



# BUCKLEY CITY COUNCIL AGENDA

Tuesday, March 12, 2024, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #05-24, Next Resolution #24-03, Next Agenda Bill #24-018

Or Via Zoom:

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

Call-in Number: 253-215-8782

Meeting ID: 833 6659 7529 Meeting Passcode: 863441

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## A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call
3. Agenda Modifications
4. Announcements, Appointments and Presentations

## 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. Administration, Finance & Public Safety     | Smith   |
| 3. Parks & Community Services                  | Green   |
| 4. Council Member Comments & Good of the Order |         |

## D. CONSENT AGENDA

- a. Claims and Payroll

## E. REGULAR AGENDA

### 1. ORDINANCES

- a. ORD No. \_\_\_\_-24: Establishing a Biennial Budget Process

## F. STAFF REPORTS

1. Miller Park Update – Director Snodgrass
2. City Administrator Update

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

## **B. PUBLIC COMMENTS**

## **C. COMMITTEE REPORTS**

## **D. CONSENT AGENDA**

<b>CITY OF BUCKLEY</b>			
<b>Payroll and Claims/Treasurer Checks - February 2024</b>			
<b>March 12 , 2024 Council Meeting</b>			
<b>FUND #</b>	<b>FUND NAME</b>	<b>AMOUNT</b>	<b>ITEM</b>
001	General Fund	\$ 398,195.84	Payroll
		\$ 174,093.56	Claims/Treasurer Checks
003	GF Cumulative Reserve		Claims/Treasurer Checks
004	Cemetery		Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve		Payroll
		\$ 2,505.01	Claims/Treasurer Checks
008	Railroad ROW	\$ 2,501.57	Payroll
			Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ 352.24	Claims/Treasurer Checks
035	Park Construction	\$ 472.50	Claims/Treasurer Checks
101	Street Operations	\$ 6,798.03	Payroll
		\$ 7,893.58	Claims/Treasurer Checks
102	Street Capital Improvement	\$ 178,811.89	Claims/Treasurer Checks
103	Transportation Benefit District		Claims/Treasurer Checks
105	EMS	\$ 18,243.20	Payroll
		\$ 6,605.98	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	\$ 843.33	Claims/Treasurer Checks
136	Visitor Promotion	\$ 690.73	Claims/Treasurer Checks
202	Fire Station Construction Bond		Claims/Treasurer Checks
307	Capital Improvement	\$ 3,369.32	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
		\$ 1,060.37	Claims/Treasurer Checks
401	Natural Gas Operations		Claims/Treasurer Checks
402	Water Sewer Operations	\$ 115,862.62	Payroll
		\$ 67,043.60	Claims/Treasurer Checks
403	Solid Waste		Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ 295.01	Claims/Treasurer Checks
406	Water Construction	\$ 16,894.38	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 32,954.75	Payroll
		\$ 11,270.80	Claims/Treasurer Checks
408	Stormwater Construction	\$ 36,780.26	Claims/Treasurer Checks
430	Utility Equipment Reserve		Claims/Treasurer Checks
631	Municipal Court Trust		Claims/Treasurer Checks
632	Custodial Activities	\$ 19,622.50	Claims/Treasurer Checks
	Total Payroll	\$ 574,556.01	
	Total Claims & Treasurer Checks	\$ 528,605.06	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	February- mid-month draw & end of month		
Claims =	February - all batches		

## **E. REGULAR AGENDA**





# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>ORD No. ____-24 Establishing a Biennial Budget Process</b>	<b>Agenda Date: March 12, 2024</b>		<b>AB24-018</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk		X
	Finance Dept	X	
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Police Dept		
Timeline:	Municipal Court		
	PW/Utilities		
<b>Fiscal Impact:</b> N/A			
<b>Fund Source:</b> All Funds			
<b>Staff Contact:</b> Sandi Hines, Finance Director			
<b>Attachments:</b> Ordinance			
<b>SUMMARY STATEMENT:</b> The City currently adopts an annual budget with a budget development process starting in April and continuing till adoption, usually in late November. The budget is the primary focus for the Finance Director for this entire period and culminates in 2 comprehensive documents being produced (a Preliminary budget document in October and a final budget document after adoption). Additionally, the budget is the primary focus for the other department directors for July – October while they develop their budgets, write narratives, and meet with City management and the Council.  With a biennial budget, the Council would continue to review the budget annually and is required to make mid-biennium adjustments which would capture any policy or programmatic changes that were unforeseen each year. The staff would not prepare revised narratives, revise the majority of the operational line items, or need to design and print annual documents. In addition to the time-saving benefits, a biennial budget allows the staff and Council to think more strategically over multiple years instead of balancing one year at a time.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> None			
<b>RECOMMENDED ACTION:</b> Move to Approve ORD No. 05-24, Establishing a Biennial Budget Process, commencing with the 2025-2026 Budget.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



**CITY OF BUCKLEY**

**ORDINANCE NO. \_\_\_\_-24**

**AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, ESTABLISHING A TWO-YEAR BIENNIAL BUDGET BEGINNING JANUARY 1, 2025, IN ACCORDANCE WITH CHAPTER 35A.34 RCW.**

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**WHEREAS**, the City of Buckley currently prepares and manages its budget on an annual basis; and

**WHEREAS**, through Chapter 35A.34 RCW, the State Legislature has provided that any city legislative body may by ordinance elect to have a two-year biennial budget in lieu of the annual budget that is otherwise provided for; and

**WHEREAS**, Chapter 35A.34 RCW provides that such ordinance shall be enacted at least six months prior to the commencement of the fiscal biennium; and

**WHEREAS**, biennial budgeting will provide an opportunity for better long-range and strategic financial planning and consolidation of efforts vested in the budget development and approval process, thereby improving services to the residents of Buckley;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Biennial Budget Established.** Pursuant to RCW 35A.34.040, the City Council hereby establishes a two-year biennial budget for the City of Buckley, beginning with the biennium starting on January 1, 2025. The 2025-26 Biennial budget shall be prepared, considered and adopted under the provisions of this ordinance and Chapter 35A.34 RCW.

**Section 2. Mid-Biennial Review and Modification.** Pursuant to Chapter 35A.34 RCW, the City Council hereby provides for a mid-biennium review and modification of the biennial budget. No sooner than (8) months after the start of the first year of the fiscal biennium and no later than the first regularly scheduled City Council meeting in November of the first year of each biennial budget, the Chief Financial Officer shall prepare proposed budget modifications to be effective the following January 1.

**Section 3.** All references to “annual budget” in the Buckley Municipal Code (BMC) shall be construed as references to a “biennial budget.” All procedures based upon yearly submissions for an annual budget associated with annual budgeting shall be construed to conform to biennial submission requirements associated with adoption of a biennial budget.

**Section 4. Adoption** This ordinance shall be effective upon adoption and expiration of five days after publication as provided by law.

Introduced, passed, and approved this 12<sup>th</sup> day of March 2024.

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Beau Burkett, Mayor

**ATTEST:**

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Treva Zumeck, City Clerk

**APPROVED AS TO FORM:**

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Phil Olbrechts, City Attorney

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

## **F. STAFF REPORTS**

## **G. PUBLIC COMMENTS**