



## 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, FEBRUARY 11, 2019 6:00 P.M., CITY HALL

### **AGENDA**

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSED ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- December Financial Report is on the website

#### PUBLIC COMMENT PERIOD - For Items Not on the Agenda

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of January 28, 2019 Regular Council Meeting
2. Payroll and Claims Packet Dated February 11, 2019
3. Affirm the Mayor's appointment of the Tree Committee for the 2019 Term
4. Lagoon Use Policy

#### BUSINESS ITEMS

1. Resolution No. 02-2019 Amending Resolution 03-2016 Adopting rate and charges for general licenses, permits and miscellaneous fees
2. Interlocal Agreement between Chelan County and the City for housing inmates in the Chelan County Regional Justice Center
3. Contract Proposal for Website Upgrade with Granicus
4. Review and discussion on Public Workshop Information

#### PROGRESS REPORTS

#### ADJOURNMENT

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

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY JANUARY 28, 2019 AT CASHMERE RIVERSIDE CENTER

OPENING

Mayor Jim Fletcher opened the regular City Council meeting at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

Present

Not Present

Mayor: Jim Fletcher

Council: Daniel Scott  
Chris Carlson  
Dave Erickson  
Kameon Smith  
Derrick Pratt

Staff: Kay Jones, Clerk-Treasurer  
Steve Croci, Director of Operations

Chuck Zimmerman, City Attorney

APPROVAL OF AGENDA

MOVED by Councilor Pratt seconded by Councilor Carlson to approve the agenda as presented. Motion carried 5-0.

CONSENT AGENDA

Minutes of January 14, 2018 Regular Council Meeting  
Claims Packet Dated December 31, 2018 Year End Closure  
Claims Direct Pay and Checks #39424 and #39426 through #39451 totaling \$89,922.68  
Claims Packet Dated January 28, 2019  
Claims Direct Pay and Checks #39452 through #39483 totaling \$159,015.20  
Manual Check #39425

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the items on the consent agenda. Motion carried 5-0.

ADJOURNMENT

Mayor Fletcher adjourned the council meeting at 6:02 p.m. to begin the Public Workshop.

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James Fletcher, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

CITY OF CASHMERE  
TREE COMMITTEE  
1/1/2019

**Committee Member**

**1 Year Term Expires**

Ed Meyer, Chair  
105 Chase Ave  
782-2571  
669-2174  
Edmeyer2017@gmail.com

12/31/19

Steve Crossland  
103 Chase Ave  
782-4418 (Work)  
steve@crosslandlaw.net

12/31/19

Anne McClendon  
101 Valley St  
670-7477  
Anne4361@gmail.com

12/31/19

Jan Evans  
910 Pioneer Ave  
630-5476  
Evansart24@gmail.com

12/31/19

Mareen Stoffel  
319 Olive St  
782-1841  
mareenstoffel@yahoo.com

12/31/19

Vacant

Vacant



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February 11, 2019

To: City Employees

From: Mayor

Subject: Former Wastewater Treatment Lagoons

The area of the former wastewater treatment lagoons (Lagoons) provide an opportunity for shaping the future of the City of Cashmere (City). The City will work with its employees, citizens and appropriate agencies to determine the best and most appropriate long-term use of the Lagoons. It will take some time to accomplish that. The path forward will involve bio-solids removal and adding fill material. Until a definitive path forward is developed, reasonable use of this public land should be provided in a manner, which does not cause harm to the users or the land. Access and use should create enjoyment and generate ideas for future use. To serve the public interest the new policies for the Lagoons are:

- The public is permitted to walk, hike or bike along the levee adjacent to the Wenatchee River.
- Leashed dogs are permitted on the levee. Dogs may be off leash to access the Wenatchee River.
- Horses are permitted.
- Only authorized vehicles are allowed access.
- No material or fill will be applied to the land.

To accommodate these new policies, the City needs to:

- Remove and/or properly store or secure the existing equipment, supplies or material currently on the property.
- Mark areas as off limits or no entrance/admittance/trespass where active work or storage occurs.
- Mark Cell 1 and Cell 3 as off limits or no entrance/admittance/trespass.
- Securely block all potential access points for vehicles.
- Install informational or interpretive signs informing the public about the former, current and potential future land use of Lagoons and the Wastewater Treatment Plant.
- Develop a plan which includes a schedule and funding opportunities to remove existing bio-solids.
- Work with community to define long-term opportunities for the Lagoons.

Please let Steve or me know if activities at the Lagoon warrant different or additional management actions.

**CITY OF CASHMERE, WASHINGTON**

**RESOLUTION NO. 02-2019**

**A RESOLUTION AMENDING RESOLUTION 03-2016 ADOPTING RATES AND CHARGES FOR GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES FOR OTHER SERVICES AND PENALTIES IN THE CITY OF CASHMERE, WASHINGTON**

The City Council of the City of Cashmere, Washington hereby resolves as follows:

Section 1. The rates for general licenses and permits, and other services and penalties adopted in Resolution 03-2016 are amended as set forth on Exhibit "A" attached hereto and incorporated herein.

Section 2. This Resolution shall be effective February 11, 2019.

Passed by the City Council of the City of Cashmere, Washington, and approved by the Mayor at an open public meeting on this 11<sup>th</sup> day of February, 2019.

CITY OF CASHMERE

By: \_\_\_\_\_  
James Fletcher, Mayor

Attest:

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

## GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES

### LICENSE AND PERMIT FEES

#### Business License

Initial	\$20.00	50.00
Renewal	\$10.00	30.00
45-day Late fee	\$40.00	
90 days late	\$200.00	
Failure to obtain	\$250.00	

#### Sign Permit

One - two signs	\$15.00	50.00
Three or more	\$25.00	75.00

#### Fireworks Permit

Permit fee	\$50.00	
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#### Vendor Permit

Quarterly	\$150.00	
Event	\$50.00	
Multiple Vendor	\$50.00	plus \$10.00 per vendor

#### Special Use Permit

Permit fee	\$20.00	
Electricity fee	\$20.00	

#### Fire & Life Safety Permit

Occupancy permit	\$20.00	
On-site inspection	\$50.00	80.00

#### Dog License Fees

Spayed or Neutered	\$10.00	
Unaltered	\$30.00	
Late Fee	\$10.00	
Senior Citizen (62)/Disabled Discount	50%	
Replacement dog tag	No Charge	
Registration of Potentially Dangerous/Dangerous dog	\$75.00	
Guard dog license	\$50.00	

#### Street Right-of-Way Permit

<u>PAVEMENT AGE</u>	<u>FIRST 50'</u>	<u>EA. ADD'L 50'</u>
Over 5 Years	\$100.00	\$25.00
3-5 Years	\$200.00	\$50.00
1-2 Years	\$300.00	\$75.00

**BUILDING PERMIT FEES**

Building permit fees shall be based on the estimated cost of construction as determined by the City Building Official. The preferred method of establishing estimated construction costs shall use the current Building Valuation Data (Square Foot Construction Cost), published by the International Code Council (ICC), each year. The Building Official may choose to use the actual bid amount or other methods of estimating the cost for constructon.

The construction cost valuation established by the Building Official shall determine the building permit fee using the permit fee schedule in the applicable Appendix (i.e. Appendix L) of the current edition of the International Residential Code (IRC).

Plan Review Fee	65% of permit fee for residential and 85% of permit fee for commercial	
Plumbing Permit	\$50.00 per permit, plus \$25 per building sewer line, and \$10 per fixture.	
Mechanical Permit	\$50.00 per permit, plus \$25.00 per central air conditioner, heater, heat pump, commercial kitchen hood, pellet/wood stove, gas/wood fireplace, propane tank, and \$10.00 for each ventilation fan or residential appliance vent and gas outlet.	
Fire Code Permit	\$300.00 per permit, plus \$3.00 for each sprinkler head, fire alarm and smoke detection.	

Demolition Permit		150.00
Underground Storage Tank Abatement		100.00
Grading, Excavation & Landfill Permit	\$25.00	100.00 per hour
Portable Metal Carport Permit		100.00
Fence Permit	\$5.00	10.00

**Inspection Fees**

General Inspection Fee	\$50.00	100.00 per hr (1/2 hour minimum)
Re-Inspection Fee		100.00 per hr (1/2 hour minimum)

**Valuations and permit fees not addressed in the fee schedule shall be as determined by the Building Official.**

## DEVELOPMENT FEES

### Administrative Fees

One-Time 30-minute Consultation Meeting	No Charge
Pre-Application Meeting	\$150.00

### State Environmental Policy Act Review

Environmental Impact Statement	\$1,000.00, plus *direct costs billed to City
SEPA Review	\$200.00 300.00
Revisions of approved permits within this category	50% of Original Fee

### Shoreline Permits

Substantial Development Permit	\$1000.00 (Includes HE)
Shoreline Conditional Use Permit	\$1000.00 (Includes HE)
Shoreline Variance	\$1000.00 (Includes HE)
Revisions of approved permits within this category	50% of Original Fee

### Miscellaneous Land Use Actions/Permits

Conditional Use Permit (CUP)	\$600.00	850.00 (Includes HE)
CUP - Home Occupation, Group B		600.00 (Includes HE)
Variance (Residential)	\$600.00	1200.00 (Includes HE)
Variance (Commercial)		1350.00 (Includes HE)

### Subdivision Permits

Short Subdivision Preliminary Review (1 to 4 Lots)	\$250.00 plus \$50.00 per lot	800.00, plus \$50.00 per lot (Includes HE)
Short Subdivision Final Review	\$250.00	
Major Subdivision Preliminary Review (5 or more Lots)	\$600.00 plus \$50.00 per lot	1500.00, plus \$50 per lot (Includes HE)
Major Subdivision Final Review	\$250.00	
Binding Site Plan Preliminary Review	\$600.00 plus \$50.00 per lot/unit	1000.00, plus \$50 per lot/unit
Binding Site Plan Final Review	\$250.00	
Planned Unit Development Preliminary Review	\$600.00 plus \$50.00 per lot/unit	1500.00, plus \$50.00 per lot/unit (Includes HE)
Planned Unit Development Final	\$250.00	
Boundary Line Adjustment	\$150.00	200.00
Revisions of approved permits within this category	50% of Original Fee	

### Legislative Action

Vacation of Right-of-Way (Chapter 12.30 CMC)	\$250.00 Non-refundable Administration Fee - paid at time of application, plus fees for legal description and surveying, recording fees, fees associated with documentation of City-reserved utility easements and attorneys' fees incurred by the City	
Annexation	\$1,500.00	
Utility Reimbursement Agreements	\$1,000.00, plus costs directly billed to the City for consultant fees	
Comprehensive Plan Amendment/Rezone	\$500.00 Application Fee, plus *direct costs billed to City, that exceed the \$500.00	
Comprehensive Plan/Development Code Text Amendments	\$500.00 Application Fee, plus *direct costs billed to City, that exceed the \$500.00	
Revisions of approved permits within this category	50% of Original Fee	

### Appeals to the Hearing Examiner

Appeal/Motion for Reconsideration	\$600.00 plus *direct costs billed to City
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**\*Direct Costs Billed to City will include Hearing Examiner, Consultant Time, City Legal Counsel, Engineering and specialized study services, in addition to staff time, which will be billed at \$60 per hour.**

## MISCELLANEOUS FEES

### Fees and Penalties

Delinquency Fee (Utility and Misc.)	\$25.00
Service Fee (Service Interruption/Reconnect)	\$60.00 before 3:00 p.m. and \$140.00 after 3:00 p.m., holidays or weekends
Returned item fee	\$25.00
New account service charge	\$10.00
After hours connection/call-out fee	\$75.00
Photocopies (per page)	\$0.15
11 x 17 color maps	\$2.00

### Brush Pick up

Semi-annual Brush Pick up	\$20.00 per front-end loader scoop (\$20 Minimum)
Special Brush Pick up	\$35.00 per front-end loader scoop (\$35 Minimum) \$20 each additional scoop



# Staff Summary

**Date:** February 6, 2019  
**To:** City Council  
**From:** Jim Fletcher, Mayor  
**RE:** Summary of Community Workshop Notes

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Attached are the compiled notes from the three community subgroups on Monday, January 28<sup>th</sup>. Included in the packet are several written comments submitted after the workshop. Notes have been organized into common topic areas that will be used by the Planning Commission in preparing the 2019 Comprehensive Plan.

Ideas presented will generally become future actions, subject to additional public participation, support and budget approvals.

Observation: Maintaining a small-town aspect remains important to the community. Many people recognized the need for more housing, including apartments. Defining the building density standards to preserve small town and provide housing will be a function of zoning codes.

## **Staff Recommendation:**

**Discussion and suggestions for proceeding.**

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## **ECONOMIC**

Help market downtown business

Agri tourism, outdoor rec. fitness good

public restroom availability downtown

downtown empty storefront (restroom)

Hotel - add to serve tourist destinations

hotel

light industrial

brew pub

unified support for business

more business

discount prices

Heads & beds

Open town to river - welcome - archway, signs pointing to downtown

incentives (federal & state grants)

things other than restaurants

bike shop

art galleries/artisan shop

expanded hardware

places that create experiences ( like urban)

hotel

## **PARK**

Fenced in dog park

Bike Bridge - lagoons across river

Rafting/white water park

Dog off leash enforcement - waste problem - dog waste dispensers at Cottage & Railroad Parks

River path

sports field

picnic

playground

boat launch

more trails

Property behind mill site? (youth fishing)

End of Butler Ridge = paths

go west with walking path

Cover the pool

disc golf course

shade for skatepark

skatepark addition - phase 2

splash pad

I would like to see the Cashmere pool utilized more on a year round basis - schools  
could use it for PE and/or sports  
equipment for older children  
handicap accessible  
volleyball courts  
climbing wall  
kids fishing pond  
shade structure near skatepark  
more dike paths  
disc golf course  
Riverside Park - upgrades/improvements, interpretive and exercise stations along river path  
Food concession at Riverside Center (fundraisers)  
Disc golf course  
Boating Access - end of River Street needs improvement

### **QUALITY OF LIFE**

Family town, safety for kids and elderly  
Return to roots - Post Office photos  
Not Leavenworth - stay small town  
Crunch Pak noise/industrial  
Quality of life  
public restroom availability downtown  
Build greenspace into development  
Street lights really bright  
Railroad horn noise  
preserve small town vibe

### **HOUSING**

Housing - consistent land use permitting and answers, community sustainability  
efficient/maximize limited land availability, community buy in and activities  
Housing, accessible, affordable, diverse  
Hard to find available land for multi family - senior and multi family needed  
housing/condos  
senior housing  
large lots  
smaller lots  
Accessory Dwelling Unit (A.D.U.)  
Apts.?  
Reducing parking for apts.  
no more manufacturing around housing

Extra careful about hillside building so doesn't encroach on established homes  
high density - planned community development  
category review - density requirements  
define affordable housing for Cashmere  
mixed use

### **SERVICE**

Bring back brush pile  
Snow blowing - sidewalk cleaning  
Crews do a good job of maintaining parks & streets - hose sidewalks too early in season sometimes,  
Cashmere Pride - have residences sweep sidewalks  
Recycle can containers  
Our own law enforcement  
Water rights  
extension of sewer and water lines - in UGA and outside city limits

### **TRANSPORTATION**

More downtown parking  
Bike Bridge - lagoons across river  
Bridge closed - need options, trans. Alts.  
Bridge closure - lack of noise, didn't talk to public, north/south connections needed  
bridge inspection, reopen, limit big trucks, pipe barrier/covered bridge  
Traffic/transportation problem  
Sketchy stuff Bridge/pool cul-de-sac  
Rusty's intersection mess  
Parking  
sidewalk safety  
parking at Mission Dist.  
bring back the bridge  
repave Chapel  
slow trains - quiet whistles  
traffic enforcement sign  
move crosswalk for vale at rock wall  
intersection near Martins - Re-do it - east end roundabout (4 lane)  
parking - effects business negatively - special events  
Crosswalk at Vale Elementary  
Through street between Pioneer and Sunset

## **MAYOR'S LIST**

Food Bank

Does city need a fire station south of tracks:

Evergreen Drive improve and align to Goodwin

LINK Park & Ride

Long-Term (30 yr.) Sewer Expansion Plan

City - School community sports fields

Urban Growth Area boundary adjustment

Remove Treetop Pre-Treatment facility

Consolidate City shops to WWTP - surplus and sell unneeded city properties

DOT to dredge Wenatchee River - formalize agreement

Buy land from BNRR - widen parking on Mission, parcel on railroad at Maple

## **GOALS**

Set short term/long term council goals from input received today

Deadlines for goals - set targets

Mail out surveys - next steps?

### Sewage Treatment Plant

Disc Golf Course

What to do about bottle neck in road

support for habitat conservation near river

easy river access

kids fishing pond

examine moving levees - state grants for trails on levees

salmon habitat restoration - interpretation

Support lagoons - rec and natural area, Ch. Co. partner/others, salmon/river access,  
narrow road for light industrial

### Sidewalk Maintenance - Trees

Mission Creek Rd

Olive Street - extend to Rank Rd.

W. Pleasant Ave.

Tigner - Binder area

safe routes to school

Downtown to Martins

vehicles blocking sidewalk

### Zoning

ADU

Air B&B

mixed use

more light industrial

category - element review

define affordable housing for Cashmere

Chickens within city limits

Building codes - engineering rules

Businesses moving out because people don't know town is here

Build tax base

Mayberry sage

lighting

covered walkways

Allow chickens in city limits

Add second floor to library

Railroad bridge on maple

Downtown - make it inviting - paint - awnings

# Staff Summary

**Date:** 2/11/2019  
**To:** City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** Interlocal Agreement with Chelan County for Housing Inmates in the Regional Justice Center

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The City was notified in January that the County adjusted the three-year average rate for the City. The new annual rate for 2019 is \$28,718. The figure includes the new three-year rolling Average Daily Population, along with the new \$25 processing fee for the average number of inmates released in 2018.

The Interlocal Agreement is basically the same as previous years. The change is in how they calculate the three-year average, which is now calculated by average daily population instead of annual costs. Also, the \$25 processing fee has been added this year. The \$96 per day rate has not increased from last year.

Due to the adjusted calculation the amount in the 2019 budget for Jail Fees will need to be increased.

I have attached the calculation worksheet for your information.

**Staff Recommendation:**

MOVE to approve the Interlocal Agreement for the Regional Justice Center and authorize the Mayor to sign.

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CHELAN COUNTY  
**REGIONAL JUSTICE CENTER**

Bill Larson, Director • Ron Wineinger, Deputy Director

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401 Washington St. Level 2 • Wenatchee, WA 98801 • Phone: (509) 667-6462 • [www.co.chelan.wa.us](http://www.co.chelan.wa.us)

November 1, 2018

Mayor Jim Fletcher  
City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815

Dear Mayor Fletcher,

The Chelan County Regional Justice Center is dependent upon the revenue generated from daily bed rates as our primary funding source. In setting these rates, we carefully and realistically evaluate our operating costs. We are committed to maintaining an operation that ensures safety and security for all of our inmates and staff, as well as the communities we serve.

We have adjusted the three-year rolling average rate for your city, which will become effective January 1, 2019. It was also necessary to add a \$25.00 processing fee per inmate – which will be a “one-time” fee, per incarceration.

Your new annual rate, including processing fee, is \$28,718. This computes to a monthly rate of \$2,393.17. This figure includes the new three-year rolling Average Daily Population, along with the processing fee for the average number of inmates released in 2018.

We would have preferred to provide this notification to you earlier this fall as a matter of professional courtesy, but recent changes in personnel caused us some delay. We appreciate your patience and understanding.

Nicole Thompson is our new Business Manager. If you have any questions regarding the 2019 rates, please don't hesitate to call Ms. Thompson at (509) 667-6319. Or, you may call me at (509) 667-6277. Thank you.

Sincerely,

William F. Larson  
Interim Director

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**INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY, WASHINGTON AND THE CITY OF  
CASHMERE, WASHINGTON, FOR THE HOUSING OF INMATES IN THE CHELAN COUNTY  
REGIONAL JUSTICE CENTER**

**THIS INTERLOCAL AGREEMENT is made and entered into by and between the City of CASHMERE, Washington, a Washington municipal corporation, hereinafter referred to as "City", and Chelan County, Washington, hereinafter referred to as "Chelan County", each party having been duly organized and now existing under the laws of the State of Washington.**

**WITNESSETH:**

WHEREAS, The Chelan County Regional Justice Center and the City Mayor or designee are authorized by law to have charge and custody of the County Jail and the City prisoners or inmates, respectively; and

WHEREAS, the City wishes to designate the CCRJC as a place of confinement for the incarceration of one or more inmates lawfully committed to its custody; and

WHEREAS, Chelan County Department of Corrections is desirous of accepting and keeping in its custody such inmate(s) in the CCRJC for a rate of compensation mutually agreed upon by the parties hereto; and

WHEREAS, RCW 39.34.080 and other Washington law, as amended, authorizes any county to contract with any other county or city to perform any governmental service, activity or undertaking which each contracting county is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended,

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. GOVERNING LAW

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to an inmate or inmates confined pursuant to this Agreement.

2. DURATION

This Agreement shall enter into full force and effect from **January 1, 2019 and end December 31, 2019**, subject to earlier termination as provided by Section 3 herein. Each successive year by June 30 an amendment of Section 6 Compensation will be presented as payment amount for the next year which will be based upon the average number of inmates generated from the City during the

immediately preceding three years. Nothing in this Agreement shall be construed to require the City to house inmates in Chelan County continuously.

### 3. TERMINATION

(a) By either party. This Agreement may be terminated without cause by written notice from either party to the other party delivered by regular mail to the contact person identified herein, provided that termination shall become effective sixty (60) working days after receipt of such notice. Within said sixty (60) days, the City agrees to remove its inmate(s) from the CCRJC.

(b) By the City due to lack of funding. The obligation of the City to pay Chelan County under the provision of this Agreement beyond the current fiscal year is expressly made contingent upon the appropriation, budgeting availability of sufficient funds by the City. In the event that such funds are not budgeted, appropriated or otherwise made available for the purpose of payment under this Agreement at any time after the current fiscal year, then the City shall have the option of terminating the Agreement upon written notice to Chelan County, except that all services provided to that point shall be compensated at the agreed rate. The termination of this Agreement for this reason will not cause any penalty to be charged to the City.

(c) Termination for Breach. In the event the City breaches or fails to perform or observe any of the terms or conditions herein, and fails to cure such breach or default within seven (7) days of County's giving the City written notice thereof, or, if not reasonably capable of being cured within such seven (7) days, within such other period of time as may be reasonable in the circumstances, County may terminate the City's rights under this Agreement effective 30 days from date of receipt of notice to terminate in addition to and not in limitation of any other remedy of County at law or in equity, and the failure of County to exercise such right at any time shall not waive County's right to terminate for any future breach or default.

(d) In the event of termination of this agreement for any reason, the City shall compensate Chelan County for prisoners housed by Chelan County after notice of such termination until the City retakes its inmates in the same manner and at the same rates as if this Agreement had not been terminated.

### 4. MAILING ADDRESSES

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

Chelan County: Chelan County Regional Justice Center  
401 Washington St., Level 2  
Wenatchee, WA 98801

Primary Contact Person: William Larson, Director  
Secondary Contact: Nicole Thompson, Business Manager

City of Cashmere: City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815

Primary Contact Person: Mayor  
Secondary Contact: Clerk-Treasurer

Notices mailed shall be deemed given on the date mailed. The parties shall notify each other in writing of any change of address.

5. DEFINITIONS

The parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

(a) Day. One prisoner day shall be each day or portion thereof which a prisoner appears in custody on the jail management system. The count shall be conducted by the jail management system and each participating jurisdiction shall be charged for each prisoner who is detained in the Regional Justice Center on a charge and/or conviction from the participating jurisdiction. If the prisoner has a pending charge and/or conviction from more than one jurisdiction, excluding the Department of Corrections and Douglas County, the cost for that prisoner shall be divided proportionately.

(b) Inmate Classifications shall be pursuant to the Chelan County Objective Jail Inmate Classification System which is modeled after the National Institute of Corrections Jail Classification System:

- (i) "Minimum" classification shall apply to those inmates who present a low risk to staff and the community.
- (ii) "Medium" classification shall apply to those inmates who present a moderate risk to staff and the community.
- (iii) "Maximum" classification shall apply to those inmates who present a substantial risk to staff and the community.

6. COMPENSATION

(a) Annual Rate for Incarceration. Chelan County agrees to accept and house all of the City's inmates for annual compensation. This rate includes minimum, medium, and maximum classification inmates. The annual rate for incarceration shall be paid by the City in twelve (12) equal monthly installments due on the fifth (5) day of each month.

(b) Rate. The annual sum is based upon the average daily population of inmates generated from the City during the period from July 2015 through June 2018 with the

daily cost per inmate of \$96 per day and a one-time processing fee of \$25 per inmate per incarceration. The parties agree that Chelan County will not charge The City a separate booking fee in addition to such annual compensation. The date of booking into the CCRJ of the City's inmates, no matter how little time of a twenty-four (24) hour day it constitutes, shall count as one day and shall be attributed to the City as a day of custody in Chelan County for purposes of calculating current and future average inmate population. The annual cost for 2019 will be \$31,593.40 with monthly payments calculated at the annual rate divided by twelve (12) months for a monthly rate of \$2,632.78.

- (c) Reporting. Chelan County agrees to provide the City with a list of names of inmates at post release, the number of days housed, including the date and time of booking and date and time of release, for purposes of calculating current and future average inmate population.

## 7. RIGHT OF INSPECTION

The City shall have the right to inspect, at all reasonable times, all Chelan County facilities in which inmates of the City are confined in order to determine if such jail maintains standards of confinement acceptable to the City and that such inmates therein are treated equally regardless of race, religion, color, creed or national origin; provided, however, that Chelan County shall be obligated to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws and regulations.

## 8. FURLOUGHS, PASSES, AND WORK RELEASE

Chelan County agrees that no early releases or alternatives to incarceration, including furloughs, passes, electronic home detention or work release shall be granted to any inmate housed pursuant to this Agreement without written authorization by the committing court.

## 9. INMATE ACCOUNTS

Chelan County shall establish and maintain an account for each inmate received from the City and shall credit to such account all money which is received and shall make disbursements, debiting such accounts in accurate amounts for the inmate's personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. The Director of the CCRJC shall be accountable to the City for such inmate funds. At either the termination of this Agreement, the inmate's death, release from incarceration, or return to either the City or indefinite release to the court, the inmate's money shall be transferred to either the inmate's account in care of the City, at such time the City shall be accountable to the inmate for said fund, or to the inmate.

## 10. INMATE PROPERTY

The City may transfer to Chelan County only limited amounts of personal property of the City's inmates' recovered from or surrendered by inmates to the City upon booking. Personal property in excess of one simple "grocery bag" shall at no time be transferred to Chelan County.

11. RESPONSIBILITY FOR OFFENDER'S CUSTODY

It shall be the responsibility of Chelan County to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for the inmates' physical needs; to make available to them programs and/or treatment consistent with the individual needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require Chelan County, or any of its agents, to provide service, treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Nothing herein shall be construed as to require Chelan County to provide services, treatment, facilities or programs to the City's inmates above, beyond or in addition to that required by applicable law.

12. MEDICAL SERVICES

(a) Inmates shall receive such medical, psychiatric and dental treatment when emergent and necessary to safeguard their health while housed in the CCRJC. Chelan County shall provide or arrange for the providing of such medical, psychiatric and dental services. Except for routine minor medical services provided in the CCRJC, the City shall pay directly or reimburse Chelan County for any and all costs associated with the delivery of any emergency and/or major medical service provided to the City's inmates. The City shall be responsible for any and all medical, psychiatric and dental treatment provided outside of the CCRJC and shall be billed therefore. Examples of medical services which may be provided in the CCRJC but which are not routine, and for which the City shall be billed include, but are not necessarily limited to, HIV/AIDS treatment, chemotherapy, dialysis treatment, and hemophiliac treatment. No psychiatric or dental treatment can be provided in the CCRJC; all psychiatric and dental treatment of the City's inmates shall be billed to the City.

(b) An adequate record of all such services shall be kept by Chelan County for the City's review at its request, to the extent consistent with confidentiality regulations. Any medical or dental services of major consequence shall be reported to the City as soon as time permits.

(c) Should medical, psychiatric or dental services require hospitalization, the City agrees to compensate Chelan County dollar for dollar any amount expended or cost incurred in providing the same; provided that, except in emergencies, the City will be notified by contacting City Clerk-Treasurer at 509-782-3513 prior to the inmate's transfer to a hospital, if and when circumstances allow, or as soon afterward as practicable.

13. DISCIPLINE

Chelan County shall have physical control over and power to execute disciplinary authority over all inmates of the City's. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by applicable law.

14. RECORDS AND REPORTS

(a) The City shall forward to Chelan County before or at the time of delivery of each inmate a copy of all inmate records pertaining to the inmate's present incarceration. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information in a timely manner.

(b) Chelan County shall keep all necessary and pertinent records concerning such inmates in the manner mutually agreed upon by the parties hereto. During an inmate's confinement in Chelan County, the City shall upon request be entitled to receive and be furnished with copies of any report or records associated with said inmate(s) incarceration.

#### 15. REMOVAL FROM THE JAIL

An inmate of the City's legally confined in Chelan County shall not be removed there from by any person without written authorization from the City or by order of any court having jurisdiction. The City hereby designates City Clerk-Treasurer the official authorized to direct Chelan County to remove the City's inmates from the CCRJC. Chelan County agrees that no early releases or alternatives to incarceration including furloughs, passes, work release, work crews or electronic home detention shall be granted to any inmate without written authorization from the committing court. This paragraph shall not apply to an emergency necessitating the immediate removal of the inmate for medical, psychiatric, dental treatment or other catastrophic condition presenting an eminent danger to the safety of the inmate or to the inmates or personnel of Chelan County. In the event of any such emergency removal, Chelan County shall inform the City of the whereabouts of the inmate or inmates so removed, at the earliest practicable time, and shall exercise all reasonable care for the safe keeping and custody of such inmate or inmates.

#### 16. ESCAPES

In the event any City inmate escapes from Chelan County's custody, Chelan County will use all reasonable means to recapture the inmate. The escape shall be reported immediately to the City. Chelan County shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own territory. Any cost in connection therewith shall be chargeable to and borne by Chelan County; however, Chelan County shall not be required to expend unreasonable amounts to pursue and return inmates from other counties, states or countries.

#### 17. DEATH OF AN INMATE

(a) In the event of the death of a City inmate, the Chelan County Coroner shall be notified. The City shall receive copies of any records made at or in connection with such notification.

(b) Chelan County shall immediately notify the City of the death of a City inmate, furnish information as requested, and follow the instructions of the City with regard to the disposition of the body. In the case of an unattended death, suspicious death, or criminal case, the Chelan County Coroner would have authority over the deceased and would coordinate with local law enforcement to finish the investigation prior to the release of the deceased inmate. The City hereby designates City Clerk-Treasurer the official authorized to request information from and provide instructions to Chelan County regarding deceased inmates. The body shall not be released except on written order of said appropriate official of the City. Written notice shall be provided within three (3) weekdays of receipt by

the City of notice of such death. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by the City. With the City's consent, Chelan County may arrange for burial and all matters related or incidental thereto, and all such expenses shall be paid by the City. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the liability of any relative or other persons for the disposition of the deceased or for any expenses connected therewith.

(c) The City shall receive a certified copy of the death certificate for any of its inmates who have dies while in Chelan County's custody.

18. RETAKEING OF INMATES

Upon request from Chelan County, the City shall, at its expense, retake any City inmate within thirty-six (36) hours after receipt of such request. In the event the confinement of any City inmate is terminated for any reason, the City shall, at its expense, retake such inmate at the CCRJC Facility.

19. HOLD HARMLESS AND INDEMNIFICATION

Chelan County agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of Chelan County, its officers, agents, or employees, in connection with the services required by the Agreement, provided, however, that:

(a) Chelan County's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or negligence of the City, its officers, agents or employees or sub-consultants; and

(b) Chelan County's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Chelan County and the City or of Chelan County and a third party other than an officer, agent or employee of Chelan County, shall apply only to the extent of the negligence or willful misconduct of Chelan County.

20. RIGHT OF REFUSAL AND TRANSPORTATION

(a) Chelan County shall have the right to refuse to accept any inmate from the City when, in the opinion of Chelan County, its inmate census is at capacity that there is a substantial risk that, through usual operation of the jail, the reasonable operational capacity limits of the jail might be reached or exceeded.

(b) Chelan County shall further have the right to refuse to accept any inmate from the City who, in the judgment of Chelan County, has a current illness or injury which may adversely affect the operations of the CCRJC, has a history of serious medical problems, presents a substantial risk of escape, or presents a substantial risk of injury to other persons or property, or is classified as a maximum security inmate pursuant to Chelan County's Objective Jail Classification System. The

inmate should be an inmate who has already been sentenced by the jurisdiction, and should not be on pre-trial status.

(c) City prisoners incarcerated in Chelan County pursuant to this Agreement shall be transported to Chelan County and at the expense of Chelan County and shall be returned, if necessary, to the City by Chelan County personnel and at the County's expense provided that notice of the necessity of transport is received by Chelan County three (3) days prior to the time of expected transport. The City hereby designates City Clerk-Treasurer the official authorized to notify Chelan County of the dates for transport and the specific inmates to be transported.

## 21. INDEPENDENT CONTRACTOR

In providing services under this contract, Chelan County is an independent contractor and neither it or its officers, agents or employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation.

## 22. GENERAL PROVISIONS

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington, and venue for any lawsuit shall be the Chelan County Superior Court.

(c) Attorney's Fees. In the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing party shall be entitled to compensation for its reasonable attorney's fees and costs. In the event of litigation regarding any terms of this Agreement, the substantially prevailing party shall be entitled, in addition other relief, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other party.

(e) Savings Clause. Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Chelan County Auditor's Office pursuant to RCW 39.34.040.



23. INTERPRETATION

This Agreement has been submitted to the scrutiny of all parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

24. ACCESS TO RECORDS CLAUSE

The parties hereby agree that authorized representatives of the parties shall have access to any books, documents, paper and record of the other party that are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement shall be retained by the parties for a period of three (3) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit, findings or litigation. In such cases, the parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

25. ENTIRE AGREEMENT

This Agreement represents the entire integrated Agreement between the City and Chelan County and supersedes all prior negotiations, representations or agreements, either written or oral.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made affective on the day and year first above written.

CITY OF CASHMERE, WA

BOARD OF CHELAN COUNTY  
COMMISSIONERS

By: \_\_\_\_\_

\_\_\_\_\_  
Kevin Overbay, Chair

ATTEST:

\_\_\_\_\_  
Doug England, Commissioner

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Bob Bugert, Commissioner

DATED: \_\_\_\_\_

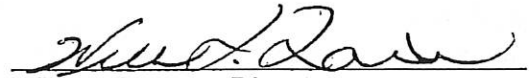
ATTEST:  
Carlye Baity  
Clerk of the Board

\_\_\_\_\_  
DATED: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_

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



William Larson, Director  
Chelan County Regional Justice Center

Approved as to Form:

\_\_\_\_\_  
Douglas Shae, Chelan County Prosecutor

	ADP				# of Inmates Released		
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>2017</u>	
<b>Cashmere</b>							
Jan		1.89	0.19	0.19	2.00		
Feb		1.37	1.43	0.09	1.00		
Mar		0.40	1.53	0.03	1.00		
Apr		0.48	1.83	0.30	5.00		
May		0.79	2.42	0.39	4.00		
Jun		0.75	0.27	0.45	4.00		
Jul	0.42	0.83	0.29		7.00		
Aug	0.47	1.74	0.37		3.00		
Sep	1.67	0.33	0.72		2.00		
Oct	0.48	2.71	1.13		3.00		
Nov	1.13	0.90	1.30			2.00	
Dec	1.25	0.68	0.34			1.00	
Averages	<u>0.90</u>	<u>1.07</u>	<u>0.99</u>	<u>0.24</u>	0.88	<u>32</u>	<u>35</u>
2019 Rate	0.88	x	96	x	365.00	=	30,718.40
Processing Fee			35	x	25.00	=	<u>875.00</u>
			<b>2019 Rate</b>				<b><u>31,593.40</u></b>

# Staff Summary

**Date:** 2/11/2019  
**To:** City Council  
**From:** Clerk-Treasurer Kay Jones  
**RE:** Website Update

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Our website provider is Granicus (formally Vision). In 2016 The City received notification that Vision began ending all support for CMS4. The City is currently using software CMS5 and the timeline to terminate support for SMS5 would occur sometime in 2018.

Vision has ended support of our website software and we need to upgrade to the CMS6 platform. The primary reasons for ending CMS5 support included security, ADA Compliance, training and upgradability.

Attached is the proposal from Granicus to upgrade the City website, which would bring us into compliance with security, ADA, and make it easier for staff to change out buttons, images and other content on the front page. The new software is mobile friendly. With the upgrade the City will receive staff training.

**Staff Recommendation:**

MOVE to approve the website update and authorize the Mayor to sign the proposal from Granicus.

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# VISION™

Hi Mark,

Early in 2016, Vision began ending all support for CMS4, the version of our CMS software that precedes the one City is currently using (CMS5). While there is at present no official timeline for us to terminate support for CMS5, we expect this will occur sometime next year (2018), and we wanted to make you aware of this now so that the City of Cashmere can plan accordingly.

Our primary reasons for ending CMS5 support are as follows:

**Security.** The .NET version upon which CMS5 is built is eight releases old, and suffers from numerous security and compatibility issues that can no longer be addressed with incremental patchwork updates to the legacy code base. Coupled with a reliance on Windows Server 2008 and additional unsupported software components, these issues create potential security vulnerabilities we will be unable to close in the future.

**ADA Compliance:** While CMS5 is capable of section 508 compliance, it can't accommodate WCAG2.0, the next level of ADA standards that will soon be mandatory.

**Training.** We are no longer equipped to train client staff on a legacy system this old.

**Upgradability.** CMS5 cannot be upgraded to include many of the most useful features current government websites commonly offer, including:

- Responsive design, which automatically optimizes a website for whatever device is being used (laptop, tablet, phone, etc)
- Editable homepages, which make it possible for back-end users to easily change out buttons, images and other content on the first site page visitors see.
- Emergency communications tools, which give staff the ability to post banners on the default homepage that include important information, or quickly create an emergency homepage that can quickly disseminate critical information to the public.

We at Vision value the City's business and would welcome the opportunity to continue meeting the City's needs as a website provider by offering you an upgrade to our current CMS6 platform. CMS6 is a stable, state-of-the-art CMS platform that can be customized from the ground up to meet the specific needs of your residents and content editors alike. Coupled with visionLive Editions maintenance, CMS6 is a constantly evolving product that regular updates keep feature-packed and bug-free.

Again, CMS5 will remain a supported product for the time being. However, I'll be happy to answer any questions you might have about migrating to another platform, whether it be from Vision or another provider, whenever you're ready. Just let me know how I can help.

Respectfully,

**Adam Isern**  
Regional Sales Manager



# Granicus govAccess

## A GOVERNMENT WEBSITE TO BETTER SERVE YOUR CITIZENS

Most people come to a government website with one goal – to complete a task – yet most government websites fail to deliver. With Granicus govAccess, user-friendly design, powerful content, accessibility, and secure transactions have never been easier.

### DATA-DRIVEN, CUSTOM DESIGN

All govAccess projects start with research into how your website visitors want to engage with you and what services and information is most important to them. This research informs the design, content structure and development of your website – the result: extreme usability whether on desktop or mobile.

### SIMPLE, YET DYNAMIC GOVERNMENT CMS

govAccess is a content management system (CMS) that was purpose built for government, allowing your staff to easily create content that informs, engages and serves their communities. Our CMS makes it easy to manage mobile experiences, bring more services online, share content through popular social media channels, create custom interior pages, and more- all while ensuring consistency and control.

### ENTERPRISE-CLASS HOSTING + SUPPORT

From our state-of-the-art hosting infrastructure with greater than 99.9% uptime, to a team of certified government experts and tech gurus, the govAccess team relentlessly focuses on client satisfaction. Continuous optimization, regular health checks that include research-based recommendations, and 24x7 support deliver guaranteed success.



*Heatmaps help us understand where eyes and clicks are going on your site.*



*Basing our redesign on science, rather than emotion, helped to keep everyone on the same page as we worked through the process of transforming our web presence from a mere website to a customer service portal.*

**Kevin Tunell**  
Communications Director,  
Yuma County, AZ



## WEBSITE DESIGN + IMPLEMENTATION – INNOVATOR

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- ✓ UX consultation including
  - Heatmap analysis, web analytics, internal stakeholder survey
  - Website analytics report
- ✓ Customized homepage wireframe
- ✓ Fully responsive design
- ✓ Custom Mobile Homepage or Standard Mobile Responsive Homepage
- ✓ Video Background or Standard Rotating Image carousel (switchable at any time)
- ✓ One (1) specialty alternate homepage – choose from our library including emergencies, election night, special events
- ✓ One (1) customer experience feature – choose from our library including service finder, geo finder, data visualization banner
- ✓ Website Programming + CMS Implementation
- ✓ Migrate up to 200 webpages
- ✓ Five (5) forms converted into the new CMS
- ✓ One (1) day of remote Web-based Training (typically used for "Writing for the Web" Training, Accessibility Training, and CMS Training).



## KEY CMS FEATURES

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- ✓ Ongoing software updates (quarterly)
- ✓ Role-based dashboard for easy content updates, approvals + ability to lock down user permissions
- ✓ Mobile management to analyze mobile traffic and customize display on mobile device
- ✓ Interior page builder with drag-and-drop page building, 100+ widgets, save and reuse layouts + more
- ✓ Social media management with ability to schedule + preview posts to multiple social media accounts
- ✓ Form and survey builder with ready-to-use templates for the most common use cases, conditional logic, payment processing, and legally binding digital signatures
- ✓ Flexible search with the ability to define search synonyms, promote page + more
- ✓ Universal API + a vast number of commonly used apps integrated out-of-the-box



## SUPPORT + MAINTENANCE

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- ✓ 24/7 support
- ✓ Online help, including an extensive library of on-demand training videos
- ✓ Hosting infrastructure with 99.9% uptime
- ✓ Disaster recovery w/ 90 min failover (RTO), data replication every 15 mins (RPO), failover testing every 2 wks.
- ✓ Enterprise grade DDoS migration
- ✓ Industry leading data security (advanced threat detection and penetration)

## Granicus Proposal for Cashmere, WA

### Granicus Contact

**Name:** Adam Isern

**Phone:** +1 9139679978

**Email:** adam.isern@granicus.com

### Proposal Details

**Quote Number:** Q-54542

**Prepared On:** 1/17/2019

**Valid Through:** 2/16/2019

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
govAccess - Website Design and Implementation - Innovator	Milestones - 40/ 20/20/20	1 Each	\$15,000.00
<b>SUBTOTAL:</b>			<b>\$15,000.00</b>

### Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
govAccess - Maintenance, Hosting, & Licensing Fee - Core	Annual	1 Each	\$4,000.00
<b>SUBTOTAL:</b>			<b>\$4,000.00</b>



Remaining Period(s)				
Solution(s)	Year 2	Year 3	Year 4	Year 5
govAccess - Maintenance, Hosting, & Licensing Fee - Core	\$4,200.00	\$4,410.00	\$4,630.50	\$4,862.03
<b>SUBTOTAL:</b>	<b>\$4,200.00</b>	<b>\$4,410.00</b>	<b>\$4,630.50</b>	<b>\$4,862.03</b>

**Product Descriptions**

Name	Description
<b>govAccess – Website Design and Implementation – Innovator</b>	<p>govAccess Website Design and Implementation - Innovator provides a citizen focused website and includes:</p> <ul style="list-style-type: none"> <li>• UX consultation, which may include one (1) or more of the following:               <ol style="list-style-type: none"> <li>1. One (1) site analytics report</li> <li>2. One (1) heatmap analysis</li> <li>3. One (1) internal stakeholder survey</li> </ol> </li> <li>• Customized homepage wireframe</li> <li>• Fully responsive design</li> <li>• Custom mobile homepage or standard mobile responsive homepage</li> <li>• Video background or standard rotating image carousel (switchable at any time)</li> <li>• One (1) specialty alternate homepage - Choose from Granicus' library that includes emergencies, election night, special events</li> <li>• One (1) customer experience feature - Choose from Granicus' library that includes service finder or data visualization banner</li> <li>• Programming/CMS implementation</li> <li>• Migrate up to 200 webpages</li> <li>• Five (5) forms converted into the new CMS</li> <li>• One (1) day of web-based training</li> </ul>
<b>govAccess - Maintenance, Hosting, &amp; Licensing Fee - Core</b>	<p>The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> <li>• Ongoing software updates</li> <li>• Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday)</li> <li>• Access to training webinars and on-demand video library</li> <li>• Access to best practice webinars and resources</li> <li>• Annual health check with research-based recommendations for website optimization</li> <li>• DDoS mitigation</li> <li>• Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO)</li> </ul>

## Terms and Conditions

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Cashmere, WA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-54542 dated 1/17/2019 are incorporated into this Purchase Order by reference.
- Billing Frequency Notes (Milestones - 40/20/20/20):
  - An initial payment equal to 40% of the total;
  - A payment equal to 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client;
  - A payment equal to 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and
  - A payment equal to 20% of the total upon completion; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of: completion of training or 21 days after completion.
- Cashmere, WA is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at \$299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus subject matter experts, as well as opportunities to learn and network with peers and leaders in government.  
*Granicus National Summit Dates: May 14-15, 2019*

## Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

## Billing Information

Name:

Phone:

Email:

Address:

## Cashmere, WA

Signature:

Name:



GRANICUS

Title:

Date: