



CITY OF SHELTON COMMISSION BRIEFING REQUEST

Agenda Date:
Touch – Oct. 31, 2016
Brief – Nov. 7, 2016
Action – Nov. 14, 2016

Department: Financial Services

Presented By: Cinnamon Brown

**APPROVED FOR
COMMISSION PACKET:**

ROUTE TO:

REVIEWED:

_____ Dept. Head
_____ Finance Director
_____ Attorney
_____ City Clerk
_____ City Administrator

PROGRAM/PROJECT TITLE:

Public Hearing on the 2017 Preliminary
Budget & Consideration of the 2017
Ad Valorem Tax Levy Ordinances and
Certification

ATTACHMENTS:

Ad Valorem Ordinance #1888-1116
Ad Valorem Ordinance #1889-1116
Levy Certification

Action Requested:

___X___ Ordinance
_____ Resolution
_____ Motion
___X___ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

As required by state law, the City will hold the hearing associated with the preliminary budget process on November 7, 2016. During this hearing, anticipated revenues and requested expenditures for the General Fund will be provided for both the current year and the ensuing year. The 2017 Ad Valorem (Property) Tax Levy public hearing will be a part of this hearing.

The City's population of 10,070 (Office of Financial Management estimate), again exceeds the 10,000 population limit cap to levy the full 1% increase for Ad Valorem (Property) Tax. This increase is limited to the lesser of 1% or the IPD, which this year is 0.953%; however the full 1% levy increase can still be levied if a "substantial need" resolution is passed.

The Ad Valorem Ordinance and Levy Certification must be submitted to the Mason County Commissioners, Assessor and Auditor by no later than November 30, 2016.

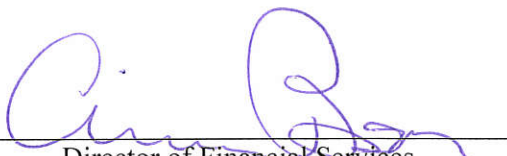
STAFF RECOMMENDATION (if action is recommended, please include the proposed motion):

Staff requests the first reading of Ordinance #1888-1116, Increasing Ad Valorem Taxes in the City of Shelton for Calendar Year 2016 and Ordinance #1889-1116, Declaring a Substantial Need for Increasing Ad Valorem Taxes in the City of Shelton for Calendar Year 2016, and to place both Ordinance #1888-1116 and Ordinance #1889-1116 on the consent agenda for November 14, 2016 for their second reading and adoption and also to place the Levy Certification on the consent agenda for November 14, 2016.

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein vouchers numbered 12974 through 13023 in the amount of \$102,085.44 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 4th of Nov, 2016.



Director of Financial Services

We, the undersigned members of the City Commission of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2016.

Mayor Cronic

Commissioner McDowell

Commissioner Moore



"Building A Stronger Community
TOGETHER"

Shelton, WA

Expense Approval Report

By Fund

Payment Dates 11/07/2016 - 11/07/2016

Payment Number	Vendor Name	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
12976	ARROW SYSTEMS INTEGRATI	11/07/2016	CUST #1013071-FINAL PAYME	001-000-000-51890-4815	2,800.71
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-MONITOR S	001-000-000-51310-3100	11.96
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-MONITOR S	001-000-000-51888-3100	35.86
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	CONTRACT#25185440 SHARP	001-000-000-52122-4500	201.98
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51160-4500	23.58
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51310-4500	7.86
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51421-4500	39.30
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51423-4500	62.88
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51430-4500	7.86
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51530-4500	9.19
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51810-4500	7.86
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51888-4500	7.85
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-51896-4500	86.42
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	001-000-000-55860-4500	88.26
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-OFFICE SUP	001-000-000-51421-3100	28.99
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-OFFICE SUP	001-000-000-51423-3100	28.98
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #080756-DISCOUNT	001-000-000-52122-3100	-1.65
13005	PUBLIC SAFETY TESTING INC.	11/07/2016	Q3 JUL-SEPT 2016 SUBSCRIPTI	001-000-000-52122-4900	200.00
13006	R & D SUPPLY	11/07/2016	CUST #60CS18-HYPERSPEED P	001-000-000-51890-3115	56.27
12978	ASSOC OF WA CITIES-WORKE	11/07/2016	WENDY THOMPSON CANCELL	001-000-000-51810-4307	75.00
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	CONTRACT #25232692-SHAR	001-000-000-52122-4500	401.47
12996	MICHAEL FIOLA	11/07/2016	IACP SAN DIEGO TRAVEL REI	001-000-000-52140-4302	196.00
12981	CAROLLO	11/07/2016	SYSTEM ANALYSIS URBAN GR	001-000-000-55870-4100	1,102.15
12988	DIGITAL ALLY, INC.	11/07/2016	CUST #SHEWAO-BATTERY, LI-I	001-000-000-52122-3100	43.52
12981	CAROLLO	11/07/2016	WATER SYSTEM ANALYSIS 09/	001-000-000-55870-4100	159.70
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-TONER & M	001-000-000-51421-3100	73.79
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-TONER & M	001-000-000-51423-3100	8.20
13001	PACIFICAD, INC	11/07/2016	PACXONE ENTERPRISE CIVIL I	001-000-000-51896-4900	651.60
13020	VERIZON WIRELESS	11/07/2016	ACCT #972465947-00001 SEP	001-000-000-52122-4200	1,256.23
12977	ASCEND ROOFING COMPANY	11/07/2016	TIMBERLAND LIBRARY-ROOF	001-000-000-57250-4800	707.20
13019	VALVOLINE INSTANT OIL CHA	11/07/2016	OIL CHANGE/FILTER REPLACE	001-000-000-52122-4805	61.48
13019	VALVOLINE INSTANT OIL CHA	11/07/2016	CAR WASH #19998D	001-000-000-52122-4805	7.21
12989	DLT SOLUTIONS	11/07/2016	DESIGN SUITE PREMIUM 201	001-000-000-51896-3500	1,115.69
13000	OFFICE DEPOT	11/07/2016	ACCT #28972108-MTH CALEN	001-000-000-51250-3100	154.68
12994	FUSE DATA CENTER SERVICES,	11/07/2016	SERVICE AGREEMENT 10/01/	001-000-000-51890-4815	5,095.51
13021	WA STATE CRIMINAL JUSTICE	11/07/2016	ACCT #22301-001 10/01/16-1	001-000-000-52140-4902	195.00
13018	THOMAS DONNELLY	11/07/2016	TAX ROUNDTABLE MTG - TRA	001-000-000-51423-4307	80.56
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #080756-5 GALLON SPR	001-000-000-52122-3100	34.50
13011	SHELTON MAIL & SHIP	11/07/2016	SHIP TO WSP CRIME LAB	001-000-000-52122-4200	15.47
13003	PIONEER FIRE & SECURITY	11/07/2016	SLB FIRE EXT NEW FOR LIBRA	001-000-000-57250-3100	53.31
13007	REVIZE LLC	11/07/2016	10/25/16-MET CONTRACT AG	001-000-000-59418-6424	4,200.00
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #11-04801-01 - 525-FL C	001-000-000-51890-4715	95.93
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #11-04802-03 - 525 COT	001-000-000-51890-4715	1,373.23
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-07200-01 - 902 W P	001-000-000-55430-4700	149.15
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #07-09101-00 - 710 ALD	001-000-000-57250-4700	670.05
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #10-00100-00 - 427 RAI	001-000-000-57530-4700	145.52
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-07401-02 - 301 TEN	001-000-000-57680-4700	134.62
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #12-02903-01 - 100 TUR	001-000-000-57680-4700	458.39
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-05050-08 - 1100-DF	001-000-000-57680-4700	10.14
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #04-11250-00 - 400 "E"	001-000-000-57680-4700	239.29
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #04-11375-06 - 400-DF	001-000-000-57680-4700	10.67
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #26-14102-08 - 3700-DF	001-000-000-57680-4700	49.25
12990	DOMINGO MARTINEZ	11/07/2016	OCT/2016 INTERPRETER SERV	001-000-000-51250-4106	247.50

Expense Approval Report

Payment Dates: 11/07/2016 - 11/07/2016

Payment Number	Vendor Name	Post Date	Description (Item)	Account Number	Amount
13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 2 IN 1	001-000-000-57250-3100	28.48
13010	SHEA CARR JEWEL INC.	11/07/2016	PROJ MNGMT SVCS 08/21/16	001-000-000-51896-4100	3,562.50
13013	SPRINT/NEXTEL COMMUNICA	11/07/2016	ACCT #938091313-09/25/16-	001-000-000-51830-4200	26.30
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-51421-3500	47.68
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-51861-4900	10.56
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-51888-3500	102.92
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-52122-3110	19.94
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-52122-4800	16.72
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	001-000-000-55430-4805	14.88
12980	BOBBIE SMITH- P/C CUSTODI	11/07/2016	OCT/2016 PETTY CASH REIMB	001-000-000-51421-4200	0.57
12980	BOBBIE SMITH- P/C CUSTODI	11/07/2016	OCT/2016 PETTY CASH REIMB	001-000-000-51423-3100	7.46
12980	BOBBIE SMITH- P/C CUSTODI	11/07/2016	OCT/2016 PETTY CASH REIMB	001-000-000-51830-4900	6.00
Fund 001 - GENERAL FUND Total:					26,820.18

Fund: 302 - CAPITAL IMPROVEMENT FUND

13016	Tapani, Inc.	11/07/2016	EST #11-LK BLVD/PIONEER W	302-829-000-59530-6300	21,842.30
Fund 302 - CAPITAL IMPROVEMENT FUND Total:					21,842.30

Fund: 401 - WATER FUND

13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 7X40	401-000-000-53480-3100	22.15
13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 7X40	401-000-000-53480-3100	-22.15
13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 RD H	401-000-000-53480-3100	3.62
13008	ROGNLINS'S INC.	11/07/2016	EST #14-UMVPZ PH 1A 09/01/	401-837-000-59434-6300	6,564.25
12986	DELAGE LANDEN FINANCIAL S	11/07/2016	INV #51763471-CONTRACT #2	401-000-000-53480-4501	118.60
13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 HEX B	401-000-000-53480-3100	-3.59
12999	NORTHWEST PLAYGROUND E	11/07/2016	PO #00142-BENCH W/BACK &	401-000-000-53480-3505	4,451.13
12993	FERGUSON ENTERPRISES, INC	11/07/2016	CUST #46025-LF 3/4 MPXMIP	401-000-000-53480-3505	484.74
13004	PROBUILD COMPANY LLC	11/07/2016	ACCT #2-00005425-000 OLD	401-000-000-53480-3100	8.40
12985	DAN RUBINO	11/07/2016	ID TAGS BOXES #21 TRI FLOW	401-000-000-53480-3100	278.64
12982	CH2O INTERNATIONAL	11/07/2016	CUST #CITYOFSHELTO005 WA	401-000-000-53480-4800	110.31
12991	DRAGON ANALYTICAL	11/07/2016	09/22/16 - VOC DW	401-000-000-53480-4100	360.00
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #26-08850-00 - 2401 SH	401-000-000-53480-4700	57.95
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #29-03200-00 - 900 WA	401-000-000-53480-4700	35.67
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-07500-00 - 1000 W	401-000-000-53480-4701	164.98
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-07575-00 - 1000 W	401-000-000-53480-4701	263.63
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #08-07550-00 - 1000 W	401-000-000-53480-4701	230.32
12991	DRAGON ANALYTICAL	11/07/2016	GROSS ALPHA/RADIUM 228	401-000-000-53480-4100	225.00
13002	PARAMETRIX, INC.	11/07/2016	WELL 3 PUMP & UMVPZ-08/2	401-837-000-59434-4100	623.49
13002	PARAMETRIX, INC.	11/07/2016	UMVPZ PLC & SCADA-08/28/1	401-837-000-59434-4100	2,502.01
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	401-000-000-53480-3100	9.14
Fund 401 - WATER FUND Total:					16,488.29

Fund: 402 - SEWER FUND

12998	NORTHSTAR CHEMICAL, INC	10/17/2016	CREDIT MEMO-FREIGHT CHA	402-640-000-53580-3100	-43.44
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-GAL DIST-6	402-400-000-53580-4900	23.00
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-SPRING WATE	402-400-000-53580-4900	23.00
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-FINANCE CHA	402-400-000-53580-4900	1.00
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-FINANCE CHA	402-400-000-53580-4900	1.00
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-11" UVB	402-400-000-53580-3100	13.16
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-FINANCE CHA	402-400-000-53580-4900	1.00
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-12-1/2X	402-400-000-53580-3100	166.90
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-MISC SU	402-640-000-53580-3100	30.25
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-S/S SHCS	402-640-000-53580-3100	31.42
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-SP-29P	402-400-000-53580-3100	114.18
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-SP-29P	402-640-000-53580-3100	114.19
12984	CORRECT EQUIPMENT	11/07/2016	PO #CS00136-WILO PUMP M	402-700-000-59435-6448	7,348.11
12975	ARIES ELECTRIC OF SHELTON	11/07/2016	INSTALL NEW GROUNDING B	402-640-000-53580-4800	293.76
12975	ARIES ELECTRIC OF SHELTON	11/07/2016	PULL NEW WIRE & RECONNE	402-640-000-53580-4800	408.00
13015	TACOMA SCREW PRODUCTS I	11/07/2016	5/16 X 3 ROLL PIN/ WDO JEFF	402-640-000-53580-3100	25.28
12998	NORTHSTAR CHEMICAL, INC	11/07/2016	SODIUM HYPOCHLORITE 12.5	402-640-000-53580-3100	2,915.84
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-S/S SP 5/	402-640-000-53580-3100	14.97
13022	WATER MGMNT LABORATORI	11/07/2016	ACCT #A5201R-FECAL COLIFO	402-400-000-53580-4100	89.00

Expense Approval Report

Payment Dates: 11/07/2016 - 11/07/2016

Payment Number	Vendor Name	Post Date	Description (Item)	Account Number	Amount
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1039-UVBLAC	402-400-000-53580-3100	9.66
12997	MOUNTAIN MIST WATER	11/07/2016	ACCT #050147-5 GALLON SPR	402-400-000-53580-4900	24.00
13022	WATER MGMNT LABORATORI	11/07/2016	ACCT #AS201R FECAL COLIFO	402-400-000-53580-4100	267.00
13022	WATER MGMNT LABORATORI	11/07/2016	ACCT #AS201R-FECAL COLIFO	402-400-000-53580-4100	178.00
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #13-12325-00 - 498 ASP	402-300-000-53580-4700	33.92
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #09-03310-00 - 200-FL F	402-400-000-53580-4700	16.71
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #12-02902-00 - 100 TUR	402-400-000-53580-4700	62.60
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #09-03301-00 - 200 FRO	402-400-000-53580-4700	156.11
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #28-12810-00 - 1700-FL	402-400-000-53580-4700	16.71
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #21-1280-00 - 1700 FAI	402-400-000-53580-4700	688.68
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #23-01025-00 - 119 CAS	402-500-000-53580-4700	33.92
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #26-20050-00 - 101 N 1	402-640-000-53580-4700	433.58
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #26-20055-00 - 101 N 1	402-640-000-53580-4700	456.40
12983	CITY OF SHELTON - UTILITY BI	11/07/2016	ACCT #26-20051-00 - 101 N 1	402-640-000-53580-4700	11.65
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	402-400-000-53580-3100	511.70
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	402-400-000-53580-3500	355.06
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	402-640-000-53580-3100	133.56
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	402-640-000-53580-4100	78.26
Fund 402 - SEWER FUND Total:					15,038.14
Fund: 404 - STORM DRAINAGE FUND					
13016	Tapani, Inc.	11/07/2016	EST #11-LK BLVD/PIONEER W	404-829-000-59540-6300	12,286.30
Fund 404 - STORM DRAINAGE FUND Total:					12,286.30
Fund: 503 - EQUIPMENT RENTAL FUND					
12995	GOLDEN WEST INDUSTRIAL	11/07/2016	CUST #54881-LIGHT WORKLIG	503-000-000-54865-3500	146.22
13003	PIONEER FIRE & SECURITY	11/07/2016	#19946D-CAB MKR-YEL, SNO	503-000-000-54865-3100	126.21
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1147-SHOP SU	503-000-000-54865-3100	135.98
13017	TDS/BRIDGESTONE AMERICA	11/07/2016	CUST #101366-REPAIRS #199	503-000-000-54865-4801	1,607.97
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1147-MISC SH	503-000-000-54865-3100	13.99
12992	FASTENAL COMPANY	11/07/2016	CUST #WATUM1147-ALUM P	503-000-000-54865-3100	103.59
13009	SAFETY VISION INC.	11/07/2016	ACCT #SHELT-SV-620A KIT	503-000-000-54865-3102	746.04
12979	ASSOCIATED PETROLEUM	11/07/2016	CUST #01-7500158-REG UNLD	503-250-000-58900-0001	4,648.04
13012	SONSRAY MACHINERY, LLC	11/07/2016	ACCT #SHELT002-COUPPLING K	503-000-000-54865-3104	70.33
12974	AMB TOOLS & EQUIPMENT, I	11/07/2016	CUST #3530-PREP KLEEN, VEHI	503-000-000-54865-3100	430.43
13023	WESTERN PETERBILT, INC.	11/07/2016	ACCT #3046-CAB MKR-YEL #1	503-000-000-54865-3102	133.77
13014	STAR RENTALS	11/07/2016	CUST #168613-REPAIRS #070	503-000-000-54865-4802	1,395.12
12987	DEPARTMENT OF REVENUE	11/07/2016	OCT/2016 USE TAX	503-000-000-54865-3100	52.54
Fund 503 - EQUIPMENT RENTAL FUND Total:					9,610.23
Grand Total:					102,085.44

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	26,820.18	26,820.18
302 - CAPITAL IMPROVEMENT FUND	21,842.30	21,842.30
401 - WATER FUND	16,488.29	16,488.29
402 - SEWER FUND	15,038.14	15,038.14
404 - STORM DRAINAGE FUND	12,286.30	12,286.30
503 - EQUIPMENT RENTAL FUND	9,610.23	9,610.23
Grand Total:	102,085.44	102,085.44

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-000-000-51160-4500	Operating Rentals	23.58	23.58
001-000-000-51250-3100	Office and Operating	154.68	154.68
001-000-000-51250-4106	Interpreter Expenses	247.50	247.50
001-000-000-51310-3100	Office and Operating	11.96	11.96
001-000-000-51310-4500	Operating Rentals	7.86	7.86
001-000-000-51421-3100	Office and Operating	102.78	102.78
001-000-000-51421-3500	Small Tools/Equipment	47.68	47.68
001-000-000-51421-4200	Communication	0.57	0.57
001-000-000-51421-4500	Operating Rentals	39.30	39.30
001-000-000-51423-3100	Office and Operating	44.64	44.64
001-000-000-51423-4307	Travel-Training	80.56	80.56
001-000-000-51423-4500	Operating Rentals	62.88	62.88
001-000-000-51430-4500	Operating Rentals	7.86	7.86
001-000-000-51530-4500	Operating Rentals	9.19	9.19
001-000-000-51810-4307	Travel-Training	75.00	75.00
001-000-000-51810-4500	Operating Rentals	7.86	7.86
001-000-000-51830-4200	Communication	26.30	26.30
001-000-000-51830-4900	Miscellaneous	6.00	6.00
001-000-000-51861-4900	Miscellaneous	10.56	10.56
001-000-000-51888-3100	Office and Operating	35.86	35.86
001-000-000-51888-3500	Small Tools/Equipment	102.92	102.92
001-000-000-51888-4500	Operating Rentals	7.85	7.85
001-000-000-51890-3115	Office and Operating-Civ	56.27	56.27
001-000-000-51890-4715	Utility Services-Civic Ctr	1,469.16	1,469.16
001-000-000-51890-4815	Repairs and Maintenanc	7,896.22	7,896.22
001-000-000-51896-3500	Small Tools/Equipment	1,115.69	1,115.69
001-000-000-51896-4100	Professional Services	3,562.50	3,562.50
001-000-000-51896-4500	Operating Rentals	86.42	86.42
001-000-000-51896-4900	Miscellaneous	651.60	651.60
001-000-000-52122-3100	Office and Operating	76.37	76.37
001-000-000-52122-3110	Office & Operating-Auto	19.94	19.94
001-000-000-52122-4200	Communication	1,271.70	1,271.70
001-000-000-52122-4500	Operating Rentals	603.45	603.45
001-000-000-52122-4800	Repairs and Maintenanc	16.72	16.72
001-000-000-52122-4805	Repairs and Maintenanc	68.69	68.69
001-000-000-52122-4900	Miscellaneous	200.00	200.00
001-000-000-52140-4302	Travel-PD Operations	196.00	196.00
001-000-000-52140-4902	Miscellaneous-Operatio	195.00	195.00
001-000-000-55430-4700	Utility Services-Animal S	149.15	149.15
001-000-000-55430-4805	Repairs and Maintenanc	14.88	14.88
001-000-000-55860-4500	Operating Rentals	88.26	88.26
001-000-000-55870-4100	Professional Services-ED	1,261.85	1,261.85
001-000-000-57250-3100	Office and Operating	81.79	81.79
001-000-000-57250-4700	Utility Services-Library	670.05	670.05
001-000-000-57250-4800	Repairs and Maintenanc	707.20	707.20
001-000-000-57530-4700	Utility Services-Museum	145.52	145.52
001-000-000-57680-4700	Utility Services-Park	902.36	902.36

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-000-000-59418-6424	Website Upgrade/Rebuil	4,200.00	4,200.00
302-829-000-59530-6300	Construction	21,842.30	21,842.30
401-000-000-53480-3100	Office and Operating	296.21	296.21
401-000-000-53480-3505	Inventoried-Small Tools/	4,935.87	4,935.87
401-000-000-53480-4100	Professional Services	585.00	585.00
401-000-000-53480-4501	Operating Rentals - Sho	118.60	118.60
401-000-000-53480-4700	Utility Services-Water	93.62	93.62
401-000-000-53480-4701	Utility Services - Shop	658.93	658.93
401-000-000-53480-4800	Repairs and Maintenanc	110.31	110.31
401-837-000-59434-4100	Professional Services	3,125.50	3,125.50
401-837-000-59434-6300	Construction	6,564.25	6,564.25
402-300-000-53580-4700	Utility Services-Sewer M	33.92	33.92
402-400-000-53580-3100	Office and Operating	815.60	815.60
402-400-000-53580-3500	Small Tools/Equipment	355.06	355.06
402-400-000-53580-4100	Professional Services	534.00	534.00
402-400-000-53580-4700	Utility Services-Sewer M	940.81	940.81
402-400-000-53580-4900	Miscellaneous	73.00	73.00
402-500-000-53580-4700	Utility Services-Sewer M	33.92	33.92
402-640-000-53580-3100	Office and Operating	3,222.07	3,222.07
402-640-000-53580-4100	Professional Services	78.26	78.26
402-640-000-53580-4700	Utility Services-Sewer Sa	901.63	901.63
402-640-000-53580-4800	Repairs and Maintenanc	701.76	701.76
402-700-000-59435-6448	WILO PUMP MOTOR	7,348.11	7,348.11
404-829-000-59540-6300	Construction	12,286.30	12,286.30
503-000-000-54865-3100	Office and Operating	862.74	862.74
503-000-000-54865-3102	Oper Supplies-Parts	879.81	879.81
503-000-000-54865-3104	Oper Supp-Parts-EM&R	70.33	70.33
503-000-000-54865-3500	Small Tools/Equipment	146.22	146.22
503-000-000-54865-4801	Repairs and Maintenanc	1,607.97	1,607.97
503-000-000-54865-4802	Repairs and Maintenanc	1,395.12	1,395.12
503-250-000-58900-0001	Inventory-Gas	4,648.04	4,648.04
Grand Total:		102,085.44	102,085.44

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	102,085.44	102,085.44
Grand Total:	102,085.44	102,085.44



"Building A Stronger Community
TOGETHER"

Shelton, WA

Check Register

Packet: APPKT00321 - November 7, 2016 Payables A Batch

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
001592	AMB TOOLS & EQUIPMENT, INC.	11/07/2016	Regular	0.00	430.43	12974
002642	ARIES ELECTRIC OF SHELTON	11/07/2016	Regular	0.00	701.76	12975
002780	ARROW SYSTEMS INTEGRATION, INC.	11/07/2016	Regular	0.00	2,800.71	12976
VEN01319	ASCEND ROOFING COMPANY LLC	11/07/2016	Regular	0.00	707.20	12977
003003	ASSOC OF WA CITIES-WORKERS CO	11/07/2016	Regular	0.00	75.00	12978
002982	ASSOCIATED PETROLEUM	11/07/2016	Regular	0.00	4,648.04	12979
004724	BOBBIE SMITH- P/C CUSTODIAN	11/07/2016	Regular	0.00	14.03	12980
006233	CAROLLO	11/07/2016	Regular	0.00	1,261.85	12981
007450	CH2O INTERNATIONAL	11/07/2016	Regular	0.00	110.31	12982
VEN01281	CITY OF SHELTON - UTILITY BILLS	11/07/2016	Regular	0.00	5,999.07	12983
008565	CORRECT EQUIPMENT	11/07/2016	Regular	0.00	7,348.11	12984
009200	DAN RUBINO	11/07/2016	Regular	0.00	278.64	12985
009351	DELAGE LANDEN FINANCIAL SVCS	11/07/2016	Regular	0.00	1,063.11	12986
009700	DEPARTMENT OF REVENUE	11/07/2016	Regular	0.00	1,352.96	12987
009779	DIGITAL ALLY, INC.	11/07/2016	Regular	0.00	43.52	12988
009840	DLT SOLUTIONS	11/07/2016	Regular	0.00	1,115.69	12989
009878	DOMINGO MARTINEZ	11/07/2016	Regular	0.00	247.50	12990
010006	DRAGON ANALYTICAL	11/07/2016	Regular	0.00	585.00	12991
023078	FASTENAL COMPANY	11/07/2016	Regular	0.00	748.29	12992
023500	FERGUSON ENTERPRISES, INC.	11/07/2016	Regular	0.00	484.74	12993
017626	FUSE DATA CENTER SERVICES, LLC	11/07/2016	Regular	0.00	5,095.51	12994
039700	GOLDEN WEST INDUSTRIAL	11/07/2016	Regular	0.00	146.22	12995
123983	MICHAEL FIOLA	11/07/2016	Regular	0.00	196.00	12996
132235	MOUNTAIN MIST WATER	11/07/2016	Regular	0.00	105.85	12997
142965	NORTHSTAR CHEMICAL, INC	11/07/2016	Regular	0.00	2,872.40	12998
144093	NORTHWEST PLAYGROUND EQUIP	11/07/2016	Regular	0.00	4,451.13	12999
146933	OFFICE DEPOT	11/07/2016	Regular	0.00	342.46	13000
151959	PACIFICAD, INC	11/07/2016	Regular	0.00	651.60	13001
155541	PARAMETRIX, INC.	11/07/2016	Regular	0.00	3,125.50	13002
903592	PIONEER FIRE & SECURITY	11/07/2016	Regular	0.00	179.52	13003
098000	PROBUILD COMPANY LLC	11/07/2016	Regular	0.00	36.91	13004
162562	PUBLIC SAFETY TESTING INC.	11/07/2016	Regular	0.00	200.00	13005
165704	R & D SUPPLY	11/07/2016	Regular	0.00	56.27	13006
VEN01180	REVIZE LLC	11/07/2016	Regular	0.00	4,200.00	13007
172008	ROGNLINS'S INC.	11/07/2016	Regular	0.00	6,564.25	13008
173055	SAFETY VISION INC.	11/07/2016	Regular	0.00	746.04	13009
183400	SHEA CARR JEWEL INC.	11/07/2016	Regular	0.00	3,562.50	13010
200531	SHELTON MAIL & SHIP	11/07/2016	Regular	0.00	15.47	13011
191500	SONSRAY MACHINERY, LLC	11/07/2016	Regular	0.00	70.33	13012
142020	SPRINT/NEXTEL COMMUNICATIONS	11/07/2016	Regular	0.00	26.30	13013
VEN01318	STAR RENTALS	11/07/2016	Regular	0.00	1,395.12	13014
200235	TACOMA SCREW PRODUCTS INC	11/07/2016	Regular	0.00	25.28	13015
146601	Tapani, Inc.	11/07/2016	Regular	0.00	34,128.60	13016
201110	TDS/BRIDGESTONE AMERICAS, INC.	11/07/2016	Regular	0.00	1,607.97	13017
VEN01320	THOMAS DONNELLY	11/07/2016	Regular	0.00	80.56	13018
145325	VALVOLINE INSTANT OIL CHANGE	11/07/2016	Regular	0.00	68.69	13019
202392	VERIZON WIRELESS	11/07/2016	Regular	0.00	1,256.23	13020
203010	WA STATE CRIMINAL JUSTICE	11/07/2016	Regular	0.00	195.00	13021
203780	WATER MGMNT LABORATORIES INC	11/07/2016	Regular	0.00	534.00	13022

Check Register

Packet: APPKT00321-November 7, 2016 Payables A Batch

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
204030	WESTERN PETERBILT, INC.	11/07/2016	Regular	0.00	133.77	13023

Bank Code APBNK - Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	85	50	0.00	102,085.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	85	50	0.00	102,085.44

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2016	102,085.44
			<u>102,085.44</u>

"Hand Written"

Shelton, WA

012950

Packet: APPKT00319

Voucher for Commission

Vendor: 103115
MARIANA HEREDIA-MONTESINOS
10806 KUHLMAN RD. S.E.
OLYMPIA, WA 98513

Payment Number

Payment Date: 11/02/2016

Payment Amount 217.28

Invoice Information

Posting Date	Payable Number	Invoice Date	Payable Description	PO Number	Amount
11/02/2016	SEP/2016 RE-ISSUE	09/07/2016	INTERPRETER SERVICES 09/07/16-RE-ISSUE CHEC		217.28
Total:					217.28

Account Distribution

Account Number	Item Description	Account Name	Amount
001-000-000-51250-4106	INTERPRETER SERVICES 09/07/16-RE-ISSUE CHECK	Interpreter Expenses	217.28
Total:			217.28

Authorization Signatures

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just due and unpaid obligation again the City of Shelton and that I am authorized to authenticate and certify to said claim.

Mayor

Commissioner

Commissioner

Admin Fin. Serv Fire

Comm. Dev Legal/Risk Judicial

Parks Misc Police Public Works/Facilities

CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Business Meeting Minutes – October 3, 2016

Shelton Civic Center – 6:00 p.m.

Presiding: Mayor Cronce, Commissioner McDowell and Commissioner Moore

Staff Present: Ryan Wheaton, Vicki Look, Greg Clark, Craig Gregory, Robert Tauscher, Darrin Moody, and Corina Wood

Mayor Cronce called the meeting to order at 6:00 p.m.

Commission Reports

One or more of the Commissioners will attend the following activities week

A Roundhouse Meeting with Friends of Shelton Railroad

LEOFF Board meeting

Triage Center meeting with County and City officials

Annual Tourism Board meeting

General Public Comment - (3-minute time limit per person)

None

Consent Agenda

1. Vouchers numbered 12649 through 12733 in the amount of \$388,416.08
2. Commission Meeting Minutes
 - Business Meeting of September 6, 2016
 - Study Session of September 12, 2016
 - Business Meeting of September 19, 2016
 - Study Session of September 26, 2016
3. Ordinance No. 1886-0916 – Second Reading– An Ordinance of the City of Shelton, Washington, amending chapters 13.04, 14.08, and 15.28 of the Shelton Municipal Code and the corresponding portions of Ordinance No. 1881-0116 Relating to utility rates, connections, and charges-Presented by Public Works Director Greg Clark

Commissioner McDowell Moved to approve the Consent Agenda. Commissioner Moore Seconded. There was a vote and the motion carried.

Old Business

1. Well options #2 follow up-presented by Public Works Director Clark.

DH Clark presented a handout with a reminder that Commission authorized Public Works to proceed with rehabilitation of Well #1 (option 2) on August 1, 2016, at a cost of \$195,000 plus \$30,000 for adding more openings if needed. The Commission delayed the decision on Option #3 to add a \$400,000 pressure line connecting well #1 to the Upper Mountain View Pressure Zone. DH Clark's handout showed the pros and cons of adding a \$400,000 pressure line to carry water out to the Upper Mountain View Pressure Zone. DH Clark recommended putting Option #3 on hold at this time. The Commission concurred.

New Business

1. Budget Update-Presented by Finance Director Brown.

DH Brown presented a budget overview with handouts to compare pre-preliminary costs to available resources and provided a calendar of deadlines. December 31 is the 2017 adoption deadline.

DH Brown reported \$11,686,208 in requested expenditures in the General Fund which includes a \$135,744 transfer to the Debt Fund for payment of the fire station bond debt, \$145,364 transfer of Property Tax monies to the Fire Pension Fund, and transfers of committed One-Time monies to support

the continuing projects in the Capital Improvement Fund. With a \$708,000 shortfall in the General Fund, She reported a \$3,022 shortfall in the Capital Improvement Fund came in with \$133,800 in total new requests. DH Brown reported a total of about \$537,400 shortfall in the utility funds, and the Equipment Maintenance and Rental Fund came in with an overage of \$297,000. The Finance Committee will convene and analyze the budget to decide what needs to be funded to balance the budget. DH Brown will be bringing the Preliminary budget and budget message to the October 31, 2016 Commission Meeting.

Administration Reports

City Manager Wheaton announced that the City of Shelton got an offer on the 2125 Washington Street property.

Director of Public Works Clark gave updates on two construction projects: The Angleside Booster Pump Station which was lacking pressure, and the Upper Mountain View Pressure Zone to carry water to the Washington State Patrol Academy.

Administration Final Touch

None

Announcement of the Next Meeting

The next regular Commission meeting will be October 10, 2016 at 2:00 p.m.

Adjournment

The meeting was adjourned at 6:55 p.m.

Mayor Cronce

City Clerk Vicki Look

CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – October 10, 2016
Shelton Civic Center – 2:00 p.m.

Presiding: Mayor Cronic, Commissioner McDowell and Commissioner Moore
Staff Present: Ryan Wheaton, Vicki Look, Greg Clark, Cinnamon Brown, Tim McKern, Darrin Moody, and Corina Wood

Mayor Cronic called the meeting to order at 2:00 p.m.

Commission Reports

One or more of the Commissioners will attend the following activities week:

League of Women Voters Candidate Forum

Presentation to Mason County Preservation Commission of the Simpson Rail and Roundhouse

Ladies' Night Out, Sponsored by the Retail Alliance of Downtown Shelton

City of Shelton Department Budget Presentations

Chamber After Hours

Visit a Triage Center in Tumwater

Monthly Macecom Board Meeting

Economic Development Council Board Meeting

Finance Department Grand Reopening Breakfast

General Public Comment - (3-minute time limit per person)

None

Consent Agenda

Handwritten Warrant No 12761 to Key Bank in the amount of \$3,869.11

Commissioner Moore Moved to approve the Consent Agenda, Commissioner McDowell Seconded. There was a vote and the motion carried.

Old Business

None

New Business

None

Administration Reports

Police Department Update-Presented by Police Chief Moody

Police Chief Moody reported that as of October 2016, property crime is down. He reported about 20 fewer burglaries and about 76 fewer thefts over all, compared the 2015. There has been an increase of auto thefts but there have been three auto theft arrests. There has been an increase of simple assaults, but they seem to be domestic violence and drug related. Assaults on officers, resisting arrest, and weapons violations also have increased but seem to be drug or mental health related. The City of Shelton now has four Neighborhood Watch groups. Chief Moody announced that an officer will be graduating from the Academy on November 22, 2016. Officer Diaz is the first ever Spanish-speaking officer at the Shelton Police Department. Tentatively, another officer will be attending the academy soon. He stated that there may be an admin staff opening in the Police Department

Fire Department Update-Presented by Fire Chief McKern

Chief McKern presented an informational packet showing a breakdown of major incidents in Mason County and another specific to Shelton. Of the 4,014 calls for the District, 1,906 were in the city, and 82% were Emergency Medical Service responses. October 9-15 is Fire Prevention week. He encouraged people to change the battery in their smoke detectors. He stated that year to date there have been 1,609 civilian home fatalities nationwide. Chief McKern reported 5,149 carbon monoxide deaths between 1999 and 2010. The chief encouraged people to check their carbon monoxide detectors stating that people are more at risk for carbon monoxide poisoning when the weather gets cold. Chief McKern announced a community outreach program collaboration project with the Shelton Police Department and Behavior Health Resources. The purpose of the program is to reach out to people in the community who have been seen at the Emergency Room and make sure that they are following up from their visits.

Administrative Update-Presented by Assistant City Manager/City Clerk Look

Assistant City Manager Look presented an Administrative department update. ACM Look updated the Commission about some reorganization in the department. The Administrative department has moved to the CED/Public Works side of the upstairs Civic Center. She also announced that there will be a code update changing title of City Administrator to City Manager and a code update relating to the hiring of the police chief. ACM Look announced that the City will be recruiting a City Engineer, an Associate Engineer, and a Community and Economic Development Director. This week, a previous employee, Dolly Baker, will be returning to the City to assist with recruiting.

Finance Update-Presented by Finance Director Brown

Finance Director Brown reported three things the Finance Department is working on. The 2015 Annual Report, the 2017 Budget, and the 2016 revenue and projections report. The department budget presentations started today and will be continuing tomorrow. FD Brown updated the Commission about online bill pay stating there will be a tablet available for the public to use to pay utility bills. The duplex credits will be shown on the November statements. FD Brown stated that City of Shelton will be doing a re-deployment of Incode (Tyler). She announced that included in the Tyler Software is an employee self-service module for time and attendance management, making time sheets electronic. CM Wheaton also noted that the Tyler software can potentially be available for language interpreter services.

Administration Final Touches

City Manager Wheaton reported that there has been some public interest and questions about potential acceptance of the Simpson Railroad and Roundhouse. The staff will be putting together some options with potential cost of each option and CM Wheaton asked the Commission for some direction on the project

DH Clark touched on Resolution # 1093-1016- Public Works Department Surplus Vehicles. Also, he announced that in the future, Shelton will have the ability to accept sludge from Mason County.

Commissioner Moore announced that she will be absent from the October 17, 2016 Commission Meeting.

Announcement of the Next Meeting

The next regular Commission meeting will be October 17, 2016 at 6:00 p.m.

Adjournment

The meeting was adjourned at 2:30 p.m.

Mayor Cronce

City Clerk Look

CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – October 17, 2016
Shelton Civic Center – 6:00 p.m.

Presiding: Mayor Cronce, and Commissioner McDowell

Absent: Commissioner Moore

Staff Present: Ryan Wheaton, Vicki Look, Craig Gregory, and Corina Wood

Mayor Cronce called the meeting to order at 6:00 p.m.

Commission Reports

One or more of the Commissioners will attend the following activities this week:

Carenet Meeting

Mason County Chamber Member Luncheon

Economic Development Council Luncheon

Criminal Justice Board Meeting

Economic Development Council Board Meeting

Mayor Cronce announced he will be absent from the October 24, 2016 meeting.

1. Letter from Shelton Library Advisory Board requesting Commissioner Tracy Moore be appointed to the Shelton Library Board's Liaison to the Commission

Assistant City Manager Look presented a letter from Amy Davis, chair of the Shelton Library board. Mayor Cronce and Commissioner McDowell concurred to appoint Commissioner Tracy Moore as the Commission's Liaison to the Shelton Library Advisory Board.

General Public Comment – None

Consent Agenda

Vouchers numbered 12767 through 12873 in the amount of \$361,867.06

Hand Written Warrant number 12762 in the amount of \$24,420.92

Payroll Warrants numbered 2737 through 2882 and 12734 through 12760 in the amount of \$629,975.83

The Consent Agenda was read. Commissioner McDowell moved to approve the Consent Agenda as read. Mayor Cronce seconded the motion. A vote was taken and the Consent Agenda passed.

Old Business-None

New Business

1. Resolution No. 1093-1016 -- Shelton Public Works Department Surplus Vehicles—Presented by Public Works Superintendent Craig Gregory

PW Superintendent Gregory presented Resolution No. 1093-1016 to surplus three vehicles, two of which are out of the Equipment Maintenance and Repair Fund and will be sold through sealed bid; and one, a bucket truck is out of the Sewer Fund and will be sold through at Auction. He stated that the money will be going back into the funds that the vehicles were purchased out of.

PW Superintendent Gregory announced that he will be bringing it forward next week on the Consent Agenda.

2. Tourism Fund Applications— Presented by Assistant City Manager Vicki Look

ACM Look explained the process and purpose of the LTAC Committee which the Mayor the Chair of. She reported that the Committee met October 6 to review applications. Mr. Kim from the Super 8 attended the meeting, as did Patti Tupper from Tupper floors in Duane Wilson's absence. Also present was Annette McGee. ACM Look presented the tourism fund briefing stating that of the six requests received, five were for from the same applicants as last year and one was a new applicant. The new applicant was Downtown Visioning Committee asking for \$13,710. The Committee plans to work directly with WSDOT to increase signage on Highway 101 both northbound and southbound. The cost for a business' logo to be placed on the sign in both directions of travel is estimated to be \$683 annually. The "rent" for this sign will be paid by this grant. Should the full amount for this grant be awarded, there would be capacity for up to eighteen businesses to be placed on the WDSOT highway signs. The remaining applications were from the Shelton-Mason County Chamber Visitor Center, the Kristmas Town Kiwanis, Mason County Forest Festival, Mason County Historical Society Car Show, and the MC Historical Society Museum Visitor Center. The applicants asked for increased amounts this year, due to increased costs of the events or operations, utilities, or garbage fees.

The LTAC Committee recommended that each applicant be awarded their full amount requested, ACM Look reminding the Commission that they are required to recommend either the full amount or none to each applicant.

ACM Look requested that the Commission include the Tourism Fund applications on the Consent Agenda for the October 24, 2016 meeting.

Mayor Cronce announced he is not a voting member of the Committee and agrees with the Committee, ACM Look, and each applicant's request.

Administration Reports

CM Ryan Wheaton reported that the Upper Mountain View Pressure Tank start-up was successful and there will be a full debriefing by public works. He reported on the attempted Angleside Booster Pump Station start-up which was unsuccessful despite the hard work of the entire water department, consultant teams, and a full day of work. There will be a full debriefing next week as well.

Administration Final Touch

None

Announcement of the Next Meeting

The next meeting will be Monday, October 24, 2016 at 2 p.m.

Adjourn

The next meeting was adjourned at 6:15 p.m.

Mayor Cronce

City Clerk Vicki Look



**CITY OF SHELTON
COMMISSION BRIEFING REQUEST
(Please Use Bolded Information Inserts)**

Touch Date: 10/31/16
Brief Date: 11/07/16
Action Date: 11/14/16

Department: City Manager
Presented By: Ryan Wheaton

APPROVED FOR COMMISSION PACKET:

PROGRAM/PROJECT TITLE:

Action Requested:

ROUTE TO:

REVIEWED:

ATTACHMENTS:

- ☒ Dept. Head
- ☐ Finance Director
- ☐ Attorney
- ☒ City Clerk
- ☒ City Manager

CED, Public Works

Vicki Look

Ryan Wheaton

Roundhouse and Turntable
Feasibility Study (Executive
Summary); Background
information on rail to trail
conversion

☐

Ordinance

☐

Resolution

☐

Motion

☒

Other
Consider
options

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION

Simpson Lumber Company (Simpson) has offered the city its roundhouse property, and approximately two miles of railroad within the city limits. Various options that cover accepting either, or both, of the Simpson assets have been researched. In May, Simpson commissioned a feasibility study focused on the potential for revitalizing the Roundhouse as a museum. The feasibility study, originally shared at the August 1, 2016, City Commission business meeting, has been used as background for this briefing. Additional research into a rail to trail conversion has also been included.

ANALYSIS/OPTIONS/ALTERNATIVES

- Option 1 Obtain roundhouse and railroad; construct museum
- Option 2 Obtain roundhouse and railroad; mothball roundhouse
- Option 3 Decline roundhouse; obtain railroad; explore rail business
- Option 4 Decline roundhouse; obtain railroad; convert rail to trail
- Option 5 Decline roundhouse and railroad

BUDGET/FISCAL INFORMATION

- Option 1 Roundhouse capital cost projected at \$28 million, with ongoing annual costs projected at \$1.75 million; rail upgrades not projected due to variability of options.
- Option 2 Mothball roundhouse and remove electrical substation projected at \$450,000.
- Option 3 Initial expense minimal, as Simpson has maintained crossings within city limits; rail upgrades not projected due to the variability of options. Potential for \$5.3 million in rail upgrades within city limits.
- Option 4 Rail to trail conversion projected at \$300,000. This estimate is based on costs of similar projects recently constructed in the region, as well as recent work done on the Brockdale path.
- Option 5 No cost.

PUBLIC INFORMATION REQUIREMENTS

Background information is attached.

STAFF RECOMMENDATION

Staff recommends that the commission provide direction on which option should be pursued. While previous indication has pointed to interest in obtaining the railroad, staff need a clear indication of what efforts should be taken based on the options presented.

Roundhouse and Turntable Simpson Mill Site, Shelton

FEASIBILITY STUDY | SUMMARY

Executive Summary

This study provides information on the condition of the historic resources, the context in which those resources are sited, information on potentially applicable railroad museum models, and presents three potential strategies, two of which repurpose the structures into larger developments.

The roundhouse and turntable at the former Simpson Lumber Company mill complex in Shelton, Wash., are rare historic resources.

The buildings, along with the associated surviving track and bridges, are all likely eligible for inclusion in the National Register of Historic Places. These logging railroad artifacts also speak to the very beginnings of the town of Shelton and the multi-generational legacy of the Simpson family.

The structures have been removed from the sale of the complex to Sierra Pacific Industries (SPI). SPI retains an option on the property. Simpson retains ownership as ideas for re-use are evaluated.

The roundhouse and turntable are in relatively good condition. The turntable itself was built in the early 1900s and moved to the present site in 1947. At same year, the roundhouse and track were constructed.

- The roundhouse is semicircular, contains about 15,000 square feet and is built in an industrial style with a reinforced concrete frame and hollow clay tile and brick panel in walls. The roof is supported by wood posts and beams. Some windows have been altered. Eight service bays lead into the roundhouse where four service pits

provide access to locomotives. The four other bays are used for storage.

Community interest in a potential museum at the site was sparked shortly after the Simpson Lumber Company announced the mill sale.

Interest in a museum gained momentum in the summer of 2015 when a planning process envisioned a revitalized, pedestrian-friendly downtown. The City of Shelton Community Vision and Action Plan: Downtown Revitalization, describes a railroad museum as an “aspirational” item. The Mason County Historical Society has also discussed potential reuse of the site. Enthusiasm for a museum, as well as the potential for resulting increased tourism in Shelton and Mason County, is high. The capacity of Shelton institutions—the City, the Shelton-Mason County Chamber of Commerce, the Mason County Economic Development Commission and the Mason County Historical Society—is very limited, however. No single entity seems able to bring the vision to implementation on its own.

This report looks at existing museums within a 30- and 60-mile driving radius (roughly one to two hours) from Shelton. Two other railroad museum operations fall in that radius—the Northwest Railway Museum in Snoqualmie and the Mount Rainier Scenic Railroad in Elbe/Mineral. Other museums in the area tell local stories of logging and railroading. The closest major railroad museum is located 700 miles away in Sacramento—the California State Railroad Museum (CSRM).

The report outlines three potential strategies for the future of the roundhouse and turntable, with a feasibility testing phase.

Strategy 1 assumes no roundhouse development resources and, seeks collaboration by interested parties to retain the option for future museum/educational development while resources are pursued.

This strategy suggests that stakeholders collaborate on minor repairs and mothballing along recommended historic preservation standards. It also suggests a nomination to the National Register of Historic Places could be considered if there is interest in order to market the available federal historic preservation tax credits as an incentive to potential purchasers or developers.

Strategy 2 is the museum model. It spotlights the roundhouse and turntable as the centerpieces of a new logging railroad museum.

The museum could incorporate other existing structures on the site (the machine shop, the dispatch office, and the well house). In addition to a working museum, the strategy suggests an excursion railroad from the site to the yard in Dayton, where additional exhibits could be staged, and a new building for passenger comfort (restrooms/concessions) could be built. From here, hiking and biking excursions to the Vance Creek Bridge could be launched. Alternately, the excursion could continue to Matlock and Truman Glick County Park. The excursion train could, theoretically, operate on its own without a museum, but all the same expenses for track upgrades, security and access are required, and without a destination like a museum, attendance is likely to falter after two to three years. The excursion train, however, provides an important source of revenue for any museum operation.

Capital cost to develop the museum and excursion railroad are projected at \$28 million. This includes a \$10 million endowment, but does not include needed site and utility work, track upgrades, or safety measures. Annual costs are projected at \$1.75 million. Funding sources to offset capital costs can be found through public and private grants, including the Heritage Capital Projects Fund which provides about \$10 million biennially for museum projects.

Strategy 3 works off of a public/private partnership model to transform the roundhouse into both exhibit and meeting/event space to service a hotel or conference center located across Front Street.

The inspiration for strategy 3 comes from the successful rehabilitations undertaken by McMenamins in Oregon

and Washington. This model precludes a working museum, wherein volunteers work to restore rolling stock, but it keeps exhibit space in and around the roundhouse. Revenues from hotel operations could support museum functions. This strategy bolsters Shelton's tourism potential in Mason County and knits together the mill complex and downtown. At this writing investors or partners are unknown, and while some of the capital costs referenced in Strategy 2 would also apply, this report is unable to project costs for the proposed new development.

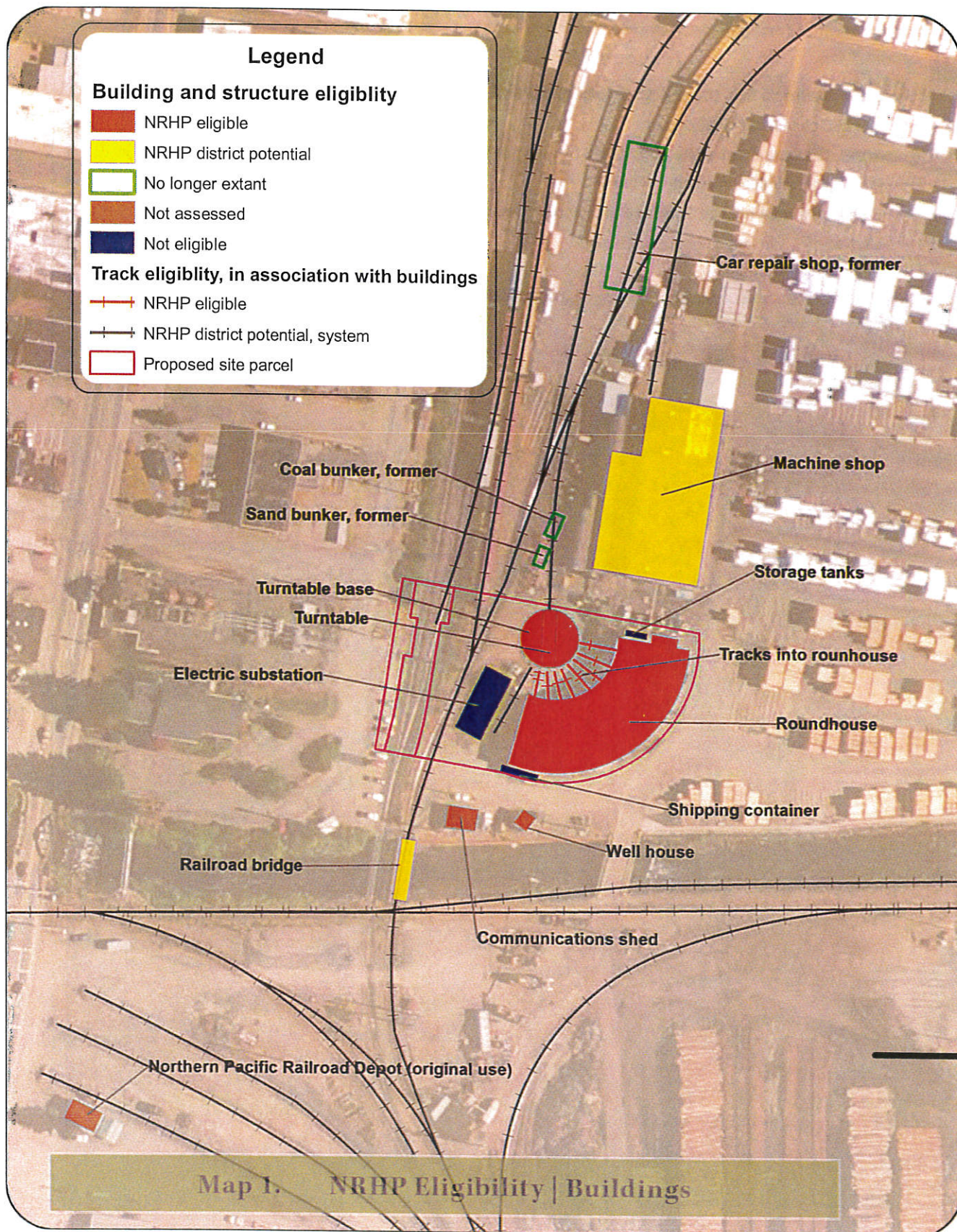
The report identifies many of the more challenging issues to redevelopment of the site, and also suggests that consideration be given to establishing a public development authority to manage the acquisition and redevelopment process outlined in Strategies 2 and 3. Finally, it presents a decision process outlining next steps for each option over the next five years.

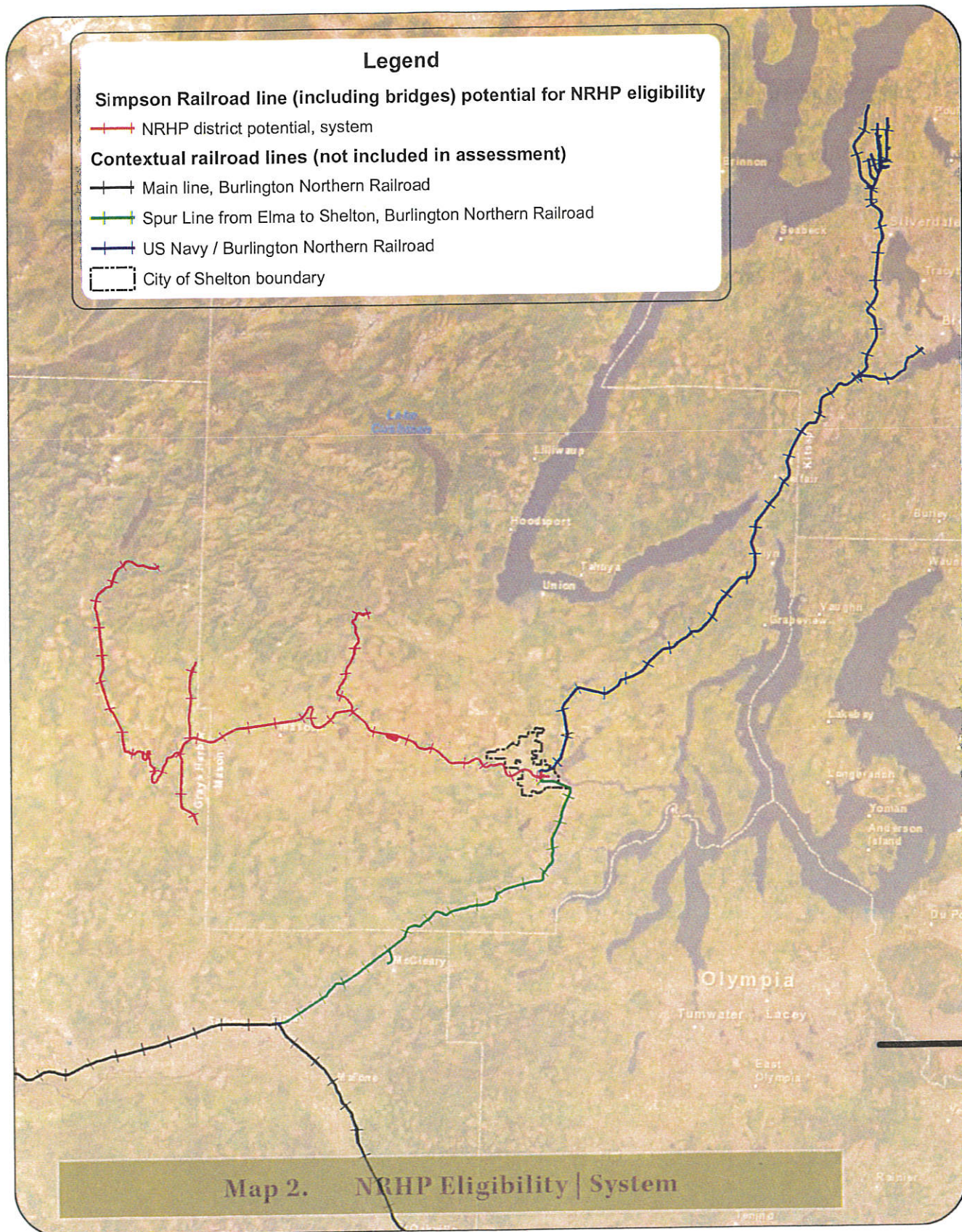
Historical significance of the roundhouse and turntable

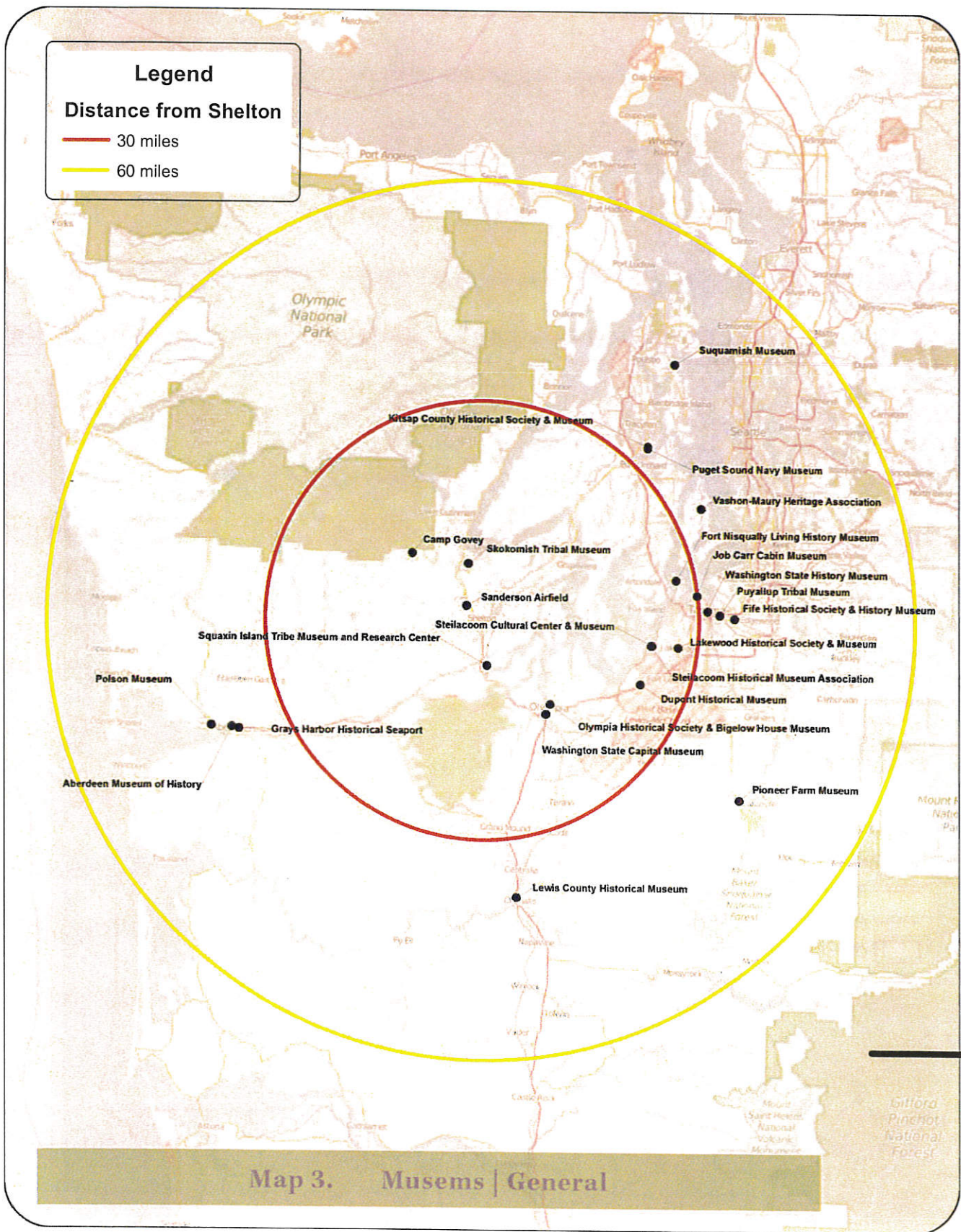
The Simpson Lumber Company mill complex roundhouse and turntable are extremely rare property types in Washington, and key properties amongst a collection of heritage logging and railroad resources that are converging in Shelton. The property is potentially eligible for listing to the National Register of Historic Places (NRHP), as well as the Washington Heritage Register and the City of Shelton Register of Historic Places.

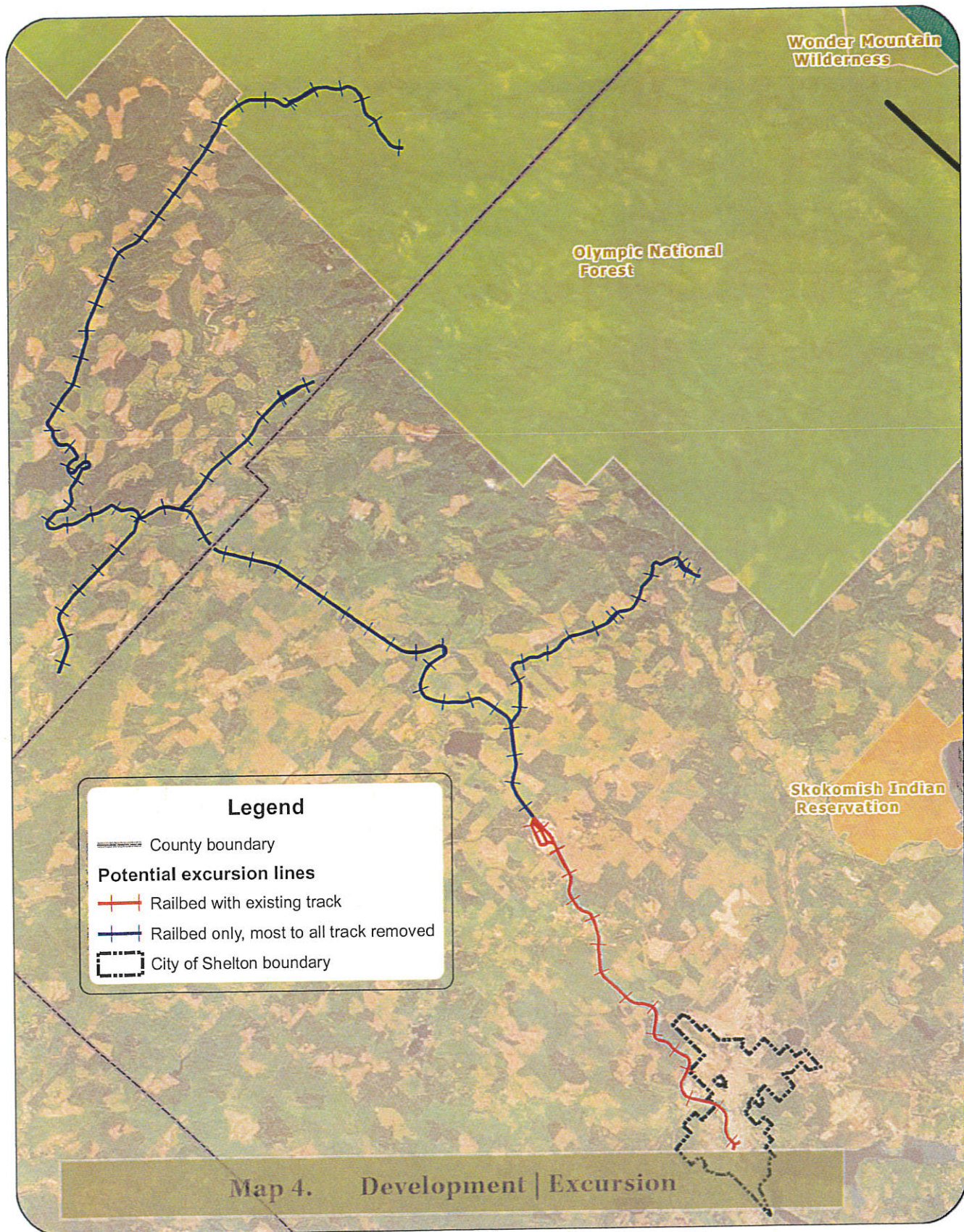
- Individually: to the NRHP at the state level of significance; under criteria A for its association with the Simpson railroad and lumber yard, and criteria C for its architectural form as one of the last two remaining semi-circular roundhouses in the state. Refer to "Map 1. NRHP Eligibility | Buildings" on page 3.
- District: to the NRHP at the national level of significance, under the same criteria as above and including ethnic heritage for tribal member logging role(s), as part of the larger Simpson railroad system including the tracks, sidings, two high metal bridges, and machine shop and as part of one of the nation's longest systems in terms of track miles and operating duration. Refer to "Map 2. NRHP Eligibility | System" on page 4.

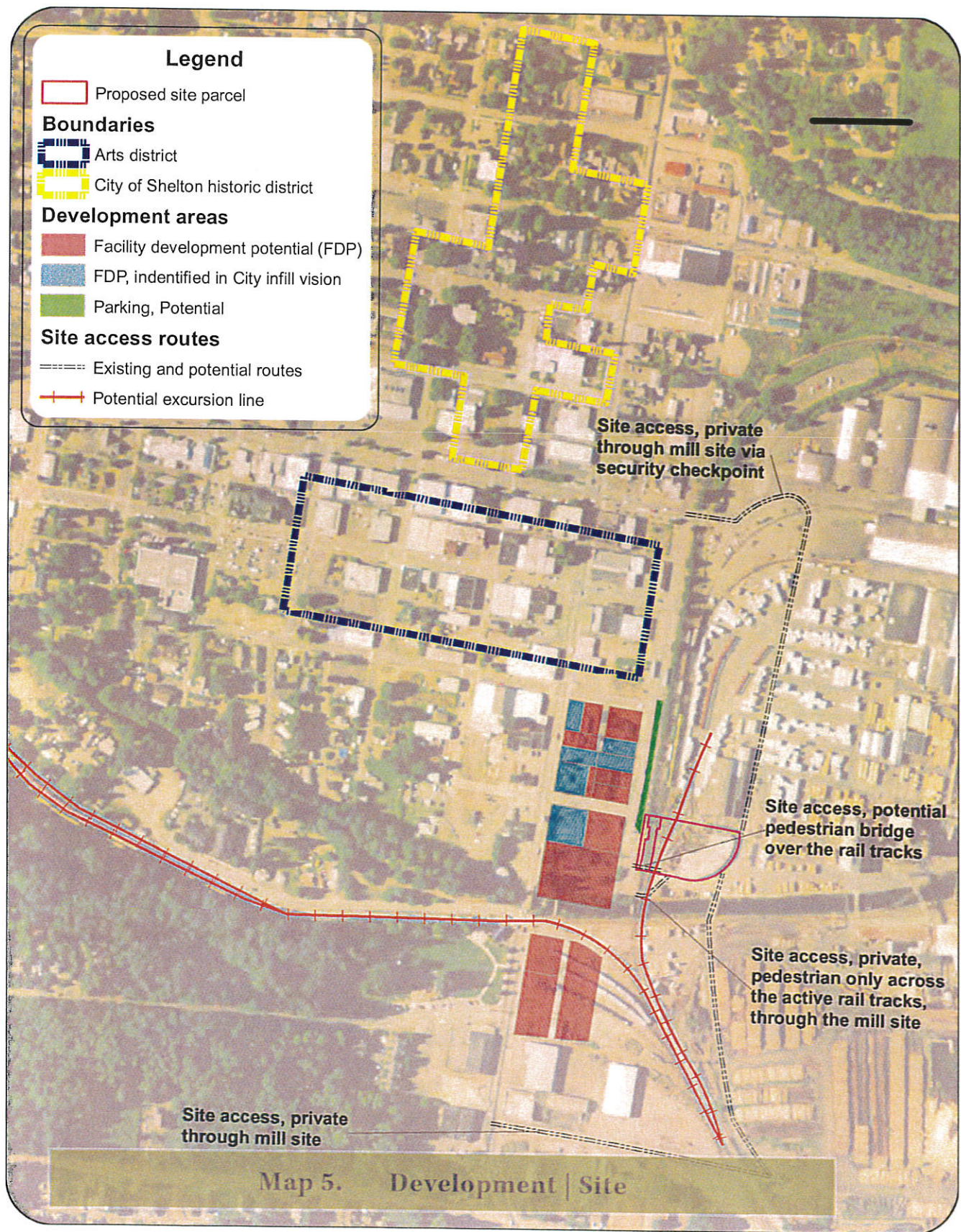
The roundhouse and turntable remain substantially intact. The roundhouse is one of only two extant examples of a semi-circular railroad roundhouse remaining in Washington; the other is the Great Northern roundhouse and turntable built in 1930 in Seattle.











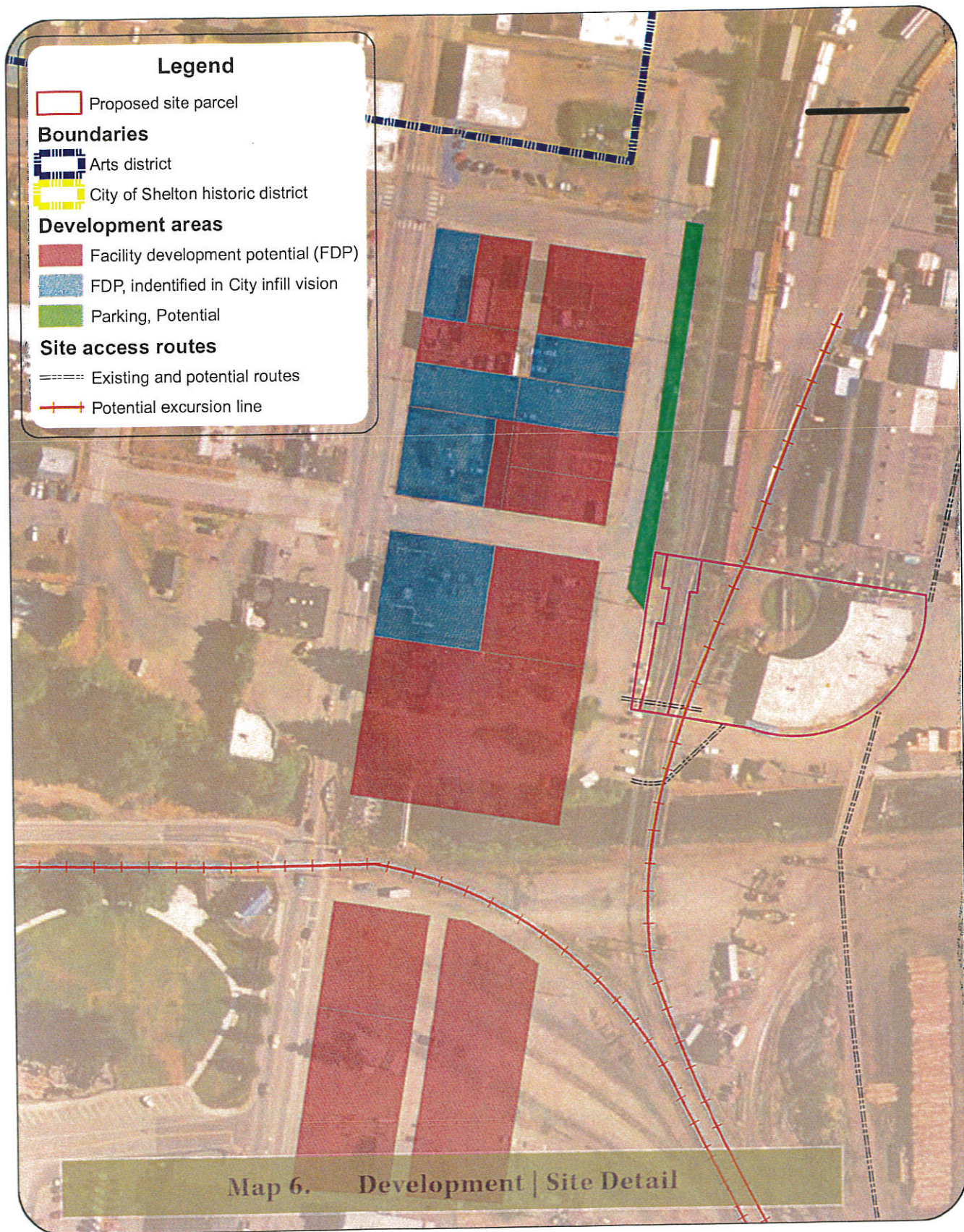


Table 1. Decision-Process



	<u>Task</u>	<u>Lead</u>	<u>Year Complete</u>
	For all of the following refer to "Reuse Strategies" on page 31 for a detailed discussion of tasks.		
2016 to 2017	Feasibility Testing		
	Retain professional services (Consultant)	City	2016 thru 2017
	Conduct feasibility testing and refining to vet strategy 2 and 3 viability	Consultant	2017
	Utility connections, city water, sewer, storm, electrical connection, explore methods and costs	City	2017
	Environmental issues along excursion line, explore methods and costs	County	2017
	Nominate for National Register of Historic Places listing	Society	2017
2018 to 2019	Strategy 1 No Action		
	Mothball, long-term	City	2018
	Electric substation removal	City	2019
2018 to 2024	Strategy 2 Purpose Museum Strategy		
	Mothball, short-term	City	2018
	Retain professional services (Consultant)	City	2019 thru 2024
	Finalize governance model	Consultant	2020
	Develop financing strategy	Consultant	2020
	Finalize negotiated agreements	Consultant	2020
	Capital campaign planning and implementation	Consultant	2022
	Environmental process associated with undertaking	City	2022
	Address site issues (utilities, access)	City	2023
	Building rehabilitation (see building and site issues)	Consultant	2024
2018 to 2024	Strategy 3 Public/Private Model		
	Mothball, short-term	City	2018
	Retain professional services (Consultant)	City	2019 thru 2024
	Determine development structure	Consultant	2020
	Develop financing strategy	Consultant	2020
	Finalize negotiated agreements	Consultant	2020
	Capital campaign planning and implementation	Consultant	2022
	Environmental process associated with undertaking	City	2022
	Address site issues (utilities, access)	City	2023
	Building rehabilitation (see building and site issues)	Consultant	2024
	Develop hotel site	Private	2024

Action Sheet

Products	Estimated Cost Ranges, rough order of magnitude
	\$80,000 to \$165,000
Tasks identified with consultant as lead	(see task costs)
Market analysis, costs, capital campaign concepts, recommended action	\$30,000 to \$60,000
Action plan and costs	\$20,000 to \$40,000
Action plan and costs	\$20,000 to \$40,000
Listed building/district	\$10,000 to \$25,000
	\$160,000 to \$450,000
Secured building	\$80,000 to \$150,000
Clear site	\$80,000 to \$300,000
	\$7 to \$20 million
Secure building, protecting asset during development phase	\$20,000 to \$75,000
Tasks identified with consultant as lead	(see task costs)
Executed governance model	\$20,000 to \$30,000
Financing strategy, implement	\$30,000 to \$50,000
Completed agreements	\$10,000 to \$20,000
Strategy and campaign operation, raise needed funds	\$200,000 to \$300,000
Completed environmental documents	\$100,000 to \$200,000
Action plan, costs, design, construction complete	\$1 to \$4 million
Completed design and rehabilitation	\$3 to \$10 million
Completed design and installation	\$2 to \$5 million
	\$8 to \$30 million
Secure building, protecting asset during development phase	\$20,000 to \$75,000
Project lead for this strategy	(see task costs)
Development structure, implement	\$20,000 to \$30,000
Financing strategy, implement	\$30,000 to \$50,000
Completed agreements	\$10,000 to \$20,000
Strategy and campaign operation, raise needed funds	\$200,000 to \$300,000
Completed environmental documents	\$100,000 to \$200,000
Action plan, costs, design, construction complete	\$1 to \$4 million
Completed design and rehabilitation	\$3 to \$10 million
Completed hotel ready for occupancy	\$3 to \$15 million

Option 4: Decline Roundhouse; Obtain Railroad for Rail to Trail Conversion

DESCRIPTION

Rails to trails are multi-purpose public paths created from former railroad corridors. They are most often flat or follow a gentle grade as they traverse urban, suburban and rural communities in America. Ideal for many uses, such as walking, bicycling, inline skating, cross-country skiing, and equestrian and wheelchair use, rails to trails are extremely popular for both transportation and recreation.

Trails add value to our lives in so many ways—increasing our mobility, improving our health, spurring economic development and job creation, protecting our environment and creating powerful connections within, to and across communities.

ESTIMATED COST

Based on recent regional examples (listed below), **the potential cost of a rail to trail project on the Simpson rail is estimated at \$300,000.** This rail to trail conversion will cover 143,616 square feet (1.7 miles long by 16 feet wide). Projected cost is based on \$1.78 per square foot for construction and materials, and an additional \$44,000 for path amenities.

\$3,480,000	East Lake Sammamish Trail 1.3 miles of 12' wide paved trail, 2' shoulders, fencing, striping, intersection controls, architectural & engineering, permits, cultural assessments
\$2,219,036	Spruce Railroad Trail Restoration – Clallam County 6.5 miles of paved trail, 2 trailheads, .3 miles of soft surface trail
\$757,233	Olympic Discovery Trail – Clallam County 2.5 miles of 12' wide paved trail, 2' shoulders
\$40,545	Brockdale Pedestrian Path (completed by City staff) 0.7 mile of 10' wide and 2" thick asphalt trail

PUBLIC NEED

1996 Parks and Recreation Plan

Respondents to the community survey expressed strong interest in expanding the city's limited trail system, 56 or 33% answered yes to the question. The 1989 citizen survey polled residents on various types of trails. Results indicated were: 48% wanted multi-purpose paths, 47% wanted nature trails, and 46% wanted more fitness trails. Respondents specifically requested construction of a trail connecting the Northcliff neighborhood to the short "water tank trail" which spans the hill beside the new library, and a trail between Shelton and Walker Park. The 1989 park plan recommended construction of a trail from Shelton High School through the west ravine to downtown. This trail, as proposed, would incorporate the old underpass at Brockdale Road and improved crosswalks at the Shelton Springs road.

The 1989 park plan also recommended construction of a trail through the ravine that extends between downtown and the Capitol Hill neighborhood. The former park plans and the Shelton Action Plan also recommended trails along Goldsborough Creek that would extend to Angleside and span the creek with bridges at Second and Fifth streets. Bike trails, preferably separated from vehicular traffic, have also been mentioned as desirable improvements to the community. Trail or sidewalk linkages should also be made between recreation areas and the surrounding neighborhoods. Each neighborhood has foot trails, which could be formalized if there were sufficient interest and support. In addition, trails could eventually be extended along natural drainage and major roads radiating from

the city. Trails should be discussed in the course of neighborhood meetings to identify preferred trail locations and the priorities for construction.

2008 Parks and Recreation Plan

The 2008 plan action items listed the completion of a community comprehensive trails plan as the second priority for the city. Although walking/biking trails and nature trails were the top two responses in the citizens survey for formulation of the plan, no specific trail projects were specifically listed in the action plan by design. A more thorough public process was needed to focus on trail corridors in the city.

2013 Parks and Recreation Comprehensive Trails Plan

As recommended in the 2008 park plan, a comprehensive trails plan was written to establish goals, objectives, public input, and priorities of specific trail projects in the city. A "Goldsborough Creek Trail" was recommended in two phases in the sixth and seventh priority spots in the plan. At the time the prospect of developing a trail through property acquisition and easements bordering Goldsborough Creek seemed to be the more likely route to achieve this goal, although a very lengthy process. The rail-trail prospect would deliver a like product at a lesser cost due to the need to obtain property ownership and construction of a new trail.

2016 Parks and Recreation Plan (draft)

The results of the citizen survey conducted for the 2016 plan list the top two amenities that respondents feel are most needed in the city are walking/biking trails (122 votes) and nature trails (101 votes). In total, 173 surveys were returned to the recreation department. The parks and recreation citizens advisory committee has developed a draft priority list for the 2016 plan that lists the rail to trail project as the second highest trail priority for the city to pursue after expansion of the Huff n Puff Trail.

AFTER RECORDING RETURN TO:

***INTERLOCAL AGREEMENT BETWEEN
THE CITY OF SHELTON AND MASON TRANSIT AUTHORITY
FOR PEDESRTRIAN CROSSWALK SIGNALIZATION***

This is an Interlocal Agreement (Agreement), dated this 20 day of October 2015, by and between the City of Shelton, a Washington City (City) and Mason Transit Authority, a Washington municipal corporation, (MTA) and collectively referred to as the "Parties". In consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, it is agreed as follows:

RECITALS

WHEREAS: The Interlocal Cooperative Act, Chapter 39.34 RCW, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner that will accord best with geographic, economic, and other factors influencing the needs and development of local communities.

WHEREAS: RCW 39.34.030 authorizes public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform:

WHEREAS: MTA is a Washington Public Transit Benefit Area organized under Chapter 36.57A RCW.

WHEREAS: MTA has recently opened the Transit-Community Center located at 601 West Franklin Street, Shelton, WA 98584. The opening of the Transit-Community Center has resulted in increased pedestrian traffic on the streets and sidewalks in the vicinity of the Center.

WHEREAS: The Parties desire to improve safe pedestrian access to the Transit-Community Center by installing crosswalk signaling devices at an existing cross walk located at Railroad Avenue and 6th Street and a new crosswalk to be located on Franklin Street in front of the Center, and possible other locations.

WHEREAS: The Parties desire to cooperatively provide for the improvements and share financial responsibility for the acquisition, installation and maintenance of signaling devices.

For and in consideration of the mutual covenants hereinafter provided and pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, the parties hereby recite, covenant, and agree as follows:


1. MTA shall purchase two sets of solar LED pedestrian crossing systems to be delivered to the City. Depending on future grant funding, MTA intends to purchase additional sets of pedestrian crossing signal systems to be delivered to the City.
2. The City shall purchase, at the City's sole and exclusive expense, all additional materials and perform all labor necessary to install the pedestrian crossing systems purchased by MTA under Paragraph 1. The first two sets of pedestrian crossing systems will be installed on Railroad Avenue at 6th Street and on Franklin Avenue in front of the Transit-Community Center. Locations for the additional pedestrian crossing systems subsequently purchased by MTA will be determined by the City, unless otherwise agreed to in writing.
3. After installation, the City shall own the pedestrian crossing systems. The City agrees to maintain, repair and, if necessary, replace the pedestrian crossing systems during the term of this Agreement at the City's sole and exclusive expense.
4. The term of this Agreement shall be for a period of five years commencing October 20, 2015 and terminating October 20, 2020 for the two systems described in item 2. During the term of this Agreement the City agrees not to remove or relocate the pedestrian crossing systems without the prior written approval from MTA. Future pedestrian crossing signal systems shall be attached to this Agreement as an amendment and extend the period of this Agreement for five years from their installation by the City.
5. There are no additional parties intended to be benefited under this Agreement. There are no other agreements or representations, written or oral, concerning the subject matter of this Agreement.
6. This Agreement shall be governed for all purposes by the law of the State of Washington. The venue for any action arising under this Agreement shall be in Mason County, Washington, unless otherwise mutually agreed in writing by the parties.
7. No amendments or variations of the terms and conditions of this Agreement shall be valid unless they are in writing and signed by all of the parties thereto.

8. The Parties agree to perform any further acts and to execute and deliver any further documents as may be reasonably necessary to fully effectuate the provisions of this Agreement.
9. Prior to its entry into force, this Agreement shall be filed with the county auditor or, alternatively, listed by subject on the Party's web site or other electronically retrievable public source.
10. None of the Parties shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, terrorism, bomb threats, computer virus, epidemic, power outage, acts of war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery, or supplies, vandalism, strikes or other work interruptions by the employees of any party, or any other cause beyond the reasonable control of the party affected thereby. However, each party shall utilize its best good faith efforts to perform under this Agreement in the event of any such occurrence or circumstance.
11. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. Further, except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with the performance of this Agreement will remain the sole property of such party, and the other party shall have no interest therein.
12. The City agrees to defend, indemnify, and hold MTA harmless from any and all claims, injuries, damages, losses, liabilities, penalties, fines, suits, and expenses (including attorney fees) caused by or occurring by reason of any violation of law or negligent act and/or omission arising out of or in connection with the City's performance of this Agreement, including all activities by City officers, officials, employees, agents, and volunteers. In the event of liability caused by or resulting from the concurrent negligence of the City and MTA, the City's liability hereunder shall be only to the extent of the City's negligence.
13. MTA agrees to defend, indemnify, and hold the City harmless from any and all claims, injuries, damages, losses, liabilities, penalties, fines, suits, and expenses (including attorney fees) caused by or occurring by reason of any violation of law or negligent act and/or omission arising out of or in connection with MTA's performance of this Agreement, including all activities by MTA officers, officials, employees, agents, and volunteers. In the event of liability caused by or resulting from the concurrent negligence of the City and MTA, MTA's liability hereunder shall be only to the extent of MTA's negligence.
14. This Agreement will be enforced to the fullest extent permitted by applicable law. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable by a court or other governmental authority of competent

jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement, which shall remain in full force and affect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the date first indicated above;

City of Shelton:



Date 11/03/16

MTA:



Brad Patterson, General Manager
Date 10/20/15

Looking Ahead Agenda

2016 City Commission Agenda Calendar & 2016 Shelton Metropolitan Park District Agenda Calendar

November 2016			
Day, Date & Time	Packet Material Due Date	Meeting Type	Topics
Monday, November 7 at 6:00 p.m.	November 2	Commission Business Meeting	<u>Touches:</u> <ul style="list-style-type: none"> Fee Schedule Update Resolution #1095-1116 Bio Solids Snow & Ice Removal Plan
Monday, November 14 at 2:00 p.m.	November 9	Commission Study Session	<u>Commission Reports:</u> <ul style="list-style-type: none"> Chamber 3rd quarter report <u>Old Business:</u> <ul style="list-style-type: none"> 2017 Preliminary Budget—second reading of Property Tax Ordinance <u>Touches</u> <ul style="list-style-type: none"> Action Minutes <u>New Business</u> <ul style="list-style-type: none"> Fee Schedule Update Resolution #1095-1116 Bio Solids Snow & Ice Removal Plan <u>Administrative Reports:</u> <ul style="list-style-type: none"> Department Updates by Chief Moody (Police), Chief Tim McKern (Fire), City Clerk Vicki Look (Admin), and Finance Director Cinnamon Brown (Finance)
Monday, November 21 at 6:00 p.m.	November 16	Commission Business Meeting	<u>Consent Agenda:</u>
Monday, November 28 at 1:45 p.m.	November 23	Shelton Metropolitan Park District Meeting	
Monday, November 28 at 2:00 p.m.	November 23	Commission Study Session	<u>Consent Agenda:</u> <ul style="list-style-type: none"> Fee Schedule Update Resolution #1095-1116 – Bio Solids Snow & Ice Removal Plan <u>Administrative Reports:</u> <ul style="list-style-type: none"> Department Updates by Parks Director Mark Ziegler, Interim CED Director Jason Dose, Acting Public Works Director Craig Gregory (Operations and Projects Updates
December 2016			
Day, Date & Time	Packet Material Due Date	Meeting Type	Topics
Monday, December 5 at 6:00 p.m.	November 30	Commission Business Meeting	<u>Consent Agenda:</u> <ul style="list-style-type: none"> 2017 Final Budget <u>Public Hearing</u> <ul style="list-style-type: none"> 2017 Final Budget <u>Old Business</u>
Monday, December 12 at 2:00 p.m.	December 7	Commission Study Session	<u>Administrative Reports –</u> <ul style="list-style-type: none"> Department Updates by Chief Moody (Police), Chief Tim McKern (Fire), City Clerk Vicki Look (Admin), and Finance Director Cinnamon Brown (Finance)
Monday, December 19 at 6:00 p.m.	December 14	Commission Business Meeting	<u>Consent Agenda:</u>

Tuesday, December 27 at 2:00 p.m.	December 21	Commission Study Session	<u>New Business –</u> <ul style="list-style-type: none"> 2017 Final Budget must be adopted & Set 2017 Property Tax Levy <u>Administrative Reports –</u> <ul style="list-style-type: none"> Department Updates by Parks Director Mark Ziegler, Interim CED Director Jason Dose, Acting Public Works Director Craig Gregory (Operations and Projects Updates)
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➤ Shelton Metropolitan Park District Budget Hearings will be held same date as City Commission

Focus on Shelton Date	Speaker	Topic
November 3, 2016	Ryan Wheaton and Int. CED Director Jason Dose	City Development News