



BUCKLEY CITY COUNCIL AGENDA

Tuesday, January 9, 2024, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #01-24, Next Resolution #24-01, Next Agenda Bill #24-001

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. Council Committee Appointments

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. Council Member Comments & Good of the Order

D. CONSENT AGENDA

- a. Interlocal Agreement with Town of Wilkeson for Police Services
- b. Approve Minutes of August 8, 2023, City Council Meeting
- c. Approve Minutes of August 22, 2023, City Council Meeting
- d. Approve Minutes of September 12, 2023, City Council Meeting
- e. Approve Minutes of September 26, 2023, City Council Meeting
- f. Approve Minutes of October 3, 2023, City Council Study Session
- g. Approve Minutes of October 10, 2023, City Council Meeting
- h. Claims and Payroll

E. REGULAR AGENDA

1. UNFINISHED BUSINESS

- a. Architecture and Engineering Services Proposal for Phase 2 Redesign of City Hall Addition and Modernization Project

2. NEW BUSINESS

F. STAFF REPORTS

1. City Administrator Update

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

B. PUBLIC COMMENTS

From: Mark Thompson <novamarkseattle@gmail.com>
Sent: Tuesday, December 19, 2023 11:38 AM
To: Mackenzie Breeden <mbreeden@cityofbuckley.com>; Beau Burkett <bburkett@cityofbuckley.com>; Brandon Green <bgreen@cityofbuckley.com>; milttremblay@hotmail.com; irose@cityofbuckley.com; Amanda Burbank <aburbank@cityofbuckley.com>; Kenny Arsanto <karsanto@cityofbuckley.com>; Ron Smith <rsmith@cityofbuckley.com>
Cc: Courtney Brunell <cbrunell@cityofbuckley.com>
Subject: Sex Offender Policy

[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.]

To: Buckley City Council,
From: Mark Thompson, resident
Date: December 19, 2023

The Association of Washington Cities has a representative sitting on the Sex Offender Policy Board. Currently, that person is Donald Renfield. Previously, it was Linda Farmer. Some of you have had the opportunity to meet with Mr. Renfield and Ms. Farmer, and will see them again at AWC meetings. When you do, I hope you'll tell them the following story, because "all politics is local" and this incredible story occurred in our sweet little town of Buckley. Yet, it has implications that reach to state levels because it can happen anywhere to anyone.

Please don't think I'm overly passionate about this issue, or that there are easy answers to a complex problem. I have felt the effects of stigma, and have been asked not to tell this story. However, to keep quiet is irresponsible. Words are the tools of civilization, and I'm doing the minimum necessary, with all appropriate humility with respect to those who deal with criminal behavior on a daily basis.

Here's the story.

When Courts Punish Dementia
By Mark Thompson © 2023

An issue is emerging as more and more aging seniors with dementia are appearing before the courts. My father was one of them, and it's not easy for me to tell this story. I tell it because I know the information will fill a void and reduce stigma.

Dementia affects 13 percent of people over age 70, and patients often minimize the effect of their dementia. Patients think they can drive and minimize the risk. They think they can cook, and minimize the risk of leaving the stove on. They think they can dress themselves, and minimize the problem of wearing their underwear on the outside of their pants, down around their knees, or their shirt on backwards. Doctors call this anosognosia, and it's common to nearly every form of dementia, including Alzheimer's.

Anosognosia confusion can sometimes lead to violent or even deadly behavior, such as putting pillows over the heads of snoring roommates. A Google search of "dementia arrest" fills many screens, and according to an investigative report by The Marshall Project, the rate at which seniors are being arrested [has been increasing](#).

Dementia patients also behave sexually inappropriately and minimize doing so. My demented father french-kissed his 8-year-old granddaughter. And when my mother caught him doing so in the backyard patio in full view of neighbors, he said, "what's wrong with showing affection to my granddaughter?" He also minimized it to the police saying, "it was a pleasant experience," and "It was nice."

No genitalia were involved, but this was child molestation, and courts do not brush that away. Instead, courts shine a harsh light of reason, such that when Dad again minimized what he did, a Department of Corrections (DOC) official routinely interpreted it as "a cavalier attitude," and "a reluctance to accept responsibility." Specifically because of this, the official easily and rationally disagreed with the defense attorney's request to serve no jail time and instead, recommended "some punishment."

Here, I'll quote a nationally recognized expert, Teepa Snow, who said, "Dementia does not rob someone of their dignity; it is our reaction to them that does." And reactions vary. There are 3143 counties in the U.S., each with their own courthouses and prosecutors and DOC officials. So I wonder if a different DOC official would react differently. Some of these people have personal experience and familiarity with dementia; some don't. According to Robert Kinscherff of Harvard's Center for Law, Brain & Behavior, "there's an urgent need for standardization of the practices, policies, and legal test procedures for dementia such that they are up to date with the advances in medical and neuroscience." (personal correspondence)

The prosecutor took a different posture and reduced the charge from 1st degree child molestation to 2nd degree, which put Dad in a sentencing range of between zero to 12 months incarceration. The judge chose 12 months, and scolded Dad during sentencing, expressing concern for the welfare of Dad's victim. Child molestation is considered a strict liability offense, which meant that the judge was not required to consider Dad's mental state – his *mens rea*.

But again, this was child abuse, and what possible rationale could there be for showing mercy to a child abuser? For as Adam Smith wrote, "Mercy to the guilty is cruelty to the innocent." And while such words are basic and intuitive, they are also incongruous with something else – something just as basic and intuitive. Let's explore that now.

Smith was an 18th century professor and chair of Moral Philosophy at Glasgow University, and according to the common law principles of his time, a crime required both a guilty action (*actus reus*) and a guilty mind (*mens rea*). Later, during the industrial revolution of the 19th century, legislators sought a way to improve factory safety by preventing factory owners from skating away from responsibility, claiming ignorance of safety standards. They did so simply by removing the requirement to show a guilty mind. It worked. Factories became safer. They called this idea, *strict liability*.

Critics of *strict liability* were appalled that courts would abandon such a basic principle, and some still complain, as discussed [here](#), and [here](#). In 1993, in a case similar to my father's, Justice Robert Bell, wrote "[*strict liability*] offends a principle of justice so rooted in the traditions of conscience of our people as to be ranked as fundamental... and is therefore inconsistent with due process." Sadly, Justice Bell was in the minority.

My family tried to fill the vacuum left by Dad's judge, who didn't once mention the word dementia. The judge gave us no wise words from the bench explaining *strict liability* and why it

should or shouldn't be used in Dad's case. A professional opinion would have been nice because *strict liability* is no esoteric concept notable only for legal scholars. *Strict liability* is very pertinent to our lives, and the issue exploded in the middle of my family's living room. It continues to divide my family from afar.

Adam Smith lived and wrote before *strict liability*, and knew only common law principles. He believed that without a guilty mind (mens rea), there can be no crime. He believed, as I do, that a crime and a tragedy are two different things. And thus, Smith would have found Dad not guilty by reason of insanity. Smith wouldn't have called that "mercy to the guilty, or cruelty to the innocent;" he would have called it Justice.

Others agree and reform is coming in the form of diversion away from jail or prison and toward treatment. In 2023, Washington State began hiring "forensic navigators" to do this.

In 2023, The American Bar Association passed [a resolution](#) asking state agencies to "train judges, prosecutors, defense lawyers, law enforcement officers, correctional personnel, probation, and parole officers to recognize and screen for dementia and understand its impact on an individual's understanding, behavior, decision-making, communication, and judgment." Here's [a video and a 92-page report](#) discussing the subject at length. Both highlight the need for data gathering.

Legislation passed in 2023 in both West Virginia ([SB 232](#)) and Washington state ([SB 5440](#)) will, at a minimum, create the infrastructure necessary for legal and social scholars to keep track of such cases. But in the meantime, a study of South Carolina prisons found that [11 percent](#) (241 / 2171 people) of those "aging in" prison with dementia were sick prior to incarceration. This study was written by members of [the ARCH network](#), which was formed in 2020 to research the social and health (non-legal) needs of dementia offenders in prison. So all indications are that the data is there. We just need to go get it.

I don't minimize Dad's guilty action, but I also don't see a monster. While people with dementia can behave monstrously, I think it's a mistake to monsterize them. One in nine families are caring for someone with dementia, and feelings of horror, helplessness, and catastrophizing are common. Posts on Facebook can be heart-breaking to read, and caregivers, like me, dig deep for courage and a better attitude. We take appropriate action, and blame the disease, not the patient.

Dad took his punishment well. He spent 12 months in jail and completed 3 years of sex offender treatment. I'm glad for the therapy because I was unsure how to confront Dad's minimizing attitude. I was his son, and torn between anger and compassion. However, the therapist had a no-nonsense, professional approach, which I think worked. The therapist thought so, too, and released him from therapy. The DOC then stopped its supervision. He died four and a half years after his release from jail.

I think Dad's judge could have well said that community safety required that Dad receive better supervision, and I think his family and church stepped up and did that effectively. Also to that point, I've seen [legislation in Washington State](#) that addressed "challenging behavior" in dementia care facilities by providing extra resources for state-licensed caregivers. That's a good response to dementia. But it's quite a different thing to say that Dad needed to be punished. That just doesn't make sense. We can't punish our way to a cure for dementia.

Someone from the American Bar Association suggested it might take as long as 10 years before this problem will be corrected. You can help. If this paper strikes a chord with you, please go to your search engine and type “find your legislator” and send an email asking them to fix the legal system’s failings with dementia. If your respect for the rule of law has been diminished, then ask for a return to ancient, common law definitions of a crime and to avoid strict liability when dealing with dementia offenders. Ask your legislator to create a 24/7 hotline for police to call and receive expert advice, or as Washington State does, hire “forensic navigators.” We all love children, but remind your legislators that if they hate one person because they love another, then they’re doing “it” wrong. There’s a hard truth, here, about the human condition, and it’s an easy mistake to write laws so strictly “for the greater good” that it directs our judges to “hate the truth for the sake of what we love in place of the truth.” (Augustine)

Please take from this paper this simple message: While we can’t yet end Alzheimer’s or any other dementia, we can end stigma.

C. COMMITTEE REPORTS

D. CONSENT AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

| ITEM INFORMATION | | | |
|---|-------------------------------------|-----------------|----------|
| SUBJECT: Interlocal Agreement Between the City of Buckley and the Town of Wilkeson for Police Services | Agenda Date: January 9, 2024 | AB24-001 | |
| | Department/Committee/Individual | Created | Reviewed |
| | Mayor Beau Burkett | | X |
| | City Administrator | | X |
| | City Attorney | | X |
| | City Engineer | | |
| | City Clerk | | X |
| | Finance Dept | | |
| | Building Official | | |
| | Fire Dept | | |
| | Community Services | | |
| | Planning Dept | | |
| | Police Dept | X | X |
| | Municipal Court | | |
| | PW/Utilities | | |
| Staff Contact: Police Chief Kurt Alfano | | | |
| Attachments: Agreement | | | |
| SUMMARY STATEMENT: The purpose of this interlocal agreement is for the City of Buckley Police Department to provide police services to the Town of Wilkeson. | | | |
| COMMITTEE REVIEW AND RECOMMENDATION: N/A | | | |
| RECOMMENDED ACTION: Move to Approve the Interlocal Agreement Between the City of Buckley and the Town of Wilkeson for Police Services. | | | |
| RECORD OF COUNCIL ACTION | | | |
| <i>Meeting Date</i> | <i>Action</i> | <i>Vote</i> | |
| | | | |
| | | | |
| | | | |
| | | | |



INTERLOCAL AGREEMENT BETWEEN THE CITY OF BUCKLEY, WASHINGTON AND THE TOWN OF WILKESON, WASHINGTON FOR POLICE SERVICES

THIS INTERLOCAL AGREEMENT is dated effective this 1st day of January 2024 by and between the City of Buckley, Washington, a Municipal Corporation, and the Town of Wilkeson, Washington, a Municipal Corporation, each party having been duly organized and now existing under the laws of the State of Washington.

WITNESSETH:

WHEREAS, the City of Buckley (hereinafter "Buckley") is authorized by law to form and operate the City of Buckley Police Department (hereinafter "Buckley Police"); and

WHEREAS, the Town of Wilkeson Mayor (hereinafter "Town of Wilkeson") is authorized by law to have charge of the Town of Wilkeson; and

WHEREAS, the Town of Wilkeson wishes to designate the Buckley Police as the designated law enforcement agency to enforce the laws of the Town of Wilkeson and the State of Washington; and

WHEREAS, the Interlocal Cooperation Act, RCW 39.34.080 and other Washington law, as amended, authorizes any city to enter into an interlocal agreement to permit another city to perform any governmental service, activity or undertaking which either city is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into the Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended;

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

PURPOSE. The purpose of this Interlocal Agreement is to provide efficient and effective law enforcement services within the Town of Wilkeson.

MUNICIPAL AUTHORITY. To carry out the purpose of this Interlocal Agreement, the Town of Wilkeson hereby confers its municipal police authority upon the Buckley Police. The Buckley Police are hereby authorized to carry out law enforcement services hereafter set forth.

POLICE SERVICES. Buckley, through its Police Department, shall provide police services as described in this Interlocal Agreement for the Town of Wilkeson, which shall consist of a minimum of twenty-five (25) hours of services each month. This Interlocal Agreement does not call for 24-hour patrol coverage, but rather for a Buckley Police officer to respond appropriately to emergency police related 911 calls for service. The 25 hours of police services will include:

- A. Appropriately timed response to non-emergency police related calls.
- B. Patrolling on both a regular and irregular basis or as specifically requested by the Town of Wilkeson.
- C. Enforcement and investigation of all criminal law, either through the Revised Code of Washington or the Town of Wilkeson Municipal Code.
- D. Enforcement of State and Local Traffic Code and civil infraction violations.
- E. Response to all Subpoena's issued by the Town of Wilkeson Municipal Court and assist in the prosecution of criminal laws, and traffic and civil infractions.
- F. Residential vacation checks when requested by any citizen of the Town of Wilkeson.
- G. Advised the Town of Wilkeson as to situations of which the patrolling officers have specific knowledge, affecting the health, safety and public welfare of citizens and visitors; including inadequate, missing or broken traffic or safety signs.
- H. Advise the Town of Wilkeson of the need for new ordinances or changes in existing ordinances to address enforcement concerns.
- I. Assist the Town of Wilkeson in preparing Wilkeson's response to queries from County, State and other jurisdictions in matters relating to reports on law enforcement needs, activities and other like matters.
- J. Maintain close liaison with the Town of Wilkeson officials and attend Council Meetings and such special meetings as appropriate and necessary.
- K. Such other normal police services as may be required for the health, safety and public welfare of the residents and visitors.
- L. The Buckley Police will respond accordingly to emergency animal calls, such as vicious dogs, injured dogs, and reportable accidents involving injury or property damage.

POLICE DISPATCHING SERVICES. The Town of Wilkeson is responsible for any dispatching services and records management system arrangements and charges from South Sound 911.

JAIL SERVICES. Jail Services shall not be provided under this Interlocal Agreement. It shall be the Town of Wilkeson's responsibility, including but not limited to financial, to arrange and provide jail services to persons arrested by the Buckley Police while providing police services under this Interlocal Agreement.

MUNICIPAL COURT SERVICES. The Town of Wilkeson shall provide Municipal Court services to process notice of infractions and/or criminal citations issued by the Buckley Police in the Town of Wilkeson. The cost of service shall be the responsibility of the Town of Wilkeson.

PROSECUTING ATTORNEY. The prosecuting attorney for the Town of Wilkeson shall be the prosecuting attorney for cases brought to the municipal court by Buckley Police Officers. The cost of the prosecuting attorney shall be the responsibility of the Town of Wilkeson.

INSURANCE. Indemnity Required. The City of Buckley and the Town of Wilkeson agree to maintain the following insurance coverage throughout the duration of this contract and up to three (3) years after contract services have ended.

Coverage may be placed in an insurance pool authorized to operate in Washington State or thru the standard commercial insurance marketplace. Any coverage placed outside of a risk pool shall be licensed to do business in the State of Washington and carry an A.M. Best Rating of not less than A+ XV. Minimum limits are listed below:

- Commercial General Liability \$10,000,000 per occurrence \$20,000,000 Annual Aggregate
- Law Enforcement Liability \$10,000,000 per occurrence \$20,000,000 Annual Aggregate
 - No exclusions for false arrest, excessive force or civil rights violations
- Auto Liability \$10,000,000 per accident/No Aggregate
- Wrongful Acts Liability (Public Officials Liability) \$10,000,000 per claim/Annual Aggregate

Each party shall indemnify and hold harmless the other from the sole negligence of its own employees, and officials against all claims of every kind and nature including, but not limited to; cost, expenses, losses, damages, and costs of legal defense incurred as a result of the sole negligence of each party.

Each party shall name the other party as an additional insured under the Commercial General Liability and Auto Liability policies. Prior to commencement of services each party shall submit a Certificate of Insurance and the Additional Insured endorsement to the other party. Should any material change in coverage or cancellation of the required insurance occur, each party shall notify the other immediately.

The mayor of both parties shall have the authority to agree to any change in insurance provider by the other party without need to amend this Agreement.

INDEMNIFICATION.

City Of Buckley Responsibility. The City of Buckley shall protect, save harmless, indemnify, and defend Wilkeson, its elected and appointed officials, officers, employees, and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City of Buckley employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City of Buckley in performance of this agreement, its elected or appointed officials, officer, employees, or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of Wilkeson, its elected or appointed officials, officers, employees, or agents.

Wilkeson Responsibility. Wilkeson shall protect, save harmless, indemnify, and defend the City of Buckley, its elected, and appointed officials, officers, employees, and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or the Wilkeson employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of Wilkeson in performance of this agreement, its elected or appointed officials, officers, employees, or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City of Buckley, its elected or appointed officials, officers, employees, or agents.

Wilkeson Ordinances. In executing this Agreement, the City of Buckley does not assume liability or responsibility, for or in any way, release the Town of Wilkeson from any liability or responsibility that arises in whole or in part from the existence or effect of Town of Wilkeson ordinances, rules, or regulations. In any cause, claim, suit, action, or administrative proceeding in which the enforceability and/or validity of any such Town of Wilkeson ordinance, rule, or regulation is at issue. The Town of Wilkeson shall defend on that issue at its sole expense, and if judgment is entered or damages are awarded against the City of Buckley, the Town of Wilkeson, or both, on that issue, the Town of Wilkeson shall satisfy the same, including all chargeable costs and attorney's fees, attributable to the existence or effect of a Wilkeson ordinance, rule, or regulation. In any such cause, claim, suit, or action, each party shall otherwise remain responsible for its own acts or omissions, as well as those of its elected and appointed officials, officers, employees, and agents, as provided in the indemnification provisions of this Agreement.

AUDITS AND INSPECTIONS. The records and documents with respect to all matters covered by

this agreement shall be subject to inspection, review, or audit by the City of Buckley or Wilkeson during the term of this agreement and for a period of three (3) years after termination.

INDEPENDENT CONTRACTOR. The City of Buckley is acting hereunder as an independent contractor. All City of Buckley employees rendering services hereunder shall be considered employees of the City of Buckley for all purposes. The City of Buckley shall control the conduct of personnel, including standards of performance, discipline, and all other aspects of performance.

COMPENSATION. In consideration of the services provided by the City of Buckley under this Interlocal Agreement, effective January 1, 2024, through December 31st, 2024, the Town of Wilkeson agrees to pay the City of Buckley the minimum sum of \$45,858 annually payable at Three Thousand Eight Hundred Twenty-Two dollars (\$3,822) a month. The amount due shall be paid at the end of the month for which the services were provided. The rate of pay for services above twenty-five (25) hours shall be paid to the City of Buckley in the amount of one-hundred dollars an hour (\$100). The Chief of Police or his designee shall consult with the Town of Wilkeson prior to working hours above the minimum amount required by this Agreement.

ADMINISTRATOR. The City Administrator of the City of Buckley shall be responsible for the administration of this Agreement. No joint acquisition of real or personal property is contemplated hereunder. This Agreement does not create a separate entity for the provision of services. Rather it is the intent of the parties that the City of Buckley shall provide police services as described herein.

REVENUES RECEIVED FROM FINES AND FORFEITURES. The City of Buckley agrees that the fines and forfeitures received from the prosecution of infractions, citations, and criminal arrests in the Town of Wilkeson after the payment of assessments to the State as required by law, will remain with the Town of Wilkeson.

PROCEEDS FROM SEIZURES. The Town of Wilkeson and the City of Buckley agree that all proceeds from drug or other crime related seizures, after costs and assessments that are due to the State of Washington pursuant to statute, shall be divided equally between the parties.

TERM OF AGREEMENT. The term of this Interlocal Agreement shall be January 1, 2024, through December 31, 2024, unless cancelled upon thirty (30) days advance written notice by either party. A review of compensation will occur annually. Changes in compensation may be made to this Agreement by addendum.

INTEGRATED AGREEMENT. This Agreement constitutes the entire Agreement of the parties regarding Buckley's provision of police services as described in this Agreement for the Town of Wilkeson and supersedes any oral or written agreement or negotiations between the parties.

DATED this 13 day of DECEMBER, 2023.

TOWN OF WILKESON

By: 
Mayor Jeff Sellers

ATTESTED:

By: Marie Wellock
Marie Wellock, Town Clerk

APPROVED AS TO FORM:

By: Michael J. Reynolds
Michael J. Reynolds, Town Attorney

CITY OF BUCKLEY

By: _____
Mayor Beau Burkett

ATTESTED:

By: _____
Treva Percival, City Clerk

APPROVED AS TO FORM:

By: _____
Phil Olbrechts, City Attorney

City Council
August 8, 2023

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:00 PM.

Upon roll call the following members were present: Smith, Rose, Burbank, Green (Via Zoom), Arsanto, Tremblay, and Anderson

Also present were: City Administrator Brunell, Finance Director Hines, Senior Center Coordinator Mickelson, Public Works Director Banks (via Zoom), Police Chief Alfano, City Engineer Miller (via Zoom), and City Clerk Percival

Mayor Pro Tem Smith 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.

ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS

None.

CITIZEN PARTICIPATION

None.

COMMITTEE REPORTS

Mayor's Report:

Mayor Pro Tem Smith stated that he had nothing to share this evening.

Council Member Comments & Good of the Order:

Council member Tremblay wanted to thank everyone for a great National Night Out.

Council member Smith wanted to echo Council member Tremblay's comments regarding National Night Out.

Council member Green shared that he missed the PCRC meeting due to being sick but listened to the recording and shared that the main thing that was discussed was a presentation by Pierce Transit.

CONSENT AGENDA

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

- a. Approve Minutes of February 7, 2023, City Council Study Session
- b. Approve Minutes of February 28, 2023, City Council Meeting
- c. Approve Minutes of March 7, 2023, City Council Study Session
- d. Approve Minutes of April 25, 2023, City Council Meeting

STAFF REPORTS

City Administrator Updates:

City Hall Remodel – City Administrator Brunell gave an updated presentation on the City Hall Remodel project.

Council member Arsanto asked if we could move this to a Study Session to discuss.

City Administrator Brunell stated that we could do that or we could discuss tonight if the Council wanted.

Council member Tremblay shared that he would prefer a Study Session on the budget before we discuss using reserves.

Council member Arsanto asked what it would cost to build a new building on property already owned by the City.

Council member Smith shared that he feels that City Hall should stay where it is at. He also shared that if the Building and Planning Department was able to move into City Hall, we could avoid folks having to go to multiple locations for permits, etc.

Council member Green stated that he would like to explore some options of remote or hybrid work, exploring acquiring or leasing a building offsite or looking at shifting office space.

UGA – City Administrator Brunell shared a presentation regarding a proposed UGA.

Council member Tremblay shared that we didn't reject the idea from the County, we rejected the numbers. He stated that we shouldn't just add acreage if it doesn't supply additional revenue to service them.

Council member Green thanked City Administrator Brunell for taking a deep dive into this and he fully supports the City getting its ducks in a row and looking at zoning before accepting what the County has proposed.

Council member Smith shared that a week ago he went on a comprehensive look at the South Prairie Creek water conservation with Public Works Director Banks and he highly recommends that all Council members take the time to do this as it is well worth it.

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

With nothing further, the meeting was adjourned at 6:41 PM.

City Administrator

Mayor

Prepared by: Treva Percival, City Clerk

City Council
August 22, 2023

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

Upon roll call the following members were present: Smith, Rose, Burbank, Green, Arsanto, Tremblay, and Anderson

Also present were: City Administrator Brunell, Public Works Director Banks (via Zoom), Fire Chief Skogen, City Engineer Miller (via Zoom), Director of Parks & Recreation Snodgrass (via Zoom), and City Clerk Percival

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

City Administrator Brunell shared that we need to Amend the Agenda to remove the swearing in of Firefighter Smith.

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

ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS

Council member Smith moved to appoint Charles Martin to the fill the vacancy on the Senior Citizen Advisory Commission. Council member Rose seconded the motion. Motion carried.

Mayor Burkett stated that there are two vacancies on Planning Commission and he has received three applications. His recommendation is to appoint Robert Wohfeil and Ashley Fererro.

Council member Smith moved to approve Mayor Burkett's recommendations to fill the Planning Commission vacancies. Council member Rose seconded the motion. Motion carried.

CITIZEN PARTICIPATION

Mayor's Comments...

Carolyn Harding – Ms. Harding shared that she is the secretary of the Chamber of Commerce and there is strong opposition from the Chamber of the City implementing a B&O tax.

Jasmine Tran – Ms. Tran shared some Buckley Library news. She said the summer reading program is going great and they had approximately 50-60 kids for story time.

She also shared that you soon will see some work being done at the library and new landscaping will be installed.

Connie Bender – Ms. Bender shared her concerns regarding the possible B&O tax. Ms. Bender also shared that no money should be taken away from Police or Fire to balance the budget.

Ali Santman- Ms. Santman shared that she is the President of the Chamber and also a business owner in Buckley. She stated that she had sent a letter out to Council and was going to read that aloud now. She shared concerns over the City implementing a B&O tax. She also stated that the Council has always been supportive of the businesses and they are still dealing with the effects of COVID and are unable to afford another tax.

COMMITTEE REPORTS

Administration, Finance & Public Safety:

Council member Smith shared that the Committee met on August 14th and discussed the following items:

- Recruitment update
- Special Event update
- City Hall remodel
- Police recruitment update
- Request from South Prairie about possibly contracting for Fire service.

Transportation & Utilities:

Council member Arsanto reported that the Committee met on August 15th and discussed the following topics:

- Recruitment Status Update
- Hinkleman Road Contaminated Soil Update
- WWTP Outfall Mixing Zone Study – Professional Services
- Completion of Water System Leak Survey
- Consolidated Utilities Project Status Update
- City Hall Remodel

Council Member Comments & Good of the Order:

Council member Green shared that when he was first appointed to Council, the Council passed a Resolution to allow him to continue to serve as a Volunteer Firefighter and unfortunately he has had to make the tough decision to resign from his Fire service. He wanted to thank the Chief and the entire department for their support.

Council member Smith stated that we have heard from citizens and business owners regarding a possible B&O tax and he shared that this is being presented as an option from staff, not from Council. He shared that the Council is open to other options to help pay for City services. He also shared that he would never support any cuts to Police or Fire. He also brought up the City Hall remodel and shared that we have to have staff to support and serve and we are running out of room. He shared that he doesn't feel the City is proposing to build the Taj Mahal but just a building that can be a one stop for citizens without having to go to multiple buildings for some services.

CONSENT AGENDA

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

- a) Engineering Services Proposal Wastewater Treatment Plant Facility Outfall Mixing Zone Study
- b) Approve minutes of April 11, 2023, City Council Meeting
- c) Approve minutes of May 9, 2023, City Council Meeting
- d) Claim check numbers 66419 through 66481 in the amount of \$148,041.28 for July 27, 2023, through August 7, 2023; and payroll check numbers 40516 through 40545 in the amount of \$121,140.71 and ACH Payroll in the amount of \$429,482.14 for August 8, 2023 through August 21, 2023; and claim check numbers 66482 through 66540 and 66955 in the amount of \$180,915.79 for August 8, 2023, through August 21, 2023.

REGULAR AGENDA

RES No. 23-11: Amending the City Taxes, Rates, and Fees Schedule (Revision #36)

Council member Burbank moved to Approve RES No. 23-11 Amending the City Taxes, Rates, and Fees Schedule (Revision #36). Council member Smith seconded the motion. Motion carried.

Design Contract for the Second Addition of City Hall with Gray and Osborne Engineering and Tovani Hart Architects for up to \$100,000.

Council member Smith moved to Approve the Design Contract for the Second Addition of City Hall, not to exceed \$100,000. Council member Green seconded the motion. Motion failed.

STAFF REPORTS

City Administrator Brunell – Ms. Brunell shared information on legislative priorities for Council to review and stated that this will be brought back in October for further discussion.

Council member Tremblay shared that PCRC also creates a list of legislative priorities and he feels that we should roll ours into theirs.

Council member Green stated that there is definitely some overlap between PCRC's and the City and he strongly supports the legislation for Public Safety.

Council member Smith shared that he is in support of a meeting to look at the possible Public Safety legislation and supporting those.

Ms. Brunell also shared that B&O tax scenarios will be at the next Study Session along with the Housing Action Plan which needs to be adopted by September 30th.

CITIZEN PARTICIPATION

Amy Boucher – Ms. Boucher stated that she was speaking on behalf of the Buckley Downtown Association in regards to the City Hall remodel. She would like to make sure that historic preservation is considered. She thanked the Council for their support of the summer series. The last Hometown Market will be on August 31st. She shared that the car show was a great success and it was wonderful to see a lot of the City's youth there.

Karli Britt – Ms. Britt shared that she owns Salon 790 and wanted to share her concern regarding a possible B&O tax. She shared that this is not supportive in bringing new businesses to Buckley.

Matt McCollum – Mr. McCollum shared that he walks around town and people think we should build a new City Hall.

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

With nothing further, the meeting was adjourned at 7:06 PM.

City Administrator

Mayor

Prepared by: Treva Percival, City Clerk

**City Council
September 12, 2023**

Mayor Burkett called the regularly scheduled meeting to order at 6:01 PM.

Upon roll call the following members were present: Smith, Burbank, Arsanto, and Tremblay

Also present were: City Administrator Brunell, Finance Director Hines, Director of Parks & Recreation Snodgrass, Director of Building & Planning Terrell (via Zoom), Public Works Director Banks (via Zoom), Asst. Fire Chief Olson, Police Records Clerk Burkett, Firefighter Smith, City Attorney Olbrechts (via Zoom), and City Clerk Percival

Council member Burbank moved to excuse Council members Green, Anderson, and Rose. Council member Arsanto 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 Tremblay seconded the motion. Motion carried.

ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS

Mayor Burkett administered the Oath of Office to Firefighter Connor Smith.

Mayor Burkett stated that we would like to take a moment to thank a dedicated group of behind-the-scenes volunteers that for over the past decade and a half have guided, fundraised, and supported our Youth Center. Tonight the City Council is set to review an MOU to dissolve the agreement with the Board and committing to including the Youth Center in the yearly work plan of the Citizens Advisory Commission. The Board has stated in the agreement that they intend to donate the balance of their funds to the City to be used for ongoing support at the Buckley Youth Center.

COMMITTEE REPORTS

Administration, Finance & Public Safety:

Council member Smith share that the Committee met on September 11th and discussed the following topics:

- Recruitment update
- 2024 Budget presentations from Police, Fire, Court, Finance, Administration and IT.

CONSENT AGENDA

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

1. Approve Minutes of March 28, 2023, City Council Minutes
2. Approve Minutes of June 27, 2023, City Council Minutes
3. Claim check numbers 66541 through 66614 in the amount of \$174,964.08 for August 22, 2023, through September 11, 2023.

REGULAR AGENDA

MOU to Dissolve the Current Agreement with Buckley Youth Activities Board

Council member Smith moved to Approve the Memorandum of Understanding between the City of Buckley and Buckley Youth Activities. Council member Arsanto seconded the motion. Motion carried.

STAFF REPORTS

Housing Action Plan Review

Director of Building and Planning Terrell shared that the HAPI grant was awarded by Commerce and Council adopted a Resolution in June; which was necessary to get this grant. She shared what we currently have and what we need for the plan.

Council member Tremblay stated that he would like to see it be more Buckley specific rather than boilerplate. He also shared that we would have to make changes to lot sizes to get affordable housing. He also shared that if it is taking 15-18 months to get a permit is unacceptable.

Mayor Burkett stated that this plan will be revised many times.

Parks & Recreation

Director Snodgrass gave an update about Beautify Buckley, she shared that Amy Molen had said they had over 150 people show up and over 500 hours of service such as gardening and painting. She thanked the different organizations that supported this event and shared that they had volunteers from toddlers to seniors.

CITIZEN PARTICIPATION

Jay Hambly – Mr. Hambly wanted to share his thanks for recognizing the Youth Board and had them all introduce themselves. He then presented the City with a check from the Youth Board for \$50,059.11 and shared that he feels very comfortable about the Youth Activities Center future with Erin's leadership.

Mayor Burkett announced that Council would hold a closed session immediately following Council once all public had left chambers.

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

With nothing further, the meeting was adjourned at 6:26 PM.

Mayor

Prepared by: Treva Percival, City Clerk

City Administrator

City Council
September 26, 2023

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

Upon roll call the following members were present: Smith, Rose (via Zoom), Burbank, Green, Arsanto (via Zoom), and Tremblay

Also present were: City Administrator Brunell, Director of Parks & Recreation Snodgrass, Police Records Clerk Burkett, Police Chief Alfano, Director of Building & Planning Terrell, and City Clerk Percival

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

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

Council member Tremblay moved to approve the agenda as presented. Council member Burbank seconded the motion. Motion carried.

CITIZEN PARTICIPATION

Marvin Sundstrom Jr. – Mr. Sundstrom shared his concerns with the Housing Action Plan. He feels that building is cyclical and we should wait to see what is going to happen. He also shared that the notes from the plan states that there was 11 individuals involved and citizens don't know who they are or if they are stakeholders. He wondered if any Council was involved and this is a very complex plan that will take several hours of commitment.

Donna Peterson – Ms. Peterson shared that she is new to Buckley and just wants to make sure that if COVID becomes an issue again that the City will allow the schools and businesses to stay open.

COMMITTEE REPORTS

Mayor's Report:

Mayor Burkett shared that the City had received 408 responses to the PROS Plan survey and that is astounding. Another City with a population of 9,000 only received 809 responses so we got a good idea of what people are looking for.

Transportation & Utilities:

Council member Smith shared that the Committee met and received a budget presentation for the Public Works department.

Community Services:

Council member Green shared that the Committee met and heard budget presentations from the Building & Planning Department and the Parks & Recreation Department.

Council Member Comments & Good of the Order:

Council member Green stated that he attended the PCRC meeting last Thursday and there were two main topics which were GMCC and Pierce County UGA. There was also a discussion regarding the space on 410 between Bonney Lake and Buckley. There was also discussion on funding competitions and that they are currently always going to the larger cities and there needs to be a way to make it more equitable. There hasn't been a vote on that yet.

Council member Tremblay shared that the Meet the Candidates event at Five 2 Five is on October 9th and he recommended that everyone attend.

Council member Smith shared that he appreciates Ms. Peterson's comments regarding COVID; however any mandates that come from the State or Federal government have to be followed by Buckley and the school district is bound by the OSP.

CONSENT AGENDA

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

1. Approve Minutes of April 4, 2023, City Council Study Session
2. Approve Minutes of April 18, 2023, Special City Council Study Session
3. Approve Minutes of July 11, 2023, City Council Meeting
4. Approve Minutes of July 12, 2023, Special City Council Meeting
5. Claims and Payroll: Payroll check numbers 40546 through 40576 in the amount of \$129,070.97 and ACH Payroll in the amount of \$420,458.22 for September 12, 2023, through September 25, 2023; and Claim check numbers 66615 through 66669 in the amount of \$318,359.33 for September 12, 2023, through September 25, 2023.

REGULAR AGENDA

RES No. 23-12: Adopting the City of Buckley Housing Action Plan

Council member Tremblay moved to Approve RES No. 23-12 Housing Action Plan and Appendices. Council member Burbank seconded the motion. Motion carried.

RCO Local Parks Maintenance Program Applicant Authorization

Council member Smith moved to Approve the Local Parks Maintenance Program Applicant Authorization Form as Presented. Council member Burbank seconded the motion. Motion carried.

Interlocal Agreement with the White River School District to Purchase and Install a Rapid Flashing Beacon Signal and Crosswalk for 4th Street and Park

Council member Burbank moved to Authorize the City Administrator to sign an Interlocal Agreement with the White River School District to Install a New Crosswalk with Rapid Flashing Beacons at 4th Street and Park Avenue. Council member Tremblay seconded the motion. Motion carried.

Hinkleman Road Improvement Project – Change Order #1

Council member Smith moved to Approve Change Order #1 for the Hinkleman Road Improvement Project. Council member Green seconded the motion. Motion carried.

STAFF REPORTS

City Administrator Brunell shared that we are moving forward with the carpet replacement in the Court offices on October 20th and 21st so we may have to close the Senior Center while this work is being done.

Council member Rose moved to adjourn. Council member Burbank seconded the motion. Motion carried.

With nothing further, the meeting was adjourned at 6:33 PM.

City Administrator

Mayor

Prepared by: Treva Percival, City Clerk

**CITY COUNCIL
STUDY SESSION
October 3, 2023**

ATTENDEES: Council members Rose (via Zoom), Arsanto, Tremblay, Smith, Burbank and Green.

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

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:00 PM.

PRO's Plan Update:

Director of Parks and Recreation Snodgrass gave a PowerPoint presentation on PRO's plan for Buckley Parks, Recreation and Open Space, in this presentation she highlighted the views, needs and desires of the community. She spoke on parks and trails, how people are using the parks and what facilities are most important for citizens. Ms. Snodgrass spoke on the survey that went out Aug. 8, 2023 – Sept. 14, 2023, and what citizens in Buckley would prefer for future parks. The top three facilities that were voiced in the survey were for a splash pad, trail expansion and new or updated playgrounds.

Budget Presentations:

Parks and Recreation:

Director of Parks and Recreation Snodgrass spoke to Council for her budget presentation and informed Council that the Parks and Recreation Dept. is a cornerstone of the community's well-being and enrichment, dedicated to providing accessible and diverse recreational opportunities that enhance the quality of life for individuals of all ages and backgrounds in Buckley. Ms. Snodgrass gave an overview of 2023 accomplishments for facilities, parks, Senior Center, Youth Center, community recreation, and Buckley Hall such as; completion of the Rainier Gateway Multi Use Sports Court, transformation of the fountain to a planter with better visibility of Mayors Plaques, maintaining aging City facilities, establishment of Senior Citizens Advisory Commission, over 2,200 volunteer hours served through Senior Center operations, Food for Friends feeding program for delivery to Buckley Seniors, Extended Learning Grant received for tutorial and mental health programs for Youth Center, Youth Violence Prevention Grants, entertainment and family concerts, Cinema on Sheets free movies, and much more.

Key projects for 2024 include adoption of the PRO's plan, apply for grant funding for Miller Park, continue offering five day a week meal plan for Senior Center and expand offerings for travel and services off the plateau, apply for Youth Prevention Grant for 2025, building community by expanding to seven weeks of youth entertainment and family concerts, start an intergenerational event by bringing Youth Center and Senior Center together, and updates for Buckley Hall.

Court:

Court Administrator Cash presented to Council the 2023 accomplishments for the Buckley Municipal Court including in-person hearing calendar while maintaining a Zoom calendar, established Food and Folders program, giving those that may need a folder for their court paperwork or a snack/water, and presented the 2023 Buckley Police Department Citizens Academy. Along with this the court processed 1,052 cases for 2023 and updated Council for 2024 anticipated key projects such as: participate in Judge in the Classroom Day and other local school events, update courtroom equipment, technology, and furniture, and research software and equipment options to implement paperless files and documents.

Police Department:

Police Chief Alfano presented to the Council that the Buckley Police Department is dedicated to ensuring the safety of the community and that their goal is to reduce crime through education, enforcement

prevention and problem solving. 2023 accomplishments for Buckley Police Department were replacing the heating and air conditioning units, completed construction of the police shooting range, 1st annual Buckley Police Citizen's Academy, converting paper files to electronic, adding two new patrol SUVs to the fleet, negotiated Police Service Contracts with Wilkeson, Carbonado and DSHS and much more. Key projects for 2024 include holding the 2nd annual Buckley Police Citizen's Academy, complete evidence room swap, building in-service training to reduce the impact of costs for training outside the department, and continuing their involvement with community events.

Fire:

Fire Chief Skogen presented to Council that the Buckley Fire Department delivers Fire, Rescue & Emergency Medical Services within incorporated boundaries of City of Buckley and Town of Wilkeson. Through contracts they also provide administrative and operational insight to Town of Carbonado Fire Dept. While response to 9-1-1 emergencies is one of the most visible duties, the Buckley Fire Department performs several other services to the community as hosting monthly CPR and First Aid classes, providing helmets, life jackets and child car seat inspections. 2023 accomplishments include a 16% increase in calls for service compared to 2022, filling one vacant full-time Firefighter position that will eventually transition to assume Fire Marshall responsibilities, successfully completed migration from legacy VHF radio system to the County-Wide digital radio network, receiving a 2023 Crew Cab Pickup truck for Command Unit, launched the Code Red alert and warning application to notify community members of local hazards and pertinent information, and receiving competitive grants for capital projects. 2024 anticipated key projects are the completion of the 2024-2029 Comprehensive Emergency Plan, implement City Emergency Operations Center activation procedures, research and propose EMS Levy Lid Lift, initiate implementation of expanded ALS Ambulance Service, and implement First Due Size Up application.

With nothing further, the Study Session was adjourned at 7:37 PM.

City Administrator

Mayor

Prepared by: Jessica Clark, Deputy City Clerk

City Council
October 10, 2023

Mayor Burkett called the regularly scheduled meeting to order at 6:01 PM.

Upon roll call the following members were present: Smith, Rose (via Zoom), Burbank, Green, Arsanto, and Tremblay

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

Also present were: City Administrator Brunell, Senior Center Coordinator Mickelson, Director of Public Works Banks, City Engineer Miller, Utility Worker Seaburg, Permit Technician Rohner, Parks Maintenance worker Lacy, Utility Worker Lead Rice, Court Administrator Cash, Judge Berry, Fire Chief Skogen, Police Records Clerk Burkett, Police Chief Alfano, Police Records Clerk VanWiergen, Utility Worker Mickelson, and City Clerk Percival

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

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

ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS

Senior Advisory Commission – Workplan Review

The Senior Advisory Commission shared that they had met four times and created a mission. They introduced the members that were present.

CITIZEN PARTICIPATION

None.

COMMITTEE REPORTS

Administration, Finance & Public Safety:

Council member Smith shared that the Committee met on October 9th and discussed the following topics:

- ICAP Presentation

- Recruitment update
- Event Update

Community Services:

Council member Green shared that the Committee met last Monday and discussed the PROS plan. He also shared that the Committee will be meeting via Zoom for the rest of the year.

Council Member Comments & Good of the Order:

Council member Tremblay wanted to thank the Chamber for hosting the Meet the Candidates forum and thank the candidates for attending and Pierce County Council member Morrell for his attendance.

CONSENT AGENDA

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

1. Bid Award – Mundy Loss Road Storm Improvement Project
2. Professional Services Construction Management Contract – Mundy Loss Road Storm Improvement Project
3. Approve Minutes of May 2, 2023, City Council Study Session
4. Approve Minutes of June 6, 2023, City Council Study Session
5. Claims: Claim check numbers 66670 through 666761 in the amount of \$610,986.81 for September 26, 2023, through October 9, 2023.

STAFF REPORTS

3rd Quarter Public Safety Report

Police Chief Alfano asked if any Council members had questions regarding the report he included in the Council packet. He stated that the Department had a relatively low call volume the last quarter and productivity will increase in the next quarter.

3rd Quarter Fire Department Staff Report

Fire Chief Skogen shared that his report was also included in the packet. As always he is extremely proud of the service the Department has provided. They continue to get busier with concurrent or overlapping calls 25% of the time. The Department is still providing a sustainable service but to stay ahead, we will need more full-time personnel. We currently have 55 volunteers and we need at least 80. He shared that the Department held a recruitment event with over 50 people in attendance.

Council member Simth shared that he was glad to hear that over 50 people attended the recruitment event and 36 applications have been received. He reminded everyone that in March 2020, the Buckley Fire Department showed up at the schools to make sure all the Chromebooks were ready for each student to take home before school closed due to David.

Q2/Q3 Municipal Court Update

Judge Berry thanked the Council for having the Court there to present. She stated that there was a summary included in the packet. She also encouraged anyone who wants to understand better or know more to please reach out. Better communication is their top priority.

City Administrator Update

City Administrator Brunell wanted to thank the members of the team for being present at tonight's meeting.

CITIZEN PARTICIPATION

None.

In closing, Mayor Burkett wanted everyone to wish City Administrator Brunell a Happy One Year Anniversary with the City.

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

With nothing further, the meeting was adjourned at 6:39 PM.

Mayor

City Administrator

Prepared by: Treva Percival, City Clerk

| CITY OF BUCKLEY | | | |
|---|------------------------------------|---------------|-------------------------|
| Payroll and Claims/Treasurer Checks - November 2023 | | | |
| December 12 , 2023 Council Meeting | | | |
| FUND # | FUND NAME | AMOUNT | ITEM |
| 001 | General Fund | \$ 392,044.95 | Payroll |
| | | \$ 159,396.44 | Claims/Treasurer Checks |
| 003 | GF Cumulative Reserve | | Claims/Treasurer Checks |
| 004 | Cemetery | | Claims/Treasurer Checks |
| 007 | Police Equip. Maintenance Reserve | | Payroll |
| | | \$ 706.07 | Claims/Treasurer Checks |
| 008 | Railroad ROW | \$ 4,730.21 | Payroll |
| | | | Claims/Treasurer Checks |
| 030 | Fire Equipment & EMS Reserve | | Claims/Treasurer Checks |
| 035 | Park Construction | \$ 506.25 | Claims/Treasurer Checks |
| 101 | Street Operations | \$ 7,128.94 | Payroll |
| | | \$ 12,985.38 | Claims/Treasurer Checks |
| 102 | Street Capital Improvement | \$ 115,455.43 | Claims/Treasurer Checks |
| 103 | Transportation Benefit District | | Claims/Treasurer Checks |
| 105 | EMS | \$ 17,248.25 | Payroll |
| | | \$ 3,991.95 | Claims/Treasurer Checks |
| 109 | Criminal Justice | | Payroll |
| | | | Claims/Treasurer Checks |
| 134 | Fire Dept Facility Maint & Cap Imp | | Claims/Treasurer Checks |
| 136 | Visitor Promotion | \$ 459.32 | Claims/Treasurer Checks |
| 202 | Fire Station Construction Bond | \$ 215,760.00 | Claims/Treasurer Checks |
| 307 | Capital Improvement | \$ 59,835.28 | Claims/Treasurer Checks |
| 308 | Comp Plan Capital Improvements | | Payroll |
| | | \$ 5,843.19 | Claims/Treasurer Checks |
| 401 | Natural Gas Operations | | Claims/Treasurer Checks |
| 402 | Water Sewer Operations | \$ 112,216.63 | Payroll |
| | | \$ 60,137.42 | Claims/Treasurer Checks |
| 403 | Solid Waste | | Claims/Treasurer Checks |

| FUND # | FUND NAME | AMOUNT | ITEM |
|-----------|---|-----------------|-------------------------------|
| 405 | Sewer Construction | \$ 16,478.58 | Claims/Treasurer Checks |
| 406 | Water Construction | \$ 138,639.69 | Claims/Treasurer Checks |
| 407 | Storm Drain Operation & Maint | \$ 25,432.92 | Payroll |
| | | \$ 10,693.31 | Claims/Treasurer Checks |
| 408 | Stormwater Construction | \$ 212,226.83 | Claims/Treasurer Checks |
| 430 | Utility Equipment Reserve | | Claims/Treasurer Checks |
| 631 | Municipal Court Trust | | Claims/Treasurer Checks |
| 632 | Custodial Activities | \$ 11,724.15 | Claims/Treasurer Checks |
| | Total Payroll | \$ 558,801.90 | |
| | Total Claims & Treasurer Checks | \$ 1,024,839.29 | |
| | Date Approved by Council - | | Finance Director, Sandi Hines |
| Payroll = | November- mid-month draw & end of month | | |
| Claims = | November- all batches | | |

E. REGULAR AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

| ITEM INFORMATION | | | |
|--|---------------------------------|-------------------------------------|----------|
| SUBJECT: | | Agenda Date: January 9, 2024 | |
| Architecture and Engineering Services Proposal for Phase 2 Redesign of City Hall Addition & Modernization Project | | AB24-002 | |
| Cost Impact: up to \$100,000 | Department/Committee/Individual | Created | Reviewed |
| Fund Source: 307 | Mayor | | X |
| Timeline: Complete Design by April 2024 | City Administrator | | |
| | City Attorney | | X |
| | City Engineer | X | |
| | City Clerk | | X |
| | Finance Dept | | |
| | Building Official | | |
| | Fire Dept | | |
| | Community Services | | |
| | Planning Dept | | |
| | Police Dept | | |
| | Municipal Court | | |
| | PW/Utilities | | |
| Staff Contact: Administrator Brunell | | | |
| Attachments: Letter and Proposal from Gray & Osborne dated January 4, 2024 | | | |
| SUMMARY STATEMENT: At the Study Session on January 2, 2024, Administrator Brunell presented the conceptual redesign of the City Hall Addition & Modernization Project, including a second addition and two alternative entryways. This proposal covers the total design phase of the project, including preparing bid documents and advertising the project for bid. This project will return to the City Council after bid opening is complete for Council to review bids and award the project. | | | |
| The team hopes to have the project out to bid in April, 2024 with a bid opening in May. Soon after, the Council will review and be able to take final action. If approved and awarded, construction would begin in Summer or Fall of 2024 with completion in 2025. | | | |
| COMMITTEE REVIEW AND RECOMMENDATION: None | | | |
| RECOMMENDED ACTION: Move to Approve the Architecture and Engineering Services Proposal for Phase 2 Redesign of City Hall Addition & Modernization Project. | | | |
| RECORD OF COUNCIL ACTION | | | |
| Meeting Date | Action | Vote | |
| | | | |
| | | | |
| | | | |
| | | | |



January 4, 2024

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

SUBJECT: ARCHITECTURE AND ENGINEERING SERVICES PROPOSAL FOR
PHASE 2 REDESIGN OF CITY HALL ADDITION AND
MODERNIZATION PROJECT
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON
G&O #22269.00

Dear Ms. Brunell:

Gray & Osborne has developed this proposal to provide Phase 2 Redesign Architecture and Engineering services for the City Hall Addition and Modernization Project.

The attached Exhibit A defines the scope of work and the attached Exhibit B includes a breakdown of hours and fees this work. The estimated cost for completing the scope of work is \$100,000.

Thank you for the opportunity to provide this proposal. Should the City concur with this engineering services proposal, please have the authorization executed on the following page and return a copy of this transmittal to me.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in blue ink, appearing to read 'DJM'.

Dominic J. Miller, P.E.

DJM/sp
Encl.

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

2102 Carriage Drive SW, Building I Olympia, Washington 98502 (360) 292-7481 Fax (360) 292-7517



Ms. Courtney Brunell

January 4, 2024

Page 2

**CITY OF BUCKLEY –ENGINEERING AND ARCHITECTURE SERVICES FOR
PHASE 2 REDESIGN OF CITY HALL ADDITION AND MODERNIZATION**

Gray & Osborne, Inc. is hereby authorized to proceed with the engineering services as noted herein and under the terms and conditions of our current General Engineering Services Contract dated September 14, 2011, for an additional cost not to exceed \$100,000 as noted herein without further specific written and additional authorization from the City.

Courtney Brunell
Name (Print)

City Administrator
Title

Signature

Date

EXHIBIT “A”

SCOPE OF WORK

CITY OF BUCKLEY PHASE 2 REDESIGN OF CITY HALL ADDITION & MODERNIZATION

PROJECT OVERVIEW

The City of Buckley plans to complete a redesign of the City Hall Addition and Modernization Project. The City has requested a scope of work for architectural and engineering services for Phase 2 (Schematic Design, Design Development, Construction Documentation, Permitting and Bidding).

SCOPE OF WORK – PHASE 2 RESDESIGN

Task 1 – Project Management

- A. Provide overall project management and oversight services, to include:
 - Procure sufficient resources to dedicate to the project.
 - Prepare and execute subconsultant contracts.
 - Manage subconsultant work.
 - Manage and control project budget and schedule.
 - Manage and provide monthly progress reports and invoices.
- B. Coordinate responses and incorporate City input on submittals.

Task 2 – Phase 2 Redesign

- A. Meet with City to confirm schedule, floor plan, bid alternates and permitting process (assumes two meetings).
- B. Schematic Design, Design Development, Construction Documentation, Permitting and Bidding.
- C. Redesign bid documents to include alternates for parking lot, metal roof, and entry reconstruction.

BUDGET

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

EXHIBIT "B"

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Buckley - Phase 2 Redesign of City Hall Addition & Modernization

| Tasks | Principal/ Project Manager Hours | Civil Engineer Hours | AutoCAD Technician Hours |
|---|---|----------------------------|--------------------------------|
| 1 Project Management | 3 | | |
| 2 Phase 2 Redesign | 8 | 24 | 24 |
| Hour Estimate: | 11 | 24 | 24 |
| Estimated Fully Burdened Billing Rate:* | \$229 | \$183 | \$118 |
| Fully Burdened Labor Cost: | \$2,519 | \$4,392 | \$2,832 |

Total Fully Burdened Labor Cost: \$ 9,743

Direct Non-Salary Cost:

 Mileage & Expenses (Mileage @ current IRS rate) \$ 167

 Printing

Subconsultant

 Tovani Hart (Architect) \$81,900

Subconsultant Overhead (10%) \$ 8,190

TOTAL ESTIMATED COST: \$ 100,000

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







F. STAFF REPORTS