



City of Cashmere

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Cashmere, WA 98815
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CASHMERE CITY COUNCIL MEETING
MONDAY, DECEMBER 12, 2016 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

ANNOUNCEMENTS & INFORMATION

- November Financials are on the website

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of November 28, 2016 Regular Council Meeting
2. Payroll and Claims Packet Dated December 12, 2016
3. Affirming the Members of the Tree committee for 2017

BUSINESS ITEMS

1. Ordinance No. 1256 Adopting the Budget for 2017
2. Agreement between Chelan County and the City for the housing of inmates in the Chelan County Regional Justice Center

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, NOVEMBER 28, 2016 AT CASHMERE CITY HALL

OPENING

Mayor Gomes 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: | Jeff Gomes Skip Moore Jim Fletcher Dave Erickson Kameon Smith Derrick Pratt | |
| Staff: | Kay Jones, Clerk-Treasurer Mark Botello, Dir. of Planning/Building | Chuck Zimmerman, City Attorney |

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Director Mark Botello reported that the two new street lights on S. Douglas Street have been installed by Chelan PUD as requested.

Mark informed the Council of the new application for a three lot subdivision on Pioneer Avenue.

PUBLIC COMMENT PERIOD

No comments from the public.

APPROVAL OF AGENDA

MOVED by Councilor Fletcher and seconded by Councilor Smith to approve the agenda as presented. Motion carried.

CONSENT AGENDA

Minutes of November 14, 2016 Regular Council Meeting
Payroll and Claims Packet Dated November 28, 2016
Claims Check #EFT 10/2016 and #37457 through 37473 totaling \$45,873.04

MOVED by Councilor Moore and seconded by Councilor Erickson to approve the items on the consent agenda. Motion carried.

PUBLIC HEARING ON FINAL BUDGET FOR 2017

Mayor Gomes opened the Public Hearing at 6:03 p.m. to receive public comment on the Final Budget for 2017. The Budget letter from Mayor Gomes shows two years of actual budget numbers to compare to previous years. The major changes in revenues and expenditures are summarized in the letter and the capital projects and purchases are listed.

Clerk-Treasurer Kay Jones stated that the \$400,000 transfer to the Wastewater Capital fund was eliminated in the Final Budget to keep from drawing down the ending fund balance. The 2017 estimated revenues cover operating costs but do not cover all of the capital transfer amounts.

Mayor Gomes discussed the concerns regarding the Water/Wastewater fund and informed the council that he will be looking into staffing levels and making an effort to reduce overtime. Also, a rate study is scheduled for 2017 to look at water and wastewater rates to make certain the rates are where they should be to cover expenses.

Councilor Fletcher stated that after doing a quick calculation into the future the current service levels of the City are not sustainable. His recommendation is to start educating the citizens now so they understand that service levels will need to be reduced or taxes will need to be raised to maintain the service levels.

The Mayor closed the Hearing at 6:12 p.m.

SCHOOL RESOURCE OFFICER

The Committee Members Councilors Derrick Pratt and Kameon Smith met with Sheriff Burnett and School Superintendent Glenn Johnson to discuss the School Resource Officer (SRO). Both Councilors Pratt and Smith like the idea of the SRO program. However, after reviewing the proposed 2017 budget and discussing options. The committee recommended Option #1, which was to wait until the new Law Enforcement contract for 2018-2021 is negotiated to determine if the City can afford to participate in the program.

MOVED by Councilor Fletcher and seconded by Councilor Smith to accept the committee's recommendation of Option #1 to wait until the new Law Enforcement contract for 2018-2021 is negotiated. Motion carried.

PROGRESS REPORTS

Director Botello reported that he worked with the Fire Department to submit a grant for 169,000 for 20 SCBA's which include batteries, mask and the tank. The City's match would be 5%. If the City is awarded the grant the budget will be amended.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 6:18 p.m.

Jeff Gomes, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

CITY OF CASHMERE

1/1/2017

| <u>Position</u> | <u>Planning Commission</u> | <u>4 Yr. Term Expires</u> | <u>Tree Committee</u> | <u>1 Yr. Term Expires</u> |
|-----------------|---|---------------------------|--|---------------------------|
| #1 | Dick Ryan P.O. Box 612 509-782-2270 (w) 509-679-1706 (Cell) Dryan44@aol.com | 12/31/17 | Ed Meyer, Chair 105 Chase Ave. 782-2571 669-2174 emeyer2@frontier.com | 12/31/17 |
| #2 | David Hobbs 206 Washington Street 509-264-3297 daveandcheri@live.com | 12/31/19 | Steve Crossland 103 Chase Ave 782-4418 (Work) steve@crosslandlaw.net | 12/31/17 |
| #3 | Christopher Carlson 100 Pioneer Ave. 509-860-0099 Christopher_Carlson@icloud.com | 12/31/19 | Anne McClendon 101 Valley Street. 509-670-7477 Cashmere, WA 98815 Anne4361@gmail.com | <u>12/31/17</u> |
| #4 | Rick Shorett P.O. Box 655 Cashmere, WA. 98815 Cell: 509-860-2778 shoretr@gmail.com | 12/31/19 | Jan Evans 910 Pioneer Ave 509-630-5476 evansart24@gmail.com | 12/31/17 |
| #5 | Jared Novak 303 Garden Circle 509-393-5504 ROCGC@LIVE.COM | 12/31/17 | Mareen Stoffel 319 Olive St. 509-782-1741 mareenstoffel@yahoo.com | 12/31/17 |
| #6 | John Torrence 6377 Kimber Rd. 782-0110 (H) 679-4838 (C) johnt@torrence-eng.com | 12/31/17 | David Hobbs 206 Washington St. 509-264-3297 daveandcheri@live.com | <u>12/31/17</u> |
| #7 | David Reinholz 250 Kennedy Road. 360-821-9340 djreinholz@gmail.com | 12/31/17 | | |

ORDINANCE NO. 1256

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF CASHMERE,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017.**

WHEREAS, the City Council of the City of Cashmere has heretofore made and filed its preliminary budget for the year 2017 and has given notice of the time and place of hearing thereon according to law and met in accordance with said notice and considered the proposed budget, including salaries for all city employees;

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

Section 1. Adoption of budget. In accordance with RCW 35A.33.075 the final budget for the year ending December 31, 2017 to carry on the government of the City of Cashmere, Washington, is hereby adopted at the fund level. Exhibit A (attached) is a summary of the totals of estimated revenues and appropriations for each separate fund and an aggregate total for all such funds combined. Exhibit B (attached) is an employee salary schedule.

Section 2. Copy of detailed budget on file. A detailed final budget adopting the salary schedule for 2017 and including a list of the revenues and expenditures for each separate fund is on file in the Office of the City Clerk and is adopted by this reference.

Section 3. This ordinance shall be in effect five (5) days after its passage and publication of an approved summary thereof consisting of the title.

Passed by the City Council and approved by the Mayor this 12th day of December 2016.

CITY OF CASHMERE

Jeff Gomes, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Approved as to form:

Charles D. Zimmerman, City Attorney

EXHIBIT A
Ordinance No. 1256

**Total Estimated Revenues and Appropriations by Fund
2017 Budget**

| Fund Name | Beginning Balance | Estimated Revenues | Budgeted Appropriations | Ending Balance |
|--------------------------------|------------------------------|-------------------------------|------------------------------------|---------------------------|
| 001 General Government Fund | 1,094,271 | 1,016,378 | 1,102,807 | 1,007,842 |
| 003 Public Works Fund | 1,108,545 | 1,167,674 | 1,312,593 | 963,626 |
| 108 Lodging Tax Fund | 0 | 5,000 | 5,000 | 0 |
| 302 Capital Improvement Fund | 1,303,209 | 474,158 | 340,552 | 1,436,815 |
| 401 Water/Wastewater Fund | 766,276 | 3,319,563 | 3,372,201 | 713,638 |
| 406 Sanitation Fund | 0 | 0 | 0 | 0 |
| 411 Water Capital Fund | 593,609 | 405,000 | 30,000 | 968,609 |
| 412 Wastewater Capital Fund | 1,743,468 | 417,924 | 35,000 | 2,126,392 |
| 426 Jr. Lien Pretrt Bond, 2011 | 1,107,159 | 583,750 | 535,313 | 1,155,596 |
| 427 Revenue Bond 2013 #R1 | 111,831 | 434,170 | 394,700 | 151,301 |
| 428 Revenue Bond 2013 #R2 | 59,344 | 249,810 | 227,100 | 82,054 |
| 501 Equipment Rental Fund | 981,539 | 261,892 | 296,215 | 947,216 |
| 702 Cemetery Endowment Fund | 237,141 | 8,670 | 0 | 237,141 |
| TOTAL ALL FUNDS | 9,106,392 | 8,343,989 | 7,651,481 | 9,790,230 |
| | | 17,450,381 | 17,441,711 | |

Note 1: The City contracted with Waste Management for Garbage & Recycling Services that started October 1, 2016. At the end of 2016 the 406 Sanitation Fund will be closed and the balance will be transferred to the 302 Capital Improvement Fund, which is shown in the beginning balance.

EXHIBIT B
Ordinance No. 1256

CITY OF CASHMERE
2017 SALARY SCHEDULE

| POSITION | Hourly Wage Step Levels | Monthly Salary | Annual Salary |
|--|--------------------------------|-----------------------|----------------------|
| Executive & Legislative | | | |
| Mayor | | 600.00 | |
| Councilmembers | | 100.00 | |
| Exempt | | | |
| City Clerk-Treasurer | | 5,757.34 | |
| Director of Planning/Building | | 5,757.34 | |
| Office/Admin | | | |
| Office Staff | 15.12 - 20.87 | | |
| Public Works Department | | | |
| Public Works Maint. 1 | 13.19 - 18.90 | | |
| Public Works Maint. 2 (inc. pesticide) | 15.36 - 21.18 | | |
| Public Works Maint. 3 (inc. arborist) | 16.89 - 23.29 | | |
| Public Works Foreman | 24.87 | | |
| Water/Wastewater Department | | | |
| Water/Wastewater in Training (no cert.) | 13.53 - 18.93 | | |
| Water DM 1 / Wastewater 1 | 14.75 - 21.12 | | |
| Water DM 2 / Wastewater 2 | 17.25 - 24.21 | | |
| Wastewater Treatment Plant OP 3 | 18.93 - 26.57 | | |
| Water/Wastewater Foreman | 28.27 | | |
| City Pool | | | |
| Pool Manager | 12.38 - 14.38 | | |
| 30 (+/-) Pool Employees | 9.53 - 11.38 | | |
| 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 longevity
- 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.

**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 Amendment is made by Chelan County and the City of Cashmere for the purpose of amending the current contract entered into between Chelan County and the City of Cashmere.

Whereas the purpose of this contract amendment is to amend the rate.

The following section is amended, in part, as follows;

6. COMPENSATION

(b) Rate for 2017. The sum is based upon the average number of monthly post-release actual inmate usage generated from the city during the period from January 2013 to December 2015 with the daily cost per inmate of \$73.50 per day. 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 CCRJC of the City's inmates, no matter how little time of a twenty-four (24) hour day it constitutes, shall count as one (1) day. The annual cost for 2017 will be \$28,789.32 with monthly payments calculated at the annual rate divided by twelve (12) months for a monthly rate of \$2,399.11.

All other provisions in the contract remain in full force and effect.

THIS CONTRACT AMENDMENT, consisting of two (2) pages, is executed by the persons signing below who warrant that they have the authority to execute this contract.

CITY OF CASHMERE, WA

BOARD OF CHELAN COUNTY
COMMISSIONERS

By: _____
Jeff Gomes, Mayor

Keith Goehner, Chair

ATTEST:

Doug England, Commissioner

Kay Jones, City Clerk

Ron Walter, Commissioner

DATED: _____

ATTEST:
Carlye Baity
Clerk of the Board

Approved as to Form:

DATED: _____

City of Cashmere Attorney

Curt Lutz, Director
Chelan County Regional Justice Center

Approved as to Form:

Douglas Shae, Chelan County Prosecutor

City of Cashmere Billing History: 2013-2015

| 2013 | Billed based on usage |
|----------------|-----------------------|
| January | \$ 3,344.25 |
| February | \$ 441.00 |
| March | \$ 1,249.50 |
| April | \$ 1,396.50 |
| May | \$ 73.50 |
| June | \$ 1,727.25 |
| July | \$ 15,618.75 |
| August | \$ 1,206.00 |
| September | \$ 3,454.50 |
| October | \$ 8,893.50 |
| November | \$ 882.00 |
| December | \$ 2,682.75 |
| TOTAL | \$ 40,969.50 |
| AVERAGE | \$ 3,414.13 |

| 2014 | Billed based on usage |
|----------------|-----------------------|
| January | \$ 220.50 |
| February | \$ 8,526.00 |
| March | \$ 1,764.00 |
| April | \$ 367.50 |
| May | \$ 588.00 |
| June | \$ 661.50 |
| July | \$ 220.50 |
| August | \$ 735.00 |
| September | \$ 2,315.25 |
| October | \$ 3,675.00 |
| November | \$ 2,205.00 |
| December | \$ 2,756.25 |
| TOTAL | \$ 24,034.50 |
| AVERAGE | \$ 2,002.88 |

| 2015 | Billed based on usage |
|----------------|-----------------------|
| January | \$ 5,181.75 |
| February | \$ 441.00 |
| March | \$ 1,837.50 |
| April | \$ 2,682.75 |
| May | \$ 367.50 |
| June | \$ 3,871.00 |
| July | \$ 955.50 |
| August | \$ 1,249.50 |
| September | \$ 2,572.50 |
| October | \$ 330.75 |
| November | \$ 1,653.75 |
| December | \$ 220.50 |
| TOTAL | \$ 21,364.00 |
| AVERAGE | \$ 1,780.33 |

| Year | Total based on usage | Monthly Average |
|--------------|----------------------|-----------------|
| 2012 | \$ 73,135.50 | \$ 6,094.63 |
| 2013 | \$ 40,969.50 | \$ 3,414.13 |
| 2014 | \$ 24,034.50 | \$ 2,002.88 |
| 2015 | \$ 21,364.00 | \$ 1,780.33 |
| 2016 YTD Aug | \$ 21,259.45 | \$ 2,657.43 |

| | |
|----------------|--------------|
| 3 Year Average | \$ 28,789.33 |
| Rate Per Month | \$ 2,399.11 |

| | |
|------------------------------|-------------|
| 2016 Rate Per Month | \$ 3,837.21 |
| Proposed 2017 Rate Per Month | \$ 2,399.11 |