



DAYTON CITY COUNCIL
111 S. 1st Street, Dayton, WA 99328

CRAIG GEORGE, MAYOR

PRELIMINARY AGENDA
REGULAR MEETING
Wednesday, April 10, 2019
6:00 p.m.

1. CALL TO ORDER
 - A. Roll Call
2. CONSENT AGENDA – RECOMMENDED ACTION:
 - A. Approve City Council Meeting Minutes as written for March 13, 2019
 - B. Approve Voucher Warrants as audited by the Finance Committee
 - C. Approve Payroll Warrants for March 2019
 - D. Authorize Resolution No. 1374, Authorizing Interfund Transfers in Support of the 2019 Budget
3. SPECIAL GUESTS AND PUBLIC COMMENT
 - A. Report on 2019 Alumni Association event activities - Rose and Del Groom
 - B. Request to place 5G fiber optic equipment on the tower located on the roof of Dayton City Hall – David Klingenstein, Touchet Valley Television
 - C. Report on All-Wheels Weekend Activities – Bette Lou Crothers, Chamber of Commerce
 - D. Melissa Bryan, Dayton Chamber of Commerce –
 - i. 2018 Year End Tourism and Promotion Report
 - ii. ACTION: Request Street Closures associated with 2019 Events
 - E. Electric Charge Station Project – Bette Lou Crothers/Meagan Bailey
4. COMMITTEE/BOARD/COMMISSION REPORTS
 - A. Request for new trash receptacles to be installed in Pietryzcki Park (Dayton City Park) – Delphine Bailey, Parks and Public Grounds
 - B. Report and recommendation on a request to place donated hand-made dog waste stations along Touchet River Levee Walking Path – Kathy Berg, Parks and Public Grounds
 - C. Upcoming Street Improvement Projects – Craig George, Mayor
 - i. E. Clay Street between S. 7th and S. 8th Streets
 - ii. N. Cherry Street between Commercial Avenue to dead end
 - iii. S. 5th Street between Day Street and dead end
5. REPORTS OF CITY OFFICERS
 - A. Meagan Bailey, Planning Director:
 - i. Blue Mountain Trails Steering Committee
 - ii. Code Compliance Abatement Case Progress
 - iii. New Legislation Tracking
 - iv. Comprehensive Plan Update Project
 - B. Request to hire seasonal employee to assist with the Park and Cemetery Maintenance based on Department of Corrections policy change for 2019 – Mayor George/David Elkins, Public Works Lead
6. UNFINISHED BUSINESS
7. NEW BUSINESS

- A. RECOMMENDED ACTION: Authorize the Columbia County Sheriff's Office to use of Pietryzcki Park (Dayton City Park) for the Annual National Night Out August 6, 2019
 - B. RECOMMENDED ACTION: Authorize a contract with Municipal Research and Services Center to provide the City with membership in MRSC Rosters
 - C. RECOMMENDED ACTION: Authorize Resolution No. 1375, Investment of City of Dayton's Monies in The Local Government Investment Pool
 - D. RECOMMENDED ACTION: Authorize Ordinance No. 1946, Amending the City of Dayton 2019 Budget, Adopted by Ordinance No. 1941 on December 5, 2018
 - E. RECOMMENDED ACTION: Authorize Ordinance No. 1947, amending the 2019 Salary Schedule Creating One New Classification and Reclassifying One Incumbent Position in the City Administrator's Department and Amending the Salary Schedule to Provide for the New Classification; Providing for Severability; Providing for Corrections; and Establishing an Effective Date
8. FINAL PUBLIC COMMENT
 9. ADJOURN

Next regular meeting is May 8, 2019 at 6:00 p.m. at Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

DAYTON CITY COUNCIL MINUTES
Regular Meeting
Wednesday, March 13, 2019
111 S. 1st Street
Dayton, WA 99328

1. CALL TO ORDER

Mayor Craig George calls the meeting to order at approximately 6:00 p.m.

Roll Call: Present: Kathy Berg; Matt Wiens; Dain Nysoe; Byron Kaczmariski; Delphine Bailey;
Mike Paris; Zac Weatherford - enters the meeting at 6:53 p.m.
Staff: Meagan Bailey, Planning Director; David Elkins, Public Works Leadman;
Trina Cole, City Administrator

2. CONSENT AGENDA:

ACTION: Bailey makes a motion; Nysoe seconds the motion, and the motion carries unanimously approving the Consent Agenda as follows:

- Approve the February 13, 2019 City Council Meeting Minutes as presented;
- Approval of the following vouchers for payment:
Claims: 46608-46638; 46640-46655; 46683-46686; 46703; 46705-46743; 46753-46770;
46798-46803; 99465853; 9946593; 99946619; 99904302024 \$ 243,318.85
Payroll: 46687-46702; 46771-46797 \$ 81,713.34
Total \$ 325,032.19.

3. SPECIAL GUESTS/PUBLIC COMMENT

There are no Special Guests or Public Comment.

4. COMMITTEE/BOARD/ COMMISSIONER REPORTS

Public Safety – Mayor George reports he received a concern regarding current panhandling issues and directs Public Safety to look into the issue.

Public Works – Mayor reads letters of appreciation from Eulalie Schreck and Lorna Barth for the Public Works Crew’s recent snow plowing efforts.

Finance – Mayor reports meeting Monday

Parks/Public Grounds – George reports that Pacific Power with the help of Tree, Inc. trimmed the Main Street trees as no cost to the City; and, Cole reports that the City was awarded an Urban Forestry Grant to create a Main Street Tree Management Solution Plan with the assistance of consultant and contractor services.

Planning/Economic Development – There is no report.

Personnel – There is no report.

Emergency Management – There is no report.

Chamber of Commerce – Berg reports on the Chamber’s Annual Brix and Brews event and the hiring of the new Chamber Administrative Assistant, Caitlyn Robbins.

Commissioners – George reports Ryan Rundell was appointed to Columbia County Commissioner serving as Norm Passmore’s replacement.

5. REPORTS OF CITY OFFICERS

Sheriff – There is no report.

Public Works – There is no report.

Planning Director/Code Compliance – There is no report.

City Clerk-Treasurer – Cole working on closing out Financial for 2018, completed and submitted the United States Department of Agriculture Annual Report.

Mayor Pro-Tempore – There is no report.

Mayor – Mayor George: 1) Reminds Council members to file information with the Public Disclosure Commission as required by law; 2) Reads his letter of formal resignation effective April 30, 2019; and 3) Reads letter from Mike Paris declaring his candidacy for Mayor.

6. UNFINISHED BUSINESS

ACTION: M. Bailey summarizes the City's application to Columbia County to amend the Urban Growth Area for Dayton, WA. Bailey makes a motion; Berg seconds the motion accepting the proposed application and that it be submitted to Columbia County for amending the Urban Growth Area for the City. There is no discussion. The motion carries unanimously.

7. NEW BUSINESS

ACTION: Kaczmarski makes motion; Berg seconds the motion to appoint Rusty Figgins to the Dayton Historic Preservation Commission, effective March 14th, 2019, with a term ending February 28th, 2022. Council discusses Mr. Figgins qualifications for the position. The motion carries unanimously.

ACTION: M. Bailey summarizes Resolution No. 1374, a resolution that would adopt Residential Historic Design Guidelines as recommended by the Dayton Historic Preservation Commission including that it would be for voluntary compliance at this time. D. Bailey states that the proposed policy needs additional clarification to ensure the voluntary compliance intent is clear. D. Bailey makes a motion; Nysoe seconds the motion to table Resolution No. 1374 to clarify the resolutions intent of voluntary compliance. The motion carries unanimously. D. Bailey will work with the M. Bailey to improve Resolution No. 1374.

8. EXECUTIVE SESSION:

Mayor George announces that the Council will adjourn to executive session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)). He further states that the session will end in approximately 20 minutes or 6:45 p.m. and there will be no action.

At 6:45 p.m., George announces that the executive session shall be extended until 6:50 p.m.

At 6:50 p.m., George announces that the executive session shall be extended until 7:10 p.m.

At 7:09 p.m., George announces that the executive session shall be extended until 7:20 p.m.

The regular meeting reconvenes at 7:20 p.m. There is no action.

9. FINAL PUBLIC COMMENT

Council inquires about the process for replacing Mayor George. Cole provides the legal requirements for the process of appointing an individual to the position of Mayor.

10. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned at 7:23 p.m.

City of Dayton

By: Craig George, Mayor

Attested:

Approved:

Trina Cole, City Administrator

04/10/2019

Date



Register

04/10/2019 Agenda Item No. 2(B)

Fiscal: 2019 - Claims Vouchers 03/14/2019 - 04/05/2019

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>46821</u>	Anderson Perry & Assoc	3/20/2019		\$51,544.73
<u>46822</u>	Adam Michaelson	3/21/2019		Void
<u>46823</u>	Barb Gibson	3/21/2019		\$41.87
<u>46824</u>	Basin Disposal, Inc	3/21/2019		\$170.24
<u>46825</u>	Carol M. Rahn	3/21/2019		\$48.28
<u>46826</u>	Centurylink	3/21/2019		\$924.52
<u>46827</u>	City Lumber & Coal Yard	3/21/2019		\$227.08
<u>46828</u>	City of Dayton	3/21/2019		\$1,066.73
<u>46829</u>	Col Co Planning & Building	3/21/2019		\$1,980.06
<u>46830</u>	Coleman Oil Company	3/21/2019		\$1,868.29
<u>46831</u>	Dayton Mercantile	3/21/2019		\$6.92
<u>46832</u>	Dayton Tractor & Machine, Inc	3/21/2019		\$3.79
<u>46833</u>	Gary Lowe	3/21/2019		\$41.50
<u>46834</u>	Humbert Asphalt, Inc.	3/21/2019		\$8,325.00
<u>46835</u>	Invoice Cloud	3/21/2019		\$131.60
<u>46836</u>	Kim Bainter	3/21/2019		\$41.50
<u>46837</u>	Pacific Power	3/21/2019		\$14,356.24
<u>46838</u>	Platt Electric Supply	3/21/2019		\$10.64
<u>46839</u>	Ryan Jones	3/21/2019		\$96.55
<u>46840</u>	Sarah Peterson	3/21/2019		\$96.55
<u>46841</u>	Scott Noel-Hemming	3/21/2019		\$24.70
<u>46842</u>	Bryan Land Surveying, LLC	3/25/2019		\$4,200.00
<u>46843</u>	Cody Steinhoff	3/26/2019		\$34.30
<u>46844</u>	Coleman Oil Company	3/26/2019		\$1,031.75
<u>46845</u>	Dept Of Revenue	3/26/2019		\$5,802.81
<u>46846</u>	Ferrellgas	3/26/2019		\$83.98
<u>46847</u>	Jay's Garage	3/26/2019		\$365.33
<u>46848</u>	Konen Rock Crushing, Inc	3/26/2019		\$116.64
<u>46849</u>	Northwest Administrators	3/26/2019		\$1,446.43
<u>46850</u>	Pepsi Cola - Walla Walla	3/26/2019		\$31.25
<u>46851</u>	Skyline Parts Inc	3/26/2019		\$1,033.77
<u>46852</u>	Staples Credit Plan	3/26/2019		\$347.04
<u>46853</u>	Total Office Concepts	3/26/2019		\$102.38
<u>46854</u>	Touchet Valley Television, Inc	3/26/2019		\$65.00
<u>46855</u>	U.S. Bank N.A. - Custody	3/26/2019		\$32.00

Number	Name	Print Date	Clearing Date	Amount
<u>46856</u>	USA Bluebook	3/26/2019		\$409.57
<u>46857</u>	Vision Forms, LLC	3/26/2019		Void
<u>46858</u>	Vision Municipal Solutions	3/26/2019		\$12,034.52
<u>46859</u>	Walla Walla Regional Water	3/26/2019		\$90.00
<u>46860</u>	Western States Equipment	3/26/2019		Void
<u>50030</u>	John, Rob	3/31/2019		\$95.60
<u>9946834</u>	Humbert Asphalt, Inc.	3/31/2019		\$0.00
<u>99946834</u>	Humbert Asphalt, Inc.	3/31/2019		\$0.00
		Total	Check	\$108,329.16
		Total	7270002352	\$108,329.16
Umpqua Bank	5990067340			
Check				
<u>46798</u>	Col Co Treasurer	3/11/2019		\$36,745.09
<u>46799</u>	George, Craig	3/11/2019		\$40.00
<u>46800</u>	Hays, Debra	3/11/2019		\$525.64
<u>46801</u>	Powers, Chester M	3/11/2019		\$162.84
<u>46803</u>	Umpqua Bank	3/13/2019		Void
		Total	Check	\$37,473.57
		Total	5990067340	\$37,473.57
		Grand Total		\$145,802.73



Register

Fiscal: March 2019 - Payroll Warrants 03/01/2019 - 03/31/2019

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon Check	7270002352			
<u>46804</u>	Bowhay, Michael H.	3/14/2019		\$1,490.85
<u>46805</u>	Cole, Trina D.	3/14/2019		\$2,592.98
<u>46806</u>	Costello, James S.	3/14/2019		\$2,590.25
<u>46807</u>	Elkins, David J.	3/14/2019		\$1,528.66
<u>46808</u>	Fletcher, Lloyd	3/14/2019		\$1,415.93
<u>46809</u>	Hays, Debra M.	3/14/2019		\$1,913.49
<u>46810</u>	John, Rob	3/14/2019		\$896.04
<u>46811</u>	Moton, Donald G.	3/14/2019		\$1,297.69
<u>46812</u>	Souza, Marcio	3/14/2019		\$1,367.86
<u>46813</u>	Strickland, Eddie L	3/14/2019		\$1,379.00
<u>46814</u>	Sweetwood, David	3/14/2019		\$1,351.44
<u>46815</u>	Westergreen, Connie	3/14/2019		\$1,104.35
<u>46816</u>	Council No. 2	3/15/2019		\$452.40
<u>46817</u>	Daniel H Brunner, Chapter 13 Trustee	3/15/2019		\$414.50
<u>46818</u>	Internal Revenue Service - U S Treasury	3/15/2019		\$6,263.61
<u>46819</u>	Washington State Support Registry	3/15/2019		\$94.00
<u>50001</u>	Bailey, V. Delphine	3/28/2019		\$138.52
<u>50002</u>	Berg, Kathleen A.	3/28/2019		\$138.52
<u>50003</u>	Bowhay, Michael H.	3/28/2019		\$1,657.69
<u>50004</u>	Cole, Trina D.	3/28/2019		\$2,668.59
<u>50005</u>	Costello, James S.	3/28/2019		\$2,583.40
<u>50006</u>	Elkins, David J.	3/28/2019		\$1,604.74
<u>50007</u>	Fletcher, Lloyd	3/28/2019		\$1,468.08
<u>50008</u>	George, Craig	3/28/2019		\$848.50
<u>50009</u>	Hays, Debra M.	3/28/2019		\$1,917.55
<u>50010</u>	John, Rob	3/28/2019		\$1,070.78
<u>50011</u>	Kaczmarski, Byron	3/28/2019		\$138.52
<u>50012</u>	Moton, Donald G.	3/28/2019		\$1,352.04
<u>50013</u>	Nysoe, Dain	3/28/2019		\$138.52
<u>50014</u>	Paris, Michael	3/28/2019		\$138.52
<u>50015</u>	Souza, Marcio	3/28/2019		\$1,419.52
<u>50016</u>	Strickland, Eddie L	3/28/2019		\$1,657.93
<u>50017</u>	Sweetwood, David	3/28/2019		\$1,417.76
<u>50018</u>	Weatherford, Zachary M	3/28/2019		\$138.52
<u>50019</u>	Westergreen, Connie	3/28/2019		\$900.21
<u>50020</u>	Wiens, Matt	3/28/2019		\$138.52

Number	Name	Print Date	Clearing Date	Amount
<u>50021</u>	AFLAC Remittance Processing	3/28/2019		\$483.27
<u>50022</u>	Daniel H Brunner, Chapter 13 Trustee	3/28/2019		\$414.50
<u>50023</u>	Dept of Labor & Industries	3/28/2019		\$10,658.60
<u>50024</u>	Dept of Retirement Systems	3/28/2019		\$11,071.03
<u>50025</u>	Internal Revenue Service - U S Treasury	3/28/2019		\$6,804.70
<u>50026</u>	Northwest Administrators	3/28/2019		\$12,994.25
<u>50027</u>	WA State Employment Security	3/28/2019		\$1,063.70
<u>50028</u>	Washington State Support Registry	3/28/2019		\$94.00
<u>50029</u>	WSCCCE	3/28/2019		\$1,111.08
		Total	Check	\$92,384.61
		Total	7270002352	\$92,384.61
		Grand Total		\$92,384.61

04/10/2019

Agenda Item No. 2(D)

RESOLUTION NO. 1374

A RESOLUTION OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON AUTHORIZING INTERFUND TRANSFERS FROM THE CURRENT EXPENSE FUND TO THE CAPITAL IMPROVEMENTS FUND; AND, WATER AND SEWER REVENUE FUNDS TO THEIR RESPECTIVE CUMULATIVE RESERVE FUNDS, IN SUPPORT OF THE 2019 BUDGET.

WHEREAS, the City Council recognizes the need to support capital improvement and equipment replacement programs for the City of Dayton; and

WHEREAS, the 2019 Budget ("Budget") authorized by the Dayton City Council on December 5, 2018 provides for continued support of the capital improvement programs for water, sewer, park and cemetery services.

NOW, THEREFORE, CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council authorizes interfund transfers as specified in Attachment "A" for the purposes of meeting City of Dayton's park, cemetery, water and sewer capital improvement and equipment replacement programs.

SECTION 2. The interfund transfers as prescribed in Attachment "A" shall not be exceeded by and must be completed no later than December 31, 2019.

SECTION 3. This Resolution shall take effect and be in full force upon its approval.

ADOPTED by the City Council of the City of Dayton, Washington on this _____ day of _____, 2019.

City of Dayton

By: Craig George, Mayor

Attested/Authenticated By:

Trina Cole, City Administrator

Resolution No. 1374
Approved: 04/10/2019

Approved as to form:

Quinn Plant, City Attorney

ATTACHMENT "A"

RESOLUTION NO. 1374

Approved:

2019 INTERFUND TRANSFERS

From	To	Amount
Sewer Revenue Fund (401)	Sewer Cumulative Reserve Fund (402)	\$129,111.00
Water Revenue Fund (403)	Water Cumulative Reserve Fund (404)	\$105,400.00
Current Expense Fund (001)	Capital Improvements Fund (301)	\$7,250.00
	TOTAL INTERFUND TRANSFERS 2019	\$241,761.00

cc: Jim

COLUMBIA COUNTY SHERIFF'S OFFICE

341 USTMAI STREET STE 1
DAYTON, WASH/IGT0/199328

JOSEPH A. HELM
SHERIFF



MAR 18 2019

@

March 15, 2019

The Honorable Craig George, Mayor
City of Dayton
111 South 1st Street
Dayton, WA 99328

Dear Mayor George:

The purpose of this letter is to ask the City of Dayton for permission to use the Dayton City Park to hold National Night Out again this year. The event is scheduled for Tuesday evening, August 6th, between 5 p.m. and 8 p.m. This will be the 1st year that Columbia County has participated in National Night Out, and it just keeps getting bigger and bigger.

As in years past, we will be applying for a street blocking permit, and will be coordinating with Jim Costello and the Dayton Public Works Department in relation to the use of the park. The Sheriff's Office will be responsible for clean up the day after the event.

Should you have any questions, please feel free to contact me.

Respectfully

Joseph A. Helm
Sheriff
Columbia County

By

Tim Quigg
Civil Deputy



Washington Public Agency Contract Small Works, Consultant, and Vendor Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government (the "Public Agency"),

1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters.
2. Scope of Services. MRSC shall host the entire Public Agency's individual Small Public Works Roster ("Small Works Roster"), individual Consultant Roster ("Consultant Roster"), and individual Vendor Roster ("Vendor Roster") (collectively "Rosters"). MRSC shall advertise at least annually for the Small Works Roster, Consultant Roster, and Vendor Roster in accordance with statutory requirements on behalf of the Public Agency. MRSC will assist small public works, consultant, and vendor business (collectively, "businesses") with roster registration throughout the year, receive applications, review applicant eligibility for compliance with basic statutory eligibility requirements, and maintain business applications in an online database.
3. Effective Date and Term. This Contract shall be effective in the year in which it is signed on either May 1 if signed prior to May 1 or December 1 if signed prior to December 1, for a period of one year.
4. Access to MRSC Rosters by Public Agency Prior to Legal Notice. As of the Contract effective date, the Public Agency may access the MRSC Rosters database at www.mrscrosters.org by entering its account login information, as will be provided by MRSC. The Public Agency may search for and view business applications as of the effective date of the Contract, but it may not contact businesses about roster projects until after the legal notice is posted.
5. Notification of Transition to MRSC Rosters. As of the contract effective date, the Public Agency may begin notifying interested businesses that they may register with the Public Agency at any time in the MRSC Rosters, but that the Public Agency will not begin using the hosted rosters until after the legal notice is posted.
6. Roster Legal Notice. MRSC shall post the statutorily-required roster legal notice on behalf of the Public Agency in a newspaper of general circulation relative to the location of the Public Agency. The notice will occur the first Monday of January or June, or during the week of the first Monday of January or June for weekly newspapers.
7. Use of MRSC Rosters by Public Agency. As of the date of the applicable legal notice in January or June, all departments of the Public Agency will discontinue use of any previously-maintained rosters and begin using the MRSC Rosters exclusively when choosing to follow a roster contracting process, in accordance with the following statutory requirements:
 - (a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects in accordance with RCW 39.04.155, as now or hereafter amended. The Public Agency shall be responsible for its own and the selected businesses' compliance with all other laws and regulations governing public works contracting, including retainage and bonds, prevailing wages, and any other applicable requirements.
 - (b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects in accordance with the laws and ordinances applicable to the Public Agency, including Chapter 39.80 RCW when contracting for architectural and engineering services. The Public Agency shall be responsible for its own and the selected businesses' compliance with all laws and regulations governing the purchase of services.

(c) Vendor Roster. The Public Agency will use the Vendor Roster to select businesses to award contracts for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts in accordance with RCW 39.04.190, and any ordinances and other laws applicable to the Public Agency. The Public Agency shall be responsible for its own and the selected business' compliance with all laws governing such purchases.

8. Compensation of Businesses. The Public Agency shall be responsible for payments to any business that it selects as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

9. Annual Membership Fee. The Public Agency will pay MRSC an annual membership fee based on the five-year average of the Public Agency's total capital expenditures. Payment of the annual membership fee is due within thirty (30) days of the Contract effective date.

Based on the following Membership Fee Scale, the Public Agency will pay an annual membership fee of \$_____.

Total Capital Expenditures	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

10. Relationship of Parties. MRSC will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint ventures.

11. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses which the Public Agency may enter into as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

12. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, to the extent arising from any negligent act or omission of that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

13. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

14. Renewal. This Contract may be renewed annually by completing the online renewal process that includes confirming that the Public Agency will continue abiding by the terms outlined in this Contract and making payment within thirty (30) days from the effective date of either May 1 or December 1.

15. Non-assignment. MRSC shall contract with Strategies 360 for the hosting of the Public Agency rosters in the online database. MRSC shall not otherwise subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

16. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

17. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

18. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

19. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: _____

Common Public Agency Name (if different): _____

Mailing Address: _____

County: _____

Type of Public Agency: _____

Website: _____

Primary Contact:

Additional Contact:

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

Facsimile: _____

Facsimile: _____

20. Signatures. By signing this Contract, the Public Agency signatory below certifies that he/she has the authority to enter into this Contract on behalf of the entire Public Agency.

PUBLIC AGENCY

MRSC

[Signature]

[Signature]

[Title]

MRSC Rosters Manager

[Title]

[Date]

[Date]

RESOLUTION NO. 1375

**A RESOLUTION OF THE CITY OF DAYTON, WASHINGTON, AUTHORIZING
INVESTMENT OF CITY OF DAYTON'S MONIES IN THE LOCAL
GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Dayton, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City Council, the "governing body" or any designee of the governing body pursuant to this resolution, the City of Dayton Investment Policies adopted December 19, 2018 or a subsequent resolution(s); and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein. **NOW, THEREFORE, CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The governing body does hereby authorize the contribution and withdrawal of City of Dayton monies in the LGIP in the manner prescribed by law, rule, and prospectus.

SECTION 2. The City has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the City's Investment Officer and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

SECTION 3. The governmental entity designates Trina D. Cole, City Administrator/Clerk-Treasurer, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

SECTION 4. Delegation, as prescribed in Section 3, ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

SECTION 5. The Form as incorporated as Attachment "A" into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

SECTION 6. The governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer and incorporated as Attachment "B" into this resolution. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

SECTION 7. This Resolution shall take effect and be in full force upon its approval.

ADOPTED by the City Council of the City of Dayton, Washington on this _____ day of _____, 2019.

City of Dayton

By: Craig George, Mayor

Attested/Authenticated By:

Trina Cole, City Administrator

Approved as to form:

Quinn Plant, City Attorney

LOCAL GOVERNMENT INVESTMENT POOL
TRANSACTION AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Name of Entity: City of Dayton	Mailing Address: 111 S. 1 st Street Dayton, WA 99328
Fax Number:	
E-mail Contact: tcole@daytonwa.com	

Statements can only be emailed ONE address due to system restrictions. We will use the address listed above.

Please note – if you choose to receive statements via email and/or fax.

Email Fax

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds will not be transferred to any account other than that listed).

Bank Name: Bank of Eastern Oregon
Branch Location: Dayton, WA
Bank Routing Number: 123203535
Account Number: 7270002353
Account Name: City of Dayton

Persons authorized to make deposits and withdrawals for the entity listed above.

Name	Title	Signature	Telephone Number
Trina D. Cole	City Administrator/Clerk-Treasurer		(509) 382-2361 or (509) 520-0118
Debra M. Hays	Deputy City Clerk		(509) 382-2361 or (509) 520-0392

By signature below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Signature)</i>	<i>(E-mail Address)</i>	<i>(Telephone number)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
PO BOX 40200
OLYMPIA, WA 98504-0200
FAX: (360) 902-9044

Date Received: ____ / ____ / ____ Fund Number: _____ <i>(for LGIP use only)</i>

State of Washington)
County of _____) ss.

Signed or attested before me by _____.

Dated this ____ day of _____, 20__.

Signature of Notary

SEAL OR STAMP

Typed or printed name of Notary

Notary Public in and for the State of Wash.

My appointment expires: _____

**LOCAL GOVERNMENT
INVESTMENT POOL**

Prospectus

August 2016



James L. McIntire

Washington State Treasurer

Contents

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I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of July 1, 2016)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

**Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)**

	2009	2010	2011	2012	2013	2014	2015	2016
<i>Total Operating Expenses</i>	0.88	0.64	0.81	0.68	0.87	0.88	0.95	0.88

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$950,000.

Fund Assets	\$8.0 bn	\$10.0 bn	\$12.0 bn
Total Operating Expenses (in Basis Points)	1.19	0.95	0.79

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to

be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

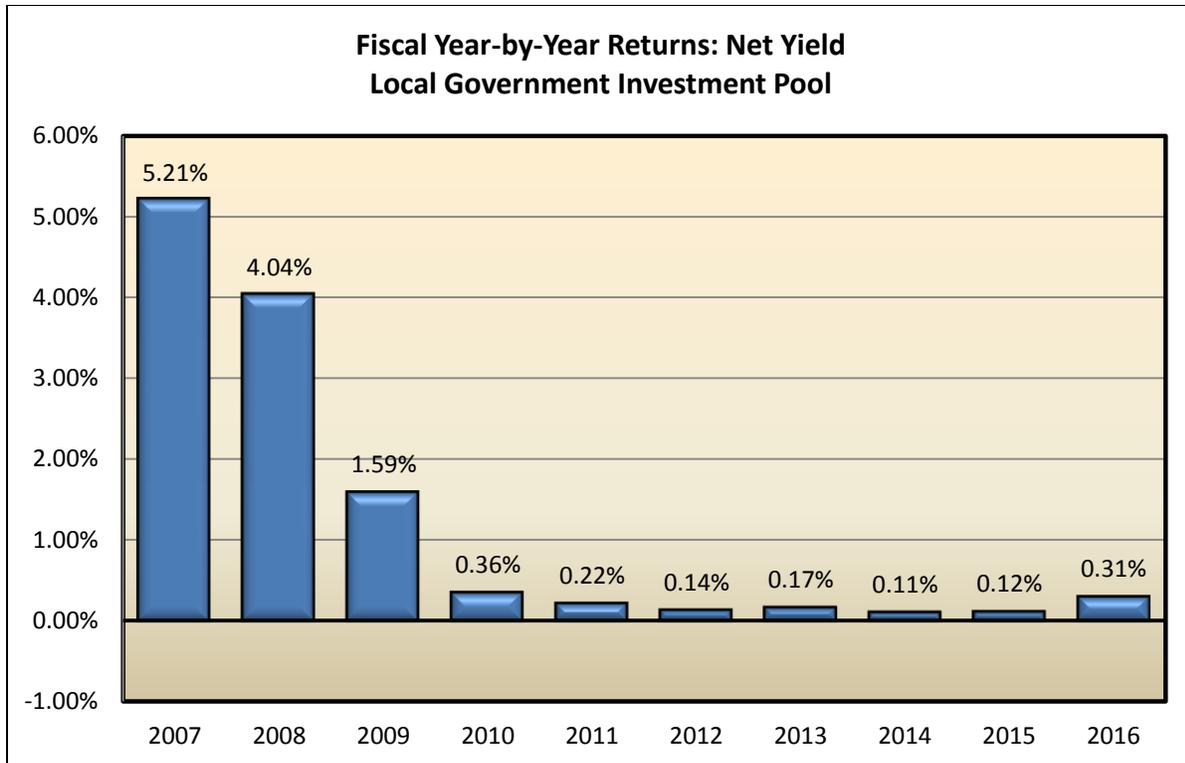
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.31%	0.18%	0.17%	1.28%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitations

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

Notice of Wire contribution. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of ACH contribution. A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice of Wire withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Notice of ACH withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044



City of Dayton
111 S. 1st Street
Dayton, WA 99328

STAFF REPORT

Agenda Title: Agenda Item No. 7(D) - Ordinance No. 1946, amending the city of Dayton 2019 budget, adopted by Ordinance No. 1941 on December 5, 2018

Meeting Date: April 10, 2019

Mayor and Finance Committee Review: March 27, 2019 by Zac Weatherford, Byron Kaczmariski, Dain Nysoe, Mayor Craig George

Prepared By: Trina Cole, City Administrator

RECOMMENDED ACTION: Authorize Ordinance No. 1946 amending the 2019 Budget to account for 2019 Beginning Fund Balances.

BACKGROUND:

The City Council authorized the 2019 City of Dayton Budget on December 5, 2018. This report reflects the carryover of ending fund balances from fiscal year 2018 for each fund as described below:

Current Expense Fund - Beginning Fund Balance: An increase of \$119,019. With the closing out of fiscal year 2018, \$119,049 additional fund balance was recognized. The Finance Committee recommends the following: \$70,000 into a Current Expense (CE) Reserve Fund Balance; \$20,000 code violation abatement process; and, \$29,049 into CE Unreserved Fund Balance.

City Street & Road Fund - Beginning Fund Balance: An increase of \$22,713. With the closing out of fiscal year 2018, \$22,713 additional unreserved fund balance was recognized.

Motel/Hotel Excise Tax Fund - Beginning Fund Balance: An increase of \$9,037. With the closing out of fiscal year 2018, \$9,037 will be distributed to Chamber of Commerce for Tourism Promotion.

Capital Improvements Fund - Beginning Fund Balance: An increase of \$65,097. With the closing out of fiscal year 2018, \$65,097 additional unreserved fund balance was recognized.

Sewer Revenue Fund - Beginning Fund Balance: An increase of \$149,149. With the closing out of fiscal year 2018, \$149,149 should have been transferred to Sewer Cumulative Reserve resulting in an additional unreserved fund balance being recognized for 2019. Note that this transfer will occur in the May 2019 meeting.

Sewer Cumulative Reserve Fund – Beginning Fund Balance: A decrease of (\$167,103) plus the failed transfer of \$149,149, resulted in a net decrease of (\$17,954) unreserved fund balance for 2019.

Water Revenue Fund – Beginning Fund Balance: An increase of \$85,619. With the closing out of fiscal year 2018, \$85,619 additional unreserved fund balance was recognized for 2019 debt service responsibilities.

Water Cumulative Reserve Fund – Beginning Fund Balance: An increase of \$32,828. With the closing out of fiscal year 2018, \$32,828 additional unreserved fund balance was recognized.

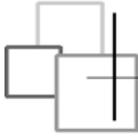
Water and Sewer Debt Service Fund - Beginning Fund Balance: An increase of \$31,970. With the closing out of fiscal year 2018, \$31,970 additional unreserved fund balance was recognized.

Cemetery Endowment Fund - Beginning Fund Balance: An increase of \$325. With the closing out of fiscal year 2018, \$325 additional reserved fund balance was recognized.

Total increase resulting from closing out fiscal year 2018 is \$497,850.

Attachments:

- A. 2018 Ending Cash and Investments Activity
- B. Ordinance No. 1946



Cash and Investment Activity

Period: 2018 - December
Fiscal Totals

1	2	3	4	5	6	7	8	9	10	11	12
Fund	Beginning	Beginning	Activity	Activity	Ending	Ending	Ending	2018 Projected	Difference	Net Increase/	
	Cash	Investments	In	Out	Cash	Investments	Balance	Ending Fund	(9-10=11)	(Decrease)	
								Balances			
001	Current Expense Fund	\$56,504.16	\$103,253.78	\$1,532,381.31	\$1,190,864.68	\$112,159.09	\$181,890.07	\$294,049.16	\$ 175,000	\$ 119,049.16	
002	Cemetery	\$131.36	\$0.00	\$0.00	\$131.36	\$0.00	\$0.00	\$0.00	\$ -	\$ -	
101	Cemetery Fund	\$16.08	\$0.00	\$0.00	\$0.00	\$16.08	\$0.00	\$16.08	\$ -	\$ 16.08	
103	City Street Fund	\$18,616.29	\$53,817.83	\$334,823.19	\$292,953.10	\$16,100.17	\$91,613.04	\$107,713.21	\$ 85,000	\$ 22,713.21	
106	Motel/hotel Excise Tax Fund	\$6,783.96	\$319.20	\$85,404.41	\$73,378.29	\$4,439.56	\$5,598.07	\$10,037.63	\$ 1,000	\$ 9,037.63	
301	Capital Improvement Fund	\$68,729.53	\$212,547.50	\$1,338,180.92	\$1,195,312.43	\$46,258.02	\$99,782.22	\$146,040.24	\$ 80,943	\$ 65,097.24	
401	Sewer Revenue Fund	\$2,010.42	\$144,857.01	\$1,263,602.61	\$1,064,112.71	\$0.00	\$237,477.99	\$237,477.99	\$ 88,329	\$ 149,148.99	
402	Sewer Cumulative Reserve Fund	\$0.00	\$260,766.62	\$342,592.86	\$205,319.86	\$112,630.18	\$108,123.44	\$220,753.62	\$ 387,857	\$ (167,103.38) \$ (17,954.39)	
403	Water Revenue Fund	\$5,218.34	\$130,510.82	\$1,205,002.64	\$1,039,053.05	\$0.00	\$244,091.00	\$244,091.00	\$ 158,472	\$ 85,619.00	
404	Water Cumulative Reserve Fund	\$42,222.19	\$597,566.71	\$698,035.73	\$580,302.09	\$65,768.47	\$182,059.30	\$247,827.77	\$ 215,000	\$ 32,827.77	
413	Water/Sewer Bond Reserve	\$0.00	\$504,257.16	\$13,204.89	\$0.00	\$13,204.89	\$491,052.27	\$504,257.16	\$ 504,257	\$ 0.16	
414	Water/Sewer System Debt Service	\$38,489.10	\$187,172.03	\$220,425.27	\$222,781.51	\$10,481.60	\$21,488.60	\$31,970.20	\$ -	\$ 31,970.20	
601/701	Cemetery Endowment Care Fund	\$721.82	\$233,092.42	\$632,502.74	\$316,449.78	\$325.00	\$334,892.88	\$335,217.88	\$ 334,893	\$ 324.88	
602	Library Endowment Fund	\$0.00	\$168,942.61	\$168,942.61	\$168,942.61	\$0.00	\$0.00	\$0.00	\$ -	\$ -	
603	Dayton Historic Pathway Endowm	\$0.00	\$9,001.55	\$0.00	\$0.00	\$0.00	\$9,001.55	\$9,001.55	\$ 9,002	\$ (0.45)	
		\$338,987.90	\$2,606,105.24	\$12,650,964.22	\$11,034,283.99	\$612,110.23	\$2,007,070.43	#####	\$ 497,849.48		

ORDINANCE NO. 1946

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING THE CITY OF DAYTON 2019 BUDGET, ADOPTED BY
ORDINANCE NO. 1941 ON DECEMBER 5, 2018.**

WHEREAS, the City of Dayton adopted the 2019 Budget (“Budget”) in final form by Ordinance No. 1941 on the 5th day of December, 2018; and

WHEREAS, it has become necessary to amend the Budget to account for **actual beginning fund balances** for fiscal year 2019;

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

SECTION 1. AMEND. The City of Dayton 2019 Budget is hereby amended to change revenues and appropriations as set forth below:

FUND	2019 BUDGET RESOURCES/ APPROPRIATIONS ADOPTED 12/05/2019	04/10/2019 Increase/ (Decrease)	2019 BUDGET RESOURCES/ APPROPRIATIONS AS AMENDED 04/10/2019
CURRENT EXPENSE	\$ 1,043,800	\$ 119,049	\$ 1,162,849
CEMETERY	\$ -	\$ 17	\$ 17
CITY STREET & ROAD	\$ 336,500	\$ 22,713	\$ 359,213
MOTEL/HOTEL EXCISE TAX	\$ 59,000	\$ 9,037	\$ 68,037
CAPITAL IMPROVEMENTS	\$ 239,774	\$ 65,097	\$ 304,871
SEWER REVENUE	\$ 1,044,653	\$ 149,149	\$ 1,193,802
SEWER CUMULATIVE RESERVE	\$ 2,125,859	\$ (17,954)	\$ 2,107,905
WATER REVENUE	\$ 1,065,056	\$ 85,619	\$ 1,150,675
WATER CUMULATIVE RESERVE	\$ 300,396	\$ 32,828	\$ 333,224
W & S SYSTEM DEBT RESERVE	\$ 504,257	\$ -	\$ 504,257
W & S SYSTEM DEBT SERVICE	\$ -	\$ 31,970	\$ 31,970
CEMETERY ENDOWMENT	\$ 349,933	\$ 325	\$ 350,258
PATHWAY ENDOWMENT	\$ 9,002	\$ -	\$ 9,002
TOTAL 2019 BUDGET	\$ 7,078,230	\$ 497,850	\$ 7,576,080

SECTION 2. ADOPT. The budget for fiscal year 2019 is amended to provide for the changes as outlined above, and is hereby adopted, ratified and confirmed.

SECTION 3. SEVERABILITY. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

SECTION 4. EFFECTIVE DATE. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City of Dayton and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF DAYTON,
WASHINGTON, AT A REGULAR MEETING THIS _____ DAY OF _____, 2019.**

City of Dayton

By: Craig George, Mayor

Attested/Authenticated By:

By: Trina Cole, City Administrator

Approved as to form:
Menke Jackson Beyer, LLP

By: Quinn Plant, City Attorney

**ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE NO. 1946**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING THE CITY OF DAYTON 2019 BUDGET, ADOPTED BY
ORDINANCE NO. 1941 ON DECEMBER 5, 2018.**

SECTION 1. AMEND.

SECTION 2. ADOPT.

SECTION 3. SEVERABILITY.

SECTIN 4. EFFECTIVE DATE.

The full text of Ordinance 1946 adopted the _____ day of _____, 2019, is available for examination at the City Clerk's Office, 111 S. 1st St., Dayton, WA during normal business hours, Monday – Thursday, 8:00 a.m. to 4:00 p.m. Full text of the Ordinance shall be mailed upon request.

By: /s/ Craig George, Mayor

Attested/Authenticated by: /s/ Trina Cole, City Administrator

Approved as to form: /s/ Quinn Plant, City Attorney

Published: _____
Dayton Chronicle



City of Dayton
111 S. 1st Street
Dayton, WA 99328

STAFF REPORT

Agenda Title: Agenda Item No. 7(E) - Ordinance No. 1947, amending the 2019 Salary Schedule to reclassify the Administrative/Clerical Assistant to Utility Accounting Clerk

Meeting Date: April 10, 2019

Mayor and Personnel Committee Review: March 27, 2019 by Mike Paris, Kathy Berg, Mayor Craig George

Prepared By: Trina Cole, City Administrator

RECOMMENDED ACTION:

Authorize Ordinance No. 1947, amending the 2019 Salary Schedule Creating One New Classification and Reclassifying One Incumbent Position in the City Administrator's Department and Amending the Salary Schedule to Provide for the New Classification; Providing for Severability; Providing for Corrections; and Establishing an Effective Date

BACKGROUND:

In the fall of 2018, the Administrative/Clerical Assistant classification was reviewed to ascertain whether it was in line with its prescribed job description (Attachment A). Upon review of the current level of duties and responsibilities, it became evident that the Administrative/Clerical Assistant position has evolved. This evolution is due to working with the City's complex utility software system, accounting for utility payments and other revenue payments, performing utility account collection activities, processing open and close requests for services, performing daily cash deposits, progression of electronic payment options and other additional job responsibilities specific to the City's financial accounting system. As a result, a new job description has been prepared reflecting a new classification, Utility Accounting Clerk (Attachment B).

The City Administrator is also recommending that the incumbent be reclassified as the Utility Accounting Clerk. She has proven that she has the depth and knowledge to perform the work as assigned, her decision-making skills are excellent, and she possesses the analytical skills needed to tackle the complexity of the City's utility system.

As part of this new classification, staff is recommending increasing the hourly wage rate for this position to reflect its classification (Attachment C). This recommendation is based on an accounting clerk salary comparison of similar-sized communities across the state (Attachment D).

FISCAL IMPACT:

The City Administrator has recommended that the starting wage for the incumbent for the new classification will be above mid-range at \$20.88 per hour. The proposed rate of pay for the new classification for the incumbent will be within the 2019 budgeted amount for salaries and wages for 2019.

Attachments:

- A. Administrative Assistant Job Description
- B. Utility Accounting Clerk Job Description
- C. Ordinance No. 1947
- D. Salary comparisons summary

CITY OF DAYTON



JOB TITLE: Clerical Assistant

CLASS: Non-Exempt

REPORTS TO: City Clerk/Treasurer or designee

STATUS: 32 - 40 hours per week

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, perform a variety of clerical duties of above-average difficulty in an assigned area of the office; provide information and assistance to others as required.

REPRESENTATIVE DUTIES:

The following duties are typical for this position:

- Perform a variety of clerical duties of above-average difficulty such as posting records, making arithmetic computations and compiling and recording information from clearly indicated sources.
- Collect and compile periodic reports and perform special projects as assigned; maintain records of activities, customer comments and statistical data.
- Assist in preparing notifications to the public including, but not limited to updating website information
- Receive and receipt fees, fines and payments for tickets, permits, fines licenses and utility fees; post and balance accounts; communicate with accounting personnel as needed.
- Type correspondence, memoranda, reports, requisitions, forms and other documents; proofread and edit written materials as required; operate word processing equipment to enter data and generate letters, records and reports.
- Act as a receptionist; answer telephone and greet visitors; provide information and assistance to the general public, providing information on departmental and City policies and procedures as required; receive, sort and distribute incoming mail.
- Sort, file and maintain filing systems.

- Provide information and services to other City departments and personnel, various outside agencies and organizations and general public.
- Assist supervisor, department personnel and other clerical staff as assigned.
- Operate standard office equipment and machinery such as typewriters, fax machines, copiers and 10-key calculators.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Basic research methods.
- Policies and objectives of assigned program and activities.
- City organization, operations, policies and objectives.
- Telephone techniques and etiquette.
- Operation of office machines including computer equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Receiving monies and making change accurately.

Ability to:

- Perform general clerical duties of above-average difficulty efficiently.
- Determine appropriate course of action within defined guidelines.
- Learn and explain policies, procedures, rules and regulations.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Operate a variety of office equipment such as fax machines, copiers, appropriate software programs and 10-key calculators.
- Perform basic math equations quickly and accurately.
- Understand and follow oral and written direction.
- Maintain records and prepare reports.
- Communicate effectively with others both orally and in writing.
- Learn specialized software systems including, but not limited to, utility software and website maintenance software
- Establish and maintain cooperative and effective working relationships with others.
- Provide a high level of excellence in customer-oriented services

MINIMUM QUALIFICATIONS:

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from high school or GED equivalent, supplemented by specialized training and/or college level coursework in general office practices or other related field is preferred.

Experience:

Two years of experience involving a high level of public contact including experience dealing with the public in a tactful and professional manner.

License or Certificate:

Possess a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment:

Indoor environment; official may be exposed to noise and potentially hostile environments.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office such as sitting for prolonged periods of time; to stand, stoop, reach, bend, kneel, squat; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and ability to operate a vehicle to travel to various locations.

Hourly pay scale:

Step 1/Entry - Minimum \$13.85 – \$16.62 (dependent upon knowledge and abilities)

Step 2/Successful Completion of Probation (6-mos) – 15%

Step 3 – 3% (1-year)

Step 4 – 3% (2-years)

Step 5 – 3% (3-years)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Clerical Assistant position and I certify that I can perform these functions.

Applicant Signature

Date

*Management has the right to add or change these duties of the position at any time.

CITY OF DAYTON



JOB TITLE: Utility Accounting Clerk

CLASS: Non-Exempt

REPORTS TO: City Administrator/Clerk-Treasurer

STATUS: 40 hours per week

BASIC FUNCTIONS:

Under direction of an assigned supervisor, the Utility Accounting Clerk is responsible for clerical and accounting work performed in the municipal utilities portion of the City Administrator/Clerk-Treasurer Department. The team member occupying this position is responsible for assisting with maintenance of the city's utility billing records and accounts, cash receipting and customer service. There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary.

REPRESENTATIVE DUTIES:

The following duties are typical for this position:

- Assists with maintenance of utility records for the city's sewer and water utilities; processes billings.
- Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
- Performs utility account collection activities with authority to negotiate adjustments in balances owed.
- Processes open and close requests for service forms.
- Prepares monthly meter reader books and assists meter readers in obtaining accurate information.
- Provides reception services at city hall by answering telephone, fax machine, public works cell phones and personal inquiries.
- Produces letters, memoranda, reports, tabulations and other materials as requested.
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Assists in the maintenance of records and files.

KNOWLEDGE AND ABILITIES:*Knowledge of:*

- Typical administrative practices and processes associated with local government offices/functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.

Ability to:

- Maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment efficiently.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Apply knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

MINIMUM QUALIFICATIONS:

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Graduation from high school or GED equivalent, supplemented by specialized training and/or college level coursework in general office practices or related field is preferred.

Experience:

- Two years of experience involving a high level of public contact including experience dealing with the public in a tactful and professional manner.

Other Requirements:

Valid Washington Driver's License with satisfactory driving record, as defined by City policy.
Proof of citizenship and/or eligibility to legally work in the United States.

Supervisory Responsibilities:

No

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment:

Indoor environment; official may be exposed to noise and potentially hostile environments.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office such as sitting for prolonged periods of time; to stand, stoop, reach, bend, kneel, squat; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and ability to operate a vehicle to travel to various locations.

City of Dayton is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Hall at (509) 382-2361.

The City of Dayton is an Equal Opportunity Employer.

*Management has the right to add or change these duties of the position at any time.

Hourly pay scale:

Step 1/Entry - Minimum \$19.17 – \$21.89 (dependent upon knowledge and abilities)

Step 2/Successful Completion of Probation (6-mos) – 15%

Step 3 – 3% (1-year)

Step 4 – 3% (2-years)

Step 5 – 3% (3-years)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Clerical Assistant position and I certify that I can perform these functions.

Applicant Signature

Date

ORDINANCE NO. 1947

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, AMENDING ORDINANCE NO. 1942, THE 2019 SALARY SCHEDULE, CREATING ONE NEW CLASSIFICATION AND RECLASSIFYING ONE INCUMBENT POSITION IN THE CITY ADMINISTRATOR'S DEPARTMENT AND AMENDING THE SALARY SCHEDULE TO PROVIDE FOR THE NEW CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Dayton, Washington, previously approved Ordinance No. 1942 adopting a Salary Schedule for 2019; and,

WHEREAS, Ordinance No. 1942 set forth job classifications along with their associated salary ranges for 2019; and

WHEREAS, the Mayor and City staff have recommended to the City Council that a new classification entitled Utility Accounting Clerk position within the City Administrator's Department be created, and that the incumbent Administrative Assistant should be reclassified to this new classification; and

WHEREAS, the Mayor and City staff have also recommended that upon the creation of the new Utility Accounting Clerk position, the Administrative Assistant classification should be removed from that same department; and

WHEREAS, the members of the Personnel Committee of the City Council met on April 4, 2019 to discuss the proposed amendments;

WHEREAS, the Personnel Committee of the City Council recommends that the 2019 Salary Schedule be amended in the manner recommended by the Mayor and City staff.

NOW, THEREFORE, the City Council of the City of Dayton do hereby ordain as follows:

SECTION 1. AMENDMENT TO THE 2019 SALARY SCHEDULE. Ordinance No. 1942 entitled 2019 Salary Schedule is hereby amended to read as follows:

CLASSIFICATION	Formal Salary Scale - Monthly	
	Low	High
Public Works Director	\$4,800	\$6,800
Public Works Foreman	\$3,950	\$5,600
Administrator/City Clerk-Treasurer	\$4,625	\$6,700
Deputy City Clerk-Treasurer	\$3,800	\$5,250

	Hourly Wage Scale	
	Minimum Wage Rate	
Seasonal/Part-time Positions	\$ 19.17	\$13.50
Utility Accounting Clerk		\$21.89

SECTION 2. APPROPRIATIONS. The salaries and wages set forth in the 2019 City of Dayton Budget constitute the appropriations for salaries and wages that will be paid to the legislative body and non-contractual and contractual (union) employees of the City of Dayton. The numbers of positions as stated in the budget are, insofar as can be ascertained, the number of positions ordinarily filled.

SECTION 3. EXCLUSIONS. The salary and wage schedules are exclusive of cost of living allowances, overtime, compensatory time and/or merit compensation as provided by the City of Dayton Personnel Policies effecting non-contractual, non-exempt employees or as specified in the current Union effecting contractual employees. As a result, the compensation to each employee affected may differ from the amount specified in this schedule, so long as the compensation does not exceed the amount appropriated in the 2019 City of Dayton Budget.

SECTION 4. SEVERABILITY. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

SECTION 5. CORRECTIONS BY CITY CLERK OR CODE REVISER. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary non-substantive corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; or ordinance numbering and section/subsection numbering.

SECTION 6. EFFECTIVE DATE. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City of Dayton and shall take effect and be in full force five (5) days after the date of publication.

Passed by the City Council of the City of Dayton and approved by the Mayor on this _____ day of _____, 2019.

City of Dayton

By: Craig George, Mayor

Attested/Authenticated:

Trina Cole, Administrator/Clerk-Treasurer

Approved as to form:
Menke Jackson Beyer, LLP

By: Quinn N. Plant, City Attorney

ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE NO. 1947

AN ORDINANCE OF THE CITY COUNCIL OF THE **CITY OF DAYTON**, WASHINGTON
ADOPTING THE **2019 SALARY SCHEDULE** FOR NON-CONTRACTUAL EMPLOYEES OF THE
CITY OF DAYTON.

The full text of Ordinance 1947 adopted the _____ day of _____,
2019 is available for examination at the City Clerk's Office, 111 S. 1st St., Dayton, WA during
normal business hours, Monday – Thursday, 7:00 a.m. to 4:00 p.m. Full text of the
Ordinance shall be mailed upon request.

By: /s/ Craig George, Mayor
Attest: /s/ Trina Cole, City Clerk-Treasurer
Approved as to form: /s/ Quinn Plant, City Attorney

Published:
Dayton Chronicle, _____

Attachment D

Ordinance No. 1947 - Reclassification and Salary Schedule adjustment					
Salary Comparisons across the State for similar sized communities					
		Population - April 2017 (OFM)	County	Accounting Clerk Entry/Journey	
	Newport	2170		\$ 3,054	\$ 3,766
	White Salmon	2480	Klickitat	\$ 4,186	\$ 4,711
	Okanogan	2610		\$ 3,492	\$ 3,979
	Kalama	2620	Cowlitz	\$ 3,489	\$ 3,859
	Chewelah	2655	Stevens	\$ 3,155	\$ 3,155
	Warden	2730		\$ 3,189	\$ 3,380
	Cashmere	3075		\$ 2,687	\$ 3,708
			Average for all	\$ 3,322	\$ 3,794
Dayton	Current	Clerical Assistant		\$ 2,395	\$ 2,881
				\$ 13.82	\$ 16.63
	Proposed	Utility Billing Clerk		\$ 3,322.80	\$ 3,794.27
				\$ 19.17	\$ 21.89
Annual Increase	401	403			
\$ 13,593.60	\$ 6,796.80	\$ 6,796.80			
Source: OFM for Populations					
Source: AWC Salary Survey 2017					