



# BUCKLEY CITY COUNCIL AGENDA

Tuesday, August 13, 2024, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #09-24, Next Resolution #24-07, Next Agenda Bill #24-043

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. Planning Commission	Arsanto
3. Senior Citizen Advisory Commission	Bergerson
4. Council Member Comments & Good of the Order	

## D. CONSENT AGENDA

- a. Claims and Payroll
- b. Approve City Council Minutes for the following meetings:
  - i. February 27, 2024
  - ii. March 12, 2024
  - iii. March 26, 2024
  - iv. April 9, 2024
  - v. April 23, 2024
  - vi. May 14, 2024

## E. REGULAR AGENDA

1. ORDINANCE
  - a. ORD No. \_\_\_-24: Amending the 2024 City Budget
2. UNFINISHED BUSINESS
  - a. Police Retention Bonus
3. NEW BUSINESS
  - a. Emergency Medical Services Agreement with American Medical Response

## F. STAFF REPORTS

1. Fire Department Update
2. City Administrator Update

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

## **B. PUBLIC COMMENTS**

## **C. COMMITTEE REPORTS**

# **D. CONSENT AGENDA**

CITY OF BUCKLEY			
Payroll and Claims/Treasurer Checks - July 2024			
August 13, 2024 Council Meeting			
FUND #	FUND NAME	AMOUNT	ITEM
001	General Fund	\$ 428,765.60	Payroll
		\$ 263,883.86	Claims/Treasurer Checks
003	GF Cumulative Reserve		Claims/Treasurer Checks
004	Cemetery		Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve		Payroll
		\$ 3,048.94	Claims/Treasurer Checks
008	Railroad ROW	\$ 2,583.34	Payroll
			Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ 30,254.78	Claims/Treasurer Checks
035	Park Construction		Claims/Treasurer Checks
101	Street Operations	\$ 8,931.75	Payroll
		\$ 21,851.84	Claims/Treasurer Checks
102	Street Capital Improvement	\$ 108,332.42	Claims/Treasurer Checks
103	Transportation Benefit District		Claims/Treasurer Checks
105	EMS	\$ 35,613.40	Payroll
		\$ 16,344.60	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp		Claims/Treasurer Checks
136	Visitor Promotion	\$ 682.97	Claims/Treasurer Checks
202	Fire Station Construction Bond		Claims/Treasurer Checks
307	Capital Improvement	\$ 10,295.71	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
			Claims/Treasurer Checks
401	Natural Gas Operations		Claims/Treasurer Checks
402	Water Sewer Operations	\$ 120,966.43	Payroll
		\$ 63,079.69	Claims/Treasurer Checks
403	Solid Waste		Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ 5,970.33	Claims/Treasurer Checks
406	Water Construction	\$ 29,840.35	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 29,856.36	Payroll
		\$ 10,615.70	Claims/Treasurer Checks
408	Stormwater Construction	\$ 5,333.32	Claims/Treasurer Checks
430	Utility Equipment Reserve		Claims/Treasurer Checks
631	Municipal Court Trust		Claims/Treasurer Checks
632	Custodial Activities	\$ 11,173.24	Claims/Treasurer Checks
	Total Payroll	\$ 626,716.88	
	Total Claims & Treasurer Checks	\$ 580,707.75	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	July- mid-month draw & end of month		
Claims =	July - all batches		

**City Council**  
**February 27, 2024**

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

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

Also present were: Mayor Burkett, City Administrator Brunell, Senior Center Coordinator Mickelson, Fire Chief Skogen, Asst. Fire Chief Olsen, Police Chief Alfano, Asst. Police Chief Northam, Police Records Clerk Burkett, and Deputy City Clerk Clark.

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

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

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

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

Presentation from the Buckley Chamber of Commerce:

Ali Santman – President of Buckley Chamber of Commerce

Ms. Santman spoke to the Council and touched base on the handout that was given to the Council in their packet. She discussed their mission, vision, and strategic plan. She also gave a recap of what the Chamber of Commerce does and why to become a member. Ms. Santman let the Council and public know some of the upcoming events and future goals that they have planned.

**CITIZEN PARTICIPATION**

Carolyn Harding – 553 Tanner Ave., Buckley

Ms. Harding is a board member of the Chamber and wanted to say that everyone at the Chamber of Commerce is all volunteer and how hard they work and love to do it. This is all to benefit our community.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Burkett updated the Council that the new walking trail bridge at the Foothills Trail is looking good and taking shape. The City is looking forward to an update from the

County and once they hear anything will let everyone know. Hopefully the bridge will be completed around October.

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

Council member Anderson was able to zoom in as the liaison for the Citizens Advisory Commission and wanted the Council to know this seems like an amazing group and really care about Buckley community.

Some of the topics that were discussed were:

Park Enhancement Policy

Special Events Permits

Naming Policy

Process for Public Art

Council member Bender asked regarding the new parking lot off Jefferson and why it is 75 ft. from Hwy 410, and it is supposed to be 150 ft.

City Administrator Brunell responded that was the plan approved by the City Engineer and so using the City guidelines there is the ability for the engineer to grant deviations. This was recommended to protect the trail traffic and was approved by Council.

Council member Bergerson asked regarding the parking lot also and if there will be bollards? City Administrator Brunell responded that there will be bollards along with signals to let the trail users beware that they are coming to a street zone at Jefferson.

**CONSENT AGENDA**

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

- Approval Applicant Authorization for RCO Funding Applications
- Approve Minutes of February 13, 2024 City Council Meeting

Claim check numbers 67324 through 67379 in the amount \$178,312.54 for January 24, 2024, through February 13, 2024. Payroll check numbers 40843 through 40871 in the amount of \$128,719.37, and ACH Payroll in the amount of \$445,8363.64 for February 14, 2024, through February 27, 2024. Claim check numbers 67380 through 67439 in the amount of \$350,292.52, for February 14, 2024, through February 27, 2024, are hereby approved and ordered paid this 27<sup>th</sup> day of February 27, 2024.

**REGULAR AGENDA**

**ORD No. 03-24: Authorizing a Franchise Agreement between Cable Communications Management, LLC and the City of Buckley**

**Council member Arsanto moved to Approve ORD No.03-24 Authorizing a Franchise Agreement between Cable Communications Management, LLC and the City of Buckley. Council member Burbank seconded the motion. Upon roll call vote motion carried 6/0.**

**ORD No. 04-24: Amending Vacation Ordinance 08-16**

**Council member Arsanto moved to Approve ORD No. 04-24 Amending Vacation Ordinance 08-16. Council member Bergerson seconded the motion. Upon roll call vote motion carried 6/0.**

**Authorization for an Additional Full-Time Firefighter**

**Council member Arsanto moved to Approve the Authorization for an Additional Full-Time Firefighter. Council member Smith seconded the motion. Motion carried.**

**STAFF REPORTS**

City Administrator Brunell

Ms. Brunell wanted to thank Representative Robertson and the Chamber of Commerce for all their advocacy. Per our request the \$250,000 for the 410 study made its way to the house and is currently before the senate for the supplemental budget. All funds are currently being approved and Ms. Brunell will update Council as it moves forward.

Secondly what is upcoming:

- Hometown Market July 9 – Aug. 20<sup>th</sup> 4-8 pm
- 2019-2021 budget audit is complete, and we have maintained the AA credit rating and our bond rating will stay the same
- 2022-2023 audit should be complete in the fall

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

**With nothing further, the meeting was adjourned at 6:27 PM.**

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Mayor

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City Administrator

Prepared by: Jessica Clark, Deputy City Clerk

**City Council**  
**March 12, 2024**

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

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

Also present were: City Administrator Brunell, Director of Parks & Recreation Snodgrass, Finance Director Hines, City Engineer Miller, Police Chief Alfano, Senior Center Coordinator Mickelson, and City Clerk Zumek.

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 presented. Council member Green seconded the motion. Motion carried.**

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

None.

**CITIZEN PARTICIPATION**

None.

**COMMITTEE REPORTS**

**Administration, Finance & Public Safety:**

Mayor Pro Tem Smith shared that the Committee met on March 11, 2024, and discussed the following;

- Administration: Recruitment update, Special Event update, and City of Buckley Administrative Policies.
- Finance: The 2019-2021 state audit has been completed and a “clean opinion” was issued. The City is moving to a Biennial Budget for 2025-2026 and will be on the March 12<sup>th</sup> agenda. The LTAC has been formed and Council member Bergerson will be the chair.
- Public Safety:
  - Police: Assistant Chief Northam’s employment contract is being reviewed with an eye towards updating it to reflect actual duties

and responsibilities. Due to the current market, Buckley Police has lost one officer and will probably lose another to agencies that are offering lateral hiring bonuses and much higher pay. There are also several officers eligible to retire soon. Chief Alfano is negotiating a new contract with Axon who supplies body worn cameras.

- Fire: Chief Skogen is working on the details of a potential EMS levy lid lift. Working to secure an alternative ambulance company other than AMR as well as an MOU with Crystal Mountain Resort. On March 20<sup>th</sup>, there will be a meet and greet at the Fire Station to celebrate a 10-year old cardiac survivor.
- Court: Staff is awaiting a review of any 2024 legislation that would alter operations. The remodel of the Court offices is 95% complete.

#### **Parks & Community Services:**

Council member Anderson shared that the Committee met on March 4<sup>th</sup> and discussed the following items:

- Community Events
  - Hound Hunt March 30<sup>th</sup>
  - Youth Center Egg Race on March 30<sup>th</sup>
- Event Application Process
  - Draft of the updated process and fees associated.
  - The Citizens Advisory Commission is also looking at this and providing feedback.
- Miller Park Planning
  - Timeline planning.
  - Discussed different Grant options/applications in the timeline.
  - Designs and ADA inclusion throughout.

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

Council member Green shared that the Pierce County Regional Council met on February 15<sup>th</sup> and the main topics of discussion were UGAs and Vision 2050.

#### **CONSENT AGENDA**

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

Claim check numbers 67440 through 67513 in the amount of \$162,912.74 for February 28, 2024, through March 12, 2024, are hereby approved and ordered paid this 12<sup>th</sup> day of March 2024.

## **REGULAR AGENDA**

### **ORD No. 05-24: Establishing a Biennial Budget Process**

**Council member Arsanto moved to Approve ORD No. 05-24, Establishing a Biennial Budget Process, commending with the 2025-2026 Budget. Council member Bergerson seconded the motion. Upon roll call vote, motion carried 7/0.**

## **STAFF REPORTS**

### **Miller Park Update**

Director Snodgrass shared a handout of information regarding funding for Miller Park. She shared that we are currently in the grand funding phase. Council held a discussion regarding other funding options that may be available.

### **City Administrator Update**

City Administrator Brunell wanted to thank Representative Robertson as the City was awarded \$250,000 for the Hwy 410 Study. She also shared that the City Hall hearing was held today and approved to next steps is to get permits and go out to bid.

Mayor Pro Tem Smith shared that the new crosswalk and flashing beacon that was installed on Park in partnership with the White River School District has been getting very positive feedback.

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

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

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Mayor

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City Administrator

Prepared by: Treva Zumek, City Clerk

**City Council  
March 26, 2024**

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

Upon roll call the following members were present: Smith, Anderson, Burbank, Bergerson, Bender, and Green.

Also present were: City Administrator Brunell (via Zoom), Police Chief Alfano, Fire Chief Skogen, Public Works Director Banks, Finance Director Hines, and City Clerk Zumek.

**Council member Smith moved to excuse Council member Arsanto. Council member Bender seconded the motion. Motion carried.**

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

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

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

None.

**CITIZEN PARTICIPATION**

None.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Burkett shared that Ed Osborne had passed away, he was the Buckley Log Show Bull of the Woods in 2017 and his service will be at the Enumclaw Field House on April 13<sup>th</sup>.

**Development Services, Transportation & Utilities:**

Council member Arsanto was not present to give a report. Minutes are available upon request.

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

Council member Anderson shared that the Citizen Advisory Commission had met and discussed some new Park policies. They are finalizing these before they are brought to Council for approval. She also shared that they are having some really good discussions at these meetings.

Council member Green shared that PCRC met last Thursday. Discussions were held on the definition of a small city. He also shared that six projects were approved for the regional transportation funding.

Council member Bergerson shared that the Senior Advisory Commission met on March 6<sup>th</sup>. There will be a Wellness Fair in September. She also shared that the Commission would like to see more benches along the trail. The last item they discussed was strategies to support senior/low income housing.

### **CONSENT AGENDA**

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

- a. Engineering Services Proposal for Spruce Street Improvements Design
- b. Approve Minutes of November 14, 2023

### **REGULAR AGENDA**

#### **ORD No. 06-24: Adopting the 2024 Stormwater Management Program**

**Council member Burbank moved to Approve ORD No. 06-24 Adopting a New 2024 City of Buckley Phase II NPDES Stormwater Management Program. Council member Green seconded the motion. Upon roll call vote, motion carried 6/0.**

#### **Authorization to Renew Employment Agreement Between the City of Buckley and Assistant Police Chief Mike Northam**

**Council member Smith moved to Approve the Employment Agreement between the City of Buckley and Michael Northam for the position of Assistant Police Chief. Council member Burbank seconded the motion. Motion carried.**

### **STAFF REPORTS**

#### **Development Projects Update**

City Administrator Brunell stated that at the last Study Session, Senior Planner Farnsworth passed out a table of projects and Council member Green has asked for a

map to show where each of these projects is located so that is what is being shared tonight.

**EMS Levy Lid Lift**

Finance Director Hines shared that a Draft Resolution will be available to review at the next Study Session. She stated that we would need approval by the end of April to get on the August ballot. She also went over the different options.

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

**With nothing further, the meeting was adjourned at 6:34 PM.**

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Mayor

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City Administrator

Prepared by: Treva Zumek, City Clerk

**City Council  
April 9, 2024**

Mayor Pro Tem Smith 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, and Green.

Also present were: City Administrator Brunell, City Attorney Olbrechts, Finance Director Hines, Fire Chief Skogen, and City Clerk Zumek.

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

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

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

None.

**CITIZEN PARTICIPATION**

None.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Pro Tem Smith shared that the project on Park Ave & River is under way.

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

None.

**CONSENT AGENDA**

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

- a. Engineering Services Proposal – Water Transmission Survey
- b. Approve Minutes of the November 28, 2023, City Council Meeting

- c. Approve Minutes of the December 5, 2023, City Council Study Session
- d. Approve Minutes of the December 12, 2023, City Council Meeting
- e. Approve Minutes of the January 2, 2024, City Council Study Session
- f. Approve Minutes of the January 9, 2024, City Council Meeting

#### **REGULAR AGENDA**

#### **ORD No. 07-24: Authorizing the City of Buckley to put an EMS Levy Lid Lift on the August 2024 Ballot**

Council member Green moved to Approve ORD No. 07-24 to Authorize the City to Submit a Proposition to the Voters for the August Primary Election to Restore the City's Permanent EMS Levy Rate to \$0.50 per \$1,000/AV and to Authorize up to a 6% Increase Annually from 2026-2030. Council member Burbank seconded the motion. Upon roll call vote, motion carried 7/0.

#### **CITIZEN PARTICIPATION**

None.

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

With nothing further, the meeting was adjourned at 6:05 PM.

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Mayor

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City Administrator

Prepared by: Treva Zumeck, City Clerk

**City Council  
April 23, 2024**

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

Upon roll call the following members were present: Smith, Anderson, Arsanto, Bergerson, Bender, and Green.

Also present were: City Administrator Brunell, Public Works Director Banks, Director of Parks & Recreation Snodgrass, Police Chief Alfano, Fire Chief Skogen, Director of Finance Hines (via Zoom), Police Records Clerk Burkett, and City Clerk Zumek.

Mayor Burkett asked for a Motion and Second to excuse Council member Burbank. Council member Arsanto moved to excuse Council member Burbank. Council member Anderson seconded the motion. Motion carried.

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

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

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

Mayor Burkett stated that the City has received interest from two folks who would like to serve on the “For” Committee for the EMS Levy Lid Lift Ballot Measure. They are Marilyn Whitmore and Nikki Slominski. Mayor Burkett asked for a motion and second to appoint Marilyn Whitmore and Nikki Slominski to the “For” Committee for the EMS Levy Lid Lift Ballot measure.

**Council member Green moved to appoint Marilyn Whitmore and Nikki Slominski to the “For” Committee for the EMS Levy Lid Lift Ballot Measure. Council member Bergerson seconded the motion. Motion carried.**

Mayor Burkett stated that at this time, the City has not received any interest in serving on the “Against” Committee. He stated that we have to make every effort to appoint this Committee and asked the audience if anyone present is interested in serving on the “Against” Committee?

No one volunteered so Mayor Burkett moved on with the agenda.

## **CITIZEN PARTICIPATION**

**Meagan Rhoades** – Ms. Rhoades shared that a Community Summit will be held on May 13<sup>th</sup>. They are requesting quotes from community members. She also shared the North East Pierce County Resource guide. She also stated that she doesn't feel the remodel to City Hall is necessary.

**Gary Schaner** – shared his concerns with the sewer system.

## **COMMITTEE REPORTS**

### **Mayor's Report:**

Mayor Burkett thanked the Council for the discussion at last week's Special Study Session. He knows these are not fun conversations but they need to be had. No decisions have been made at this time. He also shared that they have secured some logs to update the steam donkey.

### **Lodging Tax Advisory Committee:**

Council member Bergerson stated that the Committee had its first meeting on April 17<sup>th</sup>. This was their first meeting and they discussed the following:

- Review of BMC 3.14
- Review of current LTAC funds.
- Review of application options.
- Discussion of process timelines.

The Committee's next meeting is scheduled for May 6<sup>th</sup>.

### **Citizen Advisory Commission:**

Council member Anderson shared that the Commission met on April 15<sup>th</sup> and discussed the following:

- Event recaps and first quarter numbers.
- Upcoming Teen Day of Service & FFA Partnerships.
- Special Event Permit draft review.
- Public Art Policy draft review.
- Approval of Letter of Support for Miller Park Grant.
- Smoke and vape free park example ordinances.

Their next meeting is on May 20<sup>th</sup>.

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

Council member Green shared that PCRC met on April 18<sup>th</sup> and heard from the Pierce County Executive. He shared that drug overdoses are up and corrections officers and sheriffs are still down in numbers. He also shared that the Sheriff's department had 74 vacancies last year but have added 45 this year so should be staffed up fully by the end of the year. He also shared that the County jails is still full.

Council member Bender asked why the new parking lot on Jefferson is not open yet. City Administrator Brunell stated that we are waiting on PSE for power and then we can finish the landscaping. Council member Bender also asked if we could have signs that state no overnight parking?

Council member Smith shared that he supports the no overnight parking; but wanted to know if we needed to have an Ordinance in place first. City Administrator Brunell stated that our attorney is working on this Ordinance and we will bring it to Council at a future meeting.

### **CONSENT AGENDA**

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

- a. Approve minutes of February 6, 2024, City Council Study Session
- b. Claims and payroll

Payroll check numbers 40872 through 40889 in the amount of \$115,811.18, and ACH Payroll in the amount of \$447,061.26 for March 13, 2024, through March 26, 2024. Claim check numbers 67514 through 67575 in the amount of \$173,146.37 for March 13, 2024, through March 26, 2024. Claim check numbers 67576 through 67656 in the amount of \$166,079.35 for March 27, 2024, through April 9, 2024. Payroll check numbers 40881, 40900 through 40925 in the amount of \$139,695.48, and ACH Payroll in the amount of \$442,537.26 for April 10, 2024, through April 23, 2024, and claim check numbers 67657 through 67719 in the amount of \$103,905.52 for April 10, 2024, through April 23, 2024, are hereby approved and ordered paid this 23<sup>rd</sup> day of April 2024.

### **REGULAR AGENDA**

#### **Sewer Latecomer's Agreement for Luke's Landing Sewer Utility Extension**

**Mayor Burkett convened the Public Hearing at 6:25 PM.**

Mayor Burkett stated that City Engineer Miller is available on Zoom to answer any questions.

**Gary Schaner** – Mr. Schaner shared that the way it is right now, he is on Buckley sewer and now they want him to have to be included in this and he doesn't think he should have to pay \$3,000 when he is already hooked up.

**Mayor Burkett closed the Public Hearing and reconvened the Council meeting at 6:28 PM.**

**Engineering Services Proposal for Sidewalk and ADA Transition Plan**

**Council member Arsanto moved to Approve the Engineering Services Proposal for Preparation of the Sidewalk and ADA Transition Plan. Council member Smith seconded the motion. Motion carried.**

**STAFF REPORTS**

**City Administrator Report:**

City Administrator Brunell shared that she has been sitting in on Firefighter interviews and thinks we have some great candidates. The next study session will be focused on the Comp Plan and Transportation Impact Fees.

**Parks & Recreation:**

Director Snodgrass shared that she is still working on the RCO Grants but the majority has been completed.

**Fire Department:**

Fire Chief Skogen shared that his report was included in the packet and he would be happy to answer any questions. He also thanked Courtney and Kurt for helping with the Firefighter interviews and he is hopeful that we will have two new Firefighters onboard by July 1.

**Police Department:**

Police Chief Alfano shared that his report was also included in the packet and he would be happy to answer any questions. He also shared that the 2<sup>nd</sup> Citizen's Academy is complete.

**CITIZEN PARTICIPATION**

None.

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

**With nothing further, the meeting was adjourned at 6: 38PM.**

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Mayor

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City Administrator

Prepared by: Treva Zumeck, City Clerk

DRAFT

**City Council**  
**May 14, 2024**

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, and Green (via Zoom).

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

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

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

**ANNOUNCEMENTS, APPOINTMENTS, AND PRESENTATIONS**

None.

**CITIZEN PARTICIPATION**

None.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Burkett shared that Council would revisit the closing of Jefferson Street at the June 4<sup>th</sup> Study Session. He also stated that Council's next meeting is scheduled for May 28<sup>th</sup> and wanted to make sure that Council would be in town and available.

**Senior Citizen Advisory Commission**

Council member Bergerson shared that the Commission met on May 1<sup>st</sup> and discussed the following topics:

- Survey results & 1<sup>st</sup> quarter recap.
- Wellness fair update.
- Community Summit
- Deep Clean update
- Senior Center Budget & Grants update

- Trail & Park Bench Accessibility and Placements
- Meeting Schedule
- Grievance Policy – Review of examples.
- Building Excellence Checklist.

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

Council member Smith asked Courtney to coordinate with Rails to Trails to find out when the trail bridge will be completed. Courtney shared last she heard was end of summer or beginning of fall but she will see if she can find out anything more.

Council member Arsanto stated that the flashing speed limit sign is not currently working.

Council member Anderson wanted to thank the Police Department for doing the bike ride to Elk Ridge with the students.

#### **CONSENT AGENDA**

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

Approve Minutes of January 23, 2024, City Council Meeting  
Claims

Claim check numbers 67720 through 67812 in the amount of \$1,267,968.56 or April 24, 2024, through May 14, 2024, are hereby approved and ordered paid this 14<sup>th</sup> day of May 2024.

#### **REGULAR AGENDA**

##### **Interlocal Agreement for Inmate Housing with Yakima County**

**Council member Burbank moved to Approve the Interlocal Agreement for Inmate Housing with Yakima County. Council member Smith seconded the motion. Motion carried.**

##### **Interagency Agreement with the City of Issaquah for Inmate Housing**

**Council member Arsanto moved to Approve the Interagency Agreement with the City of Issaquah for Inmate Housing. Council member Smith seconded the motion. Motion carried.**

**Interlocal Agreement for Multi-Jurisdictional Specialty Teams in Pierce County**

**Council member Arsanto moved to Approve the Interlocal Agreement for Multi-Jurisdictional Specialty Teams in Pierce County. Council member Smith seconded the motion. Motion carried.**

**STAFF REPORTS**

City Administrator Brunell shared that the City Hall Remodel project held the bid opening and two bids came in under the Engineer's estimate. She also shared that we are looking at a contract with ELM to help with the landscaping.

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

**With nothing further, the meeting was adjourned at 6:19 PM.**

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Mayor

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City Administrator

Prepared by: Treva Zumeck, City Clerk

## **E. REGULAR AGENDA**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT:	Agenda Date: August 13, 2024		AB24-043
ORD No. __-24: Amending the 2024 City Budget	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Engineer		
	City Clerk		X
	Finance Dept	X	
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
	Police Dept		
	Municipal Court		
	PW/Utilities		
Cost Impact: N/A			
Fund Source: Various Funds			
Timeline: 01/01/2024 – 12/31/2024			
Staff Contact:	Sandi Hines, Finance Director		
Attachments:	Staff Memo, Ordinance with Exhibits A and B		
SUMMARY STATEMENT:	<p>The 2024 Budget was adopted by the City Council on November 28, 2023, Ordinance No. 19-23. State law prohibits expenditures from exceeding the budgeted appropriation for any fund and requires the City to adjust appropriations when:</p> <ul style="list-style-type: none"><li>• Unanticipated revenue exists and will potentially be expended</li><li>• New funds are established during the budget year which were not included in the original budget</li><li>• The City Council authorizes positions, projects or programs not incorporated in the current year's budget.</li></ul>		
This Mid-Year Adjustment allows for appropriation increases to reflect both unanticipated revenue and to recognize new projects and programs. The adjustments are outlined in detail in the attached memo, along with Exhibits A and B.			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION:	MOVE to Approve Ordinance 09-24, Amending the 2024 City Budget		
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



# Memo

**To:** Mayor and City Council  
**From:** Sandi Hines, Finance Director  
**Date:** August 13, 2024  
**Re:** 2024 Mid-Year Budget Adjustments

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This memo addresses recommendations concerning mid-year budget adjustments for unanticipated needs and recognizing additional resources.

State law prohibits expenditures from exceeding the budgeted appropriation for any fund and requires the City to adjust appropriations when:

1. Unanticipated revenue exists and will potentially be expended;
2. New funds are established during the budget year which were not included in the original budget; or
3. The City Council authorizes positions, projects, or programs not incorporated into the current year's budget.

At a minimum, the City should amend the adopted budget at mid-year and year-end. This mid-year budget adjustment allows for appropriation increases to reflect both unanticipated revenue and to recognize new projects and programs. In addition to changes in the operating budget, these adjustments provide an opportunity to recognize the actual 2023 ending fund balances across the City's funds and adjust the budgeted 2024 beginning fund balances to reflect the available resources.

The Budget Appropriation Adjustment Summary (Exhibit A) totals appropriation changes by fund. Appropriation adjustments change the total budget of the fund and require adoption by ordinance. Details of each adjustment are outlined in Exhibit B. The adjustments are organized into the following three categories:

1. 2024 Beginning Fund Balance Adjustments
2. Previously Approved Adjustments Requiring an Appropriation
3. Other Adjustments Requiring an Appropriation

## 1. 2024 Beginning Fund Balance Adjustments

The 2024 beginning fund balance (cash) was estimated as part of the 2024 budget process during the fall of 2023. Now that 2023 is complete, staff have reconciled the estimated beginning fund balances with actual balances. Variation between these two numbers occurs when revenues and expenditures change

from the year-end projections made during the budget process. Therefore, large funds with multiple expenditure and revenue streams, or those with volatile revenue streams, can see significant adjustments.

An adjustment (increase or decrease) to the budgeted beginning fund balance with a corresponding offset to the expenditure side will be made for all operating, capital, and other non-operating funds. This offset is usually to the ending fund balance account but may be to other line items depending on the nature of the change in the beginning balance. All beginning fund balance adjustments are included in Exhibit B by fund.

## 2. Previously Approved Adjustments Requiring an Appropriation

This category includes adjustments previously approved by the Council since the adoption of the 2024 Budget in November 2023 and requires a formal appropriation adjustment. The following table lists the adjustments included in this category:

**Table 1. Previously Approved Adjustments Requiring an Appropriation**

<i>Fund</i>	<i>Adjustment</i>	<i>Amount</i>	
		<i>Revenue</i>	<i>Expense</i>
<b>Street Operating Fund (101)</b>			
Add Capital Equip.-flashing crosswalk sign and WRSD reimb. revenue		\$ 10,602	\$ 15,292
<b>Street Operating Fund Total</b>		<b>\$ 10,602</b>	<b>\$ 15,292</b>
<b>EMS Fund (105)</b>			
Add Prof Services & Reimb. Revenue-administering EMT classes for PCFTC		\$ 25,000	\$ 25,000
Add revenue from PC Fire Training Consortium for EMT classes		30,000	-
<b>EMS Fund Total</b>		<b>\$ 55,000</b>	<b>\$ 25,000</b>
<b>Visitor Promotion Fund (136)</b>			
2024 Funding Cycle - Lodging Tax Program Approved Applicants		\$ -	\$ 31,065
<b>Visitor Promotion Fund Total</b>		<b>\$ -</b>	<b>\$ 31,065</b>

## 3. Other Adjustments Requiring an Appropriation

This category of adjustments primarily recognizes new revenue from grants and other sources, housekeeping adjustments, and other necessary expenditure adjustments. Housekeeping adjustments are more administrative in nature (i.e., accounting code changes) but still require an appropriation adjustment. The table on the following page lists the adjustments included in this category:

**Table 2. Other Adjustments Requiring an Appropriation**

<b>Fund</b>	<b>Adjustment</b>	<b>Amount</b>	
		<b>Revenue</b>	<b>Expense</b>
<b>General Fund (001)</b>			
Add Admin Overhead Fee revenue not included in adopted budget	\$ 22,000	\$ -	
Increase Reimbursable Planning revenue based on revised estimates	100,000		-
Add Latecomers Agreement revenue based on actual receipts to-date	6,654		-
Add Retirement Contribution Reimbursements	1,410		-
Add Insurance Recovery revenue for damage to Police vehicle	1,498		-
Correct Transfer In revenue to tie to Transfer Out budget	765		-
Increase Sr. Center Donations to recognize increased donations	4,500		-
Increase Youth Center Donations to recognize increased donations	1,100		-
Recognize Grant funds rec'd from Greater Tacoma Comm. Foundation	20,600		20,600
Increase Executive Prof Svcs-correct Public Defender contract amount	-		9,500
Increase Facilities Repairs & Maint. for emergency HVAC repair at MPC	-		8,000
Increase Executive Dues for local/regional organization annual dues	-		2,711
Increase Facilities - Insurance due to higher costs	-		3,000
	<b>General Fund Total</b>	<b>\$ 158,527</b>	<b>\$ 43,811</b>
<b>RR ROW Fund (008)</b>			
Add Retirement Contribution reimbursements	\$ 605	\$ -	
	<b>RR ROW Fund Total</b>	<b>\$ 605</b>	<b>\$ -</b>
<b>Street Operating Fund (101)</b>			
Correct Transfer In revenue to tie to Transfer Out budget	\$ 500	\$ -	
Increase Repairs & Maint for actual expenses and no adopted budget	-		2,600
	<b>Street Operating Fund Total</b>	<b>\$ 500</b>	<b>\$ 2,600</b>
<b>Water/Sewer Operating Fund (402)</b>			
Add revenue from Evergreen Rural Water for mentorship program	\$ 13,780	\$ -	
	<b>Water/Sewer Operating Fund Total</b>	<b>\$ 13,780</b>	<b>\$ -</b>
<b>Solid Waste Fund (403)</b>			
Eliminate transfer out to General Fund as it is not needed	\$ -		\$ (500)
	<b>Solid Waste Fund Total</b>	<b>\$ -</b>	<b>\$ (500)</b>
<b>Water Line Repair and Construction Fund (406)</b>			
Correct Transfer In revenue to tie to Transfer Out budget	\$ 100	\$ -	
	<b>Water Line Repair and Construction Fund Total</b>	<b>\$ 100</b>	<b>\$ -</b>
<b>Stormwater Operating Fund (407)</b>			
Increase Repairs & Maint. for contracted street sweeping & dumping	\$ -		\$ 38,000
	<b>Stormwater Operating Fund Total</b>	<b>\$ -</b>	<b>\$ 38,000</b>

The budget is adopted at the fund level which sets the total expenditure authority for the year for each fund. A summary of the adjustments and 2024 revised budget by fund type is included in Exhibit A and additional details on the appropriation changes are included in Exhibit B.

CITY OF BUCKLEY

ORDINANCE NO. \_\_-24

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, RELATING TO BUDGETS AND FINANCE, REVISING THE 2024 BUDGET BY AMENDING SECTION 2 OF ORDINANCE 19-23.**

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**WHEREAS**, the Buckley City Council adopted the 2024 annual budget pursuant to Ordinance No. 19-23 on November 28, 2023; and

**WHEREAS**, the City is prohibited from over expending its appropriated budget as set forth in Ordinance No. 19-23; and

**WHEREAS**, certain revisions to the 2024 budget are now necessary; and

**WHEREAS**, the City Council did meet to consider the matter of the 2024 Mid-year Budget Amendment in a public meeting on July 23, 2024 and moved to discuss further action to the regular Council meeting on August 13, 2024.

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

**Section 1.** The 2024 budget, as adopted in Ordinance No. 19-23, is hereby amended as set forth in Exhibit "A".

**Section 2.** The explanations of the amendments are listed in Exhibit "B".

**Section 3.** This Ordinance shall be in full force and take effect five (5) days after its publication according to law.

**Section 4.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Introduced, passed, and approved this 13<sup>th</sup> day of August 2024.

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Beau Burkett, Mayor

**ATTEST:**

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Treva Percival, City Clerk

**APPROVED AS TO FORM:**

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Phil Olbrechts, City Attorney

Published:

Effective:

**CITY OF BUCKLEY**  
**2024 Mid-Year Budget Appropriation Adjustment Summary**  
**Exhibit "A"**

FUND	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			ENDING FUND BALANCE
	Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment	Revised Budget	
<b>General Funds</b>							
001 General	\$ 8,150,499	\$ 35,173	\$ 8,185,672	\$ 7,378,887	\$ 43,811	\$ 7,422,698	\$ 762,974
002 Contingency	309,210	-	309,210	-	-	-	309,210
003 Cumulative Reserve	5,034,074	2,778	5,036,852	-	-	-	5,036,852
004 Cemetery Operating	14,860	(10)	14,850	3,553	-	3,553	11,297
007 Police Equipment Reserve	261,017	(45,246)	215,771	93,000	-	93,000	122,771
008 Railroad ROW	110,876	1,509	112,385	48,040	-	48,040	64,345
030 Fire Equipment Reserve	670,137	(11,447)	658,690	89,500	-	89,500	569,190
035 Park Construction	447,120	(10,298)	436,822	56,153	-	56,153	380,669
<b>Subtotal General Funds</b>	<b>14,997,793</b>	<b>(27,541)</b>	<b>14,970,252</b>	<b>7,669,133</b>	<b>43,811</b>	<b>7,712,944</b>	<b>7,257,308</b>
<b>Special Revenue Funds</b>							
101 Street Operating	352,870	37,381	390,251	344,200	17,892	362,092	28,159
102 Arterial	1,859,348	(182,707)	1,676,641	792,694	-	792,694	883,947
103 Transportation Benefit District	209,644	1,668	211,312	201,474	-	201,474	9,838
105 EMS	592,275	16,564	608,839	568,222	25,000	593,222	15,617
109 Criminal Justice	515,708	(506)	515,202	1,421	-	1,421	513,781
134 Fire Station Construction & Maint.	217,687	1,892	219,579	24,915	-	24,915	194,664
136 Visitor Promotion	372,514	5,121	377,635	22,352	31,065	53,417	324,218
<b>Subtotal Special Revenue Funds</b>	<b>4,120,046</b>	<b>(120,587)</b>	<b>3,999,459</b>	<b>1,955,278</b>	<b>73,957</b>	<b>2,029,235</b>	<b>1,970,224</b>
<b>Debt Service Funds</b>							
202 Fire Station Bonds	354,155	(2,234)	351,921	281,220	-	281,220	70,701
<b>Subtotal Debt Service Funds</b>	<b>354,155</b>	<b>(2,234)</b>	<b>351,921</b>	<b>281,220</b>	<b>-</b>	<b>281,220</b>	<b>70,701</b>
<b>Capital Improvement Funds</b>							
307 Capital Improvements	3,285,971	57,964	3,343,935	3,205,575	-	3,205,575	138,360
308 Comp Plan Capital Improvements	709,780	(21,426)	688,354	630,742	-	630,742	57,612
<b>Subtotal Capital Improvement Fund</b>	<b>3,995,751</b>	<b>36,538</b>	<b>4,032,289</b>	<b>3,836,317</b>	<b>-</b>	<b>3,836,317</b>	<b>195,972</b>
<b>Enterprise Funds</b>							
401 Natural Gas Operating	3,968	-	3,968	585	-	585	3,383
402 Water/Sewer Operating	5,039,857	(85,395)	4,954,462	4,348,244	-	4,348,244	606,218
403 Solid Waste Operating	2,535	(79)	2,456	1,150	(500)	650	1,806
405 Sewer Construction	1,973,522	462,283	2,435,805	1,189,134	-	1,189,134	1,246,671
406 Water Construction	1,543,888	64,976	1,608,864	1,186,838	-	1,186,838	422,026
407 Stormwater Operating	1,041,391	(10,649)	1,030,742	877,571	38,000	915,571	115,171
408 Stormwater Construction	2,926,327	293,803	3,220,130	1,127,460	-	1,127,460	2,092,670
430 Equipment Reserve	313,179	19,559	332,738	5,500	-	5,500	327,238
<b>Subtotal Enterprise Funds</b>	<b>12,844,667</b>	<b>744,498</b>	<b>13,589,165</b>	<b>8,736,482</b>	<b>37,500</b>	<b>8,773,982</b>	<b>4,815,183</b>
<b>Fiduciary Funds</b>							
631 Municipal Court Trust	244,385	20,397	264,782	241,000	-	241,000	23,782
632 Custodial Activities	123,806	157	123,963	121,300	-	121,300	2,663
<b>Subtotal Fiduciary Fund</b>	<b>368,191</b>	<b>20,554</b>	<b>388,745</b>	<b>362,300</b>	<b>-</b>	<b>362,300</b>	<b>26,445</b>
<b>Trust Fund</b>							
701 Cemetery Improvements	238,476	(1,093)	237,383	1,400	-	1,400	235,983
<b>Subtotal Trust Fund</b>	<b>238,476</b>	<b>(1,093)</b>	<b>237,383</b>	<b>1,400</b>	<b>-</b>	<b>1,400</b>	<b>235,983</b>
<b>Total Budget</b>	<b>\$ 36,919,079</b>	<b>\$ 650,135</b>	<b>\$ 37,569,214</b>	<b>\$ 22,842,130</b>	<b>\$ 155,268</b>	<b>\$ 22,997,398</b>	<b>\$ 14,571,816</b>

**CITY OF BUCKLEY**  
**2024 Mid-Year Budget Appropriation Adjustment Detail**  
**Exhibit "B"**

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	Amount	Description	Amount
<b>General Fund (001)</b>		<b>General Fund (001)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (123,354)	Increase Executive Prof Svcs to correct Public Defender contract amount	\$ 9,500
Add Admin Overhead Fee revenue not included in adopted budget	22,000	Increase Facilities Repairs & Maint. for emergency HVAC repair at MPC	8,000
Increase Reimbursable Planning revenue based on revised estimates	100,000	Add program budgets for Sr/Youth Centers & Parks for GTCF donation	20,600
Add Latecomers Agreement revenue based on actual receipts to-date	6,654	Increase Executive Dues for local and regional organization annual dues	2,711
Add Retirement Contribution Reimbursements	1,410	Increase Facilities - Insurance due to higher costs	3,000
Add Insurance Recovery revenue for damage to Police vehicle	1,498		-
Correct Transfer In revenue to tie to Transfer Out budget	765		-
Increase Sr. Center Donations to recognize increased donations	4,500		-
Increase Youth Center Donations to recognize increased donations	1,100		-
Recognize Grant funds rec'd from Greater Tacoma Comm. Foundation	20,600		-
<b>Total General Fund Adjustment</b>	<b>\$ 35,173</b>	<b>Total General Fund Adjustment</b>	<b>\$ 43,811</b>
<b>Cumulative Reserve Fund (003)</b>		<b>Cumulative Reserve Fund (003)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 2,778		\$ -
<b>Total Cumulative Reserve Fund Adjustment</b>	<b>\$ 2,778</b>	<b>Total Cumulative Reserve Fund Adjustment</b>	<b>\$ -</b>
<b>Cemetery Operating Fund (004)</b>		<b>Cemetery Operating Fund (004)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (10)		\$ -
<b>Total Cemetery Operating Fund Adjustment</b>	<b>\$ (10)</b>	<b>Total Cemetery Operating Fund Adjustment</b>	<b>\$ -</b>
<b>Police Equipment Reserve (007)</b>		<b>Police Equipment Reserve (007)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (45,246)		\$ -
<b>Total Police Equipment Reserve Fund Adjustment</b>	<b>\$ (45,246)</b>	<b>Total Police Equipment Reserve Fund Adjustment</b>	<b>\$ -</b>
<b>Railroad ROW (008)</b>		<b>Railroad ROW (008)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 904		\$ -
Add Retirement Contribution Reimbursements	605		-
<b>Total Railroad ROW Fund Adjustment</b>	<b>\$ 1,509</b>	<b>Total Railroad ROW Fund Adjustment</b>	<b>\$ -</b>
<b>Fire Equipment Reserve (030)</b>		<b>Fire Equipment Reserve (030)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (11,447)		\$ -
<b>Total Fire Equipment Reserve Fund Adjustment</b>	<b>\$ (11,447)</b>	<b>Total Fire Equipment Reserve Fund Adjustment</b>	<b>\$ -</b>
<b>Park Construction (035)</b>		<b>Park Construction (035)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (10,298)		\$ -
<b>Total Park Construction Fund Adjustment</b>	<b>\$ (10,298)</b>	<b>Total Park Construction Fund Adjustment</b>	<b>\$ -</b>

**CITY OF BUCKLEY**  
**2024 Mid-Year Budget Appropriation Adjustment Detail**  
**Exhibit "B"**

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	Amount	Description	Amount
<b>Street Fund (101)</b>		<b>Street Fund (101)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 26,279	Add Capital Equipment expense for flashing crosswalk sign	\$ 15,292
Add School District Contribution towards flashing crosswalk sign	10,602	Increase Repairs & Maint for actual expenses and no adopted budget	2,600
Correct Transfer In revenue to tie to Transfer Out budget	500		-
<b>Total Street Fund Adjustment</b>	<b>\$ 37,381</b>	<b>Total Street Fund Adjustment</b>	<b>\$ 17,892</b>
<b>Arterial Street Fund (102)</b>		<b>Arterial Street Fund (102)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (182,707)		\$ -
<b>Total Arterial Street Fund Adjustment</b>	<b>\$ (182,707)</b>	<b>Total Arterial Street Fund Adjustment</b>	<b>\$ -</b>
<b>Transportation Benefit District Fund (103)</b>		<b>Transportation Benefit District Fund (103)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 1,668		\$ -
<b>Total Transportation Benefit District Fund Adjustment</b>	<b>\$ 1,668</b>	<b>Total Transportation Benefit District Fund Adjustment</b>	<b>\$ -</b>
<b>EMS Fund (105)</b>		<b>EMS Fund (105)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (38,436)	Add Prof Services for expense of administering EMT classes for PCFTC	\$ 25,000
Add revenue from PC Fire Training Consortium for EMT classes	30,000		-
Add revenue from PC Fire Training Consortium-EMT class administr.	25,000		-
<b>Total EMS Fund Adjustment</b>	<b>\$ 16,564</b>	<b>Total EMS Fund Adjustment</b>	<b>\$ 25,000</b>
<b>Criminal Justice Fund (109)</b>		<b>Criminal Justice Fund (109)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (506)		\$ -
<b>Total Criminal Justice Fund Adjustment</b>	<b>\$ (506)</b>	<b>Total Criminal Justice Fund Adjustment</b>	<b>\$ -</b>
<b>Fire Station Construction &amp; Maint. Fund (134)</b>		<b>Fire Station Construction &amp; Maint. Fund (134)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 1,892		\$ -
<b>Total Fire Construction Fund Adjustment</b>	<b>\$ 1,892</b>	<b>Total Fire Construction Fund Adjustment</b>	<b>\$ -</b>
<b>Visitor Promotion Fund (136)</b>		<b>Visitor Promotion Fund (136)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 5,121	2024 Funding Cycle - Lodging Tax Program Approved Applicants	\$ 31,065
<b>Total Visitor Promotion Fund Adjustment</b>	<b>\$ 5,121</b>	<b>Total Visitor Promotion Fund Adjustment</b>	<b>\$ 31,065</b>
<b>Fire Station Bond Fund (202)</b>		<b>Fire Station Bond Fund (202)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (2,234)		\$ -
<b>Total Fire Station Bond Fund Adjustment</b>	<b>\$ (2,234)</b>	<b>Total Fire Station Bond Fund Adjustment</b>	<b>\$ -</b>
<b>Capital Improvements (307)</b>		<b>Capital Improvements (307)</b>	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 57,964		\$ -
<b>Total Capital Improvements Fund Adjustment</b>	<b>\$ 57,964</b>	<b>Total Capital Improvements Fund Adjustment</b>	<b>\$ -</b>

**CITY OF BUCKLEY**  
**2024 Mid-Year Budget Appropriation Adjustment Detail**  
**Exhibit "B"**

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	Amount	Description	Amount
<b>Comp Plan Capital Improvements Fund (308)</b>		<b>Comp Plan Capital Improvements Fund (308)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (21,426)	Total Comp Plan Capital Improvements Fund Adjustment	\$ -
<b>Total Comp Plan Capital Improvements Fund Adjustment</b>	<b>\$ (21,426)</b>		
<b>Water/Sewer Operating Fund (402)</b>		<b>Water/Sewer Operating Fund (402)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (99,175)		\$ -
Add revenue from Evergreen Rural Water for mentorship program	\$ 13,780		\$ -
<b>Total Water/Sewer Operating Fund Adjustment</b>	<b>\$ (85,395)</b>	<b>Total Water/Sewer Operating Fund Adjustment</b>	<b>\$ -</b>
<b>Solid Waste Fund (403)</b>		<b>Solid Waste Fund (403)</b>	\$ (500)
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (79)	Eliminate transfer out to General Fund as it is not needed	\$ (500)
<b>Total Solid Waste Fund Adjustment</b>	<b>\$ (79)</b>	<b>Total Solid Waste Fund Adjustment</b>	<b>\$ (500)</b>
<b>Sewer Construction Fund (405)</b>		<b>Sewer Construction Fund (405)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 462,283	<b>Total Sewer Construction Fund Adjustment</b>	<b>\$ -</b>
<b>Total Sewer Construction Fund Adjustment</b>	<b>\$ 462,283</b>		
<b>Water Construction Fund (406)</b>		<b>Water Construction Fund (406)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 64,876		\$ -
Correct Transfer In revenue to tie to Transfer Out budget	\$ 100		\$ -
<b>Total Water Construction Fund Adjustment</b>	<b>\$ 64,976</b>	<b>Total Water Construction Fund Adjustment</b>	<b>\$ -</b>
<b>Stormwater Operating Fund (407)</b>		<b>Stormwater Operating Fund (407)</b>	\$ 38,000
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (10,649)	Total Stormwater Operating Fund Adjustment	\$ 38,000
<b>Total Stormwater Operating Fund Adjustment</b>	<b>\$ (10,649)</b>		
<b>Stormwater Capital Projects Fund (408)</b>		<b>Stormwater Capital Projects Fund (408)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 293,803	<b>Total Stormwater Capital Projects Fund Adjustments</b>	<b>\$ -</b>
<b>Total Stormwater Capital Projects Fund Adjustments</b>	<b>\$ 293,803</b>		
<b>Equipment Reserve Fund (430)</b>		<b>Equipment Reserve Fund (430)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 19,559	<b>Total Equipment Reserve Fund Adjustment</b>	<b>\$ -</b>
<b>Total Equipment Reserve Fund Adjustment</b>	<b>\$ 19,559</b>		
<b>Municipal Court Trust Fund (631)</b>		<b>Municipal Court Trust Fund (631)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 20,397	<b>Total Municipal Court Trust Fund Adjustment</b>	<b>\$ -</b>
<b>Total Municipal Court Trust Fund Adjustment</b>	<b>\$ 20,397</b>		

**CITY OF BUCKLEY**  
**2024 Mid-Year Budget Appropriation Adjustment Detail**  
**Exhibit "B"**

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	Amount	Description	Amount
<b>Custodial Activities Fund (632)</b>		<b>Custodial Activities Fund (632)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ 157	Total Custodial Activities Fund Adjustment	\$ -
<b>Total Custodial Activities Fund Adjustment</b>	<b>\$ 157</b>		
<b>Cemetery Improvements Fund (701)</b>		<b>Cemetery Improvements Fund (701)</b>	\$ -
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	\$ (1,093)	Total Cemetery Improvements Fund Adjustment	\$ -
<b>Total Cemetery Improvements Fund Adjustment</b>	<b>\$ (1,093)</b>		
<b>GRAND TOTAL - REVENUE ADJUSTMENTS</b>	<b>\$ 650,135</b>	<b>GRAND TOTAL - EXPENDITURE ADJUSTMENTS</b>	<b>\$ 155,268</b>



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT:	Agenda Date: August 13, 2024		AB24-044
Police Retention Bonus	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk		X
	Finance Dept		X
	Fire Dept		
	Parks & Recreation		
	Planning Dept		X
Fiscal Impact: \$35,000	Police Dept		X
Fund Source: 109	Municipal Court		
Timeline: July 2, 2024- Study Session	PW/Utilities		
July 23, 2024- Council meeting			
<b>Staff Contact:</b> Courtney Brunell, City Administrator			
<b>Attachments:</b> Staff memo dated August 13, 2024 and attachments			
<b>SUMMARY STATEMENT:</b> To address police retention, the Council has proposed a \$5,000 retention bonus for Police Guild staff who have completed their probation. Staff recommends funding this \$35,000 expense from Fund 109, which is projected to have a balance of \$514,287 in 2024 and is typically used for one-time Police Department expenses. Alternatively, the Council may choose to partially fund the bonus using Fund 003, the cumulative reserve. If this option is preferred, a resolution will be prepared for Council approval, requiring a supermajority vote.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> None			
<b>RECOMMENDED ACTION:</b> Move to approve providing a \$5,000 Retention Bonus for all Guild Represented staff who have passed probation using Fund 109.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



TO: Mayor and City Councilmembers  
FROM: Courtney Brunell, City Administrator  
DATE: August 13, 2024  
SUBJECT: Proposal for Retention Bonus for Police Guild Staff

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**Purpose:** The purpose of this memo is to outline the proposal for a retention bonus for our Police Guild represented staff to address the issue of police retention. This memo provides background information, discusses the current situation, offers a recommendation, and outlines the next steps for Council action.

**Background:** During the July study session, Council discussed the need for a retention bonus to ensure the retention of our police officers. The proposed terms included:

- A one-time payment of \$5,000 per officer, provided up front.
- Officers who are not eligible for retirement and choose to leave the force in the next 24 months would be required to repay the bonus.
- The retention bonus would be available exclusively to Police Guild represented staff who have passed probation.
- Employees eligible for retirement would not be required to repay any portion of the bonus.
- Initially, staff recommended a bonus of \$2,500 per officer, but after deliberation, Council asked to increase the amount to \$5,000.

We currently have 7 patrol staff that meet the above qualifications for a total cost of \$35,000.

**Discussion:** This year, we have lost two officers due to hiring bonuses and higher compensation offered by neighboring departments. Nearby departments are offering retention bonuses or significant incentives for lateral transfers. Replacing officers is challenging, as new hires take up to a year to complete the academy and field training. Additionally, we anticipate several retirements, necessitating new hires. It will become difficult to fill vacancies if we lose patrol staff due to retirement and voluntary early departures.

On July 23rd, staff presented budget adjustments that included the cumulative reserve. According to Buckley Municipal Code 3.32, the procedure for withdrawing from the cumulative reserve requires:

- A written finding by the City Council that emergency or exigent circumstances necessitate the use of General Fund reserves.
- A two-thirds majority vote by the City Council to appropriate all or part of the available reserves.

The City of Buckley's current cumulative reserve (Fund 003) was established in 2015 following the sale of the natural gas utility. The Council at the time allocated the sale of the gas utility (\$5,440,000) and the fund balance in the gas fund at the time (\$1,004,611) for a combined total of \$6,444,611. The \$6,444,611 was allocated amongst 7 priorities. The establishment of the cumulative reserve was the #1 priority with an initial deposit of \$5,000,000 made. In 2013 Council adopted Ord 14-13 creating the General Fund Cumulative Reserve Fund. The fund did not have a balance in 2013 or 2014.

In 2024 Fund 003 ended the year with a fund balance of \$5,036,852, which is the combined total of the original \$5,000,000 and interest revenue that was historically not reallocated to the General Fund. Per BMC 3.32 income (interest revenue) generated by the General Fund cumulative reserve fund may be placed in the general operating fund through the biennial budgeting process without the need for a supermajority.

Currently there is an alternative account (Fund 109, the Criminal Justice/Drug Enforcement Fund) that can be used for the police retention bonuses, circumventing the need to use the cumulative reserve. This account is funded by the criminal justice sales tax and is budgeted to have an ending fund balance of \$514,287. This fund receives approximately \$135,000 of recurring revenue annually. Historically this account has been used to fund one-time purchases including police vehicles, tasers, radios, uniforms, etc. and will also be used should the Council approve hiring a 12<sup>th</sup> officer in anticipation of some of the upcoming retirements.

If the Council opts to use the cumulative reserve, the findings required by the Buckley Municipal Code can be accomplished via a resolution approved by a supermajority of the City Council.

**Recommendation:** Staff recommend utilizing Fund 109 for the police retention bonuses. This approach avoids the complexities of withdrawing from the cumulative reserve. However, if the Council prefers to use the cumulative reserve, staff can prepare a resolution for approval.

#### **Next Steps:**

1. Council Action at the August 13th Meeting:
  - Approve the use of Fund 109 for the retention bonuses.
  - Alternatively, direct staff to prepare a Resolution to use the cumulative reserve.
2. Future Study Session:

- Discuss and document the process for using the cumulative reserve to ensure clarity and consistency for future requests.

**Attachments:**

- Buckley Municipal Code 3.32
- April 2, 2024 memo & attachments

## **Chapter 3.32**

### **GENERAL FUND CUMULATIVE RESERVE FUND**

Sections:

**3.32.010 Name of fund.**

**3.32.020 Purpose of fund.**

**3.32.030 Source of resources.**

**3.32.040 Operation of fund.**

**3.32.050 Fund manager.**

#### **3.32.010 Name of fund.**

There is created a general fund subfund within the general fund to be known as the general fund cumulative reserve fund. (Ord. 24-13 § 1, 2013).

#### **3.32.020 Purpose of fund.**

The purpose of the general fund cumulative reserve fund is to identify, reserve, and accumulate unexpended general fund resources in order to mitigate impacts of future unanticipated general fund revenue shortfalls, budgetary imbalances, and shortages in working capital, and to provide revenue for emergency or other exigent circumstances. (Ord. 24-13 § 1, 2013).

#### **3.32.030 Source of resources.**

(1) There shall be deposited into the general fund cumulative reserve fund contributions from the general fund in amounts determined by the city council.

(2) Such contributions may consist of:

(a) General fund resources identified in the adopted budget for a fiscal year or any year of a fiscal biennium as contributions to the general fund cumulative reserve fund;

- (b) General fund revenues in amounts greater than anticipated in the budget for a fiscal year; and
- (c) Other general fund resources deemed appropriate by the city council. (Ord. 24-13 § 1, 2013).

### **3.32.040 Operation of fund.**

- (1) The budget submission for each year shall include any recommendations for a general fund contribution to the general fund cumulative reserve fund.
- (2) Income generated by the general fund cumulative reserve fund may be placed in the general operating fund through the annual budgeting process.
- (3) With the exception of interest income specified in subsection (2) of this section, the resources in the general fund cumulative reserve fund may be allowed to accumulate from year to year and may be expended at such times and in such portions as the city council makes a written finding that emergency or other exigent circumstances exist that require use of city general fund reserves and by a two-thirds majority of the members of the city council votes to appropriate all or part of the available reserves in the general fund cumulative reserve fund. (Ord. 24-13 § 1, 2013).

### **3.32.050 Fund manager.**

The director of the department of finance or the director's designee shall administer the general fund cumulative reserve fund within the financial management system, and shall serve as the fund manager. (Ord. 24-13 § 1, 2013).



TO: Mayor and City Councilmembers  
FROM: Courtney Brunell, City Administrator  
DATE: April 2, 2024  
SUBJECT: Reserve Fund Policy

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**Purpose:** The purpose of this memo is to provide an overview of options for the Council to consider while drafting a fund balance and reserve policy.

**Background:** Staff have reviewed policies from the following jurisdictions: Kirkland, Lakewood, DuPont, Ferndale, Issaquah, Leavenworth, Mukilteo and Oak Harbor. These jurisdictions were selected based on the MRSC article (article) and staff experience. Several of the jurisdictions had policies that did not include enterprise funds, others were very broad or detailed. The policy presented to Council is a combination of Leavenworth, Ferndale and Issaquah.

The City of Buckley's current cumulative reserve was established in 2015 following the sale of the natural gas utility. The Council at the time allocated the sale of the gas utility (\$5,440,000) and the fund balance in the gas fund at the time (\$1,004,611) for a combined total of \$6,444,611. The \$6,444,611 was allocated amongst 7 priorities. The establishment of the cumulative reserve was the #1 priority. In 2013 Council adopted Ord 14-13 creating the general fund Cumulative Reserve Fund (attachment 2). The fund did not have a balance in 2013 or 2014.

The purpose of the fund was established as:

*The purpose of the general fund cumulative reserve fund is to identify, reserve, and accumulate unexpended general fund resources in order to mitigate impacts of future unanticipated general fund revenue shortfalls, budgetary imbalances, and shortages in working capital, and to provide revenue for emergency or other exigent circumstances. (Ord. 24-13 § 1, 2013).*

To staff's knowledge, the deposit of \$5,000,000 was never allocated and no policy has been created regarding the cumulative reserve outside of Ord. 24-13. Ord 24.13 has not been amended since its original adoption in 2013.

Over the last two years, use of the cumulative reserve has been discussed for a variety of projects including:

- Expanding City Hall
- A Splash Park
- Hiring an additional Firefighter
- Hiring a Police Officer
- Miller Park

Use of the cumulative reserve requires a two-thirds majority of the City Council to appropriate all or part of the available reserves.

Given the ongoing discussion and questions raised throughout the first part of 2024, and in alignment with Government Accounting Standards Series (GASB) Statement No. 54<sup>1</sup>. Staff recommends creating a reserve policy to guide spending from this account. This policy will become part of a broader financial policy document that we hope to adopt as part of the biennium.

#### **Discussion:**

The attached MRSC article references standards for fund balance and reserves. Based on staff research there is not an established standard for reserve accounts, the chart below shows adopted policies from various jurisdictions.

City	General Fund Reserve Policy	Notes
Bothell	15%	Per online financial policies
<b>Burien</b>	20%	<b>Also Capital Partnership Reserve (currently \$2 million)</b>
Des Moines	12%	Includes 5% revenue stabilization reserve
Edmonds	up to 18%	Includes 2% for risk management reserve and contingency reserve of 8% to 16%
Lakewood	12%	Includes 2% contingency reserve and 5% strategic reserve
Lynnwood	Approx. 13%	Per online financial policies - General Fund reserve of \$4 million and revenue stabilization reserve of \$5 to \$9 million (restoring reserves to address audit finding)
Puyallup	15%	Funds in excess of 15% are transferred to Budget Stability Reserve Fund for capital projects or debt
Redmond	12.5%	Includes 4% as an economic contingency reserve
Sammamish	10%	"Informal policy" but also has budgeted contingencies for capital, operations, and development revenue fluctuations
Sea Tac	25%	"Informal policy"
Shoreline	22%	\$3 million + 2% contingency + insurance reserve + revenue stabilization (30% of economically sensitive revenues)

<sup>1</sup><https://gasb.org/page>ShowPdf?path=GASBS+54.pdf&title=GASB%20STATEMENT%20NO.%2054,%20FUND%20BALANCE%20REPORTING%20AND%20GOVERNMENTAL%20FUND%20TYPE%20DEFINITIONS>

There are established minimums for the contingency fund, and a recommended minimum for the General Fund balance. The chart below shows the threshold for the contingency fund and recommended minimum General Fund balance v. the City of Buckley's ending 2024 fund balance.

	Standard	Amount	City of Buckley 2024 Budgeted Ending Fund Balance	Difference
General Fund	No less than 60 days or 16.5-16.7% of total General Fund	\$1,210,824.96	\$ 771,612.00	\$(439,212.96)
Contingency	Max \$0.375 per \$1,000 of assessed valuation			

Source: <https://mrsc.org/getmedia/ca67a837-8a58-4e04-9e1e-71c567546290/b86fundbalance.pdf>

The City does not have reserve accounts for each enterprise fund, rather the reserves would be the combined total of the operating and capital fund balance less and fund balance policy set aside. This is common in smaller jurisdictions, staff does not recommend creating additional funds at this time.

Below is a chart that outlines the expenditures, reserves & fund balance of the general fund and each enterprise funds:

**Attachments:**

1. **MRSC Article**
2. **BMC 3.32 (Ord. 24-13)**
3. **Draft Policy**

CITY COUNCIL

STUDY SESSION

Tuesday, January 6, 2015

**ATTENDEES:** Councilmembers Sundstrom, Rose, Howard, Montgomery, and Leggett. Also in attendance were Mayor Johnson, and City Administrator Schmidt.

Mayor Johnson called the Study Session to order at 7:02 PM.

AGENDA

- 1. DISTRIBUTION OF FUNDS – GAS SALE PROCEEDS.** Council member Sundstrom stated he would like City Administrator Schmidt and Mayor Johnson's input on where they think the money should be distributed, along with a spreadsheet showing the amount of money we have to work with and the amount we owe to the Police Department and the Fire Department. This way we will all be able to visually see where the money is going. Council members Montgomery and Howard agreed that the money they have borrowed needs to be paid back in full, monies need to be placed into an investment pool, and we still need to be able to have monies to place in a rainy day fund. Council agreed that they are going to think about the options and discuss this topic further at the February 3<sup>rd</sup> Study Session.
- 2. CITY COUNCIL GOALS & OBJECTIVES FOR 2015.** Council member Howard stated that he would like to revisit the dangerous dog ordinance.
- 3. GOOD OF THE ORDER.** Council member Sundstrom stated that he would like to make sure that a Study Session is held every month and on sessions where presentations are presented he would like the presentations limited.

With nothing further, the Study Session adjourned at 8:13 PM.

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City Administrator Dave Schmidt

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Mayor Pat Johnson

## Recommendations for Allocation of Surplus Utility Funds

Priority #1 Cumulative Reserve - \$5,000,000 – Per the 2015 Budget \$5,000,000 is transferred into the cumulative reserve fund for long term investment.

Priority #2 Create “Rainy Day” Contingency - \$130K – As discussed by the Council the creation and funding of this new account would have less use restrictions than the cumulative reserve fund but would be limited by State law to a total not to exceed the equivalent of \$0.375 per \$1,000 of assessed valuation of property within the city at the time, which based upon 2015 valuations is \$130,455.

Priority #3 General Fund Operational FD Staffing Hours - \$50K – As discussed in the 2015 Budget, funding for the Assistant Fire Chief exceeded revenues of the general fund and therefore relied on a portion of the sale proceeds to maintain the position for this fiscal year.

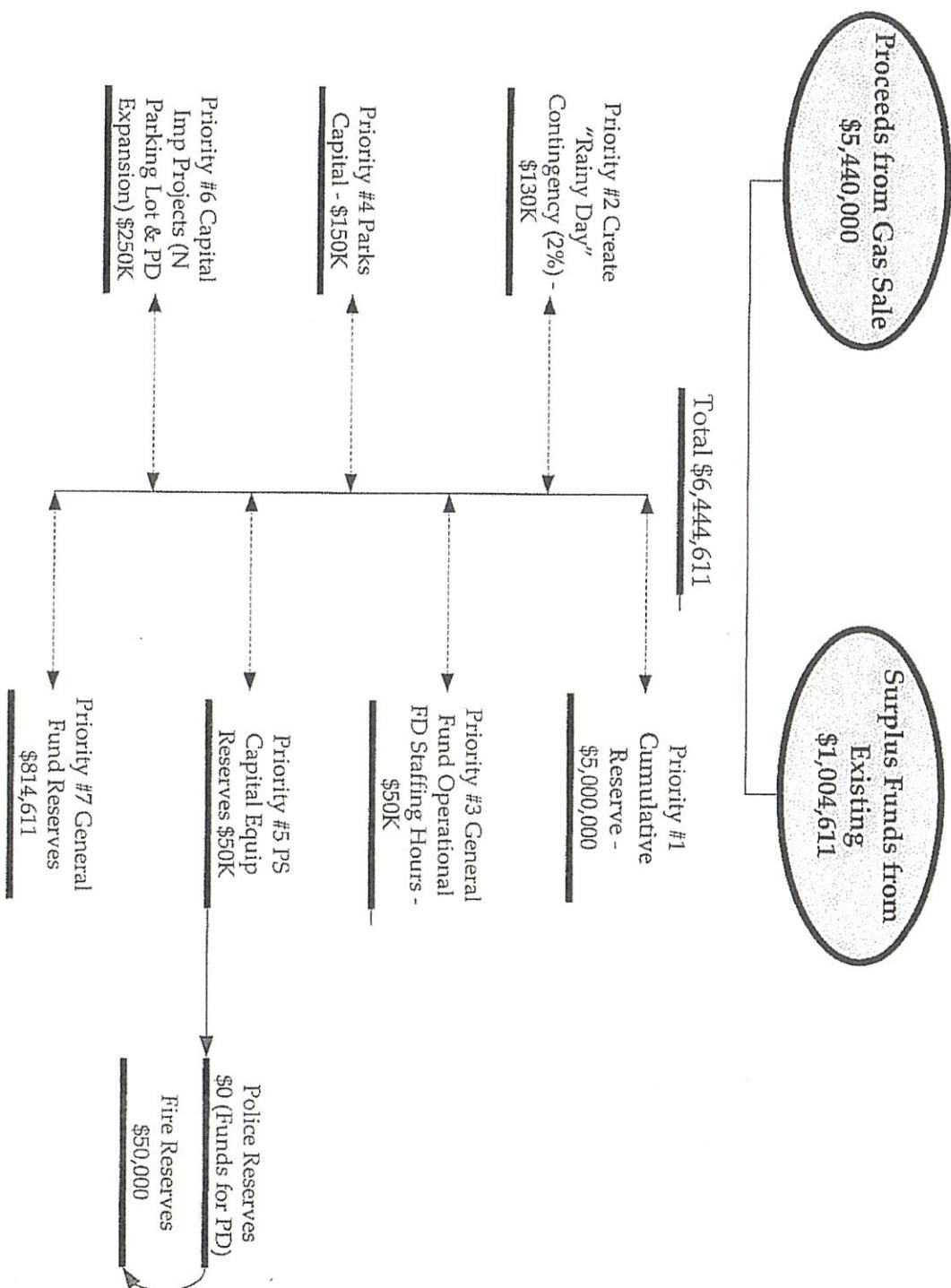
Priority #4 Parks Capital - \$150K – This is the approximate cost for renovation and reconstruction of the skatepark. Allocation of full funding for this project eliminates risk associated with the current condition and retains the fund balance in Parks Capital for future use for such things as matching grant funds, playground amenity replacement, etc.

### Priority #5 Public Safety Capital Equip Reserves \$50K

- Police Reserves \$0 (Funds for PD) – rather than put additional funds into 007 to replace those used during the recession the suggestion is to transfer \$200K to the City capital improvement fund to support expansion of the police station in 2016. This would aid the PD by allowing them to not have to borrow and repay funds.
- Fire Reserves \$50,000 – full replacement of funds used to support the general fund during the recession total approximately \$124,000; however, the FD is already getting the benefit of some of the proceeds by funding the Assistant Fire Chief position. In addition this reserve fund is very healthy and has an adequate “permanent” source of revenue.

Priority #6 Capital Imp Projects (N Parking Lot & PD Expansion) \$250K – As discussed above \$200K of this amount would be set aside for expansion of the PD and the remainder would go towards reconstruction of the North parking Lot which is currently budgeted for 2015.

Priority #7 General Fund Reserves \$814,611 – remaining balance kept in reserves until revenue projections for the general fund become more in line with expenditures.



Recommended Allocation of Surplus Utility Funds  
Tuesday, February 03, 2015

## Chapter 3.40

# CONTINGENCY RESERVE FUND

### Sections:

- 3.40.010 Created.
- 3.40.020 Withdrawals.
- 3.40.030 Reports.

#### **3.40.010 Created.**

Pursuant to RCW 35A.33.145, there is hereby created a contingency reserve fund to provide moneys to meet any municipal expense, the necessity of which could not have been foreseen or reasonably evaluated at the time of adopting the annual budget. For the purpose of maintaining the contingency reserve fund, this fund shall be financed by any tax or other revenue source not restricted by law; provided, that the total amount accumulated in such funds at any time shall not exceed the equivalent of \$0.375 per \$1,000 of assessed valuation of property within the city at such time. Any funds in the contingency fund at the end of the fiscal year shall not lapse except upon reappropriation by the council to another fund in the adoption of a subsequent budget. (Ord. 20-15 § 1, 2015).

#### **3.40.020 Withdrawals.**

No funds shall be withdrawn from the contingency reserve fund except by transfer to the appropriate operating fund authorized by a resolution or ordinance of the council adopted by a vote of the majority of the entire council, clearly stating the facts constituting the reason for the withdrawal or the emergency as the case may be, and specifying the fund to which the withdrawn money shall be transferred. (Ord. 20-15 § 1, 2015).

#### **3.40.030 Reports.**

- (1) The mayor shall provide the council with a semi-annual report regarding the status of all funds in the contingency reserve fund, including separate identification of any funds earmarked by the council for a particular potential use when initially transferred into the contingency reserve fund.
- (2) As to any funds withdrawn from the contingency reserve fund pursuant to BMC 3.40.020 which have been earmarked by the council for a particular use at the time of withdrawal, the mayor shall,

as part of the semi-annual report required by this section, include a summary of whether and how such funds have been expended. (Ord. 20-15 § 1, 2015).

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The Buckley Municipal Code is current through Ordinance 21-23, passed December 12, 2023.

Disclaimer: The city clerk's office has the official version of the Buckley Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.cityofbuckley.com/>

City Telephone: (360) 829-1921

Code Publishing Company



PDF **RCW 35A.33.145**

## Contingency fund—Creation.

Every code city may create and maintain a contingency fund to provide moneys with which to meet any municipal expense, the necessity or extent of which could not have been foreseen or reasonably evaluated at the time of adopting the annual budget, or from which to provide moneys for those emergencies described in RCW 35A.33.080 and 35A.33.090. Such fund may be supported by a budget appropriation from any tax or other revenue source not restricted in use by law, or also may be supported by a transfer from other unexpended or decreased funds made available by ordinance as set forth in RCW 35A.33.120: PROVIDED, That the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time. Any moneys in the contingency fund at the end of the fiscal year shall not lapse except upon reappropriation by the council to another fund in the adoption of a subsequent budget.

[ 1973 1st ex.s. c 195 § 28; 1967 ex.s. c 119 § 35A.33.145.]

## NOTES:

**Severability—Effective dates and termination dates—Construction—1973 1st ex.s. c 195:** See notes following RCW 84.52.043.

## Chapter 3.40

# CONTINGENCY RESERVE FUND

### Sections:

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- 3.40.020 Withdrawals.
- 3.40.030 Reports.

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as part of the semi-annual report required by this section, include a summary of whether and how such funds have been expended. (Ord. 20-15 § 1, 2015).

---

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Code Publishing Company

CITY COUNCIL

STUDY SESSION

TUESDAY, February 3, 2015

ATTENDEES: Council members Sundstrom, Rose, Howard, Leggett, Montgomery and Boyle Barrett. Also in attendance were Mayor Johnson, City Administrator Schmidt and City Planner Thompson.

Mayor Pro Tem Boyle Barrett called the Study Session to order at 7:06 PM.

Mayor Pro Tem Boyle Barrett opened the meeting with City Planner Thompson giving a power point presentation on Comp Plan updates. Discussion followed the presentation with City Planner Thompson answering questions of the Council. City Planner Thompson concluded her presentation stating that the Planning Commission is working on all eight elements of the Comp Plan and will make all elements available to all Council members when finished, and before submitting it to the State by June 30, 2015.

City Administrator Schmidt discussed the allocations of the reserve funds, along with providing the Council with documentation explaining the allocations in detail. Council had a lengthy discussion and appeared to mostly agree on the distribution of the funds from the natural gas sale.

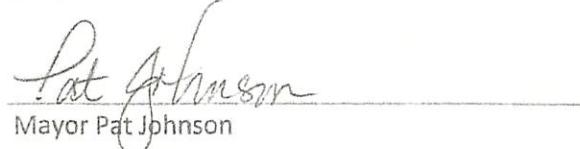
City Administrator Schmidt stated that the electric charging stations located in the north parking lot are connected and operating. Council needs to consider how much they want the charging station to charge each car; right now they are set to \$.50 per hour. Regarding the emergency with Cascade Water Alliance and the flume, we are in the process of negotiating the cost for repairs and there may be an action at next Tuesday's Council meeting. Also, the Cemetery Caretaker has resigned; he has accepted a position with the City of Sumner Cemetery. City Administrator Schmidt stated this is an opportunity to reevaluate the position and make some changes as to making this a part-time position rather than a split full-time position between Parks and the Public Works Department.

Mayor Pro Tem Boyle Barrett stated that at the Administration, Finance, and Public Safety meeting this morning they discussed the Council upgrading to communicating electronically. The committee is planning on setting up a meeting with IT & Communications Manager Loyer to get her opinion on what would be best for the Council, either iPads, laptops, or tablets. This will make it easier for all Council members' records to be in one place and make it so that Council members' home computers aren't subject to search. City Council packets could also then be submitted electronically which would save time at City Hall with printing and preparing City Council packets. Council member Sundstrom stated that as long as we are moving forward with electronic communication, he would like IT & Communications Manager Loyer to price out how much it would cost to have all Council meetings recorded digitally and possibly televised.

With nothing further, the Study Session adjourned at 9:02 PM.



City Administrator Dave Schmidt



Pat Johnson  
Mayor Pat Johnson

cost per hour for what it is to rent that piece of equipment, and we also have it with operators. We now have a City employee that has a problem and has asked if he can rent City equipment, and he would pay the rental fee for the equipment and our crew for an hour or two of work on his property. After a lengthy discussion, it was decided to send this issue to a Study Session for more discussion.

### MAIN AGENDA

**ORD No. 20-15: Adding a New Chapter BMC 3.40 (Contingency Reserve Fund):** Council member Boyle Barrett moved to approve Ordinance No. 20-15 adding a new Chapter BMC 3.40 – Contingency Reserve Fund. City Council member Leggett seconded the motion. City Administrator Schmidt provided a brief explanation. A short discussion ensued. Motion carried 6/1.

**RES No. 15-27: Amending the City Personnel Policy Sick Leave & ERIP – 14<sup>th</sup> Rev:** Council member Boyle Barrett moved to approve Resolution No. 15-17 amending the City's Personnel Policies and Procedures Manual – Revision #14. Council member Howard seconded the motion. Motion carried.

**Consultant Scope – AHBL – Critical Areas Update Assistance:** Council member Boyle Barrett moved to approve the Consultant Scope to update the City's Critical Areas Regulations for a cost "not to exceed" \$6,570. Motion carried.

**PW, Parks & Cemetery Seasonal Staffing Request:** Council member Boyle Barrett moved to authorize additional seasonal hours for Parks, Cemetery and Utilities as presented. Council member Rose seconded the motion. Motion carried.

### CONSENT AGENDA

Council Member Boyle Barrett moved for approval of the Consent Agenda. Council member Leggett seconded to motion. Motion carried.

Approve Minutes of August 11, 2015 City Council Meeting.

Claim check numbers 53340 through 53363, in the amount of \$79,917.58, for the period of August 12, 2015 through August 25, 2015 are hereby approved and ordered paid this 25<sup>th</sup> day of August, 2015.

### COMMITTEE REPORTS

**Mayor's Report:** Mayor Johnson stated that last week there was a meeting in Enumclaw with Pierce and King Counties, WSDOT, City of Enumclaw and City of Buckley for the bridge across the White River for the trail. The bridge in Puyallup was moved to a field and this was more of a strategy session about grant funding. Pierce County Regional Council was represented too because all of the grant funding is funneled through them. They advised us on which grants to apply for and that is in the works. We need about



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  Emergency Medical Services Agreement with American Medical Response	<b>Agenda Date:</b> August 13, 2024		<b>AB24-045</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		
	City Attorney		
	City Engineer		
	City Clerk		
	Finance Dept		
	Fire Dept	X	
	Parks & Recreation		
	Planning Dept		
	Police Dept		
	Municipal Court		
	PW/Utilities		
<b>Staff Contact:</b> Fire Chief Skogen			
<b>Attachments:</b> 2024 Emergency Medical Services Agreement with American Medical Response			
<b>SUMMARY STATEMENT:</b> We have been operating since January 1 <sup>st</sup> without a fully executed agreement with American Medical Response (AMR) nor have we paid for services in 2024. AMR Management delivered the 2024 agreement to Chief Skogen on July 25 <sup>th</sup> to bring forth for approval. Approval of this agreement identifies the modified financial terms for the period between January 1 <sup>st</sup> and August 31 <sup>st</sup> 2024. AMR and the City of Buckley will meet prior to August 31 <sup>st</sup> to negotiate a successor agreement should AMR be selected following review of the Paramedic Ambulance Request for Proposal (RFP). In the event that AMR is not selected, notice will be given to terminate this agreement.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> <b>None</b>			
<b>RECOMMENDED ACTION:</b> <b>Move to Approve 2024 Emergency Medical Services Agreement with American Medical Response.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



## EMERGENCY MEDICAL SERVICES AGREEMENT

**THIS EMERGENCY MEDICAL SERVICES AGREEMENT** ("Agreement") is made between American Medical Response Ambulance Services., Inc. on behalf of its operating subsidiaries providing Services in the Service Area ("AMR") and the City of Buckley ("BUCKLEY"). This Agreement is effective as of the Commencement Date as defined in Schedule "A".

**WHEREAS**, the communities of Buckley, Carbonado, Crystal Mountain, and Greenwater, Washington (the "Communities"), by and through an agreement between the Communities, have authorized BUCKLEY to contract on their behalf for the delivery of pre-hospital emergency medical services ("EMS") within their respective jurisdictions;

**WHEREAS**, AMR is a licensed provider of high quality EMS with the capability to provide EMS within the Communities' jurisdictions;

**WHEREAS**, the parties desire to use their combined resources to provide the highest quality emergency medical services to the residents and visitors within the Communities as appropriate to jurisdictional considerations, BUCKLEY desires to enter into a Public-Private Cooperation with AMR, and AMR desires to enter into a Public-Private Cooperation with BUCKLEY subject to the terms and conditions herein.

**NOW THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

### 1. Exclusive Operating Area.

a. BUCKLEY hereby grants AMR the right to provide the EMS described on Schedule "A" (the "Services") within the service area specified (the "Service Area"). BUCKLEY shall require public safety answering points and communications facilities authorized to receive emergency medical calls and/or to dispatch emergency ambulances within the Service Area ("Communications Centers") to direct such calls to AMR in accordance with the dispatch protocols agreed upon by AMR and BUCKLEY ("Dispatch Protocols").

b. Notwithstanding the foregoing, BUCKLEY may enter into mutual aid agreements with other agencies, as deemed necessary to insure adequate coverage throughout the Service Area.

2. **Compliance.** The parties will comply in all material respects with all applicable federal, state and local laws and regulations, including the federal Anti-kickback Statute. AMR's ambulances will conform to applicable state and local regulations for medical equipment for ambulances and be duly licensed for the transportation of patients. All personnel

staffing vehicles that provide the Services will be licensed or certified as required by applicable law.

3. **Standards.** The Services shall be provided in accordance with prevailing industry standards of quality and care applicable to medical transportation services.

4. **Billing.** AMR shall be responsible for all patient and third party billing for the services it renders, and agrees that the rates to be billed shall comply with applicable laws. AMR's current rate schedule is attached as Schedule "B". AMR may raise rates with notice given to BUCKLEY.

5. **Consideration.** As part of the consideration for AMR's Services, BUCKLEY shall provide AMR with the following:

a. Financial compensation in the amount of \$108,000 (one hundred eight thousand) for 8 months, January 1, 2024 August 31st, 2024, paid in equal quarterly installments ("Subsidy"). AMR shall invoice Buckley on or about the first day of March and June. Buckley shall remit payment within 35 days of receipt of invoice. Prior to the end of August, 2024 both parties shall meet to decide if an extension is desired by both parties and whether the compensation amount in this section should be increased.

b. One (1) staff person who is either an employee of or a volunteer with the fire departments of BUCKLEY or the Communities licensed at the EMT or Paramedic level, or who otherwise possesses training and certification requirements that satisfy State and Local requirements and protocol necessary to provide services under this agreement.

c. All dispatch and communication services necessary to the performance of this agreement.

d. Crew quarters and other housing as necessary to fulfill AMR's obligations hereunder.

e. All mandatory BUCKLEY training.

### 6. **AMR Personnel.** All AMR employees shall:

a. All applicants for open paramedic positions shall be required to participate in a formal interview conducted jointly by the parties and shall be jointly approved for hire by BUCKLEY and AMR.

b. Be scheduled such that an employee shall work a schedule agreed upon by both parties.

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c. At all times the on-scene services provided by AMR personnel shall be under the reasonable direction of the BUCKLEY Fire Chief and shall at all times comply with the chain of authority of the BUCKLEY Fire Department and all BUCKLEY policies and procedures. The AMR employee is expected to participate in the BUCKLEY Fire Department's daily chores for the shared common area, and can be assigned projects and program responsibilities at the discretion of AMR and BUCKLEY. The AMR employee will be expected to participate in BUCKLEY Fire Department drills. BUCKLEY shall have the right to deny any AMR employee the right to provide services under this Agreement for good cause. BUCKLEY shall advise AMR immediately of any such concerns, and shall provide AMR a reasonable opportunity to cure the situation.

d. Be subject to all AMR policies and procedures, including, but not limited to those related to clinical skills and are responsible for regular standards of employee performance during such times as they are acting in the capacity of ambulance crew members

e. Complete BUCKLEY Fire Department required training.

7. **BUCKLEY Personnel.** All BUCKLEY personnel shall:

a. Be mutually agreed upon the parties.

b. AMR shall have the right to deny any BUCKLEY personnel the right to provide services under this Agreement for good cause. AMR shall advise BUCKLEY immediately of any such concerns, and shall provide BUCKLEY a reasonable opportunity to cure the situation.

c. Successfully complete Washington State Fire Chief's Association's Emergency Vehicle Incident Prevention program or other acceptable drivers training program as agreed to by both parties, and must satisfy the Driver Qualification Standards of Emergency Medical Services Corporation ("EMSC"), AMR's parent company, included herein as Schedule "C".

d. Successfully complete AMR's online compliance training so long as AMR makes such training accessible to BUCKLEY personnel.

e. Provide AMR the information necessary to determine if the BUCKLEY employee or volunteer appears on the exclusion list maintained by the Office of the Inspector General of the Department of Health and Human Services. If BUCKLEY employee or volunteer appears on the exclusion list, the BUCKLEY employee or volunteer shall not be allowed to provide services under this Agreement.

f. Upon request, provide AMR the appropriate documentation indicating that the BUCKLEY employee/volunteer maintains the licensure and certifications

necessary to provide services as an EMT or Paramedic.

8. **Term Modifications.** The parties agree to meet before the end of August, 2024 to assess the terms of this agreement and if so desired by each party, begin to negotiate a successor Agreement.
9. **Inspection.** With reasonable advance written notice to AMR, BUCKLEY shall have the right during normal business hours to inspect AMR's books and records related to this Agreement.
10. **Hardship.** If BUCKLEY brings to AMR's attention, with verification, that a financial hardship exists for a Patient as defined in AMR's Corporate Policy on Compassionate Care, AMR will use commercially reasonable efforts to reach a reasonable financial accommodation with the Patient or his or her family consistent with such Policy.
11. **Indemnification.** Each party will defend, indemnify and hold the other party harmless from and against all liability, claims and costs resulting from or alleged to result from any negligence or willful misconduct of the indemnifying party related to the performance of this Agreement. Each party has warranted that it is an independent contractor, and the Parties agree to defend, indemnify and hold harmless the other from employment based claims of that Party's employees. In the event of any such claim, the party to be indemnified shall provide notice to the other party as soon as reasonably possible.
12. **Industrial Insurance Waiver.** To, but only to, the fullest extent necessary to provide indemnification from the claims of an employee pursuant to Section 21 with regard to claims against any of the parties, their officers, agents, and employees, each party expressly waives its immunity to the other parties, only under Title 51 RCW, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement, extend to any claim brought by or on behalf of any employee of the party. This waiver is mutually negotiated by the parties to this Agreement.
13. **Insurance.** AMR and BUCKLEY shall be required to obtain and maintain insurance appropriate for their respective operations and shall name the other parties hereto as an additional insured for all liability arising out of or in connection with this Agreement and their respective operations by or on behalf of the named insured in the performance of this Agreement. In lieu of the insurance requirements of this section, BUCKLEY affirms that its participation in a municipal risk pool provides coverage in excess of the coverage otherwise required by this section. At a minimum, the insurance or self-insurance program shall include the following types and limits of coverage:
  - a. Commercial general liability insurance covering bodily injury, property damage, personal injury and employment practices using an occurrence policy

## EMERGENCY MEDICAL SERVICES AGREEMENT

form, in an amount no less than three million dollars (\$3,000,000.00) combined single limit for each occurrence. In addition to the requirements set forth above, said coverage shall either be endorsed with the following specific language or contain equivalent language in the policy:

i. In the absence of incidental medical malpractice coverage required above, professional liability insurance for all activities of the insuring party arising out of or in connection with the services provided under this Agreement, in an amount no less than three million dollars (\$3,000,000.00) combined single limit for each occurrence. Such insurance may be provided on a "claims made" basis.

ii. Automobile liability coverage including bodily injury and property damage in an amount no less than one million dollars (\$1,000,000.00) combined single limit for each occurrence. Said coverage shall include owned, hired, and non-owned vehicles.

b. Workers' Compensation coverage with statutory limits, as required by the Labor Code of the State of Washington.

14. **Record Retention.** AMR will retain books and records respecting Services rendered to Patients for the time periods required under all applicable laws (including the requirements of the Secretary of Health and Human Services ("HHS")) and allow access to such books and records by duly authorized agents of the Secretary of HHS, the Comptroller General and others to the extent required by law.
15. **Duration.** The duration of this Agreement shall be six months, commencing on January 1, 2040; provided that either party may terminate its participation in this agreement in accordance with the terms of this agreement. After the initial duration of this agreement it shall be automatically renewed for six month periods. The parties reserve the right, at any time subject to the terms of this Agreement to renegotiate a successor agreement.
16. **Termination.** Each party may terminate this Agreement: (a) at any time without cause and at its sole discretion upon ninety (90) days written notice to the other party; or (b) upon the material breach of this Agreement by the other party if such breach is not cured within thirty (30) days of written notice thereof to the other party.
17. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows, with notice deemed given as indicated: (a) by personal delivery, when delivered personally; (b) by overnight courier, upon written verification of receipt; (c) by facsimile transmission, upon acknowledgment of receipt of electronic transmission; or (d) by certified or registered mail, return receipt requested,

upon verification of receipt. Notice shall be sent to the following addresses:

**If to BUCKLEY:**

City of Buckley Fire Department  
ATTN: Fire Chief  
611 South Division Street  
Buckley, WA 98321

**If to AMR:**

Regional Director  
American Medical Response  
13075 Gateway Drive, Suite 100  
Seattle, WA 98168

With Mandatory Copy to:

**Legal Department**  
American Medical Response, Inc.  
4400 State Hwy 121, Ste. 700  
Lewisville, TX 75056

18. **Confidentiality.** All information with respect to the operations and business of a party (including the rates charged hereunder) and any other information considered to be and treated as confidential by that party gained during the negotiation or Term of this Agreement will be held in confidence by the other party and will not be divulged to any unauthorized person without prior written consent of the other party, except for access required by law, regulation and third party reimbursement agreements.
19. **Referrals.** It is not the intent of either party that any remuneration, benefit or privilege provided for under this Agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated providers, if any, or the purchasing, leasing or ordering of any services other than the specific services described in this Agreement. Any payments specified herein are consistent with what the parties reasonably believe to be a fair market value for the services provided.
20. **Relationship.** In the performance of this Agreement, each party hereto shall be, as to the other, an independent contractor and neither party shall have the right or authority, express or implied, to bind or otherwise legally obligate the other. Nothing contained in this Agreement shall be construed to constitute either party assuming or undertaking control or direction of the operations, activities or medical care rendered by the other. AMR and BUCKLEY administrative staff shall meet as frequently as necessary to address issues of mutual concern related to the provision of Services and the parties' respective rights and obligations hereunder.

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21. **Force Majeure.** AMR shall not be responsible for any delay in or failure of performance resulting from acts of God, riot, war, civil unrest, natural disaster, labor dispute or other circumstances not reasonably within its control. BUCKLEY shall not be responsible for any delay in or failure of performance resulting from acts of God, riot, war, civil unrest, natural disaster, labor dispute or other circumstances not reasonably within its control.
22. **HIPAA.** Each party shall comply with the privacy and security provisions of the *Health Insurance Portability and Accountability Act of 1996* and the regulations thereunder ("HIPAA"). All Patient medical records shall be treated as confidential so as to comply with all state and federal laws.
23. **Compliance Program and Code of Conduct.** AMR has made available to BUCKLEY a copy of its Code of Conduct, Anti-kickback policies and other compliance policies, as may be changed from time-to-time and BUCKLEY acknowledges receipt of such documents. AMR warrants that its personnel shall comply with AMR's compliance policies, including training related to the Anti-kickback Statute.
24. **Non-Exclusion.** Each party represents and certifies that neither it nor any practitioner who orders or provide Services on its behalf hereunder has been convicted of any conduct that constitutes grounds for mandatory exclusion as identified in 42 U.S.C. § 1320a-7(a). Each party further represents and certifies that it is not ineligible to participate in Federal health care programs or in any other state or federal government payment program. Each party agrees that if DHHS/OIG excludes it, or any of its practitioners or employees who order or provide Services, from participation in Federal health care programs, the party must notify the other party within five (5) days of knowledge of such fact, and the other party may immediately terminate this Agreement, unless the excluded party is a practitioner or employee who immediately discontinues ordering or providing Services hereunder.
25. **Equal Employment Opportunity.** If the provisions of Executive Order 11,246 are applicable to this Agreement, the parties incorporate the equal employment opportunity clause set forth in 41 C.F.R. part 60-1. If the provisions of Executive Order 13,201 are applicable to this Agreement, the parties incorporate the equal employment opportunity clause set forth in 29 C.F.R. part 470.
26. **Miscellaneous.** This Agreement (including the Schedules hereto): (a) constitutes the entire agreement between the parties with respect to the subject matter hereof, superseding all prior oral or written agreements with respect thereto; (b) may be amended only by written instrument executed by both parties; (c) may not be assigned by either party without the written consent of the other party, such consent not to be unreasonably withheld; (d) shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns; (e) shall be interpreted and enforced in accordance with the laws of the state where the Services are performed, without regard to the conflict of law provisions thereof, and the federal laws of the United States applicable therein; (f) may be executed in several counterparts (including by facsimile), each of which shall constitute an original and all of which, when taken together, shall constitute one agreement; and (g) shall not be effective until executed by both parties. In the event of a conflict between this Agreement and any Schedule hereto, the terms of this Agreement shall govern.



## EMERGENCY MEDICAL SERVICES AGREEMENT

**IN WITNESS WHEREOF**, the parties have hereto have caused this Agreement to be executed by their duly authorized representatives.

AMR HoldCo., Inc. on behalf of its operating subsidiaries providing Services in the Service Area ("AMR")

By: DocuSigned by:  
Sean Russell  
EEFB83C1C1FB9400  
Name: Sean Russell

Title: Region President  
Date: 7/8/2024

### City of Buckley

By: \_\_\_\_\_  
Beau Burkett, Mayor  
Date: \_\_\_\_\_

ATTEST:  
By: \_\_\_\_\_  
Treva Percival, City Clerk

### APPROVED AS TO FORM:

By: \_\_\_\_\_  
Attorney for the City of Buckley

Effective January 1, 2024  
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**SCHEDULE "A"**  
**PROVISION OF SERVICES**

**I. Emergency Medical Transportation Services**

AMR shall have the right to provide, and shall provide, the following services within the Service Area:

“Advanced Life Support” or “ALS”;

“Basic Life Support Service” or “BLS”; and

The Services shall be provided twenty-four (24) hours a day, seven (7) days a week through one (1) dedicated ambulance in the Service Area. AMR shall not utilize any personnel or ambulances allocated to provide services hereunder for any services other than those to be provided pursuant to this Agreement.

**II. Ambulances**

**Ambulance.** AMR will use one (1) Type I or Type III ALS ambulance to provide services hereunder, and the ambulance will be subject to replacement at not more than 300,000 miles or at such time that the ambulance has accumulated excessive wear and tear.

**Ambulance Markings.** AMR agrees that the ambulance used to provide services hereunder shall be painted and/or affixed with the proper markings or other signage as mutually agreed upon by the parties. The parties agree that any signage shall include but will not be limited to the appropriate identification of the Towns and AMR.

**Maintenance, Supplies, Equipment and Replacement.** AMR at its cost and expense will provide equipment, disposable medical supplies, preventative maintenance and fuel for the ambulance.

**III. Service Area:**

Services shall be provided in and around the jurisdictions of the City of Buckley, Pierce County Fire District 25, Pierce County Fire District 26, Town of Carbonado and those neighboring areas for which services are provided pursuant to applicable Interlocal Agreement, dispatch protocols, mutual aid agreements and/or automatic aid agreements.

**SCHEDULE "B"**  
**RATES**

Effective January 1<sup>st</sup>, 2024 AMR's rates for ambulance Services provided to patients within Service Area are set forth below. The parties agree to meet twice a year to discuss whether a rate change is warranted under the Agreement.

ALS	\$2697.00
BLS	\$1272.00
Mileage	\$24.00

## SCHEDULE "C"

### Driver Qualification Standards

A.1 All AMR employees who drive a Company vehicle as part of their job duties must continuously meet the following standards as evidenced by their comprehensive DMV driving record and/or the Company's incident records.

A.2 AMR employees who operate Company vehicles as part of their job duties must:

- (a) Be at least 18 years old
- (b) Have a valid driver's license and state-required endorsements applicable to their job, if any
- (c) Not have a currently suspended or revoked driver's license, even if the suspension or revocation does not apply to employment usage
- (d) Not have a conviction for any of the following (or state equivalents) within the prior 36-month period [per DMV records]:
  - 1. DUI, DWI, BAC, Driving with Ability Impaired, or other alcohol/drug-related offense involving the use of a motor vehicle
  - 2. Hit and run or leaving the scene of an accident
  - 3. Reckless driving
  - 4. Falling asleep at the wheel
  - 5. Speed contest or exhibition of speed
  - 6. Fleeing or eluding a police officer
  - 7. Use of a vehicle in a felony
  - 8. More than two (2) moving violations
  - 9. More than two (2) at-fault collisions
- (e) Not have more than two (2) on-duty collisions that involve corrective action for violation of the EMSC Vehicle Safety Policy in the past 36 months [per the Company's incident records].
- (f) Not have more than three (3) of the following in combination as reflected by DMV records and / or the Company's incident records within the past 36 months:
  - 1. Moving violations [per DMV report]
  - 2. At-fault collisions [per DMV report]
  - 3. On-duty collisions that involve corrective action for violation of the EMSC Vehicle Safety Policy [per the Company's incident records].

## **F. STAFF REPORTS**



## CITY OF BUCKLEY FIRE DEPARTMENT STAFF REPORT



August 13, 2024

To: Mayor and City Council  
Fr: Eric Skogen, Fire Chief  
Cc: Courtney Brunell, City Administrator  
Re: 2<sup>nd</sup> Quarter 2024 Activity Report

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The City of Buckley Fire Department wrapped up the 2<sup>nd</sup> Quarter of 2024 with 361 calls for service. This is a 6.8% compared to the same time period last year when we handled 337 calls for service.

Emergency Medical Services continues to make up the bulk of our call-volume at over 75% of total runs.

On June 4<sup>th</sup>, Recruit Academy 2024-01 held their graduation ceremony which included 11 Recruits from Buckley, 5 from Riverside and 2 from Carbonado.



2<sup>nd</sup> Quarter concluded with department personnel and members of the Buckley Firefighters Association taking an active role in supporting the Buckley Log Show and providing additional staffing for a historically busy weekend. We are proud to report that we responded to zero calls for service related to the Log Show or the influx of visitors to our community. Assistant Chief Johan Olson spent his last working days with us over Log Show Weekend on June 29<sup>th</sup> and 30<sup>th</sup>. AC Olson accepted a Deputy Chief position with the Grand Junction, Colorado Fire Department. His position will remain vacant for the foreseeable future and his responsibilities will be shared amongst in-house volunteer personnel that will be working additional part-time hours.

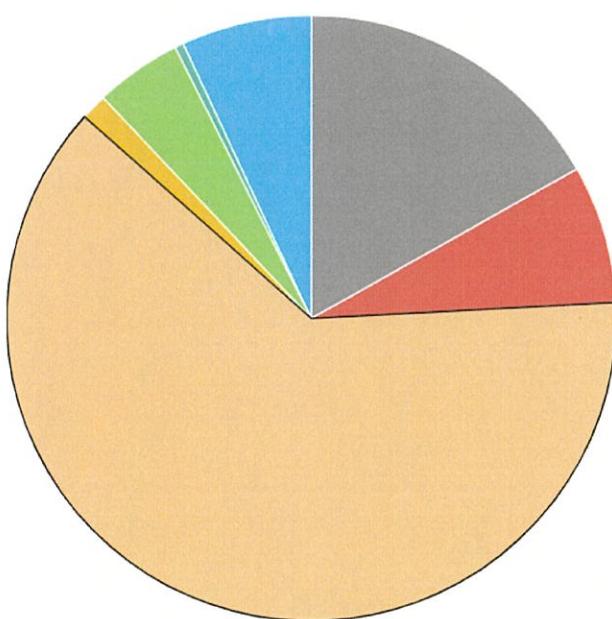


For a number of years, the Fire Department has received Payment In Lieu of Taxes (PILT) Funds from Pierce County for the services that our department provides to unprotected Federal Land surrounding the Greenwater Community, Mount Rainier National Park and the Crystal Mountain Resort which is leased by the US Forest Service. Our amended request was for \$51,800 which is based upon the call volume on these lands in 2023 compared to the hourly time spent on these incidents according to the City's 2024 taxes, rates and fees.

Crystal Mountain Ski Patrol was notified that the City of Buckley Fire Department would evaluate its resources and only be able to provide a Paramedic Ambulance to fulfill their request if a second Paramedic Ambulance was staffed and readily available to provide coverage to the City of Buckley and Towns of Wilkeson and Carbonado at the time of alarm. To date, a second Paramedic Ambulance is staffed at our station roughly 10% of the time. We expect continued dialogue between Crystal Mountain Ski Patrol and the Fire Department prior to Ski Season.

Broad Classifications

Key



- 000 - Uncategorized
- 100 - Fire
- 300 - Rescue/EMS
- 400 - Hazardous (No Fire)
- 500 - Service
- 600 - Good Intent Call
- 700 - False Alarm

### Calls by Time of Day and Day of Week

From  To  Filter by Alert Type  **DOWNLOAD REPORT**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Key
00:00	1	1	1	0	1	1	2	00:00
01:00	0	1	1	0	0	1	0	01:00
02:00	2	0	0	2	1	3	0	02:00
03:00	1	0	0	0	1	0	1	03:00
04:00	0	0	0	1	0	0	1	04:00
05:00	0	1	2	1	1	0	0	05:00
06:00	0	0	1	0	0	0	0	06:00
07:00	2	0	0	2	2	3	0	07:00
08:00	1	0	1	3	3	5	2	08:00
09:00	7	4	3	4	3	0	3	09:00
10:00	5	1	4	4	3	2	3	10:00
11:00	0	4	4	3	3	2	3	11:00
12:00	3	5	6	3	5	9	0	12:00
13:00	6	5	5	5	2	6	3	13:00
14:00	3	6	3	6	4	10	5	14:00
15:00	4	5	7	4	4	1	2	15:00
16:00	3	5	10	1	9	5	2	16:00
17:00	3	1	0	2	4	6	2	17:00
18:00	1	3	0	3	4	4	3	18:00
19:00	1	3	5	7	2	8	3	19:00
20:00	1	6	4	3	2	6	3	20:00
21:00	3	8	7	4	6	9	1	21:00
22:00	1	5	2	0	5	1	2	22:00
23:00	2	1	0	2	2	2	1	23:00