



## City of Cashmere

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CASHMERE CITY COUNCIL MEETING  
MONDAY, JULY 13, 2020 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S STAY AT HOME ORDER; CITY COUNCIL MEMBERS AND THE PUBLIC ARE REQUIRED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE CITY COUNCIL MEETING. PLEASE CALL IN 5 MINUTES PRIOR TO MEETING.**

**PH# 1-(978)-990-5308 Access code: 4330749**

### AGENDA

#### CALL TO ORDER

#### ROLL CALL

#### ANNOUNCEMENTS

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of June 8, 2020 Regular Council Meeting by Telephone Conference
2. Minutes of June 22, 2020 Council Meeting Cancelled
3. Payroll and Claims Packet Dated June 22, 2020
4. Payroll and Claims Packet Dated July 13, 2020

#### BUSINESS ITEMS

1. Public Hearing on the Updated Water Comprehensive Plan
2. Resolution No. 05-2020 Approving the Updated Water Comprehensive Plan
3. Ratify Perteet's On-Call Planning Services Agreement Task Assignment #1 General Planning Services and Task Assignment #2 East Cashmere Redevelopment Plan
4. Ordinance No. 1290 Amending the 2020 Budget
5. Ordinance No. 1291 Imposing the Sales and Use Tax authorized under SHB 1406 to be used for Affordable Housing
6. Pace Engineering Scope of Services and Fee Proposal for Sullivan Street Watermain and Sewer Replacement

#### 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 JUNE 8, 2020 AT CASHMERE CITY HALL – TELEPHONE CONFERENCE

OPENING

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

Mayor Fletcher announced that this meeting of the City Council is being conducted via a telephone conference call pursuant to Governor Inslee's Proclamation No. 20-28. To provide some organization to this meeting because it is being conducted over the phone, I will be recognizing the councilmembers on each issue before the City Council, starting from my right to my left around the Council table. When it is a councilmember's turn to speak, the councilmember may respond with "no comment" or "I agree with the previous comments" or with additional comments or questions.

As items appear on the agenda, motions will be sought first from Councilmember Erickson, and so on from right to left. Motions will be followed by a request from me for a second to the motion in the same order. I will ask the councilmembers for comments in the same order until all comments and questions on the agenda items have been made.

Now for the roll call of the councilmembers to document attendance. Please respond with an acknowledgment of your presence when your name is called.

ATTENDANCE

|          | <u>Present</u>  | <u>Not Present</u>             |
|----------|---|--------------------------------|
| Mayor:   | Jim Fletcher  |                                |
| Council: | Daniel Scott - phone<br>Chris Carlson - phone<br>Dave Erickson - phone<br>Jayne Stephenson - phone<br>Derrick Pratt - phone |                                |
| Staff:   | Kay Jones, City Clerk-Treasurer<br>Steve Croci, Director of Operations  | Chuck Zimmerman, City Attorney |
| Public:  | Kirk Beckendorf, Cashmere Valley Record – phone   |                                |

ANNOUNCEMENTS AND INFORMATION

Mayor Fletcher announced that hopefully the council may be able to meet in person at the next council meeting.

APPROVAL OF AGENDA

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the agenda as submitted. Motion carried 5-0.

CONSENT AGENDA

Minutes of May 26, 2020 Regular Council Meeting by Telephone Conference  
Payroll and Claims Packet Dated June 8, 2020

Claims Direct Pay and Check #40485 and #40488 through #40586 totaling \$172,926.61  
Payroll Direct Deposit and Check #40486 through #40487 totaling \$99,423.88

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

CONTRACT WITH WASHINGTON STATE DEPARTMENT OF COMMERCE FOR CORONAVIRUS RELIEF FUNDS UNDER THE CARES ACT

Under the Cares Act the City of Cashmere was awarded Coronavirus Relief Funds for Local Governments in the amount of \$93,000 for costs incurred due to the public health emergency with respect to the Coronavirus. These funds can be used for Economic Support through grants to small businesses to reimburse the costs of business interruption caused by the required closures. The Department of Commerce will reimburse the City for expenditures up to \$93,000.

Approving the Contract with the Washington State Department of Commerce requires a budget amendment to the Capital Fund for the \$93,000 CRF.

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the Contract with the Washington State Department of Commerce for Coronavirus Relief Funds in the amount of \$93,000. Motion carried 5-0.

DISCUSSION ON CRITERIA FOR CARES ACT (CRF) – SMALL BUSINESS GRANT PROGRAM

The Council discussed the criteria for the Small Business Grant Program application for the City of Cashmere's CRF. The Council set the maximum grant amount at \$5,000 and discussed the following qualifying criteria: the business must have 20 or less employees, be located within the city limits of Cashmere and in business on March 1, 2020.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve the criteria for the Small Business Grant Program. Motion carried 5-0.

INTERLOCAL COOPERATIVE AGREEMENT WITH CHELAN DOUGLAS REGIONAL PORT AUTHORITY FOR DISBURSEMENT OF THE CORONAVIRUS RELIEF FUNDS (CRF).

The Interlocal Cooperative Agreement with Chelan Douglas Regional Port Authority allows the City to immediately allocate the City's \$93,000 CRF to the Port for a Small Business Grant Program to assist small businesses within the City of Cashmere. The Port will administer the Program using the City Council's approved criteria for the application process.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the Interlocal Cooperative Agreement with the Chelan Douglas Regional Port Authority for disbursement of CRF as amended by the City Attorney and the City Council's amendments to the criteria. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING TO DESIGN AND PROVIDE SERVICES FOR THE 1050 ZONE IMPROVEMENTS

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the Scope of Services in the amount of \$32,975 for Pace Engineering to design and provide services during bidding and construction for the 1050 Zone Improvements. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING TO ASSESS THE FEASIBILITY OF ADDING WATER AND SEWER LINE EXTENSIONS ON SUNSET HIGHWAY

MOVED by Councilor Erickson and seconded by Councilor Carlson to approve the Scope of Services in the amount of \$13,773 for Pace Engineering to assess the feasibility of adding water and sewer line extensions on Sunset Highway. Motion carried 5-0.

SCOPE OF SERVICES FOR PACE ENGINEERING FOR MUNICIPAL POOL LEAK MITIGATION

MOVED by Councilor Stephenson and seconded by Councilor Scott to approve the Scope of Services in the amount of \$9,300 for Pace Engineering to research the problem and develop a scope of work and design details for the pool repairs. Motion carried 5-0.

PROGRESS REPORTS

Mayor Fletcher reported that Teri Weedman has changed her mind regarding the termination of the Lease Agreement for Riverside Center. She will complete her contract, which ends December 31, 2022.

The Mayor informed the Council that he has implemented an overtime policy, which has reduced the weekend overtime from 4.5 hours to 2 hours per day. All other overtime must be pre-approved in writing.

Also, he is working on improving timesheets and looking into time keeping systems to track costs, so the City will have good information and know what the actual costs are for the budget and for rate studies.

The Mayor brought in a firm from Seattle that manages water and wastewater systems to look at the City's SCADA system. A Supervisory Control and Data Acquisition (SCADA) system simply collects data and tells you what's going on.

The next step is to advertise for Request for Qualifications to have the City's water and wastewater SCADA systems evaluated and determine places where the City can improve and fill in gaps, so the SCADA systems work more efficiently. A plan will be developed for the needed improvements for prioritizing and budgeting. Improvements to the SCADA systems will reduce labor costs to keep operations and maintenance costs under control.

Director Croci reported that he submitted a grant for two electric car charging stations, and he is working on a grant for automatic doors at the City Library.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:30 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer

# Staff Summary

**Date:** 7/9/2019

**To:** City Council

**From:** Jim Fletcher, Mayor

**RE:** Comprehensive Water Plan Public Hearing and Resolution 05-2020 approving the updated Water Comprehensive Plan

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A phone-in public hearing is scheduled on Monday regarding the City's Comprehensive Water Plan

I recommend that the council review the water plan with specific attention to:

**Ch 4 Policies** – Water system policies are important in setting land use development polices and standards.

**Ch 7 Operations** – To understand the various parts and activities of providing clean water to the city

**Ch 9 Finance** – To understand the costs and rate structures

This plan has been in reviewed by various agencies and environmental processes and some descriptive text will appear out of date. Generally, the out of date text is minor descriptive or now historical in nature. These will be noted and addressed as needed.

If you have any questions or comments, I suggest email to Steve a note the chapter page number and your comment.

## **Staff Recommendation:**

If there are no issues that require changes to approve Resolution 05-2020 adopting the Comprehensive Water Plan

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**RESOLUTION 05-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE,  
WASHINGTON, APPROVING THE UPDATED COMPREHENSIVE WATER  
SYSTEM PLAN DATED JUNE 9, 2020.**

WHEREAS, The City of Cashmere City Council reviewed and approved the Updated Comprehensive Water System Plan prepared by RH2 Engineering, Inc. dated June 9, 2020 at an Open Public Meeting on July 13, 2020.

NOW, THEREFORE, the City Council of the City of Cashmere does hereby resolve as follows: The "Comprehensive Water System Plan" as amended and presented to the City Council at its Regular Meeting this date, and having an effective date of July 13, 2020, is hereby approved in the form as submitted by RH2 and held on file with the City.

Passed by the City Council of the City of Cashmere this 13<sup>th</sup> day of July 2020.

CITY OF CASHMERE

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

Attest:

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



**CITY OF CASHMERE  
On-Call Planning Services Agreement**

***Formal Task Assignment Document***

Consultant: Perteet, Inc.

Task Number: 1

The general provisions and clauses of Agreement for On-Call Consultant Services dated February 25, 2020 shall be in full force and effect for this Task Assignment

Location of Project: City of Cashmere

Project Title: General Planning Services

Maximum Amount Payable Per Task Assignment: \$28,900.00

Completion Date: December 31, 2020

Description of Work:

**Task 1: General Project Management**

- Prepare monthly invoice and progress reports
- Attend regular project update meetings, as scheduled by the City.
- Prepare project budgets and task orders for additional proposed work that sets forth the estimated costs and the estimated time for completion.

**Task 2: General Planning Services**

Provide technical assistance and training on planning services as authorized by the City which may include but are not limited to the following:


- Attend City Council meetings or staff meetings.
- Attend pre-application meetings.
- Review and analyze information to determine compliance with City codes for land use and building development, which may include:
  - Support the review of applications and plans for permit requirements and compliance with existing city environmental and land use codes.
  - Interpret codes relative to possible violations of zoning code and compliance with applicable State regulations.
- Make on-site field investigations.
- Use and instruct City staff on Geographic Information System (GIS) to capture, store, manipulate, analyze, manage, and present spatial or geographic data.
- Write grant applications and assist with grant management.
- Assist the City on planning and legislative issues, which may include:
  - Preparing staff reports for Planning Commission, City Council and/or Hearing Examiner.
  - Conducting studies; compiling data; preparing written and oral reports for the legislative and appointed review bodies related to land use planning, legislative amendments and the various permits processed by the City.

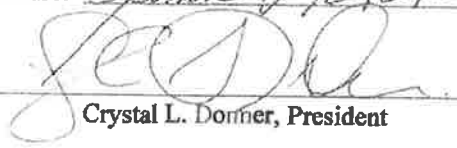
**PERTEET**

- Developing, assisting and/or providing guidance on Comprehensive Plan, Shorelines Management Plan and other plans and programs.
- Developing, assisting and/or providing guidance on State Environmental Policy Act, Hydraulic Permit Approval and other environmental permit activities.

**Assumptions:**

- Meetings may be in person or phone call.

City of Cashmere Signature:  Date: 3/2/2020

Perteet Signature:  Date: 03/03/2020  
Crystal L. Dorner, President





Project Cashmere Land Use Planning Services  
 Client City of Cashmere  
 PM Christina Wolfman

Contract Start Date 3/1/2020  
 Contract End Date 12/31/2020  
 Contract Duration: 9 Months

Last Update date 2/28/2020  
 Perteet Project No. 20200033.001

| Task                                     | Billing Rate | Lead Planner/Manager | Planner II | Accountant | Total Hours | Labor Dollars |
|--|--------------|----------------------|------------|------------|-------------|---------------|
|  |              | \$140.00             | \$120.00   | \$100.00   |             |               |
| Task 1: General Project Management       | 10.00        |                      |            | 5.00       | 15.00       | \$1,900.00    |
| Total Task 1: General Project Management | 10.00        |                      | 0.00       | 5.00       | 15.00       | \$1,900.00    |
| Task 2: General Planning Services        | 150.00       |                      | 50.00      |            | 200.00      | \$27,000.00   |
| Total Task 2: General Planning Services  | 150.00       |                      | 50.00      | 0.00       | 200.00      | \$27,000.00   |
| Total Hours                              |              | 160.00               | 50.00      | 5.00       | 215.00      |               |
| Total Dollars                            |              | \$22,400.00          | \$8,000.00 | \$500.00   |             | \$28,900.00   |

|                  |            |
|------------------|------------|
| Expenses:        |            |
| Mileage - \$.575 | 690        |
| <b>Totals:</b>   | <b>690</b> |

|                       |  |                    |
|-----------------------|--|--------------------|
| <b>SUMMARY</b>        |  |                    |
| Labor                 |  | \$28,900.00        |
| Expenses              |  | \$890.00           |
| Subconsultants        |  | \$0.00             |
| <b>CONTRACT TOTAL</b> |  | <b>\$29,590.00</b> |



Project: Cashmere Task Order 1: General Planning Services      Contract Start Date: 3/1/2020      Last Update date: 3/3/2020  
 Client: City of Cashmere      Contract End Date: 12/31/2020      Perteeet Project No.: 20200033.001  
 PM: Christina Wollman      Contract Duration: 9 Months

| Task  | Billing Rate | Lead Planner/Manager | Planner II        | Accountant      | Total Hours   | Labor Dollars      |
|---|--------------|----------------------|-------------------|-----------------|---------------|--------------------|
| Task 1: General Project Management              |              | 10.00                |                   | 4.00            | 14.00         | \$1,800.00         |
| <b>Total Task 1: General Project Management</b> |              | <b>10.00</b>         | <b>0.00</b>       | <b>4.00</b>     | <b>14.00</b>  | <b>\$1,800.00</b>  |
| Task 2: General Planning Services               |              | 146.00               | 50.00             |                 | 196.00        | \$26,440.00        |
| <b>Total Task 2: General Planning Services</b>  |              | <b>146.00</b>        | <b>50.00</b>      | <b>0.00</b>     | <b>196.00</b> | <b>\$26,440.00</b> |
| <b>Total Hours</b>                              |              | <b>156.00</b>        | <b>50.00</b>      | <b>4.00</b>     | <b>210.00</b> |                    |
| <b>Total Dollars</b>                            |              | <b>\$21,840.00</b>   | <b>\$6,000.00</b> | <b>\$400.00</b> |               | <b>\$28,240.00</b> |

|                   |            |
|-------------------|------------|
| <b>Expenses:</b>  |            |
| Mileage - \$ .575 | 660        |
| <b>Totals:</b>    | <b>660</b> |

|                       |                    |
|-----------------------|--------------------|
| <b>SUMMARY</b>        |                    |
| Labor                 | \$28,240.00        |
| Expenses              | \$660.00           |
| Subconsultants        | \$0.00             |
| <b>CONTRACT TOTAL</b> | <b>\$28,900.00</b> |



**CITY OF CASHMERE  
On-Call Planning Services Agreement**

***Formal Task Assignment Document***

Consultant: Perteet, Inc.

Task Number: 2

The general provisions and clauses of Agreement for On-Call Consultant Services dated February 25, 2020 shall be in full force and effect for this Task Assignment

Location of Project: City of Cashmere

Project Title: East Cashmere Redevelopment Plan

Maximum Amount Payable Per Task Assignment: \$ 20,000.00

Completion Date: December 31, 2020

**Description of Work:**

**Task 1: Public Involvement**

- Attend initial forum
- Attend stakeholder meetings and prepare necessary meeting materials, as requested
- Develop public survey or similar process for additional information gathering, if needed
- Present draft and final plan to City Council

**Task 2: Conceptual Review and Development**

- Develop criteria for and ranking site uses
- Evaluate potential site uses against criteria and developed ranked list
- Develop conceptual space allocation for potential site uses
- Identify environmental or regulatory constraints and concerns. Seek comments from applicable regulatory agencies. Prepare map showing constraints and concerns.
- Prepare conceptual maps to demonstrate potential site uses

**Task 3: Develop Draft and Final Plan**

- Prepare draft plan that outlines public outreach and decision-making process
- Prepare public comment and environmental review documents
- Prepare final plan based on comments received during public comment period

**Deliverables:**

- Conceptual maps
- Draft and final plan, in Word and PDF format

City of Cashmere Signature: 

Date: 2/5/2020

Perteet Signature: 

Date: 03/09/2020

Crystal L. Donner, President



**Project** Task Order 2 - East Cashmere Redevelopment Plan      **Contract Start Date** 3/1/2020      **Last Update date** 3/3/2020  
**Client** City of Cashmere      **Contract End Date** 12/31/2020      **Persteet Project No.** 20200033.002  
**PM** Christina Wollman      **Contract Duration:** 9 Months

| Task  | Billing Rate | Lead Planner/Manager | Accountant | Total Hours | Labor Dollars |
|---|--------------|----------------------|------------|-------------|---------------|
| Task 1: General Project Management              | 8.00         | 5.00                 | 13.00      | \$1,620.00  |               |
| <b>Total Task 1: General Project Management</b> | 8.00         | 5.00                 | 13.00      | \$1,620.00  |               |
| Task 2: General Planning Services               | 125.00       | 0.00                 | 125.00     | \$17,500.00 |               |
| <b>Total Task 2: General Planning Services</b>  | 125.00       | 0.00                 | 125.00     | \$17,500.00 |               |
| <b>Total Hours</b>                              | 133.00       | 5.00                 | 138.00     |             |               |
| <b>Total Dollars</b>                            | \$18,620.00  | \$500.00             |            | \$19,120.00 |               |

| Expenses:        |     |
|------------------|-----|
| Mileage - \$5.75 | 480 |
| Supplies         | 400 |
| <b>Total:</b>    | 880 |

| SUMMARY               |                    |
|-----------------------|--------------------|
| Labor                 | \$19,120.00        |
| Expenses              | \$880.00           |
| Subcontractors        | \$0.00             |
| <b>CONTRACT TOTAL</b> | <b>\$20,000.00</b> |



**CITY OF CASHMERE**  
**On-Call Planning Services Agreement**

*Formal Task Assignment Document*

Consultant: Perteet, Inc.

Task Number: 3

The general provisions and clauses of Agreement for On-Call Consultant Services dated February 25, 2020 shall be in full force and effect for this Task Assignment

Location of Project: City of Cashmere

Project Title: Shoreline Management Plan Update

Maximum Amount Payable Per Task Assignment: \$ 10,700.00

Completion Date: June 30, 2021

Description of Work:

**Task 1: General Project Management**

- Prepare monthly invoice and progress reports
- Attend regular project update meetings, as scheduled by the City.

**Task 2: Shoreline Management Plan Update**

Perteet will support the City's periodic review of the Shoreline Management Plan. As required by the Department of Ecology grant agreement with the City of Cashmere, project elements include:

- Ensure that the master program complies with applicable law and SMP Guidelines in effect at the time of the review.
- Ensure consistency of the master program with the City of Cashmere Comprehensive Plan and development regulations.
- Consider SMP amendments needed to address new information, improved data, or changed circumstances.
- Prepare Periodic Review Checklist.
- Draft revised SMP or findings of adequacy.
- Develop a public participation plan that includes at least one public hearing of the draft SMP with the Planning Commission and public review period.
- Complete SEPA review and 60-day notice of intent to adopt.
- Review comments submitted during the public comment period and prepare responsiveness summary.
- Support adoption of the SMP and submit adopted SMP and Periodic Review Checklist to Department of Ecology.

Deliverables:

- Responsiveness summary, public outreach plan, periodic review checklist.
- Draft and final draft plan, in Word format



City of Cashmere Signature: \_\_\_\_\_

Date \_\_\_\_\_

Perteeet Signature: \_\_\_\_\_

Date: 05/19/2020

A handwritten signature in cursive script, appearing to read "Crystal L. Donner", written over a horizontal line.

Crystal L. Donner, President



Project Task Order 3 - SMP Update  
 Client City of Cashmere  
 PM Christina Wollman

Contract Start Date 5/17/2020  
 Contract End Date 6/30/2021  
 Contract Duration: 13 Months

Last Update date 5/19/2020  
 Perteet Project No. 20200033.003

| Task  | Billing Rate | Lead Planner/Manager | Planner II        | Accountant      | Total Hours  | Labor Dollars      |
|---|--------------|----------------------|-------------------|-----------------|--------------|--------------------|
| Task 1: General Project Management              |              | \$140.00             | \$120.00          | \$100.00        |              |                    |
|   |              | 6.00                 |                   | 4.00            | 10.00        | \$1,240.00         |
| <b>Total Task 1: General Project Management</b> |              | <b>6.00</b>          | <b>0.00</b>       | <b>4.00</b>     | <b>10.00</b> | <b>\$1,240.00</b>  |
| Task 2: SMP Update                              |              | 50.00                | 18.00             |                 | 68.00        | \$9,160.00         |
| <b>Total Task 2: SMP Update</b>                 |              | <b>50.00</b>         | <b>18.00</b>      | <b>0.00</b>     | <b>68.00</b> | <b>\$9,160.00</b>  |
| <b>Total Hours</b>                              |              | <b>56.00</b>         | <b>18.00</b>      | <b>4.00</b>     | <b>78.00</b> |                    |
| <b>Total Dollars</b>                            |              | <b>\$7,840.00</b>    | <b>\$2,160.00</b> | <b>\$400.00</b> |              | <b>\$10,400.00</b> |

Expenses:  
 Mileage - \$.575 300  
 Totals: 300

| SUMMARY               |                    |
|-----------------------|--------------------|
| Labor                 | \$10,400.00        |
| Expenses              | \$300.00           |
| Subconsultants        | \$0.00             |
| <b>CONTRACT TOTAL</b> | <b>\$10,700.00</b> |

## ORDINANCE NO. 1290

### AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AMENDING ORDINANCE NO. 1283 ADOPTING THE 2020 BUDGET, AND SETTING AN EFFECTIVE DATE.

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**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 2020 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 2020 total fund appropriations, Exhibit "A" to Ordinance No. 1283, is hereby amended as set forth in Exhibit "A" attached to this Ordinance.

**Section 2. Amendment of Salary Schedule.** The 2020 Salary Schedule, Exhibit "B" to Ordinance No. 1283, is hereby reaffirmed and shall remain unchanged as set forth in Exhibit "B" attached to this Ordinance.

**Section 3. Budget Amendment.** The 2020 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. 1283 of the City of Cashmere and the 2020 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:

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JAMES FLETCHER, MAYOR



ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

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

|                            |   |               |
|----------------------------|---|---------------|
| PASSED BY THE CITY COUNCIL | : | July 13, 2020 |
| PUBLISHED                  | : | July 22, 2020 |
| EFFECTIVE DATE             | : | July 27, 2020 |
| ORDINANCE NO.              | : | 1290          |

**EXHIBIT A**  
Ordinance No. 1290

**Total Estimated Revenues and Appropriations by Fund  
2020 Budget**

| <b>Fund Name</b>               | <b>Beginning<br/>Balance</b> | <b>Estimated<br/>Revenues</b> | <b>Budgeted<br/>Appropriations</b> | <b>Ending<br/>Balance</b> |
|--------------------------------|------------------------------|-------------------------------|------------------------------------|---------------------------|
| 001 General Government Fund    | 658,417                      | 1,238,937                     | 1,298,952                          | 598,402                   |
| 003 Public Works Fund          | 845,230                      | 1,350,151                     | 1,306,623                          | 888,758                   |
| 108 Lodging Tax Fund           | 0                            | 5,000                         | 5,000                              | 0                         |
| 302 Capital Improvement Fund   | 3,580,802                    | 493,402                       | 718,647                            | 3,355,557                 |
| 401 Water/Wastewater Fund      | 1,006,158                    | 3,726,071                     | 3,670,009                          | 1,062,220                 |
| 411 Water Capital Fund         | 1,619,855                    | 892,660                       | 753,523                            | 1,758,992                 |
| 412 Wastewater Capital Fund    | 2,293,701                    | 110,909                       | 173,100                            | 2,231,510                 |
| 426 Jr. Lien Pretrt Bond, 2011 | 1,179,496                    | 414,038                       | 531,250                            | 1,062,284                 |
| 427 Revenue Bond 2013 #R1      | 190,772                      | 434,170                       | 394,700                            | 230,242                   |
| 428 Revenue Bond 2013 #R2      | 109,765                      | 249,810                       | 227,100                            | 132,475                   |
| 501 Equipment Rental Fund      | 972,092                      | 270,783                       | 320,434                            | 922,441                   |
| 702 Cemetery Endowment Fund    | 253,288                      | 10,000                        | 0                                  | 263,288                   |
| <b>TOTAL ALL FUNDS</b>         | <b>12,709,576</b>            | <b>9,195,931</b>              | <b>9,399,338</b>                   | <b>12,506,169</b>         |
|                                |                              | 21,905,507                    | 21,905,507                         |                           |

**EXHIBIT B**  
Ordinance No. 1290

**CITY OF CASHMERE**  
**2020 SALARY SCHEDULE**

| <b>POSITION</b>  | <b>Hourly Wage<br/>Step Levels</b> | <b>Monthly<br/>Salary</b> | <b>Annual<br/>Salary</b> |
|--|------------------------------------|---------------------------|--------------------------|
| <b>Executive &amp; Legislative</b>   |                                    |                           |                          |
| Mayor  |                                    | 1,500.00                  |                          |
| Councilmembers   |                                    | 100.00                    |                          |
| <b>Exempt</b>  |                                    |                           |                          |
| City Clerk-Treasurer   |                                    | 6,686.14                  |                          |
| Director of Planning/Building  |                                    | 6,686.14                  |                          |
| <b>Office/Admin</b>  |                                    |                           |                          |
| Office Staff   | 16.36 - 22.59                      |                           |                          |
| Office Lead  | 23.72                              |                           |                          |
| <b>Public Works Department</b>   |                                    |                           |                          |
| Public Works Maint. 1  | 14.27 - 20.46                      |                           |                          |
| Public Works Maint. 2 (inc. pesticide)   | 16.62 - 22.92                      |                           |                          |
| Public Works Maint. 3 (inc. arborist)  | 18.27 - 25.21                      |                           |                          |
| Public Works Foreman   | 26.91                              |                           |                          |
| <b>Water/Wastewater Department</b>   |                                    |                           |                          |
| Water/Wastewater in Training (no cert.)  | 14.87 - 20.69                      |                           |                          |
| Water DM 1 / Wastewater 1  | 16.19 - 23.05                      |                           |                          |
| Water DM 2 / Wastewater 2  | 18.89 - 26.38                      |                           |                          |
| Wastewater Treatment Plant OP 3  | 20.69 - 28.92                      |                           |                          |
| Water/Wastewater Foreman   | 30.75                              |                           |                          |
| <b>City Pool</b>   |                                    |                           |                          |
| 30 (+/-) Pool Employees  | 11.48 - 14.25                      |                           |                          |
| Pool Manager   | 15.75 - 17.00                      |                           |                          |
| Seasonal/Temporary Employees   | 14.00                              |                           |                          |
| <b>Fire Department</b>   |                                    |                           |                          |
| Fire Chief   |                                    | 515.00                    |                          |
| Assistant Chief  |                                    |                           | 2,400.00                 |
| 2 Deputy Chiefs  |                                    |                           | 1,081.50                 |
| 3 Captains   |                                    |                           | 500.00                   |
| 2 Lieutenants  |                                    |                           | 400.00                   |
| <b>Fire Department Stipend - \$10.00 per call - city calls only (CMC 2.56.070)</b>       |                                    |                           |                          |
| <b>EMT Nightshift Stipend - \$5.00 per night - max 2 people per night (CMC 2.56.070)</b> |                                    |                           |                          |

- 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.

**EXHIBIT C**  
Ordinance No. 1290

| <b>FUND NAME</b>                          | <b>CURRENT<br/>BUDGET</b> | <b>AMENDED<br/>BUDGET</b> | <b>DIFFERENCE<br/>+/-</b> |
|---|---------------------------|---------------------------|---------------------------|
| <b>001 GENERAL GOVERNMENT FUND</b>        |                           |                           |                           |
| <b>Revenues</b>                           |                           |                           |                           |
| Beginning Fund Balance                    | 641,415                   | 658,417                   | 17,002                    |
| Port Grant - East Cashmere Planning       | 0                         | 20,000                    | 20,000                    |
|   |                           |                           | <u>37,002</u>             |
| <b>Expenditures</b>                       |                           |                           |                           |
| Ending Fund Balance                       | 616,000                   | 598,402                   | -17,598                   |
| Planning Consultant Services              | 5000                      | 59,600                    | 54,600                    |
|   |                           |                           | <u>37,002</u>             |
| <b>003 PUBLIC WORKS FUND</b>              |                           |                           |                           |
| <b>Revenues</b>                           |                           |                           |                           |
| Beginning Fund Balance                    | 648,522                   | 845,230                   | 196,708                   |
| <b>Expenditures</b>                       |                           |                           |                           |
| Ending Fund Balance                       | 692,050                   | 888,758                   | 196,708                   |
| <b>302 CAPITAL IMPROVEMENT FUND</b>       |                           |                           |                           |
| <b>Revenues</b>                           |                           |                           |                           |
| Beginning Fund Balance                    | 3,520,305                 | 3,580,802                 | 60,497                    |
| Rivercom 911 Communication Tax            | 0                         | 9,907                     | 9,907                     |
|   |                           |                           | <u>70,404</u>             |
| <b>Expenditures</b>                       |                           |                           |                           |
| Ending Fund Balance                       | 3,424,300                 | 3,355,557                 | -68,743                   |
| EMS Services Machinery & Equipment        | 60,000                    | 70,000                    | 10,000                    |
| Design Sunset Highway                     | 0                         | 150,000                   | 150,000                   |
| Chapel St Construction Contractor         | 0                         | 9,500                     | 9,500                     |
| Street Lighting - LED Grant               | 0                         | 18,647                    | 18,647                    |
| City Hall Maint/Repair Services           | 20,000                    | 0                         | -20,000                   |
| Site Testing & Cleanup of Sub Station     | 10,000                    | 0                         | -10,000                   |
| City Center-Buildings & Structure Improve | 19,000                    | 0                         | -19,000                   |
|   |                           |                           | <u>70,404</u>             |
| <b>401 WATER/WASTEWATER FUND</b>          |                           |                           |                           |
| <b>Revenues</b>                           |                           |                           |                           |
| Beginning Fund Balance                    | 928,876                   | 1,006,158                 | 77,282                    |
| <b>Expenditures</b>                       |                           |                           |                           |
| Ending Fund Balance                       | 984,938                   | 1,062,220                 | 77,282                    |

**411 WATER CAPITAL FUND****Revenues**

|                                    |         |           |                  |
|------------------------------------|---------|-----------|------------------|
| Beginning Fund Balance             | 248,149 | 1,619,855 | <b>1,371,706</b> |
| DOE Emergency Drought Relief Grant | 0       | 50,000    | <u>50,000</u>    |
|                                    |         |           | <b>1,421,706</b> |

**Expenditures**

|                                     |         |           |                  |
|-------------------------------------|---------|-----------|------------------|
| Ending Fund Balance                 | 657,709 | 1,758,992 | <b>1,101,283</b> |
| Well #10 Rehabilitation Project     | 0       | 62,323    | 62,323           |
| Building and Structure Improvements | 200,000 | 432,500   | 232,500          |
| Engineering Services                | 45,700  | 52,600    | 6,900            |
| Capital Labor                       | 0       | 6,200     | 6,200            |
| Capital Benefits                    | 0       | 3,000     | 3,000            |
| Other Improvements - Chapel St.     | 187,400 | 196,900   | <u>9,500</u>     |
|                                     |         |           | <b>1,421,706</b> |

**412 WASTEWATER CAPITAL FUND****Revenues**

|                        |           |           |               |
|------------------------|-----------|-----------|---------------|
| Beginning Fund Balance | 2,300,986 | 2,293,701 | <b>-7,285</b> |
|------------------------|-----------|-----------|---------------|

**Expenditures**

|                                 |           |           |                |
|---------------------------------|-----------|-----------|----------------|
| Ending Fund Balance             | 2,256,895 | 2,231,510 | <b>-25,385</b> |
| Engineering Services            | 0         | 6,900     | 6,900          |
| Other Improvements - Chapel St. | 0         | 11,200    | <u>11,200</u>  |
|                                 |           |           | <b>-7,285</b>  |

**501 EQUIPMENT RENTAL FUND****Revenues**

|                        |         |         |               |
|------------------------|---------|---------|---------------|
| Beginning Fund Balance | 937,505 | 972,092 | <b>34,587</b> |
|------------------------|---------|---------|---------------|

**Expenditures**

|                     |         |         |               |
|---------------------|---------|---------|---------------|
| Ending Fund Balance | 887,854 | 922,441 | <b>34,587</b> |
|---------------------|---------|---------|---------------|

**702 CEMETERY ENDOWMENT FUND****Revenues**

|                        |         |         |               |
|------------------------|---------|---------|---------------|
| Beginning Fund Balance | 254,631 | 253,288 | <b>-1,343</b> |
|------------------------|---------|---------|---------------|

**Expenditures**

|                     |         |         |               |
|---------------------|---------|---------|---------------|
| Ending Fund Balance | 264,631 | 263,288 | <b>-1,343</b> |
|---------------------|---------|---------|---------------|

# Staff Summary

**Date:** 9/4/2019

**To:** City Council

**From:** Jim Fletcher, Mayor

**RE:** Ordinance 1291 – Sales tax for affordable and supportive housing

---

Last November the Council passed Resolution 09-2019 declaring the intent of the City to authorize a sales tax for affordable and supportive housing in accordance with SHB 1406. The tax will be credited against state sales taxes collected within the City and, therefore will not result in higher sales taxes within the City and will represent an additional source of funding to address housing needs in the City.

Ordinance 1291 will authorize the sales tax.

The amount of sales tax will be .0073% paid from the State's share of Sales Tax. The City will then decide how the funds are to be allocated within the City limits.

**Recommendation:**

Move to approve Ordinance No. 1291

**ORDINANCE NO. 1291**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, IMPOSING THE LOCAL SALES AND USE TAX AUTHORIZED UNDER LAWS OF 2019, CH. 338 (HOUSE BILL 1406) TO BE USED FOR THE AFFORDABLE HOUSING AND RELATED PURPOSES SET FORTH THEREIN; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO**

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**WHEREAS**, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (chapter 338, Laws of 2019) ("SHB 1406"); and

**WHEREAS**, SHB 1406 authorizes the governing body of a city with a population of 100,000 or less to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, operations and maintenance costs of affordable or supportive housing, or rental assistance to tenants; and

**WHEREAS**, the tax will be credited against existing state sales taxes collected within the City of Cashmere and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City; and

**WHEREAS**, the tax must be used to assist persons whose income is at or below sixty percent of the City median income; and

**WHEREAS**, the City has identified a housing affordability crisis coupled with a residential rental vacancy rate below 1%, and has determined that imposing the sales and use tax to address this need will benefit its citizens; and

**WHEREAS**, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

**WHEREAS**, on November 25, 2019, the City Council passed Resolution No. 09-2019, the required SHB 1406 resolution of intent, now, therefore,

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

**Section 1. Findings.** The City Council (the "Council") of the City of Cashmere, Washington (the "City"), makes the following findings and determinations:

1.1 SHB 1406 authorizes cities to adopt a sales and use tax increase of 0.0073% (the "State-Shared Affordable Housing Sales and Use Tax"), provided that the revenues are dedicated to the affordable housing purposes as defined in that statute. Upon adoption of the increase, the tax imposed will be deducted from the amount of State sales and use tax otherwise required to be collected within the City, subject to the annual cap described in that statute.

1.2 The Council on November 25, 2019 adopted Resolution 09-2019 (the "Resolution of Intent") declaring its intent to authorize the maximum capacity of the tax authorized under SHB 1406.

1.3 The Council finds that the City has satisfied all prerequisites to imposing the State-Shared Affordable Housing Sales and Use Tax at a rate of 0.0073%, and finds it in the City's best interest to begin imposing the tax.

## **Section 2. Affordable Housing Sales and Use Tax Imposed.**

2.1 **Tax Imposed; Effective Date.** The State-Shared Affordable Housing Sales and Use Tax shall be imposed at a rate of 0.0073% of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax. The tax shall become effective as of the first day of the first month that is at least thirty days after the Department of Revenue receives notice of the change or the earliest practicable date consistent with RCW 82.14.055.

2.2 **Use of State-Shared Affordable Housing Sales and Use Tax Receipts.** All proceeds from the State-Shared Affordable Housing Sales and Use Tax shall be used for the affordable housing purposes as defined in SHB 1406, as it may be amended from time to time, which currently includes the following restrictions:

(a) Revenues may only be used for (i) acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; (ii) funding the operations and maintenance costs of new units of affordable or supportive housing; or (iii) for providing rental assistance to tenants.

(b) The housing and services funded by these revenues may only be provided to persons whose income is at or below 60% of the median income of the City.

2.3 **Policies; Procedures.** The City Mayor, or their designee, is authorized to develop and recommend to the City Council for adoption policies and procedures for administering the use of such funds and for measuring and determining compliance with the income and other use restrictions, which shall consider the income of the individuals and families to be served, the leveraging of the resources made available under this section, and the housing needs within the City. The recommended policies and procedures may include entry into an interlocal agreement with a qualifying public entity for the expenditure of the taxes collected in accordance with the provisions of this Ordinance and state law.



2.4 Tax Imposed; Expiration Date. The tax imposed by this Ordinance expires twenty years after the date on which the tax is first imposed.

**Section 3. Administration.** The City Clerk-Finance Director is directed to cause a certified copy of this Ordinance to be delivered to the State of Washington Department of Revenue and any other public officers or agencies required by law. The City Clerk-Finance Director and other appropriate officers are authorized and directed to enter into such contracts with and provide such notices to the State Department of Revenue and other appropriate state or local agencies for the collection and distribution of receipts of the tax imposed by this Ordinance as may be necessary or convenient consistent with chapter 82.14 RCW and other applicable law.

**Section 4. Non-Codification.** This Ordinance shall not be codified in the Cashmere Municipal Code.

**Section 5. Ratification.** All actions taken in furtherance of and not inconsistent with this Ordinance are ratified and confirmed in all respects.

**Section 6. Severability.** If any section, sentence, clause or phrase of the 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 7. Effective Date.** 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:

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MAYOR JAMES FLETCHER

ATTEST/AUTHENTICATED:

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KAY JONES, CITY CLERK/TREASURER

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY



CHARLES D. ZIMMERMAN

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

7/8/2020  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
1291

# Staff Summary

**Date:** 7/10/2020

**To:** City Council

**From:** Steve Croci, Director of Operations

**RE:** Pace Engineering Scope of Services – Sullivan Street Improvements

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This project involves replacing the water, sewer and roadway on Sullivan Street from Pioneer Avenue south to the County Line. The Water Comprehensive Plan identified a need to replace the water lines because the pipe joints leak. Over time the pipe material used has a high propensity to leak at the joints. The pipe repair resulted in many patches on the road, making for a rough roadway. The sewer has issues with backing up and need to be cleaned more often than other sewer pipes in the City. A regrading of the sewer pipe would alleviate the sewer issues.

Pace Engineering provided a Scope of Services and Fee Proposal to design the project and provide services for bidding and construction. The Fee Proposal cost is \$45,450. This project was included in the 2020 Budget.

**Staff Recommendation:**

MOVE to approve the scope of services for Pace Engineering to design the project and provide bidding and construction services for the project on Sullivan Street.

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May 28, 2020

Steve Croci  
Director of Operations  
City of Cashmere  
101 Woodring Street  
Cashmere, WA. 98815

**Subject: Capital Improvement Project W2 – Sullivan Street  
Scope of Services and Fee Proposal**

Dear Steve:

PACE Engineers, Inc. is pleased to submit our proposal for the **Sullivan Street Watermain and Sanitary Sewer Replacement**. This proposal is based on the information provided during our May 8, 2020 meeting and site visit.

**Scope of Services**

The proposed scope of services will prepare construction documents, provide bidding support, and provide construction phase services for the 1050 Zone Improvements. Attachment A provides further detail.

**Fee Estimate**

We propose to provide the services listed in Attachment A on a time and expense basis in accordance with the attached hourly rate schedule. Our estimate of fees by task is as follows:

| Task  | Estimated Fee    |
|---|------------------|
| Design Phase  | \$ 23,200        |
| Bidding Phase   | 2,500            |
| Construction Phase  | 18,500           |
| Reimbursable Expenses (utility locate, reprographics & mileage) | 1,250            |
| <b>Total Estimated Fee</b>                                      | <b>\$ 45,450</b> |

This estimate is based on the expected level of effort and associated staff time. If it appears PACE's fees will exceed the estimate, we will suspend services until receipt of written authorization to proceed. PACE will endeavor to minimize staff time and expense, but it is possible the scope of services may not be completed within the estimate.

**The scope of services and related fee are based on the following assumptions:**

**Assumptions & Exclusions**

*See Attachment A for assumptions, exclusions, and client provided information.*

**Project Schedule**

*See Attachment A for the anticipated schedule.*

### Terms and Conditions

*The scope of services would be provided under the terms of the on-call services agreement between PACE and the City of Cashmere.*

In summary, we have developed a scope of services and budget based on our present knowledge of the proposed project. If there are additional services or items not addressed in the scope or have any questions do not hesitate to contact us at 509-662-1762 or robinn@paceengrs.com

If you concur with this proposal, please sign the bottom of this letter and the attached PACE Terms and Conditions. Please return one copy of the entire proposal to our Wenatchee office. Electronic scan or facsimile are acceptable.

Sincerely,

PACE Engineers, Inc.



Robin Nelson, P.E.  
Vice President

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Client Signature

Title

Date

Attachments:

Attachment A – Scope of Services

Attachment B – Fee Estimate Detail

## ATTACHMENT A

### City of Cashmere Capital Improvement Project W2 Sullivan Street Watermain and Sanitary Sewer Replacement

#### Scope of Services

#### PROJECT UNDERSTANDING

The City is proposing to replace the existing 6-inch cast iron watermain in Sullivan Street with approximately 700 linear feet of new 8-inch ductile iron from Pioneer Avenue south to the City limits. The replacement is identified as capital improvement project W2 in the City's Water System Plan. In conjunction with the watermain replacement the existing sanitary sewer will be replaced from Yakima Street south to the City limits. Existing water and sanitary sewer services are to be reconnected along the new installations. The utility trenching will be restored with full-depth asphalt repair and Sullivan Street will be resurfaced with full width double chip seal.

The following scope of services is intended to design the improvements, deliver construction documents, and provide bidding and construction phase services.

#### TASKS

1. **Project Management** - Provide general project management/administrative services throughout the project. Coordinate staff, provide oversight, track budgets, monitor schedules, conduct quality reviews, and prepare monthly status reports.

Deliverables: Bi-weekly status reports

2. **Site Visit & Collect System Information** – Conduct a site visit with City staff to review existing conditions. Review all available mapping and system information with City staff and prepare a summary of additional information needed.
3. **Topographic Survey** – PACE will complete a topographic survey within the project limits defined as:

The Sullivan Street right-of-way corridor from the Sullivan Street and Pioneer Avenue intersection south approximately 800 feet. Within this area PACE will provide the following:

Topographic mapping (2' contours)

Planimetric mapping (hardscape features, fences, channelization, etc.)

Utility mapping (storm sewer, sanitary sewer mainline, power, water, gas, and communication)

Right of way resolution

Deliverable: Topographic base map showing the above listed items tied to the NAD83-2011 Epoch 2010 horizontal datum and NAVD 88 vertical datum as derived from GPS measurements. Map will be provided in electronic file format to serve as the background for the construction plans.

#### 4. Construction Document Preparation

**4.1. Prepare Draft Construction Plans** – Prepare draft construction plans showing the topographic base map, watermain and sanitary sewer alignments and associated details. Draft plans will provide sufficient detail to show the scope of the construction and assess potential utility conflicts, constructability issues, property encroachments, and maintenance concerns.

Deliverable: Draft construction plans in 11 x 17 size, copies as requested provided at reproduction expense plus markup.

**4.2. Prepare Draft Engineer's Estimate** – Prepare a draft engineer's estimate based on the scope of construction shown in the draft plans.

Deliverable: Engineer's estimate in hard copy and electronic file format.

**4.3. Dry Utility Coordination** – Contact electrical, cable television, telephone, and any other wire utilities located within the construction limits to determine if relocation (underground or overhead) will be necessary. Provide assistance to the City as requested to determine responsibility for relocation and method of including in the construction scope. Coordinate with the utilities during preparation of draft and final construction plans.

**4.4. Draft Construction Plan Review Meeting** – Meet with City staff to review draft construction plans and engineer's estimate. Provide draft construction plans to other affected utilities for review and comment.

**4.5. Final Construction Documents** – Prepare final construction plans and specifications with draft review comments incorporated. Final plans will have sufficient detail for bidding and construction. Specifications will be based on the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction. The general requirements of the WSDOT Standard Specifications will serve as the contract general conditions unless other contract conditions are provided by the City. Special provisions to the Standard Specifications will be prepared as necessary. Construction documents will be submitted to the City Attorney for review prior to finalizing.

Deliverable: Final construction plans and specifications in hard copy and electronic file (PDF). Number of hard copies delivered will be as requested and provided at reproduction time and expense.

**4.6. Final Engineer's Estimate** - Prepare a final engineer's estimate based on the scope of the final construction plans.

Deliverable: Engineer's estimate in hard copy and electronic file format.

#### 5. Bidding Phase Services

**5.1. Bid Advertisement and Construction Document Posting** – Prepare a bid advertisement for the City's use. Assist the City in posting the construction documents and soliciting bids through the City's preferred web-based service.

Deliverable: Five (5) hardcopies of bid documents for City use.

**5.2. Bidding Assistance** – Respond to bidder questions and issue addenda as necessary.

**5.3. Bid Opening** – Conduct the bid opening at City Hall. Check bids and prepare a tabulation of all bids received for distribution and posting.

**5.4. Recommendation of Award** – Review the low bidder's qualifications and, as appropriate, issue a recommendation of award for City Council action.

## **6. Construction Phase Services**

**6.1. Issue Notice to Proceed** - Prepare Notice to Proceed and issue to contractor. Notice to Proceed will specify contract time and completion date.

Deliverable: Notice to Proceed with completion dates established.

**6.2. Preconstruction Conference** – Distribute a preconstruction conference notice to affected utility purveyors and agencies. Conduct the conference to review the construction scope, schedule, and administrative procedures.

**6.3. Engineering Support** – Review submittals, track schedule, respond to requests for information and plan clarification. Prepare change orders as necessary. Conduct site visits as requested and as necessary to monitor progress and work quality. Review contractor pay requests and submit for City approval. Conduct final inspection with City staff, establish substantial completion and warranty dates, and prepare closeout documentation for final payment and retainage release.

Deliverables: Submittal reviews, substantial completion letter, and other construction correspondence in hard copy and electronic file form as requested.

**6.4. Construction Inspection** - Photograph pre-existing conditions, monitor compliance with the plans and specifications, document daily progress, photograph work prior to backfilling, and track pay quantities.

Deliverable: Daily inspection reports in hard copy and electronic file form.

Note – Fee estimate assumes a six (6) week construction schedule.

**6.5. Record Drawings** – Prepare record drawings based on contractor provided as-built information.

Deliverable: Record drawings in hardcopy (mylar) and electronic file formats.

## **ASSUMPTIONS**

The scope of services assumes the following:

1. The City will be responsible for placing the bid advertisement and the associated costs.
2. The City will provide record drawings of existing City utilities within the project limits.



3. The City will provide a location for the preconstruction conference.

### **FEE**

The scope of services will be provided on a time and expense basis in accordance with PACE's on-call services agreement with the City.

### **SCHEDULE**

It is understood a Summer-Fall 2021 construction is desired. PACE and the City will establish a mutually agreeable schedule to achieve this objective.

Project Name: CIP W21 - Sullivan Street W & S  
 Project #: 20451  
 Billing Group #:   
 Location: Cashmere, WA  
 Task #:   
 Prepared By: LMC  
 Date: 5/20/2020

Staff Type # (See Labor Rates Table)  
 Staff Type Hourly Rate

| Drawing/Task Title  | Job Title | Senior Principal Engineer | Principal Engineer | Engineer II | Project Designer | Sr. Project Administrator | Inspector I | Survey Project Manager | Two Man Crew | Survey Tech V | Hours | Rate      | Total        |
|---|-----------|---------------------------|--------------------|-------------|------------------|---------------------------|-------------|------------------------|--------------|---------------|-------|-----------|--------------|
| <b>Design Phase Services</b>                                |           |                           |                    |             |                  |                           |             |                        |              |               |       |           |              |
| 1.0 Project Management                                      |           |                           |                    |             |                  |                           |             |                        |              |               | 10.0  | \$ 2216   | \$ 22,160    |
| 2.0 Site Visit & Collect System Information                 |           |                           |                    |             |                  |                           |             |                        |              |               | 8.0   | \$ 1,388  | \$ 11,104    |
| 3.0 Topographic Survey                                      |           |                           |                    |             |                  |                           |             |                        |              |               | 42.0  | \$ 6,144  | \$ 257,808   |
| 4.0 Construction Document Preparation                       |           |                           |                    |             |                  |                           |             |                        |              |               | 40.0  | \$ 5,448  | \$ 217,920   |
| 4.1 Prepare Draft Construction Plans                        |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 516    | \$ 2,064     |
| 4.2 Prepare Draft Engineer's Estimate                       |           |                           |                    |             |                  |                           |             |                        |              |               | 2.0   | \$ 298    | \$ 596       |
| 4.3 Wire Utility Coordination                               |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 694    | \$ 2,776     |
| 4.4 Draft Construction Plan Review Meeting                  |           |                           |                    |             |                  |                           |             |                        |              |               | 48.0  | \$ 6,208  | \$ 298,080   |
| 4.5 Final Construction Documents                            |           |                           |                    |             |                  |                           |             |                        |              |               | 2.0   | \$ 258    | \$ 516       |
| 4.6 Final Engineer's Estimate                               |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 516    | \$ 2,064     |
| <b>Bid Phase Services</b>                                   |           |                           |                    |             |                  |                           |             |                        |              |               |       |           |              |
| 5.0 Bidding Phase Services                                  |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 516    | \$ 2,064     |
| 5.1 Bid Advertisement and Construction Document Posting     |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 516    | \$ 2,064     |
| 5.2 Bidding Assistance                                      |           |                           |                    |             |                  |                           |             |                        |              |               | 2.0   | \$ 436    | \$ 872       |
| 5.3 Bid Opening (Assumes 2 hrs including drive time)        |           |                           |                    |             |                  |                           |             |                        |              |               | 6.0   | \$ 952    | \$ 5,712     |
| 5.4 Recommendation of Award                                 |           |                           |                    |             |                  |                           |             |                        |              |               | 2.0   | \$ 436    | \$ 872       |
| <b>Construction Phase Services</b>                          |           |                           |                    |             |                  |                           |             |                        |              |               |       |           |              |
| 6.0 Construction Phase Services                             |           |                           |                    |             |                  |                           |             |                        |              |               | 2.0   | \$ 436    | \$ 872       |
| 6.1 Issue Notice to Proceed                                 |           |                           |                    |             |                  |                           |             |                        |              |               | 8.0   | \$ 1,388  | \$ 11,104    |
| 6.2 Preconstruction Conference                              |           |                           |                    |             |                  |                           |             |                        |              |               | 24.0  | \$ 3,096  | \$ 74,304    |
| 6.3 Engineering Support (assumes 4 hr/week for 6 weeks)     |           |                           |                    |             |                  |                           |             |                        |              |               | 120.0 | \$ 12,940 | \$ 1,552,800 |
| 6.4 Construction Inspection (assumes 6 weeks @ 20 hrs/week) |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 564    | \$ 2,256     |
| 6.5 Record Drawings   |           |                           |                    |             |                  |                           |             |                        |              |               | 4.0   | \$ 564    | \$ 2,256     |
| Hours Total   |           |                           |                    |             |                  |                           |             |                        |              |               | 334.0 |           | \$ 43,874    |
| Labor Total   |           |                           |                    |             |                  |                           |             |                        |              |               |       |           | \$ 43,874    |

| Expenses                      | Rate/Unit | Quantity | Reimbursable Cost | Subcontractants | Utility Locate | Mechanical Engineer | Electrical Engineer | Geotechnical Engineer | I & C Engineer | Subcontractant Subtotal | Markup | Total       |
|-------------------------------|-----------|----------|-------------------|-----------------|----------------|---------------------|---------------------|-----------------------|----------------|-------------------------|--------|-------------|
| Postage/Counter               |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Printer                       |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Photo/Video                   |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Mileage/Travel/Per Diem       |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Miscellaneous - Reprographics |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Technology Fee (2% of labor)  |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Total                         |           |          |                   |                 |                |                     |                     |                       |                |                         |        | \$ 75.00    |
| Subcontractants               |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Utility Locate                |           |          | \$ 1,000          |                 |                |                     |                     |                       |                |                         |        |             |
| Mechanical Engineer           |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Electrical Engineer           |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Geotechnical Engineer         |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| I & C Engineer                |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Subcontractant Subtotal       |           |          |                   |                 |                |                     |                     |                       |                | 1,000.00                | 15%    | \$ 1,150.00 |
| Markup                        |           |          |                   |                 |                |                     |                     |                       |                |                         |        |             |
| Total                         |           |          |                   |                 |                |                     |                     |                       |                |                         |        | \$ 1,150.00 |

PACE Billed Labor Total \$ 43,874  
 Reimbursable Expenses \$ 75  
 Subcontractants \$ 1,150  
**Total Project Budget \$ 45,099**