



**BUCKLEY CITY COUNCIL MEETING AGENDA**  
**May 10, 2016**  
**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 #13-16  
Next Resolution #16-07  
Next Agenda Bill #AB16-064

**A. Citizen Participation**

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

Meagan Rhodes – White River School District Page 6

**B. Staff Reports**

**C. Main Agenda**

1. ORD No. \_\_\_-16: Amending Inattention Page 9
2. ORD No. \_\_\_-16: Proposing a Permanent EMS Levy Page 13
3. ORD No. \_\_\_-16: Proposing a 6-Year EMS Levy Page 19
4. ORD No. \_\_\_-16: Amending Title 4 – “Cemetery” Page 23
5. RES No. 16-\_\_\_: Amending Personnel Policy & Procedures – Revision #16 Page 41
6. RES No. 16-\_\_\_: Amending Taxes, Rates & Fees Schedule – Revision #22 Page 46
7. Bid Award – Wally’s Playground Replacement Project Page 62
8. Agreement – Purch. & Sale Between the City and Dantzler 410 LLC-Addendum #1 Page 76
9. Seasonal Staffing Request – Planning Department Page 78

**D. Consent Agenda**

Page 81

10. A. Approve Minutes of April 26, 2016 City Council Meeting  
Approve Minutes of May 3, 2016 City Council Study Session
- B. Claims
- C. Transfer Voucher
- D. Payroll

**E. Committee Reports**

Page 90

11. Mayor’s Report Johnson
12. Administration, Finance & Public Safety Boyle Barrett
13. Transportation & Utilities Tremblay
14. Community Services Rose
15. 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>

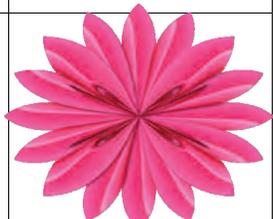
---

## **CITY OF BUCKLEY MEETING LIST**

May 9	10:30 AM	Buckley Hall Board
May 10	7:00 PM	City Council
May 16	7:00 PM	Planning Commission
May 17	9:30 AM	Admin, Finance & Public Safety (City Hall)
May 17	7:00 PM	Transportation & Utilities (City Hall)
May 19	4:00 PM	Community Services
May 24	7:00 PM	City Council
May 31	7:00 PM	Joint Community Coordinating Committee
June 6	7:00 PM	Planning Commission
June 7	9:30 AM	Admin, Finance & Public Safety (City Hall)
June 7	7:00 PM	City Council Study Session
June 13	10:30 AM	Buckley Hall Board
June 14	7:00 PM	City Council
June 16	4:00 PM	Community Services
June 20	7:00 PM	Planning Commission
June 21	9:30 AM	Admin, Finance & Public Safety (City Hall)
June 21	7:00 PM	Transportation & Utilities (City Hall)
June 28	7:00 PM	City Council

# May 2016



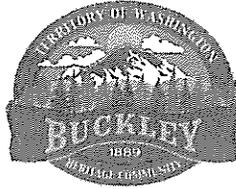
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1</p> 	<p>2</p> <p>7 Planning Commission</p>	<p>3 9:30 Admin, Fin &amp; PS</p> <p>7 City Council Study Session</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>
<p>8</p> 	<p>9</p> <p>10:30 Buckley Hall Board</p>	<p>10</p> <p>7 City Council</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14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

# June 2016



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

**A. CITIZEN PARTICIPATION**



**City of Buckley**  
**Office of Administration -- Mayor Patricia Johnson**

**Citizen Participation Form**

City Council Meeting Date: May 10, 2016

Name: Meagan Rhoades

Organization: White River School District

Phone: 360 829 3815

Email: mrhoades@whiteriver.wednet.edu

Address: 27606 153 st E

City: Buckley WA 98321

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

Thank you for your support and an update  
on our schools and the Bond.

**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			
<b>SUBJECT:</b>  <b>ORD No. ___-16: Amending BMC 11.30 - Inattention</b>  Cost Impact: N/A Fund Source: N/A Timeline: N/A	<b>Agenda Date: May 10, 2016</b>		<b>AB16-064</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson	X	X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Joanne Starr		
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Ellen Boyd		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		X
	Municipal Court – Jessica Cash		X
<b>Attachments:</b> Ordinance			
<p>SUMMARY STATEMENT: The City Council adopted BMC 11.30 “entitled” Inattention in July, 2015. Since implementation the City Municipal Court and Prosecutor have identified that the penalty provision is onerous and should have stated that the penalty for an infraction was “up to” \$250, rather than a set penalty of \$250. The administration and City Council would like to correct this by amending the code to make the penalty be left to the Court up to the maximum penalty of \$250.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: Admin/Fin/Public Safety 5/3/16			
RECOMMENDED ACTION: <b>Motion to Approve ORD No. ___-16 Amending BMC 11.30 Entitled “Inattention.”</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	

**ORDINANCE NO. \_\_\_\_-16**

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, AMENDING CHAPTER 11.30 TO THE BUCKLEY MUNICIPAL CODE ENTITLED "INATTENTION"; AND ESTABLISHING AN EFFECTIVE DATE.

---

**WHEREAS**, City Council adopted BMC 11.30 "entitled" Inattention in July, 2015; and

**WHEREAS**, since implementation the City Municipal Court and Prosecutor have identified that the penalty provision is onerous and should have stated that the penalty for an infraction was "up to" \$250, rather than a set penalty of \$250; and

**WHEREAS**, the City Administration, Municipal Court and Police Department are requesting that this provision be corrected by amending the code to make the penalty be left to the Court up to the maximum penalty of \$250; and

**WHEREAS**, the City Public Safety, Admin & Finance Committee reviewed this request on 5/3/16 and concur that implementing this change would be beneficial; and

**WHEREAS**, the City Council concurs with the Committee's recommendation and desires to amend the penalty provision of this code to be consistent with similar penalties throughout the City's code enforcement provisions; and

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

**Section 1.** Chapter 11.30 of the Buckley Municipal Code entitled "Inattention" is hereby amended to read as follows:

11.30.010 Inattention.

A. No person shall operate a motor vehicle on a street, alley or in ways open to the public within the city in an inattentive manner.

B. "Inattentive manner" means driving in such a manner so as to fail to maintain a careful lookout for persons or property in the direction of travel.

C. Any person violating the provisions of this section is ~~guilty of~~ **found to have committed** an infraction ~~for which the monetary penalty shall \$250.00.~~ **and shall be subject to a penalty as provided in Chapter 1.04 BMC.**

**Section 2.** Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

APPROVED by the Buckley City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR, PAT JOHNSON

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CITY CLERK, JOANNE STARR

APPROVED AS TO FORM

OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO. \_\_\_\_\_

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT: EMS Levy</b>  <b>Ordinance: Proposing a permanent EMS Levy to be considered by the voters of the City at the August 2<sup>nd</sup>, 2016 election.</b>	<b>Agenda Date: May 10<sup>th</sup>, 2016 AB16-065</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		
	City Administrator – Dave Schmidt		✓
	City Attorney – Phil Olbrechts		
	City Engineer – Dominic Miller		
	City Clerk – Joanne Starr		
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore	✓	
	Parks & Rec Dept – Ellen Boyd		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
Municipal Court – Jessica Cash			
City Attorney – W. Scott Snyder		✓	
<b>Attachments:</b> Staff Report, Ordinance			
<p><b>SUMMARY STATEMENT:</b></p> <p>2016 is the sixth year of the City’s current 6-year EMS Levy; the current EMS Levy will expire on December 31<sup>st</sup>, 2016.</p> <p>State statute provides for a 6-year, 10-year, or Permanent EMS Levy. Staff is recommending a Permanent EMS Levy be presented to the voters for consideration at the August 2<sup>nd</sup>, 2016 election.</p> <p>The Permanent EMS Levy would be imposed at the current rate of the expiring 6-year EMS Levy, a rate of \$0.50 cents per \$1,000 of assessed valuation.</p>			
<p><b>COMMITTEE REVIEW AND RECOMMENDATION:</b> Presented to Finance, Administration, and Public Safety Committee at their May3rd meeting. Committee recommends approval.</p>			
<p><b>RECOMMENDED ACTION: MOTION to approve Ordinance # ____ -16.</b></p>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



# CITY OF BUCKLEY FIRE DEPARTMENT STAFF REPORT



May 5<sup>th</sup>, 2016

To: Mayor and City Council  
Fr: Alan Predmore, Fire Chief  
Cc: Dave Schmidt, City Administrator  
Re: EMS Levy

---

This year, 2016, is the sixth year of the City's current 6-year EMS Levy. To fund the revenue source needed for the City of Buckley (Fire Department) to provide emergency medical care and services it is necessary for our EMS Levy to be renewed. Whether or not to renew the EMS Levy is decided by the voters residing within the incorporated boundaries of the City.

Every six years for the past thirty-years voters in the City of Buckley have been asked to consider whether or not to renew the City's 6-year Emergency Medical Services (EMS) Levy. Every sixth year, since 1986 voters have approved renewal of the City's EMS Levy to fund the revenue source necessary for the City to provide emergency medical care and services, including Paramedic Advanced Life Support and EMT Basic Life Support levels of care.

The authority for the City to impose an EMS Levy is provided for through state law. When the state law authorizing a voter approved EMS Levy was originally enacted, the only choice for local jurisdictions was to impose a 6-year levy term. Since then the state law has changed, and local jurisdictions now have the authority to impose a voter approved EMS Levy for a term of 6-years, 10-years, or as a Permanent Levy.

Staff is recommending City Council approve an ordinance to place a proposed Permanent EMS Levy before the voters in this coming August election. Staff proposes a permanent levy based on the following considerations:

1. Maintaining an EMS Levy is necessary to fund city provided emergency medical care and services. While the City has developed some additional revenue producing ventures to aid in funding the cost of providing EMS, there is no revenue source available to fund the cost of providing these services outside of having an EMS Levy in effect. Instituting a Permanent Levy will bring stability to the revenue source necessary to fund the cost of providing EMS.
2. Election costs are expensive; approval of a Permanent EMS Levy may reduce future election costs. While it may still be necessary to conduct future elections for the purpose of maintaining the EMS Levy rate at a level necessary to sustain services, it will not be necessary to have an election each 6 years for the purpose of renewing the EMS Levy.

The filing deadline for the August election is May 13<sup>th</sup>, 2016. Staff recommends Council approval of the ordinance placing a City measure on the August Ballot allowing voters to consider whether or not to approve a Permanent EMS Levy. The proposed rate of the EMS Levy maintains the current levy rate of \$0.50 cents per \$1,000 of assessed value.

If the voters do not approve a Permanent EMS Levy in August, Staff recommends Council present to the voters in November the option to renew the EMS Levy for a new 6-year term, maintaining the current levy rate of \$0.50 cents per \$1,000 assessed value.

Because the filing deadline for the November ballot is August 2<sup>nd</sup>, the date of the August election, the results of the August election will not be known until after the November ballot filing deadline. As such, Staff is presenting the Ordinance for each election so Council may consider both staff recommendations as one is contingent on the outcome of the other. If the outcome of the August election is favorable in passing the EMS Levy the City would take action to withdraw the EMS Levy measure from the November election.

**CITY OF BUCKLEY, WASHINGTON**

**ORDINANCE NO. \_\_-16**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY, AT AN ELECTION TO BE HELD WITHIN THE CITY ON AUGUST 2, 2016, IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, A PROPOSITION AUTHORIZING THE PERMANENT LEVY OF A REGULAR PROPERTY TAX IN AN AMOUNT NOT TO EXCEED FIFTY CENTS (50¢) PER THOUSAND DOLLARS (\$1,000.00) OF THE TRUE AND ASSESSED VALUATION EACH YEAR BEGINNING IN 2017 TO BE COLLECTED IN 2017 AND EACH YEAR THEREAFTER FOR THE PROVISION OF BASIC AND ADVANCED EMERGENCY MEDICAL CARE AND SERVICES, INCLUDING PERSONNEL COSTS, TRAINING FOR SUCH PERSONNEL, AND RELATED EQUIPMENT, SUPPLIES, VEHICLES AND STRUCTURES, ESTABLISHING A REFERENDUM PROCEDURE, PROVIDING FOR AN ACCOUNTING OF THE USE OF THE PROCEEDS, PROVIDING A SEVERABILITY CLAUSE, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, RCW 84.52.069 authorizes cities to permanently impose an additional regular property tax levy of up to fifty cents per one thousand dollars of assessed valuation in order to provide emergency medical care and services; and

**WHEREAS**, the City of Buckley did have approved by the electors in 2010 a regular tax levy in the amount equal to fifty center per one thousand dollars of assessed value of property to augment the cost of emergency medical care and services; and

**WHEREAS**, the levy will end with the 2016 tax year; and

**WHEREAS**, a stable source of funds will ensure emergency medical care and services will ensure that such services can be continuously provided, and thus, be in the best interest of the public health, safety and welfare; and

**WHEREAS**, in order for the City of Buckley to impose a permanent levy pursuant to RCW 84.52.069, it must obtain approval of the qualified voters of the City, and the City Council has therefore determined to submit a proposition to the qualified voters authorizing a permanent levy at a rate not to exceed fifty cents per one thousand dollars of assessed valuation at the primary election to be held on August 2, 2016;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF BUCKLEY ORDAIN AS FOLLOWS:

**Section 1. Calling of Election.** The City Council requests that the Auditor of Pierce County, Washington, as the *ex officio* supervisor of elections, call and conduct an election in the City, in the manner provided by law, to be held therein on August 2, 2016, for the purpose of submitting to the qualified electors of the City for their approval or rejection, the question of whether or not a permanent additional regular property tax levy shall be made in 2017, for collection in 2017 and each year thereafter, a general tax on taxable property in the City in an amount of up to fifty cents per one thousand dollars of the true and assessed valuation of the City, in order to provide emergency medical care and services within the City.

**Section 2. Ballot Proposition.** The City Clerk is authorized and directed to certify, no later than May 13, 2016, to the Auditor, as *ex officio* supervisor of elections in the City, a copy of this ordinance and the proposition to be submitted at that election in the form of ballot title prepared by the City Attorney pursuant to RCW 29A.36.071, as follows:

**CITY OF BUCKLEY  
PROPOSITION NO. 1  
EMERGENCY MEDICAL SERVICES  
PROPERTY TAX LEVY**

Shall the City of Buckley be authorized to impose a permanent regular property tax levy of fifty cents (50¢) or less per thousand dollars (\$1,000.00) of assessed valuation to provide basic and advanced emergency medical care and services?

YES .....   
NO .....

The City Administrator and City Attorney are authorized to make such minor adjustments to the wording of such proposition as may be recommended by the Pierce County Auditor, as long as the intent of the proposition remains clear and as approved by the City Council

**Section 3. Referendum.** A referendum petition to repeal the ordinance which imposes the permanent levy may be filed at any time with the City Clerk. Within ten (10) days, the City Clerk must confer with the petitioner concerning form and style of the petition, issue the petition an identification number, and secure an accurate, concise, and positive ballot title from the Pierce County Auditor. The petitioner has thirty (30) days in which to secure the signatures of not less than fifteen percent (15%) of the registered voters of the city, as of the last general election, upon petition forms which contain the ballot title and the full text of the measure to be referred. The City Clerk and/or designee must verify the sufficiency of the signatures on the petition and, if sufficient valid signatures are properly submitted, must certify the referendum measure to the next election within the city if one is to be held within one hundred eighty days (180) from the date of filing of the referendum petition, or at a special election to be called for that purpose in accordance with RCW 29A.04.330. Pursuant to RCW 84.52.069(4)(b), the

referendum procedure provided herein is exclusive in all instances and supersedes the procedures provided under all other statutory or charter provisions for initiative or referendum which might otherwise apply.

**Section 4. Use of Funds.** If the proposition set forth above is passed by the voters of the City, any and all funds generated as the result of the tax imposed shall be used only for the provision of emergency medical care and emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structure needed for the provision of emergency medical care and emergency medical services.

**Section 5. Separate Accounting.** If the proposition is passed, the Mayor and staff are directed to establish for a separate accounting of all expenditures of revenues generated by the levy. The City shall maintain a statement of the accounting and update the accounting at least every two years. The statement of accounting shall be available to the public upon request at no charge.

**Section 6. Severability.** If any provision of this ordinance is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions of this ordinance, and shall in no way affect the validity of the other provisions of this ordinance.

**Section 7. Effective Date.** This Ordinance shall be in full force and effect upon passage and signatures hereon. A summary of this Ordinance may be published in lieu of publishing the Ordinance in its entirety.

Introduced, passed, and approved this 10<sup>th</sup> day of May, 2016.

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

ATTEST:

\_\_\_\_\_  
Joanne Starr, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
W. Scott Snyder, City Attorney

PUBLISHED: \_\_\_\_\_, 2016  
EFFECTIVE: \_\_\_\_\_, 2016

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT: EMS Levy</b>  <b>Ordinance: Proposing a 6-year EMS Levy to be considered by the voters of the City at the November 8<sup>th</sup>, 2016 election.</b>	<b>Agenda Date: May 10<sup>th</sup>, 2016 AB16-066</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		
	City Administrator – Dave Schmidt		✓
	City Attorney – Phil Olbrechts		
	City Engineer – Dominic Miller		
	City Clerk – Joanne Starr		
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore	✓	
	Parks & Rec Dept – Ellen Boyd		
	Planning Dept – Kathy Thompson		
Police Dept – Chief Arsanto			
Municipal Court – Jessica Cash			
City Attorney – W. Scott Snyder		✓	
<b>Attachments:</b> Staff Report, Ordinance			
<p><b>SUMMARY STATEMENT:</b></p> <p>2016 is the sixth year of the City’s current 6-year EMS Levy; the current EMS Levy will expire on December 31<sup>st</sup>, 2016.</p> <p>Staff has recommended Council authorize an election on August 2<sup>nd</sup>, 2016 for voters to consider replacing the expiring 6-year EMS Levy with a Permanent Levy.</p> <p>However, if the Permanent EMS Levy is rejected by voters at the August 2<sup>nd</sup> election, Staff recommends Council ask voters to consider renewing the EMS Levy for a new 6-year term at the November 8<sup>th</sup> election.</p> <p>Because the filing deadline for ballot measures for the November 8<sup>th</sup> election falls on August 2<sup>nd</sup>, the date of the election, Staff is asking Council to consider both ballot measures in conjunction with each other.</p> <p>The proposed 6-year EMS Levy would impose the current rate of the expiring 6-year EMS Levy, a rate of \$0.50 cents per \$1,000 of assessed valuation.</p>			
<p><b>COMMITTEE REVIEW AND RECOMMENDATION:</b> Presented to Finance, Administration, and Public Safety Committee at their May 3<sup>rd</sup> meeting. Committee recommends approval.</p>			
<p><b>RECOMMENDED ACTION: MOTION to approve Ordinance # _____-16.</b></p>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. \_\_-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY, AT AN ELECTION TO BE HELD WITHIN THE CITY ON NOVEMBER 8, 2016, IN CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE SAME DATE, A PROPOSITION RE-AUTHORIZING A LEVY OF A REGULAR PROPERTY TAX IN AN AMOUNT NOT TO EXCEED FIFTY CENTS (50¢) PER THOUSAND DOLLARS (\$1,000.00) OF THE TRUE AND ASSESSED VALUATION, IN ADDITION TO ITS REGULAR PROPERTY TAX LEVY, AS AUTHORIZED IN RCW 84.52.069, EACH YEAR FOR SIX CONSECUTIVE YEARS, TO BE LEVIED FIRST IN 2017, AND TO BE COLLECTED IN EACH YEAR SUCCEEDING THE YEAR OF THE LEVY. SAID LEVY SHALL PROVIDE FUNDS REQUIRED BY THE CITY FOR THE CONTINUED PROVISION OF BASIC AND ADVANCED EMERGENCY MEDICAL CARE AND SERVICES, INCLUDING PERSONNEL COSTS, TRAINING FOR SUCH PERSONNEL, AND RELATED EQUIPMENT, SUPPLIES, VEHICLES AND STRUCTURES, PROVIDING A SEVERABILITY CLAUSE AND FIXING THE EFFECTIVE DATE.

**WHEREAS**, RCW 84.52.069 authorizes cities to temporarily impose an additional regular property tax levy of up to fifty cents per one thousand dollars of assessed valuation in order to provide emergency medical care and services; and

**WHEREAS**, the City of Buckley's voters approved a regular tax levy in 2010 in the amount equal to fifty cents per one thousand dollars of assessed value of property to augment the cost of emergency medical care and services; and

**WHEREAS**, the 2010 levy expires with the 2016 tax year; and

**WHEREAS**, a stable source of funds will ensure that emergency medical care and services can be continuously provided, and thus, will be in the best interest of the public health, safety and welfare; and

**WHEREAS**, in order for the City of Buckley to impose a temporary levy pursuant to RCW 84.52.069, it must obtain approval of the qualified voters of the City, and the City Council has therefore determined to submit a proposition to the qualified voters re-authorizing the levy at a rate not to exceed fifty cents per one thousand dollars of assessed valuation at the general election to be held on November 8, 2016; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF BUCKLEY ORDAIN AS FOLLOWS:

**Section 1. Calling of Election.** The City Council requests that the Auditor of Pierce County, Washington, as the *ex officio* supervisor of elections, call and conduct an election in the City, in the manner provided by law, to be held therein on November 8, 2016, for the purpose of submitting to the qualified electors of the City for their approval or rejection, the question of whether or not a temporary additional regular property tax levy shall be made in 2016, for collection each year for six consecutive years beginning in 2017, a general tax on taxable property in the City in an amount of up to fifty cents per one thousand dollars of the true and assessed valuation of the City, in order to provide emergency medical care and services within the City.

**Section 2. Ballot Proposition.** The City Clerk is authorized and directed to certify, no later than August 2, 2016, to the Auditor, as *ex officio* supervisor of elections in the City, a copy of this ordinance and the proposition to be submitted at that election in the form of ballot title prepared by the City Attorney pursuant to RCW 29A.36.071, as follows:

**CITY OF BUCKLEY PROPOSITION NO. 1  
EMERGENCY MEDICAL SERVICES PROPERTY TAX LEVY**

Shall the City of Buckley be re-authorized to impose additional regular property tax levies of fifty cents (50¢) or less per thousand dollars (\$1,000.00) of assessed valuation for six consecutive years, with collection beginning in 2017, to continue providing basic and advanced emergency medical care and services?

YES.....  
NO .....

The City Administrator and City Attorney are authorized to make such minor adjustments to the wording of such proposition as may be recommended by the Pierce County Auditor, as long as the intent of the proposition remains clear and as approved by the City Council

**Section 3. Use of Funds.** If the proposition set forth above is passed by the voters of the City, any and all funds generated as the result of the tax imposed shall be used only

for the provision of emergency medical care and emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care and emergency medical services.

**Section 4. Severability.** If any provision of this ordinance is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions of this ordinance, and shall in no way affect the validity of the other provisions of this ordinance.

**Section 5.** This Ordinance shall be in full force and effect upon passage and signatures hereon. A summary of this Ordinance may be published in lieu of publishing the Ordinance in its entirety.

Introduced, passed, and approved this 10<sup>th</sup> day of May, 2016.

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

ATTEST:

\_\_\_\_\_  
Joanne Starr, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
W. Scott Snyder, City Attorney

PUBLISHED: \_\_\_\_\_, 2016

EFFECTIVE: \_\_\_\_\_, 2016

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>ORD No. ___-16: Amending BMC Title 4 - Cemetery</b>  Cost Impact: N/A Fund Source: N/A Timeline: N/A	<b>Agenda Date: May 10, 2016</b>		<b>AB16-067</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson	X	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 – Ellen Boyd		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
Municipal Court – Jessica Cash			
<b>Attachments:</b> Ordinance			
SUMMARY STATEMENT: See findings in the ordinance.			
COMMITTEE REVIEW AND RECOMMENDATION: Admin/Fin/Public Safety 5/3/16			
RECOMMENDED ACTION: <b>Motion to Approve ORD No. ___-16 Amending BMC Title 4 “Cemetery.”</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	

**ORDINANCE NO. \_\_\_-16**

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, AMENDING TITLE 4 OF THE BUCKLEY MUNICIPAL CODE "CEMETERY"; AND ESTABLISHING AN EFFECTIVE DATE.

---

**WHEREAS**, due to declining revenues and increased maintenance and operating costs in the Buckley Cemetery the City Council directed staff to explore more cost effective alternatives for maintaining the operation of this facility approximately 1 ½ years ago; and

**WHEREAS**, as a result of this exercise staff identified that Weeks Funeral Home has been under contract and maintain Enumclaw's Cemetery since 2010; and

**WHEREAS**, Weeks Funeral Homes expressed interest to the City that they would be willing to enter into a similar agreement with Buckley to maintain the Cemetery in this community, as well; and

**WHEREAS**, on April 26, 2016 the City and Weeks Funeral Homes entered into a formal 5 year maintenance agreement for operation and maintenance of the City Cemetery; and

**WHEREAS**, as a result of the transfer and change of duties and responsibilities many of the code provisions in BMNC Title 4 governing the operation of the Cemetery are in conflict with the terms of the agreement; and

**WHEREAS**, City staff reviewed the current operating policies and procedures in Title 4 and terms of the agreement and identified the conflicts and potential changes that would reconcile the two; and

**WHEREAS**, staff have identified these changes in a proposed amendment to BMC Title 4; and

**WHEREAS**, the City Council concurs with staff’s recommendation and desires to adopt the amendments to BMC Title 4 as presented; and

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

**Section 1.** Chapter 4.04 of the Buckley Municipal Code entitled “Superintendent” is hereby amended to read as follows:

**4.04.010 Duties.**

The duties of the cemetery superintendent shall include responsibility for the management, care and upkeep, and scheduling of all activities in and around the city’s cemetery. The city utility superintendent **or designee** shall act as the cemetery superintendent.

**Section 2.** Chapter 4.08 of the Buckley Municipal Code entitled “Definitions” is hereby amended to read as follows:

**4.08.010 Human remains – Remains.**

“Human remains” or “remains” means the body of a deceased person, and includes the body in any stage of decomposition except cremated remains.

**4.08.020 Cremated remains.**

“Cremated remains” means human remains after cremation in a crematory.

**4.08.030 Cemetery.**

“Cemetery” means any one, or a combination of more than one, of the following:

- (1) A burial park, for earth interments;
- (2) A mausoleum, for crypt interments;
- (3) A columbarium, for permanent cinerary interments.

**4.08.040 Burial park.**

“Burial park” means a tract of land for the burial of human remains in the ground.

**4.08.050 Mausoleum.**

“Mausoleum” means a structure or building for the entombment of human remains in crypts.

**4.08.060 Crematory.**

“Crematory” means a building or structure containing one or more retorts for the reduction of bodies of deceased persons to cremated remains.

**4.08.070 Columbarium.**

“Columbarium” means a structure, room or other space in a building or structure containing niches for permanent inurnment of cremated remains.

**4.08.080 Interment.**

“Interment” means the disposition of remains by inurnment, entombment or burial.

**4.08.090 Cremation.**

“Cremation” means the reduction of the body of a deceased person to cremated remains in a crematory in such a manner that the largest dimension of any remaining particle does not exceed five millimeters; provided, that if a person entitled to possession of such remains under the provisions of RCW 68.50.270 is going to place the cremated remains in a cemetery, mausoleum, columbarium, or building devoted exclusively to religious purposes, the five millimeter dimension requirement shall not apply.

**4.08.100 Inurnment.**

“Inurnment” means placing cremated remains in an urn or vault and placing it in a niche.

**4.08.110 Entombment.**

“Entombment” means the placement of human remains in a crypt or vault.

**4.08.120 Burial.**

“Burial” means the placement of human remains in a grave.

**4.08.130 Grave.**

“Grave” means a space of ground in a cemetery used or intended to be used for burial.

**4.08.140 Crypt.**

“Crypt” means a space in a mausoleum of sufficient size, used or intended to be used to entomb human remains.

**4.08.150 Vault, lawn crypt, liner.**

“Vault,” “lawn crypt” or “liner” means any container which is buried in the ground and into which human remains are placed in the burial process.

**4.08.160 Niche.**

“Niche” means a space in a columbarium used or intended to be used for inurnment of cremated remains.

**4.08.180 Temporary receiving vault.**

“Temporary receiving vault” means a vault used or intended to be used for the temporary placement of human remains.

**4.08.190 Cemetery business – Cemetery purposes.**

“Cemetery business” and “cemetery purposes” are used interchangeably and mean any and all business and purposes requisite to, necessary for, or incident to establishing, maintaining, operating, improving or conducting a cemetery, interring human remains, and care, preservation, and embellishment of cemetery property.

**4.08.200 Lot, plot or interment plot.**

“Lot,” “plot,” or “interment plot” means space in a cemetery used or intended to be used for the interment of human remains.

**4.08.210 Plot owner, owner or lot proprietor.**

“Plot owner,” “owner” or “lot proprietor” means any person in whose name an interment plot stands of record as owner in the city office.

**4.08.220 Superintendent.**

“Superintendent” means the public works utility superintendent or his/her designated representative as appointed by the mayor.

**Section 3.** Chapter 4.12 of the Buckley Municipal Code entitled “Setting Aside and Caring for Land” is hereby amended to read as follows:

**4.12.010 Authority to set aside.**

The city council is authorized to set aside any portion of the Buckley cemetery for the purpose of sale of any lot or lots. ~~Twenty five~~ **Fifteen** percent of all money received from the sale of any cemetery lot shall be paid into the cemetery endowment care fund. ~~Forty percent of all money received from the sale of any cemetery lot to a non-Buckley resident shall be paid into the cemetery endowment care fund.~~ The remainder of the proceeds from the sale of cemetery lots shall be placed in the regular cemetery **operating** fund.

**4.12.020 Authority to acquire.**

The city is authorized to accept, take and hold any property, real or personal, bequeathed or given in trust, and invest such property as provided in this title, and apply the income therefrom for the improvement or embellishment of said cemetery or for the repair, erection or preservation of any building or structure, fence or walk upon the said cemetery or for the repair, preservation, erection or renewal of any tomb, monument, gravestone, fence, railing or other erection at or around such cemetery, or for planting and cultivating trees, shrubs, flowers or plants in or around such lot or lots or for improving or embellishing such cemetery, in any manner or form consistent with the design and purpose of this chapter, and in accordance with the terms of such grant, devise or bequest.



**4.20.010 Full payment required.**

All lots are to be purchased at the office of the city treasurer. No lots, tracts, or grave space shall be occupied for burial purposes until the same has been paid for in full. The cemetery superintendent **or designee** will permit no burials without a receipt signed by the city treasurer showing payment for such lot or tract.

**4.20.015 Manner of payment.**

Cemetery lots not paid in full at the time of reservation shall be paid in accordance with this provision. Purchasers shall pay a down payment of no less than 25 percent of the current sale price as provided by city resolution. The balance of the purchase price shall be paid in full within eight months of the date of reservation. No interest shall be charged during this eight-month period. In the event the purchase price is not fully paid within the above-referenced eight-month time period, the owner shall forfeit any and all reservations to the lot and all moneys paid as a part of the down payment. Any lot so reserved shall then be open for purchase by any other member of the public.

**4.20.020 Schedule of prices.**

The schedule of cost for all lots, blocks, tracts, or parcels of land in the platted portion of said cemetery property shall be fixed and adopted by resolution of the city council and filed in the office of the city clerk. No lots, tracts, or grave space shall be sold or disposed of for less than the price named in such schedule which may be in force at the time of such sale or disposal.

**4.20.030 Notice to superintendent.**

When interments or disinterments must be made, notice shall be given in advance to the cemetery superintendent or **designee** so as to have no less than 24 hours (and at least one working day prior notice) in order to properly prepare the grave.

**~~4.20.040 Restrictions — Added expense.~~**

~~Interments, disinterments or removals will not be permitted on Sundays or legal holidays, except in cases of city approved emergencies. When extra expense is brought about by reason of an emergency burial, disinterment or removal, additional expenses to the established charge shall be~~

~~added. All Saturday funerals will be finished by 12:00 noon. Funerals occurring on regular working days shall be scheduled to comply with the working hours of the city crew. If a funeral runs past the regular working hours of the city crew, there will be a charge for overtime.~~

**4.20.050 Designation of position of grave.**

When an interment is to be made, the exact position of the grave must be designated and this order must be given in person, in writing, to the ~~city~~ [cemetery superintendent or designee](#).

**4.20.060 More than one burial per grave.**

There shall be only one burial per grave on any grave purchased after January 1, 1964, except as follows:

- (1) Cremains of up to four people may be interred in a single grave, regardless of whether there has been a previous burial; provided, however, that when a conventional burial is proposed subsequent to interment of cremains, the conventional burial will be permitted only if the cremains of no more than one person have been previously interred on the proposed burial site.
- (2) The bodies of two children may be interred in a single adult grave; provided, the outer case of neither is more than four feet in length.

**4.20.070 Disinterment authorization.**

No disinterment will be allowed without the written consent of the superior court of Pierce County.

**4.20.080 Proof of ownership.**

On the death of any owner of lots in the cemetery, the heirs or assigns or devisees of such decedent must, if required, furnish to and file with the city satisfactory proof of their ownership, and all such papers shall remain with the city. No transfer of any lot or interest therein will be valid without the city first being notified of such transfer and the same shall have been endorsed on the books of the city. No cemetery lot, tract, or grave space purchased from the city shall be resold to any person, firm, or corporation other than the city. The city will, upon written application, return the purchase price of any lot, tract, or grave space at the price originally charged by the city.

**4.20.090 Funeral within grounds.**

Funerals within the grounds shall be under the control of the cemetery superintendent or ~~one of his assistants~~ ~~designee~~.

**4.20.100 Opening and closing graves.**

All graves shall be opened and closed by city employees ~~or designee~~. A charge payable in advance shall be made for each opening and closing, at a cost established by the city council by resolution ~~or by designee if the city council has delegated this responsibility through a formal agreement~~.

**4.20.110 Liner or vault required.**

No interments will be permitted in the cemetery without a reinforced concrete liner or state approved type of burial vault.

**4.20.120 Sodding and seeding.**

All graves will be sodded or seeded by the city ~~or designee~~ without charge to the lot owners when the grave has thoroughly settled and has been made level with the surface of the surrounding lawn.

**Section 6.** Chapter 4.24 of the Buckley Municipal Code entitled “Monuments, Headstones and Plantings” is hereby amended to read as follows:

**4.24.010 Aboveground marking restricted.**

All work in the care and improvement of lots shall be done by ~~employees of the city cemetery superintendent or designee~~. No lots or graves shall be defined by small trees, shrubs, roses, plants, fences, roping, railing, or any other marking that will extend above the ground. All marking of lot boundaries will be by cornerstones set by the cemetery superintendent upon the lines bounding the lots. Cornerstones must not project above the ground and must be altered or removed.

**4.24.020 Permission from city for objects on lots.**

No iron works, wire works, seats, boxes, benches, artificial flowers, arbors, trellises, tripods, or objects of similar description will be allowed on lots. Benches may be placed on special areas designated by the cemetery superintendent, subject to city council approval. The cost for the bench lot on which the bench is to be placed shall be ~~\$300.00~~ fixed and adopted by resolution of the city council or by designee if the city council has delegated this responsibility through a formal instrument. ~~This cost shall be used for maintenance of the area surrounding the bench.~~

**4.24.030 Planting restricted – Removal.**

In order to secure the best general appearance, all plantings not prohibited in BMC 4.24.010 and 4.24.020 shall be done only in accordance with the established plan under the direction of the cemetery superintendent and the planning director. The city reserves the right to exclude or remove from any lot any headstone, monument, or other structure, tree, plant, or any other object that may conflict with the regulations or which the city may consider injurious to the general appearance of the cemetery grounds. No trees, plants or flowers growing within any lot shall be removed or trimmed without the consent of the cemetery superintendent or designee.

**4.24.040 Alteration of avenues, walks and roads.**

The city reserves the right to lay out, alter or vacate avenues, walks, and roads, to establish the grade of avenues, walks, and roads and to change these rules and regulations as may be deemed necessary and proper by the cemetery superintendent and the city council to secure and promote the general interests of the cemetery; and no advance notice of such intended action shall be required.

**4.24.050 Monument, marker and headstone classifications.**

(1) ~~No monuments, headstones or markers will be permitted upon the cemetery grounds except as shall be set flat and flush with the ground.~~ All monuments, headstones, or markers will be set flat and flush with the ground except in areas designated by the cemetery superintendent or designee for the placement of upright monument, markers, or headstones

(2) All monuments, headstones and markers less than three inches thick will be set in a concrete base, said base to extend four inches on all sides not containing a flower vase hole and not over six inches on sides or ends which do not contain a flower vase hole. On cremation lots the maximum size of monuments, headstones and markers shall be 22 inches by 22 inches on a single lot and 22 inches by 44 inches for a double. On regular full size lots, the maximum size of monuments, headstones and markers shall be 44 inches wide and 24 inches long on a single lot and 70 inches wide and 24 inches long for a double. For lots in the baby land the maximum size of monuments, headstones and markers shall be 32 inches wide and 24 inches long.

(3) No monuments, markers or headstones may be installed within the cemetery without giving 24 hours' advance notice to the ~~city~~ **cemetery superintendent or designee**. No monuments, markers or headstones shall be set except during the hours of ~~7:00~~ **8:30** a.m. to ~~3:30~~ **5:00** p.m., Monday through Friday. Prior to installation of a monument, marker or headstone, the installer shall obtain **approval from the cemetery superintendent or designee** ~~setting permit from the city~~, the application for which shall require information on the lot location, the lot owner, the stone size and the time and date of installation. The fee for said setting permit will be **\$35.00 established by city council resolution or by designee if the city council has delegated this responsibility through a formal agreement**, and must be paid in advance of the setting. This fee shall reimburse the ~~city~~ **cemetery** for review of the layout and finished installation inspection by ~~city~~ **cemetery** personnel. After installation, all dirt and sod shall be hauled away from the cemetery grounds and the work area shall be cleaned to the satisfaction of the ~~city~~ **cemetery superintendent or designee**.

#### **4.24.060 Existing aboveground marking.**

All existing aboveground monuments, headstones, and markers that become a safety hazard or maintenance problem may be removed and reinstalled flush to the ground when approved by the cemetery superintendent and the city council. The cemetery superintendent shall attempt to contact relatives or others to be notified of the change. If this cannot be done an ad will be run in the local newspaper for two consecutive weeks stating that the change will be undertaken.

**Section 7.** Chapter 4.28 of the Buckley Municipal Code entitled "Conduct Within the Cemetery" is hereby amended to read as follows:

**4.28.010 Dogs and firearms prohibited.**

Persons with dogs or firearms shall not be permitted to enter the cemetery grounds, except that this shall not apply to the use of firearms in any military service or seeing eye service dogs, and police K-9 units and police.

**4.28.020 Vehicles on grounds.**

No vehicle other than for cemetery purposes shall be driven in any part of the cemetery except on the driveways laid out for that purpose. Vehicles shall not be driven in the cemetery at a speed to exceed 15 miles per hour. No vehicles shall be driven or parked in any part of the cemetery between the hours of sunset to sunrise of each day, except for official city vehicles.

**4.28.030 Soliciting and sign.**

Soliciting for sale of monuments or other related work will not be permitted on the cemetery grounds. Signs and advertisements of every description are strictly prohibited in any part of the cemetery, except for official city cemetery signs.

**4.28.040 Gratuities to employees.**

Lot owners, purchases, visitors or other persons are prohibited from giving gratuities to any employee for city service rendered.

**4.28.050 Injuring vegetation, monuments or headstones.**

Picking flowers, breaking or injuring trees, or shrubs, or in any way damaging any monument, headstone or city property is prohibited.

**4.28.060 Bills deemed lien.**

Any bills due to the city or to the cemetery for labor and materials supplied are a lien on the lot until paid.

**4.28.070 Rubbish deposit.**

All paper, rubbish, dead flowers and floral pieces must be deposited by the person responsible therefor in receptacles provided for that purpose.

**4.28.075 Glass Prohibited.**

Glass vases, decorations, etc. are prohibited in the cemetery.

**4.28.080 Flower receptacles – Artificial flowers and other artificial items.**

Receptacles for cut flowers should be sunk level with the ground to ensure the safety of such articles and to facilitate the cutting of grass from the grave. Artificial flowers and other artificial items will not be allowed to remain on any grave past a normal mowing cycle.

Flowers from funeral services may be left on the grave site for five days following a funeral service. After five days, the displays will be removed and discarded.

Fresh cut flowers may be displayed at any time provided they are placed in approved vases. Approved vases are those which are set in the concrete foundation surrounding the stone marker, and are designed to provide a flush surface when not in use for flowers. Wilted flowers will be removed and the vase returned to the flush position.

On all federal holidays, flowers and plants may be placed on all markers for a nine-day period. The nine-day period begins Saturday before the holiday and ends the Sunday following the holiday. On the following Monday, all flowers and plants will be removed and discarded. If the flowers and plants are to be saved they must be removed before the nine-day period is over. The ~~city crew~~ cemetery staff will not salvage or store any of the displays they remove.

During winter, flower pots may be left on a marker and discharged at each mowing. The city is not responsible for damage or theft of flowers, plants or containers on the cemetery grounds.

**4.28.090 Conduct of visitors and the public.**

Visitors and “the public” are invited to utilize the Buckley cemetery in a manner consistent with this purpose as a place of interment and as a memorial, subject to the following rules:

- (1) Children under the age of 16 are not permitted on the premises unless in the company of an adult and they shall be supervised at all times.
- (2) The headstones and monuments on the premises shall not be handled, climbed upon or otherwise mistreated.
- (3) No one shall move, repair, or otherwise alter any monument or headstone without the permission of the cemetery superintendent.
- (4) No one shall deface or otherwise damage any headstone or monument.

The following warning shall be posted on the cemetery grounds:

**The headstones and monuments on these premises may fall resulting in serious personal injury if moved or climbed upon. All entrants to the Buckley cemetery do so at their own risk.**

**Section 8.** Chapter 4.32 of the Buckley Municipal Code entitled “Miscellaneous” is hereby amended to read as follows:

**4.32.010 Maintenance of markers or monuments.**

The city **and/or designee** does not bind itself to maintain, repair or replace any grave markers or monumental structures erected upon any lot. If such repairs or replacements are desired by the lot owner, such repairs or replacements can be made by the cemetery ~~crew~~ **staff** at established rates or at a cost agreed upon by the lot owner and the superintendent of the cemetery.

**4.32.015 Errors May be Corrected.**

**The city and/or designee reserves, and shall have the right to correct any errors that may be made by it either in making interments, disinterment, or removals, or in the description, transfer or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as**

possible, or as may be selected by the city and/or designee, or, at the sole discretion of the city and/or designee, by refunding the amount of money paid on account of said purchase. In the event the error shall involve the interment of the remains of any person in such property, the city and/or designee, reserves, and shall have, the right to remove and re-inter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

The city and/or designee, reserves, and shall have the right to correct any errors made by placing an improper inscription, including any incorrect name or date on the memorial or on the container for cremated remains, crypt front or niche.

The city and/or designee, reserves, and shall have the right to correct any error that may be made by its employees or by any other person or persons in the location or placing of a memorial in the cemetery

#### **4.32.020 Exceptions.**

The city council has the right to make exceptions from the rules in this title when deemed advisable for the best interest of the property; such exceptions shall not be considered as rescinding or waiving any of these rules. Any waiver that may be made by the city council shall not be or be considered to be a continuing waiver and shall not bar the city council from enforcing the usual rules and regulations at any later time it may desire to do so.

**Section 9.** Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 10.** Effective date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the city, and shall take effect and be in full force five (5) days after publication.

APPROVED by the Buckley City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR, PAT JOHNSON

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CITY CLERK, JOANNE STARR

APPROVED AS TO FORM

OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO. \_\_\_\_\_

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>RES No. 16-__ : Amending Personnel Policy – Section 4.01 - Personal Appearance, Conduct &amp; Attitude</b>  Cost Impact: N/A Fund Source: N/A Timeline: N/A	<b>Agenda Date: May 10, 2016</b>		<b>AB 16-068</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt	X	X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	Building Depart – Mike Deadmond		
	Finance Depart – Sheila Bazzar		
	Fire Depart – Chief Predmore		
	Parks & Rec Depart – Ellen Boyd		
	Planning Depart – Kathy Thompson		
	Police Depart – Chief Arsanto		
	Muni Court – Jessica Cash		
	City Clerk – Joanne Starr		X
<b>Attachments: Resolution</b>			
SUMMARY STATEMENT: Resolution amending provisions of Personnel Policy 4.01 that adds guidance for employee’s personal appearance, conduct and attitude; specifically related to tattoos, jewelry or body piercing(s) and hats/head covers worn for medical or religious purposes.			
COMMITTEE REVIEW AND RECOMMENDATION: Admin/Fin & PS - 4/5/2016 & 4/19/16			
RECOMMENDED ACTION: <b>MOTION to Approve RES No. 16-__ Amending Personnel Policy 4.01 Related to Personal Appearance, Conduct &amp; Attitude.</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	

**RESOLUTION NO. 16-\_\_**

**BUCKLEY, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTION 4.01 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND PROCEDURES MANUAL” TO ADD POLICIES REGARDING JEWELRY AND PERSONAL DECORATION FOR CITY EMPLOYEES.**

**WHEREAS**, the City Council adopted the most current version of the “City of Buckley Personnel Policies and Procedures Manual” on February 23, 2016; and

**WHEREAS**, Section 4.01 provides guidelines for employees personal appearance, conduct and attitude; and

**WHEREAS**, the current policy on employees personal appearance is general in its description and does not offer guidance on an individual’s tattoos, jewelry or body piercing(s); and

**WHEREAS**, due to this lack of guidance there has been confusion in the past over what is and what isn’t allowed by City employees and departments; and

**WHEREAS**, in order to obtain guidance on the issue City staff and the Admin/Finance/Public Safety Committee sought examples from other municipalities and MRSC and drafted new policies that would help to clarify the City’s position on this issue; and

**WHEREAS**, Admin/Finance/Public Safety Committee reviewed this issue during consecutive meetings on 4/5/2016 and 4/19/16 and a new policy clarifying what is and is not acceptable would be in the best interest of the City; and

**WHEREAS**, the Committee therefore recommends that Section 4.01 be amended to offer guidance on an individual’s tattoos, jewelry or body piercing(s); and

**WHEREAS**, the City Council concurs with the Committee recommendation and desires to amend Section 4.01 of the Personnel Policies and Procedures Manual to offer guidance on an individual's tattoos, jewelry or body piercing(s);

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby amends the Section 4.01 of the City of Buckley "Personnel Policies and Procedures Manual" Revision #16 as attached in Exhibit "A" attached hereto and incorporated herein by this reference.

Introduced, passed and approved this \_\_\_\_\_ day of May 10, 2016.

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

**ATTEST:**

\_\_\_\_\_  
Joanne Starr, City Clerk

**APPROVED AS TO FORM:**

City Attorney\_\_\_\_\_

**POSTED:** May \_\_\_\_, 2016

## Exhibit "A"

### 4.01 Personal Appearance, Conduct & Attitude

Employees shall wear appropriate attire for their position and department, as determined by the Department Manager. Most City jobs involve contact with the public and other employees. Dress, grooming, and hygiene standards which are compatible with a professional, business-like atmosphere and which demonstrate respect for co-workers should be observed. A neat and presentable appearance is required at all times while on the job and representing the City of Buckley. Employees are expected to be positive in attitude even when dealing with citizens under strained or emotional conditions.

4.01.01 Uniforms. Should uniforms, safety apparel, or equipment be required for a particular position, they will be provided at City expense as provided for in administrative regulations. Except for exigent circumstances, uniforms identifiable with the City of Buckley shall only be worn to and from work and during hours of work or duty.

4.01.02 Aromatic Sensitivities. Some employees may be sensitive and/or have allergies to smells and/or fragrances. Please be courteous to those around you when cooking strong smelling foods, such as fish, in common areas not designated as the lunchroom, and/or eating such food at your desk, as well as when using scented products, such as air fresheners, sprays, potpourri, lotions, makeup and colognes/perfumes. Scents linger and travel from workspace to workspace affecting those that may have sensitivities.

4.01.03 Jewelry and Personal Decoration. Accessories should be in good taste, with limited visible body piercing and no visible tattoos that may be offensive to others. The City prohibits any visible tattoo that is offensive. "Offensive" tattoos include, but are not limited to, any body tattoo or decal depicting nudity, violence, sexually explicit or vulgar art or words, or that is objectionable or demeaning to the image of the City. In general, if the City's other policies (e.g., Harassment Prevention) or Conduct (e.g., Respect) would prohibit the speaking of the words, or display of the art, in the workplace then the tattoos, jewelry or body piercing(s) may not be visibly worn at work. Employees may wear jewelry or body piercing(s) that does not detract from the overall professional appearance or that does not interfere with or diminish the effectiveness of personal protective equipment that may be required to perform the duties of their job position. Supervisors have the sole discretion to decide whether visible tattoos, jewelry or body piercing(s) are appropriate for the job position.

Hats and head covers that are required for medical or religious purposes or to honor cultural tradition are allowed and may also be worn upon prior approval of the Mayor and Department Head.

If clothing fails to meet these standards, as determined by the employee's supervisor and Department Head, employees may be sent home to make appropriate changes. Failure to return to work in compliance with the request will also be considered a violation of this policy. Progressive disciplinary action will be applied if dress code violations occur.

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT: RES No. 16-__:</b> <b>Amending the City's Taxes, Rates &amp; Fees Schedule Revision #22</b>	<b>Agenda Date: May 10, 2016</b>		<b>AB16-069</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson	X	X
	City Administrator – Dave Schmidt	X	X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	Building Depart – Dean Mundy		
	Finance Depart – Sheila Bazzar		
	Fire Depart – Chief Predmore		
	Parks & Rec Depart – Ellen Boyd		
	Planning Depart – Kathy James		
	PW Depart - John Dansby		
Police Depart – Chief Arsanto			
Muni Court – Jessica Cash			
City Clerk – Joanne Starr		X	
<b>Attachments:</b> Resolution, Fee Schedule			
<p>SUMMARY STATEMENT: Resolution making corrections to language and adjusting fees;</p> <ul style="list-style-type: none"> <li>• Adds daily rental fee for the old jail facility; and</li> <li>• Adjust Park Impact fees to match Municipal Code; and</li> <li>• Adjusts Cemetery Lot fees per Weeks request to eliminate non-residential price difference; and</li> <li>• Eliminates Cemetery service charges per Weeks Maintenance Agreement; and</li> <li>• Replaces stormwater impervious surface acronym with ESU versus ERU to match Municipal Code reference.</li> </ul>			
COMMITTEE REVIEW AND RECOMMENDATION: AF&PS 5/3/16			
RECOMMENDED ACTION: <b>MOTION to Approve RES No. 16-__, Amending the City's Taxes, Rates &amp; Fees Schedule Revision #22.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

**CITY OF BUCKLEY, WASHINGTON**

**RESOLUTION NO. 16-\_\_\_**

**A RESOLUTION OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON REVISING THE COMPREHENSIVE TAXES, RATES AND FEES SCHEDULE TO ADD RENTAL RATES FOR THE OLD JAIL, REVISE CEMETERY RATES AND AMEND ACRONUYM FOR STORMWEATER ERU’S TO ESU’S.**

**WHEREAS**, through adoption of Resolution 08-05 the City Council established a comprehensive schedule of taxes, rates and fees for the City; and

**WHEREAS**, subsequently the comprehensive schedule of taxes, rates and fees was has been amended to update taxes, rates and fees on an as needed basis; and

**WHEREAS**, based upon interest from filming companies for use of the old City jail facility the City needs to establish rental rates for use of the facility; and

**WHEREAS**, due to the City recently entering into contract with Weeks Funeral Home for maintenance and operation of the City Cemetery adjustments to rates for services are needed; and

**WHEREAS**, due to language conflicts between adopted code in BMC 14.28 and the adopted Taxes, Rates & Fees Schedule, the acronym for Equivalent Residential Units (ERU) should read Equivalent Service Unit (ESU) to match the definition in the municipal code; and

**WHEREAS**, the City Council desires to amend the adopted Taxes, Rates and Fees Schedule to adjust the fees and/or language for the aforementioned services,

**NOW THEREFORE BE IT RESOLVED** the City Council of the City of Buckley hereby repeals and replaces the “City of Buckley Taxes, Rates and Fee

Schedule” adopted by Resolution No. 15-21 with Ex. A, attached hereto and incorporated by this reference as if set forth in full.

Introduced, passed and approved this 10<sup>th</sup> day of May, 2016.

---

Pat Johnson, Mayor

ATTEST:

---

Joanne Starr, City Clerk

**APPROVED AS TO FORM:**

---

Phil Olbrechts, City Attorney

**Posted:**

# CITY OF BUCKLEY

## TAXES, RATES & FEES SCHEDULE (RES #16- : 22nd Revision)

BMC SECTION	DESCRIPTION	TAX, RATE OR FEE
<b>Title 1</b>	<b><u>General</u></b>	
	General Penalties	
1.04.020	Gross Misdemeanor	Fine not to exceed \$5,000 or by confinement in jail for a term not to exceed 1 year or by both such fine and confinement
1.04.020	Misdemeanor	Fine not to exceed \$1,000 or by confinement in jail for a term not to exceed 90 days or by both such fine and confinement
1.04.020	Infraction	Civil infractions are punishable by a maximum penalty of \$250.00 not including statutory assessments.
1.12.140	Infraction	(a) Payment of a fine of not more than \$250.00 for each day of noncompliance; (b) Payment of court costs as defined by rule or statute; (c) Payment to the prevailing party of its reasonable attorneys' fees as allowed by RCW 7.80.140.
<b>Title 2</b>	<b><u>Administration</u></b>	
2.99.010	Buckley Community Hall Short Term Rentals	
	Entire Day Rental Fee (8am - 12am)	\$500.00
	Hourly charge (8am - 12am) (3 HR MIN/5 HR MAX)	\$50.00
	After Hours Rate (after 12am)	\$75/HR
	Utility Surcharge (Oct 15 through April 15)	\$25.00
	Building Deposit (to include Key Charge) wo/ alcohol served	\$350.00
	Refundable Amount (Subject to Terms of Rental Agreement)	\$350.00
	Building Deposit (to include Key Charge) w/ alcohol served	\$750.00
	Refundable Amount (Subject to Terms of Rental Agreement)	\$750.00
	Commercial kitchen only (Mon-Thurs)	
	Hourly Rate (per user - no minimum)	
	- resident	\$10.00
	- nonresident	\$25.00
	Daily rate (8 hours or more)	
	- resident	\$80.00
	- nonresident	\$200.00
	+ cleaning deposit (refundable)	\$50.00
	Long Term Rentals (Requires Rental Agreement)	
	Weekley Rate (Hours TBD)	\$500.00
	Monthly Rate (Hours TBD)	\$1,612.00
	Partial Periods	\$1.18/mo/sq ft of space used*
	Annual Rate (Hours TBD)	TBD
	*Note: Space used encompasses the entire area of any portion occupied in a room that is not considered as storage and/ or a closet. As an example, use of a small portion of a space (i.e. office, common area, meeting room, etc.) will constitute use of the entire area. Space used in storage area(s) or closet encompasses only the area used and/or occupied in the room/area. Use of kitchen and restroom facilities will be detailed in the Rental Agreement	
	<b>Old Jail Facility Rental</b>	
	<b>Short Term Rentals</b>	
	Entire Day Rental Fee (8am - 12am)	\$250.00
	Hourly charge (8am - 12am) (3 HR MIN/5 HR MAX)	\$50.00
	Note: Portions of the jail facility are not accessible to public uses due to sensitive and security concerns. Due to this the City requires that a designated officer be on-site at all times during use. In addition to the rental rate users will also be required to pay the actual cost for any staff required to be onsite during the rental period.	
	Private/Public Program Fees**	
	Youth Classes/Programs	TBA - Instructor Cost, supply cost, plus 20%*
	Adult Classes/Programs	TBA - Instructor Cost, supply cost, plus 20%*

Family Classes/Programs

TBA - Instructor Cost, supply cost, plus 20%\*

Drop In Classes

TBA - Drop In Rate plus 20%\*

**\*Note: Contract Instructors** - Any contract instructor charging for their services or classes is required to pay the City of Buckley 20% of all program enrollment fees he/she charges. The instructor is responsible for providing their own class supplies and needed materials.

2.99.020

Fee Waiver

Subject to BHB Review

**Title 3**

New

3.18

**Revenue and Finance**

Administrative Fees

Pierce County Auditor Recording

Cost

Copy charge - Per Page - 8 1/2 X 11, 8 1/2 X 14, and 11 X 17 paper sizes

\$ 0.15/page

Audio or Video Tapes

\$10.00

Computer Disks and/or USB Flash Drive

\$10.00

Oversized Plans, Aerial Photos, Drawings, and Maps (Black and White)

Cost

Color GIS Plotted Maps

Cost

Other Documents

Cost

Public Notice

Cost

Insufficient Funds - Returned Check Charge

\$25.00

City Flag (Any Size)

Cost + 20% Admin Charge

Concealed Pistol Permit

Original

\$50.75

Replacement

\$10.00

Renewal (up to 90 Days before)

\$32.00

Late Renewal (up to 90 days after)

\$42.00

Fingerprinting

One card

\$10.00

Two cards

\$15.00

Cardiopulmonary Resuscitation (CPR), First-Aid (FA) and Bloodborne Pathogens (BBP) classes

\*Residents

First-Aid only

\$10.00

CPR only

\$10.00

BBP

\$10.00

Combo CPR & FA

\$15.00

Non-Residents

First-Aid only

\$20.00

CPR only

\$20.00

BBP

\$20.00

Combo CPR & FA

\$35.00

\* (individuals currently employed at a business located within the City of Buckley who are taking a community offered class as a requirement of their employment will be charged the Resident fee)

3.434.020

Ambulance Service Fees

Basic Life Support (BLS)

Non-Emergency

Per Patient Call

\$650.00

Plus mileage charge of \$17.25/loaded patient mile

+ mileage charge (left)

Emergency Response

Per Patient Call

\$725.00

Plus mileage charge of \$17.25/loaded patient mile

+ mileage charge (left)

Advanced Life Support (BLS)

Emergency Response Level 1

Per Patient Call

\$930.00

	Plus mileage charge of \$17.25/loaded patient mile		+ mileage charge (left)
	Emergency Response Level 2 Per Patient Call		\$1,050.00
	Plus mileage charge of \$17.25/loaded patient mile		+ mileage charge (left)
3.50.040	Impact fee for parks and recreation facilities.		
	Single-family homes	\$772.00	\$1,624.70
	Multiple-family residential	\$517.00	\$1,331.52
3.50.050	Impact fee for the White River School District.		
	Single-family homes	\$0.00	
	Multiple-family residential	\$0.00	
3.50.060	Impact fee for street facilities.		
	Single-family homes	\$4,153.00	
	Multiple-family residential	\$2,877.00	
	Commercial/Industrial		Per Comprehensive Plan Appendix 5-F, Table 11
<b>Title 4</b>	<b><u>Cemetery</u></b>		
4.20.020	<b>Cemetery</b>		
	<b>Grave Sites</b>		
	Regular Lots		<b>2015-2016</b>
	Residents	\$1,500.00	
	Non-Residents	\$1,750.00	\$ 1,500.00
	Child Size Lots	\$300.00	
	Urn Lots		
	Residents	\$600.00	
	Non-Residents	\$650.00	\$ 600.00
	Urn Garden Lots (The Ridge)		
	Dogwood Section (Single ground plot)		
	Residents	\$525.00	
	Non-Residents	\$575.00	\$ 525.00
	Alder, Birch & Cedar Sections (Double ground plot)		
	Residents	\$650.00	
	Non-Residents	\$700.00	\$ 650.00
	Bench Plots (Up to 4 Urns)*		
	Residents	\$1,550.00	
	Non-Residents	\$1,705.00	\$ 1,550.00
	* Note: Bench Plots are designated by the Cemetery Caretaker within the Ridge Area and require purchase of bench, foundation, and installation from the cemetery maker office. Each additional inurnment and inscription will be charged separately at current pricing at time of need.		
	Niche Wall Containers (Old Glory Niche Pavilion)		
	Niche (Top Row)		
	Residents	\$1,800.00	
	Non-Residents	\$2,000.00	\$ 1,800.00
	Niche (2nd & 3rd Rows)		
	Residents	\$1,600.00	
	Non-Residents	\$1,750.00	\$ 1,600.00
	Second Rite of Usage (each) **	\$525.00	
	**Note: Cremated remains may be interred upon an existing single grave when the individual remains to be interred are related to the lot owner. Number of second right usages allowed to be interred on a single grave site shall be limited pursuant to BMC 4.20.060.		
	<b>Service Charges</b>		
	Regular Open & Close	\$850.00	
	Child Open & Close	\$300.00	
	Regular SVCS with Vault Open & Close	\$1,050.00	
	Child SVCS with Vault Open & Close	\$300.00	
	Urn Lot or Second Rite Open & Close	\$425.00	
	Urn Garden Inurnment (The Ridge)	\$200.00	
	Niche Inurnment (Old Glory Pavilion)	\$300.00	
	Niche Inurnment (Old Glory Pavilion) Non-attended	\$175.00	
	Disinterment (Adult)	\$1,950.00	
	Disinterment (Child)	\$1,000.00	
	Disinterment (Cremains)	\$500.00	
	<b>Saturday SVCS &amp; Overtime</b>		
	Regular Additional Charge (**Saturday)	\$600.00	
	Regular Additional Charge (**Sunday)	\$175/hr	
	Urn Garden Lot or Second Rite Open & Close (Saturday)	\$600.00	

Late-Afternoon SVCS	\$150/hr
***Note: All Saturday services must be arranged so that they are completed prior to 12 p.m. of the day scheduled. Sunday services are only performed under extraordinary circumstances and will only be considered by the City when there is no reasonable alternative and City has staff available.	
<b>Misc Services</b>	Fees for Misc Services and Liners and Receptacles do not include State Sales Tax, which will be in addition to the listed fee.
	Fee Based on Size, Style, Type and/or Material
Headstone or Marker	
Headstone or Marker (setting)	
City Purchased Larger than 24" x 12"	\$200.00
Other Larger than 24" x 12"	\$225.00
City Purchased Smaller than 24" x 12"	\$80.00
Other Smaller than 24" x 12"	\$110.00
Second Inscription	\$190.00
Vase	
Galvanized	\$60.00
Zinc	\$95.00
Replacement Cup	
Galvanized	\$11.00
Zinc	\$27.00
Install vase supplied by other	\$90.00
Urn Garden Marker (The Ridge)	
Single	\$325.00
Double	\$425.00
Memorial Plaque (Scatter Area)	\$400.00
Nich Inscription	\$150.00
Niche Photo (B&W Ceramic)	\$250.00
Urn Garden Sephia Photo (Oval)	\$295.00
<b>Linens &amp; Receptacles</b>	
Adult Concrete Liners	\$575.00
Childs Concrete Liner	\$300.00
Cremains Concrete Liner	\$250.00
A Buckley Resident is a person who currently resides within the City Limits or previously resided within the City limits for at least 10 years.	

**Title 6**

**Business License**

6.04.055	Fee Wavier	Subject to 6.04.055
6.04.070	Temporary business license	\$50.00
New	Special Event License (3 day) *	
	0 - 15 Vendors	\$100.00
	16 - 30 Vendors	\$150.00
	31 Vendors and Above	\$250.00
	*Note: In addition to the license fee listed above the special event applicant shall pay to the city all additional costs incurred by the city that are associated with the event, including security and law enforcement, traffic control, street closures, street & parking lot sweeping, garbage pickup, sani-cans, etc. Hourly rates for determining fee will be based on the rates listed in BMC 20.01.268 below.	
	Saturday Plateau Market License (Summer Season)	
	- Fee without City utilities	\$25.00
	- Fee with City utilities	\$30.00
6.04.110	Business License	
	In-town business license	\$75.00
	Out-of-town business license	\$75.00
	Annual Renewal (Due in Conjunction with Renewal of State Business License)	\$50.00
	Penalty - Late Renewal (Imposed 30 days after Renewal Date)	\$100.00
6.50.070	Special Event Permit	See 6.04.070 above

**Title 8**

**Utilities**

8.12.070	<b><u>Payment of fees</u></b>
----------	-------------------------------

The charges of refuse collection and disposal shall be compulsory. All charges and/or fees for refuse collection and disposal are due and payable at the office of the city administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the city sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days or unpaid amounts shall become a lien against the property as authorized under RCW 35.21.130. Any account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount.

8.12.080

**Garbage Rates (per month)**

Cans-	2016
Micro can	\$16.28
Mini can	\$20.66
One 32 gallon can roadside	\$24.51
Two cans roadside	\$50.02
Three cans roadside	\$70.46
Four cans roadside	\$86.91
One Oversized Can (45 gallon)	\$34.74
Two Oversized Can (45 gallon)	\$60.37
Each additional can roadside	\$23.19
One can 50' maximum walk-in	\$30.39
Two cans 50' maximum walk-in	\$53.25
Each additional 50' maximum can walk-in	\$24.06
Extra garbage tag	\$5.65

**Commercial Container Service-**

1 yard once a week	\$119.34
1 yard twice a week	\$260.72
1-1/2 yards once a week	\$160.19
1-1/2 yards twice a week	\$329.56
2 yards once a week	\$208.80
2 yards twice a week	\$430.87
4 yards once a week	\$422.87
4 yards twice a week	\$863.78
4 yard three times a week	\$1,282.67
6 yards once a week	\$586.21
6 yards twice a week	\$1,205.91
6 yard three times a week	\$1,825.30
4 yard compactor (customer owned)	\$1,678.02
1 yard extra pickup on regular route	\$33.49
1-1/2 yards extra pickup on regular route	\$43.28
2 yards extra pickup on regular route	\$56.63
4 yards extra pickup on regular route	\$109.30
6 yards extra pickup on regular route	\$161.35

**Special Services-**

Special pickup (minimum one hour)	\$108.76
Plus tipping fee of \$153.13 per ton	+ Tipping Fee (Left)
Bulk pickup (minimum one yard)	\$31.69
Connect/reconnect fee on customer - Owned compactors	\$19.95
Yard Waste - One 90-gallon toter	\$9.63
Re-delivery fee toter	\$28.86

**Multi-Family Recycling -**

90-gallon cart	\$12.15
2 yd once a week	\$53.86

**Title 9**

**Animals**

9.10.080

**Licenses**

Unaltered - not sterilized, spayed or neutered - dogs or miniature pigs	\$30.00 per year; seniors age 60 and older, \$15.00 per year.
Altered - Sterilized, spayed or neutered - dogs or miniature pigs	\$20.00 per year; seniors age 60 and older, \$10.00 per year.
Identification Tags "only"	\$15.00; seniors age 60 and older, \$10.00.
Replacement of metal tags	\$5.00
Exemption from Fee	Guide or Service Dogs

9.30.025

**Impoundment: Redemption Fees**

Daily Maintenance Fee	\$12.00/day
Redemption Fee	
First Impound of Animal	\$50.00
Second Impound of Animal	\$75.00
Third or Greater Impound of Animal	\$100.00
Total Fee consists of both Redemption and Daily Maintenance Fee	

9.25.030

Kennel License	\$50.00
Annual Renewal Fee	\$50.00

**Title 10      Public Peace Safety & Morals**

10.44.020      Fireworks Permit Fee      \$25.00 per year

10.84.295      Parks and Recreation Department Fees

New

**Facility Rental Fees**

Multi-Purpose Center

    Hourly Rate (2 hour minimum)

        - resident      \$30.00

        - nonresident      \$35.00

    Daily rate (8 hours or more)

        - resident      \$240.00

        - nonresident      \$280.00

    + cleaning fee (non-refundable)      \$25.00

    + damage deposit      \$200.00

    Commercial kitchen only (Mon-Fri)

    Hourly Rate (per user - no minimum)

        - resident      \$10.00

        - nonresident      \$25.00

    Daily rate (8 hours or more)

        - resident      \$80.00

        - nonresident      \$200.00

    + cleaning deposit (refundable)      \$50.00

Youth Activities Center

Short Term Rentals

    Hourly Rate (2 hour minimum)

        - resident      \$50.00

        - nonresident      \$55.00

    Daily rate (8 hours or more)

        - resident      \$300.00

        - nonresident      \$340.00

    + cleaning fee (non-refundable)      \$25.00

    + damage deposit      \$200.00

    Party Rental (90 min. hosted party)

        - resident      \$100.00

        - nonresident      \$110.00

    Additional 30 min. Rate      \$12.50

    + cleaning fee (non-refundable)      \$25.00

Long Term Rentals (Requires Rental Agreement)

    Weekly Rate (Mon-Fri 8-2)      \$500.00

    Monthly Rate (Mon-Fri 8-2)      \$1,612.00

        Partial Periods      \$1.18/mo/sq ft of space used\*

    Annual Rate (Mon-Fri 8-5)      TBD

\*Note: Space used encompasses the entire area of any portion occupied in a room that is not considered as storage and/ or a closet. As an example, use of a small portion of a space (i.e. office, common area, meeting room, etc.) will constitute use of the entire area. Space used in storage area(s) or closet encompasses only the area used and/or occupied in the room/area. Use of kitchen and restroom facilities will be detailed in the Rental Agreement

Recreation Program Fees\*\*

    Youth Classes/Programs      TBA - Instructor Cost, supply cost, plus 20%\*

    Adult Classes/Programs      TBA - Instructor Cost, supply cost, plus 20%\*

    Family Classes/Programs      TBA - Instructor Cost, supply cost, plus 20%\*

    Drop In Classes      TBA - Drop In Rate plus 20%\*

\*Note: **Contract Instructors** - Any contract instructor charging for their services or classes is required to pay the City of Buckley 20% of all program enrollment fees he/she charges. The instructor is responsible for providing their own class supplies and needed materials.

\*\*Note: In addition to class and program fees listed above, anyone desiring to participate in programs and/or classes offered through the Youth Center must be a active member of the Youth Center and ensure that all membership fees and/or charges have been paid.

Veteran's Monument Commemorative Bricks\*      \$50.00

\*Note: Price includes 3 lines of text up to 16 characters per line.

10.90.030      Recovery Costs for Emergency Response      Washington State Association of Fire Chiefs (WSAFC) Rate Schedule

**Title 11      Traffic Code**

11.48.040 RV Trailer Use Permit (14 days) \$25.00

**Title 12 Environment**

		Intake Fee	Deposit Fee
12.04.350	(A) Threshold Determination.	\$70.00	\$375.00

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the threshold determination process (see BMC 20.01.268)

The services described in subsections (a) through (c) of this section shall include those rendered with respect to both an initial checklist and any revised one which includes mitigating measures. The total fee calculated in subsections (a) through (c) of this section and charged to the applicant shall be reduced by the amount of the previously paid \$375.00 deposit fee. Prior to issuance of the city's threshold determination, the applicant shall remit to the city the amount of the city's actual costs, if any, which exceeds the \$375.00 deposit fee. If the fee exceeds the city's actual costs, the city shall promptly refund the balance to the applicant.

(B) Declaration of Significance and Environmental Impact Statement (EIS): in addition to the amount collected for the threshold determination the applicant shall pay the amount from Table 12.04 below:

**Table 12.04**

<u>Project Valuation</u>	<u>Fee</u>
\$0 to \$10,000,000	\$4,436 for the first \$1,000,000 plus \$1.88/\$1,000 or fraction thereof for all over \$1,000,000
\$10,000,001 to \$20,000,000	\$21,356 for the first \$10,000,000 plus \$1.63/\$1,000 or fraction thereof for all over \$10,000,000
\$20,000,001 to \$30,000,000	\$37,656 for the first \$20,000,000 plus \$1.40/\$1,000 or fraction thereof for all over \$20,000,000
\$30,000,001 to \$40,000,000	\$51,656 for the first \$30,000,000 plus \$1.22/\$1,000 or fraction thereof for all over \$30,000,000
\$40,000,001 to \$50,000,000	\$63,856 for the first \$40,000,000 plus \$0.98/\$1,000 or fraction thereof for all over \$40,000,000
\$50,000,001 to \$75,000,000	\$73,656 for the first \$50,000,000 plus \$0.71/\$1,000 or fraction thereof for all over \$50,000,000
\$75,000,001 to 100,000,000	\$91,406 for the first \$75,000,000 plus \$0.50/\$1,000 or fraction thereof for all over \$75,000,000
\$100,000,001 and over	\$103,906

Fifty percent of the fees shall be collected prior to the initiation of scoping, and the remaining 50 percent shall be collected prior to distribution of the draft environmental impact statement. Alternatively, the planning director may determine that the city will contract directly with a consultant, for preparation of an EIS or a portion of an EIS, for activities initiated by some persons or entity other than the city and may bill such costs and expenses directly to the applicant. The city may require the applicant to post bond or otherwise ensure payment of such costs in a manner satisfactory to the city, prior to any work being commenced upon the EIS.

(C) If a proposal is modified so that an EIS is no longer required or the proposal is withdrawn or canceled, the applicant shall remain responsible for payment of the city's actual costs incurred prior to its receipt or a written cancellation or withdrawal notification.

12.08.050	Critical Areas Permit	Intake Fee	Deposit Fee
	- No Critical Areas Present	\$70.00	
	- Critical Areas Present, but No Impact - Waiver	\$70.00	\$125.00
	- Critical Areas May Be Affected by Proposal	\$70.00	\$425.00

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the critical areas review process (see BMC 20.01.268)

**Title 13 Streets & Sidewalks**

13.25.040	Street Vacation Petition	\$70.00	\$250.00
-----------	--------------------------	---------	----------

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the review process (see BMC 20.01.268)

13.35.120	Right-of-way Use Permit Fees		
	Type A: Short-Term Use Permit.		
	- Regular	\$50.00	
	- Additional*	*See Note	

\*Note: Use of portions of right-of-way for special events such as those listed in BMC 13.35.080 (A)(3) may be assessed additional charges for City services and equipment including but not limited to overtime incurred by city personnel, the use of police officers and public works employees for traffic and crowd control, pickup and delivery of traffic control devices, picnic tables, extraordinary street sweeping, and any other needed, requested or required city service and the cost of operating city equipment to provide such services.

    Type B: Disturbance of Right-of-Way Permit

Minor - Application Fee (nonrefundable base fee)\* \$100.00  
 Major - Application Fee (nonrefundable base fee)\* \$500.00

\*Note: The permit applicant shall pay to the city all costs incurred by the City that are associated with processing the proposals and/or permits, including consultant costs. City and consultant reimbursables include, but are not limited to staff time for application review, assessment, engineering, plan review, inspections, traffic control, legal, secretarial, administrative costs, cost of publications, and other city processing costs; provided, however, that no charge will apply for one preapplication meeting. City will notify the applicant, in writing, of the applicability of hourly charges for further consultation on a project after the pre-application meeting.

- Repair and Replacement Charges. \*See Note

\*Note: If the City should incur any costs in repairing or replacing any property as the result of the permittee's actions, the costs of repair and replacement will be charged to the permittee. These charges will be for the actual costs to the City.

Type C: Long-Term Use Permit

- Application Fee (nonrefundable base fee)\* \$250.00  
 - Use Fee. A use fee will be established which incorporates the value of the land used and the length of the use.

Type D: Franchised Utility Routine Maintenance Permit

- Regular \$250.00

Subject to BMC 13.35.120 and Administrator Review and Approval

Fee Waiver or Exemption

13.40.070

Street Latecomer's Agreement Fees \$150.00  
 Costs of \$20,000 or less \$500.00  
 Costs of \$20,000 to \$100,000 \$1,000.00  
 Costs > \$100,000 \$2,000.00  
 Engineering review fee \$500.00 or actual amount, whichever is greater  
 Administration fee 15% of total recoverable amount  
 Appeal fee (nonrefundable) \$75.00  
 Recording fee As expended  
 Segregation fee \$750.00

**Title 14**

**Water & Sewers**

14.04.080

Waterline Connection \$800.00/connection \*  
 \* or the actual cost of labor and material expended as required in making the connection, whichever is greater.  
 Inspection Fee Cost (see 20.01.268)  
 Water Meter, Setter and Vault Fee Cost of Components

14.04.130

Water rates and charges  
 A. 1. For the base (minimum) service, including water usage from zero to 200 cubic feet per month according to meter size and location within the corporate limits of the city:

Meter Size	2014 - 2015	2016
	Within City	Within City
Up to 3/4"	19.81	20.50
1"	25.12	26.00
1-1/2"	36.10	37.36
2"	50.24	52.00
3"	74.60	77.21
4"	121.01	125.25
6"	233.43	241.60
8"	571.90	591.92

2. Users outside the city limits shall pay the monthly charges set forth in subsections A(1) and B(1) of this section plus a surcharge of 20 percent of the total charge.

B. 1. For usage above 200 cubic feet, the following rates are imposed for each 100 cubic feet of usage according to location within or without the corporate limits of the city:

The consumption charge per 100 cubic feet (CCF), or any part thereof used, shall be as follows:

Effective		1/1/2015	1/1/2016	
<b><u>Winter</u></b>	Single-family & Multifamily residential	2 - 7 CCF	1.96	2.03
		7.01 - 15 CCF	2.31	2.39
		Over 15 CCF	2.72	2.82
	Commercial/Industrial	2.03	2.10	
Schools	1.91	1.98		

Winter rates will be reflected on bills covering October 1st through May 31st

**Summer**

Single-family & Multifamily residential	2 - 7 CCF	1.96	2.03
	7.01 - 15 CCF	2.56	2.65
	Over 15 CCF	3.29	3.41
Commercial/Industrial		2.03	2.10
Schools		2.03	2.10

Summer rates will be reflected on bills covering June 1st through September 30th

C. Multiple Residential Units.

1. The water availability charge for a connection serving multiple residential units shall be the availability charge set forth above, multiplied by the number of dwelling units connected to the meter, as follows:

- a) Each duplex unit will be billed as though separately connected to the water main, based on 3/4" meter rates.
- b) In the case of apartment/trailer courts having one meter, each unit will be billed as though separately connected to the water main, occupied or not, based on 3/4" meter rates.
- c) In the case of building lots which have been granted a use permit to allow more than one dwelling on one service meter, each dwelling unit will be billed as though separately connected to the water main, based on 3/4" meter rates.

2. There shall be only one water meter for each building housing multiple residential units.

D. Multiple Commercial and Industrial Buildings. Where all commercial or industrial buildings connected to a single service are used in the same business under single management, billing shall be made as for a single building.

E. Special Use Charge. Special purpose use of water from fire hydrants or stand pipes shall be \$50.00 plus \$2.33 per 100 cubic feet for all water used inside the city limits and \$60.00 plus \$2.79 for all water used outside the city limits.

F. In the event a customer is not connected to a meter service, or a meter has broken, become out-of-order or fails to accurately meter actual water usage, the customer shall be charged the base or minimum charge, together with an estimated charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year, the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

14.04.150 Shut-Off/Dispatch Fee \$25.00/Water  
Payment of Fees

All charges and/or fees for water service are due and payable at the office of the city administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the city sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days or services may be disconnected. Any water service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount. The utility billing clerk shall, not later than the fifteenth day of each following month, furnish to the public works director a list of all meters in which water service accounts are delinquent.

After water service accounts become delinquent, the public works director shall cause to be shut off the service to the premises affected by such delinquency, and the water service shall not be turned on again until all, or if less, at least four months of delinquent charges, interest and fees, including a fee established by resolution of the city council for the cost of issuing the shut-off notice and dispatching the city crew, is paid in full to the city administrator's office.

14.04.320 Water System - General Facility Charge **2015**  
For each single-family residence \$4,004.00  
For each multi-family and/or accessory dwelling \$2,863.00  
For all other uses \$4,004.00/each equivalent residential unit

\*Each "equivalent residential unit" means 265 gallons per day; provided, that every use shall be assumed to be at least one equivalent residential use. Gallons per day for any use shall be established by reference to the city of Buckley sewer flow factors - BMC 14.10.016(2), Table 14.10.016. The general facility charges for the water system identified in this section will be automatically increased each year on January 1st, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).

145.05.060 Standard Charges For Backflow Prevention Services Performed by the City shall be:

Initial inspection of backflow prevention assemblies.....No Charge

Re-inspection of backflow prevention assemblies not installed as required by the City.....\$50.00 for the first assembly and \$25.00 for each additional assembly at the same address and on the same date.

Mailing reminder notices to customers that have not provided acceptable proof of the annual testing of backflow prevention assemblies .....\$35.00 for each additional notice mailed for each month past due.

Mailing reminder notices to customers who did not install backflow prevention assemblies as required by the City.....\$35.00 for each additional notice mailed

14.06.150 Sewer-

	Residential building sewer permit	\$70.00
	Commercial building sewer permit	\$70.00
	Industrial building sewer permit	\$100.00
14.08.030	(A) Sewer Connection Charge	\$873.70/connection*
	* or the actual cost of labor and material expended as required in making the connection, whichever is greater.	
	Inspection Fee	Cost (see 20.01.268)
	(B) Rates Designated	2016
	For a single-family residence	\$77.99/month
	for multi-family and/or accessory residences	\$65.89 per unit, per month
	For mobile homes	\$77.99/month
	Non-System Sewage Disposal	\$275.66/105 cubic feet
	Commercial users	\$77.99/900 cubic feet +\$3.05/100 cubic feet excess
	(C) Users outside the city limits shall pay the monthly charges set forth in subsections A and B of this section plus a surcharge of 20 percent of the total charge.	
14.08.040	Payment of Fees	
	All charges and/or fees for sanitary sewage disposal services are due and payable at the office of the city administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the city sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days or service may be disconnected. Any sanitary sewage disposal service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount. The utility billing clerk shall, not later than the fifteenth day of each following month, furnish to the public works director a list of all sanitary sewage disposal service accounts that are delinquent.	
	After sanitary sewage disposal service accounts become delinquent, the public works director shall cause to be shut off water service to the premises affected by such delinquency and the water service shall not be turned on again until all, or if less, at least 12 months of delinquent charges and fees, including a fee established by resolution of the city council for the cost of issuing the shut-off notice and dispatching the city crew, shall be paid in full to the city administrator's office.	
14.10.016	Sanitary Sewer- General Facility Charge	2015
	For each single-family residence	\$7,361.00
	For each multi-family and/or accessory dwelling	\$5,520.00
	For all other uses	\$7,361.00/each ERU*
	*Each equivalent residential unit means 265 gallons per day; provided, that every use shall be assumed to be at least one equivalent residential use. Gallons per day for any use shall be established by reference to the city of Buckley sewer flow factors - Table 14.10.016. The general facility charges for the sanitary sewer system identified in this section will be automatically increased each year on January 1st, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).	
14.14.050	Utility Latecomer's Agreements	Intake Fee 5% of Amount Proposed for Collection *Plus 10% of Amount Proposed for Collection
14.14.070	Latecomer - Administrative fees and recording costs.	
14.16.020	Low-Income Utility Discount Rates- Per BMC 14.16.020	
14.28.110	Storm Sewer Connection-	\$ 565 /connection*
	* or the actual time and materials cost to connect the storm sewer, whichever is greater	
	Inspection Fee	Cost (see 20.01.268)
14.28.120	Storm Sewer Monthly Service Charge	2016
	Single-family residence	\$21.34/residence/month.
	Multi-family and/or Accessory residences	\$14.08/residence/month.
	Other	\$21.34/ERU ESU*/month.
	<b>*ERU ESU for Storm Sewer calculation is defined to mean 8,000 square feet of impervious surface area or 1 SFR</b>	
14.28.125	Alternative commercial service charge.	
	Commercial developed parcels	\$21.34/business/month plus \$21.34 for parking whether on-site or off-site
14.28.140	Surface water management utility general facilities charges-	2015
	Single-family residence	\$6,886.00
	Service unit	\$6,886/ERU ESU*
	<b>*ERU ESU for Storm Sewer calculation is defined to mean 8,000 square feet of impervious surface area or 1 SFR</b>	

The general facility charges for surface water management identified in this section will be automatically increased each year on January 1st, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).

14.28.155

**Payment of Fees**

All surface water management utility service charges are due and payable at the office of the city administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the city sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days. Any surface water management utility service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount.

Pursuant to RCW 35.67.200, et seq., the city shall have a lien for delinquent and unpaid stormwater sewer charges. A sewer lien shall be effective for a total not to exceed one year's delinquent service charges without the necessity of any writing or recording of the lien with the county auditor. Enforcement and foreclosure of any sewer lien shall be in the manner provided by state law. Interest on the unpaid balance shall be eight percent per annum or higher rate as authorized by law.

**Title 16**

**Building and Construction**

16.01.050

**Land Disturbing Permit**

<p>&lt;500 Cubic Yards (Lifetime Total)</p> <p>&gt;500 Cubic Yards * plus SEPA Review</p>	<p>\$50.00 (nonrefundable fee), plus actual cost of reviewing and processing (see BMC 20.01.268)</p> <p>\$250.00 (nonrefundable fee), plus actual cost of reviewing and processing (see BMC 20.01.268) BMC 12.04.350</p>
--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the land disturbing permit review process (see BMC 20.01.268)

16.06.020

**Building Permit Fees**

Per BMC 16.06.020

16.10.010

**Temporary Dwelling Permit Fees**

Per BMC 16.10.010

16.24.025

**Fire Code Fees**

Per BMC 16.24.025

**Manufactured Home Installation Fees**

16.40.040

**Installation Permit**

Per BMC 16.06.020(23)

16.40.040

**Inspection Fees**

Per BMC 16.40.050

**Building Code Appeals**

16.60.030

**Appeals**

Per BMC 16.60.030

16.80.040

**Canopy Permit Fee**

Per BMC 16.80.040

**Title 17**

**Design and Construction Standards**

17.08.010

**Variance from Public Works Standards**

**Intake Fee**

Minor

\$70.00

Major

\$250.00

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the variance review and approval process (see BMC 20.01.268).

**Title 18**

**Subdivisions**

18.37.010

**Subdivision**

**Intake Fee**

**Deposit Fee**

Preliminary Subdivision

\$70.00

\$2,500 + \$150.00/acre

Final Subdivision

\$70.00

\$1,500

Short subdivision

\$70.00

\$1000 + \$150.00/acre

Lot line Adjustment

\$70.00

\$475.00

Binding Site Plan or Subdivision Amendment

\$70.00

\$1,500.00

Pre-application Meeting Fee

See Title 20 Fees

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city during the subdivision, short subdivision, lot line adjustment or amendment review and approval process (to include construction of improvements and inspection) (see BMC 20.01.268)

<b>Title 19</b>	<b><u>Zoning</u></b>			
19.54.010	See BMC 20.01.270			
<b>Title 20</b>	<b><u>Administration of Land Use and Zoning Applications and Development Regulations</u></b>			
20.01.260	<b>Land Use Decision Appeals</b>		Intake Fee	Deposit Fee
	Appeal Fee		\$300.00	
20.01.262	<b>Land Use and Permit Fees</b>			
	Shoreline conditional use permit	\$70.00		\$500.00
	Shoreline revision	\$70.00		\$300.00
	Shoreline substantial development permit	\$70.00		\$750.00
	Shoreline variance	\$70.00		\$500.00
	Shoreline substantial development exemption letter	\$70.00		
	When Wetland Analysis is required in connection with any application authorized under Title 19			
	-Added to the standard application fee	\$220.00		
	-In conjunction with EIS	\$440.00		
	Variance			
	Fence Variance	\$70.00		\$125.00
New	Public Hearing/Individual Single-Family Residential	\$70.00		\$250.00
New	Public Hearing/Other	\$70.00		\$500.00
	Conditional Use			
New	BOA or Hearing Examiner/Single-Family Residential	\$70.00		\$250.00
New	BOA or Hearing Examiner/Other	\$70.00		\$500.00
	Site plan review, including RV Parks			
	< 1 acre	\$70.00		\$750.00
	> 1 acre	\$70.00		\$1,750.00
	Type B home occupation permit	\$70.00		\$250.00
	Sign Permits			
	Home Occupation	\$35.00		
	Commercial/Industrial	\$70.00		plus Cost
New	Sign Recovery Fee	\$70.00		
New	Comprehensive Plan Amendment	\$1,200.00		
New	Zoning Code Ordinance Amendments			
	Text	\$70.00		\$700.00
	Rezone	\$70.00		\$1,775 + \$100.00/acre
New	Annexation Petition		\$1,200	
New	Design Review Fee			
	Minor		\$25	
	Major	\$210.00		plus Cost
New	Notice of Proposed Land Use Action Sign			
	Deposit*		\$150.00	
	*\$100 is refundable upon return of sign			
New	Residential Cluster Development	\$70.00		\$1000 + \$150.00/acre
New	Cottage Housing Development	\$70.00		\$1000 + \$150.00/acre
	Pre-application Meeting Fee			
New	Consultation With City Planner			No Charge
	Pre-Application Meeting where 2 or more City Staff are in attendance (Short Subdivision and LDA >500 yds)		\$210.00	
	Pre-Application Meeting where 2 or more City Staff are in attendance (Subdivision, Site Plan, Cluster and Cottage Development)		\$500.00	
New	Development Agreements		\$500.00	
New	Nonconforming Use Determination		\$250.00	
New	Director's Code Interpretation		\$100.00	
20.01.268	Costs incurred by the city			
	The land use and/or permit applicant shall pay to the city all costs incurred by the city that are associated with processing the land use proposals and/or permits, including consultant costs. City and consultant reimbursables include, but are not limited to staff time for application review, assessment, engineering, inspections, legal, secretarial, administrative costs, cost of publications, and other city processing costs; provided, however, that no charge will apply for one preapplication meeting. City will notify the applicant, in writing, of the applicability of hourly charges for further consultation on a project after the pre-application meeting.			

		Hourly Rates for
20.01.268	Review rates and costs.	Billing
	City Administrator	\$85.00
	Finance Director	\$70.00
	City Clerk	\$60.00
	Building Official	\$70.00
	Fire Marshall/Chief	\$75.00
	Assistant Fire Chief	\$65.00
	Public Works Director	\$70.00
	Public Works Supervisor*	\$60.00
	Public Works Assistant Supervisor*	\$55.00
	City Planner	\$70.00
	Associate Planner	\$60.00
	Building Inspector	\$60.00
	Permit Coordinator*	\$50.00
	Administrative Assistant*	\$40.00
	Police Chief	\$75.00
	Assistant Police Chief	\$65.00
	Police Sergeant*	\$60.00
	Police Patrol*	\$55.00
	Public Works Utility*	\$50.00
	City Engineer	per contract
	City Attorney	per contract
	Consultants	per contract
	Mailing(s)	actual cost
	Other	actual cost
	*Note: Overtime rates for all covered employees will be calculated at 1.5 times the listed rate with a 2-hour minimum charge.	

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION							
<b>SUBJECT:</b>  <b>Bid Award: Wally's Playground Replacement Project</b>  Cost Impact: \$44,983.51 Fund Source: Fund 035 (Parks Cap) Timeline: Immediate	<b>Agenda Date: May 10, 2016</b>		<b>AB16-0070</b>				
	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 – Ellen Boyd						
	Planning Dept – Kathy Thompson						
	Police Dept – Chief Arsanto						
Municipal Court – Jessica Cash							
<b>Attachments:</b> Memo							
<p>SUMMARY STATEMENT: The City recently advertised an RFP for replacement of the playground equipment in the park area behind Wally's Drive-in. This project will replace the deteriorating play structure with new structure that will serve 2-5 year old and 5-13 year old age groups. The City intends to repair and keep the existing swing structure and only replace the play structure. Demolition and disposal of the existing structure and existing border and playground gravel is planned to be accomplished by City PW staff. Replacement of the containment border has not been addressed in the bid and may need to occur through approval of a future change order.</p> <p>In response to the RFP the City received two bids for the project as follows;</p> <table border="0"> <tr> <td>Northwest Playground Equip., Inc.</td> <td>\$ 47,868.70</td> </tr> <tr> <td>Buell Recreation</td> <td>\$ 44,983.51</td> </tr> </table> <p>Therefore staff is requesting and recommending that the Council award bid of the Wally's Playground Replacement Project to Buell Recreation for the bid price of \$ 44,983.51.</p>				Northwest Playground Equip., Inc.	\$ 47,868.70	Buell Recreation	\$ 44,983.51
Northwest Playground Equip., Inc.	\$ 47,868.70						
Buell Recreation	\$ 44,983.51						
COMMITTEE REVIEW AND RECOMMENDATION: CS 5/4/16							
RECOMMENDED ACTION: <b>MOTION to Approve Bid Award of the Wally's Playground Replacement Project for \$44,983.51.</b>							
RECORD OF COUNCIL ACTION							
Meeting Date	Action	Vote					

## Playground Equipment RFP

The City of Buckley is requesting quotes from qualified playground equipment contractors in order to establish a contract to provide new playground equipment in the following locations:

- City of Buckley River Ave Park; N River Ave (Parcel Number 8000050100)

The work generally consists of the design and construction of one (1) Universally Inclusive Playground offering play opportunities for 2 to 12 year olds of all abilities. Including major and minor play elements, surfacing, minor site preparation and other improvements. The entire project must be completed by July 1, 2016.

### Design & Installation Tasks

- Designs are required for the playground equipment structures.
- Design should be prepared for two to twelve year old children.
- All play equipment must meet the current ASTM, CPSC, ADAAG, and IPEMA guidelines.
- Design is preferred to include equipment that promotes free-flowing play that provides children with a workout of both body and mind.
- Design and installation should include playground grade wood mulch or an alternative playground surface.
- Estimated City budget for playground equipment, mulch, installation, etc. is \$45,000-\$50,000.
- Demolition of existing structure, site prep and containment border to accommodate the submitted designs by the Contractor will be completed by the City. Proposer's are encouraged to utilize all available funds but shall not exceed budgeted amounts.
- No landscaping work is requested as part of this proposal.

Please respond to this directly if you have any questions regarding the scope of work and/ or timeline considerations. All submittals must be physically received by the City of Buckley by 5:00 PM on April 20, 2016.

Thank you for considering this project and I look forward to hearing from you.



Existing Playground Structure

Buell Recreation LLC  
 Fax 866-597-0033  
 Business Office:  
 7327 SW Barnes Rd. #601  
 Portland, OR 97225  
  
 (503)922-1650  
 www.buellrecreation.com



# Quote

Date	Quote #
04/18/2016	R041816B
Exp. Date	
05/18/2016	

Address

City of Buckley  
 PO Box 1960  
 Buckley, WA 98321

## Option A

PROJECT	TERMS OR P.O. #	SALES REP
Buckley River Park	See Below	Doug

Product	Description	Quantity	Rate	Amount
Play Structure	• BCI Burke Structure as per proposal #907-92330-1 a Nucleus- Intensity Structure recommended for ages 2-5.	1	12,728.00	12,728.00T
Play Structure	• BCI Burke Structure as per proposal #907-91220-1 Nucleus-Intensity Structure recommended for ages 5-12.	1	18,096.00	18,096.00T
Discount	• Special Pricing Discount	1	-7,614.00	-7,614.00T
Freight	• Shipping	1	2,500.00	2,500.00T
Lead Time	• Lead Time is approx. 5-6 weeks from receipt of your completed order and payment (if required). Lead times can fluctuate so please inquire upon time of ordering.	1	0.00	0.00
EWf	• 160 CY Certified Engineered Wood Fiber Surfacing with Geo-textile Fabric Delivered *Installation of EWF and Fabric is not included	1	6,113.00	6,113.00T
Complete Installation	• Per proposal #907-92330-1: receiving and offloading of equipment, assembly per manufacturer specifications, clean-up & final safety inspection. WA Contract #BUELLRL895QN	1	9,867.00	9,867.00T
Buell Billing	• Please make payment to Buell Recreation and fax to 866-597-0033	1	0.00	0.00
Continue to the next page				

Product	Description	Quantity	Rate	Amount
Terms Govt.	<ul style="list-style-type: none"> <li>Govt. Purchase Order with payment due 30 days from product shipment and services due upon completion. Equipment may be invoiced separately from other services and are payable in advance of project/supply or completion. No retainage. A 3% charge will be added to all credit card orders over \$5,000.</li> </ul>	1	0.00	0.00
Excludes	<ul style="list-style-type: none"> <li>This quote does not include any site preparation, removal of existing equipment, or perimeter borders. This quote does not include a performance bond.</li> </ul>	1	0.00	0.00

PLACING AN ORDER: Upon ordering please review and return this signed quote with a copy of your purchase order and tax exempt certificate, if applicable. Please mark any changes on the quote such as billing/shipping address, drivers contact and color selection. IF INSTALLATION IS INCLUDED: This quote does not include a Performance Bonds unless noted. Owner is responsible for site preparation unless otherwise noted.

<b>SubTotal</b>	\$41,690.00
<b>Tax (7.9%)</b>	\$3,293.51
<b>Total</b>	\$44,983.51

Accepted By \_\_\_\_\_ Accepted Date \_\_\_\_\_

Fax: 866-597-0033

1-800-266-1250

# Option A

BCBURKE.COM | 800.266.1250

**Burke**  
PLAY THAT MOVES YOU.



**Buell Recreation**  
PLAY & PLAYGROUND PRODUCTS

**RIVER AVENUE PARK**

PROPOSAL: 907-92330-1

# Option A

## City of Buckley River Avenue Park

Proposal # 907-92330-1

April 07, 2016



Presented by

**Buell Recreation**

and

**Burke®**



April 07, 2016

Ellen Boyd  
City of Buckley  
PO Box 1960  
Buckley, WA 98321

Dear Ellen Boyd:

Buell Recreation is delighted to provide City of Buckley with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Buell Recreation is confident that this proposal will satisfy City of Buckley's functional, environmental, and safety requirements -- and most importantly -- bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible, and we look forward to continue developing a long-standing relationship with City of Buckley. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

A handwritten signature in black ink that reads "Doug". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Doug Buell  
Buell Recreation  
7327 SW Barnes Rd. #601  
Portland, OR 97225

## Design Summary

Buell Recreation is very pleased to present this Proposal for consideration for the River Avenue Park located in Buckley. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of Buckley. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

- Project Name: River Avenue Park
- Project Number: 907-92330-1
- User Capacity: 70
- Age Groups: Ages 2-5 years, 5-12 years
- Dimensions: 55' 6" x 31' 11"
- Designer Name: John Uelmen

Buell Recreation has developed a custom playground configuration based on the requirements as they have been presented for the River Avenue Park playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 907-92330-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the River Avenue Park playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

**INFORMATION**  
 MINIMUM FALL ZONE SURFACED WITH RESILIENT MATERIAL AREA  
 1354 SQ. FT.  
 PERIMETER  
 214 FT.

**STRUCTURE SIZE**  
 55' 6" x 31' 11"

STRUCTURE IS DESIGNED FOR CHILDREN AGES:

6-23 MONTH OLDS  
 2-5 YEAR OLDS  
 5-12 YEAR OLDS  
 13 + YEAR OLDS

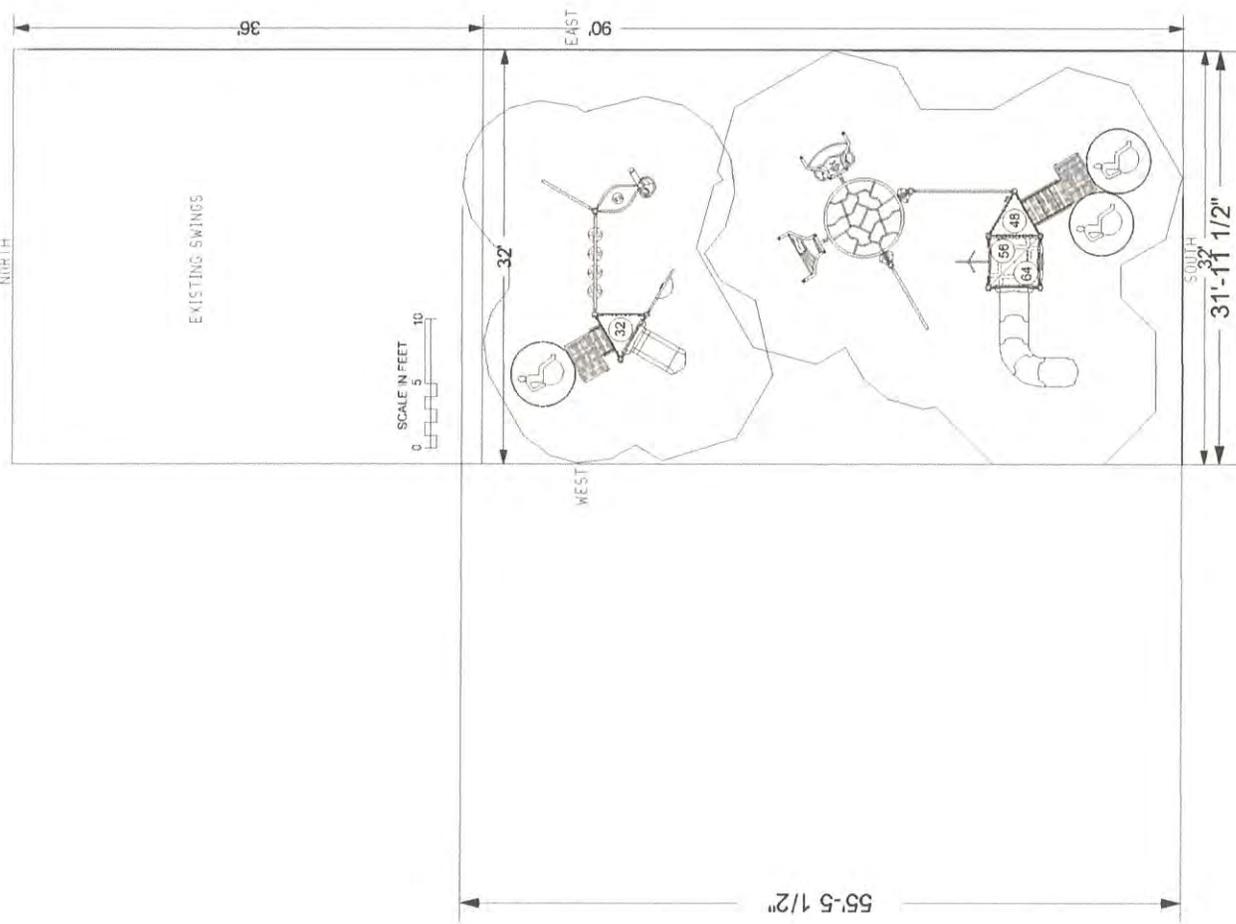
**NSF NSF**  
 Registered to ISO 9001 Registered to ISO 14001

**IPEMA CERTIFIED TO ASTM F1487**  
 INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION  
 To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.



**WARNING!**

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.  
 FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety.  
 PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

**ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)**

NUMBER OF PLAY EVENTS:	16
NUMBER OF ELEVATED PLAY EVENTS:	7
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED 7
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED 9
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED 3
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED 2

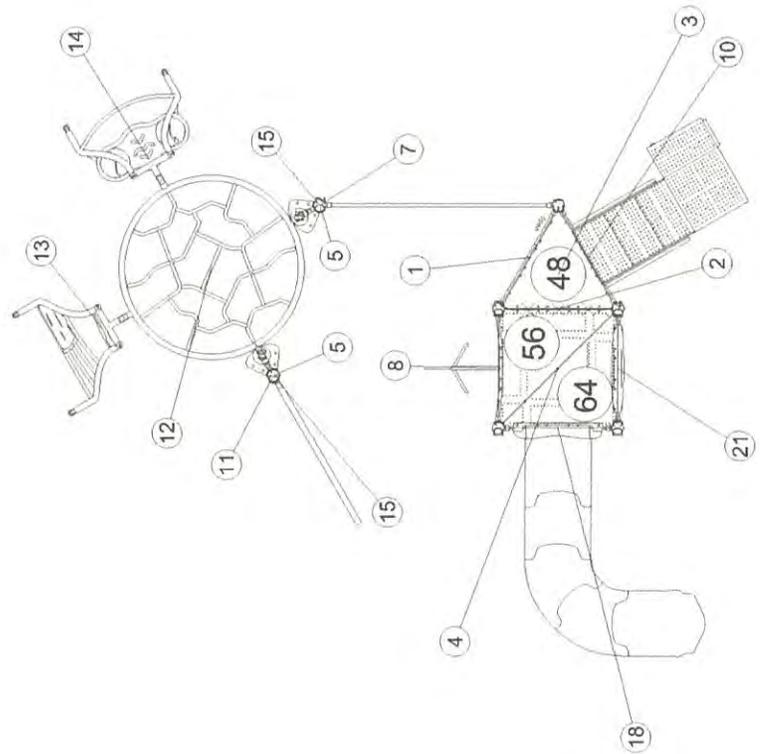
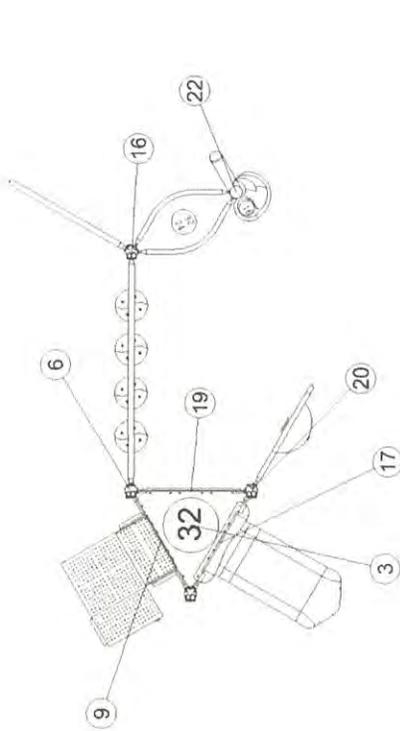


SERIES: Intensity, Nucleus  
 SITE PLAN  
 DRAWN BY: John Uelmen

River Avenue Park  
 PO Box 1960  
 Buckley, WA 98321

April 07, 2016  
 Buell Recreation  
 907-92330-1

ITEM	COMP	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0050	8" CLOSURE PLATE
3	270-0129	TRIANGLE PLATFORM
4	270-0136	SPLIT SQUARE PLATFORM
5	370-0027	LAUNCH PAD
6	370-0029	DYNAMIC DISCS 2-5
7	370-0033	ODYSSEY POST LINK DOUBLE
8	370-0156	ATOM CLIMBER 56"-72"
9	370-0718	TRANSFER STATION, HANDRAIL
10	370-0720	TRANSFER STATION, HANDRAIL
11	370-0812	CREST POINT CLIMBER
12	370-0829	PLEXUS OVERHEAD
13	370-0830	PLEXUS HOLE CLIMBER
14	370-0833	PLEXUS STEP CLIMBER
15	370-0834	OVERHEAD POST ATTACHMENT
16	370-0842	APEX HOLE CLIMBER 2-5
17	470-0514	ROCK'N ROLL SLIDE, 24" x 32"
18	470-0549	VIPER L2 64-72
19	570-0594	ABC 123 PANEL
20	570-0688	PADDLE BALL RING PANEL
21	570-0796	PROPELLER PANEL, ABOVE PLA
22	670-0405	CURVED POST 2 ASSEMBLY



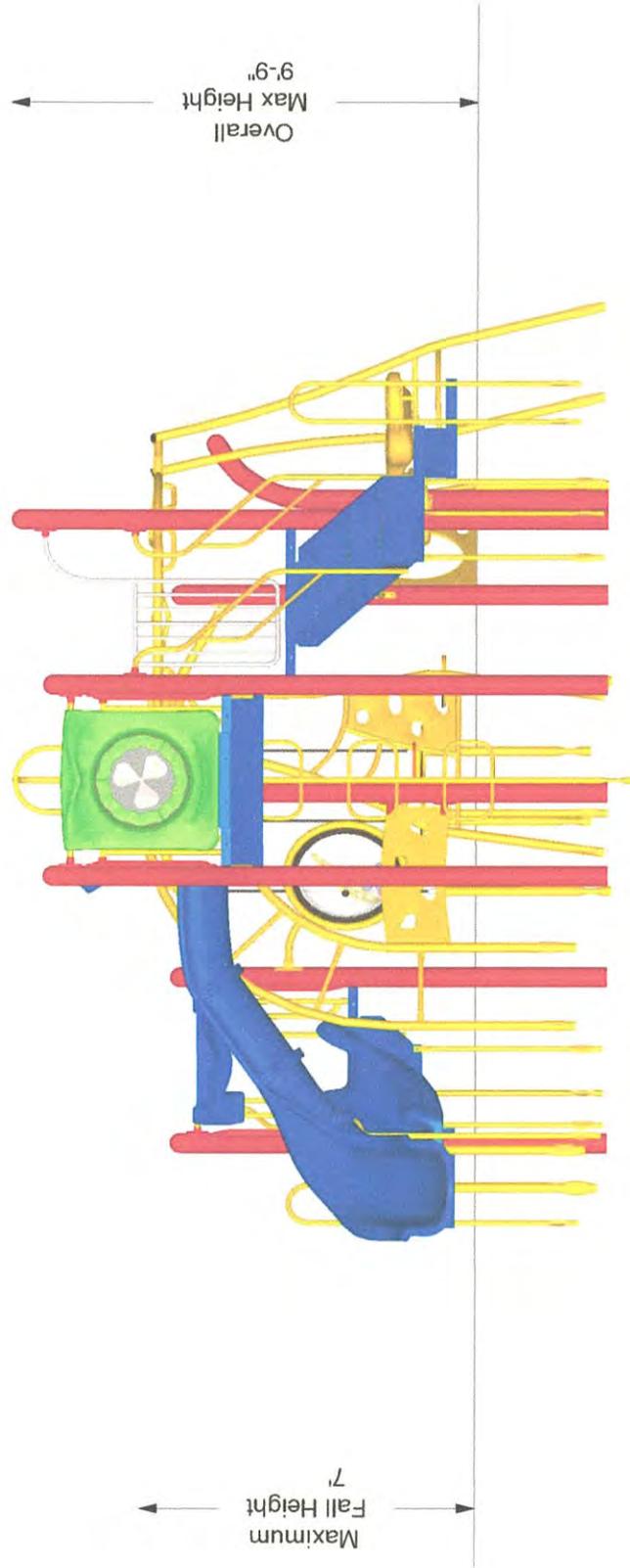
**Burke**

SERIES: Intensity, Nucleus  
 COMPONENT PLAN  
 DRAWN BY: John Uelmen

River Avenue Park  
 PO Box 1960  
 Buckley, WA 98321

April 07, 2016

Buell Recreation  
 907-92330-1



The protective surfacing for this design must accommodate the critical fall height.

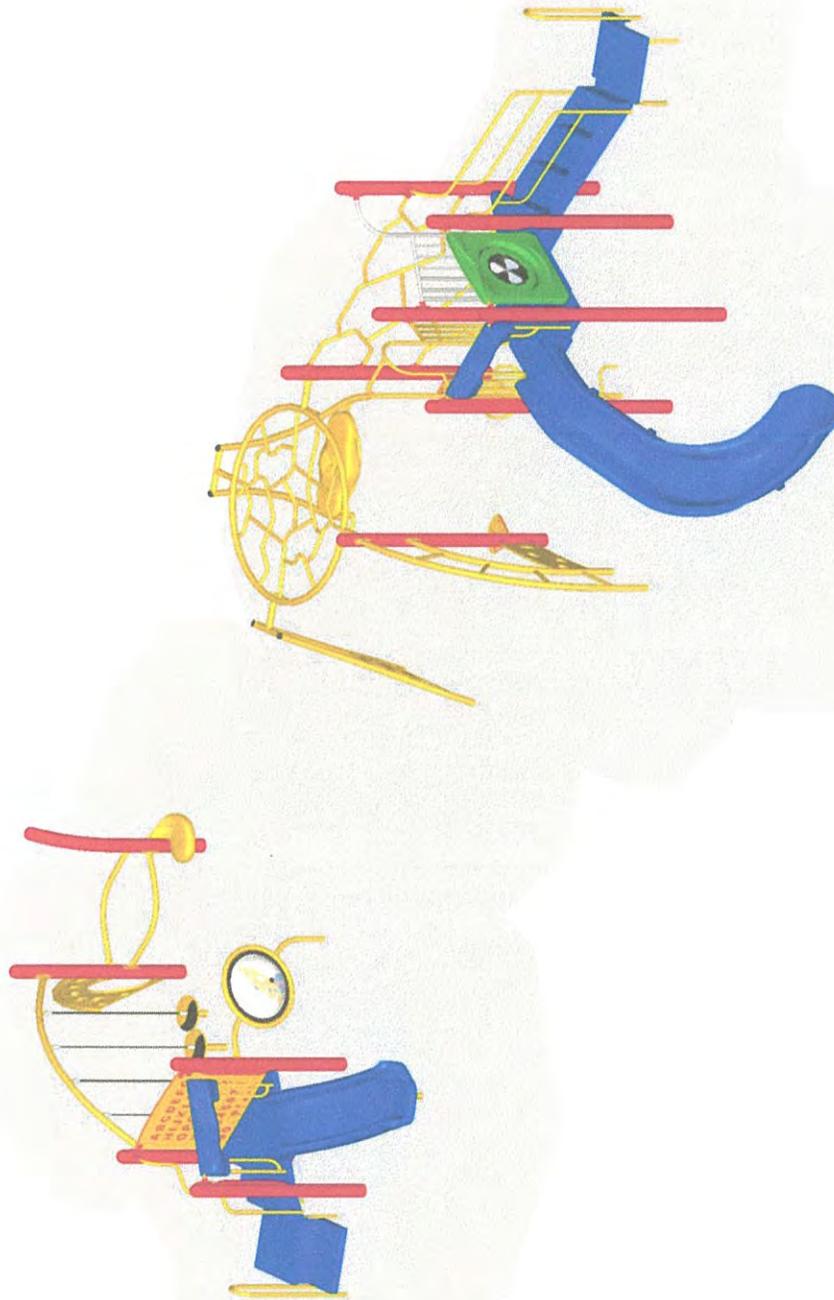


April 07, 2016

SERIES: Intensity, Nucleus  
 ELEVATION PLAN  
 DRAWN BY: John Uelmen

River Avenue Park  
 PO Box 1960  
 Buckley, WA 98321

Buell Recreation  
 907-92330-1



**Burke**

April 07, 2016

SERIES: Intensity, Nucleus

River Avenue Park

Buell Recreation

ISOMETRIC PLAN

PO Box 1960

907-92330-1

DRAWN BY: John Uelmen

Buckley, WA 98321

BCI Burke Company, LLC, PO Box 549 Fond du Lac, Wisconsin 54936-0549, Telephone 920-921-9220



# Proposal # 907-92330-1

April 07, 2016  
2016 Pricing

**Proposal Prepared for:**

Ellen Boyd  
City of Buckley  
PO Box 1960  
Buckley, WA 98321  
Phone:

**Project Location:**

River Avenue Park  
PO Box 1960  
Buckley, WA 98321

**Proposal Prepared by:**

Buell Recreation  
7327 SW Barnes Rd. #601  
Portland, OR 97225  
Phone: 503-922-1650  
Fax: 866-597-0033  
doug@buellrecreation.com

Component No.	Description	Qty.	User Cap.	Ext. User Cap.	Weight	Ext. Weight
<b>Intensity</b>						
370-0001	AGILITY ARC	2	1	2	11	22
370-0002	PEP STEP	1	1	1	11	11
370-0029	DYNAMIC DISCS 2-5	1	6	6	121	121
370-0842	APEX HOLE CLIMBER 2-5	1	2	2	55	55
570-0688	PADDLE BALL RING PANEL	1	2	2	54	54
670-0097	INTENSITY CURRICULUM KIT	1	0	0	2	2
670-0405	CURVED POST 2 ASSEMBLY	1	0	0	55	55
<b>Nucleus</b>						
270-0129	TRIANGLE PLATFORM	1	2	2	48	48
370-0718	TRANSFER STATION, HANDRAIL 32"	1	4	4	162	162
470-0514	ROCK'N ROLL SLIDE, 24" - 32"	1	1	1	85	85
570-0594	ABC 123 PANEL	1	2	2	46	46
600-0104	NPPS SUPERVISION SAFETY KIT	1	0	0	3	3
670-0002	POST ASSEMBLY 5" OD X 107"	4	0	0	58	232
670-0098	MODULAR HARDWARE, NUCLEUS	1	0	0	5	5
670-0099	INSTALLATION KIT, INTENSITY	1	0	0	2	2
670-0103	MAINTENANCE KIT, INTENSITY	1	0	0	0	0
<b>Intensity</b>						
370-0027	LAUNCH PAD	2	1	2	9	18
370-0033	ODYSSEY POST LINK DOUBLE	1	4	4	78	78
370-0829	PLEXUS OVERHEAD	1	14	14	96	96
370-0830	PLEXUS HOLE CLIMBER	1	2	2	97	97
370-0833	PLEXUS STEP CLIMBER	1	2	2	121	121
370-0834	OVERHEAD POST ATTACHMENT	2	0	0	3	6
<b>Nucleus</b>						
270-0001	OFFSET ENCLOSURE	1	1	1	30	30
270-0050	8" CLOSURE PLATE	1	0	0	10	10
270-0129	TRIANGLE PLATFORM	1	2	2	48	48
270-0136	SPLIT SQUARE PLATFORM	1	4	4	103	103
370-0156	ATOM CLIMBER 56"-72"	1	3	3	81	81
370-0720	TRANSFER STATION, HANDRAIL 48"	1	6	6	236	236
370-0812	CREST POINT CLIMBER	1	4	4	96	96
470-0549	VIPER L2 64-72	1	2	2	182	182
570-0796	PROPELLER PANEL, ABOVE PLATFO...	1	2	2	61	61
670-0165	POST ASSEMBLY 5" OD X 123"	2	0	0	66	132
670-0166	POST ASSEMBLY 5" OD X 139"	4	0	0	74	296
670-0167	POST ASSEMBLY 5" OD X 147"	1	0	0	78	78

Total User Capacity: 70  
Total Weight: 2,672 lbs.



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109

Phone (425) 313-9161 FAX (425) 313-9194

Email: chris@nwplayground.com

QUOTE

To: River Avenue Park
Shipping to: Buckley, WA 98321

Quote # 41816SDH
Date: 4/18/2016

Contact Name: Ellen Boyd

Phone: 360-829-1921 ext 781

Email: eboyd@cityofbuckley.com

Fax:

Table with 5 columns: Item #, Qty, Description, Price, Total Price

EQUIPMENT

Table listing equipment items: IHD-142-16A Playworld, WIN-1644 Playworld Challenger SALE Structure, ZZXX0065 Spin Cup, ZZXX0151 Spinami

Zeager

Table listing Zeager items: Engineered Wood Fiber - Total of 147 CY - Includes dumped, Wood Carpet 147CY delivery, Equipment Subtotal, Playworld SALE Discount KCDA, Zeager Discount KCDA, Freight PW, Equipment Total (less tax)

CERTIFIED INSTALLATION

Table listing installation item: 1 Standard Install Through Dirt, Receiving Delivery and Disposal of Packaging

NOTE: Customer to remove existing play equipment, construct new site borders per NW Playground drawings to fit new equipment, receive/unload delivery, and dispose of packaging and debris after installation.

Table listing fees: Performance Bond (If Required) 3.0%, CC Fee 3.0%, Tax 7.6%, Credit card fee 0 Payment by Credit Card?, ORDER TOTAL: \$ 47,868.70

All quotes are subject to material and fuel surcharges.

Acceptance of Proposal:

Please be sure you have read, signed, initialed and understand the Terms and Conditions on Page 2 of this Quote. The items, prices and conditions listed herein are satisfactory and are hereby accepted.

Suzette Hebron

Sales Assistant

Customer Signature

Date

Thank you for considering Northwest Playground Equipment, Inc. for your Park, Playground, Shelter and Sports Equipment requirements.

# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Agreement: P&amp;S Between the City and Dantzler 410 LLC – Addendum #1</b>	<b>Agenda Date: May 10, 2016</b>		<b>AB16-071</b>
	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		
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Ellen Boyd		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
Municipal Court – Jessica Cash			
<b>Attachments: N/A</b>			
<p>SUMMARY STATEMENT: Addendum #1 to the Purchase and Sale Agreement between the City and Dantzler 410 LLC adds the requirement that the Buyer will be required to grant a utility easement to the City and PSE for existing utilities in the vacated 112<sup>th</sup> St E right-of-way at closing. This protects the City’s and PSE’s right to repair, replace and/or maintain these facilities.</p> <p>Staff is recommending that the City Council approve the Addendum.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: None			
RECOMMENDED ACTION: <b>MOTION to Approve Addendum #1 to the Purchase and Sale Agreement Between the City and Dantzler 410 LLC.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>		<b>Agenda Date: May 10, 2016</b>	<b>AB16-072</b>
<b>Planning Dept. – Interim PT Staffing Request</b>	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 – Ellen Boyd		
	Planning Dept – Kathy Thompson		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
<b>Attachments:</b> Memo			
SUMMARY STATEMENT: See attached memorandum.			
COMMITTEE REVIEW AND RECOMMENDATION: AF&PS 5/4/16			
RECOMMENDED ACTION: <b>MOTION to Approve the Planning Dept. Request for a PT Interim Summer Intern as Outlined in the Memorandum.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

# City of Buckley

P.O. Box 1960, Buckley WA 98321

Phone: 360-829-1921 ext 200

Fax: 360-829-2659



# Memo

To: Mayor & City Council

From: City Administrator

Date: May 4, 2016

RE: Planning Dept. P/T Interim Staffing

---

The 2016 Budget includes funding for the City Planner at full time; however due to the significant influx of development permits (LDA Permits, CU Permits, CSP Permits, Subdivision & Cottage Housing Developments, etc.), coupled with the backlog of long term planning projects such as the Comp Plan update, SR410 Subarea Plan, Critical Areas update, etc. the workload is such that the Planner cannot keep up with meeting required deadlines for regulatory reform.

As an interim measure to provide some relief and have another body to assist with some of the daily short term planning duties, City staff would like to request that the City Council authorize the hire of a part-time summer intern that would fill this role. Our vision for this position would be to hire a summer student from someplace like the UW to assist the Planner with the following tasks:

#### Transmittals:

- LDAs
- BLAs

#### Reviews:

- Assessment by lot of possible densities, setbacks, and lot coverage requirements
- Zoning reviews of building permits
- Zoning reviews of LDAs
- Zoning reviews of BLAs
- Business licenses
- Complaint assessments, code enforcement
- cursory review of applications for completeness

#### Compilations:

- New individual forms for individual permit types based on code requirements
- Procedures based on code and reported practice
- Update notices to ensure consistency with state and Buckley codes
- Update SEPA e-mailing list to ensure consistency with state and Buckley codes
- Review old files and compile electronic file by addresses, scan environmental documents
- Review old files and compile electronic environmental storehouse for environmental documents by address

Research and write reviews/recommendations:

- Tiny homes, RV park regulations
- Reported code anomalies

We are requesting that this position be funded for a maximum of 600 hours at an hourly rate of \$18.00 per hour for a total cost of \$10,800. Funding for this position would come from a combination of the General Fund and Fund 308 (Comp Plan Capital Improvement) where revenue is above projections due to the increase in Real Estate Tax money coming from land transfer transactions.

If you have any questions, please let me know. Thank you.

Dave

**D. CONSENT AGENDA**

**City Council  
April 26, 2016**

Mayor Johnson called the regularly scheduled meeting to order at 7:02 PM.

Upon roll call the following members were present: Sundstrom, Rose, Tremblay, Leggett and Burkett. Council member Boyle Barrett arrived at 7:06 PM. Also in attendance were City Administrator Schmidt, and Police Chief Arsanto.

Mayor Johnson asked if there were any changes, additions or deletions to the Agenda. There were none. **Council member Tremblay moved to approve the Agenda. Council member Rose seconded the motion. Motion carried.**

**CITIZEN PARTICIPATION**

**Jon Olson – 1711 Collins Road, Buckley, WA 98321-**

John Olson stated that he had a couple concerns pertaining to inspections on Fridays with contractors when the City is closed. He has witnessed some illegal work being performed on Fridays by contractors who know that the City is closed. Jon Olson was advised to come into City Hall tomorrow and meet with City Administrator Schmidt.

**Stephanie Janson – 389 S. Naches, Buckley, WA 98321 -**

Stephanie Janson stated that her back yard is the back side of the old Rose's IGA building. She is concerned for her family, neighbors, and her property. She read from a letter that she provided to the Council regarding her concern about the increased drug use and dumping that has been going on around the area since the grocery store closed.

**STAFF REPORTS**

City Administrator Schmidt updated the Council on current projects within the City including the Skate Park, Transmission Main, and the Trail Wells, and stated that the discoloration in the water that citizens have been experiencing is still occurring, but it is getting better and we hope to be fully functional in the next couple of weeks. Also, the City of Buckley has a new Parliamentarian; Deputy City Clerk Memovich passed her test this week, and the Mayor appointed a new Public Works employee as well.

**MAIN AGENDA**

**ORD No. 12-16: Adopting New BMC 11.35 “Truck Routes”:**

**Council member Boyle Barrett Moved to Approve Ordinance No. 12-16 Repealing Chapter BMC 11.36 entitled Vehicles Exceeding Gross Weight and replacing it with a new Chapter BMC 11.36 entitled Truck Routes. Council member Leggett seconded the motion. Upon roll call vote motion carried 6/0.**

**RES No. 16-06: Approving RCO Grant Submittal:**

Council member Boyle Barrett moved to Approve Resolution No. 16-06 Authorizing the Submittal of RCO Grant Application(s) for the SR410 Spray Park and Phase I Miller Park Development. Council member Tremblay seconded the motion. Motion carried.

**Agreement – Operation & Maintenance of the Buckley City Cemetery (Weeks):**

Council member Rose moved to Approve the Agreement Between the City and Weeks' Funeral Homes Inc. for Operation & Maintenance of the Buckley City Cemetery. Council member Leggett seconded the motion. Motion carried.

**AHBL SOW for Additional Services – CAO Ordinance:**

Council member Boyle Barrett moved to Approve Addendum #1 to the Consultant Scope to Upgrade the City's Critical Areas Regulations for cost of \$3,600. Council member Leggett seconded the motion. Motion carried.

**CWA Culvert Replacement Project – Contaminated Soil Haul & Disposal:**

Council member Sundstrom moved to Approve CWA Culvert replacement Project – Contaminated Soil Haul & Disposal for a Cost of \$16,497. Council member Leggett seconded the motion. Motion carried.

**Declaring City Council Position #7 Vacant:**

Council member Boyle Barrett moved to Declare Council Position #7 as Vacant and Direct Staff to begin the Council Member Appointment Process per the Adopted Policy. Council member Rose seconded the motion. Motion carried.

**Agreement: Lease Agreement with WIC for Buckley Hall – Amendment #3:**

Council member Boyle Barrett moved to Approve Amendment #3 of the Lease Agreement between the City and WIC for the use of the Buckley Hall. Council member Rose seconded the motion. Motion carried.

**CONSENT AGENDA**

Council Member Boyle Barrett requested that Claims be removed from the Consent Agenda, and moved to approve the Minutes on the Consent Agenda. Council member Rose seconded the motion. Motion carried.

Approve Minutes of April 12, 2016 City Council Meeting

**COMMITTEE REPORTS**

**Mayor's Report:** Mayor Johnson stated that an issue has arisen pertaining to the Puyallup bridge that was going to be placed for a foot trail across the river; a new bridge may be cheaper. Also she will be attending a Mayors meeting in Wenatchee on

Emergency Management that is being run by AWC. Mayor Johnson also read and signed two Proclamations for Relay for Life.

**Administration, Finance & Public Safety:** Council member Boyle Barrett stated that the Police Chief gave an update on the Police Station remodel and we are hoping that the draft will be ready for the next Council meeting. Finance Director Bazzar is busy working on the bank transition. Court Administrator Cash is working on two new laws pertaining to DUIs and Domestic Violence cases. The rest of the topics discussed were on the Agenda this evening.

**Transportation & Utilities:** Council member Tremblay stated that they discussed potential water and sewer rates. Hinkleman Extension was also discussed, and it was on the Agenda this evening.

**Community Services:** Council member Rose stated that the two meetings in April were cancelled for lack of quorum.

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

Council member Sundstrom stated that he would like everyone to take a look at the feed store roof. Council member Boyle Barrett asked City Administrator Schmidt if he had any updates and he stated that he hasn't heard back from Tractor Supply's attorney; however, the City may not own the building.

**Council member Tremblay moved to adjourn. Council member Rose seconded the motion. Motion carried.**

**With nothing further the meeting was adjourned at 8:22 PM.**

---

Mayor

---

City Administrator

**CITY COUNCIL  
STUDY SESSION**

**May 3, 2016**

**ATTENDEES:** Councilmembers Sundstrom, Rose, Burkett, Leggett and Boyle Barrett. Council member Tremblay arrived at 7:22 PM; he had notified the Mayor in advance that due to another engagement he would be about 20 minutes late. Also in attendance were Mayor Johnson, and City Administrator Schmidt.

Mayor Johnson called the Study Session to order at 7:03 PM.

**Joint Buckley & Enumclaw Committee**

Mayor Johnson opened the Study Session by welcoming Kimberly Lauk, a Council member from the City of Enumclaw. Kimberly spoke to the Council about the Committee she has been working on forming with Council members from both Buckley and Enumclaw. After discussion, the Committee agreed to meet on Tuesday, May 31<sup>st</sup> at 7:00 PM at the Multipurpose Center in Buckley.

**Splash Park Layout & Location:**

The Council had a lengthy discussion regarding the Splash Park layout and location.

Mayor Pro Tem Tremblay requested that two items from tonight's agenda, Impact Fee Incentives and Water Rate Structure, be added to the agenda for the next Study Session on June 7<sup>th</sup>.

With nothing further, the Study Session was adjourned at 8:33 PM.

---

City Administrator Dave Schmidt

---

Mayor Pat Johnson

CITY OF BUCKLEY				TRANSFER VOUCHER	
		<b>Apr 30 2016</b>			
From Fund #	NAME	AMOUNT		To Fund #	NAME
	Bars Number				Bars Number
1	General Fund	\$ 234,717.28			Payroll Fund
		\$ 117,327.55			Claims Fund
	597.00.00.10		101		Street & Storm Drain Capital 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	\$ 41.67	430		Utility Equip Res 397.00.60
	597.00.65	\$ 1,141.09	2		Contingency Reserve Fund 397.00.10 St Merge
101	Street Operations	\$ 6,119.34			Payroll Fund
		\$ 8,380.44			Claims Fund
	597.00.00	\$ 83.34	430		Utility Equip Res 397.00.10
	597.00.50.30		1		General Fund Insurance Portion 397.60.70
	597.20.00	\$ 1,498.59	1		General Fund Admin 397.60.20
	597.30.00		102		Street Capital Improvements 397.00.10.50
	597.50.00.70		1		General Fund Dispatch 397.60.21
102	Street Capital Imp				Payroll Fund
		\$ 4,977.18			Claims Fund
	597.10.00.30	\$ 247.10	1		General Fund Invest Int 397.00.40
	597.10.00.31	\$ 4,070.34	1		General Fund Project Admin 397.60.95
4	Cemetery	\$ 735.78			Payroll Fund
		\$ 1,208.53			Claims Fund
	597.00.10	\$ 374.34	1		General Fund Admin 397.60.30 St Merge
	597.00.00	\$ 41.67	430		Utility Equip Res 397.00.20
	597.00.50.30		1		General Fund Insurance Portion 397.60.80 St Merge
105	EMS	\$ 6,793.99			Payroll Fund
		\$ 28,850.15			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				Payroll Fund
		\$ 34,977.98			Claims Fund
	597.10.10.50		1		General Fund 397.10.10.50
8	Railroad ROW				Payroll Fund
					Claims Fund
	597.90.00.45		1		General Fund Park 397.50.15 St Merge
	597.00.50.30		1		General Fund Insurance Portion 397.60.81
	<b>From Fund #</b>				<b>To Fund #</b>



	Bars Number				Bars Number
402	Water Sewer Rev		\$ 70,288.10		Payroll Fund
			\$ 55,061.65		Claims Fund
	10.0 % Tax Water	534.10.54	\$ 6,130.28	1	General Fund Business Tax 316.42
	10.0 % Tax Sewer	535.10.54	\$ 15,516.72	1	General Fund Business Tax 316.44
		597.00.00.50	\$ 541.67	1	General Fund Dispatcher 397.00.60
		597.00.00.51	\$ 4,975.75	1	General Fund Admin Water 397.60.10
		597.00.00.52	\$ 4,897.75	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	\$ 62,500.00	405	Sewer Improve Fund 397.00.00
		597.00.00.80	\$ 10,128.84	406	Water Improve Fund 397.00.00
		597.00.00.40	\$ 833.34	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		\$ 59,948.79		Payroll Fund
			\$ 7,160.66	1	General Fund Business Tax 316.45
	10.0 % Tax	537.10.54	\$ 7,160.66	1	General Fund Admin 397.60.40
		597.00.00.10	\$ 3,548.09	1	General Fund Insurance Portion 397.60.83
		597.00.00.55		1	General Fund Insurance Portion 397.60.83
405	Sewer Ext & Replace		\$ 340.14		Payroll Fund
			\$ 2,566.92	1	General Fund Project Admin 397.60.96
		597.10.00.31	\$ 2,566.92	1	General Fund Project Admin 397.60.96
406	Water Ext & Replace		\$ 111,851.29		Payroll Fund
			\$ 2,984.00	1	General Fund Project Admin 397.60.97
		597.10.00.31	\$ 2,984.00	1	General Fund Project Admin 397.60.97
407	Storm Drain Op & Maintenance		\$ 16,752.95		Payroll Fund
			\$ 7,108.54		Claims Fund
	10 % Tax	531.30.44.01	\$ 3,851.16	1	General Fund Business Tax 316.48
		597.00.00	\$ 250.00	430	Utility Equip Res 397.00.50
		597.00.00.10	\$ 7,415.34	408	Storm Drain Cap 397.00.30
		597.00.00.20	\$ 4,585.92	1	General Fund Admin 397.60.40.10
		597.00.00.53		1	General Fund Insurance Portion 397.60.71
		597.00.00.57	\$ 41.67	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	\$ 10.61	1	General Fund Invest Int 397.00.40

202	Fire Stat Const Bond Debt Svcs			Claims Fund	
408	Stormwater Cap Project	\$ 4,954.90		Claims Fund	
	597.00.10		307	Capital Improvement	397.10.80.10
	597.10.00.31	\$ 2,964.34	1	General Fund Project Admin	397.60.98
632	TBD	\$ 50.00		Claims Fund	
	597.00.00	\$ 8,750.00	101	City Street	367.42
	595.30.48	\$ 8,333.84	101	City Street	367.20.10
3	General Fund Contingency				
	597.00.30.00	\$ 0.62	1	General Fund Invest Int	397.00.45 St Merge
	Total Investment Interest to 202	\$ 68.37			
	Total Investment Interest to 001	\$ 516.42			
	Total Payroll	\$ 337,965.44			
	Total Claims	\$ 454,530.91			
	Total Treasurer checks	\$ 13,410.06			
	Date Approve by Council May 10, 2016			Finance Director Sheila Bazzar, PFO/CMC	

**E. COMMITTEE REPORTS**



# The Water Report™

Water Rights. Water Quality & Water Solutions in the West

## In Every Issue:

- **In-Depth Analysis**

What's Working, What's Not, and Why. Articles on management, policy, and legal developments written by working professionals.

- **"Water Briefs"**

Succinct reviews of policy developments, legal cases, regulatory changes, and innovations impacting water management throughout the West.

- **Events Calendar**

Public meetings, seminars, and trade shows of interest to water professionals.

## Regular Feature:

- **Interviews** with State and Federal agency administrators and other important decision makers.

[www.TheWaterReport.com](http://www.TheWaterReport.com)

## Special Introductory Subscription!

— \$199.00 for the First Year —

*\$100.00 in Savings!*

We hope you will benefit from this complimentary issue of *The Water Report*.

Our emphasis is on success:

**What's Working, How it's Working, and Why It's Working.**

Delivered monthly, *The Water Report* provides ongoing, in-depth coverage of major developments in water resources management west of the Mississippi.

Throughout the West, the challenges involved in managing water to serve growing populations while protecting our resources are being addressed by a wide range of innovative professionals in both public and private service. We all benefit from an ongoing examination of these successful strategies.

For a limited time *The Water Report* is being offered at the special Introductory Rate of \$199.00 — i.e., \$100.00 off the \$299.00 base-rate.

## Simply Check the Appropriate Boxes & Send This Prepaid Mailer Our Way!

**YES!** Please Send Me another complimentary issue of *The Water Report*, free from any obligation.

**YES!** Please Sign Me Up:  Bill me  Check enclosed

Name: MARVIN SUNDSTROM

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Visa, AmEx, and MasterCard Payments also accepted. Please call number below.)  
City Council Agenda Packet 05-10-2016 Page 91