



City of Cashmere

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

CASHMERE CITY COUNCIL MEETING
MONDAY, NOVEMBER 26, 2018 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of November 12, 2018 Regular Council Meeting
2. Payroll and Claims Packet Dated November 26, 2018

BUSINESS ITEMS

1. Public Hearing on Cashmere's Final 2019 Budget
2. Curt Soper – Update on the Chelan Douglas Land Trust Cashmere Canyons Project
3. Ordinance No. 1272 Amending the 2018 Budget

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
TUESDAY NOVEMBER 13, 2018 AT CASHMERE CITY HALL

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

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott	
	Dave Erickson Kameon Smith Derrick Pratt	Chris Carlson
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney

FLAG SALUTE

EXCUSED ABSENCES

MOVED by Councilor Pratt seconded by Councilor Smith to excuse the absence of Councilor Carlson. Motion carried 4-0.

ANNOUNCEMENTS & INFORMATION

Mayor Fletcher announced that Fire Chief Matt Brunner is stepping down as Chief at the end of November. The Mayor presented a Certificate of Appreciation to Matt Brunner for his five years of service as Cashmere's Fire Chief.

Fire Chief Matt Brunner presented a letter recommending Cy Sousley for Cashmere's Fire Chief. Chief Brunner appointed Cy Sousley as the Assistant Fire Chief during his term as Chief, he believes that Cy Sousley is more than qualified for the position of Chief.

Councilor Erickson reported that he toured the Chelan County Regional Justice Center (Jail). The facility is in rough shape. The County is looking at additional staffing needs, facility repairs and equipment upgrades including cameras. The tour was an eye opener.

PROCLAMATION

Mayor Jim Fletcher proclaimed the week of November 12th - 18th as Global Entrepreneurship week in the City of Cashmere.

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

No public comments.

APPROVAL OF AGENDA

Mayor Fletcher added the following item to the consent agenda; Mayor's appointment of Cy Sousley as Cashmere Fire Chief.

MOVED by Councilor Scott seconded by Councilor Smith to approve the agenda with the addition to the Consent Agenda. Motion carried 4-0.

CONSENT AGENDA

Minutes of October 22, 2018 Regular Council Meeting

Claims Packet Dated November 13, 2018

Claims Direct Pay and Checks #39283 and #39286 through #39314 totaling \$61,291.71

Payroll Direct Deposit and Check #39280 through #39282 totaling \$108,709.36

Manual Checks #39284 through #39285, not needing prior approval

Mayor's appointment of Maureen Lewison to replace Paul Sharpe on the Planning Commission

Mayor's appointment of Cy Sousley as Cashmere Fire Chief

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the items on the consent agenda including the Mayor's appointment of Cy Sousley as Cashmere's Fire Chief. Motion carried 4-0.

PUBLIC HEARING ON CASHMERE'S PRELIMINARY 2019 BUDGET

Using the overhead projector Mayor Fletcher showed a 10-year projection summary of the City's revenues and expenditures. The summary showed the need for maintaining or limiting increases in expenditures to continue to meet the City's budget policy that states operating expenditures will not exceed estimated revenues.

Clerk-Treasurer Kay Jones summarized the changes and increases in the preliminary budget compared to the previous budget and provided a list of the proposed capital purchases and projects.

Mayor Fletcher opened the Public Hearing at 7:05 p.m. to receive questions or comments from the public. Receiving no comments, the Mayor closed the hearing at 7:07 p.m.

BUSINESS LICENSING SERVICES AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE

In, 2017 legislation was passed requiring cities with business licenses to participate in the State's combined state and local Business Licensing Service (BLS). The purpose is to provide one-stop for businesses to obtain or renew their local and state business licensing.

The Business License Agreement establishes the terms under which the Department of Revenue's BLS work unit acts as the City's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to the City's general business licensing activities.

MOVED by Councilor Scott seconded by Councilor Erickson to approve the Business Licensing Services Agreement and authorizing the Mayor to sign. Motion carried 4-0.

ORDINANCE NO. 1271 ADOPT THE STATE MODEL BUSINESS LICENSE LANGUAGE

MOVED by Councilor Scott seconded by Councilor Smith to approve Ordinance No. 1271 Adopting the State Model Business License Language. Motion carried 4-0.

ADDENDUM TO INTERLOCAL AGREEMENT FOR THE COUNTY-WIDE SOLID AND HAZARDOUS WASTE PROGRAM

The City has agreed to commit funds to the County-Wide Solid and Hazardous Waste Program as a one-time fee of \$11,275 to be used for the final construction of the Moderate Risk Waste Facility. The Addendum outlines the amount that each party is committing to.

MOVED by Councilor Erickson seconded by Councilor Pratt to approve the Addendum to Interlocal Agreement for the County-Wide Solid and Hazardous Waste Program. Motion carried 4-0.

SCOPE OF WORK FOR DESIGN AND CONSTRUCTION FOR WATER AND WASTEWATER LINES ON CHAPEL STREET

The Professional Engineering Services Agreement with RH2 Engineering provides for a Scope of Work for design and services during construction for the Chapel Street Water and Sewer Replacement project in the amount of \$83,095.

MOVED by Councilor Smith seconded by Councilor Pratt to approve the Professional Engineering Services Agreement for Chapel Street Water and Sewer Replacement project. Motion carried 4-0.

CUSTOMIZED PREVENTATIVE MAINTENANCE AGREEMENT FOR THE WWTP WITH WELLS & WADE MECHANICAL

MOVED by Councilor Scott seconded by Councilor Pratt to approve the Customized Preventative Maintenance Agreement for the WWTP with Wells & Wade Mechanical. Motion carried 4-0.

SERVICE CONTRACT AGREEMENT FOR THE WWTP WITH WESTERN STATES ENGINEERING

MOVED by Councilor Scott seconded by Councilor Erickson to approve the Service Contract Agreement for the WWTP with Western States Engineering. Motion carried 4-0.

SURVEYING SERVICES FOR CASHMERE LEVEE SECTION 2

MOVED by Councilor Scott seconded by Councilor Smith to approve the Surveying Services Agreement for Cashmere Levee Section 2. Motion carried 4-0.

PROGRESS REPORTS

The Mayor reported that the Cashmere Planning Commission has resumed their meetings and will be working on updating the Cashmere Comprehensive Plan.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:40 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: 11/26/2018
To: City Council
From: Clerk-Treasurer Kay Jones
RE: Ordinance No. 1272 Amending the 2018 Budget transferring reserves

The City's Budget Policy states that the funds (operating funds) identified below will maintain reserves (ending balance) at no less than 60 days operating expenses.

- General Government Fund
- Public Works Fund
- Water/Wastewater Fund
- Equipment Rental Fund

The policy also states that reserves (ending balance) shall not be used for operating expenditures. Reserves exceeding the 60-day minimums established may be used for capital purchases and emergencies authorized by the City Council.

Since reserves are to be spent on capital purchases staff is recommending that excess reserves in the amount of \$750,000 in both the General Government Fund and the Public Works Fund be transferred to the Capital Improvement Fund to be spent on Capital purchases authorized by the City Council.

Exhibit C shows the decrease of \$750,000 in the ending balance (reserves) of both operating funds and shows the increase of \$1,500,000 in the ending balance (reserves) of the Capital Improvement Fund.

Staff Recommendation:

MOVE to adopt Ordinance No. 1272 Amending the 2018 Budget

ORDINANCE NO. 1272

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON,
AMENDING ORDINANCE NO. 1268 ADOPTING THE 2018 BUDGET, AND
SETTING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Cashmere finds that it is necessary and in the best interest of the City to amend certain fund appropriations authorized by the 2018 budget, to provide for additional revenues and expenditures not identified at the time of adoption of the original budget;

NOW, THEREFORE, the City Council of the City of Cashmere, Washington, do ordain as follows:

Section 1. Amendment of Total Fund Appropriations. The 2018 total fund appropriations, Exhibit "A" to Ordinance No. 1268, is hereby amended as set forth in Exhibit "A" attached to this Ordinance.

Section 2. Amendment of Salary Schedule. The 2018 Salary Schedule, Exhibit "B" to Ordinance No. 1268, is hereby amended as set forth in Exhibit "B" attached to this Ordinance.

Section 3. Budget Amendment. The 2018 City of Cashmere Budget is amended as set forth in Exhibit "C" to this Ordinance.

Section 4. Except as amended by this Ordinance, Ordinance No. 1268 of the City of Cashmere and the 2018 budget of the City shall remain in full force and effect.

Section 5. 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:

JAMES FLETCHER, MAYOR

ATTEST/AUTHENTICATED:

KAY JONES, CITY CLERK-TREASURER

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY: _____
CHARLES D. ZIMMERMAN

Ordinance No: 1272
Passed by the City Council: November 26, 2018
Published in the Cashmere Valley Record: December 5, 2018
Effective date: December 10, 2018

EXHIBIT A
Ordinance No. 1272

**Total Estimated Revenues and Appropriations by Fund
2018 Budget**

Fund Name	Beginning Balance	Estimated Revenues	Budgeted Appropriations	Ending Balance
001 General Government Fund	1,298,950	1,066,662	1,892,639	472,973
003 Public Works Fund	1,216,389	1,270,331	2,151,857	334,863
108 Lodging Tax Fund	0	5,000	5,000	0
302 Capital Improvement Fund	1,526,503	2,302,843	536,168	3,293,178
401 Water/Wastewater Fund	1,185,987	3,426,222	3,710,845	901,364
411 Water Capital Fund	959,073	410,100	277,000	1,092,173
412 Wastewater Capital Fund	1,741,920	429,732	46,000	2,125,652
426 Jr. Lien Pretrt Bond, 2011	1,167,566	545,550	539,063	1,174,053
427 Revenue Bond 2013 #R1	151,302	434,170	394,700	190,772
428 Revenue Bond 2013 #R2	87,055	249,810	227,100	109,765
501 Equipment Rental Fund	1,028,949	265,692	313,327	981,314
702 Cemetery Endowment Fund	235,131	9,500	0	244,631
TOTAL ALL FUNDS	10,598,825	10,415,612	10,093,699	10,920,738
	21,014,437		21,014,437	

EXHIBIT B
Ordinance No. 1272

CITY OF CASHMERE
2018 SALARY SCHEDULE

POSITION	Hourly Wage Step Levels	Monthly Salary	Annual Salary
Executive & Legislative			
Mayor		1,500.00	
Councilmembers		100.00	
Exempt			
City Clerk-Treasurer		6,333.07	
Director of Planning/Building		6,333.07	
Office/Admin			
Office Staff	15.50 - 21.39		
Public Works Department			
Public Works Maint. 1	13.52 - 19.38		
Public Works Maint. 2 (inc. pesticide)	15.75 - 21.71		
Public Works Maint. 3 (inc. arborist)	17.31 - 23.88		
Public Works Foreman	25.49		
Water/Wastewater Department			
Water/Wastewater in Training (no cert.)	14.09 - 19.60		
Water DM 1 / Wastewater 1	15.33 - 21.83		
Water DM 2 / Wastewater 2	17.89 - 24.99		
Wastewater Treatmnet Plant OP 3	19.60 - 27.39		
Water/Wastewater Foreman	29.13		
City Pool			
30 (+/-) Pool Employees	9.78 - 12.50		
Pool Manager	14.75 - 16.00		
Seasonal/Temporary Employees	12.00		
Fire Department			
Fire Chief		515.00	
Assistant Chief			2,400.00
2 Deputy Chiefs			1,081.50
3 Captains			500.00
2 Lieutenants			400.00
Fire Department Stipend - \$10.00 per call - city calls only (CMC 2.56.070)			
EMT Nightshift Stipend - \$5.00 per night - max 2 people per night (CMC 2.56.070)			

- Above wages do not include longevvity
- Above hourly/base wages may be increased during the year due to step and/or longevity increases according to the Collective Bargaining Agreement.
- Pool Employee wages are determined by the number of years of service for the City and certifications.

EXHIBIT C
Ordinance No. 1272

FUND NAME	CURRENT BUDGET	AMENDED BUDGET	DIFFERENCE +/-
001 GENERAL GOVERNMENT FUND			
Revenues			
Beginning Fund Balance	1,298,950	1,298,950	0
Expenditures			
Ending Fund Balance	1,222,973	472,973	-750,000
Transfer to Capital Fund	200,000	950,000	750,000
			<u>0</u>
003 PUBLIC WORKS FUND			
Revenues			
Beginning Fund Balance	1,216,389	1,216,389	0
Expenditures			
Ending Fund Balance	1,084,863	334,863	-750,000
Transfer to Capital Fund	200,000	950,000	750,000
			<u>0</u>
302 CAPITAL IMPROVEMENT FUND			
Revenues			
Beginning Fund Balance	1,526,503	1,526,503	0
Transfer from General Fund	200,000	950,000	750,000
Transfer from Public Works Fund	200,000	950,000	750,000
			<u>1,500,000</u>
Expenditures			
Ending Fund Balance	1,793,178	3,293,178	1,500,000