



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 or by calling 253-517-2705. Comments must be received prior to 12:00pm on the day of the regularly scheduled Council meeting.

Zoom Meeting ID: 815 9577 2509

Phone number 253-215-8782

**July 20, 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, or someone wishing to submit a comment may call 253-517-2705 by 12:00pm on the day of the meeting.

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 6, 2020
- ii. July 13, 2020

B. Claims Approval:

- i. Approval of checks/vouchers/disbursements numbered 67242 to 67273 in the amount of \$347,219.72.
- ii. Approval of the payroll disbursement for July 2, 2020 in the amount of \$217,244.17.

6. Regular Agenda

- A. Juneteenth Resolution 20-1934 Approval
- B. Procedure to fill Mayor/Council Vacancy Resolution 20-1932 Approval
- C. 2021-2016 TIP Resolution 20-1933 Discussion
- D. Mayor Salary Increase Ordinance 1988-20 Approval
- E. Mayor as City Administrator Ordinance 1990-20 Approval

7. Council Reports

8. Director Reports

9. Mayors Report

10. Adjournment



**Regular Meeting –via Zoom meeting # 880 6279 5824
Monday, July 6, 2020
6:00 p.m.**

CALL TO ORDER

Mayor Styron Sherrell called the meeting to order at 6:04 p.m. and led the flag salute.

ROLL CALL

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

Absent: Whitaker

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

STAFF PRESENT

Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke and City Clerk Trisha Summers. City Attorney Scott Snyder joined in for item 6F.

ADDITIONS/DELETIONS

Councilmember Linden would like to add discussion about adopting Juneteenth by either resolution or proclamation. Item is added as 6G

CITIZEN COMMENTS

There were two public comments sent in via email regarding item 6F of tonight’s agenda. The two public comments were from 1) Kevin Ringus and 2) Jacki Strader. See full comments attached.

CONSENT AGENDA

A. Check Approval Process

- a. Minutes Approval:
 - i. June 15, 2020 Regular Meeting
- b. Claims Approval:
 - i. Approval of the checks/vouchers/disbursements numbered 67155 to 67237 in the amount of \$435,431.68.
 - ii. Approval of the payroll disbursement of June 19, 2020 in the amount of \$186,284.96.

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

REGULAR AGENDA

A. King County – City of Milton IGA

Public Works Director Afzali presented this item to council. The city annexed in the Hill Creek/Regency Woods neighborhood in 2019. The time has come for the city to take ownership of three ponds, one tank/swale, one wetland overflow and three tanks that have been annexed in this area. The county will no longer be charging the fee and the city will take over charging the customer the drainage fee.

MOTION (Johnson/Whalen) “to authorize the Mayor to sign the Intergovernmental Land Transfer Agreement between King County and the City of Milton for the transfer of drainage facilities, properties and easements concerning the Hill Creek/Regency Woods annexation.” **Passed 6/0**

B. Resolution 20-1931 to set Public Hearing for 380th vacation

Public Works Director Afzali presented this item. The city has received a petition and an appraisal to vacation of right of way along South 380th street. As per MMC, the city will receive, from the adjacent property owner’s, payment of the full appraised value of the vacated property. The city is required to set a public hearing for this vacation by resolution.

MOTION (Johnson/Linden) “I move to pass a Resolution setting a public hearing for August 3, 2020 as described by RCW 35.79.020 for vacating the right of way of South 380th Street in the City of Milton.” **Passed 6/0**

C. Resolution 20-1932 Mayor/Council Vacancy

Mayor Styron Sherrell presented this item to council. This policy was created in 2010 and needs updating. As discussed at the Council retreat this Spring, the policy has been updated per council's suggestions.

MOTION (Johnson/Whalen) "I move adopt the attached Resolution 20-1932, updating the policy for filling vacant Mayor or Councilmember positions."

MOTION (Johnson/Peretti) "I move to withdraw my motion to approve the attached Resolution 20-1932."

After discussion, Council had a few more edits to the policy and would like it to come back to the study session for further review.

D. Vehicle Purchase Replacement for #16

Finance Director Robbecke presented this item to council. This vehicle purchase is to replace a 1998 Chevrolet C1500 truck that has reached the end of its useful life. The vehicle has been budgeted for in the 2020 Asset Replacement and Capital Improvement fund budget. This vehicle will primarily be used by the city's mechanic.

Council commented that this was a good purchase and that it's time!

MOTION (Morton/Peretti) "I move to approve the purchase of a 2019 Ram 1500 truck through the State of Washington contract in an amount not to exceed \$34,555 for a replacement vehicle for the Public Works Shop and authorize the Mayor to sign all documents necessary to execute the purchase." **Passed 6/0**

E. Washington State Department of Commerce Grant

Finance Director Robbecke presented this item to council. Governor Inslee directed the Washington State Department of Commerce to release a portion of the funds available to the state through the Coronavirus Aid, Relief, and Economic Security Act (CARES act). This included an aware of \$237,900 to the City of Milton. Funds are to be used for specific COVID-19 expenditures that were not budgeted for and are necessary expenditures incurred due to the pandemic.

Council commented that they were happy to be able to recoup some of the costs related to COVID-19.

MOTION (Linden/Morton) "I move to accept an aware of \$237,900 from the Local Government Coronavirus Relief Fund administered by the Washington State Department of Commerce and authorize the Mayor to sign all documents necessary to execute the interagency agreement."
"Passed **6/0**"

F. Mayor Salary Study

Police Chief Hernandez and Finance Director Robbecke presented this item to council. This item is coming to council after a request from Councilmember Morton was presented at the May 18, 2020 regular council meeting. The council was presented with data compiled by City Clerk/HR Trisha Summers from other cities ranging in population from 1000-14,999 showing what a Mayor is paid in those cities and what a City Administrator is paid in cities in that same population.

The current Mayor has been acting as the City Administrator in the absence of one since April 2019. The Mayor has not been compensated accordingly for the work she has been performing full time. The Mayor is involved with every aspect of the city on a daily basis. Staff is suggesting an increase in the Mayor's compensation and also asking for an increase for the Mayor due to the duties she is performing currently. The combined amount staff is recommending is \$93,700 plus benefits.

Council instructed staff to gather more information on each of the cities presented. Council would like to know geographic size, number of employees and utilities those cities own. Staff was instructed to bring additional information to the July 13th study session.

G. Juneteenth Discussion

Councilmember Linden spoke about his desire to do either a proclamation or resolution for the acknowledge of Juneteenth. In light of recent events, Mr. Linden feels like now is the time for the City of show their support to the African American community.

Councilmembers expressed their thanks to Councilmember Linden for bringing the topic up and instructed staff to gather samples of Juneteenth proclamations and resolutions and bring for discussion to the study session on July 20th.

MOTION (Johnson/Linden) "I move to bring the Juneteenth discussion item back to study session for further review based on information provided by staff on July 13, 2020." **Passed 6/0**

COUNCIL REPORTS

Councilmember Linden -

- Nothing to add

Councilmember Johnson-

- There are eagles flying all over the neighborhood.
- Looking forward to update on fireworks.

Councilmember Gillespie-

- Nothing to add

Councilmember Morton-

- The fireworks this year and the worst I have heard in years.

Councilmember Peretti-

- Would like to hear the fireworks update

Councilmember Whalen -

- Fireworks were bad this year. Maybe next year we could give a phone number out for people to report in to.

DIRECTOR'S REPORTS

Tony Hernandez, Police Chief-

- Pulled the CAD report and for the Fourth of July there were 15 fireworks calls and none to the same address. Council may want to review code because the fireworks change and evolve over the years. Fireworks that you may think are only for the ground have been made to go high in the air. There were only 12 fireworks calls last year so it wasn't that much worse this year.
- Continuing to see hit and run, property crime, etc. If you see something say something.

Nick Afzali, Public Works Director-

- We will be cold patching on 28th.
- We are hiring a contractor for hot patch overlay work.
- Applying for a grant to help with highway improvements and should know something by November.
- Congrats to Dustin Sloan for passing his WTPO exam and getting his certification!

MAYOR'S REPORT

- OPMA expires tomorrow. Stay tuned about how we will continue to meet.
- There is an opening on Civil Service Commission.
- Congrats to Nick Afzali for 1 year with the City of Milton.
- The sack lunch drive thru program is happening on Tuesdays and Thursdays from 12-1pm.
- The mask order starts tomorrow. We are all tired of being in Phase 2! Please do your part and wear your mask as much as you are comfortable so we can progress to the next level.

ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

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Trisha Summers

From: greengables <greengables@rocketmail.com>
Sent: Monday, July 6, 2020 11:15 AM
To: Trisha Summers
Cc: Steve Whitaker; Susan Johnson; jgillespies@cityofmilton.net; Todd Morton; Phil Linden; Robert Whalen; Locke Systems
Subject: July 6 council meeting: citizen comment for item G

This comment is for agenda item F. The mayor salary study. I would like this read into the record if that option exists.

July 6, 2020

Dear Mayor and Council,

I was surprised and deeply disappointed on Thursday to see on tonight's agenda not only a discussion about the salary for the mayor and a findings of fact, but, an ordinance --with today as the effective date. You could vote on this tonight – after one meeting and no real public comments – only statements that may or may not be read into the record. I certainly did not intend to spend my holiday weekend researching other cities, reviewing the findings of fact, or writing a statement to council, but that's what I did. I never thought I would see a move like this from this administration, so I hope it is a misunderstanding.

Let me be clear -- I'm not against a salary increase. I think it's long overdue. What I am against is the process and methodology to arrive at a decision -- if tonight is the entire process. I find nothing transparent or open about this – it feels very pro-forma. My understanding is that the mayor's salary has been under discussion before May 18th, but not in a public meeting. Why hasn't a salary commission been established? Why is the city executive staff preparing a mayor salary study and writing the findings of fact? Am I the only one who is uncomfortable with staff preparing a salary study for their boss? I'm not saying anyone did anything inappropriate, but does it reflect the appearance of fairness and transparency? It doesn't to me.

I have many questions about this study – more than I can cover in this statement. Here are just a few: First, who decided on the criteria to be used? What criteria was selected? Was it only population and a strong mayor? Why only those two criteria? Where is the study data? Is it just the two tables? Why were all the other cities with comparable population discarded? The study compares Milton to Port Orchard, Edgewood, and Othello – all cities that used a salary commission to set the mayor's salary. Why did this study choose to not recommend that process? Did the Milton study consider budgets or staffing as a criteria? If so, I don't see the data, and I don't see an explanation for the justification for including Port Orchard as a peer city when their budget is \$97 million with 84 FTEs and Poulsbo with a budget of \$80 million and 104 FTEs? If budget and FTEs were not a criteria, why not? Has anyone investigated the reason why the mayor of Othello's salary is so high? I did and know the reason – it's

specific to that mayor and his qualifications and the situation facing that city when their city administrator left to take a job at Gig Harbor. Does anyone know the process the Coupeville city council went through to establish the salary for their mayor? I do -- it was discussed over several meetings with lots of public input. All the cities on the list went through the process in a methodical way – I think the citizens of Milton deserve the same.

I also question the accompanying ordinance. Many years ago Milton repealed the code for the mayor and combined it into the city administrator code, which, when I compared our city against other cities in the study, is vague -- lacking specific performance expectations for both the mayor and city administrator positions. But what I am especially puzzled by is the section that reads "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." I must point out that the other FLSA exempt employees are accountable to the mayor, so their discretion has a limiting factor. As an elected official, the mayor isn't directly accountable in an employee sense to anyone – not now and not with a salary increase. I am in no way suggesting or even thinking that this mayor will be anything but a hard working professional, which has me even more curious why someone felt it was necessary to include that statement in the ordinance. It feels like it is saying something but not being direct. I didn't find it in the ordinances I reviewed, but I didn't look at all of them...yet. :
)

Finally, I know, after listening to the May 18 meeting, that for many of you this is clearly an emotional issue, and I know it would feel good to give the mayor an acknowledgement of how much you appreciate the job she is doing by passing this ordinance tonight. But this is a business decision, and there isn't a reason I'm aware of that requires this be settled tonight. I respectfully request that the council move to form a salary commission so an appropriate salary for the mayor and also for the council can be determined. The information exists to arrive at a transparent and fair decision regarding compensation. It might even be the same number proposed tonight. I can't tell with the little time and data that's been presented so far – but the choice is yours to make.

Sincerely,

Jacki Strader
1809 13th Ave, Milton

Trisha Summers

From: KEVIN RINGUS <romans8@comcast.net>
Sent: Monday, July 6, 2020 11:59 AM
To: Trisha Summers
Subject: July 6, 2020 Agenda - Comments for item 6F

Madam Mayor... members of Council

For years, Milton's mayors have taken it upon themselves to do more than the ceremonial and 'other duties' of the position. The salary has been set, after much discussion, in the 2020 budget. This salary is known to every person that files for the position of mayor, as well as the challenges.

Due to the current pandemic, businesses have been shuttered for nearly 5 months. Citizens asked to stay home and stay healthy. Many have lost their source of income. In fact, City Hall has been closed to the public since mid-March. Elected officials and exempt-salaried staff everywhere are experiencing more stress and longer hours planning, preparing, and adjusting.

On May 18th, Councilmember Morton added this topic to the already published agenda. This late addition denied the public any opportunity to submit comments (as we are required to do). Comments are required to be submitted by 12pm on the day of the regularly scheduled council meeting. In fact, after a lengthy discussion, one citizen watching the Zoom meeting 'raised his hand' to comment. He was told that he could not comment.

Councilmember Morton started the conversation by stating "as we've discussed in the past... over the... quite a few years". He goes on to state "we've talked about it over and over, but never done anything about it." Further, "with the Chief's help, we have done some research

Chief Hernandez stated that he has done research on the topic. The Mayor even commented that she has had conversations with Edgewood's mayor in the past. After much conversation 'to see what council thinks', it was agreed that this should be discussed, in person, over more than one meeting.

Now, it is being brought on for a decision without the benefit of discussion or vetting. No study session, no review by the Finance Committee, and no members of the public in attendance.

Although it was referenced that a Salary Commission is not necessary to raise the salary of the mayor, the Council would benefit from an unbiased report. On May 18th, Councilmember Morton stated: "with the Chief's help, we did some research... made some calculations, talked with the Chief about what would be appropriate... and came up with roughly \$74,000 a year." I still have no idea who 'we' consists of though.

Six weeks later, using the same set of comparable salaries, three subordinates of the mayor recommend a salary of \$93,700 plus health benefits. This is a huge difference. Some of the cities listed do not have comparable needs or finances.

Further, unlike the salaries that were adopted in the May 18th meeting, this is NOT within the current budget. The City Administrator position as well as the Municipal Services Supervisor have both been

removed from the budget since 2018. Revenues received for the 1st quarter lagged behind projections. The revenue gap is expected to become greater in the 2nd and 3rd quarters of 2020.

It also concerns me that this increase is only effective until December 31, 2021. There was much discussion on the ability to use this salary to attract qualified candidates for mayor during times when the City does not have a city administrator. The filing period will be in early June, 2021. For council to remove this amount and, then, reinstate it in 2021 *if the mayor agrees to work on a full time basis* will stretch the appearance of fairness that we are all supposed to uphold.

Does the mayor's position deserve an increase...certainly. Now is not the time. It should have been done in the prior year through the budget process. Alternatively, it can be made effective in 2021 IF the budget can sustain it.

Kevin Ringus



Study Session via Zoom Meeting ID 824 5121 5173
Monday, July 13, 2020
6:00 p.m.

CALL TO ORDER

Mayor Styron Sherrell called the meeting to order at 6:07 p.m. and led the flag salute.

ROLL CALL

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

Absent: None

STAFF PRESENT

Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke and City Clerk Trisha Summers. City Attorney Scott Snyder joined in for item 3D this evening.

REGULAR AGENDA

A. Juneteenth Adoption Discussion

Mayor Styron Sherrell presented sample proclamations to Council and explained the difference between adoption by a proclamation or resolution. Council likes components from Tukwila and Federal Way and instructed staff to craft a resolution containing pieces from both cities. Council would like to celebrate with a Juneteenth week each year instead of a single day.

The resolution will come back to council for adoption on July 20, 2020.

B. Resolution 20-1932 to adopt procedures for filling vacant positions

Mayor Styron Sherrell presented this item to council highlighting the only change to it since the July 6th meeting presentation was clarification to wording in the Exhibit A as discussed at previous meeting.

Councilmembers did not have any questions and will see this item again at the July 20th meeting for adoption.

C. Land Lloyd Development Street Vacation of 380th Street

Public Works Director Afzali presented this item to council. Mr. Afzali explained to the council that an independent, third party is reviewing the appraisal and unfortunately the report for that review isn't back for this meeting. The report will, however, be back before the next meeting for review.

Council had a question about any other properties in the area of the project that may need vacations.

D. Mayor Salary Study Discussion

Finance Director Robbecke and Police Chief Hernandez presented this item to council, with updated information as requested in the July 6, 2020 meeting. Staff did more research and added more data for council review for comparable cities. Finance Director Robbecke spoke about the current state of the budget and revenues are currently holding above expected even in the midst of Covid-19. Robbecke went over fund allocations with council as well.

Chief Hernandez spoke to council about the data collected and the integrity of it. He spoke about the Mayor doing a job that isn't being fully compensated and the day to day operations of the city having the Mayor doing City Administrator (CA) work as well as being a strong Mayor. Chief spoke about the Directors having to carry the workload in the absence of a CA in the past and how departments suffered for it.

Public Works Director Afzali spoke about his time in government during his 30-year career and the way he has seen other cities run. Mr. Afzali finds the way the City of Milton is being run day to day is helpful and necessary for his department to move projects forward.

Mayor Styron Sherrell was asked to speak by Councilmember Morton. Mayor Styron Sherrell spoke about the way the city works day to day and that by being present and having a close working relationship with the Directors, the work gets done more efficiently and the city is able to move things ahead faster than they have in the past. The Mayor has been performing the work of a City Administrator since April of 2019 when the last Administrator left the city. The Mayor said that in her administration, she would rather continue the work of a City Administrator rather than hire one because she feels it is more efficient and cost effective for the city.

Councilmembers discussed the CA position and whether or not to advertise and hire an Administrator or to allocate the funds directly to the current Mayor since she's already doing the work and feels that continuing to do so is in the best interest of the city. Medical benefits were discussed, and the consensus was that the Mayor position would not be eligible for benefits but someone performing full time CA work would be eligible. Council understands the wage being presented for the City Administrator portion of the Mayor's work is significantly below what they would pay to hire a full time City Administrator. Council asked staff to come back with (1) an ordinance to increase the Mayor portion of the salary from \$1500.00 per month to \$2250.00 per month and (2) an ordinance to add the City Administrator salary portion of the Mayor's role with benefits. The ordinance for the CA pay will sunset when the current Mayor's term is up in 2021 and will be discussed at a later time if the current Mayor is re-elected. Council wants ordinance written so that they can decide to continue to offer the CA salary to a Mayor who is interested and qualified or to hire a CA if a Mayor is not interested or qualified.

Council asked clarifying budget and allocation questions for the Finance Director. The item will come back to council for adoption on July 20, 2020.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

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CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
July 20, 2020

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount
7/2/2020	67242-67261	115,236.67
7/8/2020	67262-67273	27,016.48
7/10/2020	ACH, EFT	204,966.57

Date	Check #	Amount
7/2/2020	67238-67241, EFT, ACH	217,244.17

Total Accounts Payable:
Voids - 67192
Printer Error Checks - none

\$ 347,219.72

Total Payroll:

\$ 217,244.17

CHECK REGISTER

City Of Milton
MCAG #: 0590

07/01/2020 To: 07/13/2020

Time: 07:34:45 Date: 07/14/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3758	07/02/2020	Claims	1	67242	ANDERSON DAN ADAMS KIM	36.36	002085 - 1706 23RD AVE
					406 - 343 10 00 000 - Storm Drainage Fees	-11.04	
					401 - 343 30 00 000 - Electric Sales	-5.98	
					403 - 343 40 10 000 - Water Sales	-19.34	
3759	07/02/2020	Claims	1	67243	ALPINE PRODUCTS INC.	471.90	Facilities Material
					001 - 518 30 31 000 - Operating Supplies	471.90	Handicap Sign Posts
3760	07/02/2020	Claims	1	67244	ASSOCIATED PETROLEUM PRODUCTS INC	1,380.88	Diesel Fuel
					406 - 531 30 32 000 - Fuel	345.22	Diesel Fuel
					401 - 533 50 32 000 - Fuel	345.22	Diesel Fuel
					403 - 534 50 32 000 - Fuel	345.22	Diesel Fuel
					101 - 542 30 32 000 - Operating Supplies/Fuel	345.22	Diesel Fuel
3761	07/02/2020	Claims	1	67245	CALVERT TECHNICAL SERVICES INC	1,332.77	Water Services
					403 - 534 51 41 000 - Professional Services	1,332.77	Windows Updates And Wonderware Troubleshooting
3762	07/02/2020	Claims	1	67246	CASCADE COLUMBIA DISTRIBUTION	4,669.66	Water Material
					403 - 534 51 31 000 - Operating Supplies	4,669.66	Water Chlorination Tablets
3763	07/02/2020	Claims	1	67247	CENTURYLINK	233.22	T1 Lines
					107 - 521 20 42 000 - Communication	77.73	T1 Lines
					401 - 533 10 42 000 - Communications	77.76	T1 Lines
					403 - 534 10 42 000 - Communication	77.73	T1 Lines
3764	07/02/2020	Claims	1	67248	CORE & MAIN	11,798.20	Meter Boxes; Meter Setters
					404 - 594 34 63 160 - 2020 Misc Water Main Replac	6,575.32	Meter Boxes
					404 - 594 34 63 160 - 2020 Misc Water Main Replac	5,222.88	Meter Setters
3765	07/02/2020	Claims	1	67249	EAST PIERCE FIRE & RESCUE DISTRICT #22	232.45	City Utilities
					001 - 518 30 47 000 - Public Utility Service	11.62	Electric, Water & Sewer
					107 - 521 20 47 000 - Utilities	46.49	Electric, Water & Sewer
					406 - 531 30 47 000 - Public Utility Services	46.49	Electric, Water & Sewer
					401 - 533 50 47 000 - Public Utility Services	46.49	Electric, Water & Sewer
					403 - 534 50 47 000 - Public Utility Services	46.49	Electric, Water & Sewer
					001 - 558 50 47 000 - Public Utility Services	11.62	Electric, Water & Sewer
					001 - 558 60 47 000 - Public Utilities	11.62	Electric, Water & Sewer
					001 - 576 80 47 000 - Public Utility Service	11.63	Electric, Water & Sewer
3766	07/02/2020	Claims	1	67250	TIMOTHY J EDWARDS	67.95	004141 - 1204 23RD AVE #A-2
					401 - 343 30 00 000 - Electric Sales	-16.07	
					403 - 343 40 10 000 - Water Sales	-51.88	
3767	07/02/2020	Claims	1	67251	GRAINGER INC	145.95	Water Material; Water Material; Credit Return
					403 - 534 51 31 000 - Operating Supplies	16.44	Axial Fans
					403 - 534 51 31 000 - Operating Supplies	145.95	Duct Fan
					403 - 534 51 31 000 - Operating Supplies	-16.44	Axial Fans
3768	07/02/2020	Claims	1	67252	KIMBALL MIDWEST	1,650.69	PW Material; PW Material; PW Material; PW Material
					001 - 518 30 31 000 - Operating Supplies	43.33	Hand Sanitizer
					001 - 518 30 31 000 - Operating Supplies	43.33	Hand Sanitizer
					001 - 518 30 31 000 - Operating Supplies	62.49	Disposable Face Masks
					001 - 518 30 31 000 - Operating Supplies	86.67	Disinfectant
					406 - 531 30 31 000 - Operating Supplies	43.33	Hand Sanitizer
					406 - 531 30 31 000 - Operating Supplies	43.33	Hand Sanitizer
					406 - 531 30 31 000 - Operating Supplies	62.49	Disposable Face Masks

CHECK REGISTER

City Of Milton
MCAG #: 0590

07/01/2020 To: 07/13/2020

Time: 07:34:45 Date: 07/14/2020
Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		406 - 531 30 31 000		- Operating Supplies	86.67	Disinfectant
		401 - 533 50 31 000		- Operating Supplies	43.33	Hand Sanitizer
		401 - 533 50 31 000		- Operating Supplies	43.33	Hand Sanitizer
		401 - 533 50 31 000		- Operating Supplies	62.49	Disposable Face Masks
		401 - 533 50 31 000		- Operating Supplies	86.67	Disinfectant
		403 - 534 50 31 000		- Office and Operating Supplie:	43.33	Hand Sanitizer
		403 - 534 50 31 000		- Office and Operating Supplie:	43.33	Hand Sanitizer
		403 - 534 50 31 000		- Office and Operating Supplie:	62.49	Disposable Face Masks
		403 - 534 50 31 000		- Office and Operating Supplie:	86.67	Disinfectant
		101 - 542 30 31 000		- Office and Operating Supplie:	43.33	Hand Sanitizer
		101 - 542 30 31 000		- Office and Operating Supplie:	43.33	Hand Sanitizer
		101 - 542 30 31 000		- Office and Operating Supplie:	62.49	Disposable Face Masks
		101 - 542 30 31 000		- Office and Operating Supplie:	86.67	Disinfectant
		501 - 548 30 31 000		- Office & Operating Supplies	43.34	Hand Sanitizer
		501 - 548 30 31 000		- Office & Operating Supplies	43.34	Hand Sanitizer
		501 - 548 30 31 000		- Office & Operating Supplies	62.46	Disposable Face Masks
		501 - 548 30 31 000		- Office & Operating Supplies	86.63	Disinfectant
		001 - 576 80 31 000		- Operating Supplies	43.33	Hand Sanitizer
		001 - 576 80 31 000		- Operating Supplies	43.33	Hand Sanitizer
		001 - 576 80 31 000		- Operating Supplies	62.49	Disposable Face Masks
		001 - 576 80 31 000		- Operating Supplies	86.67	Disinfectant
3769	07/02/2020	Claims	1	67253 MILO'S LOCKSMITH CO. INC.	456.64	Facilities Repair; Facilities Repair
		001 - 518 30 31 000		- Operating Supplies	51.93	Latch Repair Of Bldg C
		001 - 518 30 31 000		- Operating Supplies	404.71	Bldg C Rekeyed & Extra Keys
3770	07/02/2020	Claims	1	67254 CITY OF MILTON	14,951.27	Utility Bill
		001 - 518 30 47 000		- Public Utility Service	216.00	City Utility Bill
		107 - 521 20 47 000		- Utilities	423.84	City Utility Bill
		406 - 531 30 47 000		- Public Utility Services	250.27	City Utility Bill
		401 - 533 50 47 000		- Public Utility Services	913.70	City Utility Bill
		403 - 534 50 47 000		- Public Utility Services	30.19	City Utility Bill
		403 - 534 51 47 001		- Public Utility Services	9,734.07	City Utility Bill
		101 - 542 30 47 000		- Utilities	1,626.03	City Utility Bill
		001 - 558 50 47 000		- Public Utility Services	52.52	City Utility Bill
		001 - 558 60 47 000		- Public Utilities	37.41	City Utility Bill
		001 - 575 50 47 000		- Public Utilities Services - CB	78.42	City Utility Bill
		001 - 575 50 47 002		- Public Utilities Services - AC	468.97	City Utility Bill
		001 - 576 80 47 000		- Public Utility Service	1,119.85	City Utility Bill
3771	07/02/2020	Claims	1	67255 OWEN EQUIPMENT	1,127.63	Stormwater Material
		406 - 531 30 31 000		- Operating Supplies	1,127.63	Hydro Excavation
3772	07/02/2020	Claims	1	67256 PIERCE CO BUDGET & FINANCE	1,562.84	Traffic Services
		101 - 542 30 48 000		- Repairs and Maintenance	1,562.84	Traffic Operations Maintenance Services
3773	07/02/2020	Claims	1	67257 ROBINSON AND NOBLE, INC.	18,516.86	Consulting Services
		404 - 594 34 60 135		- Replacement Well #5	18,516.86	Consulting Services
3774	07/02/2020	Claims	1	67258 SHRED-IT USA LLC	83.28	Shredding Services
		001 - 514 20 41 000		- Professional Services	27.48	Shredding Services Finance
		107 - 521 20 41 000		- Professional Services	55.80	Shredding Services Police
3775	07/02/2020	Claims	1	67259 SOUTH SOUND 911	54,772.50	Quarterly Communications Services
		107 - 522 20 41 107		- Dispatch Services	54,772.50	911 Communication Services
3776	07/02/2020	Claims	1	67260 UNIFIRST CORPORATION	541.62	Uniforms; Uniforms
		001 - 518 30 20 002		- Uniforms	36.00	Uniforms
		406 - 531 30 20 002		- Uniforms	110.22	Uniforms

CHECK REGISTER

City Of Milton
MCAG #: 0590

07/01/2020 To: 07/13/2020

Time: 07:34:45 Date: 07/14/2020
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 533 50 20 002		Uniforms	62.60	Uniforms
			401 - 533 50 20 002		Uniforms	108.73	Uniforms
			403 - 534 50 20 002		Uniforms	155.84	Uniforms
			101 - 542 30 20 002		Uniforms	13.65	Uniforms
			501 - 548 30 20 002		Uniforms	33.27	Uniforms
			001 - 576 80 20 002		Uniforms	21.31	Uniforms
3777	07/02/2020	Claims	1	67261	WATER MANAGEMENT LABORATORIES	1,204.00	Water Testing; Water Testing; Water Testing
			403 - 534 50 41 000		Professional Services	224.00	Water Testing
			403 - 534 51 41 000		Professional Services	620.00	Water Testing
			404 - 594 34 60 135		Replacement Well #5	360.00	Water Testing
3844	07/08/2020	Claims	1	67262	911 SUPPLY, INC	1,271.43	Police Uniforms; Police Uniforms
			107 - 521 20 20 002		Uniforms	914.28	Uniforms- Hamilton
			107 - 521 20 35 005		Volunteer Program Tools & E	357.15	Volunteer Uniforms- Cosner
3845	07/08/2020	Claims	1	67263	AHBL, INC	8,455.00	Planning Services
			001 - 558 60 41 000		Professional Services	8,455.00	Onsite Planning Services- April 2020
3846	07/08/2020	Claims	1	67264	BUENAVISTA SERVICES, INC.	825.00	Janitorial Services
			001 - 518 30 41 000		Professional Services	425.50	Janitorial Services - June 2020
			107 - 521 20 41 000		Professional Services	185.00	Janitorial Services - June 2020
			401 - 533 10 41 000		Professional Services	214.50	Janitorial Services - June 2020
3847	07/08/2020	Claims	1	67265	CHUCKALS	3,412.33	Office Supplies; Covid19 Supplies; Covid19 Supplies
			001 - 511 60 31 000		Operating Supplies	35.25	City Of Milton #10 Window Envelopes
			001 - 513 10 31 000		Office and Operating Supplie:	141.01	City Of Milton #10 Window Envelopes
			001 - 514 20 31 000		Office and Operating Supplie:	35.25	City Of Milton #10 Window Envelopes
			107 - 521 20 31 000		Office and Operating Supplie:	105.76	City Of Milton #10 Window Envelopes
			107 - 521 20 31 000		Office and Operating Supplie:	181.54	Disinfectant Spray
			107 - 521 20 31 000		Office and Operating Supplie:	2,349.48	Disinfectant Wipes, Face Masks
			406 - 531 10 31 000		Office and Operating Supplie:	70.50	City Of Milton #10 Window Envelopes
			401 - 533 10 31 000		Office and Operating Supplie:	211.51	City Of Milton #10 Window Envelopes
			403 - 534 10 31 000		Office and Operating Supplie:	211.51	City Of Milton #10 Window Envelopes
			001 - 558 50 31 000		Office and Operating Supplie:	35.25	City Of Milton #10 Window Envelopes
			001 - 558 60 31 000		Operating Supplies	35.27	City Of Milton #10 Window Envelopes
3848	07/08/2020	Claims	1	67266	COBALT STORAGE	206.96	Archive Storage
			001 - 518 30 45 000		Operating Rentals and Leases	206.96	Archive Storage- Aug 2020
3849	07/08/2020	Claims	1	67267	EXERCISE SCIENCE CENTER INC.	100.00	Assessment
			001 - 518 30 20 000		Personnel Benefits	20.00	Physical Assessment- Goucher, Wilson-Garcia
			406 - 531 10 20 000		Personnel Benefits	30.00	Physical Assessment- Goucher, Wilson-Garcia
			401 - 533 10 20 000		Personnel Benefits	1.00	Physical Assessment- Goucher, Wilson-Garcia
			403 - 534 10 20 000		Personnel Benefits	31.00	Physical Assessment- Goucher, Wilson-Garcia
			101 - 542 30 20 000		Personnel Benefits	3.00	Physical Assessment- Goucher, Wilson-Garcia
			001 - 576 80 20 000		Personnel Benefits	15.00	Physical Assessment- Goucher, Wilson-Garcia
3850	07/08/2020	Claims	1	67268	LOCKE SYSTEMS INC	7,116.22	Police Dept Re-Cabling
			503 - 518 80 36 002		Equipment - IT	7,116.22	Police Dept Re-Cabling

CHECK REGISTER

City Of Milton
MCAG #: 0590

07/01/2020 To: 07/13/2020

Time: 07:34:45 Date: 07/14/2020
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3851	07/08/2020	Claims	1	67269	NAVIA BENEFIT SOLUTIONS	2,383.72	FSA Claims; Monthly Admin Fee
					001 - 517 30 49 000 - FSA Plan Fees	50.00	Monthly Admin Fee
					632 - 589 90 00 632 - Discovery Benefits Paid	2,333.72	FSA Claims
3852	07/08/2020	Claims	1	67270	NANCY SHATTUCK	285.00	Court Services
					001 - 512 50 41 000 - Professional Services	285.00	DV Victim Advocacy- June 2020
3853	07/08/2020	Claims	1	67271	SITECRAFTING, INC.	75.00	Monthly Domain Hosting
					503 - 518 80 41 001 - Professional Services - IT	75.00	Monthly Domain Hosting
3854	07/08/2020	Claims	1	67272	MIKEL SMITH	77.28	Reimbursement
					001 - 514 20 43 000 - Travel	77.28	Mileage Reimb- Jan-Jun 2020
3855	07/08/2020	Claims	1	67273	SUMNER, CITY OF	2,808.54	Animal Control
					107 - 554 30 41 107 - Animal Control Services	2,808.54	Animal Control- July 2020
3887	07/10/2020	Claims	1	EFT	BONNEVILLE POWERADMINISTRATION	192,975.00	Monthly Power
					401 - 533 50 33 000 - BPA-Electricity for Resale	192,975.00	Monthly Power - May 2020
3888	07/10/2020	Claims	1	EFT	CHASE PAYMENTTECH	4,519.98	Credit Card Processing
					406 - 531 10 41 000 - Professional Services	1,506.51	Credit Card Processing Fees
					401 - 533 10 41 000 - Professional Services	1,506.51	Credit Card Processing Fees
					403 - 534 10 41 000 - Professional Services	1,506.96	Credit Card Processing Fees
3889	07/10/2020	Claims	1	EFT	COLUMBIA BANK	538.78	Service Charges
					001 - 512 50 41 000 - Professional Services	21.50	Service Charges
					001 - 514 20 41 000 - Professional Services	517.28	Service Charges
3890	07/10/2020	Claims	3	EFT	OGDEN MURPHY WALLACE	5,587.42	Legal Services
					001 - 515 41 41 000 - City Attorney (External)	3,912.42	Litigation
					001 - 515 41 41 000 - City Attorney (External)	525.00	Routine Services - May 2020
					001 - 558 60 41 000 - Professional Services	1,150.00	Bridge Development
3891	07/10/2020	Claims	3	EFT	PUGET SOUND ENERGY	226.18	Natural Gas; Electric
					107 - 521 20 47 000 - Utilities	23.52	Police Natural Gas
					403 - 534 51 47 001 - Public Utility Services	147.77	Electric 2mg Booster Power
					001 - 575 50 47 002 - Public Utilities Services - AC	54.89	MAC Natural Gas
3892	07/10/2020	Claims	3	EFT	XPRESS BILL PAY ACCOUNTS PAYABLE	1,119.21	Online Web Payments
					406 - 531 10 41 000 - Professional Services	373.07	Online Web Payment Services Fee
					401 - 533 10 41 000 - Professional Services	373.07	Online Web Payment Services Fee
					403 - 534 10 41 000 - Professional Services	373.07	Online Web Payment Services Fee

001 General Fund	19,502.49	
101 Street Fund	3,786.56	
107 Criminal Justice Fund	62,301.63	
401 Electric Utility Fund	197,093.96	
403 Water Utility Fund	19,959.27	
404 Water Capital Improvement Fund	30,675.06	
406 Stormwater Utility Fund	4,106.77	
501 Vehicle Repair & Maintenance Fund	269.04	
503 Information Technology Fund	7,191.22	
632 Custodial Fund	2,333.72	
	347,219.72	Claims: 347,219.72
* Transaction Has Mixed Revenue And Expense Accounts	347,219.72	

CHECK REGISTER

City Of Milton
MCAG #: 0590

07/01/2020 To: 07/13/2020

Time: 07:34:45 Date: 07/14/2020
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Bank Positive Pay Upload _____

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

Auditing Officer: _____

Date: _____

Payroll Disbursements

001 General Fund	61,922.12	
101 Street Fund	4,972.89	
107 Criminal Justice Fund	64,258.48	
116 Community Events Fund	4.16	
310 Capital Improvement Fund	156.17	
401 Electric Utility Fund	28,722.38	
403 Water Utility Fund	33,314.33	
406 Stormwater Utility Fund	17,576.87	
501 Vehicle Repair & Maintenance Fund	6,316.77	
	<hr/>	
	217,244.17 Payroll:	217,244.17

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

Auditing Officer: _____
Finance Director

Date: _____

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Agenda Item #6A

To: City Council Members
From: Mayor Shanna Styron Sherrell
Date: July 20, 2020, Regular Meeting
Re: Juneteenth Adoption

ATTACHMENTS: Resolution 20-1934

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to adopt Resolution 20-1934, commemorating Juneteenth week of each year as an annual celebration of African American emancipation.”

Discussion:

Juneteenth, also known as Freedom Day, Jubilee Day, Liberation Day, and Emancipation Day – is a holiday celebrating the emancipation of those who had been enslaved in the United States. Originating in Texas, it is now celebrated annually on the 19th of June throughout the United States, with varying official recognition. Specifically, it commemorates Union army general Gordon Granger announcing federal orders in Galveston, Texas, on June 19, 1865, proclaiming that all slaves in Texas were free.

At the July 13, 2020 Study Session, Council agreed they’d like to bring back a Resolution for adoption at the July 20, 2020 Regular meeting. Council favors a Resolution over a proclamation for longevity and not having to renew a proclamation each year. Council would like to recognize Juneteenth as an entire week and not just one day each year.

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**CITY OF MILTON
RESOLUTION 20-1934**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON,
COMMEMORATING JUNETEENTH WEEK OF EACH YEAR AS AN ANNUAL CELEBRATION
OF AFRICAN AMERICAN EMANCIPATION.**

WHEREAS, news of the end of slavery did not reach African Americans in some Confederate areas until months after the conclusion of the Civil War and more than 2 ½ years after President Abraham Lincoln issued the Emancipation Proclamation; and

WHEREAS, Juneteenth, or June 19, 1865, is considered the date when the last enslaved African Americans in America were freed, when Union Army Major General Gordon Granger rode into Galveston, Texas and announced, “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free,” and

WHEREAS, Juneteenth, or “Juneteenth Independence Day”, is the oldest known celebration commemorating the abolition of slavery in the United States, and is now celebrated in 46 states and the District of Columbia; and

WHEREAS, while long celebrated in the Southern states, Juneteenth must also be known, understood, and honored in the Pacific Northwest as an important piece of the fabric of this nation’s history; and

WHEREAS, Juneteenth provides an opportunity to celebrate freedom and liberty, and will serve as a reminder of our collective history and our responsibility to never stop fighting toward true racial equality;

NOW, THEREFORE, we the undersigned Mayor and City Council of the City of Milton, Washington, do hereby resolve to formally designate Juneteenth Week each year for the week that June 19th falls within as an annual celebration of emancipation and an occasion to honor the African Americans in our community.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this 20th day of July 2020.

Milton City Council:

Steve Whitaker, Councilmember

Susan Johnson, Councilmember

Steve Peretti, Councilmember

Jim Gillespie, Councilmember

Trisha Summers, City Clerk

Shanna Styron Sherrell, Mayor

Todd Morton, Councilmember

Phil Linden, Councilmember

Robert Whalen, Mayor Pro Tem



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6

To: City Council Members
From: Mayor Shanna Styron Sherrell
Date: July 20, 2020 Regular Meeting
Re: Resolution on Policy for Filling Vacant Mayor/Councilmember Positions

ATTACHMENTS: Exhibit A, Red-line and Clean Version of Policy
 Resolution 20-1932

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to adopt the attached Resolution 20-1932, updating the policy for filling vacant Mayor or Councilmember positions.”

Fiscal Impact/Source of Funds: N/A

Discussion:

This policy was originally established and adopted in 2010 when the current Mayor resigned. It has not been updated since.

The attached updated city policy for filling declared vacant Mayor or Council Positions is based on the discussion had at the City Council Retreat on March 5, 2020, as well as the Council meeting on July 6, 2020 and the Study Session on July 13, 2020.

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Exhibit A

City Policy on Filling Declared Vacant Mayor or Council Positions

1.0 Purpose

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The purpose of this policy is to provide guidance to City Council when a Milton Mayor or Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular municipal election.

2.0 References

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RCW 42.30.110(h) - Executive Session ~~a~~Allowed to consider qualifications of a ~~c~~Candidate for ~~a~~Appointment to ~~e~~Elective ~~o~~Office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A. 12.030 - Eligibility to hold elective office

RCW 35A. 12.050 - Vacancies

3.0 Appointment Process for Mayor:

The appointment shall be done by approval of a motion of the City Council as follows:

- a. The Mayor Pro-Tem shall open the nominations by Councilmembers.
- b. Any Council-member may nominate ~~another~~ an incumbent councilmember for appointment as Mayor. It is the stated policy of the City Council that the nominated councilmember has been elected through the election process and has served one year on Council.
- c. Nominations do not require a second.
- d. After all nominations have been received, the Mayor Pro-Tem shall close the nominations.
- e. Candidates shall be voted in the order that the nominations were received.
- f. A ~~councilmember~~ Councilmember who is nominated shall not vote for him/herself for this position.
- g. As soon as one candidate receives a majority vote the Mayor Pro-Tem shall declare the nominee appointed Mayor, and there is no vote on the

remaining candidates.

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~~g-h.~~ The new Mayor shall be sworn into office by the City Clerk at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.

4.0 Appointment Process for Councilmember

4.1 The City Council may appoint a qualified member of the community by using the same procedure as described in Section 3.0 above, except that Councilmembers shall nominate any qualified member of the community as defined by RCW 42.12.070; or,

4.2 The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity as follows:

4.2.1 The vacancy shall be ~~advertized~~advertised as follows:

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The City Council of the City of Milton is seeking a qualified person to serve as a member of the City Council in the position vacated by Councilmember

~~_____.~~ The person must be a permanent resident of the city for at least one year at the time of appointment, be at least eighteen years of age, a United State citizen, and a registered voter of the city.

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~~_____.~~ The appointee would serve until the next municipal general election. At that election the city would elect a person to serve out the remainder of the unexpired term of the vacating Councilmember.

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~~Regular meetings and Study Sessions are held as established in MMC 2.04 of the City Council are held at 7:00 p.m. on the first and third Mondays of each month. There is also a Study Session at 5:30 p.m. on the second Monday of each month. Occasionally special meetings are scheduled at different dates or times. Councilmembers who have three unexcused absences from regular meetings are subject to removal from office. The salary for this position is (insert current salary as listed on adopted wage scale) \$400-per month.~~

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~~Applications must be received by the City Clerk no later than 5:00 p.m. on (date).~~

~~4.2.2~~ The vacancy shall be ~~advertized~~advertised one time as outlined in MMC 1.10. in the next available Milton Edgewood Signal, as well as posted on the City's website.

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4.2.2

- 4.2.3 Applications received by the deadline will be circulated to the Mayor and City Council.
- 4.2.4 Council may review the qualifications of the applicants in Executive Session and decide in open session, by majority vote the applicants that it wishes to interview. If the Council fails to decide on which candidates to interview within two weeks from the application deadline, the Mayor shall invite all applicants to the interview.
- 4.2.5 Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
- 4.2.6 The interviews will be conducted at open meeting(s) of the Council. Each interview of an applicant shall be no more than 30 minutes in length as follows:
- a. The applicant shall present his or her credentials to the City Council (10 minutes).
 - b. The City Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (14 minutes).
 - c. An informal question and answer period in which Councilmember's may ask and receive answers to miscellaneous questions (10 minutes).
 - d. The applicant's order of appearance will be determined by a random lot drawing performed by the City Clerk.
 - e. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates.
- 4.2.7 After completing interviews of the ~~candidates~~candidates, the Council may discuss the qualifications further, based on the interview, in Executive Session.
- 4.2.8 The Council shall then convene in open session and select a candidate using the process described in Section 4.1.

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- 4.3** Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
- 4.4** The new Councilmember shall be sworn into office by the ~~City Clerk~~ Mayor at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.
- 4.5** The City Council may not appoint a person to fill a City Council or Mayor position until it becomes vacant. The ~~vacant~~ position, ~~either~~ of a Mayor or Councilmember, ~~who resigns on a specified date shall not shall will become~~ ~~not become~~ vacant ~~until the~~ ~~on the~~ ~~specified date~~ ~~in the resignation.~~ ~~has been established.~~ Once a councilmember has resigned, the resignation may not be withdrawn. If no date is specified in the resignation, it shall be deemed to be immediate.
- 4.6** The Mayor shall have the authority to break a tie vote on the vote to appoint a person to a vacant City Council seat. The Mayor Pro Tem ~~may~~ shall have the authority to break a tie vote on the vote to appoint a person to a vacant Mayor position.

Exhibit A

City Policy on Filling Declared Vacant Mayor or Council Positions

1.0 Purpose

The purpose of this policy is to provide guidance to City Council when a Milton Mayor or Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular municipal election.

2.0 References

RCW 42.30.110(h) - Executive Session allowed to consider qualifications of a candidate for appointment to elective office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A. 12.030 - Eligibility to hold elective office

RCW 35A. 12.050 - Vacancies

3.0 Appointment Process for Mayor:

The appointment shall be done by approval of a motion of the City Council as follows:

- a. The Mayor Pro-Tem shall open the nominations by Councilmembers.
- b. Any Councilmember may nominate an incumbent councilmember for appointment as Mayor. It is the stated policy of the City Council that the nominated councilmember has been elected through the election process and has served one year on Council.
- c. Nominations do not require a second.
- d. After all nominations have been received, the Mayor Pro-Tem shall close the nominations.
- e. Candidates shall be voted in the order that the nominations were received.
- f. A Councilmember who is nominated shall not vote for him/herself for this position.
- g. As soon as one candidate receives a majority vote the Mayor Pro-Tem shall declare the nominee appointed Mayor, and there is no vote on the

remaining candidates.

- h. The new Mayor shall be sworn into office by the City Clerk at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.

4.0 Appointment Process for Councilmember

4.1 The City Council may appoint a qualified member of the community by using the same procedure as described in Section 3.0 above, except that Councilmembers shall nominate any qualified member of the community as defined by RCW 42.12.070; or,

4.2 The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity as follows:

4.2.1 The vacancy shall be advertised as follows:

The City Council of the City of Milton is seeking a qualified person to serve as a member of the City Council in the position vacated by Councilmember _____. The person must be a permanent resident of the city for at least one year at the time of appointment, be at least eighteen years of age, a United State citizen, and a registered voter of the city.

The appointee would serve until the next municipal general election. At that election the city would elect a person to serve out the remainder of the unexpired term of the vacating Councilmember.

Regular meetings and Study Sessions are held as established in MMC 2.04. Occasionally special meetings are scheduled at different dates or times. Councilmembers who have three unexcused absences from regular meetings are subject to removal from office. The salary for this position is (insert current salary as listed on adopted wage scale) per month.

Applications must be received by the City Clerk no later than 5:00 p.m. on (date).

4.2.2 The vacancy shall be advertised one time as outlined in MMC 1.10.

4.2.3 Applications received by the deadline will be circulated to the Mayor and City Council.

4.2.4 Council may review the qualifications of the applicants in Executive

Session and decide in open session, by majority vote the applicants that it wishes to interview. If the Council fails to decide on which candidates to interview within two weeks from the application deadline, the Mayor shall invite all applicants to the interview.

- 4.2.5 Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
- 4.2.6 The interviews will be conducted at open meeting(s) of the Council. Each interview of an applicant shall be no more than 30 minutes in length as follows:
 - a. The applicant shall present his or her credentials to the City Council (10 minutes).
 - b. The City Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (14 minutes).
 - c. An informal question and answer period in which Councilmember's may ask and receive answers to miscellaneous questions (10 minutes).
 - d. The applicant's order of appearance will be determined by a random lot drawing performed by the City Clerk.
 - e. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates.
- 4.2.7 After completing interviews of the candidates, the Council may discuss the qualifications further, based on the interview, in Executive Session.
- 4.2.8 The Council shall then convene in open session and select a candidate using the process described in Section 4.1.

4.3 Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

4.4 The new Councilmember shall be sworn into office by the Mayor at the earliest opportunity, or no later than the next regularly scheduled City

Council Meeting.

4.5 The City Council may not appoint a person to fill a City Council or Mayor position until it becomes vacant. The vacant position, either of a Mayor or Councilmember, shall become vacant on the specified date in the resignation. Once a councilmember has resigned, the resignation may not be withdrawn. If no date is specified in the resignation, it shall be deemed to be immediate.

4.6 The Mayor shall have the authority to break a tie vote on the vote to appoint a person to a vacant City Council seat. The Mayor Pro Tem shall have the authority to break a tie vote on the vote to appoint a person to a vacant Mayor position.

**CITY OF MILTON, WASHINGTON
RESOLUTION NO. 20-1932**

**A RESOLUTION OF THE CITY OF MILTON, PIERCE COUNTY,
WASHINGTON ESTABLISHING COUNCIL POLICIES AND PROCEDURES FOR
FILLING A MAYOR OR COUNCIL POSITION THAT HAS BEEN DECLARED
VACANT.**

WHEREAS, subject to statute under RCW 35A.12.050 and 42.12.070 the City Council is the governing body designated to appoint a qualified person the fill a vacant Mayor or council position; and

WHEREAS, these statutes provide only general rules for the appointment of someone to fill a vacant position; and

WHEREAS, the City Council has expressed a desire to establish set policies and procedures to standardize the process to eliminate confusion and misunderstanding.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Milton hereby adopts the Policy entitled “City Policy on Filling Declared Vacant Mayor or Council Positions” as attached hereto as Exhibit A.

Passed and approved this 20th day of July,2020.

Shanna Styron Sherrell, Mayor

ATTEST:

Trisha Summers, City Clerk

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Agenda Item #6C

To: Mayor Styron Sherrell and City Council Members
From: Nick Afzali, MSCE, Public Works Director
Date: July 20, 2020
Re: 2021 - 2026 Six-Year Transportation Improvement Program (TIP)

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

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

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 2021-2016 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 PLAN (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 Plan, 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

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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 21st 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
2020 - 2025**

SECTION 1 ROADWAY IMPROVEMENTS									TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026
1.1 Safety Improvements in the Vicinity of Schools - Miscellaneous location as needed to improve access and encourage increased walking to school. Total Estimated Cost \$1,300,000	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
		Total	190	190	230	230	230	230	1,300
1.2 Milton Way Improvements - Juniper to Porter Way Total Estimated Cost \$2,530,000	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
		Total	0	2,530	0	0	0	0	2,530
1.3 Porter Way Improvements - 5th Avenue to Kent Street Total Estimated Cost \$395,000	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
		Total	0	85	310	0	0	0	395
1.4 Milton Way Improvements - 28th to Meridian Total Estimated Cost \$895,000	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
		Total	375	520	0	0	0	0	895
1.5 Milton Way / High School - Pedestrian Connection Total Estimated Cost \$1,190,000 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
		Total	1,190	0	0	0	0	0	1,190
1.6 SR161 / 28th Avenue - Intersection Modifications Total Estimated Cost \$750,000.	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
		Total	0	350	400	0	0	0	750
1.7 23rd Avenue Improvements - Emerald to Alder Total Estimated Cost \$1,082,000	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
		Total	0	1,082	0	0	0	0	1,082
1.8 Taylor Street Sidewalk Improvements Total Estimated Cost \$516,000	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
2020 - 2025**

SECTION 1 ROADWAY IMPROVEMENTS									TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026
		Total	0	516	0	0	0	0	516
1.9 23rd Avenue from Taylor Street to Milton Way Total Estimated Cost \$1,110,000	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
		Total	30	1,080	0	0	0	0	1,110
1.10 Milton Way/Porter Way Intersection Estimated Cost \$420,000	Total 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
		Total	10	410	0	0	0	0	420
1.11 SR-99 at Porter Way Intersection Improvements Total Estimated Cost 2,140,000	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
		Total	220	265	2,950	0	0	0	3,435
1.12 5th Avenue Improvements - 376th Street to Porter Way Total Estimated Cost \$1,100,000	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
		Total	110	220	770	0	0	0	1,100
1.13 28th Avenue - Birch Street to Alder Road Extension - Comet Street to Alder Street Total Estimated Cost \$1,194,000	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
		Total	218	976	0	0	0	0	1,194
1.14 Pacific Highway East Reconstruction - Entire City Limits Total Estimated Cost \$4,492,000	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
		Total	0	232	4,260	0	0	0	4,492
1.15 Porter Way and 5th Avenue Intersection Total Estimated Cost \$100,000	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
		Total	20	80	0	0	0	0	100
1.16 Miscellaneous Asphalt Overlays Total Estimated Cost \$981,000	Citywide	City	0	26	131	0	0	0	157
		Grant	0	206	515	0	0	0	721

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

SECTION 1 ROADWAY IMPROVEMENTS									TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026
		Other	0	0	103	0	0	0	103
		Total	0	232	749	0	0	0	981
1.17 Citywide Traffic Calming	Citywide	City	20	30	30	30	30	30	170
Total Estimated Cost \$1,170,000		Grant	0	200	200	200	200	200	1,000
		Other	0	0	0	0	0	0	0
		Total	20	230	230	230	230	230	1,170
		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
		Total	2,383	8,998	9,899	460	460	460	22,560
TOTALS									

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

SECTION 2 TRAFFIC SIGNALS, STREET LIGHTING & ITS.										TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026	
3.1 Milton Way Signal Interconnect Total Estimated Cost \$60,000	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	
		Total	50	10	0	0	0	0	0	60
3.2 Milton Way Street Lighting (Juniper to 23rd) Total Estimated Cost \$50,000	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	
		Total	25	25	0	0	0	0	0	50
3.3 Pacific Highway East Street Lighting Improvements Total Estimated Cost \$500,000	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	
		Total	250	250	0	0	0	0	0	500
TOTALS		City	125	85	0	0	0	0	210	
		Grant	200	200	0	0	0	0	400	
		Other	0	0	0	0	0	0	0	
		Total	325	285	0	0	0	0	610	

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

SECTION 3 TRANSPORTATION PLANNING									TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026
3.1 Pavement Management System Total Estimated Cost \$33,000	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
		Total	7	7	12	7	0	0	33
3.2 Comprehensive Transportation Plan Total Estimated Cost \$100,000	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
		Total	25	75	0	0	0	0	100
3.3 Development Guidelines Modifications Total Estimated Cost \$30,000	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
		Total	20	10	0	0	0	0	30
3.4 West Milton Commercial District Streetscape Total Estimated Cost \$30,000	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
		Total	30	0	0	0	0	0	30
TOTALS		City	82	92	12	7	0	0	193
		Grant	0	0	0	0	0	0	0
		Other	0	0	0	0	0	0	0
		Total	82	92	12	7	0	0	193

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

SECTION 4 BEAUTIFICATION & NON-MOTORIZED										TOTAL FUNDS
Project Name	Project Description	Funding Source	2021	2022	2023	2024	2025	2026	2021-2026	
4.1 Interurban Trail SR 161 / Military Missing Link - 380th Street / Triangle / SR 161 to Edgewood limits Total Estimated Cost \$2,300,000	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	
		Total	50	500	1,750	0	0	0	2,300	
4.2 Interurban Trail Underpass, King County Total Estimated Cost \$1,975,000	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	
		Total	0	875	1,100	0	0	0	1,975	
4.3 West Milton Nature Preserve Walkway Total Estimated Cost \$745,000	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	
		Total	0	175	570	0	0	0	745	
4.4 Interurban Trail - Trailhead Improvements Total Estimated Cost \$365,000	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	
		Total	340	25	0	0	0	0	365	
4.5 Unsignalized Pedestrian Crossing Total Estimated Cost \$330,000	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	
		Total	30	60	60	60	60	60	330	
4.5 Miscellaneous Sidewalks Total Estimated Cost \$1,500,000	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	
		Total	250	250	250	250	250	250	1,500	
		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
2020 - 2025**

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

**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 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
TOTALS	3,460	10,950	13,331	1,385	460	460	30,578

6-YEAR PROJECT TOTAL: 30,578,000



Agenda Item #6D

To: City Council Members
From: Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke, and City Clerk Trisha Summers
Date: July 20, 2020
Re: Mayor Base Salary

ATTACHMENTS: Ordinance 1988-20

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommended Motion: “I move to establish 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.”

Fiscal Impact/Source of Funds: The Mayor’s current compensation rate is \$1,500 per month or \$18,000 per year. It is recommended that the salary for the Mayor be increased by \$750 per month to \$2,250 per month or \$27,000 per year. The Mayor, serving in this capacity, shall not be eligible for medical or other benefits, and shall not accrue sick or vacation leave.

The Mayor’s base salary will be allocated as provided for in the 2020 Budget. This increase will impact the General Fund, Electric Utility Fund, Water Utility Fund, Stormwater Fund, and Information Technology Fund. Expenditures in each of these funds are currently trending below budgeted amounts and should be able to accommodate this increase. 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.

Issue: The Mayor’s current monthly compensation rate is \$1,500 per month or \$18,000 per year, which has not been adjusted to reflect increases in the cost of living or increases in the responsibilities and efforts required to perform the ceremonial and other regularly established duties of the position of Mayor.

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. At that time, it was recommended that a separate ordinance 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.

The Mayor's current compensation has been unchanged since at least 2002. It has not been adjusted to reflect increases in the cost of living or increases in the responsibilities and efforts required for the position of Mayor. It is recommended that the salary for the Mayor be increased by \$750 per month to \$2,250 per month or \$27,000 per year. This amount was determined by applying annual historic cost-of-living increases based on the Consumer Price Index for the Seattle-Tacoma-Bellevue area as shown below.

The Mayor, serving in this capacity, shall not be eligible for medical or other benefits, and shall not accrue sick or vacation leave

Year	CPI-U Annual Change	Salary
		\$ 18,000
2002	1.9%	\$ 18,342
2003	1.6%	\$ 18,635
2004	1.2%	\$ 18,859
2005	2.8%	\$ 19,387
2006	3.7%	\$ 20,104
2007	3.9%	\$ 20,889
2008	4.2%	\$ 21,766
2009	0.6%	\$ 21,896
2010	0.3%	\$ 21,962
2011	2.7%	\$ 22,555
2012	2.5%	\$ 23,119
2013	1.2%	\$ 23,396
2014	1.8%	\$ 23,818
2015	1.4%	\$ 24,151
2016	2.2%	\$ 24,682
2017	3.1%	\$ 25,447
2018	3.2%	\$ 26,262
2019	2.5%	\$ 26,918

CITY OF MILTON, WASHINGTON

ORDINANCE NO. 1988-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, ESTABLISHING A NEW BASE SALARY 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, the Mayor's current monthly compensation rate is \$1,500, which has not been adjusted to reflect increases in the cost of living or increases in the responsibilities and efforts required to perform the ceremonial and other regularly established duties of the position of Mayor; and

WHEREAS, the City Council has determined that the monthly salary of the Mayor should be adjusted commensurate with these increases; 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 base salary of \$2,250 per month or \$27,000 per year for the ceremonial and other regularly established duties of the position of Mayor. The Mayor, serving in

this capacity, shall not be eligible for medical or other benefits, and shall not accrue sick or vacation leave. The base salary for ceremonial and other regularly established duties of the position of Mayor shall remain in effect until this ordinance is amended or repealed by the City Council.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

Passed by the Milton City Council the ____ day of July 2020, and approved by the Mayor, the ____ day of July 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. 1988-20

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Agenda Item #6E

To: City Council Members
From: Police Chief Hernandez, Public Works Director Afzali, Finance Director Robbecke, and City Clerk Trisha Summers
Date: July 20, 2020
Re: Mayor Salary Study

ATTACHMENTS: Ordinance 1990-20
Mayor Compensation Comparison
Mayor Compensation Allocation and Funding

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 \$1,500 per month or \$18,000 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. At that time, 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 meeting, 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.

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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. 1986-20; and

WHEREAS, the Mayor's current monthly compensation rate is \$1,500, 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 July 2020, and approved by the Mayor, the ____ day of July 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
Average	\$ 7,808	\$ 93,700				
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
Average	\$ 842	\$ 10,100	\$ 10,023	\$ 120,272				
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

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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
\$ 27,000	100.00%		\$ 66,700	100.00%		\$ 93,700	100.00%	

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.
\$ 51,546		

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