



BUCKLEY CITY COUNCIL AGENDA

Tuesday, January 28, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #02-25, Next Resolution #25-01, Next Agenda Bill #25-003

Or Via Zoom:

<https://us02web.zoom.us/j/83366597529?pwd=N2hMTmh5eEZ4TGpJd2dpbFp0cnkvdz09>

Call-in Number: 253-215-8782

Meeting ID: 833 6659 7529 Meeting Passcode: 863441

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call
3. Agenda Modifications
4. Announcements, Appointments and Presentations
 - a. Street Naming Presentation – **Bob Britschgi**

B. PUBLIC COMMENTS - *Time Limit of Three Minutes* (Citizens wishing to speak are Encouraged to sign up at City Hall by Wednesday prior to the Council Meeting)

C. COMMITTEE REPORTS

- | | |
|----------------------------------------|-----------|
| 1. Mayor's Report | Burkett |
| 2. Senior Citizens Advisory Commission | Bergerson |
| 3. Citizens Advisory Commission | Anderson |

D. CONSENT AGENDA

- a. Approve the Minutes of the October 1, 2024, City Council Study Session
- b. Claims & Payroll

E. REGULAR AGENDA

1. RESOLUTIONS

- a. RES No. 25-____: Declaring Surplus Property

2. NEW BUSINESS

- a. Safe Streets for All Comprehensive Safety Action Plan – Engineering Services Proposal

F. STAFF REPORTS

1. City Administrator Update

G. PUBLIC COMMENTS - *Time Limit of Three Minutes*

H. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

I. ADJOURNMENT

B. PUBLIC COMMENTS

C. COMMITTEE REPORTS

D. CONSENT AGENDA

**CITY COUNCIL
STUDY SESSION
October 1, 2024**

ATTENDEES: Council members Smith, Burbank, Green, Bergerson, Arsanto, Bender (via Zoom) and Anderson (via Zoom).

Also in attendance were Mayor Burkett, City Administrator Brunell, Finance Director Hines, Judge Berry, Court Administrator Cash, Parks and Recreation Director Snodgrass, Fire Chief Skogen and Police Chief Alfano.

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:03 PM.

Budget Presentations:

Court:

Judge Berry updated the Council that there aren't a lot of changes or things to discuss regarding the budget. The big ask for the Court is the purchase of Laserfiche software program and desktop scanners to assist in the transition to paperless Court files. City Administrator Brunell added that this budget request will be fully funded by a grant from the Dept. of Commerce.

Police:

Police Chief Alfano spoke to the Council that for the 2025-2026 budget there are just incremental adjustments with salaries and benefits. The biggest increase is in the professional services dispatch, this is due to an agreement with Pierce County and radio access fees. The Police Department did budget for a new police vehicle for each year and that will include outfitting the car and a police radio.

According to the 2019 Comprehensive Plan that was approved there should have been 14 officers in 2025. The police department currently has 11 and so the budget will include bringing on a new officer in 2026. As call volumes rise and the number of tickets the need for adding a new officer is needed to have 12 officers.

Fire:

Chief Skogen discussed that for the 2025-2026 budget the general fund position was greatly reduced because of the successful passing of the EMS Levy for 2025. What Chief Skogen would like to focus on for the upcoming budget would be to stay on top of repairs, take care of the vehicles that they have, and to stay on required maintenance that has fallen behind. He would like to slowly increase staffing to hire a 4th firefighter to ensure staffing 24/7/365.

As far as the capital reserve for fire engines and EMS vehicles, Mr. Skogen does not see a need for that in the next two years. The other funds just involve day-to-day operating costs. Lastly one request is to bring on the part-time administrative assistant to full-time, which is greatly needed to maintain the building to be open during office hours.

Parks & Recreation:

The Parks and Recreation Director Snodgrass spoke on anticipated key projects for 2025-2026 such as: Boards and Commissions, Buckley Hall, community recreation facilities, parks, senior center and youth center.

Requests that director Snodgrass is asking for is to replace the aging mower that mows larger open spaces, replacing the HVAC system before it becomes an emergency repair at Buckley Hall and youth center.

Council member Arsanto agreed now is the time to replace the mower before it gets worse. Council member Burbank asked if the HVAC systems will go out to bid and yes, they will Ms. Snodgrass answered.

Proposed Ordinance Regulating Camping in Public Spaces:

City Administrator Brunell updated the Council that the purpose of this is to present the proposed ordinance regarding camping in public parking and rights-of-way. Due to the opening of the White River Bridge Trail crossing the City is anticipating an increase in camping on public property. The Council members discussed options, and all members agreed a full ban is what they would prefer and no camping in a vehicle.

2025 Legislative Priorities:

City Administrator Brunell wanted to thank Council member Green for bringing this forward. This is providing an overview of regional legislative priorities and present an opportunity for the Council to discuss legislative priorities specific to Buckley.

Summary of 2024 legislative priorities included public safety, traffic on SR 410, and local revenue. In the memo that was included in the packet, it discussed priority issues, significant issues and support issues.

Council members Arsanto, Smith, and Bergerson all agreed and discussed they would like to see the citizens vote on the property tax and not the Council.

Council member Burbank asked Chief Skogen his thoughts on the firefighter safety and electrification response. Chief Skogen responded that he does support this and there is a need for it due to more electric vehicles and electric storage systems.

Council member Green added that he would like the Council to consider a list of their wish lists and discuss the legislative priorities further.

With nothing further, the Study Session was adjourned at 7:19 PM.

City Administrator

Mayor

Prepared by: Jessica Clark, Deputy City Clerk

CITY OF BUCKLEY			
Payroll and Claims/Treasurer Checks - December 2024			
January 14, 2025 Council Meeting			
FUND #	FUND NAME	AMOUNT	ITEM
001	General Fund	\$ 451,032.14	Payroll
		\$ 242,483.26	Claims/Treasurer Checks
003	GF Cumulative Reserve	\$ -	Claims/Treasurer Checks
004	Cemetery	\$ -	Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve	\$ -	Payroll
		\$ 6,905.19	Claims/Treasurer Checks
008	Railroad ROW	\$ 1,430.43	Payroll
		\$ -	Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ 282,610.25	Claims/Treasurer Checks
035	Park Construction	\$ 2,000.00	Claims/Treasurer Checks
101	Street Operations	\$ 9,124.43	Payroll
		\$ 16,605.47	Claims/Treasurer Checks
102	Street Capital Improvement	\$ 35,435.05	Claims/Treasurer Checks
103	Transportation Benefit District	\$ -	Claims/Treasurer Checks
105	EMS	\$ 29,454.20	Payroll
		\$ 34,705.11	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	\$ 4,020.03	Claims/Treasurer Checks
136	Visitor Promotion	\$ 12,154.25	Claims/Treasurer Checks
202	Fire Station Construction Bond	\$ -	Claims/Treasurer Checks
307	Capital Improvement	\$ 87,109.39	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
		\$ 16,464.64	Claims/Treasurer Checks
401	Natural Gas Operations	\$ -	Claims/Treasurer Checks
402	Water Sewer Operations	\$ 136,741.61	Payroll
		\$ 75,339.62	Claims/Treasurer Checks
403	Solid Waste	\$ -	Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ 25,273.41	Claims/Treasurer Checks
406	Water Construction	\$ 6,743.26	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 37,823.67	Payroll
		\$ 17,917.95	Claims/Treasurer Checks
408	Stormwater Construction	\$ 23,426.50	Claims/Treasurer Checks
430	Utility Equipment Reserve	\$ -	Claims/Treasurer Checks
631	Municipal Court Trust	\$ 18,061.54	Claims/Treasurer Checks
632	Custodial Activities	\$ 6,421.01	Claims/Treasurer Checks
	Total Payroll	\$ 665,606.48	
	Total Claims & Treasurer Checks	\$ 913,675.93	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	December- mid-month draw & end of month		
Claims =	December - all batches		

E. REGULAR AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: RES No. 25-___: Declaring Surplus Property.	Agenda Date: January 28, 2025		AB25-03
	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk		X
	Finance Dept		
	Building Official		
	Fire Dept	X	
	Community Services		
	Planning Dept		
Fiscal Impact: n/a	Police Dept		
Fund Source: n/a	Municipal Court		
Timeline: Upon approval	PW/Utilities		
Staff Contact: Eric Skogen, Fire Chief			
Attachments: Resolution			
SUMMARY STATEMENT: The Fire Department's 2006 Ford Ambulance has incurred repairs that are needed which would exceed the value of the vehicle. The acceptance of a 2024 Ambulance now renders the 2006 Ambulance as obsolete. East Pierce Fire & Rescue has also donated a 2017 Ford Ambulance for use at the Town of Wilkeson Fire Station. This addition renders a 2001 Ford Ambulance that is owned by the City of Buckley as obsolete. Staff recommends declaring both the 2001 and 2006 Ford Ambulances as surplus for disposal of said property in accordance with City's Municipal Code – BMC Chapter 3.66			
COMMITTEE REVIEW AND RECOMMENDATION: Not Reviewed by Committee			
RECOMMENDED ACTION: Move to Approve the Resolution n25-01 Declaring Surplus Property.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

CITY OF BUCKLEY, WASHINGTON

RESOLUTION NO. 25-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON DECLARING SURPLUS PROPERTY AND AUTHORIZING DIPOSAL OF SAID PROPERTY

WHEREAS, the City Council of the City of Buckley intends to declare the following property as surplus:

- A 2006 Ford Road Rescue Ambulance (VIN: 1FDXE45P35HB10008), and
- A 2001 Ford Wheeled Coach Ambulance (VIN: 1FDXE45F31HA88304), and

WHEREAS, it is determined the property listed is not presently needed by the City and will not be need by the City in the foreseeable future; and

WHEREAS, the property listed is no longer of value to the city;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BUCKLEY:

Section 1. The City Council of the City of Buckley hereby declares the inventory or property previously defined in the text of this Resolution as surplus and further authorizes the disposal of said property in accordance with City's Municipal Code – BMC Chapter 3.66.

Introduced, passed and approved this 28th day of January 2025.

Beau Burkett, Mayor

ATTEST:

Trevia Zumek, City Clerk

APPROVED AS TO FORM:

Phil Olbrechts, City Attorney

Posted: _____



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Safe Streets for All Comprehensive Safety Action Plan – Engineering Services Proposal Cost Impact: \$250,000 Fund Source: SS4A Grant, City Fund 102 Timeline: ASAP	Agenda Date: January 28, 2025		AB25-004
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Engineer	X	
	City Clerk		X
	Finance Dept		
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
Police Dept			
PW/Utilities	X		
Staff Contact: Chris Banks or Dom Miller			
Attachments: Engineering Services Proposal			
SUMMARY STATEMENT: T This is an Engineering Services Proposal for the SS4A Comprehensive Safety Action Plan. Proposal includes traffic modeling of SR410 Corridor. City received a \$250,000 grant for preparation of this planning document.			
COMMITTEE REVIEW AND RECOMMENDATION: NA			
RECOMMENDED ACTION: Move to Approve the Engineering Services Proposal for the SS4A Comprehensive Safety Action Plan.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



January 17, 2025

Ms. Courtney Brunell
City Administrator
City of Buckley
P.O. Box 1960
Buckley, Washington 98321

SUBJECT: ENGINEERING SERVICES PROPOSAL FOR SAFE STREETS FOR
ALL COMPREHENSIVE SAFETY ACTION PLAN
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON
G&O #25204.00

Dear Ms. Brunell:

Gray & Osborne has developed this Proposal to provide design engineering services for the Safe Streets for All (SS4A) Comprehensive Safety Action Plan also known as Local Road Safety Plan.

The attached Exhibit A defines the Scope of Work for the preparation of the planning document. The attached Exhibit B includes a breakdown of hours and fees for this work. The estimated cost for completing the Scope of Work is \$250,000.

Thank you for the opportunity to provide this Proposal. Should you concur with this Engineering Services Proposal, please execute the authorization on the following page and return a copy of this transmittal to me.

Sincerely,

GRAY & OSBORNE, INC.

Dominic J. Miller, P.E.

DJM/sp
Encl.

cc: Mr. Chris Banks, Public Works Director, City of Buckley



Ms. Courtney Brunell
January 17, 2025
Page 2

**CITY OF BUCKLEY –ENGINEERING SERVICES FOR SS4A
COMPREHENSIVE SAFETY ACTION PLAN**

Gray & Osborne, Inc. is hereby authorized to proceed with the engineering services as noted herein and under the terms and conditions of our current General Engineering Services Contract dated September 14, 2011, for a cost not to exceed \$250,000 as noted herein without further specific written and additional authorization from the City.

Name (Print)

Title

Signature

Date

EXHIBIT A
SCOPE OF WORK
CITY OF BUCKLEY
SS4A COMPREHENSIVE SAFETY ACTION PLAN

PROJECT OVERVIEW

The City of Buckley plans to complete its Safe Streets Action Plan (Action Plan) in conformance with the requirements of the United States Department of Transportation – Safe Streets and Roads for All (SS4A) grant requirements. The goal of the Action Plan is to commit to an eventual goal of zero roadway fatalities and serious injuries.

The City of Buckley Action Plan will develop a strategy for improvements to promote safety for all roadway users with a focus on reducing pedestrian crashes, reducing fatal and serious injury crashes, and lowering vehicular operating speeds. The Action Plan will analyze existing conditions and historical trends to provide a baseline by which to measure improvements that result from implementation of the Action Plan. Ultimately, the Action Plan will identify a comprehensive set of projects informed by the Action Plan’s goals, data acquisition, safety and equity reviews, and policy/standards revisions that were all part of the public process and alternatives analysis.

The Comprehensive Safety Action Plan is funded by SS4A grant funds and includes the following key components.

- A. Leadership commitment and goal-setting that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- B. Planning structure through a committee, Task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- C. Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- D. Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- E. Equity considerations developed through a Plan, using inclusive and representative processes.

- F. Policy and process changes that assess the current politics, Plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.

The City has requested a Scope of Work for engineering services to develop the Safe Streets Action Plan.

ASSUMPTIONS

1. This work does not include design of specific projects recommended in the Action Plan.
2. This work does not include regulatory permitting or NEPA.
3. This work does not include right-of-way acquisition.
4. This work does not include construction of improvements.

PLANNING TASKS

The work will include the following Tasks.

Task 1 – Project Management and Oversight

Objective: Provide overall project management and oversight of the project work by the Principal-in-Charge and Project Manager.

- A. Provide overall project management and oversight services, to include the following.
 1. Procure sufficient staff resources to dedicate to the project.
 2. Prepare and execute Subconsultant Contracts.
 3. Manage Subconsultant work.
 4. Manage and control project budget and schedule.
 5. Manage and provide monthly Progress Reports and invoices.
- B. Coordinate responses and incorporate City review comments on Planning Document submittals.

Task 2 – Establish a Committee

Objective: Work with the City to establish a Committee charged with the Plan development and implementation and monitoring of the Action Plan. Committee members are anticipated to include City Staff, Planning Commission members, and City Council members.

Task 3 – Analyze Existing Conditions

Objective: Analyze existing conditions and historic trends to determine a baseline level of crashes.

- A. Analyze existing crash data, maintenance logs, safety audits, and traffic violations for fatality and serious injury accidents across the City of Buckley.
- B. Analyze the locations where there are crashes, the severity of contributing factors, and crash types.
- C. Analyze systemic and specific safety needs for users.
- D. Prepare a geospatial identification map of the higher risk locations.

Task 4 – Public Engagement

Objective: Engage with the public and relevant stakeholders for information and collaboration regarding street safety.

- A. Hold one public open house to engage the public, and invite the private sector and community groups.
- B. Meet with the Washington State Department of Transportation (WSDOT) regarding the Action Plan development.

Task 5 – Equity Analysis and Equity Impact Assessment

Objective: Consider equity, using an inclusive and representative process.

- A. Identify underserved communities through data.
- B. Analyze equity in collaboration with appropriate partners, focused on the initial equity impact assessments of the proposed projects and strategies, and population characteristics.

Task 6 – Assessment of Current Policies, Plans, and Standards

Objective: Assess current policies, plans, and standards to identify opportunities to improve how processes prioritize safety.

- A. Assess current policies, plans, and standards that impact road safety.
- B. Include recommended implementation of changes to prioritize safety through the adoption of revised or new policies, guidelines, and/or standards.

Task 7 – Traffic Modeling of SR 410 Corridor

Objective: Complete traffic modeling of the SR 410 corridor to identify effective strategies for safety improvements. Services are to be provided by the Subconsultant (The Transpo Group).

- A. The Subconsultant Scope of Work is attached as Exhibit C.

Task 8 – Safety Project and Strategy Identification

Objective: Identify and prioritize safety projects/strategies and a time range for the development of strategies and projects.

- A. Identify and prioritize safety projects using proven solutions (Chevron signs, roundabouts, crosswalks, capital projects, and maintenance work).
- B. Identify and prioritize safety strategies (consider targeted enforcement and education).
- C. Explain prioritization criteria.
- D. Describe how progress will be measured over time and include the outcome data.
- E. Post the Action Plan publicly, online.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

DELIVERABLES

At the conclusion of the design effort and during the course of the Project, as applicable, the Engineer will deliver to the City the following documents.

1. A pdf copy of the Draft Plan.
2. A pdf copy of the Final Plan.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Buckley - SS4A Comprehensive Safety Action Plan

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	AutoCAD Technician Hours
1 Project Management and Oversight	40		
2 Establish a Committee	12		
3 Analyze Existing Conditions	40	180	80
4 Public Engagement	32	32	
5 Equity Analysis and Equity Impact Assessment	12	24	
6 Assessment of Current Policies, Plans, and Standards	16	32	
7 Traffic Modeling of SR 410 Corridor	16	40	32
8 Safety Project and Strategy Identification	64	180	80
9 Quality Assurance/Quality Control	24	40	
Hour Estimate:	256	528	192
Estimated Fully Burdened Billing Rate:*	\$255	\$145	\$125
Fully Burdened Labor Cost:	\$65,280	\$76,560	\$24,000

Total Fully Burdened Labor Cost: \$ 165,840

Direct Non-Salary Cost:

Mileage & Expenses (@ IRS Rate) \$ 978

Subconsultant

Traffic Modeling (The Transpo Group) \$ 75,620

Subconsultant Overhead (10%) \$ 7,562

TOTAL ESTIMATED COST: \$ 250,000

* Actual labor cost will be based on each employees actual rate, estimated rates are for determining total estimated cost only. Fully burdened rates include direct salary cost, overhead, and profit.

Exhibit C -- Scope of Services, Fee & Schedule

Client Name:	Gray & Osborne, Inc.		
Project Name:	SR 410 Corridor Traffic Analysis		
Exhibit Dated:	December 3, 2024	TG:	1.24406.PR

Purpose

City of Buckley staff have expressed concerns about current queuing and operations along State Route (SR) 410 and the Washington State Department of Transportation (WSDOT) proposed roundabouts along the corridor. This study will utilize microsimulation and intersection analysis software to evaluate the effectiveness of potential corridor solutions to alleviate congestion and queuing.

Key Assumptions

No formal public outreach activities or materials are assumed to be included in the scope of work, besides meetings with the project team. Any public outreach as part of the project would be initiated and led by others.

Scope of Services

The scope of work is focused on the following six (6) tasks.

Task 01—Project Management and Meetings

Project Reporting and Invoicing

Provide continuous project management administration (billing invoices, monthly progress reports) and coordination with the Client staff throughout the project's duration. Monitor the project budget and schedule.

Project Meetings (Including Kick Off)

In most cases, project meetings are anticipated to include a slide deck to summarize technical information.

- Project Meeting 1 – Project Kick-off, Data Collection Plan and Methodology (Virtual)
- Project Meeting 2 – Review Forecasts (Virtual)
- Project Meeting 3 – Alternative Selection Working Meeting (In person)
- Project Meeting 4 – Initial Results Review (Virtual)
- Project Meeting 5 – Final Results Review & Project Close Out (In person)

Deliverables

- *Project Administration including schedule updates and invoices.*
- *Project team meeting agendas, materials, and summaries of key outcomes*

Task 02—Data Collection Plan and Modeling/Analysis Methodology

Data Collection Plan

Several forms of data will be collected along the SR 410 corridor in the Cities of Enumclaw and Buckley including AM and PM peak period turning movement counts, queuing data, daily volume counts, vehicle classification counts, and travel time data. Additionally, signal timing information will be acquired from WSDOT or City staff. The following describes the vehicle data collection effort:



Peak Period Turning Movement Counts

Weekday AM (7 to 9 AM) and PM (2 to 7 PM) peak period turning movement counts will be collected at the following times and intersections along the SR 410 corridor:

- SR 410/Warner Avenue/SE 456th Street (PM Only)
- SR 410/244th Avenue SE (PM Only)
- SR 410/Park Avenue (AM and PM)
- SR 410/Main Street (AM and PM)
- SR 410/SR 165 (AM and PM)
- SR 410/Hinkleman Extension Road (AM and PM)
- SR 410/Mundy Loss Road (AM and PM)

Queueing Data

Weekday PM (2 to 7 PM) peak period queueing data will be collected at the following three locations along SR 410:

- SR 410/Warner Avenue/SE 456th Street
- SR 410/244th Avenue SE
- SR 410/Park Avenue

Cameras will be utilized to collect queueing data at the intersections described above. In addition to camera collection, PM peak period observations will be conducted along the corridor on one mid-weekday to document the overall extent of traffic queues in the area.

Daily Volume Data

Three-day mid-week average daily data will be collected at one location along SR 410 south of Park Avenue. Mid-week average daily data collection will include volumes and FHWA vehicle classification.

Corridor Travel Time Data

Existing corridor travel time data will be collected using Google travel time, INRIX, or similar travel time data sources.

Analysis Methodology

The analysis methodology will include existing model development and calibration, development of a future baseline model scenario, and alternatives analysis scenarios.

Transpo will code the existing model to reflect existing network and traffic conditions during a typical weekday. Calibration of the VISSIM Model will follow WSDOT and FHWA Protocols.

Transpo will develop the Baseline Forecast Year Model. Forecast traffic volumes for the PM peak period will be developed from the previous Parametrix analysis, Puget Sound Regional Council (PSRC) travel demand model, the City's Comprehensive Plan, or similar forecasting method in discussion with the Client and City staff. The network is assumed to be the same as existing year model, though traffic signal parameters may be adjusted based on new traffic volumes.

Transpo will develop future alternatives analysis scenarios as discussed in Task 05. The report will show measures of effectiveness (MOE's) consistent with WSDOT and FHWA Protocols.

Deliverable

Volume, classification, travel time data, and analysis methodology will be summarized in a section of a technical document.

Task 03—Intersection Operations Analysis

Transpo will calculate peak hour levels of service (LOS) at study intersections based on methodologies described in the *Highway Capacity Manual*. Intersection operational analysis will be completed utilizing Synchro or Sidra depending on the intersection traffic control. Weekday AM and PM peak hour traffic operations will be completed at the following five intersections:

- SR 410/Park Avenue
- SR 410/Main Street
- SR 410/SR 165
- SR 410/Hinkleman Extension Road
- SR 410/Mundy Loss Road

The operations analysis will be completed for the AM and PM peak hour for existing conditions. The future scenarios will also have intersection operations analysis performed, but this will be limited for the PM peak hour and as needed to support the microsimulation modeling analysis or comparisons to past corridor analysis.

Deliverable

The intersection operations will be summarized in a section or sections of a technical document.

Task 04—Microsimulation Modeling

Weekday PM peak period corridor operations will be modeled using VISSIM. The microsimulation analysis is the preferred tool to reflect and address significant queuing along the corridor. A five-hour PM peak period is anticipated to represent how queuing builds and dissipates over the course of a typical afternoon. For corridor measures of effectiveness, the peak one-hour operations will be reported.

The existing network will be coded to match the current traffic control and number of lanes throughout the network. The existing conditions model will be calibrated based on traffic volumes collected in early 2025 as well corridor travel times. Existing corridor travel time data will be based on Google travel time, INRIX, or similar travel time data. The VISSIM model will be calibrated to WSDOT and FHWA protocols.

The analysis will identify the individual intersection and corridor performance. MOE's such as corridor travel times and intersection/corridor delay will be summarized.

Traffic volume forecasts for the study area will be based on forecasts prepared by Parametrix, PSRC travel demand model, the City's Comprehensive Plan, application of growth rate, or similar forecasting method. Transpo will review the final volume forecasts with the Client and City staff prior to utilization in the microsimulation.

Deliverable

A section in a technical report that summarizes the results and documents the calibration, development of the future year forecasts.

Task 05—Alternatives Analysis

Up to three forecast alternatives scenarios will be evaluated including:

- No Action Alternative (same as existing conditions network)
- Action Alternative including the proposed roundabouts at the SR 410/Park Avenue, SR 410/Main Street, SR 410/SR 165, and SR 410/Mundy Loss Road intersections based on previous 2019 study
- Transpo will work with the Client and City staff to develop a third Action Alternative for evaluation after reviewing technical analysis. This may include iterative work with Synchro or Sidra analysis before testing in the microsimulation format.

Improvements will be identified for the corridor and subarea targeting compliance with City of Buckley and WSDOT operational standards.

Transpo anticipates three meetings as part of this task, including one working meeting to develop the third action alternative for evaluation.

Deliverable

A section in a technical document summarizing the Alternatives analysis and microsimulation MOE's.

Task 06—Project Report

Transpo will provide a draft technical report documenting the data collected, intersection operations, and microsimulation MOE's for the existing and three forecast alternatives. The document will be finalized after one round of comments from the project team.

Deliverable

Draft and final project report.

Fee

A fee for each task is outlined in Table 1. Reimbursable expenses are invoiced at cost plus fifteen percent (15%).

Table 1. Fee by Task

Task	Description	Fee
01	Project Management and Meetings	\$15,410
02	Data Collection Plan and Modeling/Analysis Methodology	\$5,850
03	Intersection Operations Analysis	\$6,840
04	Microsimulation Modeling	\$13,060
05	Alternatives Analysis	\$11,880
06	Project Report	\$9,930
	Reimbursable Expenses	\$12,650
Total		\$75,620

Transpo will work closely with the project team and the Client to assure all efforts are directed in a manner consistent with overall project objectives. Should the scope of services or project information change following contract execution, Transpo will notify the Client if these changes will affect the fee and require a contract amendment.

Schedule

Transpo anticipates completing Tasks 01 to 05 within 8 weeks after data is collected in January 2025. This schedule can be impacted by factors outside the control of Transpo. Should the scope of services or project information change following contract execution, Transpo will notify the Client if these changes will affect the schedule and require a contract amendment.