



WENATCHEE CITY COUNCIL
Thursday, January 25, 2024

Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801

AGENDA

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

4:40 p.m. Executive Session. Executive session to evaluate the qualifications of a candidate for appointment to elective office. RCW 42.30.110(1)(h).

5:15 p.m. Regular Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call

2. Citizen Requests/Comments

The "Citizen Comments" period is to provide the opportunity for members of the public to address the Council on any matter, including items on the agenda. Comments on public hearing items will be taken during the public hearing. The Mayor will ask if there are any citizens wishing to address the Council. When recognized, please step up to the microphone, give your name and mailing address, and state the matter of your interest. Citizen comments will be limited to three minutes.

3. Consent Items

- *Motion to approve agenda, vouchers, and minutes from previous meetings.*
Vouchers:
Claim checks #210579 through #210651 in the amount of \$835,456.80 for January 4, 2024
Claim checks #210652 through #210655 in the amount of \$55,617.14 for January 4, 2024
Payroll distribution in the amount of \$20,026.78 for January 5, 2024
Claim checks #210656 through #210688 in the amount of \$796,071.95 for January 9, 2024
Claim checks #210689 through #210696 in the amount of \$10,109.74 for January 11, 2024
Payroll distribution in the amount of \$466,880.00 for January 19, 2024
Claim checks #210697 through #210749 in the amount of \$629,136.66 for January 11, 2024
Claim checks #210750 through #210782 in the amount of \$116,668.96 for January 16, 2024
Claim checks #210783 through #210798 in the amount of \$1,145.88 for January 18, 2024
- *Motion for City Council to approve the Final Contract Voucher with Halme Builders, Inc., for City Project No. SW23-08 Public Works Shop Building No. 4, Partial 2nd Floor Addition, and authorize the City Administrator's signature.*
- *Motion for City Council to approve Resolution No. 2024-02, appointing Paul Priestly as a member to the Tourism Promotion Area Advisory Committee to fill an unexpired three-year term, and reappointing Rosa Pulido to another three-year term to the Tourism Promotion Area Advisory Committee.*
- *Motion for City Council to approve Resolution No. 2024-03, appointing Paul Priestly as a member to the Lodging Tax Advisory Committee to an unexpired two-year term, and reappointing Rosa Pulido, Kyle McCubbin, and Darci Christoferson as members to the Lodging Tax Advisory Committee for additional two-year terms.*

4. Action Items

- A.** Broadview Sewer and Stormwater Improvements Project No. 2107 - Amendment 7 for Construction Engineering Support Services
Presented by Utility Planner Darci Ronning
Action Requested: *Motion for City Council to approve Amendment 7 to the professional services contract with Osborn Consulting Incorporated for City Project No. 2107, and authorize the City Administrator to sign the agreement.*
- B.** Ninth Street Basin Stormwater Retrofit Project No. 2101 - Amendment 6 for Construction Engineering Support Services
Presented by Utility Planner Darci Ronning
Action Requested: *Motion for City Council to approve Amendment 6 to the professional services contract with Osborne Consulting Incorporated for City Project No. 2101, and authorize the City Administrator to sign the agreement.*

5. Public Hearing Items

The Mayor will call the Public Hearing to order and state the ground rules, the purpose of the hearing, the action that the hearing body may take on the matter, will address the appearance of fairness doctrine, and will state the manner in which the hearing will proceed. Staff will first give a report, followed by testimony of experts and/or the applicant, followed then by public testimony. All speakers must speak into the microphone and clearly state their names and addresses. All comments should be addressed to the hearing body, should be relevant to the application, and should not be of a personal nature. Public testimony may be limited to three minutes, unless further time is granted by the Mayor. If there are a large number of speakers, a representative may be appointed to speak on behalf of the group.

- C.** 2022 Community Development Block Grant Consolidated Annual Performance and Evaluation Report
Presented by Assistant Community Development Director Stephen Neuenschwander
Action Requested: *Motion for City Council to accept the 2022 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.*

6. Reports

- a. Mayor's Report
- b. Reports/New Business of Council Committees

7. Announcements

8. Close of Meeting

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



WENATCHEE CITY COUNCIL
Thursday, January 11, 2024
Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801
MINUTES

DRAFT

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

Present: Mayor Mike Poirier; Councilmember District 1 Jose Cuevas; Councilmember District 3 Top Rojanasthien; Councilmember District 4 Travis Hornby; Councilmember District 5 Charlie Atkinson; Councilmember At-Large "A" Linda Herald; Councilmember At-Large "B" Keith Huffaker

Staff Present: City Administrator Laura Gloria; City Clerk Tammy McCord; City Attorney Danielle Marchant; IT Support Zach Steele; Finance Director Brad Posenjak; Parks, Recreation & Cultural Services Director David Erickson; Facilities Manager Elisa Schafer; City Engineer Jake Lewing; Police Chief Steve Crown; Police Captain Brian Chance; Deputy Public Works Director Jessica Shaw; Finance Director Brad Posenjak; Engineering Services Manager Ryan Harmon; Senior Financial Analyst Nataliann Tutino

4:50 p.m. Executive Session. Mayor Mike Poirier called the meeting to order at 4:50 p.m. for the purpose of meeting in executive session. Councilmembers Present: Jose Cuevas, Linda Herald, Top Rojanasthien, Travis Hornby, Charlie Atkinson; Absent: Keith Huffaker

Executive session to consider the minimum price at which real estate will be offered for sale when public knowledge regarding such consideration would cause a likelihood of decreased price. RCW 42.30.110 (1)(b).

Motion by Councilmember Travis Hornby and seconded by Councilmember Top Rojanasthien to convene in executive session for a time period not to exceed 20 minutes, with legal counsel present, to consider the minimum price at which real estate will be offered for sale when public knowledge regarding such consideration would cause a likelihood of decreased price. RCW 42.30.110 (1)(b). Motion carried (5-0).

[Councilmember Keith Huffaker arrived at 4:54 p.m. and joined the executive session.]

Council adjourned from executive session at 5:10 p.m.

5:15 p.m. Regular Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call. Mayor Mike Poirier called the regular meeting to order at 5:15 p.m. Councilmember Keith Huffaker led the Pledge of Allegiance. All Councilmembers were present.

2. Citizen Requests/Comments

Paul Schmidt addressed the Council with concerns about increased costs from Waste Management and about affordable housing.

3. Consent Items

- *Motion to approve the agenda, vouchers, and minutes from previous meetings.*
Vouchers:
Claim checks #210396 through #210451 in the amount of \$1,888,816.69 for December 21, 2023
Claim checks #210452 through #210454 in the amount of \$27,759.22 for December 21, 2023
Wires #1609 and 1610 in the amount of \$58,900.49 for December 26, 2023
Claim checks #210468 through #210558 in the amount of \$1,148,788.51 for December 28, 2023
Payroll distribution in the amount of \$647,725.41 for December 29, 2023
Benefits/deductions in the amount of \$1,287,130.46 for December 29, 2023
Claim checks #210559 through #210564 in the amount of \$14,565.81 for December 29, 2023
Claim checks #210565 through #210578 in the amount of \$1,567,635.58 for January 2, 2024
- *Motion to accept the work performed by the contractor, J.M. Pacific Construction, Inc. for the Sidewalk Panel Replacement Project, No. SW22-06, and further authorize the City Administrator to sign the Final Contract Voucher Certificate.*
- *Motion to accept the work completed by the contractor, Rudnick & Sons, LLC, for the South Wenatchee Safety Improvements Project, City Project No. 1911, and authorize the City Administrator to sign the Final Contract Voucher on behalf of the City of Wenatchee.*

Council commented.

Motion by Councilmember Linda Herald to approve the agenda, vouchers, and minutes from previous meetings; to accept the work performed by the contractor, J.M. Pacific Construction, Inc. for the Sidewalk Panel Replacement Project, No. SW22-06, and further authorize the City Administrator to sign the Final Contract Voucher Certificate; and to accept the work completed by the contractor, Rudnick & Sons, LLC, for the South Wenatchee Safety Improvements Project, City Project No. 1911, and authorize the City Administrator to sign the Final Contract Voucher on behalf of the City of Wenatchee. Motion seconded by Councilmember Cuevas. Motion carried (6-0).

4. Action Items

- A. Purchase Sale Agreement for the Wenatchee Foothills Regional Recreation Area Project (20-1446A).

Parks, Recreation & Cultural Services Director David Erickson presented the staff report. Council asked questions and commented.

Motion by Councilmember Travis Hornby for City Council to approve the purchase sale agreement for the Gordanier Property in the amount of \$247,500 for the Wenatchee Foothills Regional Recreation Area Project (20-1446A) and authorize the Mayor to sign. Councilmember Charlie Atkinson seconded the motion. Motion carried (6-0).

- B. Contract Amendment No. 9 to the Professional Services Agreement for Architectural & Engineering Services for Tenant Improvement Developments

Facilities Manager Elisa Schafer presented the staff report. Council asked questions.

Motion by Councilmember Keith Huffaker for City Council to authorize the City Administrator to execute the contract amendment with DOH Associates for construction administration services associated with Project No. 2321 – WA State Department of Enterprise Services Tenant Improvement. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

- C. Confluence Parkway, Project #2201.1 – Supplement #3 to Agreement with Jacobs

City Engineer Jake Lewing presented the staff report. Council commented.

Motion by Councilmember Linda Herald for City Council to approve of and authorize the City Administrator to execute Supplement #3 with Jacobs for additional owner advisor services for the Confluence Parkway project (Project No. 2201.1 and 2201.3). Councilmember Charlie Atkinson seconded the motion. Motion carried (6-0).

- D. Interlocal Agreement between the City of Wenatchee and the Wenatchee School District No. 246 for School Resource Officers

Police Chief Steve Crown presented the staff report. Council commented.

Motion by Councilmember Top Rojanasthien for the City Council to approve the interlocal agreement with the Wenatchee School District and authorize the City Administrator's signature. Councilmember Jose Cuevas seconded the motion. Motion carried (6-0).

- E. Amendment to Interlocal Cooperative Agreement for Columbia River Drug Task Force

Police Captain Brian Chance presented the staff report. Council asked questions.

Motion by Councilmember Keith Huffaker for City Council to approve the Amendment to the Interlocal Cooperative Agreement with the Columbia River Drug Task Force and authorize the Mayor's signature. Councilmember Linda Herald seconded the motion. Motion carried (6-0).

F. Interlocal Agreement with Douglas County Sewer District No. 1 for Wenatchee Valley Regional Decant Facility Use

Deputy Public Works Director Jessica Shaw presented the staff report and photos of the facility. Council asked questions.

Motion by Councilmember Charlie Atkinson for City Council to approve the Wenatchee Valley Regional Decant Facility Use Agreement with Douglas County Sewer District No. 1 and authorize the City Administrator's signature. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

G. Interlocal Agreement with Douglas County Sewer District No. 1 for Testing Services and Drying Bed Facility Use

Deputy Public Works Director Jessica Shaw presented the staff report and photos of the facility.

Motion by Councilmember Top Rojanasthien for City Council to approve the interlocal agreement with Douglas County Sewer District No. 1 for testing services and drying bed facility use and authorize the City Administrator's signature. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

H. Financial Policy and Procedure Manual Updates

Finance Director Brad Posenjak presented the staff report.

Motion by Councilmember Keith Huffaker for City Council to adopt: (a) Ordinance 2024-01, repealing Chapter 1.10 and amending Section 1.30.020 of the Wenatchee City Code relating to City finances; (b) Ordinance 2024-02, adding Section 1.08.020 to the Wenatchee City Code relating to office hours; and (c) Resolution 2024-01 amending and restating the City Financial Policy and Procedure Manual. Councilmember Charlie Atkinson seconded the motion. Motion carried (6-0).

I. Banking Signature Authority

Finance Director Brad Posenjak presented the staff report.

Motion by Councilmember Linda Herald for the City Council to revoke prior banking signature authority and authorize the following individuals banking signature authority, Laura Gloria, City Administrator; Brad Posenjak, Finance Director; Lisa Johnson, Assistant Finance Director. Councilmember Jose Cuevas seconded the motion. Motion carried (6-0).

J. City Project 2201.2 – South End Bike/Ped Access Bridges - Authorization to Negotiate and Execute Consultant Agreement Supplement

Engineering Services Manager Ryan Harmon presented the staff report and a Power Point Presentation. Council asked questions.

Motion by Councilmember Travis Hornby for City Council to approve the project budget amendment and authorize the City Administrator to execute Supplement #1 with Exeltech Consulting, Inc. for design services on the South End Bike/Ped Access Bridges (Project No. 2201.2), pending WSDOT concurrence. Councilmember Jose Cuevas seconded the motion. Motion carried (6-0).

5. Reports

a. Mayor’s Report. The Mayor reported on the following:

- (1) He attended the modern policing event at the Pybus Event Center on Wednesday. Chief Crown was a panelist along with the East Wenatchee Police Chief, and the Douglas County Sheriff and Chelan County Sheriff. It was well attended with about 100 attendees.
- (2) The “meet and greet” for interested applicants for District 2 held on Tuesday evening was a success. So far the city has received 3 applications.
- (3) City Administrator Laura Gloria reminded everyone that applications are due tomorrow (Friday) by 5:00 p.m. for the vacant council position.
- (4) She also announced that the annual Multi-Cultural Festival is this Saturday from 10:00 a.m. to 3:00 p.m. at the Wenatchee Valley Museum & Cultural Center. The city will be presenting the Uplift Awards at 2:00 p.m.
- (5) She announced that City Clerk Tammy McCord has received her certification for Master Municipal Clerk.
- (6) Also added was that the Council packets now contain links on the agenda to the referenced pages in the packet.

b. Reports/New Business of Council Committees

Councilmember Keith Huffaker announced that the Valley Academy of Learning will be sending invites to the Mayor and Council for a presentation “Imagine the City 100 Years From Now” held on January 31 at 2:00 p.m. and February 1 at 1:00 p.m.

Councilmember Charlie Atkinson reported that he has been meeting with Department Heads and feels welcome and is learning a lot.

Councilmember Travis Hornby reported that during the New Year’s Eve celebration at Pybus Market several police were present and they interacted with the public and it was very enjoyable to have them present. There was roughly 1,000 in attendance.

Councilmember Linda Herald reported that she will be attending City Action Days on February 7-8. She encouraged the Council and especially any new Councilmembers to attend the annual conference in June as it is very educational and helpful. Also, AWC has updated information for obtaining Certificates of Municipal Leadership. She also reported that she will be attending the Columbia River Homeless Housing Task Force on January 30.

6. Announcements

Councilmember Charlie Atkinson announced he will be on vacation starting next Wednesday to January 28.

7. Close of Meeting. With no further business, the meeting closed at 6:21 p.m.

Mike Poirier, Mayor

Attest:

Tammy L. McCord, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Elisa Schafer, Facilities Manager
Public Works Department

MEETING DATE: January 25, 2024

I. SUBJECT

City of Wenatchee Project No. SW23-08 – Public Works Shop Building No. 4 – Partial 2nd Floor Addition construction contract between the City and Halme Builders, Inc., Final Contract Voucher Certificate

II. ACTION REQUESTED

Staff recommends the City Council approve the Final Contract Voucher with Halme Builders, Inc. and authorize the City Administrator’s signature.

III. OVERVIEW

The City of Wenatchee entered into a contract with Halme Builders, Inc. in June 2023 for the addition of a demising wall and the construction of a 2nd floor in one bay of the Public Works Building No. 4 located at 1350 McKittrick.



IV. FISCAL IMPACT

The final amount paid to Halme Builders, Inc. is \$109,867.44 (including sales tax).

V. PROJECT SCHEDULE

Construction began in June 2023 and was completed in October 2023.

VI. REFERENCE(S)

1. Final Contract Voucher Certificate

VII. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Gloria, City Administrator
Brad Posenjak, Finance Director
Rob Jammerman, Public Works Director
Aaron Kelly, Public Works Operations Manager
Nataliann Tutino, Sr. Financial Analyst



City of Wenatchee
Department of Public Works

Final Contract
Voucher Certificate

Table with contract details including Contractor (Halme Builders, Inc.), Street Address (27241 SR 25 N), City (Davenport), State (WA), Zip (99122), Date (October 26, 2023), Job Title (Public Works Shop Building No. 4 - Partial 2nd Floor Addition), and Final Amount (\$109,867.44).

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Wenatchee nor have I rented or purchased any equipment or materials from any employee of the City of Wenatchee; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Wenatchee for work performed and materials furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the City of Wenatchee from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



Contractor Authorized Signature Required
Dan Halme
Type Signature Name

Subscribed and sworn to before me this 26th day of October 2023

X [Signature] Notary Public in and for the State of Washington, residing at Lincoln County, WA

City of Wenatchee

City of Wenatchee hereby accepts the completed contract pursuant to Section 1-05.12 of the contract provisions.

X _____ Mayor/or Designee
_____ Date of Acceptance

Apple Capital of the World



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Laura Gloria, City Administrator

MEETING DATE: January 25, 2024

I. SUBJECT

Tourism Promotion Area Advisory Committee Appointments

II. ACTION REQUESTED

Motion for City Council to approve Resolution No. 2024-02, appointing Paul Priestly as a member to the Tourism Promotion Area Advisory Committee to fill an unexpired three-year term, and reappointing Rosa Pulido to another three-year term to the Tourism Promotion Area Advisory Committee.

III. OVERVIEW

At the January 17, 2024, Tourism Promotion Area Advisory Committee meeting, the committee recommended reappointment of Rosa Pulido. The board also reviewed an application received from Paul Priestly and recommended his appointment to fill an unexpired three-year term ending December 31, 2024.

IV. FISCAL IMPACT

N/A

V. PROPOSED PROJECT SCHEDULE

N/A

VI. REFERENCE(S)

Resolution No. 2024-02
Paul Priestly Board Application

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk

RESOLUTION NO. 2024-02

A RESOLUTION, of the City of Wenatchee, appointing Paul Priestly as a member to the Tourism Promotion Area Advisory Committee to fill an unexpired three-year term, and reappointing Rosa Pulido to another three-year term to the Tourism Promotion Area Advisory Committee.

WHEREAS, the City has created a Tourism Promotion Area Advisory Committee as authorized in Wenatchee City Code Section 1.108.040; and

WHEREAS, one vacancy exists on the Tourism Promotion Area Advisory Committee; and

WHEREAS, Paul Priestly, a representative of AVID Hotel, has applied for appointment to the vacant position on the Tourism Promotion Area Advisory Committee; and

WHEREAS, Rosa Pulido, a representative from the Wenatchee Downtown Association, currently serves on the Tourism Promotion Area Advisory Committee and her term is expiring; and

WHEREAS, Rosa Pulido has applied to be reappointed to the Tourism Promotion Area Advisory Committee for an additional three-year term; and

WHEREAS, Paul Priestly and Rosa Pulido qualify to be members of the Tourism Promotion Area Advisory Committee; and

WHEREAS, Paul Priestly and Rosa Pulido are recommended for appointment to the Tourism Promotion Area Advisory Committee.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
WENATCHEE HEREBY RESOLVES AS FOLLOWS:**

Section 1. Appointment. The City Council makes the following appointments to the Tourism Promotion Area Advisory Committee:

<u>NAME & ADDRESS</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
Paul Priestly AVID Hotel 1640 N. Wenatchee Ave. Wenatchee, WA 98801	Immediately upon the effective date of this Resolution.	December 31, 2024
Rosa Pulido Wenatchee Downton Association 103 Palouse St., Suite 35 Wenatchee, WA 98801	Immediately upon the effective date of this Resolution.	December 31, 2026

Section 2. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington,
this 25th day of January, 2023.

CITY OF WENATCHEE, a Municipal
Corporation

By _____
MIKE POIRIER, Mayor

ATTEST:

By _____
TAMMY L. McCord, City Clerk

APPROVED AS TO FORM:

By _____
DANIELLE MARCHANT, City Attorney



VOLUNTEER COMMISSION/BOARD APPLICATION

COMMISSION/BOARD INFORMATION

Board (s) I would like to be considered for: (If more than one, please rank them in order of preference)

- | | |
|--|---|
| <input type="checkbox"/> Arts, Recreation & Parks Commission | <input type="checkbox"/> Greater Wenatchee Regional Events Center PFD Board |
| <input type="checkbox"/> Cemetery Advisory Board | <input type="checkbox"/> Historic Preservation Board |
| <input type="checkbox"/> Civil Service Board | <input checked="" type="checkbox"/> Lodging Tax Advisory Committee |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning Commission |
| | <input checked="" type="checkbox"/> Tourism Promotion Area Board |

APPLICANT INFORMATION

City of Wenatchee Resident Yes No

Residency Requirement: Applicants must reside within the City Limits of Wenatchee except the Historic Preservation Board, and the Arts, Recreation & Parks Commission

Last Name: Priestly First Name: Paul Initial: T

Physical Address: 211 Pace Dr. unit 8 City: E. Wenatchee Zip: 98802

Mailing Address: 211 Pace Dr. unit 8 City: E. Wenatchee Zip: 98802

Day Phone: (509)663-8115 Evening Phone: (509)630-0944

E-mail: avidwenatcheesales@gmail.com Years lived in Wenatchee Valley: 50 years

Occupation: Sales Director/Avid Hotel Years of Experience: 17 years

Work Address: 1640 N. Wenatchee Ave. City: Wenatchee Zip: 98801

Education and Formal Training: BA Accounting/GM certification Choice hotels and Wyndham

Have you ever been convicted of a felony or released from prison? Yes No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

- | | |
|--------------------------------|--------------------------|
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |

Skills/Special Interests: People and golf

Experience related to the Commission/Board: _____

Why are you seeking this appointment? I believe I can be helpful to the community to make sure we continue to grow responsibly and make the Wenatchee Valley Hospitable and Welcoming to everyone.

Would any conflict of interest be created as a result of your appointment? Yes No

If yes, please explain: _____

REFERENCES

Name: Sean Verma
Address: 720 N. Wenatchee Ave. City: Wenatchee Zip: 98801
Phone: (509)470-1066 Email: _____
Occupation: Owner/several Hotels Years known: 17 years

Name: Lisa Martin
Address: 1640 N. Wenatchee Ave. City: Wenatchee Zip: 98801
Phone: (509)663-8115 Email: avidwenatchee@gmail.com
Occupation: General Manager Avid Hotel Years known: 3 years

Name: Pat Sweeney
Address: 1376 Boulder Loop City: E. Wenatchee Zip: 98802
Phone: (509)884-02206 Email: _____
Occupation: Retired Years known: 36 years

AFFIDAVIT OF APPLICANT

I, Paul Priestly, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.

Paul Priestly
(Signature)
Date: 10-26-23



Volunteer Board, Commission and Committee Responsibilities

To be selected and serve as a City of Wenatchee volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Wenatchee, I agree to:

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the City and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and City, representing City programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and City staff and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However, I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: _____

Paul Brestly

Date: 10-26-23



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Laura Gloria, City Administrator

MEETING DATE: January 25, 2024

I. SUBJECT

Lodging Tax Advisory Committee Appointments

II. ACTION REQUESTED

Motion for City Council to approve Resolution No. 2024-03, appointing Paul Priestly as a member to the Lodging Tax Advisory Committee to an unexpired two-year term, and reappointing Rosa Pulido, Kyle McCubbin, and Darci Christoferson as members to the Lodging Tax Advisory Committee for additional two-year terms.

III. OVERVIEW

At the January 17, 2024, Lodging Tax Advisory Committee meeting, the committee recommended reappointment of Rosa Pulido, Kyle McCubbin, and Darci Christoferson to each serve an additional two-year term. The committee also reviewed an application received from Paul Priestly and recommended his appointment to fill an unexpired term ending December 31, 2024.

IV. FISCAL IMPACT

N/A

V. PROPOSED PROJECT SCHEDULE

N/A

VI. REFERENCE(S)

Resolution No. 2024-03
Board Application Paul Priestly

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk

RESOLUTION NO. 2024-03

A RESOLUTION, of the City of Wenatchee, appointing Paul Priestly as a member to the Lodging Tax Advisory Committee to an unexpired two-year term, and reappointing Rosa Pulido, Kyle McCubbin, and Darci Christoferson as members to the Lodging Tax Advisory Committee for additional two-year terms.

WHEREAS, the City of Wenatchee has created a Lodging Tax Advisory Committee (“Committee”) with powers and duties as stated in Resolution 2010-71; and

WHEREAS, a vacancy exists on the Committee; and

WHEREAS, Paul Priestly, a representative of AVID Hotel, has applied for appointment to the vacant position on the Committee; and

WHEREAS, Rosa Pulido, a representative of the Wenatchee Downtown Association, Kyle McCubbin, a representative of the Coast Hospitality, and Darci Christoferson, a representative of the Washington State Apple Blossom Festival, currently serve as members on the Committee wherein their appointments are expiring; and

WHEREAS, Rosa Pulido, Kyle McCubbin, and Darci Christoferson have applied to be reappointed for additional 2-year terms on the Committee; and

WHEREAS, Paul Priestly, Rosa Pulido, Kyle McCubbin, and Darci Christoferson qualify to serve on the Committee; and

WHEREAS, Paul Priestly, Rosa Pulido, Kyle McCubbin, and Darci Christoferson are recommended for appointment to the Committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE HEREBY RESOLVES AS FOLLOWS:

Section 1. Appointment. The City Council makes the following reappointments to the Lodging Tax Advisory Committee with terms as stated below:

<u>NAME and ADDRESS</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
Paul Priestly AVID Hotel 1640 N. Wenatchee Ave. Wenatchee, WA 98801	Immediately upon the effective date of this Resolution.	December 31, 2024
Rosa Pulido Wenatchee Downtown Association 103 Palouse St., Suite 35 Wenatchee, WA 98801	Immediately upon the effective date of this Resolution.	December 31, 2025
Kyle McCubbin Coast Hospitality 121 N. Wenatchee Ave. Wenatchee, WA 98801	Immediately upon the effective date of this Resolution.	December 31, 2025
Darci Christoferson Washington State Apple Blossom Festival P.O. Box 2836 Wenatchee, WA 98807	Immediately upon the effective date of this Resolution.	December 31, 2025

Section 2. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 25th day of January, 2024.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
MIKE POIRIER, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney



VOLUNTEER COMMISSION/BOARD APPLICATION

COMMISSION/BOARD INFORMATION

Board (s) I would like to be considered for: (If more than one, please rank them in order of preference)

- | | |
|--|---|
| <input type="checkbox"/> Arts, Recreation & Parks Commission | <input type="checkbox"/> Greater Wenatchee Regional Events Center PFD Board |
| <input type="checkbox"/> Cemetery Advisory Board | <input type="checkbox"/> Historic Preservation Board |
| <input type="checkbox"/> Civil Service Board | <input checked="" type="checkbox"/> Lodging Tax Advisory Committee |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning Commission |
| | <input checked="" type="checkbox"/> Tourism Promotion Area Board |

APPLICANT INFORMATION

City of Wenatchee Resident Yes No

Residency Requirement: Applicants must reside within the City Limits of Wenatchee except the Historic Preservation Board, and the Arts, Recreation & Parks Commission

Last Name: Priestly First Name: Paul Initial: T

Physical Address: 211 Pace Dr. unit 8 City: E. Wenatchee Zip: 98802

Mailing Address: 211 Pace Dr. unit 8 City: E. Wenatchee Zip: 98802

Day Phone: (509)663-8115 Evening Phone: (509)630-0944

E-mail: avidwenatcheesales@gmail.com Years lived in Wenatchee Valley: 50 years

Occupation: Sales Director/Avid Hotel Years of Experience: 17 years

Work Address: 1640 N. Wenatchee Ave. City: Wenatchee Zip: 98801

Education and Formal Training: BA Accounting/GM certification Choice hotels and Wyndham

Have you ever been convicted of a felony or released from prison? Yes No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

- | | |
|--------------------------------|--------------------------|
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |
| Organization and Duties: _____ | Length of Service: _____ |

Skills/Special Interests: People and golf

Experience related to the Commission/Board: _____

Why are you seeking this appointment? I believe I can be helpful to the community to make sure we continue to grow responsibly and make the Wenatchee Valley Hospitable and Welcoming to everyone.

Would any conflict of interest be created as a result of your appointment? Yes No

If yes, please explain: _____

REFERENCES

Name: Sean Verma
Address: 720 N. Wenatchee Ave. City: Wenatchee Zip: 98801
Phone: (509)470-1066 Email: _____
Occupation: Owner/several Hotels Years known: 17 years

Name: Lisa Martin
Address: 1640 N. Wenatchee Ave. City: Wenatchee Zip: 98801
Phone: (509)663-8115 Email: avidwenatchee@gmail.com
Occupation: General Manager Avid Hotel Years known: 3 years

Name: Pat Sweeney
Address: 1376 Boulder Loop City: E. Wenatchee Zip: 98802
Phone: (509)884-02206 Email: _____
Occupation: Retired Years known: 36 years

AFFIDAVIT OF APPLICANT

I, Paul Priestly, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.

Paul Priestly
(Signature)
Date: 10-26-23



Volunteer Board, Commission and Committee Responsibilities

To be selected and serve as a City of Wenatchee volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Wenatchee, I agree to:

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the City and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and City, representing City programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and City staff and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However, I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: _____

Paul Brestly

Date: 10-26-23



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Darci Ronning, Utility Planner
Public Works Department

MEETING DATE: January 25, 2024

I. SUBJECT

Broadview Sewer and Stormwater Improvements Capital Project, project number 2107 – amendment 7 for construction engineering support services provided by Osborn Consulting Incorporated.

II. ACTION REQUESTED

Staff requests the City Council to approve Amendment 7 to the professional services contract with Osborn Consulting Incorporated for, City Project No. 2107 and authorize the City Administrator to sign the agreement.

III. OVERVIEW

The City of Wenatchee hired Osborn Consulting to develop construction plans, specifications, and cost estimates (PS&E) for the Broadview Pond Improvements project. The city selected sub-surface detention from the Alternatives Analysis Report for the Broadview Pond area. The project involves regrading the existing Broadview Pond and installing subsurface detention with 10,000 cubic feet (CF) of storage capacity. This sub-surface detention facility will then drain into the ephemeral canyon stream via a new conveyance pipe, with an energy dissipator to prevent erosion in the canyon as a result of the flows. With this project, the contractor will also install stormwater pipes to upsize the existing conveyance system in Maiden Lane to increase capacity for existing and future flows.

This project also includes relocating and redesigning the existing sanitary sewer Broadview Lift Station to the north onto an undeveloped parcel (referred to as the Schnibbe Property). This will increase capacity and availability for future development, improve accessibility, and reliability as the existing lift station has reached the end of its useful life.

The project was advertised for construction last October and the city received six bids. The project was awarded to Strider Construction Corporation at \$2,375,830.05.

City staff desires to retain Osborn Consulting Incorporated for engineering support through construction close out. Services will include remaining the engineer of record, approval of change orders and submittals, review of materials and request for alternatives, punch list

preparation, meetings, records review, as built and other tasks as required to satisfy the Department of Ecology funding requirements and city requests.

IV. FISCAL IMPACT

Amendment 7 scope of work is \$ 156,361 paid for from the 410 Stormwater Utility Fund and 405 Sewer Collections Fund.

V. PROPOSED PROJECT SCHEDULE

Construction is anticipated to begin in the Spring of 2024. A more detailed schedule once a pre-construction meeting is held and the notice to proceed has been issued.

VI. REFERENCE(S)

1. Osborn Consulting Incorporated Amendment 7, Exhibit A- Scope of Services
2. Map of project

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director
Brad Posenjak, Finance Director
Laura Gloria, City Administrator
Jake Lewing, City Engineer
Nataliann Tutino, Financial Analyst

Exhibit A - Scope of Services

Project:	City of Wenatchee Broadview Pond Analysis – Amendment 7
Consultant:	Osborn Consulting, Inc. (Osborn)
Contract No.:	

Amendment 7

The original contract for consultant services for the above referenced agreement is amended to revise the scope as described below. The scope revisions result in changes to the contract fees as shown in Table 1 and Exhibit B. All other terms and conditions of the original agreement remain in effect.

SCOPE OF SERVICES

Task 1 Project Management & Administration

The fee for Task 1 has been updated for the extended project duration. The original scope of work for Task 1 still applies.

Task 4 Develop PS&E

Objective

The objective of this task is to develop the PS&E package.

Consultant Services

- Design Change for Detention Chambers
 - Update the stormwater detention design to use underground arched detention chambers instead of the previously designed R-Tank system. This design update is required because a temporary construction easement could not be obtained from a property owner where access was required for installing the R-Tank system.
- Pre-Bid Site Visit
 - Attend one (1) pre-bid site visit to walk the project site with potential bidders and answer any questions regarding the project.
- Conformed Construction Documents
 - Prepare a conformed set of contract documents that incorporates all bid addendums into a For Construction set of construction documents.
 - Provide AutoCAD version of Plans for contractor.

Client Responsibilities

- Review and approve design changes for the detention chambers.
- Attend and facilitate pre-bid site visit.

Assumptions

- Only one submittal of the conformed set of construction documents will be required. Addendums have previously been reviewed and approved by the City.

Deliverables

- Updated Bid-Ready PS&E package that includes the design change for detention chambers.
- Conformed set of construction documents.
- AutoCAD Plans.

Task 5 Bid and Construction Support

Objective

The objective of this task is to provide services to the City to assist during bidding and construction.

Task 5A Bid and Construction Support – Osborn

Consultant Services

- Contract Administration
 - Attend one (1) pre-construction conference with the Contractor and the City for the project. Two Osborn staff will attend the pre-construction conference in person.
 - Attend construction meetings with the Contractor and the City
 - Attend up to six (6) monthly construction meetings in person and visit the construction site to observe progress and answer site-specific construction questions. Two Osborn staff will attend in-person construction meetings.
 - Virtually attend weekly construction meetings for the remaining weeks of each month during the construction work period.
 - Review Contractor's material submittals for general conformance to the construction Contract Documents and provide comments to Contractor. Approximately 25 submittals are anticipated for this project, but may be packaged together in some cases depending on the Contractor's method of grouping submittals.
 - Address construction questions for Contractor requests for information (RFIs) by phone or email as they arise.
 - Provide changes to plans and specifications as necessary for up to six (6) change orders. Assist the City in negotiating change orders with the Contractor as needed.
- Construction Phase Closeout
 - Prepare a punch list of deficient work items on the project and conduct a final inspection of the work. Recommend final approval of the work to the City when all work is complete.
 - Review the Contractor's Record Drawings that reflect changes made during construction and provide one set of redlines on the Record Drawings.
- Technical Memo
 - Prepare technical memo providing recommendations on how the future storm drain system should be connected with the underground detention system and how the pipe to the canyon drain should be addressed in the future if a new storm drain system is installed to convey flow to the north toward the Schnibbe property.

- Document any site-specific operations and maintenance procedures for the underground detention chambers that are not covered in the manufacturer's O&M materials. These will be incorporated by the City into the City's overall Operations & Maintenance Manual.

Client Responsibilities

- Provide on-site daily inspection of construction activities.
- Coordinate pre-construction meeting and weekly construction meetings.
- Provide all materials testing required during the construction period.
- Review and coordinate with the contractor on wage rate submittals, bonds, insurance documentation, progress pay estimates, and any other contracting documentation.

Assumptions

- Osborn will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and Osborn.

Deliverables

- Comments on Contractor submittals.
- Responses to Contractor RFIs.
- Updated plans and/or specifications for up to six (6) change orders.
- Punch list for completion of contractor items.
- Technical memo documenting information on future connections and site-specific O&M.

Task 5B Construction Support – GeoEngineers

Consultant Services

- Services will be completed in general accordance with previous geotechnical recommendations and applicable ASTM International (ASTM) test methods. Services will include the following:
 - **Geotechnical consultation during construction** – As the geotechnical engineer-of-record, we will provide engineering consultation and on-site observation during earthwork construction, as required. This will include:
 - Up to two (2) site visits by engineers to observe and document the contractor's general compliance with the recommendations contained in the above-referenced geotechnical report, and the project plans and specifications and prepare technical memoranda, as necessary.
 - Review and response to RFIs and Submittals related to geotechnical bid items.
 - At the completion of each site visit, our field personnel will prepare a preliminary field report to document our field test results, observations and discussions applicable to the project. Final field reports will be distributed to the project team after they are reviewed by our technical representative. Laboratory results will be provided as data is reviewed.
 - If requested, at the conclusion of our services we will provide a final letter report summarizing our observations and test results, and opinions regarding the applicable contractor's general compliance with the project plans and specifications as they pertain to our scope of service described herein.

Client Responsibilities

- Conduct materials testing in accordance with project plans and specifications.

Assumptions

- Materials testing is not included in this scope of services.

Deliverables

- Comments on Contractor submittals and RFIs.
- Documentation of earthwork observation and test results.
- Final report.

Table 1. Changes to contract fees.

Task	Original Contract Fees	Amendment 1 Fees	Amendment 2 Fees	Amendment 3 Fees	Amendment 4 Fees	Amendment 5 Fees	Amendment 6 Fees	Amendment 7 Fees	Total Revised Fees
Task 1 Project Management and Administration	\$6,308	-	\$20,985	\$1,000	-	-	-	\$12,864	\$41,157
Task 2 Data Collection	\$13,498	-	\$58,069	\$6,895	-	-	-	-	\$78,463
Task 3 Modeling & Alternatives Analysis	\$35,498	\$9,828	-	-	-	-	-	-	\$45,326
Task 4 Develop PS&E	-	-	\$107,002	\$38,819	\$7,602	\$86,604	-	\$20,503	\$260,530
Task 5 Bid and Construction Support	-	-	\$14,008	\$1,424	\$2,028	-	-	\$122,783	\$140,243
Subconsultant Markup	-	-	\$1,184	\$521	-	\$391	-	\$212	\$2,308
Project Total	\$55,304	\$9,828	\$201,249	\$48,660	\$9,630	\$86,995	-	\$156,361	\$568,027

SCHEDULE

The schedule for amendment 6 tasks is summarized below in Table 1:

Table 2. Project schedule.

Tasks	Anticipated Dates
Task 1 – Project Management and Administration	Jan 2024 – Sept 2024
Task 2 – Data Collection	Complete
Task 3 – Modeling & Alternatives Analysis	Complete
Task 4 – Develop PS&E (Conformed Set/CAD)	Jan 2024
Task 5 – Bid and Construction Support	Jan 2024 – Sept 2024

1/10/2024

Exhibit B - Fee Estimate
Osborn Consulting, Inc. - Broadview Pond Analysis
Amendment 7

Project Tasks	Hours	Osborn Consulting			GeoEngineers																																				
		Expenses ¹	Mileage ¹	Osborn Fee	GeoEngineers Fee	Total Fee Estimate																																			
Task 1 Project Management and Administration																																									
Coordinate and Manage the Project Team	25		\$0.65																																						
Coordination with City	25																																								
Invoicing / Status Reporting	12																																								
Total Hours	62	\$ -	\$ -	\$ 12,864	\$ -	\$ 12,864																																			
Task 4 Develop PS&E																																									
Design Change for Detention Chambers	84																																								
Pre-Bid Site Visit	16		\$ 221.00																																						
Conformed Construction Documents	24																																								
Total Hours	124	\$ -	\$ 221.00	\$ 20,503	\$ -	\$ 20,503																																			
Task 5 Bid and Construction Support																																									
5A Bid and Construction Support - Osborn																																									
Contract Administration	-																																								
Attend Pre-Construction Conference	16		\$ 221.00																																						
6 Monthly In-Person Meetings	96		\$ 1,326.00																																						
Weekly Virtual Meetings	38																																								
Review Contractor Submittals	158																																								
Respond to RFIs	108																																								
Develop up to 6 Change Orders	216																																								
Construction Phase Closeout	-																																								
Prepare Punch List	14																																								
Review Record Drawings	32																																								
Technical Memo	24																																								
5B Construction Support - GeoEngineers																																									
Geotechnical Consultation During Construction																																									
Total Hours	702	\$ -	\$ 1,547.00	\$ 112,196	\$ 10,587	\$ 122,783																																			
Project Total Hours	888																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td>OSBORN CONSULTING SUBTOTAL</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td>145,563</td> </tr> <tr> <td>GEOENGINEERS SUBTOTAL</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td>10,587</td> </tr> <tr> <td>SUBCONSULTANT MARKUP (2%)</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td>212</td> </tr> <tr> <td>TOTAL FEE ESTIMATE</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td>156,361</td> </tr> </table>														OSBORN CONSULTING SUBTOTAL	\$					145,563	GEOENGINEERS SUBTOTAL	\$					10,587	SUBCONSULTANT MARKUP (2%)	\$					212	TOTAL FEE ESTIMATE	\$					156,361
OSBORN CONSULTING SUBTOTAL	\$					145,563																																			
GEOENGINEERS SUBTOTAL	\$					10,587																																			
SUBCONSULTANT MARKUP (2%)	\$					212																																			
TOTAL FEE ESTIMATE	\$					156,361																																			

1. A mark-up of 5% is applied to Osborn's expenses and mileage for site visits.



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Darci Ronning, Utility Planner
Public Works Department

MEETING DATE: January 25, 2024

I. SUBJECT

Ninth Street Basin Stormwater Retrofit City Project No. 2101 – Amendment 6 for construction engineering support services provided by Osborn Consulting Incorporated.

II. ACTION REQUESTED

Staff requests the City Council to approve Amendment 6 to the professional services contract with Osborn Consulting Incorporated for, City Project No. 2101 and authorize the City Administrator to sign the agreement.

III. OVERVIEW

The 9th Street stormwater drainage basin includes approximately 500 acres in the City of Wenatchee. In the lower part of this basin, along Ringold Street between 5th and 9th Streets, the City's stormwater system is tied into the No. 2 Canyon Drain. The goals of this project are to remove the municipal stormwater discharges from the canyon drain and add water quality treatment to the 9th Street stormwater system. The City was awarded a Water Quality Planning Grant WQC-2021-Wenatch-00081 and has also been awarded a construction grant WQC-2024-Wenatch-00050 to construction the stormwater retrofit work. Construction is on track to start in the spring of 2024.

City staff desires to retain Osborn Consulting Incorporated for engineering support through construction close out. Services will include remaining the engineer of record, approval of change orders and submittals, review of materials and request for alternatives, punch list preparation, meetings, records review, as built and other tasks as required to satisfy the Department of Ecology funding requirements and city requests.

IV. FISCAL IMPACT

Amendment 6 scope of work is \$ 297,064 and the fees are part of the Ecology funding package. The total estimated cost of construction for the project is \$ 4,562,000.00, The State Financial Assistance Program (SFAP) funded by Ecology will provide 85 percent of the funding for eligible water quality construction improvements. The match dollars, 15 percent, and the

remaining share of the project will be a loan paid back through the City's stormwater utility budget fund 410. The breakdown of dollars is as follows:

Total Estimated Construction (TEC): \$4,562,000.00

Stormwater Financial Assistance Program (85% SFAP): \$3,396,600.00

State Revolving Fund (City's 15 % SRF*) Loan as Match: \$599,400.00

State Revolving Fund (SRF) Loan – Conveyance: \$566,000.00

* As of SFY24, Ecology has reduced the required match amount to 15%.

V. PROPOSED PROJECT SCHEDULE

Construction is anticipated to begin in the Spring of 2024. A more detailed schedule will be developed when the project is advertised for bidding.

VI. REFERENCE(S)

1. Osborn Consulting Incorporated Amendment 6, Exhibit A- Scope of Services
2. Map of project

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk

Rob Jammerman, Public Works Director

Jessica Shaw, Deputy Public Works Director

Brad Posenjak, Finance Director

Laura Gloria, City Administrator

Jake Lewing, City Engineer

Nataliann Tutino, Financial Analyst

Exhibit A - Scope of Services

Project:	City of Wenatchee 9 th Street Basin Stormwater Study – Amendment 6
Consultant:	Osborn Consulting, Inc. (OCI)
Contract No.:	

Amendment 6

The original contract for consultant services for the above referenced agreement is amended to revise the scope as described below. The scope revisions result in changes to the contract fees as shown in Table 1 and Exhibit B. All other terms and conditions of the original agreement remain in effect.

Task 1 Project Management & Administration

The fee for Task 1 has been updated for the extended project duration. The original scope of work for Task 1 still applies.

Task 6 100% PS&E and Ad-Ready Bid Package

Objective

Consultant will prepare the 100% level plans, specifications, and estimate of probable cost (PS&E) package and the Ad-Ready PS&E package.

This Task 6 scope of work replaces the original scope of work for Task 6. The original tasks and additional tasks are summarized below. Additional fees are added only for the additional tasks.

Consultant Services

Original Task 6 Services:

- Respond to the City’s and Ecology’s comments provided on the 90% Design Report. Update 100% Design Report per these comments.
- Create 100% Plans. Plans shall include updated versions of the 90% plans.
- Update the Engineer’s estimate of probable cost to match the 100% design.
- Using the City’s standard specifications, develop 100% special provisions (Divisions 1-9) to include the specifications for the project design and stormwater treatment systems special provisions.
- Submit the 100% PS&E Submittal.
- Respond to Ecology and City review comments.

Additional Task 6 Services:

- Complete 90 to 100 percent design updates for department of Ecology Submittals
 - Complete additional rounds of updates to the 90% Design Report based on additional comments received from Ecology.
 - Complete additional rounds of updates to 90% Plans based on additional comments received from Ecology.

- Attend two comment review meetings to discuss comments on 100% PS&E package. One meeting will be for discussing City comments and one meeting will be for discussing Ecology comments.
- Address Ecology comments on 100% PS&E package and provide comment responses to Ecology.
- Develop Ad-Ready Plans.
- Develop Ad-Ready Specifications and Contract Documents including special provisions and advertisement, bid, and contract forms.
- Update the Engineer's estimate of probable cost to match the Ad-Ready design.
- Complete QA/QC review of Ad-Ready package.

Client Responsibilities

- Coordinate submittals with department of Ecology.
- City will provide input and review comments on plans within the agreed upon schedule.

Assumptions

- Design updates and other review requests will be discussed and confirmed with the City during a check-in meeting before proceeding with the Ad-Ready design.

Deliverables

Original Task 6 Deliverables:

- 100% Final PS&E Package (Word and PDF) including up to twenty (20) plan sheets, special provisions, and cost estimate.

Additional Task 6 Deliverables:

- Additional Comment responses to Ecology in MS Word document
- Additional Plans submittals to Ecology in PDF
- Ad-Ready PS&E Package in PDF including plan sheets, special provisions, and cost estimate.

Task 7 Bid and Construction Support

Objective

The objective of this task is to provide services to the City to assist during bidding and construction.

7A Bid and Construction Support - Osborn

Consultant Services

- Bid Support
 - Attend one (1) pre-bid meeting with the City and potential bidders. Two Osborn staff will attend the pre-bid meeting in person.
 - Assist with answering contractor questions during the bid period.
 - Prepare up to two (2) bid Addenda to revise plans, specifications and other contract documents prepared to provide clarifications, correct discrepancies, or correct errors and/or omissions.

- Prepare conformed documents, which will incorporate all addenda issued during the bidding process into the Ad-Ready Plans and Specifications to complete an Issued for Construction set of documents.
- Provide AutoCAD version of Plans for contractor.
- **Contract Administration**
 - Attend one (1) pre-construction conference with the Contractor and the City for the project. Two Osborn staff will attend the pre-construction conference in person.
 - Attend construction meetings with the Contractor and the City
 - Attend up to six (6) monthly construction meetings in person and visit the construction site to observe progress and answer site-specific construction questions. Two Osborn staff will attend in-person construction meetings.
 - Virtually attend weekly construction meetings for the remaining weeks of each month during the construction work period.
 - Review Contractor's material submittals for general conformance to the construction Contract Documents and provide comments to Contractor. Approximately 25 submittals are anticipated for this project, but may be packaged together in some cases depending on the Contractor's method of grouping submittals.
 - Address construction questions for Contractor requests for information (RFIs) by phone or email as they arise.
 - Provide changes to plans and specifications as necessary for up to six (6) change orders. Assist the City in negotiating change orders with the Contractor as needed.
- **Construction Phase Closeout**
 - Prepare a punch list of deficient work items on the project and conduct a final inspection of the work. Recommend final approval of the work to the City when all work is complete.
 - Review the Contractor's Record Drawings that reflect changes made during construction and provide one set of redlines on the Record Drawings.
- **Technical Memo**
 - Prepare a technical memo with recommendations on how the storm drain connections to the 9th Street system may be managed in the future to adjust flow routing to and from the underground detention system.
 - Document any site-specific operations and maintenance procedures for the underground detention chambers that are not covered in the manufacturer's O&M materials. These will be incorporated by the City into the City's overall Operations & Maintenance Manual.
- **Ecology Outcome Summary**
 - Provide a written Outcome Summary to meet Ecology grant requirements. Osborn will provide written content for the City to incorporate into a submittal to the Department of Ecology.

Client Responsibilities

- Manage advertisement and bidding process.
- Communicate with contractors to receive questions and provide responses.
- Provide on-site daily inspection of construction activities.
- Coordinate pre-construction meeting and weekly construction meetings.
- Provide all materials testing required during the construction period.

- Review and coordinate with the contractor on wage rate submittals, bonds, insurance documentation, progress pay estimates, and any other contracting documentation.

Assumptions

- Osborn will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and Osborn.

Deliverables

- Verbal or written communication to support the City during contract bidding.
- AutoCAD Plans.
- Up to six (6) addenda to the contract documents (plans and specifications) submitted electronically (PDF and Word).
- Comments on Contractor submittals.
- Responses to Contractor RFIs.
- Updated plans and/or specifications for up to two (2) change orders.
- Punch list for completion of contractor items.
- Comments on Contractor's record drawings.
- Technical Memo.
- Written content for Ecology outcome summary.

7B Construction Support – GeoEngineers

Consultant Services

- Geotechnical support services during construction will include the following:
 - Provide part-time observation in support of preparation for, and placement of, infiltration facilities at the site. For this scope item, our services will be limited to observing subgrade soil conditions prior to placement of filter fabric, drain rock, and/or other components.
 - Conduct full-scale testing of up to three infiltration facilities installed at the pilot infiltration test locations specified in our previous technical memorandum dated November 30, 2022. Testing will be conducted in general accordance with procedures outlined in the Stormwater Management Manual for Eastern Washington, dated February 2019. We assume that existing fire hydrants located near the project site will be available as a water source with no associated permit cost.
 - Discuss results of our tests and observations with the City of Wenatchee, and/or the City's Contractor at the time of our site visits. Final field reports will be distributed to the project team after they are reviewed by our project manager.
 - Provide a final letter at the conclusion of our services summarizing our observations and opinions regarding the planned infiltration facilities.

Client Responsibilities

- Provide any necessary permitting applications and/or approvals for infiltration testing.

Assumptions

- City will perform materials testing during construction.

Deliverables

- Field reports documenting field observations.
- Results from infiltration testing.
- Final letter summarizing geotechnical observations and opinions.

The fee revisions for the above scope are summarized below:

Table 1. Changes to contract fees.

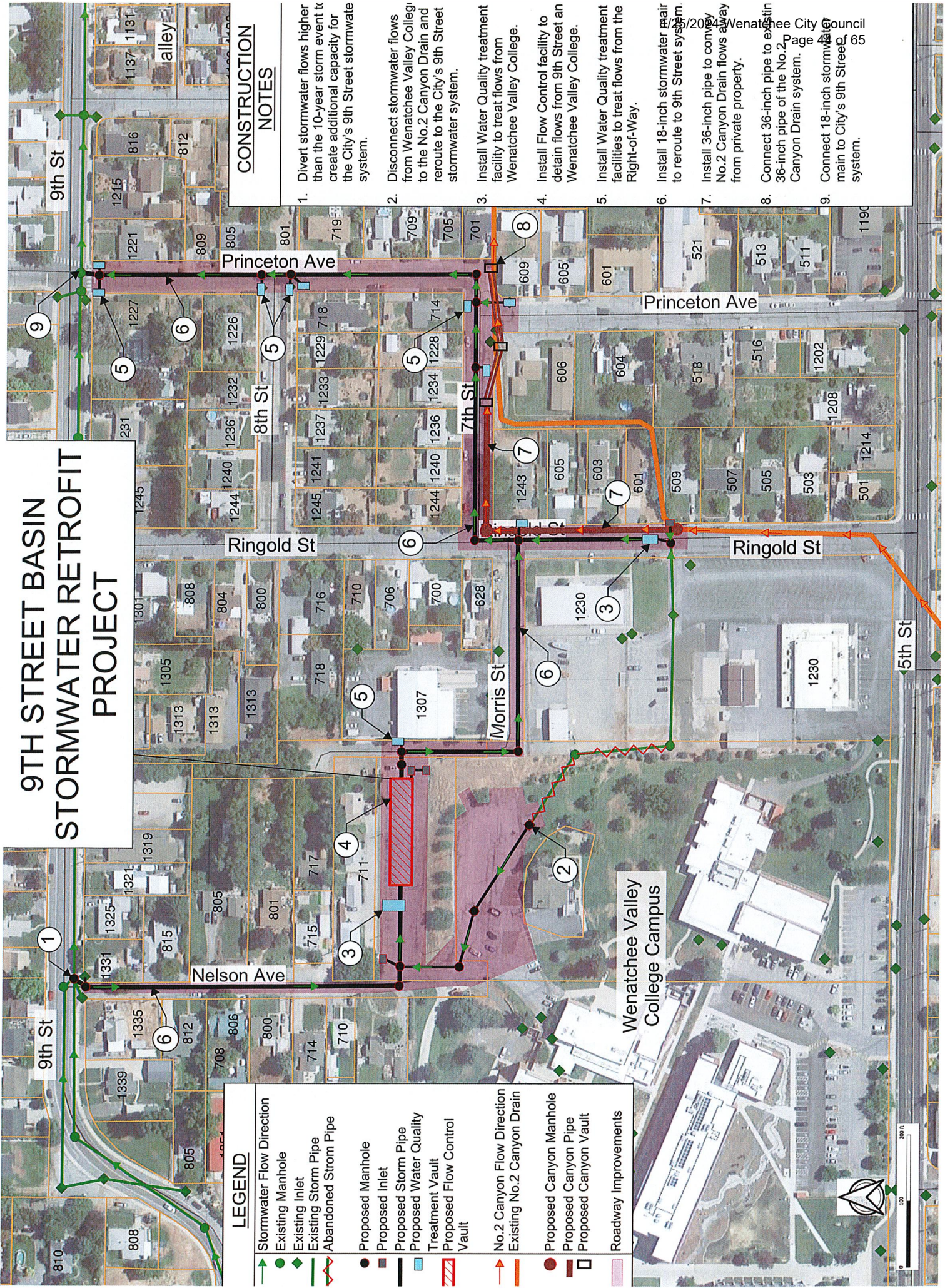
Task	Original Contract Fees	Amendment 1 Fees	Amendment 2 Fees	Amendment 4 Fees	Amendment 5 Fees	Amendment 6 Fees	Revised Fees
Task 1 – Project Management and Administration	\$16,412	-	-	\$3,754	-	\$19,131	\$39,297
Task 2 – Data Collection	\$34,787	\$12,400	\$13,138	-	-	-	\$60,573
Task 3 – Modeling & Alternatives Analysis	\$35,327	-	-	-	-	-	\$35,327
Task 4 – Ecology/ Design Report/60% PS&E	\$30,657	-	-	\$9,271	-	-	\$39,928
Task 5 – Ecology/ 90% Design Package Submittal/90% PS&E	\$25,872	-	-	\$9,271	-	-	\$35,143
Task 6 –100% PS&E and Ad-Ready Bid Package	-	-	-	\$28,537	-	\$124,117	\$152,654
Task 7 – Bid and Construction Support	-	-	-	-	-	\$153,817	\$153,817
Project Total	\$143,055	\$12,648	\$13,138	\$50,833	-	\$297,064	\$516,738

Osborn Consulting, Inc. - City of Wenatchee 9th Street Basin Stormwater Study
Amendment 6

1/9/2024

Project Tasks	Osborn Consulting				Geotechnical Engineering Cost	Total Cost Estimate ¹
	Hours	Expenses ¹	Mileage ¹	Cost		
Task 1 Project Management and Administration						
Amendment Setup/Close out	4		\$0.85			
Coordinate and Manage the Project Team	66					
Coordination with City	8					
Invocing / Status Reporting	22					
Total Hours	100	\$ -	\$ -	\$ 19,131	\$ -	\$ 19,131
Task 2 Data collection						
No additional tasks	-					
Total Hours	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3 Modeling & Alternatives Analysis						
No additional tasks	-					
Total Hours	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 Ecology Design Report/60% PS&E						
No additional tasks	-					
Total Hours	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 100% PS&E and Ad-Ready Bid Package						
90 to 100 Percent Design Updates for Ecology Submittals	-					
Design Report updates to address Ecology comments	212					
Plans updates to address Ecology comments	356					
Attend 2 comment review meetings	8					
Address Ecology comments and provide comment responses	16					
Develop Ad-Ready Plans	70					
Develop Ad-Ready Specifications and Contract Documents	40					
Ad-Ready cost estimate	32					
QA/QC Review	16					
Total Hours	750	\$ -	\$ -	\$ 124,117	\$ -	\$ 124,117
Task 7 Bid and Construction Support						
7A Bid and Construction support - Osborn Bid Support	-					
Attend Pre-Bid Meeting	16		\$ 221			
Assist with contractor questions	24					
Prepare up to 2 addenda	48					
Prepare conformed documents	24					
Provide AutoCAD plans	4					
Contract Administration	-					
Attend Pre-Construction Conference	16		\$ 221			
6 Monthly In-Person Meetings	96		\$ 1,326			
Weekly Virtual Meetings	38					
Review Contractor Submittals	154					
Respond to RFIs	108					
Develop up to 6 Change Orders	216					
Construction Phase Closeout	-					
Prepare Punch List	14					
Review Record Drawings	32					
Ecology Outcome Summary	24					
Technical Memo	24					
7B Construction Support - Geotechnical	16					
Geotechnical Construction Support	-					
Geotechnical Support Services	-					
Total Hours	830	\$ -	\$ 1,149	\$ 137,017	\$ 16,000	\$ 153,017
Project Total Hours	1680	\$ -	\$ -	\$ -	\$ -	\$ -
1. A mark-up of 5% is applied to Osborn's expenses which include pot-holing, vendor coordination and mileage for site visits.						
Osborn Consulting \$ 280,264						
Geotechnical \$ 16,000						
Surconsultant Markup (5%) \$ 800						
TOTAL ESTIMATE \$ 297,064						

9TH STREET BASIN STORMWATER RETROFIT PROJECT



LEGEND

	Stormwater Flow Direction
	Existing Manhole
	Existing Inlet
	Existing Storm Pipe
	Abandoned Storm Pipe
	Proposed Manhole
	Proposed Inlet
	Proposed Storm Pipe
	Proposed Water Quality Treatment Vault
	Proposed Flow Control Vault
	No.2 Canyon Flow Direction
	Existing No.2 Canyon Drain
	Proposed Canyon Manhole
	Proposed Canyon Pipe
	Proposed Canyon Vault
	Roadway Improvements

CONSTRUCTION NOTES

1. Divert stormwater flows higher than the 10-year storm event to create additional capacity for the City's 9th Street stormwater system.
2. Disconnect stormwater flows from Wenatchee Valley College to the No.2 Canyon Drain and reroute to the City's 9th Street stormwater system.
3. Install Water Quality treatment facility to treat flows from Wenatchee Valley College.
4. Install Flow Control facility to detain flows from 9th Street and Wenatchee Valley College.
5. Install Water Quality treatment facilities to treat flows from the Right-of-Way.
6. Install 18-inch stormwater main to reroute to 9th Street system.
7. Install 36-inch pipe to convey No.2 Canyon Drain flows away from private property.
8. Connect 36-inch pipe to existing 36-inch pipe of the No.2 Canyon Drain system.
9. Connect 18-inch stormwater main to City's 9th Street system.



CITY COUNCIL AGENDA REPORT

TO: Mike Poirier, Mayor
City Council

FROM: Stephen Neuenschwander, Assistant Director

MEETING DATE: January 17, 2024

I. SUBJECT

Public Hearing for the 2022 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER).

II. ACTION REQUESTED

Accept the 2022 CDBG CAPER

III. OVERVIEW

The CAPER is a review of progress made during the respective program year towards achieving the goals outlined in the City's Consolidated Plan and the activities funded in the 2022 Annual Action Plan. The program year is October 1, 2022 through September 30, 2023.

Wenatchee Citizen Participation Plan requires a minimum of two public hearings during the CDBG program year to establish funding priorities and review funding allocations. This public hearing supports one of the public hearings in this requirement and the public was informed via a public notice in the Wenatchee World published on January 10, 2024 and posted to the City of Wenatchee's website.

The only project identified in the 2022 Annual Action Plan and funded in the fiscal year included infrastructure improvements. During the 2022 program year, the city expended \$88,996 on infrastructure improvements.

IV. FISCAL IMPACT

There are no budget impacts.

V. PROPOSED PROJECT SCHEDULE

January 25, 2024: City Council Public Hearing
January 26, 2024: Transmit final CAPER to HUD via IDIS

VI. REFERENCE(S)

Draft 2022 CDBG CAPER

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, City Administrator
Brad Posenjak, Finance Director
Glen DeVries, Community Development Director

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary objective of the 2022 Annual Action Plan was to focus on the targeted objective in the consolidated plan to expand development of housing and public amenities by improving transportation/public facilities. At the direction of the City Council, CDBG resources are targeting infrastructure improvement to sidewalks in an effort to remove mobility barriers and benefit low to moderate income neighborhoods.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	100	0	0.00%			
Expand Development of Housing & Public Amenities	Affordable Housing Non-Housing Community Development	CDBG: \$ / Consolidated Homeless Grant: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	5000	100.00%	1000	1000	100.00%

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Expand Development of Housing & Public Amenities	Affordable Housing Non-Housing Community Development	CDBG: \$ / Consolidated Homeless Grant: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	100	100	100.00%			
Expand Development of Housing & Public Amenities	Affordable Housing Non-Housing Community Development	CDBG: \$ / Consolidated Homeless Grant: \$	Rental units constructed	Household Housing Unit	10	0	0.00%			
Expand Development of Housing & Public Amenities	Affordable Housing Non-Housing Community Development	CDBG: \$ / Consolidated Homeless Grant: \$	Businesses assisted	Businesses Assisted	0	0				
Stabilization of Businesses and Homes	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	200	100.00%			

Stabilization of Businesses and Homes	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	40	40	100.00%			
Stabilization of Businesses and Homes	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	20	0	0.00%			
Support Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	1000	100.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

An objective in the consolidated plan is to expand development of housing and public amenities by improving transportation/public facilities. At

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the direction of the City Council, CDBG resources are targeting infrastructure improvement to sidewalks in an effort to remove mobility barriers and benefit low to moderate income neighborhoods. The city continues to identify mobility deficiencies and barriers in our low to moderate income neighborhoods.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	0
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	0
Hispanic	0
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The 2022 projects funded by the city were of a city-wide nature located in diverse neighborhoods of low to moderate income families. The city did not collect demographic data relative to the projects.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	314,585	88,996
Other	public - local	0	
Other	public - state	0	

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Wenatchee	100	100	City-wide emphasis

Table 4 – Identify the geographic distribution and location of investments

Narrative

Under the new 2020-2024 Consolidated Plan, the city elected to not use a target area and instead look at projects from an area and individual benefit basis. This allows the goals to be applied through a city-wide lens while still prioritizing the low- and moderate-income households throughout the Wenatchee community.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The city uses CDBG funds to supplement city resources to fund infrastructure improvements and the removal of barriers.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The city expends significant resources to those experiencing homelessness in our community. The city has not chosen to use CDBG dollars in these efforts. There is no difference between the goals and the outcomes.

Discuss how these outcomes will impact future annual action plans.

The city expends significant resources to those experiencing homelessness in our community. The city has not chosen to use CDBG dollars in these efforts. The City Council has directed that CDBG resources be focused on infrastructure improvements to support our low to moderate income neighborhoods.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

The city expends significant resources to those experiencing homelessness in our community. The city has not chosen to use CDBG dollars in these efforts. The City Council has directed that CDBG resources be focused on infrastructure improvements to support our low to moderate income neighborhoods.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Wenatchee administers homeless and affordable housing programs that serve both Wenatchee and East Wenatchee. These programs are funded through contributions by the Cities. Funding is received from four main sources in addition to non-reoccurring grant resources:

1. The Wenatchee/East Wenatchee Affordable Housing Sales Tax Fund is generated through local sales tax collections authorized by RCW 82.14.540 (HB 1070). Annual revenue fluctuates depending on the economic cycle but averages approximately \$1.8 million/year.
2. The City of Wenatchee Local Homeless Fund (HB 2163) is generated through local document recording fees. Annual revenue fluctuates depending on the number of documents recorded in Chelan County but average approximately \$160,000/year.
3. The City of Wenatchee Affordable Housing Sales Tax Credit is generated through a local sales tax credit against the state’s sales tax collections authorized by RCW 82.14.540 (HB 1406). Annual revenue fluctuates depending on the economic cycle but averages approximately \$85,000/year.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City typically passes collected fund through to partner agencies that operate homeless service programs such as temporary low barrier emergency shelters, homeless outreach, landlord liaison services, and permanent supportive housing programs. Occasionally, these funds help construct or purchase capital facilities and equipment and thus this description is included in the Capital Facilities Plan. The City of Wenatchee is pursuing the implementation of the Chelan – Douglas Homeless Housing Strategic Plan 2019-2024. A multi-phased strategy has been developed by the City of Wenatchee and East Wenatchee to look at having a significant positive impact on providing shelter and wrap around services for the unsheltered homeless population. This initial first phase includes the development of capacity for new low barrier shelter(s) and an integrated approach at outreach with local law enforcement focused on the unsheltered homeless population.

The first phase of this development includes two RV and personal vehicle day park- low barrier emergency shelters, in addition to a low barrier emergency shelter with approximately 44 individual Pallet Shelters, 88 beds, at the Wenatchee Rescue Mission. These facilities each will include wrap around services through the local continuum of care. Final development of improvements for the two RV and personal vehicle day parks will be complete by December 2023. Site planning and construction

for the 44 individual Pallet Shelters began in 2023 and may be complete by December 2023. Should weather or unforeseen factors arise, the site construction and placement of the units would be completed in the Spring of 2024. One of the units, an emergency unit established for families, will not be placed until 2024 due to a potential soil remediation process. Two additional low barrier emergency shelter facilities were granted funds in 2022 with a combined bed count of 74 units.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

- Promoted & funded a balanced mix of services (i.e., emergency, transitional, permanent supportive, preventative, rapid rehousing and outreach) to meet the diverse of needs of homeless individuals including children/teens; individuals with mental health and/or substance abuse issues; individuals exiting systems of care; individuals with disabilities; Veterans; the chronically homeless; & those at-risk for homelessness.
- Prioritized & funded rapid rehousing centered on providing homeless people with permanent housing quickly and then providing progressive support services as needed.
- Prioritized a targeted prevention approach that focused on helping individuals at-risk of homelessness maintain housing through rental assistance.
- Worked with the Washington State Commerce Department to incorporate simple & effective data systems in order to better quantify services, evaluate effectiveness, and identify gaps/opportunities for improvement.
- Allocated resources for community need and achievement of performance outcomes.
- Promoted collaboration among local social service providers by coordinating and participating in local Continuum of Care activities.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

- Promoted & funded a balanced mix of services (i.e., emergency, transitional, permanent supportive, preventative, rapid rehousing and outreach) to meet the diverse of needs of homeless individuals including children/teens; individuals with mental health and/or substance abuse issues; individuals exiting systems of care; individuals with disabilities; Veterans; the chronically homeless; & those at-risk for homelessness.

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- Prioritized & funded rapid rehousing centered on providing homeless people with permanent housing quickly and then providing progressive support services as needed.
- Prioritized a targeted prevention approach that focused on helping individuals at-risk of homelessness maintain housing through rental assistance.
- Worked with the Washington State Commerce Department to incorporate simple & effective data systems in order to better quantify services, evaluate effectiveness, and identify gaps/opportunities for improvement.
- Allocated resources for community need and achievement of performance outcomes.
- Promoted collaboration among local social service providers by coordinating and participating in local Continuum of Care activities.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Housing Authority of Chelan County provides a range of services to address public housing needs including:

- Low-income housing for families, seniors, and individuals with disabilities
- Section 8 tenant-based housing vouchers
- Section 8 Family Self-Sufficiency program
- Agricultural & migrant housing

The City of Wenatchee has a long-standing and positive working relationship with the Housing Authority. While CDBG funds are inadequate to address their identified need for housing unit rehabilitation, the City will continue to seek opportunities to leverage resources aimed at the rehabilitation of existing public housing stock. Additionally, future CDBG funds allocated to infrastructure improvements (i.e., sidewalks, lighting) may be targeted to areas surrounding the Housing Authority's low-income housing properties.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority offers their clients a self-sufficiency educational program which includes information on money management, home care, and life skills. They also offer an escrow incentive program to foster home ownership.

Actions taken to provide assistance to troubled PHAs

The Housing Authority is not a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City mitigates the negative effects of public policies that may serve as barriers to affordable housing by undertaking the following actions:

1. Facilitating multi-family housing and infill residential development including in commercial areas.
2. Reviewing Wenatchee city code incentives for the development of affordable housing.
3. Utilizing public infrastructure incentives to promote additional residential development.
4. Promoting awareness of population demographics and housing needs with the development/real estate community.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The city periodically conducts public outreach to ensure that the broader community is aware of the needs and opportunities identified in the Consolidated Plan and Annual Action Plan.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City's Code Enforcement staff addresses specific lead-based paint cases as they arise. In addition, the city includes lead-based paint hazard information in community education and outreach materials.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Consolidated Plan's focus on reducing housing cost burden and increasing literacy and employability for low-income residents helps to decrease the number of poverty-level families in the region. The city provides funding to local community groups and service providers that support the community.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The city worked with community partners to improve institutional structure by defining which services are best delivered by government and which are best delivered by the private, non-profit, and faith-based sectors.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Wenatchee and the City of East Wenatchee have partnered through an interlocal agreement to address the needs of homeless households within their boundaries utilizing funding from RCW 36.22.179, RCW 36.22.1791 and RCW 82.14.530.

The new agreement establishes a Homeless Housing Task Force with the City of Wenatchee and East Wenatchee as partners. This group is made up of local agency representatives, government officials, and community members. It meets periodically to direct the City of Wenatchee's implementation of the 5-Year Homeless Housing Strategic Plan. The Task Force reviews the goals, objectives and activities identified in the plan. These priorities guide the semi-annual funding allocation.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The *2021 Regional Assessment of Fair Housing Report* identified a number of factors impeding fair housing in Wenatchee including rising housing costs; insufficient affordable housing stock; lack of permanent supportive housing for individuals with disabilities; lack of workforce and financial management skills for disadvantaged populations; & lack of consumer understanding of fair housing rights & responsibilities. The following actions were undertaken in 2020 to alleviate these impediments:

- Rising housing costs & insufficient affordable housing stock: The City used CDBG & local homeless funding to support activities which helped develop and preserve decent, affordable housing including increasing access to affordable housing units through development, rental assistance, & landlord outreach; improving the quality of existing rental housing through code enforcement efforts; expanding homeownership opportunities through financial management education; and providing workforce education programs to improve access to living-wage jobs.
- Lack of workforce and financial management skills for disadvantaged populations: A number of activities were undertaken to help disadvantaged populations develop English language skills, job skills, and financial management skills including CDBG funds used to support English language training programs to help low-income individuals obtain higher paying jobs.

Lack of consumer understanding of fair housing rights & responsibilities: The City provided information on fair housing rights and obligations in a variety of ways including: 1.) Providing information on fair housing laws to homeless service providers and to other interested individuals or organizations; 2.) The City's Landlord/Tenant Liaison program was developed to recruit and partner with landlords willing to rent to homeless households and to provide ongoing tenant education; and 3.) The Housing Justice Project provided free legal assistance to low-income tenants facing eviction or other tenant-based legal issues. These services helped prevent evictions and also helped low-income families understand their rights as tenants.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Wenatchee’s Department of Community Development is responsible for the overall administration of the Consolidated Plan and the monitoring and evaluation of CDBG program activities.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

A public notice was published in the local newspaper on January 10, 2024 notifying the community of the 15-day comment period for the draft 2022 CAPER. A copy of the Draft 20221 CAPER was posted on the city website for review. A public hearing was held at a Wenatchee City Council meeting on January 25, 2024. No public comment was received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes to the jurisdiction's program objectives have occurred. The City Council has placed a priority for CDBG resources to be allocated to public infrastructure. This is not a change of the plan goals and objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes to the jurisdiction's program objectives have occurred. The City Council has placed a priority for CDBG resources to be allocated to public infrastructure. This is not a change of the plan goals and objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				

Other.	0				
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The city did not participate in Section 3 projects.