



City of Raymond

WASHINGTON

CITY COUNCIL AGENDA

Meeting: Monday, April 18th, 2022, at 6:00 PM
Location: City Hall Council Chambers
ZOOM LINK: <https://us02web.zoom.us/j/2590939124>

Meeting ID: 259 093 9124
One tap mobile +12532158782, 2590939124# US (Tacoma)

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA & CONSENT AGENDA**
4. **APPROVAL OF MINUTES OF April 4th, 2022 MEETING**
5. **COMMUNICATIONS**
6. **ITEMS FROM THE PUBLIC**
7. **ROYAL HEIGHTS MOU- AMENDMENT TO THE TRANSFER STATION AGREEMENT-
*ACTION***
8. **RAYMOND THEATRE CONTRACT RENEWAL- *ACTION***
9. **NW CARRIAGE MUSEUM CONTRACT RENEWAL- *ACTION***
10. **RESOLUTION #1276- *ACTION***
11. **PUBLIC RECORDS REQUEST SYSTEM -NEXT REQUEST- APPROVAL- *ACTION***
12. **CHERYL HEYWOOD- STATE OF THE LIBRARY AND UPDATES**
13. **DEPARTMENT HEAD REPORTS**
 - a. Fire Chief Bill Didion
 - b. Police Chief Chuck Spoor
 - c. Public Works Director Eric Weiberg
 - d. Clerk- Treasurer Kayla MacIntosh
14. **MAYOR COMMENTS**

Next Regular Scheduled Council Meeting
MONDAY, APRIL 18, 2022, at 6:00 PM

Notice – All proceedings of this meeting are sound recorded – Except Executive Sessions – The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.



City of Raymond

WASHINGTON

15. COUNCIL COMMENTS

16. ADJOURNMENT

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City of Raymond

WASHINGTON

COUNCIL PROCEEDINGS

April 4th, 2022

CALL TO ORDER

The council meeting was called to order at 6:03 p.m. by Mayor Dee Roberts. Members present:

Ryan Porter
Karen Tully
Chris Halpin
Tony Nordin
Steve Jones
W. Ian Farrell

Bill Didion, Fire Chief
Micah Ristow, Police Corporal
Eric Weiberg, Public Works Director
Kayla MacIntosh, Clerk/Treasurer
Joel Penoyar, City Attorney (Zoom)

APPROVAL OF AGENDA, CONSENT AGENDA, & MINUTES

Councilor Jones moved to approve the agenda, consent agenda for tonight's meeting, as well as the minutes of March 21st, 2022. Motion carried. Motion passed unanimously.

CLAIM No. 69706 THROUGH No. 69707	\$130,408.24
CLAIM No. 69757 THROUGH No. 69802	
PAYROLL No. 69708 THROUGH No. 69732	\$74,030.60
PAYROLL No. 69754 THROUGH No. 69756	
(Direct Deposit included)	

COMMUNICATIONS

There were none.

ITEMS FROM THE PUBLIC

- Citizen Katie Auble provided council with information regarding the new dog waste station that was installed at South Fork Landing and will be maintained by the Pacific Events District.
- Citizen Deborah Cutrell provided the council and staff with letters of intent to file claim against the City's Surety bond.

RESOLUTION #1275 - PACIFIC CO. HAZARD MITIGATION MEETING PLAN:

Mayor Roberts stated a link to the mitigation plan was provided to the council for review prior to the meeting. Councilor Farrell moved to approve the resolution as presented. Motion carried. Motion passed unanimously.

SBA DISASTER ASSISTANCE:

Mayor Roberts asked this be included in the council packet to upload to the City's website for those who may have been affected by the recent flooding. Councilor Tully asked if this information has been advertised to the public elsewhere. Mayor Roberts advised this information has been heavily advertised through Pacific Counties website, the Emergency Management Department, and several other websites.

SPECIAL EVENT- AIRSTREAM NATIONAL CARAVAN GROUP:

Public Works Director Eric Weiberg explained Laurie Bowman had requested the council's permission prior to hold this special event, but no decision was made. Councilor Halpin mentioned Laurie spoke with him and explained this event is of a larger size and will bring a substantial amount of revenue to local businesses. Mayor Dee suggested having private event signage. The Council were all in favor.

DEPARTMENT HEAD REPORTS

Fire Chief Bill Didion -

Chief Didion stated the Fire Department recently put in for and received a grant from DNR for equipment. Part of the grant was for portable radios. This was a huge safety issue, so he is very excited to replace those.

Police Corporal Ristow -

Corporal Ristow stated the Police Department has 2 vehicles that are needing to be surplused. He stated a 2011 Dodge Charger has been out of service for some time now and a 2011 Chevy Tahoe that will be out of service shortly. Councilor Porter moved to approve. Motion carried. Motion passed unanimously.

Corporal Ristow also advised the council one of their patrol vehicles was damaged in an incident when assisting the county and the department is waiting to hear from AWC if vehicle is totaled or repairable. During a different incident there was an officer injured and will be out for 10 days.

Public Works Director Eric Weiberg -

Eric Weiberg stated the owners of the Raymond Deli have inquired about purchasing the park next to the old dental office to use for parking. His belief is that someone else purchased the dental office and would not like if we sold to a different business for parking next it. Council discussed and decided they do not want to sell currently.

Treasurer/Clerk Kayla MacIntosh-

Kayla MacIntosh stated in order to be added to the Security State Bank's CDBG HUD Community Development Account, she needs a motion to add herself and remove former Clerk/Treasurer Gretchen Sagen and minutes signed by the mayor. Councilor Porter moved to approve. Motion carried. Motion passed unanimously.

MAYOR'S COMMENTS

Mayor Roberts stated she continued to do further research on the hiring ordinance from the last council meeting. The City has an internal policy that codes are not updated but once a year in April so any ordinance that have passed have not been sent into code publishing to be updated on the website. Mayor Roberts plans to change this policy and update the codes quarterly to accurately reflect what's going on in our city.

She also stated the council were notified via email about some banking issues. Those have been resolved through the bank and will be monitored for a few months. There will be some changes with how the city operates with security in the future to help secure the city's accounts.

COUNCIL COMMENTS

Councilor Halpin asked about the audit review and if the issue was resolved. Mayor Roberts explained the issue was not a misuse of funds rather misstatement of monies and there were no findings on the Audit.

Councilor Porter expressed his concern of the city losing a lot of patrol cars. Corporal Ristow explained the vehicles that are for surplus have already been replaced. Mayor Roberts also advised that Chief of Police is applying for grant monies for an additional.

Councilor Farrell advised he would like to see the City Council Agenda as a document with active links for the public to easily access rather than a scanned PDF.

EXECUTIVE SESSION - POTENTIAL LITIGATION

Prior to adjourning to Executive Session, Mayor Roberts advised that no decision would be made. Mayor Roberts called the Executive Session to order at 6:33 p.m. for 20 minutes for the purpose of potential litigation.

City Attorney Joel Penoyar (via zoom), Mayor Dee Roberts, Councilor Porter, Councilor Tully, Councilor Halpin, Councilor Nordin, Councilor Jones, Fire Chief Didion, Police Corporal Ristow, Public Works Director Weiberg, and Clerk/Treasurer Kayla MacIntosh were in attendance.

Mayor Roberts reconvened the meeting at 6:50 p.m.

ADJOURNMENT

The meeting was adjourned by motion of Council Member Porter at 6:51 p.m. Motion carried. Motion passed unanimously.

ATTEST:

Kayla MacIntosh, Clerk/Treasurer

Dee Roberts, Mayor



Pacific County
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

Date: April 6, 2022

To: Larry Bale, Royal Heights Transfer Station
Dee Roberts, City of Raymond
Julie Struck, City of South Bend



From: Shawn Humphreys, Director

Subject: Memorandum of Understanding – Amendment to the Transfer Station Agreement

The Transfer Station Agreement with Royal Heights stipulates that the parties associated with the agreement are required to sign a Memorandum of Understanding (MOU) prior to July 15th of each year regarding the adjusted rate changes. I would like to be able to present a signed copy of this MOU to the Board at or before their meeting on June 14, 2022. The rate changes will take effect on August 1st, 2022.

In addition to the annual rate adjustment, this amendment includes some minor language changes in Section 6 which is why the entire section is included. The language changes are regarding the annual CPI calculation. It has been brought to my attention that the procedure for calculating the annual CPI change was modified in amendment #10 from using the December to December CPI rate to using the annual average CPI rate, year over year. The new calculation using the annual average rate is not consistent with the original agreement and is also not consistent with the CPI rate changes that are applied by down-stream contractors (hauling and landfill disposal) which use the December to December calculation. In order to make sure that consistent rate changes occur throughout the system, this amendment modifies the language to revert back to the December to December calculation. I have also updated the numbers in the columns to be current for the August 1, 2022 rate change.

To make the rate changes clear, I have included a reference sheet showing the annual adjustment in the typical format that was used in previous amendments.

Please sign and return both copies of the attached MOU.

If you have any questions, you can call me at (360)875-9356 or email at shumphreys@co.pacific.wa.us

Thank you

Rate Charges for Transfer Station Services

Listed below are the amended rates for August 1, 2022 – July 31, 2023.

	Current	CPI	New
Transportation	\$50.07	85%	\$53.22
Oregon CAT	\$0.18	Actual	\$0.18
Disposal/DEQ Fee	\$24.62	85%	\$26.17
Royal Heights TS	\$37.33	85%	\$39.68
Admin Royal Heights TS	\$0.10	frozen	\$0.10
Pacific County Fees:			
Solid Waste Mgmt	\$4.84	85%	\$5.14
Post-Closure	\$5.89	85%	\$6.26
Moderate Risk Waste	\$2.30	frozen	\$2.30
Fuel Surcharge	\$3.16	Avg Price	\$5.93
Contract Rate	\$128.49		\$138.98

The adjusted rate for the Special Handling Fee for self-haulers continues to be:

	Current	CPI	New
Special Handling Fee	<u>\$23.75</u>	frozen	<u>\$23.75</u>
	\$152.24		\$162.73

TRANSFER STATION AND DISPOSAL SERVICE AGREEMENT

AMENDMENT NO. 13

WHEREAS, the Transfer Station and Disposal Service Agreement among PACIFIC COUNTY, WASHINGTON (the “County”), the Cities of SOUTH BEND AND RAYMOND, WASHINGTON (the “Cities”), and Royal Heights Transfer Station, Inc., a Washington Corporation (“Royal Heights”) effective January 1, 2010, allows for modifications; AND

WHEREAS, there is a need to amend sections of the Agreement to reflect adjustments in the methodology used for rate calculations, rates effective August 1, 2022, and other language modifications.

NOW, THEREFORE, Section 6, “Rates Charges for Transfer Station Services” is hereby amended as follows:

6. Replace in its entirety with:

Rates Charged-Royal Heights agrees that its rates and charges for its services in accepting, storing temporarily and loading trailers with North County Waste shall not exceed the amounts set forth in this section.

6.1 On August 1st each year the rates shall be adjusted by the percentage of the previous calendar year’s December to December change in CPI-U for West Region Size Class B/C.

Royal Heights Service	Adjustment Rate
Transportation*	85%
Disposal and DEQ Fees	85%
Transfer Station Maintenance and Operation	85%
Transfer Station Administration	FROZEN
Special Handling Fee (Self Hauled)	FROZEN
Pacific County Programs	Adjustment Rate
Solid Waste Management Plan (SWMP)	85%
Post Closure Fund*	85%
Moderate Risk Waste Program (MRW)	FROZEN

*2019 the base rates were adjusted. The percent of CPI-U adjustment listed above will be effective August 1, 2020.

6.2 The rate payable for the year commencing on August 1st each year shall be calculated using the *US Department of Labor’s Consumer Price Index, All Items, All Consumers, West Region –Size Class B/C (CPI-U) table of over-the-year percent increases*, from December to December of the prior year.

Below is the calculation for the rate increase for *disposal fees* effective August 1, 2022. For example, to calculate the rate that is effective August 1, 2022, the percentage difference in the CPI-U rate reported for December 2020 and the CPI-U rate reported for December 2021 would be used.

- December CPI-U reported for December 2020 160.840
- December CPI-U reported for December 2021 172.722
- Percentage Difference between CPI-U (Dec-Dec) 7.4%
- Annual Adjustment Rate for Transportation 85% CPI-U (rounded to three decimals)
- $.074 \text{ (CPI-U)} \times .85 \text{ (Adjustment Rate)} = .063 \text{ (Percentage Increase to Current Fee)}$
- Current Rate (Aug 1, 2021-July 31, 2022)=\$50.07 (rounded to two decimals)
- $\$50.07 \text{ (Current Rate)} \times 1.063 \text{ (Percent Increase)} = \$53.22 \text{ (Revised Fee for 8/1/22-7/31/23)}$

6.3 If the CPI-U rate is revised or discontinued during the term of this Agreement, such other governmental index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the CPI-U rate had not been discontinued or revised. In the event the CPI-U rate being used is not replaced the parties will, in good faith, attempt to agree on a governmental index or computation which will, as closely as possible, yield substantially the same result as would be obtained if the index had not been discontinued. If the parties fail to agree upon such other governmental index, a replacement index will be determined by an arbitrator per Section 16.

6.4 Beginning August 1, 2022, and each succeeding year thereafter during the term of this Agreement, charges listed in the tables below shall be adjusted on August 1st of each year.

Service	COLUMN A: Current Rate (8/1/21-7/31/22)	COLUMN B: Adjustment Factor % Difference in CPI-U	COLUMN C: CPI-U change over previous year Calendar year 2021	COLUMN D: CPI-U Rate X Adjustment Factor (Column B X Column C)	COLUMN F: Base Rate as of August 1 st , 2022 (Column A X 1+ Column D)
Transportation	\$50.07	85%	7.4%	6.3%	\$53.22
Disposal/DEQ Fee	\$24.62	85%	7.4%	6.3%	\$26.17
Transfer Station Maintenance and Operation	\$37.33	85%	7.4%	6.3%	\$39.68
Transfer Station Administration	\$0.10	FROZEN	NA	NA	\$0.10
Special Handling Fee (Self Hauled)	\$23.75	FROZEN	NA	NA	\$23.75

Oregon D.E.Q. Fee*	Included in Disposal Fee	NA	NA	NA	Included in Disposal Fee
Solid Waste Management Plan (SWMP)	4.84	85%	7.4%	6.3%	\$5.14
Post Closure Fund	\$5.89	85%	7.4%	6.3%	\$6.26
Moderate Risk Waste Program (MRW)	\$2.30	FROZEN	NA	NA	\$2.30
Oregon CAT Tax	\$0.18	Actual	NA	NA	\$0.18

6.5 Fuel Surcharge

All parties recognize that changes in costs of fuel may result in higher or lower transportation costs under this agreement. A fuel surcharge will be added to the total adjusted rate collected by Royals Heights Transfer Station for waste delivered to the Transfer Station.

The Fuel Surcharge rate will be adjusted annually on August 1st to cover increases or decreases in diesel fuel costs from year to year. The rate will be adjusted using the *U.S. Energy Information Assistance, Petroleum and other liquids, Gasoline and Diesel Fuel Update, West Coast less California, Diesel (On highway), All Types* rate from the previous year. If the average per gallon cost in the previous year is different than the base charge of \$2.50, the fuel surcharge will adjust the base rate by \$0.35 per ton for each \$0.10 that the average per gallon cost is more or less than the \$2.50 base rate.

Using the *U.S. Energy Information Assistance Fuel Update*, the average fuel rate reported for calendar year 2021, the 2022 fuel surcharge rate will be adjusted August 1, 2022 as follows:

- Base Rate \$2.50
- Average Fuel Price (Jan-Dec 2021) \$3.48
- Difference +\$0.98
- Calculation
 - \$.98 (difference in fuel price from base rate) / .10 (increase for every \$0.35)=9.8
 - 9.8 X .35 (adjustment rate increase per ton) =\$3.43 per ton

6.6 Prior to June 1st of each year, Royal Heights shall provide the County and each City written schedules, work papers, supporting data and computations setting forth the expected adjustment to be made to Royal Heights' fees and charges. Any adjustments to the fees shall be calculated according to the methodology outlined in Sections 6.1-6.6. On, or before, July 15th of

the same year, the parties shall discuss in good faith computations and shall document the adjusted rate agreed upon in a written amendment to this Agreement.

6.7 In the event the parties cannot agree on the application or interpretation of the rate adjustment by August 15th in any year, the adjusted rates may be determined by an arbitrator per Section 17 herein upon request of any of the parties. Until the parties agree to adjusted rates, or such adjusted rates are determined by an Arbitrator, the Royal Heights' rates shall remain unchanged. However, the arbitrator may reflect in the new adjusted rate any revenue lost to Royal Heights during the arbitration proceeding and interest on said sum at the then prevailing market rate.

6.8 Either the County, the Cities, or Royal Heights may request review of the actual tonnage and/or rates set pursuant to this section at any time by giving 60 day written notice to the other parties.

6.9 In the event a change in law or uncontrollable circumstance occurs, any party to this agreement affected by this occurrence shall have the right to renegotiate the rates set pursuant to this section upon giving 15 days written notice to each of the parties.

All other terms and conditions within the Agreement shall remain the same.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized officers or representative effective August 1, 2022.

City of Raymond, Washington

Board of County Commissioners
Pacific County, Washington

Dee Roberts, Mayor

Lisa Olsen, Chair

City of South Bend, Washington

Julie Struck, Mayor

Frank Wolfe, Member

Royal Heights Transfer Station, Inc.

Larry Bale, President

Mike Runyon, Member

ATTEST:

Amanda Bennett

Clerk of the Board

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City of Raymond, Washington

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Frank Wolfe, Member

Royal Heights Transfer Station, Inc.

Larry Bale, President

Mike Runyon, Member

ATTEST:

Amanda Bennett
Clerk of the Board



PO Box 534 - 314 Alder Street
Raymond WA, 98577
360-942-4150
nwcarragemuseum.org

Come get Carried away!

March 31, 2022

City of Raymond
230 2nd Street
Raymond, WA 98577

Attn: Mayor Dee Roberts

Subject: Northwest Carriage Museum Contract

Dear Mayor Roberts,

Per our lease contract signed September 3, 2002, we are notifying the City of Raymond our intent to exercise our lease option through June 30, 2032. This option is outlined in our contract under item #5 titled "Term."

We thank the city for their support and look forward to bringing even more visitors to Raymond and our local businesses in the upcoming years.

2022 is our 20th anniversary year and we are planning several events to celebrate. We are extremely proud of our museum and the City of Raymond for being home to the largest year around tourist attraction in Pacific County. The Northwest Carriage Museum is recognized as one of the finest horse drawn vehicle museums in the country and we are so proud to be bringing economic vitality to Raymond and the surrounding communities.

Regards,

Jerry Bowman
Curator and President of the Board

cc: Laurie Bowman
Chris Halpin

The Northwest Carriage Museum is a nonprofit 501c3 organization

RESOLUTION #1276

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RAYMOND
AUTHORIZING INVESTMENT OF THE CITY OF RAYMOND MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL**

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

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the City of Raymond the “governmental entity”, to deposit funds available for investment in the LGIP; and

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

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Raymond, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the deposit of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the City of Raymond and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Kayla MacIntosh – Clerk/Treasurer, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

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

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

Upon motion made for the adoption of this resolution, the following vote was cast by the City Council of the City of Raymond, April 18, 2022:

Ayes -

Noes -

Absent -

Dee Roberts, Mayor

AUTHENTICATED BY: _____

Kayla MacIntosh, Clerk/Treasurer



Proud Maker of ArchiveSocial, Monsido, and NextRequest

NextRequest for Raymond, WA

Prepared for: Dee Roberts

Prepared by: Bradley Fouts (NextRequest)

Date: Apr 8, 2022

What do I get with NextRequest?

An all-in-one platform for managing records requests across your entire agency. It's an annual subscription and includes:

- Workflow Tools
- Document Hosting & Management
- Dashboards and Custom Reporting
- Request Diversion
- Regular Product Improvements and Feature Updates
-

Security?

We protect your information using:

- SOC 2 Security Audit
- Encryption and Threat/Uptime Monitoring
- See a full overview at: nextrequest.com/security
-

Technical Requirements?

NextRequest is entirely web based and software-as-a-service

- Everything in the cloud - no downloads or installations
- Works on all modern web browsers



Proud Maker of ArchiveSocial, Monsido, and NextRequest

NextRequest & Raymond, WA Agreement

Current Date: Apr 8, 2022 (valid for 60 days from Current Date)

Customer	Raymond, WA	Term Start	4/19/2022
		Term End	4/19/2023
Contact	Dee Roberts	Invoicing	annual

Name	Price	QTY	Subtotal
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Proud Maker of ArchiveSocial, Monsido, and NextRequest

NextRequest Standard License (monthly pricing, billed annually)	\$699.00	12	\$8,388.00
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- Unlimited Staff users
- Up to 10 Admin-Publisher users
- Up to 2 TB of storage
- Core Features:
 - Public Request Portal
 - Public Reading Room
 - Premier Security Package
 - Premium Email Monitoring Suite
 - Email notifications
 - Automatic Reminders
 - Task assignment and tracking
 - Time Tracking
 - Invoicing
- Review and Redaction Features:
 - Redaction with unlimited users
 - RapidReview (Batch and Draft Redaction)
 - OCR (Optical Character Recognition)
- IT & Compliance Features:
 - Retention
 - Single Sign-On
 - Custom URL
 - Online Payments (with approved payments processor)
 - SOC 2 Type II Audit
 - CJIS & HIPAA Compliance (with BAA)

Standard Set Up & Onboarding (One-time)	\$0.00	0	\$0.00
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- Dedicated Onboarding Specialist
- Kickoff Call
- Up to 1 dedicated training session (90 minutes)
- Go-Live Project Plans
- Weekly Group Training Webinars
- In-app Training
- Video Tutorials
- Knowledge Base Articles
- Service Level Agreement

April Incentive	-\$699.00	2	-\$1,398.00
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NextRequest will concede two free months of service if approved before 4/30/2022

Subtotal			\$6,990.00
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Proud Maker of ArchiveSocial, Monsido, and NextRequest

Total \$6,990.00

Service Agreement

Welcome to NextRequest! Thanks for using our platform. This Service Agreement ("Agreement") is entered between NextRequest Co., with a place of business at 548 Market St., Suite PMB 77522 San Francisco, CA 94104 USA ("NextRequest"), and the Customer listed above ("Customer"), as of the Effective Date. This Agreement includes the above subscription and support (the "Services") and incorporates the above Order Form as well as the Terms and Conditions and Service Level Agreement available at https://www.nextrequest.com/terms-conditions and which contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Renewals

Pricing may be subject to a standard 5% annual increase to account for application improvements, new features and inflation.

Raymond, WA

NextRequest Co.

Signature: Dee Roberts

Signature: Reed Duecy-Gibbs

Name & Title: Dee Roberts-Mayor

Name & Title: Reed Duecy-Gibbs, CSO

Date: 04 / 11 / 2022

Date: 04 / 08 / 2022

Accounts Payable Info

Will issue PO?

Name: Kayla McIntosh

Email: clerk@cityofraymond.com

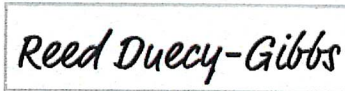

Phone: 360-942-4105

Yes: No:

Download our W-9 at: nextrequest.com/w-9 (password: foiasoftware)

Signature Certificate

Reference number: T7RRM-XU5XV-ZWOLJ-G5Y4L

Signer	Timestamp	Signature
Reed Duecy-Gibbs Email: reed.duecy-gibbs@optimere.com		
Sent:	08 Apr 2022 13:33:04 UTC	IP address: 38.15.233.117
Viewed:	08 Apr 2022 13:36:25 UTC	Location: Boston, United States
Signed:	08 Apr 2022 13:36:50 UTC	
Dee Roberts Email: dee.roberts@southbend-wa.gov		
Sent:	08 Apr 2022 13:33:04 UTC	IP address: 73.83.48.33
Viewed:	11 Apr 2022 19:15:28 UTC	Location: Raymond, United States
Signed:	11 Apr 2022 19:21:48 UTC	

Document completed by all parties on:
11 Apr 2022 19:21:48 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.

