



## **CITY COUNCIL MEETING AGENDA**

*This is a remote meeting due to the Covid-19 Coronavirus emergency. Details on how to attend this meeting are below. Participants may submit written comments to [tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net). Written comments must be received prior to 12:00pm on the day of the regularly scheduled Council meeting. To speak during the public comment portion of the meeting, please call or email clerk by 5pm the day of the meeting to sign up.*

**Zoom Meeting ID: 823 4425 8171**

**Phone number 253-215-8782**

**August 3, 2020  
Monday**

**Regular Meeting  
6:00 p.m.**

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**

*During the coronavirus emergency the public will not have the opportunity to provide live comment. Written comments may be submitted to [tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net), or someone wishing to submit a written comment may call 253-517-2705 by 12:00pm on the day of the meeting. To speak during the public comment portion of the meeting, please call or email clerk by 5pm the day of the meeting to sign up.*

## **5. 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. July 20, 2020

### **B. Claims Approval:**

- i. Approval of checks/vouchers/disbursements numbered 67274 to 67347 in the amount of \$218,762.45.
- ii. Approval of the payroll disbursement for July 20, 2020 in the amount of \$223,663.72.

### **C. 2020 Tree Trimming Contract approval**

## **6. The public hearings are set to start at 7:00pm in succession**

Public Hearing – TIP 2021 to 2026

Public Hearing – Vacation of 380<sup>th</sup> Street

## **7. Regular Agenda**

- A. Mayor Salary Study Ordinance 1990-20 Approval
- B. Resolution 20-1933 TIP 2021 to 2026
- C. Ordinance 1989-20 for 380<sup>th</sup> Vacation Approval
- D. RCO Grant Authorization

## **8. Council Reports**

## **9. Director Reports**

## **10. Mayors Report**

## **11. Adjournment**



Regular Meeting –via Zoom meeting # 815-9577-2509  
Monday, July 20, 2020  
6:00 p.m.

**CALL TO ORDER**

Mayor Styron Sherrell called the meeting to order at 6:03 p.m. and led the flag salute.

**ROLL CALL**

Present: Councilmembers Whitaker, Johnson, Gillespie, Morton, Linden and Whalen.

Absent: Peretti

**MOTION** (Johnson/Whalen) “motion to excuse Councilmember Peretti from tonight’s meeting.”  
**Passed 6/0**

**STAFF PRESENT**

Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke, City Attorney W. Scott Snyder and City Clerk Trisha Summers.

**ADDITIONS/DELETIONS**

None

**CITIZEN PARTICIPATION**

All public comments that were submitted to the City Clerk will be attached to these minutes.

<b>Speaker</b>	<b>Comments</b>
John Hutton	Expressed concern regarding the Mayor’s salary increase. The full public comment is attached to these minutes.
Lillie Torres	Asked Council to consider the request for Mayor’s salary increase. The full public comment is attached to these minutes.

## **CONSENT AGENDA**

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

- a. Minutes Approval:
  - i. July 6, 2020 Regular Meeting
  - ii. July 13, 2020 Study Session
- b. Claims Approval:
  - i. Approval of the checks/vouchers/disbursements numbered 67242 to 67273 in the amount of \$347,219.72.
  - ii. Approval of the payroll disbursement of July 2, 2020 in the amount of \$217,244.17.
- c. Tree Trimming contract

**MOTION** (Morton/Whalen) “to approve the Consent Agenda.” **Passed 6/0.**

## **REGULAR AGENDA**

### **A. Juneteenth Resolution 20-1934 Approval**

Mayor Styron Sherrell presented this item back to council in the form of a Resolution as requested at the last meeting. Councilmember Linden spoke about the item and the importance of it.

Council expressed that they were glad to approve this item and that it was very timely.

**MOTION** (Whalen/Linden) “to adopt Resolution 20-1934, commemorating Juneteenth week of each year as an annual celebration of African American emancipation.” **Passed 6/0**

### **B. Procedure to fill Mayor/Council Vacancy Resolution 20-1932 Approval**

Mayor Styron Sherrell presented this item to council for approval after bringing it for discussion to the June 6<sup>th</sup> council meeting and June 13<sup>th</sup> study session. The policy and edits needed were originally discussed at the March 5, 2020 council retreat.

Council agreed this is good housekeeping and are fully in support of passing this.

**MOTION** (Morton/Gillespie) “to adopt Resolution 20-1932, updating the policy for filling vacant Mayor or Councilmember positions.” **Passed 6/0**

### **C. 2021-2026 TIP Resolution 20-1933 Discussion**

Public Works Director Afzali presented this item to council for discussion. The Transportation Improvement Program is updated annually. Most federal, state and county grant agencies require projects to be included in the city’s adopted 6-year TIP for them to be eligible for grant

funding. Director Afzali prepared and presented a PowerPoint presentation for council sharing a quick overview of the 2021-2026 program with them. This item will come back to council on August 3<sup>rd</sup> with a public hearing and adoption.

#### **D. Mayor Salary Increase Ordinance 1988-20 Approval**

Finance Director Robbecke presented this item to council. This item came to council on the July 6<sup>th</sup> council meeting and the July 13<sup>th</sup> study session. The Mayor's salary hasn't been increased since 2002. The new base salary being proposed to perform the ceremonial and other regularly established duties of the position of the Mayor is \$2250.00 per month which is an increase of \$750.00 per month. No benefits are offered with this increase.

Council commented that this increase is modest and appropriate.

**MOTION** (Whalen/Morton) "to adopt Ordinance 1988-20, establishing a new base salary for the Mayor of \$2,250 per month or \$27,000 per year for the ceremonial and other regularly established duties of the position of Mayor." **Passed 6/0**

#### **E. Mayor as City Administrator Ordinance 1990-20 Approval**

Finance Director Robbecke presented this item to council. Council asked for more details regarding the comparable cities at the July 13<sup>th</sup> study session and they are being presented tonight. It is being recommended that the Mayor be compensated for fulfilling the role of City Administrator for \$5,558 per month in addition to the ceremonial salary of \$2,250 per month. Benefits would be offered for the City Administrator portion of the Mayor's role but not the ceremonial portion. The current Mayor has demonstrated a willingness and ability to fulfill this expanded role and has also demonstrated effective leadership. The cost to the city of \$67,000 per year for this role is a lower cost to the city if a City Administrator were to be hired at a range of \$92,400-\$128,000 as it has paid in the past.

Chief Hernandez spoke about the leadership of the current administration and how the current Mayor operates to support Directors. He also spoke about how the duties of an absent City Administrator have fallen to the Directors in the past and how that has hurt the departments by taking the Directors attention away from them.

Council reviewed the data presented and asked clarifying questions regarding budget, benefits and timing of the increase. Council ultimately decided to take more public comment and bring the item back to the August 3<sup>rd</sup> council meeting.

**MOTION** "to table the approval of Ordinance 1990-20, additional compensation component for the current Mayor of \$5,558 per month or \$66,700 per year to fulfill the role of City Administrator through December 31, 2021 until August 3, 2020." **Passed 5/1**

### **COUNCIL REPORTS**

#### **Councilmember Whitaker-**

- Pothole issues and garbage on Highway 99

#### **Councilmember Linden -**

- We appreciate all of the citizen comments.
- Happy about the passage of Juneteenth Resolution and thank you council for this.
- Would be nice to recognize indigenous people day in the future.

Councilmember Johnson-

- Would like to start working on the three memorial benches soon.

Councilmember Gillespie-

- Nothing to add

Councilmember Morton-

- Getting benches in in 2020 would be great.
- The flag banners on Milton Way look great!

Councilmember Whalen -

- The wall at the school looks great and matches what we have very nicely.
- FedEx is still abusing the truck route on Milton Way.
- Ivy seems to be getting overgrown on Porter. Potholes look good though.

**DIRECTOR'S REPORTS**

Tony Hernandez, Police Chief-

- The death investigation was a tragic accident and we are currently working with family on that.
- People are uneasy during Covid-19 and we are seeing gun brandishing and road rage as people are returning to work. There is also an uptick in homelessness.
- Detective Amy Camden is retiring August 31<sup>st</sup>. We wish her a happy retirement!
- We have one vacancy currently with another one on light duty and one just coming back from light duty.
- We are besieged with public record requests regarding use of force policy.

Nick Afzali, Public Works Director-

- We are currently working on a pavement markings project.
- Milton Way concrete wall by the school matches a little better after we pressure washed it.
- Working on a paving company contract and a tree trimming contract to get those projects started.
- Well #5 isn't producing as well as we would like so we are continuing work on that and will update you soon.

**MAYOR'S REPORT**

- The city is hiring for Linemen, Police Officers and a Planning Manager.
- The drive thru lunch is Tuesdays and Thursdays from Noon-1pm. Volunteers would be greatly appreciated as we take over Fife's 500 lunches that ends on July 31<sup>st</sup>. Please notify the City Clerk if you are interested in volunteering.
- Covid OPM Proclamation ends at the end of the month so meeting format may change.
- Attended the SCA Racial Equity and Justice series. Found it very eye opening.
- We have Covid funding coming from King County for \$10,000 for small business. We applied for \$10,000 from Pierce County for funding for modifying senior events.
- We are also working on CARES funding to help our community and small business.

**ADJOURNMENT**

The meeting was adjourned at 8:21 p.m.

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

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

This Page Left Intentionally Blank

## Trisha Summers

---

**From:** Lillie Torres <lejonestorres@gmail.com>  
**Sent:** Monday, July 20, 2020 8:46 PM  
**To:** Trisha Summers  
**Subject:** Re: City of Milton - Council Meeting

My comments for the record:

*Thank you for your time today. As you consider whether you vote yes on our Mayor receiving an increase, I would ask you to consider some of the following:*

*Whether we like it or not, the City of Milton is changing. We are no longer the red sign on the hill off of I5. Our city, and small cities like ours all around us, are becoming the place to be and live. We need to continue to position ourselves in such a way that will preserve our small town feel, without losing the opportunities that this new found attention will bring. There is no doubt that the onset of Covid has accelerated the exodus from the larger cities to the North. The cost of purchasing a home in Milton alone should highlight that trend. Providing the financial support to the Mayor for the preparation and planning that will go into managing this change in our city is an absolute must.*

*I would ask you to consider what you believe YOU would deserve to wear the hats the Mayor is currently wearing. If you step back and take a look at her body of work since she was voted in, what would YOU expect to be compensated for that work? Does what the city pays her now meet that standard? If you cannot say that you yourself would deserve her pay, then I believe you should vote to increase her pay.*

*And lastly, I would ask that you consider if she has done what was asked of her and what she set out to do? You may not personally like Shanna, that is your prerogative. However looking back to what Shanna set out to do when she began her term and looking forward to what is still to accomplish, I feel as though her work ethic speaks for itself. I believe as a city we can trust her moving into the next few years. An increase to her pay would allow her to continue her focus on setting Milton up for success. As a constituent, I ask the council to look over the considerable contributions Shanna has made for this city and vote yes. Thank you for your time.*

Thank you!

On Mon, Jul 20, 2020 at 4:51 PM Lillie Torres <[lejonestorres@gmail.com](mailto:lejonestorres@gmail.com)> wrote:  
haha! Great, thanks!

On Mon, Jul 20, 2020 at 4:51 PM Trisha Summers <[tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net)> wrote:

OK. "See" you then.

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

**From:** Lillie Torres <[lejonestorres@gmail.com](mailto:lejonestorres@gmail.com)>  
**Sent:** Monday, July 20, 2020 4:51 PM  
**To:** Trisha Summers <[tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net)>  
**Subject:** Re: City of Milton - Council Meeting

Thank you! I will be attending on my computer.

On Mon, Jul 20, 2020 at 4:49 PM Trisha Summers <[tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net)> wrote:

Absolutely. How will you be attending? With your name on a computer or a phone number?

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

**From:** Lillie Torres <[lejonestorres@gmail.com](mailto:lejonestorres@gmail.com)>  
**Sent:** Monday, July 20, 2020 4:30 PM  
**To:** Trisha Summers <[tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net)>  
**Subject:** City of Milton - Council Meeting

Hello

Will you please add me to the citizen participation for the meeting tonight?

## Trisha Summers

---

**From:** Will Rieber <willrieber@gmail.com>  
**Sent:** Monday, July 20, 2020 2:15 PM  
**To:** Trisha Summers  
**Subject:** City Admin Pay

To Whom it May Concern,

I am excited seeing all the positive changes happening in this community. I'm disappointed and surprised that the mayor has been going above and beyond and been doing the city admin job for over a year without pay. To invest in Milton we need to invest in leadership that is making positive change.

Please pay the mayor what she's worth so the improvements can continue.

Willy Rieber  
10th Ave

This Page Left Intentionally Blank

## Trisha Summers

---

**From:** Angelina Rieber <angelinarieber@gmail.com>  
**Sent:** Monday, July 20, 2020 1:40 PM  
**To:** Shanna Styron-Sherrell; Info; Trisha Summers  
**Subject:** Putting the Mayor on Payroll

I apologize for not getting this in by noon, I'd like it submitted for tonight's meeting.

Hello,

In response to the email submitted by Jackie Strader, I agree, it's a bit interesting the lack of public knowledge. Then again, unless you're actively on social media or look at the city website, there's really no set information flow.

The 2nd paragraph as to why city staff was preparing the information and salary study, and feeling a bit uncomfortable. It's completely understandable! However, I find it to be a good sign. My reasoning is two fold, first being that since this affects everyone in Milton, in terms of citizens, but also employees. For the sake of discussion, if the current mayor was a tyrant or not effectively leading, or city employees found her to be awful, even if they were forced to put together this study. It's simple enough to present data without altering it, but still slant the outlook, and tank any pay raise. If the information they pulled together for the study is correct and it's able to be verified as such, that's exactly what transparency is. The bottom line is council instructed staff to do more research and get more information. I'm going to assume they meant on the clock, so the transparency is there.

Kevin Ringus' email the 2nd to the last paragraph is interesting when weighing everything out. The stop date of 12/31/2021 seems logical. If the mayor decides not to run again for another term or someone else becomes mayor, and officially the hybrid of mayor/city admin was a bust... why would you not keep the pay in the budget for next year and tweak what didn't work?

*"If the mayor agrees to work on a full time basis will stretch the APPEARANCE of fairness that we're SUPPOSED to uphold"*

It appears unfair that a need was recognized by the mayor and she stepped it, asking to be compensated for what she's worth and it's not an obvious yes.

The numbers on page 73 are simple enough, For population size yes but Milton is way behind, yet there's some factors that are hard to quantify. We have no tourism like Leavonworth and a few other places. No hotels, golf etc, which is some of the things these other cities have.

Past leadership's gross mismanagement of funds, and piecing off sources of income for the city because it was losing money really will have some long term effects because this is a small town. Choices were made for the appearance of a healthy bottom line for the city, instead of what was actually good for Milton.

If I get flip flops from the Dollar Tree, I'm hoping that whatever emergency possessed me to get flip flops from the Dollar Tree, that they will last for whatever I need them for. I don't get flip flops there and get bummed they don't last. Nike, or Old Navy. I expect them to last the summer. Either way I usually get what I pay for.

That very much applies to this, what kind of mayor does "part time" and get's \$1,500 and positively affects change, and also be able to sustain personal quality of life?

We can expect and demand a high standard with successful results to a 6 figure elected official that's also doing the work of another position. She's already been doing the job, Chief Hernandez, who if I remember correctly at one point was also doing this? He, and the finance director say it's financially possible, also there's no objections as to her ability to do the job.

Yes the budget for the year was made, but a budget is an estimate, a guide. Things come up in personal as well as professional finances and sometimes you reconfigure the budget. You downsize, or switch to a less expensive brand. You create new sources of income. If you really want to have a chuckle look at the money spent and where July 20, 2015. The money is there.

As to the appearance of transparency and fairness... it seems abrupt to the outside. It could be, however at least it's getting brought to the table, instead of something fraudulent like allocating city funds for personal use and hiding it. That would be crazy!

Pay the mayor for the job she's been doing. Embrace quality leadership, innovation, the entrepreneurial mindset this town needs now more than ever.

If now is not the time to pay someone for the work they're doing, and hope they continue doing it, when is the time? When is the appropriate time to pay someone what they're worth?

Angelina

## Trisha Summers

---

**From:** KEVIN RINGUS <romans8@comcast.net>  
**Sent:** Sunday, July 19, 2020 10:20 AM  
**To:** Trisha Summers  
**Cc:** Steve Peretti; Susan Johnson; Robert Whalen; Todd Morton; Steve Whitaker; Jim Gillespie; Phil Linden  
**Subject:** OPMA & July 20th Council meeting  
**Attachments:** 20-28 - COVID-19 Open Govt Laws Waivers (tmp)1.pdf; Agenda Items 6D & 6E.pdf

Madam Mayor and members of Council

As is noted on the top of the Agenda for July 20th meeting, this is a remote meeting due to COVID-19 Coronavirus emergency.

On February 29th, 2020, Governor Inslee declared the State of Emergency for all counties throughout Washington. Governor Inslee amended Proclamation 20-05 with the attached *20-28 Open Public Meetings and Public Records Act*.

In relevant part on page 3 of the Amendment, the Governor prohibits public agencies from taking "action" unless those matters are necessary and routine... until such time as regular participation under the Open Meetings Act is possible. It reads:

*FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), I find that RCW 42.30, as applied to all public agencies statewide, involves the conduct of state business, and to help preserve and maintain life, health, property or the public peace, I hereby amend Proclamation 20-05 to prohibit public agencies as follows: Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.*

Item 6C is a regular item that takes place each year at this time.

Arguably, Items 6A, 6B, 6D, and 6E are not necessary, routine, or necessary to respond to the COVID-19 outbreak and the current public health emergency. They should NOT proceed until regular public participation is possible.

Should you choose to proceed in violation of the Governor's prohibition, I have also attached my comments, consisting of 6 pages, to Items 6D and 6E.

Kevin Ringus

TO: Mayor and members of Council  
FR: Kevin Ringus  
DA: July 20, 2020  
RE: Tonight's Council meeting, Agenda Items 6D and 6E

I believe it is best for me to address these items together, rather than separately. I will say upfront that I am in agreement with Item 6D (Mayor Salary Increase). With this increase, Agenda Item 6E should be denied for the following reasons.

There seems to be a misconception by staff and council based on the comments made at the July 13<sup>th</sup> Study Session. Milton's mayor is not 'acting as city administrator', 'filling the job of city administrator', the mayor IS the chief administrative officer. As the City Attorney stated in the discussion regarding the duties the mayor has 'taken on'... **'These are the duties of the mayor.'**

The mayor may delegate these duties to a city administrator. The Milton Municipal Code states:

## **2.06.020 Delegation of duties by the mayor.**

A. The **mayor** is designated by state statute as the chief executive and administrative officer of the city with authority to designate assistants and department heads. In the course of the **mayor's** official duties, the **mayor** may delegate such functions as he/she deems appropriate to the appointed officers and employees of the city consistent with job descriptions adopted by the city council.

B. In the absence of the appointment of a city administrator, provisions of this code which refer to duties and responsibilities exercised by the city administrator shall be interpreted to refer to the **mayor** or the **mayor's** designee. It is the intent of the city council to acknowledge that the **mayor**, in order to provide for the smooth administration of the city, may delegate tasks to appropriate officers and employees in his/her absence or for such other administrative purposes as he/she shall, in his/her discretion, determine appropriate. (Ord. 1870 § 1, 2015)

Several councilmembers commented that the City would benefit from hiring a city administrator and that the budget should be set in a manner that would accommodate the same. It is clear by the comments of the Mayor during the Study Session that there is no desire to hire a city administrator. 'What we have right now is working', was stated when asked.

In fact, after hearing comments by councilmembers that 'we need a city administrator', 'we need the same level of expertise', and 'the goal is a city administrator'; the Mayor stated: 'I need to know what the direction of council is taking to see if it lines up with my vision'. There is no incentive for any mayor to hire a city administrator if you pay the same as a professional city administrator.

City administrators are well paid. There is a reason for the pay scale. Attached please find the most recent position description for a City Administrator in the City of Milton. There are required knowledge and abilities, preferably prior experience as a city administrator, public works director, or a director of related operations in a comparable city. The education piece requires a bachelor's degree, but preferably a master's degree. The applicant MUST have 5 to 7 years of managerial experience for a governmental agency with a desired emphasis on Public Works, Economic Development, and Capitol Facilities Planning.

**Why would the citizens of Milton pay a Mayor the same amount as a city administrator unless the mayor could apply for and qualify as a city administrator under the position description Milton uses? Where is the expertise that was discussed as a necessity?**

Both the Guild contract and the IBEW CBA recently ratified by this Council provide for 'out of class' pay. The Guild offers 10% of the employee's base and the CBA is at 5%. The apprentice lineman only makes a percentage of the lineman wage.

Why would subordinate staff recommend that 'If the City decides to maintain the current practice of having a mayor that also performs the duties of City Administrator, **the additional compensation for performing City Administrator duties could be reviewed through an objective method to be established at a later date, such as through a salary commission, public hearing, or other independent evaluation**'? Why wouldn't staff recommend this type of objective method now?

**If you feel that you must act today, increase the mayor's base salary to \$2250 per month for the part time job of mayor and make the part time compensation as administrator an additional \$2250 for a total of \$4500 per month without the benefits suggested... IF THE BUDGET CAN SUSTAIN THE INCREASE.**

The Finance Committee recommended that any pay increase would be without health benefits. I remember the last time a mayor attempted to receive health benefits and the discussion this body had over it. Should the mayor wish to buy into the benefit package offered to other city employees, then that should be allowed.

Many of you, including the finance director, expressed concerns that the future of the economy is uncertain. Lawmakers send the wrong message to their constituents by passing a pay increase of this magnitude during a global pandemic. This amount is not in the budget for 2020. Decide if you can afford such an expense when you budget for 2021.

There is no rush to push this through in a 2 week time frame.



Dear Neighbor,

Integrity. Transparency. Trust. These aren't just words to me. They are the guiding principles for my campaign to be your next mayor. If I haven't yet met you personally, I want to let you know who I am and what I stand for -- and why the Milton Police Guild has chosen to support me and not Milton's current mayor.

Mayor Perry says she regrets enrolling her family in the city's health plan without the City Council's consent. I believe her. But I also know this has cost you, the taxpayers, thousands of dollars, and a loss of trust. This is one small example of the damage that the current lack of ~~transparency has done to our small city.~~

As mayor, I will make sure all money paid to elected officials is posted prominently on the city's website. Or you can just ask. Unlike the current mayor, I will encourage the staff to tell you. **It's your money. You shouldn't have to be a detective to figure out how we're spending it.**

Some folks have asked about my experience. I'm the first to acknowledge that the current mayor has more experience than I. She is a long-time politician. But we have professionals on the city staff who know more about law enforcement, public works and zoning laws than ANY elected mayor, including the incumbent.

A mayor -- like a football coach -- doesn't need to strap on a helmet and pads to win. **Like a great coach, a mayor needs to demonstrate leadership by finding and hiring the best ... then letting the pros perform.** The turnover rate among our city's professional staff is too high and this loss of talent is costing us dearly.

As someone who has owned a successful business for years, I am well qualified to work with the City Council and Citizens to set budget priorities. I understand how to make tough decisions. I would love to tell you that I will build every sidewalk, upgrade every park and bring our police department up to full force next year. But **I won't make promises I can't keep.** We have a serious budget problem in our city. You may not have heard about that before, but I **won't betray your trust by sugarcoating the facts** and then announcing dramatic cuts.

I love Milton and I know that with your help, we can move forward and get past the problems plaguing our town. Please don't hesitate to call me if you have questions -- I love talking to my fellow citizens!

Thanks for your time. And remember, whichever candidate you support, submit your ballot by Nov. 7 and let your voice be heard.

  
Shanna Styron Sherrell

VoteForShanna.com | Together@VoteForShanna.com | 253-617-4388  
Paid for by: Citizens to Elect Shanna



## POSITION DESCRIPTION

---

Job Title: **City Administrator – Municipal Services**  
Compensation: \$92,400 – \$128,000  
FLSA Status: Exempt

### **GENERAL PURPOSE**

The City Administrator – Municipal Services under the direction, supervision and authority of the Mayor, is the executive officer and liaison officer for the City. This position directs the administration of city government functions and services and provides leadership in the long and short-term goals of the city. Typically makes recommendations to the Mayor and Council for action. This is a non-union, exempt position.

This position works independently in making decisions regarding work processes or methods which will be used. Assignments require analysis of a variety of laws, rules, policies, procedures and standards, and development of strategies to resolve problems consistent with established standards. Coordinates work within the executive department, between departments, and with the public and/or other governmental entities. The position provides support to advisory boards and appointed officials as assigned and may make presentations to them and the public.

### **SUPERVISION**

This position performs under the general direction of the Mayor, and has direct supervision over the Public Works Director, Finance Director, City Clerk, Community Development Director, and their respective departments.

### **JOB LOCATION**

Primarily located in City Hall as well as in and around the City of Milton. Represents the Mayor as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Although the primary duties of the City Administrator – Municipal Services are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. Primary duties include but are not limited to the following.

Under the direction and supervision of the Mayor, the City Administrator – Municipal Services manages, coordinates, formulates and monitors internal operating policies that facilitate achieving efficient and fair delivery of services for the City of Milton. The City Administrator – Municipal Services must coordinate and direct various city departments. In conjunction with the Mayor and Finance Director, he or she must prepare and submit the annual budget for the City of Milton. The Administrator is responsible for all purchases and expenditures by city offices, departments, commissions and boards in carrying out the requirements of City ordinances, resolutions and policies of the City Council. This position may serve as a secondary contact for the news media for the City. The Administrator is expected to participate in the community

activities and to attend many morning, noon and night meetings, both in the City and in the surrounding community. Is expected to attend all City Council meetings.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

The City Administrator – Municipal Services assists the Mayor generally in conducting the city's business in all matters and performs such other duties and assumes such other responsibilities as the Mayor may direct.

He/she has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations and City council members. This person may be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. This person should have skills in conflict resolution as well as labor negotiations and contract interpretation. Interaction with management professionals of other agencies and jurisdictions is encouraged to keep current on trends and new developments in the field of municipal management.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

The City Administrator – Municipal Services must have a working knowledge of the functions and processes of City government, preferably having prior experience as a City Administrator, Assistant City Administrator, Public Works Director or a Director of related operations in a comparable city, county or public service entity. He or she must be able to manage, coordinate and direct activities of the various departments in the City of Milton, providing leadership to four or more department heads and effective negotiation abilities with one labor union. Must have a thorough knowledge of municipal, state and federal laws as well as understanding municipal organization structures and issues. Must have the ability to establish and maintain effective working relationships with coworkers, other agencies and the public.

#### **QUALIFICATIONS**

The City Administrator – Municipal Services must have a bachelor's degree from an accredited university in business, finance, public administration, business management, organizational management or a closely related field. A masters' degree is preferred. Must have at least 5 to 7 years city or county or public service governmental managerial experience which includes responsibilities for operations, budgeting and managing personnel with a desired emphasis on Public Works, Public Work Projects, Economic Development, and Capitol Facilities Planning. This person must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills. Must possess or be able to maintain a Washington State driver's license. Must be able to withstand an extensive background check.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time to perform data entry and respond to customers.
- Frequently required to stand and reach with arms and hands.
- Occasionally required to climb, balance, stoop, kneel, crouch, bend or crawl.

- Specific vision abilities including close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments, to field sites, and may require travel for training.

#### **DISCLAIMER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Please submit resume and cover letter along with City of Milton Employment Application by 5pm on August 15th, 2018 for first review to 1000 Laurel St, Milton, WA 98354, Attn: City Clerk/HR or email to [tsummers@cityofmilton.net](mailto:tsummers@cityofmilton.net)***



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

*P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • [www.governor.wa.gov](http://www.governor.wa.gov)*

**PROCLAMATION BY THE GOVERNOR  
AMENDING PROCLAMATION 20-05**

**20-28**

**Open Public Meetings Act and Public Records Act**

**WHEREAS**, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

**WHEREAS**, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, 20-24, 20-25, 20-26, and 20-27, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

**WHEREAS**, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to broadly spread throughout Washington State; and

**WHEREAS**, to curtail the spread of the COVID-19 pandemic in Washington State and to protect our most vulnerable populations, it is necessary to limit person to person contact through social distancing and limiting person to person contact; and

**WHEREAS**, to curtail the spread of the COVID-19 pandemic in Washington State and to protect our most vulnerable populations, it is necessary to limit person to person contact through social distancing and limiting the numbers of people who may gather in one location; and

**WHEREAS**, transparency in state government and all of its political subdivisions is an important state policy, such that all statutes related to open public meetings and public records are the business of the state; and

**WHEREAS**, there are a plethora of electronic, telephonic and other options that make it possible for the public to attend open public meetings remotely; and

**WHEREAS**, it is necessary to immediately waive any requirement in RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act, that provides for any activity that necessitates an in-person setting; and

**WHEREAS**, the worldwide COVID-19 pandemic and its progression throughout Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

**WHEREAS**, the Washington State Department of Health (DOH) continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of this ongoing incident; and

**WHEREAS**, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the DOH and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the DOH in assessing the impacts and long-term effects of the incident on Washington State and its people.

**NOW, THEREFORE**, I, Jay Inslee, Governor of Washington, as a result of the above-noted situation, and under RCW 38.08, RCW 38.52 and RCW 43.06, do hereby proclaim that a state of emergency continues to exist in all Washington State counties, that Proclamation 20-05 and all amendments thereto remain in effect, and that Proclamation 20-05 is amended by waiving and suspending the portions of RCW 42.30 and RCW 42.56 that require in-person meetings or contact.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Also, I continue to direct the DOH, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

**FURTHERMORE**, based on the above situation and under the provisions of RCW 43.06.220(1)(h), I find that RCW 42.30, as applied to all public agencies statewide, involves the conduct of state business, and to help preserve and maintain life, health, property or the public peace, I hereby amend Proclamation 20-05 to prohibit public agencies as follows:

Any public agency, subject to RCW 42.30, is prohibited from conducting any meeting, subject to RCW 42.30 unless (a) the meeting is not conducted in-person and instead provides an option(s) for the public to attend the proceedings through, at minimum, telephonic access,

and may also include other electronic, internet or other means of remote access, and (b) provides the ability for all persons attending the meeting to hear each other at the same time.

Remote meeting resources include the Department of Enterprise Services Master Contract for teleconferencing and web-based meeting platforms, which can be found here:

Software Resellers (06016):

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/06016>

Cloud Solutions (05116):

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/05116>

Other resources can be found online by searching for free conference call services and for other e-based meeting services. Additional guidance for remote meetings may be found on at the Municipal Research and Services Center (MRSC, [www.mrsc.org](http://www.mrsc.org)).

**FURTHERMORE**, based on the above situation and under the provisions of RCW 43.06.220(1)(h), I find that RCW 42.30, as applied to all public agencies statewide, involves the conduct of state business, and to help preserve and maintain life, health, property or the public peace, I hereby amend Proclamation 20-05 to prohibit public agencies as follows:

Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking “action,” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.

**FURTHERMORE**, based on the above noted situation and under the provisions of RCW 43.06.220(2)(g), I find that strict compliance with the following portions of statutory and regulatory obligations or limitations will prevent, hinder, or delay necessary action for coping with the COVID-19 State of Emergency by bringing people in contact with one another at a time when the virus is rapidly spreading, and that the language of each statutory provision specified below is hereby waived and suspended as provided herein until midnight on April 23, 2020:

- RCW 42.30.030 – the following words only:
  - “and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter”
- RCW 42.30.040 – in its entirety; however, agencies are strongly encouraged to utilize a remote meeting option that complies, to the greatest extent possible, with this statute
- RCW 42.30.050 – as to the following word only: “room” in the first sentence
- RCW 42.30.070 – as to the following word only: the first usage of “site” - in the fourth sentence
- RCW 42.30.075 – as to the following words only:
  - “Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.”
- RCW 42.30.080(2)(c) – as to the following words only:
  - “Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.”

- RCW 42.30.090 – as to the following words only:
  - “on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held.”

**FURTHERMORE**, based on the above noted situation and under the provisions of RCW 43.06.220(2)(g), I find that RCW 42.56, as applied to all public agencies statewide involves the conduct of state business and I also find that strict compliance with the following statutory and regulatory obligations or limitations will prevent, hinder, or delay necessary action for coping with the COVID-19 State of Emergency in responding to public records requests by bringing people in contact with one another at a time when the virus is rapidly spreading, and that the language of each statutory provision specified below is hereby waived and suspended as provided herein until midnight on April 23, 2020:

- RCW 42.56.080(2), as to the following words only:
  - “Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency.”
  - “in person during an agency's normal office hours, or”
- RCW 42.56.090, as to the first sentence only
- RCW 42.56.100, as to the following word only in the first sentence: “full”
- RCW 42.56.520(1), as to the following words only in the second sentence: “Within five business days of receiving a public records request,”

Violators of this of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 24th day of March, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

\_\_\_\_\_  
/s/  
Jay Inslee, Governor

BY THE GOVERNOR:

\_\_\_\_\_  
/s/  
Secretary of State

This Page Left Intentionally Blank

## Trisha Summers

---

**From:** Daniel Hayward <hayward1263@gmail.com>  
**Sent:** Monday, July 20, 2020 9:43 AM  
**To:** Trisha Summers

Just want to make a quick comment on agenda item 6E and voice my displeasure with the process applied in advancing this item. It appears on the surface that the Mayor and council have decided what they want to do and by reverse engineering are finding ways to justify it. This reeks of the croneism of past administration. So few people know of what is happening and when the find out there will be serious repercussions. I certainly hope you have damage control and spin propaganda in place for your sakes.

This Page Left Intentionally Blank

## Trisha Summers

---

**From:** D Strader <david.l.strader@gmail.com>  
**Sent:** Monday, July 20, 2020 9:04 AM  
**To:** Trisha Summers  
**Cc:** Susan Johnson; Robert Whalen; Todd Morton; Steve Whitaker; Jim Gillespie; Phil Linden; Steve Peretti  
**Subject:** Citizen comment for items 6D and 6E at tonight's meeting

Dear City Clerk Summers,

Below is my citizen comment for items 6D and 6E for tonight's meeting. Please distribute as necessary.

Sincerely,

Dave Strader

\*\*\*\*\*

Dear Mayor and Council,

I keep hearing that the mayor is doing the job of a city administrator so she's doing two jobs, and should be paid for the work and that it's only fair. I disagree.

The mayor is not doing two jobs or doing the job of a city administrator -- she's doing the job of the mayor. A mayor may elect to hire a professional city administrator to help with the day-to-day operations, but ultimately the duties are the mayor's duties. And it's the mayor's duty and obligation to ask for what is needed to effectively manage the city. So if you pay her additional money to do the duties, you are effectively hiring her to be her own administrator. It defies logic.

When the last administrator left in the spring of 2019, the mayor could have gone to council and laid out a plan to fill the position again, or she could have laid out a plan to change her compensation package. Instead the position was removed from the 2020 budget and at the last study session the mayor stated "no one asked me who was going to do the work because you knew I would do it" as if council was at fault for the situation. That doesn't reflect good leadership.

The mayor position is an elected official, not an employee, so the concepts of minimum wage or an "equal pay for equal work" don't apply and shouldn't be considered when setting compensation. The position has never gone unfilled, so the salary is clearly not a deterrent; however, do I think the salary for the mayor's position low? Absolutely. Which is why I support Ordinance 1988-20, but I don't support incentivizing or rewarding not hiring professional help to assist in running the city. The mayor is not a city administrator - she doesn't have the experience or the credentials, or even time as a member of city council or the planning commission, but even more concerning is that she doesn't know what she doesn't know about running the city. We need someone with experience to fill in the gaps.

I voted for the Mayor because she said she "doesn't need to strap on a helmet and pads to win. Like a great coach, a mayor needs to demonstrate leadership by finding and hiring the best...then letting the pros perform" (her campaign letter). I don't understand why she decided to put on the helmet and pads rather than finding the right player for the team.

Dave Strader

1809 13<sup>th</sup> Ave  
Milton, WA

07-20-2020

Dear Mayor and Council,

Thank you for separating the salary discussion into two ordinances. I support Ordinance 1988-20 (Mayor base salary) as it is written, and I am happy to see that it doesn't sunset with the current Mayor. I do not support Ordinance 1990-20 for the following reasons:

The ordinance reads the additional compensation is to "fulfill the role of the city administrator." But actually they are the responsibilities of the Mayor. Responsibilities that the Mayor may delegate to a city administrator. So the Mayor is not doing two jobs – she is doing the Mayor's job, and has chosen not to hire a city administrator to whom tasks could be delegated -- she said as much at the study session -- which is her choice, but that isn't a reason to financially reward her.

A city administrator is a culmination of years of experience. For the last hire we required a bachelor's degree, and preferred a master's degree, along with 5-7 years of governmental managerial experience which includes responsibilities for operations, budgeting and managing personnel with a desired emphasis on Public Works, Public Work Projects, Economic Development, and Capitol Facilities Planning. I would agree with those on Council who said paying her \$66,700 is a "bargain" if the Mayor had any of the qualifications for the job, but she doesn't. She has 2.5 years of on-the-job training, which isn't anywhere close to having the professional knowledge, skills, and training of an applicant for a city administrator position.

I've heard Council talk at the last two meetings about how to solve the city administrator issue, and that this ordinance is a stop-gap measure to give you time to work on a long-term plan. But I believe Council is working under an illusion that it is within your control to solve it, but it isn't. Every citizen in the city can want a city administrator, the Council can budget for a city administrator, but if the Mayor won't hire a city administrator, we don't get one. I don't believe the Council ever voted "no" on a request for a city administrator. The responsibility rests with the Mayor – not with you. But if you approve this ordinance you are sending the message that you believe the problem is yours, and you will be incentivizing future Mayors to do the same.

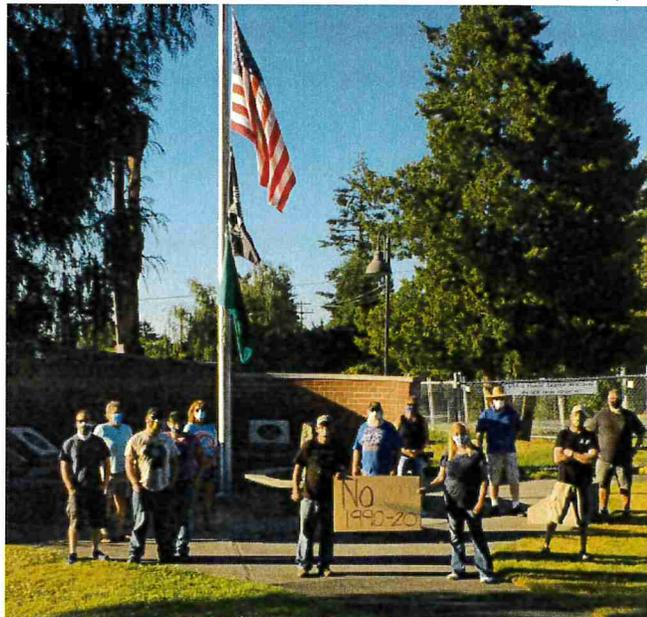
It could also act as a disincentive for future city administrator candidates. Yes, they all serve at the will of the Mayor, but you are creating an incentive for a Mayor to remove the city administrator hoping for a payoff. So any city administrator we hire has an even more uncertain future, and since we already have a hard time attracting candidates, why add another reason not to come work for us.

Finally, the Mayor, when she ran for office, wrote in a campaign letter "A mayor – like a football coach – doesn't need to strap on a helmet and pads to win. Like a great coach, a mayor needs to demonstrate leadership by finding and hiring the best...then letting the pros perform." I voted for her for that reason, so I'm surprised by this action, and also at the speed with which it is moving through council, during a pandemic with citizen participation strictly limited.

The attached photo represents, at very short notice, a few of the neighbors we spoke with and who, if it were normal times, would attend the meeting and speak against the ordinance. With more time and no pandemic I believe we would have filled the park.

Please vote "no" on ordinance 1990-20.

Jacki Strader, 1809 13<sup>th</sup> Ave, Milton, WA



This Page Left Intentionally Blank

## Trisha Summers

---

**From:** imjohnhutton@gmail.com  
**Sent:** Sunday, July 19, 2020 10:47 PM  
**To:** Trisha Summers  
**Subject:** Fwd: Mayor salary concern

Ms Summers,

I respectfully request that this email be forwarded to the entire city prior to Monday's council meeting

Thank you,

John

Sent from my iPad

Begin forwarded message:

**From:** [imjohnhutton@gmail.com](mailto:imjohnhutton@gmail.com)  
**Date:** July 17, 2020 at 11:36:05 PM PDT  
**To:** [sjohnson@cityofmilton.net](mailto:sjohnson@cityofmilton.net)  
**Cc:** [rwhalen@cityofmilton.net](mailto:rwhalen@cityofmilton.net)  
**Subject:** Mayor salary concern

Council Member Johnson,

My name is John Hutton and I am a long time resident of Milton (28 years) I have served on the city's park commission and I have served this community in many ways over the years in all of the youth sports programs offered in our community.

I am writing to you with a serious concern that needs to be addressed immediately. It is my understanding that the council intends to raise the Mayor's salary dramatically this coming Monday. This needs to be put on hold until the citizens have an opportunity to speak directly to the council in person when this Covid-19 crisis gets solved enough to allow in person council meetings.

I have several concerns about you taking this action during a world wide pandemic that has negatively affected many of our residents. Your process is flawed from the very start and the optics are horrible. Subordinates recommending their direct supervisor for a massive increase in compensation is ridiculous and not well thought out. Think about it Mrs Johnson, what do you think they might recommend? Of course they will advise you to do this. They are at risk of retaliation if they said no.

This feels shady and frankly unethical to do this largely behind the scenes with no opportunity for the citizens to participate in any meaningful way. I am very disappointed in the city's stance on not reading letters into the record. The Mayor (who I voted for and agreed to have her sign in my yard) is not qualified for this compensation and it is not what we voted for. Proposing to compensate the current Mayor for even a portion of a qualified City Administrator's salary is not reasonable, despite the obvious fact that the council likes her and is satisfied with her performance thus far. If you want to compensate her like a city administrator then show me her qualifications. Does she have an advanced degree in public administration? An MBA? 25 years of municipal management? Those are some of the basic qualifications of a legitimate candidate. This is insulting to your citizens to take this huge step without

our voices being heard.

You mentioned at the July 6th council meeting that there are not many citizens that seem interested in our city government. You also implied that we are not knowledgeable and that the council knows best. I will remind you that you represent us and there are many intelligent people in our community that do not appreciate those sentiments.

The best and most professional process to raise an elected official's salary is to use an independent salary commission, not this rushed, poorly planned, non transparent process. I understand that you have the legal right to do this, but that does not mean it's the right thing to do. I have spoken with Bob Whalen many times about my concerns and I have copied him on this email.

I listened to the Council Study session and it seemed to me and other citizens that listened that our Mayor basically said that if you don't do this she won't run for a second term. She said at the July 6 meeting that she was not a part of this at all and that it was just the Council. This does not appear to be true and it is unacceptable to say the least, don't allow yourselves or the citizens to held ransom.

I have no problem with qualified people being compensated fairly, but I have yet to see the current Mayors credentials that would justify a salary anywhere near what is being proposed. Separating the salary into two different sections is slippery and while I commend the creativity, it does not pass the smell test.

If the council continues on this crazy fast track to get this done it may be very painful, messy and embarrassing when it is undone. I implore you to wait and do this the right way. If a truly independent salary commission recommends this salary or even a higher one we will all be satisfied and you as our representatives will have done the right thing.

Thank you for your time and your service to our community, feel free to write or call if you would like to discuss this further.

John Hutton  
253-651-5756

Sent from my iPad

## Trisha Summers

---

**From:** KEVIN RINGUS <romans8@comcast.net>  
**Sent:** Thursday, July 16, 2020 1:31 PM  
**To:** Trisha Summers  
**Cc:** Locke Systems; Susan Johnson; Robert Whalen; Todd Morton; Jim Gillespie; Phil Linden; Steve Whitaker  
**Subject:** Comment for July 20th meeting

Greetings Madam Mayor and members of Council

In 1980, the City awarded its refuse contract to a locally owned and operated company, Murrey's Garbage. Murrey's is no longer locally owned and, although it has locations in Fife and Pierce County, is operated out of California.

Over the last 40 years, this contract has been extended numerous times and never been put up for bid. Milton citizens are required to use Murrey's (also known as DM Disposal or WCI) for all of our garbage and recycling needs. We pay whatever rate is negotiated by the Mayor and Council with the vendor.

How do we as citizens know that we are receiving the best value for the money we are charged? I believe that the current contract expires in 2021. This means that Murrey's or DM Disposal or WCI will soon come courting for a new contract.

After a monopoly for 40 years, I request that the City accept bids for the garbage and recycling that we, as citizens, are required to use. Maybe Murrey's is still the best deal, but how will we know if we never ask the competitors.

Make it a great day!  
Kevin Ringus

This Page Left Intentionally Blank

CITY OF MILTON  
PAYROLL and CLAIMS VOUCHER APPROVAL  
August 3, 2020

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount
7/16/2020	67274-67299	54,435.09
7/21/2020	67303-67319	57,678.07
7/23/2020	ACH, EFT	36,425.75
7/27/2020	67320-67347	70,223.54

Date	Check #	Amount
7/20/2020	67300-67302, EFT, ACH	193,431.91
7/27/2020	EFT	30,231.81

Total Accounts Payable:  
Voids - none  
Printer Error Checks - none

\$ 218,762.45

Total Payroll:

\$ 223,663.72

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>3972</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67274</b>	<b>AGRISHOP ACE TACOMA</b>	<b>1,947.35</b>	<b>Water Material</b>
					403 - 534 50 35 000 - Small Tools and Equipment	1,067.79	2200 Watt Generator
					501 - 548 30 35 000 - Small Tools & Equipment	879.56	1000 Watt Generator
<b>3973</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67275</b>	<b>AHBL, INC</b>	<b>16,656.79</b>	<b>Planning Services; Planning Services; Planning Services</b>
					406 - 531 10 41 000 - Professional Services	1,915.00	Meridian At Stone Creek
					406 - 531 10 41 000 - Professional Services	150.00	Milton Lloyd's Bridge
					001 - 558 60 41 000 - Professional Services	3,525.00	Milton SSBC CUP Review
					001 - 558 60 41 000 - Professional Services	4,729.29	Milton SSBC CUP Review
					001 - 558 60 41 000 - Professional Services	6,337.50	Onsite Planning Services
<b>3974</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67276</b>	<b>ANIXTER INC</b>	<b>748.15</b>	<b>Electric Material; Capital Improvements</b>
					401 - 533 50 31 000 - Operating Supplies	108.80	Lag Screws
					402 - 594 33 62 138 - Pole Replacement Project	639.35	Wire Terminals For Disconnect Switches
<b>3975</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67277</b>	<b>CHUCKALS</b>	<b>633.70</b>	<b>Office Supplies; Office Supplies; Customized Forms; Office Supplies</b>
					001 - 514 20 31 000 - Office and Operating Supplies	73.13	Markers Key Tag, Paper, Pens, Tape
					001 - 518 30 31 000 - Operating Supplies	1.36	Toner, AAA Batteries
					001 - 518 30 31 000 - Operating Supplies	3.42	Chairmats
					001 - 518 30 31 000 - Operating Supplies	25.23	PW Work Order Forms
					406 - 531 30 31 000 - Operating Supplies	28.51	Toner, AAA Batteries
					406 - 531 30 31 000 - Operating Supplies	21.38	Chairmats
					406 - 531 30 31 000 - Operating Supplies	25.23	PW Work Order Forms
					401 - 533 50 31 000 - Operating Supplies	33.94	Toner, AAA Batteries
					401 - 533 50 31 000 - Operating Supplies	29.08	Chairmats
					401 - 533 50 31 000 - Operating Supplies	25.23	PW Work Order Forms
					403 - 534 50 31 000 - Office and Operating Supplies	33.94	Toner, AAA Batteries
					403 - 534 50 31 000 - Office and Operating Supplies	24.80	Chairmats
					403 - 534 50 31 000 - Office and Operating Supplies	25.23	PW Work Order Forms
					101 - 542 30 31 000 - Office and Operating Supplies	8.15	Toner, AAA Batteries
					101 - 542 30 31 000 - Office and Operating Supplies	3.42	Chairmats
					101 - 542 30 31 000 - Office and Operating Supplies	25.23	PW Work Order Forms
					501 - 548 30 31 000 - Office & Operating Supplies	27.15	Toner, AAA Batteries
					501 - 548 30 31 000 - Office & Operating Supplies	162.70	Chairmats
					501 - 548 30 31 000 - Office & Operating Supplies	25.20	PW Work Order Forms
					001 - 576 80 31 000 - Operating Supplies	2.72	Toner, AAA Batteries
					001 - 576 80 31 000 - Operating Supplies	3.42	Chairmats
					001 - 576 80 31 000 - Operating Supplies	25.23	PW Work Order Forms
<b>3976</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67278</b>	<b>CORE &amp; MAIN</b>	<b>3,766.19</b>	<b>Water Material; Water Material; Water Material</b>
					403 - 534 50 31 000 - Office and Operating Supplies	1,739.21	Water Meter Boxes/Lids, Brass Water Fixtures
					403 - 534 50 31 000 - Office and Operating Supplies	1,916.21	Brass Water Fixtures
					403 - 534 50 31 000 - Office and Operating Supplies	110.77	Detectable Water Tape
<b>3977</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67279</b>	<b>EFFICIENCY INC.</b>	<b>682.48</b>	<b>Maintenance Agreement</b>
					001 - 511 60 41 000 - Professional Services	682.48	Maintenance Agreement Council Recording Software
<b>3978</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67280</b>	<b>GRAY &amp; OSBORNE INC</b>	<b>7,471.66</b>	<b>Engineering Services; Engineering Services</b>
					407 - 594 31 63 154 - Campus Green Retrofit	1,720.72	City Hall Campus Stormwater LID
					310 - 594 76 62 104 - Trailhead Improvements	5,750.94	Trailhead Improvements
<b>3979</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67281</b>	<b>THE HOME DEPOT PRO INSTITUTIONAL</b>	<b>658.67</b>	<b>Facilities Supplies; Facilities Supplies; Storm Supplies</b>
					001 - 518 30 31 000 - Operating Supplies	482.83	Soap, Tissue, Can Liners, Detergent, Kitchen Towels, Sprayer
					001 - 518 30 31 000 - Operating Supplies	89.55	Disinfectant Solution
					406 - 531 30 31 000 - Operating Supplies	86.29	Large Garbage Bags

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>3980</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67282</b>	<b>JET CHEVROLET INC.</b>	<b>52.56</b>	<b>PW Material</b>
					001 - 518 30 31 000 - Operating Supplies	26.28	#39 Tailgate Repair Parts
					001 - 576 80 31 000 - Operating Supplies	26.28	#39 Tailgate Repair Parts
<b>3981</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67283</b>	<b>KIMBALL MIDWEST</b>	<b>80.12</b>	<b>Electric Material</b>
					401 - 533 50 31 000 - Operating Supplies	80.12	Electrical Connectors
<b>3982</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67284</b>	<b>KORUM AUTOMOTIVE GROUP</b>	<b>261.41</b>	<b>Police Vehicle Repair &amp; Maintenance</b>
					107 - 521 20 48 001 - Vehicle Repairs and Maintenæ	261.41	#668 Rotor Resurface, Brake Inspection
<b>3983</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67285</b>	<b>NORTHWEST PUBLIC POWER ASSN. INC</b>	<b>250.00</b>	<b>Job Posting</b>
					401 - 533 10 41 002 - Advertising	250.00	Job Posting Journeyman Lineman
<b>3984</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67286</b>	<b>OCCUPATIONAL MEDICAL CLINIC</b>	<b>220.00</b>	<b>DOT Physical; DOT Physical</b>
					001 - 518 30 20 000 - Personnel Benefits	5.50	DOT Physical- Magana-Bedolla
					406 - 531 30 20 000 - Personnel Benefits	50.60	DOT Physical- Magana-Bedolla
					401 - 533 50 20 000 - Personnel Benefits	110.00	DOT Physical- Rodriguez
					401 - 533 50 20 000 - Personnel Benefits	7.70	DOT Physical- Magana-Bedolla
					403 - 534 50 20 000 - Personnel Benefits	35.20	DOT Physical- Magana-Bedolla
					101 - 542 30 20 000 - Personnel Benefits	9.90	DOT Physical- Magana-Bedolla
					001 - 576 80 20 000 - Personnel Benefits	1.10	DOT Physical- Magana-Bedolla
<b>3985</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67287</b>	<b>OWEN EQUIPMENT</b>	<b>7,688.83</b>	<b>Stormwater Material; Stormwater Material; Stormwater Material; Credit Service Fee</b>
					406 - 531 30 31 000 - Operating Supplies	-17.03	Refund Of Service Charge
					406 - 531 30 35 000 - Small Tools and Equipment	-4.15	Refund Of Service Charge
					406 - 531 30 48 001 - Vehicle Repair & Maint	1,416.76	#41 Replaced Boom Tubes & Hoses
					406 - 531 30 48 001 - Vehicle Repair & Maint	2,446.12	#41 Replaced Boom Tubes & Hose
					406 - 531 30 48 001 - Vehicle Repair & Maint	1,500.10	#41 Boom Tube Repair
					406 - 531 30 48 001 - Vehicle Repair & Maint	2,347.03	Weld Of Boom Tube
<b>3986</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67288</b>	<b>PLATT ELECTRIC SUPPLY</b>	<b>202.29</b>	<b>Electric Material; Facilities Material</b>
					001 - 518 30 48 002 - Building Repair & Maint	19.59	Elec. Switches & Wall Plates
					401 - 533 50 31 000 - Operating Supplies	182.70	Black Electrical Tape
<b>3987</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67289</b>	<b>RANGLES SAND &amp; GRAVEL INC</b>	<b>1,751.87</b>	<b>PW Material</b>
					406 - 531 30 31 000 - Operating Supplies	437.97	Crushed Rock And Top Course
					401 - 533 50 31 000 - Operating Supplies	437.96	Crushed Rock And Top Course
					403 - 534 50 31 000 - Office and Operating Supplie:	437.97	Crushed Rock And Top Course
					101 - 542 30 31 000 - Office and Operating Supplie:	437.97	Crushed Rock And Top Course
<b>3988</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67290</b>	<b>ROBINSON AND NOBLE, INC.</b>	<b>3,817.37</b>	<b>Consulting Services</b>
					404 - 594 34 60 135 - Replacement Well #5	3,817.37	Consulting Services
<b>3989</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67291</b>	<b>SITECRAFTING, INC.</b>	<b>82.50</b>	<b>Monthly Domain Hosting</b>
					503 - 518 80 41 001 - Professional Services - IT	82.50	Monthly Domain Hosting
<b>3990</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67292</b>	<b>STANDARD PARTS CORPORATION (NAPA)</b>	<b>9.78</b>	<b>Fleet Supplies; Credit Return; Fleet Material</b>
					001 - 518 30 31 000 - Operating Supplies	4.89	#39 LED Bulbs
					501 - 548 30 35 000 - Small Tools & Equipment	-1,494.62	Return Of Instrument Cluster
					501 - 548 30 35 000 - Small Tools & Equipment	1,494.62	Instrument Cluster
					001 - 576 80 31 000 - Operating Supplies	4.89	#39 LED Bulbs
<b>3991</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67293</b>	<b>UNIFIRST CORPORATION</b>	<b>1,077.67</b>	<b>Uniforms; Uniforms</b>
					001 - 518 30 20 002 - Uniforms	35.74	Uniforms

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 30 20 002 - Uniforms			35.76	Uniforms
		406 - 531 30 20 002 - Uniforms			109.58	Uniforms
		406 - 531 30 20 002 - Uniforms			109.48	Uniforms
		401 - 533 50 20 002 - Uniforms			108.73	Uniforms
		401 - 533 50 20 002 - Uniforms			62.22	Uniforms
		401 - 533 50 20 002 - Uniforms			108.73	Uniforms
		401 - 533 50 20 002 - Uniforms			62.17	Uniforms
		403 - 534 50 20 002 - Uniforms			154.88	Uniforms
		403 - 534 50 20 002 - Uniforms			154.79	Uniforms
		101 - 542 30 20 002 - Uniforms			13.57	Uniforms
		101 - 542 30 20 002 - Uniforms			13.56	Uniforms
		501 - 548 30 20 002 - Uniforms			33.06	Uniforms
		501 - 548 30 20 002 - Uniforms			33.05	Uniforms
		001 - 576 80 20 002 - Uniforms			21.18	Uniforms
		001 - 576 80 20 002 - Uniforms			21.17	Uniforms
<b>3992</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67294</b>	<b>TREASURY DIV.-MONEY</b>	<b>22.00</b> Safefkeeping Fees
					<b>CENTE US BANK N.A. -</b>	
					<b>CUSTODY TREASURY</b>	
		001 - 514 20 49 000 - Miscellaneous			22.00	Safefkeeping Fees
<b>3993</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67295</b>	<b>UTILITIES UNDERGROUND</b>	<b>124.74</b> Monthly Locates
					<b>LOC CENT</b>	
		401 - 533 50 41 000 - Professional Services			62.37	Monthly Locates- June 2020
		403 - 534 50 41 000 - Professional Services			62.37	Monthly Locates- June 2020
<b>3994</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67296</b>	<b>VALLEY TRANSFORMER</b>	<b>5,433.89</b> Electric Material
					<b>INC</b>	
		401 - 533 50 41 000 - Professional Services			5,433.89	Rebuild Of Transformers
<b>3995</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67297</b>	<b>VISUAL EFFECTS</b>	<b>230.79</b> Vehicle Material
		004 - 594 21 64 004 - Law Enforcement - Capital E			230.79	#584 & # 694 Window Tinting
<b>3996</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67298</b>	<b>WASHINGTON TRACTOR</b>	<b>185.28</b> Fleet Material
		401 - 533 50 31 000 - Operating Supplies			18.53	#14 & 15 Mower Filters, Oil
		101 - 542 30 31 000 - Office and Operating Supplie			18.53	#14 & 15 Mower Filters, Oil
		001 - 576 80 31 000 - Operating Supplies			148.22	#14 & 15 Mower Filters, Oil
<b>3997</b>	<b>07/16/2020</b>	<b>Claims</b>	<b>1</b>	<b>67299</b>	<b>WATER MANAGEMENT</b>	<b>379.00</b> Water Testing
					<b>LABORATORIES</b>	
		403 - 534 51 41 000 - Professional Services			379.00	Water Testing
<b>4080</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67303</b>	<b>ANDERSON DAN ADAMS</b>	<b>33.04</b> 002085 - 1706 23RD AVE
					<b>KIM</b>	
		406 - 343 10 00 000 - Storm Drainage Fees			-10.03	
		401 - 343 30 00 000 - Electric Sales			-5.44	
		403 - 343 40 10 000 - Water Sales			-17.57	
<b>4081</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67304</b>	<b>CHUCKALS</b>	<b>75.89</b> Office Supplies
		001 - 514 20 31 000 - Office and Operating Supplie			75.89	Lithium Battery, Moisteners, Copy Paper, Correction Fluid, Paper Clips
<b>4082</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67305</b>	<b>COMCAST BUSINESS</b>	<b>1,539.87</b> Phone & Internet
		001 - 513 10 42 000 - Communication			76.99	Phone & Internet (PRI Trunk Interface)
		001 - 514 20 42 000 - Communication			76.99	Phone & Internet (PRI Trunk Interface)
		001 - 518 30 42 000 - Communication			38.50	Phone & Internet (PRI Trunk Interface)
		107 - 521 20 42 000 - Communication			230.98	Phone & Internet (PRI Trunk Interface)
		406 - 531 10 42 000 - Communication			153.99	Phone & Internet (PRI Trunk Interface)
		401 - 533 10 42 000 - Communications			358.02	Phone & Internet (PRI Trunk Interface)
		403 - 534 10 42 000 - Communication			373.42	Phone & Internet (PRI Trunk Interface)
		101 - 542 30 42 000 - Communication			76.99	Phone & Internet (PRI Trunk Interface)
		501 - 548 30 42 000 - Communications			38.50	Phone & Internet (PRI Trunk Interface)
		001 - 558 50 42 000 - Communications			38.50	Phone & Internet (PRI Trunk Interface)

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 4

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 558 60 42 000		Communication	38.50	Phone & Internet (PRI Trunk Interface)
		001 - 576 80 42 000		Communication	38.49	Phone & Internet (PRI Trunk Interface)
<b>4083</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67306 DKS ASSOCIATES</b>	<b>2,350.00</b>	<b>Professional Services</b>
		401 - 533 10 41 000		Professional Services	2,350.00	Electrical Conservation Program
<b>4084</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67307 DWAYNE LANE'S DODGE</b>	<b>34,510.85</b>	<b>Vehicle Purchase</b>
		004 - 594 48 60 004		Vehicle Maintenance - Capita	34,510.85	Vehicle Purchase- 2019 Dodge Ram 1500 #1137
<b>4085</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67308 EAST PIERCE FIRE &amp; RESCUE DISTRICT #22</b>	<b>1,930.02</b>	<b>Fire Fees</b>
		001 - 322 10 05 002		Fire Plan Review/Services	-1,930.02	Fire Prevention & Review Fees - 4Q 2019
<b>4086</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67309 M DIANE KING</b>	<b>500.00</b>	<b>002912 - 2500 ALDER ST #226</b>
		401 - 343 30 00 000		Electric Sales	-500.00	Partial Refund From Credit On Utility Acct
<b>4087</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67310 KORUM AUTOMOTIVE GROUP</b>	<b>2,545.19</b>	<b>Police Vehicle Repair &amp; Maintenance; Police Vehicle Repair &amp; Maintenance; Police Vehicle Repair &amp; Maintenance; Police Vehicle Repair &amp; Maintenance</b>
		107 - 521 20 48 001		Vehicle Repairs and Maintena	514.49	#322 Replaced Side Mirror
		107 - 521 20 48 001		Vehicle Repairs and Maintena	359.04	#650 Brake Inspection, Full Wheel Alignment
		107 - 521 20 48 001		Vehicle Repairs and Maintena	193.80	#118 Replace Door Trim
		107 - 521 20 48 001		Vehicle Repairs and Maintena	1,477.86	#839 Replace Struts, LOF, Replace Brakes, Rotors
<b>4088</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67311 LARSEN SIGN CO. INC</b>	<b>1,219.89</b>	<b>Fleet Graphics</b>
		107 - 521 20 48 001		Vehicle Repairs and Maintena	1,219.89	Subdued Graphics
<b>4089</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67312 GYLE MCDOWELL</b>	<b>125.86</b>	<b>000321 - 1508 17TH AVE</b>
		406 - 343 10 00 000		Storm Drainage Fees	-38.20	
		401 - 343 30 00 000		Electric Sales	-20.73	
		403 - 343 40 10 000		Water Sales	-66.93	
<b>4090</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67313 PIERCE CO BUDGET &amp; FINANCE</b>	<b>1,462.30</b>	<b>Jail Services; Crime Victims</b>
		107 - 523 60 41 107		Jail Services	1,266.31	Jail Services- June 2020
		632 - 586 12 00 632		Crime Victims Comp Fund	195.99	Crime Victims
<b>4091</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67314 POSITIVE CONCEPTS/ATPI</b>	<b>245.00</b>	<b>Police Material</b>
		107 - 521 20 31 000		Office and Operating Supplie	245.00	Thermal Citation Paper
<b>4092</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67315 LISA &amp; NICK ROBERTSON</b>	<b>18.81</b>	<b>001172 - 1007 GARY ST</b>
		406 - 343 10 00 000		Storm Drainage Fees	-5.71	
		401 - 343 30 00 000		Electric Sales	-3.10	
		403 - 343 40 10 000		Water Sales	-10.00	
<b>4093</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67316 CARRIE SMALL</b>	<b>148.10</b>	<b>001758 - 705 19TH AVE</b>
		406 - 343 10 00 000		Storm Drainage Fees	-42.46	
		401 - 343 30 00 000		Electric Sales	-23.03	
		403 - 343 40 10 000		Water Sales	-74.39	
		001 - 386 00 00 400		Misc Utility Fee For Duplicat	-8.22	
<b>4094</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67317 TACOMA NEWS INC.</b>	<b>511.14</b>	<b>Legal Notice; Legal Notice</b>
		101 - 542 90 41 002		Advertising	266.29	Public Hearing- 6yr. Trans Imp Prgm
		101 - 542 90 41 002		Advertising	244.85	Public Hearing- 380th St Vacation
<b>4095</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67318 WA STATE TREASURER</b>	<b>10,312.73</b>	<b>Court Remittand &amp; Bldg Code</b>
		632 - 586 83 00 632		Trauma/Auto Theft/Brain Injt	824.93	Court Remittance
		632 - 586 88 00 632		State General Fund 54 (PSEA	128.09	Court Remittance
		632 - 586 89 00 632		Death Investigation Account	589.97	Court Remittance
		632 - 586 91 00 632		State General Fund 40 (PSEA	4,682.31	Court Remittance

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 5

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		632 - 586 92 00	632 -	State General Fund 50 (PSEA	2,626.30	Court Remittance
		632 - 586 97 00	632 -	JIS	1,235.49	Court Remittance
		632 - 586 99 00	632 -	School Zone Safety	109.64	Court Remittance
		632 - 589 30 01	632 -	Building Code Fees Remitted	116.00	Building Code Fees
<b>4096</b>	<b>07/21/2020</b>	<b>Claims</b>	<b>1</b>	<b>67319 KAREN &amp; BILL WHITNEY</b>	<b>149.38</b>	<b>001120 - 1008 KENT ST</b>
		406 - 343 10 00	000 -	Storm Drainage Fees	-51.56	
		401 - 343 30 00	000 -	Electric Sales	-22.47	
		403 - 343 40 10	000 -	Water Sales	-90.35	
		401 - 369 91 00	401 -	Misc Revenue	15.00	
<b>4144</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>1</b>	<b>EFT MERCHANT CARD SVCS</b>	<b>67.63</b>	<b>Merchant Fees Court</b>
		001 - 512 50 41	000 -	Professional Services	67.63	Merchant Fees Court
<b>4145</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT SANDRA LYNN ALLEN</b>	<b>4,500.00</b>	<b>Judge Services</b>
		001 - 512 50 41	000 -	Professional Services	4,500.00	Monthly Judge Services
<b>4146</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT CIT TECHNOLOGY (QDS)</b>	<b>1,512.70</b>	<b>Copier Lease</b>
		001 - 513 10 45	000 -	Operating Rentals and Leases	264.72	Copier Lease
		001 - 514 20 45	000 -	Operating Rentals and Leases	37.82	Copier Lease
		001 - 518 30 45	000 -	Operating Rentals and Leases	7.56	Copier Lease
		107 - 521 20 45	000 -	Operating Rentals and Leases	397.08	Copier Lease
		406 - 531 10 45	000 -	Operating Rentals and Leases	161.10	Copier Lease
		401 - 533 10 45	000 -	Operating Rentals and Leases	285.90	Copier Lease
		403 - 534 10 45	000 -	Operating Rentals and Leases	278.34	Copier Lease
		101 - 542 30 45	000 -	Operating Rentals and Leases	15.88	Copier Lease
		501 - 548 30 45	000 -	Operating Rentals & Leases	18.91	Copier Lease
		001 - 558 50 45	000 -	Operating Rentals and Leases	18.91	Copier Lease
		001 - 558 60 45	000 -	Operating Rentals and Leases	18.91	Copier Lease
		001 - 576 80 45	000 -	Operating Rentals and Leases	7.57	Copier Lease
<b>4147</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT PIERCE COUNTY SEWER</b>	<b>197.82</b>	<b>Sewer</b>
		001 - 518 30 47	000 -	Public Utility Service	30.83	Sewer
		107 - 521 20 47	000 -	Utilities	38.81	Sewer
		401 - 533 50 41	000 -	Professional Services	41.74	Sewer
		001 - 575 50 47	000 -	Public Utilities Services - CB	38.81	Sewer
		001 - 575 50 47	000 -	Public Utilities Services - CB	21.48	Sewer
		001 - 576 80 47	000 -	Public Utility Service	26.15	Sewer
<b>4148</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT PITNEY BOWES INC.</b>	<b>485.00</b>	<b>Postage</b>
		001 - 513 10 42	000 -	Communication	68.02	Postage
		001 - 514 20 42	000 -	Communication	246.94	Postage
		107 - 521 20 42	000 -	Communication	16.60	Postage
		406 - 531 10 42	000 -	Communication	30.51	Postage
		401 - 533 10 42	000 -	Communications	56.78	Postage
		403 - 534 10 42	000 -	Communication	56.78	Postage
		001 - 558 60 42	000 -	Communication	9.37	Postage
<b>4149</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT SHELL FLEET PLUS</b>	<b>3,799.58</b>	<b>Fuel</b>
		001 - 518 30 32	000 -	Operating Supplies/Fuel	63.50	Fuel
		107 - 521 20 32	000 -	Fuel	2,321.79	Fuel
		406 - 531 30 32	000 -	Fuel	353.30	Fuel
		401 - 533 50 32	000 -	Fuel	615.14	Fuel
		403 - 534 50 32	000 -	Fuel	261.45	Fuel
		403 - 534 51 32	000 -	Fuel	67.37	Fuel
		101 - 542 30 32	000 -	Operating Supplies/Fuel	53.53	Fuel
		001 - 576 80 32	000 -	Fuel	63.50	Fuel
<b>4150</b>	<b>07/23/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT WA DEPT OF REVENUE</b>	<b>25,863.02</b>	<b>Excise Tax</b>
		107 - 521 20 31	002 -	Public Safety Supplies	34.50	Tax Owed - Back Your Hero
		406 - 531 10 44	002 -	Excise Tax	1,450.50	Excise Tax - Stormwater
		401 - 533 10 44	002 -	Elect Excise Tax	13,681.94	Excise Tax - Electric
		403 - 534 10 44	002 -	Water Excise Tax	10,388.72	Excise Tax - Water

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			310 - 595 70 63 139 -		City-wide Transportation Bea	307.36	Tax Owed - Arkansas Flag & Banners
<b>4151</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67320</b>	<b>AGRISHOP ACE AUBURN</b>	<b>147.99</b>	<b>Electric Material; Electric Material</b>
			401 - 533 50 31 000 -		Operating Supplies	98.51	Sharpen Chains For Chainsaw
			401 - 533 50 31 000 -		Operating Supplies	49.48	Chainsaw Chains
<b>4152</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67321</b>	<b>ALPINE PRODUCTS INC.</b>	<b>384.01</b>	<b>Street Material; Street Material</b>
			101 - 542 30 31 000 -		Office and Operating Supplie:	171.60	Spray Tip, Spray Gun Repair Kit
			101 - 542 30 31 000 -		Office and Operating Supplie:	212.41	White Paint
<b>4153</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67322</b>	<b>ANIXTER INC</b>	<b>447.89</b>	<b>Electric Material; Electric Material; Electric Material</b>
			401 - 533 50 31 000 -		Operating Supplies	123.64	Operating Supplies Hardware
			401 - 533 50 31 000 -		Operating Supplies	206.88	Photo Sensor, Clamp Wedge
			401 - 533 50 31 000 -		Operating Supplies	117.37	Insulated Steel Extension
<b>4154</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67323</b>	<b>CASCADE RECREATION, INC.</b>	<b>247.28</b>	<b>Park Material</b>
			001 - 576 80 31 000 -		Operating Supplies	247.28	Dog Waste Bags
<b>4155</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67324</b>	<b>CENTER FOR EDUCATION &amp; EMPLOYMENT LAW</b>	<b>254.95</b>	<b>Encyclopedia Public Empl Law</b>
			107 - 521 20 49 001 -		Misc/Dues & Memberships	254.95	Encyclopedia Public Empl Law- Annual Dues
<b>4156</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67325</b>	<b>CHUCKALS</b>	<b>164.71</b>	<b>Office Supplies; Water Supply</b>
			107 - 521 20 31 000 -		Office and Operating Supplie:	52.25	Bubble Mailers
			403 - 534 50 31 000 -		Office and Operating Supplie:	112.46	Post Binder 17x11x8.25
<b>4157</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67326</b>	<b>CODE PUBLISHING COMPANY</b>	<b>111.68</b>	<b>Code Update</b>
			001 - 511 60 41 000 -		Professional Services	111.68	Code Update
<b>4158</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67327</b>	<b>COPY WRIGHTS INC</b>	<b>9.89</b>	<b>Electric Material</b>
			401 - 533 50 49 003 -		Misc/Outside Printing	9.89	Map Print
<b>4159</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67328</b>	<b>CORLISS RESOURCES, INC.</b>	<b>66.00</b>	<b>Decant Facility</b>
			407 - 594 31 63 097 -		Decant Facility	66.00	Concrete Retaining Blocks
<b>4160</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67329</b>	<b>EAGLE TIRE &amp; AUTOMOTIVE</b>	<b>1,506.30</b>	<b>Police Vehicle Repair &amp; Maintenance; Police Vehicle Repair &amp; Maintenance; Police Vehicle Repair &amp; Maintenance</b>
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	377.02	#125 Wheel Balance & Tire Replacement
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	507.08	#839 Fix Bumper Bracket, Install Front Push Guard, Straighten Push Bar, Painting
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	622.20	#120 Install New Tires
<b>4161</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67330</b>	<b>GENERAL MECHANICAL INC</b>	<b>56,167.93</b>	<b>Decant Facility</b>
			407 - 594 31 63 097 -		Decant Facility	56,167.93	Decant Facility Retainage Release
<b>4162</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67331</b>	<b>HACH COMPANY</b>	<b>53.94</b>	<b>Water Material</b>
			403 - 534 51 31 000 -		Operating Supplies	53.94	Buffer Solution Kit
<b>4163</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67332</b>	<b>THE HOME DEPOT PRO INSTITUTIONAL</b>	<b>429.12</b>	<b>Facilities Supply; Credit Return; Facilities Supply</b>
			001 - 518 30 31 000 -		Operating Supplies	369.24	Hand Sanitizer
			001 - 518 30 31 000 -		Operating Supplies	-89.55	Disinfectant Solution
			001 - 518 30 31 000 -		Operating Supplies	149.43	Hand Sanitizer
<b>4164</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67333</b>	<b>HONEY BUCKET</b>	<b>153.50</b>	<b>Monthly Rental</b>
			001 - 576 80 45 000 -		Operating Rentals and Leases	153.50	Monthly Rental- Interurban Trail
<b>4165</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67334</b>	<b>JET CHEVROLET INC.</b>	<b>92.71</b>	<b>Fleet Material; Fleet Material</b>

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/14/2020 To: 07/27/2020

Time: 12:44:34 Date: 07/28/2020  
Page: 7

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 30 31 000 - Operating Supplies			18.57	#39 Filter, Element
		401 - 533 50 31 000 - Operating Supplies			26.68	#51 Filter, Element, Switch
		403 - 534 50 31 000 - Office and Operating Supplies			28.90	#51 Filter, Element, Switch
		001 - 576 80 31 000 - Operating Supplies			18.56	#39 Filter, Element
<b>4166</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67335 KIMBALL MIDWEST</b>	<b>1,578.38</b>	<b>Fleet Material</b>
		501 - 548 30 31 000 - Office & Operating Supplies			1,578.38	Nuts, Bolts, Washers, Fasteners, Grinding Discs
<b>4167</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67336 LARSEN SIGN CO. INC</b>	<b>1,230.88</b>	<b>Fleet Graphics; Fleet Graphics</b>
		004 - 594 21 64 004 - Law Enforcement - Capital E:			615.44	#850 Full Graphics Package
		004 - 594 21 64 004 - Law Enforcement - Capital E:			615.44	#322 Full Graphics Package
<b>4168</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67337 MT. VIEW EDGEWOOD WATER CO.</b>	<b>453.13</b>	<b>Water Intertie</b>
		403 - 534 51 47 001 - Public Utility Services			453.13	Intertie Ready To Serve Fees
<b>4169</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67338 OWEN EQUIPMENT</b>	<b>3,423.85</b>	<b>Stormwater Material; Stormwater Material</b>
		406 - 531 30 48 001 - Vehicle Repair & Maint			2,268.45	#41 Vactor Repair- Boom Tube Repair Parts
		406 - 531 30 48 001 - Vehicle Repair & Maint			1,155.40	#41 Vactor Repair- Lever Gate Valve
<b>4170</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67339 PIERCE CO BUDGET &amp; FINANCE</b>	<b>575.10</b>	<b>Liquor Tax</b>
		107 - 521 20 49 005 - PC Alcohol Program Fees			575.10	1st Qtr 2020 Liquor & Excise Tax Profits
<b>4171</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67340 PUBLIC SAFETY TESTING</b>	<b>128.00</b>	<b>Quarterly Subscription</b>
		107 - 521 20 41 000 - Professional Services			128.00	Quarterly Fees- Q2 Apr-Jun 2020
<b>4172</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67341 RACEWAY TECHNOLOGY &amp; MFG. INC.</b>	<b>312.32</b>	<b>Water Material; Electric Material</b>
		401 - 533 50 31 000 - Operating Supplies			160.24	3" Pipes, Endcaps, Elbows, Couplings
		403 - 534 50 31 000 - Office and Operating Supplies			152.08	3" Water Pipes
<b>4173</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67342 ROHLINGER ENTERPRISES INC.</b>	<b>407.04</b>	<b>Electric Material</b>
		401 - 533 50 48 000 - Repairs and Maintenance			407.04	Bucket Truck Hydraulic Gun Repair
<b>4174</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67343 SONSRAY MACHINERY LLC</b>	<b>436.03</b>	<b>Fleet Material</b>
		406 - 531 30 31 000 - Operating Supplies			218.02	Oil, Filters
		401 - 533 50 31 000 - Operating Supplies			109.01	Oil, Filters
		403 - 534 50 31 000 - Office and Operating Supplies			109.00	Oil, Filters
<b>4175</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67344 TACOMA SCREW PRODUCTS INC.</b>	<b>954.43</b>	<b>Electric Supply; Fleet Material; PW Material</b>
		001 - 518 30 31 000 - Operating Supplies			79.43	N95 Respirators, Gloves
		406 - 531 30 31 000 - Operating Supplies			79.43	N95 Respirators, Gloves
		401 - 533 50 31 000 - Operating Supplies			1.61	Lock Washers, Bolts
		401 - 533 50 31 000 - Operating Supplies			79.43	N95 Respirators, Gloves
		403 - 534 50 31 000 - Office and Operating Supplies			79.42	N95 Respirators, Gloves
		101 - 542 30 31 000 - Office and Operating Supplies			79.43	N95 Respirators, Gloves
		501 - 548 30 31 000 - Office & Operating Supplies			301.91	N95 Respirators, Disinfecting Wipes
		501 - 548 30 31 000 - Office & Operating Supplies			174.34	C-Clamp Pliers
		001 - 576 80 31 000 - Operating Supplies			79.43	N95 Respirators, Gloves
<b>4176</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67345 TRI-TEC COMMUNICATIONS INC.</b>	<b>243.98</b>	<b>Water Services</b>
		403 - 534 51 41 000 - Professional Services			243.98	Troubleshooting Services For Scada
<b>4177</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67346 TUCCI &amp; SONS INC.</b>	<b>193.86</b>	<b>Streets Material</b>
		101 - 542 30 31 000 - Office and Operating Supplies			193.86	Cold Mix
<b>4178</b>	<b>07/24/2020</b>	<b>Claims</b>	<b>1</b>	<b>67347 WASHINGTON TRACTOR</b>	<b>48.64</b>	<b>Electric Material</b>
		401 - 533 50 48 000 - Repairs and Maintenance			48.64	Chainsaw Repair



# Payroll Disbursements

---

001 General Fund	54,143.98	
101 Street Fund	3,470.24	
107 Criminal Justice Fund	97,937.29	
116 Community Events Fund	1.44	
310 Capital Improvement Fund	778.05	
401 Electric Utility Fund	24,459.00	
402 Electric Capital Improvement Fund	1.44	
403 Water Utility Fund	27,255.20	
406 Stormwater Utility Fund	11,429.20	
501 Vehicle Repair & Maintenance Fund	4,187.88	
	<hr/>	
	223,663.72 Payroll:	223,663.72

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

Auditing Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director



**CITY OF MILTON  
PUBLIC WORKS CONTRACT  
(Project No. 142A – 2020 Tree Trimming)**

THIS CONTRACT, is made this \_\_\_\_\_ day of August, 2020 by and between the City of Milton (hereinafter referred as “City”), a Washington Municipal Corporation, and Asplundh Tree Expert, LLC. (hereinafter referred to as “Contractor”), doing business at 20004 144<sup>th</sup> Ave NE, Woodinville, WA 98072.

WHEREAS, Contractor is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Contractor for the provision of such services for High Voltage Line Clearance and misc. Tree Trimming and Contractor agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follow:

1. **WORK:** The Contractor agrees to perform all work in accordance with this Contract and the follow documents, incorporated herein:

- Plans and Contract Drawings: [Attachment:  ] [N/A:  ]
- Scope of Work: [Attachment:  ] [N/A:  ]
- General Provisions: [Attachment:  ] [N/A:  ]
- Special Provisions: [Attachment:  ] [N/A:  ]
- Bid Documents: [Attachment:  ] [N/A:  ]
- Quotation Request: [Attachment:  ] [N/A:  ]
- Schedule of Prevailing Wages: [Provided by Contractor:  ] [N/A:  ]
- Performance Bond: [Required:  ] [**Waived by City:**  ]
- Addenda (if any): [Attachment:  ]

\* All Provisions required by law to be inserted in this Contract whether actually attached hereto or not.

The Contractor shall provide and bear the expense of all materials, equipment, work and labor that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise provided in the specifications for the Project, and shall guarantee said materials and work for a period of one (1) year after completion of this Contract.

2. **PAYMENT:** Payment for the work as described in the Contract is **not** to exceed One hundred thousand dollars and no cents (**\$100,000.00**), excluding approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.

3. **GENERAL ADMINISTRATION:** The Contract administrator, Patrick Mendiola of the City of Milton shall have primary responsibility for the City under this Contract and shall oversee and approve all work to be performed, coordinate communications, and review and approve all invoices, under this Contract.
4. **FINAL PAYMENT:** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by the Contract except those required to be withheld by law or as otherwise provided herein.
5. **NOTICE TO PROCEED / COMPLETION TIME:** The Contractor shall begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and shall carry on such work regularly and uninterrupted thereafter with such force as to secure its completion within (on-going) calendar days (holidays and weekends included), after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.
6. **OWNERSHIP OF DOCUMENTS:** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
7. **INDEMNITY / HOLD HARMLESS:** The Contractor shall fully indemnify, protect, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City. The Contractor's obligations under this section shall specifically include, but are not limited to, responsibility for claims, injuries, damages, losses and suits arising out of or in connection with the acts and omissions of Contractor's employees, contractor, consultants and agents.

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

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

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

8. **BONDS / SURETY:** (City must select one of the following options by checking the applicable box):

**Standard Option:** The Contractor shall provide a performance and payment bond in an amount equal to the contract price. The bond must be approved by the City prior to the execution of the Contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

**Performance Surety Option:** In lieu of retainage and a performance and payment bond, the City shall withhold 50% of all progress payments, excluding any applied tax, for the duration of the work performed under this Contract. This retained amount shall be released thirty (30) days after the date of final acceptance by the City of all work performed under this Contract, including any change orders, or receipt of all necessary releases from the Department of Labor and Industries and the Department of Revenue and any liens filed under Chapter 60.28 RCW are settled whichever is later. No interest shall be accrued nor paid to the Contractor on the retained amount. The City may, at its option, attach and expend the Performance Surety to cover any costs to complete any outstanding work or work deemed unacceptable under this contract. ***This option may be used only for contracts of \$35,000 or less and at the Contractor's request.***

**Waiver Option:** Pursuant to RCW 39.04.155(3), the City waives the bonding and retaining requirements for this Contract. ***This option may only be used for contracts under \$35,000 and for which the Limited Public Works contractor selection process was used.***

9. **SUBLETTING OR ASSIGNING OF CONTRACTS:** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.

10. **RELATIONSHIP OF PARTIES:** The parties intend that an independent contractor - client relationship will be created by this Contract. As Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.

11. **WARRANTY:** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

12. **CORRECTION OF DEFECTS:** Contractor shall be responsible for correcting, at no cost to the City, all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.

The provisions of this section are separate from and additional to the Contractor's obligations under Section 7. The provisions of this section shall survive the expiration or termination of this Contract.

13. **CLAIMS:** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment hereunder. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of the additional claim and fully describes such claim.

14. **CONTRACTOR'S RISK OF LOSS:** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

15. **INSURANCE:** The Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives or employees.

A. Minimum Scope of Insurance: Contractor shall obtain insurance of the types described below:

1. *Automobile Liability* insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. *Commercial General Liability* insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work

performed for the City using ISO additional endorsement CG 20 10 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

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

B. Minimum Amounts of Insurance: Contractor shall maintain the following insurance limits:

1. *Automobile Liability* insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. *Commercial General Liability* insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

C. Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

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

E. Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.

F. Subcontractor: Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

G. No Limitation: Contractor's maintenance of insurance as required by this Contract shall not be construed to limit the liability of Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or equity.

16. **COMPLIANCE WITH LAWS**: Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Without prejudice to any other remedy of the City, any violation by Contractor of any applicable law or regulation shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

17. **JOB SAFETY:** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
18. **PREVAILING WAGE:** This Contract is subject to the requirements of Chapter 39.12 RCW relating to prevailing wages. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

Prior to making any payment under this Contract, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit an "Affidavit of Wages Paid" which must be certified by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060.

19. **TERMINATION:** This contract shall expire upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include without limitation all legal costs incurred by the City to protect the rights and interests of the City under the Contract.

20. **EXTENT OF CONTRACT / MODIFICATION:** This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes

all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified or added to only by written change order properly signed by both parties.

21. **NONDISCRIMINATION**: In the hiring of employees for the performance of work under this Contract or any subcontract hereunder, Contractor, its subcontractors or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, sexual orientation, marital status, national origin or the presence of any sensory, mental, or physical disability or any other unlawful reason, discriminate against any person who is qualified and available to perform the work to which the employment relates.
22. **PUBLIC RECORDS DISCLOSURE**: Contractor acknowledges that the City is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW. Contractor shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Contractor and related to the services performed under this Contractor. Upon written demand by the City, the Contractor shall furnish the City with full and complete copies of any such records within five business days.

Contractor's failure to timely provide such records upon demand shall be deemed a material breach of this Contractor. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Contractor shall fully indemnify and hold harmless the City as set forth in Section 7.

For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by Chapter 42.56 RCW, as said chapter has been construed by Washington courts.

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

23. **DISPUTE RESOLUTION**: Should any dispute, misunderstanding or conflict arise under this Contract, the matter shall be referred to the Mayor, whose decision shall be final. The Superior Court for Pierce County, Washington, shall be the exclusive venue for any litigation arising out of this Contract. Both parties hereby consent to the jurisdiction of said court. In the event of any such litigation, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Contract shall be governed by and construed in accordance with the laws of the State of Washington.
24. **VERIFICATION**: Pursuant to RCW 39.06.020, Contractor shall verify the applicable responsibility criteria for each first- tier subcontractor and shall ensure that all subcontractors of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses an electrical contractor license, if required by chapter 19.28 RCW, or an elevator contractor license, if required by chapter 70.87 RCW. This verification requirement, as well as the responsibility criteria, must be included in every subcontract of every tier.
25. **UTILITY LOCATION**: The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of Chapter 19.122 RCW, as may be amended. The Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the "one call" system, before commencing any excavation activities.

26. **TRENCH SAFETY SYSTEMS:** All trenches shall be provided with adequate safety systems as required by RCW 49.17 and WAC 296-155-650 and 655. Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296 155-650-655.
27. **ENVIRONMENTAL REGULATION:** Contractor shall be solely and completely responsible for complying with all environmental statutes and regulations, including but not limited to: 42 USC 4321 et seq.; Executive Order 11514; 33 USC 1251 et seq.; and RCWs 43.21; 70.74; 70.94; 90.48; 90.58; and WAC 197-11. The Contractor shall be solely responsible for any damages, penalties, fines, fees, costs, expenses, and/or attorney's fees incurred as a result of non-compliance with this section.
28. **NONWAIVER:** The failure of the City of Milton to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

**IN WITNESS WHEREOF,** the parties have executed this Contract on the day and year above written.

**CITY OF MILTON**

By: \_\_\_\_\_  
Mayor

**CONTRACTOR**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT**

**Patrick Mendiola**

City of Milton  
1000 Laurel Street  
Milton, WA 98354  
Phone: 253-922-8738 Phone:  
Fax: 253-922-3466 Fax:

**CONTRACTOR CONTACT**

**Asplundh Tree Expert, LLC**

**Danielle Norton**  
**20004 144<sup>th</sup> Ave NE**  
**Woodinville, WA 98072**

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

**BID PROPOSAL**

For: High Voltage Line Clearance and misc. Tree Trimming (Project #142A)

This proposal shall include all material, equipment, labor, license and permit fees, taxes and any other associated costs. The bid price shall be lump sum.

**BASE BID**

The Base Bid shall include all work as shown in these specifications.

Base Bid Amount	\$ <u>N/A</u>
WSST @ 9.9%	\$ <u>N/A</u>
<b>TOTAL BASE BID</b>	<b>\$ <u>100,000.00</u></b>

The undersigned has read these specifications and is familiar with the site and requirements of this construction project. The bid amount presented in this proposal is a lump sum price to perform all work necessary to complete this project.

Contractor Name: Asplundh Tree Expert, LLC

Address: 20004 144<sup>th</sup> Ave NE City: Woodinville Zip: 98072

Phone: 425-483-9339 Fax: 425-806-9750

Signature: \_\_\_\_\_

## **Attachment A**

### Scope of Work

- High voltage power line tree limbs clearance.
- Miscellaneous tree trimming throughout the city.



## Agenda Item #7A

**To:** City Council Members  
**From:** Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke, and City Clerk Trisha Summers  
**Date:** August 3, 2020  
**Re:** Mayor Salary Study

---

**ATTACHMENTS:** Ordinance 1990-20  
Mayor Compensation Comparison  
Mayor Compensation Allocation and Funding  
Mayor Compensation Additional Information Requested  
Mayor Salary Study Financial Information

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

---

**Recommended Motion:** “I move to approve an additional compensation component for the current Mayor of \$5,558 per month or \$66,700 per year to fulfill the role of City Administrator through December 31, 2021.”

**Fiscal Impact/Source of Funds:** It is recommended that an additional compensation component for the current Mayor to fulfill the role of City Administrator be established at \$5,558 per month or \$66,700 per year. Including the Mayor’s base salary of \$2,250 per month or \$27,000 per year established by separate ordinance, the current Mayor’s total combined compensation would be \$93,700 per year through December 31, 2021. The additional compensation component would also be eligible for benefits equivalent to other regular non-represented employees of the City in the amount of approximately \$30,000.

The additional compensation component can be allocated as provided for in the 2019 Budget for the Municipal Services Administrator. These changes would impact the General Fund, Electric Utility Fund, Water Utility Fund, Stormwater Fund, Information Technology Fund and Vehicle Maintenance Fund. Expenditures in each of these funds are currently trending below budgeted amounts and should be able to accommodate the compensation adjustment. In addition, General Fund revenues are trending slightly higher than budgeted amounts as well as amounts received in the previous year during the same time period.

More details regarding these amounts are included in the attachments.

---

**Issue:** The scope and complexity of the Mayor's responsibilities have increased, as the Mayor has assumed the full-time responsibilities of a day-to-day administrator without an appointed City Administrator. As the City Administrator and Chief Executive Officer of the City, the Mayor has been working in a full-time capacity and managing the City's human resources, contracts, budgeting, forecasting, labor relations, and a management team comprised of four direct report managers including Finance, Police, Public Works, and City Clerk as well as a host of other issues.

The Mayor's current compensation rate is \$2,250 per month or \$27,000 per year. This amount has not been adjusted to reflect the increase in responsibilities and time commitment required by the Mayor and should be adjusted commensurate with the additional responsibilities and efforts required.

**Discussion:** This item was originally presented to the City Council on July 6, 2020, and presented again for further discussion during the Study Session on July 13, 2020 and the Regular City Council Meeting on July 20th. It was recommended that two separate ordinances be presented to the City Council to establish a new base salary for the Mayor for the ceremonial and other regularly established duties of the position of Mayor, and to establish additional compensation for the current Mayor to fulfill the role of City Administrator.

During the meetings, it was also recognized that the City has a need for central leadership, either with a Mayor that performs City Administrator duties or with a Mayor and a City Administrator. This has become even more evident with recent developments in the City and throughout the United States related to COVID-19 and emerging social issues. Central leadership is needed to effectively address these complex issues today and into the foreseeable future.

The current mayor has demonstrated a willingness and ability to fulfill this expanded role that has been imperative during these uncertain times. She has demonstrated her ability to be an effective leader with an understanding of the community and its citizens.

In 2019, the City's budget included a full-time Municipal Services Administrator with a salary range of \$92,400 to \$128,000. The City had some difficulty in permanently filling this position, so the funds were repurposed through a budget amendment in 2019 and removed in 2020.

Given the historical difficulties in filling this position, providing for the current Mayor to continue in the role of City Administrator through the end of 2021 would provide consistent and continuous leadership. Her dedication and skills have been proven and can provide the central leadership needed to navigate the City through these uncertain times.

The Mayor should be fairly compensated for these increased duties, so it is suggested that her compensation be made up of two components, including the ceremonial Mayoral duties and the City Administrator responsibilities.

During a Finance Committee meeting on July 8, 2020, a suggestion was made to include funding for a City Administrator in the current and future budgets to recognize the continuing need for central leadership in the future. The current Mayor would then receive additional compensation for performing City Administrator duties, and that compensation would reflect a portion of the amount budgeted for the City Administrator position through the end of her current term.

If the City decides to maintain the current practice of having a Mayor that also performs the duties of a City Administrator, the additional compensation for performing City Administrator duties could be reviewed through an objective method to be established at a later date, such as through a salary commission, public hearing or other independent evaluation.

More details regarding funding for these positions is included in the attachments. A budget amendment could be prepared to incorporate these changes into 2020, and funding options for 2021 could be discussed during the budget process this fall.

This Page Left Intentionally Blank

CITY OF MILTON, WASHINGTON

**ORDINANCE NO. 1990-20**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, ESTABLISHING AN ADJUSTED COMPENSATION FOR THE MAYOR AND THE TERMS AND CONDITIONS APPLICABLE THERETO AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

---

WHEREAS, RCW 35A.12.100 specifies that the Mayor in a Mayor-Council form of government is the Chief Executive and Administrative Officer of the City, in charge of all departments and employees; and

WHEREAS, the scope and complexity of the Mayor's municipal responsibilities have increased, as the Mayor has assumed the full-time responsibilities without an appointed City Administrator; and

WHEREAS, the City Council has determined that the monthly salary and benefits of the Mayor should be adjusted commensurate with the additional responsibilities and efforts required, consistent with a full-time Mayor for the term of the current Mayor; and

WHEREAS, the compensation of the Mayor of the City of Milton was previously confirmed for the current mayoral term by Ordinance No. 1988-20; and

WHEREAS, the Mayor's current monthly compensation rate is \$2,250, which amount has not been adjusted to reflect the increase in the Mayor's responsibilities and time commitment to the City; and

WHEREAS, RCW 35A.12.070 allows the salary of an incumbent Mayor to be increased by ordinance during his/her term of office provided that the Mayor is prohibited from voting on his/her salary and may not cast a tie-breaking vote on said ordinance;

NOW, THEREFORE,

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

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

Section 2. Compensation. Effective from, and after the effective date of this ordinance, the Mayor shall receive a total annualized salary of \$93,700 and insurance benefits equivalent to other regular non-represented employees of the City. He/she shall not accrue sick or vacation leave. The adjusted salary is based upon the expansion of the regularly established duties and salary of the Mayor acting without a City Administrator and a comparison of the compensation provided to full-time mayors and city administrators in similarly sized communities. The salary shall consist of a base annualized salary of \$27,000 or \$2,250 per month for the ceremonial and other duties of the position of Mayor and an additional annualized component of \$66,700 per year or \$5,558 per month to fulfill the role of City Administrator. The additional component of \$5,558 per month and the provision of insurance benefits shall expire at midnight on December 31, 2021.

Section 3. Full Time. The Mayor has agreed to and shall be required to perform the duties of the Mayor on a full-time basis with regularly established office hours during the term of her office. As is applicable to the City's FLSA exempt employees, the Mayor has the discretion to perform her duties in as much or as little time as she deems appropriate, taking time off at her discretion. It is the expectation of the City Council that the Mayor shall continue with the time and diligence which she has applied to her duties for the remainder of her term.

Section 4. Salary Adjustment. The City Council reserves the right to adjust the annual salary of the Mayor in the future with the understanding that all salary adjustments shall

remain effective only through the end of the term of the current Mayor, and that no compensation or benefits shall be payable to the individual elected as Mayor for the next term of office other than the base component of monthly salary of \$2,250 as established by this ordinance.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Passed by the Milton City Council the \_\_\_\_ day of August 2020, and approved by the Mayor, the \_\_\_\_ day of August 2020.

---

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. 1990-20

**Cities with Population of 1,000 - 14,999  
2020 Compensation for Mayor with No City Administrator**

Agency	Mayor Compensation		Population	Geographic Size	# of Employees	Utilities
	Monthly	Annual				
Port Orchard	\$ 7,111	\$ 85,327	14,734	11.21 sq mi	84 FT	Water, Sewer, Storm
Edgewood	\$ 8,200	\$ 98,400	12,070	9.00 sq mi	24 FT	Storm
Poulsbo	\$ 8,444	\$ 101,324	11,180	4.50 sq mi	99 FT, 8 PT	Water, Sewer, Storm, Garbage
Othello	\$ 12,512	\$ 150,144	8,270	3.98 sq mi	46 FT, 7 PT	Water, Sewer
Coupeville	\$ 6,000	\$ 72,000	1,900	1.95 sq mi	15 FT	Water, Sewer
Langley	\$ 4,583	\$ 54,996	1,175	1.58 sq mi	17 FT, 2 PT	Water, Sewer, Storm
<b>Average</b>	<b>\$ 7,808</b>	<b>\$ 93,700</b>				
Milton	\$ 1,500	\$ 18,000	8,400	2.76 sq mi	46 FT, 1 PT	Electric, Water, Storm

**Cities with Population of 1,000 - 14,999  
2020 Compensation for Mayor with City Administrator**

Agency	Mayor Compensation		City Administrator Compensation		Population	Geographic Size	# of Employees	Utilities
	Monthly	Annual	Monthly	Annual				
Quincy	\$ 1,300	\$ 15,600	\$ 9,442	\$ 113,304	7,930	6.13 sq mi	60 FT	Water, Sewer, Garbage
Chehalis	\$ 150	\$ 1,800	\$ 12,687	\$ 152,244	7,550	5.88 sq mi	95 FT, 3PT	Water, Sewer, Storm
Enumclaw	\$ 1,000	\$ 12,000	\$ 11,340	\$ 136,080	12,610	5.10 sq mi	110 FT, 5 PT	Natural Gas, Sewer, Storm, Water, Garbage
Ephrata	\$ 500	\$ 6,000	\$ 9,500	\$ 114,000	8,210	10.43 sq mi	49 FT	Water, Sewer, Garbage
Stevenson	\$ 600	\$ 7,200	\$ 7,500	\$ 90,000	1,655	1.79 sq mi	10 FT	Water, Sewer
Leavenworth	\$ 1,500	\$ 18,000	\$ 9,667	\$ 116,004	2,080	1.42 sq mi	31 FT	Water, Sewer, Storm
<b>Average</b>	<b>\$ 842</b>	<b>\$ 10,100</b>	<b>\$ 10,023</b>	<b>\$ 120,272</b>				
Milton	\$ 1,500	\$ 18,000	\$ 10,250	\$ 123,000	8,400	2.76 sq mi	46 FT, 1 PT	Electric, Water, Storm

**Cities with Population of 1,000 - 14,999 and Electric Utility  
2020 Compensation for Mayor with City Administrator**

Agency	Mayor Compensation		City Administrator Compensation		Population	Geographic Size	# of Employees	Utilities
	Monthly	Annual	Monthly	Annual				
Eatonville	\$ 1,417	\$ 17,000	\$ 7,208	\$ 86,500	2,970	1.84 sq mi	19 FT	Electric, Water, Sewer, Storm, Garbage
Steilacoom	\$ 750	\$ 9,000	\$ 13,420	\$ 161,039	6,450	2.07 sq mi	48 FT	Electric, Water, Sewer, Storm

**MAYOR COMPENSATION ALLOCATION AND FUNDING**

**Mayor Compensation Allocation**

<u>Mayor Compensation</u>			<u>City Administration Compensation</u>			<u>Total Mayor and City Administration Compensation</u>		
<u>Amount</u>	<u>Percentage</u>	<u>Fund</u>	<u>Amount</u>	<u>Percentage</u>	<u>Fund</u>	<u>Amount</u>	<u>Percentage</u>	<u>Fund</u>
\$ 27,000			\$ 66,700			\$ 93,700		
\$ 19,445	72.02%	General Fund	\$ 16,635	24.94%	General Fund	\$ 36,080	38.51%	General Fund
\$ 2,611	9.67%	Electric Utility Fund	\$ 18,576	27.85%	Electric Utility Fund	\$ 21,187	22.61%	Electric Utility Fund
\$ 2,751	10.19%	Water Utility Fund	\$ 10,905	16.35%	Water Utility Fund	\$ 13,656	14.57%	Water Utility Fund
\$ 1,912	7.08%	Stormwater Utility Fund	\$ 7,477	11.21%	Stormwater Utility Fund	\$ 9,389	10.02%	Stormwater Utility Fund
\$ 281	1.04%	Information Technology Fund	\$ 12,760	19.13%	Information Technology Fund	\$ 13,041	13.92%	Information Technology Fund
\$ -	0.00%	Vehicle Maintenance Fund	\$ 347	0.52%	Vehicle Maintenance Fund	\$ 347	0.37%	Vehicle Maintenance Fund
<b>\$ 27,000</b>	<b>100.00%</b>		<b>\$ 66,700</b>	<b>100.00%</b>		<b>\$ 93,700</b>	<b>100.00%</b>	

*Allocations are based on a 2018 time study used for the 2019 Budget. A new time study will be completed in 2020 for use in the 2021 Budget.*

**Mayor Compensation Funding for 2020**

<u>Amount</u>	<u>Fund</u>	<u>Funding Source</u>
\$ 18,152	General Fund	Annual amounts for wages and benefits are included in the 2020 Budget for positions that have not yet been filled or will not have a full year of compensation.
\$ 12,310	Electric Utility Fund	Wages and benefits as well as total expenditures are currently under budget by more than this amount.
\$ 7,735	Water Utility Fund	Wages and benefits as well as total expenditures are currently under budget by more than this amount.
\$ 5,314	Stormwater Utility Fund	Wages and benefits as well as total expenditures are currently under budget by more than this amount.
\$ 7,825	Information Technology Fund	Expenditures in this internal service fund are distributed among multiple funds based on calculated allocations.
\$ 210	Vehicle Maintenance Fund	Expenditures in this internal service fund are distributed among multiple funds based on calculated allocations.
<b>\$ 51,546</b>		

*Amount equals 41.67% or 5 months (August 2020 - December 2020) of annual compensation amount with benefits.*

## Mayor Compensation Additional Information Requested by City Council

- 1. Please provide updated revenues/expenditures through the end of July 2020 with a forecast through the end of year because of COVID-19.**

A Budget Position Report through June 30, 2020 for the General, Electric, Water and Stormwater Funds is attached. The complete second quarter report is scheduled to be presented at the Study Session on August 10th. The month of July was not complete at the time this document was prepared, but additional information for July and through the end of the year will be presented at the Study Session as well.

- 2. If benefits are included, what percentage does the City budget for benefits on the salary of 66,696? Is 30% or 40% used in the calculation? And that cost would only be on the \$66,696, and would not include the \$27,000 approved last week, correct?**

Benefits are budgeted by employee. Social Security and Medicare together are 7.65% of total wages. These taxes apply to both the \$66,700 and \$27,000.

The Mayor is eligible for retirement through the Department of Retirement Systems, but is not likely to meet vesting requirements, so this benefit has not been included in the calculations.

A majority of non-police employees have chosen the Regence medical plan through AWC. These employees pay 10% of their medical insurance premiums. Depending on plan choice and family size, the City's share of medical insurance premiums ranges from \$631.98 per month for the employee only to \$1,990.22 per month for a full family (employee, spouse and two or more dependents). The City covers the full cost of dental and vision insurance premiums. Depending on plan choice and family size, dental and vision insurance premiums range from \$68.19 per month for the employee only to \$246.35 per month for a full family.

- 3. Do cities pay for the entire benefits for an elected official, or does that official pay a portion of the benefits?**

Benefit coverage differs from city to city. The City Administrator portion of the Mayor's compensation would be covered under a separate employment agreement, so benefits could be specifically defined in the agreement. Other City employees who choose the Regence medical plan through AWC pay 10% of their medical insurance premiums.

- 4. The January to March General Fund revenues seem to be 8.8% less than expenditures for that period. Last year, the revenues were 4.57% less than expenditures from January to March 2019. Explain if there is a risk that this percentage will grow as we continue into the COVID-19 impact on revenues, i.e., sales tax revenue impact.**

The total financial impact of COVID-19 is still uncertain, but the difference between General Fund revenues and expenditures as of 6/30/20 is a positive amount that is greater than the positive amount as of 6/30/2019. As of 6/30/2020, General Fund revenues exceeded expenditures by \$594,771. As of 6/30/2019, General Fund revenues exceeded expenditures by \$443,773.

- 5. The 19.2% of budgeted revenues collected is down because of COVID-19. Last year, January to March 2019, we were at 23% of budgeted revenues collected. Can you compare April, May and June revenues to see if that percentage matches the percentage in the same months of 2019?**

As of 6/30/20, General Fund revenues were at 52.9% of budgeted revenues. As of 6/30/19, General Fund revenues were at 53.3% of budgeted revenues, however, the budget for General Fund revenues in 2020 is \$206,116 higher than the budget for General Fund revenues in 2019. Through June 2020, General Fund revenues were \$2,607,803. This is \$92,220 higher than General Fund Revenues through June 2019.

- 6. Can you specify which projects, items or etc. will have reduced funding based on the percentage used from each fund to calculate the proposed salary?**

As of June 30, 2020, expenditures in each of the affected funds are below the 50% benchmark, so it is not anticipated that any projects or items will have reduced funding in 2020.

**CITY OF MILTON**  
**2020 Budget Position through June 30, 2020**

**GENERAL FUND 001**

		<b>2019</b>		<b>2020</b>			
		Actual through 06/30/2019	Budget	Actual through 06/30/2020	Budget Remaining	Actual as a Percentage of Budget	Comments
<b>REVENUES</b>							
310	Taxes	2,016,382.73	3,947,015.00	2,057,448.17	1,889,566.83	52.1%	
320	Licenses & Permits	103,630.99	330,507.00	268,857.22	61,649.78	81.3%	Increased building permit activity
330	State Generated Revenues	14,636.73	-	8,847.72	(8,847.72)	0.0%	Streamlined sales tax mitigation payment
340	Charges for Services	166,495.49	243,452.00	148,212.82	95,239.18	60.9%	
350	Fines & Forfeitures	71,134.11	147,107.00	69,027.33	78,079.67	46.9%	
360	Miscellaneous Revenues	48,936.52	87,721.00	50,385.00	37,336.00	57.4%	
380	Non-Revenues	94,366.48	173,700.00	5,024.65	168,675.35	2.9%	Various revenues moved to Fund 632
<b>TOTAL REVENUES</b>		2,515,583.05	4,929,502.00	2,607,802.91	2,321,699.09	52.9%	
<b>EXPENDITURES</b>							
511	City Council	11,064.44	80,340.00	10,593.23	69,746.77	13.2%	
512	Judicial	51,706.47	393,000.00	51,319.33	341,680.67	13.1%	
513	Mayor & Executive Offices	18,647.66	157,124.00	59,367.35	97,756.65	37.8%	
514	Administration & Finance	12,114.31	126,290.00	22,473.52	103,816.48	17.8%	
515	Legal Services	(6,784.98)	30,150.00	(2,423.90)	32,573.90	0.0%	Negative due to indirect cost allocations
517	Other Admin & Personnel	1,807.59	11,039.00	1,994.54	9,044.46	18.1%	
518	Facilities	10,081.61	51,563.00	13,893.03	37,669.97	26.9%	
518	Other Central Services	51,715.78	57,137.00	63,143.47	(6,006.47)	110.5%	Includes WCIA annual insurance payment
524	Protective Inspections	-	1,000.00	-	1,000.00	0.0%	
553	Conservation	148.83	200.00	-	200.00	0.0%	
554	Environmental Services	1,226.01	1,500.00	-	1,500.00	0.0%	
558	Building	142,549.08	347,881.00	129,304.59	218,576.41	37.2%	
558	Planning	67,308.45	227,710.00	77,360.54	150,349.46	34.0%	
575	Recreational Facilities	5,871.11	27,300.00	6,879.07	20,420.93	25.2%	
576	Park Facilities	76,010.55	228,480.00	80,278.19	148,201.81	35.1%	
580	Non-Expenditures	92,009.04	178,100.00	(2,793.49)	180,893.49	0.0%	Various expenditures moved to Fund 632
597	Interfund Transfers	1,536,334.02	3,010,685.00	1,501,642.50	1,509,042.50	49.9%	
<b>TOTAL EXPENDITURES</b>		2,071,809.97	4,929,499.00	2,013,031.97	2,916,467.03	40.8%	
<b>FUND EXCESS/(DEFICIT)</b>		443,773.08	3.00	594,770.94			

**CITY OF MILTON**  
**2020 Budget Position through June 30, 2020**

		<b>ELECTRIC UTILITY FUND 401</b>					
		<b>2019</b>	<b>2020</b>				
		Actual through 06/30/2019	Budget	Actual through 06/30/2020	Budget Remaining	Actual as a Percentage of Budget	Comments
<b>REVENUES</b>							
320	Licenses & Permits	918.00	1,500.00	816.00	684.00	54.4%	
340	Charges for Services	2,402,161.01	5,255,000.00	2,584,584.85	2,670,415.15	49.2%	
350	Fines & Forfeitures	16,374.14	30,000.00	7,175.52	22,824.48	23.9%	Under budget due to temporary suspension of late fees and shut-offs during COVID-19
360	Miscellaneous Revenues	52,637.75	113,091.00	115,777.00	(2,686.00)	102.4%	
<b>TOTAL REVENUES</b>		2,472,090.90	5,399,591.00	2,708,353.37	2,691,237.63	50.2%	
<b>EXPENDITURES</b>							
533	Indirect Cost Allocations	190,326.00	379,520.00	189,760.02	189,759.98	50.0%	
533	Administration	373,649.46	929,370.00	396,452.05	532,917.95	42.7%	
533	Operations	1,851,022.70	3,978,551.00	1,912,233.71	2,066,317.29	48.1%	
597	Interfund Transfers	239,475.55	522,000.00	254,486.51	267,513.49	48.8%	
<b>TOTAL EXPENDITURES</b>		2,654,473.71	5,809,441.00	2,752,932.29	3,056,508.71	47.4%	
<b>FUND EXCESS/(DEFICIT)</b>		(182,382.81)	(409,850.00)	(44,578.92)			

**CITY OF MILTON**  
**2020 Budget Position through June 30, 2020**

**WATER UTILITY FUND 403**

		<b>2019</b>		<b>2020</b>			
		Actual through 06/30/2019	Budget	Actual through 06/30/2020	Budget Remaining	Actual as a Percentage of Budget	
							Comments
<b>REVENUES</b>							
320	Licenses & Permits	1,638.00	3,500.00	3,774.00	(274.00)	107.8%	
340	Charges for Services	1,134,674.32	2,302,750.00	1,187,957.53	1,114,792.47	51.6%	
350	Fines & Forfeitures	8,336.33	17,000.00	2,652.31	14,347.69	15.6%	Under budget due to temporary suspension of late fees and shut-offs during COVID-19
360	Miscellaneous Revenues	15,976.49	28,253.00	10,254.48	17,998.52	36.3%	
380	Non-Revenues	407.00	800.00	51.00	749.00	6.4%	
<b>TOTAL REVENUES</b>		1,161,032.14	2,352,303.00	1,204,689.32	1,147,613.68	51.2%	
<b>EXPENDITURES</b>							
534	Indirect Cost Allocations	131,931.00	261,947.00	130,974.00	130,973.00	50.0%	
534	Administration	269,164.36	730,406.00	279,235.72	451,170.28	38.2%	
534	Operations	402,043.94	823,119.00	525,459.91	297,659.09	63.8%	
534	Water Quality	63,799.97	188,750.00	78,568.92	110,181.08	41.6%	
580	Non-Expenditures	1,356.00	1,500.00	305.00	1,195.00	20.3%	
591	Debt Service	41,675.00	194,390.00	39,695.00	154,695.00	20.4%	
597	Interfund Transfers	111,801.13	221,450.00	109,300.01	112,149.99	49.4%	
<b>TOTAL EXPENDITURES</b>		1,021,771.40	2,421,562.00	1,163,538.56	1,258,023.44	48.0%	
<b>FUND EXCESS/(DEFICIT)</b>		139,260.74	(69,259.00)	41,150.76			

**CITY OF MILTON**  
**2020 Budget Position through June 30, 2020**

**STORMWATER UTILITY FUND 406**

		<b>2019</b>		<b>2020</b>			
		Actual through 06/30/2019	Budget	Actual through 06/30/2020	Budget Remaining	Actual as a Percentage of Budget	
							Comments
<b>REVENUES</b>							
320	Licenses & Permits	1,098.00	2,000.00	881.10	1,118.90	44.1%	
340	Charges for Services	473,606.69	1,028,300.00	495,508.94	532,791.06	48.2%	
350	Fines & Forfeitures	3,377.98	6,700.00	1,207.79	5,492.21	18.0%	Under budget due to temporary suspension of late fees and shut-offs during COVID-19
360	Miscellaneous Revenues	10,511.40	27,005.00	11,815.96	15,189.04	43.8%	
<b>TOTAL REVENUES</b>		488,594.07	1,064,005.00	509,413.79	554,591.21	47.9%	
<b>EXPENDITURES</b>							
531	Indirect Cost Allocations	95,851.50	193,205.00	96,603.00	96,602.00	50.0%	
531	Administration	111,302.74	382,208.00	142,131.54	240,076.46	37.2%	
531	Operations	255,397.74	589,210.00	251,452.67	337,757.33	42.7%	
554	Environmental Services	-	6,500.00	-	6,500.00	0.0%	
597	Interfund Transfers	47,532.28	102,800.00	48,445.46	54,354.54	47.1%	
<b>TOTAL EXPENDITURES</b>		510,084.26	1,273,923.00	538,632.67	735,290.33	42.3%	
<b>FUND EXCESS/(DEFICIT)</b>		(21,490.19)	(209,918.00)	(29,218.88)			

This Page Left Intentionally Blank



## Agenda Item #7B

**To:** Mayor Styron Sherrell and City Council Members  
**From:** Nick Afzali, MSCE, Public Works Director  
**Date:** August 3, 2020  
**Re:** 2021 - 2026 Six-Year Transportation Improvement Program (TIP)

---

**ATTACHMENTS:**      **1. Resolution 20 -1933**  
                                 **2. Proposed 2021-2026 Six-Year Transportation Improvement Program**

---

### TYPE OF ACTION:

Information Only    Discussion    Action    Public Hearing    Expenditure

### RECOMMENDED ACTIONS:

1. Open the Public Hearing and hear public testimony regarding the proposed Transportation Improvement Program; close the Public Hearing
2. Discuss and, if desired, approval the motion below:

“I move to approve Resolution 20-1933, the proposed Transportation Improvement Program (TIP) identified between the years 2021-2026.”

**Fiscal Impact/Source of Funds:** The 6-year TIP is based upon anticipated revenues versus desirable projects. There are always more projects than available revenues, so the TIP attempts to balance the two with an eye to City goals and priorities, including development requirements and maintenance of the existing system.

---

**Issue:** State Law (RCW 35.77.010) requires that each city develop a local Transportation Improvement Program (TIP) and update it annually. Most federal, state and county grant agencies require projects to be included in the city’s adopted 6-year TIP for them to be eligible for grant funding.

The public hearing for 2021-2026 TIP is scheduled for August 3, 2020.

**Discussion:** The yearly update of the Six-Year Transportation Improvement Program (TIP) is part of an ongoing process intrinsically linked with the development of the City’s Capital Improvement Program. The Six-Year TIP is also linked with various state and federal funding programs, regional/inter-jurisdictional planning and coordination processes and the City’s Growth Management Act Comprehensive Land Use Plan.

The TIP is a planning document which lists all transportation-related projects the City of Milton plan to complete over the course of the next six years, starting at the beginning of 2021. Local

agencies are required to develop and adopt a 6-year TIP every year. At least one public hearing must be held during the development of the final TIP, and adoption must occur by resolution.

The State requires the City to include all projects with secured funding and any projects that are planned but not funded. The projects identified for years 1 through 3 are incorporated into the State TIP, which is maintained by the Washington State Department of Transportation. In years 4 through 6, we identify projects that the City of Milton either would like to complete or that require significant long-term planning to accomplish.

As a reminder, this is a planning tool, and it is not meant to be a specific program of exactly what will happen. Variables such as funding, City goals, workload, and Council priorities will have an impact on this plan. Adoption of the 6-year TIP does not irreversibly commit the City of Milton to constructing the projects. Changes, deletions, and revisions to the document are allowed by the City Council at any time.

**RESOLUTION NO. 20-1933**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, APPROVING THE PROPOSED TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE YEARS 2021 THROUGH 2026, AS REQUIRED UNDER STATE LAW.

---

WHEREAS, the City Council was briefed by Staff on their proposed 6-year Transportation Improvement Plan (2021-2026) at their July 20 and August 3 of 2020 City Council Meeting, and

WHEREAS, the City Council held a public hearing on the substance of the proposed transportation improvement plan on August 3, 2020 to receive comment from the Public on the plan, and now, therefore,

THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council of Milton hereby approves the 6-year Transportation Improvement Program , as shown within Exhibit A of this Resolution.

Section 2.

RESOLVED this \_\_\_\_ day August, 2020.

APPROVED:

---

SHANNA STYRON-SHERRELL, MAYOR

ATTEST/AUTHENTICATED:

---

TRISHA SUMMERS, CITY CLERK

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 20-1933

This Page Left Intentionally Blank



# 2021 – 2026 | SIX - YEAR Transportation Improvement Program (TIP)

## Mayor

Shanna Styron-Sherrell

## City Council

Steve Whitaker

Susan Johnson

Steve Peretti

Jim Gillespie

Todd Morton

Phil Linden

Bob Whalen

Nick Afzali, MSCE, Public Works Director



# **PREFACE**

The yearly update of the Six-Year Transportation Improvement Program (TIP) is part of an ongoing process intrinsically linked with the development of the City's Capital Improvement Program. The Six-Year TIP is also linked with various state and federal funding programs, regional/inter-jurisdictional planning and coordination processes and the City's Growth Management Act Comprehensive Land Use Plan.

Aside from the practical reasons for developing the TIP, there are legal requirements. Chapter 35.77.010 of the Revised Code of Washington (RCW) provides that each city shall annually update its Six-Year Transportation Improvement Program and file a copy of the adopted Program with the Secretary of the Washington State Department of Transportation (WSDOT) each year. The Program is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding from the State, it must appear in the agency's current Program. Because the state also disperses federal highway funds, this requirement applies to federally funded projects as well.

RCW 35.77.010 also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program for that region.

The Program is based upon anticipated revenues versus desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the Program is to integrate the two to produce a comprehensive, realistic program for the orderly development and maintenance of our transportation system.

Several important points must be considered during the review of the proposed Program. The early years of the Program are fairly definite in that it can be assumed that those projects will be constructed as scheduled, pending anticipated funding received. Projects in the later years are more flexible and may be accelerated, delayed or canceled as funding and conditions change.

The Program may at any time be revised by a majority of the City Council, but only after a public hearing.

## **GRANT APPLICATIONS AND LEVERAGING LOCAL DOLLARS**

There are several funding sources available for engineering/design, right-of-way land acquisition, and construction of transportation improvements. The need to leverage local dollars through grant applications is very important to the City, especially in light of the decrease in funding available for transportation related capital improvements. Local dollars are supplemented by federal and state dollars administered through different agencies. The intent of this Program is not only to list and program projects for funding, but also to inform the City Council and general public about those projects for which the City will be pursuing grant opportunities.

## FUNDING SOURCES

Although the following is a list of potential and typical funding sources for transportation related capital improvement projects, it is by no means an all-encompassing list. The Public Works Department continues to search for other and new funding options that may not be included in this list.

### A. Motor Vehicle Fuel Tax Funds

By law, each city receives a proportionate share of the total state motor vehicle fuel tax. Money received is a monthly allocation based on population. At this time, the amount of motor vehicle fuel tax that the City of Milton receives is not used for capital improvement projects but serves to fund day to day operations of the Street Division and on-going maintenance of the existing street system.

### B. Federal Aid Funding Programs

Each of the Federal aid programs listed below has specific requirements a project must meet to qualify for funding under the individual program. For a project to receive funding from any of these sources it must compete with other public agency projects.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) restructured Federal highway programs and its successors, the Transportation Efficiency Act of 1998 (TEA-21); Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21); and the Safe, Accountable, Flexible, Efficient Transportation Act; a Legacy of Users (SAFETEA-LU) have continued the federal financial participation in the nation's roadway network. The Fixing America's Surface Transportation Act (FAST) was signed into law in December of 2015, providing transportation funding for fiscal years 2016 to 2020. The FAST act authorizes a single amount annually for all programs combined. Project prioritization and selection must be done by the Metropolitan Planning Organization (MPO) in areas of greater than a population of 50,000. The MPO for this region (in which the City of Milton is located) is the Puget Sound Regional Council (PSRC).

There are a number of specific funding opportunities. These include the following:

1. STP-Surface Transportation Program: These are the most-flexible of the federal funds and can be used for a variety of transportation projects and programs.
2. CMAQ-Congestion Mitigation and Air Quality: This is a regionally competitive program intended for projects that significantly improve air quality by reducing emissions and congestion.
3. HES-Hazard Elimination System: This is a statewide competitive program specifically oriented toward the elimination of hazards to the traveling public.
4. NHPP-The National Highway Performance Program: Established under MAP-21, providing support for the condition and performance of the National Highway System (NHS).

5. HSIP-Highway Safety Improvement Program: This program began in 2006 under MAP21 and seeks to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
6. BRAC-Bridge Replacement Advisory Committee funds: This is a statewide competitive program for the rehabilitation and replacement of bridges.
7. TA-Transportation Alternatives: Program combines previously separate grant programs for Transportation Enhancement, recreational trails, and scenic byways.
8. FEMA-Federal Emergency Management Agency: The Federal Emergency Management Agency grants support a broad scope of activities and may be used to recover from state or federally-declared disasters and mitigate hazards.

### **C. State Fund Sources**

#### **1. TIB - Transportation Improvement Board**

The TIB has a number of statewide competitive programs which use criteria developed by the TIB for prioritization of projects. The three TIB programs in which the City can compete are as follows:

- a. UAP-Urban Arterial Program: This program is for arterial street construction with primary emphasis on safety; growth and development; physical condition and mobility.
- b. SP-Urban Sidewalk Program: This program is for the improvement of pedestrian safety, and to address pedestrian system continuity and connectivity.
- c. APP-Arterial Preservation Program: This program provides funding for overlay for agencies with less than \$2 billion assessed valuation.

#### **2. Pedestrian and Bicycle Program (Ped-Bike)**

This program strives to reduce pedestrian and bicycle collisions, enhancing safety and mobility for people who choose to walk or bike. Grant awards under this program may utilize state or federal funds at the discretion of WSDOT when awards are announced.

#### **3. Safe Routes to Schools Program**

This program is for the improvement of safety and mobility for children by enabling and encouraging them to walk and bicycle to school.

4. Community Economic Revitalization Board (CERB)

This state board is focused on economic development through job creation in partnership with local governments. The board has the authority to finance public infrastructure improvements that encourage new private business development and expansion. In addition to construction projects, CERB provides limited funding for studies that evaluate high-priority economic development projects.

5. Public Works Trust Fund (PWTF)

Created by the 1985 State Legislature, the mission of the Washington State Public Works Board is “to assist Washington’s local governments and private water systems in meeting their public works needs to sustain livable communities.” The board is authorized to loan money to counties, cities, and special purpose districts to repair, replace, or create domestic water systems, sanitary sewer systems, storm water systems, roads, streets, solid waste and recycling facilities, and bridges.

**D. City Funding Sources**

1. Real Estate Excise Tax (REET).

This funding source comes from the two one-quarter-percent REETs charged by the City on the sale of real estate within the City limits. By law, the City’s REET is allocated between parks, facilities, stormwater, and transportation related capital improvements.

2. Traffic Impact Fees (TIF).

This fee, paid by new development projects, is to provide funding for improvements to the transportation system to mitigate traffic impacts created by those developments.

**E. Surface Water Management Program**

The City’s Storm Drainage Capital Improvement Fund has a designated amount set aside for capital improvements. These funds go toward paying for drainage facilities constructed in conjunction with street improvements, along with other identified stormwater capital improvement projects.

## **CONSISTENCY WITH LAND USE MANAGEMENT PLAN**

The State's Growth Management Act (GMA) requires local governments to develop and adopt comprehensive plans covering land use, housing, capital facilities, utilities, and transportation. These comprehensive plans must balance the demands of growth with the provision of public facilities and services and, in particular, transportation facilities and services. The City of Milton was required to develop and adopt a comprehensive plan that is in conformance with the requirements of the GMA.

The City of Milton has, as part of its Comprehensive Plan, a Transportation Element with a Master Goal to "Ensure that transportation facilities and services needed to support development are available concurrent with the impacts of such development to protect investments in existing transportation facilities and services, maximize the use of the facilities and services, and promote orderly compact growth."

Specific goals include the following:

1. To develop, maintain, and operate a balanced, safe, and efficient multi-modal transportation system.
2. To assure adequate accommodation of pedestrian and people with disabilities needs in all transportation facilities.
3. To ensure adequate parking in commercial areas in order to support economic growth, while maintaining consistency with design and pedestrian circulation goals.

The projects in the Six-Year Transportation Improvement Program are intended to conform to the goals within the City's current Comprehensive Plan.

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 1 ROADWAY IMPROVEMENTS</b>									<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>
1.1 Safety Improvements in the Vicinity of Schools - Miscellaneous location as needed to improve access and encourage increased walking to school. <b>Total Estimated Cost \$1,300,000</b>	May include sidewalks, crossing improvements, signage, etc., in vicinity of schools.	City	20	20	30	30	30	30	160
		Grant	170	170	200	200	200	200	1,140
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>190</b>	<b>190</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>1,300</b>
1.2 Milton Way Improvements - Juniper to Porter Way <b>Total Estimated Cost \$2,530,000</b>	Curb, gutter, sidewalks, retaining walls.	City	0	330	0	0	0	0	330
		Grant	0	2,200	0	0	0	0	2,200
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>2,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,530</b>
1.3 Porter Way Improvements - 5th Avenue to Kent Street <b>Total Estimated Cost \$395,000</b>	Minor pavement repair, minor storm drainage and construct sidewalk.	City	0	85	30	0	0	0	115
		Grant	0	0	280	0	0	0	280
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>85</b>	<b>310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>395</b>
1.4 Milton Way Improvements - 28th to Meridian <b>Total Estimated Cost \$895,000</b>	Uptown area improvements and concrete intersection.	City	25	20	0	0	0	0	45
		Grant	250	150	0	0	0	0	400
		Other	100	350	0	0	0	0	450
		<b>Total</b>	<b>375</b>	<b>520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>895</b>
1.5 Milton Way / High School - Pedestrian Connection <b>Total Estimated Cost \$1,190,000</b> Note: This project will be done in three phases. 1. Porter to Vine Ct. ; 2. Vine Ct. to Yuma St.; 3. 20th St. from Milton to City limits.	Construction of pedestrian improvement from Porter Way down Milton Way and 20th to be connected to High School.	City	185	0	0	0	0	0	185
		Grant	785	0	0	0	0	0	785
		Other	220	0	0	0	0	0	220
		<b>Total</b>	<b>1,190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,190</b>
1.6 SR161 / 28th Avenue - Intersection Modifications <b>Total Estimated Cost \$750,000.</b>	Realign intersection including paving, curb and gutter, sidewalk and signal work.	City	0	50	50	0	0	0	100
		Grant	0	200	250	0	0	0	450
		Other	0	100	100	0	0	0	200
		<b>Total</b>	<b>0</b>	<b>350</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>
1.7 23rd Avenue Improvements - Emerald to Alder <b>Total Estimated Cost \$1,082,000</b>	Widening, Stormwater and Pedestrian improvements.	City	0	216	0	0	0	0	216
		Grant	0	866	0	0	0	0	866
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>1,082</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,082</b>
1.8 Taylor Street Sidewalk Improvements <b>Total Estimated Cost \$516,000</b>	Construct sidewalks along Taylor Street from Porter Way to 25th Ave.	City	0	258	0	0	0	0	258
		Grant	0	258	0	0	0	0	258
		Other	0	0	0	0	0	0	0

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 1 ROADWAY IMPROVEMENTS</b>									<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>
		<b>Total</b>	<b>0</b>	<b>516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>516</b>
1.9 23rd Avenue from Taylor Street to Milton Way <b>Total Estimated Cost \$1,110,000</b>	Non-motorized improvements along the corridor	City	30	180	0	0	0	0	210
		Grant	0	900	0	0	0	0	900
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>30</b>	<b>1,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,110</b>
<b>1.10 Milton Way/Porter Way Intersection</b> <b>Estimated Cost \$420,000</b>	<b>Total</b> Intersection widening and signal improvements	City	10	50	0	0	0	0	60
		Grant	0	360	0	0	0	0	360
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>10</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420</b>
1.11 SR-99 at Porter Way Intersection Improvements <b>Total Estimated Cost 2,140,000</b>	Intersection widening and signal improvements	City	20	20	50	0	0	0	90
		Grant	200	220	2,500	0	0	0	2,920
		Other		25	400	0	0	0	425
		<b>Total</b>	<b>220</b>	<b>265</b>	<b>2,950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,435</b>
1.12 5th Avenue Improvements - 376th Street to Porter Way <b>Total Estimated Cost \$1,100,000</b>	Road rebuild, realignment, widening, signalization, raise road bed and bridge/culvert over Hylebos.	City	10	20	70	0	0	0	100
		Grant			0	0	0	0	0
		Other	100	200	700	0	0	0	1,000
		<b>Total</b>	<b>110</b>	<b>220</b>	<b>770</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,100</b>
1.13 28th Avenue - Birch Street to Alder Road Extension - Comet Street to Alder Street <b>Total Estimated Cost \$1,194,000</b>	Extend roadway - Emerald/28th, Signals at 28th and Emerald are excluded.	City	22	98	0	0	0	0	120
		Grant	196	878	0	0	0	0	1,074
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>218</b>	<b>976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,194</b>
1.14 Pacific Highway East Reconstruction - Entire City Limits <b>Total Estimated Cost \$4,492,000</b>	Widen roadway to provide curb, gutter, sidewalk, streetlight and storm drainage improvements.	City	0	26	880	0	0	0	906
		Grant	0	206	2,350	0	0	0	2,556
		Other	0	0	1,030	0	0	0	1,030
		<b>Total</b>	<b>0</b>	<b>232</b>	<b>4,260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,492</b>
1.15 Porter Way and 5th Avenue Intersection <b>Total Estimated Cost \$100,000</b>	Build a new roundabout with sidewalks, landscape and street lightings. This project is off site mitigation.	City	0	0	0	0	0	0	0
		Grant	0	0	0	0	0	0	0
		Other	20	80	0	0	0	0	100
		<b>Total</b>	<b>20</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
1.16 Miscellaneous Asphalt Overlays <b>Total Estimated Cost \$981,000</b>	Citywide	City	0	26	131	0	0	0	157
		Grant	0	206	515	0	0	0	721

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 1 ROADWAY IMPROVEMENTS</b>									<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>
		Other	0	0	103	0	0	0	103
		<b>Total</b>	<b>0</b>	<b>232</b>	<b>749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>981</b>
1.17 Citywide Traffic Calming	Citywide	City	20	30	30	30	30	30	170
<b>Total Estimated Cost \$1,170,000</b>		Grant	0	200	200	200	200	200	1,000
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>20</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>1,170</b>
		City	342	1,429	1,271	60	60	60	3,222
		Grant	1,601	6,814	6,295	400	400	400	15,910
		Other	420	675	2,333	0	0	0	3,428
		<b>Total</b>	<b>2,383</b>	<b>8,998</b>	<b>9,899</b>	<b>460</b>	<b>460</b>	<b>460</b>	<b>22,560</b>
<b>TOTALS</b>									

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 2 TRAFFIC SIGNALS, STREET LIGHTING &amp; ITS.</b>										<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>	
3.1 Milton Way Signal Interconnect <b>Total Estimated Cost \$60,000</b>	Interconnect signals at 23rd, 27th and 28th with SR161 Signal.	City	50	10	0	0	0	0	60	
		Grant	0	0	0	0	0	0	0	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>50</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>
3.2 Milton Way Street Lighting (Juniper to 23rd) <b>Total Estimated Cost \$50,000</b>	Add street lights to already improved portions of Milton Way.	City	25	25	0	0	0	0	50	
		Grant	0	0	0	0	0	0	0	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
3.3 Pacific Highway East Street Lighting Improvements <b>Total Estimated Cost \$500,000</b>	Install new Illumination system along Pacific Highway East within City limits of Milton.	City	50	50	0	0	0	0	100	
		Grant	200	200	0	0	0	0	400	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>TOTALS</b>		City	125	85	0	0	0	0	210	
		Grant	200	200	0	0	0	0	400	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>325</b>	<b>285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>610</b>

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 3 TRANSPORTATION PLANNING</b>									<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>
3.1 Pavement Management System <b>Total Estimated Cost \$33,000</b>	Maintain and update: Part of City-wide Asset Management System.	City	7	7	12	7	0	0	33
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>33</b>
3.2 Comprehensive Transportation Plan <b>Total Estimated Cost \$100,000</b>	Develop a multi-modal transportation plan	City	25	75	0	0	0	0	100
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>25</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
3.3 Development Guidelines Modifications <b>Total Estimated Cost \$30,000</b>	Update Development guidelines for more consistency and ease of use.	City	20	10	0	0	0	0	30
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>20</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
3.4 West Milton Commercial District Streetscape <b>Total Estimated Cost \$30,000</b>	Planning level cross sections and streetscapes.	City	30	0	0	0	0	0	30
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>TOTALS</b>		City	82	92	12	7	0	0	193
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		<b>Total</b>	<b>82</b>	<b>92</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>193</b>

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 4 BEAUTIFICATION &amp; NON-MOTORIZED</b>										<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>	
4.1 Interurban Trail SR 161 / Military Missing Link - 380th Street / Triangle / SR 161 to Edgewood limits <b>Total Estimated Cost \$2,300,000</b>	Complete portion of trail including Triangle/Gateway and Design area to Edgewood.	City	50	50	0	0	0	0	100	
		Grant	0	400	1,600	0	0	0	2,000	
		Other	0	50	150	0	0	0	200	
		<b>Total</b>	<b>50</b>	<b>500</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	
4.2 Interurban Trail Underpass, King County <b>Total Estimated Cost \$1,975,000</b>	Construction of an underpass to allow safe crossing of SR 161, connecting the Interurban Trail on each side.	City	0	25	100	0	0	0	125	
		Grant	0	0	0	0	0	0	0	
		Other	0	850	1,000	0	0	0	1,850	
		<b>Total</b>	<b>0</b>	<b>875</b>	<b>1,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,975</b>	
4.3 West Milton Nature Preserve Walkway <b>Total Estimated Cost \$745,000</b>	Design and construction of elevated walkway.	City	0	25	70	0	0	0	95	
		Grant	0	150	500	0	0	0	650	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>0</b>	<b>175</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>745</b>	
4.4 Interurban Trail - Trailhead Improvements <b>Total Estimated Cost \$365,000</b>	Design and construction of a trailhead parking area, enhanced trail access and wayfinding.	City	10	5	0	0	0	0	15	
		Grant	330	20	0	0	0	0	350	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>340</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>365</b>	
4.5 Unsignalized Pedestrian Crossing <b>Total Estimated Cost \$330,000</b>	May include pavement modifications, ramp changes, flashing beacons, etc.	City	15	30	30	30	30	30	165	
		Grant	15	30	30	30	30	30	165	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>30</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>330</b>	
4.5 Miscellaneous Sidewalks <b>Total Estimated Cost \$1,500,000</b>	Construction of new sidewalks to improve the City's pedestrian access system at various locations around the City.	City	50	50	50	50	50	50	300	
		Grant	200	200	200	200	200	200	1,200	
		Other	0	0	0	0	0	0	0	
		<b>Total</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>1,500</b>	
		City	125	185	250	80	80	80	800	
		Grant	545	800	2,330	230	230	230	4,365	
		Other	0	900	1,150	0	0	0	2,050	

**Six-Year Transportation Improvement Program  
2021 - 2026**

<b>SECTION 4 BEAUTIFICATION &amp; NON-MOTORIZED</b>									<b>TOTAL FUNDS</b>
<b>Project Name</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2021-2026</b>
<b>TOTALS</b>		<b>Total</b>	<b>670</b>	<b>1,575</b>	<b>3,420</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7215</b>

**Six-Year Transportation Improvement Program  
2020 - 2025**

EXPENDITURE PLAN							TOTAL FUNDS
Section and Description	2021	2022	2023	2024	2025	2026	2021-2026
Section 1 - Road & Intersection Improvement	2,383	8,998	9,899	460	460	460	22,560
Section 2 - Traffic Signals & Street Lights (ITS)	325	285	0	0	0	0	610
Section 3 - Transportation Planning	82	92	12	7	0	0	193
Section 4 - Beautification & Non-Motorized	670	1,575	3,420	0	0	0	7,215
<b>TOTALS</b>	<b>3,460</b>	<b>10,950</b>	<b>13,331</b>	<b>1,385</b>	<b>460</b>	<b>460</b>	<b>30,578</b>

**6-YEAR PROJECT TOTAL: 30,578,000**



## Agenda Item #:7C

**To:** Mayor Styron Sherrell and City Council Members  
**From:** Nick Afzali, Public Works Director  
**Date:** August 3, 2020  
**Re:** Land Lloyd Development Street Vacation of 380<sup>th</sup> Street

---

- ATTACHMENTS:**
1. A copy of the petition
  2. Legal Description
  3. Map
  4. Appraisal prepared by IRR for the applicant
  5. Resolution 20-1931
  6. Ordinance 1989-20 Approval of Vacation of S. 380<sup>th</sup> St. Public ROW
  7. Independent review of the appraisal prepared by RF Duncan & associates for the City
- 

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**RECOMMENDED ACTIONS:**

1. Open the Public Hearing and hear public testimony regarding the proposed Vacation of S. 380<sup>th</sup> St. Public ROW; close the Public Hearing

2. Discuss and, if desired, approval the motion below:

"I move to approve Resolution 20-1931, the proposed Vacation of S. 380<sup>th</sup> St. Public ROW. "

**Fiscal Impact/Source of funds:** As prescribed by Milton Municipal Code, the City will receive from the adjacent property owner's payment of the full appraised value of the vacated property.

---

**Issue:** The City received a petition including an appraisal to vacate south 380<sup>th</sup> Street which includes unopened right-of-way within the City. City staff evaluated the petition and determined that this right-of-way is no longer useful to the City as an unopened right-of-way. City Council passed resolution 20-1931 on July 6<sup>th</sup> regular meeting for setting a public hearing for August 3<sup>th</sup> as described by RCW 35.79.020.

**Discussion:** In accordance with MMC 12.06, the owners of any property immediately adjacent to public right of way may petition the City for vacation of a portion of the public right-of-way. In this case, Land Lloyd Development Co. has petitioned the City requesting a street vacation for a portion of undeveloped unopened right-of-way of South 380<sup>th</sup> Street. Staff evaluated their

proposal and have concluded that this section of unopened right-of-way is no longer needed by the City and may be vacated. City staff will be collaborating with a licensed appraisal to ensure the property has been appraised in accordance with the State's regulations.

A copy of the third-party licensed appraiser (RF Duncan and Associates, Inc.) representing the City is attached to this memo. The memo from RF Duncan and Associates, Inc. indicates the value for the area within South 380<sup>th</sup> Street to be vacated has the value of \$461,200.

The City will retain easement rights over the vacated portion for future use for utilities or other such uses.

**CITY OF MILTON  
PETITION FOR VACATION OF A CITY STREET**

IN THE MATTER OF THE PETITION OF:

Bridge Development Partners 10655 NE 4<sup>th</sup> Street, Suite 210 Bellevue, WA 98004  
(name) (Mailing address) (Day phone)

and others for the Vacation of

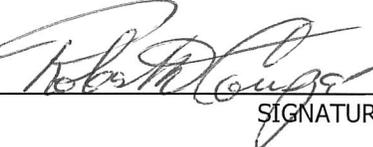
S. 380<sup>th</sup> Street  
(Street Name or Number)

TO THE CITY COUNCIL OF MILTON, WASHINGTON:

(FILL IN DESCRIPTION OF PORTION OF STREET TO BE VACATED) (ATTACH MAP)

See attached Legal Description & Exhibit

We, the undersigned property owners within the City of Milton, State of Washington do petition that the above described City street be vacated:

Land Lloyd Development Co. I   
SIGNATURE

Parcel Addresses: 800 & 1100 S. 380<sup>th</sup> Street and 38000 Milton Road S.

Parcel Nos. 322104-9151, 322104-9152 & 322104-9153

(Use Additional Sheets if Necessary)

Your petitioners respectfully represent and allege that the street is useless as a part of the general street system and the public will be benefited by its vacation, and that all of your petitioners are property owners abutting said street; therefore your petitioners request the vacation of said street, as provided by law. RCW 35.79 and Milton Municipal Code 12.06.

**LEGAL DESCRIPTION**

**VACATION AREA**

The north 30 feet of the Southwest quarter of the Southeast quarter of Section 32, Township 21 North, Range 4 East, Willamette Meridian, King County, Washington.

AND

The South 30 feet of the Northeast Quarter of the Southwest quarter of Section 32, Township 21 North, Range 4 East, Willamette Meridian, King County, Washington, situated Southeasterly of the Southeasterly margin of Primary State Highway No 1 (SR5).

AND

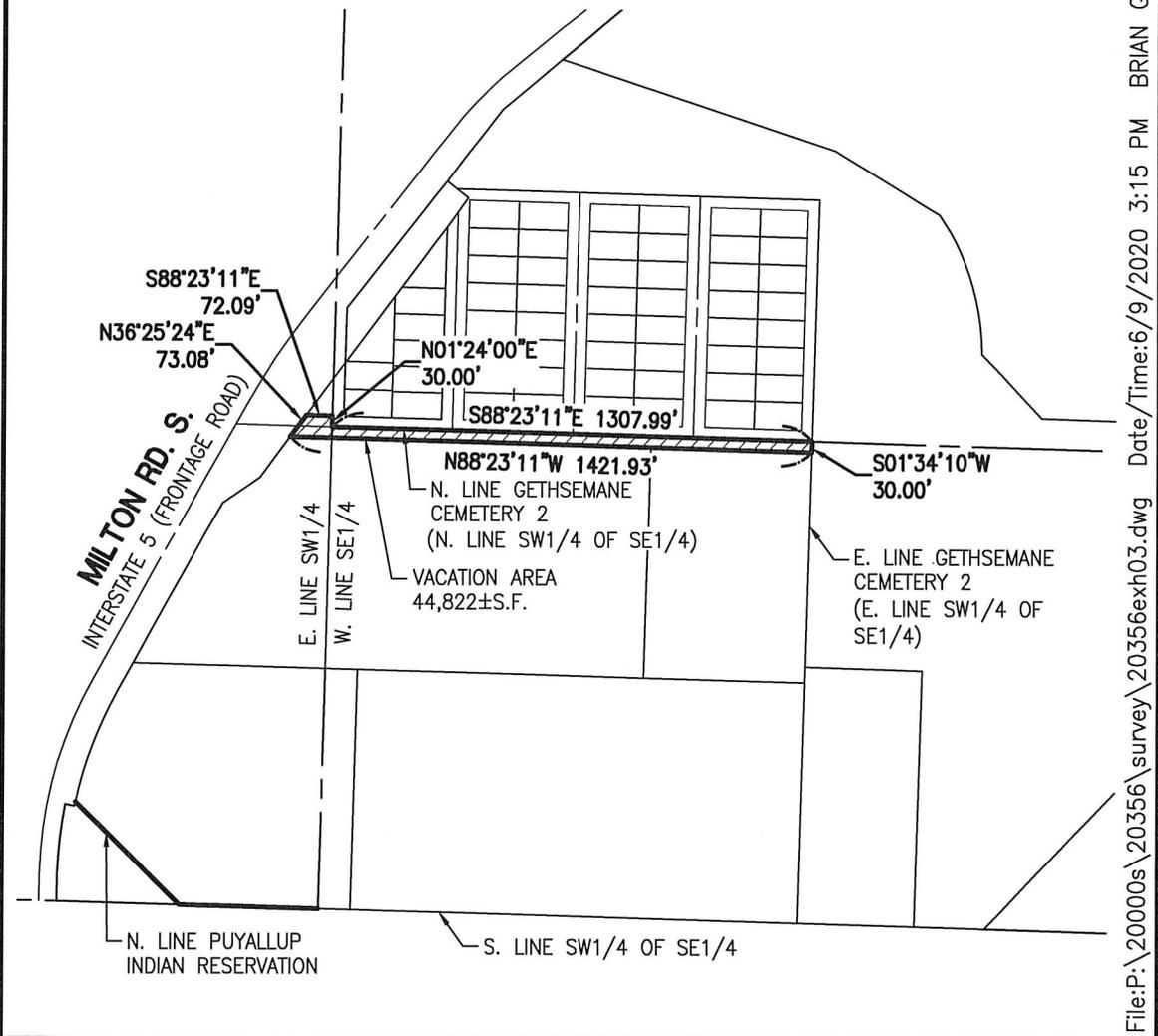
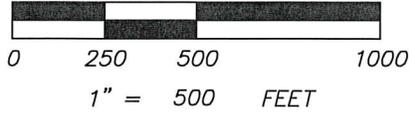
The North 30 feet of the Southeast quarter of the Southwest quarter of Section 32, Township 21 North, Range 4 East, Willamette Meridian, King County, Washington, situated Southeasterly of the Southeasterly margin of Primary State Highway No 1 (SR5).

Containing 44,822 square feet, more or less.





GRAPHIC SCALE



File:P:\20000s\20356\survey\20356exh03.dwg Date/Time:6/9/2020 3:15 PM BRIAN GILLOOLY

SCALE: HORIZONTAL 1"=80'	For: <b>BRIDGE DEVELOPMENT PARTNERS LLC</b>	JOB NUMBER <b>20356</b> 20356L.001.DOC
 BARGHAUSEN CONSULTING ENGINEERS, INC. 18215 72ND AVENUE SOUTH KENT, WA 98032 425.251.6222 BARGHAUSEN.COM	Title: <b>RIGHT-OF-WAY VACATION</b>	SHEET <b>1 of 1</b>
DESIGNED <u>BDG</u> DRAWN <u>BDG</u> CHECKED <u>BDG</u> APPROVED <u>BDG</u> DATE <u>06/09/20</u>		

This Page Left Intentionally Blank

**Appraisal of Real Property**

**Former Lloyds Pit/S. 380th Street ROW**  
Vacant Land - Portion of Public Right-of-Way  
S. 380th Street, East of 5th Avenue  
Milton, King County, Washington 98354

**Prepared For:**  
Bridge Development Partners

**Effective Date of the Appraisal:**  
June 4, 2020

**Report Format:**  
Appraisal Report – Standard Format

**IRR - Seattle**  
File Number: 154-2020-0171





**Former Lloyds Pit/S. 380th Street ROW**  
S. 380th Street, East of 5th Avenue  
Milton, Washington



June 18, 2020

Mr. Spencer Mayes  
Senior Vice President  
Bridge Development Partners  
10655 NE 4th Street, #500  
Bellevue, WA 98004

SUBJECT: Valuation of 380<sup>th</sup> Street Vacation  
Former Lloyds Pit/S. 380th Street ROW  
S. 380th Street, East of 5th Avenue  
Milton, King County, Washington 98354  
IRR - Seattle File No. 154-2020-0171

Dear Mr. Mayes:

Integra Realty Resources – Seattle is pleased to submit the accompanying appraisal of the referenced property. The purpose of the appraisal is to develop an opinion of the market value of the fee simple interest in the property. The client for the assignment is Bridge Development Partners, and the intended use is for street vacation purposes.

The subject is an existing platted, but unimproved right-of-way, containing an area of 1.03 acres or 44,822 square feet that is a portion of S. 380th Street, east of 5th Avenue. The right-of-way is 30-foot wide and is proposed to be vacated by the City of Milton, for part of the Bridgepoint Lloyds Gravel Quarry project. The property is zoned PD, Planned Development.

The appraisal is intended to conform with the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, and applicable state appraisal regulations.

To report the assignment results, we use the Appraisal Report option of Standards Rule 2-2(a) of USPAP. As USPAP gives appraisers the flexibility to vary the level of information in an Appraisal Report depending on the intended use and intended users of the appraisal, we adhere to the Integra Realty Resources internal standards for an Appraisal Report –

Standard Format. This format summarizes the information analyzed, the appraisal methods employed, and the reasoning that supports the analyses, opinions, and conclusions.

Based on the valuation analysis in the accompanying report, and subject to the definitions, assumptions, and limiting conditions expressed in the report, our opinion of value is as follows:

<b>Value of the 44,822 SF South 380th Street ROW to be Vacated (50% of Fee Simple Value)</b>			
Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value	Fee Simple	June 4, 2020	\$182,000

---

#### **Extraordinary Assumptions and Hypothetical Conditions**

The value conclusions are subject to the following extraordinary assumptions. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusions are based on the following hypothetical conditions. A hypothetical condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None
- 

As of the date of value, the economy (globally, nationally, and locally) was in a state of rapid transition with a widespread expectation of the imminent onset of a significant recession. The outbreak of COVID-19 (coronavirus disease of 2019) in China was declared a global pandemic by the World Health Organization (WHO) on March 11, 2020. Some market deterioration had occurred shortly before this date, but the declaration by the WHO soon led to municipal and statewide orders to "shelter in place," causing widespread closures of businesses and a massive disruption to general commerce.

The status of economic conditions is changing rapidly, creating great uncertainty in the markets. Our analysis of these and related issues is presented in the attached report. The value expressed herein represents our opinion based on the best available data reflective as of the date of value. While values are always subject to change over time, we caution the reader that in the current economic climate, market volatility creates the potential for a more significant change in value over a relatively short period of time.

Mr. Spencer Mayes  
Bridge Development Partners  
June 18, 2020  
Page 3

If you have any questions or comments, please contact the undersigned. Thank you for the opportunity to be of service.

Respectfully submitted,

**INTEGRA REALTY RESOURCES - SEATTLE**



Allen Safer, MAI, MRICS  
Certified General Real Estate Appraiser  
Washington Certificate # 1100662  
Telephone: 206.436.1190  
Email: asafer@irr.com



# Table of Contents

<b>Executive Summary</b>	<b>1</b>	Analysis and Adjustment of Sales	40
<b>General Information</b>	<b>2</b>	Land Value Conclusion	42
Identification of Subject	2	Reconciliation and Conclusion of Value	44
Current Ownership and Sale History	2	Exposure Time	44
Pending Transactions	3	<b>Certification</b>	<b>45</b>
Purpose of the Appraisal	3	<b>Assumptions and Limiting Conditions</b>	<b>47</b>
Definition of Market Value	3	<b>Addenda</b>	
Definition of Property Rights Appraised	4	A. Appraiser Qualifications	
Intended Use and User	4	B. Property Information	
Applicable Requirements	4	C. Comparable Data	
Report Format	4		
Prior Services	4		
Scope of Work	4		
<b>Economic Analysis</b>	<b>6</b>		
Seattle MSA Area Analysis	6		
Surrounding Area Analysis	12		
Industrial Market Analysis	15		
<b>Property Analysis</b>	<b>28</b>		
Land Description of ROW to be Vacated	28		
Real Estate Taxes	31		
Highest and Best Use	33		
<b>Valuation</b>	<b>35</b>		
Valuation Methodology	35		
Sales Comparison Approach	36		

## Executive Summary

Property Name	Former Lloyds Pit/S. 380th Street ROW	
Address	S. 380th Street, East of 5th Avenue Milton, King County, Washington 98354	
Property Type	Land - Commercial	
Owner of Record	City of Milton	
Tax ID	Ptn. S. 380th St.	
Land Area	1.03 acres; 44,822 SF	
Zoning Designation	PD, Planned Development	
Highest and Best Use	Industrial use	
Exposure Time; Marketing Period	6-12 months; months	
Effective Date of the Appraisal	June 4, 2020	
Date of the Report	June 18, 2020	
Property Interest Appraised	Fee Simple	
Sales Comparison Approach		
Number of Sales	6	
Range of Sale Dates	Nov 16 to Nov 18	
Range of Prices per Usable SF (Unadjusted)	\$7.75 - \$22.80	
Market Value Conclusion - Subject ROW*	\$182,000	(\$4.05/Usable SF)*

\* 50% of fee simple

The values reported above are subject to the definitions, assumptions, and limiting conditions set forth in the accompanying report of which this summary is a part. No party other than Bridge Development Partners may use or rely on the information, opinions, and conclusions contained in the report. It is assumed that the users of the report have read the entire report, including all of the definitions, assumptions, and limiting conditions contained therein.

### Extraordinary Assumptions and Hypothetical Conditions

The value conclusions are subject to the following extraordinary assumptions. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusions are based on the following hypothetical conditions. A hypothetical condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

## General Information

### Identification of Subject

The subject is an existing platted, but unimproved right-of-way, containing an area of 1.03 acres or 44,822 square feet that is a portion of S. 380th Street, east of 5th Avenue. The right-of-way is 30-foot wide and is proposed to be vacated by the City of Milton, for part of the Bridgepoint Lloyds Gravel Quarry project. The property is zoned PD, Planned Development.



### Property Identification

Property Name	Former Lloyds Pit/S. 380th Street
Address	S. 380th Street, East of 5th Avenue Milton, Washington 98354
Tax ID	Ptn. S. 380th St.
Owner of Record	City of Milton

### Current Ownership and Sale History

The property is part of an undeveloped public right of way, with title assumed to be vested in the City of Milton. To the best of our knowledge, no sale or transfer of ownership has occurred within the past three years.

## Pending Transactions

To the best of our knowledge, as of the effective date of this appraisal, Bridge Development LLC intends to petition that the subject property be vacated by the City of Milton. Per Milton City Code, Chapter 12.06, *whenever a petition is filed to vacate a street or alley or if the council initiates such vacation by resolution, the council shall require the abutting landowners to compensate the city in an amount which equals **one-half of the appraised value of the area vacated**; provided, that when the council deems it to be in the best interest of the city, all or any portion of the compensation may be waived.*

## Purpose of the Appraisal

The purpose of the appraisal is to develop an opinion of the market value of the fee simple interest in the property as of the effective date of the appraisal, June 4, 2020. The date of the report is June 18, 2020. The appraisal is valid only as of the stated effective date or dates.

The surrounding property owner, Land Lloyd Development Company, Inc., intends to ground lease the property to Bridge Development LLC for re-development of the site with an industrial use. Bridge Development LLC intends to petition the City of Milton to vacate South 380<sup>th</sup> Street, extending east from 5<sup>th</sup> Avenue. The proposed vacation area is approximately 30 feet wide and 1,425 feet long.

## Definition of Market Value

Market value is defined as:

“The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their own best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.”

*(Source: Code of Federal Regulations, Title 12, Chapter I, Part 34.42[h]; also Interagency Appraisal and Evaluation Guidelines, Federal Register, 75 FR 77449, December 10, 2010, page 77472)*

## Definition of Property Rights Appraised

Fee simple estate is defined as, “Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.”

*Source:* Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 6th ed. (Chicago: Appraisal Institute, 2015)

## Intended Use and User

The intended use of the appraisal is for street vacation purposes. The client is Bridge Development Partners. The intended users are Bridge Development Partners and the City of Milton. The appraisal is not intended for any other use or user. No party or parties other than Bridge Development Partners and the City of Milton may use or rely on the information, opinions, and conclusions contained in this report.

## Applicable Requirements

This appraisal is intended to conform to the requirements of the following:

- Uniform Standards of Professional Appraisal Practice (USPAP);
- Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute;
- Applicable state appraisal regulations;

## Report Format

This report is prepared under the Appraisal Report option of Standards Rule 2-2(a) of USPAP. As USPAP gives appraisers the flexibility to vary the level of information in an Appraisal Report depending on the intended use and intended users of the appraisal, we adhere to the Integra Realty Resources internal standards for an Appraisal Report – Standard Format. This format summarizes the information analyzed, the appraisal methods employed, and the reasoning that supports the analyses, opinions, and conclusions.

## Prior Services

USPAP requires appraisers to disclose to the client any other services they have provided in connection with the subject property in the prior three years, including valuation, consulting, property management, brokerage, or any other services. We have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.

## Scope of Work

To determine the appropriate scope of work for the assignment, we considered the intended use of the appraisal, the needs of the user, the complexity of the property, and other pertinent factors. Our concluded scope of work is described below.

## Valuation Methodology

Appraisers usually consider the use of three approaches to value when developing a market value opinion for real property. These are the cost approach, sales comparison approach, and income capitalization approach. Use of the approaches in this assignment is summarized as follows:

<b>Approaches to Value</b>		
Approach	Applicability to Subject	Use in Assignment
Cost Approach	Not Applicable	Not Utilized
Sales Comparison Approach	Applicable	Utilized
Income Capitalization Approach	Not Applicable	Not Utilized

We use only the sales comparison approach in developing an opinion of value for the subject. This approach is applicable to the subject because there is an active market for similar properties, and sufficient sales data is available for analysis.

The cost approach is not applicable because there are no improvements that contribute value to the property, and the income approach is not applicable because the subject is not likely to generate rental income in its current state.

## Research and Analysis

The type and extent of our research and analysis is detailed in individual sections of the report. This includes the steps we took to verify comparable sales, which are disclosed in the comparable sale profile sheets in the addenda to the report. Although we make an effort to confirm the arms-length nature of each sale with a party to the transaction, it is sometimes necessary to rely on secondary verification from sources deemed reliable.

## Inspection

Allen Safer, MAI, MRICS, conducted an on-site inspection of the property on June 4, 2020.

## Significant Appraisal Assistance

It is acknowledged that Matthew Bacon, MAI made a significant professional contribution to this appraisal, consisting of conducting research on the subject and transactions involving comparable properties, performing appraisal analyses, and assisting in report writing, under the supervision of the person signing the report.

## Economic Analysis

The reader is reminded that the demographics presented on this and the following pages were gathered during the period that preceded the COVID-19 pandemic and imminent recession. The data provides useful information for purposes of considering the population and economy of the local area under stabilized market conditions. However, job losses, unemployment (overall and in different sectors), impaired commerce, and reduced income levels will result in demographic statistics after February 2020 that do not follow the stabilized trend that would have been expected based only on a review of data through 2019 and the first few weeks of 2020.

### Seattle MSA Area Analysis

The Seattle-Tacoma-Bellevue Metropolitan Statistical Area (hereafter called the Seattle MSA) lies in the northwest corner of the continental United States on Puget Sound, a saltwater arm of the Pacific Ocean 110 miles to the west. Situated in western Washington, the Seattle MSA is 5,872 square miles in size and is the 15<sup>th</sup> most populous metropolitan area in the nation. The Seattle MSA, as defined by the U.S. Office of Management and Budget, comprises King, Pierce and Snohomish Counties and has the largest concentration of population north of San Francisco and west of Chicago.



Seattle is the economic and cultural capital of the northwestern United States. With a number of major corporations headquartered in or near the city, Seattle is also the leading financial center of the Pacific Northwest. Both Seattle and Tacoma possess modern ports on excellent deep-water harbors and as a result, the Seattle MSA has good transportation connections to the outside world. The growth of the Pacific Northwest helped propel Seattle to its current stature and the economic expansion of the Pacific Rim is expected to sustain the Seattle MSA's growth well into the future.

## Population

The Seattle MSA has an estimated 2020 population of 4,028,850, which represents an average annual 1.6% increase over the 2010 census of 3,439,809. The Seattle MSA added an average of 58,904 residents per year over the 2010-2020 period, and its annual growth rate exceeded the State of Washington rate of 1.4%.

Looking forward, the Seattle MSA's population is projected to increase at a 1.3% annual rate from 2020-2025, equivalent to the addition of an average of 54,418 residents per year. The Seattle MSA's growth rate is expected to exceed that of Washington, which is projected to be 1.2%.

	Population			Compound Ann. % Chng	
	2010 Census	2020 Estimate	2025 Projection	2010 - 2020	2020 - 2025
98354	7,384	8,376	8,944	1.3%	1.3%
Seattle MSA	3,439,809	4,028,850	4,300,940	1.6%	1.3%
Washington	6,724,540	7,702,023	8,179,459	1.4%	1.2%

Source: Environics Analytics

## Employment

Total employment in the Seattle MSA was estimated at 2,119,600 jobs at year-end 2019. Between year-end 2009 and 2019, employment rose by 449,800 jobs, equivalent to a 26.9% increase over the entire period. There were gains in employment in ten out of the past ten years, as the national economy expanded following the downturn of 2007-2009. The Seattle MSA's rate of employment growth over the last decade surpassed that of Washington, which experienced an increase in employment of 23.9% or 677,400 jobs over this period.

<b>Employment Trends</b>						
Year	Total Employment (Year End)				Unemployment Rate (Ann. Avg.)	
	Seattle MSA	% Change	Washington	% Change	Seattle MSA	Washington
2009	1,669,800		2,832,200		8.7%	9.1%
2010	1,688,100	1.1%	2,859,100	0.9%	9.7%	10.0%
2011	1,719,100	1.8%	2,895,700	1.3%	8.7%	9.3%
2012	1,764,100	2.6%	2,955,000	2.0%	7.2%	8.1%
2013	1,814,600	2.9%	3,024,100	2.3%	5.9%	7.0%
2014	1,867,800	2.9%	3,107,100	2.7%	5.3%	6.1%
2015	1,923,100	3.0%	3,189,200	2.6%	4.8%	5.6%
2016	1,983,600	3.1%	3,287,300	3.1%	4.4%	5.3%
2017	2,027,500	2.2%	3,362,100	2.3%	4.1%	4.7%
2018	2,070,000	2.1%	3,434,400	2.2%	3.9%	4.5%
2019	2,119,600	2.4%	3,509,600	2.2%	3.5%	4.3%
Overall Change 2009-2019	449,800	26.9%	677,400	23.9%		
Avg Unemp. Rate 2009-2019					6.0%	6.7%
Unemployment Rate - April 2020					16.7%	15.8%

Source: U.S. Bureau of Labor Statistics and Moody's Analytics. Employment figures are from the Current Employment Survey (CES). Unemployment rates are from the Current Population Survey (CPS). The figures are not seasonally adjusted.

Major employers in the Seattle MSA are shown in the following table.

<b>Major Employers - Seattle MSA</b>		
	Name	Number of Employees
1	Boeing Company	71,829
2	Joint Base Lewis-McChord	54,000
3	Microsoft Corporation	53,973
4	Amazon	53,500
5	University of Washington Seattle	46,824
6	Navy Region Northwest	46,015
7	Providence St. Joseph Health	43,000
8	Safeway Inc. & Albertsons LLC	21,320
9	Walmart Inc.	19,412
10	Costco Wholesale Corporation	18,010

Source: Puget Sound Business Journal, 7/1/2019; The List (ranked by current statewide employment); [www.boeing.com](http://www.boeing.com); [news.microsoft.com/facts-about-microsoft](http://news.microsoft.com/facts-about-microsoft)

## Gross Domestic Product

The Seattle MSA is the eleventh largest metropolitan area economy in the nation based on Gross Domestic Product (GDP).

Economic growth, as measured by annual changes in GDP, has been considerably higher in the Seattle MSA than Washington overall during the past eight years. The Seattle MSA has grown at a 4.8% average annual rate while Washington has grown at a 4.0% rate.

The Seattle MSA has a per capita GDP of \$90,284, which is 33% greater than Washington's GDP of \$67,901. This means that Seattle MSA industries and employers are adding relatively more value to the economy than their counterparts in Washington.

<b>Gross Domestic Product</b>				
Year	(\$,000s)		(\$,000s)	
	Seattle MSA	% Change	Washington	% Change
2011	256,694,112		387,832,400	
2012	269,668,824	5.1%	400,863,300	3.4%
2013	278,883,107	3.4%	411,140,600	2.6%
2014	290,949,071	4.3%	425,762,500	3.6%
2015	304,333,821	4.6%	444,318,500	4.4%
2016	315,094,519	3.5%	459,754,300	3.5%
2017	332,835,662	5.6%	483,773,400	5.2%
2018	355,662,749	6.9%	511,672,400	5.8%
Compound % Chg (2011-2018)		4.8%		4.0%
GDP Per Capita 2018	\$90,284		\$67,901	

Source: U.S. Bureau of Economic Analysis and Moody's Analytics; data released December 2019. The release of state and local GDP data has a longer lag time than national data. The data represents inflation-adjusted "real" GDP stated in 2012 dollars.

### Income, Education and Age

The Seattle MSA is more affluent than Washington. Median household income for the Seattle MSA is \$92,525, which is 18.6% greater than the corresponding figure for Washington.

<b>Median Household Income - 2020</b>	
	Median
Seattle MSA	\$92,525
Washington	\$78,042
Comparison of Seattle MSA to Washington	+ 18.6%

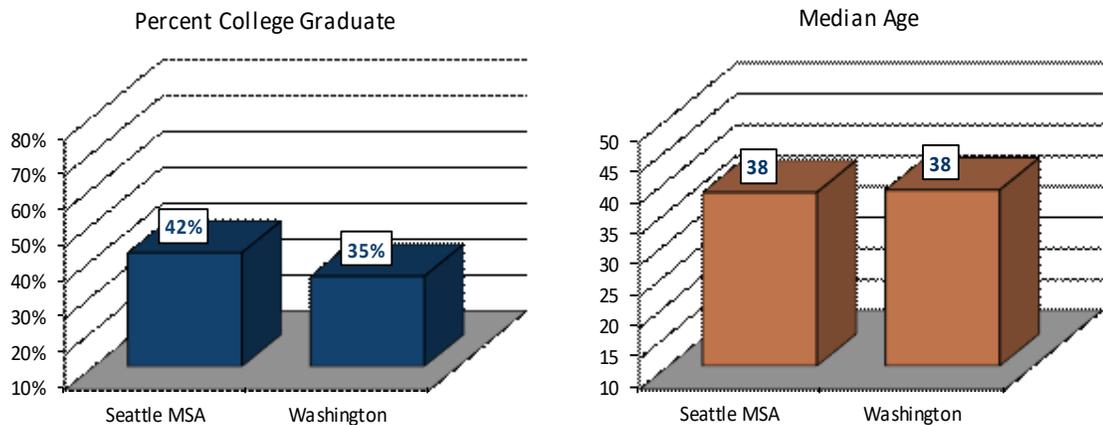
Source: Environics Analytics

Residents of the Seattle MSA have a higher level of educational attainment than those of Washington. An estimated 42% of Seattle MSA residents are college graduates with four-year degrees, versus 35% of Washington residents. People in the Seattle MSA are similar in age to their Washington counterparts. The median age of both the Seattle MSA and Washington is 38 years.

---

**Education & Age - 2020**


---



Source: Environics Analytics

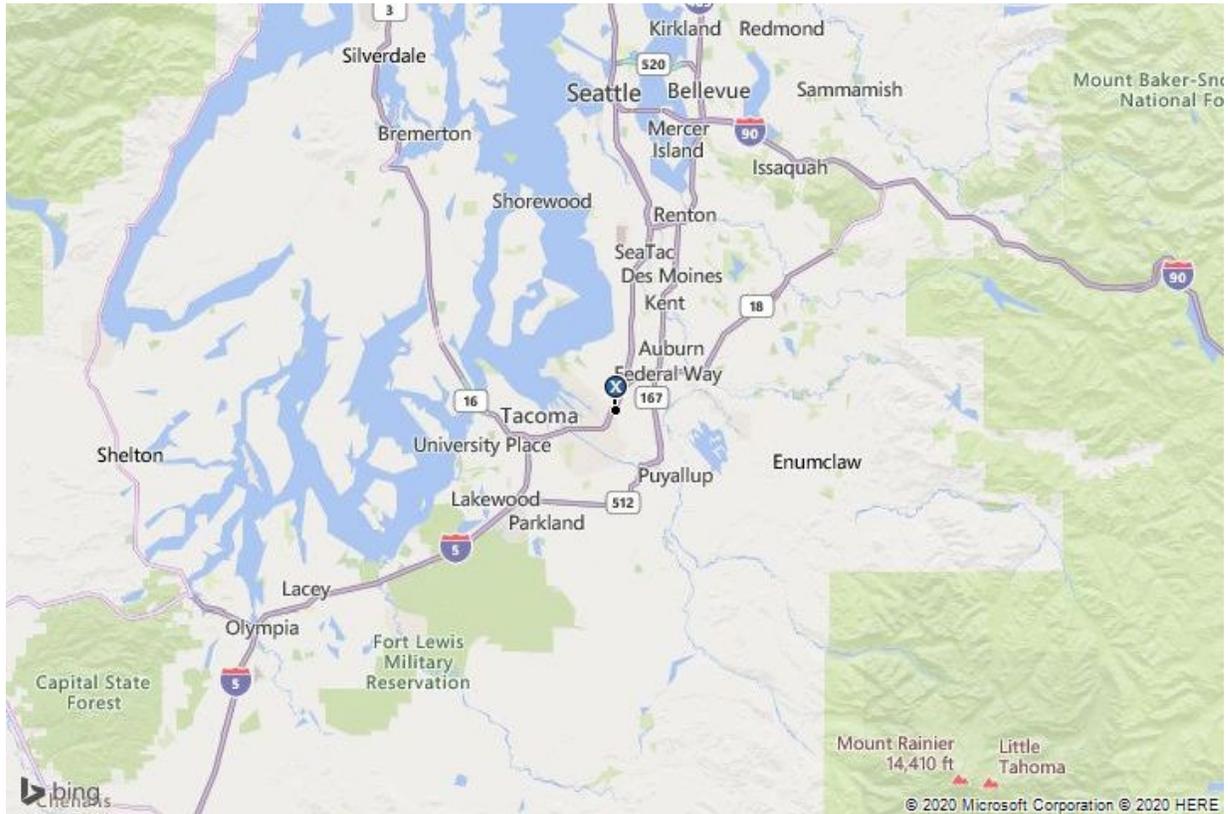
---

## Conclusion

The Seattle MSA economy has benefited from a growing population base and higher income and education levels. The Seattle MSA experienced growth in the number of jobs up through the first part of March 2020 and has maintained a consistently lower unemployment rate than Washington over the past decade. Moreover, the Seattle MSA has exhibited both a higher rate of GDP growth and a higher level of GDP per capita than Washington and much of the country overall. It is too soon to make predictions at this time about the economy and employment due to the effects of the coronavirus pandemic around the world. The Puget Sound region and Washington as a whole are better poised to recover due to its employment diversity, and the quick reaction by state leaders to the virus threat, and they are in the process of planning a cautious and careful reopening of the economy along with Oregon and California.

As previously referenced, COVID-19 has pushed the economy at all levels into a recession which has yet to be statistically proven or definitively quantified. Therefore, the statistical summary of the region provided above must be considered in light of the fact that economic indicators available in the near future will show a substantial contraction of economic activity beginning in the first quarter of 2020. This issue is discussed more fully after the Market Analysis section of this report.

### Area Map



## Surrounding Area Analysis

### Location

The subject is located in the northern portion of the City of Milton, at the southern edge of King County.

### Access and Linkages

Primary highway access to the area is via Interstate 5, which is the primary freeway through the Seattle metro area. On- and off-ramps are accessed approximately 2.5 miles to the south via 54<sup>th</sup> Avenue East and approximately two miles north via South 348<sup>th</sup> Street. Main arterials in the area are Milton Way, Porter Way and Meridian Avenue East.

Secondary highway access is provided by State Route 18, which provides east-west access to the Kent Industrial valley to the east and eventually to I-90 in Snoqualmie. The SR-18 and I-5 interchange is approximately two miles north of the subject.

Public transportation is provided by Pierce Transit providing access south to Sumner, Puyallup, Tacoma, and other Pierce County cities. In addition, Sound Transit provides access north to Auburn, Kent and throughout King County. Overall, the primary mode of transportation in the area is the automobile. Overall, the primary mode of transportation in the area is the automobile.

### Demographics

A demographic profile of the surrounding area, including population, households, and income data, is presented in the following table.

Surrounding Area Demographics						
2020 Estimates	1-Mile Radius	3-Mile Radius	5-Mile Radius	98354	Seattle MSA	Washington
Population 2010	6,138	53,109	167,739	7,384	3,439,809	6,724,540
Population 2020	7,246	63,025	192,220	8,376	4,028,850	7,702,023
Population 2025	7,796	67,873	205,012	8,944	4,300,940	8,179,459
Compound % Change 2010-2020	1.7%	1.7%	1.4%	1.3%	1.6%	1.4%
Compound % Change 2020-2025	1.5%	1.5%	1.3%	1.3%	1.3%	1.2%
Households 2010	2,257	20,041	62,441	3,007	1,357,475	2,620,076
Households 2020	2,642	23,650	71,188	3,378	1,596,157	3,024,149
Households 2025	2,837	25,441	75,883	3,595	1,705,175	3,218,930
Compound % Change 2010-2020	1.6%	1.7%	1.3%	1.2%	1.6%	1.4%
Compound % Change 2020-2025	1.4%	1.5%	1.3%	1.3%	1.3%	1.3%
Median Household Income 2020	\$92,008	\$81,047	\$77,451	\$84,556	\$92,525	\$78,042
Average Household Size	2.7	2.7	2.7	2.5	2.5	2.5
College Graduate %	31%	27%	26%	27%	42%	35%
Median Age	37	36	37	37	38	38
Owner Occupied %	74%	59%	61%	58%	61%	63%
Renter Occupied %	26%	41%	39%	42%	39%	37%
Median Owner Occupied Housing Value	\$395,630	\$399,297	\$372,614	\$370,192	\$508,100	\$390,367
Median Year Structure Built	1991	1990	1986	1990	1985	1985
Average Travel Time to Work in Minutes	37	34	36	35	34	30

Source: EnviroNics Analytics

As shown above, the current population within a 3-mile radius of the subject is 63,025, and the average household size is 2.7. Population in the area has grown since the 2010 census, and this trend is projected to continue over the next five years. Compared to the Seattle MSA overall, the population within a 3-mile radius is projected to grow at a faster rate.

Median household income is \$81,047, which is lower than the household income for the Seattle MSA. Residents within a 3-mile radius have a considerably lower level of educational attainment than those of the Seattle MSA, while median owner-occupied home values are considerably lower.

### **Demand Generators**

Milton is smaller sized, residential city, with a current population of roughly 7,000. Nearby employment centers include:

- the Tacoma CBD, which is just over five miles to the southwest of the subject
- the Port of Tacoma, which is approximately three miles southwest of the subject
- the Kent River Industrial Valley, which includes the cities of Kent, Auburn, Algona, and Pacific. This area is approximately four miles northwest of the subject, via SR-18.

### **Land Use**

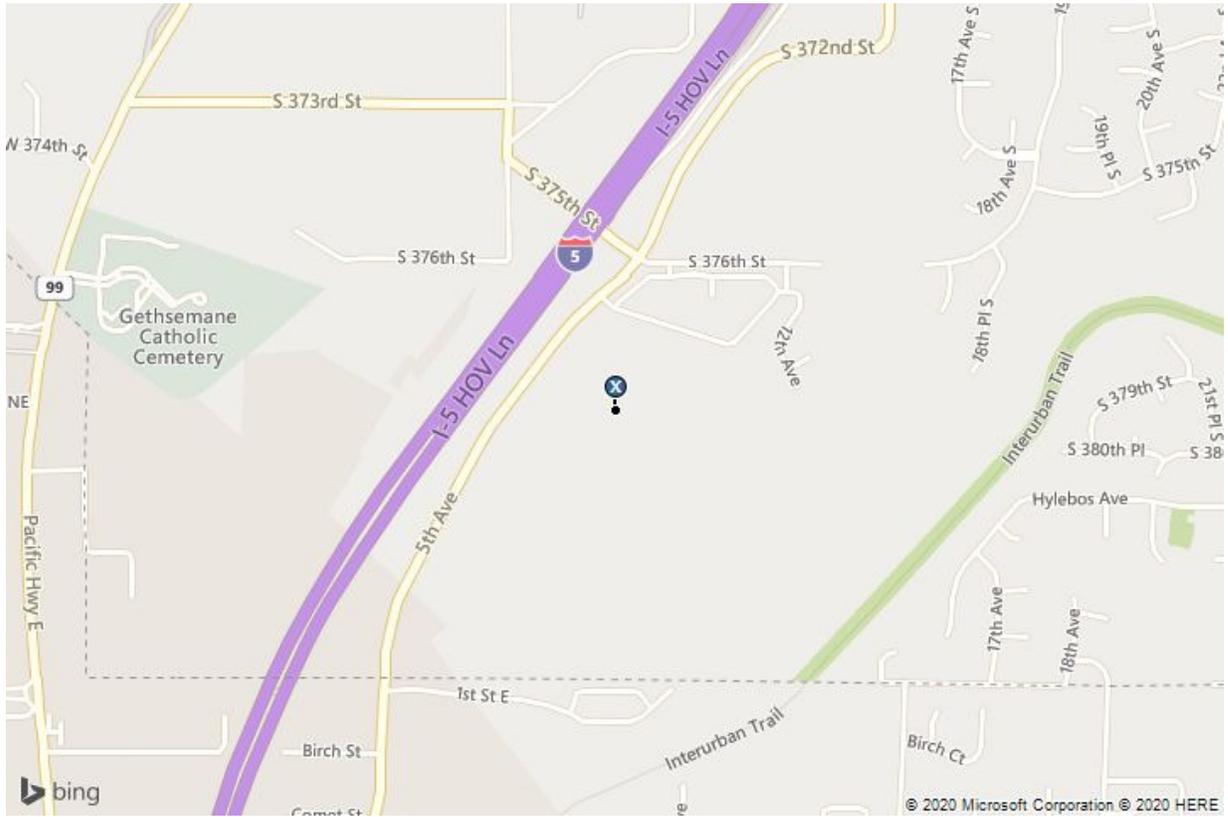
The area is suburban in character and approximately 80% developed. Land uses in the area vary from a former gravel pit (surrounding the subject right-of-way), light industrial uses, multifamily, assisted living/senior housing, and single-family residential uses. Just under one mile to the north is the Wild Waves Theme and Water Park.

During the last five years, development has been a mixture of industrial, retail, and residential uses. The pace of development had generally been steady over this time, up to March 2020 when the COVID-19 pandemic was declared.

### **Outlook and Conclusions**

The area is in the stable stage of its life cycle. While property values have been consistently improving in recent years, in light of the current COVID pandemic, we anticipate that property values will remain stable in the near future.

### Surrounding Area Map



## Industrial Market Analysis

As referenced previously, the data presented in the following section is based on historical reporting and pre-COVID-19. At the conclusion of this section, market factors impacting current economic trends will be analyzed and to what extent they may impact property valuation assumptions.

### Metro Area Overview

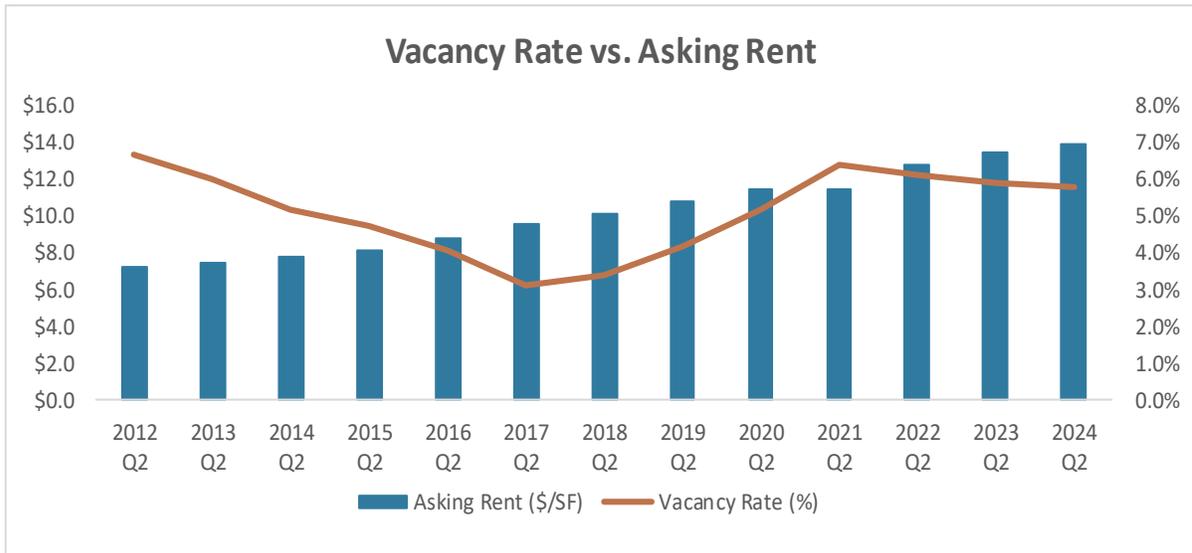
The subject is located in the Seattle - WA metro area as defined by CoStar. Trended supply and demand statistics, including inventory levels, absorption, vacancy, and rental rates for all classes of space are presented in the ensuing table.

#### All Industrial Seattle - WA Metro Trends

Period	Stock	Demand	Vacancy	Net Completions 12 Months	Under Construction Stock	Net Absorption 12 Months	Asking Rent	Rent Growth 12 Month	Price Growth	Cap Rate
2012 Q2	305,629,349	285,184,700	6.69%	-636,344	510,940	3,580,028	\$7.25	2.16%	5.43%	6.49%
2013 Q2	305,270,079	286,936,500	6.01%	-359,270	3,610,104	1,751,852	\$7.44	2.59%	4.75%	6.35%
2014 Q2	307,954,589	292,094,900	5.15%	2,684,510	3,575,834	5,158,410	\$7.76	4.24%	8.26%	6.13%
2015 Q2	309,732,391	295,130,400	4.71%	1,777,802	3,787,134	3,035,457	\$8.13	4.85%	9.76%	5.87%
2016 Q2	314,307,372	301,575,700	4.05%	4,574,981	1,786,729	6,445,319	\$8.74	7.47%	10.34%	5.66%
2017 Q2	316,885,555	306,912,700	3.15%	2,578,183	4,245,427	5,343,043	\$9.53	9.01%	10.43%	5.49%
2018 Q2	320,702,489	309,878,900	3.37%	3,816,934	4,628,474	2,984,245	\$10.15	6.54%	10.49%	5.32%
2019 Q2	326,118,653	312,478,700	4.18%	5,394,964	3,364,410	2,578,543	\$10.79	6.34%	11.74%	5.15%
2020 Q2	328,782,548	311,706,100	5.19%	2,663,895	0	-855,212	\$11.43	5.88%	6.94%	5.11%
2021 Q2	331,824,641	310,706,800	6.36%	3,042,093	0	-994,273	\$11.43	0.00%	-11.80%	5.60%
2022 Q2	333,394,647	312,963,300	6.13%	1,570,006	0	2,264,857	\$12.78	11.82%	20.09%	5.26%
2023 Q2	336,147,060	316,333,000	5.89%	2,752,413	0	3,377,153	\$13.43	5.06%	6.36%	5.25%
2024 Q2	338,627,006	319,133,700	5.76%	2,479,946	0	2,806,684	\$13.94	3.82%	3.53%	5.28%

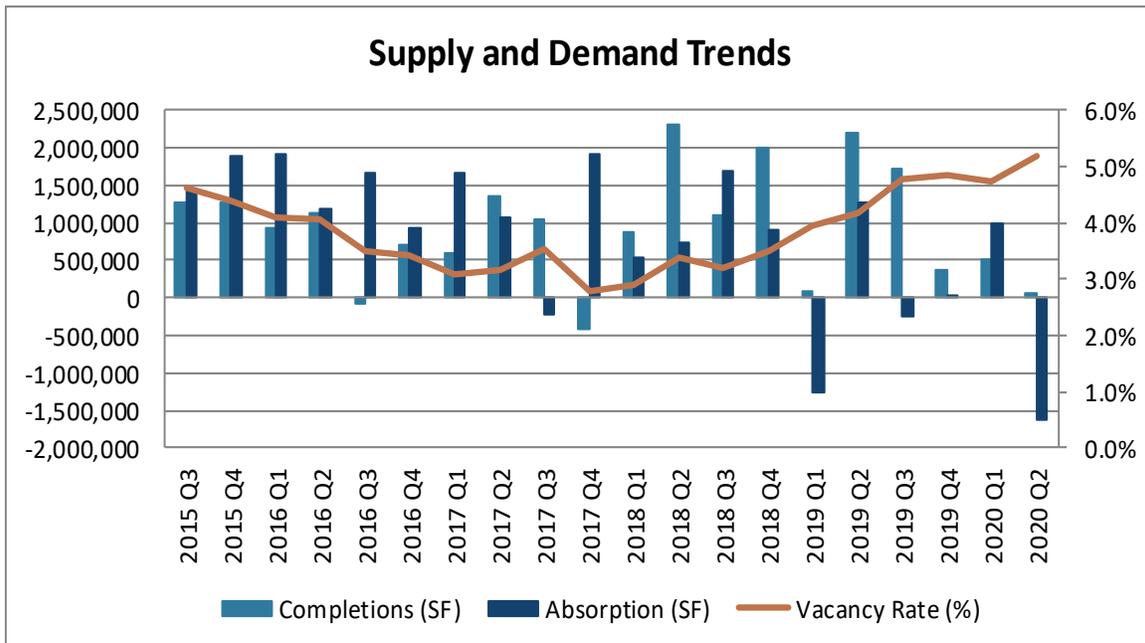
Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

**Seattle - WA Metro Trends and Forecasts**



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

- The current vacancy rate in the metro area is 5.19%; the vacancy rate has increased by 182 bps from 2018 Q2.
- Two-year Base Case forecasts project a 6.13% vacancy rate in the metro area, representing an increase of 93 bps by 2022 Q2.
- Asking rent averages \$11.43/SF in the metro area, and values have increased by 12.61% from 2018 Q2.
- Two-year Base Case forecasts project a \$12.78/SF asking rent in the metro area, representing an increase of 11.82% by 2022 Q2.



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

- The total stock (SF) has increased by 2.52% from 2018 Q2, while the demand has increased by 0.59%.
- Between 2015 Q3 and 2020 Q2, net completions in the metro area have averaged 3,805,791 SF annually, and reached a peak of 2,303,477 SF in 2018 Q2.
- Between 2015 Q3 and 2020 Q2, net absorption in the metro area has averaged 3,299,188 SF annually, and reached a peak of 1,921,690 SF in 2017 Q4.

**Submarket Overview**

The subject is located in the Auburn submarket as defined by CoStar. Trended supply and demand statistics, including inventory levels, absorption, vacancy, and rental rates for all classes of space are presented in the following table.

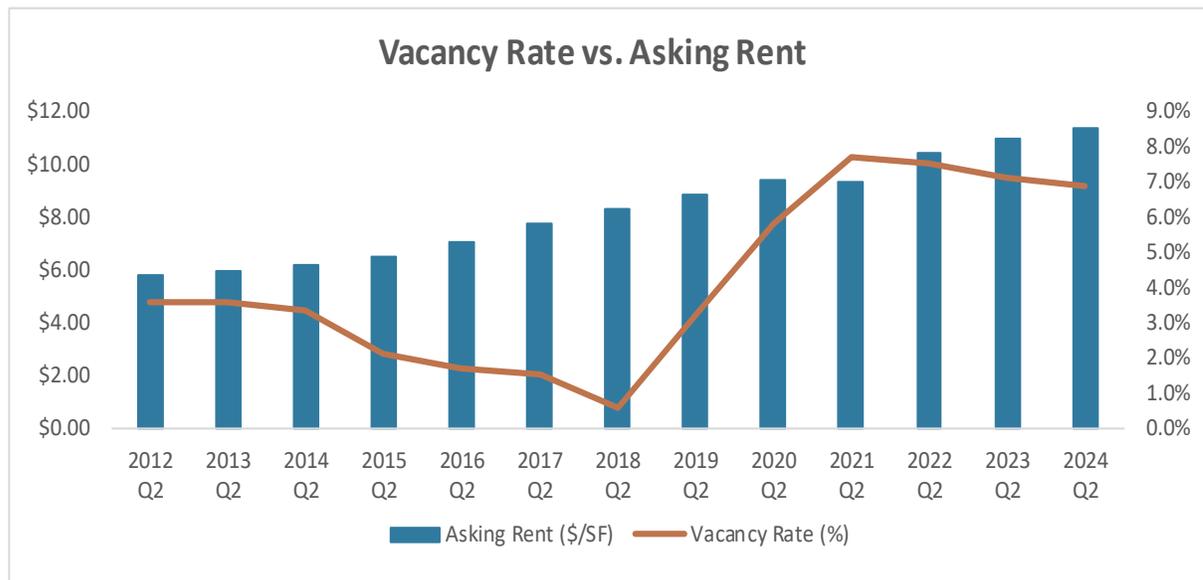
**All Industrial Auburn Submarket Trends**

Period	Stock	Demand	Vacancy	Net Completions 12 Months	Under Construction Stock	Net Absorption 12 Months	Asking Rent	Rent Growth 12 Month	Price Growth	Cap Rate
2012 Q2	27,105,071	26,139,100	3.56%	193,998	0	587,316	\$5.79	2.70%	5.04%	6.44%
2013 Q2	27,099,010	26,130,400	3.57%	-6,061	144,357	-8,717	\$5.92	2.27%	4.40%	6.32%
2014 Q2	27,292,367	26,388,000	3.31%	193,357	93,480	257,638	\$6.19	4.60%	8.29%	6.10%
2015 Q2	27,465,382	26,893,200	2.08%	173,015	0	505,131	\$6.51	5.15%	8.96%	5.86%
2016 Q2	27,465,382	26,993,900	1.72%	0	0	100,709	\$7.03	7.98%	9.38%	5.67%
2017 Q2	27,480,306	27,055,600	1.55%	14,924	336,000	61,740	\$7.74	10.03%	10.15%	5.49%
2018 Q2	27,544,606	27,387,300	0.57%	64,300	559,832	331,627	\$8.28	7.04%	10.68%	5.31%
2019 Q2	28,104,438	27,207,500	3.19%	559,832	0	-179,768	\$8.80	6.20%	14.22%	5.09%
2020 Q2	28,104,438	26,477,800	5.79%	0	0	-729,695	\$9.34	6.22%	6.58%	5.06%
2021 Q2	28,297,573	26,128,100	7.67%	193,135	0	-349,379	\$9.34	-0.09%	-11.92%	5.55%
2022 Q2	28,375,558	26,253,600	7.48%	77,985	0	126,126	\$10.43	11.72%	20.11%	5.21%
2023 Q2	28,512,254	26,481,900	7.12%	136,696	0	228,859	\$10.95	4.98%	6.33%	5.20%
2024 Q2	28,635,366	26,663,700	6.89%	123,112	0	182,310	\$11.36	3.76%	3.50%	5.23%

Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

- The Auburn submarket comprises 8.5% of the metro building stock and 8.5% of the metro building demand.
- The vacancy rate in the Auburn submarket is 5.79%, which is greater than the metro area's average of 5.19%.
- Auburn market rate is \$9.34/SF which is less than the metro area's average rate of \$11.43/SF.

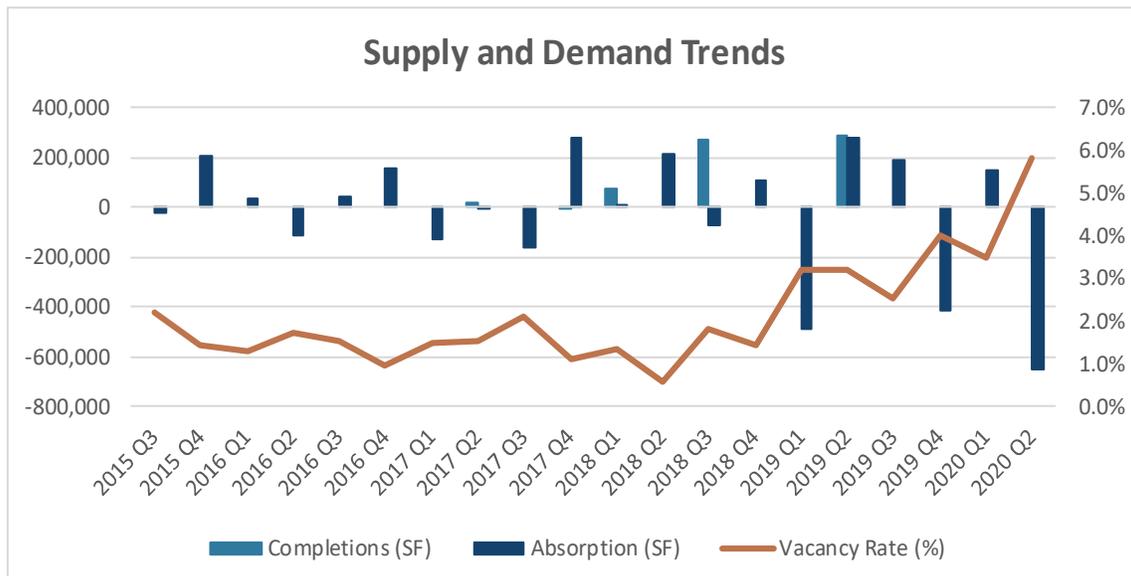
**Auburn Submarket Trends and Forecasts**



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.



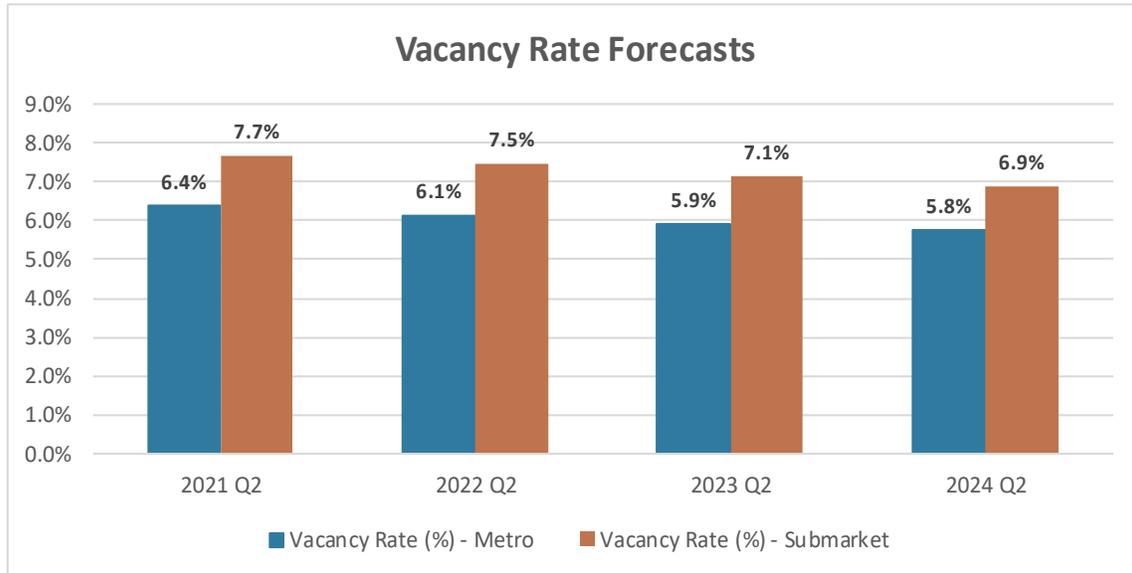
- The current vacancy rate in the submarket area is 5.79%; the vacancy rate has increased by 522 bps from 2018 Q2.
- Two-year Base Case forecasts project a 7.48% vacancy rate in the submarket area, representing an increase of 169 bps by 2022 Q2.
- Asking rent averages \$9.34/SF in the submarket area, and values have increased by 12.86% from 2018 Q2.
- Two-year Base Case forecasts project a \$10.43/SF asking rent in the submarket area, representing an increase of 11.66% by 2022 Q2.



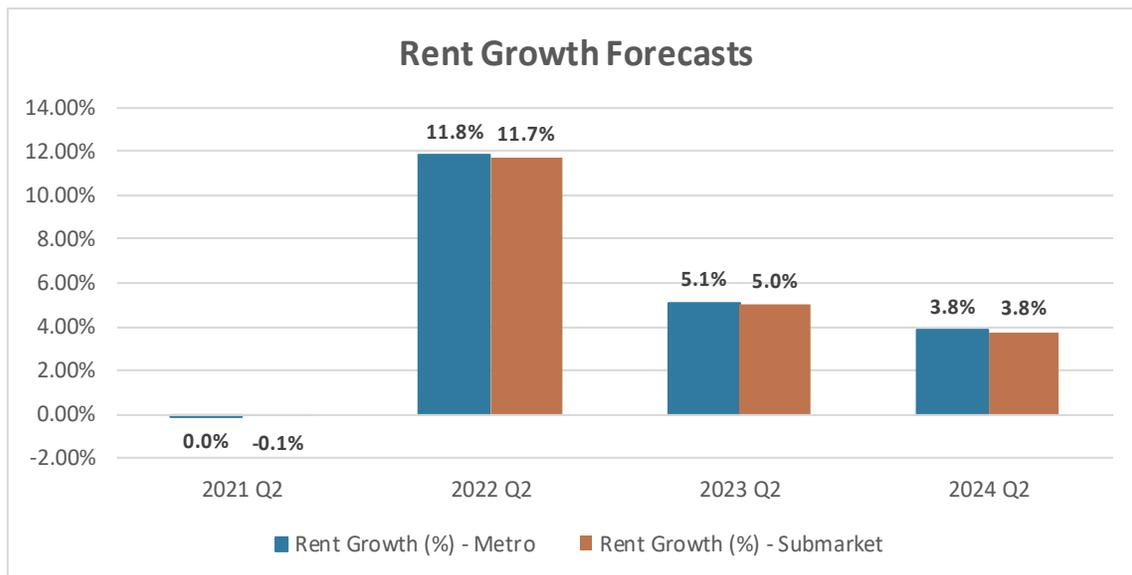
Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

- The total stock (SF) has increased by 2.03% from 2018 Q2, while the demand has decreased by 3.32%.
- Between 2015 Q3 and 2020 Q2, net completions in the submarket area have averaged 127,811 SF annually, and reached a peak of 287,832 SF in 2019 Q2.
- Between 2015 Q3 and 2020 Q2, net absorption in the submarket area has averaged -83,077 SF annually, and reached a peak of 279,292 SF in 2017 Q4.

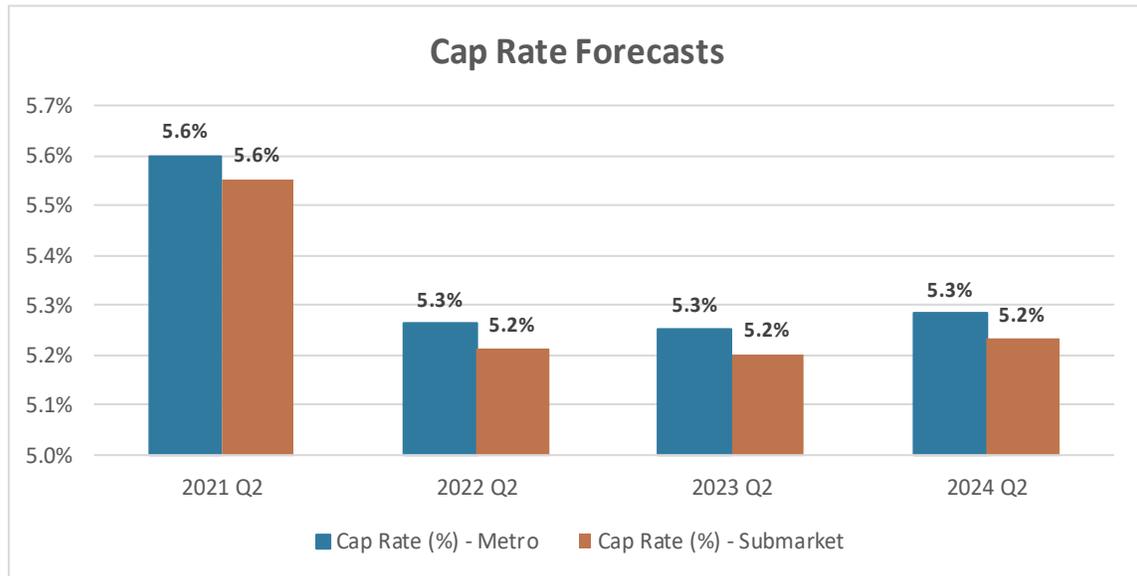
**Industrial Market Forecast Comparisons**



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.



Source: CoStar, Inc.; compiled by Integra Realty Resources, Inc.

### Industrial Market Outlook and Conclusions

Based on the key metro and submarket area trends, construction outlook, and the performance of competing properties **prior to March 2020**, IRR expected the mix of property fundamentals and economic conditions in the Seattle, WA metro area to have a positive impact on the subject property's performance in the near-term.

With that said, the outlook and any conclusions must consider current and likely future market conditions due to COVID-19. The following section addresses how the market, and economic values, are being impacted by this emerging pandemic. The conclusion provides a framework for how the valuation addresses this emerging issue.

### COVID-19 Impact on Current Valuations

The best measure of any impact on values due to COVID-19 would be in direct transaction indicators that are objectively verified and clearly show data points, current pricing discovery, and the ability to measure movement in values from a prior baseline; and to understand direction in overall values. This would include sales transactions, leasing activity, vacancy rates, and/or cap rates that have visibly moved off of early Q1 2020 levels (baseline), or form a conclusive basis for new pricing. However, given the unique nature and recency of this event, minimal activity is evident from which to draw benchmark comparisons based on transactional data.

In the absence of transaction data, there is empirical data in the market that can be gleaned and assist in estimating the valuation metrics and assessing their reliability in estimating current value. In this initial phase of the pandemic, early emerging trends include:

- Market confidence (fundamental economic fear)
- Expectations of impaired property/operating performance
- Re-pricing risk (debt and equity)
- Liquidity duration
- Impaired market and pricing activity

All or some of the above may be shorter-term issues, but others may linger and have a lasting impact on valuations in the commercial real estate (CRE) sector along a continuum of time.

At this juncture, the global question facing market participants is: “How long does this crisis last and how deep will its impact become?” At a minimum, Q2 2020 economic performance will be dismal based on most economic forecasts.

As of April 1, market confidence was moderate (for the moment) but uncertain in its moderate conviction. Many governments are inducing incentives to support their national economies. On March 27, 2020, the U.S. Congress approved a \$2 Trillion stimulus package intended to support payrolls and create economic “breathing room.” The length of the current social-distancing measures likely impacts future operating performance.

One of the unknowns is, “How long can the world stay shut down, with everyone staying in their home?” There remains hope the onset of summer will slow the virus transmission; there is active concern for healthcare workers and their families, and concern for our own families. A psychologically important factor affecting market confidence is the shocking rate of supply disruption at all levels, particularly in medical supplies and protective equipment; all the more alarming to a U.S. population accustomed to everything on demand.

Based on discussions and interviews with a wide range of market participants, a variety of factors and concerns are prevalent in the market that will likely have a negative impact broadly on CRE values, depending on property type and region. Essential Service Providers will be less impacted (distribution

facilities, medical facilities, grocery service) as the performance of these sectors is expected to continue.

However, the broader market will experience myriad issues based on survey respondents including:

#### **Uncertainty**

- Restricted access to capital
- Unemployment concerns (increasing to 15% in Q2)
- GDP decline (-30% in Q2)
- Duration of crisis

#### **Lender Concerns**

- DSCR are impacted based on changes in rental revenue and collections
- Loan covenants could trigger due to changes in near-term value
- Borrowers are concerned about their tenants' ability to pay rent
- Borrowers are concerned about their ability to keep their loans current
- Lenders are also concerned about the need for loan modifications or work outs

#### **Publicly Traded Securities**

- Stock indexes are down approximately 25% to 30%
- REIT pricing down approximately 25%
- Crude oil down approximately 40%

#### **Return Requirements**

- Interest rates may stay in the 4%- 4.5% range, despite the Federal Reserve's reduction efforts. Banks have to tightly manage their capital reserves and ratios and therefore are requiring higher spreads for current risk profile
- Durability of Cash Flow forces (new) equity investors to reprice risk. Standby (available, uncommitted) equity now has to be patient until a clearer "path forward" emerges
- Impact on cap rates would be upward

Each of the above observations provides empirical evidence that the market has shifted downward and real estate values will likewise be impacted, but to what degree is not certain.

Few experts or economists at this point are willing to state a threshold duration at which point everything will return to normal quickly, versus a duration of limited economic activity that spirals into worldwide recession. At the moment, the prevailing hope throughout the world is that science miraculously manufactures a cure, while in the meantime, social activity has ceased.

**Integra Current Valuation Framework (April 1 – present)**

The preceding property market analysis focuses on recent historic trends before the physical and social impacts of the COVID-19 pandemic were revealed in the U.S. in early March 2020. The property market analysis was current through Q4-2019 with trends and indications for solid growth by most all market indicators. Many current market participants believe the CRE markets will return to trend – the lingering question, “How long will it take?” remains uncertain.

What we do know with reasonable certainty:

- At a minimum, Q2 economic performance will be dismal.
- Shelter-in-Place and Stay-at-Home executive orders will have a profound impact on GDP with rising unemployment damaging forward economic performance for three, if not six months at a minimum.
- The Federal Reserve’s attempt to lower nominal rates was thwarted by lenders setting floors on spreads. Congress subsequently approved a \$2 Trillion stimulus package on Friday, March 27, 2020. This could provide some economic relief, but businesses, owners, investors, and bankers need to support payroll retention and an aggressive program of economic goodwill throughout all sectors of the economy.

Everything forward beyond those three known factors remains subject to considerable risk/uncertainty.

The current macro-framework to sustain through this pandemic is to take 2007 “Blend and Extend” methods and enhance them. Be wary of repricing assets too quickly (downward), lest all asset prices collapse. A market equilibrium in transaction pricing will need to be reset over the coming 60 days, therefore do not delay in providing banking liquidity, and direct incentives to support a transaction reset. Do not backstop transaction repricing for too long because artificial pricing support could become unsustainable, prolonging economic recovery.

Our current surveys of market participants (March 11 – March 30, 2020) indicates a focus in the following areas impacting value:

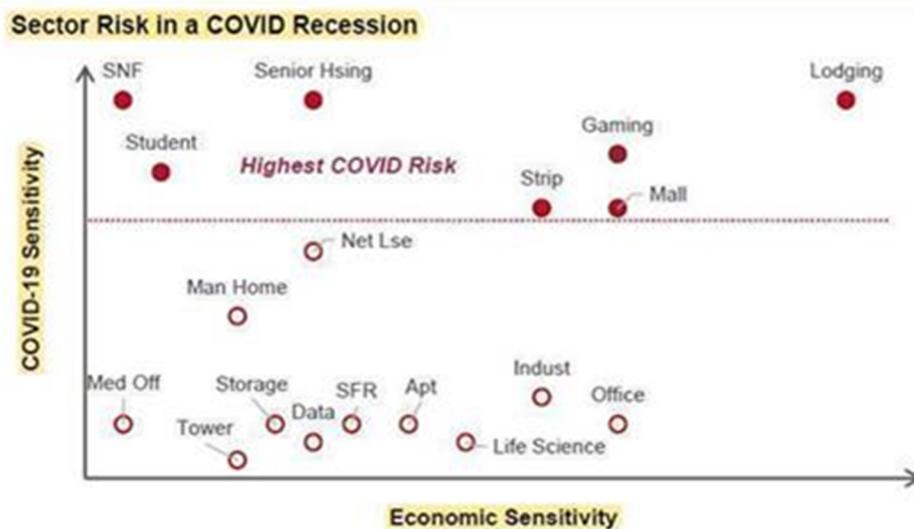
- Impacts could (should) vary by property type, class, and location
- Cost of capital (both debt and equity) is increasing, but at different rates for different asset classes
- Declines in property operations/forecasts (NOI) vary in duration based on property type, class; location; and tenant durability under potential recessionary pressures
- Increases in cap rates (and normalized yields) will vary by property type, class and location as will the underlying assumptions on stabilized or periodic cash flow
- Marketing times for most assets will increase, but the next 45 days will be uncertain on outright marketability regardless of price. This so far has not yet occurred, although deals and listings have slowed dramatically in these first few weeks. To a large extent, deal flow has

halted based on the sheer physical constraints imposed on property showings/due diligence, etc. under current distancing restrictions.

- Market sentiment in the coming 14 - 30 days regarding healthcare performance/business performance/employment security/physical security will affect market investment expectations, yields, and the temperament for risk.

### Impact by Property Type, Class & Location

Below is a graph prepared by Greenstreet Advisors plotting the sensitivity (and risk) associated with various property types with the negative impact on value being greater for those assets with greater sensitivity. Those assets relating to essential business operations (grocery, medical, distribution) are less affected than for example lodging and malls where social distancing is more difficult.



### Cost of Capital/Liquidity

The cost of capital, both for debt and equity, had been at near historic lows pre crisis. Borrowers had a myriad of options from a variety of capital sources. As the crisis began to unfold in early 2020, treasury rates were moving down as the Fed sought to keep the market liquid. When it became clear the global crisis had landed in the United States, the Fed moved rates to near zero. Many lending institutions instituted floors (spreads widened) because the fixed costs of doing a deal had to be covered.

As lenders are coming to grips with the severity of the economic outlook, many have pulled back from the market altogether while others reacted by raising interest rates, lowering loan to values, or a combination of both. There are clearly some lenders who are “out” while others remain in the market. There are fewer options in the market and those options are more expensive today than 30 days ago. The rise in cost varies notably by property type with agency lenders and HUD determined to provide liquidity to the multi-family market while at the other end of the spectrum, financing a hotel is challenging, land financing is nonexistent. Assets focused on essential business operations (e.g., grocery or last mile industrial) remain in favor as do net leased assets with recession-resistant business profiles.

Equity is less clear at the moment. While large pools of capital were being raised through 2019 and into Q1 2020, the strategy has suddenly shifted. Equity is available, and deals are finalizing that were contracted pre-COVID-19, on the strength of the equity sponsor, but deal flow will likely pause for 15-30 days as equity repricing occurs. This will coincide (hopefully) with an abatement (or clarity) in the world's critical health status by May 1, 2020.

### Marketing and Exposure Time

At the present time, there is consensus of declining market demand in CRE transactions, due to market conditions ensuing from COVID-19. It is natural to assume that exposure time on properties either for sale or lease, will likely be extended. Comparing pre-COVID-19 exposure periods (perhaps the best) to the banking crisis of 2008/2009 (perhaps the worst) can glean some differences that could extrapolate to exposure time going forward, i.e. from peak to trough.

Sector	Months on Market March 2008-09	Months on Market March 2018-19	Change in Months	% Change Peak to Trough
Office	29.6	14.8	14.8	100%
Retail	15	11.4	3.6	32%
Industrial	19.6	6.7	12.9	192%
Average	21.4	11.0	10.4	95%

Source: Costar – data presented in Months

Days on the market increased substantially in the last economic crisis of 2008-2009, with an average of 21 months on market for major property classes. For the trailing 12 months preceding the COVID-19 crisis, days on market were 11 months.

Based on this historical perspective, marketing time could potentially double from current levels. This must be tempered, recognizing that the depth and duration of this current economic crisis is tied to a health crisis and may have a conclusion more closely tied to its resolution.

### Market Sentiment/Participant Interviews

While transaction data is limited, we look to market participants (developers, investors, lenders, brokers, other appraisers) as a leading indicator of where the market is currently, and where they believe the market is heading. Following is a summary of key interviews undertaken:

- **Brad Valentine – Neil Walter Company:** industrial values have not been impacted much to date, but does note that construction is slowing, and perhaps that may delay buyers on site acquisitions, as they see where rents head in the near term. However, most of the deals he is seeing are close to those that began prior to the pandemic.
- **Ari Salomon – NAI Puget Sound Properties:** There has been no land transactions post COVID-19, but in talking with clients and seeing the appetite for land, there appears no reduction in the price of land.

- **Thad Mallory – Kidder Mathews:** there has been very little tangible data to point towards but feels that values have been impacted by as much as 10%. However, the region will recover rapidly once the stay-at-home orders are lifted.
- **Mike Avila – Pacific Rim Real Estate:** no change in values has been observed. The Pierce County area that he is working are still producing deals and values may even be increasing.

### General Public Market Sentiment

General public market sentiment is a changing rollercoaster with each passing day. Right now, sentiment is cautious and trying not to overreact, but provide some relief, negotiate in good faith; try and be humane and understand the entire world is in this together. Some countries take two weeks off each year for holiday, and their entire economy doesn't fall apart. The world is not going to take another four-week vacation from large components of consumer-facing and public activities.

Most humans are sequestered in their homes with limited social contact, with reasoned concerns for the health and safety of our families and friends, all the while consuming worldwide coverage and analysis of atypical death rates from an infectious virus not seen in over 100 years.

Market sentiment more than likely gets worse in the coming weeks before it gets better, absent the announcement of a miracle cure/treatment during that time.

### Conclusion

This heightened uncertainty forms the basis of defined risk. Considering the subject's relative sensitivity to the COVID-19 risks as of the effective date of the valuation, the relative risks of the subject property are as follows:

Risk Analysis	
Property Type Sensitivity to Risk	Low
Property Location Sensitivity to Risk	Medium
Cost of Capital Impact/Risk	Medium

For this appraisal, this asset type, and its relative sensitivity to the COVID-19 pandemic, the valuation considers issues impacting value in the following manner based on the above risk analysis.

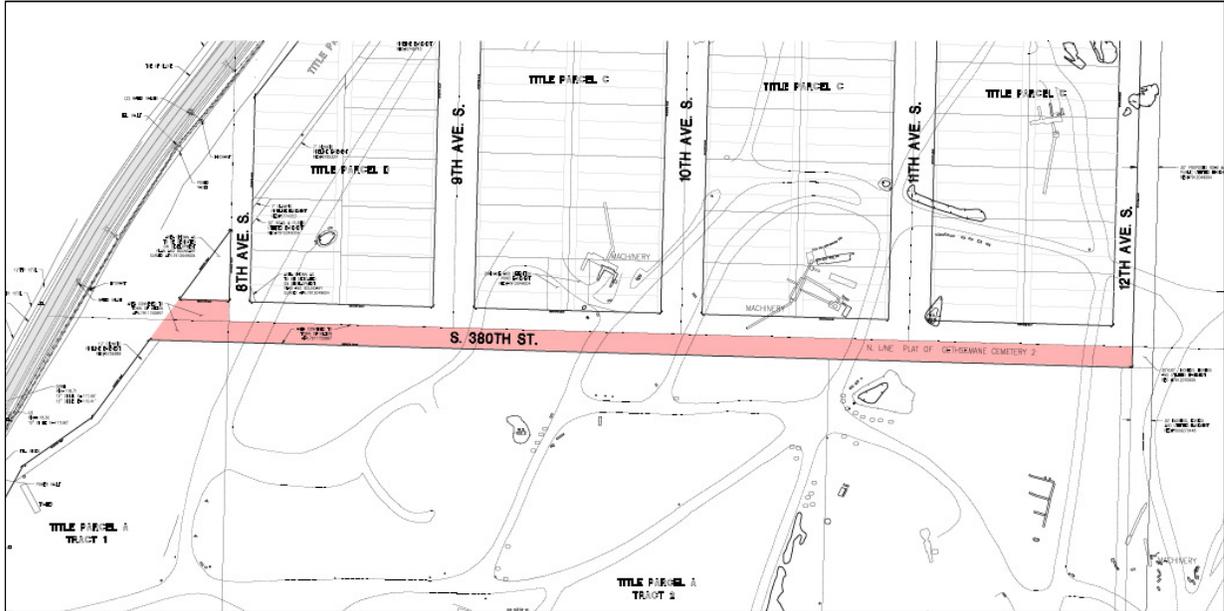
Valuation Parameters	
Covid-19 market condition adjustments ?	No
Any transaction evidence?	No
Market participant interviews?	Yes
Marketing time extended (based on current pricing)	Yes

## Property Analysis

### Land Description of ROW to be Vacated

<b>Land Description</b>	
Land Area	1.03 acres; 44,822 SF
Source of Land Area	Public Records
Shape	Rectangular
Topography	Sloping downward to the east
Drainage	No problems reported or observed
Environmental Hazards	None reported or observed
Ground Stability	No problems reported or observed
Flood Area Panel Number	53053C0189E
Date	March 7, 2017
Zone	X
Description	Outside of 500-year floodplain
Insurance Required?	No
<b>Zoning; Other Regulations</b>	
Zoning Jurisdiction	City of Milton
Zoning Designation	PD
Description	Planned Development
Legally Conforming?	Appears to be legally conforming
Zoning Change Likely?	No
Permitted Uses	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.
Minimum Setbacks (Feet)	Building - 25
Maximum Site Coverage	50 percent
<b>Utilities</b>	
Service	Provider
Water	City of Milton
Sewer	Lakehaven Water & Sewer District
Electricity	City of Milton/PSE
Natural Gas	Puget Sound Energy
Local Phone	Comcast/CenturyLink

The subject is an existing platted, but unimproved right-of-way, containing an area of 1.03 acres or 44,822 square feet that is a portion of S. 380th Street, east of 5th Avenue. The right-of-way is 30-foot wide and is proposed to be vacated by the City of Milton, for part of the Bridgepoint Lloyds Gravel Quarry project. The property is zoned PD, Planned Development.



### Planned Development (PD) Zoning

Per Chapter 17.38, the planned development (PD) district acknowledges that certain tracts of land in the northwest section of the City have development potential that may be constrained by environmental conditions. Specifically, the area's steep topography, presence of a wetland environment, and its proximity to the Hylebos Creek drainage basin present planning concerns for the site that are not adequately addressed without further environmental review.

The purpose of the PD zoning designation is to allow for the future development of that land in a manner which is consistent with the goals of the comprehensive plan, without immediately performing costly studies that may be outdated by the time the land is proposed for development.

Typically, for redevelopment of a PD zoned site, a master plan would be required. Per the City, a master plan is defined as a plan showing the proposed development of a parcel or parcels of land totaling not less than two acres. 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. Density, height, setback and other restrictions shall be applied in a manner consistent with the regulations found in other sections of the Milton Land Use Code.

We are not experts in the interpretation of zoning ordinances. An appropriately qualified land use attorney should be engaged if a determination of compliance with zoning is required.

### **Easements, Encroachments and Restrictions**

We were not provided a current title report to review for the subject property. We are not aware of any easements, encroachments, or restrictions that would adversely affect value. Our valuation assumes no adverse impacts from easements, encroachments, or restrictions, and further assumes that the subject has clear and marketable title.

### **Surrounding Property Characteristics**

The section of right-of-way valued in this report is bounded by a former gravel pit property known as the Lloyd Pit. The former pit consists of several tax parcels that have total (gross) land area of 117.81 acres, or 5,131,886 square feet. Due to the prior pit mining use, the usable area for the site, based on the provided site plan is 89.34 acres, or 3,891,862 square feet. The surrounding parcels are zoned PD, Planned Development.

The petitioner, Bridge Development LLC, intends to redevelop the property with a four-building industrial project, totaling 1,946,648 square feet.

### **Conclusion of Land Analysis**

Overall, the physical characteristics of the site and the availability of utilities result in functional utility suitable for a variety of uses including those permitted by zoning. We are not aware of any other particular restrictions on development.

### **Aerial Site Plan**



**Real Estate Taxes**

Real estate taxes in Washington State represent ad valorem taxes, meaning a tax applied in proportion to value. The real estate taxes for an individual property are determined by dividing the assessed value of a property by \$1,000, then multiplying by the levy (tax) rate. The levy rate is composed of a statewide tax rate plus one or more local taxing district rates.

The subject property is not part of any recognized tax lot and is owned by the City of Milton. The following table illustrates the 2020 assessed land value of the parcels surrounding the subject, which indicates an assessed value of \$0.95 per gross square foot, or \$1.25 per square foot of usable site area.

<b>Surrounding Parcel Assessments - 2020</b>			
Tax Parcel Number	Assessed Land Value	Assessed Improvement Value	Total Assessed Value
3221049130	\$1,769,200	\$0	\$1,769,200
3221049150	\$223,800	\$0	\$223,800
3221049137	\$800,600	\$1,000	\$801,600
3221049151	\$277,400	\$0	\$277,400
3221049152	\$550,100	\$0	\$550,100
3221049153	\$392,500	\$0	\$392,500
7505000915	\$15,000	\$0	\$15,000
7505000700	\$15,000	\$0	\$15,000
7505000935	\$15,000	\$0	\$15,000
7505000925	\$15,000	\$0	\$15,000
7505000705	\$15,000	\$0	\$15,000
7505000710	\$15,000	\$0	\$15,000
7505000715	\$15,000	\$0	\$15,000
7505000720	\$15,000	\$0	\$15,000
7505000725	\$15,000	\$0	\$15,000
7505000600	\$15,000	\$0	\$15,000
7505000605	\$15,000	\$0	\$15,000
7505000615	\$15,000	\$0	\$15,000
7505000620	\$15,000	\$0	\$15,000
7505000650	\$15,000	\$0	\$15,000
7505000655	\$15,000	\$0	\$15,000
7505000660	\$15,000	\$0	\$15,000
7505000665	\$15,000	\$0	\$15,000
7505000480	\$15,000	\$0	\$15,000
7505000485	\$15,000	\$0	\$15,000
7505000490	\$15,000	\$0	\$15,000
7505000495	\$15,000	\$0	\$15,000
7505000500	\$15,000	\$0	\$15,000
7505000555	\$15,000	\$0	\$15,000
7505000580	\$15,000	\$0	\$15,000
7505000590	\$15,000	\$0	\$15,000
7505000365	\$15,000	\$0	\$15,000
7505000380	\$15,000	\$0	\$15,000
7505000390	\$15,000	\$0	\$15,000
7505000400	\$15,000	\$0	\$15,000
7505000430	\$15,000	\$0	\$15,000
7505000435	\$15,000	\$0	\$15,000
7505000450	\$15,000	\$0	\$15,000
7505000460	\$15,000	\$0	\$15,000
7505000245	\$15,000	\$0	\$15,000
7505000255	\$15,000	\$0	\$15,000
7505000260	\$15,000	\$0	\$15,000
7505000270	\$15,000	\$0	\$15,000
7505000275	\$15,000	\$0	\$15,000
7505000280	\$15,000	\$0	\$15,000
7505000285	\$15,000	\$0	\$15,000
7505000290	\$15,000	\$0	\$15,000
7505000125	\$15,000	\$0	\$15,000
7505000130	\$15,000	\$0	\$15,000
7505000140	\$15,000	\$0	\$15,000
7505000150	\$15,000	\$0	\$15,000
7505000160	\$15,000	\$0	\$15,000
7505000185	\$15,000	\$0	\$15,000
7505000200	\$15,000	\$0	\$15,000
7505000215	\$15,000	\$0	\$15,000
7505000005	\$15,000	\$0	\$15,000
7505000010	\$15,000	\$0	\$15,000
7505000030	\$15,000	\$0	\$15,000
7505000050	\$15,000	\$0	\$15,000
7505000065	\$15,000	\$0	\$15,000
7505000070	\$15,000	\$0	\$15,000
7505000090	\$15,000	\$0	\$15,000
7505000105	\$15,000	\$0	\$15,000
<b>Total</b>	<b>\$4,868,600</b>	<b>\$1,000</b>	<b>\$4,869,600</b>

## Highest and Best Use

Before a property can be valued, an opinion of highest and best use must be developed for the subject site, both as vacant, and as improved. The proposed vacation area of the subject property is considered a portion of the larger 117.81-acre (89.34-usable acre) surrounding property. Since public streets generally have shape, access and size characteristics that render them un-developable independently, methods have been developed to value them as though joined with surrounding properties.

The appropriate valuation methodology for street rights-of-way is based on the concept of an alternative use being assignable to land segments within the overall right-of-way. In theory, the segments are divided down the centerline as each half is joined to the adjacent parcel along with the adjacent property's highest and best use and unit value (often referred to as "across-the-fence"). Therefore, an opinion of highest and best use must be developed for the across-the-fence parcel (inclusive of the subject site being analyzed), as if vacant. By definition, the highest and best use must be:

- Physically possible.
- Legally permissible under the zoning regulations and other restrictions that apply to the site.
- Financially feasible.
- Maximally productive, i.e., capable of producing the highest value from among the permissible, possible, and financially feasible uses.

The focus of this valuation is to estimate the value of an area this is currently dedicated to public street use. Therefore, our highest and best use analysis considers the land as though vacant. To develop an opinion of highest and best use, we apply the four tests: legally permissible, physically possible, financially feasible and maximally productive.

### As Vacant

#### Physically Possible

Physically, the subject right-of-way is too narrow and irregular in shape to be physically suitable for stand-alone development. The site is, however, physically suitable for assemblage with the surrounding pit site, which is intended to be redeveloped with an industrial use.

#### Legally Permissible

The site is zoned PD, Planned Development. Permitted uses include 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. To our knowledge, there are no legal restrictions such as easements or deed restrictions that would effectively limit the use of the property. Given prevailing land use patterns in the area, only industrial use is given further consideration in determining highest and best use of the site, as though vacant.

**Financially Feasible**

Based on our analysis of the market, there is currently adequate demand for industrial use in the subject's area. It appears that a newly developed industrial use on the subject, as assembled with the surrounding vacant parcels, would have a value commensurate with its cost. Therefore, industrial use is considered to be financially feasible.

**Maximally Productive**

There does not appear to be any reasonably probable use of the site that would generate a higher residual land value than assemblage with the surrounding vacant land for redevelopment for an industrial use.

**Conclusion**

Use of the subject property for assemblage with the vacant surrounding parcels with an industrial use, is the only use for the subject that meets the four tests of highest and best use. Therefore, it is concluded to be the highest and best use of the subject property as vacant.

**As Improved**

No improvements are situated on the subject. Therefore, a highest and best analysis as improved is not applicable.

Accordingly, the highest and best use for the subject is assemblage with the surrounding vacant land for industrial redevelopment.

**Most Probable Buyer**

Given the highest and best use of the site, the most-likely potential buyer of the site is the surrounding property owner/user.

# Valuation

## Valuation Methodology

Appraisers usually consider three approaches to estimating the market value of real property. These are the cost approach, sales comparison approach and the income capitalization approach.

The **cost approach** assumes that the informed purchaser would pay no more than the cost of producing a substitute property with the same utility. This approach is particularly applicable when the improvements being appraised are relatively new and represent the highest and best use of the land or when the property has unique or specialized improvements for which there is little or no sales data from comparable properties.

The **sales comparison approach** assumes that an informed purchaser would pay no more for a property than the cost of acquiring another existing property with the same utility. This approach is especially appropriate when an active market provides sufficient reliable data. The sales comparison approach is less reliable in an inactive market or when estimating the value of properties for which no directly comparable sales data is available. The sales comparison approach is often relied upon for owner-user properties.

The **income capitalization approach** reflects the market's perception of a relationship between a property's potential income and its market value. This approach converts the anticipated net income from ownership of a property into a value indication through capitalization. The primary methods are direct capitalization and discounted cash flow analysis, with one or both methods applied, as appropriate. This approach is widely used in appraising income-producing properties.

Reconciliation of the various indications into a conclusion of value is based on an evaluation of the quantity and quality of available data in each approach and the applicability of each approach to the property type.

The methodology employed in this assignment is summarized as follows:

<b>Approaches to Value</b>		
Approach	Applicability to Subject	Use in Assignment
Cost Approach	Not Applicable	Not Utilized
Sales Comparison Approach	Applicable	Utilized
Income Capitalization Approach	Not Applicable	Not Utilized

## Sales Comparison Approach

To develop an opinion of the subject's land value, as if vacant and available to be developed to its highest and best use, we utilize the sales comparison approach. This approach develops an indication of value by researching, verifying, and analyzing sales of similar properties.

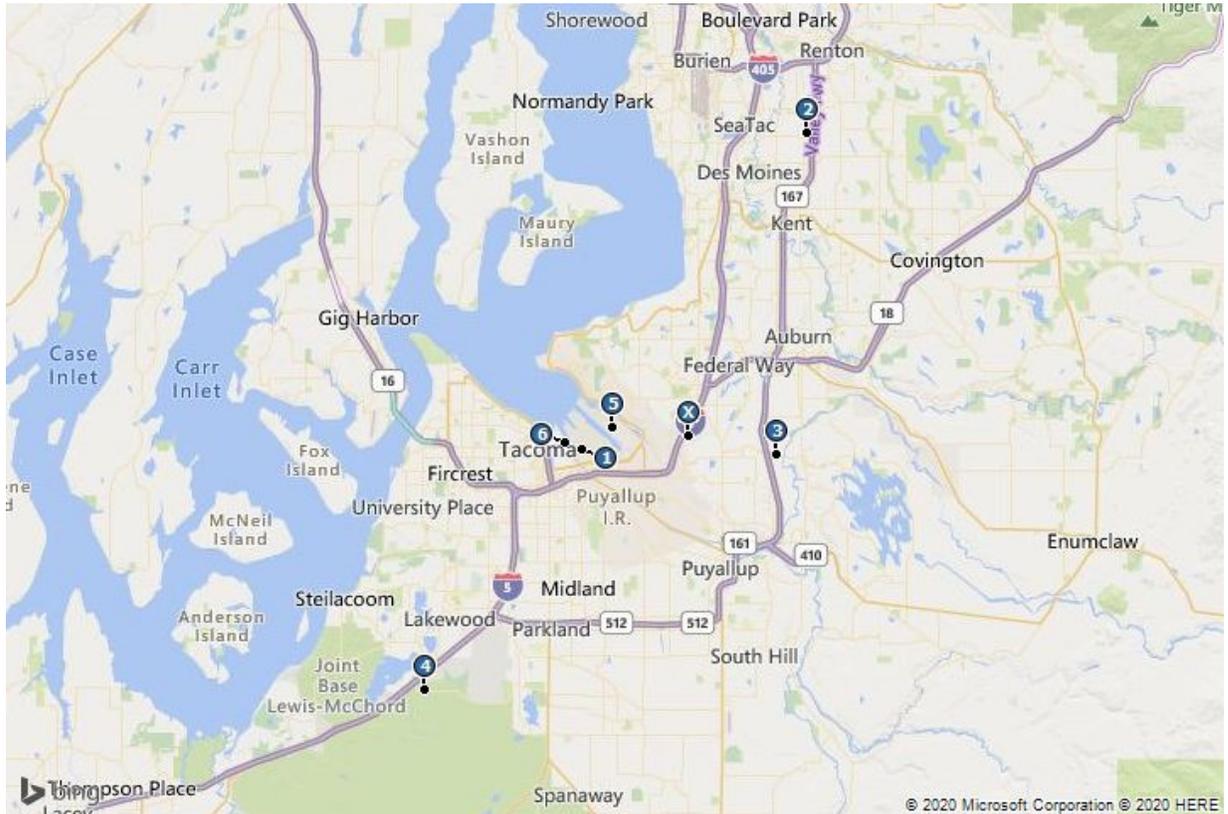
Our sales research focused on transactions within the following parameters:

- Location: King and Pierce Counties
- Size: 5 acres and greater
- Use: industrial
- Transaction Date: January 2016 to present

For this analysis, we use price per usable square foot as the appropriate unit of comparison because market participants typically compare sale prices and property values on this basis. The most relevant sales are summarized in the following table.

<b>Summary of Comparable Land Sales</b>							
No.	Name/Address	Sale Date; Status	Effective Sale Price	SF; Acres	Usable SF; Usable Acres	Zoning	\$/SF Land
1	Portside - Phase 3 Site 1651 Lincoln Ave. Tacoma Pierce County	Nov-18 Closed	\$5,148,000	312,368 7.17	312,368 7.17	Port Maritime Industrial	\$16.48
<i>Comments: November 2018 sale for \$5,400,000 of a 7.17-acre site in the Port of Tacoma. The property was leased to Bronco Pallet Services through August 2019 and contained 18,825 square feet of building area (constructed in 1968). The tenant was paying \$28,000 per month, triple net, which equates to \$252,000 in remaining income post-sale. Deducting this income from the purchase price results in an effective price for the underlying site of \$5,148,000 or \$16.48 per square foot of site area. The buyer intends to redevelop the property with a 107,100 square foot office/warehouse building.</i>							
2	Terreno Industrial Land 8615 S. 192nd Street Kent King County	Oct-18 Closed	\$12,652,460	554,863 12.74	554,863 12.74	Light Industrial	\$22.80
<i>Comments: This is the October 2018 sale of 12.74 acres, or 554,863 square feet, of industrial land in Kent for \$12,652,460, or \$22.80 per square foot. The site is mostly level and clear. At the time of sale, the property had permits in place for the construction of a new 214,700-square-foot office/warehouse on this site, which was previously used as a contractor storage yard. Site development will also include parking, landscaping, stream buffer enhancement, flood storage, a stormwater facility, water and sewer extensions and franchise utility improvements. Details of the sale were confirmed with the seller.</i>							
3	Valentine Avenue Land 942 Valentine Ave Pacific Pierce County	May-18 Closed	\$4,446,483	254,826 5.85	254,826 5.85	LIGHT INDU	\$17.45
<i>Comments: The reduced usable area of 5.85-acres is due to wetlands; the gross area is 6.66 acres. According to the Notice of Application the buyer is proposing to construct an approximate 128,262 sf office/warehouse building, which will include paved parking and truck maneuvering areas, landscaping, wetland enhancement and mitigation, and construction of stormwater facilities.</i>							
4	Tacoma Gateway Lakewood 14801 Spring St. SW. Lakewood Pierce County	May-17 Closed	\$7,315,574	943,918 21.67	943,918 21.67	Industrial Business Park	\$7.75
<i>Comments: This is the May 2017 sale of the 21.7 acre Tacoma Gateway site for \$7,315,574 or \$7.75/SF of land. The site is fully approved for construction of a 467,526-square-foot warehouse distribution facility with completion anticipated in February 2018.</i>							
5	Industrial Land 3320 Lincoln Avenue Tacoma Pierce County	Dec-16 Closed	\$28,250,000	2,286,464 52.49	2,286,464 52.49	Port Maritime and Industrial District	\$12.36
<i>Comments: The existing structures no longer add value to the underlying land. The seller had completed remediation of the site, at their own cost, prior to the sale closing. The estimated cost for the buyer to demolish the 34,040 square feet of improvements was reported at \$250,000. Including this cost, the effective purchase price is \$28,250,000 (\$12.36 per square foot). The buyer will redevelop the site with two industrial buildings, totaling 972,000 million square feet, to be known as DCT Blair Logistics Center (\$29.06 per square foot of building area).</i>							
6	IPT - Tacoma Logistics Center Site 733 E. 11th Street Tacoma Pierce County	Nov-16 Closed	\$32,876,147	2,504,400 57.49	2,504,400 57.49	Port Maritime and Industrial District	\$13.13
<i>Comments: The existing structures were specialized for a lumber mill use and no longer add value to the underlying land. The seller demolished the structures down to their foundation footings. The estimated cost for the buyer to demolish the footings was \$500,000. Including this cost, the effective purchase price is \$32,876,147 (\$13.12 per square foot). The buyer will redevelop the site with two industrial buildings, totaling 1,122,875 million square feet, to be known as IPT Logistics Center (\$29.28 per square foot of building area). Scheduled completion is in February 2018.</i>							
<b>Subject</b>				44,822	44,822	Planned	
Former Lloyds Pit/S. 380th Street ROW Milton, WA				1.03	1.03	Development	

### Comparable Land Sales Map





Sale 1  
Portside - Phase 3 Site



Sale 2  
Terreno Industrial Land



Sale 3  
Valentine Avenue Land



Sale 4  
Tacoma Gateway Lakewood



Sale 5  
Industrial Land



Sale 6  
IPT - Tacoma Logistics Center Site

## Analysis and Adjustment of Sales

The sales are compared to the subject and adjusted to account for material differences that affect value. The adjustment process is typically applied through either quantitative or qualitative analysis or a combination of the two. Quantitative adjustments are often developed as dollar or percentage amounts and are most credible when there is sufficient data to perform a paired sales or statistical analysis. While we present numerical adjustments in the adjustment grid that follows, they are based on qualitative judgment rather than empirical data as there is not sufficient data to develop a sound quantified estimate within a reasonable degree of confidence.

Our rating of each comparable sale in relation to the subject is the basis for our qualitative adjustments with a minor adjustment considered to be 5% and a substantial adjustment considered to be 25%+. If the comparable is superior to the subject, its sale price is adjusted downward to reflect the subject's relative inferiority. Conversely, if the comparable is inferior, its price is adjusted upward.

Adjustments are considered for the following factors, in the sequence shown below.

Adjustment Factor	Accounts For	Comments
Effective Sale Price	Atypical economics of a transaction, such as demolition cost or expenditures by buyer at time of purchase.	Sale 1 is adjusted downward \$252,000 for its interim income. Sales 5 and 6 are adjusted upward \$250,000 and \$500,000, respectively, for demolition costs.
Real Property Rights	Fee simple, leased fee, leasehold, partial interest, etc.	No adjustment warranted.
Financing Terms	Seller financing, or assumption of existing financing, at non-market terms.	No adjustment warranted.
Conditions of Sale	Extraordinary motivation of buyer or seller, assemblage, forced sale.	No adjustment warranted.
Market Conditions	Changes in the economic environment over time that affect the appreciation and depreciation of real estate.	Based on our discussions with market participants, there appears to be little movement in industrial land value since the COVID-19 pandemic was declared in March 2020. Market conditions were improving up to this time period. We adjust the sales upward by 3% per year to March 1, 2020.
Location	Market or submarket area influences on sale price; surrounding land use influences.	Sales 1, 2, 3, 5, and 6 are adjusted downward for their superior locations with strong industrial

<b>Adjustment Factor</b>	<b>Accounts For</b>	<b>Comments</b>
		submarkets. Sale 4 is adjusted upward for its inferior location.
Access/Exposure	Convenience to transportation facilities; ease of site access; visibility; traffic counts.	All of the sales are considered similar in access/exposure.
Size	Inverse relationship that often exists between parcel size and unit value.	All of the sales are adjusted downward for their varying smaller sizes compared to the surrounding subject usable site area of 89.34 acres.
Shape and Topography	Primary physical factors that affect the utility of a site for its highest and best use.	All of the sales are similar in shape/topography.
Zoning	Government regulations that affect the types and intensities of uses allowable on a site.	All of the sales are similar in zoning/use.
Entitlements	The specific level of governmental approvals attained pertaining to development of a site.	Sale 2 is adjusted downward for its entitlements in-place at the time of sale.

The following table summarizes the adjustments we make to each sale.

<b>Land Sales Adjustment Grid</b>							
	Subject	Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
Name	Former Lloyds Pit/S. 380th Street ROW	Portside - Phase 3 Site	Terreno Industrial Land	Valentine Avenue Land	Tacoma Gateway Lakewood	Industrial Land	IPT - Tacoma Logistics Center Site
Address	S. 380th Street, East of 5th	1651 Lincoln Ave.	8615 S. 192nd Street	942 Valentine Ave	14801 Spring St. SW.	3320 Lincoln Avenue	733 E. 11th Street
City	Milton	Tacoma	Kent	Pacific	Lakewood	Tacoma	Tacoma
County	King	Pierce	King	Pierce	Pierce	Pierce	Pierce
Sale Date		Nov-18	Oct-18	May-18	May-17	Dec-16	Nov-16
Sale Status		Closed	Closed	Closed	Closed	Closed	Closed
Sale Price		\$5,400,000	\$12,652,460	\$4,446,483	\$7,315,574	\$28,000,000	\$32,376,147
Conditions of Sale Adjustment		-\$252,000	\$0	\$0	\$0	\$0	\$0
Other Adjustment		\$0	\$0	\$0	\$0	\$250,000	\$500,000
Description of Adjustment		Interim lease income				Demolition	Demolition Costs
Effective Sale Price		\$5,148,000	\$12,652,460	\$4,446,483	\$7,315,574	\$28,250,000	\$32,876,147
Square Feet	5,131,886	312,368	554,863	254,826	943,918	2,286,464	2,504,400
Acres	89.34	7.17	12.74	5.85	21.67	52.49	57.49
Usable Square Feet	3,891,862	312,368	554,863	254,826	943,918	2,286,464	2,504,400
<b>Price per Usable Square Foot</b>		<b>\$16.48</b>	<b>\$22.80</b>	<b>\$17.45</b>	<b>\$7.75</b>	<b>\$12.36</b>	<b>\$13.13</b>
Conditions of Sale							
% Adjustment		See Above	-	-	-	-	-
Market Conditions	3/1/2020	Nov-18	Oct-18	May-18	May-17	Dec-16	Nov-16
Annual % Adjustment	3%	4%	4%	5%	8%	10%	10%
<b>Cumulative Adjusted Price</b>		<b>\$17.14</b>	<b>\$23.71</b>	<b>\$18.32</b>	<b>\$8.37</b>	<b>\$13.59</b>	<b>\$14.44</b>
Location		-10%	-10%	-5%	10%	-10%	-10%
Access/Exposure		-	-	-	-	-	-
Size		-20%	-20%	-20%	-10%	-5%	-5%
Shape and Topography		-	-	-	-	-	-
Zoning		-	-	-	-	-	-
Entitlements		-	-25%	-	-	-	-
Net \$ Adjustment		-\$5.14	-\$13.04	-\$4.58	\$0.00	-\$2.04	-\$2.17
Net % Adjustment		-30%	-55%	-25%	0%	-15%	-15%
<b>Final Adjusted Price</b>		<b>\$12.00</b>	<b>\$10.67</b>	<b>\$13.74</b>	<b>\$8.37</b>	<b>\$11.55</b>	<b>\$12.27</b>
Overall Adjustment		-27%	-53%	-21%	8%	-7%	-7%
<b>Range of Adjusted Prices</b>		<b>\$8.37 - \$13.74</b>					
<b>Average</b>		<b>\$11.43</b>					
<b>Indicated Value</b>		<b>\$12.00</b>					

### Land Value Conclusion

Prior to adjustment, the sales reflect a range of \$7.75 - \$22.80 per usable square foot. After adjustment, the range is narrowed to \$8.37 - \$13.74 per usable square foot, with an average of \$11.43 per usable square foot.

We give greatest weight to Sales 5 and 6 as they are most similar in size to the land site surrounding the subject. Secondary weight is given to the remaining sales. Accordingly, we arrive at a land value conclusion as follows:

### Land Value Conclusion - Surrounding Subject Site

Indicated Value per Usable Square Foot	\$12.00
Subject Usable Square Feet	3,891,862
Indicated Value	\$46,702,344
Rounded	\$46,700,000

This land value conclusion, on a gross site basis, equates to \$9.10 per square foot (\$46,700,000 divided by 5,131,866 square feet).

### City of Milton Street Vacation Code

Per Milton City Code, Chapter 12.06, *whenever a petition is filed to vacate a street or alley or if the council initiates such vacation by resolution, **the council shall require the abutting landowners to compensate the city in an amount which equals one-half of the appraised value of the area vacated;** provided, that when the council deems it to be in the best interest of the city, all or any portion of the compensation may be waived.*

This ordinance sets forth that the petitioning property owner is obligated to compensate the City in the order of one-half of the appraised fair market value. Based on our concluded value of the site surrounding the subject of \$9.10 per square foot, and the stipulation that an adjoining owner must compensate the City for half of the appraised value, we conclude that the petitioner's obligation to acquire the 44,822 square foot subject right-of-way at \$4.05 per square foot. This equates to a compensation amount of

---

### Subject Right of Way Value Conclusion

---

Indicated Value per Square Foot (50%)	\$4.05
Right-of-Way Square Feet	<u>44,822</u>
Indicated Value	\$181,529
Rounded	<u>\$182,000</u>

---

## Reconciliation and Conclusion of Value

As discussed previously, we use only the sales comparison approach in developing an opinion of value for the subject. The cost and income approaches are not applicable, and are not used.

Based on the preceding valuation analysis and subject to the definitions, assumptions, and limiting conditions expressed in the report, our value opinion follows:

### Value of the 44,822 SF South 380th Street ROW to be Vacated (50% of Fee Simple Value)

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value	Fee Simple	June 4, 2020	\$182,000

### Extraordinary Assumptions and Hypothetical Conditions

The value conclusions are subject to the following extraordinary assumptions. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusions are based on the following hypothetical conditions. A hypothetical condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

As of the date of value, the economy (globally, nationally, and locally) was in a state of rapid transition with a widespread expectation of the imminent onset of a significant recession. The outbreak of COVID-19 (coronavirus disease of 2019) in China was declared a global pandemic by the World Health Organization (WHO) on March 11, 2020. Some market deterioration had occurred shortly before this date, but the declaration by the WHO soon led to municipal and statewide orders to "shelter in place," causing widespread closures of businesses and a massive disruption to general commerce. The status of economic conditions is changing rapidly, creating great uncertainty in the markets. The value expressed herein represents our opinion based on the best available data reflective as of the date of value. While values are always subject to change over time, we caution the reader that in the current economic climate, market volatility creates the potential for a more significant change in value over a relatively short period of time.

### Exposure Time

Exposure time is the length of time the subject property would have been exposed for sale in the market had it sold on the effective valuation date at the concluded market value. Based on the concluded market values stated previously, it is our opinion that the probable exposure time is 6-12 months.

## Certification

We certify that, to the best of our knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. We have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. We have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.
5. We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice as well as applicable state appraisal regulations.
9. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
11. Allen Safer, MAI, MRICS, made a personal inspection of the property that is the subject of this report.
12. Significant real property appraisal assistance was provided by Matthew Bacon, MAI who has not signed this certification.
13. We have experience in appraising properties similar to the subject and are in compliance with the Competency Rule of USPAP.

14. As of the date of this report, Allen Safer, MAI, MRICS, has completed the continuing education program for Designated Members of the Appraisal Institute.



Allen Safer, MAI, MRICS  
Certified General Real Estate Appraiser  
Washington Certificate # 1100662

## Assumptions and Limiting Conditions

This appraisal and any other work product related to this engagement are limited by the following standard assumptions, except as otherwise noted in the report:

1. The title is marketable and free and clear of all liens, encumbrances, encroachments, easements and restrictions. The property is under responsible ownership and competent management and is available for its highest and best use.
2. There are no existing judgments or pending or threatened litigation that could affect the value of the property.
3. There are no hidden or undisclosed conditions of the land or of the improvements that would render the property more or less valuable. Furthermore, there is no asbestos in the property.
4. The revenue stamps placed on any deed referenced herein to indicate the sale price are in correct relation to the actual dollar amount of the transaction.
5. The property is in compliance with all applicable building, environmental, zoning, and other federal, state and local laws, regulations and codes.
6. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.

This appraisal and any other work product related to this engagement are subject to the following limiting conditions, except as otherwise noted in the report:

1. An appraisal is inherently subjective and represents our opinion as to the value of the property appraised.
2. The conclusions stated in our appraisal apply only as of the effective date of the appraisal, and no representation is made as to the effect of subsequent events.
3. No changes in any federal, state or local laws, regulations or codes (including, without limitation, the Internal Revenue Code) are anticipated.
4. No environmental impact studies were either requested or made in conjunction with this appraisal, and we reserve the right to revise or rescind any of the value opinions based upon any subsequent environmental impact studies. If any environmental impact statement is required by law, the appraisal assumes that such statement will be favorable and will be approved by the appropriate regulatory bodies.
5. Unless otherwise agreed to in writing, we are not required to give testimony, respond to any subpoena or attend any court, governmental or other hearing with reference to the property without compensation relative to such additional employment.
6. We have made no survey of the property and assume no responsibility in connection with such matters. Any sketch or survey of the property included in this report is for illustrative purposes only and should not be considered to be scaled accurately for size. The appraisal

- covers the property as described in this report, and the areas and dimensions set forth are assumed to be correct.
7. No opinion is expressed as to the value of subsurface oil, gas or mineral rights, if any, and we have assumed that the property is not subject to surface entry for the exploration or removal of such materials, unless otherwise noted in our appraisal.
  8. We accept no responsibility for considerations requiring expertise in other fields. Such considerations include, but are not limited to, legal descriptions and other legal matters such as legal title, geologic considerations such as soils and seismic stability; and civil, mechanical, electrical, structural and other engineering and environmental matters. Such considerations may also include determinations of compliance with zoning and other federal, state, and local laws, regulations and codes.
  9. The distribution of the total valuation in the report between land and improvements applies only under the reported highest and best use of the property. The allocations of value for land and improvements must not be used in conjunction with any other appraisal and are invalid if so used. The appraisal report shall be considered only in its entirety. No part of the appraisal report shall be utilized separately or out of context.
  10. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraisers, or any reference to the Appraisal Institute) shall be disseminated through advertising media, public relations media, news media or any other means of communication (including without limitation prospectuses, private offering memoranda and other offering material provided to prospective investors) without the prior written consent of the persons signing the report.
  11. Information, estimates and opinions contained in the report and obtained from third-party sources are assumed to be reliable and have not been independently verified.
  12. Any income and expense estimates contained in the appraisal report are used only for the purpose of estimating value and do not constitute predictions of future operating results.
  13. If the property is subject to one or more leases, any estimate of residual value contained in the appraisal may be particularly affected by significant changes in the condition of the economy, of the real estate industry, or of the appraised property at the time these leases expire or otherwise terminate.
  14. Unless otherwise stated in the report, no consideration has been given to personal property located on the premises or to the cost of moving or relocating such personal property; only the real property has been considered.
  15. The current purchasing power of the dollar is the basis for the values stated in the appraisal; we have assumed that no extreme fluctuations in economic cycles will occur.
  16. The values found herein are subject to these and to any other assumptions or conditions set forth in the body of this report but which may have been omitted from this list of Assumptions and Limiting Conditions.
  17. The analyses contained in the report necessarily incorporate numerous estimates and assumptions regarding property performance, general and local business and economic

- conditions, the absence of material changes in the competitive environment and other matters. Some estimates or assumptions, however, inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the period covered by our analysis will vary from our estimates, and the variations may be material.
18. The Americans with Disabilities Act (ADA) became effective January 26, 1992. We have not made a specific survey or analysis of the property to determine whether the physical aspects of the improvements meet the ADA accessibility guidelines. We claim no expertise in ADA issues, and render no opinion regarding compliance of the subject with ADA regulations. Inasmuch as compliance matches each owner's financial ability with the cost to cure the non-conforming physical characteristics of a property, a specific study of both the owner's financial ability and the cost to cure any deficiencies would be needed for the Department of Justice to determine compliance.
  19. The appraisal report is prepared for the exclusive benefit of you, your subsidiaries and/or affiliates. It may not be used or relied upon by any other party. All parties who use or rely upon any information in the report without our written consent do so at their own risk.
  20. No studies have been provided to us indicating the presence or absence of hazardous materials on the subject property or in the improvements, and our valuation is predicated upon the assumption that the subject property is free and clear of any environment hazards including, without limitation, hazardous wastes, toxic substances and mold. No representations or warranties are made regarding the environmental condition of the subject property. IRR - Seattle, Integra Realty Resources, Inc., and their respective officers, owners, managers, directors, agents, subcontractors or employees (the "Integra Parties"), shall not be responsible for any such environmental conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because we are not experts in the field of environmental conditions, the appraisal report cannot be considered as an environmental assessment of the subject property.
  21. The persons signing the report may have reviewed available flood maps and may have noted in the appraisal report whether the subject property is located in an identified Special Flood Hazard Area. However, we are not qualified to detect such areas and therefore do not guarantee such determinations. The presence of flood plain areas and/or wetlands may affect the value of the property, and the value conclusion is predicated on the assumption that wetlands are non-existent or minimal.
  22. We are not a building or environmental inspector. The Integra Parties do not guarantee that the subject property is free of defects or environmental problems. Mold may be present in the subject property and a professional inspection is recommended.
  23. The appraisal report and value conclusions for an appraisal assume the satisfactory completion of construction, repairs or alterations in a workmanlike manner.
  24. **IRR - Seattle is an independently owned and operated company. The parties hereto agree that Integra shall not be liable for any claim arising out of or relating to any appraisal report or any information or opinions contained therein as such appraisal report is the sole and exclusive responsibility of IRR - Seattle. In addition, it is expressly agreed that in any action**

- which may be brought against the Integra Parties arising out of, relating to, or in any way pertaining to the engagement letter, the appraisal reports or any related work product, the Integra Parties shall not be responsible or liable for any incidental or consequential damages or losses, unless the appraisal was fraudulent or prepared with intentional misconduct. It is further expressly agreed that the collective liability of the Integra Parties in any such action shall not exceed the fees paid for the preparation of the assignment (unless the appraisal was fraudulent or prepared with intentional misconduct). It is expressly agreed that the fees charged herein are in reliance upon the foregoing limitations of liability.**
25. IRR - Seattle is an independently owned and operated company, which has prepared the appraisal for the specific intended use stated elsewhere in the report. The use of the appraisal report by anyone other than the Client is prohibited except as otherwise provided. Accordingly, the appraisal report is addressed to and shall be solely for the Client's use and benefit unless we provide our prior written consent. We expressly reserve the unrestricted right to withhold our consent to your disclosure of the appraisal report or any other work product related to the engagement (or any part thereof including, without limitation, conclusions of value and our identity), to any third parties. Stated again for clarification, unless our prior written consent is obtained, no third party may rely on the appraisal report (even if their reliance was foreseeable).
26. The conclusions of this report are estimates based on known current trends and reasonably foreseeable future occurrences. These estimates are based partly on property information, data obtained in public records, interviews, existing trends, buyer-seller decision criteria in the current market, and research conducted by third parties, and such data are not always completely reliable. The Integra Parties are not responsible for these and other future occurrences that could not have reasonably been foreseen on the effective date of this assignment. Furthermore, it is inevitable that some assumptions will not materialize and that unanticipated events may occur that will likely affect actual performance. While we are of the opinion that our findings are reasonable based on current market conditions, we do not represent that these estimates will actually be achieved, as they are subject to considerable risk and uncertainty. Moreover, we assume competent and effective management and marketing for the duration of the projected holding period of this property.
27. All prospective value opinions presented in this report are estimates and forecasts which are prospective in nature and are subject to considerable risk and uncertainty. In addition to the contingencies noted in the preceding paragraph, several events may occur that could substantially alter the outcome of our estimates such as, but not limited to changes in the economy, interest rates, and capitalization rates, behavior of consumers, investors and lenders, fire and other physical destruction, changes in title or conveyances of easements and deed restrictions, etc. It is assumed that conditions reasonably foreseeable at the present time are consistent or similar with the future.

28. The appraisal is also subject to the following:

---

**Extraordinary Assumptions and Hypothetical Conditions**

---

The value conclusions are subject to the following extraordinary assumptions. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusions are based on the following hypothetical conditions. A hypothetical condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

---

## **Addendum A**

### **Appraiser Qualifications**

# Allen Safer, MAI, MRICS

## Experience

Senior Managing Director for Integra Realty Resources-Seattle in Washington State. Integra Realty Resources Seattle is part of Integra Realty Resources (IRR), a national valuation and consulting firm with over 50 offices in the U.S. and Caribbean.

Mr. Safer and his firm are experienced in the analysis of various property types including: vacant land, residential plats, master-planned communities, multifamily developments, retail, office, industrial and special purpose properties in Washington State and Alaska. Clients served include various financial concerns, law and public accounting firms, private and public agencies, pension and advisory companies, investment firms, and the general public. Further, utilizing the resources of Integra's nationwide coverage, the firm is actively involved in the completion of large portfolio engagements.

Mr. Safer's background includes 30+ years of counseling and valuation analysis for the general public on commercial and residential properties in Washington and Alaska. Entered the appraisal profession with Coldwell Banker Appraisal Services from 1977 to 1981. Founded Safer & Company in 1982 and transitioned to Property Counselors from 1986 to 2001.

## Professional Activities & Affiliations

Member: Appraisal Institute (MAI)

President: Local Chapter of the Appraisal Institute, January 2007 - December 2007

Chairman: AI Seattle Chapter Real Estate Fall Conference, January 2008 - December 2010

Chairman: Appraisal Institute Regional Chairs, January 2000 - December 2000

Chairman: Appraisal Institute Executive Committee, January 2000 - December 2000

Chairman: Pacific NW Region 1 Board of Directors, January 1998 - December 1999

Board of Director: Appraisal Institute, January 1996 - December 2001

Member: Appraisal Institute Finance Committee, January 1996 - December 1997

Board of Director: AI General Appraisal Board, January 1994 - December 1996

Chairman: Appraisal Institute National Comprehensive Exam Subcommittee, January 1990 - December 1992

Member: Appraisal Institute National Comprehensive Exam Subcommittee, January 1983 - December 1992

Member: Government Relations Committee, January 2002 - December 2004

Member: Appraisal Institute National Admissions Comm., January 1990 - December 1993

Board of Director: Appraisal Institute Seattle Chapter, January 1989 - December 1992

Member: Regional Professional Standards Panel of the Appraisal Institute, January 1984

Chairman: Local Chapter Admissions and Programs, January 1986 - December 1991

## Licenses

Alaska, Certified General Real Estate Appraiser, APRG412, Expires June 2021

Washington, Certified General Real Estate Appraiser, 1100662, Expires September 2021

Washington, Designated Broker, 3341, Expires December 2021

## Education

Bachelor of Science, Real Estate, University of Colorado, Boulder, Colorado

[asafer@irr.com](mailto:asafer@irr.com) - 206.436.1190

**Integra Realty Resources**  
**Seattle (154)**

600 University Street  
Suite 310  
Seattle, WA 98101

T 206.903.6700  
F 206.623.5731

[irr.com](http://irr.com)



# Allen Safer, MAI, MRICS

## Qualified Before Courts & Administrative Bodies

United States Bankruptcy Court, Seattle Washington  
King County Superior Court, Washington  
King County Board of Equalization  
Pierce County District Court  
Washington State Board of Tax Appeals  
Various Arbitration & Land Use Hearings

## Miscellaneous

Recipient of the Seattle AI Chapter's "Appraiser of the Year" Award for 2001.  
Recipient of the Seattle AI Chapter's 2009 "President's Award".  
IRR Certified Reviewer

**Integra Realty Resources**  
**Seattle (154)**

600 University Street  
Suite 310  
Seattle, WA 98101

T 206.903.6700  
F 206.623.5731

irr.com



## About IRR

Integra Realty Resources, Inc. (IRR) provides world-class commercial real estate valuation, counseling, and advisory services. Routinely ranked among leading property valuation and consulting firms, we are now the largest independent firm in our industry in the United States, with local offices coast to coast and in the Caribbean.

IRR offices are led by MAI-designated Senior Managing Directors, industry leaders who have over 25 years, on average, of commercial real estate experience in their local markets. This experience, coupled with our understanding of how national trends affect the local markets, empowers our clients with the unique knowledge, access, and historical perspective they need to make the most informed decisions.

Many of the nation's top financial institutions, developers, corporations, law firms, and government agencies rely on our professional real estate opinions to best understand the value, use, and feasibility of real estate in their market.

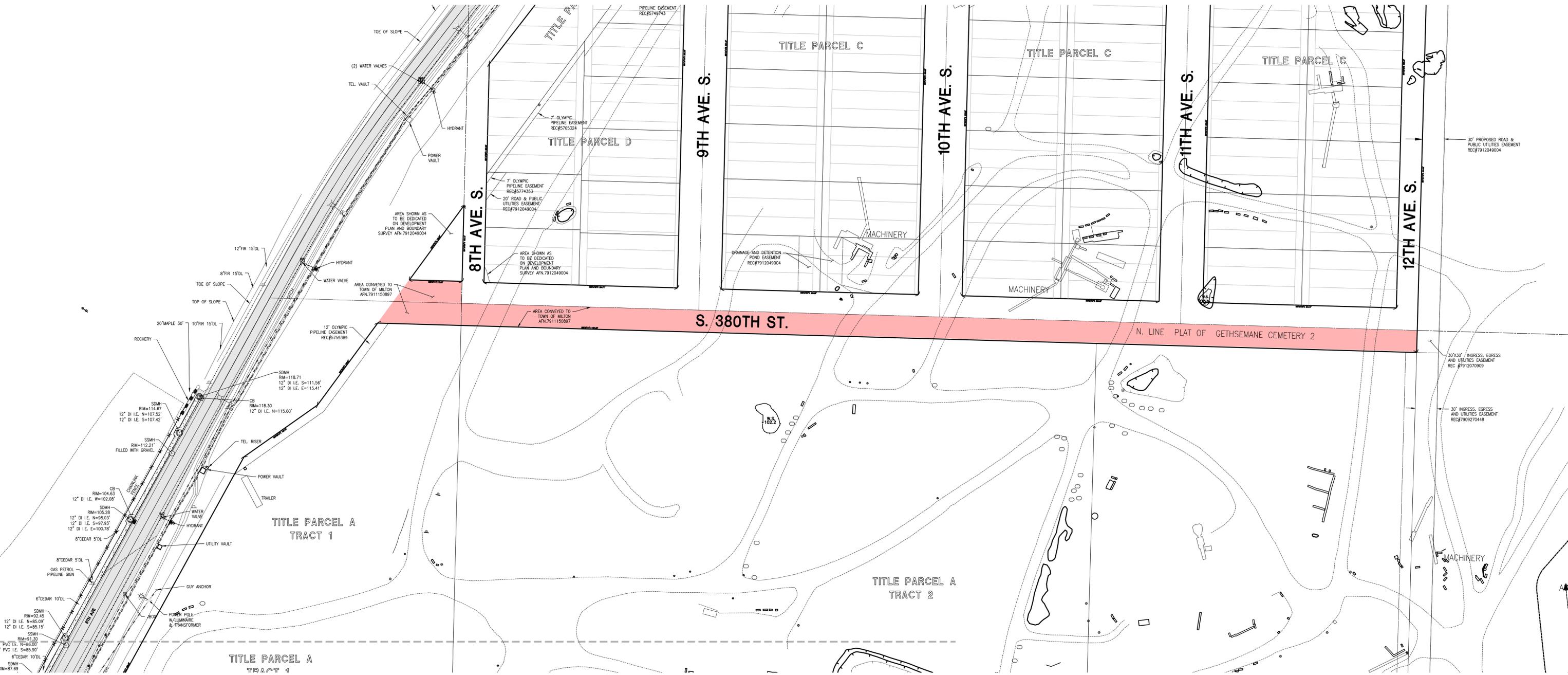
*Local Expertise...Nationally!*

# irr.com



## **Addendum B**

### **Property Information**



**SITE AREA**

5,131,886 SF TOTAL (117.81 ACRES)  
3,891,862 SF (89.3 ACRES) USEABLE

**BUILDING AREA**

327,824 SF BUILDING "A"  
474,424 SF BUILDING "B"  
1,021,791 SF BUILDING "C"  
122,609 SF BUILDING "D"  
1,946,648 SF TOTAL

**ZONE**

PD PLANNED DEVELOPMENT DISTRICT

**PARKING:**

**BUILDING A**

41 STALLS-(5%) 16,391 SF OFFICE @ 1/400  
156 STALLS-(95%) 311,433 SF WHSE @ 1/2000  
197 TOTAL STALLS REQUIRED

258 STALLS PROVIDED

**BUILDING B**

60 STALLS-(5%) 23,721 SF OFFICE @ 1/400  
225 STALLS-(95%) 450,703 SF WHSE @ 1/2000  
285 TOTAL STALLS REQUIRED

285 STALLS PROVIDED  
90 TRAILER STALLS PROVIDED

**BUILDING C**

77 STALLS-(3%) 30,654 SF OFFICE @ 1/400  
496 STALLS-(97%) 991,137 SF WHSE @ 1/2000  
573 TOTAL STALLS REQUIRED

583 STALLS PROVIDED  
202 TRAILER STALLS PROVIDED

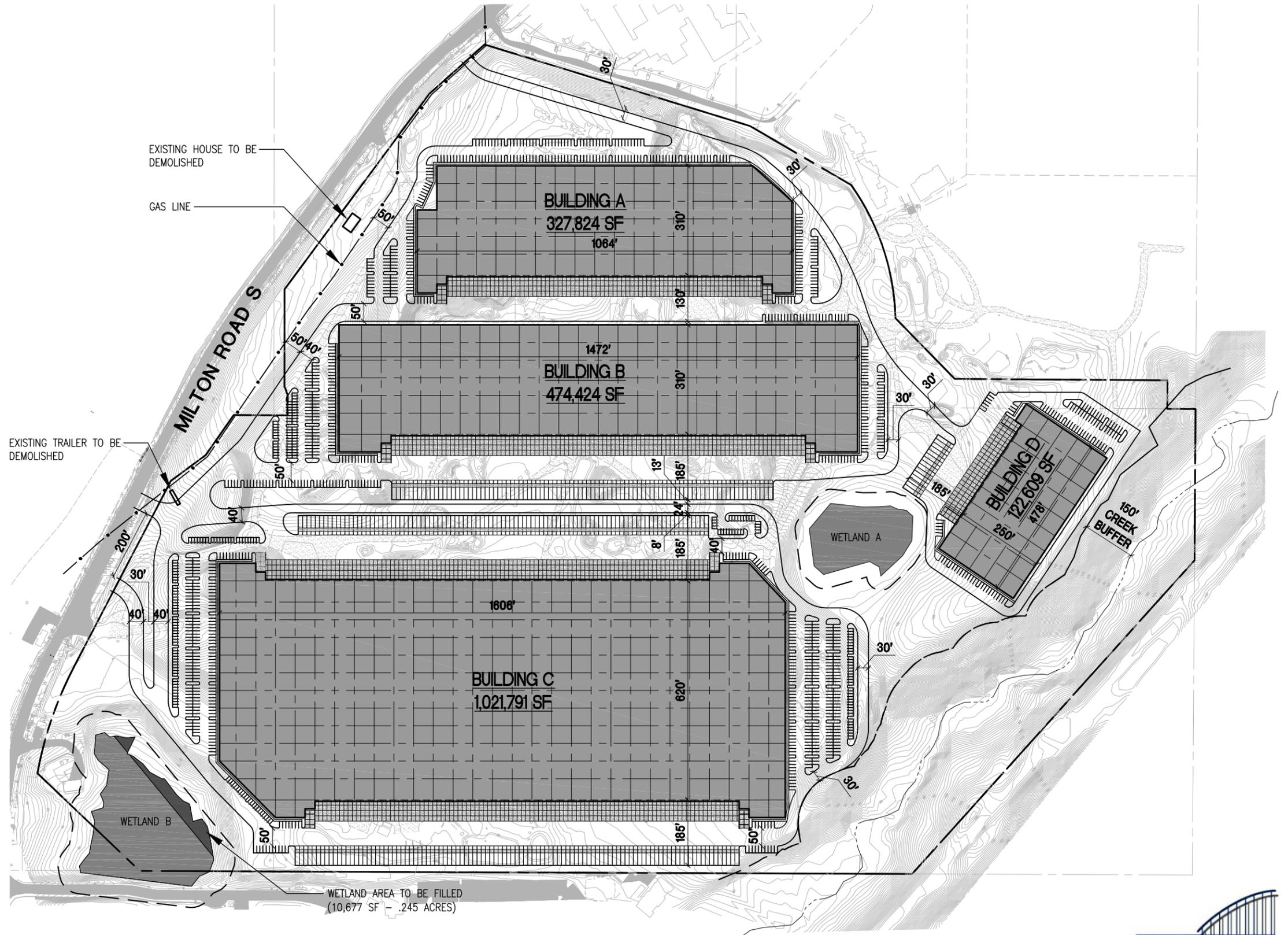
**BUILDING D**

31 STALLS-(10%) 12,261 SF OFFICE @ 1/400  
55 STALLS-(90%) 110,348 SF WHSE @ 1/2000  
86 TOTAL STALLS REQUIRED

92 STALLS PROVIDED  
15 TRAILER STALLS PROVIDED

**TOTAL SITE**

1,141 TOTAL STALLS REQUIRED  
1,218 TOTAL STALLS PROVIDED  
307 TOTAL TRAILER STALLS PROVIDED



X 18-048\_Bridge-Lloyds Milton-BASE (SITE).dwg

08/22/18 - 3:25pm



**LLOYD'S SITE (OPTION 3R3)**  
MILTON, WASHINGTON  
08/22/18 1"=300'



**BRIDGE**  
DEVELOPMENT  
PARTNERS, LLC  
Page 160 of 179

## **Addendum C**

### **Comparable Data**

## Location & Property Identification

Property Name:	Portside - Phase 3 Site
Sub-Property Type:	Commercial, Industrial
Address:	1651 Lincoln Ave.
City/State/Zip:	Tacoma, WA 98421
County:	Pierce
Submarket:	Tacoma
Market Orientation:	Port District
IRR Event ID:	2281359



Occupancy Type Before Sale: Single Tenant

## Sale Information

Sale Price:	\$5,400,000
Effective Sale Price:	\$5,148,000
Sale Date:	11/15/2018
Recording Date:	11/15/2018
Sale Status:	Closed
\$/Acre(Gross):	\$717,892
\$/Land SF(Gross):	\$16.48
Grantor/Seller:	Miller-Angie-Hatch
Grantee/Buyer:	LBA RVI-Company VII, LLC
Property Rights:	Leased Fee
Exposure Time:	12 (months)
Financing:	Cash to seller
Document Type:	Warranty Deed
Recording No.:	201811150465
Verified By:	Matthew A. Bacon, MAI
Verification Date:	10/08/2019
Confirmation Source:	Dave Douglas, NAI-PSP (253-208-2277)
Verification Type:	Confirmed-Seller Broker
Secondary Verific. Source:	Assessor, CoStar, CBA

## Improvement and Site Data

MSA:	Seattle-Tacoma-Bellevue, WA
Legal/Tax/Parcel ID:	0320031049, 8950000035
Acres(Gross):	7.17
Land-SF(Gross):	312,368
Shape:	Irregular
Topography:	Level
Zoning Code:	PMI
Zoning Desc.:	Port Maritime Industrial
Source of Land Info.:	Broker

## Comments

November 2018 sale for \$5,400,000 of a 7.17-acre site in the Port of Tacoma. The property was leased to Bronco Pallet Services through August 2019 and contained 18,825 square feet of building area (constructed in 1968). The tenant was paying \$28,000 per month, triple net, which equates to \$252,000 in remaining income post-sale. Deducting this income from the purchase price results in an effective price for the underlying site of \$5,148,000 or \$16.48 per square foot of site area. The buyer intends to redevelop the property with a 107,100 square foot office/warehouse building.

## Sale Analysis

Conditions of Sale Adj.:	-\$252,000.00
Adjust. Comments:	Interim lease income

## Occupancy

## Location & Property Identification

Property Name:	Terreno Industrial Land
Sub-Property Type:	Commercial, Industrial
Address:	8615 S. 192nd Street
City/State/Zip:	Kent, WA 98031
County:	King
Submarket:	Kent Valley
Market Orientation:	Suburban
IRR Event ID:	2246298



## Sale Information

Sale Price:	\$12,652,460
Effective Sale Price:	\$12,652,460
Sale Date:	10/24/2018
Sale Status:	Closed
\$/Acre(Gross):	\$993,292
\$/Land SF(Gross):	\$22.80
Grantor/Seller:	DC 192 LLC
Grantee/Buyer:	Terreno Kent 192 LLC
Assets Sold:	Real estate only
Property Rights:	Fee Simple
% of Interest Conveyed:	100.00
Financing:	Cash to seller
Document Type:	Bargain and Sale Deed
Recording No.:	20181024001005
Verified By:	Riley B. Steppe
Verification Type:	Secondary Verification
Secondary Verific. Source:	Assessor, CoStar

## Comments

This is the October 2018 sale of 12.74 acres, or 554,863 square feet, of industrial land in Kent for \$12,652,460, or \$22.80 per square foot. The site is mostly level and clear. At the time of sale, the property had permits in place for the construction of a new 214,700-square-foot office/warehouse on this site, which was previously used as a contractor storage yard. Site development will also include parking, landscaping, stream buffer enhancement, flood storage, a stormwater facility, water and sewer extensions and franchise utility improvements. Details of the sale were confirmed with the seller.

## Improvement and Site Data

Legal/Tax/Parcel ID:	062205-9125
Acres(Gross):	12.74
Land-SF(Gross):	554,863
Zoning Code:	M2
Zoning Desc.:	Light Industrial
Source of Land Info.:	Public Records

## Location & Property Identification

Property Name: Valentine Avenue Land  
 Sub-Property Type: Commercial, Industrial  
 Address: 942 Valentine Ave  
 City/State/Zip: Pacific, WA 98047  
 County: Pierce  
 Submarket: Kent Valley

IRR Event ID: 2298885



## Sale Information

Sale Price: \$4,446,483  
 Effective Sale Price: \$4,446,483  
 Sale Date: 05/22/2018  
 Recording Date: 05/22/2018  
 Sale Status: Closed  
 \$/Acre(Gross): \$760,083  
 \$/Land SF(Gross): \$17.45  
 \$/Acre(Usable): \$760,083  
 \$/Land SF(Usable): \$17.45  
 Grantor/Seller: R3 Investments LLC  
 Grantee/Buyer: Pacific Logistics Intl S Llc  
 Property Rights: Fee Simple  
 Terms of Sale: Redevelopment Project  
 Recording No.: 201805220609  
 Verified By: Maria L. Olson  
 Verification Date: 12/11/2019  
 Verification Type: Confirmed-Seller Broker  
 Secondary Verific. Source: CoStar

Land-SF(Usable/Gross): 254,826/254,826  
 Usable/Gross Ratio: 1.00  
 Zoning Desc.: LIGHT INDU  
 Source of Land Info.: Other

## Comments

The reduced usable area of 5.85-acres is due to wetlands; the gross area is 6.66 acres. According to the Notice of Application the buyer is proposing to construct an approximate 128,262 sf office/warehouse building, which will include paved parking and truck maneuvering areas, landscaping, wetland enhancement and mitigation, and construction of stormwater facilities.

## Sale Analysis

Proposed Use Desc.: Industrial

## Improvement and Site Data

MSA: Seattle/Puget Sound  
 Legal/Tax/Parcel ID: 449540-0100  
 Acres(Usable/Gross): 5.85/5.85

## Location & Property Identification

Property Name: Tacoma Gateway Lakewood  
 Sub-Property Type: Commercial, Industrial  
 Address: 14801 Spring St. SW.  
 City/State/Zip: Lakewood, WA 98439  
 County: Pierce  
 Submarket: SE Pierce County  
 Market Orientation: Suburban  
 Property Location: East side of Spring St. SW  
 btwn 148th St. SW and 150th St. SW  
 IRR Event ID: 1504751



## Sale Information

Sale Price: \$7,315,574  
 Effective Sale Price: \$7,315,574  
 Sale Date: 05/16/2017  
 Sale Status: Closed  
 \$/Acre(Gross): \$337,599  
 \$/Land SF(Gross): \$7.75  
 \$/Acre(Usable): \$337,599  
 \$/Land SF(Usable): \$7.75  
 Grantor/Seller: YKC Investment, LLC  
 Grantee/Buyer: Tacoma Gateway Lakewood LLC (PCCP & Panattoni)  
 Property Rights: Fee Simple  
 % of Interest Conveyed: 100.00  
 Document Type: Warranty Deed  
 Recording No.: 201705190103  
 Verification Type: Secondary Verification

Zoning Code: IBP  
 Zoning Desc.: Industrial Business Park  
 Source of Land Info.: Public Records

## Comments

This is the May 2017 sale of the 21.7 acre Tacoma Gateway site for \$7,315,574 or \$7.75/SF of land. The site is fully approved for construction of a 467,526-square-foot warehouse distribution facility with completion anticipated in February 2018.

## Improvement and Site Data

MSA: Seattle-Tacoma-Bellevue, WA  
 Legal/Tax/Parcel ID: 0219221162, 0219221163, 0219221164, 0219221165  
 Acres(Usable/Gross): 21.67/21.67  
 Land-SF(Usable/Gross): 943,918/943,918  
 Usable/Gross Ratio: 1.00

## Location & Property Identification

Property Name: Industrial Land  
 Sub-Property Type: Commercial, Industrial  
 Address: 3320 Lincoln Avenue  
 City/State/Zip: Tacoma, WA 98421  
 County: Pierce  
 Submarket: Tacoma  
 Market Orientation: Port District  
  
 IRR Event ID: 1433116



## Sale Information

Sale Price: \$28,000,000  
 Effective Sale Price: \$28,250,000  
 Sale Date: 12/02/2016  
 Sale Status: Closed  
 \$/Acre(Gross): \$538,198  
 \$/Land SF(Gross): \$12.36  
 Grantor/Seller: SSA Tacoma, Inc.  
 Grantee/Buyer: DCT Blair Logistics  
 Property Rights: Fee Simple  
 Financing: Cash to seller  
 Document Type: Warranty Deed  
 Recording No.: 201612020438  
 Verified By: Matthew A. Bacon, MAI  
 Verification Date: 03/06/2017  
 Confirmation Source: Patrick Gemma, DCT Industrial (206-753-0900)  
  
 Verification Type: Confirmed-Buyer  
 Secondary Verific. Source: Pierce County Auditor

Acres(Gross): 52.49  
 Land-SF(Gross): 2,286,464  
 Zoning Code: PMI  
 Zoning Desc.: Port Maritime and Industrial District  
  
 Source of Land Info.: Public Records

## Comments

The existing structures no longer add value to the underlying land. The seller had completed remediation of the site, at their own cost, prior to the sale closing. The estimated cost for the buyer to demolish the 34,040 square feet of improvements was reported at \$250,000. Including this cost, the effective purchase price is \$28,250,000 (\$12.36 per square foot). The buyer will redevelop the site with two industrial buildings, totaling 972,000 million square feet, to be known as DCT Blair Logistics Center (\$29.06 per square foot of building area).

## Sale Analysis

Other Adj.: \$250,000  
 Adjust. Comments: Demolition

## Improvement and Site Data

Legal/Tax/Parcel ID: 032135-500-5  
 032135-500-6

## Location & Property Identification

Property Name:	IPT - Tacoma Logistics Center Site
Sub-Property Type:	Commercial, Industrial
Address:	733 E. 11th Street
City/State/Zip:	Tacoma, WA 98421
County:	Pierce
Submarket:	Tacoma
Market Orientation:	Port District
IRR Event ID:	1433181



## Sale Information

Sale Price:	\$32,376,147
Effective Sale Price:	\$32,876,147
Sale Date:	11/20/2016
Recording Date:	11/20/2016
Sale Status:	Closed
\$/Acre(Gross):	\$571,828
\$/Land SF(Gross):	\$13.13
Grantor/Seller:	Interfor US Inc.
Grantee/Buyer:	IPT Tacoma Logistics Center
Property Rights:	Fee Simple
Financing:	Cash to seller
Document Type:	Bargain and Sale Deed
Recording No.:	201612010321
Verified By:	Matthew A. Bacon, MAI
Verification Date:	03/06/2017
Confirmation Source:	Tony Kusak, Cushman & Wakefield (206-521-0263)
Verification Type:	Confirmed-Seller Broker
Secondary Verific. Source:	Pierce County Auditor

Legal/Tax/Parcel ID:	895000-056-8 895000-056-9
Acres(Gross):	57.49
Land-SF(Gross):	2,504,400
Shape:	Irregular
Topography:	Level
Zoning Code:	PMI
Zoning Desc.:	Port Maritime and Industrial District
Utilities Desc.:	All utilities available to the site
Source of Land Info.:	Public Records

## Comments

The existing structures were specialized for a lumber mill use and no longer add value to the underlying land. The seller demolished the structures down to their foundation footings. The estimated cost for the buyer to demolish the footings was \$500,000. Including this cost, the effective purchase price is \$32,876,147 (\$13.12 per square foot). The buyer will redevelop the site with two industrial buildings, totaling 1,122,875 million square feet, to be known as IPT Logistics Center (\$29.28 per square foot of building area). Scheduled completion is in February 2018.

## Sale Analysis

Other Adj.:	\$500,000
Adjust. Comments:	Demolition Costs

## Improvement and Site Data

This Page Left Intentionally Blank

**CITY OF MILTON  
RESOLUTION NO. 20-1931**

**A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF MILTON,  
WASHINGTON SETTING A PUBLIC HEARING FOR VACATION OF  
380<sup>TH</sup> STREET.**

**WHEREAS**, the City has received a petition from Land Lloyd Development Co. requesting vacation of 380<sup>th</sup> Street; and

**WHEREAS**, the petition included the \$500.00 street vacation filing fee in full, a legal description and a property appraisal; and

**WHEREAS**, Milton Municipal Code 12.06.010, *Initiation*, requires the City Council, by resolution, to fix a time when the petition will be heard by council, which time shall not be more than 60 days, or less than 20 days, after the date of passage of the resolution;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON,  
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

The City Council hereby sets a public hearing for the 380<sup>th</sup> Street Vacation. The hearing is set for 7:00 p.m. at the City Council meeting on August 3, 2020.

**PASSED AND APPROVED** by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 6th day of July 2020.

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

Attest:

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

This Page Left Intentionally Blank

CITY OF MILTON, WASHINGTON

**ORDINANCE NO. 1989-20**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON,  
VACATING RIGHT-OF-WAY NO LONGER NECESSARY FOR  
S. 380TH STREET.

---

WHEREAS, the City Council by the adoption of Resolution 20-1931 on July 6, 2020, fixed a time and place for a public hearing to vacate the hereinafter described S. 380<sup>th</sup> Street fixing the hearing for 7:00 P.M. on August 3, 2020, said date is not more than sixty days nor less than twenty days after the date of passage of the resolution and fixing the place of hearing at the Milton Council Chambers, 1000 Laurel Street, Milton, Washington; and

WHEREAS, pursuant to RCW 35.79.020, notices for the time and place of the hearing were properly given; and

WHEREAS, all steps and procedures required by law to vacate the hereinafter described 380<sup>th</sup> Street have been duly taken and carried out; and

WHEREAS, the adjoining property owner will be required to pay the City \$ \$461,200, an amount that is found to be adequate consideration for the vacated property; and

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

Section 1. The S 380<sup>th</sup> Street right-of-way is hereby vacated, subject to the city retaining an easement and the right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services.

Section 2. Effective Date. This ordinance shall take effect and be in full force five (5) days from and after publication.

Passed by the Milton City Council the 3<sup>rd</sup> day of August 2020, and approved by the Mayor, the \_\_\_\_ day of August 2020.

---

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. 1989-20

# R . F . D U N C A N & A S S O C I A T E S I N C .

A P P R A I S E R S & C O N S U L T A N T S I N R E A L E S T A T E

## Memo

**To:** Mr. Nick Afzali, MSCE, Director of Public Works, City of Milton

**From:** Richard F. Duncan, MAI/RF Duncan and Associates, Inc.

**Date:** 7-28-20

**RE:** Proposed S. 380th Street Vacation; Appraisal Dated 6-4-20, Prepared by Allen Safer, MAI, MRICS; WA Cert. No. 1100662.

The concluded value in the above referenced appraisal for the 1.03-acre (44,822 SF) area of S. 380<sup>th</sup> Street to be vacated is approximately \$182,000, and the concluded value in my review dated 7-28-20, is approximately \$461,200. The purpose of this memo is to explain the difference in value between the appraisal and my review.

Within the appraisal, the appraiser analyzed six industrial land sales ranging from \$7.75 to \$22.80 per square foot and in size from 5.85 to 52.49 acres. Though the subject is 1.03 acres, it runs through an ownership of approximately 89.34 useable acres and the value of the vacated street right of way would take on a similar value to the surrounding lands which have a useable area of approximately 89.34 acres. The appraiser concluded a value for the useable area of the surrounding lands of \$12.00 per square foot, which I believe is reasonable and well supported in the appraisal.

The appraiser discounted the value of the land within the proposed area of vacation to \$9.10 per square foot due to the large amount of unusable area associated with the surrounding lands with which the subject will be combined. The overall larger parcel with which the right of way to be vacated will be combined has a gross area of approximately 117.81 acres and a useable area of approximately 89.34 acres, or 3,891,862 square feet, with the rest of the overall parcel having steep slopes, wetlands or wetland buffer. The ratio of useable land to the overall area is approximately 76 percent (89.34 areas/117.81 acres).

The City of Milton has indicated that due to steep slopes, approximately 6,389 SF of the 44,822 SF area to be vacated can be considered to be unusable due to its high cost of development, and approximately 38,433 SF of the area to be vacated is useable (44,822 SF – 6,389 SF). The useable area comprises approximately 86 percent of the area to be vacated (38,433 SF/44,822 SF).

In my opinion, a more straight forward and reasonable approach is to apply \$12.00 per square foot to the useable area of the subject and no value to the steep and unusable area to be vacated. Applying a value of \$12.00 Per SF to the useable area and no value to the unusable area, indicates a value for the area to be vacated of approximately **\$461,200®**. (38,433 SF x \$12/SF + 6,389 SF x 0-).

The second area of disagreement is that Mr. Safer interpreted the City of Milton's Street Vacation Ordinance to require that the abutting ownership only has to pay 50 percent of the value of the right of way to be vacated. However, the City of Milton Street Vacation Ordinance actually indicates the following with respect to compensation for street vacations, "the council shall require the abutting landowners to compensate the city in an amount which equals the appraised value of the area vacated; provided, that if the street or alley has been part of a dedicated public right-of-way for less than 25 years per RCW 35.79.030, the council shall require the abutting landowners to compensate the city in an amount that does not exceed one-half of the appraised value of the area vacated."

According to the Mr. Nick Afzali, MSCE, Director of Public Works, City of Milton, the subject has been part of a dedicated right of way for over 25 years, so it is not appropriate to discount its value by 50 percent, and the compensation for the land to be vacated would be at its full value of **\$461,200.**

Please contact me if you have any questions.

Respectfully submitted,



Richard F. Duncan, MAI  
The Granger Company  
RF. Duncan and Associates, Inc.



**To:** Mayor Styron Sherrell and City Council Members  
**From:** Nick Afzali, MSCE, Public Works Director  
**Date:** August 3, 2020  
**Re:** Applicant Resolution/Authorization – RCO Grant – Milton Community Park Courts

---

**ATTACHMENTS:** 1) Applicant Resolution/Authorization Form

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Motion:** “I move to authorize the Mayor to sign the Applicant Resolution/Authorization issued by the Recreation and Conservation Office of Washington State for the pursuit of a grant to rebuild the sport courts at Milton Community Park.”

**Fiscal Impact/Source of Funds:** This is in reference to an application for grant funding. The cost of the improvements will be reimbursed by the Grant from RCO.

---

**Issue:** The sport courts at Milton Community Park are overdue for a retreatment. The surfaces are worn and outdated. The Public Works Department recently applied for a grant from the Recreation and Conservation Office (RCO-the same organization that helped fund the park initially in the 60’s and 70’s). The improvements to the sport courts will not change the current configuration of the Community Park including Memorial Park.

In order to complete the grant application this Resolution/Authorization paperwork must be approved and signed by our organization.

This Page Left Intentionally Blank



## Applicant Resolution/Authorization

Organization Name (sponsor) City of Milton

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) Milton Community Park Courts

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Nick Afzali - Public Works Director
Project contact (day-to-day administering of the grant and communicating with the RCO)	Jamie Carter - City Engineer
RCO Grant Agreement (Agreement)	Shanna Styron-Sherrell - Mayor
Agreement amendments	Nick Afzali - cPublic Works Director
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Shanna Styron-Sherrell - Mayor

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title Mayor \_\_\_\_\_ Date \_\_\_\_\_

On File at: City of Milton Public Works \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: 1000 Laurel St., Milton, WA 98354 \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form *Bruce Staller* \_\_\_\_\_ 2/13/2020 \_\_\_\_\_  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.