



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

PRELIMINARY AGENDA
REGULAR MEETING
Wednesday, November 14, 2018
6:00 p.m.
Craig George, Mayor

1. CALL TO ORDER
 - A. Roll Call
2. CONSENT AGENDA – ACTION:
 - A. Approve City Council Minutes -
 - i. September 12, 2018
 - ii. October 10, 2018
 - B. Approve of Voucher Warrants as audited by the Finance Committee: \$ 516,036.58
 - C. Approve of Payroll Warrants for October 2018: \$82,502.85
 - D. Accept Laura Aukerman’s Resignation from the Dayton Planning Commission effective 10/16/2018
 - E. Confirm Mayor’s appointments to serve on the Dayton Planning Commission:
 - i. Alicia Walker – November 15, 2018 - March 2020; and
 - ii. Kari Dingman - November 15, 2018 – March 2022.
3. SPECIAL GUESTS AND PUBLIC COMMENT:
 - A. Susan Schlenz – Discuss Cornnaggia Addition: Property owner responsibilities and City responsibilities
 - B. Public Hearing: Revenue Sources including proposed property tax increases
 - i. ACTION: Authorize Resolution No. 1355, authorizing a regular tax levy for 2019 as presented.
 - C. Public Hearing: 2019 Preliminary Budget – No action.
4. COMMITTEE/BOARD/COMMISSION REPORTS:
 - A. Dayton Swimming Pool Facility Condition Assessment Report - Parks/Public Grounds
5. REPORTS OF CITY OFFICERS
 - A. FEMA Street Repairs Project – Jim Costello, Public Works Director
 - B. W. Washington Street Improvement Project – Jim Costello, Public Works Director
 - C. Code Compliance Focus – Meagan Bailey, Planning Director
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - A. ACTION: Discuss Ordinance No. 1939, an Ordinance amending certain sections of Title 6 of the Dayton Municipal Code, HEALTH, SAFETY, AND SANITATION:
 - Adopt Ordinance No. 1939 as presented; or,
 - Refer Ordinance No. 1939 back to Dayton Planning Commission for additional review and/or recommendation
 - B. ACTION: Discuss Ordinance No. 1940, an Ordinance amending certain section of Title 21 of the Dayton Municipal Code, Code Compliance:
 - Adopt Ordinance No. 1940 as presented; or,
 - Refer Ordinance No. 1940 back to Dayton Planning Commission for additional review and/or recommendation
 - C. ACTION: Authorize grant agreement with the Washington Office of the Secretary of State, Archives and Records Management Division for the Local Records Grant award totaling \$9,678.35
 - D. ACTION: Authorize Service Level Agreement for document preparation and imaging services with the Washington Office of the Secretary of State, Archives and Records Management Division
 - E. ACTION: Authorize Public Works Board Pre-Construction Loan Contract to fund allowable pre-construction activities associated with the Wastewater Treatment Plant Improvement Project.
8. FINAL PUBLIC COMMENT
9. ADJOURN

DAYTON CITY COUNCIL MINUTES
Regular Meeting
Wednesday, September 12, 2018
111 S. 1st Street
Dayton, WA 99328

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

Roll Call: Present: Mike Paris, Matt Wiens, Dain Nysoe, Byron Kaczmarek, Kathy Berg, Delphine Bailey
Absent: Zac Weatherford
Staff: Meagan Bailey, Planning Director; Jim Costello, Public Works Director; Trina Cole, City Administrator

2. CONSENT AGENDA:

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

- Approval of the July 23, 2018 City Council Meeting Minutes;
- Approval of the following vouchers for payment:

Claims: 46012-46038; 46055-46086; 46105; 46116-46117	\$ 364,920.71
Payroll: 46039-46054; 46087-46103; 46106-46115	\$ 80,880.50
Total	\$ 519,115.37;
- Confirm Mayor’s authorization of a contract with Correct Equipment Co., Inc., to repair/replace Water Well 2 and 3’s Chlorinators;
- Authorize Resolution No. 1349, Interfund Transfers in support of the 2018 Budget (Park and Cemetery Equipment Replacement Reserves);
- Proclaim September as Children Cancer Awareness Month;
- Confirm Mayor’s authorization of a contract with College Place Heating and Cooling to replace the Wastewater Treatment Plant digester boiler;
- Confirm Mayor’s authorization of a contract with Mark Lanning Tree Service to remove tree limbs and its debris from one Main Street Sycamore tree located near 338 E. Main Street; and
- Confirm Mayor’s authorization of a contract with Mark Lanning Tree Service to remove a tree from the Dayton City Cemetery.

3. SPECIAL GUESTS/PUBLIC COMMENT

Scott Marinella thanks City Council for trimming the tree in front of his office at 338 E. Main Street.

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 – D. Bailey reports: 1) Main Street Tree Committee will be meeting on September 22 look at the Main Street trees in whole.; and, 2) Dayton Swimming Pool Facility Condition Assessment will be made available in October and final in November.

Council discusses the fun and excitement that rock painting has provided to our community and how it has motivated individuals to get out and walk in hopes of finding one. She asks that the Chamber look at promoting the rock painting program.

George commends the 2018 Columbia County Fair and its festivities.

Planning/Economic Development – M. Bailey reports/summarizes the following: 1) Ken Graham S. 4th St. Short Plat project is complete.; 2) 533 W. Main Street has been stacking its garbage in one of its

car wash bays. It may have proved to create serious health and safety issues but was remedied quickly by a concerted effort between the City, County and the business owner. She applauds the working relationship between the City and County to resolve the issues so quickly.; 3) Facebook page has been created to provide another community outreach opportunity.; 4) Made improvements to the City's website specific to planning, building and code compliance services. 5) Researching infill zoning options for the City.; 6) Progress has been made towards the Comprehensive Plan Update including conducting scoping meetings and establishing timelines. The next step will be to create a docket list that will then be placed before Council for their consideration.; 7) Received training from Department of Ecology on the "Ordinary Highwater Mark" specific to the property located on the northeast corner of W. Washington Avenue and N. Cottonwood Avenue.; 8) Attended Floodplain Management training and will be taking an exam on said training at the end of September.

Personnel – There is no report.

Emergency Management – There is no report.

Chamber of Commerce – Berg reports: Dayton on Tour will be the weekend of October 6. This year will include a tour of downtown vacant buildings to entice potential business owners.

Commissioners – There is no report.

5. REPORTS OF CITY OFFICERS

Sheriff – There is no report.

Public Works – Costello reports: 1) FEMA Street Repairs paving portion of the project will begin September 24, 2018. Berg and D. Bailey compliment the curbing portion of the project. 2) Costello reports that the street painting crew will be performing painting services September 17. 3) Boiler is being replaced at the Wastewater Treatment Plant. Labor and Industries would not recertify the existing one.

Planning Director/Code Compliance – M. Bailey reports/summarizes the following: 1) Ken Graham S. 4th St. Short Plat project is complete and will be filed once surveyor, Brian Martin, provides final mylar; 2) Code Compliance Focus - 533 W. Main Street has been stacking its garbage in one of its car wash bays. It may have proved to create serious health and safety issues but was remedied quickly by a concerted effort between the City, County and the business owner. She applauds the working relationship between the City and County to resolve the issues so quickly; 3) Facebook page has been created to provide another community outreach opportunity.; 4) Made improvements to the County's website specific to City planning, building and code compliance services 5) Researching infill zoning options for the City including incentive zoning regulations to offer benefits to developing vacant spaces/lots; 6) Progress has been made towards the Comprehensive Plan Update including conducting scoping meetings and establishing timelines. The next step will be to create a docket list that will then be placed before Council for their consideration; 7) Received training from Department of Ecology on determining the "Ordinary Highwater Mark" and used the property located on the northeast corner of W. Washington Avenue and N. Cottonwood Avenue as a learning opportunity; 8) Attended Floodplain Management training and will be taking an exam on said training at the end of September; and 9) Planning Commission is working on updating code compliance regulations specific to reducing the length of time that a vehicle may be parked in a public right of way. Mayor George compliments M. Bailey for the amount of work she has completed for the City since becoming Planning Director and thanks her and her staff for their hard work.

City Clerk-Treasurer – Cole reports: 1) Completed an Investment Policy and is currently under review by the Finance Committee; 2) Working towards completing the 2019 Budget is underway; and 3) Completing final process for closing out various projects such as the Washington/Patit/N. 5th Street Water and Sewer Projects.

Mayor Pro-Tempore – There is no report.

Mayor – George reports: 1) Reiterates FEMA Street Repairs will be completed and not later than October 17, 2018. 2) Inert Waste Site Permit requires a report regarding the site. It is 90% complete and will be submitted to DOE for inclusion into City’s inert waste site permit application. Cole summarizes the application process and task requirements associated with application; 3) City received a low-interest loan from Public Works Board/Department of Commerce to purchase property associated with a new Wastewater Treatment Facility and its components. The loan totaled \$1,000,000. The City has a meeting with a prospective property owner interested in selling; and 4) Received a request from “The Club” to install a street light and a crosswalk. Discussion ensues regarding The Club’s programs and public safety needs associated with Cameron Street. M. Bailey expresses concern with the crossing in conjunction with the industrial zoned area. George directs M. Bailey to contact Ginny Butler to determine a plan for creating a safe crossing zone from The Club across W. Cameron Street. Council informally approves contacting Pacific Power to install a street lamp at about 528 W. Cameron Street.

6. UNFINISHED BUSINESS

ACTION: Berg makes a motion; Nysoe seconds the motion to authorize Resolution No. 1348, authorizing the Mayor to sign an interlocal agreement for Planning Services with Columbia County. There is no discussion. The motion carries unanimously.

7. NEW BUSINESS

ACTION: Ryan Ortuno, Columbia County Rural Library District and Cole summarize the history of the City/County library partnership. Kaczmarek makes a motion; Berg seconds the motion to authorize Resolution No. 1350, authorizing an agreement to transfer of the Hedwig Davis Bequest to Columbia County Rural Library District. Bailey supports the agreement for transfer. There is no further discussion. The motion carries unanimously.

ACTION: Nysoe makes a motion; Paris seconds the motion to Resolution No. 1351, amending Library District Annexation Agreement. Discussion ensues regarding the locations of the improvements. Motion carries unanimously.

ACTION: Paris makes a motion; Nysoe seconds the motion authorize Change Order No. 3 to the FEMA Street Repairs Project for additional street curb work. There is no discussion. The motion carries unanimously.

ACTION: Nysoe makes a motion; Paris seconds the motion to authorize Resolution No. 1352, authorizing a Public Works Contract with Humbert Asphalt, Inc., to perform pavement repairs on W. Washington Avenue and N. Cottonwood Avenue beginning at N. Front Street and ending at W. Patit Avenue associated with the relocation of the street within the public right of way not to exceed the Lump sum of \$55,000 There is no discussion. The motion carries unanimously.

8. FINAL PUBLIC COMMENT

Charles Zickafoose, 721 E. Dayton Avenue, expresses concern regarding the increase in utility bills, explains the potential negative financial impacts on his personal household, and asks that the Council consider the rate increase impacts that the wastewater improvements will have on all community members when moving forward with the Wastewater Treatment Plant Project.

Nysoe states that the Union Bulletin’s article in the newspaper was a wonderful article regarding the hospital and the Columbia County Hospital System.

M. Bailey expresses support for the Washington Avenue Overlay Project; it supports the City’s pro-infill efforts.

9. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned at 6:51 p.m.

City of Dayton

By: Craig George, Mayor

Attested:

Approved:

11/14/2018

Trina Cole, City Administrator/Clerk-Treasurer

Date

DAYTON CITY COUNCIL MINUTES

Regular Meeting

Wednesday, October 10, 2018

111 S. 1st Street

Dayton, WA 99328

1. CALL TO ORDER

Mayor Pro-Tem Delphine Bailey calls the meeting to order at approximately 6:00 p.m.

Roll Call: Present: Zac Weatherford, Mike Paris, Matt Wiens, Dain Nysoe, Byron Kaczmarek (enters meeting at 6:04 p.m.), Delphine Bailey
Absent: Craig George, Kathy Berg
Staff: Meagan Bailey, Planning Director; Jim Costello, Public Works Director; Trina Cole, City Administrator

2. CONSENT AGENDA:

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

- Approval of the August 8, 2018 City Council Meeting Minutes;
- Approval of the following vouchers for payment:

Claims: 46117; 46135-46189	\$ 383,110.08
Payroll: 46119-46134; 46190-46218	\$ 87,437.27
Total	\$ 470,547.35; and
- Authorize contract with Pacific Power for installation of an LED Street Light at about 528 W. Cameron Street not to exceed \$914.00.

3. SPECIAL GUESTS/PUBLIC COMMENT

None.

4. COMMITTEE/BOARD/ COMMISSIONER REPORTS

Public Safety – Nysoe reports that he learned that the hanging flower baskets obstruct the Highway 12 crosswalk pedestrian signal creating a hazard for pedestrians. He spoke with Chamber of Commerce and they are going to look into it.

Public Works – There is no report.

Finance – Kaczmarek reports that the Committee met to discuss the 2019 Budget. Nysoe states that one of the topics discussed included ensuring that labor was being allocated according to project to ensure accurate tracking of expenditures.

Parks/Public Grounds – D. Bailey reports: 1) Main Street Tree Committee met, discussed the health of the trees, the economic and environmental benefits of trees in general, removing the grates surrounding the tree bases may be beneficial and sidewalk heaving may be caused by frost versus tree roots. The next step will be a follow-up meeting with the Department of Natural Resources; that of which, Bill Clemens is scheduling.

Planning/Economic Development – There is no report.

Personnel – There is no report.

Emergency Management – There is no report.

Chamber of Commerce – There is no report.

Commissioners – There is no report.

5. REPORTS OF CITY OFFICERS

Sheriff – There is no report.

Public Works – Costello reports: 1) That Humber Asphalt, Inc. will complete the raising of manholes on E. Washington Avenue, then overlay N. 5th Street from E. Washington Street to E. Patit Avenue, E. Patit Avenue from N. 5th Street to Seneca Way, and the section of S. 5th St. from E. Washington Avenue to the railroad tracks; 2) Leaf Pick-up dates and regulations for bagged leaves and the location to place the bags; 3) Installed “No unauthorized vehicles” signs on levee at Sheriff’s request; 4) Relocated the pedestrian flashing lights from S. 2nd Street to W. Cameron Street to accommodate increased pedestrian traffic associated with The Club; 5) Ordered two mesh custom-made covers to cover the Dayton Swimming Pool tanks. The covers will meet Washington Administrative Code (WAC) requirements for pools closed in excess of 12 months. Costello was able to save a considerable amount of cost by going with the mesh covers. Council commends Costello for researching the City’s options and finding a cost-effective solution to meet the WAC requirements; 6) E. Washington Street Overlay Project will be completed in the latter part of October; 7) Received a request to re-stripe parking along N. 1st Street to create additional parking spaces through diagonal parking stalls. He requests a Public Works Committee meeting. Bailey inquires if there would be expenses associated with the transition. Costello responds that it would require labor and painting supplies; 8) Dave Elkins and Rob John attended a Safe Dig Course; 9) Lloyd Fletcher is now a certified water distribution manager; and, 10) Inert Waste Site Permit Application Report is 95% complete.

Planning Director/Code Compliance – M. Bailey reports/summarizes the following: 1) The Code Compliance Focus for September was 505 S. 4th Street. The lot was cleared of weeds and Deputy Sheriff Wiens reports that a junk vehicle was also removed. 2) Planning Commission will hold a public hearing on proposed Title 6 and Title 21 updates. The most notable update is reducing public right of way parking to 72 hours. 3) General Updates, i.e. Zoning Changes, Infill Provision Additions – was presented to the Planning Commission and is under discussion and review. 4) The consultant has created a Scope of Work for completing the 2020 Comp Plan Update. A copy is distributed for Council’s use. 5) She is now a Certified Floodplain Manager.

City Clerk-Treasurer – Cole reports: 1) Received a Washington State Department of Archives Grant Award of \$9,700 for digitizing approximately 17,000 city documents. 2) Received a 2019-21 Palouse RTPO TA Funding Program Grant Award of \$211,000 for S. 3rd Street Sidewalk Replacement Project. She explains that design will take place in 2019 and construction will occur in 2020. 3) There will be a Special City Council Meeting on November 28, 2018 to receive public input on the 2019 Final City of Dayton Budget.

Mayor Pro-Tempore – There is no report.

Mayor – There is no report.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

ACTION: Weatherford makes a motion; Paris seconds the motion to authorize Resolution No. 1353, amending Dayton Historic Preservation Commission By-Laws. M. Bailey states that the proposed policy provides concurrency between the By-laws and the Title 5 of the Dayton Municipal Code. There is no further discussion. The motion carries unanimously.

ACTION: Kaczmarski makes a motion; Nysoe seconds the motion to adopt Docket Item Nos. 1 – 6 to be processed in the 2020 Comprehensive Plan Update as presented in the Planning Department Staff Report dated 09/18/2018. M. Bailey reports that a public hearing was held on the docket items and cites DMC codes for processing docket items associated with the Comprehensive Plan. There is no discussion. The motion carries unanimously.

ACTION: Paris makes a motion; Wiens seconds the motion to authorize Resolution No. 1354, adopting Findings and Conclusions for Docket Items that will not be processed in the 2020 Comprehensive Plan Update. M. Bailey summarizes the proposed docket item rejections. There is no discussion. The motion carries unanimously.

ACTION: Weatherford makes a motion; Paris seconds the motion to approve Anderson Perry & Associates, Inc. Task Order for performing surveying services for City/County Property Exchange not to exceed \$5,300. Cole summarizes the proposed Order. There is no discussion. The motion carries unanimously.

ACTION: Paris makes a motion; Nysoe seconds the motion to approve Anderson Perry & Associates, Inc. Task Order for performing surveying services for landfill boundary line adjustment (BLA) not to exceed \$5,000. Nysoe asks if the Department of Ecology inert waste site application encompassed the landfill BLA. Cole responds that staff will ensure that the area is included if it was not included in original application. The motion carries unanimously.

8. FINAL PUBLIC COMMENT

D. Bailey reports that the recent Public Forum was good and urges everyone to vote in the upcoming elections.

9. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned at 6:36 p.m.

City of Dayton

By: Craig George, Mayor

Attested:

Approved:

11/14/2018

Trina Cole, City Administrator/Clerk-Treasurer

Date



Register

Fiscal: 2018

Deposit Period: 2018 - November, 2018 - October

Check Period: 2018 - November - November 14, 2018, 2018 - November - November 30, 2018, 2018 - November - November 15, 2018, 2018 - October - October 10, 2018, 2018 - October - October 31, 2018, 2018 - October - October 15, 2018

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank	5990067340			
Check				
<u>46219</u>	Bowhay, Michael	10/2/2018	10/3/2018	\$244.14
<u>46220</u>	Hays, Debra	10/2/2018	10/3/2018	\$291.36
<u>46221</u>	B.W. Inc.	10/8/2018	10/15/2018	\$6,101.08
<u>46222</u>	Humbert Asphalt, Inc.	10/8/2018	10/15/2018	\$33,354.81
<u>46223</u>	ORB Architects	10/8/2018	10/17/2018	\$11,181.60
<u>46228</u>	AG Link, Inc	10/10/2018	10/15/2018	\$105.02
<u>46229</u>	Alpine Products, Inc	10/10/2018	10/18/2018	\$189.01
<u>46230</u>	Anderson Perry & Assoc	10/10/2018	10/16/2018	\$25,083.79
<u>46231</u>	Basin Disposal, Inc	10/10/2018		\$162.25
<u>46232</u>	Christys Reality	10/10/2018	10/16/2018	\$128.40
<u>46233</u>	Col CO Rural Library District	10/10/2018		\$6,617.30
<u>46234</u>	Col Co Treasurer	10/10/2018	10/16/2018	\$36,745.09
<u>46235</u>	Fletcher, Lloyd	10/10/2018	10/17/2018	\$157.88
<u>46236</u>	Friends of Dayton Dog Park	10/10/2018	10/18/2018	\$500.00
<u>46237</u>	Government Finance Officers Association	10/10/2018		\$160.00
<u>46238</u>	Humbert Asphalt, Inc.	10/10/2018	10/15/2018	\$39,651.30
<u>46239</u>	Powers, Chester M	10/10/2018	10/15/2018	\$173.58
<u>46240</u>	Pump Tech, Inc.	10/10/2018	10/15/2018	\$6,610.23
<u>46241</u>	Tammy Nelson	10/10/2018		\$5.71
<u>46258</u>	Humbert Asphalt, Inc.	10/17/2018	10/19/2018	\$141,957.12
<u>46259</u>	2K Electric LLC	10/23/2018		\$584.60
<u>46260</u>	Centurylink	10/23/2018		\$916.74
<u>46261</u>	City Lumber & Coal Yard	10/23/2018		\$682.48
<u>46262</u>	City of Dayton	10/23/2018		\$3,574.77
<u>46263</u>	Col Co Treasurer	10/23/2018		\$7,330.85
<u>46264</u>	Coleman Oil Company	10/23/2018		\$2,794.94
<u>46265</u>	Dayton Chronicle	10/23/2018		\$64.18
<u>46266</u>	Dayton Mercantile	10/23/2018		\$110.09
<u>46267</u>	Dingle's Of Dayton	10/23/2018		\$3.78
<u>46268</u>	Doug's Septic Service Inc	10/23/2018		\$190.00
<u>46269</u>	Employment Security Dept	10/23/2018		\$102.16
<u>46270</u>	Ferguson - Seattle WW #1539	10/23/2018		\$401.72
<u>46271</u>	Ferrellgas	10/23/2018		\$264.94
<u>46272</u>	George, Craig	10/23/2018		\$40.00
<u>46273</u>	Granich Engineered Products	10/23/2018		\$538.98

Number	Name	Print Date	Clearing Date	Amount
<u>46274</u>	Invoice Cloud	10/23/2018		\$154.20
<u>46275</u>	Jones Truck & Implement	10/23/2018		\$14.29
<u>46276</u>	JP Cooke CO	10/23/2018		\$104.00
<u>46277</u>	Konen Rock Crushing, Inc	10/23/2018		\$440.76
<u>46278</u>	Leora Fletcher	10/23/2018		\$55.20
<u>46279</u>	Menke Jackson Beyer &	10/23/2018		\$1,030.00
<u>46280</u>	Northwest Administrators	10/23/2018		\$1,215.80
<u>46281</u>	One Call Concepts, Inc	10/23/2018		\$16.74
<u>46282</u>	Pacific Power	10/23/2018		\$19,964.32
<u>46283</u>	Pape Machinery Exchange	10/23/2018		\$12.47
<u>46284</u>	Pepsi Cola - Walla Walla	10/23/2018		\$23.50
<u>46285</u>	Petty Cash - City Of Dayton	10/23/2018		\$159.24
<u>46286</u>	Platt Electric Supply	10/23/2018		\$110.42
<u>46287</u>	Richard & Joanne Marble	10/23/2018		\$52.42
<u>46288</u>	Skyline Parts Inc	10/23/2018		\$350.98
<u>46289</u>	Staples Credit Plan	10/23/2018		\$714.35
<u>46290</u>	State Treasurer	10/23/2018		\$6,717.44
<u>46291</u>	Tim Quade	10/23/2018		\$28.28
<u>46292</u>	Touchet Valley Landscape	10/23/2018		\$1,592.01
<u>46293</u>	Touchet Valley Television, Inc	10/23/2018		\$65.00
<u>46294</u>	Transamerica Life Insurance CO	10/23/2018		\$1,188.42
<u>46295</u>	US Bank	10/23/2018		\$32.00
<u>46296</u>	USA Bluebook	10/23/2018		\$99.22
<u>46297</u>	Verizon Wireless	10/23/2018		\$229.56
<u>46298</u>	Vision Forms, LLC	10/23/2018		\$970.97
<u>46299</u>	Vision Municipal Solutions	10/23/2018		\$1,441.18
<u>46300</u>	Walla Walla Regional Water	10/23/2018		\$180.00
<u>46301</u>	Washington State Penitentiary	10/23/2018		\$2,600.00
<u>46302</u>	Woodpecker Truck & Equipment, Inc.	10/23/2018		Void
<u>46330</u>	Dept Of Revenue	10/31/2018		\$7,459.82
<u>46331</u>	Humbert Asphalt, Inc.	10/31/2018		\$139,802.40
<u>46332</u>	Bank Of America	10/25/2018		\$2,191.69
		Total	Check	\$516,036.58
		Total	5990067340	\$516,036.58
		Grand Total		\$516,036.58



Register

Fiscal: 2018
 Deposit Period: 2018 - November, 2018 - October
 Check Period: 2018 - November - November 14, 2018, 2018 - November - November 30, 2018, 2018 - November - November 15, 2018, 2018 - October - October 10, 2018, 2018 - October - October 31, 2018, 2018 - October - October 15, 2018

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank	5990067340			
Check				
<u>46242</u>	Bowhay, Michael H.	10/15/2018	10/16/2018	\$1,642.99
<u>46243</u>	Cole, Trina D.	10/15/2018	10/19/2018	\$2,316.84
<u>46244</u>	Costello, James S.	10/15/2018	10/16/2018	\$2,238.64
<u>46245</u>	Elkins, David J.	10/15/2018	10/16/2018	\$1,691.05
<u>46246</u>	Fletcher, Lloyd	10/15/2018	10/17/2018	\$1,547.70
<u>46247</u>	Hays, Debra M.	10/15/2018	10/16/2018	\$1,968.77
<u>46248</u>	John, Rob	10/15/2018	10/16/2018	\$1,103.12
<u>46249</u>	Moton, Donald G.	10/15/2018	10/16/2018	\$1,418.03
<u>46250</u>	Souza, Marcio	10/15/2018	10/16/2018	\$1,415.48
<u>46251</u>	Strickland, Eddie L	10/15/2018	10/16/2018	\$1,508.63
<u>46252</u>	Sweetwood, David	10/15/2018	10/16/2018	\$1,503.32
<u>46253</u>	Westergreen, Connie	10/15/2018	10/16/2018	\$1,168.91
<u>46254</u>	Council No. 2	10/15/2018		\$436.26
<u>46255</u>	Daniel H Brunner, Chapter 13 Trustee	10/15/2018		\$414.50
<u>46256</u>	Internal Revenue Service - U S Treasury	10/15/2018		\$6,422.41
<u>46257</u>	Washington State Support Registry	10/15/2018		\$94.00
<u>46303</u>	Bailey, V. Delphine	10/31/2018		\$138.52
<u>46304</u>	Berg, Kathleen A.	10/31/2018		\$138.52
<u>46305</u>	Bowhay, Michael H.	10/31/2018		\$1,892.26
<u>46306</u>	Cole, Trina D.	10/31/2018		\$2,313.22
<u>46307</u>	Costello, James S.	10/31/2018		\$2,241.09
<u>46308</u>	Elkins, David J.	10/31/2018		\$1,946.13
<u>46309</u>	Fletcher, Lloyd	10/31/2018		\$1,752.18
<u>46310</u>	George, Craig	10/31/2018		\$848.46
<u>46311</u>	Hays, Debra M.	10/31/2018		\$1,968.30
<u>46312</u>	John, Rob	10/31/2018		\$1,414.60
<u>46313</u>	Kaczmarski, Byron	10/31/2018		\$138.52
<u>46314</u>	Moton, Donald G.	10/31/2018		\$1,659.40
<u>46315</u>	Nysoe, Dain	10/31/2018		\$138.52
<u>46316</u>	Paris, Michael	10/31/2018		\$138.52
<u>46317</u>	Souza, Marcio	10/31/2018		\$1,393.94
<u>46318</u>	Strickland, Eddie L	10/31/2018		\$1,723.17
<u>46319</u>	Sweetwood, David	10/31/2018		\$1,718.35
<u>46320</u>	Weatherford, Zachary M	10/31/2018		\$138.52
<u>46321</u>	Westergreen, Connie	10/31/2018		\$1,286.08

Number	Name	Print Date	Clearing Date	Amount
<u>46322</u>	Wiens, Matt	10/31/2018		\$138.52
<u>46323</u>	AFLAC Remittance Processing	10/31/2018		\$467.40
<u>46324</u>	Daniel H Brunner, Chapter 13 Trustee	10/31/2018		\$414.50
<u>46325</u>	Dept of Retirement Systems	10/31/2018		\$11,844.75
<u>46326</u>	Internal Revenue Service - U S Treasury	10/31/2018		\$7,370.25
<u>46327</u>	Northwest Administrators	10/31/2018		\$11,205.36
<u>46328</u>	Washington State Support Registry	10/31/2018		\$94.00
<u>46329</u>	WSCCCE	10/31/2018		\$1,089.12
		Total	Check	\$82,502.85
		Total	5990067340	\$82,502.85
		Grand Total		\$82,502.85

From: [Laura Aukerman](#)
To: [Meagan Bailey](#)
Cc: [kathryn.witherington@gmail.com](#); [ashly.beebe@gmail.com](#); [byronkacz@gmail.com](#); [Dena Martin](#)
Subject: Re: DPC 10-16-18 Meeting Agenda
Date: Tuesday, October 16, 2018 4:48:48 PM

I am sorry to say that I will not be able to make the meeting tonight. I must be to work before that time. I am working nights this week, and this is a very crucial time for Columbia Pulp. I hate that I have had to miss this and last month's meetings. I do feel horrible about it. I have had to put in extensive hours with our new ventures at Columbia Pulp and this is really affecting any of my extracurricular activities.

I hate to say this, but I think the best thing to do is to resign from the Planning Commission. I do not really want to do this, but I believe it is not fair that I am missing meetings and can not give my all to it. If I can not be a positive influence to the Planning Commission, I should not be there. I am hoping some day in the future, when Columbia Pulp is more established and running a routine schedule, that I could volunteer in a productive way to the city.

Once again, I am sorry for the short notice.

Regretfully,
Laura Aukerman

On Thu, Oct 11, 2018 at 1:59 PM Meagan Bailey <Meagan_Bailey@co.columbia.wa.us> wrote:

Good afternoon,

Please find attached the materials for the next Dayton Planning Commission meeting, scheduled for **Tuesday, October 16th at 6:30 at the Planning Office.**

Hope to see you all there.

Thank you,

Meagan Bailey, CFM

Planning Director

Columbia County Planning and Building

p: 509-382-3940 m: 208-964-4375

INTEROFFICE MEMORANDUM

TO: DAYTON CITY COUNCIL

FROM: MEAGAN BAILEY

SUBJECT: APPOINTMENT OF NEW MEMBERS TO DAYTON PLANNING COMMISSION

DATE: NOVEMBER 14TH, 2018

CC: FILE

Introduction:

As of current, there are two openings on the Dayton Planning Commission. One seat was left vacant post-resignation of Laura Aukerman, with a term ending on March 2022. The second available seat is open and has not previously been filled, and will create a term expiration of March 2020 per the Dayton Municipal Code (DMC 1-13.08).

Discussion:

The objective of the Dayton Planning Commission is to provide guidance and direction for future growth through continued review, improvement upon and implementation of the city's comprehensive plan and related land use documents. A full Planning Commission is necessary to ensure success of the goals of the Planning Commission, and will remove unnecessary stress off existing members.

Recently, two individuals have expressed interest in joining the Dayton Planning Commission. Each individual has submitted a formal request for appointment. Upon their request, I verified residency of Dayton, and believe with these two new members, we will certainly maintain a broad spread of interests for the community and will positively represent the community as a whole.

Requested Action:

Appoint Kari Dingman to fill the unexpired seat, beginning November 15th, 2018, with a term ending March, 2022.

Appoint Alicia Walker to fill a new seat, beginning November 15th, 2018, with a term ending March, 2020.

Meagan Bailey, Planning Director

Meagan Bailey

From: Kari Dingman <kari.lyn.dingman@gmail.com>
Sent: Wednesday, October 31, 2018 10:48 AM
To: Meagan Bailey
Subject: Re: City Planning Commission

Yes. 219 W Dayton Ave, Dayton, WA 99328

On Wed, Oct 31, 2018, 10:45 AM Meagan Bailey <Meagan_Bailey@co.columbia.wa.us> wrote:

Hi Kari,

For the record, will you confirm your physical address?

Thank you,

Meagan Bailey

Planning Director

p. 509-382-3940

Check us out on [Facebook](#) for latest updates and department news!

From: Kari Dingman [mailto:kari.lyn.dingman@gmail.com]
Sent: Wednesday, October 31, 2018 10:10 AM
To: Meagan Bailey
Subject: City Planning Commission

Greetings:

I am interested in serving on the City of Dayton Planning Commission. I moved to Dayton in 2008 to take a job with Washington Department of Fish and Wildlife.

Kari Dingman

Meagan Bailey

From: Alicia Walker <alicia@noblehuntdayton.com>
Sent: Thursday, November 08, 2018 11:16 AM
To: Meagan Bailey
Subject: Planning Commission

Good Morning Meagan,

I hope you are well on this sunny, fall day!

I am reaching out to express my interest in serving on the City of Dayton Planning Commission.

As a homeowner, business owner and a mother of two school-aged children, here in Dayton, I have a vested interest in the positive growth and development of the community.

As a member of the commission I am prepared to:

- Follow the rules of procedure for board/commission and contribute to meetings in a constructive way.
- Show up at meetings and arrive on time.
- Keep an open mind and treat fellow board/commission members, staff and everyone who comes before the commission with respect.
- Display good ethical behavior by avoiding the pursuit of special privileges.
- Take advantage of training that is available.
- Always seek to ascertain the public interest and how best to further the interests of the community as a whole.

Please feel free to reach out to me via email or phone to discuss the matter further.

Thank you for your time and consideration,

Alicia Walker
Noble Hunt
Dayton, WA
509-540-5311

**CITY OF DAYTON
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a public hearing will be held on **Wednesday, November 14, 2018 at 6:00 p.m.**, or soon thereafter, at a regular meeting of the City Council of the City of Dayton to review and receive comment on proposed revenue sources including potential increases in property taxes in support of the City of Dayton 2019 Preliminary Budget. A summary of proposed revenue sources will be available November 1, 2018 and can be found at <http://www.daytonwa.com/inside-city-hall/departments/city-clerk/finance/city-budget> .

This public hearing will be held at Dayton City Hall, Council Chambers, 111 S. 1st St, Dayton, WA, 99328.

Written testimony/comments shall be considered at the public hearing by the City Council and shall be submitted to the City of Dayton no later than 4:00 p.m. on Wednesday, November 14, 2018. All testimony/comments shall be submitted at 111 S. 1st Street, Dayton, WA 99328 or by email to tcole@daytonwa.com.

Dayton City Council

By: Trina Cole, City Administrator

Published: *Dayton Chronicle*, October 18 and 25, 2018

RESOLUTION NO. 1325

**A RESOLUTION OF THE CITY OF DAYTON, WASHINGTON, AUTHORIZING
PROPERTY TAX REVENUE PURSUANT TO RCW 84.55.120.**

WHEREAS, the City Council of the City of Dayton, Columbia County, Washington has met and considered its budget for the calendar year 2019; and,

WHEREAS, the City Council of the City of Dayton, Columbia County after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Dayton requires a regular levy which includes tax revenue from the previous year plus amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now, therefore,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, DOES HEREBY RESOLVE that there is an increase in the regular property tax levy for the 2019 or levy in the amount of \$3,500 which is a one percent (1%) increase from the previous year.

This is exclusive of additional revenue resulting from new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

ADOPTED this _____ day of _____,
2016.

City of Dayton

By: Craig George, Mayor

Agenda Item No. 3 (A) (i) - DRAFT
11/7/2018

Attest:

Trina Cole, City Clerk-Treasurer

**CITY OF DAYTON
NOTICE OF PUBLIC HEARING
2019 PRELIMINARY BUDGET**

NOTICE IS HEREBY GIVEN that a public hearing will be held on **Wednesday, November 14, 2018 at 6:00 p.m.** or soon thereafter at a regular meeting of the City Council of the City of Dayton to review and received public comment on the 2019 Preliminary Budget and/or parts thereof as submitted by the Mayor to the City Council of the City of Dayton.

Copies of the 2019 Preliminary Budget will be available November 1, 2018 and can be obtained by contacting Dayton City Hall, 111 S. 1st Street, Dayton, WA, (509) 382-2361, or at tcole@daytonwa.com , and requesting a copy of the 2019 Preliminary Budget. It may be viewed online at <http://www.daytonwa.com/inside-city-hall/departments/city-clerk/finance/city-budget> .

Written testimony/comments to be considered at the public hearing need to be submitted to Dayton City Hall by 4:00 p.m. on Wednesday, November 14, 2018. All testimony/comments shall be submitted to 111 S. 1st Street, Dayton, WA 99328 or by email to tcole@daytonwa.com.

Dayton City Council

By: Trina Cole, City Administrator

Published: *Dayton Chronicle*, October 18 and 25, 2019



***Columbia County, WA Planning Staff Report
City of Dayton Ordinance***

Ordinances Amending Dayton Municipal Code Title 6 and Title 21

To: Dayton City Council
From: Columbia Co. Planning

For: Adoption by Ordinance
Date: November 14th, 2018

Categorically exempt from SEPA per WAC 197-11-800(19)

Public hearing: October 16th, 2018 at 6:35PM

Proposal: Being a request to amend the Dayton Municipal Code to better address Code Compliance enforcement issues.

Background: Dayton Municipal Code, as written, makes code enforcement in the City a challenge. Areas of concern include the lack of a graduated and specific fee schedule for code violations, weak regulations related to unauthorized motor vehicles stored in the right-of-way and habitation of vehicles stored in the right-of-way.

21-35.040. – Civil Penalties – Assessment Schedule

Current code allows for civil penalties to be imposed for remedial purposes. The initial penalty fee is currently set at \$500. In many cases, such as properties with high grass or other minor violations, citing a \$500 initial fee seems excessive; therefore fees are seldom imposed.

Current code allows for additional penalties based on specific criterion, but the dollar amounts are left largely to the discretion of the enforcement officer, which potentially leaves the City open to allegations of preferential or unfair treatment.

Additional penalties for public health risk, environmental damage and property damage range from \$0-\$2,500, at the discretion of the enforcement officer. A history of less than three similar violations can be fined from \$100-\$500 and violations providing economic benefit to the offender range from \$1,000-\$5,000, all at the discretion of the enforcement officer. A history of three or more similar violations results in a very steep fine of \$2,500. Code Enforcement Officer Clint Atteberry researched a variety of jurisdictions to develop a specific and graduated fee system. The proposed fee schedule sets fees at differing rates, based on the severity of the violation and the length of time it takes to correct the violation. It also allows for set fee increases as the history of noncompliance increases. The proposed assessment schedule eliminates ambiguity and subjectivity.

Citizens still have the option of entering into a voluntary compliance agreement which suspends civil penalties while violations are being corrected and also have the right to appeal fines.

6-4.12. – Abatement and removal of unauthorized motor vehicles or parts thereof

Current code allows for vehicles (including camping trailers, boats and recreational vehicles) to remain parked in the public right-of-way for four weeks before incurring a penalty. If the vehicle in question is legitimately used one time in that four-week period, the time count starts anew.

In order to impose a violation penalty, an enforcement officer would need to visit the site and record activity each day for four consecutive weeks in order to prove the vehicle had not moved. This is not possible with current staffing and office hours, which do not include weekends.

Code Enforcement Officer Clint Atteberry compared Dayton code to code from 15 Washington cities, including the neighboring jurisdictions of Waitsburg, College Place, and Walla Walla. Street parking limitations ranged from a minimum of 12-24 hours (aside from Royal City, which doesn't allow RV street parking at all) to a maximum of seven days in a 30-day period (with other limitations). The majority of jurisdictions (seven) allow parking for 12-24 hours and four jurisdictions allow parking for 48-72 hours.

Current code also allows occupying a vehicle stored in the right-of-way for a period up to two weeks.

The proposed code limits both right-of-way parking and vehicle habitation in the right-of-way to 72 hours. The proposed changes will increase the ability to enforce regulations effectively and will bring Dayton Municipal Code into better alignment with neighboring jurisdictions.

Findings of Fact:

1. The proposal is staff-generated by the Columbia County Planning Department, following discussion with the City Council.
2. The proposed amendments were presented to the Dayton Planning Commission by Planning Director Meagan Bailey at the Commission's September 18th, 2018 regular meeting.
3. The Dayton Planning Commission reviewed and unanimously agreed that the amendments, as presented, should move forward to a public hearing during the Dayton Planning Commission's October 16th, 2018 meeting.
4. The Ordinance, addressing only governmental process, is categorically exempt from SEPA per WAC 197-11-800(19).
5. The Notice of Public Hearing was advertised within the Paper of Record on September 27th, 2018.
6. The proposed amendments are within full compliance of all environmental and developmental regulations.
7. Following the duly advertised public hearing, the Dayton Planning Commission unanimously voted to motion City Council to adopt the ordinance amendments with minor text edits, as annotated within the minutes and within the final ordinance.

Discussion: The Ordinance Amending Dayton Municipal Code Chapter 21-35.101: Civil Penalties – Assessment Schedule and 6-4.12: Abatement and removal of unauthorized motor vehicles or parts thereof is hereby referred to the Dayton City Council to:

1. Adopt Dayton Ordinance 1939 and Ordinance 19__ as presented; or,
2. Refer Dayton Ordinance 1939 and Ordinance 19__ back to the Planning Commission to additional review.

Meagan Bailey, Planning Director

ORDINANCE NO. 1939

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING CERTAIN SECTIONS OF TITLE 6 OF THE DAYTON
MUNICIPAL CODE (DMC), HEALTH, SAFETY, AND SANITATION**

WHEREAS, COLUMBIA COUNTY PLANNING AND BUILDING IS CONTRACTED WITH THE CITY OF DAYTON TO PROVIDE BUILDING SERVICES AND PLANNING SERVICES FOR THE CITY OF DAYTON; AND,

WHEREAS, USE OF THE CODE AS IT READS NOW HAS PROVEN TO BE CAUSE FOR PROBLEM AND OFFERS LACK OF ENFORCEMENT OPTIONS IN REGARDS TO CODE COMPLIANCE; AND,

WHEREAS, DISCUSSION BETWEEN CITY COUNCIL AND THE PLANNER DURING OPEN CITY COUNCIL MEETINGS DETERMINED THE NEED TO REVIEW AND AMEND THE CODE TO ALLOW FOR BETTER ADMINISTRATIVE USE; AND,

WHEREAS, THE PROPOSED AMENDMENTS DO NOT CHANGE ANY ADOPTED COMPREHENSIVE PLANS POLICIES OR LAND USE DESIGNATIONS; AND,

WHEREAS, THE ADOPTION OF THIS ORDINANCE IS CATEGORICALLY EXEMP FROM SEPA REVIEW, PER WAC 197-11-800(19),

WHEREAS, THE DAYTON PLANNING COMMISSION DULY ADVERTISED AND HELD A PUBLIC HEARING ON OCTOBER 16TH, 2018, REGARDING THE PROPOSED CHANGES; AND,

WHEREAS, AFTER RECEIVING PUBLIC TESTIMONY FROM ZERO MEMBERS OF THE PUBLIC DURING THE ADVERTISED HEARING, THE PLANNING COMMISSION UNANIMOUSLY RECOMMENDED CITY COUNCIL TO ADOPT THE FOLLOWING ORDINANCE AMENDMENTS.

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

SECTION 1

Section 6-4.12 of the Dayton Municipal Code is hereby amended to read as follows:

- A. The storage or retention of an unauthorized motor vehicle is declared to constitute a public nuisance and is subject to removal and impoundment. The designated law enforcement

agency shall inspect and investigate potential violations and citizen complaints of potential violations relative to unauthorized motor vehicles, or parts thereof and take the appropriate enforcement action if required. An unauthorized motor vehicle is defined as:

1. A junk motor vehicle, as defined in RCW 46.55.010(5) on private property or public right-of-way;
2. Any vehicle, including: camping trailers, travel trailers, mobile homes, campers, boats, recreational vehicles, automobiles, trucks, or other vehicles on a public right-of-way in the city for the purpose of:
 - a. Repairing or rehabilitating any inoperative vehicle; except repairs necessitated by an emergency, which can be accomplished within a single 72-hour period;
 - b. Storing such vehicle for any period exceeding 72 hours. The movement of a vehicle for the primary purpose of avoiding the provisions of this subsection is not a defense to a charge of violating this subsection;
 - c. Habituating in such vehicle or occupying such vehicle for residential purposes exceeding 72 hours.

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 _____, 2018.

City of Dayton:

By: Craig George, Mayor

ATTEST:

Trina D. Cole, City Clerk

APPROVED AS TO FORM:

Quinn Plant, City Attorney

**ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE AMENDING TITLE 6 OF THE DAYTON MUNICIPAL CODE: HEALTH,
SAFETY, AND SANITATION**

**AN ORDINANCE OF THE CITY OF DAYTON, WASHINGTON AMENDING
TITLE 6 OF THE DAYTON MUNICIPAL CODE.**

The full text of the ordinance amending Title 6, adopted the ____ day of _____, 2018, is available for examination at the Dayton Planning and Building Office, 111 S. 1st St., Dayton, WA during normal business hours, 7:00 a.m. to 4:00 p.m., Monday - Thursday.

By: /s/ Craig George, Mayor

Attest: /s/ Trina Cole, City Clerk-Treasurer

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

Published: _____
The Dayton Chronicle

ORDINANCE NO. 1940

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING CERTAIN SECTIONS OF TITLE 21 OF THE DAYTON
MUNICIPAL CODE (DMC), CODE COMPLIANCE**

WHEREAS, COLUMBIA COUNTY PLANNING AND BUILDING IS CONTRACTED WITH THE CITY OF DAYTON TO PROVIDE BUILDING SERVICES AND PLANNING SERVICES FOR THE CITY OF DAYTON; AND,

WHEREAS, USE OF THE CODE AS IT READS NOW HAS PROVEN TO BE CAUSE FOR PROBLEM AND OFFERS LACK OF ENFORCEMENT OPTIONS IN REGARDS TO CODE COMPLIANCE; AND,

WHEREAS, DISCUSSION BETWEEN CITY COUNCIL AND THE PLANNER DURING OPEN CITY COUNCIL MEETINGS DETERMINED THE NEED TO REVIEW AND AMEND THE CODE TO ALLOW FOR BETTER ADMINISTRATIVE USE; AND,

WHEREAS, THE PROPOSED AMENDMENTS DO NOT CHANGE ANY ADOPTED COMPREHENSIVE PLANS POLICIES OR LAND USE DESIGNATIONS; AND,

WHEREAS, THE ADOPTION OF THIS ORDINANCE IS CATEGORICALLY EXEMP FROM SEPA REVIEW, PER WAC 197-11-800(19),

WHEREAS, THE DAYTON PLANNING COMMISSION DULY ADVERTISED AND HELD A PUBLIC HEARING ON OCTOBER 16TH, 2018 REGARDING THE PROPOSED CHANGES; AND,

WHEREAS, AFTER RECEIVING PUBLIC TESTIMONY FROM ZERO MEMBERS OF THE PUBLIC DURING THE ADVERTISED HEARING, THE PLANNING COMMISSION UNANIMOUSLY MOTIONED FOR CITY COUNCIL TO ADOPT THE FOLLOWING ORDINANCE AMENDMENTS.

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

SECTION 1

Section 21-35.040 of the Dayton Municipal Code is hereby amended to read as follows:

- A. Civil penalties for code violations shall be imposed for remedial purposes and shall be assessed for each violation, pursuant to applicable code section(s) and/or the following schedule:

Code Section Violation	First Violation	History of less than three similar violations	History of three or more similar violations
6-9.020.3.a Debris. Filthy or overgrown premises.	\$100	\$150	\$250
6-9020.3.b Dangerous structures or falling fences	\$100	\$150	\$250
6-9.020.3.c Potential vermin habitat or fire hazard	\$250	\$350	\$500
6-9.020.3.d Attractive nuisance that proves detrimental to children.	\$250	\$350	\$500
6-9.020.3.e Abandoned vehicles-private property	\$150	\$250	\$350
6-9.020.3.f Abandoned vehicles-public property	\$150	\$250	\$350
6-9.020.3.g Health officer violation	\$350	\$500	\$750
6-9.020.3.h Obstructions to the public	\$150	\$250	\$350

right-of-way			
6-9.020.3.i Illegal Dumping	\$250	\$350	\$500
6-9.020.3.j Dumping in waterways	\$350	\$500	\$750
6-9.020.3.k Noise nuisance	\$100	\$150	\$250
6-9.020.3.l Unpermitted development	\$100	\$150	\$250
6-9.020.3.m Burning nuisance	\$100	\$150	\$250
6-9.020.3.n Animal manure or excreta	\$100	\$150	\$250
6-9.020.3.o Abandonment of personal property in right-of-way	\$150	\$250	\$350
6-9.020.3.p Unsecured excavations or pits	\$250	\$350	\$500
6-9.020.3.q Illegal discharge of sewage	\$500	\$1000	\$1500
6-9.020.3.r Man-caused pool of water causing breeding ground for insects	\$100	\$150	\$250
6-9.020.3.s Growing of marijuana	\$100	\$150	\$250

where readily seen or smelled from public or private property			
------------------------------------------------------------------------------	--	--	--

- B. If the violation(s) are not corrected as required by the notice and order and/or stop work order, or a voluntary compliance agreement is not entered into within the time period specified, and if no administrative appeal is filed, the penalties for the next 15 day period shall be 150 percent of the initial penalties, and the penalties for the second 15-day period shall be 200 percent of the the initial penalties. The intent of this subsection is to increase penalties beyond the maximum penalties stated as an additional means to achieve timely compliance.
- C. Civil penalties shall be paid within 30 days of service of the notice and order and/or stop work order if not appealed. Payment of the civil penalties assessed under this chapter does not relieve a person found to be responsible for a code violation of his or her duty to correct the violation and/or to pay any and all civil penalties or other cost assessments issued pursuant to this chapter.
- D. The city may suspend civil penalties if the person responsible for a code violation has entered into a voluntary compliance agreement. Penalties shall begin to accrue again pursuant to the terms of the voluntary compliance agreement if any necessary permits applied for are denied, canceled, or not pursued; if corrective action identified in the voluntary compliance agreement is not completed as specified; or if the property is allowed to return to a condition similar to that condition which gave rise to the voluntary compliance agreement.
- E. Civil penalties assessed create a joint and several personal obligation in all persons responsible for a code violation.
- F. The city shall seek to recover the costs of civil penalties as authorized in chapter 21-60 DMC.

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 _____, 2018.

APPROVED:

Craig George, Mayor

ATTEST:

Trina D. Cole, City Clerk

APPROVED AS TO FORM:

Quinn Plant, City Attorney

**ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE AMENDING TITLE 21 OF THE DAYTON MUNICIPAL CODE: CODE
COMPLIANCE**

ORDINANCE NO. 1940

**AN ORDINANCE OF THE CITY OF DAYTON, WASHINGTON AMENDING
TITLE 21 OF THE DAYTON MUNICIPAL CODE.**

The full text of the Ordinance No. 1940 amending Title 21, adopted the ____ day of _____, 2018, is available for examination at the Dayton Planning and Building Office, 111 S. 1st St., Dayton, WA during normal business hours, 7:00 a.m. to 4:00 p.m., Monday - Thursday.

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

Published: _____
The Dayton Chronicle

**GRANT AGREEMENT BETWEEN
THE STATE OF WASHINGTON,
OFFICE OF THE SECRETARY OF STATE,
ARCHIVES AND RECORDS MANAGEMENT DIVISION,
AND THE
CITY OF DAYTON**

This Grant Agreement is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management, hereinafter referred to as the "OSOS", and **City of Dayton**; hereinafter referred to as the "Grantee."

RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017, and

WHEREAS, the purpose of this program is to help local governments' use technology to improve their records retention, management and disclosure of public records, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program.

WHEREAS, said grants program was established to provide funds to local entities to conduct this program, and

WHEREAS, by virtue of a competitive process, this grant is awarded to named Grantee herein, and

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

STATEMENT OF WORK

The Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The Grantee will perform the work as described and included as set forth in the Award Determination form, attached as Exhibit A.

The Washington State Archives Grant Program requires both the narrative and financial components of program progress reports be completed during the project period. Documentation of expenditures is required. The Grantee shall submit reports to:

Mark Vessey, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

The **final report**, due on or before May 31, 2019, must provide a complete summary of the project and of all grant activities as described in the application and Exhibit A. The report **MUST** include a separate, itemized list of costs incurred and copies of receipts, and invoices, etc., to substantiate all figures.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on date of execution, and be completed no later than May 31, 2019, unless terminated sooner as provided herein.

PAYMENT

No funds will be disbursed to the Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. This grant is not to exceed amount of \$9700 as prescribed and incorporated by reference herein.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, the Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-6194 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of the Grant Agreement shall be disallowed under the Grant. Should the Grantee incur costs prior to the effective date of the Grant Agreement, it does so at its own risk. WAC 434-670-020.

RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Local Records Grant Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- The Grantee is responsible to adhere to their agencies purchasing policies and requirements.

GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Grant. Invoices shall be sent to the OSOS Project Manager. Should questions arise during processing of invoices send inquiries to payables@sos.wa.gov.

Trina Cole

City of Dayton
111 S 1st St
Dayton, WA 99328
Phone: 509-382-2361
E-mail address: tcole@daytonwa.com

Mark Vessey

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360.586-7810
E-mail address: mark.vessey@sos.wa.gov

INDEPENDENT CAPACITY AND INDEMNIFICATION

The employees or agents of each party who are engaged in the performance of this Grant Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees

or agents of the other party. Each party to this Grant Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

TERMINATION

Either party may terminate this Grant Agreement upon 30 days' prior written notification to the other party. If this Grant Agreement is so terminated, the parties shall be liable for performance rendered or costs incurred in accordance with the terms of this Grant Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Grant Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Grant Agreement may be terminated immediately by written notice of the aggrieved party to the other.

The rights and remedies of the OSOS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement. Except as otherwise provided in this Grant Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State. Nothing in this Grant Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

GOVERNANCE

In the event of any inconsistency in the terms of this Grant Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules; and
- B. This Grant Agreement and any and all attached exhibits

GOVERNING LAW

This Grant Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement.

CITY OF DAYTON

OFFICE OF THE SECRETARY OF STATE

Authorized Signatory Date
Print Name: _____
Title: _____

Sheri Nelson Date
Deputy Secretary of State

APPROVED AS TO FORM
Attorney General's Office

**SERVICE LEVEL AGREEMENT
For
DOCUMENT PREPARATION AND IMAGING SERVICES**

THIS AGREEMENT is made and entered into by and between CITY OF DAYTON (hereinafter "CUSTOMER") and the STATE of WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES").

This Service Level Agreement establishes the understanding for ARCHIVES to provide document preparation, scanning, and microfilming services. Specific work to be performed shall be described in a separately approved Statement of Work (hereinafter "SOW"). Any additional SOWs shall be approved in writing.

I. SCOPE OF SERVICES

1. ARCHIVES shall provide document preparation, scanning, and microfilming services to the CUSTOMER upon receipt of a detailed SOW describing the services requested and the documents to be prepared and scanned or microfilmed. The SOW shall thereby be made an integral part of this Agreement. Within ninety (90) calendar days after delivery to the CUSTOMER of the finished product, pursuant to the SOW, ARCHIVES shall return the documents to the CUSTOMER. Upon a written request from the CUSTOMER, ARCHIVES will transfer the documents to an ARCHIVES regional branch facility.
2. ARCHIVES shall meet or exceed the quality control, processing, document preparation, and imaging specifications and standards for the creation of archival public record documents established by Washington State law. It is the responsibility of the CUSTOMER to verify the quality and accuracy of the service performed and to notify ARCHIVES of any discrepancies within thirty (30) calendar days after receiving the finished work product for each Statement of Work. Promptly after receiving such notice of any discrepancies from the CUSTOMER, ARCHIVES will replace deficient work product with product that meets specifications and standards at no charge to the CUSTOMER. Any defects or errors communicated by the CUSTOMER to ARCHIVES after thirty (30) calendar days after receiving the finished work product will incur additional costs.
3. Although each Statement of Work will include an estimated completion date as agreed upon by the parties, **ARCHIVES shall not be liable for delays in providing services to the CUSTOMER under this Agreement.**
4. Nothing in this Agreement shall constitute a guarantee by the CUSTOMER to provide a minimum amount of work or a promise to supply work to ARCHIVES.
5. All records must be delivered in boxes capable of holding their contents with the lid closed. This includes rolled or flat drawings. Boxes that are damaged, without lids, or weighing over 40lbs **will not be accepted**. ARCHIVES have archival quality boxes with attached lids for purchase. ARCHIVES have staff available to box CUSTOMER documents on site for an hourly fee equal to the current ARCHIVES miscellaneous labor rate.

6. Washington State Microfilming Standards require certain information to be present on all microfilm. ARCHIVES will add pages to ensure compliance with the standards. CUSTOMER will be charged at a per page rate and project preparation rate for this work.
7. CUSTOMER instructions that result in a suspension of work in progress will be charged the current ARCHIVES miscellaneous labor rate per each hour of downtime for shut down and restart. Once the project work begins, all questions submitted to the CUSTOMER must be answered expeditiously and no later than one (1) business day to avoid work stoppage.

II. TERMS AND TERMINATION

1. This Agreement shall take effect upon the signing of the last required signature. This Agreement shall remain in effect until June 30, 2019.
2. The CUSTOMER may extend this Agreement for up to two (2) additional two year terms by providing a written notice to ARCHIVES any time before the termination date.
3. Either party may terminate this Agreement upon a thirty (30) calendar day written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for the performance rendered prior to the effective date of termination. The CUSTOMER shall pay ARCHIVES within thirty (30) calendar days of receipt of billing for services rendered.

III. COMPENSATION

1. The CUSTOMER will pay ARCHIVES for the services provided under this Agreement at the rates in effect at the time a request for work is received from the CUSTOMER and ARCHIVES creates a Statement of Work which is approved by the CUSTOMER. ARCHIVES shall maintain the right to increase or decrease the cost of rendering service(s) under this Agreement throughout its lifetime upon a thirty (30) calendar day advance notice to the CUSTOMER. Notwithstanding paragraph II above, the CUSTOMER has fifteen (15) calendar days to agree or terminate the Agreement for changes made pursuant to this paragraph III.1.
2. ARCHIVES will send an itemized bill to the CUSTOMER not more than twice monthly, which includes work done in the prior two week period for imaging services detailing charges by Statement of Work number and services provided. ARCHIVES shall submit invoices to the same address to which notice is sent.
3. The CUSTOMER shall make payment by checks, journal voucher, or credit card of amount due within thirty (30) calendar days after receiving a properly executed invoice. The CUSTOMER shall make checks payable to the Office of the Secretary of State and send payment to the Office of the Secretary of State, Financial and Support Services, P.O. Box 40224, Olympia, WA 98504-0224. **Payment must reference the Agreement number.**
4. Total services under this Agreement shall **not exceed \$50,000.00**. This amount can be increased by an amendment to this Agreement signed by both Parties.

IV. NOTICE

1. Any notice to be given under this Agreement shall be in writing and may be sent either by registered or certified mail, facsimile transmission, email, or personal delivery.
2. Any notice from ARCHIVES sent to the CUSTOMER shall be sent or delivered to:

Customer Contact Name: Trina Cole
City of Dayton
111 S. 1st Street
Cheney, WA 99328
Telephone Number: (509) 382-2361
Email Address: tcole@daytonwa.com

3. Any notice from the CUSTOMER sent to ARCHIVES shall be sent or delivered to:

Patrick Williams
Customer Service Manager
Office of the Secretary of State
Washington State Archives
1129 Washington Street SE
Olympia, WA 98504-0238
Telephone: (360) 586-0108
Email Address: patrick.williams@sos.wa.gov

4. Notice shall become effective upon delivery in person, three (3) business days after posting by prepaid registered or certified mail, receipt by the sender of a successful facsimile transmission report, or receipt by the sender of an email read receipt, whichever occurs first.

V. RECORDS

The parties to this Agreement shall each maintain books, records, documents, and other evidence, which sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, or other personnel duly authorized by either party, the Office of the State Auditor, and federal officials authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration or termination of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

VI. GENERAL TERMS AND CONDITIONS

1. This Agreement shall not be assignable by either party without written consent of the other party.
2. The ownership of the documents or other items received from the CUSTOMER shall at all times remain the property of the CUSTOMER. The imaging or other products are the property of the ARCHIVES until payment has been made for the services rendered.

3. The service or product provided by this Agreement shall be either available for pickup or shipped from the ARCHIVES' facility at 1129 Washington Street SE, Olympia, WA 98504.
4. Except as otherwise provided in this Agreement, when a bona fide dispute arises between ARCHIVES and the CUSTOMER, and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State or the delegate authorized in writing to act on behalf of the Secretary of State.
 - A. The request for a dispute hearing must:
 - be in writing;
 - state the disputed issues(s);
 - state the relative positions of the parties;
 - state the party's name, address, and contract number; and
 - be mailed to the Secretary of State or delegate and party's (respondent's) Agreement Manager.
 - The respondent shall send a written answer to the requester's statement to both the Secretary of State or delegate and the requester within fifteen (15) business days.
 - B. The Secretary of State or delegate shall review the written statements and reply in writing to both parties within ten (10) business days. The Secretary of State or delegate may extend this period if necessary by notifying the parties.
 - C. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in the Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.
5. This Agreement shall be construed and interpreted in accordance with the law of the state of Washington. The venue of any legal action brought hereunder shall be in the Superior Court for Thurston County.
6. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the act and/or omissions of entities or individuals not a party to this agreement.
7. This Agreement may be modified only in writing by the parties executed with the same formalities required to execute this Agreement.
8. If any clause, phrase, sentence, or paragraph of this Agreement is declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
9. If any conflicts exist between the text of this Agreement and any Statement of Work, the Agreement shall prevail.

VII. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. No other understanding, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties. This Agreement, together with all of its attachments and subsequent Statement of Work constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

CITY OF DAYTON:

OFFICE OF THE SECRETARY OF STATE

Date
Administrator

Date
State Archives

APPROVED AS TO FORM
Attorney General's Office

**STATEMENT OF WORK NO. 1
SERVICE LEVEL AGREEMENT No. 2018EA07-1452**

This Statement of Work is made and entered into by and between the CITY OF DAYTON (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This Statement of Work (SOW) and exhibit is incorporated into and hereto made an integral part of Service Level Agreement No. 2018EA07-1452.

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

	Customer	Archives
Contact:	Trina Cole	Patrick Williams
Title:	City Administrator	Customer Service Manager
Telephone No.:	509-382-2361	360-586-0108
Email:	tcole@daytonwa.com	patrick.williams@sos.wa.gov

I. SPECIFIC SERVICE

ARCHIVES shall provide services and staff and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit A** and fully incorporated herein by reference.

II. FEE SCHEDULE

Service	Unit	Unit Price
Federal mileage reimbursement rate	Per Mile	\$0.545
Per box for all trips	Per Box	\$1.50
Document Prep	Per Hour	\$65.00
Scan Paper Documents (Up to 11"x17") up to 300 DPI – Grade D	Per Image	\$0.25
Index – Up to four (4) fields with a maximum of 15 characters per field	Per File	\$0.35
File Rename	Per File	\$0.10
Wide Format Scanning	Per Hour	\$65.00
Digital to Microfilm – 16mm	Per Image	\$0.03
Digital to Microfilm – Roll	Per Roll	\$27.00
Flash Drive, External USB	Each Drive	\$50.00
All shipping or ferry prices will be charged cost + 30%		
Service	# of Units	Total Unit Cost
Federal mileage reimbursement rate	630	\$343.35
Per box for all trips	22	\$33.00
Document Prep	3	\$195.00
Scan Paper Documents (Up to 11"x17") up to 300 DPI – Grade D	16,150	\$4,037.50
Index – Up to four (4) fields with a maximum of 15 characters per field	3,700	\$1,295.00
File Rename	6,350	\$635.00
Wide Format Scanning	38	\$2,470.00

Digital to Microfilm – 16mm	16,150	\$484.50
Digital to Microfilm – Roll	5	\$135.00
Flash Drive, External USB	1	50.00
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Total		\$9,678.35

III. CONTRACT PERIOD FOR STATEMENT OF WORK

The date of execution, which is the date of the last signature, through June 30, 2019.

IV. SERVICE DELIVERY

The above amount is an estimate for the project described in Paragraph I, *Specific Service*. If the project received is different than described in the Specific Service or is more complex than originally estimated, ARCHIVES will contact the CUSTOMER with a new cost estimate before starting work. After ARCHIVES has notified the CUSTOMER, the CUSTOMER has fifteen (15) calendar days from the date of notification of accepting the new cost estimate, whereby an amendment to this Agreement will be prepared, or discontinue the project under this Agreement.

V. GENERAL TERMS AND CONDITIONS

Should an unforeseen event cause a need for ARCHIVES to exceed the time described in SPECIFIC SERVICE, either by mutual consent a new date of completion will be established by amendment of this Agreement, or the Agreement will be terminated by mutual agreement.

VI. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. This SOW is an integral part of Service Level Agreement No. 2018EA07-1452 and contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement and SOW, shall be deemed to exist or to bind any of the parties hereto. The Service Level Agreement and SOW, together with its exhibit, constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

CITY OF DAYTON

OFFICE OF THE SECRETARY OF STATE

Date
City Administrator

Date
State Archives

Exhibit A

Exhibit A Statement of Work

The ARCHIVES shall:

Summary Statement

- The purpose of this project is to create a digital (scan), index, and microfilm form of Minutes, Ordinances, and Resolutions not to exceed the grant award without prior approval. No copy of the microfilm will be provided unless requested by CUSTOMER for an additional cost.

Project Management

- Process the following with the following information:
 - Record Series: Minutes
 - Agency: City of Dayton
 - Department: City Council
 - County: Columbia
 - Date Range: 1892-2018
 - Disposition Authority Number (DAN): GS50-05A-13

 - Record Series: Ordinances
 - Agency: City of Dayton
 - Department: City Council
 - County: Columbia
 - Date Range: 1892-2018
 - Disposition Authority Number (DAN): GS50-05A-16

 - Record Series: Resolutions
 - Agency: City of Dayton
 - Department: City Council
 - County: Columbia
 - Date Range: 1892-2018
 - Disposition Authority Number (DAN): GS50-05A-16

 - Record Series: Cemetery Records
 - Agency: City of Dayton
 - Department: City Council
 - County: Columbia
 - Date Range: 1892-2018
 - Disposition Authority Number (DAN): CE50-35-02, 03, 04, 05
- Contact the first or secondary CUSTOMER contacts with any questions regarding the project.
- Provide timelines, quantities, project complexity, and cost estimates based on our original project review. Estimates may be revised based on the condition of the records at the time they arrive in our production facility. ARCHIVES staff will review the project prior to beginning work and notify the CUSTOMER of any cost adjustments required for document preparation which exceeds the original estimate.
- A Transmittal Agreement is required between Digital Archives and CUSTOMER for transfer of images.

Pickup & Delivery

- Pickup the documents from CUSTOMER at:
City of Dayton
111 S. 1st Street
Dayton, WA 99328
- Large projects may be separated into individual job work orders which are sized based on completing each work order within 90 calendar days.

- Handle documents to prevent damage. Archives will not be held liable for inadvertent damage caused by the scanning process.
- Return documents in the original folder or binder in the box provided. Documents will not be reassembled. Oversize documents will be placed back in its original file location.
- Re-box the documents into a new Archive box if the original box is deemed insufficient to properly preserve the records. CUSTOMER will be invoiced for all new boxes required for their project.
- Return the original documents to the following location within 30 calendar days of completing the imaging services:
State Archives – Eastern Region
Deliver Flash Drive with images to the following location:
City of Dayton
111 S. 1st Street
Dayton, WA 99328

Scan - Paper Documents

- Perform paper document scanning for documents up to 11" by 17".
 - Record series: Minutes and Agenda Packets
Disposition Authority Number (DAN) GS50-05A-13
This category of work consists of approximately 3,600 pages within 2 boxes
This category of work is given the complexity Grade D
 - Record series: Ordinances
Disposition Authority Number (DAN) GS50-05A-16
This category of work consists of approximately 3,500 pages within 2 Boxes.
This category of work is given the complexity Grade D
 - Record series: Resolutions
Disposition Authority Number (DAN) GS50-05A-16
This category of work consists of approximately 2,750 pages within 1 Box.
This category of work is given the complexity Grade D
 - Record series: Cemetery Records
Disposition Authority Number (DAN) CE50-35-02
This category of work consists of approximately 6,300 pages within 2 Box.
This category of work is given the complexity Grade D
- Provide Imaging Services for documents up to 11" x 17" on production auto-feed scanners.
- Count each side of two-sided documents as one page.
- "Imaging Services" shall include:
 - Preparing documents for scanning by removing documents from bindings or binders, removing staples, paper clips, flattening and/or mending pages.
 - Removing all oversized (larger than 11" x 17") documents for wide-format scanning.
 - Wide-format scanning is priced at a different rate.
 - Scanning documents in bi-tonal mode at 300 dots per inch (dpi). All clearly visible markings on all pages will be captured in the image.
 - Original colored documents will be scanned in color and bi-tonal.
 - Scanning removable notes both on the page and off if text is obscured.
 - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document page.
 - Re-scanning poor quality images as needed.
 - Providing TIFF Group IV Multi-Page image files.
 - Naming images as follows:
Index fields according to the indexing paragraph below.

Scan – Oversize

- Perform oversize document scanning for bound documents larger than 11" by 17".
 - Record series:
 - Minutes (DAN GS50-05A-13)
 - Ordinances (DAN GS50-05A-16)

- Resolutions (DAN GS50-05A-16)
 - Maps/Drawings (GS55-05A-06)
 - Cemetery Records (CE50-35-02)
 - This category of work consists of approximately 900 sets of records and large format drawings within 6 boxes.
- Provide imaging services for oversized documents on the wide-format scanner, not to exceed 100 hours.
- “Imaging Services” shall include:
 - Scanning documents exceeding dimension of either 47” in height or 66” in length in sections with approximately one inch of overlap and numbered sequentially starting at the left hand side of the map.
 - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document.
 - Providing image files consisting of one sheet per file.
 - Converting uncompressed TIFF Images to compressed color JPEG files when applicable. (Compression/quality level 7).
 - Providing the CUSTOMER both LZW compression TIFF files and compressed JPEG files when applicable.
 - Re-filming or re-scanning document pages as needed to ensure adequate resolution and readability.
 - Provide images within folder named by the address affixed to the map set.
 - Naming images as described in the address label affixed to the map provided by the CUSTOMER:
plat#_001.tif; section_001.tif etc.

Indexing

- Index fields according to the following Digital Archives required format:

Minutes, Ordinances & Resolutions

Field Name	Characters
Image File Name (for Minutes)	Abbreviation of City or County and YYYYMMDD
Image File Name (for Ordinances)	Abbreviation of City or County and YYYYMMDDord#
Image File Name (for Resolutions)	Abbreviation of City or County and YYYYMMDDres#

- Documents containing multiple records on a page will be copied and indexed.
- Provide a comma delimited text file containing the information above for all scanned documents.
- It is the customer’s responsibility to maintain the capability to convert standard delimited text files to a preferred data format.

Digital to 16mm film

- Perform digital image to microfilm conversion for previously scanned paper documents.
 - This category of work consists of approximately 16,150 images.
 - Include targets per State Standards.
 - One roll per record series.
- Create silver-halide microfilm rolls for each record series.
- Submit microfilm and transmittal documents to the ARCHIVES Security Microfilm section for preservation in the film vault.

The CUSTOMER shall:

- Schedule document pickup or return date within 15 calendar days of ARCHIVES notifying CUSTOMER that documents are ready. Documents not arranged for pickup or delivery during this timeframe will be accessioned to the CUSTOMER’s Regional Branch Facility.

- Review the imaged records and notify the Archives of any defects or errors within 30 calendar days of invoice date.
- Submit payment approval for completed work within 30 calendar days of invoice date.
 - After receipt of CUSTOMER's approval, invoice will be paid internally by the Local Records Grant Program through a transfer of funds to Imaging Services.
- Provide first and secondary contacts for any questions during the project:
 - First contact:
Name: Trina Cole Phone: 509-382-2361 email: tcole@daytonwa.com
 - Secondary contact:
Name: Craig George Phone: 509-386-3677 email: craiggeorge20@gmail.com
- Ensure project is ready for processing prior to sending to ARCHIVES.