



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

CALL TO ORDER

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

ROLL CALL

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

Absent: Peretti

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

STAFF PRESENT

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

ADDITIONS/DELETIONS

None

CITIZEN PARTICIPATION

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

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

CONSENT AGENDA

A. Check Approval Process

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

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

REGULAR AGENDA

A. Juneteenth Resolution 20-1934 Approval

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

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

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

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

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

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

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

C. 2021-2026 TIP Resolution 20-1933 Discussion

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

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

D. Mayor Salary Increase Ordinance 1988-20 Approval

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

Council commented that this increase is modest and appropriate.

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

E. Mayor as City Administrator Ordinance 1990-20 Approval

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

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

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

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

COUNCIL REPORTS

Councilmember Whitaker-

- Pothole issues and garbage on Highway 99

Councilmember Linden -

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

Councilmember Johnson-

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

Councilmember Gillespie-

- Nothing to add

Councilmember Morton-

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

Councilmember Whalen -

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

DIRECTOR'S REPORTS

Tony Hernandez, Police Chief-

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

Nick Afzali, Public Works Director-

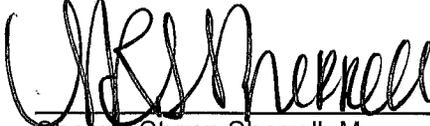
- We are currently working on a pavement markings project.
- Milton Way concrete wall by the school matches a little better after we pressure washed it.
- Working on a paving company contract and a tree trimming contract to get those projects started.
- Well #5 isn't producing as well as we would like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

MAYOR'S REPORT

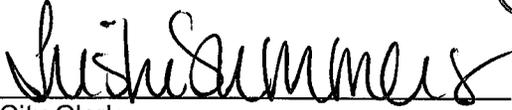
- The city is hiring for Linemen, Police Officers and a Planning Manager.
- The drive thru lunch is Tuesdays and Thursdays from Noon-1pm. Volunteers would be greatly appreciated as we take over Fife's 500 lunches that ends on July 31st. Please notify the City Clerk if you are interested in volunteering.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

ADJOURNMENT

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



Shanna Styron Sherrell, Mayor

ATTEST: 

City Clerk

Trisha Summers

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

My comments for the record:

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

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

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

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

Thank you!

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

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

OK. "See" you then.

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

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

Thank you! I will be attending on my computer.

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

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

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

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

Hello

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

Trisha Summers

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

To Whom it May Concern,

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

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

Willy Rieber
10th Ave

Trisha Summers

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

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

Hello,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Angelina

Trisha Summers

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

Madam Mayor and members of Council

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

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

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

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

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

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

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

Kevin Ringus

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

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

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

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

2.06.020 Delegation of duties by the mayor.

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

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

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

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

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

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

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

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

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

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

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

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



Dear Neighbor,

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

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

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

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

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

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

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

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


Shanna Styron Sherrell

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



POSITION DESCRIPTION

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

GENERAL PURPOSE

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

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

SUPERVISION

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

JOB LOCATION

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

ADDITIONAL EXAMPLES OF WORK PERFORMED

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

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

REQUIRED KNOWLEDGE AND ABILITIES

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

QUALIFICATIONS

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

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

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

DISCLAIMER

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

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

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

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

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR
P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

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

20-28

Open Public Meetings Act and Public Records Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Software Resellers (06016):

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

Cloud Solutions (05116):

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

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

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

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

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

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

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

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

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

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

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

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

Trisha Summers

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

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

Trisha Summers

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

Dear City Clerk Summers,

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

Sincerely,
Dave Strader

Dear Mayor and Council,

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

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

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

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

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

Dave Strader

1809 13th Ave
Milton, WA

07-20-2020

Dear Mayor and Council,

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

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

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

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

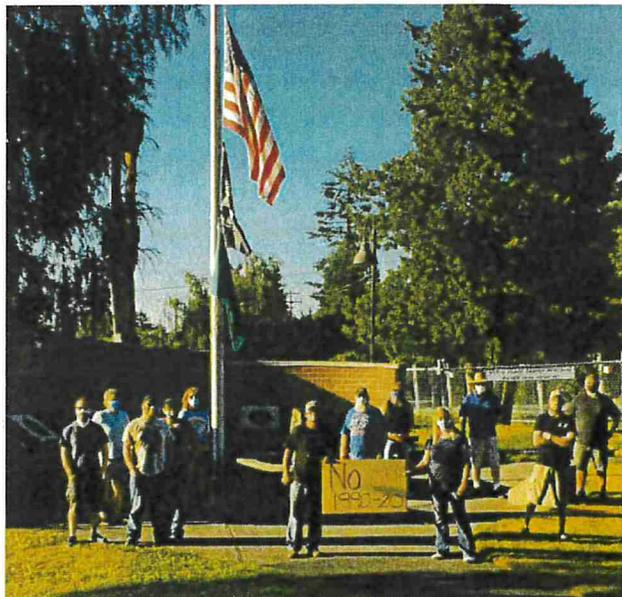
It could also act as a disincentive for future city administrator candidates. Yes, they all serve at the will of the Mayor, but you are creating an incentive for a Mayor to remove the city administrator hoping for a payoff. So any city administrator we hire has an even more uncertain future, and since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

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

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

Please vote "no" on ordinance 1990-20.

Jacki Strader, 1809 13th Ave, Milton, WA



Trisha Summers

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

Ms Summers,

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

Thank you,

John

Sent from my iPad

Begin forwarded message:

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

Council Member Johnson,

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

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

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

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

our voices being heard.

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

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

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

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

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

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

John Hutton
253-651-5756

Sent from my iPad

Trisha Summers

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

Greetings Madam Mayor and members of Council

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

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

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

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

Make it a great day!
Kevin Ringus