



BUCKLEY CITY COUNCIL MEETING AGENDA
March 13, 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 #03-18
Next Resolution #18-02
Next Agenda Bill #AB18-017

A. Citizen Participation

Sheila Smith, Nancy Loomis & Julie Wentz – Buckley Clothing Bank Pg. 5

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. Agreement with WSDOT for Traffic Control Services (SR410 Signalization) Pg. 8
2. Contract Renewal – Public Defense Pg.15
3. Youth & Senior Programs Organizational Restructuring Pg.20

D. Consent Agenda

4. A. Transfer Voucher Pg.31

E. Committee Reports

5. Mayor's Report Johnson
6. Administration, Finance & Public Safety Tremblay
7. Transportation & Utilities B. Burkett
8. Community Services S. Burkett
9. 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>

CITY OF BUCKLEY MEETING LIST

Mar 5	7:00 PM	Planning Commission
Mar 6	7:00 PM	City Council Study Session
Mar 12	10:30 AM	Buckley Hall Board (City Hall)
Mar 13	9:30 AM	Admin, Finance & Public Safety (City Hall)
Mar 13	7:00 PM	City Council
Mar 15	1:00 PM	Community Services (City Hall)
Mar 19	7:00 PM	Planning Commission
Mar 20	7:00 PM	Transportation & Utilities (City Hall)
Mar 27	9:30 AM	Admin, Finance & Public Safety (City Hall)
Mar 27	7:00 PM	City Council

The above meetings will be held in the Multi-Purpose Center located at 811 Main Street unless otherwise noted.

Last Revised March 8, 2018

March 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
HAPPY MARCH!				1	2	3
4	5 <i>7 Planning Commission</i>	6 <i>7 City Council Study Session</i>	7	8	9	10
11	12 <i>10:30 Buckley Hall Board</i>	13 <i>9:30 Admin, Fin & Public Safety</i> <i>7 City Council</i>	14	15 <i>1 Community Services</i>	16	17 
18	19 <i>7 Planning Commission</i>	20 <i>7 Transportation & Utilities</i>	21	22	23	24
25	26	27 <i>9:30 Admin, Fin & Public Safety</i> <i>7 City Council</i>	28	29	30	31

A. CITIZEN PARTICIPATION



RECEIVED

MAR - 13 2018

City of Buckley
Office of Administration -- Mayor Patricia Johnson

Citizen Participation Form

City Council Meeting Date: 3-13-18

Name: Sheila Smith Organization: Buckley Clothing Bank

Phone: Nancy Loomis + Julia Wentz Email: nloomis65@gmail.com

Address: 529 Bevil St City: Buckley, wa

I WISH TO SPEAK ON THE FOLLOWING SUBJECT(S):

The Donald Loomis Clothing bank has to move,
We are trying to Find a location big enough
to move to. Want to see if Council has
any ideas....

PLEASE NOTE:

This form must be submitted to City Hall (933 Main Street), Attn: City Clerk, by 5:00 PM on the Wednesday prior to the Council meeting you wish to attend.

Please include with your form **16 copies** of any written information you wish to have distributed at the Council meeting. You may wish to have additional copies available for the public audience.

As Council agendas are very full, you are asked to limit your talk/presentation to three (3) minutes.

Last Update: September 9, 2014

B. STAFF REPORTS

C. MAIN AGENDA



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Agreement Between the City & WSDOT for Traffic Control Services (SR410 Signalization Project)	Agenda Date: March 13, 2018		AB18-018
	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 – Joanne Starr		X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Julie Bevaart		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto	X	X
	Municipal Court – Jessica Cash		
PW/Utilities – Chris Banks			
Attachments: WSDOT Request & Agreement			
<p>SUMMARY STATEMENT: The City received a letter from WSDOT requesting traffic control services from the Buckley Police Department while they are completing their SR410 Signalization Project this summer. The agreement being presented for consideration establishes terms and conditions surrounding this request and allows the City to bill for services for this additional assistance from the Police Department to support the project.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: None			
RECOMMENDED ACTION: MOTION to Approve the Agreement Between the City and WSDOT for Traffic Control Services (SR410 Signalization Project).			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

February 5, 2018

City of Buckley
Attn: Chief Jim Arsanto
PO Box 640
Buckley, WA 98321

Re: **GCB 2731**

Dear: Mr. Arsanto

Attached for execution by the City are two originals. This agreement provides for traffic control assistance to the WSDOT by the City.

Any alterations to the agreement will require a further review and approval as to form through the STATE.

Attached is Agreement GCB 2915. Have both documents signed in blue ink and send both signed documents to:

WSDOT Plans Office
Attn: Roscoe Ames
PO Box 47440
Olympia, WA 98504-7440 [for US Postal Service]

Or

5720 Capitol Blvd. SE [for FedEx, UPS and couriers]
Tumwater, WA 98501-5201

After signing, please return both originals to me for execution by the STATE. One original of the agreement will be returned to you for your records after execution.

If you have any questions please call me at (360) 704-3263 or Justin Janke at (253) 365-6768.

Sincerely,



Roscoe D Ames
Olympic Region Plans Office
Agreement Liaison

Attachment: Agreement GCB 2915

**GCB 2915
WSDOT / BUCKLEY POLICE DEPARTMENT
EXTRA-DUTY POLICE SERVICES CONTRACT**

This Agreement is made and entered by and between the Washington State Department of Transportation, hereinafter identified as the "STATE," and the City of Buckley, acting through its Police Department, hereinafter the "CITY."

WHEREAS, the STATE has a project for road work on State Route 410 known as SR 410 Buckley - Rebuild Signals, hereinafter the "Project," located within the CITY, and in connection therewith, requires traffic control assistance; and

WHEREAS, the CITY is able to provide duly commissioned law enforcement officers to provide traffic control assistance to the STATE, subject to payment for services and the Chief of Police's approval; and

WHEREAS, the police officers who may provide such services will be assigned to extra-duty under this Agreement during their off-duty hours which will not conflict with their law enforcement responsibilities for and duties to the CITY,

NOW, THEREFORE, pursuant to chapter 39.34 RCW, the above recitals that are incorporated herein as if fully set forth below, and in consideration of the terms, conditions, covenants, and performances contained herein, and the attached Exhibit A and incorporated and made a part hereof, the Parties agree as follows:

1. SCOPE OF PERFORMANCE

1.1 The CITY agrees to furnish, subject to the terms of this Agreement, uniformed police officers, vehicles and associated equipment to assist the STATE in traffic control when requested by the STATE.

1.2 The STATE shall provide to the CITY's Police Chief, or designee, a written request Seven (7) calendar days prior to the required services, describing the nature of the traffic control required and the number of police officers and equipment needed. The STATE's request will identify the dates and hours needed for the following locations within the CITY:

SR 410 MP 19.63	Intersection of SR 410 & Mundy-Loss Road
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SR 410 MP 21.15	Intersection of SR 410 & Main Street
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SR 410 MP 21.40	Intersection of SR 410 & Park Avenue
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1.3 The CITY's Police Chief, or designee, has the sole authority to approve the police officer and equipment assignments and agrees to notify the STATE Three (3) calendar days before the needed services as to whether the CITY can provide the police officers and equipment. If CITY police officers are provided, the police officers shall be under the sole direction, management, and control of the CITY's Police Chief or designee,; and shall perform the traffic control duties for the STATE's Project as requested under the terms of this Agreement in a manner consistent with CITY policy, applicable state and local laws, and the constitutions of the State of Washington and the United States.

- 1.4 The Parties agree that the STATE is not required to request traffic control from the CITY and that the STATE may utilize the services of the Washington State Patrol in its sole discretion.

2. AGREEMENT TERM

- 2.1 The term of performance of the Agreement shall be from the date of full execution to December 31, 2018. This Agreement shall terminate upon completion of the STATE's Project, except for those provisions herein noted.
- 2.2 Either Party may terminate this Agreement when in its sole discretion, it is in the best interest of the terminating Party, by giving one (1) week's prior written notice to the other Party.

3. COMPENSATION

- 3.1 The STATE shall pay the CITY full reimbursement for all police services furnished under this Agreement, including vehicles and associated equipment, wage rates, labor, benefits, and overhead costs.

The estimated total cost for traffic control work to be performed by the CITY is Two Thousand Five Hundred and Fifty Dollars (\$2,550.00). The CITY shall bill the STATE based on each individual officer's current all-inclusive cost. These rates are established at a maximum amount payable of \$85.00/hr. for overtime hours worked. In the event any or all of the officers are provided an hourly rate increase for standard or overtime hours, the hourly rate to be billed may be adjusted by the CITY. These rates include all direct and associated indirect costs.

4. PAYMENT AND RECORD RETENTION

- 4.1 The STATE, in consideration of the faithful performance of the traffic control to be done by the CITY, agrees to reimburse the CITY for the traffic control services described herein pursuant to the all-inclusive payment rate and estimated monthly/annual service schedule identified in Section 3.1. The CITY shall invoice the STATE on or after the first of the month for services and include detailed service information, including actual service hours per officer and vehicles and/or equipment used. Payment shall be made by a state voucher payable to the City of Buckley, and sent to the CITY within thirty (30) calendar days after receipt of a detailed invoice. The CITY agrees to submit a final bill to the STATE within forty-five (45) calendar days after notification by the STATE that CITY's services for traffic control assistance are no longer required.
- 4.2 The STATE shall not be financially liable for scheduled law enforcement services which are not actually performed; however, when the STATE requires the CITY's traffic control assistance for less than a three (3) hour period, the CITY shall be reimbursed for a full three (3) hour period. If a police officer has begun extra-duty services under this Agreement and then is called by the Chief of Police or designee for an emergency, special assignment or overtime duty, the STATE agrees to reimburse the CITY for only the time the CITY actually performed the traffic control assistance.
- 4.3 During the progress of the services and for a period of not less than six (6) years from the date of final payment to the CITY, the records and accounts pertaining to the services performed under this Agreement, and accounting thereof, are to be kept available for inspection and audit by the state and/or the federal government; and copies of all records, accounts, documents, or other data pertaining to this Agreement services will be furnished upon request. Upon the occurrence of any litigation, claim, or audit the records and accounts along with supporting documentation shall

be retained until each litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the six (6)-year retention period.

5. DUTY STATUS

- 5.1 Each police officer assigned traffic control work pursuant to this Agreement is subject to call by the Chief of Police or designee at any time for emergencies, special assignment, or overtime duty. Extra-duty employment under the terms of this Agreement shall not infringe or interfere with this obligation.

6. ADHERENCE TO CITY POLICIES AND PROCEDURES

- 6.1 Police officers engaged in extra-duty employment are obligated to discharge all duties of their office and to adhere to the CITY's Police Department policies and procedures at all times. Such officers shall obey, uphold and enforce the laws of the CITY and the State of Washington and the Constitutions of the State of Washington and the United States of America at all times. Such officers shall understand that while they are on duty or engaged in extra-duty assignment under this Agreement, they may be subject to discipline by the CITY. Police officers performing services pursuant to this Agreement shall only provide traffic control services as specified herein, and they are at all times while performing said services subject to and under the sole direction and control of the CITY police department.

7. NO SPECIAL DUTY TO CONTRACTOR OR OTHERS

- 7.1 Police officers on extra-duty assignment have a primary obligation to the CITY, not the STATE. They are expected to discharge all duties of their office while performing pursuant to this Agreement and will not perform any non-law enforcement/peacekeeping functions for STATE. Furthermore, this Agreement and performance thereof by the CITY police officers shall not create any special relationship with any person or duties to protect any specific persons from harm or injury including the Party signing this Agreement. The law enforcement/peacekeeping duties to be performed pursuant to this Agreement are the same in extent and scope as those provided by police officers to every member of the public.

8. NONDISCRIMINATION

- 8.1 The STATE shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age, the presence of any sensory, mental or physical handicap, or any other protected class status.

9. DISPUTE RESOLUTION

- 9.1 In the event that a dispute arises under this Agreement, it shall be resolved as follows: The STATE and the CITY shall each appoint a member to a disputes board, these two members shall select a third board member not affiliated with either Party. The three-member board shall conduct a dispute resolution hearing that shall be informal and unrecorded. An attempt at such dispute resolution in compliance with aforesaid process shall be a prerequisite to the filing of any litigation concerning the dispute. The Parties shall equally share in the cost of the third disputes board member; however, each Party shall be responsible for its own costs and fees.

10. INDEMNIFICATION AND HOLD HARMLESS

10.1 To the extent provided by law, each Party to this Agreement shall protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each Party's negligent acts or omissions while performing pursuant to the terms of this Agreement. No Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries death, or damages (both to persons and/or property) is caused by the sole negligence of the Party, its officers, officials, employees, or agents or involves those actions covered by RCW 4.24.115. Where such claims, suits, or actions result from concurrent negligence of the Parties and their officers, officials, employees, or agents, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the PARTY's, its officers', officials', employees', or agents' own negligence. This indemnification shall survive any termination of this Agreement.

10.2 The Parties do not intend to create any "special relationship" or "special duty" by entering into this Agreement and the CITY expressly disclaims any guarantee as to the safety or security of persons or property of the STATE, its officers, agents, employees, contractors, and subcontractors, or the public traveling through or in the vicinity of the Project site, and makes no representations or warranties as to such safety or security by entering into this Agreement. Specifically, the Parties understand and agree that the City of Buckley has no greater duty with regard to the safety and security of persons or property of the STATE, its officers, agents, employees, contractors, and subcontractors, or the public traveling through or in the vicinity of the Project site than it does with regard to the general public in providing law enforcement services throughout the CITY.

11. VENUE

11.1 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings shall be brought in Thurston County Superior Court. Further, the Parties agree that each will be solely responsible for payment of their own attorneys' fees, witness fees, and costs.

12. CONTACTS AND NOTICES

12.1 Contact between the Parties, including but not limited to invoicing and Agreement administration, and notices or materials authorized to be provided will be directed to the below identified Contacts as follows or his/her designee:

CITY:
146 S Cedar St
PO Box 640
Buckley, WA 98321
Attn: Chief Jim Arsanto
Phone: (360) 761-7825

STATE:
6610 16th ST. E. – Suite B
Fife, WA 98424
Attn: Jon Keeth, P.E.
Phone: (253) 365-6750

or such other addresses as either Party may, from time to time, designate in writing.

13. ENTIRE AGREEMENT.

13.1 No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the Parties. This Agreement contains the entire agreement between the Parties and may not be enlarged, modified, or altered except in writing, signed by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date last written below.

CITY OF BUCKLEY

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

By _____
Mayor

By _____

Date: _____

Date: _____

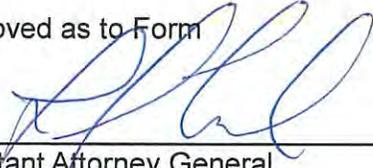
By _____
Chief of Police

Date: _____

Approved as to Form

Approved as to Form

By _____
CITY Attorney

By  _____
Assistant Attorney General

Date: _____

Date: 1/31/2018



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Contract Renewal for Public Defense	Agenda Date: March 13, 2018		AB18-018
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt	X	X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Joanne Starr		X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Julie Bevaart		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash	X	X
	PW/Utilities – Chris Banks		
Attachments: Contract			
<p>SUMMARY STATEMENT: The current contract with Mr. Honeywell (Public Defender) was executed in December, 2007 for the 2008 calendar year. During the 10 year period the contract has not been renewed, updated and/or fee for services changed. During this same period caseloads filing have increased from 366 in 2007 to 1,538 in 2017 which is more than 4X what it was in 2007.</p> <p>Due to the amount of filings and need to expand the court schedule to properly handle all of the caseloads, the Municipal Court is proposing to add another afternoon to the schedule. This expansion does not result in increased staffing levels or prosecution costs; however, Mr. Honeywell has requested an increase in his fees due to the additional public defense workload. The current contract sets the fees for service at \$2,600/mo or \$31,200/yr. and the new contract is proposing a 34.6% increase to \$3,500/mo or \$42,000/yr. The overall impact to the City General Fund will be a \$10,800 per year increase.</p> <p>Staff is requesting and recommending that the City Council approve the new contract for public defense.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: A/F/PS 3/13/18 - Tentative			
RECOMMENDED ACTION: MOTION to Approve the Contract Renewal for Public Defense Services.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

CONTRACT FOR PUBLIC DEFENSE

CITY OF BUCKLEY, WASHINGTON

THIS CONTRACT is entered into by and between the CITY OF BUCKLEY, a municipal corporation, herein referred to as the “City,” and Matthew V. Honeywell, here in referred to as the “Attorney.”

1. Scope of Services. All indigent criminal defendants charged under ordinances of the City in Buckley Municipal Court who qualify for appointed counsel shall be referred to the Attorney. The Attorney shall provide legal representation for each of these defendants, except in the case of conflict, from the time of receipt of notice of appointment through trial, sentencing and ~~de novo~~ appeal to the Superior Court, if necessary. Attorney shall also appear at arraignments to represent individuals to which he is assigned and to be available to defendants requiring assistance. Attorney shall be an independent contractor and not an employee of the City.

2. Applicant Screening. Determination of indigence for eligibility for appointed counsel under this Contract shall be determined by the Buckley Municipal Court Judge. The Municipal Court Judge shall be responsible for handling the screening process. Should the Attorney determine defendant is not eligible for assigned counsel, the Attorney may make application for withdrawal from the case.

3. 24-Hour Telephone Access. The Attorney shall provide to the City Police Department the telephone number or numbers at which an Attorney may be reached for “Critical Stage” advice to defendants, during the course of Police investigations and/or arrest Twenty-Four (24) hours each day.

4. Defendant’s Access to Attorney. Attorney shall be reasonably accessible to criminal defendants assigned to him. In addition, Attorney will maintain office space and times reasonably accessible by said defendants. If Attorney is appointed to represent an incarcerated defendant who remains in custody prior to trial, Attorney agrees to conduct interviews with such defendant either in person or by phone, as deemed necessary by the Attorney.

The Attorney shall appoint sufficient associates, at his own expense, to assure that each client’s case receives adequate attention. He and any associates shall abide by any generally recognized guideline in the criminal defense bar for the number of cases for which he will assume personal responsibility.

5. Associated Counsel. Any counsel associated with or employed by the Attorney shall have the authority to perform the services called for herein with the prior approval of the City, and the Attorney may employ associated counsel to assist at the Attorney’s expense.

6. Licenses and Standing. The Attorney and associated counsel for attorneys hired pursuant to this section shall be admitted to practice pursuant to the rules of the Supreme Court of the State of Washington. The Attorney shall notify the City if any disciplinary charges are filed against him by the Washington State Bar Association.

7. Proof of Professional Liability Insurance. During the term of this Contract and any extensions thereof, the Attorney shall secure and maintain a policy of comprehensive professional liability insurance with an insurance company licensed to do business in the State of Washington. Said policy shall have limits of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00). Written proof of the insurance policy shall be filed with the City.

8. Indemnification. The Attorney shall indemnify and hold the City, its elected officials, officers and employees harmless from any and all claims, losses or liability, including attorney's performance of obligations pursuant to all this contract, in reason of accident injury or death caused to persons or property of any kind occurring by fault or neglect of the Attorney, his agents, associates or employees, or occurring without the fault or neglect of the City.

With respect to the performance of this agreement and as to claims against the City, its officers, agents and employees, the Attorney expressly waives its immunity under Title 51 of the Revised Code of Washington and the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Attorney. This waiver is mutually negotiated by the parties. This paragraph shall not apply to any damage resulting from the sole negligence of the City, its agents, and employees. To the extent any of the damages referred by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Attorney, its officers, agents and employees.

9. Compensation.

A. The City shall pay to the Attorney for services rendered under this contract the sum of ~~Two Thousand Six Hundred dollars (\$2,600.00)~~ Three Thousand Five Hundred dollars (\$3,500.00) dollars per month.

B. The City shall pay to the Attorney as additional compensation the sum of ~~Four Hundred dollars (\$400.00)~~ Eight Hundred dollars (\$800.00) for each appeal in the event of an appeal from a final order of the Buckley Municipal Court to the Pierce County Superior Court.

10. Discovery provided. The City shall provide to the Attorney, at no cost to the Attorney or the defendant, one copy of all discoverable material concerning each assigned case. Such material shall include, where relevant, a copy of the abstract of the defendant's driving record.

11. Code Provided. The City shall provide the Attorney with a copy of the Buckley Municipal Code and any amendments thereto adopted during the term of this contract.

12. No Assignment or Subcontracts. No assignments or transfer of this contract nor any interest in this Contract shall be made by either or the parties without prior written consent of the other party.

13. Attorney Conflict. In the event the representation of a defendant hereunder raises a conflict of interest such that the Attorney cannot represent the defendant, said defendant shall be referred to the Municipal Court Judge for further assignment.

14. Statistics. The Attorney shall provide monthly statistics for all cases assigned, including the name of the client, the case number, the charge, and the status of any appeal.

15. Terms of this Contract. Provision of services pursuant to this Contract shall commence at 12:01 a.m. on ~~January 1, 2008.~~

16. Termination.

A. At Election of City. The City may terminate this contract without the necessity of substantiating cause upon expiration of sixty (60) days from receipt by the Attorney of written notice of such termination.

B. By Attorney for Cause. The Attorney may terminate this contract in the event the City fails to perform its obligations as described in this Contract and such failure has not been corrected to the reasonable satisfaction of the Attorney in a timely manner after notice of breach was provided to the City, or upon sixty (60) days notice to the City.

C. For Reasons Beyond Control Parties. Either party may terminate this Contract without recourse by the other where performance is rendered impossible or impractical for reasons beyond such party's reasonable control, such as, but not limited to lockout, sabotage or superior governmental regulation or control.

17. Amendment. No modification or amendment of the provisions of this Contract shall be effective unless in writing and signed by authorized representations of the parties hereto.

18. Nondiscrimination/Affirmative Action. The Attorney will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, marital status, physical or other handicap, or sexual orientation unless based upon bona fide occupational qualification. The Attorney shall ensure that employees are treated during employment without regard to their race, creed, color, sex, age, disability, marital status, sexual orientation, or national origin.

19. Attorney Fees. In the event that a dispute arises as to any term in this Contract, the parties agree that the prevailing party shall be reimbursed reasonable attorneys fees and costs associated with the dispute.

20. Entire Agreement. This Contract contains the entire agreement between the parties and may not be enlarged, modified or altered except in writing, signed by the parties and endorsed hereon.

Signed this 11th day of December, 2007.

CITY OF BUCKLEY:

ATTORNEY:

Pat Johnson, Mayor

Matthew V. Honeywell, Attorney

ATTEST:

By: David Schmidt, City Administrator

APPROVED AS TO FORM:

Susan Sampson, City Attorney



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Youth & Senior Programs Organizational Restructuring	Agenda Date: March 13, 2018		AB18-019
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt	X	X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Joanne Starr		X
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Julie Bevaart	X	X
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
PW/Utilities – Chris Banks			
Attachments: Memo with proposal and proposed job description			
<p>SUMMARY STATEMENT: Proposal to reorganize and restructure staffing levels and position responsibilities within the both the Senior and Youth Programs. See attached memorandum for additional information.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: Community Services 2/15/18			
RECOMMENDED ACTION: MOTION to APPROVE the Proposed Positions and Organizational Restructuring of the Youth & Senior Services within Community Services Department.			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	



Memo

To: Mayor Johnson, Dave Schmidt and City Council members

Date: January 2018

RE: Youth and Senior Programs Organizational Restructuring

Thank you so much for the offer of permanent employment. It has been a challenging and educational time working to fill Ellen's role in the City.

Having had the last 6 months to observe how both the Senior and Youth Centers are run, the administrative roles that go along with writing and reporting on the various grants, and seeing the increased numbers at both centers, I would like to ask for your consideration of the following changes.

1. Creating two separate offices at the Senior Center, one for both Chloe and I. With the current arrangement, it is impossible for either of us to effectively work our full shift. Given the nature of our positions, people are constantly in and out of the office. For every interruption in our shared office, it is affecting the productivity of *two* people. Some of what we do is very time sensitive and needs full concentration. By providing separate office space for each of us, we should have a much more effective and productive team.

Mayor Johnson had a marvelous solution, in turning our large storage closet into an office for Chloe. This could be easily accomplished by the addition of a window or two, placed between existing studs in an interior wall. I have had a conversation with Mike Deadman, our city inspector, and he feels that even though it looks to be a load bearing wall, the installation will be straight forward, as all it would require as far as building modification would be a header above the window(s).

Stan Neilson of Neilson Construction has offered to donate his labor as well as the wood needed for the header to install the window.

Buckley Glass has offered to donate a piece of tempered glass for the window.

There should be no cost to the City associated with creating this new office in the Senior Center.

2. I am asking to change Chloe's job description, removing language that addresses the leading of employees at the youth center. By changing her title to "Activities Coordinator" it is more in keeping with her actual role at the city.

3. In January of 2016, Ellen had proposed changes to the Senior and Youth Center staffing. Some of this was implemented, but not all.

Currently we are at the following staffing levels:

Recreation Services Director- 5 hours per day
Activities Coordinator- 8 hours per day
Senior Center Cook- 4 hours per week (remains the same)
Youth Services Coordinator- 20 hours per week
Youth Activities Assistant I- 25 hours per week
Youth Activities Assistant II- 4-8 hours per week (covers vacation/sick, etc)

Below are **changes** I would like to implement:

Recreation Services Director- 6 hours per day (1 hour per day increase)
Activities Coordinator- 8 hours per day
Senior Center Cook- 4 hours per week (remains the same)
Youth Services Coordinator- 18 hours per week (2 hour per day decrease)
Youth Activities Assistant I- 25 hours per week
Youth Activities Assistant II- 20 hours per week (16 hour per week increase)

While it slightly increases our FTE, it also allows for increased coverage at the Youth Center, which is important, especially as summer hours and participation numbers increase.

Much of the cost will be offset by the increase in grant funding. The Youth Center was awarded a total of **\$21,280 this year, just for salaries alone**. The Senior Center has requested \$26,500 in funding to cover the costs of Chloe's salary.

4. Additionally, I would like to ask permission to close the Youth Center at 6:00 pm Monday-Friday. That is a transition time at the Youth Center, with our "regular" youth leaving for home, and a much different group coming in for the last ½ hour. By closing at 6:00 it would likely prevent some of the trouble we have seen occurring during that time period. Perhaps with an earlier closure we can save a little money in salaries as well.
5. Lastly, I would like to ask for your consideration in a new title.

I propose "retiring" the title Recreation Services Director, for now. I believe Community Services Director is more in keeping with what the position actually entails, and leaves room for incorporating other services within the department in the years to come.

Thank you for taking time to consider these changes I am proposing.

Kind regards,

Julie Bevaart
Interim Recreation Services Director

The following pages contain Budget summaries from the Youth Center grant award, the Senior Center CDBG grant application and a breakdown of wages and benefits for the positions described

2018 VIOLENCE PREVENTION AGREEMENT

Agency: Buckley Youth Activities

2018 Requested Funding: \$24,200

County Budget Funding: \$21,780 (additional \$1,000 salary award from Councilman Dan Roach)

Budget Summary								
VIOLENCE PREVENTION BUDGET FY 2018:								
BUCKLEY YOUTH ACTIVITIES BUCKLEY - YOUTH ACTIVITIES CENTER PROGRAM								
Descriptions	PUBLIC FUNDS				PROGRAM INCOME	FUND RAISING/ DONATIONS	IN-KIND Goods/ Services/ Volunteers	Project Total
	2018 COUNTY VP FUNDS	CITY/ TOWN	COUNTY GENERAL FUNDS	OTHER (Identify)				
Salaries, Wages & Personnel Benefits*	\$20,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office & Operating Supplies	\$1500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools & Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous (provide explanation)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (provide explanation)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$21,780	\$0	\$0	\$0	\$0	\$0	\$0	\$0

COMPENSATION The maximum consideration for the initial term of this Agreement or for any renewal term shall not exceed **twenty-one thousand seven-hundred eighty and 00/100 dollars (\$21,780)**. (COUNCIL AWARD DECEMBER 2017)

***Specify the staff positions that will be paid from the VP funds Salaries & Wages and/or Benefits for time and effort on the funded program:** Youth Services Coordinator, Youth Activities Assistant, Activities Coordinator (15% of position dedicated to Youth Center).

Senior Center

Grant request to cover large portion of Activity Coordinator position

PIERCE COUNTY HUMAN SERVICES – 2018 CDBG PUBLIC SERVICES

ESTIMATED SPENDING PLAN & REVENUE SUMMARY FORM

Object	Description	COUNTY FUNDS	OTHER FUNDS					TOTAL ALL FUNDS
		*CDBG Funds Requested	Program Income	In-Kind	Donations	Federal	Other (City of Buckley):	
11	Salaries & Wages	26,500.00						\$26,500.00
31	Office & Operating Supplies	13,500.00						\$13,500.00
35	Small Tools/Minor Equipment							\$0.00
41	Professional Services	4,500.00						\$4,500.00
42	Communications							\$0.00
43	Travel & Training	2,500.00						\$2,500.00
45	Rentals							\$0.00
46	Insurance	2,000.00						\$2,000.00
47	Public Utilities							\$0.00
48	Repairs and Maintenance						1,000.00	\$1,000.00
64	Machinery & Equipment							\$0.00
	Approved Indirect Cost Rate Amount OR 10% de minimus rate (explain rate in budget narrative)							\$0.00
	Other (explain in budget narrative)							\$0.00
	*GRAND TOTAL	\$49,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$50,000.00

2017						2018					
Wage	Healthcare	Hours	Salaries	Senior	Youth	Wage	Healthcare	Hours	Salaries	Senior	Youth
\$2,997.50	\$0	1300	\$35,970	50%	50%	\$3,687	\$10,628	1560	\$44,244	50%	50%
				\$17,985	\$17,985					\$22,122	\$22,122
				650	650					780	780
			\$0	\$0	\$0				\$10,628	\$5,314	\$5,314
			\$2,752	\$1,376	\$1,376				\$3,385	\$1,692	\$1,692
			\$719	\$360	\$360				\$885	\$442	\$442
			\$4,568	\$2,284	\$2,284				\$5,619	\$2,809	\$2,809
			\$237	\$118	\$118				\$284	\$142	\$142
Receiving no HEALTHCARE											
\$17.00	\$19,836	2080	\$35,360	85%	15%	\$17.43	\$20,956	2080	\$36,254	85%	15%
				\$30,056	\$5,304					\$30,816	\$5,438
				1,768	312					1,768	312
			\$19,836	\$16,861	\$2,975				\$19,836	\$16,861	\$2,975
			\$2,705	\$2,299	\$406				\$2,773	\$2,357	\$416
			\$707	\$601	\$106				\$725	\$616	\$109
			\$4,491	\$3,817	\$674				\$4,604	\$3,914	\$691
			\$379	\$322	\$57				\$379	\$322	\$57
\$14.00	\$0	520	\$7,280	100%	0%	\$14.35	\$0	520	\$7,462	100%	0%
				\$7,280	\$0					\$7,462	\$0
				520	0					520	0
			\$0	\$0	\$0				\$0	\$0	\$0
			\$557	\$557	\$0				\$571	\$571	\$0
			\$146	\$146	\$0				\$149	\$149	\$0
			\$0	\$0	\$0				\$0	\$0	\$0
			\$95	\$95	\$0				\$95	\$95	\$0
Receiving no HEALTHCARE						Receiving no HEALTHCARE					
\$12.50	\$0	1300	\$16,250	0%	100%	\$12.81	\$0	1300	\$16,656	0%	100%
				\$0	\$16,250					\$0	\$16,656
				0	1,300					0	1,300
			\$0	\$0	\$0				\$0	\$0	\$0
			\$1,243	\$0	\$1,243				\$1,274	\$0	\$1,274
			\$325	\$0	\$325				\$333	\$0	\$333
			\$0	\$0	\$0				\$0	\$0	\$0
			\$237	\$0	\$237				\$237	\$0	\$237
Receiving no HEALTHCARE						Receiving no HEALTHCARE					
\$11.00	\$0	416	\$4,576	0%	100%	\$11.50	\$0	1040	\$11,960	0%	100%
				\$0	\$4,576					\$0	\$11,960
				0	416					0	1,040
			\$0	\$0	\$0				\$0	\$0	\$0
			\$350	\$0	\$350				\$915	\$0	\$915
			\$92	\$0	\$92				\$239	\$0	\$239
			\$0	\$0	\$0				\$0	\$0	\$0
			\$76	\$0	\$76				\$190	\$0	\$190
Receiving no HEALTHCARE						Receiving no HEALTHCARE					
\$15.50	\$0	1040	\$16,120	0%	100%	\$15.89	\$0	936	\$14,871	0%	100%
				\$0	\$16,120					\$0	\$14,871
				0	1,040					0	936
			\$0	\$0	\$0				\$0	\$0	\$0
			\$1,233	\$0	\$1,233				\$1,138	\$0	\$1,138
			\$322	\$0	\$322				\$297	\$0	\$297
			\$0	\$0	\$0				\$0	\$0	\$0
			\$190	\$0	\$190				\$171	\$0	\$171
Receiving no HEALTHCARE						Receiving no HEALTHCARE					
				\$55,321	\$60,235					\$60,400	\$71,047
				2,938	3,718					3,068	4,368
				\$28,836	\$12,424					\$35,286	\$19,442
				1.41	1.79					1.48	2.10
				\$84,157	\$72,659					\$95,686	\$90,489
						Difference 2017 - Proposed					
						Difference Total					
						\$29,359					
						Budgeted Currently - 2018					
						\$92,298					
						\$81,301					
						Budget Shortfall					
						\$3,388					
						\$9,188					
						\$12,576					



City of Buckley

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921 ext. 200

JOB DESCRIPTION

JOB TITLE: ~~Recreation-Community~~ Services Director

EXEMPT: Yes

JOB CODE:

SALARY RANGE: ~~\$3,893~~\$4,916 to ~~\$4,561~~\$5,992

REPORTS TO: City Administrator/Mayor

DEPT: Administration

ADOPTED DATE: 1/10/2008

REVISED: 2/13/2018

SUMMARY: Under the general direction of the Mayor and City Administrator this position performs a variety of routine and complex administrative and supervisory human service work in planning, organizing, scheduling, directing and administering the operation and development of the City's recreation~~al~~ programs and services, including leisure time programs, senior/youth programs/centers; ~~and~~ cultural arts ~~and parks~~.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Plan, organize and direct the operation of the City's recreation~~al~~ programs and services, including leisure time programs, senior center, youth center; ~~and~~ cultural arts ~~and parks~~.
- Manage the daily operations of the department and facilities/programs, including scheduling the facility, volunteers, transportation, use of equipment and supplies, and building maintenance and repair.
- Ensure excellent customer service through a compassionate understanding of older adult issues and the aging process, and caring response to questions, requests, and concerns. Provide information and make appropriate referral to those older adults needing assistance.
- Negotiate contracts and rental agreements with various facility users, contractors and service providers as required; negotiate and enforce contracts with food concessionaires, janitorial services, and similar service organizations, as well contracted employees.
- Plan and direct recreation activities such as the development of program information for the design of recreation facilities plan and coordinate a diversified and comprehensive youth activities program, senior center activities programs, recreation and cultural arts programs, athletic activities, outdoor; ~~and~~ youth at risk ~~and park~~ programs.

- Provide technical expertise, information and assistance to the Administrator, commissions, committees, non-profit board and other groups regarding assigned functions; assist as needed in the formulation and development of administrative policies, procedures and programs; advise the Administrator of unusual trends or problems and recommend appropriate corrective action.
- Plan, organize and implement space needs studies and long- and short-range programs and activities designed to identify specific types and sizes and locations of needed recreational facilities and services.
- Establish department goals, objectives and priorities; monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives as necessary.
- Communicate and meet with the City officials and administrator, Council Committee's/Committees, the Park-Youth Activities Board, public and private organizations, agencies, citizens and contractors regarding recreation activities and programs; resolve issues and conflicts and exchange information.
- Support the White River Housing Association, a private non-profit corporation seeking to establish affordable senior housing units for low-income senior citizens in Buckley, with corporate headquarters at Buckley Senior Center.
- Prepare or direct the preparation of a variety of narrative and statistical reports, records and files related to departmental operations, activities, budgets, contracts, grants, insurance claims, committees and departmental goals and objectives.
- Direct the preparation of the agenda for regular and special meetings of the Park-Youth Activities Board; represent the City and deliver oral presentations as needed; serve on various committees as required.
- Administer contracts for services according to established guidelines; assure that contracted services are provided efficiently and effectively.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend reassignment, termination and disciplinary action; plan, coordinate and arrange for appropriate training of subordinates.
- Direct the preparation of annual preliminary budget recommendations for the department; analyze and review budgetary and financial data; develop purchasing and budgetary policies and guidelines for the department; control and authorize expenditures in accordance with established limitations.
- Analyze community needs and demographics and develop appropriate programs and services; organize and allocate divisional resources to provide optimum services in a timely and efficient manner.
- Prepare and write grants, reports, policies and procedures; ~~develop, implement and enforce the comprehensive Parks and Recreation Plan and Trails Master Plan.~~

- Evaluate situations to determine consultant requirements; select consultants and negotiate contracts; oversee and coordinate special projects.
- Enforce a variety of policies, regulations and procedures regarding the operation and use of ~~parks and~~ recreation facilities; assure compliance with established City and departmental policies.
- Recruit, train, supervise, and evaluate volunteers, van drivers, and instructors.
- Supervise the collection of participant information on a daily basis and enter into the computer program to yield statistics used for program planning and grant writing.
- Coordinate media relations, marketing, and promotion of programs and activities throughout the community to promote understanding of the departments purposes and programs via newsletters, flyers, program brochures, news releases, and the City website.

OTHER JOB FUNCTIONS:

- Performs other tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor’s degree in Parks, Recreation, Exercise Science & Wellness, Social Work, Public Administration, Gerontology or related field plus two (2) years progressively responsible experience, or equivalent combination of related education and experience which provides the necessary knowledge, ability and skill to successfully perform the duties of the position.

TRAINING/CERTIFICATION: Possess valid Washington State driver’s license, current CPR and First Aid certification or be able to obtain them within six months of hire.

KNOWLEDGE:

Knowledge of;

- ❖ Senior citizen and youth programming, principles, and practices.
- ❖ Modern principles and practices related to the planning and administration of a comprehensive municipal recreation program.
- ❖ Community needs, resources and issues related to recreation operations.
- ❖ Grant application development and completion, funding sources and related legislation.
- ❖ City and governmental purchasing policies, procedures and requirements.
- ❖ Budget planning, development and control.
- ❖ Principles and practices of administration, supervision and training.
- ❖ Record management, retention and disposal.
- ❖ Applicable laws, codes, regulations, policies and procedures.
- ❖ Interpersonal skills using tact, patience and courtesy.
- ❖ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ❖ Local governmental organization, operations, policies and objectives.

- ❖ Laws, codes, regulations and City policies governing the operation and use of ~~parks and~~ recreation facilities.

ABILITIES, and SKILLS:

Ability and skill to;

- ❖ Work well with youth and senior citizens.
- ❖ Plan, organize and direct the operation of the City's comprehensive recreation programs, services and facilities.
- ❖ Develop and implement a variety of recreation programs and services, which meet community needs.
- ❖ Respond politely and professionally to multiple and overlapping requests from the public and other departments that conflict with looming deadlines.
- ❖ Assist the City Administrator and provide technical expertise regarding recreation facilities, services, programs and operations.
- ❖ Plan, develop and administer the annual operating budget.
- ❖ Research, evaluate and determine present and future recreation service delivery system needs.
- ❖ Prepare, submit and administer grant applications.
- ❖ Communicate effectively both orally and in writing.
- ❖ Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- ❖ Establish and maintain cooperative and effective working relationships with others.
- ❖ Analyze situations accurately and adopt an effective course of action.
- ❖ Meet schedules and time lines.
- ❖ Prepare comprehensive narrative and statistical reports.
- ❖ Direct the maintenance of a variety of records and files related to ~~parks and~~ recreation operations, activities and budgets.
- ❖ Supervise and evaluate the performance of assigned staff.
- ❖ Prepare and deliver oral presentations.
- ❖ Administer contracts for services provided by outside firms.

WORKING CONDITIONS and PHYSICAL ABILITIES: Work is performed in office settings. Attendance at night meetings may be required. Hand-eye coordination and fine manipulation are necessary to operate computers and various office machinery. This position requires occasional lifting of up to 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dave Schmidt, City Administrator

Date

D. CONSENT AGENDA

CITY OF BUCKLEY		Feb 28 2018	TRANSFER VOUCHER	
From Fund #			To Fund #	
NAME	AMOUNT		NAME	
	Bars Number			Bars Number
1	General Fund	\$ 260,068.29	Payroll Fund	
		\$ 121,599.34	Claims Fund	
	597.00.00.10		101 Street Operations	397.00.00
	597.00.80		7 PD Equip & Maint	397.00.20 St Merge
	597.00.22		3 G F Contingency	397.00.40 St Merge
	597.00.40		430 Utility Equip Res	397.00.60
	597.00.65	\$ 416.00	2 Contingency Reserve Fund	397.00.10 St Merge
101	Street Operations	\$ 4,339.06	Payroll Fund	
		\$ 10,489.13	Claims Fund	
	597.00.00	\$ 42.00	430 Utility Equip Res	397.00.10
	597.00.50.30		1 General Fund Insurance Portion	397.60.82
	597.20.00	\$ 4,000.00	1 General Fund Admin	397.60.20
	597.30.00	\$ 1,000.00	102 Street Capital Improvements	397.00.10.50
	597.50.00.70	\$ 41.00	1 General Fund Dispatch	397.60.22
102	Street Capital Imp	\$ 4,140.43	Payroll Fund	
		\$ 199.18	Claims Fund	
	597.10.00.30	\$ 199.18	1 General Fund Invest Int	397.00.40
	597.10.00.31	\$ 4,225.00	1 General Fund Project Admin	397.60.95
4	Cemetery		Payroll Fund	
			Claims Fund	
	597.00.00	\$ 83.00	430 Utility Equip Res	397.00.20
	597.00.50.30		1 General Fund Insurance Portion	397.60.80 St Merge
105	EMS	\$ 7,428.47	Payroll Fund	
		\$ 7,593.40	Claims Fund	
	597.90.00	\$ 500.00	030/131 Fire Equip/EMS Res	131-397
	597.90.00.40	\$ 125.00	30 Fire/EMS Bunkers	397.10.10
7	PD Maint RES	\$ 1,390.02	Payroll Fund	
			Claims Fund	
	597.10.10.50		1 General Fund	397.10.10.50
	597.10.00.20		307 Capital Improvement	397.10.80.40
8	Railroad ROW	\$ 1,960.54	Payroll Fund	
			Claims Fund	
	597.00.00.45		1 General Fund Park	397.50.15 St Merge
	597.00.50.30		1 General Fund Insurance Portion	397.60.81
	597.00.00.46	\$ 83.00	430 Utility Equip Reserve	397.00.70
	597.00.00.47		35 Park Construction	397.10.20.20
	597.00.00.48		307 Capital Improvement	397.10.80.30
	597.00.00.49		307 Capital Improvement	397.10.80.30

	From Fund #			To Fund #	
	NAME	AMOUNT		NAME	
					Bars Number
109	Criminal Justice			Payroll Fund	
		\$ 500.00		Claims Fund	
	597.10.00.20	\$ 4,167.00	7	PD Maint Res	397.00.00
30	Fire Equip& EMS Res			Payroll Fund	
				Claims Fund	
134	Fire Station Const			Payroll Fund	
				Claims Fund	
	597.10.00.30	\$ 57.24	202	Invest Int Fire Stat Bond Fund	397.00.40
35	Park Construction			Payroll Fund	
				Claims Fund	
	597.10.00.10	\$ 99.24	1	General Fund Invest Int	397.00.40 St Merge
136	Visitor Promo & Dev			Payroll Fund	
		\$ 726.65		Claims Fund	
	597.10.00.10	\$ 81.28	1	General Fund Invest Int	397.00.40
	597.51.00.30		1	General Fund Insurance Portion	397.60.90
	597.52.00.60		1	General Fund Admin	397.60.91
701	Cemetery Improve			Payroll Fund	
				Claims Fund	
307	Capital Imp			Payroll Fund	
		\$ 89,878.19		Claims Fund	
	597.10.00.10	\$ 404.52	1	General Fund Invest Int	397.00.40
	597.10.00.31	\$ 530.00	1	General Fund Project Admin	397.60.99
308	Comp Plan Cap Imp	\$ 2,700.80		Payroll Fund	
				Claims Fund	
401	Natural Gas			Payroll Fund	
		\$ 51.57		Claims Fund	
	6.0% Tax 533.10.54	\$ 63.42	1	General Fund Business Tax	316.43
	597.00.00.70		1	General Fund	397.60.93
	From Fund #			To Fund #	
	NAME	AMOUNT		NAME	

	Bars Number			Bars Number	
402	Water Sewer Rev		\$ 75,280.23	Payroll Fund	
			\$ 53,182.58	Claims Fund	
	10.0 % Tax Water	534.10.54	\$ 6,834.50	1 General Fund Business Tax	316.42
	10.0 % Tax Sewer	535.10.54	\$ 17,509.53	1 General Fund Business Tax	316.44
		597.00.00.50	\$ 542.00	1 General Fund Dispatcher	397.00.60
		597.00.00.51	\$ 6,768.00	1 General Fund Admin Water	397.60.10
		597.00.00.52	\$ 8,363.00	1 General Fund Admin Sewer	397.60.10
	W	597.00.00.53		1 General Fund Insurance Portion	397.60.60
	S	597.00.00.55		1 General Fund Insurance Portion	397.60.60
		597.00.00.70	\$ 69,874.00	405 Sewer Improve Fund	397.00.00 St Merge
		597.00.00.80	\$ 20,105.00	406 Water Improve Fund	397.00.00 St Merge
		597.00.00.40	\$ 2,084.00	430 Utility Equip Res	397.00.40
		597.00.90		308 Comp Plan Cap Imp	397.10.60
		535.10.41		1 General Fund Planning	345.81.00
403	Solid Waste		\$ 65,502.29	Payroll Fund	
			\$ 8,297.30	Claims Fund	
	10.0 % Tax	537.10.54	\$ 8,297.30	1 General Fund Business Tax	316.45
		597.00.00.10	\$ 5,112.00	1 General Fund Admin	397.60.40
		597.00.00.55		1 General Fund Insurance Portion	397.60.83
405	Sewer Ext & Replace			Payroll Fund	
				Claims Fund	
		597.10.00.31	\$ 729.00	1 General Fund Project Admin	397.60.96
406	Water Ext & Replace		\$ 11,753.18	Payroll Fund	
			\$ 1,264.00	Claims Fund	
		597.10.00.31	\$ 1,264.00	1 General Fund Project Admin	397.60.97
407	Storm Drain Op & Maintenance		\$ 14,927.22	Payroll Fund	
			\$ 9,910.67	Claims Fund	
	10 % Tax	531.30.44.01	\$ 4,507.08	1 General Fund Business Tax	316.48
		597.00.00	\$ 1,250.00	430 Utility Equip Res	397.00.50
		597.00.00.10	\$ 8,986.00	408 Storm Drain Cap	397.00.30 St Merge
		597.00.00.20	\$ 6,190.00	1 General Fund Admin	397.60.40.10
		597.00.00.53		1 General Fund Insurance Portion	397.60.71
		597.00.00.57	\$ 42.00	1 General Fund Dispatcher	397.60.21
		597.00.75		308 Comp Plan Cap Imp	397.10.70
430	Utility Equip Res			Payroll Fund	
				Claims Fund	
		597.10.00.10	\$ 2.50	1 General Fund Invest Int	397.00.40
	From Fund #			To Fund #	
	NAME		AMOUNT	NAME	

	Bars Number			Bars Number
202	Fire Stat Const Bond Debt Svcs			Claims Fund
408	Stormwater Cap Project	\$ 429.87		Claims Fund
	597.00.10		307	Capital Improvement
	597.10.00.31	\$ 423.00	1	General Fund Project Admin
103	TBD	\$ 22.59		Claims Fund
	597.00.00	\$ 4,167.00	101	City Street
	595.30.48	\$ 6,792.00	101	City Street
3	General Fund Contingency			
	597.00.30.00	\$ 2.30	1	General Fund Invest Int
				397.00.45 St Merge
	Total Investment Interest to 202	\$ 57.24		
	Total Investment Interest to 001	\$ 789.02		
	Total Payroll	\$ 366,704.61		
	Total Claims	\$ 377,169.91		
	Total Treasurer checks	\$26,059.93		
	Date Approve by Council March 13, 2018			Finance Director Sheila Bazzar, PFO/CMC

E. COMMITTEE REPORTS