



# City of Raymond

## WASHINGTON

### CITY COUNCIL AGENDA

**Meeting:** Monday May 6<sup>th</sup>, 2024, at 6:00 PM  
**Location:** City Hall Council Chambers  
**WEBINAR LINK:** <https://us02web.zoom.us/j/84509100303>

*If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on May 6<sup>th</sup>, 2024. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to [clerk@cityofraymond.com](mailto:clerk@cityofraymond.com). \*Please note that the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.*

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND DETERMINATION OF A QUORUM
4. APPROVAL OF AGENDA, CONSENT AGENDA, AND THE MINUTES OF APRIL 15<sup>TH</sup>, 2024, REGULAR COUNCIL MEETING
5. CORRESPONDENCE
6. ITEMS FROM THE PUBLIC
7. ORDINANCE 1936: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON ADDING TO CHAPTER 2.40 OF THE RAYMOND MUNICIPAL CODE DEALING WITH COMPENSATION OF OFFICERS- *Second Reading*
8. ORDINANCE 1937: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON AMENDING, REPEALING AND ADDING TO RAYMOND MUNICIPAL CODE CHAPTER 06.04.020 LICENSE REQUIREMENT, TAG FEE- *First Reading*
9. POOL MANAGER CONTRACT- *Action*
10. DEPARTMENT HEAD REPORTS
  - a. Fire Chief Bill Didion
  - b. Police Chief Pat Matlock
  - c. Public Works Director Eric Weiberg
  - d. Clerk- Treasurer Kayla MacIntosh
11. MAYOR'S REPORT
12. PUBLIC COMMENT ON CURRENT AGENDA ITEMS
13. COUNCIL COMMENTS
14. FUTURE AGENDA TOPICS
15. *EXECUTIVE SESSION-POTENTIAL REALESTATE LEASE*
16. ADJOURNMENT

### **Next Regular Scheduled Council Meeting**

*Monday, May 20<sup>th</sup>, 2024, at 6:00 PM*

*The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.*



**RAYMOND CITY COUNCIL MEETING**

**MAY 6<sup>th</sup>, 2024**

**CONSENT AGENDA**

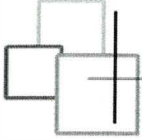
**APPROVAL OF CLAIMS:**

**CLAIMS #73232 & 73240 THROUGH #73327** **\$103,355.78**

**PAYROLL CLAIMS (April 1<sup>st</sup> and 2<sup>nd</sup> Payrolls):** **\$418,704.69**

**CLAIMS #73233 THROUGH #73247**  
**CLAIMS #73248 THROUGH #73254**

**APRIL EFT/ DEBT** **\$21,730.30**



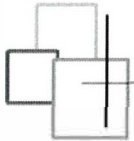
# A/P Check Register

Fiscal: : 2024  
 Period: : 2024 - May 2024, 2024 - April 2024  
 Council Date: : 2024 - May 2024 - 1st Council , 2024 - April 2024 - Hand Pays

Number	Vendor Name	Account Description	Amount
73232	Pacific Council of Governments	PCOG Dues	\$1,800.00 ANNUAL DUES
73240	Deere and Company	Parks/Mower/Lease Payment	\$8,681.01 PARKS MOWER
73241	LV Services	Professional Services	\$150.00 CITY HALL WINDOWS
73243	AMACHER, SCOTT	Customer Deposits Refunded	\$65.86 CUSTOMER DEPOSIT REFUND
73244	CASTRO, YAMILIE	Volunteer Fire Salaries & Wages	\$62.00 VOLUNTEER FIRE
73245	PARKINS, ARIEL J	Volunteer Fire Salaries & Wages	\$56.00 VOLUNTEER FIRE
73246	THALLER, TOBI	Customer Deposits Refunded	\$54.22 CUSTOMER DEPOSIT REFUND
73258	911 SUPPLY	Operating Supplies	\$664.37 POLICE UNIFORMS
73259	Airgas USA, LLC	Operating Supplies	\$49.17 AMBULANCE SUPPLIES
73260	ALS GROUP USA, CORP.	Outside Lab Services	\$583.00 WWTP ANALYSIS
73261	Aramark Uniform Services	Laundry	\$55.55 WWTP LAUNDRY
		Miscellaneous-Dues, Registration	\$55.55 WWTP LAUNDRY DUES
		Check Total:	\$111.10
73262	Bayview Redi-Mix, Inc.	Operating Supplies	\$1,385.32 STREETS SUPPLIES
73263	Boggs, Arlie	Training Tuition	\$518.00 POLICE TRAINING
		Training/Travel	\$1,298.91 POLICE TRAINING LODGING AND FOOD
		Check Total:	\$1,816.91
73264	B-S Body Shop Inc.	Repair & Maintenance	\$489.69 2013 CHEVY BRAKE LIGHTS
73265	Bud's Lumber Supply	Operating Supplies	\$1,015.40 PARKS DUG OUT
		Pool Repair & Maintenance	\$9.88 POOL REPAIR
		Repair & Maintenance	\$196.71 FIRE/SAW AND BLADES
		Check Total:	\$1,221.99
73266	Cascade Columbia	Pool Supplies	\$1,490.53 POOL CHEMICALS
73267	CENTER ELECTRIC, INC	Repair & Maintenance	\$3,088.40 POOL PUMP
73268	Channell, Tia	Pool Repair & Maintenance	\$130.14 POOL COUNTER REPAIR
73269	COMCAST	Communications	\$401.34 ALL CITY PHONES
73270	CORE & MAIN	Operating Supplies	\$872.04 WATER CHEMICALS
73271	Culligan	Rentals & Leases	\$52.97 FIRE DEPT DRINKING WATER
73272	Dilk Tire Service	Repair & Maintenance	\$238.20 FLAT REPAIR
73273	Edge Analytical, Inc.	Water Samples	\$453.00 WATER ANALYSIS
73274	ENVIRONMENTAL RESOURCE ASSOCIATES	Water Samples	\$331.55 WATER TREATMENT CHEMICALS
73275	Ferrellgas	Fuel Consumed	\$432.98 PROPANE
		Rentals & Leases	\$51.88 POLICE GENERATOR
		Check Total:	\$484.86
73276	Flannery Publications, Inc.	Communications	\$576.00 SPRING CLEANUP AD
73277	G.H. Equipment Co.	Operating Supplies	\$95.87 SEWER NOZZLE
73278	Grays Harbor County	Water Samples	\$236.00 WATER SAMPLES
73279	H.D. Fowler Co.	Distribution Supplies	\$3,982.60 WATER DISTRIBUTION PARTS
73280	Harrington Industrial	Operating Supplies	\$192.70 WTP PARTS
73281	Henry Schein, Inc.	Operating Supplies	\$1,169.43 MEDICAL SUPPLIES
73282	HOMETOWN FAMILY HEALTH	Professional Services	\$150.00 DOT PHYSICAL JEFF SMITH
73283	Hung Right Doors, LLC	Ambulance Building	\$1,323.15 AMB DOOR REPAIR

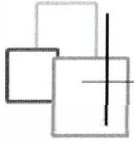
73284	INOVALON PROVIDER, INC.	Professional Services	\$187.37	AMB MEDICARE CLAIMS
73285	Jacobs Engineering Group, Inc	Land Improvements/Settling Mitigation	\$9,000.00	WWTP GEOTECHNICAL REVIEW
73286	JWS ELEVATOR	Pool Professional Services	\$2,053.90	POOL ELEVATOR MAINTENANCE
		Professional Services-Janitorial	\$1,729.60	LIBRARY ELEVATOR MAINTENANCE
		Check Total:	\$3,783.50	
73287	K & L Supply Inc.	Operating Supplies	\$517.29	WWTP SUPPLIES
73288	Langer, Stephen M., PH.D., P.S.	Rentals & Leases	\$1,400.00	POLICE PSYCH EVAL X2
73289	Lochner	TIB Grant	\$9,235.83	STREETS ENGINEERING
73290	Mid-Plains Community College	Communications	\$327.50	FIRE TRAINING
73291	National Hose Testing	Professional Services	\$2,874.30	FIRE HOSE TESTING
73292	NC Machinery Co	Repair & Maintenance	\$3,951.24	
		Repair & Maintenance (inc. PW Shop Roof and PW Office/Carport + Annual Street Paving)	\$1,975.61	
		Repairs & Maintenance	\$1,975.61	
		Check Total:	\$7,902.46	BACKHOE REPAIR
73293	Northstar Chemical, inc.	Operating Supplies	\$7,831.85	WWTP SUPPLIES
73294	One Call Concepts, Inc.	Miscellaneous-Dues, Registration	\$7.81	
		Other Miscellaneous	\$7.81	
		Check Total:	\$15.62	WTP/WWTP NOTIFICATIONS
73295	Pacific Polygraph & Investigation	Professional Services	\$500.00	POLICE POLYGRAPH X2
73296	Page, Brad	Professional Services	\$180.00	BRAD PAGE MEDICAL
73297	PAPE KENWORTH	Repairs & Maintenance	\$131.95	GARBAGE TRUCK SUPPLY
73298	Patrick, Nicholas	Operating Supplies	\$56.72	EMT TRAINING SUPPLIES REIMB
		Training/Travel	\$361.20	EMT TRAINING REIMB
		Check Total:	\$417.92	
73299	Platt	Operating Supplies	\$175.66	WWTP SUPPLY
73300	PUD #2 of Pac. County	Utility Services	\$61.72	APT #4 PUD
73301	Quill Corporation	Office Supplies	\$59.33	POLICE OFFICE SUPPLY
		Operating Supplies	\$96.01	CH OFFICE SUPPLY
		Check Total:	\$155.34	
73302	RANDY'S LANDSCAPING AND NURSERY	Professional Services	\$378.35	CH LANDSCAPING
73303	Raymond City Treasurer	Customer Deposits Refunded	\$350.00	CUSTOMER DEPOSIT REFUND
73304	Raymond City Water Clerk	Carriage Utilities	\$154.32	
		City Utility Billings	\$185.49	
		Commercial St. Restrooms / Commercial Property Utilities	\$175.44	
		Community Center Utilities	\$87.72	
		Pool Utilities	\$0.00	
		Public Market Utilities	\$12.77	
		PUD Utilities	\$433.37	
		PUD Utilities	\$460.31	
		Seaport Utilities	\$154.32	
		Utilities	\$2,589.19	
		Utility Services	\$87.72	
		Check Total:	\$4,340.65	ALL CITY WATER
73305	Ricoh USA, Inc	Rentals & Leases	\$161.71	FIRE/AMB COPIER/COPIES
73306	Roberts, Dee	Training/Travel	\$178.50	CH TRAINING REIMB
73307	Royal Heights Transfer	Biosolids Disposal	\$0.00	
		Utility Service - Royal Heights	\$91.10	DERELICT BOAT REMOVAL
		Check Total:	\$91.10	
73308	SHOALWATER BAY TRIBE	Operating Supplies	\$1,500.00	POLICE NEW HIRE GEAR X2
73309	South Bend Pharmacy	Communications	\$16.74	WWTP SHIPPING
73310	Standard Insurance Co	Parks Personnel Benefits	\$7.85	
		Personnel Benefits	\$306.16	

		Streets Personnel Benefits	\$12.21
		Volunteer Benefits	\$160.47
		Water Treatment Personnel Benefits	\$23.55
		Check Total:	\$510.24
73311	Steve's Front End Inc.	Repair & Maintenance	\$144.41 ALL CITY LIFE INS
73312	Sunrise Pest Management	Professional Services	\$351.22 ALL DEPT OIL CHANGES
73313	Sunset Air	Pool Repair & Maintenance	\$1,161.58 THTR/POLICE RODENT CONTROL
73314	SWARTZ, GENA	Professional Services	\$400.00 POOL PARTS
73315	TMG Services, Inc.	Operating Supplies	\$1,102.62 POLICE CLEANING FEB/MAR
73316	T-Mobile	Communications	\$809.84 WTP PARTS
73317	Traffic Safety Supply Co.	Repair & Maintenance (Inc. PW Shop Roof and PW Office/Carport + Annual Street Paving)	\$286.54 POLICE/FIRE CELLS
			\$59.50 STREET SIGNS
73318	ULINE	Operating Supplies	\$3,576.22 WWTP CRANE
73319	USA Blue Book	Operating Supplies	\$1,275.19 WWTP LAB SUPPLIES
73320	Verizon Wireless	Communications	\$96.89 FIRE LAPTOPS
73321	WALTER E. NELSON CO. OF ASTORIA	Operating Supplies	\$427.44
73322	WEIBERG, ERIC	Training	\$59.50 PARKS BATHROOM CLEANING SUPPLIES
		Training/Travel	\$119.00
		Check Total:	\$178.50
73323	WMCA Treasurer	Training/Travel	\$100.00 PUBLIC WORKS TRINING
73324	ZIMA CORPORATION	Operating Supplies	\$651.69 CH DUES
73325	ROCKETT, CHRISTOPHER K	Personnel Benefits	\$20.00 WTP SUPPLIES
73326	COMCAST	Communications	\$704.74 AMB MEAL REIMB
73327	PETROCARD INC.	Fuel Consumed	\$7,383.88 ALL CITY INTERNET
		Grand Total	\$103,355.78
		Total Accounts Payable for Checks #73232 Through #73327	



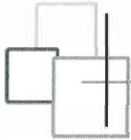
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Number	Name	Fiscal Description	Cleared	Amount
<u>73233</u>	Boggs, Arlie H.	2024 - April 2024 - 1st Council		\$2,889.15
<u>73234</u>	McDougall, Anthony	2024 - April 2024 - 1st Council		\$788.82
<u>73235</u>	I.A.F.F. (GNWFCU)	2024 - April 2024 - 1st Council		\$0.00
<u>73236</u>	OREGON DEPT. OF JUSTICE	2024 - April 2024 - 1st Council		\$339.00
<u>73237</u>	WSCCCE	2024 - April 2024 - 1st Council		\$1,023.20
<u>73238</u>	WSCFF/DiMartino Associate	2024 - April 2024 - 1st Council		\$732.98
<u>73242</u>	I.A.F.F. (GNWFCU)	2024 - April 2024 - 1st Council		\$2,798.88
<u>73247</u>	Ristow, Micah D.	2024 - April 2024 - 1st Council		\$2,389.81
<u>Aflac 1st Payroll April 2024</u>	AFLAC Remittance Processing	2024 - April 2024 - 1st Council		\$1,176.75
<u>APRIL 1ST PAYROLL 2024</u>	Payroll Vendor	2024 - April 2024 - 1st Council		\$94,868.09
<u>BPAS VEBA 1ST PAYROLL APRIL 2024</u>	BPAS VEBA	2024 - April 2024 - 1st Council		\$2,187.45
<u>DEF. COMP 1ST PAYROLL APRIL 2024</u>	WA St Treasurer - Def Comp	2024 - April 2024 - 1st Council		\$3,735.00
<u>IRS TAXES 1ST PAYROLL APRIL 2024</u>	Raymond City Treasurer- Taxes	2024 - April 2024 - 1st Council		\$36,335.42
<u>NATIONWIDE 1ST PAYROLL APRIL 2024</u>	Nationwide Retirement Solutions	2024 - April 2024 - 1st Council		\$300.00
<u>NW ADMIN 1ST PAYROLL APRIL 2024</u>	Northwest Administrators	2024 - April 2024 - 1st Council		\$50,554.70
<u>NWFFT 1ST PAYROLL APRIL 2024</u>	NORTHWEST FIRE FIGHTERS TRUST	2024 - April 2024 - 1st Council		\$17,863.03
<u>RE-ISSUE OF VOIDED CHECKS APRIL 2024</u>	Payroll Vendor	2024 - April 2024 - 1st Council		\$318.42
<u>VIMILY 1ST PAYROLL APRIL 2024</u>	Vimily Benefit Solutions, Inc.	2024 - April 2024 - 1st Council		\$58.11
				<b>\$218,358.81</b>



# Register

Number	Name	Fiscal Description	Cleared	Amount
<u>73248</u>	Boggs, Arlie H.	2024 - April 2024 - 2nd Council		\$2,947.55
<u>73249</u>	Freeman, Jaxson G	2024 - April 2024 - 2nd Council		\$344.89
<u>73250</u>	McDougall, Anthony	2024 - April 2024 - 2nd Council		\$913.67
<u>73251</u>	OREGON DEPT. OF JUSTICE	2024 - April 2024 - 2nd Council		\$339.00
<u>73252</u>	TEAMSTERS Local #252	2024 - April 2024 - 2nd Council		\$506.00
<u>73253</u>	THORBECKES FITNESS	2024 - April 2024 - 2nd Council		\$426.53
<u>73254</u>	WSCFF Emp Benefit Trust/MERP	2024 - April 2024 - 2nd Council		\$1,100.00
<u>APRIL 2ND PAYROLL</u> <u>2024</u>	Payroll Vendor	2024 - April 2024 - 2nd Council		\$106,091.97
<u>DEF. COMP APRIL 2ND</u> <u>PAYROLL 2024</u>	WA St Treasurer - Def Comp	2024 - April 2024 - 2nd Council		\$3,860.00
<u>IRS TAXES APRIL 2ND</u> <u>PAYROLL 2024</u>	Raymond City Treasurer- Taxes	2024 - April 2024 - 2nd Council		\$41,552.23
<u>NATIONWIDE APRIL 2ND</u> <u>PAYROLL 2024</u>	Nationwide Retirement Solutions	2024 - April 2024 - 2nd Council		\$300.00
<u>RETIREMENT APRIL</u> <u>2024</u>	Dept of Retirement Systems	2024 - April 2024 - 2nd Council		\$41,964.04
				<b>\$200,345.88</b>



## Register Activity

Fiscal: 2024  
Period: 2024 - April 2024  
Council Date: 2024 - April 2024 - Open Period

Reference	Date	Amount	Notes
Reference Number: DOR EXCISE TAX APRIL 2024	WA ST Dept of Revenue	\$13,041.60	
<u>DOR EXCISE TAX APRIL 2024</u>	4/26/2024	\$13,041.60	
Reference Number: MASTERCARD APRIL 2024	MASTERCARD C/O FIRST INTERSTATE BANK	\$6,902.60	
<u>MASTERCARD APRIL 2024</u>	4/11/2024	\$6,902.60	
Reference Number: POLICE CAR LOAN #3 APRIL 2024	Bank of the Pacific	\$924.67	
<u>POLICE CAR LOAN #3 APRIL 2024</u>	4/19/2024	\$924.67	
Reference Number: POLICE CAR LOAN #4 APRIL 2024	Bank of the Pacific	\$747.81	
<u>POLICE CAR LOAN #4 APRIL 2024</u>	4/1/2024	\$747.81	
Reference Number: UNCLAIMED PROPERTY APRIL 2024 W. INESS	WA ST Dept of Revenue	\$111.07	
<u>UNCLAIMED PROPERTY APRIL 2024 W. INESS</u>	4/25/2024	\$111.07	
Reference Number: UNCLAIMED PROPERTY APRIL 2024 C. KHLEANG	WA ST Dept of Revenue	\$2.55	
<u>UNCLAIMED PROPERTY APRIL 2024 C. KHLEANG</u>	4/25/2024	\$2.55	

\$21,730.30





# City of Raymond

## WASHINGTON

### **COUNCIL PROCEEDINGS**

### **Monday April 15<sup>th</sup>, 2024**

#### **CALL TO ORDER**

The council meeting was called to order at 6:00 p.m. by Mayor Roberts. Roll was taken and it was determined the meeting was quorate.

#### **Council Members present:**

Heidi Worlton  
Steven Jones  
Chris Halpin  
Jason McVey  
Tony Nordin

#### **Council Members absent:**

Karen Tully (Excused)  
Jovon Vaughn (Excused)

#### **Department Heads Present:**

Bill Didion, Fire Chief  
Eric Weiberg, Public Works Director  
Clerk-Treasurer, Kayla MacIntosh

#### **APPROVAL OF AGENDA, CONSENT AGENDA & MINUTES**

Councilor Jones moved to approve the agenda, consent agenda for tonight's meeting, as well as the minutes of the April 1<sup>st</sup>, 2024, regular meeting. Motion carried. Motion passed with 2 absences.

#### **CORRESPONDENCE:**

NONE

#### **ITEMS FROM THE PUBLIC:**

NONE

#### **2024 FAIR HOUSING PROCLAMATION**

Mayor Roberts read the 2024 Fair Housing Proclamation and proclaimed April 2024 Fair Housing Month.

#### **ORDINANCE 1936: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON ADDING TO CHAPTER**

#### **2.40 OF THE RAYMOND MUNICIPAL CODE DEALING WITH COMPENSATION OF OFFICERS- *First Reading***

Councilor Worlton motioned to move Ordinance 1936 to a second reading. Motion carried. Motion passed with 2 absences.

#### **DEPARTMENT HEAD REPORTS**

- Fire Chief Bill Didion had nothing to report.
- Public Works Director Eric Weiberg provided an overview of all the projects PW is currently working on or will start working on as well as provided council with an oral report of current building permits.
- Clerk-Treasurer Kayla MacIntosh provided a staffing update for her department as well as provided the council with the quarterly report for 1<sup>st</sup> Qtr. 2024

**MAYOR'S REPORT**

NONE

**PUBLIC COMMENT ON CURRENT AGENDA ITEMS:**

None

**COUNCIL COMMENTS**

Councilor Halpin requested a verification of the City of Raymond business license for Basics NW.

**FUTURE AGENDA TOPICS**

None

**ADJOURNMENT**

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 6:14 PM.

**ATTEST:**

\_\_\_\_\_  
Kayla MacIntosh, Clerk/ Treasurer

\_\_\_\_\_  
Dee Roberts, Mayor

**ORDINANCE #1936**

**AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON  
ADDING TO CHAPTER 2.40 OF THE RAYMOND MUNICIPAL CODE DEALING  
WITH COMPENSATION OF OFFICERS**

**WHEREAS**, the Raymond Municipal Code section 2.40.010 establishes compensation of elective officers; and

**WHEREAS**, it is recognized that not all of those elected for the position of Mayor and Council Members would like to be compensated and may wish to waive or decline their salary; and

**WHEREAS**, The Raymond City Council has determined that salaries waived under the provisions of 2.40.10 shall be used for General Fund purposes;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RAYMOND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**SECTION 2.** A councilmember may voluntarily waive and elect not to be paid all or any portion of the salaries set forth in RMC 2.40.010 during their term of office. Notice of waiver and election must be:

- A. In writing and delivered to the clerk-treasurer prior to the effective date;
- B. Signed by the Councilmember and their spouse, if married, as required by RCW 49.48.100. Signature(s) shall be before a notary public.

The waiver shall be effective for all salaries earned following the effective date and continue in effect until withdrawn by a writing signed by the Council member or their spouse delivered to the clerk-treasurer. Councilmember's salaries that are declined or waived shall be used for any General Fund purpose.

This Ordinance was **INTRODUCED** on the 15<sup>th</sup> day of April 2024 and **PASSED** on this 6<sup>th</sup> day of May 2024 by the City Council of the City of Raymond, Washington by the following vote:

**Ayes –**

**Noes –**

**Absent –**

\_\_\_\_\_  
Dee Roberts, Mayor

Authenticated By:

\_\_\_\_\_  
Kayla MacIntosh, Clerk/Treasurer

Publish: 05/08/2024

**CITY OF RAYMOND, WASHINGTON  
ORDINANCE NO. 1937**

**AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON AMENDING,  
REPEALING AND ADDING TO RAYMOND MUNICIPAL CODE CHAPTER 6.04.020  
LICENSE REQUIRE, TAG FEE**

WHEREAS, the mayor and city council of the City of Raymond have determined that the dog licensing fees for the city of Raymond were incorrect; and

WHEREAS, the City has an right to charge reasonable fees to licenses dogs within the city limits; and

WHEREAS, animal owners have a right to a clear code outlining their obligations to and for their pets and other animals;

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

6.04.020 LICENSE REQUIRED, TAG FEE **the following shall be amended:**

The following license fees shall be paid upon application for a license: - *Added*

Unneutered or unspayed dogs, \$25.00, annually.

Neutered or spayed dog:

Annual license, \$10.00.

Lifetime license, \$50.00.

Seeing eye dogs, other dogs trained to assist disabled or handicapped persons, or other recognized service dogs, no fee for annual or lifetime license.

Dangerous dog, \$500.00, annual license only.

Government police dogs, no fee.

The license shall be issued by the clerk upon application and payment of the following fees except as exempt below: - *Repealed*

Annually - \$10.00

Lifetime - \$30.00

Lost tag replacement: Each occurrence - \$3.00

Dangerous dog certificate of registration, in addition to the license fee. Annually \$100.00

This Ordinance shall take effect upon the fifth day following publication.

This Ordinance was **INTRODUCED** on the 6<sup>th</sup> day of May 2024 and **PASSED** on this 20<sup>th</sup> day of May 2024 by the City Council of the City of Raymond, Washington by the following vote:

**Ayes –**

**Noes –**

**Absent –**

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Dee Roberts, Mayor

Authenticated By:

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Kayla MacIntosh, Clerk/Treasurer

Publish: 05/22/2024

**PROFESSIONAL SERVICES AGREEMENT**  
**FOR POOL MANAGER**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2024, between the City of Raymond, a municipal corporation of the State of Washington, hereinafter referred to as “CITY” and Daniella Lomelia, hereinafter referred to as “CONTRACTOR”, together referred to as “PARTIES”.

**RECITALS:**

**Whereas**, Daniella Lomelia is an individual/sole proprietor in the State of Washington: and

**Whereas**, the CITY has a need for the services of a manager to oversee the wading and recreational pools on a routine seasonal basis; and

**Whereas**, the CONTRACTOR has proven work experience as a lifeguard and swim educator; and

**Whereas**, the CITY and CONTRACTOR desire to enter into a professional services agreement with CONTRACTOR in order to have a clear understanding of the expectations of each Party; and

**Whereas**, a Professional Services Agreement will ensure both the CITY and the CONTRACTOR a clear understanding of their professional relationship;

**NOW, THEREFORE**, the CITY and CONTRACTOR agree and bind themselves to the following terms and conditions:

**I. TERM OF AGREEMENT**

The term of this professional services employment agreement shall run from 04-01-2024 through 12-31-24. This agreement may be terminated by either party with 30 days written notice.

**II. SERVICES TO BE PERFORMED BY CONTRACTOR**

**A. General Pool Manager services defined to include:**

1. Prepare all work schedules for employees making sure a manager or lead guard is "on duty" at all times the pool is open
2. Chemical analysis and application
3. Complete and turn in all payroll according to City Hall Due Dates
4. Hold monthly safety meetings and in-services for all employees, or more frequently as determined by need
5. Track pool attendance, balancing of cash drawer, accurately complete deposit slips and make nightly bank drops

6. Ensure proper operating conditions of all equipment and report any maintenance problems to the Director of Public Works
7. Handle & document first aid problems
8. Maintain lifeguard rotations and breaks
9. Maintain discipline and supervise all staff by enforcing staff policies and rules
10. Enforce City Pool Policies to the public
11. Maintain positive public relations
12. Document & record all disciplinary problems and accidents to the Public Works Director in a neat and concise manner.
13. Maintain a clean facility by delegating duties to the staff; including, but not limited to, bathrooms, trash collection (inside and outside the facility), and vacuuming of the pool twice a week or more, as needed.
14. Inform the Director of Public Works of any scheduled or non-scheduled Health Dept. visits
15. Check and lock all gates at closing time
16. Attend POOL Board meeting(s), if requested to do so
17. Hold and maintain the following certifications:
  - a. Lifeguard Certification (includes CPR and First Aid)
  - b. Lifeguard Instructor Certification
  - c. Aquatic Facility Operator Certification
  - d. Water Safety Instructor Certification
18. Other duties as deemed necessary or required

### **III. HOURS OF WORK/CONTRACTOR STATUS**

CONTRACTOR's relationship with the City is that of a CONTRACTOR, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture or employment relationship. CONTRACTOR is not subject to direct supervision or direction by the CITY.

The CONTRACTOR shall not be entitled to any of the benefits that the City may make available to its employees, including, but not limited to, group health or life insurance, profit sharing, or retirement benefits, except as expressly stated in this Agreement. CONTRACTOR is not authorized to make any representation, contract, or commitment on behalf of the City unless specifically requested or authorized in writing to do so by an executive officer of the City. CONTRACTOR is solely responsible for, and will file, on a timely basis, all tax returns and payments required to be filed with, or made to, any federal, state, or local tax authority with respect to the performance of services and receipt of fees under this Agreement. CONTRACTOR is solely responsible for, and must maintain adequate records of, expenses incurred in the course of performing services under this Agreement. The City will not withhold for the payment of any social security, federal, state, or any other employee payroll taxes payable with respect to CONTRACTOR. The City will, as applicable, regularly report amounts paid to CONTRACTOR by filing Form 1099-MISC with the Internal Revenue Service as required by law.

The CITY and CONTRACTOR understand and agree that this position is exempt from both the provisions of the Federal Labor Standards Act (FLSA) and collective bargaining. It is further understood and agreed that this position is for a base hourly period of 90 hours per month. CONTRACTOR will be responsible for keeping track of her time and providing statements to

the CITY regarding work performed in excess of 90 hours. It is further understood and agreed that the CONTRACTOR's hours of work may vary due to the responsibilities of the position and that the CONTRACTOR may work less or more than the usual daily business hours.

**IV. FRINGE BENEFITS**

The CITY shall pay for any continuing education seminars/classes the CONTRACTOR may attend in order to remain up-to-date in the various areas of responsibility the CONTRACTOR has accepted under the terms and conditions of this Agreement and upon permission granted by the City Council. Any advanced professional degrees sought by the CONTRACTOR shall be the sole responsibility of the CONTRACTOR to pay.

Should the CONTRACTOR find it necessary to use her personal vehicle for CITY business, the CITY will reimburse the CONTRACTOR in the same manner and to the same extent as any non-union CITY employee would be reimbursed for the use of their personal vehicles.

**V. COMPENSATION**

For the services rendered pursuant to this Agreement, the CITY will pay the CONTRACTOR monthly compensation of One Thousand Five Hundred Dollars (\$1,500.00). The CITY will pay the CONTRACTOR the minimum hourly wage of \$16.28 for any additional hours in excess of 90 hours per month and/or classes taught, i.e. swim lessons, mommy and me, swim club, etc. This compensation shall be paid to the CONTRACTOR at the same time and in the same manner as any non-union City employee.

**FOR THE CITY:**

**FOR THE CONTRACTOR:**

\_\_\_\_\_  
**DEE ROBERTS**

\_\_\_\_\_  
**DANIELLA LOMELI**

**ATTEST:**

\_\_\_\_\_  
**KAYLA MACINTOSH CLERK /TREASURER**