



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

ZAC WEATHERFORD, MAYOR

PRELIMINARY AGENDA
REGULAR MEETING
Wednesday, August 14, 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 July 10, 2019
 - B. Approve Voucher Warrants as audited by the Finance Committee = \$124,007.80
 - C. Approve Payroll Warrants for July 2019 = \$85,693.86
 - D. Authorize Resolution No. 1387, authorizing the Mayor to execute a contract for the Main Street Streetlights Replacement Project through the Transportation Improvement Board Relight Washington Program to Walla Walla Electric not to exceed
3. SPECIAL GUESTS AND PUBLIC COMMENT
 - A. Interviews for City Councilmember Vacant Positions - In order of receipt of Letter of Interest:
 - i. Misty Yost
 - ii. Crystal Patterson
 - iii. Cara James
 - iv. Garry Snyder
 - B. EXECUTIVE SESSION: Purpose – Discuss Qualifications of an applicant/candidate for appointment to elective office as set forth in RCW 42.30.110(1)(h).
 - i. Appoint _____ to fill the City Council position previously held and vacated by Kathy Berg
4. COMMITTEE/BOARD/COMMISSION REPORTS
5. REPORTS OF CITY OFFICERS
 - A. Planning Department and Code Compliance Updates – Meagan Bailey
 - B. Wastewater Treatment Plant Project Update – Trina Cole
 - C. E. Clay Street Overlay Project Update – Jim Costello
 - D. Inert Waste Disposal Site Application Update – Jim Costello
 - E. Main Street Tree Assessment Project – Trina Cole
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - A. Recommended Action: Authorize Resolution No. 1388, adopting the Dayton City Planning Commission Rules of Procedure
 - B. Recommended Action: Authorize Resolution No. 1389, adopting Fixed Assets Policy and Procedures
 - C. Recommended Action: Authorize Ordinance No. 1952, amending Title 1 of the Dayton Municipal Code Creating and Establishing Chapter 1-14 of the Dayton Municipal Code – Affordable Housing Commission
8. FINAL PUBLIC COMMENT
9. ADJOURN

Next regular meeting is August 14, 2019 at 6:00 p.m. at Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

08/14/2019 Agenda
Item No. 2(A)

Draft July 10, 2019 City Council Minutes will be available 08/12/2019.



Register

08/14/2019
Item No. 2(B)

Fiscal: 2019
Deposit Period: 2019 - December, 2019 - November, 2019 - October, 2019 - September, 2019 - August, 2019 - July, 2019 - June, 2019 - May, 2019 - April, 2019 - March, 2019 - February, 2019 - January
Check Period: 2019 - August - August 31, 2019 - August - August 15, 2019 - August - August 14, 2019 - July - July 31, 2019 - July - July 15, 2019 - July - July 10, 2019 - June - June 30

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>50331</u>	Bank of Eastern Oregon	6/30/2019	6/14/2019	\$5.00
<u>50369</u>	Verizon Wireless	6/30/2019	6/24/2019	\$229.46
<u>50386</u>	Basin Disposal, Inc	7/15/2019		\$187.26
<u>50387</u>	Col Co Planning & Building	7/15/2019		\$1,920.32
<u>50388</u>	Col Co Treasurer	7/15/2019		\$43,970.09
<u>50389</u>	Cole, Trina D	7/15/2019		\$88.74
<u>50390</u>	Columbia Compost	7/15/2019		\$8,000.00
<u>50391</u>	Costello, James	7/15/2019		\$23.28
<u>50392</u>	Doug's Septic Service Inc	7/15/2019		\$190.00
<u>50393</u>	Invoice Cloud	7/15/2019		\$474.80
<u>50394</u>	MailFinance	7/15/2019		\$152.68
<u>50395</u>	Moton, Donald	7/15/2019		\$121.00
<u>50396</u>	Neofunds BY Neopost	7/15/2019		\$46.24
<u>50397</u>	One Call Concepts, Inc	7/15/2019		\$26.29
<u>50398</u>	Powers, Chester M	7/15/2019		\$213.94
<u>50399</u>	Steinhoff Construction, LLC	7/15/2019		\$704.60
<u>50400</u>	Total Office Concepts	7/15/2019		\$110.29
<u>50401</u>	USA Bluebook	7/15/2019		\$367.22
<u>50402</u>	Verizon Wireless	7/15/2019		\$228.46
<u>50403</u>	Walla Walla Web Weavers	7/15/2019		\$5,390.00
<u>50404</u>	Zac Weatherford	7/15/2019		\$119.00
<u>50405</u>	2K Electric LLC	7/26/2019		\$487.80
<u>50406</u>	AG Link, Inc	7/26/2019		\$107.12
<u>50407</u>	Anatek Labs, Inc	7/26/2019		\$160.00
<u>50408</u>	Bank Of America	7/26/2019		\$271.43
<u>50409</u>	Basin Disposal, Inc	7/26/2019		\$136.16
<u>50410</u>	Centurylink	7/26/2019		\$944.61
<u>50411</u>	Chamber Of Commerce	7/26/2019		\$8,715.14
<u>50412</u>	CI Information Management Shred Division	7/26/2019		\$34.39
<u>50413</u>	City Lumber & Coal Yard	7/26/2019		\$255.83
<u>50414</u>	City of Dayton	7/26/2019		\$5,822.16
<u>50415</u>	Coleman Oil Company	7/26/2019		\$1,298.63
<u>50416</u>	Correct Equipment	7/26/2019		\$1,076.26
<u>50417</u>	Dayton Chronicle	7/26/2019		\$454.54

Number	Name	Print Date	Clearing Date	Amount
50418	Dayton Electric	7/26/2019		\$487.80
50419	Dayton Mercantile	7/26/2019		\$103.24
50420	Dayton Tractor & Machine, Inc	7/26/2019		\$170.34
50421	Department of Labor and Industries- WISHA	7/26/2019		\$856.60
50422	Dept Of Revenue	7/26/2019		\$5,551.42
50423	Dingle's Of Dayton	7/26/2019		\$11.91
50424	Employment Security Dept	7/26/2019		\$437.37
50425	Ferguson - Seattle WW #1539	7/26/2019		\$543.19
50426	Gene Warren	7/26/2019		\$120.33
50427	Herres Enterprises, LLC	7/26/2019		\$45.00
50428	Jones Truck & Implement	7/26/2019		\$79.16
50429	Konen Rock Crushing, Inc	7/26/2019		\$352.04
50430	One Call Concepts, Inc	7/26/2019		\$26.29
50431	Pacific Power	7/26/2019		\$17,542.89
50432	Pape Machinery Exchange	7/26/2019		\$46.72
50433	Rocky & Tami Miller	7/26/2019		\$53.28
50434	Sherwin-Williams Co.	7/26/2019		\$46.17
50435	Staples Credit Plan	7/26/2019		\$383.31
50436	Transamerica Life Insurance CO	7/26/2019		\$1,442.76
50437	Vision Forms, LLC	7/26/2019		\$450.50
50438	Vision Municipal Solutions	7/26/2019		\$468.29
50439	WA State Employment Security	7/26/2019		\$844.89
50440	Walla Walla Regional Water	7/26/2019		\$90.00
50441	Wilbert Precast, Inc	7/26/2019		\$303.16
50469	Barb Gibson	7/31/2019		\$53.28
50470	Ferguson - Seattle WW #1539	7/31/2019		\$2,045.24
50471	Ferrellgas	7/31/2019		\$108.20
50472	Hach Company	7/31/2019		\$653.24
50473	Inland Asphalt Company	7/31/2019		\$936.68
50474	Jones Truck & Implement	7/31/2019		\$105.58
50475	Konen Rock Crushing, Inc	7/31/2019		\$104.14
50476	Menke Jackson Beyer &	7/31/2019		\$2,039.50
50477	Municode	7/31/2019		\$950.00
50478	Northwest Administrators	7/31/2019		\$1,255.24
50479	Owen Equipment CO	7/31/2019		\$251.02
50480	Pape Machinery Exchange	7/31/2019		\$195.63
50481	Pepsi Cola - Walla Walla	7/31/2019		\$23.50
50482	Skyline Parts Inc	7/31/2019		\$599.27
50483	The Times	7/31/2019		\$39.00
50484	Total Office Concepts	7/31/2019		\$97.35
50485	U.S. Bank N.A. - Custody	7/31/2019		\$32.00
50486	USA Bluebook	7/31/2019		\$566.83
50487	Vision Forms, LLC	7/31/2019		\$982.70
50488	Walla Walla Regional Water	7/31/2019		\$180.00
		Total	Check	\$124,007.80

Number	Name	Print Date	Clearing Date	Amount
		Total	7270002352	\$124,007.80
		Grand Total		\$124,007.80



Register

Fiscal: 2019
Deposit Period: 2019 - July, 2019 - June
Check Period: 2019 - July - July 15, 2019 - July - July 10, 2019 - June - June 30

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>99950311</u>	Northwest Administrators	6/30/2019	6/28/2019	\$95.59
		Total	Check	\$95.59
		Total	7270002352	\$95.59
		Grand Total		\$95.59



Register

08/14/2019

Item No.

2(C)

Fiscal: 2019

Deposit Period: 2019 - August, 2019 - July, 2019 - June

Check Period: 2019 - August - August 31, 2019 - August - August 15, 2019 - August - August 14, 2019 - July - July 31, 2019 - July - July 15, 2019 - July - July 10

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>50370</u>	Cole, Trina D.	7/15/2019		\$2,652.93
<u>50371</u>	Costello, James S.	7/15/2019		\$2,580.48
<u>50372</u>	Elkins, David J.	7/15/2019		\$1,731.26
<u>50373</u>	Fletcher, Lloyd	7/15/2019		\$1,594.54
<u>50374</u>	Hays, Debra M.	7/15/2019		\$1,909.35
<u>50375</u>	Hepler, Luke D	7/15/2019		\$806.19
<u>50376</u>	John, Rob	7/15/2019		\$1,073.98
<u>50377</u>	Moton, Donald G.	7/15/2019		\$1,443.07
<u>50378</u>	Souza, Marcio	7/15/2019		\$1,473.35
<u>50379</u>	Strickland, Eddie L	7/15/2019		\$1,532.20
<u>50380</u>	Sweetwood, David	7/15/2019		\$1,519.84
<u>50381</u>	Westergreen, Connie	7/15/2019		\$1,340.28
<u>50382</u>	Council No. 2	7/15/2019		\$395.85
<u>50383</u>	Daniel H Brunner, Chapter 13 Trustee	7/15/2019		\$414.50
<u>50384</u>	Internal Revenue Service - U S Treasury	7/15/2019		\$6,610.19
<u>50385</u>	Washington State Support Registry	7/15/2019		\$94.00
<u>50442</u>	Bailey, V. Delphine	7/31/2019		\$138.52
<u>50443</u>	Cole, Trina D.	7/31/2019		\$2,655.53
<u>50444</u>	Costello, James S.	7/31/2019		\$2,570.70
<u>50445</u>	Elkins, David J.	7/31/2019		\$1,959.00
<u>50446</u>	Fletcher, Lloyd	7/31/2019		\$1,774.77
<u>50447</u>	Hays, Debra M.	7/31/2019		\$1,902.93
<u>50448</u>	Hepler, Luke D	7/31/2019		\$1,151.71
<u>50449</u>	John, Rob	7/31/2019		\$1,437.18
<u>50450</u>	Kaczmarski, Byron	7/31/2019		\$138.52
<u>50451</u>	Moton, Donald G.	7/31/2019		\$1,802.81
<u>50452</u>	Nysoe, Dain	7/31/2019		\$138.52
<u>50453</u>	Paris, Michael	7/31/2019		\$138.52
<u>50454</u>	Souza, Marcio	7/31/2019		\$1,425.88
<u>50455</u>	Strickland, Eddie L	7/31/2019		\$1,845.58
<u>50456</u>	Payroll Vendor	7/31/2019		Void
<u>50457</u>	Walker, Alan J	7/31/2019		\$923.19
<u>50458</u>	Weatherford, Zachary M	7/31/2019		\$921.80
<u>50459</u>	Westergreen, Connie	7/31/2019		\$1,488.42
<u>50460</u>	Wiens, Matt	7/31/2019		\$138.52

Number	Name	Print Date	Clearing Date	Amount
<u>50461</u>	Sweetwood, David	7/31/2019		\$1,971.28
<u>50462</u>	AFLAC Remittance Processing	7/31/2019		\$329.37
<u>50463</u>	Daniel H Brunner, Chapter 13 Trustee	7/31/2019		\$414.50
<u>50464</u>	Dept of Retirement Systems	7/31/2019		\$11,747.11
<u>50465</u>	Internal Revenue Service - U S Treasury	7/31/2019		\$7,978.93
<u>50466</u>	Northwest Administrators	7/31/2019		\$12,320.48
<u>50467</u>	Washington State Support Registry	7/31/2019		\$94.00
<u>50468</u>	WSCCCE	7/31/2019		\$1,018.49
		Total	Check	\$85,598.27
		Total	7270002352	\$85,598.27
		Grand Total		\$85,598.27



Register

Fiscal: 2019
Deposit Period: 2019 - July, 2019 - June
Check Period: 2019 - July - July 15, 2019 - July - July 10, 2019 - June - June 30

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>99950311</u>	Northwest Administrators	6/30/2019	6/28/2019	\$95.59
		Total	Check	\$95.59
		Total	7270002352	\$95.59
		Grand Total		\$95.59

RESOLUTION NO. 1387

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR
PUBLIC WORK SERVICES WITH WALLA WALLA ELECTRIC FOR THE MAIN
STREET STREETLIGHTS REPLACEMENT THROUGH THE TRANSPORTATION
IMPROVEMENBT BOARD RELIGHT WASHINGTON PROGRAM PROJECT**

WHEREAS, the City of Dayton received funding from the Transportation Improvement Board through the Relight Washington Program to replace approximately twenty (20) city-owned streetlights along Main Street; and

WHEREAS, Public Works solicited bids for the replacement and/or retrofit of twenty (20) Main Street city-owned streetlights; and

WHEREAS, the City received two bids; and

WHEREAS, Walla Walla Electric was the lowest, responsive bid totaling \$3,539.26, that of which includes sales tax; and

WHEREAS, the Public Works Director is recommending that the City Council award the contract for the Main Street Streetlights Replacement Project through the Transportation Improvement Board Relight Washington Program to Walla Walla Electric to perform the public works services as described in Exhibit "A", attached hereto.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, HEREBY RESOLVES** as follows:

Section 1. Agreement. The Mayor is authorized to execute on behalf of the City of Dayton the Agreement for Public Work Services for the Main Street Streetlights Replacement (Relight Washington) Project in the form attached hereto as Exhibit "A".

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 3. Effective Date. That this resolution shall take effect and be in full force upon passage and signatures hereon.

Dated and signed this _____ day of _____, 2019.

CITY OF DAYTON

Zac Weatherford, Mayor

Attest/Authenticate:

Trina Cole, City Administrator

Approved as to Form:

Quinn Plant, City Attorney

**AGREEMENT FOR PUBLIC WORK SERVICES
MAIN STREET LIGHTS REPLACEMENT
(RELIGHT WASHINGTON) PROJECT**

This agreement made and entered into, by and between the CITY OF DAYTON, a Municipal Corporation of the State of Washington, doing business at 111 S. First Street, Dayton, Washington, hereinafter referred to as "CITY", and Walla Walla Electric, a Washington corporation, doing business at 1225 W. Poplar Street, Walla Walla, WA 99362, hereinafter referred to as "CONTRACTOR."

WITNESSETH:

WHEREAS, the CITY desires to replace twenty (20) CITY-owned street lights along Main Street with 45-watt LED lamps; and

WHEREAS, CONTRACTOR has submitted a proposal to replace twenty (20) CITY-owned streetlights along Main with 45-watt LED lamps; and

WHEREAS, the CITY accepted CONTRACTOR's proposal to replace twenty (20) CITY-owned streetlights along Main Street with 45-watt LED lamps at an open public meeting on July 10, 2019.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. **Purpose:** This agreement is entered into between CITY and CONTRACTOR for the purpose of replacing twenty (20) CITY-owned streetlights along Main Street with 45-watt LED lamps.
2. **Service Cost.** CONTRACTOR shall perform the work described in Section 4 of this agreement for \$3,539.26, inclusive of sales tax.
3. **Timeline.** The work covered by this agreement shall be completed no later than August 31, 2019.
4. **Scope of Work.** CONTRACTOR shall retrofit twenty (20) light fixtures with new 45-watt LED lamps. The light fixtures are located along Main Street, Dayton, WA. CONTRACTOR will provide all equipment, materials, labor, project oversight, and inspection necessary to complete the project. CONTRACTOR will comply with applicable state and local specifications applicable to street lighting. CONTRACTOR is not responsible for providing traffic control services, which shall be provided by CITY if necessary.
5. **General Conditions.**
 - a. Compliance with Federal, State and Local Laws. CONTRACTOR agrees to abide by all applicable federal and state statutes and regulations

prohibiting employment discrimination, unfair practices and any other statute or regulation pertaining to the subject matter of this Agreement.

- b. Wage Requirements. This is a public works contract as prescribed in Chapter 39.04 RCW. The State of Washington prevailing wage rates applicable for this public works project, which is located in Columbia County, may be found at the at the Department of Labor and Industries. The applicable date for prevailing wages for this project is July 10, 2019, based on date the contract was executed between CONTRACTOR and CITY. Upon request by CONTRACTOR, CITY shall mail a hard copy of the applicable prevailing wages specific to this project.
- c. Indemnification. CONTRACTOR agrees to be responsible for and assumes liability for its own negligent acts or omissions, and those of its officers, agents, officials, employees or volunteers in the performance of work pursuant to this agreement to the fullest extent provided by law, and agrees to save, indemnify, defend and hold the CITY harmless from any such liability. This indemnification clause shall apply to any and all causes of action arising out of performance of work under this agreement. The provisions of this section shall survive the expiration or termination of this agreement with respect to any event occurring prior to expiration or termination.

For purposes of the foregoing indemnification provision only, and only to the extent of claims against CONTRACTOR by the CITY under such indemnification provision, CONTRACTOR specifically and expressly waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. The indemnification obligation under this contract shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

- d. Severability. If any phrase, sentence or provision of this agreement is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of this agreement, and to this end the provisions of this agreement are declared to be severable.
- e. Attorneys' Fees. Should any party be the substantially prevailing party in a lawsuit to enforce any of the terms of this agreement then the substantially prevailing party shall be entitled to reimbursement from the other party its reasonable costs, expenses, attorneys' fees and expert witness fees, including such costs, expenses and fees incurred in any appeal.
- f. Assignment. No party to this Agreement may assign its rights or obligations arising from this Agreement, in whole or in part, without the prior written consent of the other party.

KW

- g. Entire Agreement. This document contains all covenants, agreements and stipulations of the parties on the subject matter expressed herein. No changes, amendments or modifications of the terms of this agreement shall be valid unless reduced to writing and signed by the duly authorized representatives of both parties as an amendment to this agreement.
- h. Disputes. The laws of Washington State shall govern this Agreement. Venue for any action under this Agreement shall be in Columbia County, Washington.
- i. Waiver. The failure of any party to insist upon strict performance of any of the covenants or conditions of this Agreement in any one or more instances shall not be construed as a waiver of relinquishment for the future of any such covenants or conditions, but the same shall be and remain in full force and effect.

IN WITNESS WHEREOF, CITY and CONTRACTOR caused this agreement to be executed this 10 day of July, 2019.

City of Dayton

By: Walla Walla Electric

Zac Weatherford, Mayor

Charlie Bannon, President/WWE
Authorized Signer

Attest/Authenticate:

Trina Cole, City Clerk-Treasurer

Approved as to form:

Quinn Plant, City Attorney

kw

CITY OF DAYTON

JUL 02 2019

REC'D BY 

Misty Yost

408 W Commercial Ave
Dayton, WA 99328
509-520-2418
mjyost09@gmail.com

July 2, 2019

Dayton City Council
c/o Trina Cole
111 S. 1st St.
Dayton, WA 99328

Dear Council Members,

In reference to my previous letter, I would like to reiterate my interest in the appointment to Kathy Berg's Council position. Please see the attached letter from May 2019.

I hope you consider me as a viable candidate and look forward to speaking with you.

Sincerely,



Misty Yost

Misty Yost

408 W Commercial Ave
Dayton, WA 99328
509-520-2418
mjyost09@gmail.com

May 9, 2019

Dayton City Council
c/o Trina Cole
111 S. 1st St.
Dayton, WA 99328

Dear Council Members,

I am writing to express my interest in joining the Dayton City Council through appointment to fill the position of Kathy Berg upon her retirement.

I moved to Dayton 13 years ago and together with my husband are raising our two young boys. After 13 years, I left an administrative position with the Walla Walla Clinic to be a Stay-At-Home mother in December of 2013. Since then, I have been active in the community holding board positions at my son's preschool, am a current member of the PTSO, volunteer with the Chamber, and coach soccer and baseball for various age groups. I am currently working with the Chamber to help enhance Christmas Kickoff by bringing a Festival of Trees to the event.

I feel that I would be a good asset to the council as I am a good listener and pride myself in researching all aspects of an issue before coming to a decision. I want what is best for the community as a whole and not one particular entity. If I learned anything in my previous job it is that a single decision has a domino effect and each proposal needs to be well communicated, weighed and measured to the fullest extent. I want to work with the council to help Dayton embrace the future while preserving the past.

I am fully committed to our community and look forward to working with you.

Sincerely,



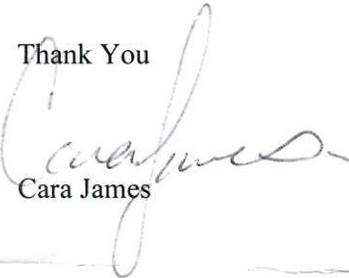
Misty Yost

To Whom It May Concern

I am writing this letter of interest regarding your vacant councilmember position. I have been a residence of Dayton for over two years and live within the city limits. I would like to be a member of the city council so I can be more involved in my community and give something back.

202 S Third St
Dayton Wa
509-730-3929

Thank You


Cara James

Garry Snyder

222 N Cherry Street
Dayton, Washington 99328

The City of Dayton
111 S First Street
Dayton, Washington 99328

Re: Councilmember position

Greetings,

Respectfully, I submit my letter of interest for position of the City of Dayton Councilmember as advertised in the Dayton Chronicle August 4th, 2019.

I own and am the Designated Broker of Christy's Realty, a successful and longtime Dayton Real Estate Company of more than 25 years, I am both financially conservative and well vested in the community, a resident of Dayton since 1995 and a registered voter. I have served on both the Dayton School Board of Directors and Dayton Chamber of Commerce Board of Directors.

I am passionate about both the success of the City of Dayton and of our new Mayor.

My interest is, but not limited to:

- 1) Filling the position of City Planner
- 2) Staffing
- 3) The City of Dayton's standing with the public
- 4) The dilemma of the water treatment plant

I know that the City of Dayton Council will welcome my enthusiasm and I look forward to serving on the Council.

With Regards,



Garry Snyder

RESOLUTION NO. 1388

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON ADOPTING THE DAYTON CITY PLANNING COMMISSION RULES OF PROCEDURE

WHEREAS, the City of Dayton Planning Commission is governed by the Dayton Municipal Code Section 1-13; and,

WHEREAS, review of the existing Dayton Planning Commission Rules of Procedure has determined the need for some corrections; and,

WHEREAS, the Dayton Planning Commission reviewed the current Rules of Procedure and made administrative edits; and,

WHEREAS, the Dayton Planning Commission made a motion to present the amended Dayton City Planning Commission Rules of Procedure to Dayton City Council for adoption.

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

ATTACHMENT 1: Dayton City Council hereby adopts by reference the Dayton City Planning Commission Rules of Procedure attached hereto as Exhibit A.

PASSED by the City Council of the City of Dayton, Washington on this 14th day of August, 2019.

City of Dayton

By: Zac Weatherford, Mayor

Attest/Authenticate:

Trina Cole, City Administrator

Approved as to form:

Quinn Plant, City Attorney

DAYTON CITY PLANNING COMMISSION

Rules of Procedure July 2019 Update

The following Rules of Procedure for the Dayton Planning Commission have been developed pursuant to Dayton Municipal Code, Chapter 1-13. Within these Rules of Procedure, Planning Commission hereby refers to the Dayton Planning Commission.

SECTION I- MEETINGS

A. General:

- a. Regular meeting – the Planning Commission shall meet regularly on the 4th Tuesday of each month at 6:30 p.m. in the Council Chambers at Dayton City Hall, 111 South 1st Street, Dayton, Washington 99328.
- b. When a regular meeting conflicts with a legal or religious holiday, or an election day, the Chairperson may reschedule or cancel that meeting.
- c. If no matters over which the Planning Commission has jurisdiction are pending, the Chairperson may cancel a regularly scheduled meeting after giving five (5) days' notice to Planning Commission members. Notice shall be posted at the meeting place.
- d. Special meetings may be called by the Chairperson or a majority of the Planning Commission members following notice requirements as outlined in RCW 42.40.080. In addition, a minimum of 24 hours' notice shall be provided. No ordinance or policy shall be passed involving real property at any special meeting unless proper notification procedures have been given in the matter outlined in Dayton's zoning code, Title 11.
- e. All meetings shall be open to the public pursuant to the Open Public Meetings Act as outlined in RCW 42.30.
- f. All meetings of the Planning Commission shall be presided over by the Chairperson, or in his/her absence the Vice-Chairperson.
- g. The Planning Commission shall act upon business by a majority vote after establishing a quorum comprised of a majority of its membership.
- h. Citizen testimony shall be permitted only as provided for in Section III – Order of Business, except where a majority of the Planning Commission members present believe that such testimony would be beneficial to a particular subject matter.
- i. City staff shall provide at least 24 hour notification to all area newspapers requesting such notification regarding the subject matter to be discussed at all Planning Commission meetings. City staff shall also distribute information packets to all Planning Commission members at least 48 hours before the Planning Commission meeting.

Exhibit A
Resolution No. 1388
08/14/2019

B. Rules of Order:

- a. The following rules of order shall govern all Planning Commission meetings. In case of a dispute or need for further clarification, the Planning Commission shall refer to the "Parliamentary Procedure Made Easier" published in 2005 by Washington State University.
- b. Conflict of Interest – The Planning Commission shall be subject to the code of ethics and prohibitions on conflict of interest as set forth in RCW 35A.42.020 and Chapter 42.23 RCW, as the same now exists or may hereafter be amended.
- c. Ex parte communications – Quasi-judicial proceeding
 - i. No member of the Planning Commission may communicate, directly or indirectly, regarding any issue in a quasi-judicial proceeding before him or her, other than to participate in communications necessary to procedural aspects of maintaining an orderly process, unless he or she provided notice and opportunity for all parties to participate, except as provided in this section:
 1. The Planning Commission may receive legal advice from legal counsel;
 2. The Planning Commission may communicate with staff members (except where the proceedings related to a code enforcement investigation or prosecution).
 - ii. If, before serving as the Planning Commission in a quasi-judicial proceeding, any member of the Planning Commission receives an ex parte communication of a type that could not properly be received while serving, the member of the Planning Commission, promptly after starting to serve, shall disclose the communication.
 - iii. If a member of the Planning Commission receives an ex parte communication in violation of this section, he or she shall place on the record:
 1. All written communications received;
 2. All written responses to the communications;
 3. The substance of all oral communications received, and all responses made; and,
 4. The identity of each person from whom the member received any ex parte communication.
 - iv. The Planning Commission shall advise all parties that these matters have been placed on the record. Unless request made after notice of the ex parte communication, any party desiring to rebut the communication shall be allowed to place a rebuttal statement on the record.
- d. Disqualification/Recusal
 - i. A member of the Planning Commission who is disqualified shall be counted for purposes of forming a quorum. Any member who is disqualified shall make full disclosure to the audience of the reason(s) for the disqualification, abstain from voting on the proposal, and physically leave the hearing.
 - ii. If enough members of the Planning Commission are disqualified so that a quorum cannot be achieved, then all members present, after stating their

reasons for disqualification, shall be requalified and deliberations shall proceed.

- iii. Appearances of Fairness – The Planning Commission shall comply with chapter 42.36 RCW, when reviewing quasi-judicial land use actions, as defined in RCW 42.36.010.
- iv. Each member of the Planning Commission who cannot attend a scheduled meeting of the Planning Commission shall notify the Planning Department at the earliest possible opportunity and at the latest, prior to 4:30 p.m. on the date of the meeting. The Planning Director shall notify the Chairperson of the Planning Commission in the event that the projected absences will produce a lack of a quorum.
- v. Only one subject may claim the attention of the Planning Commission at any one time.
- vi. No person who is not a member of the Planning Commission shall be allowed to address that body without the permission of the presiding officer.
- vii. All questions regarding the rules of order shall be decided by the presiding officer with the right of appeal to the body as a whole by any member. Such appeal shall be granted if the majority of the members agree.
- viii. Only one motion can be considered by the Planning Commission at any one time. No more than two amendments on a motion may be proposed at any one time.
- ix. The order of voting shall require consideration of the last amendment to a question first, the first amendment second and the original question last.
- x. Motions to reconsider must be made by a member who voted with the majority and, the motion must occur at the same or next succeeding Planning Commission meeting.
- xi. Each member present must vote on all questions put forth to the Planning Commission, except when a conflict of interest or appearance of fairness requires abstention.
- xii. The rules of order may be altered, amended or temporarily suspended by a vote of two-thirds of the members present.

A motion of adjournment shall always be in order.

SECTION II – ROLE OF THE PRESIDING OFFICER

It shall be the role of the presiding officer of the Planning Commission meeting to:

- A. Call the meeting to order.
- B. Keep the meeting to its order of business.
- C. State each motion and require a second to the motion before permitting discussion.
- D. Handle each discussion in an orderly way by:
 - a. Giving every Planning Commission member who wishes to speak an opportunity to speak;

Exhibit A
Resolution No. 1388
08/14/2019

- b. Permitting audience participation at appropriate times and limiting such participation to five minutes per person unless further time is approved by the Planning Commission;
- c. Require all citizens to state their names and address before addressing the Planning Commission;
- d. Keeping all speakers to the rules and subject;
- e. Giving pro and con speakers opportunity to speak;
- E. Put motions to a vote and announce the outcome;
- F. Suggest, but not make motions for adjournment.

SECTION III – ORDER OF BUSINESS

The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business.

- A. Call to Order
- B. Roll Call
- C. Review of Minutes
- D. Communications from Citizens
- E. Public Hearing
- F. Old Business
- G. New Business
- H. Adjourn Meeting

SECTION IV – PROCEDURES FOR PUBLIC HEARINGS

- A. Chairperson states purpose of the hearing and declares the public hearing open.
- B. The Chairperson states that the hearing is being recorded and that prior to speaking, members of the public must state their name and address.
- C. The Chairperson will request that anyone who has any objection to any Planning Commission member participating in the hearing will state so and give reasons for the objection.
- D. The Chairperson shall request that any member of the Planning Commission place in the record the substance of any communications a member may have had outside of the hearing on the issue to be heard.
- E. The Chairperson then shall request the Planning Department staff to present its report: introduce issues, recite those steps taken to insure proper notice was given, description of the land involved, and discuss potential impacts to surrounding property. A recommendation to the Planning Commission may be provided.
- F. The applicant, if any, is invited to comment. At this time testimony of technical experts in support of the position such as engineers or planners may be heard.
- G. The Chairperson shall invite comments from citizens for the proposal.
- H. The Chairperson shall invite comments from citizens against the proposal.
- I. The Chairperson shall invite the applicant to rebut any opposition.
- J. Any additional comments may be recognized.

Exhibit A
Resolution No. 1388
08/14/2019

- K. The Chairperson shall request whether the Planning Commission members have any questions of the applicant, staff or citizens.
- L. The Chairperson shall declare the public hearing closed.
- M. The Planning Commission shall deliberate either following the public hearing or at a later date if necessary. All decisions of the Planning Commission must be supported by Planning Commission minutes, documenting the comment received and following discussion.

SECTION V – QUORUM

A majority of the membership, three of the five members of the Planning Commission, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Planning Commission.

SECTION VI – DUTIES/AUTHORITY OF ELECTED OFFICERS

- A. Chairperson
 - a. Preside at all meeting of the Planning Commission
 - b. Call special meetings of the Planning Commission in accordance with the rules of procedure
 - c. Sign documents of the Planning Commission
 - d. See that all actions of the Planning Commission are properly taken
 - e. The Chairperson, as a member of the Planning Commission, shall have the full right of his/her own vote, recorded only in a tie breaking situation.
- B. Vice-Chairperson
- C. During the absence, disability, or disqualifications of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

SECTION VII– ELECTION OF OFFICERS

- A. The Officers of the Planning Commission shall be a Chairperson and a Vice-Chairperson elected by the appointed members of the Planning Commission.
- B. The election of Officers shall take place each year in the month of March. The term of each Officer shall run until the subsequent election.
- C. The Chairperson will appoint a person, not the current Chairperson or Vice-Chairperson, to run the election of Officers.
- D. Nominations will be made for each position, either from the public or from members of the Planning Commission.
- E. Election of each Officer shall be by vote with the nominee receiving the majority of the votes by the Planning Commission for a particular office being declared elected.
- F. Chairs shall serve for a maximum of three consecutive years.

- G. In the event the Chairperson position is vacated for any reason the position shall be replaced by the Vice-Chairperson, and the Vice-Chairperson position shall be replaced by nomination and a vote of the members of the Planning Commission.

SECTION VIII– ABSENCE OF MEMBERS

In the event of a member having three (3) consecutive absences, the member’s record shall be forwarded by the Chairperson to the Mayor for consideration of asking for the member’s resignation.

SECTION IX– MODIFICATION OF RULES

The rules of procedure may be amended at any meeting of the Planning Commission by a majority of a quorum of the Planning Commission, provided that notice of said amendments is given to each member in writing at least 5 days prior to said meeting.

SECTION X– COMPENSATION

As specified in R.C.W. 35.63.030, the members of the Planning Commission, including the Chairperson and Vice-Chairperson while acting as such, shall serve without compensation.

SECTION XI– APPOINTMENT OF PLANNING COMMISSION TENURE

Under Chapter 1-13 of the City of Dayton municipal code the Planning Commission will have five members. The Mayor shall appoint the members of the Planning Commission, subject to confirmation by the City Council. Members shall be selected without respect to political affiliation and serve without compensation. Not more than one-third of the members of the Planning Commission may be ex-officio members by virtue of office. Initial appointments are staggered and thereafter the term of each appointive member is for four years. Any vacancies occurring otherwise than through the expiration of terms are to be filled for the unexpired term.

Approved, July 16th, 2019

Kari Dingman, City of Dayton Planning Commission Chair

Date

Attest:

Meagan Bailey, Planning Director

RESOLUTION NO. 1389

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, APPROVING THE CITY OF DAYTON FIXED ASSETS POLICY AND
PROCEDURES**

WHEREAS, from time to time staff makes recommendations to the City Council recommending certain changes to the City's financial policies and procedures; and

WHEREAS, the City currently does not have a formally adopted fixed asset policy and procedures; and

WHEREAS, City of Dayton 2019 Budget lists the development and implementation of various policies under the "Administrator/City Clerk-Treasurer's Primary Goals for 2019";

WHEREAS, the City Council adopted the City of Dayton 2019 Budget on December 5, 2019; and

WHEREAS, the Section 3.3.8.20, Capital Assets Management, Reporting Capital Asset Transactions, Washington State Auditor's Budgeting, Accounting, Reporting System Manual reads in part, "Entities must have policies and procedures in place to track, demonstrate accountability and ensure security of their capital assets."; and

WHEREAS, a fixed asset policy would enable the City to meet statutory requirements, produce adequate records and reports, and to safeguard assets properly; and

WHEREAS, the Finance Committee reviewed the City of Dayton Fixed Asset Policy and Procedures on _____ and makes recommendation to the City Council to adopt said policy and procedures as set forth in Exhibit "A" attached hereto.

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

Section 1. The City of Dayton does hereby adopt the City of Dayton Fixed Assets Policy and Procedures as set forth in Exhibit "A" attached hereto.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, AT A
REGULAR MEETING ON THE _____ DAY OF _____, 2019.**

Zac Weatherford, Mayor

Attested/Authenticated by:

Trina Cole, City Administrator

EXHIBIT "A"

CITY OF DAYTON FIXED ASSETS

POLICY AND PROCEDURES

1. PURPOSE

The purpose of the Fixed Assets Policy and Procedures is to comply with all statutory requirements and increase control over those assets for which the city has stewardship responsibilities. The intent of these policies is to obtain accountability over assets, provide centralized documentation for insurance purposes, meet financial reporting needs, and generate asset management information.

2. POLICY

It is the policy of the city to maintain accountability over all tangible fixed assets having a life expectancy exceeding one year and costing \$5,000 (including tax) or more. The asset records shall be verified by a physical inventory once per year by each department and provide such list to the City Council's Finance Committee for monitoring differences between years.

A. DEFINITIONS

- 1) Cost - "Original" or "historical" cost is the amount paid to acquire an asset. This cost is based on actual price paid, including related taxes, commissions, installation costs and any other costs related to acquiring the asset or preparing it for use. The actual price should approximate fair market value. This cost principle applies to all asset acquisitions.
- 2) Depreciation -The portion of the cost of a fixed asset which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.
- 3) Fixed Assets - Real and personal property which the City intends to use of keep for more than one year and is valued at \$5,000 or more (including sales tax). Fixed assets include, but is not limited to, land and land rights, capital improvements, infrastructure, buildings and their furnishings, furniture and fixtures, equipment, machinery, vehicles and tools.
- 4) Fixed Asset System – The set of policies, procedures and computer programs used to control the City's fixed assets.
- 5) Infrastructure – Includes, but is not limited to, roads, bridges, sidewalks, water lines,

sewers, drainage systems and the like.

B. RESPONSIBILITY OF DEPARTMENT SUPERVISORS

The Clerk-Treasurer or designee will establish a fixed assets system and prepare guidelines for the annual inventory.

To establish the original inventory, the department heads and the Clerk-Treasurer or designee shall conduct a physical inventory of all assets in each department, which shall be adopted by a resolution of the City Council.

To assist in accountability and theft prevention, each department supervisor shall be held responsible for all property assigned to his/ her department. Under the City's Personnel Policy Manual, theft and/or unauthorized use of city property is not allowed and may lead to disciplinary action up to and including termination and criminal prosecution. Any theft or suspicion of theft or unauthorized use should be reported to the responsible department head and the Mayor for further investigation.

Each department supervisor shall notify the Clerk-Treasurer of any additions, deletions, interdepartmental transfers, modifications, or leases of property that are not reflected on the preliminary list. The Clerk-Treasurer will ensure the appropriate changes are made to the departments fixed asset records.

C. ASSET IDENTIFICATION

A quantity of pre-numbered asset tags will be assigned by the Clerk-Treasurer to each department supervisor. Each department supervisor or designee shall be responsible for tagging its own fixed assets, preparing an Asset Addition Form and submitting the Form to the Clerk-Treasurer within thirty (30) days of purchase. The assigned asset tag number will follow the asset throughout its life in the City's fixed asset system.

Asset tags will be removed or obliterated only when the item is declared surplus by resolution of the City Council and disposed of. The surplus resolution shall authorize to either sell or dispose of such assets as provided by the City of Dayton Surplus Property Policy. In the case of surplus grant funded inventory, the original grant agreement/contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplus such assets.

Should the asset tag number be removed or defaced, the item shall be marked with a replacement number.

3. PROCEDURES

A. ADDITIONS

A Fixed Asset Addition form (Attachment C) will be completed by the department supervisor or designee and sent to the Clerk-Treasurer for each fixed asset acquired through

the normal purchasing procedure within thirty (30) days. This form will include the purchase date, asset description, make/model number, vendor, serial number, license plate number (for vehicles), asset tag number, department and cost. A copy of the supporting invoice shall be attached to this form. The Clerk-Treasurer will input all information into the fixed asset system upon receipt.

B. DELETIONS

Assets previously acquired will eventually be disposed of and need to be deleted from the fixed asset system. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).

Due to the monetary value, assets deleted from the fixed asset program, whatever the reason, will require authorization from both the department head and the Mayor.

The department head controlling the asset is the only one in position to trigger removal from the fixed assets system.

Removal is accomplished by filling out an Asset Disposal Sheet, provided by the Clerk-Treasurer, and obtaining authorizing signatures from the department head and the Mayor, and then forwarding it to the Clerk-Treasurer.

The selling of City assets shall comply with the City's surplus policy.

C. LOST OR STOLEN ASSETS

Lost or stolen equipment must be reported to the Mayor and the Clerk-Treasurer as soon as it is discovered. The department supervisor shall file a "missing property report." If the item has not been found after ninety days of filing the report, the department will send an Equipment Surplus / Inter-Department Transfer form so the missing asset can be properly declared as surplus.

D. TRANSFERS

Occasional transfers of property between departments or funds may occur. The original controlling department is accountable for all assets in its inventory and is responsible for initiating a notice of transfer. The department receiving the asset must acknowledge that it is accepting responsibility for the asset.

Interdepartmental transfers involving a proprietary fund (i.e. Water/ Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

All changes in custody or use shall be recorded in the fixed asset system.

E. DEPRECIATION

Depreciation is an attempt to match the cost (decline in value) of assets to the time periods the assets serve the City. The City uses cash basis accounting which is a departure from generally accepted accounting principles (GAAP). The City is not required to account for depreciation.

F. MODIFICATIONS

Larger assets such as major pieces of equipment, water or sewer lines, and many buildings are often modified to increase their lifetime or usefulness. Modification may include partial additions or deletions, major repairs (new engine for fire truck), or component replacement (new roof, heating system, etc.).

Several vouchers may be prepared for the modification as the work is in progress. It is very important that each invoice for said modifications are coded with the Fixed Asset Identification Number to provide for the updating of inventory within the Fixed Asset System.

G. PHYSICAL INVENTORY

The Clerk-Treasurer shall complete a physical inventory once per year of all city property. The purpose of this physical inventory is to assure that all City property is actually in the possession of the City and property accounted for.

When reconciled, the physical inventory provides evidence that department heads are meeting their stewardship duties over their assets. An inventory may also help the department plan for future purchases by identifying unanticipated wear and tear of equipment before it breaks down.

The Clerk-Treasurer will assign inventory teams for each department. The Clerk-Treasurer Department will distribute a listing of assets, by department, to be used as an inventory worksheet. Inventory teams will take the worksheets to their assigned areas and attempt to locate everything on the list.

Missing items will be properly investigated and explained and noted as "missing, sold, etc."

Items not included in the inventory sheet but physically located will be assigned a number by the Clerk-Treasurer and added to the Fixed Asset System. Conversely, the Clerk-Treasurer shall remove items from the Fixed Asset System that do not qualify, either because they are less than \$5,000 or are a small and attractive asset.

All land, machinery, equipment, buildings, infrastructure and improvements with an original value of \$5,000 or more must be inventoried. Departments shall also inventory

other items that are attractive in nature and have certain desirability to the general public as provided in the city of Dayton Small Asset and Attractive Inventory Policy and Procedures.

If the asset is purchased with grant funding, the inventory worksheet will reference the grant with an identifying project code.

H. LOST OR STOLEN ASSETS

Lost or stolen equipment must be reported to the Mayor and Clerk-Treasurer as soon as it is discovered. If the item hasn't been found after ninety days of filing the report, the department/ fund will send an Asset Missing Form to the Clerk-Treasurer so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and department head.

I. DONATED ASSETS

Assets are sometimes donated to the City. If the donation is cash to be used in conjunction with the construction of a specific asset, the donation is reported as revenue (367 contribution and donations from private sources) in governmental funds; in proprietary funds, such donations are treated as contributed capital.

If the asset donated is other than cash, its estimated fair value must be determined and recorded as contributed capital in a proprietary fund. In governmental funds, the proper treatment of the donation of fixed assets depends upon the government's plans for those assets. If the government intends to retain the fixed assets, they would be recorded directly in the General Fixed Asset Account Group (GFAAG), with no effect on the governmental fund.

J. MISCELLANEOUS

For unusual transactions not specifically addressed with these procedures, the City will follow the BARS manual's guidelines.

The city's property identification numbers are assigned by the Clerk-Treasurer for uniformity and must be unique to a single property item. Each department/ fund should maintain a register of asset tag identification numbers that identify assets under their control.

ORDINANCE NO. 1952

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON,
AMENDING TITLE 1 OF THE DAYTON MUNICIPAL CODE CREATING AND
ESTABLISHING CHAPTER 1-14 OF THE DAYTON MUNICIPAL CODE
- AFFORDABLE HOUSING COMMISSION**

WHEREAS, WASHINGTON STATE, ALONGSIDE THE ENTIRETY OF THE NATION, IS EXPERIENCING AN AFFORDABLE HOUSING CRISIS; AND,

WHEREAS, WASHINGTON STATE HOUSING PRICES HAVE INCREASED APPROXIMATELY 50% WITHIN THE LAST 10 YEARS; AND,

WHEREAS, WASHINGTON STATE RENTAL PRICES HAVE INCREASED APPROXIMATELY 70% WITHIN THE LAST 10 YEARS; AND

WHEREAS, OVER 60% OF RENTERS IN COLUMBIA COUNTY ARE COST-BURDENED BY THEIR RENT AND UTILITIES PAYMENTS; AND,

WHEREAS, THE MEDIAN HOUSEHOLD INCOME IN COLUMBIA COUNTY IS \$42,083; AND,

WHEREAS, THE MEDIAN HOUSEHOLD INCOME IN THE CITY OF DAYTON IS \$40,806; AND,

WHEREAS, THE WASHINGTON STATE CONSTITUTION AND OTHER STATE AND FEDERAL LAWS AND REGULATIONS OFFER MUNICIPALITIES VARIOUS TECHNIQUES TO PROMOTE AFFORDABLE HOUSING DEVELOPMENTS WITHIN THEIR JURISDICTIONS; AND,

WHEREAS, THE 2019 DRAFT OF THE DAYTON COMPREHENSIVE PLAN IDENTIFIES A STRONG NEED FOR IMPROVED AFFORDABLE HOUSING OPTIONS; AND,

WHEREAS, THE COMMUNITY COUNCIL HAS PREPARED AND PRINTED A REPORT ON AFFORDABLE HOUSING THAT IDENTIFIES A STRONG NEED FOR AFFORDABLE HOUSING IN THE CITY OF DAYTON; AND,

WHEREAS, THE CITY OF DAYTON FINDS IT CRITICAL TO PROVIDE AFFORDABLE HOUSING OPTIONS TO CURRENT AND FUTURE RESIDENTS OF THE CITY; AND

WHEREAS, IT HAS BEEN DETERMINED THAT TO FULLY RESEARCH AND COMPILE AN AFFORDABLE HOUSING PLAN, A COMMISSION MUST BE APPOINTED TO LEAD RESEARCH EFFORTS AND WORK ALONGSIDE THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT TO RESEARCH AND IMPLEMENT TECHNIQUES TO INCENTIVE AFFORDABLE HOUSING DEVELOPMENT IN THE CITY OF DAYTON.

NOW, THEREFORE, THE CITY COUNCIL OF CITY OF DAYTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1

CHAPTER 1-14 IS HEREBY ESTABLISHED:

Chapter 1-14.

AFFORDABLE HOUSING COMMISSION

Sections:

- 1-14.010 Creation and purpose.
- 1-14.020 Appointment - Terms - Composition.
- 1-14.030 Removal - Vacancy.
- 1-14.040 Organization - Meetings - Quorum.
- 1-14.050 Duties and responsibilities.

1-14.010 Creation and purpose.

There is created an affordable housing commission consisting of five members who shall be appointed by the mayor and approved by a majority vote of the council.

The purpose of the affordable housing commission is to support the development of safe and affordable housing and related services in the city, by assisting the city in determining gaps in affordable housing, and by making recommendations to city council for addressing the identified affordable housing needs of city residents.

1-14.020 Appointment - Terms - Composition.

- A.** Members of the affordable housing commission shall serve without compensation and be appointed by the mayor as outlined in 1-14.020 (B). Appointments must be confirmed by council. Members must live within the City Limits, be registered to vote in Columbia County, have a passion and interest in new development and enhancing affordable housing developments in the Dayton City limits, and mustn't serve on other City appointed commissions. Letters of interest to serve shall be submitted to the Director of Planning and Community Development to make recommendation to City Council.
- B.** Upon the initial formation of the commission, a city councilmember shall be appointed to the commission and shall serve a three-year term as chairperson. In addition, one commissioner will be appointed to a three-year term, one commissioner will be appointed to a two-year term, and two commissioners will be appointed for a single-year term. As the terms of commissioners expire, each replacement member of the commission will be appointed to a full three-year term with the

result being for the lifetime of the commission there will be two new members or reappointed members every year. Committee members shall not serve more than three consecutive terms.

1-14.030 Removal - Vacancy.

Members of the affordable housing commission may be removed at any time by a majority of the city council. Whenever a commission member absents himself/herself for two consecutive regular meetings of the commission, or an aggregate of four regular and/or special meetings annually, unless by permission of the commission given at an open public meeting, the office shall automatically be vacated. Requests for an excused absence shall be made in writing to the chairperson of the commission. Vacancies for the remainder of any such unexpired terms shall be filled in the same manner in which the original appointments were made.

1-14.040 Organization - Meetings - Quorum.

- A. Immediately after their appointment, members of the commission shall meet and organize by electing from all the members of the commission a vice chairperson. It shall be the duty of the chairperson to preside at all meetings of the commission. The vice chairperson shall perform the duties of the chairperson in the event of the absence of the chairperson or vacancy of the office. Three commission members shall constitute a quorum for the transaction of business. The affirmative votes by a quorum shall be necessary to carry any proposition.
- B. There shall be a fixed time and place of the meetings within the corporate city limits at least once each calendar month. The meeting time and place shall be made known to the public via the official Dayton website and by annual notice in the paper of record. All meetings of the commission shall be open to the public.
- C. The Director of Planning and Community Development shall serve as secretary of the commission. Staff shall be entitled to participate in the deliberations of the commission, but shall have no vote. It shall be the duty of the secretary to prepare meeting materials, keep minutes of all meetings and of all proceedings of the commission, and act as liaison between the commission, City Council, and the Planning Commission.

1-14.050 Duties and responsibilities.

The powers and duties of the commission shall be as follows:

- A. Advise the city council on affordable housing needs, issues, goals, policies, and strategies.
- B. Work with the city and other groups to formulate programs and projects that meet the city's affordable housing needs.
- C. At the end of each calendar year, conduct a review of affordable

housing needs.

- D. Make recommendations to City Council regarding proposed programs to stimulate growth and affordable housing developments.

SECTION 2

Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the other remaining parts which shall remain in full force and effect.

SECTION 3

Effective Date. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City, 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.

APPROVED:

Zac Weatherford, Mayor

ATTEST:

Trina D. Cole, City Clerk

APPROVED AS TO FORM:

Quinn Plant, City Attorney

ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANE NO. 1952
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON,
AMENDING TITLE 1 OF THE DAYTON MUNICIPAL CODE CREATING AND
ESTABLISHING CHAPTER 1-14 OF THE DAYTON MUNICIPAL CODE
- AFFORDABLE HOUSING COMMISSION

The full text of the Ordinance No. 1952 adopted the _____th day of _____, 2019, is available for examination at the Dayton City Hall, 111 South 1st Street, Dayton, WA during normal business hours, 7:00 a.m. to 4:00 p.m., Monday - Thursday.

By: /s/ Zac Weatherford, Mayor
Attest: /s/ Trina Cole, City Clerk-Treasurer
Approved as to from: /s/ Quinn Plant, City Attorney

Published: _____
The Dayton Chronicle