



# BUCKLEY CITY COUNCIL AGENDA

Tuesday, May 13, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #04-25, Next Resolution #25-03, Next Agenda Bill #25-019

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

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## A. CALL TO ORDER

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

## 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. Admin/Finance/Public Safety Committee
3. Senior Citizens Advisory Commission
4. Planning Commission

## D. CONSENT AGENDA

- a. Final Acceptance – Foothills Trail Parking Lot Project
- b. Final Acceptance – Mundy Loss Road Storm Project
- c. Claims and Payroll
- d. Approve Minutes of January 14, 2025, City Council Meeting
- e. Approve Minutes of January 28, 2025, City Council Meeting
- f. Approve Minutes of February 11, 2025, City Council Meeting

## E. REGULAR AGENDA

### 1. NEW BUSINESS

- a. Purchase of Springbrook Cirrus Financial Software

## F. STAFF REPORTS

1. 1<sup>st</sup> Quarter 2025 Public Safety Report
2. 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 AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Final Acceptance- Foothills Trail Parking Lot Project</b>  Cost Impact: \$220,688.05 Fund Source: Fund 307 Timeline: 2025	<b>Agenda Date: May 13, 2025</b>		<b>AB25-019</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		X
	City Attorney		X
	City Engineer		X
	City Clerk		X
	Finance Dept		
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
	Police Dept		
	Municipal Court		
	PW/Utilities	X	
<b>Staff Contact:</b> Public Works Director, Chris Banks or City Engineer, Dom Miller			
<b>Attachments:</b> Notice of Completion, Final Contract Voucher, Progress Estimate- Foothills Trail Parking Lot Project			
SUMMARY STATEMENT: Staff is requesting and recommending that the City Council grant final acceptance to the Foothill Trail Parking Lot Project. Pursuant to the engineer's certification, the project has been constructed in conformity to the approved plans and specifications.			
COMMITTEE REVIEW AND RECOMMENDATION: NA			
RECOMMENDED ACTION: Consent Agenda			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



February 28, 2025

Mr. Chris Banks  
Public Works Director  
City of Buckley  
P.O. Box 1960  
Buckley, Washington 98321

SUBJECT: FINAL PROGRESS ESTIMATE 2, PROJECT ACCEPTANCE, AND  
RELEASE OF RETAINAGE; FOOTHILLS TRAIL PARKING LOT  
PROJECT  
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON  
G&O #21255.00

Dear Mr. Banks:

This letter provides the City with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage.

## 1. FINAL PROGRESS ESTIMATE

We have enclosed the signed Final Contract Voucher and Progress Estimate 2, which is the final progress estimate for this project. The amount due the contractor and the amount to be deposited in the retainage account are as follows:

<u>Payment to Contractor</u>	<u>Amount to be Deposited in Retainage Account</u>
\$27,816.00	\$1,464.00

## 2. PROJECT COMPLETION ACCEPTANCE

The project has been completed in compliance with the Contract, with the exception of the contractor submitting Affidavits of Wages Paid for all subcontractors on the project. After the contractor has submitted documentation that all required Affidavits of Wages Paid forms have been submitted to the Department of Labor and Industries, we recommend the City accept the project as complete and submit the “Notice of Completion of Public Works Contract” form online via the Awarding Agency Portal (<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/awarding-agency-portal>).

Mr. Chris Banks  
 February 28, 2025  
 Page 2

Note that the form will not be available if the prime contractor has not filed their affidavit or if it is still pending approval by the Department of Labor and Industries. The following data is provided to assist with the form submittal:

		Date Work Completed <b>December 31, 2024</b>	Date Work Accepted <b>Click to enter date.</b>
Is this a Federally Funded Transportation Project?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, attach the Contract Bond Statement
Have Subcontractors been used?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete Addendum A
<input checked="" type="checkbox"/> Contract/Payment Bond	Waived?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Retainage Bond
		Waived?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Detailed Description of Work Completed <b>Asphalt parking lot, striping, bioswale, fencing, landscaping, electrical</b>			
<b>DOR Tax Information</b>			
Contract Amount	\$197,171.00	Liquidated Damages	\$0.00
Additions (+)	\$23,517.05	Amount Disbursed	209,653.65
Reductions (-)	Click here to enter text.	Amount Retained	\$11,034.40
Subtotal	\$220,688.05	Other	Click here to enter text.
Sales Tax Amount	\$0.00	Sales Tax Rate	0.0% Rule 171
<b>Total</b>	<b>\$220,688.05</b>	<b>Total</b>	<b>\$220,688.05</b>
<b>Both totals must be equal – If multiple sales tax rates, attach a list</b>			

After the City has accepted the project, please sign the enclosed “Final Contract Voucher” and forward a copy to the contractor and Gray & Osborne, Inc.

### 3. RELEASE OF RETAINAGE

We have also enclosed two copies of the release of retainage progress estimate for this project. One progress estimate is for the City files and the other copy should be forwarded to the contractor with the payment. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the Contract Completion Date.
2. The City receives the Washington State Department of Revenue “Certificate of Payment of State Excise Taxes by Public Works Contractor” (RCW 60.28).
3. The City receives the “Certificate of Payment of Contribution Penalties and Interest on Public Works Contract” from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.

Mr. Chris Banks  
February 28, 2025  
Page 3

5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in black ink, appearing to read 'D. Miller', with a stylized flourish at the end.

Dominic J. Miller, P.E.

DJM/sp  
Encl.

cc: Mr. Bill Setzer, Asphalt Patch Systems, Inc.

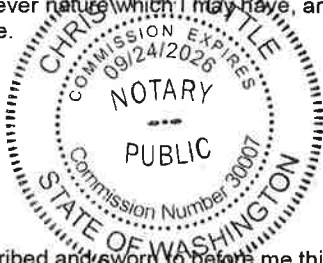


## Final Contract Voucher Certificate

Contractor <b>Asphalt Patch Systems, Inc.</b>			
Street Address <b>8812 Canyon Road East</b>			
City <b>Puyallup</b>	State <b>WA</b>	Zip <b>98371</b>	Date <b>February 21, 2025</b>
Project Number (Owner) <b>21255.00</b>			
Job Description (Title) <b>Foothills Trail Parking Lot</b>			
Date Work Physically Completed <b>December 31, 2024</b>		Final Amount (including Sales Tax) <b>\$220,688.05</b>	

### Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Buckley nor have I rented or purchased any equipment or materials from any employee of the City of Buckley; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Buckley for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Buckley from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



X

Contractor Authorized Signature Required

**Tyson Kiehn**

Type Signature Name

Subscribed and sworn to before me this

**24**

day of

**February**

20 **25**

X

**Christopher M. Tittle**

Notary Public in and for the State of

**WA**

Residing at

**Spanaway**

### City of Buckley Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date

X

Project Engineer

**[Signature]**

X

City of Buckley

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Buckley for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

**FINAL PROGRESS ESTIMATE 2**  
**FEBRUARY 21, 2025**

CITY OF BUCKLEY  
 PIERCE COUNTY  
 WASHINGTON

PROGRESS ESTIMATE PERIOD  
 APRIL 1, 2024 TO DECEMBER 31, 2024

PROJECT:  
 CITY OF BUCKLEY  
 FOOTHILLS TRAIL PARKING LOT  
 G&O JOB NUMBER #21255

CONTRACTOR:  
 ASPHALT PATCH SYSTEMS, INC.  
 8812 CANYON ROAD EAST  
 PUYALLUP, WA 98371

BID ITEMS					QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
BASE BID									
1	Minor Change	1	CALC	\$10,000.00	0.00%	0.00%	\$0.00	\$0.00	0%
2	SPCC Plan	1	LS	\$200.00	0.00%	100.00%	\$0.00	\$200.00	100%
3	Mobilization, Cleanup, and Demobilization	1	LS	\$9,700.00	0.00%	100.00%	\$0.00	\$9,700.00	100%
4	Project Temporary Traffic Control	1	LS	\$5,400.00	0.00%	100.00%	\$0.00	\$5,400.00	100%
5	Clearing and Grubbing	0.35	AC	\$14,300.00	0.00	0.35	\$0.00	\$5,005.00	100%
6	Removal of Structure and Obstruction	1	LS	\$800.00	0.00%	100.00%	\$0.00	\$800.00	100%
7	Excavation, Embankment, and Grading for Parking Lot	300	CY	\$89.00	0.00	100.00	\$0.00	\$8,900.00	33%
8	Unsuitable Foundation Excavation, Incl. Haul	20	CY	\$150.00	0.00	0.00	\$0.00	\$0.00	0%
9	Gravel Borrow, Incl. Haul	20	TN	\$85.00	0.00	0.00	\$0.00	\$0.00	0%
10	Locate Existing Utilities	1	LS	\$3,000.00	0.00%	100.00%	\$0.00	\$3,000.00	100%
11	Crushed Surfacing Top Course	120	TN	\$65.00	0.00	213.17	\$0.00	\$13,856.05	178%
12	Crushed Surfacing Base Course	240	TN	\$50.00	0.00	575.71	\$0.00	\$28,785.50	240%
13	HMA Cl. 1/2" PG 58H-22	190	TN	\$205.00	0.00	177.50	\$0.00	\$36,387.50	93%
14	Trench Excavation Safety Systems	1	LS	\$1.00	0.00%	100.00%	\$0.00	\$1.00	100%
15	Erosion Control and Water Pollution Prevention	1	LS	\$3,400.00	0.00%	100.00%	\$0.00	\$3,400.00	100%
16	Topsoil, Type A	55	CY	\$190.00	0.00	90.00	\$0.00	\$17,100.00	164%
17	Seeding, Fertilizing, and Mulching	600	SY	\$6.00	0.00	600.00	\$0.00	\$3,600.00	100%
18	Asphalt Wedge Curb	180	LF	\$2.00	0.00	84.00	\$0.00	\$168.00	47%
19	Precast Concrete Bumper Curb	25	EA	\$165.00	0.00	25.00	\$0.00	\$4,125.00	100%
20	Chain Link Fence with Vinyl Coating	140	LF	\$72.00	0.00	140.00	\$0.00	\$10,080.00	100%

**FINAL PROGRESS ESTIMATE 2**  
**FEBRUARY 21, 2025**

CITY OF BUCKLEY  
 PIERCE COUNTY  
 WASHINGTON

PROGRESS ESTIMATE PERIOD  
 APRIL 1, 2024 TO DECEMBER 31, 2024

PROJECT:  
 CITY OF BUCKLEY  
 FOOTHILLS TRAIL PARKING LOT  
 G&O JOB NUMBER #21255

CONTRACTOR:  
 ASPHALT PATCH SYSTEMS, INC.  
 8812 CANYON ROAD EAST  
 PUYALLUP, WA 98371

BID ITEMS					QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
21	Permanent Signing	1	LS	\$2,600.00	0.00%	100.00%	\$0.00	\$2,600.00	100%
22	Pavement Markings	1	LS	\$3,900.00	0.00%	100.00%	\$0.00	\$3,900.00	100%
23	Stormwater Bioswale	1	LS	\$10,400.00	0.00%	100.00%	\$0.00	\$10,400.00	100%
Subtotal, Base Bid							\$0.00	\$167,408.05	
ADDITIVE 1									
1	Electrical	1	LS	\$24,000.00	0.00%	100.00%	\$0.00	\$24,000.00	100%
Subtotal, Additive 1							\$0.00	\$24,000.00	
CHANGE ORDERS:									
CO1	Item 1 - Restroom Electrical Service	1	LS	29,280.00	100.00%	100.00%	\$29,280.00	\$29,280.00	100%

**FINAL PROGRESS ESTIMATE 2**  
**FEBRUARY 21, 2025**

CITY OF BUCKLEY  
PIERCE COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
APRIL 1, 2024 TO DECEMBER 31, 2024

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ASPHALT PATCH SYSTEMS, INC.  
8812 CANYON ROAD EAST  
PUYALLUP, WA 98371

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
<b>SUBTOTAL EARNED TO DATE</b>	\$29,280.00	\$220,688.05
<b>SALES TAX (PER W.S. REVENUE RULE 171)</b>	0.00%	\$0.00
<b>MATERIALS ON HAND</b>	\$0.00	\$0.00
<b>TOTAL</b>	\$29,280.00	\$220,688.05
<b>LESS 5% RETAINED (BEFORE TAX)</b>	\$1,464.00	\$11,034.40
<b>TOTAL EARNED TO DATE LESS RETAINAGE</b>		<b>\$209,653.65</b>
<b><u>LESS AMOUNTS PREVIOUSLY PAID</u></b>		
PROGRESS ESTIMATE 1		\$181,837.65

<b>TOTAL PAYMENT NOW DUE:</b>	<b>\$27,816.00</b>	<b>\$27,816.00</b>
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ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)	\$197,171.00
CONTRACT AMOUNT WITH CHANGE ORDER 1	\$226,451.00
CONTRACT PERCENTAGE TO DATE	97%

**FINAL PROGRESS ESTIMATE 2**  
**FEBRUARY 21, 2025**

CITY OF BUCKLEY  
PIERCE COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
APRIL 1, 2024 TO DECEMBER 31, 2024

PROJECT:  
CITY OF BUCKLEY  
FOOTHILLS TRAIL PARKING LOT  
G&O JOB NUMBER #21255

CONTRACTOR:  
ASPHALT PATCH SYSTEMS, INC.  
8812 CANYON ROAD EAST  
PUYALLUP, WA 98371

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A  
TRUE AND CORRECT STATEMENT OF THE  
WORK PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.



DOMINIC J. MILLER, P.E.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN  
ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

ASPHALT PATCH SYSTEMS, INC.



CONTRACTOR'S REPRESENTATIVE

**SUMMARY AND DISTRIBUTION OF PAYMENTS**

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL	SALES		MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	TAX AMOUNT			
1	FEBRUARY 19, 2024 TO MARCH 31, 2024	\$191,408.05	0.00%	\$0.00	\$0.00	\$9,570.40	\$181,837.65
2	APRIL 1, 2024 TO DECEMBER 31, 2024	\$29,280.00	0.00%	\$0.00	\$0.00	\$1,464.00	\$27,816.00
<b>TOTAL:</b>		\$220,688.05		\$0.00	\$0.00	\$11,034.40	\$209,653.65

**RELEASE OF RETAINAGE PROGRESS ESTIMATE 3**  
**FEBRUARY 21, 2025**

CITY OF BUCKLEY  
 PIERCE COUNTY  
 WASHINGTON

PROJECT:  
 CITY OF BUCKLEY  
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 G&O JOB NUMBER #21255

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1	Minor Change	1	CALC	\$10,000.00	0.00%	0.00%	\$0.00	\$0.00	0%
2	SPCC Plan	1	LS	\$200.00	0.00%	100.00%	\$0.00	\$200.00	100%
3	Mobilization, Cleanup, and Demobilization	1	LS	\$9,700.00	0.00%	100.00%	\$0.00	\$9,700.00	100%
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**FEBRUARY 21, 2025**

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		AMOUNT THIS PERIOD	AMOUNT TO DATE
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<b>SALES TAX (PER W.S. REVENUE RULE 171)</b>	0.00%	\$0.00	\$0.00
<b>MATERIALS ON HAND</b>		\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$220,688.05
<b>LESS 5% RETAINED (BEFORE TAX)</b>		(\$11,034.40)	\$0.00
<b>TOTAL EARNED TO DATE LESS RETAINAGE</b>			<b>\$220,688.05</b>
<b><u>LESS AMOUNTS PREVIOUSLY PAID</u></b>			
PROGRESS ESTIMATE 1			\$181,837.65
PROGRESS ESTIMATE 2			\$27,816.00

<b>TOTAL PAYMENT NOW DUE:</b>	<b>\$11,034.40</b>	<b>\$11,034.40</b>
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CITY OF BUCKLEY  
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GRAY & OSBORNE, INC.



DOMINIC J. MILLER, P.E.

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3	FEBRUARY 21, 2025	\$0.00	0.00%	\$0.00	\$0.00	(\$11,034.40)	\$11,034.40
<b>TOTAL:</b>		\$220,688.05		\$0.00	\$0.00	\$0.00	\$220,688.05



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION				
<b>SUBJECT:</b>  <b>Final Acceptance- Mundy Loss Road Storm Project</b>  <b>Fiscal Impact:</b> \$231,076.10 <b>Fund Source:</b> 408 Storm- \$95,576.10; FCZD Grant- \$135,500 <b>Timeline:</b> Completed May 2025		<b>Agenda Date:</b> May 13, 2025 <b>AB25-020</b>		
		Department/Committee/Individual	Created	Reviewed
		Mayor		X
		City Administrator		X
		City Attorney		
		City Engineer		X
		City Clerk		X
		Finance Dept		
		Building Official		
		Fire Dept		
		Community Services		
		Planning Dept		
		Police Dept		
		Municipal Court		
	PW/Utilities	X		
<b>Staff Contact:</b> Chris Banks or Dom Miller				
<b>Attachments:</b> Notice of Completion- Mundy Loss Road Storm Project				
SUMMARY STATEMENT: Staff is requesting and recommending that the City Council grant final acceptance to the Mundy Loss Road Storm Project. Pursuant to the engineer's certification, the project has been constructed in conformity to the approved plans and specifications.				
COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Consent Agenda				
RECORD OF COUNCIL ACTION				
Meeting Date	Action	Vote		



April 30, 2025

Mr. Chris Banks  
Public Services Director  
City of Buckley  
P.O. Box 1960  
Buckley, Washington 98321

SUBJECT: FINAL PROGRESS ESTIMATE 2, PROJECT ACCEPTANCE, AND  
RELEASE OF RETAINAGE; MUNDY LOSS ROAD STORM  
IMPROVEMENTS PROJECT  
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON  
G&O #23217.00

Dear Mr. Banks:

This letter provides the City with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage.

## 1. FINAL PROGRESS ESTIMATE

We have enclosed the signed Final Contract Voucher and Progress Estimate 2, which is the final progress estimate for this project. The amount due the contractor and the amount to be deposited in the retainage account are as follows:

<u>Payment to Contractor</u>	<u>Amount to be Deposited in Retainage Account</u>
\$2,802.50	\$147.50

## 2. PROJECT COMPLETION ACCEPTANCE

The project has been completed in compliance with the Contract, with the exception of the contractor submitting Affidavits of Wages Paid for all subcontractors on the project. After the contractor has submitted documentation that all required Affidavits of Wages Paid forms have been submitted to the Department of Labor and Industries, we recommend the City accept the project as complete and submit the "Notice of Completion of Public Works Contract" form online via the Awarding Agency Portal (<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/awarding-agency-portal>).

Note that the form will not be available if the prime contractor has not filed their affidavit or if it is still pending approval by the Department of Labor and Industries. The following data is provided to assist with the form submittal:

		Date Work Completed <b>March 31, 2025</b>	Date Work Accepted Click to enter date.
Is this a Federally Funded Transportation Project?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, attach the Contract Bond Statement
Have Subcontractors been used?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete Addendum A
<input checked="" type="checkbox"/> Contract/Payment Bond	Waived?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Retainage Bond
		Waived?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Detailed Description of Work Completed			
<b>Storm culverts, catch basins and restoration</b>			
<b>DOR Tax Information</b>			
Contract Amount	\$224,500.00	Liquidated Damages	\$0.00
Additions (+)	\$6,576.11	Amount Disbursed	\$219,522.30
Reductions (-)	Click here to enter text.	Amount Retained	\$11,553.81
Subtotal	\$231,076.11	Other	Click here to enter text.
Sales Tax Amount	\$0.00	Sales Tax Rate	0.0% Rule 171
<b>Total</b>	<b>\$231,076.11</b>	<b>Total</b>	<b>\$231,076.11</b>
Both totals must be equal – If multiple sales tax rates, attach a list			

After the City has accepted the project, please sign the enclosed “Final Contract Voucher” and forward a copy to the contractor and Gray & Osborne, Inc.

### 3. RELEASE OF RETAINAGE

We have also enclosed the release of retainage progress estimate for this project. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the Contract Completion Date.
2. The City receives the Washington State Department of Revenue “Certificate of Payment of State Excise Taxes by Public Works Contractor” (RCW 60.28).
3. The City receives the “Certificate of Payment of Contribution Penalties and Interest on Public Works Contract” from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.

Mr. Chris Banks  
April 30, 2025  
Page 3

5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in black ink, appearing to read 'D. Miller', with a stylized flourish at the end.

Dominic J. Miller, P.E.

DJM/sp  
Encl.

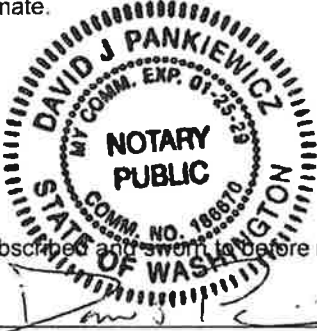
cc: Mr. Vito Alia, R.L. Alia Company

# Final Contract Voucher Certificate

Contractor <b>R.L. Alia Company</b>			
Street Address <b>10831 SE 101st Street</b>			
City <b>Renton</b>	State <b>WA</b>	Zip <b>98055</b>	Date <b>April 10, 2025</b>
Project Number (Owner) <b>23217.00</b>			
Job Description (Title) <b>Mundy Loss Road Storm Improvements</b>			
Date Work Physically Completed <b>March 31, 2025</b>		Final Amount (including Sales Tax) <b>\$231,076.10</b>	

## Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Buckley nor have I rented or purchased any equipment or materials from any employee of the City of Buckley; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Buckley for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Buckley from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

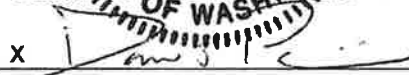


x   
Contractor Authorized Signature Required

**Vito Alia**

Type Signature Name

Subscribed and sworn to before me this 22nd day of April 2025

x  Notary Public in and for the State of Washington

Residing at King County

## City of Buckley Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date \_\_\_\_\_

x   
Project Engineer

x \_\_\_\_\_  
City of Buckley

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Buckley for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

<b>CITY OF BUCKLEY</b>			
<b>Payroll and Claims/Treasurer Checks -April 2025</b>			
<b>May 13, 2025 Council Meeting</b>			
<b>FUND #</b>	<b>FUND NAME</b>	<b>AMOUNT</b>	<b>ITEM</b>
001	General Fund	\$ 459,475.71	Payroll
		\$ 202,396.80	Claims/Treasurer Checks
003	GF Cumulative Reserve	\$ -	Claims/Treasurer Checks
004	Cemetery	\$ 758.44	Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve	\$ -	Payroll
		\$ 3,367.32	Claims/Treasurer Checks
008	Railroad ROW	\$ 2,694.02	Payroll
		\$ -	Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ -	Claims/Treasurer Checks
035	Park Construction	\$ -	Claims/Treasurer Checks
101	Street Operations	\$ 4,639.41	Payroll
		\$ 22,936.14	Claims/Treasurer Checks
102	Street Capital Improvement	\$ 11,565.41	Claims/Treasurer Checks
103	Transportation Benefit District	\$ 20.00	Claims/Treasurer Checks
105	EMS	\$ 54,375.56	Payroll
		\$ 21,316.53	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	\$ 4,153.78	Claims/Treasurer Checks
136	Visitor Promotion	\$ 1,654.57	Claims/Treasurer Checks
202	Fire Station Construction Bond	\$ -	Claims/Treasurer Checks
307	Capital Improvement	\$ 397,619.80	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
		\$ 23,725.96	Claims/Treasurer Checks
401	Natural Gas Operations	\$ -	Claims/Treasurer Checks
402	Water Sewer Operations	\$ 121,087.61	Payroll
		\$ 62,490.56	Claims/Treasurer Checks
403	Solid Waste	\$ -	Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ 5,700.34	Claims/Treasurer Checks
406	Water Construction	\$ 48,804.36	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 25,164.47	Payroll
		\$ 11,940.58	Claims/Treasurer Checks
408	Stormwater Construction	\$ 16,307.17	Claims/Treasurer Checks
430	Utility Equipment Reserve	\$ -	Claims/Treasurer Checks
631	Municipal Court Trust	\$ -	Claims/Treasurer Checks
632	Custodial Activities	\$ 13,190.27	Claims/Treasurer Checks
	Total Payroll	\$ 667,436.78	
	Total Claims & Treasurer Checks	\$ 847,948.03	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	April- mid-month draw & end of month		
Claims =	April - all batches		



**City Council**  
**January 14, 2025**

Mayor Burkett called the regularly scheduled meeting to order at 6:00 PM.

Upon roll call the following members were present: Smith, Anderson, Arsanto, Burbank, Bergerson, Bender (via Zoom) and Green.

Also present were: City Administrator Brunell, Police Chief Alfano, Finance Director Hines, Police Records Clerk Burkett, and City Clerk Zumek.

Mayor Burkett asked if there were any other additions, deletions, or changes to the agenda.

**Council member Arsanto moved to approve the agenda as amended. Council member Anderson seconded the motion. Motion carried.**

**Audit Entrance Conference**

The State Auditor's officer presented the entrance conference to Council. They introduced the team and shared the items that they would be reviewing during this audit. Council was given time to ask questions. The Auditor's Office thanked the Council and shared that they would be back for a exit conference once they had completed their audit.

**Citizen Advisory Commission**

**Council member Anderson moved to approve the Citizen Advisory Commission 2025 Work Plan. Council member Smith seconded the motion. Motion carried.**

**Senior Citizen Advisory Commission**

**Council member Arsanto moved to approve the Senior Citizen Advisory Commission 2025 Work Plan. Council member Burbank seconded the motion. Motion carried.**

**Planning Commission**

**Council member Arsanto moved to approve the Planning Commission 2025 work Plan. Council member Green seconded the motion. Motion carried.**

**Appoint a Mayor Pro Tem**

**Council member Arsanto moved to Appoint Council member Smith as Mayor Pro Tem for a two-year term. Council member Anderson seconded the motion. Motion carried.**

**Appoint Council Committees and Liaisons**

**Council member Burbank moved to confirm the Mayor's Council Committee and Liaisons appointments as follows:**

- Parks & Community Services Committee: Council member Green, Anderson, and Bender.
- Development Services, Utilities & Transportation Committee: Council members Arsanto, Smith, and Bender.
- Admin/Finance/Public Safety Committee: Council members Smith, Bergerson, and Burbank.
- Citizen Advisory Commission: Council Liaison Anderson and Green as alternate.
- Senior Citizen Advisory Commission: Council Liaison Bergerson and Bender as alternate.
- Economic Development: Council Liaison Smith and Arsanto as alternate.
- Pierce County Regional Council: Council Liaison Green and Burbank as alternate.
- Planning Commission: Council member Arsanto and Smith as alternate.

Council member Green seconded the motion. Motion carried.

### **COMMITTEE REPORTS**

**Mayor's Report:** Mayor Burkett shared that the City hosted the monthly Soup Supper last Friday. He shared that it was a wonderful event and it was well attended.

### **CONSENT AGENDA**

Council Member Green moved to approve the Consent Agenda. Council member Bergerson seconded the motion. Motion carried.

Approve Minutes of September 3, 2024, City Council Study Session  
Approve Minutes of November 12, 2024, City Council Meeting  
Approve Minutes of November 26, 2024, City Council Meeting

### **REGULAR AGENDA**

#### **ORD No. 01-25: Amending the 2025 City Employee Salary Scale**

Council member Arsanto moved to Approve Ordinance No. 01-25 Amending the 2025 City Employee Salary Scale. Council member Smith seconded the motion. Upon roll call vote, motion carried 7/0.

### **STAFF REPORTS**

**City Administrator Update:** City Administrator Brunell wanted to thank Pierce County Council member Morrow for the \$5,000 allocation for the Youth Activities Center.

**Council Member Comments & Good of the Order:**

Council member Anderson requested a list of Council, Commission, and Committee meetings for the year.

Council member Smith moved to adjourn. Council member Anderson seconded the motion. Motion carried.

With nothing further, the meeting was adjourned at 6:32 PM.

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Mayor

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City Administrator

Prepared by: Treva Zumek, City Clerk

**City Council  
January 28, 2025**

Mayor Burkett called the regularly scheduled meeting to order at 6:00 PM.

Upon roll call the following members were present: Smith, Anderson, Arsanto, Burbank, Bergerson (via Zoom), and Bender (via Zoom).

Also present were: City Administrator Brunell, Fire Chief Skogen, Police Chief Alfano, and City Clerk Zumek.

**Council member Arsanto moved to excuse Council member Green. Council member Burbank seconded the motion. Motion carried.**

Mayor Burkett asked if there were any other additions, deletions, or changes to the agenda.

**Council member Arsanto moved to approve the agenda as presented. Council member Anderson seconded the motion. Motion carried.**

**Announcements, Appointments, and Presentations:**

**Britschgi Street Naming**

Mayor Burkett shared some history regarding Bob Britschgi's contributions to the City and presented the family with a certificate and replica of the Street sign that will be placed in a new housing development in Buckley.

**CITIZEN PARTICIPATION**

**Meghan Rhodes** – Ms. Rhodes stated that she was present tonight as the Treasurer for the White River Community Scholarship Program. She shared that the program does not do fundraising, they just ask for donations so she passed out a request to Council.

**COMMITTEE REPORTS**

**Senior Citizen Advisory Commission:**

Council member Arsanto shared on behalf of Council member Bergerson that the Commission met on January 8, 2025. He shared that the following was discussed at the meeting:

- Public Works Projects for 2025 and the Transportation Improvement Plan.
- Applications received for the Senior Center Coordinator position.
- Director Snodgrass reviewed the year end membership report.
- The 2025 work plan.

- Scholarship Fund Policy.

### **Citizen Advisory Commission**

Council member Anderson shared that the Committee met last night and reviewed the following items:

- Year-end Youth Activity Center numbers.
- Updated park rules.
- Park enhancement policy.

Council member Anderson stated that their next meeting is scheduled for February 24<sup>th</sup>.

### **CONSENT AGENDA**

**Council Member Arsanto moved to approve the Consent Agenda. Council member Burbank seconded the motion. Motion carried.**

Approve Minutes of October 1, 2024, City Council Study Session

Payroll check numbers 41490 through 41543 in the amount of \$193,933.39 and ACH Payroll in the amount of \$471,672.49 for December 25, 2024, through January 13, 2025, and Claim check numbers 68826 through 68983 in the amount of \$385,237.71 for December 25, 2024, through January 13, 2025, and Open period claims for 2024 end of year claim check numbers 68911 through 68982 in the amount of \$301,494.82 are hereby approved and ordered paid this 28<sup>th</sup> day of January 2025.

### **REGULAR AGENDA**

#### **RES No. 25-01: Declaring Surplus Property**

**Council member Arsanto moved to Approve RES No. 25-01 Declaring Surplus Property and Authorizing the Disposal of Said Property. Council member Burbank seconded the motion. Motion carried.**

#### **Safe Streets for All Comprehensive Safety Action Plan – Engineering Services Proposal**

**Council member Arsanto moved to Approve the Engineering Services Proposal for the SS4A Comprehensive Safety Action Plan. Council member Smith seconded the motion. Motion carried.**

### **STAFF REPORTS**

**City Administrator Brunell – Ms. Brunell shared that the City has received a permit for a Senior Housing Project. Site plan and SEPA have been completed so far. This is for a 10**

unit complex. She also shared that passport appointments are increasing and an offer has been extended to a candidate for the Senior Center Coordinator position.

### **CITIZEN PARTICIPATION**

**Marvin Sundstrom Jr.-** Mr. Sundstrom asked why he was seeing Save Rainier School signs around the City.

Council member Smith moved to adjourn. Council member Anderson seconded the motion. Motion carried.

With nothing further, the meeting was adjourned at 6:24 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

Prepared by: Treva Zumek, City Clerk

**City Council**  
**February 11, 2025**

Mayor Burkett called the regularly scheduled meeting to order at 6:00 PM.

Upon roll call the following members were present: Smith, Anderson (via Zoom), Arsanto, Bergerson, Green

Also present were: City Administrator Brunell, Police Records Clerk Burkett, City Engineer Miller, Police Chief Alfano, Fire Chief Skogen, and City Clerk Zumek.

**Council member Bergerson moved to excuse Council members Burbank and Bender. Council member Arsanto seconded the motion. Motion carried.**

Mayor Burkett asked if there were any other additions, deletions, or changes to the agenda.

**Council member Arsanto moved to approve the agenda as presented. Council member Smith seconded the motion. Motion carried.**

**Planning Commission:**

Council member Arsanto shared that the Commission met last night and discussed the 2025 workplan and schedule, ADU Code, and State Law compliance.

**CONSENT AGENDA**

**Council Member Arsanto moved to approve the Consent Agenda. Council member Green seconded the motion. Motion carried.**

Approve Minutes of December 10, 2024, City Council Meeting

Claim check numbers 68883 through 68910 in the amount of \$622,518.77 for January 14, 2025, through January 28, 2025, and Payroll check numbers 41560 through 41596 in the amount of \$37,758.37 and ACH Payroll in the amount of \$297,615.46 for January 28, 2025, through February 10, 2025, and Claim check numbers 68983 through 69204 in the amount of \$502,696.33 for January 28, 2025, through February 10, 2025 are hereby approved and ordered paid this 11<sup>th</sup> day of February 2025.

**REGULAR AGENDA**

**RES No. 25-02: Amending the 2025 Comprehensive Taxes, Rates, and Fees (Revision #1)**

**Council member Arsanto moved to Approve RES No. 25-02 Amending the City's 2025 Comprehensive Taxes, Rates and Fees Schedule, Revision #1. Council member Green seconded the motion. Motion carried.**

**Water System Plan Update – Engineering Services Proposal**

Council member Arsanto moved to Approve the Engineering Services Proposal for the Water System Plan Update. Council member Green seconded the motion. Motion carried.

**Facility Use Agreement between DSHS/Rainier School and the City of Buckley Fire**

Council member Green moved to Approve the Facility Use Agreement between DSHS/Rainier School and the City of Buckley Fire Department. Council member Bergerson seconded the motion. Motion carried.

**Facility Use Agreement between DSHS/Rainier School and the City of Buckley Police**

Council member Green moved to Approve the Facility Use Agreement between DSHS/Rainier School and the City of Buckley Police Department. Council member Bergerson seconded the motion. Motion carried.

**STAFF REPORTS**

**City Administrator Update-** Ms. Brunell shared that the new virtual service app for Public Works is coming very soon. It is currently in the testing phase. She also shared that the new Senior Center Coordinator Lorrie Lund begins tomorrow.

**Council Member Comments & Good of the Order:**

Council member Smith shared that he hadn't heard about the new app yet but thinks it is a wonderful addition.

Ms. Brunell shared that this is a soft launch as we test it and try to make sure everything is working properly.

Council member Bergerson shared that she would love to see the app information shared on the community social media pages once the City is ready to do a full rollout.

Council member Arsanto moved to adjourn. Council member Bergerson seconded the motion. Motion carried.

With nothing further, the meeting was adjourned at 6:18 PM.

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Mayor

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City Administrator

Prepared by: Treva Zumek, City Clerk



## **D. REGULAR AGENDA**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Purchase of Springbrook Cirrus Financial Software</b>	<b>Agenda Date: May 13, 2025 AB25-021</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Engineer		
	City Clerk		X
	Finance Director	X	
	Building Official		
	Fire Dept		
	Parks & Rec Dept		
	Planning Dept		
Police Dept			
Municipal Court			
PW/Utilities			
<b>Cost Impact:</b> \$162,075			
<b>Fund Source:</b> 001 General Fund			
<b>Timeline:</b> 1/1/2025 to 12/31/2025			
<b>Staff Contact:</b> Sandi Hines, Finance Director			
<b>Attachments:</b> Springbrook Cirrus Proposal			
<b>SUMMARY STATEMENT:</b> The City currently utilizes a software system for all accounting and financial activities and reporting that was purchased almost 15 years ago. The system functioned well for many years, but the system has not kept up with advances in technology. Additionally, staff has experienced reduced support from the vendor as it has had significant staff turnover and was purchased by another software company. The 2025-2026 Budget included \$130,000 to purchase a new finance software system that will be more efficient, reliable, and supported by the vendor. Staff reviewed and had demos of four different systems and selected Springbrook Cirrus as the best fit for the City's financial needs. Staff are recommending purchasing the Springbrook Cirrus system. The attached proposal outlines the one-time costs for implementation, data conversion and training as well as the ongoing annual software subscription costs. The total initial investment is \$162,075, which is \$32,075 over the adopted budget amount. Staff took the proposal to the Admin/Finance/Public Safety Subcommittee which recommended it be moved forward to the full Council at a study session. At the May 6, 2025 Council study session, staff presented the proposal and recommended the additional funds come from greater than expected 2024 ending balance and salary savings within the General Fund. The Council directed staff to move the purchase to a regular meeting for approval.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> April 21, 2025 Finance/Admin/Public Safety Council Subcommittee; May 6, 2025 Council Study Session			
<b>RECOMMENDED ACTION:</b> <b>MOVE to Approve the Purchase of Springbrook Cirrus Software.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

Order Form: Q-30827-1  
Creation Date: 8/14/2024, 12:06 PM  
Expires On: 6/12/2025



Phone: (866) 777-0069  
Email: info@sprbrk.com

**Ship To:**  
Sandi Hines  
933 Main Street  
Buckley, Washington 98231  
shines@cityofbuckley.com

**Bill To:**  
PO Box 1969  
Buckley, Washington 98231

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(213) 583-5285	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Subscription	USD 15,050.00	1	30.000	USD 10,535.00
Project Management Subscription	USD 4,950.00	1	30.000	USD 3,465.00
Finance Suite Subscription	USD 14,200.00	1	30.000	USD 9,940.00
Payroll Subscription	USD 7,850.00	1	30.000	USD 5,495.00
Employee Self Services Lite Subscription	USD 2,650.00	1	30.000	USD 1,855.00
Annual Product Pricing Total:				USD 31,290.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services	USD 240.00	USD 180.00	250	25.000	USD 45,000.00
Standard Professional Services	Standard Professional Services	USD 240.00	USD 180.00	22	25.000	USD 3,960.00
Standard Professional Services	Standard Professional Services	USD 240.00	USD 180.00	190	25.000	USD 34,200.00
Standard Professional Services	Standard Professional Services	USD 240.00	USD 180.00	250	25.000	USD 45,000.00
Standard Professional Services	Standard Professional Services	USD 250.00	USD 187.50	14	25.000	USD 2,625.00
Estimated Professional Services Total:						USD 130,785.00

**Grand Total: USD 162,075.00**  
\* excludes applicable sales tax

## Order Details

Customer Name:

Customer Contact:

Sandi Hines

Governing Agreement(s):

This Order Form is governed by the applicable terms found at:

MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>

MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>

Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s):

3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

*\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

CONFIDENTIAL

Page 2 of 5

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

### Products Ordered

### Invoice Timing

Software Licenses, Subscriptions, Maintenance, and Hosting (New):

Annually in advance upon Order Start Date.

Software Subscriptions, Maintenance, and Hosting (Add-Ons):

Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):

Sixty (60) days in advance of the Order Start Date.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses\*:

Monthly, in arrears for services in the prior month unless specified in Special Term.

Implementation Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

## Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- **\*On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

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- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

## Special Order Terms

Special Order Terms (if any):

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

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

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

Name (Print):\_\_\_\_\_

Name (Print):\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Purchase Order # (if required)\_\_\_\_\_

## **E. STAFF REPORTS**





# 1st Quarter 2025 Public Safety Report

**Buckley Police Department**  
**January - March 2025**

CITY OF BUCKLEY | 146 S Cedar St., Buckley, WA 98321

### PATROL ACTIVITY

**January 2025 - 01/10/2025, 11:39 PM DUI Arrest Ryan Rd/Spruce Street** - An officer observed a black Volkswagen Jetta swerving and the vehicle's registration was expired. During the traffic stop, the 20-year-old male driver was found to be intoxicated, with alcohol present in the vehicle. He was arrested, and the vehicle was impounded. A breath test showed a BAC of .141.

**01/12/2025, 10:53 PM DUI, Eluding, Possession of Stolen Vehicle, and Possession of Stolen Property Mason Ave/Naches St** - An officer on patrol observed a Ford pickup truck towing a trailer with a small drift-boat fail to stop at a stop sign. The trailer was missing taillights and brake lights. The driver, a 39-year-old male, ran additional stop signs and drove erratically, raising suspicion of DUI. When the officer initiated a traffic stop, the driver attempted to flee, leading to a pursuit that ended near Auburn Enumclaw Road SE and 180th Ave SE. The truck was confirmed stolen out of Renton, with swapped plates and ignition damage. The trailer, reported stolen from Auburn, was also recovered. The 39-year-old male driver, who admitted to recent fentanyl use, was arrested. A blood draw search warrant was obtained, and the male was booked into Pierce County Jail.

**January - February 2025 - 01/12/2025, 2:25 AM DUI Arrest E Mason Ave/S 4th Street** - While on patrol, an officer observed a 24-year-old female driving a white Subaru Outback erratically, including illegal lane changes and a dangerous U-turn. When stopped, the driver pulled into a driveway, falsely claiming it was her residence. The homeowner confirmed they did not know her. The driver exhibited strong signs of intoxication and was uncooperative during the arrest. A breath test revealed a BAC of .256, over three times the legal limit. The vehicle was impounded, and the female was booked into Enumclaw Jail.

**01/18/2025, 12:41 PM DUI and Resisting Arrest Main Street/State Route 410 N** - Officers responded to an injury collision at Main Street and State Route 410. Medics provided aid to the occupants of a white hatchback involved in the accident. The at-fault driver, a 42-year-old male operating a flatbed truck, declined medical assistance. Upon investigation, officers observed clear indicators of intoxication and determined the driver was under the influence of alcohol. When officers advised the male he was under arrest for DUI, he resisted. Assistance was provided by Pierce County Sheriff's and Enumclaw officers. After a brief struggle followed by a Taser deployment, the male was handcuffed. A DUI blood draw search warrant was obtained and executed at St. Elizabeth's Hospital. The male was booked into Enumclaw Jail for DUI and resisting arrest.

**02/28/2025, 11:24 PM DUI Arrest 1400 Block Collins Road** - Officers responded to a hit-and-run involving a residential mailbox. The suspect vehicle, a blue 2024 Mazda CX-5, was found nearby. The driver, a 35-year-old female, was stumbling, appeared intoxicated, slurring her speech, and smelled of alcohol. Her vehicle had damage matching the hit-and-run. A DUI investigation confirmed that the driver was over twice the legal limit. The driver was arrested and issued a criminal citation for DUI.

PUBLIC SAFETY REPORT

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**PATROL ACTIVITY Cont.**

**03/05/2025 9:49 AM / DUI Arrest / 28200 block State Route 410** - An officer observed a silver 2014 Chevrolet Silverado swerving and speeding. The driver, a 30 year-old-male, admitted to drinking, and the officer could smell the odor of alcohol. The officer determined the driver was driving while impaired and placed him under arrest. He was found to be over twice the legal limit. The driver was processed for DUI and issued a criminal citation to appear in court.

**03/03/2025 11:30 PM / DUI Arrest / 28500 block of State Route 410** - An officer stopped a white 1997 Ford F-350 for speeding 51 MPH in a 35 MPH zone. The driver, a 27 year-old-male, showed signs of impairment, including slurred speech and the odor of alcohol. Upon completion of the officers investigation he determined that the driver was intoxicated and driving impaired. The driver was arrested, his truck impounded. The breath test confirmed that the driver was over the legal limit. The driver was issued a criminal citation for DUI and summoned to appear in court.

**03/11/2025, 9:08 PM / DUI Arrest / 28200 block of State Route 410** - An officer stopped a silver Pontiac Vibe for driving without taillights in the hours of darkness. The driver, a 20-year-old male, admitted to smoking marijuana, and drug paraphernalia was visible in the vehicle. Based on observations and evidence, the officer arrested the driver for Driver under 21 DUI and Possession of Cannabis. The officer obtained search warrant to obtain the drivers blood.

**03/28/2025, 7:38 PM / DUI Arrest / State Route 410 & Mundy Loss Rd** - Officers were dispatched to a possible DUI driver heading from Bonney Lake eastbound toward Buckley. The caller advised dispatch that the driver was swerving and driving without headlights on. A Buckley Officer on duty located the suspected DUI driver and conducted a traffic stop in the parking lot of the Chevron gas station located at 29297 SR 410 E. The officer contacted and identified the 27-year-old male driver. The officer could smell the odor of intoxicants. A DUI investigation was conducted, and the officer determined the male was driving while impaired. He was arrested and transported to the police department. The male was found to be nearly three times over the legal limit to drive.

**03/29/2025, 4:00 AM Driving While License Suspended 10800 block of Hinkleman Ext Rd** - While on patrol, an officer observed a green 2024 Hyundai Santa Cruz speeding, going 40 MPH in a posted 25 MPH zone. The officer conducted a traffic stop and pulled the 39-year-old male driver over. The officer identified the driver and determined he was driving with a suspended driver's license in the 2nd degree. The officer issued the 39-year-old male driver an infraction for speeding and driving without insurance, and a criminal citation for DWLS 2nd degree.

**04/03/2025, 10:52 PM / DUI Arrest / 28600 State Route 410 E** - While on patrol, an officer observed a silver 2007 Mercedes Benz speeding, going 49 MPH in a posted 35 MPH zone. The officer conducted a traffic stop, and the 61-year-old male driver pulled over in the Wally's Drive-In parking lot. The driver showed signs of impairment and smelled of intoxicants. An assisting officer arrived on scene to assist and conducted field sobriety tests. The officer determined the 61-year-old male was driving while impaired and placed him under arrest. The male provided a breath sample and was found to be over twice the legal limit. He was issued a criminal citation for DUI, an infraction for speeding, and was booked into Issaquah Jail for DUI.

# By the Numbers

## TRAFFIC ENFORCEMENT / CALLS FOR SERVICE

2024 Q1 / 2025 Q1

Traffic Stops	572 / 730
DUI's	6 / 16
Traffic Complaints / Motor Vehicle Collisions	37/36 - 29/24
Traffic Misdemeanor Arrests	28 / 42
Infractions Issued	236 / 241
Felony Arrests	7 / 1
Misdemeanor Arrests	2 / 9
Patrol Follow Ups	105 / 17
Officer Initiated Contacts	1,241 / 917
CAD Calls for Service	2,282 / 2161
Formal Reports Taken	139 / 141

On March 20th, 2025, Officer Colby Sokol graduated in the 906th session of the Criminal Justice Training Commission Basic Law Enforcement Academy.





Officer Bennon VanHoof received a certificate of appreciation from the Veterans of Foreign Wars. Officer VanHoof was nominated by Chief Alfano for his outstanding service to the citizens of Buckley in 2024.

