



**BUCKLEY CITY COUNCIL MEETING AGENDA**  
**November 27, 2018**  
**Multi-Purpose Center, 811 Main Street**  
**City Council Meeting**  
**Opening 7:00 P.M.**

Call to Order  
Pledge of Allegiance  
Roll Call of Council Members

Next Ordinance # 20-18  
Next Resolution #18-08  
Next Agenda Bill #AB18-098

**A. Citizen Participation**

*Time Limit of Three Minutes (Must sign up at City Hall by Wednesday prior to the Council Meeting)*

**B. Staff Reports**

**C. Main Agenda**

1. Public Hearing Continued: 2019 Proposed Budget Pg. 8
2. ORD No. \_\_\_\_\_-18: Adopting Final 2019 Budget Pg. 10
3. ORD No. \_\_\_\_\_-18: Amending BMC 2.44.010 Civil Service Rules Pg. 14
4. ORD No. \_\_\_\_\_-18: Setting Voter Approved Fire Station Levy for 2019 Pg. 17
5. RES No. 18-\_\_\_\_ Amending Personnel Policy – Revision #18 Pg. 20
6. 2018 Combined Utility Project – Change Order #4 Pg. 26
7. Cancellation of December 25, 2018, Council Meeting Pg. 29

**D. Consent Agenda**

8. A. Approve Minutes of November 13, 2018 City Council Meeting Pg. 31
- B. Claims

**E. Committee Reports**

9. Mayor's Report Johnson  
**Cancel City Council Study Session on 12/4/2018**
10. Administration, Finance & Public Safety Tremblay
11. Transportation & Utilities B. Burkett
12. Community Services S. Burkett
13. Council Member Comments & Good of the Order

*Council may add and take action on other items not listed on this agenda*



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321  
360-829-1921 ♦ Fax 360-829-2659 ♦ <http://www.cityofbuckley.com>

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## CITY OF BUCKLEY MEETING LIST

### November 2018

Nov. 27	9:30 AM	Admin, Finance & PS (City Hall)
Nov. 27	7:00 PM	City Council ( <b>Budget Public Hearing Continued</b> )
Nov. 29	1:00 PM	Community Services (City Hall)

### December 2018

Dec. 3	7:00 PM	Planning Commission
Dec. 4	7:00 PM	City Council Study Session
Dec. 10	10:30 PM	Buckley Hall Board
Dec. 11	9:30 AM	Admin, Finance & PS (City Hall)
Dec. 11	7:00 PM	City Council
Dec. 17	7:00 PM	Planning Commission
Dec. 18	7:00 PM	Transportation & Utilities (City Hall)
Dec. 20	1:00 PM	Community Services (City Hall)

The above meetings will be held in the Multi-Purpose Center located at 811 Main Street unless otherwise noted.  
*Last Revised November 20, 2018*

# November 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 <i>Daylight Saving Time Ends</i>	5 <i>7 Planning Commission</i>	6 <i>7 Council Workshop— "Final Budget Presentations"</i>	7	8	9	10
11 	12 <i>City Offices Closed for Veteran's Day.</i>	13 <i>9:30 Admin/Fin &amp; PS 7 Council Meeting</i>	14	15 <i>1 Community Services</i>	16	17
18	19 <i>7 Planning Commission</i>	20 <i>7 Transportation &amp; Utilities</i>	21	22 	23	24
25	26	27 <i>9:30 Admin/Fin &amp; PS 7 Council Meeting</i>	28	29	30	

# December 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>7 Planning Commission</i>	4 <i>7 City Council Study Session</i>	5	6	7	8
9	10 <i>10:30 Buckley Hall Board</i>	11 <i>9:30 Admin/Fin &amp; PS 7 Council Meeting</i>	12	13	14	15
16	17 <i>7 Planning Commission</i>	18 <i>7 Transportation &amp; Utilities</i>	19	20 <i>1 Community Services</i>	21 <b>Happy</b>  <b>First Day of Winter</b>	22
23	24	25 	26	27	28	29
30	31 <b>NEW YEAR'S EVE</b>					

## A. CITIZEN PARTICIPATION

## B. STAFF REPORTS

## C. MAIN AGENDA



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Public Hearing: 2019 Proposed Budget - Continued</b>  Cost Impact: N/A Fund Source: N/A Timeline: N/A	<b>Agenda Date: November 13, 2018</b>		<b>AB18-098</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		X
	Building Official – Mike Deadmond		X
	Fire Dept – Chief Predmore		X
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		X
	Police Dept – Chief Arsanto		X
	Municipal Court – Jessica Cash		X
	PW/Utilities – Chris Banks		X
<b>Attachments:</b> Public Hearing Notice			
SUMMARY STATEMENT: This is a continuation of the Public Hearing that was held on November 13, 2018.			
COMMITTEE REVIEW AND RECOMMENDATION: Full Council 10/30/2018 & 11/06/2018			
RECOMMENDED ACTION: <b>N/A</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
11/27/2018	Public Hearing Only		



**NOTICE OF CONTINUED PUBLIC HEARING  
2019 PROPOSED BUDGET  
CITY OF BUCKLEY**

**NOTICE IS HEREBY GIVEN** that the Buckley City Council will continue the **Public Hearing** from November 13 shortly after 7:00 PM at a City Council meeting on **Tuesday, November 27, 2018**, at the Buckley Multipurpose Building at 811 Main Street, Buckley. The purpose of the continuation of the Public Hearing is to solicit public input and comment from interested individuals or groups on the **2019 PROPOSED BUDGET**.

Each person wishing to speak at this Public Hearing will take the podium, clearly state his or her name and full address for the record, and will be allowed three (3) minutes in which to voice their comments and/or concerns on the matter at hand. Speakers are asked to avoid repetitious or irrelevant comments, and personal attacks will not be tolerated. **Questions will not be taken at this time.** If you have questions, please contact the City as indicated below, in advance of the Public Hearing.

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.

Comments may be presented orally at the Public Hearing or submitted in writing to City Administrator Dave Schmidt at PO Box 1960, Buckley, WA 98321 or by email at [dschmidt@cityofbuckley.com](mailto:dschmidt@cityofbuckley.com), prior to 5:00 pm on Monday, November 12, 2018. Questions may be answered by contacting City Staff at (360) 761-7801. A copy of the preliminary proposed budget will be available at City Hall on Monday, November 12, 2018. It may also be viewed on the City website finance page at <https://www.cityofbuckley.com/finance> under City budget.

**DATED** this 14<sup>th</sup> day of November 2018.

Posted: November 14, 2018

Published: November 21, 2018



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>ORD No. ____-18, Adopting the            2019 City Operating Budget</b>	<b>Agenda Date: November 27, 2018</b>		<b>AB18-099</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		X
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		X
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> Ordinance & Budget Document			
<p><b>SUMMARY STATEMENT:</b> The 2019 Budget as discussed and recommended.</p> <p>The 2019 budget proposes to expend a total of <b><u>\$18,051,720</u></b> on overall revenue projections of <b><u>\$28,976,773</u></b>. The proposed budget anticipates having a total end fund balance of <b><u>\$10,925,053</u></b>.</p>			
<p><b>COMMITTEE REVIEW AND RECOMMENDATION:</b> All Committees, Two Full Council Workshops, and a Public Hearing.</p>			
<p><b>RECOMMENDED ACTION:</b> <b>MOTION to approve ORD No. 20-18, Adopting the 2019 City Budget</b></p>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
11/27/2018			

**CITY OF BUCKLEY, WASHINGTON**

**ORDINANCE NO. \_\_\_ - 18**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, ADOPTING THE 2019 FINAL BUDGET FOR THE CITY OF BUCKLEY BY REFERENCE.**

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**WHEREAS**, the Mayor of the City of Buckley, Washington completed and placed on file, with the City Administrator, a proposed budget and estimate of the money required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City of Buckley for the fiscal year ending December 31, 2019; and

**WHEREAS**, the 2019 Budget was the subject matter at a Public Hearing held on November 13, 2018, and November 27, 2018, for which proper publication and posting was made according to law; and

**WHEREAS**, the City Council did meet at this time and did then consider the matter of the 2019 Budget; and

**WHEREAS**, the 2019 Budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Buckley for the purposes set forth in the 2019 Budget, and the estimated expenditures set forth in the 2019 Budget are all necessary to carry on the government of the City of Buckley for the Year 2019 and are sufficient to meet the various needs of the City of Buckley during that period.

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

**Section 1.** The 2019 Final Budget for the City of Buckley is hereby adopted by reference. The final budget is on file with the City Administrator and available for inspection by the public at City Hall, 933 Main Street, Buckley, Washington, during normal business hours.

**Section 2.** Estimated resources, including fund balances or working capital for each separate fund of the City of Buckley, and aggregate totals (net of transactions between funds) for all such funds combined, for the Year 2019, are set forth in summary form on Exhibit A attached hereto; and are hereby appropriated for expenditure at the fund level during the Year 2019 as set forth on the attached.

**Section 3.** The City Administrator is directed to transmit a certified copy of the Budget hereby adopted to the State Auditor's Office and the Association of Washington Cities.

**Section 4.** This Ordinance shall be in full force and take effect five (5) days after its publication according to law.

**Section 5.** 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 27<sup>th</sup> day of November 2018.

\_\_\_\_\_  
Pat Johnson, Mayor

**ATTEST:**

\_\_\_\_\_  
Trevia Percival, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Phil Olbrechts, City Attorney

PUBLISHED: \_\_\_\_\_, 2018

EFFECTIVE: \_\_\_\_\_, 2018

**EXHIBIT A**

<b>2019 City Budget</b>				
<b>Fund Number</b>	<b>Fund Name</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Unreserved Ending Fund Balance</b>
001	General Expense	\$6,335,442	\$5,382,053	\$953,389
002	GF Contingency	\$211,383	\$0	\$211,383
003	GF Cum. Reserve	\$5,118,465	\$103,000	\$5,015,465
004	Cemetery	\$25,011	\$5,041	\$19,970
007	Police Reserve	\$487,763	\$259,000	\$228,763
008	RR ROW	\$126,584	\$27,730	\$98,854
030	Fire Reserve	\$1,158,250	\$1,158,250	\$0
035	Park Construction	\$213,647	\$196,250	\$17,397
101	Streets	\$262,505	\$248,206	\$14,299
102	Arterial	\$772,006	\$385,131	\$386,875
103	Transp. Ben. Dist.	\$109,256	\$106,002	\$3,253
105	EMS	\$528,829	\$342,500	\$186,329
109	Crim Justice	\$231,961	\$72,000	\$159,961
134	Fire Construction	\$220,729	\$6,400	\$214,329
136	Visitor Promotion	\$164,278	\$28,510	\$135,768
202	Fire Station Bond	\$343,050	\$274,020	\$69,030
307	Capital Imp.	\$828,166	\$438,254	\$389,912
308	Comp Plan	\$410,784	\$141,656	\$269,127
401	NG Ops	\$5,902	\$5,225	\$677
402	Water/Sewer	\$3,593,786	\$3,358,908	\$234,878
403	Solid Waste	\$1,137,773	\$1,110,257	\$27,516
405	Sewer Const.	\$2,406,351	\$1,764,709	\$641,642
406	Water Const.	\$750,602	\$622,722	\$127,880
407	Stormwater	\$600,351	\$596,410	\$3,941
408	Storm Const.	\$2,062,203	\$934,985	\$1,127,218
430	Equip Reserve	\$275,539	\$83,500	\$192,039
631	Court Trst	\$413,204	\$400,000	\$13,204
701	Ceme Imp	\$182,951	\$1,000	\$181,951
<b>TOTALS</b>		<b>\$28,976,773</b>	<b>\$18,051,720</b>	<b>\$10,925,720</b>



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>ORD. No. ____-18, Amending BMC 2.44.010 Applicability of Civil Service Rules</b>	<b>Agenda Date: November 27, 2018</b>		<b>AB18-100</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		X
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> Ordinance			
<p>SUMMARY STATEMENT: With the addition of the new Volunteer Firefighter Recruitment and Retention Coordinator, we realized we needed to review and amend the current BMC language as it relates to Civil Service positions. During review of the code City staff identified that we have two other positions that have been added since the last amendment, Support Services Officer and Police Records Clerk, which should be exempt from civil service rules, as well.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: Tentative - A/F/PS 11/27/2018			
<b>RECOMMENDED ACTION: MOTION to approve ORD No. 21-18, Amending Buckley Municipal Code Section 2.44.010 Civil Service System Established.</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
11/27/2018			

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. \_\_\_\_ - 18

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON,  
AMENDING BUCKLEY MUNICIPAL CODE SECTION 2.44.010  
RELATING TO THE POLICE AND FIRE CIVIL SERVICE SYSTEM  
ESTABLISHED PROVIDING FOR SEVERABILITY AND  
ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the City established a Civil Service system for the police and fire departments through adoption of Ordinance #1055 in 1983; and

WHEREAS, The Civil Service code was updated and amended in 1987, 1990, and again in 2015; and

WHEREAS, BMC 2.44.010 currently outlines that the Civil Service System shall apply to all full-time paid employees of both departments; and

WHEREAS, with the addition of the , City Support Services Officer, Police Records Clerk and Volunteer Firefighter Recruitment and Retention Coordinator position it has become clear that this section needs to be amended to specify that the System only pertain to patrol officers, firefighters and those in either department in positions of rank; and

WHEREAS, the amendments to the code as presented will protect the health, safety, and welfare of the citizens of the City of Buckley;

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

**Section 1.** Section 2.44.010 of the Buckley Municipal Code is amended to read as follows:

**2.44.010 Civil Service System Established.**

There is established a civil service system for the police and fire departments. The civil service system shall apply to all full-time paid fully commissioned law enforcement officers and all full-time paid firefighters including those positions of rank; provided, however, the positions of fire chief and police chief shall be excluded from the civil service system for any individual appointed to either of the positions after July 1, 1987. (Ord. 21-15 §1, 2015; Ord. 1-90 § 1, 1990; Ord. 15-87 § 1, 1987; Ord. 1055 §3, 1983).

Introduced, passed, and approved this 27th day of November, 2018

\_\_\_\_\_  
Mayor Pat Johnson

Attest:

\_\_\_\_\_  
Trevia Percival, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Phil Olbrechts, City Attorney

PUBLISHED: December 5, 2018  
EFFECTIVE: December 10, 2018



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>ORD No. ____-18, Setting the 2019 levy amount required for the 2010 Unlimited General Obligation Bonds used for Fire Station Construction</b>	<b>Agenda Date: November 27, 2018</b>		<b>AB18-101</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		X
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		X
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> Ordinance			
SUMMARY STATEMENT: See attached.			
COMMITTEE REVIEW AND RECOMMENDATION: None			
RECOMMENDED ACTION: <b>Move to Adopt ORD No. 22-18 Setting the 2019 levy amount required for the voter approved 2010 Unlimited General Obligation Bonds for Fire Station Construction financing</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
11/27/2018			

**CITY OF BUCKLEY, WASHINGTON**

**ORDINANCE NO. \_\_-18**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, DETERMINING AND FIXING THE AMOUNT OF FUNDS TO BE RAISED BY REGULAR PROPERTY TAXES FOR THE YEAR 2019 FOR THE 2010 UNLIMITED TAX GENERAL OBLIGATION BONDS USED TO CONSTRUCT A NEW FIRE STATION.**

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**WHEREAS**, pursuant to Washington State law, the Pierce County Assessor is responsible for determining the assessed valuation of all taxable property situated within the boundaries of the City of Buckley for the year 2019; and

**WHEREAS**, the voters, in accordance with Ordinance No. 06-10, at a special election held on April 27, 2010, authorized the issuance of Unlimited Tax General Obligation Bonds to finance the construction of the City's new Fire Station facility, to be redeemed with annual excess levies, which for the year 2019 requires \$274,020; now therefore

THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

**Section 1.** Be it ordained by the governing body of the taxing district that the estimated sum of \$274,020 represents the levy amount required in 2019 for the 2010 Unlimited Tax General Obligation Bonds issued for the purpose of paying the cost of constructing a fire station facility.

**Section 2.** If any provision of this Ordinance is held invalid, such invalidity shall not effect any other provisions, or the application thereof, which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 3.** This Ordinance shall be in full force and effect five days from and after its passage, approval and publication as provided by law. A summary of this Ordinance may be published in lieu of publishing the Ordinance in its entirety.

Introduced, passed, and approved this 27<sup>th</sup> day of November 2018.

\_\_\_\_\_  
Pat Johnson, Mayor

**ATTEST:**

\_\_\_\_\_  
Trevia Percival, City Clerk

**APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:**

\_\_\_\_\_  
Phil A. Olbrechts

**Published:** \_\_\_\_\_, 2018

**Effective:** \_\_\_\_\_, 2018



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>RES No. 18-_____ - Amending Personnel Policy – Revision #18</b>	<b>Agenda Date: November 13, 2018</b>		<b>AB18-102</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		X
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> Resolution			
<p>SUMMARY STATEMENT: Resolution amending the following provisions of the City Personnel Policy &amp; Procedures Manual as a result of new information that was received from AWC Trust:</p> <ul style="list-style-type: none"> <li>• Section 6.19.04 Amending Insurance Benefit Plans</li> <li>• Section 6.20.02 Amending Early Retirement Incentive Program (ERIP)</li> <li>• Section 6.20.03 Amending Early Retirement Incentive Program (ERIP)</li> <li>• Section 6.21.01 Amending Health Insurance Opt-Out Program; and</li> <li>• Section 6.21.04 Amending Health Insurance Opt-Out Program</li> </ul>			
COMMITTEE REVIEW AND RECOMMENDATION: Admin/Finance/PS			
RECOMMENDED ACTION: <b>MOTION to approve Resolution No. 18-08 Amending City Personnel Policy &amp; Procedures Manual Revision #18.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
11/27/2018			

**RESOLUTION NO. 18-\_\_\_\_\_**

**CITY OF BUCKLEY, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTIONS 6.19.04, 6.20.02, 6.20.03, 6.21.01 AND 6.21.04 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND PROCEDURES MANUAL” TO AMEND INSURANCE BENEFIT PLANS AND ERIP.**

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**WHEREAS**, the City Council adopted the most current version of the “City of Buckley Personnel Policy and Procedures Manual” on December 12, 2017; and

**WHEREAS**, Section 6.19 provides guidelines for City employees’ Insurance Benefit Plans; however, the policy specifies that in the event of the employee’s retirement, divorce, separation or death, employees may be eligible for up to thirty-six (36) months for the employee and/or qualified beneficiary for continuing health care coverage under COBRA; and

**WHEREAS**, the City’s provides health insurance to its employees through the Association of Washington Cities Employee Benefit Trust; and

**WHEREAS**, AWC’s Employee Benefit Trust only allows for 18 months of coverage under COBRA at the same benefit level; and

**WHEREAS**, AWC’s Employee Benefit Trust does have medical and dental retiree plans for continued coverage; and

**WHEREAS**, in order to continue to provide the option of up to 36 months of continuing healthcare the City would have to transition the employee to a retiree plan after the 18 months have expired; and

**WHEREAS**, the City desires to amend the Personnel Policy and Procedures Manual to reflect this change to allow the option of the retiree plans after the initial 18 months of eligibility.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby amends the City of Buckley “Personnel Policy and Procedures Manual” as follows:

**Section 1.** Section 6.19.04 is hereby amended to read as follows:

6.19.04 In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the City offers continuing health care coverage on a self-pay basis to employees and their dependents following termination (for reasons other than gross misconduct), unpaid leave of absence, reduction in hours, retirement or death. These health benefits will be identical to the coverage offered to regular employees. For terminated employees or employees whose hours are reduced below that of a regular employee, the coverage may last up to eighteen (18) months or until they become eligible for other health insurance coverage, whichever is earlier.

Employees eligible for the City's ERIP under Section 6.20 may be eligible for enhanced benefits as specified under Section 6.20.

In the event of the employee's retirement, divorce, separation or death, the coverage may last up thirty-six (36) months for the employee and/or qualified beneficiary; if provided, identical health benefit coverage (medical, dental and vision) shall only be provided for the initial eighteen (18) months of COBRA at which time the coverage shall convert to a retiree with no Medicare coverage for any remaining "eligible" period up to the full thirty-six (36) months. The full policy monthly premium plus a two percent (2%) administration fee will be paid by the employee or the beneficiary to the City or designated benefit administrator. The employee or beneficiary may waive all rights to continuation coverage according to notification procedures and time limits outlined in a continuation coverage "Notification of Rights" letter.

**Section 2.** Section 6.20.02 is hereby amended to read as follows:

6.20.02 Purpose. The purpose of the City's new Early Retirement Incentive Program (ERIP) is (1) to afford those long term City employees who desire to retire prior to either PERS, LEOFF and/or Social Security Full Retirement Age an opportunity to do so with some financial assistance until eligible for PERS/LEOFF retirement and/or social security benefits, and (2) to encourage some measure of staffing flexibility, consistent with overall City and individual department needs.

The City's Early Retirement Incentive Program (ERIP) is strictly voluntary and provides an insurance incentive that allows an employee to retire early prior to being eligible for Medicare benefits. Under the ERIP, employees that have at least 10 years of service with the City shall be eligible for 1 year (12 months) of City paid continuing health care coverage for the employee "only" under COBRA, as outlined in Section 6.19.04. Employees electing to take early retirement under this program who have more than 10 years of service with the City shall receive an additional 1.5 months of City paid continuing health care coverage for the employee for every year of service over the 10 year initial threshold, up to the maximum allowed under COBRA which is 36 months, as outlined in Section 6.19.04, except that City contributions to COBRA under ERIP will cease before the end of the eligible period, if:

- the participant becomes eligible for medical care coverage through another employer; or
- the participant becomes eligible for Medicare benefits; or
- the participant elects coverage through a spouse/domestic partner employed by the City; or
- the participant dies.

Participation in the City’s ERIP provides coverage under the City’s insurance plan for medical, vision and dental benefits, as outlined in Section 6.19.04, but does not include an H.R.A. contribution outlined in 6.19.02 above.

Employees electing to participate in the City’s ERIP may choose to provide health care coverage for their dependents on a self-pay basis following their termination/retirement from the City.

This program is subject to funding by the City Council in the annual budget and the City retains the right to designate the number of positions to fund annually and the right to deny an application or delay its effective date in the best interests of the City. The City may, in its sole discretion terminate the program at any time or, suspend it for any fiscal year, if insufficient funding is provided in the budget, provided however that such suspension shall not impact the rights or benefits of any employee who has retired under the program in a prior fiscal year.

**Section 3.** Section 6.20.03 is hereby amended to read as follows:

6.20.03 Long term City employees who retire early due to medical reasons related to a serious health condition prior to either PERS, LEOFF and/or Social Security Full Retirement Age are eligible for the ERIP as outlined in 6.20.02 above. Employees retiring early due to medical reasons who have at least 10 years of service with the City shall be eligible for 1 year (12) months of City paid continuing health care coverage for the employee “only” under COBRA, as outlined in Section 6.19.04. Employees who have more than 10 years of service with the City shall receive an additional 1.5 months of City paid continuing health care coverage for the employee for every year of service over the 10 year initial threshold, up to the maximum allowed under COBRA which is 36 months, as outlined in Section 6.19.04.

**Section 4.** Section 6.21.01 is hereby amended to read as follows:

6.21.01 Eligible employees who can demonstrate and attest to having other employer-sponsored group health insurance for their eligible dependent(s) may elect to opt out of the City’s sponsored Medical/Prescription, Vision and Dental coverage with the Association of Washington Cities Employee Benefit Trust or LEOFF Health and Welfare Trust. Employees who elect to opt out of dependent(s) coverage will receive a cash payment equal to fifty percent (50%) of the premium amount for eligible coverage in return for this waiver which will be paid monthly for each full month the waiver remains in effect. Any cash payments made to the employee under the Opt-

Out Program will be subject to normal withholdings and reported as taxable income and the employee will be required to pay any taxes due on them.

The city will review this program on an annual basis during the budget process and may cancel the program effective on the first day of the “succeeding” plan year, but will not cancel it at any time during the current year it is offered.

Employees who elect to opt-out of dependent coverage may do so during the Open Enrollment period. In return, the employee is eligible for up to twelve (12) months of monetary waiver payments, which will be made in twelve (12) pay periods. Employees who elect to opt-out of dependent coverage will not be permitted to re-enroll until the next annual open enrollment period commencing in December of each year and effective in January of the following year unless re-enrollment provisions apply.

Employees will not be allowed to waive/reduce existing coverage and receive cash payment for their eligible dependent(s) unless they can offer proof of coverage under an alternate health insurance plan.

Employees desiring to participate in the Opt-Out Program must complete a waiver form and submit it to the Finance Director during the Open Enrollment but no later than December 11. Following the submission of the waiver form and the information for the verification of alternate insurance coverage found at the end of the waiver form, the current City health insurance coverage will terminate on December 31 of the year that the form was submitted. Further, an employee may apply to participate in the Opt-Out Program during the benefit plan year if, within thirty (30) days of qualifying life-changing event (i.e., marriage, new dependents), they notify the Finance Director and complete the necessary forms.

Participants in the program will no longer have a monthly deduction of the employee dependent premium co-payments for which the employee has opted out and will receive the waiver payment instead. The waiver payment will be made over twelve (12) pay periods during the following plan year. All payments are considered income and are subject to normal withholdings. Offering this program does not obligate the City to continue the program from year-to-year if it is not economically feasible or if in conflict with Federal or State law.

**Section 5.** Section 6.21.04 is hereby amended to read as follows:

6.21.04 Separation. If an employee participating in the Opt-Out Program separates employment with the City during a plan year, waiver payments will only continue through the last payroll period he or she is employed. NOTE: An employee participating in the program who separates and/or retires during the plan year does NOT have health insurance rights to participate in a City health insurance plan after separation and/or retirement, except as allowed under the City’s COBRA policy, Section 6.19.04 of the City’s Personnel Manual, on a self-pay basis.

Introduced, passed and approved this this 27<sup>th</sup> day of November 2018.

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Pat Johnson, Mayor

**ATTEST:**

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Treva Percival, City Clerk

**APPROVED AS TO FORM:**

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City Attorney

**POSTED:** November 28, 2017



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>2018 Utilities Project – Change Order #4</b>	<b>Agenda Date: November 27, 2018</b>		<b>AB18-103</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		X
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		X
<b>Attachments:</b> Change Order #4			
<p>SUMMARY STATEMENT: See attached breakdown of Change Order #4. Change Order #4 is the result of changed site conditions and at the direction of the City.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<p>RECOMMENDED ACTION: <b>MOTION to approve 2018 Utilities Project Change Order #4.</b></p>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
11/27/2018			

**CHANGE ORDER**

<b>Project Title</b>	2018 Utilities Project		
<b>Owner</b>	City of Buckley	<b>Contractor Name</b>	Pivetta Brothers Construction, Inc.
<b>Change Order No.</b>	4	<b>Contractor Address</b>	1812 Pease Avenue Sumner, Washington 98390
<b>Change Order Date</b>	November 8, 2018		
<b>G&amp;O No.</b>	17290		

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The following changes are hereby made to the Contract Documents:

**SCHEDULE C: STORM IMPROVEMENTS**

**ITEM NO. 1: REPAIR SOFT SPOTS ON C STREET.**

Excavate soft spots on C Street and replace saturated soil with fabric and crushed surfacing bottom course.

The lump sum cost for this work is: .....\$6,430.63

**Justification:** The additional work is at the result of changed site conditions and at the direction of the City.

**ITEM NO. 2: COMPLETE ADDITIONAL PAVING AT THE INTERSECTION OF MAIN STREET AND C STREET.**

Grind existing pavement, remove additional subbase, furnish and install 6 inches of crushed rock and 3 inches of asphalt at the intersection of C Street and Main Street to fully pave the intersection.

The lump sum cost for this work is: .....\$39,195.33

**Justification:** The additional work is at the result of changed site conditions and at the direction of the City.

**CHANGE TO CONTRACT PRICE**

Original Contract Amount (without tax): .....	\$1,002,158.25
Current Contract Amount, as adjusted by previous change orders:.....	\$1,156,400.58
The Contract Amount due to this Change Order will be increased by: .....	\$45,625.96
The new Contract Amount (without tax) due to this Change Order will be:.....	\$1,202,026.54

**CHANGE TO CONTRACT TIME**

The Substantial Completion Contract Time will increase by 20 working days, for a total of 90 working days.

The Physical Completion Contract Time will increase by 20 working days, for a total of 110 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

**GRAY & OSBORNE, INC.**  
**(RECOMMENDED)**



Date

11/7/18

**PIVETTA BROTHERS  
CONSTRUCTION, INC.**  
**(ACCEPTED)**



Date

11/7/2018

**CITY OF BUCKLEY**  
**(ACCEPTED)**

Date



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Cancellation of December 25, 2018, Council Meeting</b>	<b>Agenda Date: November 27, 2018</b>		<b>AB18-104</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> None			
<p>SUMMARY STATEMENT: Cancellation of the 2<sup>nd</sup> City Council meeting of the month in December due to holiday scheduling and lack of business.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: A/F/PS 11/27/2018			
RECOMMENDED ACTION: <b>MOTION to Cancel the December 25, 2018, Council Meeting.</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
11/27/2018			

## D. CONSENT AGENDA

**City Council  
November 13, 2018**

Mayor Johnson called the regularly scheduled meeting to order at 7:01 PM.

Upon roll call the following members were present: Bender, Smith, Leggett, B. Burkett, Wilbanks, Tremblay, and S. Burkett. Also in attendance were City Administrator Schmidt, Fire Chief Predmore, Asst. Fire Chief Skogen, Asst. Police Chief Northam, Finance Director Bazzar, and City Planner James.

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

Council member Smith expressed his concern over the public not having enough time to review the budget prior to tonight's public hearing. Mayor Johnson stated that the Public Hearing on the budget will be held tonight and also continued to the November 27, 2018, Council meeting to allow citizens more time to review and comment on the Proposed 2019 Budget.

**Council member Tremblay moved to approve the agenda as presented. Council member B. Burkett seconded the motion. Motion carried.**

**CITIZEN PARTICIPATION**

**Ann Gibson – 372 N. Edit Street, Buckley, WA 98321**

Ms. Gibson stated that she was from the Foothills Museum Society and she came today to thank the Council and City staff for all of their hard work and support of the Museum.

**Jill Clark – 28410 Hinkleman Rd., Buckley, WA 98321**

Ms. Clark voiced her concerns over the proposed storage facility on Hwy 410. She stated that they are already having stormwater runoff flooding on their property since the marijuana business moved and in and they feel this will cause even more problems.

**STAFF REPORTS**

None.

**MAIN AGENDA**

**Public Hearing: 2019 Property Tax and 2019 EMS Tax:**

**Mayor Johnson recessed the city Council meeting and entered the Public Hearing at 7:25 PM.**

**Michael Franks –**

Mr. Franks stated that he would like to see no new property taxes.

Mayor Johnson closed the Public Hearing and reconvened the City Council meeting at 7:29 PM.

**Public Hearing: 2019 Proposed Budget:**

Mayor Johnson recessed the City Council meeting and entered the Public Hearing at 7:30 PM.

**Marvin Sundstrom – 881 Sheets Rd., Buckley, WA 98321**

Mr. Sundstrom stated his concerns about the budget not being available soon enough for the public to review prior to the hearing. He also stated that he would like to see no change from last year's budget with no raises and no new positions.

Mayor Johnson suspended the Public Hearing until November 27, 2018, and reconvened the City Council meeting at 7:32 PM.

**ORD No. 17-18: 2019 Property Tax Levy Certification**

Council member Tremblay moved to Approve ORD No. 17-18 Adopting the 2019 Property Tax Levy. Council member B. Burkett seconded the motion. Upon roll call vote, motion carried 6/1.

**ORD No. 18-18: 2019 EMS Levy Certification**

Council member S. Burkett moved to Approve ORD No. 18-18 Adopting the 2019 EMS Tax Levy. Council member Leggett seconded the motion. Upon roll call vote, motion carried 7/0.

**ORD No. 19-18: Amending BMC Section 19.20.130 Use Table**

Council member Smith moved to Approve ORD No. 19-18 Amending BMC Section 19.20.130 Use Table. Council member Leggett seconded the motion. Upon roll call vote, motion carried 7/0.

**Washington State Health Care Authority, Intergovernmental Transfer Contract**

Council member Tremblay moved to Authorize the Mayor to sign the Intergovernmental Transfer Agreement between City of Buckley and Washington Health Care Authority. Council member Smith seconded the motion. Motion carried.

**Authorizing Volunteer Firefighter Program Recruitment & Retention Coordinator**

Council member Tremblay moved to Authorize the addition of a 4-year temporary hire Volunteer Firefighter Program Recruitment and Retention Coordinator and adding this position to the Employee Salary Scale at Range R4 effective December 1, 2018. Council member S. Burkett seconded the motion. Motion carried.

**Reimbursement to Central Pierce Fire and Rescue for GEMT Consultant Services**

Council member Smith moved to Authorize the City's participation in the Reimbursement Program and issuing reimbursement to Central Pierce Fire and

**Rescue in the amount of \$231.51. Council member Leggett seconded the motion. Motion carried.**

**Interlocal Agreement – 2017 SAFER Grant**

**Council member S. Burkett moved to Authorize the Mayor to execute the Interlocal Agreement of the five party jurisdictions to the 2017 SAFER Grant Award funding a Volunteer Firefighter Program Recruitment & Retention Coordinator Position subject to City Attorney review. Council member Leggett seconded the motion. Motion carried.**

**CONSENT AGENDA**

**Council Member S. Burkett moved to approve the Consent Agenda. Council member Leggett seconded the motion. Motion carried.**

Approve Minutes of October 23, 2018, City Council Meeting  
Approve Minutes of October 30, 2018, City Council Study Session  
Approve Minutes of November 6, 2018, City Council Study Session

Claim check numbers 59076 through 59182, in the amount of \$493,492.59, for the period of October 24, 2018, through November 13, 2018; Payroll check numbers 37481 through 37523 in the amount of \$92,336.85 and EFT/ACH payroll in the amount of \$321,285.33 for the month of October 2018; and Treasurer check numbers 12109 through 121119 in the amount of \$7,191.49 and EFT/ACH treasurer payments in the amount of \$15,133.77 for the month of October 2018 are hereby approved and ordered paid this 13<sup>th</sup> day of November 2018.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Johnson stated that she supplied everyone with the welcome letter from the auditor and if any Council members are interested in having an Entrance Interview, we would be happy to set that up. If you would like to meet the auditor, please feel free to come by City Hall.

**Administration, Finance & Public Safety:**

Council member Tremblay thanked Finance Director Bazzar for all of her hard work and effort on the budget.

Our new hire for the Police department has started and his name is Ben Vanhoof.

This Saturday at the Log Show Grounds will be the Mo-Vember Highland Games.

**Transportation & Utilities:**

Council member B. Burkett stated that the Committee will meet on November 20<sup>th</sup> at 7 PM at City Hall and the meeting is open to the public.

**Community Services:**

Council member S. Burkett stated that the Community Services Committee will be meeting on November 29<sup>th</sup> at 1 PM at City Hall and this meeting is open to the public.

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

None.

**Council member B. Burkett moved to adjourn. Council member S. Burkett seconded the motion. Motion carried.**

**With nothing further, the meeting was adjourned at 8:07 PM.**

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Mayor

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City Administrator

## E. COMMITTEE REPORTS