



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. Written comments must be received prior to 12:00pm on the day of the regularly scheduled Council meeting. To speak during the public comment portion of the meeting, please call or email clerk by 5pm the day of the meeting to sign up.

Zoom Meeting ID: 868 5014 7174

Phone number 253-215-8782

**September 8, 2020
Tuesday**

**Regular Meeting
7:00 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 written comment may call 253-517-2705 by 12:00pm on the day of the meeting. To speak during the public comment portion of the meeting, please call or email clerk by 5pm the day of the meeting to sign up.

5. Consent Agenda

The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.

A. Minutes Approval:

- i. August 17, 2020

B. Claims Approval:

- i. Approval of checks/vouchers/disbursements numbered 67413 to 67509 in the amount of \$389,326.65.
- ii. Approval of the payroll disbursement for August 20, 2020 in the amount of \$189,395.90.

6. Regular Agenda

- A. Yuma Street Acceptance
- B. Council Procedures Resolution 20-1935 Approval
- C. Pierce Transit Board
- D. Exempt Policy Update Resolution 20-1937 First Read
- E. West Milton Ballfield Contract Approval
- F. Temporary Meeting Start Time Change 1992-20 Approval

7. Council Reports

8. Director Reports

9. Mayors Report

10. Adjournment



Regular Meeting –via Zoom meeting # 836-6487-7078
Monday, August 17, 2020
7:00 p.m.

CALL TO ORDER

Mayor Styron Sherrell called the meeting to order at 7:03 p.m. and led the flag salute.

ROLL CALL

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

Absent: None

STAFF PRESENT

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

ADDITIONS/DELETIONS

Motion (Whalen/Whitaker) “to remove item 7B from the agenda for tonight’s meeting.” **Passed 7/0**

CITIZEN PARTICIPATION

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

CONSENT AGENDA

A. Check Approval Process

- a. Minutes Approval:
 - i. August 3, 2020 Regular Meeting
 - ii. August 10, 2020 Study Session
- b. Claims Approval:
 - i. Approval of the checks/vouchers/disbursements numbered 67348 to 67412 in the amount of \$631,827.21.
 - ii. Approval of the payroll disbursement of August 5, 2020 in the amount of \$243,105.40.

MOTION (Morton/Gillespie) “to approve the Consent Agenda.” **Passed 7/0.**

PROCLAMATION

Mayor Styron Sherrell read the Proclamation for the 100th Anniversary of the 19th Amendment

REGULAR AGENDA

A. Utility Assistance Program Resolution 20-1936 Approval

Director Robbecke presented this item. The City was awarded \$237,900 from the Local Government Coronavirus Relief Fund administered by the Washington State Dept. of Commerce. The city will utilize funds to cover unanticipated and unbudgeted costs for public health and safety related to COVID-19. The City will also help citizens who have been negatively impacted by COVID-19 by providing assistance to eligible residential utility customers with up to \$300 per household to pay their utility bills. There will be an application process and funds will be awarded on a first come first served basis. The amount allocated to support the Utility Assistance program is \$50,000.

Council expressed that they were in favor of this item coming to them.

MOTION (Morton/Peretti) “to authorize the Mayor to sign the attached Resolution 20-1936, establishing a Utility Assistance Program and allocating CARES Act funds in an amount not to exceed \$237,900.” **Passed 7/0**

B. Council Procedures Resolution 20-1935 Approval

This item has been removed from the agenda for tonight’s meeting.

C. East Pierce-Community Building contract approval

Finance Director Robbecke presented this item to council. East Pierce Fire and Rescue has a temporary need for additional space during construction of a new fire station and has expressed interest in rental of the Community Building through August 31, 2022. The city has negotiated a short-term rental agreement that is amendable to both parties. The annual revenue in rent to the city is \$8,174 plus annual CPI. Tenant will be responsible for all utilities as well as routine maintenance and janitorial duties.

Council is glad to see this and are happy to be able to help out. This is a win/win for the community.

MOTION (Linden/Gillespie) “move to approve the attached Lease Agreement with East Pierce Fire & Rescue, detailing the terms and conditions by which the Milton Community Building will be utilized, and authorize the Mayor to execute said agreement.” **Passed 7/0**

D. East Pierce-Fire Station contract approval

Finance Director Robbecke presented this item to council. East Pierce Fire & Rescue is in temporary need of additional space during construction of a new fire station and has expressed interest in the rental of three additional office spaces in the fire station building through August 31, 2022. The annual revenue increase in rent to the city is \$1,434 plus annual CPI and an increased percentage of shared utilities.

Council is glad to be able to accommodate East Pierce Fire & Rescue.

MOTION (Peretti/Whalen) “to approve the attached Lease Agreement with East Pierce Fire & Rescue, detailing the terms and conditions by which East Pierce Fire & Rescue and the City of Milton will utilize the fire station building and authorize the Mayor to execute said agreement.”

Passed 7/0

E. Mayor Compensation Ordinance 1991-20 Approval

Finance Director Robbecke presented this item to council. The Mayor’s current compensation rate is \$2250 per month. This rate was established for the ceremonial or other regularly established duties of the position which is not consistent with a full time Mayor. To recognize the additional duties and efforts required for the position, a salary of \$72,000 per year with no medical or other benefits was suggested by City Council members at the August 10, 2020 study session. Current allocation in the 2020 budget affects the General fund, Water fund, Electric fund, Stormwater fund and Information Technology fund. It is recommended the Mayor perform a new time study to determine if the existing allocation reflects the current duties and responsibilities of the Mayor.

MOTION (Morton/Gillespie) “to repeal Ordinance 1988-20 and establish a new salary for the Mayor of \$6,000 per month or \$72,000 per year, consistent with a full time Mayor.” **Passed 7/0.**

COUNCIL REPORTS

Councilmember Whitaker-

- Glad we came together and gave increase to Mayor with the data we were given.
- Glad to see East Pierce contracts that we have passed and that we are able to help East Pierce.

Councilmember Linden -

- Appreciate everyone’s work and due diligence on the Mayor compensation.
- Yuma Street is confusing because the speeds change on it. Would it be possible to work with Edgewood on this?

Councilmember Johnson-

- Thank you to Director Afzali for offering to contact citizen on “net metering”. Also, thanks for email today regarding safety issues and walkers, it’s very dangerous.

Councilmember Gillespie-

- Thanks for all the staff and council effort that went into the Mayor’s compensation agenda item.

Councilmember Morton-

- Thanks to all staff and council for the info provided on Mayor’s compensation.
- It was sad to see last weekend go by without Milton Days. Worked at the park on the yarn collage this weekend.

Councilmember Peretti-

- I tip my hat the citizens for responding to the pandemic in the parks and on the trail. Federal way has had to shut down parks and Milton citizens are doing a great job and I appreciate that.
- Thank you to the council for working diligently on the Mayor’s compensation, it was good to hammer that out.

Councilmember Whalen -

- Thank you everyone for the willingness to work through tough issues and I'm proud to be a part of this group.
- For Director Afzali-are the tainted water issues due to construction in Edgewood?
- Rob McDonald has had an accident and prayers would be appreciated.

DIRECTOR'S REPORTS

Tony Hernandez, Police Chief-

- There is an arson investigation on 10th in Milton. There were minor injuries of two officers involving a domestic violence case, but nobody hurt, and the fire was extinguished.
- Milton helped with a fire response off of 23rd today.
- Speeding up Taylor is an issue. People use Milton to escape other jurisdictions for crime committed there and the police are very busy with this issue.

Nick Afzali, Public Works Director-

- We submitted a TIB grant application for Porter Way widening between Fife Way and Milton Way. The cost is \$740,908 and we are asking for \$666,817. There is a 10% match.
- There is traffic "road runner" data collection taking place for speed, volume, gap, etc. There is also a license plate study happening. We will use these data to determine the type of traffic calming devices to install on Yuma Street in Milton.
- The corner of Kent street property is being made ready for more parking as part of new sidewalks on Kent Way project.
- WSDOT is closing I-5 on 8/28 and 8/29 for new overpass girders. Lots of traffic will be using Hwy 99 during this time.

MAYOR'S REPORT

- Fall Council Retreat will be on a Thursday at 10AM either mid-late September or early October.
- Sad to not have Milton Days and truly looking forward to next year. National Night Out, the Craft Bazaar and Tree lighting are looking grim as well.
- OPMA extension lasts through September 1st so we will just go with the flow. Continue to do what you can to stay safe and healthy.
- Will update community on school lunch program and the CARES info.
- Detective Amy Camden is retiring on August 28, 2020.
- Thanks for the hard work on the Mayor compensation. Milton will continue to move forward in the future.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Shanna Styron Sherrell, Mayor

ATTEST: _____
City Clerk

Trisha Summers

From: KEVIN RINGUS <romans8@comcast.net>
Sent: Sunday, August 16, 2020 5:04 PM
To: Trisha Summers; Shanna Styron-Sherrell; Robert Whalen; Susan Johnson; Todd Morton; Steve Whitaker; Jim Gillespie; Phil Linden; Steve Peretti
Subject: Re: August 17th, 2020, Council Meeting/Agenda Item 7E

Greetings Madam Mayor and members of Council

Thank you, again, for the opportunity to address you by email for this item. Shame on me for not paying better attention to the meetings scheduled. I had no idea that the Budget Retreat was held three days after the August 3rd meeting. It was never mentioned by anyone, but each of you most likely knew the date. How many citizens would have been available on a Thursday from 10am to 1pm?

With that said, you have all had the benefit of information and discussion that citizens have not been a part of in any aspect. The Budget Retreat did not allow for citizen comment. Council member Johnson, evidently, provided information on the topic. This item was added to the Study Session. No information provided in the packet. Once again, no ability for citizen comment. More importantly, no notice that this item was even going to be discussed. This discussion was the largest portion of the Study Session. I agree with Council member Linden that this appears to be rushed.

I stated in my very first email on this subject that the salary for the mayor's position should be raised. I appreciate the comments the Mayor made during the study session. My concern is, still, whether the budget can actually sustain such an increase... in any amount. Time will tell.

Now, after much discussion by council, there is yet another version of this topic.

Without the benefit of additional public comment (quite possibly without public knowledge), you have made the decision to increase the compensation for the mayor to \$6,000/month (\$72,000 annually). Hopefully, it works. The citizens benefit from an engaged mayor. There was also much conversation about using a salary commission in the future. Council members would certainly benefit from a salary commission.

Thank you for taking the time to read this and every response. I appreciate the commitment you have made to the citizens of Milton.

KRingus

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Trisha Summers

From: Angelina Rieber <angelinarieber@gmail.com>
Sent: Wednesday, August 5, 2020 12:46 AM
To: Trisha Summers; Todd Morton; Shanna Styron-Sherrell; Steve Whitaker; Susan Johnson; Steve Peretti; Jim Gillespie; Phil Linden; Robert Whalen
Subject: Questions from a Registered Voter

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What is going on with you guys?

Please submit this for the record, wherever it applies. Next council meeting, in response from the badly executed SNL parody.

Let's start with page 5 (E.) on the packet transcript available at:
<https://www.cityofmilton.net/wp-content/uploads/2020/07/7.20.20-Meeting-Packet.pdf>

The mayor has demonstrated a willingness and ABILITY.

She can do the job.

Let's move forward.

Council reports... I literally have no words.

But give me a moment and I will find them.

Councilmember Whitaker: okay...

CM Linden: For Indigenous Peoples Day, do you have any thought or ideas? An outline of a plane you can float out to the people of Milton and get some ideas?

CM Johnson: What's the significance of the 3 benches for you?

CM Gillespie: you're leaning back in the cut watching how everything is unfolding or revealing itself, if you will.... What are you seeing?

CM Morton: In baseball terms, I wish you'd follow through with your throw.

CM Whalen: Summer, Fed Way, Fife and I believe Auburn all have FEDeX hubs. If they're abusing rules. Make them pay. Nobody likes traffic and it's impact in Milton. We're in agreement.

Council: Please start utilizing and interacting for and with those you feel you represent.

PAGE 16 is why I hopped out of bed, opened the laptop, and the reason you're annoyed with me....

The Honorable Kevin Ringus, is fair and just. However the municipal codes do not factor in the current reality. I do not believe all of you are, and I'm not speaking solely about COVID, I'm talking about the ever changing economic climate this town has to adapt to, when those questions are brought up, or suggestions or a plan offered it met with "thank you, we'll look into it"

I think it may be time to start thinking about innovation. It starts from the top. That woke Juneteenth moment shows what could be.

I respect Mr. Ringus and his opinion. He's not playing favorites, he's offering facts that are from the letter of the law. With that being said, that's why there's precedence set and challenged. Rules are not made to be broken, I just realized: they're made to evolve.

Let's just do this thing for once as a collective: pay someone for the job they're doing and pay them well if you want them to keep doing it.

Not once has anyone, if it's their honest opinion, said that "Shanna can't, or isn't doing the job" it's technicalities.

If you're fearful about retribution: it's obviously understandable, but let's change habits that didn't work so well in the past. Personally speaking, I promise on everything I would not attack. Have faith in the rest of the voters in Milton and speak openly.

But everyone on record has said she's been doing the job, and been doing it well.

I don't know how to type the shrug emoji but you get the point.

FINANCIAL SIDE NOTE:

Why hasn't anyone leveraged the Korum, Jet, and whatever dealership expenses and get a discount for exclusive business? They're all American dealerships so the engine work is nothing. Cross marketing, some social media posts about the great tune up X dealership did and there's a bigger price break.

PLUS there's nothing nefarious about it because you state there's a price discount for the endorsement, here's the kicker: you work this deal out with the dealership that has the highest quality standards.

Not a kickback. Just good old fashioned values.

Which Milton wants to portray?

But what do I know? I'm a high school drop out, that has 20 years in sales and marketing. From door 2 door to high end sales.

I'll defer to the college educated to hear their opinions on where to lean the budget up in ways that don't compromise the integrity on which this town wants to operate with.

As a special snowflake, I am politely requesting that common sense override the nonsense. We're all just tired. Paying someone for the job that they're doing, even when times are rough: we still pay what they're worth. You tip the food delivery person, the coffee person, the whoever to show that you know they're underpaid but still valued.

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Obviously I'm oversimplifying but it's necessary. Tip the civil service workers when they do something good and maybe you'll get what you ordered.

For the record, I strongly believe when Milton is operated as a business, one that's in the black for clarification: Mayor and council should be full time, full paid positions. It's a full time job, for a city this size with such a close proximity to urban areas.

I look forward to seeing what council comes up with by October for fair wages for work. I'm equally excited to see what change brings in the future.

Thank you for reading this,
Angelina

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Dear Men and Woman (Susan) of the Milton City Council,

I'm Brian Sherrell, husband of Shanna. I would like to share my thoughts with you. I would first like to thank you for your service; you are apart of who makes Milton the great community it is. I'm proud to live in a community that stands up for the flag and supports its police, more so now than ever. I'm also proud of the work my wife has done as a mayor. She has had to make so many hard decisions always doing what is best for our city despite political blow back. As anyone in the city will tell you, she watches every penny and detail making her an ideal steward of our hard earned resources. She does this with her heart on her sleeve, so much so that the nasty, untruthful words will always hit home. Seeing her sad breaks my heart. I can sum it up by saying that she cares. It has taken some time, but the city is running at a very high level thanks to her leadership and the team she has hired in leadership roles. No matter what happens, the city will be in a better place when she leaves office.

I know as of late you have received many citizen comments on the issue of mayoral pay with the majority being negative. Since my wife took office my opinion on the issue has changed greatly. When she was first elected, we both saw it as a part time position based on the compensation she would be receiving. She would run her photography business and finish working on her degree along with being mayor. She quickly realized that this was a futile effort as the demands of running the city took up most of her time. This became more than apparent when she had to run the public works department until the position could be filled. This is something that most of those opposed to her pay increase must not realize; she oversees the day-to-day operations of the city. Running a city with a police department, utilities, two unions and 47 employees is not a part time job. This does not include the political side such as running city council, attending meetings, and answering citizen concerns.

She does all of these things for the city not as a city administrator, but as a strong mayor. On a side note, it should be clear to anybody running for this position to know it is fulltime. Could you imagine any private company or large organization with a part time CEO, of course not. Gradually it became apparent to fulfill her commitment to the city and people that elected her that her photography business and schooling was going to have to be put on the back burner.

Needless to say our family took a huge pay cut when her main source of income became the \$18,000 annual salary as mayor. Can you imagine taking on a fulltime job for \$18,000? She could have just done it part time but the city would of suffered. As you may or may not know, I work as a truck driver and to make up the short fall I have picked up extra shifts for the last two and half years. I've been working 60 to 70 hours a week. Needless to say I'm burnt out. I was more than happy to hear that city council was finally willing to look at the issue of mayoral pay. **Please understand that the burden of such a low level of compensation is already being paid, and currently it falls on the back of one family.** This is not a gift; in

fact it is hard earned. The only gift that has been given has come from our family to the city the last two and half years.

Knowing what I know now, even if my wife was not mayor, anyone running for mayor should be compensated fairly for his or her time. **I'm asking you to end the financial penalty for serving as mayor.** Any citizen that wants to run for mayor should be able to do so without having to carry an additional full time job. No one can support himself or herself on what we are currently paying. Our mayor can't represent us properly if they're worried about how they're going to pay their bills. In our situation, if I lost my job or became disabled, Shanna would have no choice but to seek out full time employment, and the city would suffer. As a city we should also provide benefits to our mayor just as are provided to any other fulltime employee in the city. As for our family we don't currently need it. Should a person be financially wiped out due to an unexpected illness because they decided to dedicate four years to our community? In my opinion, proper compensation is morally the right thing to do.

I do realize that a salary of \$93,000 is a lot of money for us, and many others in our community. That number only seems staggering because we have been underpaying our mayor for so long. This number simply represents the average pay for a mayor running a similarly sized city without a city administrator. At this point we would appreciate anything, and are grateful that this issue is finally being brought up. However, please realize you would be getting value for the city by getting an above average mayor for average pay. To be fair we should have a salary commission to review the salaries of our elected officials. The city is also getting value by not needing a city administrator. Which I am told none of your directors want. Please ask them what works best for our city. Give the mayor and directors the tools they need to do there job successfully.

Please don't push this down the road. If your vote is no, so be it. So many times Shanna has had to make a hard decision for the city, I ask you to do the same. If I were in your position I would. Vote yes for two reasons, first because it will benefit Milton and second because it is the right thing to do.

I think there are three things I have learned with my wife being mayor:

-First is a strong mayor is a fulltime job. Having a fulltime mayor gives the citizens a fulltime watchdog in our city. This is the secret sauce to our form of government. If you only knew all the waste of our money she has cleaned up on our behalf, you would be proud.

-Second, we need fair pay even if its not average it needs to be enough that any citizen can run without financial hardship. Lets end the financial penalty for being mayor. Which also means benefits should be included. As a council member you have the power to correct this. Then there should be a salary commission to make sure we stay competitive.

-Third, we should be willing to pay a mayor who leaves a consulting fee so they can help transition any incoming mayor. It makes no sense for a mayor to leave and for the next mayor to waste time and money learning what the last mayor already knew. Any mayor who has the best interest of the city at heart would put differences aside for the good of the city.

If you made it this far, thanks for taking your time to hear my thoughts, and thanks for making Milton Great. There is no other place I would rather live.

Brian Sherrell

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Trisha Summers

From: richard.cosner@comcast.net
Sent: Monday, August 3, 2020 6:44 PM
To: Trisha Summers
Subject: Fwd: Mayor Pay

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Mayor and Council, I believe that both Mayor, and Council deserve pay raises, as each of you commit a lot of time, resources, and personal sacrifice to make sure Milton functions properly and adequately to service each and every citizen.

As for the Mayor and adjusting the budget, title, and description to meet the RCWs for an upgraded position to manage the City in a CEO capacity, I believe we do need to tread lightly, and believe me I whole heartedly believe the Mayor deserves every penny, but based on past history, not every person elected has been capable or willing to sacrifice their time, career, or current situation, to fulfill the new Mayor Requirements.

Since the Mayor controls the agenda, I would like to see measures to allow Council to be the only ones authorized to bring future considerations for pay, position description, safeguards, and addition/removal of the management portion for the Mayor, and allow Council to change the position in the future.

If the Council has the True Authority and Ability to add the topic to any Agenda in regards to the Mayor, Manager, Mayor/Manager Pay and Benefits, I believe citizens and myself will have more confidence in giving the Mayor a very deserving Raise.

Thank you for all you do, and I hope that Citizens understand your personal sacrifices, and favor raises not just for the Mayor but Council as well. City Staff has been great, and always deserve our full support.

Richard Cosner
507 7th Ave
Milton WA

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CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
September 8, 2020

Claim Vouchers:

Payroll Disbursements:

Dates	Check #	Amount
8/17/2020	67413-67435	137,184.26
8/21/2020	67440-67461	118,959.76
8/27/2020	67462-67491	31,542.98
8/27/2020	ACH, EFT	50,278.95
8/28/2020	EFT	23,231.19
8/31/2020	67492-67509	28,129.51

Date	Check #	Amount
8/20/2020	67436-67439, EFT, ACH	189,395.90

Total Accounts Payable:
Voids - 67372, 67391
Printer Error Checks - none

\$ 389,326.65

Total Payroll:

\$ 189,395.90

CHECK REGISTER

City Of Milton
MCAG #: 0590

08/11/2020 To: 08/31/2020

Time: 13:54:01 Date: 08/31/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4611	08/17/2020	Claims	1	67413	ALPINE PRODUCTS INC.	3,170.78	Street Striping; Street Sign; Parking Signs; Street Striping
					001 - 518 30 31 000 - Operating Supplies	44.00	Handicap Parking Signs
					001 - 576 80 31 000 - Operating Supplies	44.00	Handicap Parking Signs
					310 - 595 30 63 159 - City-wide Traffic Calming Pr	109.18	Stop Sign
					310 - 595 42 63 136 - Misc Striping & Markings	625.98	Street Striping Materials
					310 - 595 42 63 136 - Misc Striping & Markings	2,347.62	Street Striping Materials
4612	08/17/2020	Claims	1	67414	ANIXTER INC	773.70	Electric Material
					401 - 533 50 31 000 - Operating Supplies	773.70	Meter Bases For Traffic Signals
4613	08/17/2020	Claims	1	67415	CASCADE RECREATION, INC.	243.98	U.S. Flags
					001 - 518 30 31 000 - Operating Supplies	243.98	U.S. Flags
4614	08/17/2020	Claims	1	67416	CHUCKALS	132.20	Office Supplies
					001 - 514 20 31 000 - Office and Operating Supplie:	132.20	Post It Notes, Labels, Highlighters, Stamp Ink
4615	08/17/2020	Claims	1	67417	GC SYSTEMS INC	2,143.05	Water Material
					403 - 534 51 41 000 - Professional Services	2,143.05	Emergency Repair of Altitude Valve - 1 Million Gallon Tank
4616	08/17/2020	Claims	1	67418	GRAY & OSBORNE INC	137.37	Engineering Services
					401 - 533 50 41 000 - Professional Services	137.37	Electrical Mapping Upgrades
4617	08/17/2020	Claims	1	67419	HACH COMPANY	268.40	Chemicals
					403 - 534 51 31 000 - Operating Supplies	268.40	Chemicals
4618	08/17/2020	Claims	1	67420	HOLT SERVICES INC	108,857.05	Well 5 Replacement; Well 5 Replacement; Well 5 Replacement
					404 - 594 34 60 135 - Replacement Well #5	43,740.20	Drilling & Casing
					404 - 594 34 60 135 - Replacement Well #5	59,182.25	Well Screen & Pump
					404 - 594 34 60 135 - Replacement Well #5	5,934.60	Mobilization & Demobilization
4619	08/17/2020	Claims	1	67421	JET CHEVROLET INC.	22.63	Fleet Material
					001 - 518 30 31 000 - Operating Supplies	1.36	#20 Parking Switch, Car Accessory
					406 - 531 30 31 000 - Operating Supplies	5.44	#20 Parking Switch, Car Accessory
					401 - 533 50 34 000 - Supplies for Resale,etc	7.69	#20 Parking Switch, Car Accessory
					403 - 534 50 31 000 - Office and Operating Supplie:	7.69	#20 Parking Switch, Car Accessory
					001 - 576 80 31 000 - Operating Supplies	0.45	#20 Parking Switch, Car Accessory
4620	08/17/2020	Claims	1	67422	KIMBALL MIDWEST	2,962.90	PW Material; PW Material; PW Material; PW Material
					001 - 518 30 31 000 - Operating Supplies	86.63	Disinfectant
					001 - 518 30 31 000 - Operating Supplies	124.97	Face Masks
					001 - 518 30 31 000 - Operating Supplies	86.67	Hand Sanitizer
					001 - 518 30 31 000 - Operating Supplies	124.97	Face Masks
					406 - 531 30 31 000 - Operating Supplies	86.67	Disinfectant
					406 - 531 30 31 000 - Operating Supplies	124.97	Face Masks
					406 - 531 30 31 000 - Operating Supplies	86.67	Hand Sanitizer
					406 - 531 30 31 000 - Operating Supplies	124.97	Face Masks
					401 - 533 50 31 000 - Operating Supplies	86.67	Disinfectant
					401 - 533 50 31 000 - Operating Supplies	124.97	Face Masks
					401 - 533 50 31 000 - Operating Supplies	86.67	Hand Sanitizer
					401 - 533 50 31 000 - Operating Supplies	124.97	Face Masks
					403 - 534 50 31 000 - Office and Operating Supplie:	86.67	Disinfectant
					403 - 534 50 31 000 - Office and Operating Supplie:	124.97	Face Masks
					403 - 534 50 31 000 - Office and Operating Supplie:	86.67	Hand Sanitizer
					403 - 534 50 31 000 - Office and Operating Supplie:	124.97	Face Masks
					101 - 542 30 31 000 - Office and Operating Supplie:	86.67	Disinfectant
					101 - 542 30 31 000 - Office and Operating Supplie:	124.97	Face Masks
					101 - 542 30 31 000 - Office and Operating Supplie:	86.67	Hand Sanitizer
					101 - 542 30 31 000 - Office and Operating Supplie:	124.97	Face Masks

CHECK REGISTER

City Of Milton
MCAG #: 0590

08/11/2020 To: 08/31/2020

Time: 13:54:01 Date: 08/31/2020
Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		501 - 548 30 31 000 - Office & Operating Supplies			86.67	Disinfectant
		501 - 548 30 31 000 - Office & Operating Supplies			124.98	Face Masks
		501 - 548 30 31 000 - Office & Operating Supplies			86.63	Hand Sanitizer
		501 - 548 30 31 000 - Office & Operating Supplies			124.98	Face Masks
		001 - 576 80 31 000 - Operating Supplies			86.67	Disinfectant
		001 - 576 80 31 000 - Operating Supplies			124.97	Face Masks
		001 - 576 80 31 000 - Operating Supplies			86.67	Hand Sanitizer
		001 - 576 80 31 000 - Operating Supplies			124.97	Face Masks
4621	08/17/2020	Claims	1	67423 KORUM AUTOMOTIVE GROUP	880.93	Police Vehicle Repair and Maintenance; Police Vehicle Repair & Maintenance
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			266.40	#322 Install Tow Hitch, Wiper Blades
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			614.53	#125 LOF, Installed Brake Pads, Rotors
4622	08/17/2020	Claims	1	67424 LARSEN SIGN CO. INC	615.44	Fleet Graphics
		004 - 594 21 64 004 - Law Enforcement - Capital E:			615.44	#270 Full Graphics Package
4623	08/17/2020	Claims	1	67425 LLOYD ENTERPRISES, INC.	411.84	Facilities Material
		001 - 518 30 31 000 - Operating Supplies			411.84	Medium Bark
4624	08/17/2020	Claims	1	67426 NAVIA BENEFIT SOLUTIONS	1,360.55	FSA Claims
		632 - 589 90 00 632 - Discovery Benefits Paid			1,360.55	FSA Claims
4625	08/17/2020	Claims	1	67427 PIERCE CO BUDGET & FINANCE	3,240.22	Jail Services
		107 - 523 60 41 107 - Jail Services			3,240.22	Jail Services- July 2020
4626	08/17/2020	Claims	1	67428 CITY OF PUYALLUP	2,640.36	Court Services
		001 - 512 50 41 003 - Municipal Court Services			2,640.36	Court Services- Apr-Jun 2020
4627	08/17/2020	Claims	1	67429 RANGLES SAND & GRAVEL INC	840.93	PW Material
		406 - 531 30 31 000 - Operating Supplies			210.23	Crushed Top Course
		401 - 533 50 31 000 - Operating Supplies			210.24	Crushed Top Course
		403 - 534 50 31 000 - Office and Operating Supplie:			210.23	Crushed Top Course
		101 - 542 30 31 000 - Office and Operating Supplie:			210.23	Crushed Top Course
4628	08/17/2020	Claims	1	67430 SCORE	2,760.00	Jail Services
		107 - 523 60 41 107 - Jail Services			2,760.00	Jail Services- May 2020
4629	08/17/2020	Claims	1	67431 SHOPE CONCRETE PRODUCTS CO.	186.94	Electric Material
		401 - 533 50 31 000 - Operating Supplies			186.94	Guard Posts for Transformers
4630	08/17/2020	Claims	1	67432 STANDARD PARTS CORPORATION (NAPA)	66.84	Water Material
		403 - 534 50 31 000 - Office and Operating Supplie:			66.84	Utility Roll
4631	08/17/2020	Claims	1	67433 TACOMA CITY TREASURER	4,063.50	Public Safety Network User Fees
		107 - 521 20 42 001 - Radio Communications - Serv			4,063.50	Public Safety Network User Fee- Q3 2020
4632	08/17/2020	Claims	1	67434 TACOMA SCREW PRODUCTS INC.	321.16	PW Material
		001 - 518 30 31 000 - Operating Supplies			95.59	Broom, Broom Handle, Fender Washers
		406 - 531 30 31 000 - Operating Supplies			225.57	Air Regulator, Hex Keys, Torx Set, Spray Gun, Caulking Gun, Folding Saw
4633	08/17/2020	Claims	1	67435 UNIFIRST CORPORATION	1,083.49	Uniforms; Uniforms; Uniforms
		001 - 518 30 20 002 - Uniforms			35.72	Uniforms
		001 - 518 30 20 002 - Uniforms			36.23	Uniforms
		406 - 531 30 20 002 - Uniforms			109.48	Uniforms

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		406 - 531 30 20 002 -		Uniforms	111.05	Uniforms
		401 - 533 10 20 002 -		Uniforms	108.73	Uniforms
		401 - 533 50 20 002 -		Uniforms	170.91	Uniforms
		401 - 533 50 20 002 -		Uniforms	63.06	Uniforms
		403 - 534 50 20 002 -		Uniforms	154.82	Uniforms
		403 - 534 50 20 002 -		Uniforms	156.98	Uniforms
		101 - 542 30 20 002 -		Uniforms	13.56	Uniforms
		101 - 542 30 20 002 -		Uniforms	13.75	Uniforms
		501 - 548 30 20 002 -		Uniforms	33.05	Uniforms
		501 - 548 30 20 002 -		Uniforms	33.51	Uniforms
		001 - 576 80 20 002 -		Uniforms	21.17	Uniforms
		001 - 576 80 20 002 -		Uniforms	21.47	Uniforms
4732	08/21/2020	Claims	1	67440 AHBL, INC	16,297.03	Planning Services; Planning Services; Planning Services; Planning Services; Planning Services
		406 - 531 10 41 000 -		Professional Services	360.00	Meridian At Stone Creek
		406 - 531 10 41 000 -		Professional Services	1,162.03	Milton Lloyds Bridge
		001 - 558 60 41 000 -		Professional Services	900.00	Milton SSBC CUP Review
		001 - 558 60 41 000 -		Professional Services	562.50	Milton SSBC CUP Review
		001 - 558 60 41 000 -		Professional Services	5,550.00	On-site Planning- June 2020
		001 - 558 60 41 000 -		Professional Services	7,762.50	On-Site Planning- Jan 2020
4733	08/21/2020	Claims	1	67441 PAVLO ANDREIIEVSKYI	101.00	Refund
		001 - 321 99 00 000 -		Master Business License	-101.00	Master Business License Refund
4734	08/21/2020	Claims	1	67442 BLACKSTONE'S COLLISION INC.	1,000.00	Insurance Deductible
		107 - 521 20 48 001 -		Vehicle Repairs and Maintena	1,000.00	Collision Repair of #650 Dodge Charger
4735	08/21/2020	Claims	1	67443 RICK COLE	121.28	004161 - 865 PARKWAY
		406 - 343 10 00 000 -		Storm Drainage Fees	-36.81	
		401 - 343 30 00 000 -		Electric Sales	-19.97	
		403 - 343 40 10 000 -		Water Sales	-64.50	
4736	08/21/2020	Claims	1	67444 COMCAST BUSINESS	1,539.99	Phone & Internet
		001 - 513 10 42 000 -		Communication	77.00	Phone & Internet (PRI Trunk Interface)
		001 - 514 20 42 000 -		Communication	77.00	Phone & Internet (PRI Trunk Interface)
		001 - 518 30 42 000 -		Communication	38.50	Phone & Internet (PRI Trunk Interface)
		107 - 521 20 42 000 -		Communication	231.00	Phone & Internet (PRI Trunk Interface)
		406 - 531 10 42 000 -		Communication	154.00	Phone & Internet (PRI Trunk Interface)
		401 - 533 10 42 000 -		Communications	358.05	Phone & Internet (PRI Trunk Interface)
		403 - 534 10 42 000 -		Communication	373.45	Phone & Internet (PRI Trunk Interface)
		101 - 542 30 42 000 -		Communication	77.00	Phone & Internet (PRI Trunk Interface)
		501 - 548 30 42 000 -		Communications	38.50	Phone & Internet (PRI Trunk Interface)
		001 - 558 50 42 000 -		Communications	38.50	Phone & Internet (PRI Trunk Interface)
		001 - 558 60 42 000 -		Communication	38.50	Phone & Internet (PRI Trunk Interface)
		001 - 576 80 42 000 -		Communication	38.49	Phone & Internet (PRI Trunk Interface)
4737	08/21/2020	Claims	1	67445 ESI SECURITY	425.29	Alarm Monitoring; Facility Material
		001 - 518 30 48 002 -		Building Repair & Maint	326.38	Alarm System Battery Replacement
		107 - 521 20 41 000 -		Professional Services	98.91	Quarterly Alarm Fee- Aug - Oct 2020
4738	08/21/2020	Claims	1	67446 SANCHEZ DORIS GOMEZ URIEL	212.66	000461 - 1603 12TH AVE
		406 - 343 10 00 000 -		Storm Drainage Fees	-64.54	
		401 - 343 30 00 000 -		Electric Sales	-35.02	
		403 - 343 40 10 000 -		Water Sales	-113.10	
4739	08/21/2020	Claims	1	67447 HM'S HERITAGE FAMILY INV. LLC	150.00	000328 - 1603 17TH AVE
		406 - 343 10 00 000 -		Storm Drainage Fees	-59.70	

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		401 - 343 30 00 000 - Electric Sales			-19.69	
		403 - 343 40 10 000 - Water Sales			-63.59	
		001 - 386 00 00 400 - Misc Utility Fee For Duplicat			-7.02	
4740	08/21/2020	Claims	1	67448 HM'S HERITAGE FAMILY INV. LLC	221.43	000327 - 1701 17TH AVE
		406 - 343 10 00 000 - Storm Drainage Fees			-88.13	
		401 - 343 30 00 000 - Electric Sales			-29.06	
		403 - 343 40 10 000 - Water Sales			-93.87	
		001 - 386 00 00 400 - Misc Utility Fee For Duplicat			-10.37	
4741	08/21/2020	Claims	1	67449 RICHARD HOUGHTON	168.91	004148 - 1204 23RD AVE #B-5
		401 - 343 30 00 000 - Electric Sales			-39.94	
		403 - 343 40 10 000 - Water Sales			-128.97	
4742	08/21/2020	Claims	1	67450 MICHAEL MCGUIRE	289.07	001608 - 1412 JUNIPER ST
		406 - 343 10 00 000 - Storm Drainage Fees			-87.73	
		401 - 343 30 00 000 - Electric Sales			-47.61	
		403 - 343 40 10 000 - Water Sales			-153.73	
4743	08/21/2020	Claims	1	67451 JULIE MCKEE	114.90	000043 - 2410 10TH AVE
		406 - 343 10 00 000 - Storm Drainage Fees			-34.87	
		401 - 343 30 00 000 - Electric Sales			-18.92	
		403 - 343 40 10 000 - Water Sales			-61.11	
4744	08/21/2020	Claims	1	67452 OWEN EQUIPMENT	34.03	Service Charge
		406 - 531 30 48 001 - Vehicle Repair & Maint			34.03	Service Charge
4745	08/21/2020	Claims	1	67453 DALE & JULIA PAYNE	4.37	003225 - 9607 28TH ST CT E
		403 - 343 40 10 000 - Water Sales			-4.37	
4746	08/21/2020	Claims	1	67454 PIERCE CO BUDGET & FINANCE	157.09	Crime Victims
		632 - 586 12 00 632 - Crime Victims Comp Fund			157.09	Crime Victims
4747	08/21/2020	Claims	1	67455 SCORE	12,809.00	Jail Services; Jail Services
		107 - 523 60 41 107 - Jail Services			2,028.00	Jail Services- Jul 2020
		107 - 523 60 41 107 - Jail Services			10,781.00	Jail Services- Jun 2020
4748	08/21/2020	Claims	1	67456 STERLING HEIGHTS HOMEOWNERS	250.00	Deposit Refund
		001 - 582 10 00 000 - Refund Of Facility Rental De			250.00	CB Rental Deposit Refund- On file from 8/22/19
4749	08/21/2020	Claims	1	67457 SYSTEMS FOR PUBLIC SAFETY, INC.	74,634.73	Police Vehicle Repair & Maintenance; Police Vehicle;
		107 - 521 20 31 000 - Office and Operating Supplie			196.94	#839 Vehicle Parts Delivered
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			1,353.53	#140 LOF, PCV Valve Replacement, Fuel System Flush
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			1,679.57	#120 Replace Headlight Bulbs & Door Handle, Installed Push Bumper
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			1,386.39	#663 Replaced Visor Light, Installed Add'l Running Board Lighting
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			3,210.39	#120 48K Mile Service
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			25.97	#753 Siren Inspection & Troubleshoot
		107 - 521 20 48 001 - Vehicle Repairs and Maintena			519.28	#650 Remove & Replace Push Bumper
		004 - 594 21 64 004 - Law Enforcement - Capital E			16,602.11	#322 Outfitting Vehicle
		004 - 594 21 64 004 - Law Enforcement - Capital E			16,608.80	#584 Outfitting Vehicle
		004 - 594 21 64 004 - Law Enforcement - Capital E			16,611.62	#270 Outfitting Vehicle

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			004 - 594 21 64 004 -		Law Enforcement - Capital E:	16,440.13	#850 Outfitting Vehicle
4750	08/21/2020	Claims	1	67458	TREASURY DIV.-MONEY	22.00	Safekeeping Fees
					CENTE US BANK N.A. -		
					CUSTODY TREASURY		
			001 - 514 20 49 000 -		Miscellaneous	22.00	Safekeeping Fees
4751	08/21/2020	Claims	1	67459	WILLIAM VELACICH	126.32	002263 - 809 27TH AVE
			406 - 343 10 00 000 -		Storm Drainage Fees	-38.34	
			401 - 343 30 00 000 -		Electric Sales	-20.80	
			403 - 343 40 10 000 -		Water Sales	-67.18	
4752	08/21/2020	Claims	1	67460	WA STATE TREASURER	10,076.06	Court Remittance
			632 - 586 83 00 632 -		Trauma/Auto Theft/Brain Inju	949.81	Court Remittance
			632 - 586 88 00 632 -		State General Fund 54 (PSEA	28.85	Court Remittance
			632 - 586 89 00 632 -		Death Investigation Account	127.31	Court Remittance
			632 - 586 91 00 632 -		State General Fund 40 (PSEA	4,686.79	Court Remittance
			632 - 586 92 00 632 -		State General Fund 50 (PSEA	2,688.19	Court Remittance
			632 - 586 97 00 632 -		JIS	1,478.18	Court Remittance
			632 - 586 99 00 632 -		School Zone Safety	33.43	Court Remittance
			632 - 589 30 01 632 -		Building Code Fees Remitted	83.50	Building Code Fees
4753	08/21/2020	Claims	1	67461	WILBUR-ELLIS COMPANY	204.60	PW Material
					LLC		
			406 - 531 30 31 000 -		Operating Supplies	102.30	Grass Seeds
			403 - 534 50 31 000 -		Office and Operating Supplie:	102.30	Grass Seeds
4798	08/27/2020	Claims	1	EFT	MERCHANT CARD SVCS	69.77	Merchant Fees Court
			001 - 512 50 41 000 -		Professional Services	69.77	Merchant Fees Court
4817	08/27/2020	Claims	1	67462	A WORKSAFE SERVICE,	165.00	Pre-Employment Testing
					INC.		
			001 - 518 30 20 000 -		Personnel Benefits	14.85	Pre-Employment Testing-Borrero, Goucher, Wilson
			406 - 531 30 20 000 -		Personnel Benefits	61.05	Pre-Employment Testing-Borrero, Goucher, Wilson
			401 - 533 50 20 000 -		Personnel Benefits	1.65	Pre-Employment Testing-Borrero, Goucher, Wilson
			403 - 534 50 20 000 -		Personnel Benefits	70.95	Pre-Employment Testing-Borrero, Goucher, Wilson
			101 - 542 30 20 000 -		Personnel Benefits	6.60	Pre-Employment Testing-Borrero, Goucher, Wilson
			001 - 576 80 20 000 -		Personnel Benefits	9.90	Pre-Employment Testing-Borrero, Goucher, Wilson
4818	08/27/2020	Claims	1	67463	ANIXTER INC	847.95	Electric Material; Electric Material
			401 - 533 50 31 000 -		Operating Supplies	482.95	Wire Connectors
			401 - 533 50 31 000 -		Operating Supplies	365.00	Cross Arm Braces, Wire Insulators
4819	08/27/2020	Claims	1	67464	JEANNE C CASH	250.00	Deposit Refund
			001 - 582 10 00 000 -		Refund Of Facility Rental Dej	250.00	Rental Deposit Refund- CB On file from 3/31/17
4820	08/27/2020	Claims	1	67465	CHUCKALS	61.74	Office Supplies
			001 - 513 10 31 000 -		Office and Operating Supplie:	61.74	Copy Paper, Binder/Paper Clips
4821	08/27/2020	Claims	1	67466	CORE & MAIN	762.84	Water Material; Water Material
			403 - 534 50 31 000 -		Office and Operating Supplie:	119.02	Flanges
			403 - 534 50 31 000 -		Office and Operating Supplie:	643.82	PVC Pipe, Lid, Risers
4822	08/27/2020	Claims	1	67467	CROSS CONNECTION	840.00	Backflow Testing
					SPECIALISTS		
			001 - 518 30 41 000 -		Professional Services	193.80	Backflow Testing

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			406 - 531 30 41 000		Professional Services	32.31	Backflow Testing
			403 - 534 51 41 000		Professional Services	355.41	Backflow Testing
			101 - 542 30 41 000		Professional Services	129.24	Backflow Testing
			001 - 576 80 41 000		Professional Services	129.24	Backflow Testing
4823	08/27/2020	Claims	1	67468	DATA BAR INCORPORATED	3,125.33	Print & Mail
			406 - 531 10 49 003		Misc/Outside Printing	625.07	Utility Billing Print & Mail
			401 - 533 10 49 003		Misc/Outside Printing	1,250.13	Utility Billing Print & Mail
			403 - 534 10 49 003		Misc/Outside Printing	1,250.13	Utility Billing Print & Mail
4824	08/27/2020	Claims	1	67469	DKS ASSOCIATES	3,325.00	Professional Services
			401 - 533 10 41 000		Professional Services	3,325.00	Electrical Conservation Program
4825	08/27/2020	Claims	1	67470	FOXTAIL FARMS TOWNHOMES HOA	250.00	Deposit Refund
			001 - 582 10 00 000		Refund Of Facility Rental De	250.00	Rental Deposit Refund- CB On file from 02/06/2008
4826	08/27/2020	Claims	1	67471	THE HOME DEPOT PRO INSTITUTIONAL	1,178.26	Facilities Supply; Facilities Supply; PW Material
			001 - 518 30 31 000		Operating Supplies	861.07	Hand Soap, Roll Towels, Tissue, Hand Sanitizer, Can Liners, Mop
			001 - 518 30 31 000		Operating Supplies	99.92	Soap & Sanitizer Dispenser
			001 - 518 30 31 000		Operating Supplies	31.04	Disposable Gloves
			406 - 531 30 31 000		Operating Supplies	31.04	Disposable Gloves
			401 - 533 50 31 000		Operating Supplies	31.04	Disposable Gloves
			403 - 534 50 31 000		Office and Operating Supplie:	31.04	Disposable Gloves
			101 - 542 30 31 000		Office and Operating Supplie:	31.04	Disposable Gloves
			501 - 548 30 31 000		Office & Operating Supplies	31.03	Disposable Gloves
			001 - 576 80 31 000		Operating Supplies	31.04	Disposable Gloves
4827	08/27/2020	Claims	1	67472	INDUSTRIAL SOFTWARE SOLUTIONS	3,879.47	Software
			403 - 534 50 41 000		Professional Services	3,879.47	Renewal Wonderware- SCADA
4828	08/27/2020	Claims	1	67473	PHILIP LELLI	250.00	Deposit Refund
			001 - 582 10 00 000		Refund Of Facility Rental De	250.00	Rental Deposit Refund- CB On file from 06/01/2012
4829	08/27/2020	Claims	1	67474	LLOYD ENTERPRISES, INC.	411.84	Facilities Material
			001 - 518 30 31 000		Operating Supplies	411.84	Medium Bark
4830	08/27/2020	Claims	1	67475	MILO'S LOCKSMITH CO. INC.	103.86	Door Lock Repair
			001 - 518 30 48 002		Building Repair & Maint	103.86	PW Admin Door Lock Repair
4831	08/27/2020	Claims	1	67476	O'REILLY/FIRST CALL	194.44	Electric Material; Electric Material
			401 - 533 50 31 000		Operating Supplies	105.46	Motor Oil & Stabilizer
			401 - 533 50 31 000		Operating Supplies	88.98	Motor Oil, Filter, Rocker Switch
4832	08/27/2020	Claims	1	67477	PIERCE COUNTY POLICE CHIEFS ASSOCIATION-	50.00	Annual Dues
			107 - 521 20 49 001		Misc/Dues & Memberships	50.00	2020 Annual Dues
4833	08/27/2020	Claims	1	67478	TACOMA NEWS INC.	332.66	Legal Notice; Legal Notice
			001 - 513 10 41 002		Advertising	63.67	Ord 1991-20
			001 - 558 60 41 000		Professional Services	268.99	LUA2020-0007
4834	08/27/2020	Claims	1	67479	TACOMA SCREW PRODUCTS INC.	771.09	PW Material
			401 - 533 50 31 000		Operating Supplies	283.18	Gloves, #21, Wire Cup, Flap Wheel
			403 - 534 50 31 000		Office and Operating Supplie:	62.09	Gloves
			101 - 542 30 31 000		Office and Operating Supplie:	62.09	Gloves

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			501 - 548 30 31 000		Office & Operating Supplies	363.73	Gloves, Pliers, Blade/Blade Dispenser
4835	08/27/2020	Claims	1	67480	TITUS-WILL FORD	25.06	Electric Material
			401 - 533 50 31 000		Operating Supplies	25.06	#25 Switch Assembly
4836	08/27/2020	Claims	1	67481	UNIVAR SOLUTIONS	8,594.40	Chemicals
			403 - 534 51 31 000		Operating Supplies	8,594.40	Chemicals
4837	08/27/2020	Claims	1	67482	UTILITIES UNDERGROUND LOC CENT	170.94	Monthly Locates
			403 - 534 50 41 000		Professional Services	85.47	Monthly Locates- July 2020
			101 - 542 30 41 000		Professional Services	85.47	Monthly Locates- July 2020
4838	08/27/2020	Claims	1	67483	WA DEPT OF EMPLOYMENT SECURITY	1,457.31	Unemployment Benefits
			001 - 517 78 20 004		Unemployment Benefits	1,457.31	2nd Quarter 2020 Unemployment
4839	08/27/2020	Claims	1	67484	WA DEPT OF ENTERPRISE SVCS	24.18	Business Cards
			001 - 558 50 31 000		Office and Operating Supplie:	24.18	Business Cards- Dana Herron
4840	08/27/2020	Claims	1	67485	WA DEPT OF LABOR & INDUSTRIES	152.40	Boiler/ Pressure Vessel Testing
			001 - 518 30 41 000		Professional Services	152.40	Pressure Vessel Testing- 1000 Laurel St (All locations)
4841	08/27/2020	Claims	1	67486	WASHINGTON TRACTOR	1,530.15	PW Material
			406 - 531 30 31 000		Operating Supplies	131.16	Chop Saw Blade
			406 - 531 30 35 000		Small Tools and Equipment	633.92	Chop Saw
			403 - 534 50 31 000		Office and Operating Supplie:	131.15	Chop Saw Blade
			403 - 534 50 35 000		Small Tools and Equipment	633.92	Chop Saw
4842	08/27/2020	Claims	1	67487	WATER MANAGEMENT LABORATORIES	741.00	Water Testing; Water Testing
			403 - 534 51 41 000		Professional Services	320.00	Water Testing
			403 - 534 51 41 000		Professional Services	421.00	Water Testing
4843	08/27/2020	Claims	1	67488	WEST COAST CODE CONSULTANTS	1,085.00	Plan/Code Review Fees
			001 - 558 50 41 000		Professional Services	1,085.00	Plan/ Code Review Fees
4844	08/27/2020	Claims	1	67489	WILBUR-ELLIS COMPANY LLC	148.50	Chemicals
			001 - 518 30 31 000		Operating Supplies	148.50	Weed Killer
4845	08/27/2020	Claims	1	67490	WILLIAMS OIL FILTER SERVICE	214.56	PW Material
			406 - 531 30 31 000		Operating Supplies	53.64	#33 Backhoe Repair Parts
			401 - 533 50 31 000		Operating Supplies	53.64	#33 Backhoe Repair Parts
			403 - 534 50 31 000		Office and Operating Supplie:	53.64	#33 Backhoe Repair Parts
			101 - 542 30 31 000		Office and Operating Supplie:	53.64	#33 Backhoe Repair Parts
4846	08/27/2020	Claims	1	67491	WORLD HARVEST CHURCH	600.00	Rental Deposit Refund
			001 - 362 00 01 000		Facility Rental	-300.00	Rental Fees Refund
			001 - 582 10 00 000		Refund Of Facility Rental Dej	100.00	Rental Deposit Refund- CB
			001 - 582 10 00 000		Refund Of Facility Rental Dej	200.00	Rental Deposit Refund- CB
4799	08/27/2020	Claims	3	EFT SANDRA LYNN ALLEN		4,500.00	Judge Services
			001 - 512 50 41 000		Professional Services	4,500.00	Monthly Judge Services
4800	08/27/2020	Claims	3	EFT CIT TECHNOLOGY (QDS)		1,512.70	Copier Lease
			001 - 513 10 45 000		Operating Rentals and Leases	264.72	Copier Lease
			001 - 514 20 45 000		Operating Rentals and Leases	37.82	Copier Lease
			001 - 518 30 45 000		Operating Rentals and Leases	7.56	Copier Lease

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		107 - 521 20 45 000		Operating Rentals and Leases	397.08	Copier Lease
		406 - 531 10 45 000		Operating Rentals and Leases	161.10	Copier Lease
		401 - 533 10 45 000		Operating Rentals and Leases	285.90	Copier Lease
		403 - 534 10 45 000		Operating Rentals and Leases	278.34	Copier Lease
		101 - 542 30 45 000		Operating Rentals and Leases	15.88	Copier Lease
		501 - 548 30 45 000		Operating Rentals & Leases	18.91	Copier Lease
		001 - 558 50 45 000		Operating Rentals and Leases	18.91	Copier Lease
		001 - 558 60 45 000		Operating Rentals and Leases	18.91	Copier Lease
		001 - 576 80 45 000		Operating Rentals and Leases	7.57	Copier Lease
4801	08/27/2020	Claims	3	EFT OGDEN MURPHY WALLACE	10,400.00	Legal Services
		001 - 515 41 41 000		City Attorney (External)	7,325.00	Rountine Services - July 2020
		001 - 515 41 41 000		City Attorney (External)	1,700.00	Legal Services & Police Negotiation
		001 - 515 41 41 002		Labor Attorney (External)	75.00	Legal Services - IBEW Negotiation
		001 - 558 60 41 000		Professional Services	1,300.00	Land Lloyd Dev
4802	08/27/2020	Claims	3	EFT PIERCE COUNTY SEWER	197.82	Sewer
		001 - 518 30 47 000		Public Utility Service	30.83	Sewer
		107 - 521 20 47 000		Utilities	38.81	Sewer
		401 - 533 50 47 000		Public Utility Services	41.74	Sewer
		001 - 575 50 47 000		Public Utilities Services - CB	21.48	Sewer
		001 - 575 50 47 002		Public Utilities Services - AC	38.81	Sewer
		001 - 576 80 47 000		Public Utility Service	26.15	Sewer
4803	08/27/2020	Claims	3	EFT SHELL FLEET PLUS	4,902.01	Fuel
		001 - 518 30 32 000		Operating Supplies/Fuel	121.44	Fuel
		107 - 521 20 32 000		Fuel	2,583.08	Fuel
		406 - 531 30 32 000		Fuel	655.35	Fuel
		401 - 533 50 32 000		Fuel	609.47	Fuel
		403 - 534 50 32 000		Fuel	585.31	Fuel
		403 - 534 51 32 000		Fuel	91.01	Fuel
		101 - 542 30 32 000		Operating Supplies/Fuel	134.91	Fuel
		001 - 576 80 32 000		Fuel	121.44	Fuel
4804	08/27/2020	Claims	3	EFT WA DEPT OF REVENUE	28,696.65	Excise Tax
		001 - 517 90 49 000		Misc Exp - Employee Wellne:	18.81	Tax Owed - Artic Cool
		001 - 518 30 31 000		Operating Supplies	-150.58	Credit from Duplicate Tax Owed - AED Brands LLC
		001 - 518 30 31 000		Operating Supplies	20.31	Tax Owed - GloveSaver.com
		107 - 521 20 31 000		Office and Operating Supplie:	-55.43	Credit from Duplicate Tax Owed - Handcuff Warehouse
		107 - 521 20 31 000		Office and Operating Supplie:	24.26	Tax Owed - Positive Concepts
		406 - 531 10 31 000		Office and Operating Supplie:	2.28	Tax Owed - APWA Bookstore
		406 - 531 10 44 002		Excise Tax	1,605.56	Excise Tax - Stormwater
		406 - 531 30 31 000		Operating Supplies	8.20	Tax Owed - CubCadetPartsNMore.com
		401 - 533 10 44 002		Elect Excise Tax	13,302.65	Excise Tax - Electric
		401 - 533 50 31 000		Operating Supplies	-133.35	Credit from Duplicate Tax Owed - Unity
		401 - 533 50 31 000		Operating Supplies	-21.15	Credit from Duplicate Tax Owed - Kerr Industires of Texas
		403 - 534 10 44 002		Water Excise Tax	13,468.99	Excise Tax - Water
		403 - 534 50 31 000		Office and Operating Supplie:	8.42	Tax Owed - Aqua Tap LLC
		403 - 534 51 31 000		Operating Supplies	10.21	Tax Owed - Cooltron Industrial Supply
		101 - 542 30 31 000		Office and Operating Supplie:	1.37	Tax Owed - CubCadetPartsNMore.com
		101 - 542 30 48 004		Street Sign Retrofit Program	184.31	Tax Owed - Arkansas Flag & Banner
		101 - 542 90 49 003		Misc/Outside Printing	28.04	Tax Owed - Best of Signs
		501 - 548 30 31 000		Office & Operating Supplies	-39.40	Credit from Duplicate Tax Owed - Tri Glass
		116 - 573 91 31 000		Milton Days - Supplies	-32.13	Credit from Duplicate Tax Owed - Best of Signs
		001 - 575 50 31 000		Supplies -	47.73	Tax Owed - D&D Distribution
		001 - 576 80 31 000		Operating Supplies	4.10	Tax Owed - CubCadetPartsNMore.com

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		001 - 576 80 31 000		- Operating Supplies	11.74	Tax Owed - Betty Mills
		632 - 589 30 00 632		- Sales Tax Remitted	310.86	Sales Tax Collected
		310 - 595 70 63 139		- City-wide Transportation Bea	70.85	Tax Owed - Best of Signs
4848	08/28/2020	Claims	3	EFT US BANK PROCUREMENT CARD	23,231.19	
		001 - 511 60 41 000		- Professional Services	60.43	Zoom Subscription
		001 - 513 10 31 000		- Office and Operating Supplie:	3.39	Water
		001 - 513 10 42 000		- Communication	23.01	Comcast Internet/Phones
		001 - 513 10 42 000		- Communication	134.77	Verizon Citywide Cell Phones
		001 - 514 20 31 000		- Office and Operating Supplie:	13.18	Calculator Roll Paper
		001 - 514 20 31 000		- Office and Operating Supplie:	40.65	Keyboard
		001 - 514 20 31 000		- Office and Operating Supplie:	32.18	Date Stamp
		001 - 514 20 31 000		- Office and Operating Supplie:	35.16	Foam Boards
		001 - 514 20 42 000		- Communication	23.04	Comcast Internet/Phones
		001 - 514 20 42 000		- Communication	77.03	Verizon Citywide Cell Phones
		001 - 518 30 31 000		- Operating Supplies	987.99	Supplies - Trash Cans, Brooms, Towels, Mats, Masks, Sneeze Guards
		001 - 518 30 31 000		- Operating Supplies	230.80	Freestanding Shield, Sneeze Guards, Utility Knife
		001 - 518 30 31 000		- Operating Supplies	31.30	Broom & Cleaning Wipes
		001 - 518 30 31 000		- Operating Supplies	342.19	Soap, Wipes, Masks, Cleaning Supplies
		001 - 518 30 31 000		- Operating Supplies	18.57	Soaker Hose
		001 - 518 30 31 000		- Operating Supplies	-9.99	Refund Gloves
		001 - 518 30 31 000		- Operating Supplies	34.62	Keys for PW Director's Office
		001 - 518 30 31 000		- Operating Supplies	22.35	Disinfectant Wipes
		001 - 518 30 31 000		- Operating Supplies	35.43	Copier Outlet Parts for PW Shop Copier
		001 - 518 30 31 000		- Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		001 - 518 30 32 000		- Operating Supplies/Fuel	7.32	Fuel
		001 - 518 30 32 000		- Operating Supplies/Fuel	0.32	Fuel
		001 - 518 30 41 000		- Professional Services	24.10	Background Checks
		001 - 518 30 42 000		- Communication	2.62	Verizon PW Operations Cell Phones
		001 - 518 30 42 000		- Communication	11.52	Comcast Internet/Phones
		001 - 518 30 42 000		- Communication	45.55	Verizon Citywide Cell Phones
		001 - 518 30 48 001		- Vehicle R&M	63.23	#3 Replace ABS Control Unit
		001 - 518 30 49 002		- Misc/Training, Registration	0.35	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		503 - 518 80 36 002		- Equipment - IT	247.21	Webcams PW Admin
		503 - 518 80 41 001		- Professional Services - IT	6,031.31	Locke IT Services
		001 - 518 80 42 000		- Communications - Citywide	40.23	Verizon Citywide Cell Phones
		107 - 521 20 31 000		- Office and Operating Supplie:	9.28	Electric Tape
		107 - 521 20 31 000		- Office and Operating Supplie:	140.73	Tools
		107 - 521 20 31 000		- Office and Operating Supplie:	461.28	USB Navigator Unit
		107 - 521 20 31 000		- Office and Operating Supplie:	70.22	Storage Boxes
		107 - 521 20 31 000		- Office and Operating Supplie:	73.12	Batteries & Window Ventshade
		107 - 521 20 31 002		- Public Safety Supplies	2.20	Masks
		107 - 521 20 32 000		- Fuel	345.81	Fuel
		107 - 521 20 35 000		- Small Tools and Equipment	155.22	Cell Phone Equipmnet
		107 - 521 20 36 000		- Small Assets/IT	698.41	Notebook Batteries
		107 - 521 20 41 000		- Professional Services	54.95	Investigation Reports
		107 - 521 20 42 000		- Communication	130.08	Shipping Drone
		107 - 521 20 42 000		- Communication	69.11	Comcast Internet/Phones
		107 - 521 20 42 000		- Communication	1,191.39	Verizon Citywide Cell Phones
		107 - 521 20 48 000		- Repairs and Maintenance	47.86	Drone Warranty
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	5.00	Car Wash
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	372.42	Chargers & USB Flashdrives for Vehicles
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	22.92	Tailgate Assist Shocks
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	219.59	Radar Antenna Remote Set
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	232.46	Tailgate Assist Shocks & Hitch Adapter
		107 - 521 20 48 001		- Vehicle Repairs and Maintena	221.79	Power Inverter for Vehicle

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		107 - 521 20 48 002		- Facility Repairs and Maintena	197.01	Pavement Marking Tape
		118 - 521 23 49 000		- Miscellaneous	25.41	Flashlight & Charging Sleeve
		406 - 531 10 41 000		- Professional Services	2.60	Background Checks
		406 - 531 10 42 000		- Communication	74.13	Flex Net Tower Communication
		406 - 531 10 42 000		- Communication	46.07	Comcast Internet/Phones
		406 - 531 10 42 000		- Communication	10.21	Verizon Citywide Cell Phones
		406 - 531 30 31 000		- Operating Supplies	11.30	Cleaning Supplies for PW Shop
		406 - 531 30 31 000		- Operating Supplies	105.93	Concrete
		406 - 531 30 31 000		- Operating Supplies	7.24	Water for PW Shop
		406 - 531 30 31 000		- Operating Supplies	26.59	Welder Parts
		406 - 531 30 31 000		- Operating Supplies	35.60	#58 #43 Batteries
		406 - 531 30 31 000		- Operating Supplies	8.13	Torch Holders, Gloves
		406 - 531 30 31 000		- Operating Supplies	7.24	Water for Crew
		406 - 531 30 31 000		- Operating Supplies	13.52	Drum Bung Wrenches
		406 - 531 30 31 000		- Operating Supplies	4.39	Stain Remover
		406 - 531 30 31 000		- Operating Supplies	22.35	Disinfectant Wipes
		406 - 531 30 31 000		- Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		406 - 531 30 32 000		- Fuel	46.54	Fuel
		406 - 531 30 32 000		- Fuel	29.28	Fuel
		406 - 531 30 32 000		- Fuel	6.73	Fuel
		406 - 531 30 35 000		- Small Tools and Equipment	90.20	Welding Cabinet & Table
		406 - 531 30 35 000		- Small Tools and Equipment	111.38	Impact Sockets
		406 - 531 30 42 000		- Communication	169.44	Verizon Citywide Cell Phones
		406 - 531 30 42 000		- Communication	14.94	Verizon PW Operations Cell Phones
		406 - 531 30 48 001		- Vehicle Repair & Maint	180.66	#3 Replace ABS Control Unit
		406 - 531 30 49 002		- Misc/Trng, Registrations	9.10	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		401 - 533 10 31 000		- Office and Operating Supplie:	10.98	Flashdrives for Office Use
		401 - 533 10 31 000		- Office and Operating Supplie:	21.17	Plastic Containers for Project Files
		401 - 533 10 41 000		- Professional Services	2.40	Background Checks
		401 - 533 10 42 000		- Communications	107.12	Comcast Internet/Phones
		401 - 533 10 42 000		- Communications	20.04	Verizon Citywide Cell Phones
		401 - 533 10 49 002		- Misc/Trng, Registrations	8.40	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		401 - 533 50 31 000		- Operating Supplies	11.30	Cleaning Supplies for PW Shop
		401 - 533 50 31 000		- Operating Supplies	7.23	Water for PW Shop
		401 - 533 50 31 000		- Operating Supplies	106.47	#21 Metal for Brackets
		401 - 533 50 31 000		- Operating Supplies	26.59	Welder Parts
		401 - 533 50 31 000		- Operating Supplies	29.66	#58 #43 Batteries
		401 - 533 50 31 000		- Operating Supplies	8.13	Torch Holders, Gloves
		401 - 533 50 31 000		- Operating Supplies	80.93	#21 Miscellaneous Parts
		401 - 533 50 31 000		- Operating Supplies	45.26	#21 Expendable Tools
		401 - 533 50 31 000		- Operating Supplies	7.23	Water for Crew
		401 - 533 50 31 000		- Operating Supplies	13.52	Drum Bung Wrenches
		401 - 533 50 31 000		- Operating Supplies	4.37	Stain Remover
		401 - 533 50 31 000		- Operating Supplies	142.30	Poly 1" Tag Holders for Power Pole ID Numbers
		401 - 533 50 31 000		- Operating Supplies	22.35	Disinfectant Wipes
		401 - 533 50 31 000		- Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		401 - 533 50 31 000		- Operating Supplies	122.89	Monoculars
		401 - 533 50 32 000		- Fuel	60.05	Fuel
		401 - 533 50 32 000		- Fuel	41.50	Fuel
		401 - 533 50 32 000		- Fuel	8.02	Fuel
		401 - 533 50 35 000		- Small Tools and Equipment	238.69	Welding Cabinet & Table, Bins
		401 - 533 50 42 000		- Communication	3.92	Verizon PW Operations Cell Phones
		401 - 533 50 42 000		- Communication	25.19	Electric Curtailment
		401 - 533 50 42 000		- Communication	5.30	PW Shop Cable
		401 - 533 50 42 000		- Communication	333.46	Verizon Citywide Cell Phones
		401 - 533 50 43 000		- Travel	84.90	Equipment Operation

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		401 - 533 50 43 000		Travel	6.00	Toll for Electric Dept Pick Up in Gig Harbor
		401 - 533 50 48 001		Vehicle R&M	225.83	#3 Replace ABS Control Unit
		403 - 534 10 31 000		Office and Operating Supplies	10.98	Flashdrives for Office Use
		403 - 534 10 31 000		Office and Operating Supplies	21.17	Plastic Containers for Project Files
		403 - 534 10 41 000		Professional Services	2.60	Background Checks
		403 - 534 10 42 000		Communication	74.13	Flex Net Tower Communication
		403 - 534 10 42 000		Communication	111.72	Comcast Internet/Phones
		403 - 534 10 42 000		Communication	10.59	Verizon Citywide Cell Phones
		403 - 534 10 49 002		Misc/Trng, Registrations	9.10	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		403 - 534 50 31 000		Office and Operating Supplies	11.30	Cleaning Supplies for PW Shop
		403 - 534 50 31 000		Office and Operating Supplies	105.93	Concrete
		403 - 534 50 31 000		Office and Operating Supplies	7.24	Water for PW Shop
		403 - 534 50 31 000		Office and Operating Supplies	16.46	Freestanding Shield, Sneeze Guards, Utility Knife
		403 - 534 50 31 000		Office and Operating Supplies	26.59	Welder Parts
		403 - 534 50 31 000		Office and Operating Supplies	174.03	#58 #43 Batteries
		403 - 534 50 31 000		Office and Operating Supplies	8.13	Torch Holders, Gloves
		403 - 534 50 31 000		Office and Operating Supplies	7.24	Water for Crew
		403 - 534 50 31 000		Office and Operating Supplies	13.53	Drum Bung Wrenches
		403 - 534 50 31 000		Office and Operating Supplies	32.98	Measuring Wheels
		403 - 534 50 31 000		Office and Operating Supplies	4.39	Stain Remover
		403 - 534 50 31 000		Office and Operating Supplies	22.35	Disinfectant Wipes
		403 - 534 50 31 000		Office and Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		403 - 534 50 32 000		Fuel	41.50	Fuel
		403 - 534 50 32 000		Fuel	8.02	Fuel
		403 - 534 50 35 000		Small Tools and Equipment	90.20	Welding Cabinet & Table
		403 - 534 50 42 000		Communication	15.23	Verizon PW Operations Cell Phones
		403 - 534 50 42 000		Communication	5.30	PW Shop Cable
		403 - 534 50 42 000		Communication	338.26	Verizon Citywide Cell Phones
		403 - 534 50 48 000		Repairs and Maintenance	225.83	#3 Replace ABS Control Unit
		403 - 534 51 31 000		Operating Supplies	126.90	Brass Parts to Repair Leak at Well #10
		403 - 534 51 31 000		Operating Supplies	42.04	Steel Pipe for Overflow of Water Tank
		403 - 534 51 31 000		Operating Supplies	44.92	Paint for Well House
		403 - 534 51 31 000		Operating Supplies	62.03	Parts for Cal Val at 1 Million Gallon Tank
		403 - 534 51 47 001		Public Utility Services	995.22	Lakehaven Water Intertie
		101 - 542 30 31 000		Office and Operating Supplies	11.30	Cleaning Supplies for PW Shop
		101 - 542 30 31 000		Office and Operating Supplies	7.24	Water for PW Shop
		101 - 542 30 31 000		Office and Operating Supplies	26.59	Welder Parts
		101 - 542 30 31 000		Office and Operating Supplies	5.93	#58 #43 Batteries
		101 - 542 30 31 000		Office and Operating Supplies	8.13	Torch Holders, Gloves
		101 - 542 30 31 000		Office and Operating Supplies	7.24	Water for Crew
		101 - 542 30 31 000		Office and Operating Supplies	13.53	Drum Bung Wrenches
		101 - 542 30 31 000		Office and Operating Supplies	4.39	Stain Remover
		101 - 542 30 31 000		Office and Operating Supplies	22.35	Disinfectant Wipes
		101 - 542 30 31 000		Office and Operating Supplies	72.29	Irrigation Parts for Milton Way
		101 - 542 30 31 000		Office and Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		101 - 542 30 32 000		Operating Supplies/Fuel	1.28	Fuel
		101 - 542 30 35 000		Small Tools and Equipment	90.20	Welding Cabinet & Table
		101 - 542 30 41 000		Professional Services	0.60	Background Checks
		101 - 542 30 42 000		Communication	3.77	Verizon PW Operations Cell Phones
		101 - 542 30 42 000		Communication	23.04	Comcast Internet/Phones
		101 - 542 30 42 000		Communication	38.73	Verizon Citywide Cell Phones
		101 - 542 30 48 000		Repairs and Maintenance	99.36	#3 Replace ABS Control Unit
		101 - 542 30 49 002		Misc Training/Registrations	2.10	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		501 - 548 30 31 000		Office & Operating Supplies	11.27	Cleaning Supplies for PW Shop
		501 - 548 30 31 000		Office & Operating Supplies	252.34	Freestanding Shield, Sneeze Guards, Utility Knife

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		501 - 548 30 31 000		Office & Operating Supplies	26.59	Welder Parts
		501 - 548 30 31 000		Office & Operating Supplies	33.96	Phone Case & Screen Protector for New Cell Phone
		501 - 548 30 31 000		Office & Operating Supplies	237.30	#12 Floor & Bed Liners
		501 - 548 30 31 000		Office & Operating Supplies	199.99	Wire Rack & Clorox Wipes
		501 - 548 30 31 000		Office & Operating Supplies	119.66	#12 COM Magnetic Signs
		501 - 548 30 31 000		Office & Operating Supplies	5.93	#58 #43 Batteries
		501 - 548 30 31 000		Office & Operating Supplies	8.15	Torch Holders, Gloves
		501 - 548 30 31 000		Office & Operating Supplies	967.01	#12 Upfit Parts
		501 - 548 30 31 000		Office & Operating Supplies	24.15	Tool Storage
		501 - 548 30 31 000		Office & Operating Supplies	22.38	Disinfectant Wipes
		501 - 548 30 31 000		Office & Operating Supplies	23.52	Protective Phone Case PW Shop Phones
		501 - 548 30 32 000		Fuel	198.29	Fuel
		501 - 548 30 32 000		Fuel	7.06	Fuel
		501 - 548 30 35 000		Small Tools & Equipment	90.18	Welding Cabinet & Table
		501 - 548 30 35 000		Small Tools & Equipment	87.98	Craftsman Toolset
		501 - 548 30 42 000		Communications	11.52	Comcast Internet/Phones
		501 - 548 30 42 000		Communications	49.89	Verizon Citywide Cell Phones
		501 - 548 30 48 000		Repairs & Maintenance	90.33	#3 Replace ABS Control Unit
		501 - 548 30 49 000		Miscellaneous	64.00	#12 Registration Fees
		001 - 558 50 31 000		Office and Operating Supplies	31.30	Plastic Containers for Project Files
		001 - 558 50 41 000		Professional Services	0.90	Background Checks
		001 - 558 50 42 000		Communications	1.45	Verizon PW Operations Cell Phone
		001 - 558 50 42 000		Communications	11.52	Comcast Internet/Phones
		001 - 558 50 42 000		Communications	101.11	Verizon Citywide Cell Phones
		001 - 558 50 49 002		Misc/Trng, Registrations	38.15	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		001 - 558 60 41 000		Professional Services	0.30	Background Checks
		001 - 558 60 42 000		Communication	11.52	Comcast Internet/Phones
		001 - 558 60 42 000		Communication	7.56	Verizon Citywide Cell Phones
		001 - 558 60 49 002		Misc/Trng, Registrations	1.05	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		001 - 575 50 31 000		Supplies -	150.55	Cart for Drive Up Lunches
		001 - 575 50 31 000		Supplies -	28.78	Lunch Program
		001 - 576 80 31 000		Operating Supplies	11.30	Cleaning Supplies for PW Shop
		001 - 576 80 31 000		Operating Supplies	5.93	#58 #43 Batteries
		001 - 576 80 31 000		Operating Supplies	14.30	Lag Bolt for Park Signs
		001 - 576 80 31 000		Operating Supplies	88.09	Refill for Hand Sanitizer Park Dispensers
		001 - 576 80 31 000		Operating Supplies	22.35	Disinfectant Wipes
		001 - 576 80 31 000		Operating Supplies	23.50	Protective Phone Case PW Shop Phones
		001 - 576 80 32 000		Fuel	2.45	Fuel
		001 - 576 80 32 000		Fuel	0.64	Fuel
		001 - 576 80 41 000		Professional Services	6.50	Background Checks
		001 - 576 80 42 000		Communication	1.60	Verizon PW Operations Cell Phone
		001 - 576 80 42 000		Communication	11.52	Comcast Internet/Phones
		001 - 576 80 42 000		Communication	29.32	Verizon Citywide Cell Phones
		001 - 576 80 48 000		Repair & Maintenance	18.07	#3 Replace ABS Control Unit
		001 - 576 80 49 002		Misc/Trng, Registrations	1.75	Training-Ins and Outs of Online Permitting - Mercer/Faucher
		407 - 594 31 63 097		Decant Facility	424.50	Decant Testing Supplies
		310 - 595 42 63 136		Misc Striping & Markings	68.16	Street Striping Project Rental
		310 - 595 42 63 136		Misc Striping & Markings	36.39	Propane for Hot Tape
		310 - 595 42 63 136		Misc Striping & Markings	41.04	Propane for Street Striping
		310 - 595 70 63 139		City-wide Transportation Bea	65.72	Hardware for COM Banners
4872	08/31/2020	Claims	1	67492 ANIXTER INC	420.96	Electric Material
				401 - 533 50 31 000 - Operating Supplies	420.96	Wire Connectors
4873	08/31/2020	Claims	1	67493 CENTURLINK	234.68	T1 Lines
				107 - 521 20 42 000 - Communication	78.22	T1 Lines

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			401 - 533 10 42 000 -		Communications	78.24	T1 Lines
			403 - 534 10 42 000 -		Communication	78.22	T1 Lines
4874	08/31/2020	Claims	1	67494	CHUCKALS	88.33	Office Supplies; Office Supplies
			001 - 513 10 31 000 -		Office and Operating Supplie:	17.83	Giant Paperclips
			001 - 513 10 31 000 -		Office and Operating Supplie:	70.50	Underdesk Tray, Planner
4875	08/31/2020	Claims	1	67495	CORE & MAIN	7,167.99	Water Material; Water Material; Water Material; Water Material
			403 - 534 50 31 000 -		Office and Operating Supplie:	483.47	Brass Reducer, Poly Tubing
			403 - 534 50 31 000 -		Office and Operating Supplie:	769.26	Brass fittings
			403 - 534 50 31 000 -		Office and Operating Supplie:	1,169.87	Water Meter Setter
			403 - 534 50 31 000 -		Office and Operating Supplie:	4,745.39	Brass Fittings
4876	08/31/2020	Claims	1	67496	D.M. RECYCLING	144.88	Disposal
			402 - 594 33 62 138 -		Pole Replacement Project	144.88	Recycle 30yd Haul
4877	08/31/2020	Claims	1	67497	DAILY JOURNAL OF COMMERCE	264.60	Public Notice
			310 - 595 61 63 162 -		20-21 Sidewalk Missing Link	264.60	Sidewalk Drainage Improvements
4878	08/31/2020	Claims	1	67498	GALLS, LLC-DBA BLUMENTHAL UNIFORMS	670.63	Uniforms
			107 - 521 20 20 002 -		Uniforms	670.63	Uniforms- K. Hamilton
4879	08/31/2020	Claims	1	67499	GRAINGER INC	966.33	Electric Material; PW Material
			401 - 533 50 31 000 -		Operating Supplies	82.21	Bollard Cover
			403 - 534 50 31 000 -		Office and Operating Supplie:	707.30	Combination Vise
			101 - 542 30 31 000 -		Office and Operating Supplie:	176.82	Safety Goggles, Combination Vise
4880	08/31/2020	Claims	1	67500	GRAY & OSBORNE INC	2,664.67	Engineering Services
			407 - 594 31 63 154 -		Campus Green Retrofit	2,664.67	City Hall Campus Stormwater LID Retrofit
4881	08/31/2020	Claims	1	67501	HACH COMPANY	718.70	Water Material
			403 - 534 51 35 001 -		Machinery & Equipment	718.70	Water Quality Meter
4882	08/31/2020	Claims	1	67502	KENT D BRUCE CO, LLC	308.76	Fleet Material
			501 - 548 30 31 000 -		Office & Operating Supplies	308.76	#12 Seat Covers
4883	08/31/2020	Claims	1	67503	KORUM AUTOMOTIVE GROUP	1,593.02	Fleet - Reissue check
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	560.27	#584 Cut & Program New Keys
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	560.27	#850 Cut & Program New Keys
			107 - 521 20 48 001 -		Vehicle Repairs and Maintena	472.48	#694 45K Mile Service
4884	08/31/2020	Claims	1	67504	LES SCHWAB FIFE	397.62	PW Repair/Maint
			401 - 533 50 48 000 -		Repairs and Maintenance	39.76	#14 Mower Tires Installed
			101 - 542 30 48 001 -		Equipment Repair & Maint	39.76	#14 Mower Tires Installed
			001 - 576 80 48 001 -		Equipment Repair & Mainten	318.10	#14 Mower Tires Installed
4885	08/31/2020	Claims	1	67505	LIFESPRING FOURSQUARE	250.00	Rental Refund
			001 - 582 10 00 000 -		Refund Of Facility Rental De]	250.00	Rental Deposit Refund- CB On file from 11/20/2014
4886	08/31/2020	Claims	1	67506	LEROY LJUNGGREN	1,300.00	BPA Incentive Rebate
			401 - 533 50 33 006 -		BPA Reimbursement/Incentiv	1,300.00	BPA Incentive Rebate
4887	08/31/2020	Claims	1	67507	LLOYD ENTERPRISES, INC.	411.84	Facilities Material; Facilities Material
			001 - 518 30 31 000 -		Operating Supplies	137.28	Medium Bark
			001 - 518 30 31 000 -		Operating Supplies	274.56	Medium Bark
4888	08/31/2020	Claims	1	67508	R.W. SCOTT CONSTRUCTION CO	10,441.19	Retainage Release
			404 - 594 34 63 137 -		Alder Street/26th Ave Waterm	10,441.19	Release of Retainage

CHECK REGISTER

City Of Milton
MCAG #: 0590

08/11/2020 To: 08/31/2020

Time: 13:54:01 Date: 08/31/2020
Page: 14

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
4889	08/31/2020	Claims	1	67509	SHRED-IT USA LLC	85.31	Shredding Services	
					001 - 514 20 41 000 - Professional Services	28.15	Shredding Services Finance	
					107 - 521 20 41 000 - Professional Services	57.16	Shredding Services Police	
					001 General Fund	46,583.29		
					004 Asset Replacement & Capital Reserve	66,878.10		
					101 Street Fund	2,148.56		
					107 Criminal Justice Fund	43,613.31		
					116 Community Events Fund	-32.13		
					118 Reserve Officer's Fund	25.41		
					310 Capital Improvement Fund	3,629.54		
					401 Electric Utility Fund	26,544.20		
					402 Electric Capital Improvement Fund	144.88		
					403 Water Utility Fund	47,112.87		
					404 Water Capital Improvement Fund	119,298.24		
					406 Stormwater Utility Fund	8,365.28		
					407 Stormwater Capital Improvement Fund	3,089.17		
					501 Vehicle Repair & Maintenance Fund	3,742.85		
					503 Information Technology Fund	6,278.52		
					632 Custodial Fund	11,904.56		
					* Transaction Has Mixed Revenue And Expense Accounts	389,326.65	Claims: 389,326.65	

Bank Positive Pay Upload _____

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

Auditing Officer: _____

Date: _____

Payroll Disbursements

001 General Fund	37,657.97	
101 Street Fund	5,544.25	
107 Criminal Justice Fund	82,939.70	
310 Capital Improvement Fund	221.28	
401 Electric Utility Fund	22,031.54	
403 Water Utility Fund	26,184.78	
406 Stormwater Utility Fund	11,403.10	
501 Vehicle Repair & Maintenance Fund	3,413.28	
	<hr/>	
	189,395.90	Payroll: 189,395.90

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

Auditing Officer: _____
Finance Director

Date: _____



Agenda Item #: 6A

To: Mayor Styron-Sherrell and City Councilmembers
From: Jamie Carter, City Engineer
Date: September 8, 2020
Re: **Project Acceptance – Yuma Street Overlay (PW Project #141)**

ATTACHMENTS: Project Overview

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommended Motion: “I move to accept the Yuma Street Overlay as complete and release the retainage to the Contractor, subject to proper releases from the State of Washington.”

Issue: A Transportation Improvement Board grant was procured for this project which paid 90% of all of the costs including design and construction management. Construction of the Yuma Street Overlay was completed and inspected in January of 2020 and is now ready for Council acceptance.

Discussion: Tucci and Sons Inc. out of Tacoma was awarded the contract for \$404,638.00 and the final construction cost was \$387,599.12.

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Project Overview - City of Milton Public Works

September 8, 2020 - Yuma St Overlay – PW Project #141

Initiated in August 2019 and finished in Jan 2020, the Yuma St Overlay job was an ambitious project that utilized grant funding and coordination between agencies, private developers and the City to repair the vast majority of the pavement on Yuma St. within the City limits and bring the sidewalk corners at Milton Way and Yuma St. up to current American with Disabilities Act standards.

The work was performed by Tucci and Sons and the design was completed by Skillings and Connolly, Inc. The construction was bid at \$404,638.00 and the final construction cost was \$387,599.12. The Washington State Transportation Improvement Board fostered the grant which paid 90% of all costs.



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To: City Councilmembers
From: Mayor Shanna Styron Sherrell
Date: September 8, 2020, Regular Council Meeting
Re: Procedures for the Conduct of Council Meetings, Proceedings and Business

ATTACHMENTS: Red-line and Clean Version of Policy for Resolution 20-1935

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to adopt the attached Resolution 20-1935, updating the procedures for the conduct of council meetings, proceedings and business”.

Discussion:

The attached updated city policy for the procedures for the conduct of council meetings, proceedings and business, is based on the discussions had at the City Council Retreat on March 5, 2020 and the Study Session on August 10, 2020. The agenda item was pulled from the August 17th meeting for further revision.

The following additional changes have been made.

- Section 4:
 - Added Addition and Deletion. Included section 5.4
 - Added repeat verbiage as “c” in section 4.9 (old 4.8)
- Section 8.16 & 8.17- Change the word *present* to *in attendance* to comply with virtual meetings
- Section 12.1- Added Directors
- Section 14.1- Remove the words *radio*; added the word *audio*
- Section 16.2- Split into 16.2 & 16.3
- Additional spacing and grammar corrections.

The question of social media was asked about. In today’s world of Instagram, bloggers and YouTube, the term media has a broad meaning. Given this along with free speech principles, our resolution is sufficient. Should Council want to establish a time, place and manner restrictions on recording, it is recommended they appoint a committee to make recommendations.

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CITY OF MILTON
RESOLUTION NO. ~~19-1916~~ 20-1935

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF MILTON, WASHINGTON; ESTABLISHING A PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS, PROCEEDINGS AND BUSINESS; AND REPEALING RESOLUTION NO. ~~08-1752~~19-1916, APPROVED ~~FEBRUARY 19, 2019~~ SEPTEMBER 15, 2008.

THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON
DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Repeal of Resolution. ~~The Milton City Council hereby repeals Resolution No. 19-1916 ~~08-1752~~, approved February 19, 2019 ~~September 15, 2008~~.~~

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Section 2. Authority.

2.1 The Milton City Council hereby establishes the following procedures for the conduct of Council meetings, ~~proceedings~~ proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended, or new procedures are adopted in the manner provided by these rules.

Section 3. Types of Council Meetings.

- 3.1 **Regular.** A formal meeting for the purpose of conducting official City business. This includes, but is not limited to, ~~citizen~~ citizen comments, public hearings, presentations, the adoption of ordinances, resolutions, contracts and agreements, and budgets.
- a. Council's regular meetings will be held the first and third Monday of each month in the Council Chambers at City Hall and will begin at 7:00 p.m. and end no later than ~~at~~ 9:00 p.m. unless a majority of council votes to extend the meeting.
 - b. If possible, only one or two major topics (defined as issues of high interest or controversial, or those which would take an extraordinary amount of the City Council meeting) will be scheduled per meeting.
- 3.2 **Study Session.** An informal meeting for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects, reviewing agenda calendars, and receiving other similar information. All discussions and conclusions thereof shall be informal.

a. ~~a.~~ Council study sessions will be held the second Monday of each month in the Council Chambers at City Hall and will begin at 7:00 p.m. and be limited to two (2) hours in length unless a majority of council votes to extend the meeting. A second study session may be scheduled on an as needed basis.

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b. No final action may be taken at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.

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c. A special study session may be called by the Mayor or by a majority of the members of the City Council.

3.3 If any Monday on which a meeting is scheduled falls on a legal holiday, the regular meeting or study session shall be held on the next business day at the same time and place.

3.4 Special. Any Council meeting other than the regular Council meeting, which has been called for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. A special Council meeting may be scheduled by the Mayor or by a majority of the members of the City Council.

3.5 Emergency. A special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, by reason of fire, flood, earthquake or other emergency, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided under RCW 42.30.070. The minutes will indicate the reason for the emergency.

3.6 Executive Session. A Council meeting that is closed except to the Council, Mayor, City Administrator, ~~Mayor~~, City Attorney, authorized staff members, and/or consultants authorized by the Mayor or City Administrator ~~or Mayor~~. The public is restricted from attendance. Executive Sessions may be held during regular or special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session topics are limited to considering matters relating to the sale or acquisition of real property, publicly bid contract performance, complaints or charges against public officers or employees, personnel matters, labor negotiations, litigation, and other matters authorized by RCW 42.30.110 or RCW 42.30.140.

a. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time the session will be concluded. Should the session require more time, a public announcement shall be made, extending the meeting for a time certain.

b. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene for taking action.

3.7 The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, along with summaries of Council action and committee activities, and will be entered into a minute book constituting the official record of the Council.

Section 4. Order of Regular Council Meeting Agenda

4.1 Call to Order. The Mayor calls the meeting to order.

4.2 Pledge of Allegiance. -The Mayor, and at times invited guests, will lead the flag salute.

4.3 Roll Call. Mayor shall indicate any Councilmember who is not in attendance and whether the Councilmember has an excused absence. Councilmembers may make a motion to excuse absent Councilmembers.

~~4.4 Addition and Deletions. Any item may be placed or removed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the Mayor, City Administrator, or a Councilmember with an explanation of the necessity and a majority vote of the Council.~~

~~5.4 Any item may be placed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the Mayor, City Administrator, or a Councilmember with an explanation of the necessity and a majority vote of the Council.~~

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4.54 Consent Agenda. Consent Agenda items are considered to be routine and non-controversial and are approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, business claims, approval of payment of contracts, bid awards, and previously authorized agreements. Any Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is considered for action without that item. After the Consent Agenda has been considered, the item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to Council Committee or to another meeting.

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4.65 Citizen Comments. Members of the audience may comment on items relating to any matter. Comments may be limited to three (3) minutes at the discretion of the Mayor. No speaker may convey or donate his or her time for speaking to another speaker. -A "citizen comment sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to address the Council. Citizens may also comment on individual agenda items during any regularly

scheduled Council meeting prior to the Council's deliberation and placement of the item on the table for Council action. These agenda items include, but are not limited to, ordinances, resolutions, and Council business issues. These comment times are limited to three minutes.

If many people wish to speak to a particular issue, Council may choose:

- 1) To limit the total amount of time dedicated to that single issue; and/or
- 2) Ceontinue the time for visitor comments on that issue to a future Council meeting;
- 3) In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed.
- 4) Groups that desire to designate a spokesperson shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

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Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Clerk. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

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4.76 Proclamation/Presentations. A proclamation is defined as an official declaration made by either the Mayor or City Council. Other special presentations by citizen groups or outside agencies that make requests to present information on issues of interest to the City may also be scheduled at this time.

4.87 Public Hearings. Public Hearings are held to receive public comment on important issues and/or issues requiring a public hearing by state statute or City of Milton ordinances. The Mayor will state the public hearing procedures at the beginning of the public hearing. A "public hearing sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to give testimony. Citizens wishing to give testimony will follow the same procedure as for "Citizen Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.

4.98 Agenda Bills. Agenda bills are the forms used for submitting issues to the Council for action. The agenda bill will include the subject matter (title for agenda), action required, budget information (if applicable), summary statement, and recommended motion. The Council may use the agenda bill "recommended motion" language for making a motion. The City Clerk will be responsible for assigning a number to the agenda bill.

- a. Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five (5) days after publication in the City's official newspaper pursuant to RCW 35A.12.160.

b. Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

~~c. Citizens may also comment on individual agenda items during any regularly scheduled Council meeting prior to the Council's deliberation and placement of the item on the table for Council action. Citizen comments made at this time are subject to the same procedures as listed in section 4.5.~~

4.109 Executive Session. An Executive Session held before, during, or after a Council meeting is a discussion that is closed to the public and attended only by the Council, Mayor, City Administrator, Mayor, City staff, and/or consultants authorized by the Mayor or City Administrator or Mayor. The Executive Session will be announced by the Mayor for a time certain. At the conclusion of the Executive Session, if appropriate, the Council may reconvene to act or adjourn.

4.110 Announcements/Reports. —Announcements and reports made by the Mayor, Councilmembers, City Administrator and Department Directors.

a. The Mayor makes announcements of upcoming meetings and events, and reports on meetings and events in which he/she has participated.

b. Councilmembers make announcements of upcoming meetings and events and report on Council Committee meetings, and other meetings and events in which they have participated.

c. Staff reports are made to the Council by the City Administrator and Department Directors on issues of interest to the Council which do not require Council action.

4.121 Mayor/Council Comments. Comments made by the Mayor and Councilmembers on various issues and/or activities of interest.

4.132 Adjournment. The Mayor shall adjourn the Council meeting upon proper motion and approval by the Council.

Section 5. Agenda Preparation

5.1 The City Clerk will prepare an agenda packet for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Administrator or Mayor or his or her designee.

5.2 Agenda items will be completed by the appropriate department staff and submitted to the City Clerk for finalizing by 12:00 p.m. the Tuesday prior to the following Monday Council meeting. The "agenda bill" form will be used for all items submitted for a regular or special Council meeting agenda. Items submitted for a study session agenda will include a cover memo briefly explaining the issue being discussed. Agenda packets will be ready for distribution to the Council by 5:00 p.m. Thursday prior to the following Monday's Council meeting.

5.3 An item may be placed on a Council meeting agenda by any of the following: 1) the Mayor; 2) the City Administrator, or 3) any two or more Councilmembers. The City Administrator and staff will ensure Councilmembers are provided enough information to make decisions.

~~5.4 Any item may be placed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the Mayor, City Administrator, or a Councilmember with an explanation of the necessity and a majority vote of the Council.~~

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5.54 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

5.65 The City Clerk will prepare and keep current a calendar of agenda items for all Council regular and special meetings and study sessions. The City Clerk will also prepare and keep current a calendar of all Mayor and Council meetings.

5.76 The City Clerk will endeavor to schedule enough time between public hearings and other scheduled items, so the public is not kept waiting an excessive amount of time and so the Council will have enough time to hear testimony and to deliberate matters among themselves.

5.87 Legally required and advertised public hearings will have a higher priority over other scheduled agenda items which have been scheduled by convenience rather than for statutory or other legal reasons.

5.98 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

Section 6. Council Discussion

6.1 Robert's Rules of Order. On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in the current edition of *Robert's Rules of Order* shall serve as a guide.

Section 7. Comments, Concerns and Testimony to Council

- 7.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes.

All remarks will be addressed to the Council as a whole. Any person making impertinent or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

- 7.2 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.
- 7.3 Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the [Mayor or City Administrator](#) ~~or Mayor~~ or ask that the matter be placed on a future City Council meeting or Council Committee meeting agenda with the appropriate background information.

Section 8. Motions/Voting

- 8.1 If a motion does not receive a second, it dies. Motions that do not need a second include nominations, withdrawal of a motion, agenda order, request for a roll call vote, and point of order.
- 8.2 A motion that receives a tie vote is deemed to have failed.
- 8.3 Motions shall be clear and concise and not include arguments for the motion within the motion.
- 8.4 After a motion and a second, the Mayor will state the names of the Councilmembers making the motion and second.
- 8.5 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 8.6 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote. Further citizen comments may be heard when there is a motion and a second on the floor only upon approval by a majority of the Council.
- 8.7 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.

- 8.8 A motion to table is not debatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue. If an item is tabled, it **cannot be** reconsidered at the same meeting.
- 8.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered later at the same meeting or at a time certain at a future regular or special City Council meeting.
- 8.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to reconsider received an affirmative vote.
- 8.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.
- 8.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting language in the motion.
- 8.13 A "friendly" motion to amend the original motion may be authorized only by the acceptance of the maker and the second of the original motion.
- 8.14 The motion maker, Mayor, or City Clerk shall repeat the motion prior to voting.
- 8.15 Each member present shall vote on all questions put to the Council except on matters in which he/she has been disqualified for a conflict of interest or under the appearance of fairness doctrine.
- 8.16 A councilmember must be ~~present in attendance~~ at a Council meeting to vote on any ordinance, resolution, contract, ~~issue~~issue, or order of business of the Council. No member shall be allowed to vote if they are not ~~present in attendance~~ at the Council meeting.
- 8.17 Any Councilmember ~~present in attendance~~ who fails to state his/her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining Councilmember still creates a quorum. If an action, however, requires a favorable vote by a majority of the whole membership, an abstaining vote shall be counted separately.

- 8.18 In situations where an abstaining Councilmember may need to abstain from voting because of possible violation of the appearance of fairness doctrine, the challenged Councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he/she publicly discloses the basis for disqualification prior to rendering a decision.
- 8.19 The City Clerk shall, in random rotation, take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law. No Councilmember shall pass when called upon during the roll call vote.
- 8.20 At the conclusion of any vote, the Mayor shall inform the Council of the results of the vote. The City Clerk may confirm the results.
- 8.21 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be in order except at the following regular meeting.
- 8.22 All cases not provided for in these policies and procedures shall be guided by the current edition of *Roberts Rules of Order*. In the event of a conflict, these Council policies and procedures shall prevail.

Section 9. Ordinances

- 9.1 All ordinances shall be reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by the Mayor, City Administrator, ~~Mayor~~, City Attorney, City staff, Council Committee, or a majority vote of the Council.
- 9.2 Ordinances will be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda.
- 9.3 The Mayor or City Clerk shall read the title of the ordinance prior to voting.
- 9.4 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.
- 9.5 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.
- 9.6 An ordinance becomes effective five (5) calendar days after the publication of the ordinance or ordinance summary unless otherwise specified.
- 9.7 Ordinances shall reflect the date of first reading, date of adoption, date of publication, and effective date.

- 9.8 There shall be one reading of an ordinance prior to any action and adoption by the Council, unless a second reading is required by state statute, city code or on matters pertaining to: a) land use regulations; b) imposing taxes, fees, charges, penalties, assessments; c) comprehensive plans, and d) budgets and levies.

Section 10. Mayor and Mayor Pro Tempore

- 10.1 The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore shall act in that capacity. If both the Mayor and Mayor Pro Tempore are absent, the Councilmembers present shall elect one of their members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tempore.

- 10.2 The Presiding Officer will:

- a. Preserve order and decorum in the Council Chambers.
- b. Observe and enforce all policies and procedures adopted by the Council.
- c. Decide all questions on order, in accordance with these policies and procedures, subject to appeal by any Councilmember.
- d. Change order of council meeting agenda
- e. Recognize Councilmembers in the order in which they request the floor.

- 10.3 Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including *Robert's Rules of Order*, to the contrary, any member of the Council shall have the right and privilege to challenge any ruling of any kind made by the presiding officer at any Council meeting, in which case the approval or disapproval of the ruling of the chair shall immediately and without debate or comment be put to a vote of the Council, and the decision of the majority of the members of the Council then present, shall prevail.

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Section 11. Council Relations with Staff

- 11.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 11.2 City staff shall acknowledge the Council as policymakers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.

- 11.3 Councilmembers shall not attempt to influence City staff in the selection or retention of personnel, awarding of contracts, election of consultants, processing of development applications, or granting of City licenses or permits.
- 11.4 Councilmembers shall not attempt to interfere with the administration or internal operation and practices of any City department.
- 11.5 To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives.
- 11.6 The City Clerk shall not open mail addressed to individual Councilmembers.
- 11.7 No Councilmember shall direct the City Administrator or staff to initiate any action or prepare any report that is a priority or requires significant resources or initiate any project or study without the consent of a majority of the Council.
- 11.8 Individual requests for information can be made directly to the Department Director unless otherwise determined by the [Mayor or City Administrator](#) ~~or Mayor~~. If the request would create a change in work assignments or City staffing levels, the request must be made through the [Mayor or City Administrator](#) ~~or Mayor~~.

Section 12. Council Meeting Staffing

- 12.1 The City Administrator [and Directors](#) shall attend all meetings of the Council unless excused by the Mayor. The City Administrator [and Directors](#) may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Administrator has an excused absence, a designated Acting City Administrator, shall attend the meeting.
- 12.2 The City Attorney shall only attend those regular Council meetings as requested by the [Mayor](#), City Administrator, ~~Mayor~~ or majority of Councilmembers and shall, upon request, give an opinion, either written or oral, on legal questions.

The City Clerk shall act as the Council's parliamentarian. An Acting City Clerk shall attend meetings when the City Clerk is absent.
- 12.3 The City Clerk, or designee, shall attend regular and special meetings of the Council and keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting. The City Clerk need not attend Council study or work sessions, although the City Clerk shall ensure that these sessions are recorded, and final minutes prepared.

Section 13. Councilmember Attendance at Meetings

- 13.1 Councilmembers will inform the Mayor, City Administrator, ~~Mayor~~ or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting.

Any Councilmember who has three consecutive unexcused absences from regular council meetings shall be subject to removal from office.

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Section 14. Media Representation at Council Meetings

- 14.1 All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by ~~radio,~~ television, audio and/or photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

Section 15. Council Representation

- 15.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clearly states these statements do not represent the Council's position.
- 15.2 Individual Councilmembers shall refrain from preparing any written document or publication that represents or appears as an official City document or communication coming from the City Council.

Section 16. Confidentiality

- 16.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive session to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive session when the information is exempt from disclosure under exemptions set forth in the Revised Code of Washington.
- 16.2 If the Council, in executive session, has given direction to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue.
- 16.3 Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney or City staff designated by the Mayor or City Administrator ~~or Mayor~~, Councilmembers should review such potential discussion with the City Administrator or Mayor. Any Councilmember having any such contact or discussion shall make full disclosure to the Mayor, City Administrator, ~~Mayor~~, and/or the City Council in a timely manner.

Section 17. Conflict of Interest

- 17.1 City Councilmembers and Mayor shall not, either directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source for any matter connected with or related to services as a Councilmember or Mayor.

- 17.2 City Councilmembers and Mayor shall excuse themselves from consideration of any proceeding in which they have a direct or indirect interest. Examples of such interest include a Councilmember or Mayor as an applicant or property owner for a permit, a Councilmember or Mayor as a partner in a corporation or partnership involved in a permit or property ownership with a parcel subject to a land use permit, involvement as tenant, or resident in a structure subject to a land use permit. If such conflict exists, the affected Councilmember or Mayor shall excuse themselves and leave the Council Chambers prior to any briefing, hearing, ~~discussion~~[discussion](#), or other consideration of the issue.

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Section 18. Quasi-judicial Hearing

- 18.1 The appearance of fairness doctrine applies to quasi-judicial hearings, not legislative hearing. Council decision on a quasi-judicial matter shall be based on and supported by the "record" in that matter. The "record" consists of all testimony or comments presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearing will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Those who desire to comment or testify before the Council at the hearing shall be sworn in prior to presenting comments or testimony. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations.

- 18.2 Appearance of Fairness: Prior to the start of a quasi-judicial public hearing, the chair will ask if any councilmember has an appearance of fairness doctrine concern, which could prohibit the councilmember from participating in the public hearing process. A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure. A councilmember who has stepped down shall not participate in the council decision or vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

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18.3 Comments in violation of the appearance of fairness doctrine: The chair may ~~rule~~
~~out~~~~rule~~

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18.3 out of order any comment made with respect to a quasi-judicial matter
pending before the council, boards, ~~agene~~agency, or commissions. Such
comments should be made only at the hearing on a subject matter. If a hearing
has been set, persons whose comments are ruled out of order will be notified of
the time and place when they can appear the public hearing on the matter and
present their comments.

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Section 19. Public Records

19.1 Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether a document is a public record or if it is required to be retained should be referred to the City Clerk or City Attorney.

Section 20. Mayor Pro Tempore Selection Process

20.1 The Mayor Pro Tempore shall be elected to a one (1) year term at the first Regular Council meeting in January of each year. The Mayor shall conduct the election for the Mayor Pro Tempore.

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

a. Any Councilmember may nominate an incumbent councilmember for appointment as Mayor Pro Tem. It is the stated policy of the City Council that the nominated councilmember shall have ~~has~~ been elected through the election process and has served one year on Council.

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b. Nominations do not require a second.

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c. After all nominations have been received, the Mayor shall close the nominations.

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d. Candidates shall be voted in the order that the nominations were received.

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e. A Councilmember who is nominated shall not vote for him/herself for this position.

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f. As soon as one candidate receives a majority vote, the Mayor shall declare the nominee appointed Mayor

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Pro Tem, and there is no vote on the remaining candidates.

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Section 21. City Council Committees

21.1 The following City Council Committees are hereby formed:

- a. Staff/Finance Committee, and
- b. Public Works/Community Development/Public Safety

~~e. Ad hoc Committees, as necessary~~

21.2 In addition to its standing committees, the council may establish Ad Hoc committees from time to time at its discretion to address specific issues.

Commented [1]: Adhoc committees are committees formed from time to time to deal with specific issues and then go away. I take it you have two standing committees. Finance and PW/Community Development/PS.

~~21.32~~ Each committee shall have a membership of three (3) Councilmembers with one of the Councilmembers serving as Chair.

~~21.43~~ The City Council shall appoint the member to each Council Committee. The Committee Chair shall be appointed by the members of the Committee.

~~21.54~~ Membership of each Committee shall be for a one (1) year term and reviewed annually. Membership will be determined by deliberation of the full Council arrival at consensus or by majority vote.

~~21.65~~ Committee Work Programs and Agendas

a. The Council Committee shall, with staff support, study issues and make recommendations to the full Council for action. The Committee shall not have the authority to restrict items from moving forward to Council meetings.

~~b. b.~~ Committee Chairs shall work with the department director(s) and/or City Administrator by being a key communication link between the Council Committee and administration on emerging issues and status of city business activities. Committee Chairs shall provide reports on Committee issues to the full Council on a regular basis.

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~~21.67~~ No member of City Council may serve on a City of Milton board and/or commission. This includes Planning Commission, Events Committee, Park Board, Police Volunteer, and/or Civil Service.

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Section 22. Appointments to Regional Organizations

22.1 Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: 1) the regional committee may request recommendations for ultimate appointment by the regional committee; or 2) the City may make direct appointment to a regional committee when asked to do so by that body.

- a. Any Councilmember may express an interest in a subject and interest in serving on a particular regional body.
- b. Council Committee membership shall not limit a Councilmember's interest in serving on a particular regional body.
- ~~c.~~ ~~e.~~ When a regional body requests membership recommendation where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest in appointment. All names shall be submitted by the Mayor to the regional body which will then make the appointment(s) subject to confirmation by the Council.
- d. When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Mayor or Councilmember receiving a majority vote will represent the City on that regional body.
- e. Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.

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22.2 When the Mayor and/or Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternative voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

Section 23. Travel and Training Expenses

23.1 The City Council shall be bound by the city's travel policy and the policies and procedures as established herein or by other resolution concerning travel authorization and reimbursement for travel-related expenses.

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23.2 -Each member of the City Council shall be limited to discretionary travel and trainings expenses by the budgeted amount set each year by the City Council during the annual budget adoption process.

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23.3 No member of the City Council shall attend training during the last year of his or her term in office.

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Section 2324. Suspension and Amendment of Rules

2324.1 Any provision of these rules not governed by State law or ordinance may be suspended by a majority vote of the Council.

243.2 Amendments to Rules. Amendments to these rules shall be made by resolution of the Council, which must be laid over at least one week, and may then be made by a majority vote of the membership of the City Council. After such proposed amendments have been laid over for one week, they may be amended, added to, or deleted, and adopted at the same or a subsequent session of the Council.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 19th 178th day of February 2019 August September 2020.

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Shanna Styron Sherrell, Mayor

Attest:

Trisha Summers, City Clerk

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**CITY OF MILTON
RESOLUTION NO. 20-1935**

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF MILTON, WASHINGTON; ESTABLISHING A PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS, PROCEEDINGS AND BUSINESS; AND REPEALING RESOLUTION NO. 19-1916, APPROVED FEBRUARY 19, 2019.

**THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON
DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Repeal of Resolution. The Milton City Council hereby repeals Resolution No.19-1916, approved February 19, 2019.

Section 2. Authority.

2.1 The Milton City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended, or new procedures are adopted in the manner provided by these rules.

Section 3. Types of Council Meetings.

3.1 **Regular.** A formal meeting for the purpose of conducting official City business. This includes, but is not limited to, citizen comments, public hearings, presentations, the adoption of ordinances, resolutions, contracts and agreements, and budgets.

a. Council's regular meetings will be held the first and third Monday of each month in the Council Chambers at City Hall and will begin at 7:00 p.m. and end no later than 9:00 p.m. unless a majority of council votes to extend the meeting.

b. If possible, only one or two major topics (defined as issues of high interest or controversial, or those which would take an extraordinary amount of the City Council meeting) will be scheduled per meeting.

3.2 **Study Session.** An informal meeting for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects, reviewing agenda calendars, and receiving other similar information. All discussions and conclusions thereof shall be informal.

a. Council study sessions will be held the second Monday of each month in the Council Chambers at City Hall and will begin at 7:00 p.m. and be limited

to two (2) hours in length unless a majority of council votes to extend the meeting. A second study session may be scheduled on an as needed basis.

- b. No final action may be taken at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.
 - c. A special study session may be called by the Mayor or by a majority of the members of the City Council.
- 3.3 If any Monday on which a meeting is scheduled falls on a legal holiday, the regular meeting or study session shall be held on the next business day at the same time and place.
- 3.4 Special. Any Council meeting other than the regular Council meeting, which has been called for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. A special Council meeting may be scheduled by the Mayor or by a majority of the members of the City Council.
- 3.5 Emergency. A special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, by reason of fire, flood, earthquake or other emergency, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided under RCW 42.30.070. The minutes will indicate the reason for the emergency.
- 3.6 Executive Session. A Council meeting that is closed except to the Council, Mayor, City Administrator, City Attorney, authorized staff members, and/or consultants authorized by the Mayor or City Administrator. The public is restricted from attendance. Executive Sessions may be held during regular or special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session topics are limited to considering matters relating to the sale or acquisition of real property, publicly bid contract performance, complaints or charges against public officers or employees, personnel matters, labor negotiations, litigation, and other matters authorized by RCW 42.30.110 or RCW 42.30.140.
- a. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time the session will be concluded. Should the session require more time, a public announcement shall be made, extending the meeting for a time certain.
 - b. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene for taking action.

- 3.7 The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, along with summaries of Council action and committee activities, and will be entered into a minute book constituting the official record of the Council.

Section 4. Order of Regular Council Meeting Agenda

- 4.1 Call to Order. The Mayor calls the meeting to order.
- 4.2 Pledge of Allegiance. The Mayor, and at times invited guests, will lead the flag salute.
- 4.3 Roll Call. Mayor shall indicate any Councilmember who is not in attendance and whether the Councilmember has an excused absence. Councilmembers may make a motion to excuse absent Councilmembers.
- 4.4 Addition and Deletions. Any item may be placed or removed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the Mayor, City Administrator, or a Councilmember with an explanation of the necessity and a majority vote of the Council.
- 4.5 Consent Agenda. Consent Agenda items are considered to be routine and non-controversial and are approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, business claims, approval of payment of contracts, bid awards, and previously authorized agreements. Any Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is considered for action without that item. After the Consent Agenda has been considered, the item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to Council Committee or to another meeting.
- 4.6 Citizen Comments. Members of the audience may comment on items relating to any matter. Comments may be limited to three (3) minutes at the discretion of the Mayor. No speaker may convey or donate his or her time for speaking to another speaker. A "citizen comment sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to address the Council. Citizens may also comment on individual agenda items during any regularly scheduled Council meeting prior to the Council's deliberation and placement of the item on the table for Council action. These agenda items include, but are not limited to, ordinances, resolutions, and Council business issues. These comment times are limited to three minutes.
- If many people wish to speak to a particular issue, Council may choose:
- 1) To limit the total amount of time dedicated to that single issue; and/or
 - 2) Continue the time for visitor comments on that issue to a future Council meeting;

3) In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed.

4) Groups that desire to designate a spokesperson shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Clerk. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

- 4.7 Proclamation/Presentations. A proclamation is defined as an official declaration made by either the Mayor or City Council. Other special presentations by citizen groups or outside agencies that make requests to present information on issues of interest to the City may also be scheduled at this time.
- 4.8 Public Hearings. Public Hearings are held to receive public comment on important issues and/or issues requiring a public hearing by state statute or City of Milton ordinances. The Mayor will state the public hearing procedures at the beginning of the public hearing. A "public hearing sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to give testimony. Citizens wishing to give testimony will follow the same procedure as for "Citizen Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.
- 4.9 Agenda Bills. Agenda bills are the forms used for submitting issues to the Council for action. The agenda bill will include the subject matter (title for agenda), action required, budget information (if applicable), summary statement, and recommended motion. The Council may use the agenda bill "recommended motion" language for making a motion. The City Clerk will be responsible for assigning a number to the agenda bill.
- a. Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five (5) days after publication in the City's official newspaper pursuant to RCW 35A.12.160.
 - b. Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.
 - c. Citizens may also comment on individual agenda items during any regularly scheduled Council meeting prior to the Council's deliberation and

placement of the item on the table for Council action. Citizen comments made at this time are subject to the same procedures as listed in section 4.5.

- 4.10 Executive Session. An Executive Session held before, during, or after a Council meeting is a discussion that is closed to the public and attended only by the Council, Mayor, City Administrator, City staff, and/or consultants authorized by the Mayor or City Administrator. The Executive Session will be announced by the Mayor for a time certain. At the conclusion of the Executive Session, if appropriate, the Council may reconvene to act or adjourn.
- 4.11 Announcements/Reports. Announcements and reports made by the Mayor, Councilmembers, City Administrator and Department Directors.
- a. The Mayor makes announcements of upcoming meetings and events, and reports on meetings and events in which he/she has participated.
 - b. Councilmembers make announcements of upcoming meetings and events and report on Council Committee meetings, and other meetings and events in which they have participated.
 - c. Staff reports are made to the Council by the City Administrator and Department Directors on issues of interest to the Council which do not require Council action.
- 4.12 Mayor/Council Comments. Comments made by the Mayor and Councilmembers on various issues and/or activities of interest.
- 4.13 Adjournment. The Mayor shall adjourn the Council meeting upon proper motion and approval by the Council.

Section 5. Agenda Preparation

- 5.1 The City Clerk will prepare an agenda packet for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the Mayor or his or her designee.
- 5.2 Agenda items will be completed by the appropriate department staff and submitted to the City Clerk for finalizing by 12:00 p.m. the Tuesday prior to the following Monday Council meeting. The "agenda bill" form will be used for all items submitted for a regular or special Council meeting agenda. Items submitted for a study session agenda will include a cover memo briefly explaining the issue being discussed. Agenda packets will be ready for distribution to the Council by 5:00 p.m. Thursday prior to the following Monday's Council meeting.

- 5.3 An item may be placed on a Council meeting agenda by any of the following: 1) the Mayor; 2) the City Administrator, or 3) any two or more Councilmembers. The City Administrator and staff will ensure Councilmembers are provided enough information to make decisions.
- 5.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 5.5 The City Clerk will prepare and keep current a calendar of agenda items for all Council regular and special meetings and study sessions. The City Clerk will also prepare and keep current a calendar of all Mayor and Council meetings.
- 5.6 The City Clerk will endeavor to schedule enough time between public hearings and other scheduled items, so the public is not kept waiting an excessive amount of time and so the Council will have enough time to hear testimony and to deliberate matters among themselves.
- 5.7 Legally required and advertised public hearings will have a higher priority over other scheduled agenda items which have been scheduled by convenience rather than for statutory or other legal reasons.
- 5.8 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

Section 6. Council Discussion

- 6.1 Robert's Rules of Order. On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in the current edition of *Robert's Rules of Order* shall serve as a guide.

Section 7. Comments, Concerns and Testimony to Council

- 7.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes.

All remarks will be addressed to the Council as a whole. Any person making impertinent or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

- 7.2 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, and to enforce the Rules of the Council. The Mayor may command assistance of any

peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

- 7.3 Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the Mayor or City Administrator or ask that the matter be placed on a future City Council meeting or Council Committee meeting agenda with the appropriate background information.

Section 8. Motions/Voting

- 8.1 If a motion does not receive a second, it dies. Motions that do not need a second include nominations, withdrawal of a motion, agenda order, request for a roll call vote, and point of order.
- 8.2 A motion that receives a tie vote is deemed to have failed.
- 8.3 Motions shall be clear and concise and not include arguments for the motion within the motion.
- 8.4 After a motion and a second, the Mayor will state the names of the Councilmembers making the motion and second.
- 8.5 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 8.6 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote. Further citizen comments may be heard when there is a motion and a second on the floor only upon approval by a majority of the Council.
- 8.7 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 8.8 A motion to table is not debatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue. If an item is tabled, it **cannot be** reconsidered at the same meeting.
- 8.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered later at the same meeting or at a time certain at a future regular or special City Council meeting.

- 8.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to reconsider received an affirmative vote.
- 8.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.
- 8.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting language in the motion.
- 8.13 A “friendly” motion to amend the original motion may be authorized only by the acceptance of the maker and the second of the original motion.
- 8.14 The motion maker, Mayor, or City Clerk shall repeat the motion prior to voting.
- 8.15 Each member present shall vote on all questions put to the Council except on matters in which he/she has been disqualified for a conflict of interest or under the appearance of fairness doctrine.
- 8.16 A councilmember must be in attendance at a Council meeting to vote on any ordinance, resolution, contract, issue, or order of business of the Council. No member shall be allowed to vote if they are not in attendance at the Council meeting.
- 8.17 Any Councilmember in attendance who fails to state his/her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining Councilmember still creates a quorum. If an action, however, requires a favorable vote by a majority of the whole membership, an abstaining vote shall be counted separately.
- 8.18 In situations where an abstaining Councilmember may need to abstain from voting because of possible violation of the appearance of fairness doctrine, the challenged Councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he/she publicly discloses the basis for disqualification prior to rendering a decision.
- 8.19 The City Clerk shall, in random rotation, take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law. No Councilmember shall pass when called upon during the roll call vote.
- 8.20 At the conclusion of any vote, the Mayor shall inform the Council of the results of the vote. The City Clerk may confirm the results.

- 8.21 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be in order except at the following regular meeting.
- 8.22 All cases not provided for in these policies and procedures shall be guided by the current edition of *Roberts Rules of Order*. In the event of a conflict, these Council policies and procedures shall prevail.

Section 9. Ordinances

- 9.1 All ordinances shall be reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by the Mayor, City Administrator, City Attorney, City staff, Council Committee, or a majority vote of the Council.
- 9.2 Ordinances will be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda.
- 9.3 The Mayor or City Clerk shall read the title of the ordinance prior to voting.
- 9.4 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.
- 9.5 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.
- 9.6 An ordinance becomes effective five (5) calendar days after the publication of the ordinance or ordinance summary unless otherwise specified.
- 9.7 Ordinances shall reflect the date of first reading, date of adoption, date of publication, and effective date.
- 9.8 There shall be one reading of an ordinance prior to any action and adoption by the Council, unless a second reading is required by state statute, city code or on matters pertaining to: a) land use regulations; b) imposing taxes, fees, charges, penalties, assessments; c) comprehensive plans, and d) budgets and levies.

Section 10. Mayor and Mayor Pro Tempore

- 10.1 The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore shall act in that capacity. If both the Mayor and Mayor Pro Tempore are absent, the Councilmembers present shall elect one of their members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tempore.
- 10.2 The Presiding Officer will:

- a. Preserve order and decorum in the Council Chambers.
 - b. Observe and enforce all policies and procedures adopted by the Council.
 - c. Decide all questions on order, in accordance with these policies and procedures, subject to appeal by any Councilmember.
 - d. Change order of council meeting agenda
 - e. Recognize Councilmembers in the order in which they request the floor.
- 10.3 Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including *Robert's Rules of Order*, to the contrary, any member of the Council shall have the right and privilege to challenge any ruling of any kind made by the presiding officer at any Council meeting, in which case the approval or disapproval of the ruling of the chair shall immediately and without debate or comment be put to a vote of the Council, and the decision of the majority of the members of the Council then present, shall prevail.

Section 11. Council Relations with Staff

- 11.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 11.2 City staff shall acknowledge the Council as policymakers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.
- 11.3 Councilmembers shall not attempt to influence City staff in the selection or retention of personnel, awarding of contracts, election of consultants, processing of development applications, or granting of City licenses or permits.
- 11.4 Councilmembers shall not attempt to interfere with the administration or internal operation and practices of any City department.
- 11.5 To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives.
- 11.6 The City Clerk shall not open mail addressed to individual Councilmembers.
- 11.7 No Councilmember shall direct the City Administrator or staff to initiate any action or prepare any report that is a priority or requires significant resources or initiate any project or study without the consent of a majority of the Council.

- 11.8 Individual requests for information can be made directly to the Department Director unless otherwise determined by the Mayor or City Administrator. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator.

Section 12. Council Meeting Staffing

- 12.1 The City Administrator and Directors shall attend all meetings of the Council unless excused by the Mayor. The City Administrator and Directors may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Administrator has an excused absence, a designated Acting City Administrator, shall attend the meeting.

- 12.2 The City Attorney shall only attend those regular Council meetings as requested by the Mayor, City Administrator or majority of Councilmembers and shall, upon request, give an opinion, either written or oral, on legal questions.

The City Clerk shall act as the Council's parliamentarian. An Acting City Clerk shall attend meetings when the City Clerk is absent.

- 12.3 The City Clerk, or designee, shall attend regular and special meetings of the Council and keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting. The City Clerk need not attend Council study or work sessions, although the City Clerk shall ensure that these sessions are recorded, and final minutes prepared.

Section 13. Councilmember Attendance at Meetings

- 13.1 Councilmembers will inform the Mayor, City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting.

Any Councilmember who has three consecutive unexcused absences from regular council meetings shall be subject to removal from office.

Section 14. Media Representation at Council Meetings

- 14.1 All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by television audio and/or photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

Section 15. Council Representation

- 15.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clearly states these statements do not represent the Council's position.
- 15.2 Individual Councilmembers shall refrain from preparing any written document or publication that represents or appears as an official City document or communication coming from the City Council.

Section 16. Confidentiality

- 16.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive session to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive session when the information is exempt from disclosure under exemptions set forth in the Revised Code of Washington.
- 16.2 If the Council, in executive session, has given direction to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue.
- 16.3 Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney or City staff designated by the Mayor or City Administrator, Councilmembers should review such potential discussion with the City Administrator or Mayor. Any Councilmember having any such contact or discussion shall make full disclosure to the Mayor, City Administrator, and/or the City Council in a timely manner.

Section 17. Conflict of Interest

- 17.1 City Councilmembers and Mayor shall not, either directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source for any matter connected with or related to services as a Councilmember or Mayor.
- 17.2 City Councilmembers and Mayor shall excuse themselves from consideration of any proceeding in which they have a direct or indirect interest. Examples of such interest include a Councilmember or Mayor as an applicant or property owner for a permit, a Councilmember or Mayor as a partner in a corporation or partnership involved in a permit or property ownership with a parcel subject to a land use permit, involvement as tenant, or resident in a structure subject to a land use permit. If such conflict exists, the affected Councilmember or Mayor shall excuse

themselves and leave the Council Chambers prior to any briefing, hearing, discussion, or other consideration of the issue.

Section 18. Quasi-judicial Hearing

- 18.1 The appearance of fairness doctrine applies to quasi-judicial hearings, not legislative hearing. Council decision on a quasi-judicial matter shall be based on and supported by the “record” in that matter. The “record” consists of all testimony or comments presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearing will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Those who desire to comment or testify before the Council at the hearing shall be sworn in prior to presenting comments or testimony. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations.
- 18.2 Appearance of Fairness: Prior to the start of a quasi-judicial public hearing, the chair will ask if any councilmember has an appearance of fairness doctrine concern, which could prohibit the councilmember from participating in the public hearing process. A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure. A councilmember who has stepped down shall not participate in the council decision or vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.
- 18.3 Comments in violation of the appearance of fairness doctrine: The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council, boards, agency, or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear the public hearing on the matter and present their comments.

Section 19. Public Records

- 19.1 Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether a document is a public record or if it is required to be retained should be referred to the City Clerk or City Attorney.

Section 20. Mayor Pro Tempore Selection Process

- 20.1 The Mayor Pro Tempore shall be elected to a one (1) year term at the first Regular Council meeting in January of each year. The Mayor shall conduct the election for the Mayor Pro Tempore.
- 20.2 The appointment shall be done by the approval of a motion of the City Council as follows:
- a. Any Councilmember may nominate an incumbent councilmember for appointment as Mayor Pro Tem. It is the stated policy of the City Council that the nominated councilmember shall have been elected through the election process and has served one year on Council.
 - b. Nominations do not require a second.
 - c. After all nominations have been received, the Mayor shall close the nominations.
 - d. Candidates shall be voted in the order that the nominations were received.
 - e. A Councilmember who is nominated shall not vote for him/herself for this position.
 - f. As soon as one candidate receives a majority vote, the Mayor shall declare the nominee appointed Mayor Pro Tem, and there is no vote on the remaining candidates.

Section 21. City Council Committees

- 21.1 The following City Council Committees are hereby formed:
- a. Finance Committee, and
 - b. Public Works/Community Development/Public Safety
- 21.2 In addition to its standing committees, the council may establish Ad Hoc committees from time to time at its discretion to address specific issues.
- 21.3 Each committee shall have a membership of three (3) Councilmembers with one of the Councilmembers serving as Chair.
- 21.4 The City Council shall appoint the member to each Council Committee. The Committee Chair shall be appointed by the members of the Committee.

- 21.5 Membership of each Committee shall be for a one (1) year term and reviewed annually. Membership will be determined by deliberation of the full Council arrival at consensus or by majority vote.
- 21.6 Committee Work Programs and Agendas
- a. The Council Committee shall, with staff support, study issues and make recommendations to the full Council for action. The Committee shall not have the authority to restrict items from moving forward to Council meetings.
 - b. Committee Chairs shall work with the department director(s) and/or City Administrator by being a key communication link between the Council Committee and administration on emerging issues and status of city business activities. Committee Chairs shall provide reports on Committee issues to the full Council on a regular basis.
- 21.7 No member of City Council may serve on a City of Milton board and/or commission. This includes Planning Commission, Events Committee, Park Board, Police Volunteer, and/or Civil Service.

Section 22. Appointments to Regional Organizations

- 22.1 Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: 1) the regional committee may request recommendations for ultimate appointment by the regional committee; or 2) the City may make direct appointment to a regional committee when asked to do so by that body.
- a. Any Councilmember may express an interest in a subject and interest in serving on a particular regional body.
 - b. Council Committee membership shall not limit a Councilmember's interest in serving on a particular regional body.
 - c. When a regional body requests membership recommendation where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest in appointment. All names shall be submitted by the Mayor to the regional body which will then make the appointment(s) subject to confirmation by the Council.
 - d. When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Mayor or Councilmember receiving a majority vote will represent the City on that regional body.

- e. Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.
- 22.2 When the Mayor and/or Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternative voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

Section 23. Travel and Training Expenses

- 23.1 The City Council shall be bound by the city’s travel policy and the policies and procedures as established herein or by other resolution concerning travel authorization and reimbursement for travel-related expenses.
- 23.2 Each member of the City Council shall be limited to discretionary travel and trainings expenses by the budgeted amount set each year by the City Council during the annual budget adoption process.
- 23.3 No member of the City Council shall attend training during the last year of his or her term in office.

Section 24. Suspension and Amendment of Rules

- 24.1 Any provision of these rules not governed by State law or ordinance may be suspended by a majority vote of the Council.
- 24.2 Amendments to Rules. Amendments to these rules shall be made by resolution of the Council, which must be laid over at least one week, and may then be made by a majority vote of the membership of the City Council. After such proposed amendments have been laid over for one week, they may be amended, added to, or deleted, and adopted at the same or a subsequent session of the Council.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 8th day of September 2020.

Shanna Styron Sherrell, Mayor

Attest:

Trisha Summers, City Clerk



To: City Councilmembers
From: Mayor Styron Sherrell
Date: September 8, 2020
Re: **Vote for the Pierce Transit Board**

ATTACHMENTS:

1. Letter from Mayor Roscoe
2. Letter from Pierce Transit
3. Official Ballot

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: "I move to cast the City of Milton's vote for Mayor Roscoe of the City of Fife to serve as a member of the Board of Commissioners for Pierce Transit."

Discussion: On July 22nd the Pierce Transit Board held a meeting to review and revise the composition of the board. Representation is based on population. Prior, the City of Milton was combined with our neighboring cities of Fife and Edgewood. The reconfiguration now puts the City of Milton with Auburn, Pacific, Gig Harbor, Steilacoom, Ruston and Fife.

Fife's Mayor Roscoe has asked for our vote. Mayor Roscoe has a passion for public transportation and would serve as an important voice for not only Fife, but for Milton as well. She has served on the South Transit Board and been active in the Sound Transit Phase 3 project. Mayor Roscoe would serve as a valuable voice for the City of Milton on the Pierce Transit Board of Commission.

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August 21, 2020

Honorable Members of the Milton City Council:

I am writing to respectfully ask for your vote to an open seat on the Pierce Transit Board that will represent the interests of the cities of Auburn, Fife, Gig Harbor, Milton, Pacific, Ruston, and Steilacoom. I would be honored to serve in this seat, created through a new Board composition plan unanimously approved on July 22 at a Pierce Transit Board Composition Review Meeting.

I have the time to serve in this Pierce Transit Board role, and I am a strong believer in the value of transit and the critical part it plays in connecting people to their jobs, their families, and their communities. I know that two Pierce Transit routes, for example, connect our community with others such as Tacoma and Federal Way. I also see transit having a vital role in spurring transit-oriented development and in enabling jurisdictions to provide a volume and mix of housing that makes sense for their communities.

Just as importantly, I believe there are a number of benefits to the region that would come from having a Fife voice on the PT Board, something that hasn't happened for nearly a decade now (since one-time Councilmember Glenn Hull served on the Board). Here are some of the regional benefits and connections that I believe I would bring to the PT Board:

- **Sound Transit Board Member:** I have the privilege of serving as one of Pierce County's four (4) members on the Sound Transit Board, which helps me to look out for our county's interests in the high-capacity-transit arena. One of the commitments I would plan to make as a new Pierce Transit Board member would be to report at least twice per year to all of the represented cities (Auburn, Fife, Gig Harbor, Milton, Pacific, Ruston, and Steilacoom) on ST goings-on, helping all of you to be aware of and tuned into the Sound Transit decisions that affect your jurisdiction. Additionally, being on both the ST and Pierce Transit Boards would help ensure a consistent voice for our county as intra-transit service issues arise.
- **Future Fife Light Rail Station as a hub that could draw increased transit routes:** As Sound Transit Phase 3 (ST3) investments come on line, including the future Light Rail Transit extension through Fife and on to Tacoma, new hubs for local transit service will be established. I'd like to push for additional routes from and to Puyallup and other areas adjacent to Tacoma.
- **Involvement with SSHAP:** I am an active participant in South Sound Housing Affordability Partners, and would seek to use that role within SSHAP to push for more transit equity and more links between transit and affordable housing.
- **Adjacency to a world class Port and involvement in Gateway project:** I believe that Fife's adjacency to a major cargo container port – the Port of Tacoma – helps provide me with important knowledge regarding traffic patterns and transportation needs within the County. Additionally, Fife's role as an active player for the SR 167/SR 509 "Gateway" project helps me better understand connections to, through, and among communities on or near that corridor.

- **New Elementary School to be located in Fife – serving both Fife and Milton families:** Being on the Pierce Transit Board would enable me to help with pushing for public transportation initiatives that would serve the families of both cities that rely on transit to get to activities and events at the elementary school.

These are just some of the ways that I can be prepared to sit as a Board Member of Pierce Transit who acts both locally and regionally to serve the needs of our county. I would very much appreciate the chance to do this job and serve on the Pierce Transit Board and, again, ask that you nominate and select me to fill this open seat.

Thank you very much for your time and consideration – I appreciate it!

Sincerely,



Kim Roscoe, Mayor
City of Fife

August 28, 2020

Ms. Trisha Summers
City of Milton
1000 Laurel Street
Milton, WA 98354

Dear Ms. Summers,

Recently, you were sent a letter from Pierce Transit requesting your council's/city's nomination for a representative to serve on the Pierce Transit Board to represent the cities/towns of Auburn, Pacific, Fife, Milton, Gig Harbor, Steilacoom and Ruston.

Nomination(s) received as of the August 26 deadline were:

Mayor Kim Roscoe, City of Fife
Councilmember Nancy Henderson, Town of Steilacoom

At your next council meeting, please select one nominee from the list above and complete the enclosed ballot form. **A certified copy of the council resolution or motion must accompany the enclosed ballot.** Please forward the ballot and appropriate verification to me on or before **5 p.m. on September 9, 2020.**

Pierce Transit will announce the election results shortly after September 9.

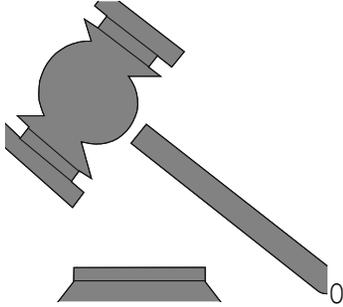
Should you have any questions, please call me at 581-8066.

Sincerely,

Deanne Jacobson
Clerk of the Board

Enclosure: Ballot form

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OFFICIAL BALLOT

**CITIES/TOWNS OF AUBURN, PACIFIC, FIFE,
GIG HARBOR, MILTON, STEILACOOM AND
RUSTON**

Candidates: Councilmember Nancy Henderson, Town of Steilacoom
Mayor Kim Roscoe, City of Fife

The city/town of _____ wishes to cast its vote for
Councilmember/Mayor _____ of
the City of _____ to serve as a member of
the Board of Commissioners for Pierce Transit for a three-year term, with the term
commencing from the date of attendance of the first Pierce Transit Board meeting after the
election results are determined, representing the cities/towns of Auburn, Pacific, Gig Harbor,
Fife, Milton, Steilacoom and Ruston.

Date: _____

By: _____

Title: _____

This form must be accompanied by a certified copy of the council resolution or motion. Ballots must be
received by Pierce Transit's Clerk of the Board by **5 p.m., September 9, 2020.**

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To: City Councilmembers
From: Mayor Styron Sherrell
Date: September 8, 2020
Re: **Update to Exempt Employee Policy**

ATTACHMENTS: 1. Resolution
2. Exempt Employee Policy (Red-Lined and Clean)

TYPE OF ACTION:
 Information Only Discussion Action Expenditure Required

Recommendation/Action: **At the September 21, 2020 meeting** “I move to adopt the attached Resolution 19-1937 updating the Exempt Employee Policy regarding uniform allowance, leave accruals and benefits for exempt employees.”

Fiscal Impact Statement: The Chief of Police’s uniform allowance will increase from \$750 per year to \$1200 per year and Directors may also be provided city apparel at the Mayor’s discretion.

Issue: The Exempt Employee Policy hasn’t been updated in a number of years. The changes reflected in the policy were already in the Personnel Policy manual but have now been removed from it and put into the exempt policy where they belong. The Personnel Policy will no longer contain items that are specific to either unions or exempt staff. The Personnel Policy revision will come to Council at a future 2020 Council Meeting.

The only item that was changed in the exempt policy is the uniform allowance changing from \$750 per year to \$1200 for uniformed employees which at this time is the Chief of Police. Due to the fact that the Chief is a working Chief, his uniform allowance should reflect the necessary items he needs to do his job. There is also an addition to the uniform allowance section that would allow exempt staff that represent the city at meetings, conferences, etc. to purchase city attire at the Mayor’s discretion.

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**CITY OF MILTON
RESOLUTION 19-1937**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
WASHINGTON, UPDATING THE PERSONNEL POLICY FOR EXEMPT
EMPLOYEES AND REPEALING RESOLUTION 18-1902.**

WHEREAS, the City of Milton has an adopted the Personnel Policy for Exempt Employees, and

WHEREAS, the policy needs to be updated to reflect changes in uniform allowance, benefits and leave accruals for Exempt Employees;

NOW, THEREFORE, the City Council of the City of Milton, Washington, does hereby resolve as follows:

Section 1. Resolution 18-1902 is hereby repealed.

Section 2. That the Updated Personnel Policy for Exempt Employees, September 2020, attached hereto as Exhibit A, is adopted.

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

Shanna Styron Sherrell, Mayor

Attest/Authenticated:

Trisha Summers, City Clerk

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EXHIBIT "A"
AMENDED

CITY OF MILTON
PERSONNEL POLICY
COMPENSATION FOR EXEMPT EMPLOYEES
~~April 16, 2018~~ September 2020

Purpose and Scope

This personnel policy applies to all employees of the City of Milton who are exempt from the Fair Labor and Standards Act and non-represented positions, not covered by collective bargaining agreements. This document provides policies for matters of salary, fringe benefits and other conditions of employment for exempt and non-represented positions. Unless otherwise stipulated, this policy covers all persons and positions noted above.

In the event these policies conflict with any City, State or Federal law, those laws shall prevail. This policy shall not supersede any provisions of an executed employment agreement between the City of Milton and ~~an exempt employee the City Administrator~~. This policy covers matters of compensation and is not intended to provide the full spectrum of policies, regulations and conditions of employment. These provisions are not a contract, create no vested right, and may be amended at any time.

Salary Ranges

The City shall establish a salary range for each position covered by this policy on an annual basis, as recommended by the Mayor and approved by the City Council. A market survey of salaries for similar positions will normally be done annually in order to attract and retain qualified employees. The range shall have a beginning and ending salary. Upon initial appointment to a position, the Mayor shall set an employee's salary within the range based upon experience and qualifications. An employee's advancement through the range shall be based on performance.

Merit Pay

A written performance evaluation shall be conducted for an employee covered by this policy on an annual basis and on a schedule pre-determined by the employee and his/her supervisor. Based upon the performance evaluation, an employee's salary may be adjusted within the established range commensurate with his/her performance. Such merit pay adjustment shall be recommended by an employee's supervisor and approved by the Mayor.

Longevity Pay

In order to retain qualified employees in City service, an employee may be qualified for **incentive** longevity pay. To be eligible for **incentive longevity** pay, an employee must have reached the top of his/her salary range **and** served more than three (3) years in a position covered by this policy. **Incentive longevity** pay shall be in the following increments:

3 – 5 years of service	1% of base salary
6 – 8 years of service	1.5% of base salary
8+ years of service	2% of base salary

~~An employee's eligibility for incentive pay shall be reassessed annually at the time of the evaluation of performance. Continued eligibility for incentive pay shall be based upon performance that achieves the projects and goals established in the prior year's performance evaluation. Incentive pay shall be recommended by an employee's supervisor and approved by the Mayor.~~

Cost of Living Adjustment

Upon the recommendation of the Mayor and the approval of the City Council, employees' pay may be adjusted by an annual cost-of-living adjustment. Such adjustment shall also adjust the salary ranges.

Severance Pay

~~The City Administrator and Department Directors~~ **Exempt employees** are "at will" employees and serve at the pleasure of the Mayor. No person, who voluntarily resigns, shall be entitled to severance pay. In the event ~~the City Administrator or a Department Director~~ **an exempt employee** is asked to resign, is laid off due to lack of work or funding, or is terminated without just cause while willing to perform the duties of the job, the employee shall receive severance pay in the following increments only if the City's separation agreement is signed by the employee:

13 - 24 months of service	One (1) months' pay
25 – 36 months of service	Two (2) months' pay
37+ months of service	Three (3) months' pay

~~Note: It is recognized that the City Administrator's employment agreement may include provisions that supersede the severance pay provisions of this policy.~~

Uniform Allowance

Uniformed employees **whose duties are not primarily administrative in nature** will be eligible for uniform allowance of up to ~~\$750~~ **\$1200** per year which will be taxable as per IRS regulations, to be paid ~~in equal parts with payroll checks as a lump sum amount on the second paycheck of each~~

calendar year. At the discretion of the Mayor, City of Milton apparel may be provided to employees who regularly attend meetings or other engagements as a representative of the City.

Benefits

Certain benefits are required for public employees by Federal and State law. This policy covers only those benefits that are discretionary on the part of the City.

Health Insurance: The City shall pay ninety percent (90%) of the monthly premium necessary to provide coverage under AWC HealthFirst Plan for full-time employees and dependents. The City shall also pay 100% of the monthly premiums necessary to provide Kaiser Permanente \$200 Deductible plan, AWC Vision Service Plan, Delta Dental Plan “J” and Orthodontia Rider Plan V or Willamette Dental coverage for full-time employees and dependents. Employee’s working less than full time shall pay a prorated share of the insurance premium based on the hours of work. The Chief of Police shall be given the option to choose the plan that is offered to the Milton Police Guild or to participate in the plan being offered to all other employees.

Opt Out Provision: An employee may elect to opt out of medical insurance coverage for spouse and or dependents, provided that the employee has medical insurance coverage through another provider for them, and this decision is in conjunction with the annual, enrollment period. In the event that the terms of the medical insurance policy limit the number or percentage of employees who may opt out, the employer shall accept elections to opt out on a first come/first served basis. If the employee opts out, then in the month the employer is no longer required to pay the employee’s health care insurance premiums, the employer shall pay the employee an amount equal to fifty percent (50%) of the monthly premium savings as compensation for each month the employer does not have to pay the insurance premium. This payment will not be considered as part of the base wage compensation for calculating overtime, longevity, or any other special pay.

EAP: The City shall make 100% contributions of the premium necessary to provide employee coverage under the AWC Employee Assistance Program.

FSA Account: The Employer will set up a Flexible Spending Arrangement (FSA) account to allow employees to pay for qualified healthcare and daycare expenses on a pre-tax basis, as governed by Section 125 of the IRS Tax Code.

Life Insurance: Exempt employees shall be covered by a life insurance policy in the amount of \$100,000. The premium shall be paid in full by the City.

Deferred Compensation Plan: The City shall provide a deferred compensation plan for the voluntary contributions by employees covered by this policy.

State Pension Systems: Employees shall receive retirement benefits from the State Pension Systems as provided by State law. Uniformed Police Chief is eligible for coverage under the LEOFF pension system as provided for by state statute.

Leave Accrual

It is recognized that the ~~Employee Handbook City's Personnel Policies and Procedures~~ include provisions for the accrual and use ~~and cash-out~~ of leave time or other types of leave not covered by this policy. This policy is intended only to provide for the types and amounts of leave for employees covered by this ~~Exempt~~ Agreement.

Vacation Leave: Employees, working full-time, shall receive vacation leave based upon the following schedule. Vacation leave shall be accrued on a monthly basis.

1 – 5 years	12 days per year 96 hours per year
6 – 15 years	18 days per year 144 hours per year
16 – 19 years	20 days per year 160 hours per year
20+ years	22 days per year 176 hours per year

~~Each full-time and part-time~~ regular employee shall be entitled to accrue unused vacation leave not to exceed a maximum of two-hundred and forty (240) hours. All vacation leave shall be taken at a time mutually agreeable between the employee and the employer. Should the two-hundred and forty (240) hours maximum be exceeded through no fault of the employee, the employer shall pay the employee for all vacation in excess of the two-hundred and forty (240) hours at their standard rate of pay.

Employees shall accrue vacation leave in accordance with the aforementioned provisions. Employees who leave employment with the City prior to completion of one (1) years' service shall not be compensated for any accrued vacation time. Employees who have completed one (1) or more years of service and leave the employment of the City shall be eligible for pay for all accrued vacation leave not used.

Upon hiring in order to attract experienced personnel, the Mayor is authorized to place an individual on the accrual chart at a level commensurate with prior experience. Exempt employees are salaried and therefore, are required to use vacation leave only for absences in excess of four hours per day.

Sick Leave: Sick leave shall be accrued at the rate of one day per month or a total of 12 days per year. Accrual rates for employees working less than 40 hours per week shall be prorated. Exempt employees are salaried and therefore, are required to use sick leave only for absences in excess of four hours per day. ~~Sick Leave earned shall be credited to an employee's accrual only upon the completion of each calendar month.~~

The maximum accrual of sick leave shall be nine-hundred and sixty (960) hours. A note to return to work may be necessary for absences in excess of three days.

Sick leave may be used for any of the following reasons and purposes:

- Personal illness or incapacity of the employee
- Forced quarantine of the employee by a public health official
- Family leave as required by state and federal law
- Serious injury or illness of an eligible family member. ~~of the employee's household, not to exceed three (3) consecutive days~~
- ~~To attend the birth of the employee's child~~
- Maternity leave
- Medical or dental appointments of the employee, spouse or dependents when such appointments cannot be scheduled during off-duty hours;
- Or as set forth in the bereavement leave section of this Exempt policy.

Holiday Leave: Employees, covered by this policy, shall be entitled to holiday pay for all holidays designated by the City Council. In addition, employees shall receive 16 hours per year in holiday leave to be taken at their discretion. This additional holiday leave must be used within a calendar year or it will be forfeited. See chart for holidays recognized.

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Two "floating holidays"	Labor Day

New employees of the City shall be eligible for all holidays except the "floating holidays." New employees shall become eligible for "floating holidays" after four (4) months of continuous employment with the City.

Management Leave: It is recognized that employees covered by this policy are required and expected to work beyond the normal work-day/week to carry-out the duties of their position. Exempt employees are salaried and are not entitled to overtime or compensatory time for work in excess of 40 hours per week or 8 hours per day. ~~In recognition of the additional work time, exempt employees are entitled to take management leave in an amount agreed upon between the employee and his/her supervisor based upon the amount of extra time work. Additional work time shall not be recorded and exempt employees are not entitled to an hour for hour amount of management leave for additional hours worked.~~

Jury Duty: Employees may be granted time off with pay up to the maximum of ten (10) working days to serve on a jury or as a court witness. Any leave beyond ten (10) days

required for jury duty will be without pay. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

Military Leave: Employees of the City who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) calendar days per calendar year when they are performing ordered military training duty and while going to and from that duty. When possible, military leave notice should be in writing with a copy of the employee's Orders attached. Any authorized leave in excess of fifteen (15) calendar days will be charged to leave without pay or vacation at the option of the employee. Military leave shall be granted as required by state and federal law.

Bereavement Leave: Employees who suffer a death in their immediate family, upon submitting verification, shall be given up to five (5) days off with full pay within thirty (30) days of death. If additional leave is necessary, it may be granted and such leave shall be deducted from accrued sick leave. Immediate family shall be defined as spouse, children, grandchildren, siblings, parents and grandparents.



**CITY OF MILTON
PERSONNEL POLICY
COMPENSATION FOR EXEMPT EMPLOYEES
September 2020**

Purpose and Scope

This personnel policy applies to all employees of the City of Milton who are exempt from the Fair Labor and Standards Act and non-represented positions, not covered by collective bargaining agreements. This document provides policies for matters of salary, fringe benefits and other conditions of employment for exempt and non-represented positions. Unless otherwise stipulated, this policy covers all persons and positions noted above.

In the event these policies conflict with any City, State or Federal law, those laws shall prevail. This policy shall not supersede any provisions of an executed employment agreement between the City of Milton and an exempt employee. This policy covers matters of compensation and is not intended to provide the full spectrum of policies, regulations and conditions of employment. These provisions are not a contract, create no vested right, and may be amended at any time.

Salary Ranges

The City shall establish a salary range for each position covered by this policy on an annual basis, as recommended by the Mayor and approved by the City Council. A market survey of salaries for similar positions will normally be done annually in order to attract and retain qualified employees. The range shall have a beginning and ending salary. Upon initial appointment to a position, the Mayor shall set an employee's salary within the range based upon experience and qualifications. An employee's advancement through the range shall be based on performance.

Merit Pay

A written performance evaluation shall be conducted for an employee covered by this policy on an annual basis and on a schedule pre-determined by the employee and his/her supervisor. Based upon the performance evaluation, an employee's salary may be adjusted within the established range commensurate with his/her performance. Such merit pay adjustment shall be recommended by an employee's supervisor and approved by the Mayor.

Longevity Pay

In order to retain qualified employees in City service, an employee may be qualified for longevity pay. To be eligible for longevity pay, an employee must have reached the top of his/her salary range **and** served more than three (3) years in a position covered by this policy. Longevity pay shall be in the following increments:

3 – 5 years of service	1% of base salary
6 – 8 years of service	1.5% of base salary
8+ years of service	2% of base salary

Cost of Living Adjustment

Upon the recommendation of the Mayor and the approval of the City Council, employees' pay may be adjusted by an annual cost-of-living adjustment. Such adjustment shall also adjust the salary ranges.

Severance Pay

Exempt employees are "at will" employees and serve at the pleasure of the Mayor. No person, who voluntarily resigns, shall be entitled to severance pay. In the event an exempt employee is asked to resign, is laid off due to lack of work or funding, or is terminated without just cause while willing to perform the duties of the job, the employee shall receive severance pay in the following increments only if the City's separation agreement is signed by the employee:

13 - 24 months of service	One (1) months' pay
25 – 36 months of service	Two (2) months' pay
37+ months of service	Three (3) months' pay

Uniform Allowance

Uniformed employees whose duties are not primarily administrative in nature will be eligible for uniform allowance of up to \$1200 per year which will be taxable as per IRS regulations, to be paid on the second paycheck of each-calendar year. At the discretion of the Mayor, City of Milton apparel may be provided to employees who regularly attend meetings or other engagements as a representative of the City.

Benefits

Certain benefits are required for public employees by Federal and State law. This policy covers only those benefits that are discretionary on the part of the City.

Health Insurance: The City shall pay ninety percent (90%) of the monthly premium necessary to provide coverage under AWC HealthFirst Plan for full-time employees and dependents. The City shall also pay 100% of the monthly premiums necessary to provide Kaiser Permanente \$200 Deductible plan, AWC Vision Service Plan, Delta Dental Plan "J" and Orthodontia Rider Plan V or Willamette Dental coverage for full-time employees and dependents. Employee's working less than full time shall pay a prorated share of the insurance premium based on the hours of work. The Chief of Police shall be given the option to choose the plan that is offered to the Milton Police Guild or to participate in the plan being offered to all other employees.

Opt Out Provision: An employee may elect to opt out of medical insurance coverage for spouse and or dependents, provided that the employee has medical insurance coverage through another provider for them, and this decision is in conjunction with the annual, enrollment period. In the event that the terms of the medical insurance policy limit the number or percentage of employees who may opt out, the employer shall accept elections to opt out on a first come/first served basis. If the employee opts out, then in the month the employer is no longer required to pay the employee's health care insurance premiums, the employer shall pay the employee an amount equal to fifty percent (50%) of the monthly premium savings as compensation for each month the employer does not have to pay the insurance premium. This payment will not be considered as part of the base wage compensation for calculating overtime, longevity, or any other special pay.

EAP: The City shall make 100% contributions of the premium necessary to provide employee coverage under the AWC Employee Assistance Program.

FSA Account: The Employer will set up a Flexible Spending Arrangement (FSA) account to allow employees to pay for qualified healthcare and daycare expenses on a pre-tax basis, as governed by Section 125 of the IRS Tax Code.

Life Insurance: Exempt employees shall be covered by a life insurance policy in the amount of \$100,000. The premium shall be paid in full by the City.

Deferred Compensation Plan: The City shall provide a deferred compensation plan for the voluntary contributions by employees covered by this policy.

STATE PENISON SYSTEMS: Employees shall receive retirement benefits from the State Retirement Systems as provided by State law. Uniformed Police Chief is eligible for coverage under the LEOFF pension system as provided for by state statute.

Leave Accrual

It is recognized that the Employee Handbook include provisions for the accrual and use of leave time or other types of leave not covered by this policy. This policy is intended only to provide for the types and amounts of leave for employees covered by this Exempt Agreement.

Vacation Leave: Employees, working full-time, shall receive vacation leave based upon the following schedule. Vacation leave shall be accrued on a monthly basis.

1 – 5 years	96 hours per year
6 – 15 years	144 hours per year
16 – 19 years	160 hours per year
20+ years	176 hours per year

Each full-time regular employee shall be entitled to accrue unused vacation leave not to exceed a maximum of two-hundred and forty (240) hours. All vacation leave shall be taken at a time mutually agreeable between the employee and the employer. Should the two-hundred and forty (240) hours maximum be exceeded through no fault of the employee, the employer shall pay the employee for all vacation in excess of the two-hundred and forty (240) hours at their standard rate of pay.

Employees shall accrue vacation leave in accordance with the aforementioned provisions. Employees who leave employment with the City prior to completion of one (1) years' service shall not be compensated for any accrued vacation time. Employees who have completed one (1) or more years of service and leave the employment of the City shall be eligible for pay for all accrued vacation leave not used.

Upon hiring in order to attract experienced personnel, the Mayor is authorized to place an individual on the accrual chart at a level commensurate with prior experience. Exempt employees are salaried and therefore, are required to use vacation leave only for absences in excess of four hours per day.

Sick Leave: Sick leave shall be accrued at the rate of one day per month or a total of 12 days per year. Accrual rates for employees working less than 40 hours per week shall be prorated. Exempt employees are salaried and therefore, are required to use sick leave only for absences in excess of four hours per day. Sick Leave earned shall be credited to an employee's accrual ~~only~~ upon the completion of each calendar month.

The maximum accrual of sick leave shall be nine-hundred and sixty (960) hours. A note to return to work may be necessary for absences in excess of three days.

Sick leave may be used for any of the following reasons and purposes:

- Personal illness or incapacity of the employee
- Forced quarantine of the employee by a public health official
- Family leave as required by state and federal law
- Serious injury or illness of an eligible family member.
- Maternity leave
- Medical or dental appointments of the employee, spouse or dependents when such appointments cannot be scheduled during off-duty hours;
- Or as set forth in the bereavement leave section of this Exempt policy.

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Agenda Item #:6E

To: Mayor Styron-Sherrell and City Councilmembers
From: Jamie Carter, City Engineer
Date: September 8, 2020
Re: **Contract Acceptance – West Milton Ball Field Irrigation**

ATTACHMENTS: Quotation Template- *Not attached at this time*
Contract-*Not attached at this time*

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommended Motion: “I move to authorize the Mayor to sign the contract with _____ for \$_____ plus applicable sales tax, to install irrigation at the West Milton Ball Field.”

Issue: The West Milton Ball Field was recently filled and leveled. In order to keep this facility in peak operating performance the City wishes to install irrigation to protect the fields. In order to meet the seeding window for this year, the work should be accomplished before October.

Discussion This project was accounted for in the 2020 budget. The project is proposed to be paid for by Fund 310.

Packets are due by Thursday at 5pm. We were unable to complete the contract in time. Due to the sensitivity of timing, this agenda bill serves as a place holder. An updated agenda bill and supporting documents will be distributed Tuesday, September 8th.

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To: City Councilmembers
From: Mayor Styron Sherrell
Date: September 8, 2020
Re: **Temporary Meeting Start Time Change**

ATTACHMENTS: 1. Ordinance 1992-20

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: "I move to adopt the attached Ordinance 1992-20, establishing a temporary meeting start time at 6:00PM during the Governor's Emergency Proclamation 20-28 and all extensions of that order."

Issue: Due to the COVID-19 pandemic, the city is closed to the public and under Proclamation 20-28, is unable to hold a public meeting. During this time council, staff and the public are using Zoom to attend council meetings virtually. In order to operate efficiently during this Emergency Order, we have established a start time of 6:00pm and end time of 8:00pm unless extension of meeting is voted on by council.

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CITY OF MILTON, WASHINGTON

ORDINANCE NO. 1992-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, ESTABLISHING A TEMPORARY MEETING START TIME 6:00 P.M., DURING THE PENDENCY OF GOVERNOR'S EMERGENCY ORDER 20-28 AND ALL EXTENSIONS OF THE ORDER, PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, the Open Public Meeting Act Chapter 42.30 RCW (OPMA) requires that the City establish a regular meeting time and date by ordinance; and

WHEREAS, Section 2.04.010 MMC establishes regular City Council meeting dates on the first and third Mondays of each month as regular meeting dates and additional times at 7:00 p.m. for a regular study session; and

WHEREAS, in order to more efficiently operate under the current pandemic conditions, the City Council deems it to be in the public interest to establish a temporary meeting start time of 6:00 p.m.; and

WHEREAS, the City intends that the 6:00 p.m. meeting start time be temporary and applicable only to the meetings conducted under the Governor's Emergency Order 20-28 and extensions thereof applicable to the OPMA during the period of pandemic;

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

Section 1. The City Council hereby deems it to be in the public interest during the current pandemic and the pendency of the Governor's Emergency Order 20-28 and all extensions thereof to establish a meeting start time of 6:00 p.m. and end time of 8:00 p.m. on the regular meeting dates established by MMC 2.04.010. These meeting dates and start times are established pursuant to statutory requirement and shall be applicable only during the pendency of emergency orders which suspend or modify the Open Public Meetings Act.

Section 2. This ordinance shall not be applicable to any meeting conducted in a period in which the Open Public Meetings Act provisions have not been suspended by emergency order.

Section 3. Effective Date. This ordinance shall take effect and be in full force five (5) days from and after publication.

Passed by the Milton City Council the _____ day of _____ 2020, and approved by the Mayor, the ____ day of _____ 2020.

SHANNA STYRON SHERRELL, MAYOR

ATTEST/AUTHENTICATED:

TRISHA SUMMERS, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY /s/ W. Scott Snyder

FILED WITH THE CITY CLERK: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO. _____