – Memorandum dated October 16, 2018 (Exhibit 13)

WSDOT commented in October following the pre-application meeting and resent their comments during the Optional DNS process. Their comments included comments on the traffic impact analysis study limits, mitigation, planned projects, transit service, and collision history.

In response to this comment letter, the City requested third party review of the traffic impact analysis by Transportation Solutions Inc. (TSI). The City incorporated review comments into its 1st Substantive Review Letter to respond to concerns about the TIA. The applicant responded to these comments and made revisions to the traffic impact analysis.

2) Deborah Johnson with Department of Health – Email received on May 7, 2019 (Exhibit 14)

The Department of Health commented during the Optional DNS process that the proposed site is located within a wellhead protection zone and that the SEPA checklist did not identify the property as being with an aquifer recharge area.

In response to this comment letter, a condition has been imposed in the MDNS that a hydrogeologic report be completed in accordance with the Milton Municipal Code.

3) Karen Walter with Muckleshoot Indian Tribe – Email received May 15, 2019 (Exhibit 15)

The Muckleshoot Indian Tribe commented during the Optional DNS process about the proposed road improvements and culvert replacement at the East Fork of the Hylebos Creek crossing with 5th Avenue. They note that the culvert must be designed to meet WDFW's stream simulation design. A HPA is required as part of this project and the culvert will be reviewed by the Army Corps of Engineers to determine if it is fully compliant for fish passage. In addition, fill in the floodplain for the culvert must be considered as part of the Biological Evaluation.

In response to this comment letter, the City requested third party review of the critical area documents by Herrera Environmental. The City incorporated review comments into its 1st Substantive Review Letter to respond to concerns over the culvert design and the biological evaluation. The applicant responded to these comments and made revisions to the biological evaluation.

4) Bill Nelson with Lakehaven Sewer District – Email received on May 16, 2019 (Exhibit 16)

Lakehaven commented during the SEPA Optional DNS process that portions of the site area mapped as being in their service area for water and sewer and are located within part of a ULID33 for sewer extension and that further investigation and discussion with Pierce County Public Works is necessary.

As part of the master plan application, a site specific sewer letter was submitted to the City from Pierce County Public Works identifying their agency as having capacity and infrastructure to serve the proposed development.

5) Tina Vaslet from Pierce Transit – Email received on May 16, 2019 (Exhibit 17)

Pierce Transit commented during the SEPA Optional DNS process that they do not serve the immediate area of this project and do not have any comments on the proposal.

6) Brian Davis with City of Federal Way – Email and mail received on May 17, 2019 (Exhibit 18)

Federal Way commented during the SEPA Optional DNS process that they had several concerns with the proposed project. The first concern being the procedure and use of the Optional DNS process under WAC 197-11-355 and requesting a second comment period. The second concern being that the traffic impact analysis be submitted to the City for review pursuant to the settlement agreement between Land Lloyd Development Company and the City of Federal Way. The third concern being that if phasing is proposed, the timing of that construction is provided. The fourth concern being that portions of the property abut single family residentially zoned property in the City of Federal Way. The fifth concern being that the property abuts a parcel owned by Lakehaven Water & Sewer District. The sixth concern being that mitigation for the project be for the highest intensity use on the site. The seventh concern being that work hours be in accordance with City of Milton and

City of Federal Way adopted noise ordinances. The eighth concern being that critical areas and their buffers be protected and the critical area reports be provided to the City for review.

The applicant provided the City of Federal Way the traffic impact analysis for review. Expedited review was requested and the City is currently reviewing a resubmittal of the TIA. The site does not in fact border City of Federal Way properties or unincorporated King County properties aside from a shared corner of the site which is already encumbered by the Hylebos Creek and its buffer. Conditions have been imposed to respond to the request that the proposed project adhere to the City of Federal Way's construction noise ordinance.

7) Kelly Racke from Tacoma-Pierce County Health Department – Email received May 23, 2019 (Exhibit 19)

Tacoma-Pierce County Health Department commented during the SEPA Optional Notice of Application that they do not have any comments on the proposal.

IV. AUTHORITY

17.71.050 Specific – Process types.

...

E. Process Type V. Process Type V applications are for discretionary, quasi-judicial permits or land use approvals with full public notice, and a required neighborhood meeting, which are decided upon by the city council.

...

5. Open Record Hearing.

- a. The hearing examiner shall conduct the open record hearing for Process Type V applications as governed by MMC 17.71.130.
- b. Transmittal of File. The applicable director shall transmit to the hearing examiner all written comments received prior to the hearing and information reviewed or relied upon by the applicable director and/or the SEPA responsible official in making the recommendation to the hearing examiner. The file shall also include information verifying compliance with public notice requirements.
- c. Hearing Record. The hearing examiner shall create a complete record of the public hearing including all exhibits introduced at the hearing and an electronic sound recording of the hearing.
- d. Criteria for Recommendation.
 - i. The hearing examiner in Process Type V shall recommend approval, or approval with modifications, for a project if the applicant has demonstrated the proposal complies with the applicable decision criteria of the Milton Municipal Code and all applicable development standards. The applicant carries the burden of proof and must demonstrate a preponderance of the evidence supports the conclusion that the application merits approval or approval with modifications. In all other cases, the hearing examiner shall recommend denial of the application.
- e. Conditions. The hearing examiner may include conditions to ensure a proposal conforms to the relevant decision criteria.
- f. Written Recommendation.

- i. The hearing examiner for Process Type V shall within 10 working days following the close of the record issue a written recommendation.
- ii. The recommendation shall contain the following:
 - (A). Any conditions of approval; and
 - (B). Findings of facts upon which the recommendation, including any conditions, was based and the conclusions derived from those facts.

17.71.060 General – Consolidated review.

The applicant may elect to have all permits, except Process I permits and final subdivisions, for a project considered concurrently. The review process for land use permits for the same site with different process types will follow the higher process decision type.

V. COMMENTS RECEIVED

A. NEIGHBORHOOD MEETING

On June 5, 2019 the City held the required neighborhood meeting in the City Council Chambers. Notice was given in accordance with MMC 17.71.090. Eleven members of the public were in attendance. In attendance from the City was Brittany Port (Contract Senior Planner). Representing the applicant was Spencer Mayes and Justin Carlucci (Bridge Development Partners).

After a brief introduction of the project by City staff, the applicant presented their project and answered questions from the public and City staff. The meeting was adjourned at approximately 7:00, 1 hour after it had commenced. Some of the questions asked/comments raised are included below:

- Truck traffic on 5th Avenue and improvements that are necessary to be made to the road bed as it relates to mitigating any noise/rumble from trucks going past homes on 5th Avenue.
- Existing traffic issues on 5th Avenue, traffic backing up to Birch Street at times and enforcement of speeding.
- Whether additional improvements could be made to 5th Avenue at the same time, including sidewalks for increased safety for those walking on 5th Avenue as there will now be truck traffic.

B. WRITTEN COMMENTS

The City received two written comments on the proposed project from the public. This comment is included as an exhibit to this staff report and is also summarized below:

1) April Elliott – Email received on June 6, 2019 (Exhibit 20)

Ms. Elliott, a member of the public residing in the vicinity of the proposed project wrote the City to request that the City consider applying the traffic impact fees collected as part of this project towards installing the remaining frontage improvements along 5th Avenue that the developer would not be constructing. The developer proposes to widen 5th Avenue in order to accommodate truck

traffic. The developer proposes to construct frontage improvements along its frontage of 5th Avenue as required by City code. Requiring the developer to construct the remaining frontage improvements that would otherwise be constructed in accordance with the City's Transportation Improvement Plan will allow the disturbance of 5th Avenue to be limited to one instance and provide the much needed safety improvements for residents on 5th Avenue prior to sending truck traffic down their road.

2) Puget Sound Clean Air Agency – Email received on October 3, 2019 (Exhibit 46)

Puget Sound Clear Air Agency requests that a condition be placed on the master plan that where demolition of structure(s), earth moving and material handling, heavy equipment operations, and/or disposing of vegetative matter is to occur, it is subject to Puget Sound Clean Air Agency regulations. The requirements may include, but are not limited to the following:

- Agency Regulation I:
Article 8 – Outdoor Burning
Article 9 – Emission Control Standards, Section(s) 9.03, 9.11, and 9.15
- Agency Regulation III:
Article 4 – Asbestos Control Standards

VI. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The following comprehensive plan policies support the proposal:

A. LAND USE ELEMENT

Goal PD 1 **Planned Development Districts shall be designated where appropriate to provide opportunities for high-quality, environmentally sensitive, master-planned developments that contribute to the City's vision.**

Pol. PD 1.1 Continue Planned Development District shall be developed with uses that are consistent with the City's character and contribute to its economic base.

- a. Redevelopment of the Quarry Site in the PD District (shown in Map LU-1) could include such uses as a continuing care retirement community, a combined RV resort and sports complex, a mixed-use center, or other appropriate use.

Pol. PD 1.2 Ensure that the Planned Development District:

- a. Provides recreation and healthy living options for residents, such as active and passive open space and pedestrian and bicycle facilities
- b. Protects sensitive areas including Hylebos Creek and related aquifer recharge areas, riparian corridors, and other critical areas.

- c. Utilizes creative site design to minimize land alteration and preserve natural features and public amenities such as views and treed ridgelines.
- d. Is compatible with the design and scale of planned uses within the Master Plan and surrounding uses.
- e. Mitigates potential conflicts, such as traffic, noise, lighting, and odor, to lessen the impact on planned uses within the Master Plan and surrounding uses

Goal EV 1 Safeguard the natural environment for current and future generations.

Pol. EV 1.4 Retain and protect wetlands, river and stream banks, ravines, and any other areas that provide essential habitat for sensitive and locally important plant or wildlife species.

B. TRANSPORTATION ELEMENT

Goal TR 1 The City shall ensure that transportation facilities and services, needed to support development, are available concurrently with the impacts of such development in order to protect investments in existing transportation facilities and services, maximize the use of the facilities and services, and promote orderly compact growth.

Pol. TR 1.2 The City shall not issue development permits where the project requires transportation improvements beyond the scope of the City’s 6-year Transportation Improvement Plan to maintain the adopted level of service standards. A developer may provide for needed improvements in transportation facilities and/or services. A developer may also provide strategies to mitigate impacts of their development provided that these strategies are consistent with the City’s goals and objectives.

Pol. TR 1.6 New development shall be allowed only when and where all transportation facilities are adequate at the time of development, or unless a financial commitment is in place to complete the necessary improvements that will mitigate the development’s impacts within six years.

VII. CONSISTENCY WITH ZONING REGULATIONS

A. TITLE 17 - ZONING

MMC 17.38.030 Authorized Uses

In the PD Zoning District, a master plan authorizes the proposed uses for the site (in other zones, uses are authorized per MMC 17.14). The master plan authorized uses in this zone may include any use allowed in any zoning district as an authorized use, a conditional use, or a special use.

The applicant has proposed the following uses as part of their proposed master plan zoning document as being permitted within the site area. Staff has reviewed the uses and proposes the following uses be allowed uses pursuant to the approved master plan.

| TABLE 1 - PROPOSED AUTHORIZED USES WITHIN MASTER PLAN | |
|---|-----------|
| Accessory Parks and Recreation Facilities | |
| Air Separation Facilities | |
| Battery Storage, Distribution, and Processing | |
| Breweries (no customers visiting premises) | |
| Contractor Business | |
| Enclosed salvage and wrecking operations | |
| Film processing plant | |
| Lumber and wood product manufacturing or assembly | |
| Major Utility facilities | |
| Assembly of heavy equipment, airplanes, or vehicles | |
| Manufacturing, assembling, processing, and packaging | |
| Medical equipment manufacturing plant | |
| Minor Utility facilities | |
| Mini-warehouses | |
| Outside storage yards as principal use | |
| Prepared material, manufacturing, processing or package plants | Permitted |
| Prepared metal processing and assembly plants | |
| Professional and business office | |
| Wireless Communications facilities | |
| Rock, Stone, brick, concrete or asphalt, batching or assembly | |
| Sales and rental of heavy machinery and equipment | |
| Salvage and wrecking yard | |
| Soil Mixing | |
| Warehousing and distribution facilities and storage of equipment, commodities, and products | |
| Storage/Warehousing and distribution, bonded and located within a designated foreign trade zone | |
| Tow truck operations/impound yard | |
| Truck terminals | |
| Utility Yard | |
| Vehicle repair facility | |
| Wholesaling | |

STAFF ANALYSIS: *Staff concurs with most of the uses proposed in the applicant’s master plan zoning document, with the exception of several uses that would have impacts not included in the supporting studies provided to the City as part of the master plan application. Uses such as food manufacturing, processing or package plants, hospitals, hotels/motels, restaurants, smelting plants, etc. should be excluded as*

they have the potential to introduce impacts to the site not analyzed as part of this proposal, such as customers visiting the site, noxious odors, potential contaminants, and noise. City staff therefore recommends the above uses contained within the applicant’s proposal be adopted as permitted uses within the site in accordance with the approved master plan.

MMC 17.38.040 Bulk Regulations

In the PD zone, a master plan establishes the bulk regulations that shall apply to the site (in other zones, bulk regulations are contained within MMC 17.15A-17.15.C). The applicant has proposed the following bulk and dimensional regulations as part of their proposed master plan zoning document to apply to any development occurring on the site.

| TABLE 2 - PROPOSED BULK REGULATIONS WITHIN MASTER PLAN | |
|--|---|
| BULK AND DIMENSIONAL STANDARDS | |
| Maximum Building Height | 40 ft. – The maximum building height may be increased by 1 ft. for each additional 1 ft. of building setback up to a maximum of 50 ft. |
| Maximum Building Coverage | 50% |
| Minimum Building Setback from R.O.W | 25 ft. |
| Minimum Side Yard Building Setback | 25 ft. |
| Minimum Rear Yard Building Setback | 25 ft. |
| Minimum Rear Yard Building Setback: Accessory Structure | 25 ft. |
| Minimum Lot Area | 12,000 sf. |
|For an Accessory Apartment | N/A |
|For a Duplex Unit | N/A |
| Standard Net Density for Multiple Units | N/A |
| Minimum Lot Width | 75 ft. |
| LANDSCAPE STANDARDS | |
| Street Planting Strip | 10 ft.* |
| Side Yard Planting Strip | 10 ft. |
| Rear Yard Planting Strip | 10 ft. |
| Internal Parking Lot Landscaping | 7% |
| Landscaping Required Adjacent to Residential Use | This is intended to provide a physical and visual separator between incompatible uses or intensities/densities but where a complete noise barrier is not necessary. |

Examples of use:

- 1) interior lot line buffering between single-family development and commercial, office, industrial, or multi-family uses.
- 2) between multi-family development and non-residential uses or arterial roadways.
- 3) between public schools and commercial and industrial uses, etc.

See below for screening requirements.

Screening Requirements

1. Landscaping separating incompatible uses shall utilize a Full Screen/Berm/Solid Screen Fence which shall include "Canopy Vegetation" and either a "Vegetative Screen", a "Berm" or a "Solid Screen Fence/Wall"
 - a. Canopy Vegetation: Trees at a rate of 1 per 25 lineal feet of lot line shall be interspersed throughout the landscape strip in groupings or uniform rows. Minimum mature height shall be 20 feet.
 - b. Vegetative Screen: The Vegetation Screen shall consist of: (1) evergreen shrubs at a rate of 1 per 5 lineal feet of landscape strip; or (2) closely spaced evergreen trees, at a rate of 1 per 8 lineal feet of landscape strip, or a combination of the two in separate sections. The screen may consist of either overlapping clusters or a solid row of material. If overlapping clusters are used, the overlap shall be at least one-half plant width. Spacing shall be as follows: (1) evergreen trees for the landscape screen at no greater than 8 feet on center, with no more than 10 feet on center between clusters; (2) shrubs for the landscape screen shall be no greater than 5 feet on center, with no greater than 7 feet on center between clusters; or (3) planting spacing shall be such that shrubs create a solid continuous screen of vegetation within three years to fully screen adjacent land uses. Vegetative screening materials shall have a minimum mature height of 6 feet.
 - c. Berm: The earthen berm shall be a minimum of 4 feet high, measured from street curb or the crown of the adjacent paved way for road frontages or existing grade for interior lot lines. Vegetative groundcover shall cover a minimum of 50 percent of the landscape strip area at maturity. Berms less than 6 feet in height shall be planted with evergreen shrubs at a rate of 1 per 4 lineal feet of landscape strip, to a mature height equal to or greater than a 6-foot high berm. The screen may consist of either overlapping groupings or a solid row of material. If overlapping groupings are used, the overlap shall be at least one-half plant width. Shrub spacing shall be no

| | |
|--------------------------|--|
| | <p>greater than 4 feet on center, with no greater than 6 feet on center between groupings.</p> <p>d. <u>Solid Screen Fence/Wall</u>: The fence should be 100% opaque and a minimum of 6 feet in height.</p> <p>e. <u>Screen Width</u>: All required vegetation shall be located adjacent to the lot line and shall have a minimum planting bed width of 10 feet, with no required vegetation located greater than 30 feet from the lot line. If a “Solid Screen Fence/Wall is utilized, the entirety of the 10’ planting bed should be located between the property line and the fence.</p> <p>f. Installation of vegetative groundcover is encouraged but not required within the planting area.”</p> |
| PARKING STANDARDS | |
| Industry, Light | 1 space for every 3 employees on largest shift or 1 space per 1,000 sf of gross floor area, whichever is greater |
| Professional Offices | 1 space per 400 sf of floor space |
| Warehousing | 1 space per 2,000 sf of floor space |
| All other allowed uses | Parking standards for all other allowed uses shall be in accordance with MMC 17.48. |
| Compact Parking | Thirty percent of the required spaced, whenever 10 or more spaces are required, may be compact stalls |

* When parking is adjacent to, and at the same grade as a public way, a 4-foot-tall and 12-foot-wide landscape berm is required between the right of way and the off-street parking. If the finished grade of the off-street parking is located significantly higher or lower than the adjacent right of way where a berm becomes infeasible, a 10-foot-wide landscape strip is all that is required.

STAFF ANALYSIS: *For the purpose of their master plan, the applicant has proposed standards similar to those found in the City’s M-1 (Light Manufacturing) zoning district. The applicant has stated that anticipated uses will likely be similar to those found in the M-1 district. During project review, some dimensional standards, setbacks and buffers proposed based off of the M-1 zoning district were modified to meet the needs of the project or to provide additional protection between adjacent land uses. See the City’s 1st Substantive Review Letter in Exhibit 24. As proposed, staff concurs that the bulk regulations are appropriate for mitigating impacts from the proposed uses. Proposed bulk and dimensional standards that will apply within the site are summarized in the table above. In Section IX of this staff report, the applicant’s specific proposal will be evaluated for consistency with their proposed regulations.*

MMC 17.44.110.G Significant Tree and Tree Grove Protection

The applicant has not specified any unique significant tree retention requirements that will apply to the property, thus the City will impose its significant tree and tree grove protection requirements.

The master plan site consists of an active gravel mine containing large disturbed areas of land that is currently cleared and non-vegetated where current mining is taking place. The existing trees onsite are primarily comprised of native deciduous and coniferous species including Douglas fir, Black cottonwood, Red alder, Western red cedar, Bigleaf maple, Pacific madrone and various willow species. In total, 4,206 replacement trees are proposed to meet the City’s tree replacement requirements for significant trees that could not reasonably be retained. See the tree retention plan in Exhibit 38.

B. TITLE 13 – PUBLIC SERVICES

Staff has reviewed the preliminary civil plans and has determined that as designed they likely meet the requirements contained within Title 13 of the Milton Municipal Code. The applicant has proposed significant stormwater improvements to manage runoff from the site once developed including a 782-ft long x 91-ft wide detention vault with a storage depth of 31 feet, accommodating 2,206,022 ft³ of stormwater runoff from the site. Full compliance with Title 13 will be determined and approved upon the issuance of Civil Plans.

C. TITLE 18 – ENVIRONMENT

The proposed master plan site contains Hylebos Creek, an unnamed stream and four on-site wetlands as well as fish and wildlife habitat areas. A Biological Evaluation and Wetland and Fish Habitat Assessment Report and Mitigation Plan were prepared by Jon Pickett of Soundview Consultants in March, 2019 and subsequently revised in August, 2019 based on review conducted on behalf of the City by Herrera Environmental Consultants on June 20, 2019.

Hylebos Creek runs through the southeast corner of the site, as well as an unnamed stream herein named Stream Y. Both the Hylebos Creek and Stream Y are classified as a Type F streams requiring 150-foot buffers under MMC 18.16.640.D.2. Three of the on-site wetlands are considered Category IV wetlands subject to the 40-foot standard buffers under MMC 18.16.320.C.1, Table 1. The fourth wetland is considered a Category III with a low habitat score of 4 points which requires the standard 60-foot buffer. The portion of the Hylebos Creek which crosses the site is not a “shoreline of the state” under RCW 90.58.030 and is not subject to the City’s Shoreline Mater Program because the creek’s mean average flow at the site is less than 20 cubic feet per second (cfs).

| TABLE 3 – WETLAND AND STREAM DELINEATIONS | | | |
|--|---------------------------|----------------------|------------------------|
| Wetland/Stream Name | Size/Length onsite | Category/Type | Required Buffer |
| Wetland A | 46,258 SF | IV | 40' |
| Wetland B | 79,762 SF | III | 60' |
| Wetland C | 1,043 SF | IV | 40' |
| Wetland D | 16,341 SF | IV | 40' |
| Hylebos Creek | 1,200 LF | F | 150' |

Due to the wetlands and streams present on the property, conformance with the standards contained within MMC 18.16 is necessary. A critical areas report was submitted by the applicant in association with their master plan, site plan and SEPA application. The land use administrator, or his or her designee, has the authority to interpret and apply the provisions contained within MMC 18.16. Below is a summary of conformance with the standards contained within that chapter.

MMC 18.16.320 Performance standards. (Wetlands)

- A. Activities and uses shall be prohibited from wetlands and wetland buffers, except as provided for in this chapter. Activities may only be permitted in a wetland or wetland buffer if the applicant can show that the proposed activity will not degrade the functions and values of the wetland and other critical areas, or that the impacts to the functions and values will be fully mitigated.

STAFF ANALYSIS: *Activities and uses are located outside of the wetlands and their buffers, with the exception that intrusion into the 15-ft building setback for Wetland B is proposed. A wetland and fish and wildlife habitat assessment report and mitigation plan have been reviewed by the City’s consultant (Herrera Environmental) who concurred with the applicant’s application of the standards contained within this section. As described in their review letter in Exhibit 22, the mitigation proposed for impacts to the buffer of Wetland B are adequate because all impacts are within the 15-foot building setback and are consistent with industry standard. Conditions contained within this staff report will ensure consistency with MMC 18.16 and protection of critical area functions and values.*

- B. Category III and IV wetlands less than 4,000 square feet may be exempted or partially exempted from the provisions of this chapter and may be altered by filling or dredging as outlined below.

STAFF ANALYSIS: *The wetland does not meet the size threshold for full or partial exemption.*

- C. Wetland Buffers.

STAFF ANALYSIS: *The City’s standard buffers of 40’ and 60’ have been applied in accordance with MMC 18.16.320.C as detailed above in Table 3.*

Wetland mitigation is proposed for Wetland B to include compensation for 180-square feet of intrusion into the 15-foot building setback. Performance bonds and a 5-year monitoring period will also be required as part of the conditions contained within this staff report to ensure successful reestablishment of vegetation within the buffer following construction of the proposed school.

- D. Signs and Fencing of Wetlands.

STAFF ANALYSIS: *The applicant’s permit plan set does not denote whether fencing or signage is proposed. As a condition of this staff report, fencing and signage will be required to ensure that unauthorized intrusion and future impacts to the wetland do not occur.*

MMC 18.16.640 Performance standards. (Fish and Wildlife Habitat Conservation Areas)

- A. Alterations Prohibited. Land development and use shall be prohibited from habitat conservation areas and their buffers, except in accordance with this chapter.

STAFF ANALYSIS: *The applicant’s proposal for on-site development does not include any land development or use within the habitat conservation areas or their buffers. However, the applicant’s required off-site frontage improvements will result in alterations to the Hylebos Stream where it crosses 5th Avenue. The applicant has prepared a biological evaluation of the off-site improvements which was reviewed by the City’s consultant (Herrera Environmental) who concurred with the applicant’s application of the standards contained within this section. The applicant will be required to apply for and obtain a Joint Aquatic Resources Permit Application (JARPA) and/or a Hydraulic Permit Application (HPA) with the Army Corps of Engineers prior to civil plan approval for activities within the habitat conservation areas and their buffers, though the proposed activities are in accordance with this code.*

- B. Mitigation Shall Result in Contiguous Corridors. When mitigation is required to offset impacts, mitigation sites shall be located to preserve or achieve contiguous wildlife habitat corridors to minimize the isolating effects of development on habitat areas, so long as mitigation of aquatic habitat is located within the same aquatic ecosystem as the area disturbed.

STAFF ANALYSIS: *Mitigation proposed for impacts to the Hylebos Creek include construction of a new bottomless culvert to replace two existing culverts where Hylebos Creek crosses 5th Avenue. The existing culverts include a 72-inch-diameter by 62-foot-long culvert and another partially or completely blocked 36-inch-diameter by 62-foot long culvert. The new culvert will restore the natural stream channel underneath the roadway. As described, the culvert will be self-mitigating. If designed to meet WDFW’s stream simulation design per the 2013 Water Crossing Design Guidelines, which will be reviewed by the U.S. Army Corps of Engineers under the submittal of a Joint Aquatic Resources Permit Application (JARPA), additional potential environmental impacts may be considered as the culvert design is completed.*

- C. Approvals of Activities May Be Conditioned. The city shall condition approvals of activities allowed within or adjacent to a habitat conservation area or its buffers, as necessary, to minimize or mitigate any potential adverse impacts. Conditions may include, but are not limited to, the following:

STAFF ANALYSIS: *Conditions have been proposed as part of this staff report to require that any potential adverse impacts of land development adjacent to habitat conservation areas is minimized or mitigated in accordance with this subsection.*

- D. Buffers.

STAFF ANALYSIS: *The City’s standard buffer of 150’ for Type F water bodies has been applied in accordance with MMC 18.16.460.D as detailed above in Table*

3.

E. Signs and Fencing of Habitat Conservation Areas. In accordance with MMC 18.16.320(D).

STAFF ANALYSIS: *The applicant’s permit plan set does not denote whether fencing or signage is proposed. As a condition of this staff report, fencing and signage will be required to ensure that unauthorized intrusion and future impacts to the stream do not occur.*

F. Subdivisions. In accordance with MMC 18.16.340.

STAFF ANALYSIS: *Subdivisions are not proposed.*

G. Anadromous Fish.

STAFF ANALYSIS: *Conditions have been proposed as part of this staff report to require that any potential adverse impacts of alterations within the water body of Hylebos Creek to anadromous fish is minimized or mitigated in accordance with this subsection.*

H.

I. Allowed Uses. The following specific activities may be permitted within a riparian habitat area, pond, lake, water of the state, or associated buffer when the activity complies with the following standards and the adopted shoreline master program:

STAFF ANALYSIS: *The proposed use within the riparian habitat area of Hylebos Creek is construction of a roadway within the existing road prism, which is an allowed use pursuant to this section.*

VIII. CONSISTENCY WITH PLANNED DEVELOPMENT CRITERIA

The applicant applied for concurrent master plan approval and site plan review of their proposal. The Master Plan Application is required to meet review and approval criteria contained in MMC 17.38.070, which is discussed in this section. The applicant submitted responses to the criteria in letter dated August 23, 2019, included as Exhibit 25. These responses and staff analysis of the proposal are summarized below.

1. The city’s comprehensive plan.

STAFF ANALYSIS: *The proposal was found to be consistent with goals and policies stated in the Comprehensive Plan. Some of these goals and policies are listed in Section VI of this staff report.*

2. The policies set forth in the state’s Growth Management Act.

STAFF ANALYSIS: *The proposal is generally consistent with the Growth Management Act in that it (1) encourages development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner, (2) encourages economic development throughout the state consistent with the City’s comprehensive plans, and will provide for*

between 900-1200 jobs within the City, and (3) includes improvements to public facilities and services necessary to support development that will be available at the time of occupancy and does not decrease current service levels below locally established minimum standards.

3. The requirements of the State Environmental Policy Act (SEPA).

STAFF ANALYSIS: *The City of Milton conducted the environmental review of this proposal in accordance with its SEPA procedures and issued a Mitigated Determination of Non-Significance (MDNS) on September 30, 2019.*

Seven comments were received during the SEPA comment period and have subsequently been addressed by the applicant and/or incorporated into the threshold determination as mitigation measures. See Section III.

4. There shall be a demonstrated need for the master plan within the community at large which shall not be contrary to the public interest.

STAFF ANALYSIS: *The location of the proposal is in close proximity to Port of Tacoma, I-5 and 167 making it a location advantageous for light industrial development. The applicant estimates that the development will bring approximately 900 to 1200 family wage jobs to the local community, spurring economic growth in Milton and expanding the City's tax base. The applicant notes that the sites access to the I-5 and 167 corridors make this location ideal for light industrial development. Class A buildings in this market are in high demand and the proximity to the Port of Tacoma, Port of Seattle, and access to I-5, make this location highly desirable. Vacancies in the Light Industrial sector of the Seattle/Tacoma market are declining, demonstrating the need for the development of warehousing and distribution facilities both for the local and regional community. In addition, specifically to the City of Milton the proposal will create living wage jobs and have a ripple effect of other jobs that will be created not directly employed at the facility (construction, truck drivers, logistics coordinators, etc.). Tax revenue from construction, Business & Operations Taxes, and Property Taxes from increase valuations will also be a substantial boon to the City of Milton.*

5. The master plan shall be located, planned, and developed in such a manner that all uses shall not be detrimental to the health, safety, convenience, or general welfare of persons residing or working in it or the persons residing or working in the community.

STAFF ANALYSIS: *The project is adjacent to a senior living facility, multi-family housing, and single family housing. Proposed setbacks and landscape buffers have been added by request of the City to buffer these uses. Pedestrian pathways within the site and off-site transportation improvements are included with the proposal. The proposed development standards are sufficient for the potential uses, being in excess of those applied elsewhere in the City for similar uses and the conditions imposed will mitigate any adverse impacts to adjacent properties. The project, as mitigated by this staff report, will not be detrimental to health, safety, convenience or general welfare.*

6. The site is of adequate size to accommodate the proposed uses, including, but not limited to, parking, traffic circulation, and buffers from adjacent properties.

STAFF ANALYSIS: *The project site is 118 acres and the proposal is for approximately 2,043,024sf of light industrial space within four buildings. For parking, minimum parking ratios have been proposed from industry standards. The parking provided on site is to meet the expected mix of office and warehouse space on site, however, the end users of the buildings are unknown and the mix of office and warehouse space may change. If office space increases over time, the applicant has proposed that truck dock doors and maneuvering space can be converted to vehicle parking, meeting the required parking ratios established in MMC 17.48.*

Adequate space on the site is devoted to vehicular circulation, and landscape buffers are provided adequate to buffer potential uses from adjacent residences.

7. Adequate landscaping, screening, yard setbacks, open spaces, or other design elements necessary to mitigate the impact of the planned development master plan upon neighboring properties shall be provided.

STAFF ANALYSIS: *The master plan criteria state that development standards are consistent with regulations found in other sections of code. Because many development standards were modeled off of the M-1 zoning district, the minimum setbacks were originally proposed at 0'. These setbacks were increased to be a minimum of 25', and language was added that landscaping buffers are increased when located adjacent to an incompatible use. In addition, the maximum height at the setback line is 40' and additional height is allowed as the buildings "step-back", up to a maximum of 50'. The proposed site plan depicts a 96'-7" setback from the north property line, over 150' setback from the south property line, and 157'-11" setback from the east property line. The proposed height of the building, in combination with its setback from adjacent property lines, will minimize visual impact of the building on neighboring properties as depicted in the applicant's site plan section shown on Sheet A0.2.*

Proposed landscaping and screening requirements require a 10-ft or 20-ft vegetative screen, and use of fencing to screen adjacent uses. A mitigation measure was imposed as part of the SEPA review and is also recommended as part of this staff report that an acoustical expert be consulted prior to issuance of building permits to ensure that appropriate mitigation is proposed for the property to the south, which may include a noise wall. A combination of landscaping, screening, building stepbacks, and setback requirements is anticipated to mitigate any impact of the proposed development on neighboring properties.

8. All external illumination is designed to face inward, so that impact to adjacent properties is mitigated to the greatest extent practicable.

STAFF ANALYSIS: *The applicant provided standards for parking and pedestrian illumination, and for exterior building illumination, that meets the intent of this criteria.*

9. Parking areas are designed to assure that headlight glare from internal traffic does not affect motorists on adjoining streets.

STAFF ANALYSIS: *The current site plan depicts parking lot landscaping that mitigates headlight glare. In addition, the grading on the site will be such that no parking lots are at the same grade as the street itself. Upon City request, the applicant also added language to the proposed*

master plan document describing this requirement when parking is adjacent to and at the same grade as public right-of-way.

10. On-site drainage is designed to assure that post-construction drainage has no greater impact on downstream properties than preconstruction drainage.

STAFF ANALYSIS: *All proposals will be reviewed to ensure that stormwater is managed onsite so that it meets City of Milton drainage standards and the adopted stormwater manual. The site must be designed to retain stormwater on site and release it at levels consistent with the pre-development condition.*

11. The proposed access to the site must be adequate considering traffic safety and existing street conditions.

STAFF ANALYSIS: *The applicant submitted a traffic impact analysis that considered the traffic safety and existing street conditions. The TIA was subsequently revised in response to review comments from the City's third-party review consultant, Transportation Solutions, Inc. who asked for collision data to be considered. The proposed access includes appropriate sight distance considerations, will construct sidewalks along the properties frontage, and will widen the shoulder on 5th Avenue down to Porter Way to provide for an increased distance from truck traffic to adjacent properties.*

12. There is adequate sight distance at each proposed point of access to the site to assure traffic safety.

STAFF ANALYSIS: *Appropriate sight-distance is provided at each of the three proposed points of access to the site. Landscaping has been designed to not inhibit sight-distance at these driveways.*

13. The applicant must demonstrate and the hearing examiner must find that the noise generated by the proposed use shall not exceed the maximum permissible noise levels set forth in Chapter 173-60 WAC and shall not be an increase of more than five dBA above the ambient noise level. The ambient noise level shall be measured using the 15-hour period from 7:00 a.m. to 10:00 p.m. instead of using a 24-hour period.

STAFF ANALYSIS: *The applicant has stated that they will engage an acoustical expert to conduct a sound/noise study to ensure this proposal is in compliance with the maximum permissible noise levels. A SEPA mitigation measure and recommended condition of approval has been included that this noise study be provided to the City during civil plan review, and should include any required noise mitigation at that time.*

An additional SEPA mitigation measure and recommended condition of approval has been included stating the applicant shall construct a 20-foot wide landscape buffer providing a solid vegetative screen barrier along the north, south and west property boundaries, to mitigate noise to adjacent residences. In addition, a minimum 8-foot tall solid screen fence shall be provided along the retaining wall at the southern property boundary that borders existing multi-family apartments to the south, so as to provide a visual barrier to the facility in accordance with the site plan sections depicting sight-line from the adjacent apartments to the proposed development.

14. The generation of noise, noxious or offensive emissions or odors, or other nuisances which may be injurious or detrimental to the community must be mitigated to the greatest extent practicable.

STAFF ANALYSIS: *Light industrial uses are proposed on the site, which are not well defined by the municipal*

code and as such it is difficult to understand what odors or other nuisances may occur as a result of development on this site. Upon request by the City, the applicant provided a detailed list of potential uses on the site. This list has been refined by City staff and as proposed in Table As proposed, the development is adequately mitigated to avoid issues with generation of noise odors, or other nuisances, and if other uses are proposed in the future they will be reviewed and mitigated at that time.

15. Availability of adequate infrastructure as required for subdivisions.

STAFF ANALYSIS: *Not applicable, there is no subdivision proposed at this time.*

16. Parking lots associated with a master plan shall be subject to the following standards:

- a. To the extent necessary to preserve public safety and prevent crime, parking lots shall be fenced to limit access and lighted to improve visibility.
- b. Parking lot owners shall provide a plan to ensure adequate maintenance of parking lots. The parking lot owner shall also post security or have an ongoing owners' association or equivalent to cover the cost of implementing the plan.

STAFF ANALYSIS: *The applicant has stated that due to the proposed buildings being speculative industrial development, fencing around the parking lots is not needed. Fencing may be added at tenant requests once a specific tenant is brought on board. Staff concurs that fencing is likely unnecessary as parking for the site is entirely in support of industrial/warehousing uses, and does not require fencing for safety or crime reduction as multi-family residential parking lots might require.*

A condition has been added to this staff report to require that a maintenance agreement/CC&Rs be recorded prior to building permit issuance for the proposed development.

17. Standards

- a. Maximum building site coverage: 50 percent.
- b. Minimum structural setback: 25 feet.
- c. The operation of the planned development shall be effectively screened from view by using a solid screen six feet high. Screening may include fences, walls, vegetation, berms with vegetation, combinations of these, or other methods, all of which must provide a permanent solid screen barrier to visibility from rights-of-way and adjacent and nearby properties. Vegetation used for screening must be of sizes, types, numbers, and siting adequate to achieve 100 percent opacity within three years. All vegetation used for screening shall be maintained in a healthy condition. Vegetation used for screening that dies shall be replaced within six months. Native vegetation shall be emphasized for replanting in screening areas if feasible. Vegetation for screening may include preserved native vegetation that meets the aforementioned requirements. Vegetation planted within low impact development facilities may count towards site screening requirements. Fences and walls over six feet high, which may be required to screen the use from adjacent properties, shall require a building permit and shall maintain the setback required in these criteria.

STAFF ANALYSIS: *The master plan proposal has been updated to include a 50 percent maximum building site coverage and a 25-foot minimum structural setback from all property lines.*

In addition, the landscaping provided on the site has been increased by the City’s request to ensure that the proposed development is effectively screened from view from both adjacent properties and the street using a combination of solid fences, walls, vegetation and berms. The master plan document was updated with language from the L-3 landscape buffer required in Pierce County for industrial development adjacent to residential. In complying with the bulk and dimensional requirements in the master plan for the site plan approval, the applicant has proposed using a vegetative screen as well as a solid 6-foot fence.

IX. CONSISTENCY WITH SITE PLAN REVIEW CRITERIA

The applicant applied for concurrent master plan approval and site plan review of their proposal. Major Site Plan approval is typically a Process Type IV permit with the decision maker being the Hearing Examiner. Being that the permits are being applied for concurrently, per “MMC 17.71.060 General - consolidated review”, major site plan approval shall also follow the process for master plan approval. Staff analysis of how the proposal meets the review criteria for site plan approval contained in MMC 17.62.05.

1. The site is of adequate size to accommodate the proposed use, including, but not limited to, parking, traffic circulation, and buffers from adjacent properties, if needed; and

STAFF ANALYSIS: *See discussion in Section VIII.6.*

2. All external illumination is designed to face inward, so that impact to adjacent properties is minimized to the greatest extent practicable; and

STAFF ANALYSIS: *See discussion in Section VIII.8.*

3. Parking areas are designed to assure that headlight glare from internal traffic does not affect motorists on adjoining streets; and

STAFF ANALYSIS: *See discussion in Section VIII.9.*

4. On-site drainage is designed to assure that post-construction drainage has no greater impact on downstream properties than preconstruction drainage; and

STAFF ANALYSIS: *See discussion in Section 0.*

5. There is adequate sight distance at each proposed point of access to the site to assure traffic safety; and

STAFF ANALYSIS: *See discussion in Section VIII.12.*

6. If the site abuts an existing residential use, a solid visual and noise barrier composed of fencing and landscaping will be in place prior to occupancy; and

STAFF ANALYSIS: *See discussion in Section VIII.7.*

7. The site plan is consistent with the policies set forth in the state’s Growth Management Act; and

STAFF ANALYSIS: See discussion in Section VIII.2.

8. The site plan is consistent with the city’s comprehensive plan; and

STAFF ANALYSIS: See discussion in Section VI.

9. The site plan complies with all applicable city development regulations including, but not limited to, all regulations found in MMC Titles 13, 16, 17 and 18.

STAFF ANALYSIS: Conformance with Titles 13 and 18 has been detailed in Section VII above. Title 16 does not apply to the proposal. In Section VII, the applicant’s proposed zoning has been detailed in accordance with their master plan zoning document as within the PD Zoning District, a master plan authorizes the allowed uses and bulk and dimensional regulations that will apply to the site. Any development on the proposed site which requires site plan approval then would be reviewed in accordance with the zoning regulations established within the master plan. Should the master plan be silent on certain requirements that apply elsewhere in the City, the City’s Municipal Code shall regulate those (i.e. critical areas, significant tree retention). Conformance with the master plan development regulations established in Section VII is detailed below in Table 4 of this staff report. Compliance with zoning regulations not set forth in the master plan is discussed in Section VII.

| TABLE 4 – SITE PLAN REVIEW CONFORMANCE WITH PROPOSED MASTER PLAN DEVELOPMENT REGULATIONS | | |
|--|--|---|
| | PROPOSED STANDARDS | CONFORMANCE WITH PROPOSED STANDARDS |
| BULK AND DIMENSIONAL STANDARDS | | |
| Maximum Building Height | 40 ft. – The maximum building height may be increased by 1 ft. for each additional 1 ft. of building setback up to a maximum of 50 ft. | <i>The four industrial buildings as proposed on sheet A0.2 are 40’ from the finished floor elevation to the top of the parapet. The buildings are also setback 96’-7” setback from the north property line, over 150’ setback from the south property line, 138’-10” from the west property line, and 157’-11” setback from the east property line, thus falling within the 50’ feet allowed under the master plan. Full conformance will be determined upon building permit application.</i> |
| Maximum Building Coverage | 50% | <i>Building coverage as calculated on sheet A0.1 is 39.8%, falling within the allowed 50% building coverage under the master plan. Full conformance will be determined upon building permit application.</i> |
| Minimum Building | 25 ft. | <i>The structures on the site are setback a</i> |

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| Setback from R.O.W | | <i>minimum of 138'-10" from the right-of-way, in excess of the requirement imposed under the master plan.</i> |
| Minimum Side Yard Building Setback | 25 ft. | <i>The structures on the site are setback a minimum of 96'-7" from the north property line and over 150' from the south property line, in excess of the requirement imposed under the master plan.</i> |
| Minimum Rear Yard Building Setback | 25 ft. | <i>The structures on the site are setback a minimum of 157'-11" from the east property line, in excess of the requirement imposed under the master plan.</i> |
| Minimum Rear Yard Building Setback: Accessory Structure | 25 ft. | <i>The site plan depicts four primary structures and no accessory structures.</i> |
| Minimum Lot Area | 12,000 sf. | <i>As no subdivision is proposed, this does not apply.</i> |
|For an Accessory Apartment | N/A | <i>No residential development is proposed nor permitted under the master plan. This does not apply.</i> |
|For a Duplex Unit | N/A | <i>No residential development is proposed nor permitted under the master plan. This does not apply.</i> |
| Standard Net Density for Multiple Units | N/A | <i>No residential development is proposed nor permitted under the master plan. This does not apply.</i> |
| Minimum Lot Width | 75 ft. | <i>As no subdivision is proposed, this does not apply.</i> |
| LANDSCAPE STANDARDS | | |
| Street Planting Strip | 10 ft.* | <i>The landscape plan has been revised to depict a 10' landscape strip along the property's street frontage consisting of trees planted 30' o.c., shrubs, and groundcover.</i> |
| Side Yard Planting Strip | 10 ft. | <i>The landscape plan has been revised to depict a 10' landscape strip along the property's side yards consisting of trees planted 30' o.c., shrubs, and groundcover. In addition to the required landscape buffer, on the south and north property boundary where the proposed development abuts residential developments additional screening has been proposed in accordance with the screening requirements discussed below.</i> |
| Rear Yard Planting | 10 ft. | <i>The landscape plan has been revised to depict</i> |

| | | |
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| Strip | | <i>a 10' landscape strip along the property's rear eastern property line consisting of trees planted 30' o.c., shrubs, and groundcover.</i> |
| Internal Parking Lot Landscaping | 7% | <i>The applicant calculates that at least 7% of the parking lot area is devoted to landscaping.</i> |
| Landscaping Required Adjacent to Residential Use | <p>This is intended to provide a physical and visual separator between incompatible uses or intensities/densities but where a complete noise barrier is not necessary.</p> <p>Examples of use:</p> <p>1) interior lot line buffering between single-family development and commercial, office, industrial, or multi-family uses.</p> <p>2) between multi-family development and non-residential uses or arterial roadways.</p> <p>3) between public schools and commercial and industrial uses, etc.</p> <p>See below for screening requirements</p> | <i>Additional landscaping/screening is provided at the northern and southern property boundaries adjacent to residential uses.</i> |
| Screening Requirements | <ol style="list-style-type: none"> 1. Landscaping separating incompatible uses shall utilize a Full Screen/Berm/Solid Screen Fence which shall include "Canopy Vegetation" and either a "Vegetative Screen", a "Berm" or a "Solid Screen Fence/Wall" <ol style="list-style-type: none"> a. <u>Canopy Vegetation-L3</u>: Trees at a rate of 1 per 25 lineal feet of lot line shall be interspersed throughout the landscape strip in groupings or uniform rows. Minimum mature height shall be 20 feet. b. <u>Vegetative Screen-L3</u>: The Vegetation Screen shall consist of: (1) evergreen shrubs at a rate of 1 per 5 lineal feet of landscape strip; or (2) closely spaced evergreen trees, at a rate of 1 per 8 lineal feet of landscape strip, or a combination of the two in separate sections. The screen may consist of either | <i>A 20-ft wide solid vegetative screen barrier is provided adjacent to the right-of-way and from residential properties to the north meeting the requirement of 1.b, and a solid 6-ft fence is provided on the south property boundary between the proposed parking lot and the 10-ft landscape buffer, meeting the requirement of 1.d.</i> |

overlapping clusters or a solid row of material. If overlapping clusters are used, the overlap shall be at least one-half plant width. Spacing shall be as follows: (1) evergreen trees for the landscape screen at no greater than 8 feet on center, with no more than 10 feet on center between clusters; (2) shrubs for the landscape screen shall be no greater than 5 feet on center, with no greater than 7 feet on center between clusters; or (3) planting spacing shall be such that shrubs create a solid continuous screen of vegetation within three years to fully screen adjacent land uses. Vegetative screening materials shall have a minimum mature height of 6 feet.

- c. Berm-L3: The earthen berm shall be a minimum of 4 feet high, measured from street curb or the crown of the adjacent paved way for road frontages or existing grade for interior lot lines. Vegetative groundcover shall cover a minimum of 50 percent of the landscape strip area at maturity. Berms less than 6 feet in height shall be planted with evergreen shrubs at a rate of 1 per 4 lineal feet of landscape strip, to a mature height equal to or greater than a 6-foot high berm. The screen may consist of either overlapping groupings or a solid row of material. If overlapping groupings are used, the overlap shall be at least one-half plant width.

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| | <p>Shrub spacing shall be no greater than 4 feet on center, with no greater than 6 feet on center between groupings.</p> <p>d. <u>Solid Screen Fence/Wall-L3:</u> The fence should be 100% opaque and a minimum of 6 feet in height.</p> <p>e. <u>Screen Width:</u> All required vegetation shall be located adjacent to the lot line and shall have a minimum planting bed width of 10 feet, with no required vegetation located greater than 30 feet from the lot line. If a "Solid Screen Fence/Wall is utilized, the entirety of the 10' planting bed should be located between the property line and the fence.</p> <p>f. Installation of vegetative groundcover is encouraged but not required within the planting area."</p> |
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PARKING STANDARDS

| | | |
|------------------------|--|---|
| Industry, Light | 1 space for every 3 employees on largest shift or 1 space per 1,000 sf of gross floor area, whichever is greater | <p><i>The proposal includes 2,043,024sf of warehousing and office space. Sheet A0.1 details the parking stall count/break down based on the share of the structures use. Currently, the site conforms to the specific parking standards in the master plan. Should the ratio of office to warehouse switch, or a new use be proposed, parking standards will be reevaluated and the applicant will remove replace loading dock areas with additional parking to meet the required parking ratios. Full conformance will be determined at the time of building permit application.</i></p> |
| Professional Offices | 1 space per 400 sf of floor space | |
| Warehousing | 1 space per 2,000 sf of floor space | |
| All other allowed uses | Parking standards for all other allowed uses shall be in accordance with MMC 17.48. | |
| Compact Parking | Thirty percent of the required spaced, whenever 10 or more spaces are required, may be compact stalls | |

X. AGREEMENTS

A development agreement has been proposed by the applicant that will be considered by the City Council at a separate public hearing should the City Council approve this master plan. The development agreement provides for a path forward should the applicant not be able to obtain property necessary to make the required off-site improvements.

XI. CONCLUSIONS AND FINDINGS

1. The property is located at 38000 Milton Road S in Milton, WA (King County parcel nos. 322104-9130, -9137, -9148, -9150, -9151, -9152 and -9153; 750500-0005, -0010, -0030, -0050, -0065, -0070, -0090, -0105, -0125, -0130, -0140, -0150, -0160, -0185, -0200, -0215, -0245, -0255, -0260, -0270, -0275, -0280, -0285, -0290, -0365, -0380, -0390, -0400, -0430, -0435, -0450, -0460, -0480, -0485, -0490, -0495, -0500, -0555, -0580, -0590, -0600, -0605, -0615, -0620, -0650, -0655, -0660, -0665, -0700, -0705, -0710, -0715, -0720, -0725, -0900, -0915, -9125, and -9135).
2. The applicant proposes to construct four industrial/warehouse buildings totaling approximately 2,043,024sf. Along with the building construction, the project will include demolition of existing structures, grade and fill activities, paved parking and truck maneuvering areas, landscaping, storm water facilities, water and sanitary sewer extensions, a street vacation, frontage road improvements, off-site roadway improvements along Milton Road/5th Avenue, and at the intersection of Milton Road/Porter Way and Porter Way/Pacific Highway. Buffer averaging is proposed for two on-site wetlands. Access will be provided off of Milton Road.
3. The site is currently used for a gravel mining operation under an approved Surface Mine and Reclamation Permit and will be required to complete reclamation of the site in accordance with the Washington Department of Natural Resources.
4. A previous master plan for the site existed and subsequently expired when the project failed to obtain the required number of building permits within the first five years of the master plan approval. The Meridian at Stone Creek Assisted Living facility was the only constructed project as part of the expired master plan, and is operating under a valid site plan approval and subject to the requirements of the original master plan.
5. The applicant submitted an application for concurrent Master Plan, Site Plan Approval, and SEPA environmental review to construct the four industrial/warehouse buildings and associated improvements on March 29, 2019. The application for a Master Plan, Site Plan Approval and SEPA were determined to be complete on April 17, 2019.
6. The application included submittal of the City's master application, civil engineering plans, landscape and irrigation plans, lighting plan, preliminary site plan, SEPA checklist, certificates of water, sewer and electric availability, geotech report, stormwater site plan, stormwater pollution prevention plan, traffic impact analysis, off-site improvements biological evaluation, off-site improvements wetland report, a wetland report for on-site wetlands, and payment of applicable fees.
7. Timely notice of the application was posted in accordance with MMC 17.71.120 on May 1, 2019. A notice was mailed to surrounding property owners within 500 feet of the project site, sent to SEPA agencies, published in The Tacoma News Tribune, and posted on a board on the site.
8. Notice of a neighborhood public meeting was published in accordance with MMC 17.71.090 on May 1, 2019. The neighborhood public meeting was held on May 29, 2019 at City Hall.
9. The Hearing Examiner has jurisdiction to consider and issue a recommendation to the City Council on the issues presented by this request.

10. As conditioned, the proposed development meets the requirements of the Milton Municipal Code.
11. Site plan and master plan approval does not usurp the requirement for conformance to all applicable sections of the Milton Municipal Code, or State and Federal Requirements.

XII. RECOMMENDATION

The City presents its findings to the Hearing Examiner for consideration in his recommendation to the City Council. City staff recommends approval of the proposal, as conditioned below.

XIII. CONDITIONS

The following conditions are imposed as a result of review and analysis of the proposal. The following conditions have allowed the City to recommend approving this proposal. All conditions of approval shall be satisfied prior to issuance of a Certificate of Occupancy for the project.

A. CONDITIONS IMPOSED FROM THE MITIGATED DETERMINATION OF NON-SIGNIFICANCE**TRAFFIC**

1. The southbound approach (stop controlled) intersection of 5th Avenue/Porter Way is anticipated to operate at LOS F during the weekday PM peak hour without or with the proposed project in 2024. The applicant will provide mitigation to this intersection to accommodate trucks and to improve operations to LOS D or better by constructing a single lane roundabout with a southbound right turn slip lane and pedestrian facilities including sidewalk and crossings points at each entrance.
2. The applicant will provide mitigation for the intersection of SR 99 and Porter Way by extending the westbound right turn queue storage approximately 200 feet and optimizing signal timing.
3. The applicant will be responsible for widening and improving 5th Ave to accommodate truck traffic. Currently the applicant intends to widen 5th Ave by paving the shoulder. Pavement borings for 5th Ave shall be taken and analyzed to determine if additional mitigation is necessary to 5th Ave to accommodate truck traffic. If the pavement borings do not meet WSDOT standards for pavement structural design, the applicant shall reconstruct 5th Ave to meet these standards or as required by the City Engineer.
4. To mitigate transportation impacts in the City of Milton, the Bridge Point Seattle I-5 project will contribute to the City's Traffic Impact Fee program. Per Ordinance 1994-18, the current traffic impact fee is \$4,190 per PM peak trip. The project will contribute 330 new PM peak trips to the City's road network. As currently calculated, the total fee would be \$1,382,700. The total fee will be calculated at the time of building permit issuance, and may increase as the City's adopted traffic impact fee increases. The applicant will be responsible for contributing towards the traffic impact fee program at the adopted rate for 330 new PM peak trips.
5. To mitigate transportation impacts in the City of Federal Way, the Bridge Point Seattle I-5 project will contribute a pro-rata share of the cost of improvements identified in the City's current Six-Year Transportation Improvement Plan (TIP) for projects impacted by 10 or more PM peak hour trips. The project's pro-rata share of impacted projects included on the City of Federal Way 2020-2025 Six-Year TIP is estimated to be \$107,105.

6. To mitigate transportation impacts in the City of Fife, the Bridge Point Seattle I-5 project will contribute a pro-rata share of the cost of improvements to the intersection of 54th Ave E/Pacific Highway S identified in the City's 2018-2023 Six-Year Transportation Improvement Plan (TIP) with an estimated cost of \$3,750,000. The project will contribute 136 trips to this intersection which constitutes a 2.97% share of the 2021 traffic volumes with the project. The project's pro-rata contribution to the project is estimated to be \$111,375.

LAND USE

7. The applicant has identified a variety of uses as allowed uses in accordance with the master plan. The site plan approval for the proposed project for which environmental review was conducted includes warehousing, storage, high cube distribution, fulfillment center, manufacturing and processing/assembly users within the 4 industrial buildings comprising approximately 2,043,24sf of gross square footage. If other uses are proposed, they must be in accordance with the Master Plan and/or a modification to the master plan and site plan approval will be required and that modification may require additional SEPA review.

CRITICAL AREAS

8. The proposed project and required traffic mitigation will result in impacts to both on and off-site wetlands and an off-site stream (Hylebos Creek). The applicant will construct a new bottomless culvert to replace two existing culverts where Hylebos Creek crosses 5th Avenue. The existing culverts include a 72-inch-diameter by 62-foot-long culvert and another partially or completely blocked 36-inch-diameter by 62-foot long culvert. The new culvert will restore the natural stream channel underneath the roadway. As described, the culvert will be self-mitigating. If designed to meet WDFW's stream simulation design per the 2013 Water Crossing Design Guidelines, which will be reviewed by the U.S. Army Corps of Engineers under the submittal of a Joint Aquatic Resources Permit Application (JARPA), additional potential environmental impacts may be considered as the culvert design is completed. The applicant shall submit to the City any design documents and mitigation plans for the culvert as well as the approved JARPA and HPA to demonstrate that it has met the standards for fishbearing stream crossings and ESA compliance prior to civil permit issuance.
9. The site lies within two wellhead protection areas. The applicant will prepare and submit a hydrogeologic assessment report as required for critical aquifer recharge areas prior to civil permit issuance.
10. The applicant will prepare a mitigation plan to mitigate impacts to Wetland B for work within the 15-foot building setback that is unavoidable. A maintenance and monitoring plan for buffer enhancement shall be prepared in accordance with MMC 18.16.160. A performance bond shall be submitted to the City prior to the issuance of building permits that guarantees that the wetland mitigation work in accordance with the submitted wetland mitigation plan through onsite wetland enhancement.
11. The owner shall contract with a qualified wetland biologist to monitor the buffer enhancement once a year for the next five (5) years. The qualified biologist shall submit a report summarizing his/her findings in accordance with the approved wetland mitigation plan to the City for review each year
12. Critical areas present on the site shall be appropriately delineated and fenced during construction so as to ensure they are not adversely impacted during construction.
13. The applicant shall revise the wetland mitigation plans to include fencing along the edge of the wetland buffers. The fence shall have signage placed every 50 feet with the following language:

"Protected Wetland Area

Do Not Disturb

Contact the City of Milton, Community Development

Department, 1000 Laurel Street, Milton, WA

Regarding Uses and Restriction”

RECREATION

14. The location for a potential future pedestrian crossing over the Hylebos Creek from this site shall be included in the proposed design. Should a pedestrian connection to the Interurban Trail over the Hylebos Creek be desired, the applicant will grant an easement to the City for the construction and perpetual use of said bridge.
15. An internal trail system shall be provided connecting the Interurban Trail to 5th Avenue through the proposed development should a pedestrian connection over Hylebos Creek be constructed. In the interim, this will also provide a walking trail for employees to utilize.

NOISE

16. The City’s Municipal Code (Chapter 9.37) requires that the maximum permissible sound levels for the property be limited to 60dBA to the north and south (as they are zoned for residences) between 7:00am and 7:00pm. These limits are reduced to 50dBA during the nighttime hours. However, these limits can be exceeded by 5dBA for 15 minutes during any one-hour period, 10dBA for 5 minutes during any one-hour period, and 15dBA for 1 ½ minutes during any one-hour period. In addition, the City of Federal Way requires notice be provided if heavy equipment noise or construction noise is going to occur outside of their permitted work hours. The applicant shall notify the City of Milton and the City of Federal Way if noise is proposed to occur outside of the following hours:
 - 7:00am and 8:00pm Monday through Friday
 - 9:00am and 8:00pm Saturday
 - Heavy equipment operation and construction noise is not permitted on Sundays and holidays observed by the City.
17. The applicant shall engage an acoustical expert to conduct a sound/noise study to ensure compliance with the aforementioned requirements in mitigation measure #4 and recommend acoustical mitigation in the form of a solid fence, wall, berm or other. The applicant will submit the noise study to the City and noise mitigation for the site will be imposed during civil plan review, with mitigation anticipated for the south side of Building C which borders existing multi-family residences.
18. To mitigate noise and impacts to adjacent residential uses the applicant shall construct a 20-foot wide landscape buffer providing a solid vegetative screen barrier along the north, south and west property boundaries. In addition, a minimum 8-foot tall solid screen fence shall be provided along the retaining wall at the southern property boundary that borders existing multi-family apartments to the south, so as to provide a visual barrier to the facility in accordance with the site plan sections depicting sight-line from the adjacent apartments to the proposed development.

LIGHTING

19. After installation of all improvements, a night time lighting test shall be performed. All lights shall be tuned such that they do not spill light onto neighboring properties. A report completed by a qualified professional shall be submitted to the City certifying that all lights have been tuned to avoid light spillage. If tuning of the lights cannot reduce all lights spillage, additional landscaping or buffering considerations shall be considered and implemented at that time.

OTHER

20. The Bridge Point I-5 project shall provide an approved emergency access from 12th Ave within the Meridian at Stone Creek Assisted Living Facility to the proposed project.
21. If during construction any artifacts are uncovered the applicant shall follow the [Inadvertent Discovery Plan \(IDP\)](#) procedures and shall notify the Department of Ecology, the Puyallup Tribe, the Muckleshoot Tribe and the Washington State Department of Archeology and Historic Preservation.
22. Compliance with all applicable City codes is required during and following any site development activity, including MMC 13.26 (Storm Drainage of Surface Water – Utility, Management and Maintenance).
23. A Temporary Erosion and Sedimentation Control (TESC) plan must be submitted with a SWPPP prior to clearing and grading permit issuance. This plan shall be approved by the City's Stormwater Official, and implemented during site preparation activities.
24. The applicant shall provide adequate site control measures for erosion control while grading the site, including site stabilization measures to stabilize the site after clearing and grading is complete.

B. RECOMMENDED CONDITIONS OF APPROVAL

1. All activities, uses, and alterations proposed to be located in water bodies used by anadromous fish or in areas that affect such water bodies shall adhere to the following standards:
- Activities shall be timed to occur only during the allowable work window as designated by the Department of Fish and Wildlife for the applicable species;
 - Shoreline erosion control measures shall be designed to use bioengineering methods or soft armoring techniques according to an approved critical areas report.
2. A maintenance agreement and/or CC&Rs shall be prepared and submitted to the City for review prior to building permit issuance. The maintenance agreement shall stipulate the property owner's obligation to maintain parking areas and stormwater facilities in accordance with City standards.
3. Any project where demolition of structure(s), earth moving and material handling, heavy equipment operations, and/or disposing of vegetative matter is to occur is subject to Puget Sound Clean Air Agency regulations. The requirements may include, but are not limited to the following:
- Agency Regulation I:
 - Article 8 – Outdoor Burning
 - Article 9 – Emission Control Standards, Section(s) 9.03, 9.11, and 9.15
 - Agency Regulation III:
 - Article 4 – Asbestos Control Standards

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ORDINANCE NO. 1980-19

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, APPROVING THE BRIDGE POINT I-5 SEATTLE PLANNED DEVELOPMENT (PD) MASTER PLAN, MILTON PROJECT NOS. LUA2019-0008, LUA2019-0009 AND LUA2019-0010, SUBJECT TO CONDITIONS, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Milton Comprehensive Plan designates a 142 acre tract in the northwest portion of the City, known as the Lloyd Property, as a Planned Development District; and

WHEREAS, a portion of the property has been developed as a senior housing/assisted living development under a valid master plan permit for the entire site, which has since expired; and

WHEREAS, 118 acres of the site remain that do not have a valid master plan permit, and are currently being mined by Land Lloyd Development Co. ("Owner"), which plans to complete mining operations in the next few years; and

WHEREAS, Bridge Development Co. ("Applicant") has been authorized by the Owner to seek approval of a master plan permit and is contracted to purchase the property; and

WHEREAS, the Applicant submitted a complete application on March 29, 2019 seeking approval of a master plan for developing the site with four industrial/warehouse buildings totaling approximately 2,043,024sf (the "Project"). Along with the building construction, the project will include demolition of existing structures, grade and fill activities, paved parking and truck maneuvering areas, landscaping, storm water facilities, water and sanitary sewer extensions, a street vacation, frontage road improvements, off-site roadway improvements along Milton Road/5th Avenue, and at the intersection of Milton Road/Porter Way and Porter Way/Pacific Highway; and

WHEREAS, public notices of the Project were duly published and posted in accordance with MMC Chapter 17.71; and

WHEREAS, environmental review of the Project was performed by the City of Milton ("City") under the State Environmental Policy Act, RCW Chapter 43.21C ("SEPA"), related administrative regulations, and the MMC, following which a Mitigated Determination of Non-Significance ("MDNS") was issued on September 30, 2019; and

WHEREAS, administrative appeals of the MDNS were timely filed on October 14, 2019 by the City of Federal Way and the Puyallup Tribe; and

WHEREAS, the Applicant entered into a Stipulated Dismissal Settlement Agreement with the Puyallup Tribe on October 30, 2019, and the Puyallup Tribe subsequently withdrew their appeal of the MDNS; and

WHEREAS, the Applicant agreed to voluntary mitigation conditions to be incorporated into a Modified MDNS, which the City issued on October 30, 2019, and as a result the City of Federal Way withdrew its appeal of the MDNS; and

WHEREAS, an open record public hearing was held before the City of Milton Hearing Examiner on October 31, 2019, following which the Hearing Examiner issued a

recommendation of approval of the Project to the Milton City Council; and

WHEREAS, the City Council has considered the Hearing Examiner recommendation and its attachments, and has considered the MDNS, Modified MDNS, the recommendations of the City staff, and the testimony and other facts elicited at the public hearing on the Project, and has found that the master plan as conditioned is consistent with the Milton Comprehensive Plan, the Milton Municipal Code, and the requirements of SEPA, and makes appropriate provision for the public health, safety and welfare;

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

Section 1. The City Council adopts the findings and conclusions set forth in the Hearing Examiner's Recommendation to the City of Milton City Council, dated November 19, 2019, attached hereto as Exhibit 1, except as they may be modified by the Council as set forth in Amended and Restated Conditions of Approval[BP1] adopted by the City Council and attached hereto as Exhibit 2.

Section 2. The City Council finds and declares that adoption of the master plan for the Project, as conditioned herein, is consistent with the Milton Comprehensive Plan, development regulations, and RCW Chapter 43.21C, and will serve the public health, safety and welfare.

Section 3. Based on the foregoing, the City Council adopts and approves the master plan identified as Bridge Point I-5 Seattle Planned Development (PD) Master Plan, Milton Project Nos. LUA 2019-0008, LUA2019-0009 and LUA2019-0010, as described in the Hearing Examiner's Recommendation to the City of Milton City Council, dated November 19, 2019, attached hereto as Exhibit 1, subject to the conditions of approval set forth in said recommendation and in the Modified MDNS, all as modified by the Amended and Restated Conditions of Approval, adopted and attached hereto as Exhibit 2.

Section 4. The City Council adopts the Exhibit List for the hearing in this case, entitled "Exhibit to Staff Report Dated October 31, 2019 (given to Council December 2, 2019)," as the final exhibit list setting forth all of the documents considered by the City Council in this matter, attached hereto as Exhibit 3.

Section 5. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid 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.

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:

CITY CLERK

APPROVED AS TO FORM:

BY: _____
CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 1980-19