



BUCKLEY CITY COUNCIL AGENDA

Tuesday, July 8, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #04-25, Next Resolution #25-05, Next Agenda Bill #25-032

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. Reappointment of Maria Zaffee to a three-year term on the Senior Citizen Advisory Commission

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. Planning Commission	Arsanto

D. CONSENT AGENDA

- a. Bid Award – West Mason Overlay Project
- b. Consultant Supplemental Agreement 1 for Construction Phase of the West Mason Overlay Project
- c. Approval of January 7, 2025, City Council Study Session Minutes
- d. Approval of February 25, 2025, City Council Minutes
- e. Approval of March 11, 2025, City Council Minutes
- f. Claims and Payroll

E. REGULAR AGENDA

1. RESOLUTIONS

- a. RES No. 25-____: Support for Wilkeson – Fairfax Bridge Closure

F. STAFF REPORTS

1. 2nd Quarter Financial Report
2. State of the Court
3. City Administrator Update

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

H. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

I. ADJOURNMENT

B. PUBLIC COMMENTS

Treva Zumeck

From: Kathy V James <grandmabass@hotmail.com>
Sent: Friday, June 27, 2025 2:12 PM
To: Treva Zumeck
Subject: Re: Speed calming methods indicated in the community connection

[NOTICE: This message originated outside of the City of Buckley mail system -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Also, it appears the map contains commercial or retail in residential zones. Was this intended?

KJames

Sent from my iPad

> On Jun 27, 2025, at 14:11, Kathy V James <grandmabass@hotmail.com> wrote:

>

> Ms. Zumeck,

>

> I examined the streets identified for speed reductions in Buckley. Because the limit is 25 mph throughout the city, it seems the intention is to lower that.

>

> Twenty-five mph is low enough. Jefferson and Main are secondary arterials; 25 mph is too low.

>

> Other strategies exist for speed, such as circles, planters, and visually creating a thinner road.

>

> Please relate these comments to the council.

>

> KJames

> Sent from my iPad

C. COMMITTEE REPORTS

Senior Citizen Advisory Commission

Meeting notes 07/02/2025

Parting Commissioners-Grace and Maria were acknowledged for their service and dedication to the Advisory Commission as their 2-year term was over. Grace will not be seeking a new term, but Maria would like to seek a 3-year term to continue working on the Commission. This request will be brought to Council.

Program and Events Guide-Lorrie introduced a draft copy of a proposed Program & Events Guide. Discussion on any additions, deletions or changes to the guide. This guide will be a great resource to Seniors to inform them of upcoming events and ongoing programs offered at the Senior Center.

Attendance & Participation- Numbers for 2025 have increased from 2024. So far for 2025, there have been 7,123 that have checked in to the Senior Center compared to 7,029 in 2024. Average daily participation has increased significantly on Mondays. Thursday numbers are down just a bit, most likely due to the reduced hours of the Center.

Wellness Classes- The SAIL classes and Chair Yoga have both been well attended which helps many of our Seniors continue to be mobile and active. Currently, a substitute or replacement is being sought for the Chair Yoga class, as the current instructor has needed to take a leave. For now, Chair Yoga classes are being done by video, but attendance has decreased because the Seniors prefer a live instructor.

New Positions Elected- Jan was elected as the new Chair for the Commission and AJ will take on the role of Vice-Chair.

Price Point Programming- Discussed the current pricing for both instructor costs and fee charged to Seniors for classes offered at the Center. A comparison was shown that other Senior Centers charge in nearby towns. A punch card system was also discussed which would be a convenient way for Seniors to pay for a number of classes in advance if they choose to do that. A reduced fee may be offered for the punch card on the per class amount compared to paying at the time of the class.

Wellness Fair- A Wellness Fair is scheduled for September 27, 2025 from 9:00am-12:00pm

D. CONSENT AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Bid Award- West Mason Overlay Project	Agenda Date: July 8, 2025		AB25-032
	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	
Staff Contact: Public Services Director, Chris Banks or City Engineer, Dom Miller			
Attachments: Gray and Osborne letter dated June 27, 2025 and bid tab.			
SUMMARY STATEMENT: On June 25, 2025, the City conducted a sealed bid opening for the West Mason Overlay Project. After reviewing the bids and evaluating the City's budget, staff identified that the City has sufficient funds budgeted for this project. Therefore, the recommendation is to award the bid to Bekker Blacktop, LLC.			
COMMITTEE REVIEW AND RECOMMENDATION: Public Services Committee			
RECOMMENDED ACTION: Move to Award Bid of the West Mason Overlay Project to Bekker Blacktop, LLC for \$294,300.00.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



June 27, 2025

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

SUBJECT: REVIEW OF BIDS – WEST MASON AVENUE OVERLAY,
TIB 3-P-808(002)-1
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON
G&O #25418.00

Dear Mr. Banks:

On June 25, 2025, the City of Buckley received nine responsive bids for the West Mason Avenue Overlay Project. The responsive bids ranged from \$294,300 to \$571,025. The Engineer's Estimate was \$365,060. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No errors were found and corrections were made. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

1.	Becker Blacktop, LLC (Sumner, Washington).....	\$294,300.00
2.	Diversified Holdings NW, LLC (Bonney Lake, Washington) ..	\$299,904.00
3.	Icon Materials, Inc. (Pacific, Washington)	\$301,307.00
4.	Puget Paving & Construction, Inc. (Lakewood, Washington)...	\$321,590.00
5.	Miles Resources, LLC (Puyallup, Washington)	\$353,454.50
	Engineer's Estimate.....	\$365,060.00
6.	Tucci & Sons, LLC (Tacoma, Washington)	\$379,017.00
7.	Lakeridge Paving Company, LLC (Covington, Washington) ...	\$387,535.00
8.	Central Paving, LLC (Ellensburg, Washington).....	\$410,010.00
9.	Lakeside Industries, Inc. (Covington, Washington)	\$571,025.00

The lowest responsive bidder, Becker Blacktop, LLC of Sumner, Washington, is currently a Washington State registered and licensed Contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Becker Blacktop, LLC of Sumner, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including



Mr. Chris Banks
June 27, 2025
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documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Becker Blacktop, LLC and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.

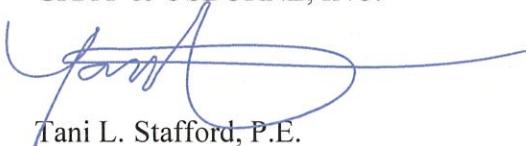
Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Becker Blacktop, LLC
15318 Washington Street East
Sumner, Washington 98390

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.



Tani L. Stafford, P.E.

TLS/sr
Encl.

cc: Mr. Greg Armstrong, P.E., Region Engineer, Washington State Transportation Improvement Board

BIDDER		ENGINEER'S ESTIMATE		BECKER BLACKTOP, LLC		DIVERSIFIED HOLDINGS NW, LLC		CPM DEVELOPMENT CORP.		PUGET PAVING & CONSTRUCTION, INC.	
BIDDER ADDRESS		15318 Washington Street East		9811 192nd Avenue East		1508 Valentine Avenue SE		BHA/ICON MATERIAL		10910 26th Avenue South	
WASHINGTON STATE CONTRACTOR'S REG. NUMBER		232,555-01		842,280-00		700,174-00		Pacific, WA 98047		Lakewood, WA 98499	
BID BOND OR OTHER GOOD FAITH TOKEN		BECKEFLB95R2		DIVERHIN802DR		ICONM#982CF		ICONM#982CF		5% BID BOND	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE
1	Minor Change	1 EST	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	Survey	1 LS	\$7,000.00	\$7,000.00	\$4,000.00	\$4,000.00	\$7,750.00	\$7,750.00	\$5,200.00	\$5,200.00	\$2,000.00
3	SPCC Plan	1 LS	\$750.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$173.00	\$173.00	\$400.00
4	Mobilization, Cleanup and Demobilization	1 LS	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$31,000.00	\$31,000.00	\$32,000.00
5	Project Temporary Traffic Control	1 LS	\$22,000.00	\$22,000.00	\$19,000.00	\$19,000.00	\$38,625.00	\$38,625.00	\$36,000.00	\$36,000.00	\$30,000.00
6	Work Zone Safety Contingency	1 EST	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
7	Portable Changeable Message Sign	2,880 HR	\$3.00	\$8,640.00	\$4.00	\$11,520.00	\$3.60	\$10,368.00	\$2.40	\$6,912.00	\$2.00
8	Removing Cement Conc. Curb and Gutter	200 LF	\$12.00	\$2,400.00	\$32.00	\$6,400.00	\$5.00	\$1,000.00	\$17.00	\$3,400.00	\$7.50
9	Removing Extruded Curb	900 LF	\$6.00	\$5,400.00	\$3.00	\$2,700.00	\$5.00	\$4,500.00	\$7.00	\$6,300.00	\$6.00
10	Removing Cement Conc. Surface	240 SY	\$30.00	\$7,200.00	\$40.00	\$9,600.00	\$20.00	\$4,800.00	\$29.00	\$6,960.00	\$60.00
11	Removing Asphalt Pavement	55 SY	\$30.00	\$1,650.00	\$50.00	\$2,750.00	\$20.00	\$1,100.00	\$62.00	\$3,410.00	\$53,300.00
12	Removal of Structures and Obstructions	1 LS	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$575.00	\$575.00	\$1,000.00
13	Crushed Surfacing Top Course	65 TN	\$70.00	\$4,550.00	\$50.00	\$3,250.00	\$40.00	\$2,600.00	\$57.00	\$3,705.00	\$75.00
14	Planning Bituminous Pavement	6,600 SY	\$9.00	\$59,400.00	\$5.00	\$33,000.00	\$7.40	\$48,840.00	\$4.50	\$29,700.00	\$6.50
15	HMA CL 1/2" PG 58H-22	820 TN	\$140.00	\$114,800.00	\$125.00	\$102,500.00	\$121.50	\$99,630.00	\$101.00	\$82,820.00	\$115.00
16	Erosion Control and Water Pollution Prevention	1 LS	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$1.00	\$1.00	\$33.00	\$45.30	\$1,000.00
17	Adjust Catch Basin	7 EA	\$500.00	\$3,500.00	\$1,000.00	\$7,000.00	\$225.00	\$1,575.00	\$58.00	\$406.00	\$910.00
18	Adjust Manhole	4 EA	\$750.00	\$3,000.00	\$1,000.00	\$4,000.00	\$225.00	\$900.00	\$58.00	\$232.00	\$910.00
19	Adjust Valve Box	7 EA	\$500.00	\$3,500.00	\$700.00	\$4,900.00	\$225.00	\$1,575.00	\$48.840.00	\$29,700.00	\$6.50
20	Topsoil, Type A	10 CY	\$75.00	\$750.00	\$100.00	\$1,000.00	\$60.00	\$600.00	\$176.00	\$1,760.00	\$250.00
21	Bark or Wood Chip Mulch	10 CY	\$85.00	\$850.00	\$100.00	\$1,000.00	\$85.00	\$850.00	\$176.00	\$1,760.00	\$250.00
22	Seeding, Fertilizing and Mulching	40 SY	\$50.00	\$2,000.00	\$20.00	\$800.00	\$20.00	\$800.00	\$240.00	\$187.50	\$750.00
23	Cement Concrete Traffic Curb and Gutter	210 LF	\$50.00	\$10,500.00	\$50.00	\$10,500.00	\$57.00	\$11,970.00	\$52.00	\$10,920.00	\$56.00
24	Extruded Cement Conc. Curb	900 LF	\$25.00	\$22,500.00	\$13.00	\$11,700.00	\$13.00	\$11,700.00	\$17.00	\$18,900.00	\$17.00
25	Cast-In-Place Monument	1 EA	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$300.00	\$300.00	\$748.00	\$1,250.00	\$1,250.00
26	Adjust Monument Case and Cover	1 EA	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$300.00	\$300.00	\$966.00	\$1,000.00	\$1,000.00
27	Cement Conc. Sidewalk	25 SY	\$100.00	\$2,500.00	\$100.00	\$2,500.00	\$165.00	\$4,125.00	\$98.00	\$2,450.00	\$97.00
28	Cement Conc. Curb Ramp	5 EA	\$2,800.00	\$14,000.00	\$3,800.00	\$19,000.00	\$2,410.00	\$12,050.00	\$3,450.00	\$17,250.00	\$2,000.00
29	Permanent Signing	1 EA	\$800.00	\$800.00	\$1,440.00	\$1,440.00	\$16.00	\$1,350.00	\$250.00	\$1,440.00	\$1,440.00
30	Plastic Stop Line	90 LF	\$16.00	\$16.00	\$5,130.00	\$9.00	\$5,130.00	\$9.00	\$5,244.00	\$17.50	\$5,244.00
31	Plastic Crosswalk Line	570 SF	\$9.00	\$9.00	\$6,400.00	\$0.75	\$2,400.00	\$0.80	\$2,560.00	\$0.92	\$2,944.00
32	Paint Line	3,200 LF	\$2.00	\$2.00	\$4,500.00	\$1.50	\$2,700.00	\$1.55	\$2,790.00	\$1.15	\$2,070.00
33	Paint Line w/RPMs	1,800 LF	\$2.50	\$2.50	\$800.00	\$800.00	\$15.00	\$15.00	\$85.00	\$115.00	\$85.00
	Subtotal		\$365,060.00	\$365,060.00	\$294,300.00	\$0.00	\$294,300.00	\$0.00	\$301,307.00	\$321,590.00	
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL CONSTRUCTION COST		\$365,060.00	\$365,060.00	\$294,300.00	\$0.00	\$294,300.00	\$0.00	\$301,307.00	\$321,590.00	

DATE: 6/2025
DRAWN: SC
CHECKED: TS
APPROVED: TS

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CITY OF BUCKLEY WASHINGTON
WEST MASON AVENUE OVERLAY
GRAY & OSBORNE #25418

GRAY & OSBORNE, INC.
CONSULTING ENGINEERS

BIDDER		LAKERIDGE PAVING COMPANY, LLC		CENTRAL PAVING, LLC		CENTRAL PAVING, LLC	
BIDDER ADDRESS		TUCCI & SONS, LLC		1410 West Polarway Road		1410 West Polarway Road	
WASHINGTON STATE CONTRACTOR'S REG. NUMBER		Covington, WA 98443		Ellensburg, WA 98926		Ellensburg, WA 98926	
BID BOND OR OTHER GOOD FAITH TOKEN		288,256-03		522,343-00		522,343-00	
MILESR89TRK		TUCCIS379N0		LAKERPC050M		CENTRPL856RJ	
5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND	
5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE
1	Minor Change	1 EST	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	Survey	1 LS	\$1,745.00	\$5,250.00	\$11,000.00	\$11,000.00	\$10,000.00
3	SPCC Plan	1 LS	\$255.00	\$250.00	\$225.00	\$225.00	\$50.00
4	Mobilization, Cleanup and Demobilization	1 LS	\$24,500.00	\$53,700.00	\$33,000.00	\$50,000.00	\$55,000.00
5	Project Temporary Traffic Control	1 LS	\$53,590.00	\$55,000.00	\$57,000.00	\$34,000.00	\$55,000.00
6	Work Zone Safety Contingency	1 EST	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
7	Portable Changeable Message Sign	2,880 HR	\$0.65	\$1,872.00	\$2.15	\$6,192.00	\$2.40
8	Removing Cement Conc. Curb and Gutter	200 LF	\$83.50	\$16,700.00	\$25.00	\$6,912.00	\$2.40
9	Removing Extruded Curb	900 LF	\$2.00	\$1,800.00	\$7.00	\$6,300.00	\$7.00
10	Removing Cement Conc. Surface	240 SY	\$61.50	\$14,760.00	\$25.00	\$6,000.00	\$34.00
11	Removing Asphalt Pavement	55 SY	\$125.50	\$6,902.50	\$25.00	\$1,375.00	\$82.00
12	Removal of Structures and Obstructions	1 LS	\$1,150.00	\$1,150.00	\$2,500.00	\$2,500.00	\$2,000.00
13	Crushed Surfacing Top Course	65 TN	\$150.00	\$9,750.00	\$42.00	\$2,730.00	\$105.00
14	Planning Bituminous Pavement	6,600 SY	\$4.00	\$26,400.00	\$5.00	\$33,000.00	\$7.00
15	HMA CL 1/2" PG 58H-22	820 TN	\$119.50	\$97,990.00	\$130.00	\$106,600.00	\$118.00
16	Erosion Control and Water Pollution Prevention	1 LS	\$1,010.00	\$1,010.00	\$1,000.00	\$1,200.00	\$1,200.00
17	Adjust Catch Basin	7 EA	\$775.00	\$5,425.00	\$500.00	\$3,500.00	\$783.00
18	Adjust Manhole	4 EA	\$1,340.00	\$5,360.00	\$950.00	\$3,800.00	\$783.00
19	Extruded Cement Conc. Curb	7 EA	\$1,025.00	\$7,175.00	\$950.00	\$6,650.00	\$570.00
20	Topsoil, Type A	10 CY	\$355.00	\$3,550.00	\$100.00	\$1,000.00	\$310.00
21	Bark or Wood Chip Mulch	10 CY	\$355.00	\$3,550.00	\$105.00	\$1,050.00	\$310.00
22	Seeding, Fertilizing and Mulching	40 SY	\$6.00	\$240.00	\$50.00	\$2,000.00	\$28.00
23	Cement Concrete Traffic Curb and Gutter	210 LF	\$46.00	\$9,660.00	\$60.00	\$12,600.00	\$62.00
24	Cast-In-Place Monument	900 LF	\$20.00	\$18,900.00	\$21.00	\$18,900.00	\$20,700.00
25	Adjust Monument Case and Cover	1 EA	\$975.00	\$975.00	\$1,600.00	\$850.00	\$550.00
26	Cement Conc. Sidewalk	1 EA	\$975.00	\$975.00	\$950.00	\$570.00	\$600.00
27	Permanent Signing	25 SY	\$103.50	\$2,587.50	\$180.00	\$4,500.00	\$124.00
28	Plastic Stop Line	5 EA	\$2,875.00	\$14,375.00	\$2,600.00	\$13,000.00	\$3,100.00
29	Plastic Crosswalk Line	90 LF	\$12.65	\$1,138.50	\$13.00	\$1,170.00	\$13.00
30	Paint Line	570 SF	\$9.20	\$5,244.00	\$10.00	\$5,700.00	\$11.00
31	Paint Line w/RPMs	3,200 LF	\$0.95	\$3,040.00	\$1.00	\$3,200.00	\$1.65
32	Paint Line w/RPMs	1,800 LF	\$1.15	\$2,070.00	\$1.25	\$2,250.00	\$2.20
33	Subtotal			\$353,454.50	\$379,017.00	\$387,535.00	\$410,010.00
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL CONSTRUCTION COST			\$353,454.50	\$379,017.00	\$387,535.00	\$410,010.00

Sealed bids were opened at the City of Buckley, 240 River Avenue, Buckley, Washington 98321 on June 25, 2025, at 11:30 a.m. (local time).

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.

TAN STAFFORD, P.E.

DATE: 6/2025
DRAWN: SC
CHECKED: TS
APPROVED: TS

CITY OF BUCKLEY, WASHINGTON
WEST MASON AVENUE OVERLAY
GRAY & OSBORNE #25418

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CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Consultant Supplemental Agreement 1 for Construction Phase of the West Mason Overlay Project	Agenda Date: July 8, 2025 AB25-033		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		
	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		
Staff Contact: Chris Banks or Dom Miller			
Attachments: TIB Consultant Supplemental Agreement 1.			
SUMMARY STATEMENT: This is a Consultant Supplemental Agreement for construction management and inspection services for the West Mason Overlay Project.			
COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Move to Approve the Consultant Supplemental Agreement No. 1 for Construction Phase of the West Mason Overlay Project.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



Transportation Improvement Board Consultant Supplemental Agreement

Agency City of Buckley

Project Number 3-P-808(002)-1

Project Name West Mason Avenue Overlay

Consulting Firm Gray & Osborne, Inc.

Supplement Phase Supplement No. 1 for Construction Phase

The Local Agency of City of Buckley desires to supplement the agreement entered into with Gray & Osborne, Inc. and executed on January 7, 2025.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

This is for TIB eligible work. The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include

Task 9 – Project Management for Construction Management

Objective: Provide overall project management of CONSULTANT resources, monitor and manage budget, manage and oversee the schedule of deliverables, and provide client contact.

CONSULTANT Responsibilities

1. Contract execution, internal accounting, and auditing.
2. Internal resource management and prioritization of resources.
3. Preparation of monthly progress reports (to be submitted with monthly invoices).
4. Manage and oversee the schedule of deliverables.

Deliverables

1. Monthly invoices.
2. PDF files of letters.

Task 10 – Preconstruction Meeting/Submittal Review

1. Assist AGENCY in contract execution (Contractor and AGENCY).
2. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and issuing a formal Notice to Proceed. Coordinate with TIB.
3. Review Contractor's schedule, and provide comments to Contractor and AGENCY as applicable.



Transportation Improvement Board Consultant Supplemental Agreement

4. Evaluate Contractor's Schedule of Values for lump sum items and verify allocations are made in accordance with the requirements of the Contract Documents.
5. Review submittals. Review Contractor material and compaction testing reports and concrete breaks.

Task 11 – Subcontractor Approval

1. Provide miscellaneous office support to include review of request to sublet forms, statement of intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, contract requirements, and AGENCY requests.

Task 12 – Change Orders/RFI Response

1. Track, review and evaluate Request for Information from Contractor. Coordinate responses with TIB as required. Manage responses to RFIs.
2. Prepare up to two change orders. Represent the AGENCY's interest in negotiation of change order with the Contractor. Estimate and/or record quality measurements of material, equipment and manpower for determining costs for change orders. Prepare change orders for execution by the AGENCY and Contractor subject to approval of the AGENCY and TIB. This task does not include any work for new or additional design tasks nor additional survey work as may be related thereto depending on the nature of the change order. We have budgeted for up to two change orders.

Task 13 – Field Inspection/Reports

1. Provide part-time on-site observation services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site. This includes 80 hours of field inspection.
2. Provide observation documentation to include: Inspector's Daily Report, Weekly Quantity Reports, Weekly Working Day Reports, and Daily Report of Force Account Worked. Confirm quantities for payment with Contractor in the field.
3. Establish communication with adjacent property owners and utility purveyors. Respond to questions from various stakeholders during the course of the project, particularly those visiting the construction site.
4. At substantial completion, coordinate with the Agency and prepare a punchlist of items to be completed or corrected.

Task 14 – Pay Estimate Preparation

1. Prepare monthly progress estimates and review with Contractor and AGENCY.



Transportation Improvement Board Consultant Supplemental Agreement

2. Prepare project billings for submittal to TIB.

Task 15 – Project Closeout

1. Conduct project closeout paperwork to include punchlist walk through; Notice to Completion of Public Works Contract; final voucher, final closeout; and final billing form with Transportation Improvement Board (TIB).

Documents to be furnished by the Consultant

- One pdf copy of each change order
- One pdf copy of each progress estimate
- One pdf copy of field reports
- One pdf copy of submittal reviews and request to sublet approvals

Section IV, **TIME FOR BEGINNING AND COMPLETION**, remains the same.

SUPPLEMENTAL COMPLETION DATE December 31, 2026

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1

MAXIMUM AMOUNT PAYABLE \$83,000.00

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature 	Date 7/2/25



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT A-1

	Original Agreement	Supplement 1	Total
Direct Salary Cost	\$12,948	\$12,019	\$24,967
Overhead (including Payroll Additives)	\$24,083	\$22,355	\$46,438
Fixed Fee	\$5,438	\$5,048	\$10,486
Reimbursables	\$331	\$778	\$1,109
Subconsultant Cost	\$0	\$0	\$0
Total	\$42,800	\$40,200	\$83,000



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT B-1 (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by Tani Stafford, P.E.	Date July 2, 2025																																																						
Project West Mason Avenue Overlay – Construction Management																																																							
Direct Salary Cost (DSC)																																																							
<table><thead><tr><th>Classification</th><th>Man Hours</th><th></th><th>Rate</th><th></th><th>Cost</th></tr></thead><tbody><tr><td>Principal-In-Charge</td><td>4</td><td>x</td><td>\$50 to \$80</td><td>=</td><td>\$292</td></tr><tr><td>Project Manager</td><td>47</td><td>x</td><td>\$45 to \$80</td><td>=</td><td>\$3,431</td></tr><tr><td>Engineer-In-Training</td><td>16</td><td>x</td><td>\$32 to \$55</td><td>=</td><td>\$592</td></tr><tr><td>Civil Engineer</td><td>52</td><td>x</td><td>\$35 to \$57</td><td>=</td><td>\$2,600</td></tr><tr><td>AutoCAD/GIS Tech./Engineering Intern</td><td>12</td><td>x</td><td>\$20 to \$55</td><td>=</td><td>\$444</td></tr><tr><td>Professional Land Surveyor</td><td>4</td><td>x</td><td>\$40 to \$70</td><td>=</td><td>\$260</td></tr><tr><td>Resident Inspector</td><td>88</td><td>x</td><td>\$35 to \$57</td><td>=</td><td>\$4,400</td></tr><tr><td></td><td></td><td></td><td style="text-align: right;">TOTAL DSC</td><td></td><td>\$12,019</td></tr></tbody></table>		Classification	Man Hours		Rate		Cost	Principal-In-Charge	4	x	\$50 to \$80	=	\$292	Project Manager	47	x	\$45 to \$80	=	\$3,431	Engineer-In-Training	16	x	\$32 to \$55	=	\$592	Civil Engineer	52	x	\$35 to \$57	=	\$2,600	AutoCAD/GIS Tech./Engineering Intern	12	x	\$20 to \$55	=	\$444	Professional Land Surveyor	4	x	\$40 to \$70	=	\$260	Resident Inspector	88	x	\$35 to \$57	=	\$4,400				TOTAL DSC		\$12,019
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FIXED FEE (FF)																																																							
FF Rate x DSC or 42% x \$12,019		\$5,048																																																					
REIMBURSABLES																																																							
Misc. Expenses, including mileage, per diem (room and board), Reproduction, etc.		\$778																																																					
SUBCONSULTANT COST (See Exhibit G) (including 10% Administrative Overhead)		\$0																																																					
TOTAL ESTIMATED COST, SCHEDULE A		\$40,200																																																					

**CITY COUNCIL
STUDY SESSION
January 7, 2025**

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

Also in attendance were: Mayor Burkett, City Administrator Brunell, Senior Planner Farnsworth, Public Services Director Banks, Fire Chief Skogen, Police Records Clerk Burkett and Deputy City Clerk Clark.

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:06 PM.

Review of CLG Ordinance:

City Administrator Brunell spoke to the Council that as part of the 2024 work plan, the Citizen's Advisory Commission has worked on guidelines that include drafting a Historic Preservation Ordinance. Based on the Commissions feedback several updates have been made. Key updates include expanded definitions, revised nomination procedures, certificate of appropriateness process, appeal process and zoning relief provisions. The Council gave their input on what they would like to see.

Review of Board & Commission Workplans:

City Administrator Brunell and Senior Planner Farnsworth let the Council know this is an opportunity to review 2025 work plans and meeting dates for Senior Citizen Advisory Commission, Citizen Advisory Commission and Planning Commission.

Review of Council Committee and Liaison appointments:

Council liaison opportunities include Planning Commission, Senior Advisory Commission, Citizens Advisory Commission, Economic Development (BDA & Chamber of Commerce), Regional meetings (PSRC & PCRC), and Lodging Tax Advisory Commission. The Council members are actively present at citizen committee meetings, and this change has strengthened communication, improved transparency, and positive feedback from the community. The Council updated what they have discussed at their liaison meetings.

Annual Review of 2022 Adopted Council Goals & Priority Projects:

City Administrator Brunell went over the progress of Councils long term goals established at the 2023 City Council retreat, assess remaining priorities, and discuss potential revisions to reflect evolving community needs and priorities. The memo and update from Ms. Brunell gave a summary of the status of completed projects, ongoing/in-progress projects and projects not yet started. The Council reviewed the remaining projects, evaluated the relevance of these projects considering current needs and priorities and discussed if any key priority projects are missing.

Review of Park Impact Fees:

Will be brought forward to February City Council Study Session.

City Council Comments:

Council member Bergerson was happy that the community had positive feedback regarding the flag being back up at City Hall during the remodel.

With nothing further, the Study Session was adjourned at 6:47 PM.

City Administrator

Mayor

Prepared by: Jessica Clark, Deputy City Clerk



**City Council
February 25, 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, and Green

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

Council member Arsanto move to excuse Council member Bender. Council member Bergerson seconded the motion. Motion carried.

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

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

Announcements, Appointments, and Presentations:

Street Naming Presentation – Les Holly

Mayor Burkett shared information about Les Holly's service to the community of Buckley. He then presented the family with a certificate and a "Holly" street sign.

Joint Meeting with Citizens Advisory Commission

April Rattray introduced the Commission members and shared their 2025 work plan for Council adoption.

Natasha Hackett shared that the Commission had received its first Art and Murals application. She introduced Brad Kaelin who owns the building that this application would apply to. Mr. Kaelin shared that Amy Boucher has been working with them to get the building recognized on the National Historical Registry and they are currently looking for grants to fund a metal art mural.

COMMITTEE REPORTS

Citizen Advisory Commission:

Council member Anderson shared that the Commission met on February 24th and reviewed the Skate Park and Dog Park rules and signage. They also reviewed the mural application, park enhancement implementation, and the Public Art Policy.

STAFF REPORTS

City Administrator Brunell shared that Ryan Road is currently open; however, River and Pearl will remain closed overnight due to hazardous power poles. There is still no ETA on restoring power in these areas. She also shared that at the next Study Session, Council will have the Audit Exit Conference, review of the Public Services Director Employment Agreement and review final design of the Doc Tait Pavilion.

Council Member Comments & Good of the Order:

Council member Green shared that the PCRC General Assembly met last Thursday. They passed a work plan at that meeting. He also share that next month is Small City day for PCRC.

Council member Green also wanted to have discussion regarding the speeding on Spruce and Park. Council member Arsanto asked if the information we collect from the speed signs would give us information to aid in grants.

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

With nothing further, the meeting was adjourned at 6:45 PM.

Mayor

City Administrator

Prepared by: Treva Zumeck, City Clerk

City Council
March 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, Arsanto, Burbank, Bergerson, Bender (via Zoom), and Green.

Also present were: City Administrator Brunell, Director of Parks & Recreation Snodgrass, Director of Finance Hines, Police Chief Alfano, Senior Planner Farnsworth, City Clerk Zumeck.

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 Bergerson seconded the motion. Motion carried.

Announcements, Appointments, and Presentations:

Street Naming Presentation – George Pecheos

Mayor Burkett shared information on how George Pecheos contributed to the community of Buckley. He presented the family with a certificate and a “Pecheos” street sign.

CITIZEN PARTICIPATION

Tazia Duncan – Ms. Duncan shared that she was there to discuss the importance of Rainier State School and what could happen if the government decided to close it down. She also shared that there will be a Community Town Hall regarding this on March 25th.

COMMITTEE REPORTS

Parks & Community Services Committee:

Council member Green shared that the Committee met today and discussed the following items:

- City Hall furniture,
- Reviewed the Public Art Application,
- Community newsletter,
- Miler Park, and
- Community Special events.

Admin/Finance/Public Safety Committee:

Council member Smith shared that the Committee met yesterday and held discussions on the following:

- Recruitment update,
- Special Event Applications,
- Administrative Policies,
- City logo, and
- City Hall furniture.

The Committee also received an update from the police department. There is currently one recruit going through the academy. The Police have been conducting monthly traffic enforcement operations and the operation for March is speeding. The 3rd Citizen's Academy is in full swing and will be completed by the end of March.

The Committee also heard from the Fire Department that call volumes are down based on the same timeframe in 2024. Collective bargaining is underway with the IAFF. The most recent class of volunteers are expected to graduate in June and the East Pierce Interlocal Coalition (EPIC), which Buckley is a part of will be hosting a Community Emergency Response Team class in the Town of Wilkeson.

The Municipal Court shared that all Blake decision cases have been processed and closed out.

Finance Director Hines provided a 2025 year to date revenue update.

Senior Citizen Advisory Commission:

Council member Bergerson shared that the Commission met on March 5th and discussed the following:

- New Senior Center Coordinator,
- January and February participation numbers,
- Spring program plans,
- Scholarship program,
- Participation Policy, and
- Major events calendar.

Planning Commission:

Council member Arsanto shared that the Commission met on March 3rd and discussed ADU rules and regulations.

CONSENT AGENDA

Council Member Smith moved to approve the Consent Agenda. Council member Anderson seconded the motion. Motion carried.

Claim check numbers 69025 through 69100 in the amount of \$613,767.00 for February 11th through February 24th; payroll check numbers 41597 through 41704 in the amount of \$295,535.31, and ACH payroll in the amount of \$667,977.87 for February 25th through March 10th; and claim check numbers 69101 through 69166 in the amount of \$241,497.45 for February 25th through March 10th are hereby approved and ordered paid this 11th day of March 2025.

REGULAR AGENDA

Doc Tait Pavilion Project Final Design

Council member Arsanto moved to Approve the Final Design of the Doc Tait Pavilion and authorize the Foothills Rails to Trails Coalition to Proceed with Construction as designed and permitted. Council member Green seconded the motion. Motion carried.

Public Services Director Employment Agreement

Council member Smith moved to Approve the Employment Agreement Between the City of Buckley and Chris Banks for the position of Public Services Director. Council member Anderson seconded the motion. Motion carried.

STAFF REPORTS

Development Projects Update

Senior Planner Farnsworth gave an update on the current development projects and asked Council if they had any questions. He also shared that Zhang RV has been given civil approval but at this point, we still don't know if they will build.

City Administrator Update

City Administrator Brunell shared that there will be ground breaking for the Doc Tait Pavilion on March 24th at 5:00 PM and Rainier State School will be holding a community town hall on March 25th at the Fire Station. She also shared that the City is doing a letter of support for Rainier State School.

Council Member Comments & Good of the Order:

Council member Smith shared that he had received a request to put the pickleball nets back up. He also received an email regarding the vandalism on the new bridge and was wondering if we could put a camera out there.

Council member Green shared that we need to push the King County Council to get some assistance with this as the bridge belongs to them.

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

With nothing further, the meeting was adjourned at 6:44 PM.

Mayor

City Administrator

Prepared by: Treva Zumeck, City Clerk

RBH

CITY OF BUCKLEY			
Payroll and Claims/Treasurer Checks -June 2025			
July 8, 2025 Council Meeting			
FUND #	FUND NAME	AMOUNT	ITEM
001	General Fund	\$ 444,315.32	Payroll
		\$ 196,766.68	Claims/Treasurer Checks
003	GF Cumulative Reserve	\$ -	Claims/Treasurer Checks
004	Cemetery	\$ -	Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve	\$ -	Payroll
		\$ 13,354.51	Claims/Treasurer Checks
008	Railroad ROW	\$ 2,659.73	Payroll
		\$ -	Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ 18,146.46	Claims/Treasurer Checks
035	Park Construction	\$ -	Claims/Treasurer Checks
101	Street Operations	\$ 9,524.63	Payroll
		\$ 8,865.26	Claims/Treasurer Checks
102	Street Capital Improvement	\$ 41,292.20	Claims/Treasurer Checks
103	Transportation Benefit District	\$ -	Claims/Treasurer Checks
105	EMS	\$ 61,953.14	Payroll
		\$ 10,988.61	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	\$ 1,690.37	Claims/Treasurer Checks
136	Visitor Promotion	\$ 494.95	Claims/Treasurer Checks
202	Fire Station Construction Bond	\$ -	Claims/Treasurer Checks
307	Capital Improvement	\$ 203,989.61	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
		\$ -	Claims/Treasurer Checks
401	Natural Gas Operations	\$ -	Claims/Treasurer Checks
402	Water Sewer Operations	\$ 134,803.14	Payroll
		\$ 61,737.87	Claims/Treasurer Checks
403	Solid Waste	\$ -	Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ 3,550.87	Claims/Treasurer Checks
406	Water Construction	\$ 36,709.27	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 38,632.25	Payroll
		\$ 10,286.55	Claims/Treasurer Checks
408	Stormwater Construction	\$ 526.41	Claims/Treasurer Checks
430	Utility Equipment Reserve	\$ -	Claims/Treasurer Checks
631	Municipal Court Trust	\$ -	Claims/Treasurer Checks
632	Custodial Activities	\$ 9,988.51	Claims/Treasurer Checks
	Total Payroll	\$ 691,888.21	
	Total Claims & Treasurer Checks	\$ 618,388.13	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	June- mid-month draw & end of month		
Claims =	June- all batches		

D. REGULAR AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION						
SUBJECT:	Agenda Date: July 8, 2025		AB25-034			
RES No. 25-____: Support for Wilkeson – Fairfax Bridge Closure	Department/Committee/Individual	Created	Reviewed			
	Mayor		X			
	City Administrator		X			
	City Attorney		X			
	City Engineer					
	City Clerk	X	X			
	Finance Dept					
	Building Official					
	Fire Dept					
	Parks & Recreation					
	Building & Planning					
	Police Dept					
	Municipal Court					
	PW/Utilities					
Staff Contact:	City Administrator Courtney Brunel					
Attachments:	Resolution					
SUMMARY STATEMENT: Resolution No. 25-05 expresses the City of Buckley's support for the Town of Wilkeson following the closure of the Fairfax Bridge, which has created public safety risks, delayed emergency response, and harmed local businesses. Buckley supports interim access solutions, including a proposed easement road, and urges the state and federal agencies to provide emergency funding. Adoption of this Resolution demonstrates Buckley's commitment to regional collaboration and solidarity with Wilkeson. Copies will be sent to state and federal officials to advocate for urgent action and assistance.						
COMMITTEE REVIEW AND RECOMMENDATION:						
RECOMMENDED ACTION: MOVE to Approve Resolution No. 25-05 in Support of the Town of Wilkeson following the Closure of the Fairfax Bridge.						
RECORD OF COUNCIL ACTION						
Meeting Date	Action	Vote				

CITY OF BUCKLEY, WASHINGTON

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, IN SUPPORT OF THE TOWN OF WILKESON'S DECLARATION OF THE FAIRFAX BRIDGE CLOSURE AS A PUBLIC INFRASTRUCTURE EMERGENCY AND REQUEST FOR STATE AND FEDERAL ASSISTANCE

WHEREAS, the City of Buckley recognizes the critical importance of the Fairfax Bridge in supporting regional connectivity, emergency services, economic vitality, and public safety throughout the Upper Carbon River Valley; and

WHEREAS, the closure of the Fairfax Bridge has resulted in significant public safety concerns, including increased emergency response times and hazardous detour routes that place rural residents and first responders at risk; and

WHEREAS, the bridge closure has caused economic hardship for businesses and residents in the Town of Wilkeson and the surrounding area, threatening the viability of small businesses that rely on local and tourist traffic; and

WHEREAS, the City of Buckley supports Wilkeson and its regional partners in their efforts to identify a short-term access solution, including the potential use of a private easement road for emergency and limited public access; and

WHEREAS, the City of Buckley agrees that immediate state and federal investment is necessary to address this infrastructure emergency, restore access, and support the long-term recovery of the region;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BUCKLEY, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City of Buckley formally expresses its support for the Town of Wilkeson's declaration of a public infrastructure emergency due to the closure of the Fairfax Bridge.

Section 2. The City of Buckley urges expedited state and federal support for interim access solutions, including assistance with the proposed easement road alternative and any other viable options identified in coordination with WSDOT.

Section 3. The City of Buckley calls upon the Washington State Legislature, the Washington State Department of Transportation, the Department of Commerce, and relevant federal agencies to provide funding and technical assistance to restore emergency access and mitigate economic harm to the affected communities.

Section 4. That copies of this Resolution to be transmitted to Governor Bob Ferguson, Representative Josh Penner, Senator Phil Fortunato, Pierce County Councilmember Dave Morell, the Secretary of the WSDOT, and the offices of U.S. Representative Kim Schrier.

Section 5. If any provision of this Resolution is determined to be invalid or unenforceable for any reason, the remaining provisions of this Resolution shall remain in full force and effect.

PASSED and APPROVED by the City Council of the City of Buckley, Washington, at a regular meeting this 8th day of July 2025.

Beau Burkett, Mayor

ATTEST:

Treva Zumeck, City Clerk

APPROVED AS TO FORM:

Phil Olbrechts, City Attorney

Posted: _____

E. STAFF REPORTS



Memo

To: Mayor and City Council
From: Sandi Hines, Finance Director
Date: July 8, 2025
Re: 2nd Quarter 2025 Financial Dashboard Report

Background

The Financial Dashboard Report is a high-level summary of some of the City's key revenue and expenditure markers. It provides a budget to actual comparison for year-to-date revenues and expenditures for the General Fund as well as other key revenues and expenditures from other funds. The report also compares this year's actual revenue and expenditure performance to the prior year. The report provides a quick glance status utilizing a color scheme of green (positive performance above expectations), yellow (performance at expectations), and red (performance below expectations and/or areas to watch). The dashboard also includes the previous quarter's color indicators to indicate whether the revenues and expenditure categories have improved or declined since the previous quarter. Staff will provide the dashboard report to the Council quarterly.

Analysis

General Fund Revenues are at 56% of the budget, above the 2nd quarter mark of 50%. This is due to the three largest revenue sources in the General Fund all coming in above the 50 percent mark (property tax 58%, sales taxes 51%, and utility taxes 53%). Additionally, development revenues have seen a significant increase since the beginning of the year with Building Permits now at 59% of budget and Planning Fees at 85% of budget for the second quarter. As a comparison, second quarter 2025 revenues are 28% ahead of the same period in 2024.

The General Fund Revenue status indicator is shown as green on the dashboard (see following page) based on total collections exceeding the 50% benchmark. As we started to see at the end of March, **Building Permits** were pulled in increasing numbers during April – June with almost 60% of budget received through June.

Sales Tax and Utility Tax revenues are on target as we finished the second quarter with 51% and 53% collected respectively compared to budget. Sales Tax revenues can be volatile based on economic conditions, time of the year, and development activity. Staff will continue to monitor Sales Tax revenues throughout the year.

One area continuing to see large increases compared to last year and to the budget is **Passport** revenues. Though not a major source of revenue, the Passport services program has seen a steady increase since last year and is already at 85% of budget and 128% ahead of the same period in 2024. Staff held a Saturday passport event on May 17th and processed about 120 passports. Appointments are scheduling out for 3 weeks currently. Staff are attributing a portion of the increase to the requirement for domestic air travelers to have a REAL ID, of which a passport is one option.

General Fund Expenditures are 57% of the budget, which is over the quarterly mark of 50%. One item significantly impacting this percentage is the Citywide insurance invoice (\$495,790) that is paid in-full at the beginning of the year. Excluding the insurance amount from the budget and actuals, second quarter expenditures would be 54% of budget, which is still slightly higher than the quarterly expenditure expectations. Outside of the annual one-time items, expenditures tend to trend to an even split throughout the year as about 75% of the City's General Fund budget is for personnel costs that are paid consistently month to month.

Some of the expense areas attributing to the 4% overage compared to the benchmark expectations include:

Legal Services: *2025 Budget \$30,000, YTD Actuals through June 30 \$48,517 or 162% of budget.* The Legal budget of \$30,000 was similar to the 2024 budget and at the time of the 2025 budget development in the fall of 2024, the amount was sufficient for the expected needs. Since that time, several unplanned legal needs have arisen including the return of the Marion Water District issue and the employee contract negotiations with IAFF for Firefighter personnel. Planned expenses for the remainder of the year include the ongoing cost for general City Attorney services and the upcoming Police Guild contract negotiations. Staff are trying to estimate how much is needed for the remainder of the year as well as areas in the budget for expenditure savings to offset the overage. Additional information will be brought back to Council with the Mid-year Budget Adjustments planned for later in July/early August.

Fire Department OT: *2025 Budget \$3,000, YTD Actuals through June 30 \$26,261 or 875% of budget.* Fire Department OT has increased significantly compared to past years and the original budget due to the switch to 24-hour shifts and the addition of full-time personnel. Previously, the City had one full-time Firefighter that worked 10- or 12-hour shifts and was backfilled by volunteers at a much lower hourly rate. When the City moved to adding additional full-time firefighters, it required a change to a 24-hour shift schedule. Coverage for a 24-hour shift doubles the cost automatically when coverage is needed to allow staff to take their earned time off. Additionally, with the implementation of the IAFF contract, the 24-hour shifts are covered first by the other full-time staff with volunteers (at a lower hourly rate) filling in as needed. The Fire Chief, Finance Director and City Administrator are looking at avenues for expenditure savings for the year to cover the additional overtime and options to adjust the budget moving forward to 2026 at the Mid-Biennial Update.

Vehicle Repairs & Maintenance (all depts.): *2025 Budget \$31,000, YTD Actuals through June 30 \$44,071 or 142% of budget.* Unexpected repairs for pump failures on Fire Department apparatus are the main reason for the actuals being over budget.

Utilities (all depts.): *2025 Budget \$94,100, YTD Actuals through June 30 \$59,800 or 64% of budget.* Utility costs are higher than planned across all departments and all types of utilities, especially electricity and natural gas. Staff attribute the increase to higher rates and not necessarily any additional usage or problem.

Information for revenues in other funds includes **Real Estate Excise Tax (REET)**. REET is not received in the General Fund as it is solely dedicated to capital expenditures and is accounted for in the capital project funds. REET is included in the Dashboard Report as it is an important funding source for capital projects such as the City Hall Remodel, Miller Park, and general government facility improvements. As of June 30, 2025, REET revenue was significantly above the 50% quarter mark at 68% and above the same period last year by 91%. This is a large turnaround from the first quarter when REET revenue was at 7% of the budget. REET revenue from the large commercial sales that happened in March/April was received during the 2nd quarter, significantly improving the outlook for the year.

The dashboard below summarizes the financial data as of June 30, 2025:

City of Buckley
Quarterly Financial Dashboard
Actual to Budget Status as of: 6/30/2025

Annual Budget Threshold (% Complete):
50%

General Fund	2025	YTD Q2	% Received/ % Expended	YTD Q1	YTD Q2	YTD Change: '25 to '24	
	Budget	Actual 2025	Actual 2025	Actual 2025	Actual 2024	\$	%
Total Revenues	7,943,174	4,413,969	56%	19%	3,447,334	966,635	28%
Total Expenditures	7,887,039	4,477,688	57%	32%	3,863,355	614,333	16%
<i>Total Exp. less Insurance</i>	<i>7,403,991</i>	<i>3,978,077</i>	<i>54%</i>	<i>27%</i>			

Key Markers (all funds)
Revenues

Property Tax*	1,360,295	786,050	58%	1%	715,984	70,065	10%
Sales Taxes	1,633,800	828,936	51%	26%	705,765	123,171	17%
Utility Taxes	1,301,910	687,869	53%	24%	641,503	46,366	7%
Business Licenses	72,000	41,792	58%	28%	35,931	5,860	16%
Building Permits	744,563	442,619	59%	10%	129,169	313,449	243%
Passport Services	63,500	54,225	85%	42%	23,815	30,410	128%
Planning Fees	40,000	33,822	85%	22%	12,714	21,108	166%
REET	420,000	287,273	68%	7%	150,363	136,909	91%

Expenditures

Gen. Fund: Salary/Benefits	5,276,598	2,604,864	49%	26%	2,559,109	45,755	2%
Gen. Fund: Fire Overtime**	3,000	26,261	875%	N/A	4,676	21,585	462%
Gen. Fund: Legal Services**	30,000	48,517	162%	N/A	12,180	36,337	298%

* Property Tax is received in 2 main installments during the year - April/May and October/November.

** General Fund Fire Overtime and Legal Services were not included with the first quarter dashboard.

Status Key

Revenues are higher than expected or expenditures are lower than expected:

Revenues or expenditures are within an expected range:

WATCH - Revenues lower/expenditures higher than the expected range or outook is cautious:





To: Buckley City Council

From: Anneke Berry, Presiding Judge

Date: July 1, 2025

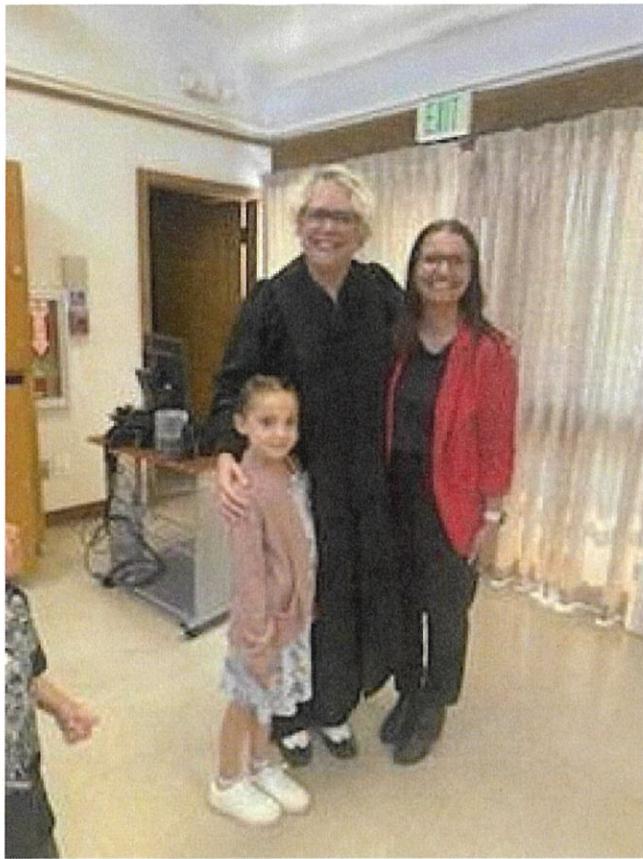
Re: 2025 State of the Court Update

Overview

In the second half of 2024, Buckley Municipal Court faced significant operational challenges with resilience. A November breach of the statewide records management system required a temporary, but extensive, overhaul of courtroom and office procedures. When full access was restored after weeks of unavailability, staff had additional restoration tasks to complete due to the outage. While software issues, power outages, and a gas leak at the Multi-Purpose Center tested our adaptability, our team effectively utilized available resources to maintain operations.

Community Engagement

To enhance public understanding of the judicial system, Judge Berry has continued to pursue community outreach. She presented at Kiwanis, local schools, the Buckley Police Department's Citizens Academy, and most recently participated at a "Lunch and Learn" in June at the Buckley Senior Center. A highlight was our "Kids Court" event during "Take a Kid to Work Day," where children and parents engaged in mock trials to learn about the rule of law. She has also been invited to facilitate the Kids Convention Program at the Tacoma Pierce County Bar Association Convention in October and has written an article that will be featured in the next issue of the TPCBA News.



Professional Development

Our Court Administrator attended the four-day District and Municipal Court Managers Association conference in May, gaining insights on disability access, interpreter funding, therapeutic court challenges, legislative updates, and the upcoming statewide case management system transition, set for Buckley Municipal Court in June 2027. This transition will demand significant preparation from staff and stakeholders.

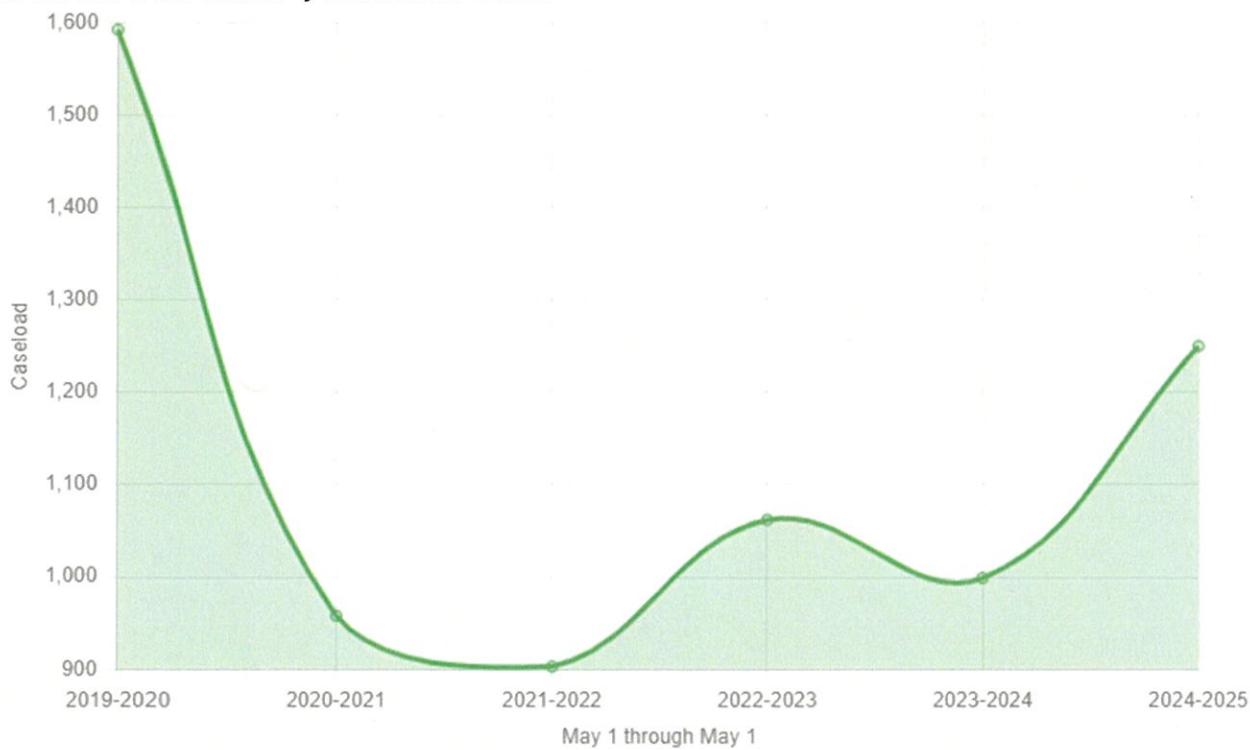
Judge Berry served on two state committees: the Council of Independent Courts and the District and Municipal Court Judge's Association conference planning committee. At the association's June conference, themed "Leadership," sessions focused on transformational leadership—prioritizing collective goals to navigate change. Areas of focus for updates included, DOL, DUI, future bills facing the legislature, and probation monitoring.

Partnerships and Operations

Our collaboration with the Buckley Police Department remains strong, with regular communication on safety, procedures, and community needs. Quarterly meetings with staff and stakeholders cover legislative updates, policy revisions, local court rules, and safety protocols.

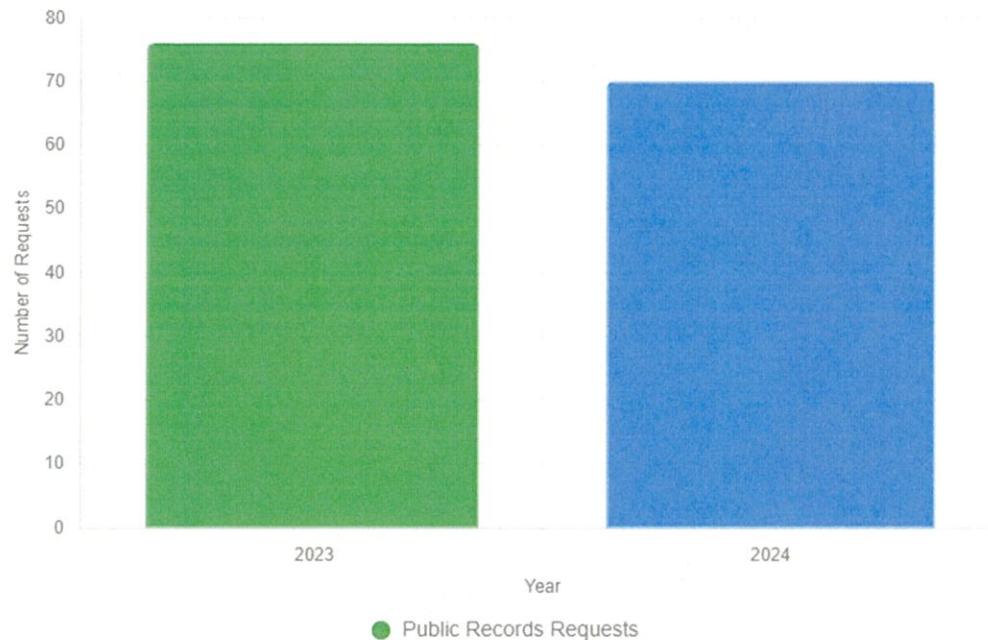
Caseload Trends

Caseloads have steadily risen since the pandemic low of 2020-2021. The chart below represents citations filed annually from 2019–2025.



Public Records Requests

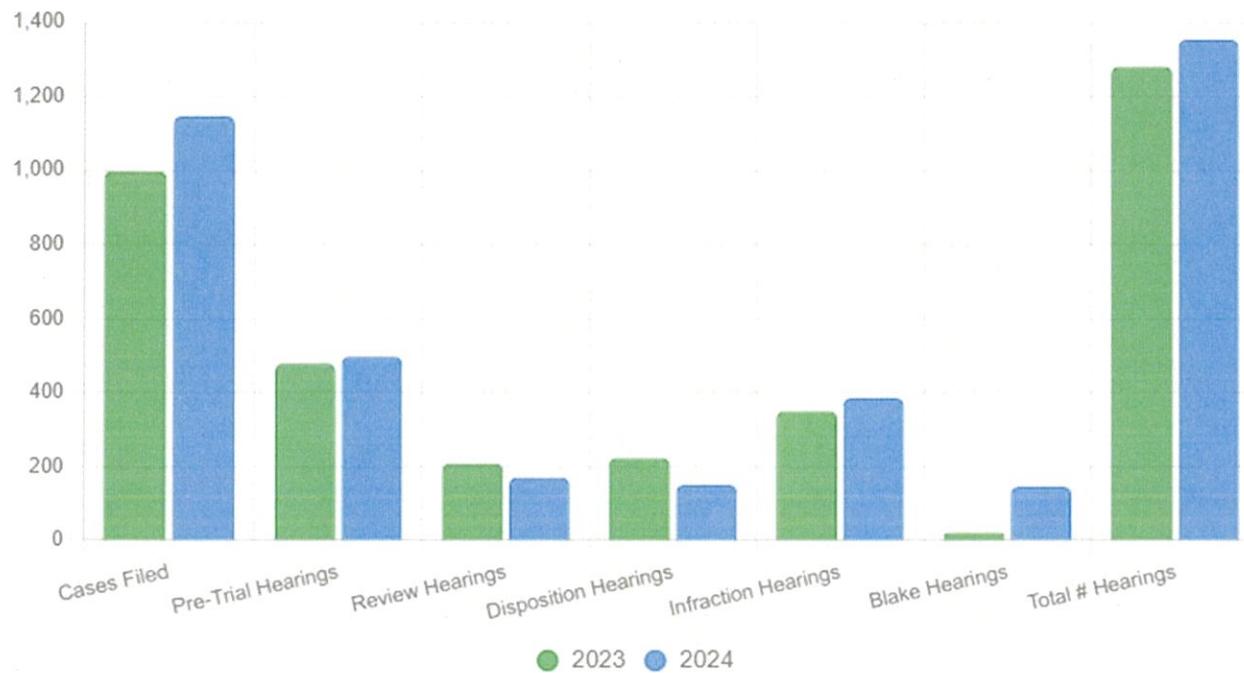
Public records requests are trending upward, with 2025 projected to exceed prior years. The chart below compares 2023 and 2024 requests.



Court Hearings

Hearings, scheduled four days per month, align with case filings. We are exploring adding a fifth session in preparation for an increasing caseload. The table below summarizes 2023 and 2024 hearing types, followed by a chart for visual comparison.

Number of Hearings - 2023 vs 2024



Probation and Technology

The court monitors more than 250 probation cases monthly, which often require hearings to ensure compliance. Using Zoom exclusively for infraction hearings has greatly reduced failures to appear, streamlining operations and providing court access to those who might otherwise feel precluded.

Public Defense Standards

In June of 2025, the Washington State Supreme Court issued order number [25700-A-1644](#) which requires a phased implementation of new public defense standards over a 10 year period. Our court is working closely with our staff and stakeholders, as well as city administration, to best serve the community while remaining in compliance with the mandates of the order.

Looking Ahead

In late 2025, we will focus on budget planning, stakeholder engagement, and community outreach. We will review practices, develop the 2026 workplan, and adjust the 2026 hearings calendar to better serve staff and the public. We will also “go live” with Laserfiche, a software program that stores documents digitally, eventually eliminating the need for paper files. We celebrate our team’s tenure: 14 years for our Court Administrator, 11 years for our clerk, and 4 years for Judge Berry as Presiding Judge. The staff’s reliability, consistency, and efficacy continue to ensure efficiency and operational excellence.

Thank you for your support. I welcome feedback as we continue serving Buckley with access and integrity.