

**CITY COUNCIL  
STUDY SESSION  
October 18, 2022**

**ATTENDEES:** Council members Green, Rose, Sundstrom, Burbank, Arsanto, and Smith.

Also, in attendance were: Mayor Burkett, City Administrator Burnell, Judge Berry, Court Administrator Cash, Director of Parks and Recreation Snodgrass, Senior Center Coordinator Mickelson, Finance Director Hines, Public Works Director Banks and Administrative Asst. Clark

Council member Rose called the regularly scheduled meeting to order at 6:02 PM. Mayor Pro Tem Smith arrived at 6:03 PM.

**Budget Presentations:**

**Court:**

Judge Berry explained that the courts are a totally different government than other departments in the judicial branch. She introduced herself to the Council and gave a background to how she became a judge. She discussed the increases in her budget which some of them are state mandated. Mayor Pro Tem Smith complimented the judge on her update and Council member Rose said she is glad to see more in the budget set aside for translators, especially for the different ethnic backgrounds coming to Buckley. Council member Sundstrom stated that he has no issues with the changes because this what we need to do and its very important in these times for court security.

**Admin/Finance/IT:**

Finance Director Hines gave an update on administration, finance, and IT. She spoke on the new finance assistant I position that council approved last year and what a great asset she has already been. Finance Director Hines let Council know she wants to focus on updating policy and procedures and also more timely reporting to Council and public. She explained under administration and City Clerk what all is involved in day to day operations. The change for the budget is a proposal to change the position of administrative assistant to deputy city clerk, not adding a new position, but a title change due to the administrative assistant doing many of the tasks as a deputy clerk.

**Parks and Recreation:**

Director of Parks and Recreation Snodgrass highlighted brief updates on parks, recreation, and facility management, and had restructured the budget so that it is more transparent for public and Council.

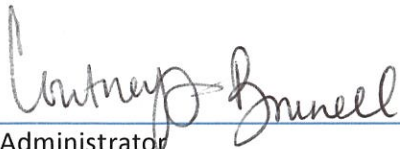
As far as the senior center budget it is dependent on the partnership with a non-profit organization, this partnership houses most of the operation costs for the Buckley Senior Center. This is for cost of the van for transportation, bingo, and other events, it is just the cities cost to make events happen. In the budget the Parks and Recreation Dept. has also asked for a part-time coordinator, and cook. Also what is new for this year in the budget is a 15 hour position, for an assistant to help out with the needs of the members coming into senior center for management of the high number of seniors that are coming in.

As far as the youth center they were blessed with grants this last year. There will be a lot of deflation in the numbers when you look at the budget and this is because of all the grants. The youth center was able to pay for staff for three months because of federal money. The youth center will not be reducing

programs, it was merely the youth center had money coming in that they took advantage of and used most of that money to make long term investments for the center.

**Public Works:**

Public Works Director Banks gave an update about public works budget, and informed the Council on water capital funds and that some were in the 2022 budget and will carry over to the 2023 budget. He also let the Council know that 6 out of the 9 projects are also going to be carried over to the 2023 budget. In 2021 – 2022 budget the public works and parks department had to recruit employees due to losing 4 utility workers and also a parks employee, and Director Banks thinks they have recruited the right people and they are doing a great job. The one thing approved in the 2022 budget that wasn't accomplished was the city engineer position. Director Banks would like to carry that over to 2023 budget and would like to explore the cost difference with the city and instead of a city engineer, but to have a civil inspector because that might be more of a cost savings. He would like to in early 2023 be able to do some more looking into this before moving forward. Public Works Director Banks also gave a heads up that in 2024 budget that he may be asking for administrative support. Right now the current utility clerk spends 80% of her time on utility billing and about 20% on public works assisting. Council member Smith and Sundstrom also agreed.



City Administrator



Mayor

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