



# BUCKLEY CITY COUNCIL AGENDA

Tuesday, November 25, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #13-25, Next Resolution #25-07, Next Agenda Bill #25-058

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
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## D. CONSENT AGENDA

- a. Approve Minutes of July 2, 2024, City Council Study Session
- b. Approve Minutes of December 3, 2024, City Council Study Session
- c. Approve Minutes of October 14, 2025, City Council Meeting
- d. Approve Minutes of October 28, City Council Meeting

## E. REGULAR AGENDA

### 1. PUBLIC HEARINGS

- a. 2025-2026 Mid-Biennial Budget Update

### 2. ORDINANCE

- a. ORD No. \_\_\_\_-25: Amending BMC Repealing Chapter 2.99

## F. STAFF REPORTS

1. LTAC Funding Discussion
2. City Administrator Update

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

## H. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

## I. ADJOURNMENT

## **B. PUBLIC COMMENTS**

## **C. COMMITTEE REPORTS**

# **D. CONSENT AGENDA**

**CITY COUNCIL  
STUDY SESSION  
July 2, 2024**

**ATTENDEES:** Mayor Burkett, Council members Smith, Arsanto, Anderson, Bender, Burbank, Green, and Bergerson.

Also in attendance were: City Administrator Brunell, Police Chief Alfano, Public Works Director Banks, Senior Planner Farnsworth, Police Records Clerk Burkett, and City Clerk Zumeck

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

#### **DISCUSSION ITEMS**

##### **Police Department Staffing**

Chief Alfano shared that the Admin/Finance/Public Safety Committee had met a couple of months ago and reviewed staffing and succession planning. Chief stated that we have lost two officers and hired one but in the very near future we could be in dire straits due to retirements in the next year. He shared that if we don't get in front of this, we will have more officers leave as they will be worked too much here. He also shared that the City may have issues when it comes to recruiting new officers as we are unable to offer the same pay and bonuses being offered by neighboring agencies. Chief also shared that we do have qualified candidates but it can take up to a year to get them ready for independent service. He also stated that he currently knows of at least one officer that will be retiring within the next year so he would like to bring someone on now so they are ready to go when this retirement happens. He shared that he does have money in his budget to cover this position. He shared another option would be to try and retain the officers we currently have by offering a retention bonus. For eight officers, we could offer a \$2,500 retention bonus for being loyal to Buckley. This would let them know they are appreciated and the Police budget is able to absorb this cost as well.

Council member Smith shared that he has been thinking about this as well and he is fully supportive of a retention bonus and considering increasing longevity pay. He also asked if it was possible to hire someone and get them started training in Buckley before they can get into the academy.

Council member Green questioned whether \$2,500 would be enough to keep Officers in Buckley. Chief Alfano shared that he thinks that it would be.

Council member Green asked if there were any Professional Development opportunities we could offer to the Officers as an incentive.

Council member Bender shared that she does not feel that the \$2,500 is enough and further discussion should be had.

Council member Burbank shared that she would recommend \$5,000.

Council member Bender agreed with Council member Burbank that \$5,000 was a good amount.

Council member Smith shared that he is supportive of the \$5,000 and would like to explore the opportunity of a hiring bonus.

City Administrator Brunell confirmed that Council was consensus was to move forward with the \$5,000 retention bonus at this time and it will be brought forward with other mid-year budget adjustments.

### **Comp Plan Update**

City Administrator Brunell shared that the goal during this discussion today is to get clear direction on where we are going to include affordable housing and commercial developments. Senior Planner Farnsworth shared what we currently have for land use maps and what we recommend for current zoning maps. We are asking if we want to extend the 410 buffer or put a moratorium on storage units or should we consider a standalone industrial zone. There are options to combining the corridor to mixed use the problem with this would be we still need higher density zoning. We could consider upzoning. City Administrator Brunell shared a few other options.

Council held a discussion on all available options. City Administrator Brunell also shared that if we don't comply with the recommendations to updating the plan, we would be ineligible for grant funding. Council would like to look at this further at another Study Session but they did have consensus on considering a moratorium on storage units.

### **Council Member Comments and Good of the Order**

Mayor Burkett shared that the 2024 Log Show Bull of the Woods Gene Rawson passed away on Saturday.

Council member Smith shared that it was great to see so many people at the Log Show, he is hoping it had a high level financial impact for the City.

Council member Anderson asked how we can get the bleachers at the Log Show grounds fixed. Mayor Burkett shared that they are getting updated each year until all of them have been replaced.

Council member Bergerson thanked staff for the flashing stop signs at A Street and Main.

Council member Burbank stated that the bright green crosswalks look great and she would still like to see one in front of the School District office.

With nothing further, the Study Session was adjourned at 7:47 PM.

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City Administrator

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Mayor

Prepared by: Treva Zumek, City Clerk

**CITY COUNCIL  
STUDY SESSION  
December 3, 2024**

**ATTENDEES:** Council members Smith, Green, Arsanto, Burbank, Anderson and Bergerson.

Also in attendance were Mayor Burkett, City Administrator Brunell, Public Works Director Banks, Director of Parks and Recreation Snodgrass, Senior Planner Farnsworth, Police Chief Alfano and Deputy City Clerk Clark.

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

**Potential Pump Track Donation:**

Jalen Johansen of Johansen Construction spoke to the Council regarding the generous proposed donation of a pump track to the City of Buckley near the Foothills Trail parking lot. Mr. Johansen told Council that the city could really utilize this and it is something that is becoming more popular and could be viable for the city. Council members asked questions and Mr. Johansen and City Administrator Brunell responded. The Council thanked Mr. Johansen for the donation. Next step will be to have Council approve a MOU.

**Comp Plan:**

Senior Planner Farnsworth updated Council on the revision of the Comprehensive Plan, these revisions include draft ordinance, Letter from Puget Sound Regional Council, updated pages of Volume 1 and Comprehensive Plan appendix (Volume 2). Mr. Farnsworth stated we are very close to adopting the Comp Plan next Tuesday at the City Council meeting. The Council and Mr. Farnsworth discussed the updates. Council member Arsanto reminded Council that Planning Commission has been working on this for over a year.

**Taxes, Rates & Fees:**

Public Works Director Banks explained that in general everything in the colored font in the taxes, rates and fees schedule was increased by 5% with an exception to the changes in building fees and that will increase by 10%. This was after our contracted building inspector pointed out that our current fees are way too low. Mr. Banks explained the changes in detail to the Council.

**Draft Camping Ordinance:**

City Administrator Brunell brought forward a no camping ordinance and stated that this is the third time the Council has reviewed this. The ordinance prohibits camping and personal storage in parks and open spaces. The ordinance will be added to the agenda for next week's City Council meeting.

**Draft CLG Ordinance:**

City Administrator Brunell explained to Council that this is the first time they have reviewed it. This is the first step for our city to become a Certified Local Government and supports the Council's goal in preserving Buckley's identity. The Citizens Advisory Commission was tasked with assisting in the establishment of Buckley's first Historic Preservation Ordinance. The Council received the draft ordinance, and a Dept. of Archaeology and Historic Preservation handout titled "Benefits of Becoming a Certified Local Government", which includes grant opportunities, technical assistance and community incentives. Council member Anderson that is on the Citizens Advisory Commission stated that the commission has worked very hard on this.

**Fire Protection Impact Fees:**

City Administrator Brunell stated that Fire Chief Skogen has brought forward the needs for the Buckley Fire Dept. The City of Buckley is experiencing tremendous growth that will continue to result in an increase in Fire and Emergency Medical Services. The 2024-2044 Comprehensive Plan projects an additional 1,260 housing units being added for a population target of 8,235. Staff recommend the Council consider assessing fire impact fees from applicants seeking approvals for any development activity in the City for which building permits are required. Next steps will be rate recommendation and draft ordinance in early 2025.

**Park Impact Fees:**

Director of Parks and Recreation Snodgrass stated to Council that the park impact rate study has not been updated since 2016. This can be brought forward to Council this month, but if Council wants to look further into this more than it can wait until January. We currently do charge impact fees, and the updated rates will only apply to new development. City of Buckley's impact fees are quite a bit lower than some neighboring cities and City of Enumclaw and City of Orting are going through making the same adjustments. Park impact fees will be brought forward to Council at next weeks City Council meeting.

**City Council Comments:**

Council member Burbank asked for the status on Miller Park and Ms. Brunell said that they haven't heard anything new since the Council met last time. The city has received two of four grants, the project will be in three phases and the first phase is almost totally funded.

Council member Burbank also wanted to ask why there is more than one person doing meter reads and Public Works Director responded that he would look further into this.

With nothing further, the Study Session was adjourned at 7:23 PM.

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City Administrator

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Mayor

Prepared by: Jessica Clark

**City Council**  
**October 14, 2025**

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

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

Also present were: Interim City Administrator Banks, Asst. Police Chief Northam, Finance Director Hines, Police Records Clerk Burkett, and City Clerk Zumeck.

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

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

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

**Announcements, Appointments, and Presentations:**

**State of the Library Update – Gretchen Caserotti** – Ms. Caserotti provided a State of the Library update. She shared all the programs and services the library has to offer.

**2024 Audit Entrance Conference**

Courtney Amonsen from the State Auditor's office introduced the team members that will be performing the 2024 Audit for the City of Buckley. They reviewed the audit process and the items they would be looking at. They also shared resources that the Auditor's office offers free of charge. They also shared that they are always available to answer any questions.

**CITIZEN PARTICIPATION**

**Carolyn Harding** – Ms. Harding shared that the Buckley Chamber is winding down their year of events. On October 25<sup>th</sup> they will have Trick or Treat on Main Street from 4:00 PM – 6:00 PM. There will also be the Holiday Tree Lighting and Holiday Market on Main Street on November 29<sup>th</sup>. The Chamber Christmas party will be on December 17<sup>th</sup> hosted by the Wellhouse. The Chamber will also be hosting the Merry & Bright competition this year and they are hoping that City Hall will participate.

**Bill Davis** – Mr. Savis states that he lives outside the city limits of Buckley but wanted to share that he had met with Representative Schrier and that she does great things for veterans coming home with a welcome, certificate and other items. Anyone interested should contact the Issaquah office at 425-657-1001.

## COMMITTEE REPORTS

**Mayor's Report:** Mayor Burkett gave a brief update on the bridge closure and ridership numbers for the Pierce Transit Shuttle.

**Planning Commission:** Council member Arsanto shared that the Planning Commission reviewed the same items that Council had reviewed at their Study Session so he had nothing to report.

## CONSENT AGENDA

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

Approve Minutes of June 10, 2025, City Council Meeting

Approve Minutes of July 8, 2025, City Council Meeting

Approve Minutes of July 22, 2025, City Council Meeting

Claim check numbers 70072 through 70143 in the amount of \$185,448.71 for September 10, 2025, through September 23, 2025; Payroll check numbers 41987 through 42088 in the amount of \$170,159.29 and ACH Payroll in the amount of \$504,661.36; and Claim check numbers 70144 through 70207 in the amount of \$371,824.23 for September 24, 2025, through October 14, 2025, are hereby approved and ordered paid this 14<sup>th</sup> day of October 2025.

## REGULAR AGENDA

### ORD No. 09-25: Amending BMC 2.285.100(5) Judge Pro Tem

Council member Arsanto moved to Adopt Ordinance No. 09-25 Amending BMC 2.285.100(5) Judge Pro Tem. Council member Green seconded the motion. Upon roll call vote, motion carried 6/0.

## STAFF REPORTS

**3<sup>rd</sup> Quarter Fire Department Activity Report:** Mayor Burkett shared that Fire Chief's Skogen's report was included in the Council packet and he was unable to be present at tonight's meeting.

**City Administrator Update** - Interim City Administrator Banks shared a memo from Erin with data regarding pedestrian bridge usage and the Shuttle usage. He also shared that staff is working on the 2026 Legislative Priorities that will come to Council in November. He finished up with letting everyone know that Public Works has finished the street striping.

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

Council Member Smith commented that the Mason Street project looks outstanding as does the street striping.

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

With nothing further, the meeting was adjourned at 6:55 PM.

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Mayor

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City Administrator

Prepared by: Treva Zumeck, City Clerk

**City Council**  
**October 28, 2025**

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

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

Also present were: Interim City Administrator Banks, Parks & Rec Director Snodgrass, Police Chief Alfano, Firefighter Smith, and City Clerk Zumeck.

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

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 Bergerson seconded the motion. Motion carried.**

**CITIZEN PARTICIPATION**

**Shawn McArthur** – Mr. McArthur shared that he would like to see speed bumps installed between Jefferson and Main on C Street. He shared that there are eight families that play outside on that street and it has become very unsafe with substantially more traffic.

**COMMITTEE REPORTS**

**Parks & Community Services Committee:** Council member Green shared that the Committee met and received a budget update that the full Council will see at the Study Session.

**PCRC Update** – Council member Green shared that they met last Thursday and that they discussed new policies that would affect UGAs. There is new legislation that would possibly allow for a swap of UGA instead of banking it. They are not sure how all of that would work yet so there will be more discussion on this item. Also if you have anything you would like him to share regarding the Legislative Priorities, please don't hesitate to reach out.

**Development Services, Utilities & Transportation Committee:** Council member Arsanto shared that the Committee met last Tuesday and they received a budget update. They

also were made aware that the Vac truck is moving faster than expected and should be coming sometime in March.

**Admin/Finance/Public Safety Committee:** Mayor Pro Tem Smith shared that the Committee met and received a budget update.

**Planning Commission:** Council member Arsanto shared that the Commission is continuing to work on Code updates.

### **CONSENT AGENDA**

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

Approve Minutes of May 6, 2025, City Council Study Session

### **REGULAR AGENDA**

**System Access and Use Agreement (SAA) Between Pierce County and City of Buckley**  
Council member Arsanto moved to Approve the System Access and Use Agreement Between Pierce County and the City of Buckley. Council member Green seconded the motion. Motion carried.

### **STAFF REPORTS**

**Youth Center Annual Report:** Parks & Rec Director Snodgrass provided the Council with an annual report from the Youth Center. She shared that staff is doing a great job creating partnerships within the community. She also shared that pre-Covid, the Youth Center was seeing around 20-25 kids a day and 30-40 on a busy day; now the Youth Center is seeing approximately 50-60 kids a day and 40 is considered a slow day.

**Quarterly Public Safety Update:** Police Chief Arsanto shared that his report was included in the packet and he would be happy to answer any questions. He also shared that stats are down a little bit with the bridge closure. He also shared that he is having Officers do extra emphasis on side streets.

**City Administrator Update:** Interim City Administrator Banks wanted to share his thanks to Police, Fire and Public Works for all of their hard work during the storm. Several trees fell on the trail and they are working on getting those all cleaned up.

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

Council member Green asked if any studies had been done on C Street? Interim City Administrator Banks shared that the City Engineer is looking at all of the side streets and what options we have.

Mayor Pro Tem Smith shared that with the explosion of e-bikes and e-motorcycles, he would like to explore language in the Code that would prohibit them from riding on sidewalks.

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

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

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Mayor

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City Administrator

Prepared by: Treva Zumeck, City Clerk/HR Administrator

## **D. REGULAR AGENDA**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Public Hearing for 2025-2026 Budget Mid-Biennial Update</b>	<b>Agenda Date: November 25, 2025</b>	<b>AB25-058</b>	
	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk		X
	Finance Dept	X	
	Building Official		
	Fire Dept		
	Community Services		
	Planning Dept		
	Police Dept		
	Municipal Court		
	PW/Utilities		
<b>Staff Contact:</b> Sandi Hines, Finance Director			
<b>Attachments:</b> Public Hearing Notice, Staff Memo			
<b>SUMMARY STATEMENT:</b> Pursuant to RCW 35A.34.130, the City Council is required to conduct a Public Hearing on the 2025-2026 Budget Mid-Biennial Update. The purpose of the public hearing is to solicit public comment on the 2025-2026 Budget Mid-Biennial Update and proposed adjustments as presented at the Special Council Study Session on November 17, 2025, and outlined in the attached memo.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> Various Council Committee meetings in October and a Study Session on November 17, 2025.			
<b>RECOMMENDED ACTION:</b> Public Hearing Only			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



## City of Buckley

P.O. Box 1960 ◆ Buckley, WA 98321◆ (360) 829-1921 ext. 7801

### RESCHEDULED NOTICE OF PUBLIC HEARING 2025-2026 MID-BIENNIAL BUDGET UPDATE CITY OF BUCKLEY

**NOTICE IS HEREBY GIVEN** that the Buckley City Council will hold a **Public Hearing** shortly after 6:00 PM at the City Council meeting on **Tuesday, November 25, 2025**, at the Multi-Purpose Center located at 811 Main Street, Buckley, WA 98321. The purpose of the Public Hearing is to solicit public input and comment from interested individuals or groups on the **2025-2026 MID-BIENNIAL BUDGET UPDATE**.

Each person wishing to comment on the 2025-2026 Mid-Biennial Budget Update will need to submit their comments in writing to City Clerk Treva Zumek at [tzumek@cityofbuckley.com](mailto:tzumek@cityofbuckley.com) prior to 5:00 PM on November 24, 2025, if not attending in person to comment.

Buckley does not discriminate on the basis of disabilities. If you need special accommodations, please contact City Hall within three business days prior to the Public Hearing at 360-761-7801.

Questions may be answered by contacting City Staff at 360-761-7801.

**DATED** this 30<sup>th</sup> day of October 2025.

Posted: October 30, 2025

Published: November 5, 2025, and November 12, 2025



# Memo

**To:** Mayor and City Council  
**From:** Sandi Hines, Finance Director  
**Date:** November 18, 2025  
**Re:** 2025-26 Budget - Mid-Biennial Update Public Hearing

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## Background

The City Council adopted its first biennial budget for the years 2025-2026 in November 2024. State law requires that in the “off” year of preparing a budget (first year of the biennium), a review of the biennial budget called the Mid-Biennial Update (mid-bi update) must be completed. The review and update process includes a review of how current year revenues and expenditures are doing compared to budget and provides an opportunity to update the second year of the biennium based on current trends, economic conditions and known changes.

## Process

The mid-bi update was kicked off with the City departments in September and department directors were tasked with reviewing their current year expenditures and developing year-end (2025) estimates. Additionally, they were asked to provide any adjustments needed for the second year of the biennial budget. In October staff met with all three City Council subcommittees to review department estimates and requested adjustments. The Council reviewed and discussed the recommended adjustments during a study session on November 17, 2025. The City Council must adopt any amendments to the biennial budget prior to the end of the year. The following information outlines the major issues affecting City services and adjustments being presented to the Council for consideration.

## Recommended Budget Adjustments by Fund/Department

### **ALL FUNDS**

Salaries and benefits were updated for 2026 across all funds for the following items:

- Reflected approved Cost of Living Adjustment (COLA) for the Police Guild members based on the approved one-year contract extension
- Updated health benefit premium rates based on information from the AWC Benefit Trust and the LEOFF Board Trust
- Updated position staffing information for separations/new hires
- Corrected minor errors from the original budget

### **FUND 001 GENERAL FUND**

#### Executive –

(2025) Recognize \$50,000 in funding from Pierce County to pay for Pierce Transit connector service during the bridge closure as well as other expenses related to the bridge closure.

Finance –

(2025) Increase the Audit budget by \$44,000 to recognize expenses for the 2022-2023 audit that carried over into 2025.

(2026) Increase the Audit budget by \$12,000 for the expected cost of the 2025 audit that will be conducted in 2026 based on the cost for the single year 2024 audit currently in process.

Legal –

(2026) Increase Professional Services by \$25,000 for additional legal services related to personnel issues and upcoming union contract negotiations.

Police –

(2025) Increase Jail Services by \$38,000 due to greater than planned jail and medical costs.

Fire –

(2025) Increase Salaries, Overtime, and Benefits a total of \$178,000 to account for greater than planned staffing costs arising from the new IAFF contract and use of volunteers working part-time hours for administrative tasks.

(2026) Increase overtime by \$62,000 based on the expectation of current staffing and overtime trends to continue.

Building –

(2025) Increase Professional Services by \$75,000 for greater than expected inspection services that are needed for the current level of development activity.

Planning –

(2025) Increase Professional Services by \$90,000 due to greater than expected costs for external consultants for the Comp Plan update because of additional rounds of review by the Dept of Commerce.

(2025) Increase Professional Services – Land Use by \$25,000 to account for increased third party review of current development activity. This increase is offset by a like amount in revenue as all expenses in this line item are billed to the developers.

Non-Expenditures (no department) –

(2025) Recognize actual revenue and expenditures for latecomer's agreements that could not be predicted at the time of the budget was developed. Revenue of \$32,300 and expenditures of \$94,136. The difference between revenue and expense is due to several latecomer agreement receipts (revenue) being received in 2024 but the payments to the developer occurred in early 2025.

Senior Center –

The Senior Center currently receives funding from a federal Community Development Block Grant (CDBG). This grant pays for staff and operational costs for the Senior Center and the lunch program. The CDBG grant is in limbo for 2026 due to ongoing cuts and changes at the federal level that resulted in litigation from Pierce County to the federal government. In the adopted budget, this grant accounts for \$35,000 in funding that has historically been received and was budgeted for 2026 on the expectation that the grant funding would continue. As of now, the City has received no confirmation that the CDBG funding will be available, even partially. The staff feels it is best to remove the revenue funding and continue pursuing other sources of funding. Staff are not recommending any cuts to the Senior Center programming or staff at this time.

Youth Center –

(2025) Recognize additional grant revenue of \$20,000 above original budget projections and the associated expenditures in the categories of salaries/benefits for part time staff and in utility costs for the center.

#### General Fund Revenue –

For any adjustments listed above that are not directly funded by their own source of external revenue (i.e. grants) or a reduction in other expenditure accounts, the funding source is either increased revenue or a reduction in fund balance. The following revenue increases are recommended based on 2025 actuals-to-date and revised projections for 2026:

Revenue	2025 Budget	2025 YE Estimate	Increase	2026 Budget	2026 YE Estimate	Increase
Property Tax	\$ -	\$ -	\$ -	\$ 1,401,104	\$ 1,433,897	\$ 32,793
Sales Tax	1,560,000	1,590,000	30,000	-	-	-
Electric Tax	389,000	401,682	12,682	377,000	410,000	33,000
Water Utility Tax	-	-	-	171,000	184,000	13,000
Natural Gas Tax	-	-	-	135,000	165,000	30,000
Garbage Tax	183,000	195,000	12,000	188,500	198,000	9,500
Business Licenses	-	-	-	74,000	85,000	11,000
Passport Fees	50,000	60,500	10,500	-	-	-
Reimb. Planning Fees	250,000	275,000	25,000	-	-	-
Latecomers Agree. Fees	155,485	187,660	32,175	-	-	-
Yth Violence Prev. Grant	48,500	62,715	14,215	-	-	-
<b>Total</b>	<b>\$ 2,635,985</b>	<b>\$ 2,772,557</b>	<b>\$ 136,572</b>	<b>\$ 2,346,604</b>	<b>\$ 2,475,897</b>	<b>\$ 129,293</b>

#### **FUND 003 GENERAL FUND CUMULATIVE RESERVE**

(2025) Per Council direction at the November 17, 2025 study session, add a \$200,000 Transfer Out to the General Fund and a \$125,000 Transfer Out to the EMS Fund to fund increased wages and overtime expenses in the Fire Department.

#### **FUND 101 STREET OPERATING**

(2025) Increase Repairs & Maintenance by \$45,000 to account for the street striping project that was inadvertently left out of the original budget. Funding for the project will come from savings in other line items (\$20,000) and an increased transfer-in (\$25,000) from Fund 103 Transportation Benefit District (TBD). Sales tax revenue in the TBD fund is coming in over budget in 2025 by roughly \$20,000.

#### **FUND 105 EMS**

(2025) Increase Overtime by \$29,500 due to current staffing and overtime trends.

(2026) Increase Overtime by \$49,500 based on the expectation of current staffing and overtime trends to continue.

#### **FUND 134 FIRE STATION MAINTENANCE & CAPITAL IMPROVEMENTS**

(2025) Add capital expenditure budget of \$10,888 for an emergency heat pump replacement.

#### **FUND 136 VISITOR PROMOTION & DEVELOPMENT**

(2026) Increase the budgeted amount for the recommended Lodging Tax Advisory Committee (LTAC) grants by \$17,029. At the time of the budget development in 2024, a placeholder of \$70,000 was included for the 2026 funding cycle for LTAC grants. The LTAC met on October 16 to review nine applications for the 2026 funding cycle and develop their funding recommendations now being presented to the Council for review and final approval in December. The table on the following page outlines the applicants and the Committee's funding recommendations:

Applicant	\$ Amount Requested	\$ Amount Recommended	Project
Buckley Downtown Assoc.	\$ 20,643	\$ 4,000	Downtown events
Chamber of Commerce	18,811	18,811	Purchase of stage & bleachers
Foothills Historical Society	14,643	14,643	Museum operating expenses
Foothills Historical Society	3,000	3,000	Exhibit activity books
Visit Rainier	15,100	15,100	Digital advertising
Enumclaw Expo Center	7,500	5,000	Geofencing/digital advertising
Buckley Logger's Rodeo	25,000	25,000	Additional seating
Pedals for the People	100,000	-	Lighting at future pump track
COB - Veteran's Memorial	1,475	1,475	Memorial wall operating exp.
<b>Total 2026</b>	<b>\$ 206,172</b>	<b>\$ 87,029</b>	

#### **FUND 307 CAPITAL IMPROVEMENTS**

(2025) Recognize a carryover of unspent 2024 budget for the City Hall Remodel project for Professional Services (\$97,000) and construction (\$772,300). These amounts were budgeted in 2024 but were unspent and were included as part of the beginning fund balance in the fund.

#### **FUND 308 COMP PLAN CAPITAL IMPROVEMENTS**

(2025) Recognize a carryover of unspent 2024 budget for the Bevlo Street Extension project for Professional Services (\$25,000). This amount was budgeted for in 2024 but was unspent and was included as part of the beginning fund balance in the fund.

#### **FUND 402 WATER/SEWER OPERATING**

(2025) Increase Water Quality Testing Professional Services by \$7,000 due to increased testing needs.

(2026) Increase Water Quality Testing Professional Services by \$7,000 due to increased testing needs.

(2026) Add budget of \$17,000 for a new project, the AWIA Risk/Resiliency and Emergency Response Update. This plan is required to be reviewed and updated every five years.

#### **FUND 430 EQUIPMENT RESERVE**

(2026) Add Capital Equipment budget of \$50,000 for a multi-function mower that will be funded and used by Parks, Streets, Water and Stormwater.

#### **FUND 631 MUNICIPAL COURT**

(2025) Increase revenue (\$20,000) and expenditures (\$29,000) to reflect actuals and balance the fund.

(2026) Increase revenue (\$10,000) and expenditures (\$17,000) to reflect expected transactions.

#### **FUND 632 CUSTODIAL ACTIVITIES**

(2025) Increase revenue (\$10,500) and expenditures (\$13,000) across the various accounts to reflect actual transactions greater than originally planned.

(2026) Increase revenue (\$11,500) and expenditures (\$13,000) across the various accounts to reflect expected transactions greater than originally planned if 2025 trends continue.

#### **Next Steps**

The ordinance to adopt the Mid-Biennial Update is tentatively scheduled for the December 9<sup>th</sup> City Council meeting. The Mid-Biennial Update adjustments must be adopted prior to year-end.

The Budget Appropriation Adjustment Summary (Exhibit A) attached to this memo totals appropriation changes by fund.

**CITY OF BUCKLEY**  
**2025-2026 Mid-Biennial Budget Appropriation Adjustment Summary**  
**Exhibit "A"**

FUND	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			REVISED BUDGET	ENDING FUND BALANCE
	Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment			
<b>General Funds</b>								
001 General	\$ 16,981,767	\$ 509,465	\$ 17,491,232	\$ 16,395,712	\$ 713,136	\$ 17,108,848	\$ 382,384	\$ 309,210
002 Contingency	309,210	-	309,210	-	-	-	-	309,210
003 Cumulative Reserve	5,398,780	-	5,398,780	-	325,000	325,000	5,073,780	4,403
004 Cemetery Operating	12,217	-	12,217	7,814	-	7,814	466,351	44,122
007 Police Equipment Reserve	510,473	-	510,473	466,351	-	466,351	-	-
008 Railroad ROW	76,922	-	76,922	76,922	-	76,922	-	-
030 Fire Equipment Reserve	441,573	-	441,573	188,951	-	188,951	252,622	252,622
035 Park Construction	743,162	-	743,162	701,768	-	701,768	41,394	41,394
<b>Subtotal General Funds</b>	<b>24,474,104</b>	<b>509,465</b>	<b>24,983,569</b>	<b>17,837,518</b>	<b>1,038,136</b>	<b>18,875,654</b>	<b>6,107,915</b>	
<b>Special Revenue Funds</b>								
101 Street Operating	847,839	25,000	872,839	820,286	35,000	855,286	17,553	17,553
102 Arterial	2,711,351	-	2,711,351	1,581,752	-	1,581,752	1,129,599	1,129,599
103 Transportation Benefit District	586,399	20,000	606,399	541,876	25,000	566,876	39,523	39,523
105 EMS	1,850,852	125,000	1,975,852	1,843,944	79,000	1,922,944	52,908	52,908
109 Criminal Justice	779,716	-	779,716	631,963	-	631,963	147,753	147,753
134 Fire Station Construction & Maint.	232,015	-	232,015	48,265	10,888	59,153	172,862	172,862
136 Visitor Promotion	494,766	-	494,766	195,868	17,029	212,897	281,869	281,869
<b>Subtotal Special Revenue Funds</b>	<b>7,502,938</b>	<b>170,000</b>	<b>7,672,938</b>	<b>5,663,954</b>	<b>166,917</b>	<b>5,830,871</b>	<b>1,842,067</b>	
<b>Debt Service Funds</b>								
202 Fire Station Bonds	634,771	-	634,771	570,040	-	570,040	64,731	64,731
<b>Subtotal Debt Service Funds</b>	<b>634,771</b>	<b>-</b>	<b>634,771</b>	<b>570,040</b>	<b>-</b>	<b>570,040</b>	<b>64,731</b>	<b>64,731</b>
<b>Capital Improvement Funds</b>								
307 Capital Improvements	3,564,468	-	3,564,468	2,427,120	869,300	3,296,420	268,048	268,048
308 Comp Plan Capital Improvements	834,453	-	834,453	635,781	25,000	660,781	173,672	173,672
<b>Subtotal Capital Improvement Fund</b>	<b>4,398,921</b>	<b>-</b>	<b>4,398,921</b>	<b>3,062,901</b>	<b>894,300</b>	<b>3,957,201</b>	<b>441,720</b>	
<b>Enterprise Funds</b>								
401 Natural Gas Operating	3,563	-	3,563	1,130	-	1,130	2,433	2,433
402 Water/Sewer Operating	9,463,637	-	9,463,637	9,075,895	31,000	9,106,895	356,742	356,742
403 Solid Waste Operating	6,586	-	6,586	2,900	-	2,900	3,686	3,686
405 Sewer Construction	4,112,593	-	4,112,593	2,699,053	-	2,699,053	1,413,540	1,413,540
406 Water Construction	2,645,916	-	2,645,916	1,660,778	-	1,660,778	985,138	985,138
407 Stormwater Operating	1,980,534	-	1,980,534	1,972,097	-	1,972,097	8,437	8,437
408 Stormwater Construction	5,647,598	-	5,647,598	2,642,197	-	2,642,197	3,005,401	3,005,401
430 Equipment Reserve	1,103,962	-	1,103,962	700,000	50,000	750,000	353,962	353,962
<b>Subtotal Enterprise Funds</b>	<b>24,964,389</b>	<b>-</b>	<b>24,964,389</b>	<b>18,754,050</b>	<b>81,000</b>	<b>18,835,050</b>	<b>6,129,339</b>	
<b>Fiduciary Funds</b>								
631 Municipal Court Trust	504,362	30,000	534,362	486,000	46,000	532,000	2,362	2,362
632 Custodial Activities	258,680	22,000	280,680	253,000	26,000	279,000	1,680	1,680
<b>Subtotal Fiduciary Fund</b>	<b>763,042</b>	<b>52,000</b>	<b>815,042</b>	<b>739,000</b>	<b>72,000</b>	<b>811,000</b>	<b>4,042</b>	
<b>Trust Fund</b>								
701 Cemetery Improvements	254,580	-	254,580	2,800	-	2,800	251,780	251,780
<b>Subtotal Trust Fund</b>	<b>254,580</b>	<b>-</b>	<b>254,580</b>	<b>2,800</b>	<b>-</b>	<b>2,800</b>	<b>251,780</b>	<b>251,780</b>
<b>Total Budget</b>	<b>\$ 62,992,745</b>	<b>\$ 731,465</b>	<b>\$ 63,724,210</b>	<b>\$ 46,630,263</b>	<b>\$ 2,252,353</b>	<b>\$ 48,882,616</b>	<b>\$ 14,841,594</b>	



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION		
<b>SUBJECT:</b>  ORD No. ____-25: Repealing Buckley Municipal Code Chapter 2.99 Buckley Community Hall Management Board	<b>Agenda Date:</b> November 25, 2025	AB25-059
	Department/Committee/Individual	Created      Reviewed
Cost Impact: N/A	Mayor	X
Fund Source: N/A	City Administrator	X
Timeline: N/A	City Attorney	
	City Engineer	
	City Clerk	X      X
	Finance Dept	
	Building Official	
	Fire Dept	
	Parks & Recreation	X
	Building & Planning	
	Police Dept	
	Municipal Court	
	PW/Utilities	
<b>Staff Contact:</b> Parks & Rec Director Snodgrass and City Clerk Zumeck		
<b>Attachments:</b> Memo, BMC Chapter 2.99, and Ordinance		
<b>SUMMARY STATEMENT:</b> In 1992, the City established the Buckley Community Hall Board and its duties. The Buckley Hall Community Board has not been active in over five years and with the formation of the Citizen Advisory Commission, it is no longer necessary to have the Buckley Community Hall Board. This Ordinance will repeal Chapter 2.99 Buckley Hall Community Board.		
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> Citizen Advisory Commission recommends the repeal of Chapter 2.99.		
<b>RECOMMENDED ACTION:</b> MOVE to Adopt Ordinance No. 13-25 Repealing Buckley Municipal Code Chapter 2.99 Buckley Community Hall Board.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>



**To:** Mayor & City Council

**From:** Treva Zumek, City Clerk & Erin Snodgrass, Parks and Recreation Director

**Date:** 11/25/2025

**Subject:** Repeal of BMC Chapter 2.99 Buckley Hall Board

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**Background:**

Chapter 2.99 of the Buckley Municipal Code established the Buckley Hall Board. This board is no longer active, and its former responsibilities have been integrated into the City Council committee structure and the Citizens Advisory Commission.

**Current Status of Buckley Hall:**

The facility is supervised as part of regular City operations. A user agreement is in place with the Foothills Historical Society, and the Buckley Food Bank also utilizes space within the facility, though no formal agreement is in place at this time. The Buckley Hall Fund has also been incorporated into the City's General Fund, consolidating financial oversight under standard City processes. Adoption and review of related fees are now handled through the City's Taxes, Rates, and Fees Schedule process.

**Action:**

It is recommended that the City Council repeal Chapter 2.99 Buckley Hall Board as a housekeeping item. The ordinance is no longer relevant, as all duties previously assigned to the Board have transitioned into existing City administrative and financial structures.

**Recommendation:**

Approve the repeal of Chapter 2.99 Buckley Community Hall Management Board.

**Attachment:**

Copy of BMC 2.99 – Buckley Community Hall Management Board

## Chapter 2.99

### BUCKLEY COMMUNITY HALL MANAGEMENT BOARD

Sections:

**2.99.010 Board established – Appointment – Compensation – Term – Removal.**

**2.99.020 Duties of board.**

#### **2.99.010 Board established – Appointment – Compensation – Term – Removal.**

(1) Appointment. There is hereby established the Buckley Community Hall management board. The board shall consist of a minimum of three and a maximum of five individuals selected for their interest in the Buckley Community Hall and the knowledge, ability and skill they can bring to its management. Board members shall be appointed by the mayor and confirmed by the council. A quorum of the board shall consist of a majority of the appointed members (three members if the board has four appointed members).

(2) Term. Members shall serve without compensation, but may be reimbursed by the city for expenses that are reasonable and necessary for their performance of the board's function. The initial board shall be comprised of a member appointed to a one-year term, one to a two-year term, one to a three-year term, one to a four-year term and one to a five-year term. Upon the expiration of each member's initial term, his or her successor shall be appointed to a five-year term. If a member vacates his or her position before the expiration of a term, the successor shall fill the unexpired term. Upon the expiration of a term, the incumbent shall continue to serve until the successor has qualified to hold office.

(3) Removal. A member of the board may be removed from his or her office by the mayor in the mayor's sole discretion. (Ord. 14-13 § 1, 2013; Ord. 16-92 § 1, 1992).

#### **2.99.020 Duties of board.**

The duties of the board include the following:

- (1) Prepare a proposed biennial budget for operation of the building, to be submitted to the mayor according to his or her schedule and directions;
- (2) Develop a rental schedule established by resolution of the city council and list of waiver classifications for the building for approval by the council; and once approved, rent the

building according to the terms of the schedule and interpret and apply fee waivers based on the specific qualifications of those uses in Table 2.99.020 below:

**Table 2.99.020**

<b>Classifications</b>	<b>Fee Description</b>	<b>Specific Qualifications</b>
Classification I	100% waiver of all fees.	Meetings or activities sponsored by the city of Buckley and its various departments.
Classification II	Up to 100% waiver of rental fee. \$75.00 nonrefundable deposit. Seasonal heating surcharge may apply.	Local Buckley area nonprofit organizations that give back a portion of their profits to the Buckley area community.
Classification III	Up to 100% waiver of rental fee. \$75.00 nonrefundable deposit. Seasonal heating surcharge may apply.	Events for organizations whose membership is open to the public but who operate for the benefit of their membership.
Classification IV	No waiver of any fees.	Private events not open to the general public. For example: weddings, receptions, family reunions and commercial activities such as an antique show.
Classification V	\$75.00 annual fee.	Events for groups that continually use the Buckley Hall on a yearly basis such as the Boy Scouts, Square Dance Club, Foothills Historical Society and the Kiwanis Food Bank that provide a service to the city of Buckley or do community service projects for the city of Buckley.
Classification VI	No waiver of rental fee. Up to 50% waiver of refundable deposit subject to a four- to five-hour minimum rental.	Memorial services and funeral receptions on Monday, Tuesday, Thursday, Friday and Saturday with a minimum rental of four hours with a maximum of five hours. Sunday receptions and memorial services will be charged as a regular daily rental with full rental rates and deposits.

(3) Negotiate for special uses of the building not contemplated by the rental schedule and/or waiver classification table. Such rentals and/or waiver classifications shall be subject to approval by the council;

(4) Apply for grants and accept gifts for maintenance, repair, improvement, operation and use of the building, and see that such grants and gifts are deposited in the Buckley Community Hall fund;

(5) Recommend to the mayor appropriate expenditures from the Buckley Community Hall fund; and

(6) Perform other activities the board deems necessary or useful for the preservation, maintenance, repair, improvement, operation, and use of the Buckley Community Hall. (Ord. 05-24 § 3, 2024; Ord. 14-13 § 1, 2013; Ord. 13-08 § 1, 2008; Ord. 12-04 § 1, 2004; Ord. 16-92 § 1, 1992).

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. \_\_\_\_-25

AN ORDINANCE OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, REPEALING  
BUCKLEY MUNICIPAL CODE CHAPTER 2.99 BUCKLEY COMMUNITY HALL  
MANAGEMENT BOARD

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**WHEREAS**, on June 23, 1992, the City Council adopted Ordinance No. 16-92 Establishing the Buckley Community Hall Management Board; Describing its duties; and adding Chapter 2.99 to the Buckley Municipal Code; and

**WHEREAS**, in April 2023, the City Council adopted Ordinance No. 08-23 to Eliminate the Parks Board and Economic Development Board and creating a Citizens Advisory Commission and a Senior Citizen Advisory Commission; and

**WHEREAS**, through the creation of these new Commissions, the Buckley Community Hall Board is no longer necessary; and

**WHEREAS**, the City Council wishes to repeal this section of the Buckley Municipal Code.

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

**Section 1.** Buckley Municipal Code Chapter 2.99 Buckley Community Hall Management Board is hereby repealed.

**Section 2.** Severability. 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.

**Section 3.** Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

Introduced, passed, and approved this 25<sup>th</sup> day of November 2025.

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Beau Burkett, Mayor

Attest:

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Treva Zumeck, City Clerk

APPROVED AS TO FORM:

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Phil Olbrechts, City Attorney

PUBLISHED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

## **E. STAFF REPORTS**