



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

PRELIMINARY AGENDA
REGULAR MEETING
Monday, April 13, 2015
7:00 p.m.
Craig George, Mayor

1. CALL TO ORDER
 - A. Roll Call
2. CONSENT AGENDA – Action
 - A. March 9, 2015 City Council Minutes
 - B. Claims Vouchers as audited by Finance Committee
 - C. March 2015 Payroll Warrants
3. SPECIAL GUESTS AND PUBLIC COMMENT
 - A. Andrew Woods, County Public Works Director – Solid Waste Comp Plan Update
 - B. Linze Greenwalt, Chamber of Commerce – Request for Street Closures for 2015 Events
4. COMMITTEE/BOARD/COMMISSION REPORTS
5. REPORTS OF CITY OFFICERS
6. UNFINISHED BUSINESS
 - A. Discussion and Consideration of Resolution No. 1259 – Approving and adopting the City of Dayton 2015 Water System Plan
 - B. Consideration of Resolution No. 1260 – Authorizing an interfund loan from the Cemetery Endowment Fund to the Capital Improvements Project Fund and its repayment schedule for the purchase of a Lawn Mower not to exceed \$23,000
7. NEW BUSINESS
 - A. Consideration of Resolution No. 1261 – Declaring certain personal property surplus, directing the disposal of the property and establishing an effective date
 - B. Consideration of an agreement with Vision Forms to provide monthly utility statement automation services
 - C. Consideration of Resolution No. 1262 – Authorizing the Downton Side Street Sidewalk Chalk Art Program
8. FINAL PUBLIC COMMENT
9. ADJOURN

2(A)



DAYTON CITY COUNCIL MINUTES
Regular Meeting
Monday, March 9, 2015
111 S. 1st Street
Dayton, WA 99328

- 1. CALL TO ORDER:** Mayor Craig George calls the meeting to order at approximately 7:00 p.m.
- Roll Call:** Present – Michael Paris, Kathy Berg, Christine Broughton, Art Hall, Dain Nysoe, Byron Kaczmariski
- Public:** Kevin Floyd
- Staff:** Planning Director Karen Scharer, City Clerk-Treasurer Trina Cole

2. CONSENT AGENDA:

Action: Hall makes a motion, Paris seconds the motion, and the motion carries unanimously approving the Consent Agenda as presented: A) City Council Meeting Minutes of January 12, 2015; B) Special City Council Meeting Minutes of January 26, 2015; C) City Council Meeting Minutes of February 9, 2015; D) The following voucher/warrants/electronic payments are approved for payment:

Funds

Voucher (Claims Warrant) Nos.:	39550-39610, 39616-39621, 939555, 364889, 936415, 364159	\$142,477.50
Payroll Warrant Nos.:	36447, 36466-36527, 36542-36568	\$139,718.99
Total		\$282,196.49

3. SPECIAL GUESTS/PUBLIC COMMENT

Del Groom and Roseanne Groom requests that the following streets be closed to accommodate the Annual Alumni Parade July 18, 2015: School Bus Lane, S. 3rd St from School Bus Lane to E. Main St., E. Spring St. from S. 3rd Street to S. 4th St., E. Main Street from S. 4th St. to S. 1st St., E. Clay St. from S. 3rd St. to S. 2nd St., S. 2nd St. from Main Street to School Bus Lane. Bailey makes a motion to authorize the street closures on July 18, 2015, for the Annual Dayton Alumni Parade as presented. Broughton seconds the motion. There is no discussion. The motion carries unanimously.

Jesse Mings, 1414 S. 2nd St, expresses concerns regarding the maintenance of the Sports Complex and requests clarification on responsibility of the City and the youth programs. George will work with the Public Works Department to address Mr. Mings’s concerns.

4. COMMITTEE/BOARD/ COMMISSIONER REPORTS

Public Safety – There is no report.

Public Works – There is no report.

Finance – There is no report.

Parks/Public Grounds – There is no report.

Planning/Economic Development – There is no report.

Personnel – There is no report.

Emergency Management – There is no report.

SEWEDA – There is no report.

Chamber of Commerce – Berg reports that the annual Brix and Brew will be held March 13, 2015.

Commissioners – George reports that the Commissioners recently traveled to Prosser to tour a retail marijuana outlet.

5. REPORTS OF CITY OFFICIALS

Sheriff – There is no report.

Public Works – Costello: 1) Commends Rob John for his work on the City’s park facilities; 2) Reports that the sewer main line between Commercial St. and Main St. is being cleaned; 3) Reports that the new backhoe has arrived.

City Clerk/Treasurer – Cole reports the following: 1) Water System Plan update project is almost complete; 2) new park mower purchase and interfund loan underway; 3) Website will be launched March 30; 3) Financials and Payroll modules will be installed March 17 – 19 and Billing Module will be installed the latter part of April; 4) Received four city attorney statement of qualifications and in the process of negotiating terms of an agreement; 5) Working on improving garbage collection and disposal policies; 6) Creating a new surplus policy; and, 7) Preparing amendments to the Personnel Policies to meet federal, state and local laws.

Planning Director – Scharer reports: 1) Sign and Sidewalk Use Update is underway; 2) Dayton Development Task Force’s Annual Spring Clean-up is scheduled for April 11; 3) April 14 is a special workshop for presenting the Shoreline Master Program’s Update; 4) On April 27, the Dayton Historic Preservation Commission, Dayton Development Task Force (DDTF) and State Department of Archaeology and Historic Preservation will be partnering on a forum covering maintenance of historic buildings, historic preservation tax incentive programs and an upcoming DDTF grant opportunity for improving Downtown Main Street buildings’ 5) Received a Public Records Request regarding the formation of the Washington Street and Southside Historic Districts and the proposed guidelines for these two districts.

City Attorney - There is no report.

Mayor Pro-Tempore – There is no report.

Mayor – George: 1) Thanks Jim Costello for 20-years of service to the community; 2) Reports on upcoming meeting with Steve Gorcester, Transportation Improvement Board Director; 3) Will be meeting with Apollo Solutions, Inc. on March 19 to go over the preliminary energy efficiency audit findings for the City’s facilities.

6. UNFINISHED BUSINESS

Action: Council considers Ordinance No. 1877, an ordinance of the City of Dayton repealing Chapter 8.7 of the Dayton Municipal Code; repealing Ordinance No. 1465; amending Ordinance No. 1840; and enacting a new Chapter 8.7 of the Dayton Municipal Code defining the permit process and requirements for the blocking of city streets. Paris makes a motion and Kaczmarek seconds the motion to authorize Ordinance No. 1877 as stated. Nysoe expresses concern associated with the \$1,000,000 limit on insurance. The motion carries unanimously.

7. NEW BUSINESS

Action: Consideration of Ordinance No. 1879, relating to the acceptance of donations, devises or bequests to the City Of Dayton; and creating a New Chapter of the Dayton Municipal Code 2.9 providing for the acceptance of donations, Devises or bequests to the City of Dayton. Nysoe makes a motion to authorize Ordinance No. 1879. Broughton seconds the motion. There is no discussion. The motion carries unanimously.

Action: Consideration of Resolution No.1258, repealing Section 8.8 and creating a new Section 8.8 of the Dayton Personnel Policies and Procedures, 2008, Credit Card Policy. Hall suggests that the policy include procedures for written authorization of purchases prior to credit card issuance. Discussion ensues. Kaczmarek makes a motion to authorize

Resolution No. 1258 as presented. Berg seconds the motion. There is no further discussion. The motion carries unanimously.

Action: Costello, George and Cole summarize the benefits of the installation of a new fish screen at the Dayton Fish Pond and the proposed Payable Memorandum Agreement with Washington State Department of Fish and Wildlife. Paris makes a motion to authorize the Payable Memorandum Agreement with Washington State Department of Fish and Wildlife to install a new fish screen at the Dayton Fish Pond. Berg seconds the motion. There is no discussion. The motion carries unanimously.

8. FINAL PUBLIC COMMENT

Nysoe asks what the status is of patrolling to enforce the new motorcycle parking regulations on the corner of S. 1st Street and E. Main Street. George responds that he spoke with Sheriff Miller and he was going to purchase new forms for issuing citations. George will follow-up with Sheriff Miller on the subject immediately.

9. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned 8:11 p.m.

Craig George, Mayor

ATTEST:

Approved:

Trina Cole, City Clerk-Treasurer

Date

6(A)



RESOLUTION NO. 1259

**A RESOLUTION OF THE CITY OF DAYTON, WASHINGTON, APPROVING
AND ADOPTING THE CITY OF DAYTON 2015 WATER SYSTEM PLAN**

WHEREAS, the City operates a Water System to provide its residents with uninterrupted drinking water service; and

WHEREAS, the City of Dayton ("City") in accordance with WAC 246-290-100(8) (b) must adopt a Water System Plan; and,

WHEREAS, the Washington Department of Health sets the planning requirements for water system plans; and,

WHEREAS, the City has contracted with Anderson Perry and Associates, Inc. to assist in the preparation of the Water System Plan for the City of Dayton; and,

WHEREAS, the City has developed a comprehensive water system plan in a manner that is consistent with Chapter 70.116 RCW and the Washington State Department of Health's requirements as specified in the Washington Administrative Code (WAC) Chapters 246-290 and 246-293; and

WHEREAS, the City Council of the City of Dayton finds it is in the best interest of the City utility, the residents of the City and persons residing in the proposed and designated urban growth area boundary to adopt and approve the City of Dayton 2015 Water System Plan as proposed.

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

Section 1. The City of Dayton 2015 Water System Plan, attached as Exhibit "A", and incorporated by this reference as if set forth in full is hereby adopted as a reference guideline of the City.

Section 2. The Mayor, or designee, is hereby authorized to execute this Resolution and any other appropriate documentation required for approval and submission of the Water System Plan, for and on behalf of the City of Dayton.

Section 3. The City will make necessary Comprehensive Plan amendments to reflect the City of Dayton 2015 Water System Plan in the next update of the City's Comprehensive Plan.

Section 4. This Resolution shall be effective immediately upon passage and signatures hereto.

ADOPTED by the City Council of the City of Dayton,
Washington on this _____ day of April, 2015.

Craig George, Mayor

Attested By:

Trina Cole, City Clerk-Treasurer

Due to the large size of Exhibit "A", this item was not included in the printed version of the Agenda Packet and has been uploaded as a separate document on our website at www.daytonwa.com

This document may also be viewed in person by visiting the Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

6 (B) 

RESOLUTION NO. 1260

A RESOLUTION OF THE CITY OF DAYTON, WASHINGTON,
AUTHORIZING AN INTERFUND LOAN FROM THE CEMETERY ENDOWMENT
FUND (601) TO THE CAPITAL IMPROVEMENTS FUND (301) IN AN
AMOUNT NOT TO EXCEED \$23,000 (TWENTY-THREE THOUSAND
DOLLARS) TO PURCHASE A NEW PARK LAWN MOWER

WHEREAS, funds are needed by the Capital Improvements Fund 301 for costs associated with the purchase of a new lawn mower, deck and bushel dump collection system, for performing routine maintenance at the various City parks and recreation facilities; and,

WHEREAS, the Public Works Director has extensively researched industrial lawn mower tractors and equipment options and determined that John Deere is the best fit for the City; and,

WHEREAS, the Public Works Director has determined that the lowest, responsible price is available through the State of Washington Department of Enterprise Purchasing Program; and,

WHEREAS, the City has determined that an interfund loan is necessary to purchase the new lawn mower and mower deck; and,

WHEREAS, the City expects the interfund loan to be repaid by the Cemetery Fund as authorized in Section 1;

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

Section 1. An interfund loan in the amount not to exceed \$23,000 is hereby authorized for transfer from the Cemetery Endowment Fund 601 to the Capital Improvements Fund 301 for the purchase of one John Deere Lawn Mower as provided in Exhibit "A".

Section 2. The term of the interfund loan shall be for a period of three (3) years.

Section 3. The Current Expense Fund shall make annual interfund transfer installments to the Cemetery Endowment Fund at an interest rate of 1.00% annually beginning October 2015, in amounts not to exceed the Yearly Amortization Schedule as provided in Exhibit "B". The principal shall be deposited into the Cemetery Endowment Fund and the interest shall be deposited into the Cemetery Fund by October 1 of each year. There shall be no penalty for early pay-off.

Section 4. The Public Works Director, or designee, is hereby authorized to purchase the John Deere Lawn Mower as provided in Exhibit "A".

PASSED by the City Council of the City of Dayton, Washington, on this _____ day of _____, 2015.

Craig George, Mayor

Attest:

Trina Cole, City Clerk-Treasurer



Purchase Order for
John Deere Equipment (U.S. Only)

PO# 03328344
PO Revision# Original

PURCHASER'S NAME - First Signer (First, Middle Initial, Last) CITY OF DAYTON			DATE OF ORDER Mar 31, 2015	COMPANY UNIT 07	DEALER ACCOUNT NO. 079020
(SECOND LINE OF OWNER NAME)			DEALER ORDER NO.		
STREET OR RR 111 S 1ST ST			SOC.SEC.	IRS NO.	EIN.NO.
TOWN DAYTON	STATE WA	ZIP CODE 99328	TRANSACTION TYPE Cash Sale		PURCHASER SALES TAX EXEMPT
COUNTY COLUMBIA	PURCHASER ACCT.	PHONE NO. 509-382-2361	SELLER'S NAME & ADDRESS Deere & Company 2000 John Deere Run Cary, NC, 27513 6095252010		
E-MAIL ADDRESS					
Use County COLUMBIA	Use State/Province WA				

I (We), the undersigned, hereby order from Dealer the Equipment described below, to be delivered as shown below. This order is subject to Dealer's ability to obtain such Equipment from the manufacturer and Dealer shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond Dealer's control. The price shown below is subject to Dealer's receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order.

± NOTICE: Equipment may be equipped with telematics hardware and software ("Telematics") that transmit data to John Deere. Purchaser may deactivate Telematics by contacting the JDLink Global Support group at 1-800-251-9928 or via email at jdlinksupport@johndeere.com.

QTY	NEW	DEMO	RENTAL	USED	Equipment & Value Added Service (Give Model, Size & Description)	Hours of Use	PRODUCT IDENTIFICATION NUMBER	DELIVERED CASH PRICE (Or Total Lease Payments)	
1	X				JOHN DEERE Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In. Side Discharge 7-Iron PRO Deck			\$ 18,739 49	
1	X				JOHN DEERE 14 Bushel Dump From Seat Material Collection System For Z997R 60/72 In. Side Discharge Diesel Z-TRAK Mowers			\$ 3,334 04	
6	X				Quik-Tatch Weight, 42 Lb.			\$ 316 28	
I (We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.						TOTAL CASH PRICE			\$ 22,389 81
QTY	DESCRIPTION OF TRADE-IN				Hours of Use	PRODUCT IDENTIFICATION NUMBER	AMOUNT		
1	KUBOTA F3060					31592	\$ 1,500 00		
PURCHASER TYPE						MARKET USE		TOTAL TRADE-IN ALLOWANCE	\$ 1,500 00
COMMENTS:						1. TOTAL CASH-PRICE		\$ 22,389 81	
						2. TOTAL TRADE-IN ALLOWANCE		\$ 1,500 00	
						3. TOTAL TRADE-IN PAY-OFF		\$ 0 00	
						4. BALANCE		\$ 20,889 81	
						5. SALES TAX - (8.10%)		\$ 1,692 07	
						5. SUB-TOTAL		\$ 22,581 88	
						6. CASH WITH ORDER		\$ 0 00	
						7. RENTAL APPLIED		\$ 0 00	
						8. CASH DISCOUNT		\$ 0 00	
9. BALANCE DUE		\$ 22,581 88							

IMPORTANT WARRANTY NOTICE: The John Deere warranty applicable to new John Deere Equipment is printed and included with this document. There is no warranty on used equipment. The new equipment warranty is part of this contract. Please read it carefully. YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.

NOTICE: Use of John Deere Services, if applicable, and all rights and obligations of John Deere and the Customer (as identified in the applicable agreement), are governed by the terms and conditions outlined in the applicable Services and Software agreements available at www.JohnDeere.com/Agreements. If these terms and conditions are not agreeable do not use the Services.

DISCLOSURE OF REGULATION APPLICABILITY: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board. In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants.

ACKNOWLEDGEMENTS - I (We) promise to pay the balance due (line) shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Equipment, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.

Purchaser's Signature _____ Accepted By _____
 Purchaser's Signature _____ Date Accepted _____ Salesperson TELLEFSON, MATT

DELIVERED ON:

WARRANTY BEGINS:

Jim Costello

From: Matthew Tellefson [mtellefson@papemachinery.com]
Sent: Tuesday, March 31, 2015 3:22 PM
To: jimc@my180.net
Subject: 997 ZERO TURN WITH COLLECTION SYSTEM
Attachments: SPape 15033114150.pdf

Here you go Jim, just sign and email back to me. and when you have time send me a letter of intent to buy or a P.O.. Thanks Jim and sorry about the miss communication on my part.



Matt Tellefson
Territory Manager

Phone: (509) 525-2010
Cell: (509) 520-0503
Fax: (509) 525-2014

Loan Summary

Principal:	\$23000
Interest Rate:	1%
Loan Term:	3 years

EXHIBIT
"B"

Yearly Amortization Schedule

Payments	Yearly Total	Principal Paid	Interest Paid	Balance
Year 1 (1-12)	\$7,785.44	\$7,590.16	\$195.27	\$15,409.84
Year 2 (13-24)	\$7,785.44	\$7,666.41	\$119.02	\$7,743.43
Year 3 (25-36)	\$7,785.44	\$7,743.43	\$42.01	\$0.00
Totals	\$23,356.31	\$23,000.00	\$356.31	

Recent LOCAL Lease/Purchase Interest Rates

All financing costs are included in Interest Rates... there are no additional financing costs.

Equipment Only

<i>Term</i>	<i>8/22/13</i>	<i>3/19/14</i>	<i>8/28/14</i>	<i>3/24/15</i>
3 years	0.85	0.71		1.00
4 years			0.92	1.18
5 years	1.37	1.18	1.17	1.36
6 years	1.62		1.39	
7 years	1.90		1.60	
8 years				1.83
9 years		2.15		
10 years	2.61		2.13	2.09
12 years	3.03			2.32
13 years			2.60	
15 years	3.52			

These historic rates do not indicate what future issue rates will be. Actual interest rates are determined by the competitive bids received on the date of sale.

Maximum term is determined by OFM's Useful Life Table at:

<http://www.ofm.wa.gov/policy/30.50.htm>

For additional information please contact:

Wendy Kancianich, Lease/Purchase Specialist, (360) 902-9022 or Wendy.Kancianich@tre.wa.gov

7(A)

RESOLUTION NO. 1261

A RESOLUTION OF THE CITY OF DAYTON, WASHINGTON, DECLARING CERTAIN PERSONAL PROPERTY SURPLUS; AUTHORIZING AND DIRECTING THE DISPOSAL OF SURPLUS PROPERTY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Dayton ("City") has acquired certain personal property for the purpose of carrying out services in the public interest; and

WHEREAS, certain items of personal property of the City have become worn out, obsolete, or are no longer needed by the City; and

WHEREAS, the City has deemed it unnecessary to maintain ownership of surplus personal property of the City; and

WHEREAS, the City desires to dispose of the following surplus property:

Kubota F3060 Lawn Mower Tractor and its associated equipment

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

Section 1. Equipment Surplus. The City Council finds and declares that the City no longer has a use for the surplus Kubota F3060 Lawn Mower Tractor and declares it surplus.

Section 2. Disposal of Surplus Property. In disposing of the surplus personal property, the Public Works Director is authorized to use the F3060 Lawn Mower as a "Trade-in" towards the purchase of a new lawn mower.

Section 3. Effective Date. This Resolution shall be effective and in full force immediately upon passage.

ADOPTED by the City Council of the City of Dayton, Washington on this _____ day of April, 2015.

Craig George, Mayor

Attested:

Trina Cole, City Clerk-Treasurer

7(B) 

REPORT TO THE CITY COUNCIL

DATE: April 9, 2015
TO: City Council Preliminary Agenda Packet for 04/13/2015
FROM: Trina Cole, City Clerk-Treasurer

RE: Agenda Item No. 7 (B) – Consideration of authorizing the Service Agreement with Vision Forms to provide utility statement automation compatible with the City’s new utility billing software.

ISSUE: Shall the City Council authorize a service agreement with Vision Forms for utility statement automation?

BACKGROUND/DISCUSSION: The City Council authorized the purchase of new integrated municipal finance software program. Part of this program includes an upgraded utility billing module that will provide additional utility information including the consumer use information. As a result, the new bill process requires a full-page statement and envelope mailing which increases the cost of printing and mailing the statements. The new module allows for the City to consider outsourcing this portion of the billing process.

The staff estimates it will likely cost the City approximately \$1, 160 per billing cycle under the new system. The proposed contract provides for automated utility statement services for a fee of \$975 per billing cycle (excluding initial, one-time set-up fee). The cost-savings of approximately \$2,215 annually would be indirect. That is, the proposed service would create an additional \$1,000 out of pocket per year, but would allow for staff time (approximately 10 hours per month) to be redirected towards supporting other areas of City business.

ALTERNATIVES:

1. Reject the proposed contract.
2. Authorize contracts with Vision Forms as presented (Attachments 1).
3. Take no action.

RECOMMENDED ACTION:

1. **MOVE TO** authorize the Service Agreement with Vision Municipal Solutions, LLC to provide utility statement automation services as proposed.

Attachment 1: Vision Forms Service Agreement



Vision Forms

PO Box 28429
 Spokane, WA 99228
 Phone (509) 315-8845 Fax (888) 223-6007
 Website: www.visionms.net Email: info@visionms.net

**Service Agreement for Vision Forms for:
 City of Dayton**

This Purchase Agreement dated March 26th, 2015 between the City of Dayton, located at 111 S First, Dayton, WA 99328 and Vision Forms, located at 307 W. Francis Ave, Spokane, WA. 99205 when signed, confirms the purchase of the following Vision Forms Services:

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1500	Utility Statement Automation – Single Sided Duplex Backer (Optional) #9 Return Envelope (Optional) Includes: Form 8 1/2" x 11" Processing Data Processing CASS Certification Laser Imaging Cutting, Folding, & Inserting First Class Pre-Sorting Delivery to USPS #10 Double Window Envelope Postage Also included: House-Holding (comingling statements to like-addresses) Audit Report Creation (indicate bad & forwarding addresses) Automated Email Notification (per run) Post Net Bar Codes & Optional OCR Scan Line Optional Inserting: Processing .05/per document provided Additional fees apply if Vision creates the form. Typically our charge is \$.12/Single Sided, \$.14/Double Sided. Note: Additional Postage potentially increase with quantities above a single page.	.65 .88 .02 3 Reams 57.93 x 5	\$975.00 Copies 90.00 Paper 15.00 Envelopes 180.00 Postage 615.00 wages 259.65 1,159.65 Indirect Savings 184.65
1	Setup Fee (Includes Form Setup & Secure Network Access)		\$300.00
1500	Postage Deposit (Avg Statements * \$.41)	.41	\$615.00

Acceptance of Agreement:

Vision Forms

Craig Lodgard
 Accepted By (Signature)
 Craig Lodgard
 Printed Name
 Managing Member
 Title
 03/26/2015
 Date

City of Dayton

 Accepted By (Signature)

 Printed Name

 Title

 Date



Vision Forms
PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888) 223-6007
Website: www.visionms.net Email: info@visionms.net

Service Agreement between the City of Dayton and Vision Forms

This Service Agreement "Agreement" is made effective on the date noted below by and between **Vision Forms** and the **City of Dayton "DAYTON"**.

Terms of Agreement:

This agreement starts on the date signed by both parties. Agreement shall automatically be renewed monthly unless 30 days prior notice is given by either party.

Whereas, DAYTON desires to have a responsible, qualified and competent entity to process, collate and mail billings and Vision Forms desires to obtain the right and privilege to provide such services;

Now, Therefore, DAYTON and Vision Forms agree as follows:

DAYTON shall provide Vision Forms with billing data via direct download to Vision Forms' FTP site or other acceptable magnetic media form at the rate of approximately 1500 bills per cycle.

Scope of Service:

Vision Forms shall provide the following services and supplies:

- a) Billing Forms as approved by DAYTON
- b) Vision Forms shall send an E-mail to confirm receipt of each data file, the number of billings contained in the file and the total billing amount to confirm the integrity of the data received
- c) Processing which shall include: compilation of data, processing of data including redirection of flagged accounts, CASS certification and bar coding of addresses, imaging of variable data and statement onto a single sheet of 20# statement stock, perforated for remittance
- d) Folding and insertion of statement with #9 return envelopes (optional) into double window #10 envelope
- e) Monthly mailing of statements with first class, pre-sorted postage at the lowest qualified rates
Postage included with the exception of flats and foreign mail
- f) Vision Forms shall process all billings within 48 hours of receipt of approved billing data from DAYTON
- g) Billing statements will be processed monthly (every month)
- h) Normal turnaround for flyers, newsletters and other similar communication pieces to be included with statements is two (2) weeks in advance of mailing

Payment:

In consideration for this service, DAYTON will pay the rate of sixty-five (65) cents per piece mailed at a minimum of one hundred dollars (\$100) per billing to Vision Forms or the rate of sixty-seven (67) cents per piece if the #9 return envelope is included. Also, DAYTON will pay Vision Forms \$300 for a one-time setup fee. The rate per/piece is subject to change based on postage, paper, and processing impacts. Programming customizations will be quoted on a per-job basis at the rate of \$125.00 per hour.

Increases in Postage and Paper Costs:

Should U.S. Postal Service bulk postage rate rise during the Agreement period, the amount DAYTON will pay per billing shall increase by the corresponding amount of the postage increase only. Vision Forms shall notify DAYTON at least one month in advance of any postage increase and shall detail the amount of the increase and its effective date. Also, should paper prices increase beyond the point that Vision Forms can absorb, we will notify DAYTON about any necessary adjustments.



Vision Forms

PO Box 28429

Spokane, WA 99228

Phone (509) 315-8845 Fax (888) 223-6007

Website: www.visionms.net Email: info@visionms.net

Postage Deposit:

DAYTON shall pay a deposit for postage equal to one month's total billing cost to Vision Forms. Deposit amount shall be offset against outstanding amounts owed Vision Forms at the termination of the Agreement with any remaining amounts refunded to DAYTON. The deposit must be paid in full prior to first mailing, and is subject to increase.

Billing Method:

Vision Forms shall submit invoices to DAYTON as services are performed. Invoices shall detail the dates of data files billed, number of bills processed, number of inserts processed, cost per billing and insert, and grand total. Invoices shall be sent to Email cityclerk@daytonwa.com. Invoices submitted by Vision Forms shall be paid within thirty days of receipt of invoice. If DAYTON elects to cancel the payment agreement, all monies will become due at the point of cancellation.

Contact Personnel:

The contact person for Vision Forms shall be John Engebretson at (509) 315-8845, ext. 201, and the backup person shall be Chad Heaton at (509) 315-8845, ext. 202. The contact person at DAYTON shall be Debbie Hays at (509) 382-2361.

Indemnification

Vision Forms shall indemnify, defend, and hold harmless the City, its agents, and employees from and against any and all liability arising from in whole or part from negligent acts or omissions of Vision Forms, its agents, officers, or employees.

Security/Privacy:

Security

Our partner, Wright Enterprises, partners with EasyStreet, an advanced data hosting ISP, to manage all inbound and outbound customer communications. EasyStreet Pro's Co-location services provide us with a fully managed, redundant network infrastructure. Their managed network provides connectivity through multiple entrances to the Internet backbone via multiple separate, fiber-based, fault-tolerant networks. Routers between our co-location rack and the Internet are redundant, minimizing potential single points of failure. EasyStreet's multi-million dollar Data Center is a national-class facility hardened with multiple layers of reliability and protection. They've engineered it to avoid any single point of failure in connectivity, power, fire or air conditioning. Inside the Data Center, they've taken every precaution to assure the safety of our servers, starting with a dedicated power feed.

Physical security

The facilities are manned by EasyStreet personnel 24/7. They are monitored for intrusion detection with internal alarming and an external security service. Entrance is by card key*. All access is logged, and cameras provide additional surveillance. The Data Center is located on a flat stable ground with no known faults, flood plains, flight paths or other geological threats. Cabinets and racks are bolted to the foundation for seismic stability. Overhead anchored ladders provide additional vertical stability. All cabling is overhead.



Privacy

Vision Forms values our customers and respects your privacy and the security of your personal information. Typically no data is transferred through Vision Servers and therefore not accessible by Vision personnel. In the situation that it is necessary for Vision Forms to assist in the transfer of your data the below applies.

- We will use personal information you provide only for purposes consistent with the reason you provided it.
- When we provide personal information to companies that perform services for us, such as Wright Enterprises, we require those companies to protect the information in the same manner as Vision Forms. These service companies cannot use your personal information for any other purpose than the reason you provided it to Vision Forms.
- We do not sell any of the information collected or stored.

Entire Agreement:

This Agreement constitutes the entire Agreement between DAYTON and Vision Forms. It supersedes all prior communications, agreements, contracts and promises, either oral or written, by DAYTON and Vision Forms. No modification of the terms of this Agreement shall be effective unless agreed to in writing by both DAYTON and Vision Forms.

Acceptance of Agreement:

Vision Forms



Accepted By (Signature)
 Craig Lodgard
 Printed Name
 Managing Member
 Title:
 03/26/2015
 Date

City of Dayton

Accepted By (Signature)
 Printed Name
 Title
 Date



CITY OF DAYTON PLANNING DEPARTMENT

111 S. 1st Street, Dayton, WA 99328
(T) 509-540-6747 (F) 509.382.2539 Email: kscharer@daytonwa.com
www.daytonwa.com

Date: April 6, 2015
TO: Dayton City Council Members and Mayor Craig George
FM: Karen Scharer, Planning Director
RE: Resolution for the 2015 Downtown Side Street - Sidewalk Chalk Art Program

City Planning Department received a request from Elena Riggs for the City to consider permitting a "2015 Sidewalk Chalk Art Program" similar to the program implemented in 2013. The program is setup to provide visibility for Ben Hewy to show off his art in the downtown and allow any other citizens to also do the same.

The proposed resolution as written is supported by Elena Riggs, Council Planning Committee, and City staff.

Background

In 2013 the Council approved a program allowing chalk drawing on the east side of S. 1st Street, between Main St. and Clay St. The program ran smoothly without issue. The sidewalk was always completely washed off each night.

It should be noted that only Ben with his caregiver(s) signed up to draw on the sidewalk.

Highlights of Differences from 2013 to the 2015 Program

- Inclusion of the west sidewalk of S. 3rd Street between Main St and the alley. , next to Suffield Furniture.
 - This sidewalk is shaded in the afternoon.
 - Al and Caroline Suffield have been contacted by Elena and City staff. They are supportive of the chalk art and are willing to allow their water to be used to clean off the sidewalk in the evening.
- Expansion of hours allowing drawing until 5 PM, rather than 4:30 PM.
 - This change allows a slight amount of greater flexibility for drawing and was requested by Elena.

Potential Issues

- No issues are seen by staff.

Other

- The hose bib in front of City Hall was removed a year ago when a pipe froze. Jim Costello has indicated there isn't an issue with replacing it and that replacement should take about ½ hr.

RESOLUTION NO. ~~_____~~ 1262

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON AUTHORIZING THE DOWNTOWN ~~SIDE~~FIRST STREET - SIDEWALK CHALK ART PROGRAM

WHEREAS, the City of Dayton recognizes the desire of the community to promote the downtown business area by increasing activity on the downtown Dayton side streets.

WHEREAS, the City of Dayton Comprehensive Plan of ~~2008~~ 2014 Update includes the community objective of encouraging “efforts to establish public art.”

WHEREAS, the City of Dayton recognizes sidewalk chalk art as means for individuals to show off their artistic talents publicly.

WHEREAS, the City of Dayton has circulated the draft Downtown Side Street - Sidewalk Chalk Art Program provisions for public review and comment by the nearby downtown business owners, community groups and interested citizens.

NOW THEREFORE, the City Council of the City of Dayton does hereby resolve to authorize the Downtown Side Street - Sidewalk Chalk Art Program as specified in Attachment A.

If any paragraph, sentence, clause or phrase of this Resolution or Attachment A 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.

This Resolution shall sunset, automatically expire, and be of no further effect on October ~~13~~19, ~~2013~~2015, unless expressly extended or renewed by action of the City Council.

PASSED by the City Council of the City of Dayton, Washington on this ____ day of, ~~July~~April, ~~2013~~2015.

Craig George, Mayor

Attest:

Trina Cole, City Clerk-~~Treasurer~~

Attachment A

DOWNTOWN ~~FIRST-SIDE~~ STREET - SIDEWALK CHALK ART PROGRAM
S. 1st St. east sidewalk and S. 3rd St. west sidewalk

The purpose of this program is to allow individuals to express their artistic talents publicly on sidewalks of the downtown side streets through the medium of sidewalk chalk art.

- A. **Definition** - "Sidewalk Chalk Art" is defined as temporary art drawings created using only chalk on sidewalks.
- B. **Locations Allowed** - Sidewalk Chalk Art is allowed as follows on ~~the City of~~ Dayton Downtown side street sidewalks: east First Street sidewalk from Clay Ave to Main St, excluding the 14 foot wide sidewalk along Main Street. Chalk Sidewalk Art is limited as follows:
1. S. First Street sidewalk from Main St. south to Clay St., east side of street.
 2. S. Third Street sidewalk from Main St. south to the alley, west side of street.
 3. Limitations:
 - a. Location excludes the 14 foot wide sidewalk along Main Street:
 - b. Drawings and artists shall be a minimum of 3 feet from alleys, doors and door entry ways to buildings, except for the three garage doors of City Hall; and,
 - c. A minimum sidewalk pedestrian access corridor of 6 feet or more in width shall at all times be maintained and not blocked.
- C. **Days and Hours of Chalk Art Drawing and Removal** -
1. Drawing is generally allowed between the hours of 7 am and ~~4:30~~ 5 pm, unless specifically restricted or extended by the City.
 2. Chalk art shall be completely removed by 8 pm on the same day the chalk was applied to the sidewalk. Removal shall include the removal of any residual chalk on nearby sidewalks and streets.
 3. An adult must accompany a minor drawing sidewalk chalk art.
- D. **Materials Allowed and Removal**
1. Chalk is the only drawing material allowed on the sidewalk. No pencil, pen, paint, stain or other materials are allowed to be applied.
 2. In the removal of chalk art from the sidewalk, only water is to be applied. No other chemicals are allowed to be applied to the sidewalk or street when washing away chalk.
- E. **Registration**
1. The artist must register/sign up to draw at City Hall prior to drawing sidewalk chalk art. The city may limit days or times, to assure that: a) drawing does not interfere with another artist's drawing chalk drawing schedule; ~~and~~, b) if the artist or guardian did not previously comply with provisions of this program; and or, c) if requested by an adjacent business.
 2. Only a guardian of a minor may apply and sign for a permit to allow a minor under 18 years of age to draw sidewalk chalk art at City Hall.
 3. Registration to draw sidewalk chalk art may be requested and approved for one or multiple days.
- F. **Enforcement** - Failure to comply with the provisions of the Sidewalk Chalk Art program and any specific limitations placed on permit approval shall be grounds for the Dayton Planning Director to rescind or limit Sidewalk Chalk Art Permit approval(s).