



## City of Cashmere

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

CASHMERE CITY COUNCIL MEETING  
MONDAY, NOVEMBER 14, 2022, 6:00 P.M., CITY HALL

**THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN TO ZOOM TO PARTICIPATE IN THE CITY COUNCIL MEETING. PLEASE CALL-IN OR LOGIN 5 MINUTES PRIOR TO MEETING.**

To Join the Meeting Go To <https://zoom.us>  
Meeting ID: 882 719 9871 Passcode: 788276  
Audio Only: PH# 1-(253)-215-8782

### AGENDA

CALL TO ORDER - ROLL CALL – FLAG SALUTE

ANNOUNCEMENTS

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of October 24, 2022, Regular Council Meeting
2. Payroll and Claims Packet Dated November 14, 2022
3. Set a public hearing on December 12, 2022 for Parks, Recreation and Open Space Plan
4. Street Closure on 100 Block of Cottage Ave., December 3<sup>rd</sup> for Christmas in Cashmere

BUSINESS ITEMS

1. Public Hearing on preliminary budget for 2023
2. Ordinance No. 1314 authorizing the General Property Tax Levy
3. Resolution No. 05-2022 amending rates and charges for the Cashmere Parks and Cemetery
4. Resolution No. 06-2022 amending rates and charges for general licenses, permits and miscellaneous fees for services
5. Pertect Task Order #5 – for general planning services through 2023 in the amount of \$15,000
6. Pace Engineering Scope of Services and Fee Estimate for 1050 Zone Improvements

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 OCTOBER 24, 2022, AT CASHMERE CITY HALL – In Person and Digital

OPENING

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

The public can attend the council meeting in person, by phone, or by digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	John Perry Chris Carlson Shela Pistorosi Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney Kate Schilling, City Attorney

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Pistorosi to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA

Minutes of September 26, 2022, Workshop Meeting  
Minutes of October 10, 2022, Workshop Meeting  
Minutes of October 10, 2022, Regular Council Meeting  
Payroll and Claims Packet Dated October 24, 2022  
Claims Direct Pay and Check #42264 through #42284 totaling \$118,727.36

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the items on the Consent Agenda. Motion carried unanimously.

PUBLIC HEARING ON REVENUE SOURCES AND POSSIBLE INCREASE IN PROPERTY TAX

Mayor Fletcher explained the Chelan County Assessor provided the city with the preliminary property tax valuations for collection in 2023. The city is allowed a 1% increase on the highest lawful levy since 1985, which for 2023 would equal \$7,167.35. Plus, new construction, annexed property, and adjustments. Bringing the Total Preliminary 2023 Property Tax Levy to \$739,920.79. Levying the 1% increase in property (\$7,167.35) is about \$0.015 per \$1000 assessed value.

Property Tax is considered general tax dollars, which is the General Government fund and the Public Works fund. Most of the property tax is receipted into the Public Works fund, which maintains the parks, pool, cemetery, and streets. The mayor pointed out the cost of operations have increased more than 1%. As per the Collective Bargaining Agreement, the city's wages will increase 5% in 2023. The mayor announced that no action is required after the public hearing. An ordinance authorizing the property tax levy will be prepared for action at the November 14<sup>th</sup> meeting.

The council was provided a copy of year-to-date revenue sources, showing a comparison to the previous year. The mayor went through the revenue sources, discussing the revenues in each fund.

Mayor Fletcher opened the public hearing at 6:04 p.m. to receive comments from the public. Mayor Fletcher explained that this public hearing was to discuss revenue sources and the possible increase in property taxes. The next public hearing on November 14<sup>th</sup> is on the preliminary budget. The council will discuss the expenditures.

With no comments from the public the hearing was closed at 6:07 p.m.

#### PROSECUTION SERVICES AGREEMENT FOR 2023

The amount for prosecution services for 2023 is \$13,475, which reflects the total number of cases prosecuted during the 12-month period of September 1, 2021, through August 31, 2022 for gross misdemeanor and misdemeanor crimes occurring within the city limits of Cashmere. The cost for the 49 cases is \$275 per case.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve the Prosecution Services Agreement for 2023. Motion carried unanimously.

#### RESOLUTION NO. 05-2022 AMENDING RATES AND CHARGES FOR THE CASHMERE PARKS AND CEMETERY

The proposed resolution is amending the rates and charges for the Cashmere parks and cemetery to cover the cost of supplies and operations. These rates have not been amended since 2018. City staff reviewed the rates and the rates in the surrounding area and made recommendations in the proposed resolution.

MOVED by Councilor Perry and seconded by Councilor Carlson to table Resolution No. 05-2022 until the next meeting for further review. Motion carried unanimously.

#### RESOLUTION NO. 06-2022 AMENDING RATES AND CHARGES FOR GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES FOR SERVICES

The proposed resolution is amending the rates and charges for general licenses, permits and miscellaneous fees for services to cover the cost of supplies and operations. These rates have not been amended since 2019. City staff reviewed the rates and the rates in the surrounding area and made recommendations in the proposed resolution.

MOVED by Councilor Stephenson and seconded by Councilor Carlson to table Resolution No. 06-2022 until the next meeting for further review. Motion carried unanimously.

City Council Minutes  
October 24, 2022

**ADJOURNMENT**

Mayor Fletcher adjourned the meeting at 7:20 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, Clerk-Treasurer



# CITY OF CASHMERE

Application Fee \$20.00 (8)

## Special Event Permit Application

This form is to be completed by any person, business, sports league or non-profit group that wishes to use City of Cashmere right-of-way for an organized activity in conjunction with City of Cashmere, Cashmere Chamber or Cashmere School District events, festivals, parades, performances, City-observed holidays, etc. All uses must be approved by the Mayor or his designee.

Name of Organization, Individual, or Business Cashmere Chamber of Commerce

Contact name Rachel Lippert Contact Phone 509-782-7404

Mailing Address PO Box 834, Cashmere Wa 98815

Email director@cashmerechamber.org

Date(s) of Event Sat Dec 3rd Event Hours 11 to 3 No. Attending 400-600

Event Location Downtown (100 block Cottage) Event Type festival

Street Closure Requested? (Council approval required)  Yes  No Time: From 10 AM to 4 PM

Will electricity be required?  Yes  No (\$20 additional fee) (57)

Will liquor be served? (Liquor Control Board pre-approval required)  Yes  No (State liquor permit & \$1 Million liquor liability required) Non-Profits only per liquor laws

Will you need **extra** refuse dumpsters or containers?  Yes  No Contact Waste Management-662-4591

Will portable restroom facilities be required?  Yes  No Please contact local provider for rental

Will goods or services be offered for sale on City property?  Yes  No (Vendor permit required)

Will activity cause unusual or loud noise?  Yes  No (Noise permit required)

**Please provide the location, dimensions and plans for any temporary structure to be erected or constructed in connection with the event.**

**INSURANCE** – the applicant shall secure and maintain in full force and effect throughout the duration of the use, comprehensive general liability insurance for bodily injury and property damage in such amounts as the Mayor deems necessary, which amounts shall not be less than \$1,000,000 (One Million Dollars), and shall have the City of Cashmere named as an additional named insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon thirty (30) days' prior written notice to the City. **Attach certificate of insurance.**

**HOLD-HARMLESS AGREEMENT** – The applicant organization or entity obtaining this permit agrees to defend, indemnify and hold harmless the City of Cashmere, its agents, employees and officials from any and all claims for bodily injury or property damage that may arise out of or in connection with the applicant's permitted park use.

[Signature]  
Signature of Representative

11/3/2022  
Date

CITY USE ONLY			
State Liquor Permit:	<input type="checkbox"/> Received	<input type="checkbox"/> Not Required	<b>Copies to:</b>
Insurance Certificate:	<input type="checkbox"/> Received	<input type="checkbox"/> Not Required	<input type="checkbox"/> Link (pheffernan@linktransit.com)
City inspection of activity location:	<input type="checkbox"/> Not Required	<input type="checkbox"/> Complete	<input type="checkbox"/> Sheriff's Department
			<input type="checkbox"/> Public Works
Approval Signature		Title	

# Staff Summary

**Date:** November 11, 2022  
**To:** City Council  
**From:** Jim Fletcher, Mayor  
**RE:** Public Hearing on Preliminary 2023 Budget

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Included for your review of the 2023 preliminary budget: the budget policies, summary charts, fire department requests, capital fund itemized list, and revenue and expense funds.

Budget Review: the bold budget line items are subtotals for services and activities, line items indicate the costs of labor and supplies to provide the services. Adjusting the activity subtotal increases or decreases the services.

A quick fund summary of operating expenses reflecting results of inflation during 2022.

General Government Fund	5.8% increase
Public Works Fund	8.8% increase
Water	6.9% increase
Wastewater	10.3% increase

Specific increases in operating expenses:

1) City employee payroll and benefits	5%
2) Pool Lifeguards	50%
3) Woodard and Curran Contract	8%
4) Insurance	45%
5) State Audit	\$27,000
6) Fire Dept general increase	\$37,500

**Staff Recommendation:**

Following the public hearing; review expenses, discussion of priorities for services and operations. The final 2023 budget will be presented at a public hearing at the November 28<sup>th</sup> council meeting. Adopting the 2023 budget will occur at the December 12<sup>th</sup> council meeting.

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# CITY OF CASHMERE



2023

# PRELIMINARY BUDGET

**RESOLUTION NO. 01-2019**

**A RESOLUTION OF THE CITY OF CASHMERE ESTABLISHING  
BUDGET AND RESERVE POLICIES**

WHEREAS, Cashmere is confronted by difficult economic conditions related to the increasing cost of providing service and declining revenues, and

WHEREAS, the City Council desires to establish budget policies for the purpose of ensuring good stewardship of public funds and assets and utilizing sound financial practices, and

WHEREAS, the budget authorizes and provides control of financial operations during the fiscal year. The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity, and

WHEREAS, annual appropriated budgets are adopted for all funds, excluding the Flexible Benefits Trust fund and the Treasurer's Clearing fund and legal authority for expenditures is adopted at the fund level, and

WHEREAS, the City Council approved City Resolution No. 14-2009 in 2009 which establishes the budget and reserve policies set forth in Sections 1 through 5 of this Resolution; and

WHEREAS, the Mayor and City Clerk-Treasurer recommend addition of additional budget policies as set forth in Sections 6 and 7 of this Resolution and the City Council concurs with those recommendations; now therefore

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

Section 1. Any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment shall be approved by the City Council. Annual appropriations for all funds shall lapse at the end of the fiscal period.

Section 2. Appropriations for operating expenditures shall not exceed estimated revenues. Revenue estimates shall be realistic.

Section 3. Minimum reserves (ending balances) shall be established in the General Government fund, Public Works fund, Water/Wastewater fund and Internal Service fund at no less than 60 days operating expenses.

Section 4. Reserves (ending balances) 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.



Section 5. Interfund charges (if any) such as administrative fees, building rent and equipment rental shall be based on recovery of the costs associated with providing those services to the extent those costs can be determined.

Section 6. Excess Reserves (ending balances) exceeding 120 days of the minimums established shall be transferred to the appropriate Capital fund. The transfer of excess reserves shall be done through a budget amendment.

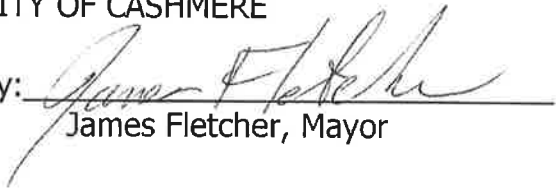
Section 7. Capital purchases and projects will be identified using the Water and Wastewater Capital Improvement Plans, and the Capital Facility Plan and Capital Equipment Plan. All Capital purchases and projects require City Council authorization during the budget process or a budget amendment.

Section 8. City Resolution No. 14-2009 is hereby repealed.

Passed by the City Council of the City of Cashmere, Washington and approved by the Mayor at a Regular Open Public Meeting the 14<sup>th</sup> day of January 2019.

CITY OF CASHMERE

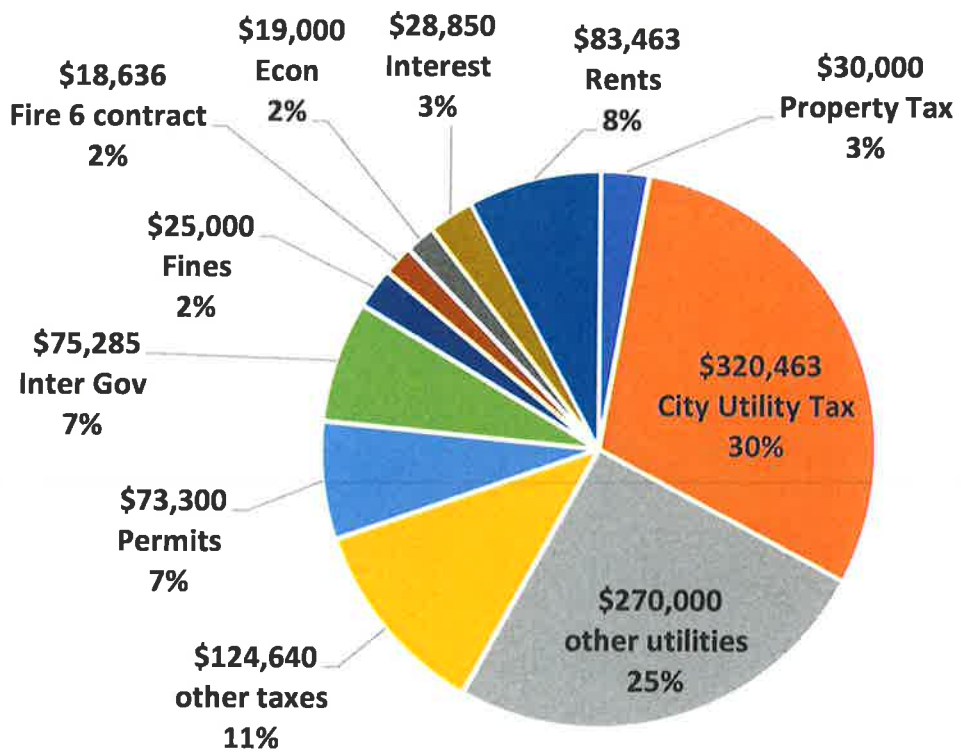
By:

  
James Fletcher, Mayor

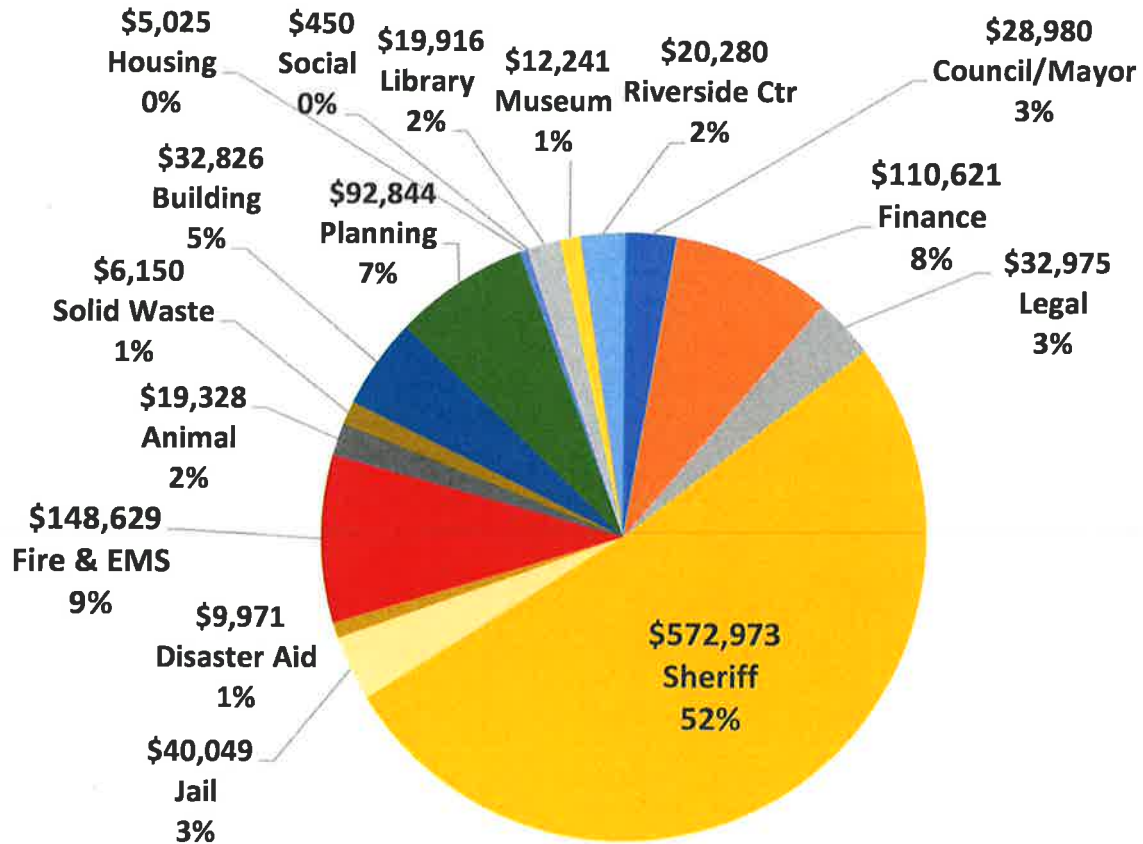
Attest:

  
Kay Jones, City Clerk-Treasurer

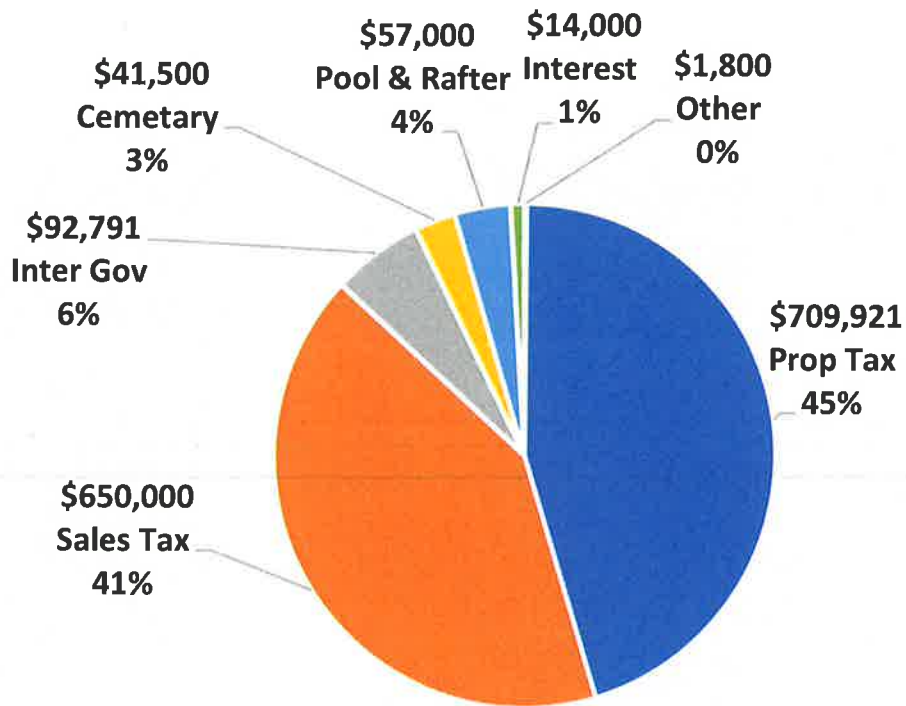
## 2023 General Fund Revenues



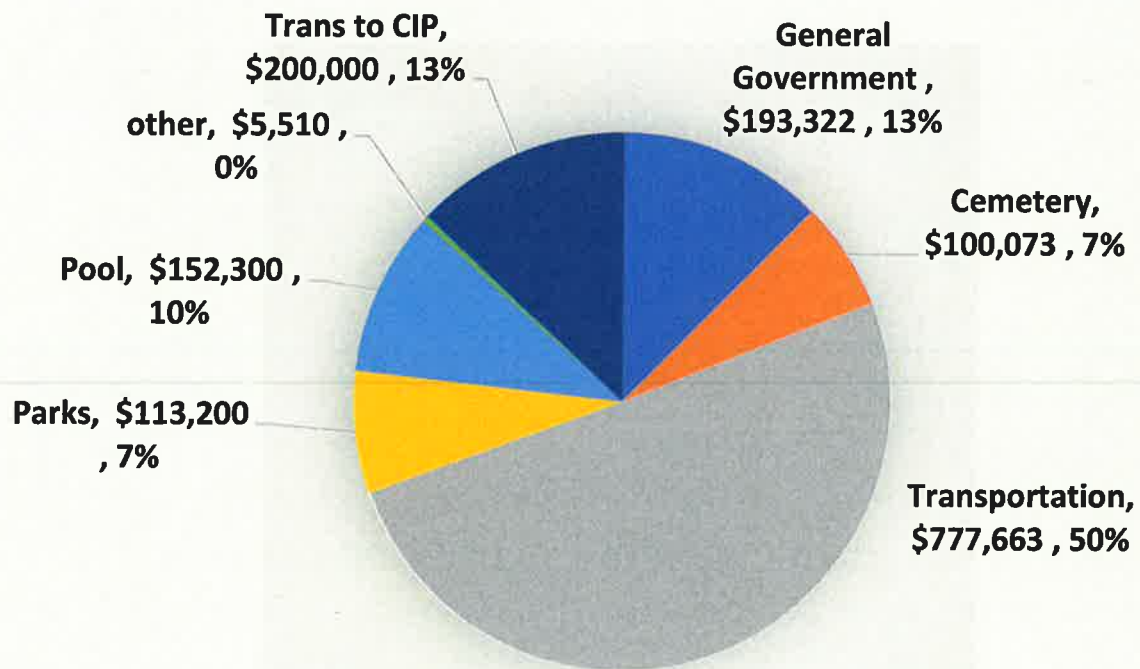
## 2023 General Fund Expenses



## Budget 2022 Public Works Fund Revenues



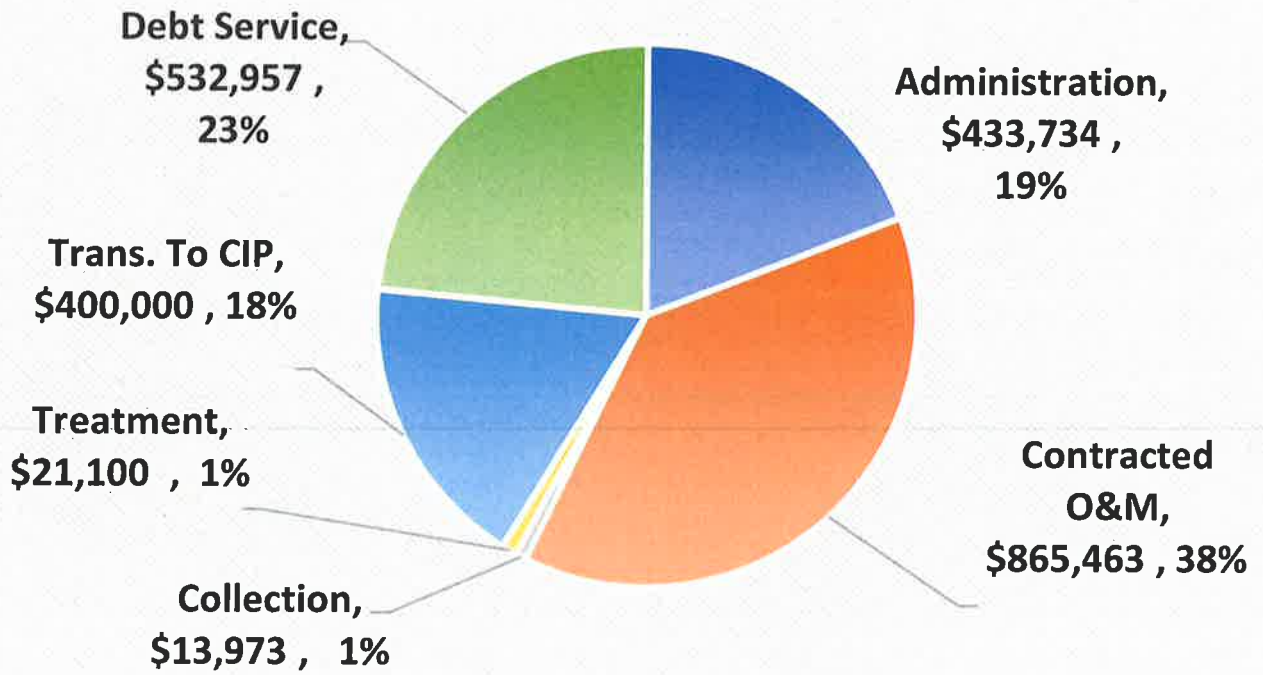
## 2023 Public Works Fund Expenses



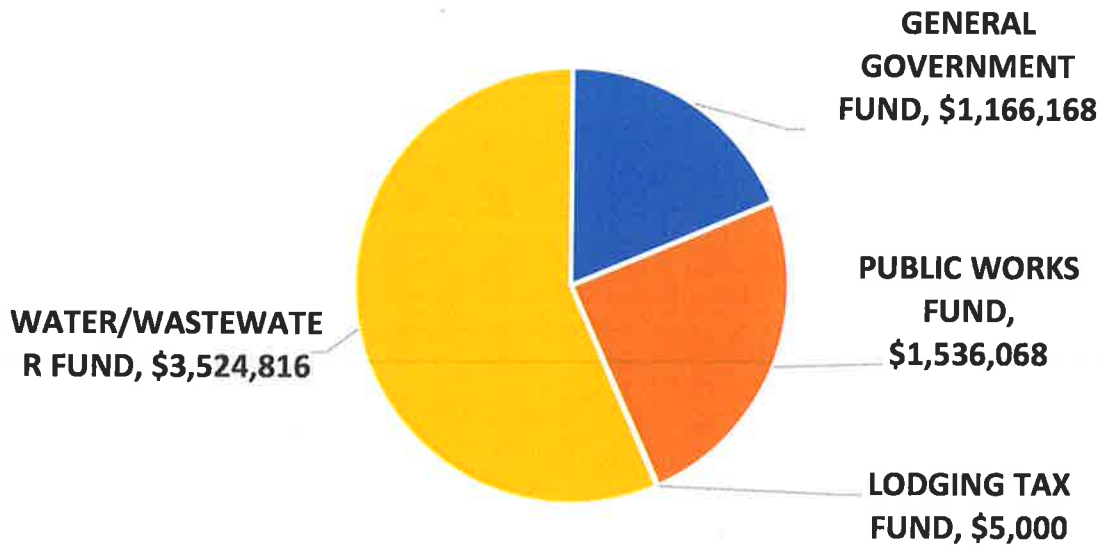
## 2023 Water Fund Expenses



## 2023 Wastewater Expenses

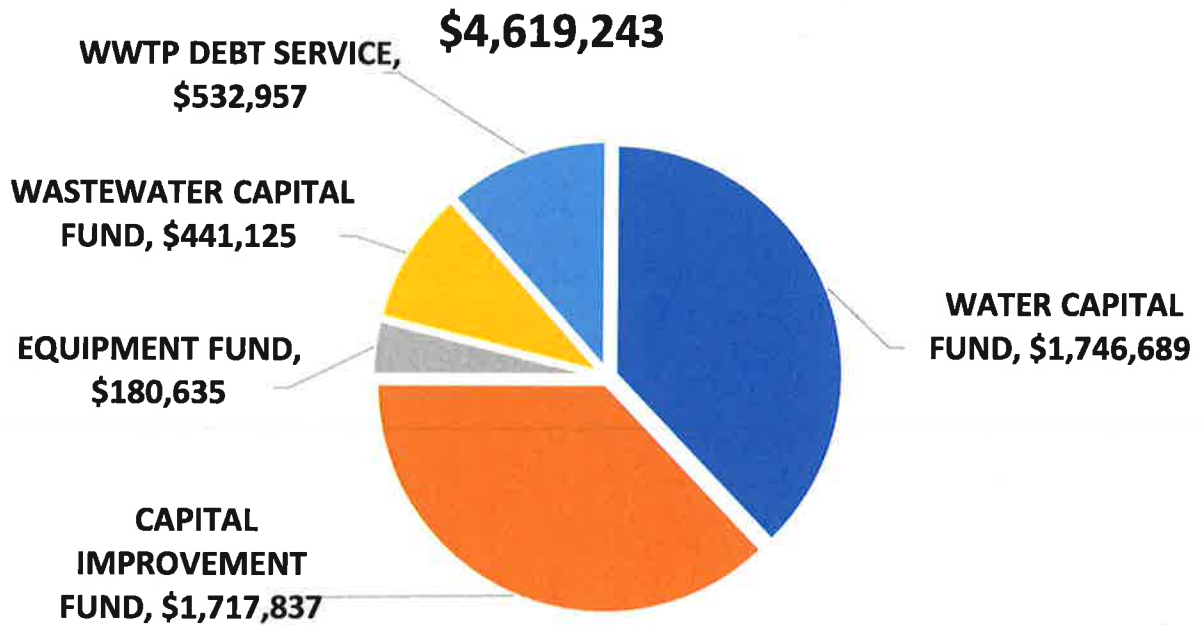


**2023 Operating Budgets**  
**\$6,232,052**





## 2023 Capital Improvement Budgets



## ORDINANCE NO. 1314

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AUTHORIZING THE GENERAL PROPERTY TAX LEVY ALLOWED BY RCW 84.55.010; LEVYING THE GENERAL TAXES FOR THE CITY OF CASHMERE, ESTIMATED TO BE \$739,920.79, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2023 ON ALL PROPERTY, INCLUDING REAL, PERSONAL, AND UTILITY PROPERTY IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF CARRYING ON THE GENERAL GOVERNMENT OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Cashmere, Washington, having considered the City's anticipated financial requirements for 2023, and the amounts necessary and available to be raised by ad valorem taxes on real, personal and utility property; and

WHEREAS, after proper notice pursuant to RCW 84.55.120, the City Council held a public hearing on the 24<sup>th</sup> of October, 2022, wherein it considered revenue sources for the City's General Fund budget for 2023; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, finds that the City of Cashmere will levy the general taxes for the City of Cashmere as allowed by RCW 84.55.010, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City of Cashmere and in its best interest; and

WHEREAS, the City of Cashmere, Washington, has a population of less than 10,000;

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

**Section 1. General Levy.** The regular property tax levy, plus a 1% increase over the levy from the previous year in the amount of \$7,162.37, plus the maximum dollar amount allowed under the provisions of state law for new construction and improvements to property and any increase in the value of state-assessed property and any annexations that have occurred and refunds made, is hereby authorized for the 2023 property tax levy on all real, personal and utility property authorized for collection in 2023.

**Section 2. Estimated Amount.** For the purpose of compliance with RCW 84.52.020 the City Council estimates for budget purposes that the amount of property tax to be collected in the year 2023 pursuant to Section 1. of this ordinance is \$739,920.79.

**Section 3. Certification and Collection.** A certified copy of this ordinance shall be transmitted by the City of Cashmere Clerk/Treasurer to Chelan County and to such other governmental agencies as provided by law. Taxes levied hereunder shall be collected and paid to the Clerk/Treasurer of the City of Cashmere at the time and in the manner provided by the laws of the State of Washington.

**Section 4. Department of Revenue Form.** Attached hereto and marked as Exhibit A is a true and correct copy of the Department of Revenue form requested to be approved by Chelan County. This form is hereby approved and made a part of this ordinance as if set forth in full herein.

**Section 5. Severability.** If any section, sentence, clause or phrase of this Ordinance shall 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 6. 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.

Passed by the City Council of the City of Cashmere and approved by the Mayor this 14<sup>th</sup> day of November, 2022.

CITY OF CASHMERE

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

Attest:

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

Approved as to form:

\_\_\_\_\_  
Charles D. Zimmerman, City Attorney

Ordinance No: 1314  
Passed by the City Council: 11/14/2022  
Published in the Cashmere Valley Record: 11/23/2022  
Effective date: 11/28/2022



Ordinance / Resolution No. 1314
RCW 84.55.120

WHEREAS, the City Council of City of Cashmere has met and considered its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 716,237.25; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 7,162.37 which is a percentage increase of 1% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this day of ,

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

**RESOLUTION NO. 05-2022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE,  
WASHINGTON, AMENDING RATES AND CHARGES FOR THE CASHMERE  
PARKS AND CEMETERY, AND REPEALING CITY RESOLUTION 03-2018.**

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**WHEREAS**, the City Council of the City of Cashmere, desires to update City rates and charges as set forth in this Resolution.

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

Section 1. The rates and charges established for the Cashmere Parks and Cemetery are as set forth on Exhibit "A" attached hereto and incorporated herein.

Section 2. City Resolution No. 03-2018 is hereby repealed.

Section 3. This Resolution shall be effective January 1, 2023.

Passed by the City Council of the City of Cashmere, Washington, and approved by the Mayor at an open public meeting on this 14<sup>th</sup> day of November, 2022.

CITY OF CASHMERE

\_\_\_\_\_  
James Fletcher, Mayor

Attest:

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

## PARKS AND CEMETERY RATES AND CHARGES

### PARKS

#### **Park Reservation Fees**

Park Reservation	20.00 100.00
Deposit	<del>50.00</del>

#### **Water Park Fees**

	<b>Resident</b>	<b>Non-resident</b>
General Admission (children under 1 yr. old free)	4.00 5.00	4.00 5.00
Aerobics	4.00 5.00	4.00 5.00
20 Punch Pass	65.00 80.00	65.00 80.00
Individual Season Pass	75.00 100.00	100.00 125.00
Family Season Pass	150.00 175.00	175.00 200.00
Swimming Lessons	27.00 35.00	32.00 45.00
Private Lessons per 1/2 hour (up to 2 students)	20.00 30.00	25.00 40.00
Pool Rental per hour (minimum 2 guards)	125.00 150.00	150.00 175.00
Per guard required (for guard to patron ratio)	17.50 20.00	17.50 20.00

### CEMETERY

#### **Cemetery Lot Purchase (Includes \$200 500 Endowment Care)**

Adult Lot	1100.00 1700
Cremains Lot	900.00 1500
Infant Lot	550.00 1100
Niche Wall (any level)	1000.00 1600

#### **Burial Services**

Adult Interment in empty lot (includes open/close, poly vault & tax)	1182.40 1674.70
If occupied (includes additional \$500 endowment care)	1382.40 2374.70
Infant Interment in empty lot (open/close)	225.00 300
Disinterment – Regular	625.00 1400

#### **Cremains Inurnment**

1 <sup>st</sup> Cremains in empty lot (includes open/close, liner & tax)	360.25 516.60
2 <sup>nd</sup> /3 <sup>rd</sup> Cremains Interment (includes \$500 endowment care, open/close, liner & tax)	660.25 1216.60
When two cremains are inurned at once; 1 open/close will be charged at the 2 <sup>nd</sup> use rate, plus additional \$500 endowment care	860.25 1716.60
Scattering Garden	100.00
Disinterment – Cremains	225.00 300

#### **Niche Wall**

Open/Close (1 <sup>st</sup> use)	125.00 200
Open/Close (2 <sup>nd</sup> use) includes \$200 500 Endowment Care	325.00 700
Inscription	Cost plus 20%
Bronze Bud Vase/Installation/Tax	125.00 212.45

**Overtime Charges (in addition to service fees)**

Weekday overtime charge (after 2:30 p.m.)	325.00	450	per hr/or part thereof
Saturday Overtime Charge (must conclude by 11:00 a.m.)	450.00		per hr/or part thereof
Saturday Overtime Charge (extending after 11:00 a.m.)	500.00		per hr/or part thereof

**Markers**

			Current Vendor Retail Price
Sale of Markers			
Marker Setting (no border pour)	150.00	200	
Marker Setting (including border pour and tax)	250.00	741.50	
VA Marker Setting (including border/base pour)	250.00	400	
Scattering Garden Marker Setting		50.00	
Concrete Border – Non VA (including tax)	108.20	541.50	
VA Concrete Border or Base (including tax)	108.20	216.60	
Lift and Replace Marker for Repair	100.00	200	

**Miscellaneous Cemetery Fees**

Endowment Care Fee	500.00	
2 <sup>nd</sup> and 3 <sup>rd</sup> Use	200.00	
Flower Vase/Installation/Tax	37.05	57.49
Vase Block Setting Fee	50.00	100
Ownership Transfer Fee	25.00	50

**RESOLUTION NO. 06-2022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, AMENDING RATES AND CHARGES FOR GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES FOR SERVICES, AND REPEALING CITY RESOLUTION 11-2019.**

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**WHEREAS**, the City Council of the City of Cashmere, desires to update City rates and charges as set forth in this Resolution.

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

**Section 1.** The rates for general licenses, permits, and miscellaneous fees for services are hereby established as set forth in Exhibit "A" attached hereto and incorporated herein.

**Section 2.** Resolution No. 11-2019 is hereby repealed.

**Section 3.** This Resolution shall be effective January 1, 2023.

Passed by the City Council of the City of Cashmere, Washington, and approved by the Mayor at an open public meeting on this 14<sup>th</sup> day of November, 2022.

CITY OF CASHMERE

\_\_\_\_\_  
James Fletcher, Mayor

Attest:

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



**GENERAL LICENSES, PERMITS AND MISCELLANEOUS FEES**

**A. LICENSE AND PERMIT FEES**

**Business License**

Initial	\$50.00
Renewal	\$30.00
Failure to obtain	\$250.00

**Sign Permit**

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

**Fireworks Permit**

Permit fee	\$50.00
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**Vendor Permit**

Quarterly	\$150.00 300.00
Event	\$50.00
Multiple Vendor	\$50.00 plus \$10.00 per vendor

**Special Use Permit**

Permit fee	\$20.00
Electricity fee	\$20.00

**Fire & Life Safety Permit**

Occupancy permit	\$20.00 30.00
On-site inspection	\$80.00 150.00

**Dog License Fees**

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

**Street Right-of-Way Permit**

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

**B. BUILDING PERMIT FEES**

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

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

<b>Submittal Fee</b>	<b>100.00</b>
Plan Review Fee	65% of permit fee for residential and 85% of permit fee for commercial.
Plumbing Permit	\$50.00 per permit, plus inspection fee, and \$25.00 per sewer line, and \$10.00 per fixture.
Mechanical Permit	\$50.00 per permit, plus inspection fee, and \$25.00 per central air conditioner, heater, heat pump, commercial kitchen hood, pellet/wood stove, gas/wood fireplace, propane tank, and \$10.00 for each ventilation fan or residential appliance vent and gas outlet.
Fire Code Permit	\$300.00 per permit, plus plan review, inspection fee, and \$3.00 for each sprinkler head, fire alarm and smoke detection.
Demolition Permit	\$150.00
Underground Storage Tank Abatement	\$100.00 <b>150.00</b>
Grading, Excavation & Landfill Permit	\$100.00 <b>150.00</b> per hr (1 hour minimum)
Portable Metal Carport Permit	\$100.00 <b>150.00</b>
Fence Permit	\$10.00
<b>Inspection Fees</b>	
General Inspection Fee	\$100.00 <b>150.00</b> per hr ( <del>1/2 hour minimum</del> )
Re-Inspection Fee	\$100.00 <b>150.00</b> per hr ( <del>1/2 hour minimum</del> )

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

**C. DEVELOPMENT FEES**

**Administrative Fees**

One-Time 30-minute Consultation Meeting	No Charge
Additional Consulting	Actual Costs
Pre-Application Meeting	\$150.00

**State Environmental Policy Act Review  
(Below costs plus "Direct Costs")**

Environmental Impact Statement	\$1,000.00
SEPA Review	\$300.00 500.00
Revisions of approved permits within this category	Actual Costs

**Shoreline Permits**

**(Below costs plus "Direct Costs")**

Substantial Development Permit	\$400.00 1650.00
Shoreline Conditional Use Permit	\$400.00 1950.00
Shoreline Variance	\$400.00 1650.00
Revisions of approved permits within this category	Actual Costs
Shoreline Exemption	200.00

**Miscellaneous Land Use Actions/Permits**

**(Below costs plus "Direct Costs")**

Conditional Use Permit (CUP)	\$250.00 1650.00
CUP - Home Occupation, Group B	\$100.00 500.00
Variance (Residential)	\$600.00 1650.00
Variance (Commercial)	\$750.00 1950.00

**Subdivision Permits**

**(Below costs plus "Direct Costs")**

Short Subdivision Preliminary Review (1 to 4 Lots)	\$200.00, 1000.00 plus \$50.00 per lot
Short Subdivision Final Review	\$250.00 1000.00
Major Subdivision Preliminary Review (5 or more Lots)	\$1,000.00, 2000.00 plus \$50.00 per lot
Major Subdivision Final Review	\$250.00 2000.00
Binding Site Plan Preliminary Review	\$1,000.00 plus \$50.00 per lot/unit
Binding Site Plan Final Review	\$250.00 1000.00
Planned Unit Development Preliminary Review lot/unit	\$1,000.00 2000.00 plus \$50.00 per lot/unit
Planned Unit Development Final	\$250.00 1000.00
Boundary Line Adjustment	\$200.00 250.00

Revisions of approved permits within this category	Actual Costs
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**Legislative Action**

**(Below costs plus "Direct Costs")**

Vacation of Right-of-Way (Chapter 12.30 CMC)	\$250.00 500.00
Annexation	\$1,000.00
Utility Reimbursement Agreements	\$1,000.00
Comprehensive Plan Amendment/Rezone	\$500.00 1100.00
Comprehensive Plan/Development Code Text Amendments	\$500.00 1100.00
Revisions of approved permits within this category	Actual Costs

**Appeals to the Hearing Examiner**

Appeal/Motion for Reconsideration	\$600.00, plus Actual Costs
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**"Direct Costs" are the Direct Costs billed to City and shall include Hearing Examiner fees, Consultant fees, City attorneys fees, City engineering fees, surveying fees, recording fees, planning consultant fees, building inspection consultant and/or contract employee fees, specialized study services fees and costs, any publication or mailing costs associated with providing notices, and costs of transcription of any hearing.**

**"Actual Costs" include all Direct Costs plus the costs of all other City employee time calculated at a rate of \$60 per hour.**

**City Staff shall estimate what the required Direct Costs and/or Actual Costs for a request/proposal/application may be and shall require advanced payment of the estimated Direct Costs and/or Actual Costs at the time of receipt of the request/proposal/application. Requester/ proposer/applicant shall be refunded any unused prepayment as the time of completion of the project. City staff may require the requester/proposer/applicant to deposit additional funds with the City in the event City staff determines the City estimated Direct Costs and/or Actual Costs may be insufficient. Regardless of the outcome of any request/proposal/application, the requester/proposer/applicant shall pay the City all Direct Costs and Actual Costs within thirty (30) days of the date of the City billings. All unpaid Direct Costs and Actual Costs not timely paid shall be considered delinquent and interest shall be added to the unpaid bill at the rate of twelve percent (12%) per annum until paid. In the event they City is required commence litigation to obtain payment of unpaid Direct Costs and/or Actual Costs, the substantially prevailing party in the litigation shall be entitled to recover its reasonable attorneys fees and costs.**

**D. MISCELLANEOUS FEES**

**Fees and Penalties**

Delinquency Fee (Utility and Misc.)	\$25.00
Final Notice fee	60.00
Shut Off Notice fee	60.00
<b>Utility Service Fee for Service Interruption/Reconnect</b> (The Service Interruption/Reconnect Fee will not be charged when a service line is interrupted in order to accommodate a necessary repair.)	\$60.00 before 3:00 p.m. and \$140.00 after 3:00 p.m., holidays or weekends, and \$80.00 when the \$60 has already been charged
Returned item fee	\$25.00
New account service charge	\$10.00
After hours call-out fee	\$140.00
Photocopies (per page)	\$0.15
11 x 17 color maps	\$2.00
<b>Brush Pick up</b>	
Semi-annual Brush Pick up	\$20.00 40.00 per front-end loader scoop (\$20.00 40.00 Minimum)
Special Brush Pick up	\$35.00 75.00 per front-end loader scoop (\$35.00 75.00 Minimum) \$20.00 40.00 each additional scoop

# Staff Summary

**Date:** 11/9/2022  
**To:** City Council  
**From:** Director of Operations Steve Croci  
**Re:** Perteet Inc. –General Planning Services

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The city has a Planning Service Agreement with Perteet Inc. This formal task assignment extends the general planning services through December 31, 2023 at the cost of \$15,000.

**Staff Recommendation:**

MOVE to approve the task assignment with Perteet Inc. to provide general planning services and authorize the mayor to sign documents.

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

*Formal Task Assignment Document*

Consultant: Perteet, Inc.

Task Number: 5

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: \$15,000.00

Completion Date: December 31, 2023

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.



- 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 \_\_\_\_\_

Perteet Signature: Crystal L. Donner Date: 10/21/2022  
Crystal L. Donner, President





Project Cashmere TO 5: General Planning Services 2023  
 Client City of Cashmere  
 PM Christina Wollman

Contract Start Date 10/1/2022  
 Contract End Date 12/31/2023  
 Contract Duration: 14 Months

Last Update date 10/21/2022  
 Perteet Project No. 20200033.0005

Task	Billing Rate	Senior Planner	Accountant	Total Hours	Labor Dollars
		\$180.00	\$105.00		
Task 1: General Project Management		6.00	6.25	12.25	\$1,736.00
<b>Total Task 1: General Project Management</b>		<b>6.00</b>	<b>6.25</b>	<b>12.25</b>	<b>\$1,736.00</b>
Task 2: General Planning Services		72.00		72.00	\$12,960.00
<b>Total Task 2: General Planning Services</b>		<b>72.00</b>	<b>0.00</b>	<b>72.00</b>	<b>\$12,960.00</b>
Total Hours		78.00	6.25	84.25	
Total Dollars		\$14,040.00	\$656.00		\$14,696.00

Expenses:	
Mileage - \$.625	304
<b>Totals:</b>	<b>304</b>

SUMMARY	
Labor	\$14,696.00
Expenses	\$304.00
Subconsultants	\$0.00
<b>CONTRACT TOTAL</b>	<b>\$15,000.00</b>



# PERTEET

## Schedule of 2022 Billing Rates

<u>Engineering, Planning and Environmental Classifications</u>	<u>2022 Hourly Rate</u>
Principal	265.00
Senior Associate	225.00
Senior Engineer/Manager	210.00
Lead Engineer/Manager	180.00
Engineer III	145.00
Civil Designer II	135.00
Civil Designer I	115.00
Senior Planner/Manager/Cultural Resources Manager	180.00
Lead Planner/Manager	145.00
Cultural Resources Specialist III	125.00
Cultural Resources Specialist II	120.00
Cultural Resources Specialist I	90.00
Planner III	135.00
Planner II	125.00
Planner I	85.00
Senior Environmental Scientist/Manager	175.00
Lead Environmental Scientist/Manager	160.00
Environmental Scientist III	130.00
Environmental Scientist II	110.00
Environmental Scientist I	90.00
Lead Technician/Designer	135.00
Technician III	115.00
Technician II	90.00
Technician I	80.00
Contract Administrator	110.00
Accountant	105.00
Graphics Specialist	100.00
Clerical	95.00
Emergency Response Rate (immediate response following event)	@ 1.5 times hourly rates
Expert Witness Rates:	
Consulting & Preparation Time	@ standard hourly rates
Court Proceedings & Depositions (4 hour minimum)	@ 1.5 times hourly rates

*Perteet's Hourly Rates are subject to change each year on January 1<sup>st</sup>.*



**PERTEET**  
*Schedule of 2022 Billing Rates*

Page 2

<u>Direct Expenses</u>	<u>Rate</u>
Living & travel expenses outside of service area	Cost plus 10 percent
Authorized Subconsultants	Cost plus 10 percent
Outside Services (printing, traffic counts, etc.)	Cost plus 10 percent
CADD Station	\$10.00 per hour
Project Controls / Primavera	\$10.00 per hour
GIS / Traffic Modeling	\$15.00 per hour
Color Copies	\$.80 each
Mileage	@ current federal rate

<u>Construction Classifications</u>	<u>2022 Hourly Rate</u>
Construction Supervisor	230.00
Construction Engineering Manager	200.00
Senior Construction Manager	160.00
Construction Manager	130.00
Assistant Construction Manager	130.00
Construction Engineer III	145.00
Construction Specialist II	125.00
Construction Specialist I	115.00
Senior Electrical Construction Observer	185.00
Senior Construction Observer	160.00
Construction Observer III	135.00
Construction Observer II	95.00
Construction Observer I	85.00
Senior Office Engineer	145.00
Senior Construction Technician	130.00
Construction Technician III	120.00
Construction Technician II	100.00
Construction Technician I	90.00

*Per-teet's Hourly Rates are subject to change each year on January 1<sup>st</sup>.*

# Staff Summary

**Date:** 11/9/2022  
**To:** City Council  
**From:** Steve Croci, Director of Operations  
**RE:** PACE Engineering - 1050 Zone Improvements Supplemental Services

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The Water Comprehensive Plan identified a need to connect a portion of the water system in the Philips and South Division Road area. The connection will also need a Pressure Reducing Valve (PRV). "Looping" this portion will increase reliability of the water delivery system.

In May 2020 City Council approved Pace Engineering to design the project and provide services for bidding and construction at the estimated cost of \$32,975 of which \$31,774 was spent. Designs were completed to 90%. However, the Freedom Hills development warranted changing the location of the PRV to an area further north. This supplemental services agreement will fund the additional survey, plan and bid document revisions, and construction support for \$23,183.

**Staff Recommendation:**

MOVE to approve the supplemental scope of services and budget proposal for PACE Engineering to complete design improvements and provide bidding and construction services for improvements to the 1050 Zone.

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November 7, 2022

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

**Subject: Capital Improvement Project P1 - 1050 Zone Improvements  
Supplemental Scope of Services and Budget Proposal**

Dear Steve:

PACE Engineers, Inc. is pleased to submit this supplemental proposal for the **1050 Zone Improvements**. This proposal is based on the information provided during our April 5, 2022 site visit with Steve Croci.

**Scope of Services**

The proposed supplemental scope of services includes stakeholder coordination to locate an alternative site to locate the proposed PRV to avoid underground utility relocations and impacts for access to the adjacent development. The supplement will provide revised construction documents, 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:

<b>Task</b>	<b>Estimated Fee</b>
Project Management	\$ 1,496
Additional Survey	\$ 2,381
Plans	\$ 11,531
Construction Documents	\$ 3,097
Construction Support / Record Drawings	\$ 5,142
<b>Total Estimated Fee</b>	<b>\$ 23,183</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.

**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 2020 on-call services agreement between PACE and the City of Cashmere.*

*This scope replaces the original scope dated May 13, 2020.*

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 [jasonw@paceengrs.com](mailto:jasonw@paceengrs.com).

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

Sincerely,

PACE Engineers, Inc.



Date: 2022.11.07 15:03:08-08'00'

Robin Nelson, P.E.  
Sr. Principal Engineer

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Client Signature	Title	Date
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**Attachments:**

- Attachment A – Scope of Services
- Attachment B – Fee Estimate Detail

## ATTACHMENT A

### City of Cashmere Capital Improvement Project P1 1050 Zone Improvements Supplemental Services

#### Scope of Services

#### PROJECT UNDERSTANDING

The following **supplemental scope of services** is intended to coordinate the PRV design with the City of Cashmere and finalize the plans and specifications for this project.

The project plans and specifications were developed to a 90% submittal stage and delivered to the City for review and comment. Due to impacts to existing underground power and communications and the development interests in the adjacent property, the City has decided to relocate the proposed site of the PRV further to the North in front of the adjoining parcel.. The City has stated they wish to construct sidewalk along the East side of Olive Street in the future. In order to ensure that the proposed PRV does not create a conflict with the proposed sidewalk PACE proposes to complete a preliminary alignment for a curb gutter and sidewalk along the east side of Olive Street. Curb gutter and sidewalk will comply with City design standards. Existing drawings such as details, and improvements along Division Street will not change but layout of the new location of the PRV will need to be updated along with Contract Documents

#### 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. **Topographic Survey** – PACE will augment existing topographic mapping to include a new location for the PRV. The survey will be based on NAD83-2011 Epoch 2010 horizontal datum and NAVD 88 vertical datum as derived from GPS measurements.

Deliverable: Update topographic base map in electronic file format.

4. **Construction Document Preparation**

- 4.1 **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.

**4.2 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 forma

**ASSUMPTIONS**

The scope of services assumes the following:

1. Watermain and water service replacements will be the only pipe utilities installed. Sanitary sewer and storm sewer will not be replaced or relocated.
2. PACE will place the bid advertisement in the local paper and The City will be responsible for the associated costs.
3. The City will provide record drawings of existing City utilities within the project limits.
4. The City will provide a location for the preconstruction conference.
5. Homeowners or the City will clear out shrubs in the are to be surveyed as necessary.
6. PACE will upload electronic (pdf) copies of the plans and specifications to either Builders Exchange or Quest CDN at the City's preference.

**FEE**

The scope of services will be provided on a time and expense basis in accordance with PACE's hourly rate schedule.

**SCHEDULE**

It is understood a Spring-Summer 2023 construction is desired. PACE and the City will establish a mutually agreeable schedule to achieve this objective.



PACE Engineers

Project Budget Worksheet - 2020 Wenatchee Standard Rates

Project Name: **PRV (Olive & Mission View)** Location: **Cashmere** Prepared By: **Jason Walker**  
 Project #: **20541** Billing Group #:  Task #:  Date: **10/25/2022**

Staff Type # (See Labor Rates Table) Staff Type Hourly Rate  Drawing/Task Title	Labor Code  Job Title	Labor Hours by Classification								Hour Total	Dollar Total
		1	12	18	23	69	43	58	91		
		\$236	\$187	\$107	\$141	\$90	\$155	\$172	\$107		
		Sr. Principal Engineer	Project Manager	Jr. Engineer	Project Designer	Survey Tech III	Survey Project Manager	Two-Person Crew	Project Administrator		
Topo Survey						6	3	8		17.0	\$2,381
Project Management			8							8.0	\$1,496
Draft Construction Plans		2	8	3	20					33.0	\$5,109
Draft Engineers Estimate			2							2.0	\$374
Utility Coordination			6							6.0	\$1,122
Final Construction Plans		1	8		20					29.0	\$4,552
Final Engineers Estimate			2							2.0	\$374
Construction Documents		1	1						16	18.0	\$2,135
Bid Advertisement									2	2.0	\$214
Bid Assistance			4							4.0	\$748
NTP			2							2.0	\$374
Pre-Con			4							4.0	\$748
Engineering Support			16							16.0	\$2,992
Record Drawings					4					4.0	\$564
Hours Total		4.0	61.0	3.0	44.0	6.0	3.0	8.0	18.0	147.0	
Labor Total		\$944	\$11,407	\$321	\$6,204	\$540	\$465	\$1,376	\$1,926		\$23,183.00

Expenses	rate/unit	Reimbursable	
		Quantity	Cost
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem			
Miscellaneous			\$463.66
<b>Total</b>			\$463.66

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
<b>Subconsultant Subtotal</b>	
Markup	15%
<b>Total</b>	

PACE Billed Labor Total	\$23,183.00
Reimbursable Expenses	
Subconsultants	
<b>Total Project Budget</b>	<b>\$23,183.00</b>