



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

CASHMERE CITY COUNCIL MEETING  
MONDAY, OCTOBER 22, 2012 7:00 P.M., CITY HALL

### AGENDA

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSE ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- Downtown Business District Parking Lot Lease

#### PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of October 8, 2012 Regular Study Session Meeting
2. Minutes of October 8, 2012 Regular Council Meeting
3. Payroll and Claims Packet Dated October 22, 2012
4. Set Public Hearing Tuesday, November 13, 2012 at 7:00 pm for Preliminary Budget for 2013
5. Set Public Hearing Monday, November 26, 2012 at 6:00 pm for Final Budget for 2013
6. Set Public Hearing Monday, November 26, 2012 at 7:00 pm for Zoning Map Amendment

#### BUSINESS ITEMS

1. Public Hearing on Preliminary Budget for 2013
2. Ordinance No. 1202 New Chapter 2.92 Establishing Procedures for a Vendor List and Small Works Roster process
3. Resolution No. 09-2012 Repealing Resolution No. 8-2000 related to small works roster
4. Resolution No. 07-2012 Amending Resolution 10-2011 increasing water rates
5. Resolution No. 08-2012 Amending Resolution 11-2011 increasing wastewater rates
6. Letter requesting the City consider entering into an agreement designating the lodging tax dollars to the Cashmere Chamber
7. Requesting letter of support for a Centennial Clean Water grant application

#### PROGRESS REPORTS

#### ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR.  
PLEASE STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS.  
**Americans with Disabilities Act (ADA) accommodations provided upon request.  
(48-hour notice required)**

The City of Cashmere is an equal opportunity provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202)720-6382 (TDD).

**CITY OF CASHMERE  
MINUTES OF REGULAR STUDY SESSION  
MONDAY, OCTOBER 8, 2012 AT CASHMERE CITY HALL**

OPENING

Mayor Gomes opened the study session at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Skip Moore Jim Fletcher Donna Wynne Derek Knutsen	John Bryant
Staff:	Bob Schmidt, Dir. of Operations Kay Jones, Clerk-Treasurer Mark Botello, Dir. of Planning/Bldg Chuck Zimmerman, City Attorney	

DISCUSSION ON PRELIMINARY BUDGET FOR 2013

Clerk-Treasurer Kay Jones presented the preliminary budget for discussion. The General Government fund is out of balance by \$117,865 if the transfer for capital savings is not included. With the \$100,000 for capital savings that number increases to \$217,865. The Law Enforcement Contract, RiverCom Contract and the increase in the Regional Jail fees increases the budget for 2013 for public safety by \$105,539.

Staff recommendation is a 4% increase in utility tax to cover the shortage due mainly to public safety. A 4% increase in water, wastewater and sanitation would generate approximately \$120,000 for the General Government fund.

The Public Works fund is balanced if the transfer for capital savings is not included. With the \$200,000 for capital savings the fund is out of balance by \$91,385.

Staff recommendation is to levy the 1% property tax increase and levy the 3 years back taxes. This would generate approximately \$20,000 for the Public Works fund.

The ultimate goal is that annual expenditures for operations and maintenance and the capital savings do not exceed current year revenues. According to council policy capital expenses can come out of reserves if approved in the budget.

Staff has included a 3% wage increase in the preliminary budget that has not been approved by council. Union negotiation for a three year contract starts tomorrow. Also included in the budget is an assumed 10% increase in medical benefits.

ADJOURNMENT

Mayor Gomes closed the study session at 6:55 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY, OCTOBER 8, 2012 AT CASHMERE CITY HALL

OPENING

Mayor Jeff Gomes opened the regular city council meeting at 7:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Skip Moore Jim Fletcher Donna Wynne Derek Knutsen	John Bryant
Staff:	Bob Schmidt, Director of Operations Kay Jones, Clerk-Treasurer Mark Botello, Director of Planning/Building	

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Mayor Gomes announced that he and Director Mark Botello met with the Chamber of Commerce. The Chamber has shown interest in the City establishing the Economic Development Commission according to CMC 2.46. The chamber has suggested a few names for appointment. The Mayor will start the process to establish the commission after the first of the year.

EXCUSE ABSENCES

MOVED by Councilor Fletcher and seconded by Councilor Moore to excuse the absence of Councilor Bryant. Motion carried.

PUBLIC COMMENT PERIOD

There were no public comments.

APPROVAL OF AGENDA

Director Schmidt asked that following item be added to the agenda; #4 City's acceptance of Riverfront Drive Water and Sewer Main Extension project.

MOVED by Councilor Fletcher and seconded by Councilor Wynne to approve the agenda as amended. Motion carried.

CONSENT AGENDA

Minutes of September 24, 2012 Regular Council Meeting  
Payroll and Claims Packet Dated October 8, 2012

Claim Check Nos. 32587, 32588 and 32613 through 32669 totaling \$697,291.23  
Payroll Check Nos. 32589 through 32612 Totaling \$93,168.81

MOVED by Councilor Moore and seconded by Councilor Knutsen to approve the consent agenda. Motion carried.

COMMISSIONER KEITH GOEHNER & DIRECTOR JULIE MORGAN – UPPER COLUMBIA SALMON RECOVERY BOARD

Commissioner Keith Goehner and Executive Director Julie Morgan were present to discuss the proposed consolidation of the Upper Columbia Salmon Recovery Board (UCSRB). Director Morgan asked the City for a letter of support. Consolidation will improve the efficiency of the salmon recovery efforts in North Central Washington.

MOVED by Councilor Moore and seconded by Councilor Wynne to send a letter of support for consolidating the UCSRB. Motion carried.

GM MARK MILLER AND PRESIDENT DUSTIN CHRISTENSEN – WENATCHEE TOWN TOYOTA CENTER BONDS

Tony Freytag is Cashmere's representative on the Public Facilities District Board (PFD). He's been on the board since 2011. He, attorney Pete Fraley and GM Mark Miller reported that with a lot of hard work there was a successful outcome. The bonds for the Town Toyota Center were issued and the City of Wenatchee and the PFD are moving forward. The City of Wenatchee had to make concessions to make the investment firms comfortable.

MEMORANDUM OF UNDERSTANDING BETWEEN RIVERCOM 911 AND THE MEMBERSHIP OF THE RIVERCOM USER AGENCIES

The Memorandum of Understanding (MOU) sets forth the protocols related to the disbursement of RiverCom 911 Communications Tax Fund revenue set aside for the specific use of the RiverCom User Agencies beginning January 1, 2013. The RiverCom 911 Agencies are established by Interlocal Cooperative Agreement and consist of four law enforcement agencies, sixteen fire service agencies and four medical service agencies. The City of Cashmere Fire Department will be eligible for tax funds in the amount of \$5929.27 January 1, 2013.

MOVED by Councilor Fletcher and seconded by Councilor Wynne to approve the MOU between Rivercom 911 and the membership of the Rivercom user agencies. Motion carried.

CITY'S ACCEPTANCE OF THE RIVERFRONT DRIVE WATER AND SEWER MAIN EXTENSION PROJECT

City Engineer Ryan Peterson from RH2 Engineering sent a letter dated August 28, 2012 stating that they consider the Riverfront Drive Water and Sewer Main Extension project to be physically complete and recommended the City accept the project.

MOVED by Councilor Fletcher and seconded by Councilor Moore to accept the Riverfront Drive Water and Sewer Main Extension project retroactive to August 28, 2012. Motion carried.

PROGRESS REPORTS

Director Botello presented a written report with new building, sign and land use permits, business licenses, new grant applications and an update on the committees.

Erik Howe from RH2 Engineering informed the council that Tigner Road was going out to bid the next day and bid opening was scheduled for October 30, 2012. The project will start no later than seven calendar days after school ends in 2013. The project will take approximately six weeks.

Director Schmidt presented a construction progress report with pictures on the Wastewater Treatment Plant.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 7:48 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer

**NOTICE OF PUBLIC HEARING ON CITY OF CASHMERE  
PRELIMINARY 2013 BUDGET**

The Cashmere City Council will hold a public hearing on Tuesday, November 13, 2012 at 7:00 p.m. at the Cashmere City Hall on the City of Cashmere preliminary 2013 budget that includes proposed expenditures, revenue sources, and a possible increase in property taxes. The public is invited to attend said hearing and make comment.

Kay Jones  
City Clerk-Treasurer  
CITY OF CASHMERE

**Please publish one time only on October 31, 2012.**

**NOTICE OF PUBLIC HEARING ON  
CITY OF CASHMERE FINAL 2013 BUDGET**

The City of Cashmere preliminary 2013 budget has been filed with the City Clerk-Treasurer. The Cashmere City Council will hold a public hearing on the final 2013 budget for the City of Cashmere on Monday, November 26, 2012, at 6:00 p.m. at the Cashmere City Hall, 101 Woodring Street. Copies of the preliminary budget are available by November 19<sup>th</sup> at Cashmere City Hall, 101 Woodring Street, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. The public is invited to attend said hearing and make comment.

Kay Jones  
City Clerk  
CITY OF CASHMERE

**Please publish twice, once on November 7, 2012 and once on November 14, 2012.**





## City of Cashmere

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### **CITY OF CASHMERE NOTICE OF PUBLIC HEARING**

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**NOTICE IS HEREBY GIVEN** that the Cashmere City Council will hold a public hearing on Monday, November 26, 2012, at 7:00 p.m. at the Cashmere City Hall, 101 Woodring Street, Cashmere, Washington, related to the following:

Request from Raymond & Patricia Schmitten. (312 River Street, also identified by Chelan County Assessor's Parcel number 23-19-04-790-150).

- Zoning Map Amendment (change the zoning from multi-family to warehouse industrial)
- Comprehensive Land Use Map Amendment (change the comprehensive land use map from multi-family to warehouse industrial).

The public is invited to attend and make comment or to send written comment to the Cashmere Planning Commission, 101 Woodring Street, Cashmere, WA 98815.

Publish: November 14, 2012

# Staff Summary

**Date:** October 22, 2012  
**To:** Cashmere City Council  
**Mayor Gomes**  
**From:** Mark Botello  
**RE:** **Ordinance No. 1202 adding Chapter 2.92 to CMC establishing procedures for a vendor list and small works roster.**

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Please see attached the proposed Chapter 2.92 to the Cashmere Municipal Code establishing procedures for a vendor list for the purchase of supplies, material, and equipment and a small works roster process to award public works contracts.

This new chapter will replace and update Resolution 8-2000. Some of the changes are as follows:

- Place in CMC Chapter 2.92 for public accessibility.
- Remove language in regards to the city receiving telephone quotations,
- Update work amount limits from \$100,000 to \$300,000 to be consistent with RCW.

ORDINANCE NO. 1202

AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON ADDING A NEW CHAPTER 2.92 TO THE CASHMERE MUNICIPAL CODE ESTABLISHING PROCEDURES FOR A VENDOR LIST FOR THE PURCHASE OF SUPPLIES, MATERIALS, AND EQUIPMENT AND A SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS; CONTAINING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

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WHEREAS, in order to be able to implement vendor list and small works roster procedures, the City of Cashmere is required by law to establish specific procedures; and

WHEREAS, the City adopted Resolution No. 8-2000, which established a vendor list and small works roster pursuant to RCW 35A.40.210 and RCW 35.23.352; and

WHEREAS, the City has determined that creation of a new Chapter 2.92 in the City of Cashmere Municipal Code with updated statutory references is desirable; and

WHEREAS, the City intends to repeal Resolution No. 8-2000 following adoption of this Ordinance; and

WHEREAS, the City desires to add a Chapter 2.92 to the City of Cashmere Municipal Code to be consistent with RCW 39.04.190 relating to vendor lists and RCW 39.04.155 relating to small works rosters; now, therefore,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN  
AS FOLLOWS:

Section 1. A new Chapter 2.92 of the Cashmere Municipal Code is hereby added to read as follows:

## Chapter 2.92

### VENDOR LIST AND SMALL WORKS ROSTER

#### Sections:

- 2.92.010 Purchase of materials, supplies or equipment - Vendor List.**
- 2.92.020 Public works contracts - Small Works.**
- 2.92.030 Statutory References.**

#### **2.92.010 Purchase of materials, supplies or equipment - Vendor List.**

**A. Cost.** The city is not required to use formal sealed bidding procedures or the procedures set forth in this chapter to purchase materials, supplies or equipment where the cost of the same will not exceed Seven Thousand Five Hundred Dollars (\$7,500). For any purchase of materials, supplies or equipment which are not to be used in connection with public work or improvement where the cost thereof is between Seven Thousand Five Hundred Dollars (\$7,500) and Fifteen Thousand Dollars (\$15,000), the procedures set forth in this Section may be used in lieu of formal sealed bidding procedures or other procedures permitted by state law.

**B. Publication of Notice.** At least twice per year, the city shall publish in a newspaper of general circulation within the city a notice of the existence of a vendor list and solicit names of vendors for the list.

**C. Written or Electronic Quotations.** The city shall use the following procedures for securing written or electronic quotations from at least three different vendors whenever possible to assure that a competitive price is established and for awarding contracts for the purchase of any materials, equipment, supplies, or services to the lowest responsible bidder, as defined in RCW 39.04.010:

1. A written description shall be drafted that describes the materials, supplies or equipment to be purchased, and may include the number, quantity, quality and type desired, the proposed delivery date, and any other significant terms of purchase;
2. A city representative shall make a good faith effort to contact at least three vendors on the vendor list and, after reading or quoting the written description, obtain telephone, written or electronic quotations from the vendors;
3. The city representative shall make a written record of each vendor's bid and of any conditions imposed on the bid by such vendor;
4. All of the written bids or quotations shall be collected and considered and a determination of the lowest responsible bidder, as defined in RCW 39.04.010, shall be made and the contract, if awarded, shall be awarded to

said bidder. The City reserves the right to reject all bids and not award the contract.

**D. Award.** Immediately after the award is made, the bid quotations obtained shall be recorded, open to public inspection, and shall be available by telephone inquiry. A contract awarded under this section need not be advertised.

## **2.92.020 Public Works Contracts - Small Works.**

**A. When Applicable.** The city need not comply with formal sealed bidding procedures for public works projects including the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the city may use the small works roster procedures for public works projects as set forth in this Section. If the estimated cost of the public works project does not exceed Sixty Five Thousand Dollars (\$65,000), if more than one craft or trade is involved with the public works project, or Forty Thousand Dollars (\$40,000) if a single craft or trade is involved with the public works project or the public works project is street signalization or street lighting, the provisions of this Section need not be followed and the city may contract for the completion of the public works project without calling for bids. The breaking of any public works project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the dollar limitations set forth in this Subsection.

**B. Contractors on Small Works Roster.** The small works roster shall consist of all responsible contractors who have requested to be on the roster, and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on the roster shall provide the city with a list of the types of work the contractor is capable of performing for the city. The city may require that contractors desiring to be placed on the roster keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the city as a condition of being placed on the roster.

**C. Publication.** At least once a year, the city shall publish in a newspaper of general circulation within the city a notice of the existence of the roster and solicit the names of contractors for such roster. Responsible contractors shall be added to the roster at any time that they submit a written request and necessary records.

**D. Written or Electronic Quotations.** The city shall obtain dated, written or electronic quotations for public works contracts from contractors on the small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010, as follows:

1. A contract awarded from the small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be

furnished. However, detailed plans and specifications need not be included in the invitation. This provision does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

2. Quotations may be invited from all appropriate contractors on the small works roster. As an alternative, quotations may be invited from at least five contractors on the small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the roster.
3. If the estimated cost of the work is from One Hundred Fifty Thousand Dollars (\$150,000) to Three Hundred Thousand Dollars (\$300,000), the city may choose to solicit bids from less than all the appropriate contractors on the small works roster, but must also notify the remaining appropriate contractors on the small works roster that quotations on the work are being sought. The city has the sole option of determining whether this notice to the remaining contractors is made by:
  - (a) Publishing notice in a legal newspaper in general circulation in the city;
  - (b) mailing a notice to these contractors; or
  - (c) sending a notice to these contractors by facsimile or other electronic means.
4. For purposes of this Chapter, “equitably distribute” means that the city may not favor certain contractors on the small works roster over other contractors on the small works roster who perform similar services. At the time bids are solicited, the city shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project.
5. A written record shall be made by the city representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

**E. Determining Lowest Responsible Bidder.** All contracts awarded pursuant to this Section shall be awarded to the lowest “responsible bidder” as defined in RCW 39.04.010.

**F. Award.** All of the written or electronic bids or quotations shall be collected and presented at the same time to the city council for consideration, determination of the lowest responsible bidder, and award of the contract. The city reserves the right to reject all bids and not award a contract.

**2.92.030 Statutory References.**

All references in this Chapter to state statutes shall be considered references to the state statutes as they currently exist or may hereafter be amended.

Section 2. To the extent any statute requires the city to pass a resolution to take the actions stated herein, this ordinance shall be considered a resolution for those purposes.

Section 3. 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 4. This ordinance shall take effect and be in full force five (5) days after this ordinance or a summary thereof consisting of the title is published.

APPROVED:

\_\_\_\_\_  
JEFF GOMES, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK-TREASURER

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

BY: \_\_\_\_\_  
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK : \_\_\_\_\_  
PASSED BY THE CITY COUNCIL : \_\_\_\_\_  
PUBLISHED : \_\_\_\_\_  
EFFECTIVE DATE : \_\_\_\_\_  
ORDINANCE NO. : \_\_\_\_\_





SUMMARY OF ORDINANCE NO. \_\_\_\_\_

of the City of Cashmere, Washington

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On the \_\_\_\_\_ of \_\_\_\_\_, 2012, the City Council of the City of Cashmere, Washington, passed Ordinance No. \_\_\_\_\_. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON ADDING A NEW CHAPTER 2.92 TO THE CASHMERE MUNICIPAL CODE ESTABLISHING PROCEDURES FOR A VENDOR LIST FOR THE PURCHASE OF SUPPLIES, MATERIALS, AND EQUIPMENT AND A SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS; CONTAINING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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KAY JONES, CITY CLERK-TREASURER

**RESOLUTION 07-2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, AMENDING CITY RESOLUTION 10-2011, AMENDING WATER RATES OF THE CITY EFFECTIVE JANUARY 1, 2013.**

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**WHEREAS**, the City Council of the City of Cashmere, desires to amend Resolution 10-2011 to include an increase in the rates for water service provided by the City of Cashmere; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** City Resolution 10-2011 and the rates for water set forth therein are hereby amended as follows:

**WATER RATES AND CHARGES**

**SCHEDULE 1-W**

**CITY SINGLE-FAMILY AND DUPLEX RESIDENTIAL WATER SERVICE**

**Character of service:**

Service under this schedule is applicable to single-family dwellings and duplexes. A duplex is a house of single structure consisting of two separate family dwellings. Manufactured homes, regardless of whether placement is in a park development or single lot, are considered single-family dwellings.

**Metering:**

Each single-family dwelling shall be served through a separate meter. The family units in an existing non-conforming accessory dwelling or manufactured home park may be metered together or through an appropriately sized master meter. Each meter shall be considered a service and the customer shall be billed one base fee for each service.

**2013-2017 MONTHLY RATES**

**1-W City**

**Monthly Rates**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
	2.5%	2.5%	2.5%	2.5%	2.5%
5/8"	\$13.65	\$13.99	\$14.34	\$14.70	\$15.07
1"	\$17.90	\$18.35	\$18.81	\$19.28	\$19.76
1 1/2"	\$23.62	\$24.21	\$24.82	\$25.44	\$26.07
2"	\$33.64	\$34.48	\$35.34	\$36.23	\$37.12

**Volume Tier Rates**

**Per 1000 Gallons**

0-10,000 gallons	\$2.52	\$2.58	\$2.64	\$2.71	\$2.78
10,001-35,000 gals	\$2.79	\$2.86	\$2.93	\$3.00	\$3.08
Over 35,000	\$3.09	\$3.17	\$3.25	\$3.33	\$3.41

**1-W County**

**Rates calculated at 1.5 times the City Single-Family and Duplex Residential rates.**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
5/8"	\$20.48	\$20.99	\$21.51	\$22.05	\$22.60
1"	\$26.85	\$27.53	\$28.22	\$28.92	\$29.65
1 1/2"	\$35.43	\$36.32	\$37.23	\$38.16	\$39.11
2"	\$50.46	\$51.72	\$53.01	\$54.34	\$55.70

<b>Volume Tier Rates</b>	<b>Per 1000 Gallons</b>				
0-10,000 gallons	\$3.78	\$3.87	\$3.97	\$4.07	\$4.17
10,001-35,000 gals	\$4.19	\$4.29	\$4.40	\$4.51	\$4.62
Over 35,000	\$4.64	\$4.76	\$4.88	\$5.00	\$5.13

**Discount:**

Low-income Senior and Disabled    20% off base rate

Adopted by Resolution 07-2012

Effective January 1, 2013

**SCHEDULE 2-W  
MULTI-FAMILY WATER SERVICE**

**Character of service:**

Service under this schedule is applicable to multi-family dwellings of three or more units.

**Metering:**

Metering shall be done through one master meter when practical. Multi-family dwellings that are metered separately shall be charged according to Schedule 1-W.

**2013-2017 MONTHLY RATES**

**2-W City**

**Monthly Rates**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
	2.5%	2.5%	2.5%	2.5%	2.5%
5/8"	\$14.26	\$14.62	\$14.99	\$15.36	\$15.74
1"	\$19.43	\$19.92	\$20.42	\$20.93	\$21.45
1 1/2"	\$26.68	\$27.35	\$28.03	\$28.73	\$29.45
2"	\$38.56	\$39.52	\$40.51	\$41.52	\$42.56
3"	\$94.45	\$96.81	\$99.23	\$101.71	\$104.25
4"	\$130.63	\$133.90	\$137.25	\$140.68	\$144.20
6"	\$218.54	\$224.00	\$229.60	\$235.34	\$241.22

**Per 1000 Gallons**

<b>Single Volume Rate</b>	\$2.67	\$2.74	\$2.81	\$2.88	\$2.95
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**2-W County**

**Rates calculated at 1.5 times the City Multi-Family rates.**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
5/8"	\$21.39	\$21.93	\$22.48	\$23.04	\$23.62
1"	\$29.15	\$29.88	\$30.63	\$31.39	\$32.18
1 1/2"	\$40.02	\$41.03	\$42.06	\$43.11	\$44.18
2"	\$57.84	\$59.28	\$60.76	\$62.28	\$63.84
3"	\$141.68	\$145.22	\$148.85	\$152.57	\$156.39
4"	\$195.95	\$200.85	\$205.87	\$211.02	\$216.29
6"	\$327.81	\$336.00	\$344.40	\$353.01	\$361.84

**Per 1000 Gallons**

<b>Single Volume Rate</b>	\$4.01	\$4.11	\$4.21	\$4.32	\$4.43
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Adopted by Resolution 07-2012

Effective January 1, 2013

**SCHEDULE 3-W  
COMMERCIAL WATER SERVICE**

**Character of service:**

Service under this schedule is applicable to commercial enterprises including, but not limited to, retail stores, motels, hotels, clinics, schools, storage warehouses, businesses and professional offices.

**Metering:**

Metering shall be done through one master meter when practical.

**2013-2017 MONTHLY RATES**

**3-W City**

**Monthly Rates**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
	2.5%	2.5%	2.5%	2.5%	2.5%
5/8"	\$14.26	\$14.62	\$14.99	\$15.36	\$15.74
1"	\$19.43	\$19.92	\$20.42	\$20.93	\$21.45
1 1/2"	\$26.68	\$27.35	\$28.03	\$28.73	\$29.45
2"	\$38.56	\$39.52	\$40.51	\$41.52	\$42.56
3"	\$94.45	\$96.81	\$99.23	\$101.71	\$104.25
4"	\$130.63	\$133.90	\$137.25	\$140.68	\$144.20
6"	\$218.54	\$224.00	\$229.60	\$235.34	\$241.22

**Per 1000 Gallons**

<b>Single Volume Rate</b>	\$2.67	\$2.74	\$2.81	\$2.88	\$2.95
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**3-W County**

**Rates calculated at 1.5 times the City Commercial rates.**

<b>Meter Size</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
5/8"	\$21.39	\$21.93	\$22.48	\$23.04	\$23.62
1"	\$29.15	\$29.88	\$30.63	\$31.39	\$32.17
1 1/2"	\$40.02	\$41.03	\$42.06	\$43.11	\$44.18
2"	\$57.84	\$59.28	\$60.76	\$62.28	\$63.84
3"	\$141.68	\$145.22	\$148.85	\$152.57	\$156.39
4"	\$195.95	\$200.85	\$205.87	\$211.02	\$216.29
6"	\$327.81	\$336.00	\$344.40	\$353.01	\$361.84

**Per 1000 Gallons**

<b>Single Volume Rate</b>	\$4.01	\$4.11	\$4.21	\$4.32	\$4.43
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Adopted by Resolution 07-2012  
Effective January 1, 2013

### **3-W Capacity Charge**

A capacity charge shall also be imposed on any Commercial Customer (or successor customer at the same service location) whose annual water consumption in the preceding calendar year is 50 percent or more below its highest annual usage in any of the 10 calendar years prior to that year or fewer number of prior years for new customers. (For example, in 2013, a capacity charge would be determined by comparing the annual volume of water consumption for the customer in 2012 with the annual volume of water consumption of that customer in each year from 2002 through 2011 to determine if the customer's consumption in 2012 was 50 percent below its highest annual consumption in any one of the ten calendar years from 2002 through 2011.)

The capacity charge shall be in addition to the meter charge and volume charges for current consumption. The capacity charge shall end only when the customer's annual water consumption in the preceding calendar year is no longer 50 percent or more below its highest annual usage in any of the 10 calendar years prior to that year.<sup>1</sup>

If a capacity charge is applicable (that is, the customer's annual water consumption in the preceding calendar year is 50 percent or more below its highest annual usage in any of the 10 calendar years prior to that year), the capacity charge shall be calculated as follows:

1. The difference between the previous calendar year's consumption and the highest annual consumption in any of the 10 calendar years prior to that year shall be computed.
2. That computed difference in water volume then shall be multiplied by the current year's volume rates set out in the tables above.
3. The resulting calculation (in dollars) from step #2 then shall be multiplied by 0.76 to derive the annual capacity charge
4. The annual capacity charge derived in step #3 then shall be divided by 12 and billed monthly.

#### **Options to forego or to pay only a portion of the capacity charge**

A Commercial Customer may choose not to pay the capacity charge, in which event the unused volume of water (the difference between the prior calendar year's consumption and the highest annual consumption in any of the 10 calendar years prior to that year as computed in step # 1 above) will be made available to other existing and new water customers of the City, and an amount of water above the current year's annual consumption levels may not be available to the Commercial Customer should that Customer again seek to increase its annual consumption.

Alternatively, a Commercial Customer may choose to pay only a portion of the capacity charge, in which event the amount of water represented by the unpaid portion of the capacity charge will be made available to other existing and new water customers of the City, and the amount of water represented by the unpaid portion of the capacity charge may not be available to the Commercial Customer should that Customer again seek to increase its annual consumption.

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<sup>1</sup>NOTE: The amount of water capacity reserved relates to the highest annual usage in any of the 10 calendar years prior to the previous year. As a consequence, the level of water capacity reserved will automatically decrease as the customer's highest calendar year of consumption comes to be more than eleven years in the past.

**SCHEDULE 4-W**  
**STANDPIPE AND HYDRANT WATER**

**Availability:**

This service is available at the standpipe provided by the City, located at the south end of Woodring Street, and for approved hydrant meter use. Applications for hydrant meters may be obtained at City Hall.

**Character of service:**

Standpipe water is available for anyone's use. A fill hose is required and may be purchased at City hall.

**Metering:**

Water is dispensed using a coin operated timer or through a City-provided and installed hydrant meter.

**Monthly Rates:**

<b>Standpipe Water in Gallons</b>	<b>Charge</b>
Per 100 gallons	\$1.00
Fill hose	\$50.00

**Hydrant Meter**

Daily use fee	\$15.00
Installation and removal	\$60.00
Per 100 gallons	\$1.00

Adopted by Resolution 07-2012  
Effective January 1, 2013

**NEW WATER SERVICE COSTS**

**Materials**

Repair Materials	Actual cost
New service - 1" or smaller	\$250.00
New service – 1-1/2" to 2"	\$350.00
New service Over 2"	Based on actual cost
Labor	Based on actual cost
Asphalt Street Repair	\$4.95/sq. ft.
Concrete Sidewalk Repair	\$5.25/sq. ft.

**SYSTEM DEVELOPMENT CHARGES**

**NEW SERVICES OR UPGRADES TO EXISTING SERVICES**

Upsize to 1" service	\$ 500.00
1" service	\$1,500.00
1 1/2" service	\$3,000.00
2" service	\$5,000.00
Over 2" service	Determined on an individual basis
Fire Main	\$1,000.00
(Flow-Indicating Backflow Prevention Device Required)	

The purpose of the system development fee is to help defray the costs of past and future system improvements. Once it has been paid for a property, it will not be collected again if the service is repaired or replaced with the same size service in the future. Development fees for new construction are due at time of issuance of a building permit and for all others at time of connection.

**Section 2.** The water rates established under this Resolution shall be effective commencing January 1, 2013.

Passed by the City Council of the City of Cashmere, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CASHMERE

By: \_\_\_\_\_  
Jeff Gomes, Mayor

Attest:

By: \_\_\_\_\_  
Kay Jones, City Clerk-Treasurer



**RESOLUTION 08-2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, AMENDING RESOLUTION 11-2011, AMENDING CITY WASTEWATER RATES EFFECTIVE JANUARY 1, 2013.**

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**WHEREAS**, the City Council of the City of Cashmere, desires to amend Resolution 11-2011, Wastewater rates to include a 6% increase in the rates for wastewater service provided by the City of Cashmere; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** City Resolution 11-2011 and the rates for wastewater set forth therein are hereby amended as follows:

**WASTEWATER RATES AND CHARGES**

**SCHEDULE 1-WW**

**CITY SINGLE-FAMILY AND DUPLEX RESIDENTIAL WASTEWATER SERVICE**

**Character of service:**

Service under this schedule is applicable to single-family dwellings and duplexes. A duplex is a house of single structure consisting of two separate family dwellings. Manufactured homes, regardless of whether placement is in a park development or single lot, are considered single-family dwellings.

**Metering:** None

**Monthly Rates:**

**1-WW CITY**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
6%	6%	6%	6%	6%
\$76.29	\$80.87	\$85.72	\$90.86	\$96.31

**1-WW COUNTY**

**Rates calculated at 1.5 times the City Single-Family and Duplex Rates.**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
\$114.44	\$121.30	\$128.58	\$136.30	\$144.47

**Discount:**

Low-income Senior and Disabled                      20% off base rate

Adopted by Resolution 08-2012  
Effective January 1, 2013

**SCHEDULE 2-WW**  
**MULTI-FAMILY RESIDENTIAL WASTEWATER SERVICE**

**Character of service:**

Service under this schedule is applicable to multi-family dwellings of three or more family units.

**Metering:**

This schedule is based on WATER use. There shall be no meter to measure actual wastewater use.

**Monthly Rates:**

**2-WW CITY**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
6%	6%	6%		
\$ 161.94	\$171.65	\$181.95	\$192.87	\$204.44

**Per 1,000 gallons over 11,000**

\$4.22	\$4.47	\$4.74	\$5.02	\$5.33
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**2-WW COUNTY**

**Rates calculated at 1.5 times the City Multi-family Residential Rates.**

-				
<b>1/1/12</b>	<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/16</b>	<b>1/1/17</b>
\$242.91	\$257.48	\$272.93	\$289.31	\$306.67

**Per 1,000 gallons over 11,000**

\$6.33	\$6.71	\$7.11	\$7.54	\$7.99
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Adopted by Resolution 08-2012  
 Effective January 1, 2013

**SCHEDULE 3-WW**  
**COMMERCIAL WASTEWATER SERVICE**  
Wastewater strength less than 300ppm BOD, less than 300ppm TSS\*

**Character of service:**

Service under this schedule is applicable to commercial enterprises including, but not limited to, retail stores, motels, hotels, clinics, schools, storage warehouses, businesses and professional offices that do not produce a higher strength wastewater than a typical single-family residence.

**Metering:**

Service rates shall be based on metered City water usage whenever metered water serves the applicable property. If service does not include City metered water, then usage shall be determined by a city-approved wastewater meter. For existing uses in this classification that do not have a wastewater meter, usage shall be estimated by City.

**Monthly Rates:**

**3-WW CITY**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
6%	6%	6%	6%	6%
\$76.29	\$80.87	\$85.72	\$90.86	\$96.31

**Per 1,000 gallons over 11,000**

\$4.70	\$4.98	\$5.28	\$5.59	\$5.93
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**3-WW COUNTY**

**Rates calculated at 1.5 times the City Commercial Rates.**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
\$114.44	\$121.30	\$128.58	\$136.30	\$144.47

**Per 1,000 gallons over 11,000**

\$7.05	\$7.47	\$7.92	\$8.40	\$8.90
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Adopted by Resolution 08-2012  
Effective January 1, 2013

**SCHEDULE 4-WW**

INDUSTRIAL WASTEWATER SERVICE (City or County)  
Wastewater Strength more than 300ppm BOD, more than 300ppm TSS\*

**Character of service:**

This schedule is applied as determined pursuant to Ordinance #1132 and Resolution #04-2008 unless otherwise provided by contract between the City and the utility customer.

**Metering:**

Usage shall be determined by a city-approved wastewater meter.

**Monthly Rates:**

User Charge shall be the minimum monthly charge and shall include up to 11,000 gallons

**User Charge:**

<b>1/1/13</b>	<b>1/1/14</b>	<b>1/1/15</b>	<b>1/1/16</b>	<b>1/1/17</b>
6%	6%	6%	6%	6%
\$179.85	\$190.64	\$202.08	\$214.20	\$227.06

**Per 1,000 metered gallons over 11,000**

\$7.05	\$7.47	\$7.92	\$8.40	\$8.90
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Adopted by Resolution 08-2012  
Effective January 1, 2013

## NEW WASTEWATER SERVICE COSTS

### Installation or Repair Estimate

<b>MATERIALS</b>	<b>AMOUNT</b>
Repair Materials	Actual cost
New service up to 4"	\$250.00
New service over 4"	Based on actual cost
Labor	Based on actual cost
Asphalt Street Repair	\$4.95/sq. ft.
Concrete Repair	\$5.25/sq. ft.

Wastewater service line is the owner's responsibility from the property line to the building served. Any excavation required is at the owner's expense and is not provided by City crews.

### System Development Fees New or upgraded Services Only

	<b>Charge per Unit within any single building</b>
One residential unit	\$1,500.00
Two residential units	\$1,400.00
Three residential units	\$1,300.00
Four to eight residential units	\$1,200.00
Nine to sixteen residential units	\$1,100.00
Over sixteen residential units	\$1,000.00

The purpose of the system development fee is to help defray the costs of past and future system improvements. Once it has been paid for a property, it will not be collected again if the service is repaired or replaced with the same size service in the future. Development fees for new construction are due at time of issuance of a building permit and for all others at time of connection.

System development charges (SDC's) for the wastewater systems are determined for an equivalent residential unit (ERU). Unless specifically provided for otherwise, SDC's for connections involving more than one ERU are weighted according to the ERU's calculated for the service at the new connection. An ERU shall be defined as 250 gallons per day, normal strength (200 ppm) wastewater.

Each single-family living unit shall be defined as one ERU. Each residential unit in a multi-family structure with two or more residential units shall be considered a 0.8 ERU. ERU equivalencies for any other connection will be determined by the City using the following formula:

$$(0.38 \times ((\text{flow in gpd})/(250 \text{ gpd})) + 0.387 \times ((\text{BOD in ppm})/(200 \text{ ppm})) + 0.233 \times ((\text{TSS in ppm})/(200 \text{ ppm})) = \text{ERU}$$

**Section 2.** The wastewater rates established under this Resolution shall be effective commencing January 1, 2013.

Passed by the City Council of the City of Cashmere, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CASHMERE

By: \_\_\_\_\_  
Jeff Gomes, Mayor

Attest:

By: \_\_\_\_\_  
Kay Jones, City Clerk-Treasurer

# Staff Summary

**Date:** October 22, 2012  
**To:** Cashmere City Council  
**Mayor Gomes**  
**From:** Mark Botello  
**RE:** Resolution No. 09-2012

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Please see attached Resolution No. 09-2012, which repeals City Resolution No. 8-2000, repealing a previously enacted and outdated policy related to the City vendor list and small works roster, and setting an effective date.

Staff will go over this in more detail at the Council meeting.

## RESOLUTION NO. 09-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, REPEALING CITY RESOLUTION NO. 8-2000, REPEALING A PREVIOUSLY ENACTED AND OUTDATED POLICY RELATED TO THE CITY VENDOR LIST AND SMALL WORKS ROSTER, AND SETTING AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council has recently passed an Ordinance establishing a new Chapter 2.92 to the Cashmere Municipal Code, which contains the updated vendor list and small works roster provisions applicable in the City that prior to this date were set forth in City Resolution No. 8-2000; and

**WHEREAS**, as a result of the passage of the aforementioned Ordinance, repeal of City Resolution No. 8-2000 is necessary and desirable in order to avoid any conflict between the previous and now outdated provisions of City Resolution No. 8-2000 and the new City Ordinance;

**NOW, THEREFORE**, the City Council of the City of Cashmere, Washington hereby resolve as follows:

**Section 1.** City Resolution No. 8-2000 is hereby repealed.

*[The remainder of this page left blank intentionally]*



**Section 2.** This Resolution shall be effective immediately upon passage by the City Council.

APPROVED by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

APPROVED:

\_\_\_\_\_  
Jeff Gomes, Mayor

ATTEST:

\_\_\_\_\_  
Kay Jones, City Clerk-Treasurer

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# Cashmere Chamber of Commerce

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## Promoting Cashmere's Business Assets

### OFFICERS

LAURIE SHORETT,  
PRESIDENT

CASCADE VALLEY INN

ALEX CRUZ, VICE PRESIDENT  
CASHMERE VALLEY BANK

KALE HILL, SECRETARY  
HILL INSURANCE

KEITH WEBB, TREASURER  
WEBB ACCOUNTANCY

Oct. 16, 2012

City Clerk Kay Jones  
City of Cashmere  
101 Woodring St.  
Cashmere, WA 98815

Dear Kay,

### DIRECTORS

KEN BROWNSTEIN  
STUDEBAKER'S RESTAURANT

DAN DEAN  
OVERALL KITCHEN &  
BATH DESIGN

VAL GILMOUR  
RAVENOUS CATERING &  
THE CONSERVATORY

JAN MEREDITH-EVANS  
CASHMERE COTTAGE YARN

GAIL MORRISON  
CRUNCH PAK

LISA WAREHAM  
WATERVILLE WINERY/  
MISSION DISTRICT

DAVID WEBER  
MARTIN'S MARKET PLACE

MICHELLE WHITFORD

APPLE ANNIE'S ANTIQUE  
GALLERY

On behalf of the Cashmere Chamber of Commerce's Board of Directors, I am requesting the city consider entering into an agreement with the Chamber, designating the lodging tax dollars to the Chamber, to be used in promotional efforts allowed by RCW 67.28.

The agreement would begin Jan. 1, 2013, and include both the annual contribution as well as the current balance.

The Board of Directors believes it is positioned well to manage and allocate the money generated by the lodging tax dollars. The Chamber is the only organization in Cashmere actively promoting the entire community. It also has built strong partnerships with Cashmere's various tourism-related organizations and businesses. Thus the board fully supports the distribution of these monies to other community groups. We would be thoughtful stewards of the lodging tax dollars.

If the City Council would like to talk to us more about our proposal, we would be more than happy to meet with Mayor Jeff Gomes and the council members.

Thank you,

Laurie Shorett  
President, Cashmere Chamber of Commerce

# Staff Summary

**Date:** October 18, 2012  
**To:** Mayor and Cashmere City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** Letter of support for a Centennial Clean Water grant application

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Attached is a draft letter of support for a Centennial Clean Water grant application that Peter S. Burgoon, Sr. Environmental Engineer from Water Quality Engineering, is preparing.

Mr. Burgoon met with the Board of the Chelan Douglas Health District on Monday and they have agreed to sign a support letter. He has also met with Joel Walinski at the City of Leavenworth. Mr. Walinski is supportive and will present the support letter to the Leavenworth City Council next week.

Peter Burgoon was not able to attend the Council meeting. He would be glad to discuss this with Council members if they have questions. They may call his office or mobile phone. He thanks the Council in advance for their time and consideration.

**Staff Recommendation:**

Move to authorize the Mayor to send a letter of support for a Centennial Clean Water grant application.

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## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

October 17, 2012

Centennial Clean Water Grants Program  
Department of Ecology  
Water Quality Program  
Financial Management Section  
300 Desmond Drive  
Lacey, WA 98503

Re: Letter of Support for Grant Application:  
*Development of Model Ordinance to Reduce Phosphorus Pollution from On Site Septic Systems in WRIA 45.*

To Whom it may concern:

The Cashmere City Council supports grant funding from the Centennial Clean Water Program for the application being submitted for the development of a model ordinance for reduction of nonpoint phosphorus pollution from septic systems in the Wenatchee Watershed. Currently there are no guidelines available for the Chelan Douglas Health District to implement when permitting on site systems close to the Wenatchee River.

Guidelines need to be developed that are based on the unique soils and hydrogeology of the watershed and for addressing existing and future housing clusters close to the river and outside of incorporated municipal areas. This approach has several merits: 1) Addresses a key nonpoint source of phosphorus, 2) helps assure that investments made for point source control of phosphorus are effective since nonpoint source load reductions must also be met to achieve long term water quality goals, 3) Helps in the long term protection of the Wenatchee River and sustainable growth in the County.

We appreciate your support and efforts to protect this watershed and strongly encourage full funding for this important project.

Sincerely,

Jeff Gomes  
Mayor

The City of Cashmere is an equal opportunity provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202)720-6382 (TDD).

F.Y.I.



Wenatchee Valley Animal Control  
1474 S. Wenatchee Avenue  
Wenatchee, WA 98801  
509-662-9577  
509-665-7612 (fax)

### City of Cashmere - Quarterly Report 3<sup>rd</sup> Quarter – 2012

#### Animal Control Hours

July	41.75
August	42.75
September	36.25
<b>Total</b>	<b>120.75</b>

#### Number of Investigated Incidents

July	21
August	18
September	13
<b>Total</b>	<b>52</b>

#### Investigations of Interest

Citations Issued	0
Dangerous Dogs	0
Potentially Dangerous Dogs	0
Animal Bites	1

#### Number of Animals Received

Stray Dogs	12	Stray Cats	5	Stray Others	0
Owned Dogs	2	Owned Cats	6	Owned Others	0
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>11</b>	<b>Total</b>	<b>0</b>

CASHMERE CITY COUNCIL MEETING  
DATE: OCT 22/2012

AGENDA TOPIC: DOWNTOWN BUSINESS DISTRICT PARKING LOT LEASE

Does the City of Cashmere want to lease the parking lot at 131 Cottage Ave?

Background: At the corner of Cottage Ave and Woodring, the highly visible parking lot represents convenient, central access to many businesses and busy parking lots give the appearance of vibrancy and growth potential. The parking lot has shown heavy volume at 75% capacity on many instances irrespective of time of day or day of the week.

The property had been leased in the recent past for use as a parking lot in heart of downtown business corridor. Employees, business owners and retail customers seemed to rely on space. The Chamber of Commerce terminated the lease effective 7/1/2012.

Woodridge Construction purchased the property as an investment with intent to develop commercial space. We understood there was a long standing agreement with the city to lease the parking lot as well as city's agreement to perform maintenance such as snow removal. Prior to our purchase, the lease was amended mutually as month to month payment rather than a yearly term for the sole purpose of allowing us time to plan for future development. We still intend to develop the property but our plans have been put on hold until spring of 2013.

We want to propose to council the opportunity for the City of Cashmere to lease and maintain the parking lot. Our terms are as follows:

We propose a rent amount of \$500 per month with the City to provide general maintenance and snow removal and the City to provide a certificate of insurance naming Woodridge Construction and Development, LLC, as an additional insured.

The parking lot cannot remain as a public parking lot at the expense and liability exposure to Woodridge Construction. This is a logical opportunity for the City of Cashmere. We would prefer leasing the property to the City to help cover our expenses over the option of eliminating access to the parking lot. This may not be well received but will become necessary.

Thank you,

Woodridge Construction & Development, LLC