



City of Shelton Commission Agenda
Shelton Civic Center
January 16, 2018 at 7:00 p.m.

A. Call to Order

- Pledge of Allegiance

B. Commission Reports (Tab 1)

1. Chamber of Commerce 4th Quarter LTAC Report – Presented by Heidi McCutcheon
2. Mason County Historical Society Museum 4th Quarter LTAC Report – Presented by Kristin Fabry
3. Employee of the Month – Presented by Court Administrator Dyan Smolinsky
4. Commission Committee Assignments – Presented by City Clerk Jamie Ogg

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

The City Commission invites members of the public to provide comment on any topic at this time. City Commissioners and City Staff will not enter into a dialogue during public comment. If the Commission feels an issue requires follow up, staff will be directed to respond at an appropriate time.

D. Consent Agenda: (Tab 2) (Action)

1. Voucher Number 16409 in the amount of \$7,733.13
2. Voucher Numbers 16414 through 16477 in the amount of \$666,275.46
3. Payroll Warrants 1071 through 1202 and 16385 through 16405 in the amount of \$615,159.82
4. Minutes from:
 - Study Session of December 26, 2017
 - Special Business Meeting of January 2, 2018
 - Business Meeting of January 2, 2018

E. Business Agenda

1. Resolution No. 1115-0118 City Engineer Services – Presented by Public Works Director Craig Gregory (Tab 3)
2. Ordinance No. 1916-0118 Water Rates and Charges – Presented by Public Works Director Craig Gregory (Tab 4)
3. Ordinance No. 1917-0118 Sewer Rates and Charges – Presented by Public Works Director Craig Gregory (Tab 5)

F. Action Agenda (Public Comment on Action Items)

1. On-Call Engineering Contract – Presented by Public Works Director Craig Gregory (Tab 6)
2. Collective Bargaining Agreements – PD/Customer Service/Finance – Presented by Asst. City Manager Vicki Look (Tab 7)

G. Administration Reports

- City Manager Report – Presented by Asst. City Manager Vicki Look

H. Announcement of Next Meeting – Tuesday, February 6, 2018 at 7:00 p.m.

I. Adjourn



Looking Ahead

Meeting Date	Agenda Items
Tuesday, February 6 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • <u>Business Agenda</u> <ul style="list-style-type: none"> • Sidewalk Café Ordinance • Formation of a Salary Commission for Shelton City Councilmembers • SCADA On-Call Contract Amendment <u>Action Agenda</u> <ul style="list-style-type: none"> • Ordinance Amending Water Rates • Ordinance Amending Sewer Rates • Resolution – City Engineer Services • City of Shelton Strategic Plan
Tuesday, February 20 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • Employee of the Month <u>Business Agenda</u> <ul style="list-style-type: none"> • Basin 3 Contract Award <u>Action Agenda</u> <ul style="list-style-type: none"> • Sidewalk Café Ordinance • SCADA On-Call Contract Amendment
Tuesday, March 6 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • <u>Business Agenda</u> <ul style="list-style-type: none"> • Design and Construction Standards Update • <u>Action Agenda</u> <ul style="list-style-type: none"> • Basin 3 Contract Award
Tuesday, March 20 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • Employee of the Month <u>Business Agenda</u> <ul style="list-style-type: none"> • <u>Action Agenda</u> <ul style="list-style-type: none"> • Design and Construction Standards Update
Tuesday, April 3 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • <u>Business Agenda</u> <ul style="list-style-type: none"> • <u>Action Agenda</u> <ul style="list-style-type: none"> •
Tuesday, April 17 7:00 p.m.	<u>Commission Reports</u> <ul style="list-style-type: none"> • Employee of the Month <u>Business Agenda</u> <ul style="list-style-type: none"> • <u>Action Agenda</u> <ul style="list-style-type: none"> •

Commissioners' Boards and Committees

Commissioner	Meeting	Date	Time
Cronce	Chamber of Commerce	Last Tuesday	7:30 p.m.
Cronce	Economic Development Council	2nd Thursday	7:00 a.m.
Cronce	Hotel-Motel Tax Committee	September	10:00 a.m.
Cronce	Mason County Criminal Justice Working Team	3rd Wednesday	7:30 a.m.
Cronce	MACECOM Legislative and Governing Board	3rd Thursday	2:00 & 3:00 p.m.
Cronce	Emergency Food & Shelter	2 Times Year	
McDowell	Law Enforcement Officers and Fire Fighters (LEOFF) Board	3rd Tuesday	8:00 a.m.
McDowell	Mason County Board of Health Meeting	4th Tuesday	5:30 p.m.
McDowell	Memorial Hall Committee	Last Wednesday of the month	9:00 a.m.
	Mason Transit Authority Board - Regular Meeting	2nd Tuesday	4:00 p.m.
	Mason Transit Authority Board - Joint Meeting	2nd Tuesday - Quarterly	TBA
McDowell ??	Mental Health & Substance Abuse Advisory Board		
McDowell ??	Community Life Line		
McDowell	Mason Matters	4th Thursday	9:30 a.m.
	Community Health and Improvement Plan (CHIP)	4th Thursday	9:30 a.m.
	Shelton Area Regional Water/Sewer Plan	2nd Wednesday - Quarterly	1:30 p.m.
	Peninsula Regional Transportation Organization (PRTPO)	2nd Friday - Quarterly	10:00 a.m.
	Housing Coalition Exective Meeting		
	Housing Coalition	2nd Tuesday	1:30 p.m.
All	Emergency Planning Committee	On Call	

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 16409 in the amount of \$7,733.13 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 11th of Jan, 2018.


Acct. Analyst for → 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 _____, 2018.

Mayor Cronic

Commissioner McDowell

Commissioner Moore



Shelton, WA

Check Register

Packet: APPKT00725 - January 10, 2018 - Key2Purchase
DEC/2017 stmt

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	01/11/2018	Regular	0.00	7,733.13	16409

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	7,733.13
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
	1	1	0.00	7,733.13

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2018	7,733.13
			<u>7,733.13</u>



Shelton, WA

Check Register

Packet: APPKT00725 - January 10, 2018 - Key2Purchase
DEC/2017 stmt

By Check Number

Check Register

Packet: APPKT00725-January 10, 2018 - Key2Purchase DEC/2017 stmt

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	01/11/2018	Regular	0.00	7,733.13	16409
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
DEC/2017	Invoice	12/29/2017	DEC/2017 CREDIT CARD STATMENT	0.00	7,733.13	
001-000-000-51130-4900	Miscellaneous		12/15/17-GOANIMATE.CO		79.00	
001-000-000-51160-4900	Miscellaneous		12/15/17-LATE FEE Vicki L		13.69	
001-000-000-51160-4907	Miscellaneous-Training		12/06/17-CREDIT ASSOC O		-45.00	
001-000-000-51310-3101	Employee Wellness Progr		12/14/17-STEPHS ESPRESS		205.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-SHELTON OUTFI		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-SISTERS RESTAU		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-SQUARE DOO'S		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-SQUARE SHELTO		24.50	
001-000-000-51310-3102	Employee Recognition		12/13/17-DOUG'S PLACE		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-ROOSTERS Gift C		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-TAQUERIA LAS P		20.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-URRACO COFFEE		40.00	
001-000-000-51310-3102	Employee Recognition		12/13/17-BLONDIE'S REST		20.00	
001-000-000-51310-3102	Employee Recognition		12/14/17-SAFEWAY Emplo		33.36	
001-000-000-51310-4900	Miscellaneous		12/12/17-SMOKIN MO'S "		86.60	
001-000-000-51421-3100	Office and Operating		12/22/17-BLANKSUSA Doo		238.25	
001-000-000-51430-4900	Miscellaneous		11/30/17-FACEBK Hiring A		30.00	
001-000-000-51430-4907	Miscellaneous-Clerk-Trai		12/08/17-AWC Great Mtn		75.00	
001-000-000-51530-3200	Legal-Fuel & Oil		12/06/17-76 UNITED PACI		30.71	
001-000-000-51530-4307	Travel-Training		12/07/17-LAZ PARKING US		16.00	
001-000-000-51530-4900	Legal-Miscellaneous		12/08/17-AWC Great Mtn		75.00	
001-000-000-51530-4900	Legal-Miscellaneous		12/05/17-WSBA Kristen Fr		479.00	
001-000-000-51530-4900	Legal-Miscellaneous		12/05/17-WF4WASBASSO		11.98	
001-000-000-51810-4900	Miscellaneous		12/18/17-DROPBOX - HER		107.71	
001-000-000-51830-9301	Supplies-Auto Parts		12/15/17-WA DOL LIC & R		595.25	
001-000-000-51888-3100	Office and Operating		12/28/17-KOMODO LABS		595.00	
001-000-000-51890-3115	Office and Operating-Civi		11/30/17-GENSCO-OLYMP		29.70	
001-000-000-51895-3100	Office and Operating		12/09/17-D.E.S. STATE PRI		163.35	
001-000-000-51895-3100	Office and Operating		12/28/17-OFFICE DEPOT		70.47	
001-000-000-52122-3100	Office and Operating		12/19/17-AMAZON MKTPL		158.00	
001-000-000-52122-3100	Office and Operating		12/17/17-AMAZON.COM 1		130.44	
001-000-000-52122-3100	Office and Operating		12/29/17-AMAZON.COM 1		10.11	
001-000-000-52122-4300	Travel		12/08/17-LA QUINTA INNS		611.35	
001-000-000-52122-4900	Miscellaneous		12/13/17-DOUGS PLACE S		60.38	
001-000-000-52122-4900	Miscellaneous		12/01/17-JIFFY SEATAC AI		81.41	
001-000-000-52140-3100	Office and Operating-Trai		12/11/17-AMAZON MKTPL		224.00	
001-000-000-52140-3100	Office and Operating-Trai		12/28/17-NEXTLEVEL Pisto		990.95	
001-000-000-52140-3100	Office and Operating-Trai		12/14/17-AMAZON.COM		120.23	
001-000-000-52140-3100	Office and Operating-Trai		12/14/17-AMAZON MKTPL		29.90	
001-000-000-52140-3100	Office and Operating-Trai		12/18/17-TOZIER'S Sprypn		9.77	
001-000-000-52140-3100	Office and Operating-Trai		12/11/17-NAT'L SAFETY C		319.00	
001-000-000-52140-3100	Office and Operating-Trai		12/28/17-NEXTLEVEL TRAI		87.20	
001-000-000-52140-4302	Travel-PD Operations		12/01/17-CHILI'S MILWAU		18.63	
001-000-000-52140-4302	Travel-PD Operations		11/30/17-CRACKER BARRE		17.00	
001-000-000-55430-3100	Office and Operating		12/12/17-TOZIER'S Dustpa		24.77	
001-000-000-55850-4300	Travel		12/03/17-LA QUINTA INNS		581.48	
001-000-000-55850-4307	Travel-Training		11/30/17-MCDONALD'S Se		7.42	
001-000-000-55850-4307	Travel-Training		12/02/17-RED LOBSTER Se		58.00	
001-000-000-55850-4307	Travel-Training		11/30/17-BURGER KIING S		3.76	
001-000-000-55850-4307	Travel-Training		12/01/17-KFC DENVER Sea		5.40	
001-000-000-55850-4900	Miscellaneous		12/15/17-LATE FEE Vicki L		13.69	
402-400-000-53580-3100	Office and Operating		11/30/17-WEST TECH ENG		320.91	
402-400-000-53580-3500	Small Tools/Equipment		12/12/17-AMAZON.COM		228.53	
402-640-000-53580-3500	Small Tools/Equipment		12/13/17-PDBLOWERS INC		526.23	

Check Register

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Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	7,733.13
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
	1	1	0.00	7,733.13

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2018	7,733.13
			7,733.13

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

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 16414 through number 16477 in the amount of \$666,275.46 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 12th of January, 2018.



Director of Financial Services
Ryan Whitson, CITY MANAGER

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 _____, 2018.

Mayor Cronic

Commissioner McDowell

Commissioner Moore



Shelton, WA

Check Register

Packet: APPKT00726 - January 16, 2018 - Payables "B" Packet

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01559	ACTIVE CONSTRUCTION INC.	01/16/2018	Regular	0.00	699.16	16414
001009	ADVANCED ANALYTICAL SOLUTIONS	01/16/2018	Regular	0.00	194.00	16415
001039	AIRGAS, INC	01/16/2018	Regular	0.00	652.21	16416
001043	ALARM CENTER, INC	01/16/2018	Regular	0.00	394.35	16417
002982	ASSOCIATED PETROLEUM	01/16/2018	Regular	0.00	3,160.78	16418
003185	AUTOMATED COMMUNICATIONS C	01/16/2018	Regular	0.00	315.00	16419
VEN01433	AXON ENTERPRISE, INC.	01/16/2018	Regular	0.00	2,211.53	16420
VEN01556	BEHAVIORAL HEALTH RESOURCES	01/16/2018	Regular	0.00	30.00	16421
004724	BOBBIE SMITH- PETTY CASH CUSTO	01/16/2018	Regular	0.00	35.35	16422
901865	CALVIN MORAN	01/16/2018	Regular	0.00	370.00	16423
108679	CENTRAL MASON FIRE AND EMS	01/16/2018	Regular	0.00	98,049.99	16424
008450	COMMUNITY ACTION COUNCIL	01/16/2018	Regular	0.00	538.04	16425
008733	CRIMINAL JUSTICE TRAINING COMM	01/16/2018	Regular	0.00	200.00	16426
008751	CRYSTAL SPRINGS	01/16/2018	Regular	0.00	106.15	16427
008778	CUMMINS NORTHWEST, LLC.	01/16/2018	Regular	0.00	5,949.22	16428
008948	DAILY JOURNAL OF COMMERCE	01/16/2018	Regular	0.00	420.40	16429
009235	DARRIN MOODY	01/16/2018	Regular	0.00	142.48	16430
009251	DATA PROSE	01/16/2018	Regular	0.00	2,007.51	16431
009351	DELAKE LANDEN FINANCIAL SVCS	01/16/2018	Regular	0.00	459.66	16432
009650	DEPARTMENT OF RETIREMENT SYS	01/16/2018	Regular	0.00	30,222.93	16433
009701	DEPARTMENT OF REVENUE	01/16/2018	Regular	0.00	16,020.94	16434
009573	DEPT OF ECOLOGY	01/16/2018	Regular	0.00	50.00	16435
010006	DRAGON ANALYTICAL	01/16/2018	Regular	0.00	480.00	16436
201110	GCR TIRES & SERVICES	01/16/2018	Regular	0.00	116.96	16437
VEN01299	GRAY & OSBORNE	01/16/2018	Regular	0.00	103,924.74	16438
045150	HACH COMPANY	01/16/2018	Regular	0.00	494.79	16439
VEN01557	HDR ENGINEERING, INC.	01/16/2018	Regular	0.00	20.00	16440
053992	HOOD CANAL COMMUNICATIONS	01/16/2018	Regular	0.00	3,136.41	16441
062195	INTERSTATE BATTERY OF TACOMA	01/16/2018	Regular	0.00	122.89	16442
085995	LANGUAGE LINE SERVICES	01/16/2018	Regular	0.00	75.87	16443
090100	LES SCHWAB TIRES	01/16/2018	Regular	0.00	31.55	16444
187000	MASON COUNTY JOURNAL	01/16/2018	Regular	0.00	270.00	16445
113000	MASON COUNTY TREASURER	01/16/2018	Regular	0.00	142.78	16446
132235	MOUNTAIN MIST WATER	01/16/2018	Regular	0.00	106.10	16447
VEN01558	NORTHWEST CUSTOM TEES	01/16/2018	Regular	0.00	1,574.16	16448
146933	OFFICE DEPOT	01/16/2018	Regular	0.00	100.70	16449
VEN01366	OLYMPIA OVERHEAD DOORS	01/16/2018	Regular	0.00	2,964.80	16450
155541	PARAMETRIX, INC.	01/16/2018	Regular	0.00	12,675.12	16451
VEN01561	PHILIPS ELECTRONICS NORTH AMER	01/16/2018	Regular	0.00	30.00	16452
151975	PIERCE COUNTY SECURITY, INC	01/16/2018	Regular	0.00	190.40	16453
903585	PROVIDENCE HEALTH & SERVICES W	01/16/2018	Regular	0.00	30.00	16454
162562	PUBLIC SAFETY TESTING INC.	01/16/2018	Regular	0.00	200.00	16455
170300	ROBERT CHAVIS	01/16/2018	Regular	0.00	150.00	16456
VEN01560	SCI INFRASTRUCTURE	01/16/2018	Regular	0.00	957.68	16457
175000	SCIENTIFIC SUPPLY &	01/16/2018	Regular	0.00	2,276.30	16458
183400	SHEA CARR JEWEL INC.	01/16/2018	Regular	0.00	19,505.00	16459
VEN01263	SHELTON LAUNDRY-POS	01/16/2018	Regular	0.00	62.01	16460
203080	ST OF WASHINGTON FUEL TAX	01/16/2018	Regular	0.00	120.85	16461
197259	SUNSET AIR, INC.	01/16/2018	Regular	0.00	767.04	16462
178252	TASCHNER & ASSOCIATES, PLLC	01/16/2018	Regular	0.00	7,000.00	16463
189670	THE SHOPPER	01/16/2018	Regular	0.00	32.59	16464
200931	THOMSON REUTERS - WEST	01/16/2018	Regular	0.00	169.44	16465
VEN01562	TYLER BUSINESS FORMS	01/16/2018	Regular	0.00	512.89	16466
202392	VERIZON WIRELESS	01/16/2018	Regular	0.00	1,980.95	16467

Check Register

Packet: APPKT00726-January 16, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01421	VWR INTERNATIONAL LLC	01/16/2018	Regular	0.00	277.53	16468
202736	W.C.M.A.	01/16/2018	Regular	0.00	315.00	16469
202919	WA CITIES INSUR AUTHORITY	01/16/2018	Regular	0.00	324,816.00	16470
203035	WASHINGTON ST. TREASURER	01/16/2018	Regular	0.00	9,892.58	16471
203030	WASHINGTON STATE PATROL	01/16/2018	Regular	0.00	74.00	16472
202949	WASHINGTON TRACTOR	01/16/2018	Regular	0.00	429.30	16473
203780	WATER MGMNT LABORATORIES INC	01/16/2018	Regular	0.00	89.00	16474
204030	WESTERN PETERBILT, INC.	01/16/2018	Regular	0.00	1,732.31	16475
204123	WHISLER COMMUNICATIONS	01/16/2018	Regular	0.00	198.02	16476
155563	YOUNGLOVE & COKER-PLLC	01/16/2018	Regular	0.00	6,000.00	16477

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	64	0.00	666,275.46
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
	90	64	0.00	666,275.46

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2018	666,275.46
			<u>666,275.46</u>



Shelton, WA

Check Register

Packet: APPKT00726 - January 16, 2018 - Payables "B" Packet

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01559	ACTIVE CONSTRUCTION INC.	01/16/2018	Regular	0.00	699.16	16414
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>REFUND</u>	Invoice	07/26/2017	REFUND HYDRANT METER & GATE VALVE	0.00	699.16	
<u>401-000-000-362100000</u>	Equipment Rentals		REFUND HYDRANT METER		699.16	
001009	ADVANCED ANALYTICAL SOLUTIONS	01/16/2018	Regular	0.00	194.00	16415
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>20940</u>	Invoice	12/26/2017	ACCT #000349-TOTAL COLIFORM/ECOLI C	0.00	194.00	
<u>402-640-000-53580-4100</u>	Professional Services		ACCT #000349-TOTAL COLI		194.00	
001039	AIRGAS, INC	01/16/2018	Regular	0.00	652.21	16416
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>9070788317</u>	Invoice	12/14/2017	ACCT #2343753-GLV DSPBL EXAM LTX PF	0.00	269.50	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #2343753-GLV DSPB		269.50	
<u>9070983027</u>	Invoice	12/20/2017	ACCT #2343753-ACETYLENE IND 4 EXCHA	0.00	382.71	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #2343753-ACETYLEN		382.71	
001043	ALARM CENTER, INC	01/16/2018	Regular	0.00	394.35	16417
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>1101653</u>	Invoice	12/20/2017	CUST #5810054-ANIMAL SHELTER 01/01/	0.00	304.68	
<u>001-000-000-55430-4100</u>	Professional Services		CUST #5810054-ANIMAL S		304.68	
<u>1101956</u>	Invoice	12/21/2017	CUST #1150422-REED LIBRARY 01/01/18-	0.00	89.67	
<u>001-000-000-57250-4100</u>	Professional Services		CUST #1150422-REED LIBR		89.67	
002982	ASSOCIATED PETROLEUM	01/16/2018	Regular	0.00	3,160.78	16418
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>1183294-IN</u>	Invoice	12/27/2017	CUST #01-7500158 - 1300 GAL UNL-87 RE	0.00	3,160.78	
<u>503-250-000-58900-0001</u>	Inventory-Gas		CUST #01-7500158 - 1300		3,160.78	
003185	AUTOMATED COMMUNICATIONS C	01/16/2018	Regular	0.00	315.00	16419
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>26952</u>	Invoice	12/22/2017	4TH QTR 2017 MONITORING-108941 US	0.00	105.00	
<u>402-640-000-53580-4900</u>	Miscellaneous		4TH QTR 2017 MONITORI		105.00	
<u>26962</u>	Invoice	12/22/2017	4TH QTR 2017 MONITORING-1700 FAIRM	0.00	105.00	
<u>402-400-000-53580-4900</u>	Miscellaneous		4TH QTR 2017 MONITORI		105.00	
<u>26963</u>	Invoice	12/22/2017	4TH QTR 2017 MONITORING-200 FRONT	0.00	105.00	
<u>402-400-000-53580-4900</u>	Miscellaneous		4TH QTR 2017 MONITORI		105.00	
VEN01433	AXON ENTERPRISE, INC.	01/16/2018	Regular	0.00	2,211.53	16420
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>SI1516580</u>	Invoice	12/28/2017	ACCT #106989-CARTRIDGE-25' HYBRID	0.00	1,612.96	
<u>001-000-000-52122-4900</u>	Miscellaneous		ACCT #106989-CARTRIDGE		1,612.96	
<u>SI1516965</u>	Invoice	12/30/2017	ACCT #106989-XPPM, BATTERY PACK, X2	0.00	598.57	
<u>001-000-000-52122-4900</u>	Miscellaneous		ACCT #106989-XPPM, BAT		598.57	

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VEN01556	BEHAVIORAL HEALTH RESOURCES	01/16/2018	Regular	0.00	30.00	16421
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>REFUND</u>	Invoice	12/21/2017	REFUND BUSINESS LICENSE-BEHAVIORAL	0.00	30.00	
<u>001-000-000-321600000</u>		Pro & Occup Licenses		REFUND BUSINESS LICENS	30.00	
004724	BOBBIE SMITH- PETTY CASH CUSTOI	01/16/2018	Regular	0.00	35.35	16422
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DEC/2017</u>	Invoice	12/01/2017	DEC/2017 PETTY CASH REIMBURSEMENT	0.00	35.35	
<u>001-000-000-51160-4900</u>		Miscellaneous		DEC/2017 PETTY CASH REI	16.82	
<u>001-000-000-51421-4200</u>		Communication		DEC/2017 PETTY CASH REI	0.58	
<u>001-000-000-51861-3100</u>		Office and Operating		DEC/2017 PETTY CASH REI	17.95	
901865	CALVIN MORAN	01/16/2018	Regular	0.00	370.00	16423
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DEC/2017 TRAVE</u>	Invoice	12/04/2017	TRAVEL REIMBURSEMENT-PRE-SUPERVIS	0.00	370.00	
<u>001-000-000-52140-4302</u>		Travel-PD Operations		TRAVEL REIMBURSEMENT-	370.00	
108679	CENTRAL MASON FIRE AND EMS	01/16/2018	Regular	0.00	98,049.99	16424
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JAN/2018</u>	Invoice	01/01/2018	JAN/2018 FIRE SERVICES	0.00	98,049.99	
<u>001-000-000-52220-5103</u>		Prof FF Services - Fire Dist		JAN/2018 FIRE SUPPRESSI	70,412.49	
<u>001-000-000-52221-5103</u>		Prof EMS Services - Fire D		JAN/2018 EMERGENCY ME	23,470.83	
<u>001-000-000-52230-5103</u>		Prof Svcs Fire Prevention		JAN/2018 FIRE PREVENTIO	4,166.67	
008450	COMMUNITY ACTION COUNCIL	01/16/2018	Regular	0.00	538.04	16425
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>010218</u>	Invoice	01/02/2018	DEC/2017 SOS PROGRAM CONTRIBUTION	0.00	538.04	
<u>657-000-000-58600-0014</u>		SOS Contributions		DEC/2017 SOS PROGRAM	538.04	
008733	CRIMINAL JUSTICE TRAINING COMM	01/16/2018	Regular	0.00	200.00	16426
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>201129537</u>	Invoice	12/22/2017	ACCT #22301-001-CALVIN MORAN PRE-S	0.00	200.00	
<u>001-000-000-52140-4902</u>		Miscellaneous-Operation		ACCT #22301-001-CALVIN	200.00	
008751	CRYSTAL SPRINGS	01/16/2018	Regular	0.00	106.15	16427
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>13953534 12231</u>	Invoice	12/23/2017	HOT & COLD COOLER / SPRING WATER	0.00	106.15	
<u>401-000-000-53480-3100</u>		Office and Operating		HOT & COLD COOLER / SP	106.15	
008778	CUMMINS NORTHWEST, LLC.	01/16/2018	Regular	0.00	5,949.22	16428
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>004-76</u>	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	1,366.33	
<u>402-640-000-53580-4800</u>		Repairs and Maintenance		CUST #1065571-ANNUAL S	1,366.33	
<u>004-78</u>	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	1,260.63	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #1065571-ANNUAL S	1,260.63	
<u>004-83</u>	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	282.97	
<u>402-300-000-53580-4800</u>		Repairs and Maintenance		CUST #1065571-ANNUAL S	282.97	
<u>004-89</u>	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	986.79	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #1065571-ANNUAL S	986.79	
<u>004-90</u>	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	125.86	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #1065571-ANNUAL S	125.86	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
004-91	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	902.43	
402-400-000-53580-4800	Repairs and Maintenance		CUST #1065571-ANNUAL S		902.43	
004-92	Invoice	11/22/2017	CUST #1065571-ANNUAL SERVICE UNIT #	0.00	1,024.21	
401-000-000-53480-3100	Office and Operating		CUST #1065571-ANNUAL S		1,024.21	
008948	DAILY JOURNAL OF COMMERCE	01/16/2018	Regular	0.00	420.40	16429
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3331890	Invoice	12/15/2017	ACCT #3028-AD #356570-RECREATION M	0.00	156.40	
001-000-000-57120-4400	Advertising		ACCT #3028-AD #356570-		156.40	
3331983	Invoice	12/20/2017	ACCT #3028- CONST/MATERIAL TESTING	0.00	264.00	
001-000-000-51895-4400	Advertising		ACCT #3028- CONST/MAT		264.00	
009235	DARRIN MOODY	01/16/2018	Regular	0.00	142.48	16430
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV0002045	Invoice	11/23/2017	DICK'S SPORTING GOODS REIMBURSEME	0.00	142.48	
001-000-000-52140-3100	Office and Operating-Trai		DICK'S SPORTING GOODS		142.48	
009251	DATA PROSE	01/16/2018	Regular	0.00	2,007.51	16431
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DP1704174	Invoice	12/31/2017	ACCT #1397 - DEC/2017 MAILINGS	0.00	2,007.51	
001-000-000-51421-4100	Professional Services		UB BILLS 12/26/17		402.77	
001-000-000-51421-4200	Communication		UB Postage - BILLS 12/26/		1,597.53	
001-000-000-51421-4200	Communication		Other Postage		7.21	
009351	DELAGE LANDEN FINANCIAL SVCS	01/16/2018	Regular	0.00	459.66	16432
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
57538689	Invoice	01/01/2018	CONTRACT #25263953 01/15/18-02/14/1	0.00	459.66	
001-000-000-51160-4500	Operating Rentals		CONTRACT #25263953 01/		23.58	
001-000-000-51310-4500	Operating Rentals		CONTRACT #25263953 01/		7.86	
001-000-000-51421-4500	Operating Rentals		CONTRACT #25263953 01/		39.30	
001-000-000-51423-4500	Operating Rentals		CONTRACT #25263953 01/		62.88	
001-000-000-51430-4500	Operating Rentals		CONTRACT #25263953 01/		7.86	
001-000-000-51530-4500	Operating Rentals		INV #56758252-CONTRAC		9.19	
001-000-000-51810-4500	Operating Rentals		CONTRACT #25263953 01/		7.86	
001-000-000-51888-4500	Operating Rentals		CONTRACT #25263953 01/		7.85	
001-000-000-51896-4500	Operating Rentals		INV #56758252-CONTRAC		86.42	
001-000-000-55860-4500	Operating Rentals		INV #56758252-CONTRAC		88.26	
401-000-000-53480-4501	Operating Rentals - Shop		INV #56758252-CONTRAC		118.60	
009650	DEPARTMENT OF RETIREMENT SYST	01/16/2018	Regular	0.00	30,222.93	16433
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
ID #0861	Invoice	06/01/2016	INVOICE #01192867-VICKI LOOK EXCESS C	0.00	30,222.93	
001-000-000-51160-1001	Regular Pay		INVOICE #01192867-VICKI		1,511.15	
001-000-000-51310-1001	Regular Pay		INVOICE #01192867-VICKI		1,511.15	
001-000-000-51430-1001	Regular Pay		INVOICE #01192867-VICKI		1,511.15	
001-000-000-51530-1001	Regular Pay		INVOICE #01192867-VICKI		1,511.15	
001-000-000-51810-1001	Regular Pay		INVOICE #01192867-VICKI		13,600.31	
001-000-000-51861-1001	Regular Pay		INVOICE #01192867-VICKI		7,555.73	
001-000-000-51888-1001	Regular Pay		INVOICE #01192867-VICKI		3,022.29	
009701	DEPARTMENT OF REVENUE	01/16/2018	Regular	0.00	16,020.94	16434

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
DEC/2017	Invoice	12/01/2017	DEC/2017 Excise Tax	0.00	16,020.94	
001-000-000-341810000	Copies, Etc.		Excise Tax		0.39	
001-000-000-347600003	Rec Fees-Fitness, Adult S		Excise Tax		71.34	
001-000-000-362400000	Short Term Fac Rent-City		Excise Tax		2.42	
001-000-000-362400002	ShortTerm Facility Rental		Excise Tax		35.39	
001-000-000-51430-5300	State B & O Tax		Excise Tax		0.02	
001-000-000-57120-5300	State B & O Tax		Excise Tax		15.86	
001-000-000-57550-5300	State B & O Tax		Excise Tax		1.89	
001-000-000-57680-5300	State B & O Tax		Excise Tax		0.13	
401-000-000-53480-5300	Excise Taxes		Excise Tax		6,523.77	
402-500-000-53580-5300	Excise Taxes		Excise Tax		7,630.04	
402-650-000-53580-5300	Excise Taxes		Excise Tax		772.94	
403-000-000-53780-5300	Excise Taxes		Excise4 Tax		6.44	
403-300-000-58900-0000	Refuse Tax		Excise Tax		15.45	
404-000-000-53180-5300	Excise Taxes		Excise Tax		944.86	
009573	DEPT OF ECOLOGY	01/16/2018	Regular	0.00	50.00	16435
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
KINGERY	Invoice	01/11/2018	CHRIS KINGERY-CITY OF SHELTON-GROUP	0.00	50.00	
402-400-000-53580-4900	Miscellaneous		CHRIS KINGERY-CITY OF SH		50.00	
010006	DRAGON ANALYTICAL	01/16/2018	Regular	0.00	480.00	16436
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
171214-03	Invoice	12/18/2017	12/14/17-COLIFORM BACTERIA ANALYSIS	0.00	240.00	
401-000-000-53480-4100	Professional Services		12/14/17-COLIFORM BACT		240.00	
171218-06	Invoice	12/26/2017	12/18/17-COLIFORM BACTERIA ANALYSIS	0.00	240.00	
401-000-000-53480-4100	Professional Services		12/18/17-COLIFORM BACT		240.00	
201110	GCR TIRES & SERVICES	01/16/2018	Regular	0.00	116.96	16437
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
808-111738	Invoice	12/29/2017	CUST #101366-PARTS & SUPPLIES #00042	0.00	116.96	
503-000-000-54865-4802	Repairs and Maintenance		CUST #101366-PARTS & S		116.96	
VEN01299	GRAY & OSBORNE	01/16/2018	Regular	0.00	103,924.74	16438
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
17252.00-6	Invoice	12/12/2017	ALDER ST & OHN-PROF SVCS NOV 12-DEC	0.00	64,729.34	
001-000-000-54230-4100	Professional Services		ALDER ST & OHN-PROF SV		64,729.34	
17252.00-7	Invoice	12/31/2017	ALDER ST & OHN-PROF SVCS DEC 10-DEC	0.00	34,969.88	
001-000-000-54230-4100	Professional Services		ALDER ST & OHN-PROF SV		34,969.88	
17301.00-1	Invoice	12/31/2017	TURNER AVE FULL-DEPTH RECLAMATION-	0.00	4,225.52	
302-000-000-59530-3100	Roadway-Supplies		17-TRNRRECLM TURNER AVE FULL-DEPTH		4,225.52	
045150	HACH COMPANY	01/16/2018	Regular	0.00	494.79	16439
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
10768423	Invoice	12/21/2017	ACCT #341640 - NITRATE IONIC, NITROGE	0.00	467.61	
402-400-000-53580-4100	Professional Services		ACCT #341640 - NITRATE I		467.61	
10770098	Invoice	12/22/2017	ACCT #341640 - NITROGEN, AMMONIA	0.00	27.18	
402-400-000-53580-4100	Professional Services		ACCT #341640 - NITROGE		27.18	
VEN01557	HDR ENGINEERING, INC.	01/16/2018	Regular	0.00	20.00	16440

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REFUND	Invoice	12/26/2017	REFUND BUSINESS LICENSE-HDR ENGINEE	0.00	20.00	
001-000-000-321600000	Pro & Occup Licenses		REFUND BUSINESS LICENS		20.00	
053992	HOOD CANAL COMMUNICATIONS	01/16/2018	Regular	0.00	3,136.41	16441
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
10309620	Invoice	01/01/2018	ACCT #3840-2 - JAN 01 - JAN 31	0.00	1,004.66	
001-000-000-51890-4215	Communication-Civic Cen		City Hall		57.91	
001-000-000-51890-4215	Communication-Civic Cen		Court Fax		33.20	
001-000-000-51890-4215	Communication-Civic Cen		Public Works, Comm Dev F		33.11	
001-000-000-51890-4215	Communication-Civic Cen		Police Records Fax (5145)		11.42	
001-000-000-51890-4215	Communication-Civic Cen		Erik Birk		0.12	
001-000-000-51890-4215	Communication-Civic Cen		Police Records Fax (0537)		34.07	
001-000-000-51890-4215	Communication-Civic Cen		PW Vacant		0.12	
001-000-000-51890-4215	Communication-Civic Cen		PBX Modem		34.07	
001-000-000-51890-4215	Communication-Civic Cen		Civic Center Elevator Mov		33.11	
001-000-000-51890-4215	Communication-Civic Cen		Vicki Look		0.12	
001-000-000-51890-4215	Communication-Civic Cen		PRI Services		568.27	
001-000-000-51890-4215	Communication-Civic Cen		PW/CED		0.12	
001-000-000-52250-4200	Communication		Fire Station Alarm		33.11	
001-000-000-52250-4200	Communication		Fire Dept Elevator		33.11	
001-000-000-52250-4200	Communication		Fire Station, Fire Alarm 2		33.11	
001-000-000-55430-4200	Communication		Animal Shelter OPX 5195		0.12	
401-000-000-53480-4201	Communication - Shop		City Shops-Water		0.12	
401-000-000-53480-4201	Communication - Shop		City Shop Fax		33.11	
401-000-000-53480-4201	Communication - Shop		Water Scada Line		33.11	
401-000-000-53480-4201	Communication - Shop		City Shop Auto Alarm Callo		33.11	
402-400-000-53580-4200	Communication		WWTP		0.12	
10309645	Invoice	01/01/2018	ACCT #17664-7 - JAN 01 - JAN 31	0.00	2,131.75	
001-000-000-51250-4200	Communication		MC Court Video, VLAN-52		90.00	
001-000-000-51888-4200	Communication		Civic Center, Broadband-5		63.95	
001-000-000-51888-4200	Communication		Civic Center, VLAN-525 W		90.00	
001-000-000-51888-4200	Communication		Civic Center, VLAN-525 W		90.00	
001-000-000-51888-4801	Repairs and Maintenance		IT Dept-Charges Network		435.95	
001-000-000-52250-4200	Communication		Fire Station HVAC, Broadb		63.95	
401-000-000-53480-4200	Communication		Water Tank VLAN-51 Publi		90.00	
401-000-000-53480-4200	Communication		Water Tank, VLAN-1000 W		90.00	
401-000-000-53480-4201	Communication - Shop		Water Shop, VLAN-1000		90.00	
402-300-000-53580-4200	Communication		Lift Station, Capital Hill-49		90.00	
402-300-000-53580-4200	Communication		Lift Station, Cascade-119 C		90.00	
402-300-000-53580-4200	Communication		Lift Station, Bonnie Glenn-		90.00	
402-400-000-53580-4200	Communication		Maint, WWTP, VLAN-1700		90.00	
402-400-000-53580-4200	Communication		Pump Station, Front Street		90.00	
402-400-000-53580-4200	Communication		Pump Station, Kneeland P		90.00	
402-400-000-53580-4200	Communication		Main, WWTP, Broadband		153.95	
402-640-000-53580-4200	Communication		Satellite, WWTP, Broadba		90.00	
402-640-000-53580-4200	Communication		Satellite, WWTP, Broadba		90.00	
402-640-000-53580-4200	Communication		Satellite, WWTP, Broadba		153.95	
062195	INTERSTATE BATTERY OF TACOMA	01/16/2018	Regular	0.00	122.89	16442
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
10144351	Invoice	12/28/2017	ACCT #3403 - 1 MTP-78DT	0.00	122.89	
503-000-000-54865-3101	Vehicle Supplies		ACCT #3403 - 1 MTP-78DT		73.73	
503-000-000-54865-3103	Vehicle Supp-EM&R Vehi		ACCT #3403 - 1 MTP-78DT		49.16	
085995	LANGUAGE LINE SERVICES	01/16/2018	Regular	0.00	75.87	16443

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4226782</u>	Invoice	12/31/2017	ACCT #9020543108-PHONE	INTERPRETAT	0.00	75.87
<u>001-000-000-52122-4100</u>		Professional Services		ACCT #9020543108-PHON		75.87
090100	LES SCHWAB TIRES	01/16/2018	Regular	0.00	31.55	16444
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>83200400223</u>	Invoice	12/26/2017	CUST #532-01440-REPAIRS & MNTNC #19		0.00	31.55
<u>503-000-000-54865-4802</u>		Repairs and Maintenance		CUST #532-01440-REPAIRS		31.55
187000	MASON COUNTY JOURNAL	01/16/2018	Regular	0.00	270.00	16445
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>88579</u>	Invoice	12/21/2017	LEGAL NOTICE-PROPOSALS	RECREATION	0.00	108.00
<u>001-000-000-57120-4400</u>		Advertising		LEGAL NOTICE-PROPOSAL		108.00
<u>88583</u>	Invoice	12/21/2017	LEGAL NOTICE-PROJECT SEWER BASIN 3 1		0.00	162.00
<u>402-747-000-59435-4100</u>		Professional Services		LEGAL NOTICE-PROJECT SE		162.00
113000	MASON COUNTY TREASURER	01/16/2018	Regular	0.00	142.78	16446
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DEC/2017</u>	Invoice	12/01/2017	DEC/2017 CVC MUNI COURT		0.00	142.78
<u>657-000-000-58600-0005</u>		CVC Fines & Forfeits		DEC/2017 CVC MUNI COU		142.78
132235	MOUNTAIN MIST WATER	01/16/2018	Regular	0.00	106.10	16447
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1766270</u>	Invoice	12/04/2017	ACCT #080756 - WATER & EQUIPMENT R		0.00	50.96
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #080756 - WATER &		50.96
<u>1792715</u>	Invoice	12/18/2017	ACCT #080756 - WATER & EQUIPMENT R		0.00	23.22
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #080756 - WATER &		23.22
<u>1797732</u>	Invoice	12/20/2017	ACCT #050147 - PKG WATER		0.00	31.92
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WAT		31.92
VEN01558	NORTHWEST CUSTOM TEES	01/16/2018	Regular	0.00	1,574.16	16448
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>332</u>	Invoice	12/29/2017	223 YOUTH BASKETBALL SHIRTS		0.00	1,574.16
<u>001-000-000-57120-3100</u>		Office and Operating		223 YOUTH BASKETBALL S		1,574.16
146933	OFFICE DEPOT	01/16/2018	Regular	0.00	100.70	16449
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>987017237001</u>	Invoice	12/06/2017	ACCT #28972108-DISPENSER, CLIP, MAG		0.00	2.38
<u>001-000-000-51250-3100</u>		Office and Operating		ACCT #28972108-DISPENS		2.38
<u>987235161001</u>	Invoice	12/07/2017	ACCT #28972108-CHARGER, SMART, ENE		0.00	98.32
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #28972108-CHARGE		98.32
VEN01366	OLYMPIA OVERHEAD DOORS	01/16/2018	Regular	0.00	2,964.80	16450
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>53640</u>	Invoice	10/02/2017	09/22/17-FIRE STATION DOOR SERVICE C		0.00	2,964.80
<u>001-000-000-52250-4800</u>		Repairs and Maintenance		09/22/17-FIRE STATION D		2,964.80
155541	PARAMETRIX, INC.	01/16/2018	Regular	0.00	12,675.12	16451

Check Register

Packet: APPKT00726-January 16, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>01-800009</u>	Invoice	12/18/2017	BASIN 3 REHAB PROF SVCS - 10/29/17-11	0.00	8,093.49	
<u>402-747-000-59435-4100</u>		Professional Services	17-BASIN3REHAB	BASIN 3 REHAB PROF SVCS	8,093.49	
<u>01-80011</u>	Invoice	12/18/2017	ON-CALL PROF ENGR SVCS-10/29/17-11/	0.00	4,581.63	
<u>402-400-000-53580-4100</u>		Professional Services		ON-CALL PROF ENGR SVCS	4,581.63	
VEN01561	PHILIPS ELECTRONICS NORTH AMER	01/16/2018	Regular	0.00	30.00	16452
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>REFUND</u>	Invoice	12/29/2017	REFUND BUSINESS LICENSE-PHILIPS ELEC	0.00	30.00	
<u>001-000-000-321600000</u>		Pro & Occup Licenses		REFUND BUSINESS LICENS	30.00	
151975	PIERCE COUNTY SECURITY, INC	01/16/2018	Regular	0.00	190.40	16453
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JAN/2018</u>	Invoice	01/01/2018	JAN/2018 MAGNA SCANNER & HAND DET	0.00	190.40	
<u>001-000-000-51250-4500</u>		Operating Rentals		JAN/2018 MAGNA SCANN	190.40	
903585	PROVIDENCE HEALTH & SERVICES V	01/16/2018	Regular	0.00	30.00	16454
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>REFUND</u>	Invoice	12/26/2017	REFUND BUSINESS LICENSE-PROVIDENCE	0.00	30.00	
<u>001-000-000-321600000</u>		Pro & Occup Licenses		REFUND BUSINESS LICENS	30.00	
162562	PUBLIC SAFETY TESTING INC.	01/16/2018	Regular	0.00	200.00	16455
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2017-8063</u>	Invoice	12/27/2017	Q4/2017 SUBSCRIPTION FEES OCT-DEC 20	0.00	200.00	
<u>001-000-000-52122-4900</u>		Miscellaneous		Q4/2017 SUBSCRIPTION F	200.00	
170300	ROBERT CHAVIS	01/16/2018	Regular	0.00	150.00	16456
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>05468</u>	Invoice	12/26/2017	2017 CDL PHYSICAL REIMBURSEMENT-HE	0.00	150.00	
<u>403-000-000-53780-4900</u>		Miscellaneous		2017 CDL PHYSICAL REIMB	150.00	
VEN01560	SCI INFRASTRUCTURE	01/16/2018	Regular	0.00	957.68	16457
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>REFUND</u>	Invoice	06/29/2017	REFUND HYDRANT METER & GATE VALVE	0.00	957.68	
<u>401-000-000-362100000</u>		Equipment Rentals		REFUND HYDRANT METER	957.68	
175000	SCIENTIFIC SUPPLY &	01/16/2018	Regular	0.00	2,276.30	16458
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>31431191</u>	Invoice	12/07/2017	PO #158-GRAVITY CONVECTION OVEN	0.00	2,276.30	
<u>402-400-000-53580-3505</u>		Inventoried-Small Tools/E		PO #158-GRAVITY CONVEC	2,276.30	
183400	SHEA CARR JEWEL INC.	01/16/2018	Regular	0.00	19,505.00	16459
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>52772</u>	Invoice	12/31/2017	PROJECT MGT SVCS-11/19/17-12/31/17	0.00	19,505.00	
<u>001-000-000-51896-4100</u>		Professional Services		PROJECT MGT SVCS-11/19	19,505.00	
VEN01263	SHELTON LAUNDRY-POS	01/16/2018	Regular	0.00	62.01	16460

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Packet: APPKT00726-January 16, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00478	Invoice	12/20/2017	LAUNDRY SERVICES-BLK CURTAINS	0.00	62.01	
001-000-000-57550-4900		Miscellaneous		LAUNDRY SERVICES-BLK C	62.01	
203080	ST OF WASHINGTON FUEL TAX	01/16/2018	Regular	0.00	120.85	16461
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
QTR4/2017	Invoice	01/04/2018	QTR4/2017 DYED DIESEL FUEL TAX	0.00	120.85	
503-250-000-58900-0001		Inventory-Gas		QTR4/2017 DYED DIESEL F	120.85	
197259	SUNSET AIR, INC.	01/16/2018	Regular	0.00	767.04	16462
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7793	Invoice	12/19/2017	CUST #CIT245-REPAIR/MNTNC ON REFRI	0.00	451.52	
402-400-000-53580-4800		Repairs and Maintenance		CUST #CIT245-REPAIR/MN	451.52	
7795	Invoice	12/19/2017	CUST #SHE118 - REPAIRS & MAINTENANC	0.00	315.52	
001-000-000-57250-4800		Repairs and Maintenance		CUST #SHE118 - REPAIRS	315.52	
178252	TASCHNER & ASSOCIATES, PLLC	01/16/2018	Regular	0.00	7,000.00	16463
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JAN/2018	Invoice	01/01/2018	JAN/2018 INDIGENT DEFENSE	0.00	7,000.00	
001-000-000-51593-4100		Adult Misdemeanor		JAN/2018 INDIGENT DEFE	7,000.00	
189670	THE SHOPPER	01/16/2018	Regular	0.00	32.59	16464
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
26139	Invoice	12/19/2017	BUSINESS CARDS-SEAN CARLSTROM	0.00	32.59	
001-000-000-55850-3100		Office and Operating		BUSINESS CARDS-SEAN CA	32.59	
200931	THOMSON REUTERS - WEST	01/16/2018	Regular	0.00	169.44	16465
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0836672634	Invoice	01/03/2018	SEARCH & SEIZURE BULL SUB	0.00	169.44	
001-000-000-52122-4900		Miscellaneous		SEARCH & SEIZURE BULL S	169.44	
VEN01562	TYLER BUSINESS FORMS	01/16/2018	Regular	0.00	512.89	16466
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10326	Invoice	12/28/2017	TOP CK HEAT SNS INKVOID	0.00	512.89	
001-000-000-51423-3100		Office and Operating		TOP CK HEAT SNS INKVOID	512.89	
202392	VERIZON WIRELESS	01/16/2018	Regular	0.00	1,980.95	16467
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9798471231	Invoice	12/20/2017	ACCT #972465947-00001 NOV 21 - DEC 2	0.00	1,184.38	
001-000-000-52122-4200		Communication		ACCT #972465947-00001	1,184.38	
9798626838	Invoice	12/23/2017	ACCT #342078219-00001- NOV 24 - DEC 2	0.00	352.80	
001-000-000-51895-4200		Communication		ACCT #342078219-00001-	352.80	
9798721115	Invoice	12/23/2017	ACCT #942084392-00001-NOV 24 - DEC 2	0.00	443.77	
001-000-000-51160-4200		Communication		360-545-5504 - CITY ATTY	57.68	
001-000-000-51160-4200		Communication		360-545-5505 - COMMISSI	57.68	
001-000-000-51160-4200		Communication		360-545-5503 - CITY MAY	57.68	
001-000-000-51160-4200		Communication		360-545-2556 - PUBLIC W	57.68	
001-000-000-51310-4200		Communication		360-968-9004 - CITY ADMI	57.68	
001-000-000-51423-4200		Communication		360-280-0793 - FINANCE	40.01	
001-000-000-51888-4200		Communication		360-968-9045 - COMMUNI	57.68	
001-000-000-55850-4200		Communication		360-490-3057 - C.E.D. SEA	57.68	

Check Register

Packet: APPKT00726-January 16, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01421	VWR INTERNATIONAL LLC	01/16/2018	Regular	0.00	277.53	16468
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>8080843801</u>	Invoice	12/19/2017	CUST #80510284 - MEDIA AMPULE PK50	0.00	277.53	
<u>402-400-000-53580-3100</u>		Office and Operating	CUST #80510284 - MEDIA		277.53	
202736	W.C.M.A.	01/16/2018	Regular	0.00	315.00	16469
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1800096-990997</u>	Invoice	01/09/2018	ID #99099754-RYAN WHEATON-2018 ME	0.00	315.00	
<u>001-000-000-51310-4900</u>		Miscellaneous	ID #99099754-RYAN WHE		315.00	
202919	WA CITIES INSUR AUTHORITY	01/16/2018	Regular	0.00	324,816.00	16470
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>18111</u>	Invoice	01/01/2018	2018 WCIA INSURANCE-PROGRAM ASSES	0.00	324,816.00	
<u>001-000-000-51430-4600</u>		Insurance		2018 WCIA INSURANCE-PR	144.22	
<u>001-000-000-51830-4600</u>		Insurance		2018 WCIA INSURANCE-PR	605.10	
<u>001-000-000-51861-4600</u>		Insurance		2018 WCIA INSURANCE-PR	118,323.56	
<u>001-000-000-51896-4600</u>		Insurance		2018 WCIA INSURANCE-PR	172.58	
<u>001-000-000-52122-4600</u>		Insurance		2018 WCIA INSURANCE-PR	7,977.11	
<u>001-000-000-52360-4600</u>		Insurance		2018 WCIA INSURANCE-PR	134.81	
<u>001-000-000-54290-4600</u>		Insurance		2018 WCIA INSURANCE-PR	75,051.84	
<u>001-000-000-55850-4600</u>		Insurance		2018 WCIA INSURANCE-PR	66.43	
<u>001-000-000-57120-4600</u>		Insurance		2018 WCIA INSURANCE-PR	134.81	
<u>001-000-000-57680-4600</u>		Insurance		2018 WCIA INSURANCE-PR	1,110.92	
<u>401-000-000-53480-4600</u>		Insurance		2018 WCIA INSURANCE-PR	7,840.16	
<u>402-300-000-53580-4600</u>		Insurance		2018 WCIA INSURANCE-PR	19,287.46	
<u>402-400-000-53580-4600</u>		Insurance		2018 WCIA INSURANCE-PR	65,014.20	
<u>402-640-000-53580-4600</u>		Insurance		2018 WCIA INSURANCE-PR	19,061.15	
<u>404-000-000-53180-4600</u>		Insurance		2018 WCIA INSURANCE-PR	239.32	
<u>503-000-000-54865-4600</u>		Insurance		2018 WCIA INSURANCE-PR	9,652.33	
203035	WASHINGTON ST. TREASURER	01/16/2018	Regular	0.00	9,892.58	16471
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>QTR4/2017</u>	Invoice	01/03/2018	DEC/2017 STATE FINES & BLDG FEES	0.00	9,892.58	
<u>657-000-000-58600-0001</u>		State Bldg Code Fee		DEC/2017 STATE FINES &	198.00	
<u>657-000-000-58600-0006</u>		State Fines & Forfeits		DEC/2017 STATE FINES &	9,694.58	
203030	WASHINGTON STATE PATROL	01/16/2018	Regular	0.00	74.00	16472
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>118000598</u>	Invoice	01/04/2018	ACCT #WA0230400 - DEC/2017 BACKGRO	0.00	74.00	
<u>001-000-000-52122-4900</u>		Miscellaneous		ACCT #WA0230400 - DEC/	74.00	
202949	WASHINGTON TRACTOR	01/16/2018	Regular	0.00	429.30	16473
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1451356</u>	Invoice	12/19/2017	ACCT #17961-LOCK NUT, V-BELT & EYEBO	0.00	445.13	
<u>001-000-000-57680-3100</u>		Office and Operating		ACCT #17961-LOCK NUT, V	445.13	
<u>1451637</u>	Credit Memo	12/19/2017	ACCT #17961-LOCK NUT, V-BELT & EYEBO	0.00	-15.83	
<u>001-000-000-57680-3100</u>		Office and Operating		ACCT #17961-LOCK NUT, V	-15.83	
203780	WATER MGMNT LABORATORIES INC	01/16/2018	Regular	0.00	89.00	16474
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>163892</u>	Invoice	12/21/2017	ACCT #AS201R - TOTAL COLIFORM	0.00	89.00	
<u>402-400-000-53580-4100</u>		Professional Services		ACCT #AS201R - TOTAL CO	89.00	

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Packet: APPKT00726-January 16, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
204030	WESTERN PETERBILT, INC.	01/16/2018	Regular	0.00	1,732.31	16475
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>CM12756</u>	Invoice	12/19/2017	ACCT #3046-REPAIRS & MNTNC #19991D	0.00	1,732.31	
<u>503-000-000-54865-4802</u>		Repairs and Maintenance		ACCT #3046-REPAIRS & M	1,732.31	
204123	WHISLER COMMUNICATIONS	01/16/2018	Regular	0.00	198.02	16476
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2261</u>	Invoice	12/13/2017	ACCT #101379-KMC-54WDM KENWOOD	0.00	198.02	
<u>001-000-000-52122-4900</u>		Miscellaneous		ACCT #101379-KMC-54WD	198.02	
155563	YOUNGLOVE & COKER-PLLC	01/16/2018	Regular	0.00	6,000.00	16477
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DEC/2017</u>	Invoice	12/25/2017	DEC/2017 CITY PROSECUTING ATTY SERVI	0.00	6,000.00	
<u>001-000-000-51530-4101</u>		Prof Serv - Prosecutor		DEC/2017 CITY PROSECUTI	6,000.00	

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	64	0.00	666,275.46
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
	90	64	0.00	666,275.46

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2018	666,275.46
			666,275.46

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

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 within payroll warrants numbered 1071 through 1202 and 16385 through 16405 in the amount of \$615,159.82 and that the claims are just and due obligations against the City of Shelton and that I am authorized to authenticate and certify said claims.

Signed this fourth of JANUARY, 2018.



Director of Financial Services
RYAN WHEATON, CITY MANAGER

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

Signed this _____ of _____, 2018.

Mayor Cronic

Commissioner McDowell

Commissioner Dorcy



CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Study Session Minutes December 26, 2017

Shelton Civic Center - 2:00pm

COMMISSIONERS AND PERSONNEL PRESENT

Commissioners:

Mayor Gary Cronce
Commissioner Tracy Moore
Commissioner Kathy McDowell

Personnel:

City Manager Ryan Wheaton
Asst. City Manager Vicki Look
City Clerk Jamie Ogg
Public Works Director Craig Gregory
Finance Director Nola von Neudegg
Community Development Director Mark Ziegler
Police Chief Darrin Moody
Fire Chief Tim McKern

CALL TO ORDER

Mayor Cronce called the meeting to order at 2:05 p.m.

COMMISSION REPORTS

- Police Chief Darrin Moody awarded Employee of the Month to James Belleville.
- Asst. City Manager Vicki Look awarded an Achievement Certificate from AWC to Commissioner Tracy Moore.

GENERAL PUBLIC COMMENT

Charles Orthmann – General Comments
Toby Kevin – General Comments
Kevin Dorcy – General Comments
Pat Kevin – General Comments

CONSENT AGENDA

Voucher Numbers 16251 through 16332 in the amount of \$170,496.89

There was a motion to approve the Consent Agenda. Passed.

BUSINESS AGENDA

ReLight Washington Grant Acceptance – Presented by Public Works Director Craig Gregory

Director Craig Gregory updated the Commission on the ReLight Washington Grant. This grant allows for the replacement of high pressure sodium (HPS) streetlights to LED lights. Through the City's partnership with PUD 3, 500 HPS lights in the City have been converted to LED lights. There are 250 HPS lights left to replace. This grant will cover the cost of replacing the remaining lights and reimburse PUD 3 for the previously converted lights. Director Gregory would like this matter moved to the Action Agenda for the next meeting.

Commissioners concur.



CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Study Session Minutes December 26, 2017

Shelton Civic Center - 2:00pm

ACTION AGENDA

Ordinance No. 1912-1217 – 2018 Final Budget, Second Reading – Presented by Finance Director Nola von Neudegg

Finance Director Nola von Neudegg presented details regarding the 2018 Final Budget. The mayor asked if anyone signed up for public comment. There were no public comments.

There was a motion to approve Ordinance No. 1912-1217. Passed.

Ordinance No. 1915-1217 – Comprehensive Plan, Second Reading – Presented by Community Development Director Mark Ziegler

Community Development Director Mark Ziegler shared that the Comprehensive Plan is overdue for adoption. During the time that the Comprehensive Plan was open for public comment, only one comment was received. That comment was from Hall Equities Group and changes were made to the document regarding the transportation element. The mayor asked if anyone signed up for public comment. There were no public comments.

There was a motion to approve Ordinance No. 1915-1217. Passed.

ADMINISTRATION REPORTS

Department Updates:

Chief Darrin Moody presented the Police Department Update:

- Shared information regarding the rising costs at the jail and the availability of beds.

Chief Tim McKern presented the Fire Department Update:

- The Shelton Station is at 5,622 calls or 15.7/day. He expects that they will finish the year with just under 6,000 calls. This number represents about a 20% increase for the year.
- Promoting the Christmas tree recycling program which runs January 8th -12th. Citizens should have their trees curbside by 8:00 a.m. for pickup.
- Be careful of winter fires, especially regarding fireplace inserts. Fireplace inserts should be installed by a licensed person and please follow all of the permitting processes.

City Manager Ryan Wheaton

- Nothing to report today.

ANNOUNCEMENT OF NEXT MEETING

The next Commission Meeting will be Tuesday, January 2, 2018 at 7:00 p.m.



CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Study Session Minutes December 26, 2017

Shelton Civic Center - 2:00pm

ADJOURN

As there was no further business, Mayor Cronic adjourned the meeting at 2:45 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Special Meeting Minutes January 2, 2018

Shelton Civic Center - 6:45 p.m.

COMMISSIONERS AND PERSONNEL PRESENT

Commissioners:

Mayor Gary Cronce

Commissioner Kathy McDowell

Personnel:

City Manager Ryan Wheaton

Asst. City Manager Vicki Look

City Clerk Jamie Ogg

CALL TO ORDER

Mayor Cronce called the meeting to order at 6:45 p.m.

ACTION AGENDA

Municipal Court Judge Contract and Appointment – Presented by Asst. City Manager Vicki Look

Mr. George Steele has just completed a four-year appointment as the City of Shelton Municipal Court Judge. The City posted a Request for Proposals and as a result received two proposals. Both applicants were interviewed and after careful consideration, including strong support from Court staff and the Police Guild, the City recommends that the Commission re-appoint Mr. George Steele to serve another four-year term.

There was a motion to appoint Mr. George Steele as the Shelton Municipal Court Judge for a four-year term starting on January 1, 2018 and lasting through December 31, 2021. Passed.

ADJOURN

As there was no further business, Mayor Cronce adjourned the special meeting at 6:48 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COMMISSION

Business Meeting Minutes January 2, 2018

Shelton Civic Center - 7:00 p.m.

COMMISSIONERS AND PERSONNEL PRESENT

Commissioners:

Mayor Gary Cronce
Commissioner Kevin Dorcy
Commissioner Kathy McDowell

Personnel:

City Manager Ryan Wheaton
Asst. City Manager Vicki Look
City Clerk Jamie Ogg
Public Works Director Craig Gregory

CALL TO ORDER

Mayor Cronce called the meeting to order at 7:00 p.m.

COMMISSION REPORTS

- City Manager Ryan Wheaton introduced the Honorable Ben Settle, who is attending the meeting to swear in our new commissioner, Kevin Dorcy and our municipal judge, George A. Steele.
- Dave Williams from the Association of Washington Cities presented the 2017 City Champion Award to Senator Tim Sheldon.

One or more of the Commissioners will be attending the following events this week:

LEOFF Board Meeting
Women's Republican Monthly Luncheon

GENERAL PUBLIC COMMENT

None.

CONSENT AGENDA

Voucher number 16336 in the amount of \$1,095.38
Voucher numbers 16337 through 16384 in the amount of \$90,071.24
Minutes from the business meeting on December 18, 2017

There was a motion to approve the Consent Agenda. Passed.

BUSINESS AGENDA

On-Call Engineering Contract – Presented by Public Works Director Craig Gregory

Director Craig Gregory shared information regarding the development of an on-call engineering contract pool to assist the City when needed. Seven proposals were received from our Request for Proposal, with the top six firms all rating very well in our review. After a final evaluation of the team's scorings, it was determined that the best "pool" was derived from the top four firms. The on-call contract will run 2018 – 2020. Director Gregory would like this matter moved to the Action Agenda for the next meeting which is January 16, 2018.

Commissioners concur.

ACTION AGENDA

ReLight Washington Grant Acceptance – Presented by Public Works Director Craig Gregory

The City has been awarded a Transportation Improvement Board (TIB) grant in the amount of \$266,913. This grant will fund the ongoing conversion of high pressure sodium streetlights to LED lights. The City of Shelton and Mason PUD 3 have partnered to continue the streetlight conversion throughout Shelton. The grant covers the cost of upgrading the remaining streetlights, and reimburses PUD 3 for previously converted streetlights. There were no public comments.

There was a motion to accept the grant. Passed.

ADMINISTRATION REPORTS

City Manager Ryan Wheaton shared that there will be a second part to our Downtown Connector Project. This meeting will be held on January 24, 2018 at 6:00 p.m. at the Civic Center.

ANNOUNCEMENT OF NEXT MEETING

The next Commission Meeting will be Tuesday, January 16, 2018 at 7:00 p.m.

ADJOURN

As there was no further business, Mayor Cronic adjourned the meeting at 7:30 p.m.

Mayor

City Clerk



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

Brief Date: 1/16/18
Action Date: 1/16/18

Department: Public Works
Presented By: **Craig Gregory**

**APPROVED FOR COMMISSION
PACKET:**

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
City Engineer Resolution

☐

Ordinance

☒ Dept. Head

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☐

Motion

☒ Attorney

Resolution 1115-0118

☐

Other

☒ City Clerk

☒ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City of Shelton is classified as a second-class/code city. Per RCW 35.23.021, a City Engineer is a required position for second-class and code cities under a Commission form of government, unless the City finds that the appointment of a full time City Engineer is unnecessary. In that event, the City may provide, by resolution, that the necessary engineering services may be filled by a qualified engineering firm, on either a part time, temporary or periodic basis, pursuant to a reasonable contract.

Once we transition to the Council form of government, pursuant to 35A.13 (council-manager chapter), the City of Shelton is no longer required to have a City Engineer.

Since our previously contracted City Engineer is no longer under contract, City Staff would like to use the On-Call Engineering Pool to temporarily contract for City Engineer services on a part-time basis, until the City Engineer position is no longer a requirement.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

Our On-Call Engineering Pool is structured so contracts do not typically exceed \$20,000.

PUBLIC INFORMATION REQUIREMENTS:

STAFF RECOMMENDATION/MOTION:

City Staff recommends: *"I move to approve Resolution 1115-0118, and allow City Staff to use the On-Call Engineering Services Pool to temporarily contract for City Engineer Services".*

RESOLUTION NO. 1115-0118

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY
TO CONTRACT WITH A QUALIFIED ENGINEERING FIRM FOR CITY ENGINEERING
SERVICES ON A TEMPORARY, PART TIME, OR PERIODIC BASIS.**

WHEREAS, the City finds that the appointment of a full time City Engineer is unnecessary at this time;
and

WHEREAS, the City wishes to seek a qualified engineering firm on a temporary, part time basis; and

WHEREAS, the City has use of its On-Call Engineering pool to contract for such services.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Shelton,
Washington, as follows:

That the City shall use the On-Call Engineering Pool to select a firm to contract for City Engineer
Services on a part-time, temporary basis.

INTRODUCED AND PASSED by the City Commission of the City of Shelton on this ____ day of
_____, 2018.

ATTEST:

Mayor Cronic

City Clerk Jamie Ogg

Commissioner Dorcy

:

Commissioner McDowell



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

Brief Date: 1/16/18
Action Date: 2/6/18
1st Reading of Ordinance

Department: Public Works
Presented By: **Craig Gregory**

**APPROVED FOR COMMISSION
PACKET:**

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

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

**Water Rates and Charges
Ordinance**

ATTACHMENTS:

Ordinance 1916-0118

- ☒ Ordinance
☐ Resolution
☐ Motion
☒ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Ordinance 1916-0118 is amending ordinance 1910-1217 of the Shelton Municipal Code (SMC) covering water rates and charges under SMC, Title 15, Chapter 15.28, entitled Water Service-Rates and Charges. This Ordinance was previously updated in December 2017 but City Staff noticed the rates were inaccurately calculated and needed to be amended. As stated before, a professionally- conducted rate study update was completed in October 2017 and the City Commission has reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and public.

The previously proposed rate adjustment has not changed and is still calculated as follows:

An annual 10% increase adjustment for 2018, 2019, 2020, 2021, then an annual rate increase adjustment of 3% for each year 2022 and 2023, starts the January billing cycle.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

Budget information can be obtained through the Public Works Department.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

City staff recommends that the commission concur to have a first reading of Ordinance No. 1916-0118 and place it on the action agenda for February 6, 2018.

ORDINANCE NO. 1916-0118

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING CHAPTER 15.28 OF THE SHELTON MUNICIPAL CODE RELATING TO WATER RATES.

WHEREAS, the City noticed the previous water rates were calculated inaccurately; and

WHEREAS, the City Commission desires to update Chapter 15.28, entitled Water Service – Rates and Charges, of the Shelton Municipal Code; and

WHEREAS, following the review of the conclusion of a professionally-conducted rate study conducted by the FCS Group in 2017 and the current status of the water utility, the City Commission finds it necessary to update water utility rates and charges to provide revenue essential to support the water utility's operations, debt service and capital projects anticipated in future years; and

WHEREAS, the City Commission has reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and the public; and

WHEREAS, that adjustment has been calculated as follows:

An annual ten percent (10%) increase from the prior year's base water rate each year for 2018, 2019, 2020 and 2021, then an annual three percent (3%) rate increase from the prior year's base water rate each year 2022 and 2023, effective in the January billing cycle for each year; and

WHEREAS, the City Commission finds it appropriate to begin these annual rate adjustments using the current water rate and increasing it each year by the above stated percentages,

NOW THEREFORE, be it ordained by the City Commission of the City of Shelton, Washington:

Section 1. Sections 15.28.020 through 15.28.065 are hereby replaced in their entirety with the following:

15.28.020 Schedule 1: Meter charge.

A. Meter Charge. Each account that is served shall pay a monthly water meter charge in each of the following years as follows:

2018:

Meter Size	Single- family	Multi-family	Commercial	Irrigation	Private fire line*
3/4 inch	\$11.66	\$10.29	\$9.93	\$30.81	\$7.46
1 inch	\$15.15	\$12.84	\$12.27	\$47.14	\$8.92
1 1/4 inch	\$18.82	\$15.36	\$14.51	\$66.72	\$10.20
1 1/2 inch	\$22.51	\$17.89	\$16.73	\$86.27	\$11.48
2 inch	\$33.68	\$26.30	\$24.46	\$135.75	\$16.47
2 1/2 inch	N/A	N/A	N/A	N/A	\$29.92
3 inch	\$82.96	\$68.17	\$64.50	\$287.30	\$45.66
4 inch	\$115.38	\$92.27	\$86.52	\$434.63	\$59.70
6 inch	\$200.38	\$154.17	\$142.68	\$838.67	\$94.53
8 inch	\$300.87	\$226.96	\$208.58	\$1,322.21	\$135.21
10 inch	\$452.58	\$346.34	\$319.90	\$1,920.92	\$210.76
12 inch	\$692.60	\$536.68	\$497.90	\$2,847.12	\$332.54

2019:

Meter Size	Single- family	Multi-family	Commercial	Irrigation	Private fire line*
3/4 inch	\$12.83	\$11.31	\$10.93	\$33.89	\$8.20
1 inch	\$16.66	\$14.12	\$13.49	\$51.85	\$9.81
1 1/4 inch	\$20.70	\$16.89	\$15.96	\$73.39	\$11.22
1 1/2 inch	\$24.76	\$19.67	\$18.40	\$94.90	\$12.63
2 inch	\$37.05	\$28.93	\$26.91	\$149.33	\$18.11
2 1/2 inch	N/A	N/A	N/A	N/A	\$32.91
3 inch	\$91.26	\$74.98	\$70.95	\$316.03	\$50.23
4 inch	\$126.92	\$101.49	\$95.17	\$478.10	\$65.67
6 inch	\$220.41	\$169.58	\$156.95	\$922.54	\$103.99
8 inch	\$330.96	\$249.66	\$229.44	\$1,454.43	\$148.73
10 inch	\$497.84	\$380.97	\$351.89	\$2,113.01	\$231.84
12 inch	\$761.86	\$590.35	\$547.69	\$3,131.83	\$365.80

2020:

Meter Size	Single- family	Multi-family	Commercial	Irrigation	Private fire line*
3/4 inch	\$14.11	\$12.44	\$12.02	\$37.28	\$9.02
1 inch	\$18.33	\$15.53	\$14.84	\$57.03	\$10.79
1 1/4 inch	\$22.77	\$18.58	\$17.56	\$80.73	\$12.34
1 1/2 inch	\$27.23	\$21.64	\$20.24	\$104.39	\$13.90
2 inch	\$40.76	\$31.82	\$29.60	\$164.26	\$19.93
2 1/2 inch	N/A	N/A	N/A	N/A	\$36.20
3 inch	\$100.38	\$82.48	\$78.05	\$347.63	\$55.25
4 inch	\$139.61	\$111.64	\$104.68	\$525.90	\$72.23
6 inch	\$242.45	\$186.54	\$172.64	\$1,014.79	\$114.39
8 inch	\$364.06	\$274.63	\$252.38	\$1,599.88	\$163.61
10 inch	\$547.63	\$419.07	\$387.08	\$2,324.31	\$255.02
12 inch	\$838.05	\$649.38	\$602.46	\$3,445.01	\$402.37

2021:

Meter Size	Single- family	Multi-family	Commercial	Irrigation	Private fire line*
3/4 inch	\$15.52	\$13.69	\$13.22	\$41.01	\$9.93
1 inch	\$20.16	\$17.09	\$16.32	\$62.74	\$11.87
1 1/4 inch	\$25.05	\$20.44	\$19.31	\$88.80	\$13.57
1 1/2 inch	\$29.96	\$23.81	\$22.27	\$114.83	\$15.29
2 inch	\$44.83	\$35.01	\$32.56	\$180.68	\$21.92
2 1/2 inch	N/A	N/A	N/A	N/A	\$39.82
3 inch	\$110.42	\$90.73	\$85.85	\$382.39	\$60.77
4 inch	\$153.57	\$122.81	\$115.15	\$578.50	\$79.46
6 inch	\$266.70	\$205.19	\$189.91	\$1,116.27	\$125.82
8 inch	\$400.46	\$302.09	\$277.62	\$1,759.86	\$179.97
10 inch	\$602.39	\$460.97	\$425.79	\$2,556.74	\$280.52
12 inch	\$921.86	\$714.32	\$662.71	\$3,789.52	\$442.61

2022:

Meter Size	Single- family	Multi-family	Commercial	irrigation	Private fire line*
3/4 inch	\$15.99	\$14.10	\$13.62	\$42.24	\$10.22
1 inch	\$20.77	\$17.60	\$16.81	\$64.62	\$12.23
1 1/4 inch	\$25.80	\$21.05	\$19.89	\$91.46	\$13.98
1 1/2 inch	\$30.85	\$24.52	\$22.94	\$118.27	\$15.74
2 inch	\$46.18	\$36.06	\$33.54	\$186.11	\$22.58
2 1/2 inch	N/A	N/A	N/A	N/A	\$41.02
3 inch	\$113.74	\$93.45	\$88.43	\$393.87	\$62.60
4 inch	\$158.18	\$126.49	\$118.61	\$595.85	\$81.84
6 inch	\$274.70	\$211.35	\$195.61	\$1,149.76	\$129.60
8 inch	\$412.47	\$311.15	\$285.95	\$1,812.66	\$185.37
10 inch	\$620.46	\$474.80	\$438.56	\$2,633.45	\$288.94
12 inch	\$949.51	\$735.75	\$682.59	\$3,903.20	455.89

2023:

Meter Size	Single- family	Multi-family	Commercial	Irrigation	Private fire line*
3/4 inch	\$16.46	\$14.52	\$14.03	\$43.51	\$10.53
1 inch	\$21.39	\$18.13	\$17.32	\$66.56	\$12.60
1 1/4 inch	\$26.58	\$21.68	\$20.49	\$94.21	\$14.40
1 1/2 inch	\$31.78	\$25.26	\$23.63	\$121.82	\$16.22
2 inch	\$47.56	\$37.14	\$34.54	\$191.69	\$23.25
2 1/2 inch	N/A	N/A	N/A	N/A	\$42.25
3 inch	\$117.15	\$96.26	\$91.08	\$405.68	\$64.48
4 inch	\$162.92	\$130.29	\$122.16	\$613.73	\$84.30
6 inch	\$282.94	\$217.69	\$201.47	\$1,184.25	\$133.49
8 inch	\$424.85	\$320.48	\$294.53	\$1,867.04	\$190.93
10 inch	\$639.07	\$489.05	\$451.72	\$2,712.45	\$297.61
12 inch	\$978.00	\$757.82	\$703.07	\$4,020.30	\$469.57

*Private fire lines will be rated based on the size of the backflow prevention device in lieu of a meter size and fire line charges will be collected only prospectively beginning with the January 2018 billings.

15.28.030 Schedule 2: Single-family residential.

A. Consumption Charge for first Six Hundred Cubic Feet. In addition to the meter charge established in Schedule 1 above, each single-family residential unit shall pay the following rate for each cubic foot of water consumed up to the first six hundred cubic feet in a month in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0244	\$0.0269	\$0.0295	\$0.0325	\$0.0335	\$0.0345

B. Consumption Charge for Amounts in Excess of Six Hundred and up to Fifteen Hundred Cubic Feet. In addition to the meter charge established in Schedule 1 above, and the charge established in Schedule 2.A above, each single-family residential unit shall also pay the following rate for each cubic foot consumed in a month in excess of six hundred cubic feet up to fifteen hundred cubic feet in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0293	\$0.0322	\$0.0354	\$0.0389	\$0.0401	\$0.0413

C. Consumption Charge for Amounts in Excess of Fifteen Hundred Cubic Feet. In addition to the meter charge established in Schedule 1 above, the charge established in Schedule 2.A above, and the charge established in Schedule 2.B above, each single-family residential unit shall also pay the following rate for each cubic foot consumed in a month in excess of fifteen hundred cubic feet in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0363	\$0.0399	\$0.0439	\$0.0483	\$0.0498	\$0.0513

D. Senior Citizen and Disability Discounts. Eligible low-income senior citizens and disabled persons living in single-family residences shall receive a discount of seventeen percent of the basic meter charge per month as established in Schedule 1 above. Eligibility shall be determined according to criteria established by the City in the City's sole discretion.

15.28.040 Schedule 3: Multifamily (including duplexes, triplexes, mobile home and trailer parks).

A. Multifamily Consumption Charge.

1. In addition to the charges established in Schedule 1 above, each account shall pay the following rate for each cubic foot consumed in a month in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0284	\$0.0312	\$0.0343	\$0.0378	\$0.0389	\$0.0401

15.28.050 Schedule 4: Commercial (including government, industrial, hotel/motel).

A. Commercial Consumption Charge. In addition to the meter charge established in Schedule 1 above, each commercial account shall pay the following amount for each cubic foot consumed in a month in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0279	\$0.0307	\$0.0338	\$0.0372	\$0.0383	\$0.0395

B. The following provisions shall apply to Industrial Services, as defined in SMC 15.04.160, located in the city or in any outlying area where industrial accounts are served by the city:

1. All costs incurred in connection and installation of meters and service connections will be borne by the Industrial Services user;
2. Any water supplied to an Industrial Services user is subject to immediate deactivation when it is determined by the director that an emergency warrants this action;
3. The rate to be charged Industrial Services shall be computed on a monthly basis consistent with the commercial rates established above.

15.28.060 Schedule 5: Irrigation.

A. Irrigation Consumption Charge. In addition to the meter charge established in Schedule 1 above, each irrigation account shall pay the following amount for each cubic foot consumed in a month in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0363	\$0.0399	\$0.0439	\$0.0483	\$0.0498	\$0.0513

15.28.065 Schedule 6: Wholesale Rate.

A. Wholesale Consumption Rate Charge. In addition to the meter charge established in Schedule 1 above, the Johns Prairie area owned by the Port of Shelton shall pay the following amount for each cubic foot consumed in a month in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0252	\$0.0277	\$0.0305	\$0.0335	\$0.0345	\$0.0356

Section2. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section3. Savings Clause. Chapter 15.28 of the Shelton Municipal Code shall remain in full force and effect until such date as this ordinance becomes effective.

Section 4. Effective Date. This Ordinance shall take effect 30 days after its passage and publication. The rates and charges provided for in this Ordinance shall be effective as a part of the January 2018 utility billings.

INTRODUCED the 16th day of January 2018.

ADOPTED by the City Commission of the City of Shelton, Mason County, Washington at a regular open public meeting held the 6th day of February 2018, the following Commissioners being present and voting in favor of this ordinance.

ATTEST:

Mayor Cronic

City Clerk Ogg

Commissioner McDowell

Commissioner Dorcy



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

Brief Date: 1/16/18
Action Date: 2/6/18
First Reading of Ordinance

Department: Public Works
Presented By: **Craig Gregory**

**APPROVED FOR COMMISSION
PACKET:**

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

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

**Sewer Rates and Charges
Ordinance**

ATTACHMENTS:

Ordinance 1917-0118

- ☒ Ordinance
- ☐ Resolution
- ☐ Motion
- ☒ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Ordinance 1917-0118 is amending ordinance 1911-1217 of the Shelton Municipal Code (SMC) covering sewer rates and charges under SMC, Title 14, Chapter 14.28, entitled Sewer Service-Rates and Charges. This Ordinance was previously updated in December 2017 but City Staff noticed the rates were inaccurately calculated and needed to be amended. As stated before, a professionally- conducted rate study update was completed in October 2017 and the City Commission has reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and public.

The previously proposed rate adjustment has not changed and is still calculated as follows:

A 0% increase for 2018, then an annual rate increase adjustment of 4% for each year 2019, 2020, 2021, 2022 and 2023, starting the January billing cycle.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

Budget information can be obtained through the Public Works Department.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

City staff recommends that the Commission concur to have a first reading of Ordinance No. 1917-0118 and place it on the action agenda for February 6, 2018.

ORDINANCE NO. 1917-0118

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RELATING TO SEWER SERVICE; AMENDING SHELTON MUNICIPAL CODE SECTIONS 14.28.010 THROUGH 14.28.040.

WHEREAS, the City noticed the previous water rates were calculated inaccurately; and

WHEREAS, the City Commission desires to update Title 14, Chapter 14.28, entitled Sewer Service-Rates and Charges, of the Shelton Municipal Code; and

WHEREAS, following the review of the conclusion of a professionally-conducted rate study update conducted by the FCS Group in 2017 and the current status of the sewer utility, the City Commission finds it necessary to update sewer utility rates and charges to provide revenue essential to support the sewer utility's operations, debt service and capital projects anticipated in future years; and

WHEREAS, the City Commission has reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and public; and

WHEREAS, that adjustment has been calculated as follows:

A 0% increase for 2018, such that the 2017 base sewer rate shall remain effective throughout 2018, then an annual four percent (4%) rate increase from the prior year's base sewer rate for each year 2019, 2020, 2021, 2022 and 2023, effective in the January billing cycle for each year; and

WHEREAS, the City Commission finds it appropriate to begin these annual rate adjustments using the current sewer rate and increasing it each year by the above stated percentages,

NOW THEREFORE, be it ordained by the City Commission of the City of Shelton, Washington:

Chapter 14.28 entitled "Sewer Service – Rates and Charges", and the corresponding sections of Shelton Ordinances 1881-0116 § 3 (part), 1793-1011, 1755-1109, 1735-1008, 1686-1106, 1673-0206, 1671-0206, 1662-1205, 1632-0904, 1610-0104, 1605-1103, 1602-1003, 1585-0303, 1583-0103, 1824-0313, and 1838-1113 are hereby amended to read as follows:

Chapter 14.28
SEWER SERVICE – RATES AND CHARGES

Section 1.

14.28.010 Monthly sewer rates.

The following rates shall be charged by the City for furnishing sewer service. All rates and charges herein shall become effective with the January billings of the affected year.

14.28.020 Schedule 1: Single-family residential and duplex

A. Basic Charge. Each meter that is served, whether for a single-family residence or duplex, shall pay a monthly basic charge in each of the following years as follows:

2018	2019	2020	2021	2022	2023
\$44.50	\$46.28	\$48.13	\$50.06	\$52.06	\$54.14

B. Consumption Charge. In addition to the basic charge, each single-family residence or duplex account shall pay a consumption charge for each cubic foot of water consumed in a month at the following rate in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0891	\$0.0927	\$0.0964	\$0.1002	\$0.1042	\$0.1084

C. Averaging for Summer Consumption Charge. During the billing months of June, July, August, September and October, the consumption charge for each such month shall be based on the average water consumption of the preceding billing months of November, December, January, February and March recorded for that account.

D. Administrative Procedures shall be established to determine an equitable average to use for charging summer consumption, using historical data from the city utility billing system where available, or using a pre-determined default number for customers for new accounts established after September 30th of the preceding year.

E. Customers installing an irrigation meter for outside watering only will be exempt from the summer sewer average charge and will be billed for sewer charges based on actual usage for their household meter account.

F. Administrative procedures shall be established for customers to request a reduced level of service when an address is vacant. This request exempts the customer from the summer sewer average charge, and all sewer charges will be paid based on consumption. A reasonable fee will be charged to the account to cover the administrative costs of processing this request.

G. Eligible low-income senior citizens and disabled customers living in single-family residences shall receive a discount of seventeen percent of the monthly basic charge for sewer services. The City shall establish the eligibility requirements that must be met in order to receive any discount.

14.28.030 Schedule 2: Single-family residential and duplex without water service.

Single-family residential and duplex sewer customers without City of Shelton water service will be charged the following monthly flat rate for sewer service in each of the following years:

2018	2019	2020	2021	2022	2023
\$114.24	\$118.81	\$123.56	\$128.50	\$133.64	\$138.99

14.28.040 Schedule 3: Triplex, multi-family, mobile home and trailer parks.

A. Basic Charge. For each triplex or multifamily residence, mobile home or trailer park having more than two single-family residential units or spaces, the following monthly basic charge per dwelling unit shall apply in each of the following years:

2018	2019	2020	2021	2022	2023
\$44.50	\$46.28	\$48.13	\$50.06	\$52.06	\$54.14

B. Consumption Charge. In addition to the basic charge, each triplex or multifamily residence, mobile home or trailer park account shall pay a consumption charge for each cubic foot consumed in a month greater than a consumption of four hundred sixty cubic feet per unit at the following rate in each of the following years:

2018	2019	2020	2021	2022	2023
\$0.0962	\$0.1000	\$0.1040	\$0.1082	\$0.1125	\$0.1170

C. Averaging for Summer Consumption Charge. During the billing months of June, July, August, September and October, the consumption charge for each such month shall be based on the average water consumption of the preceding billing months of November, December, January, February and March recorded for that account.

D. Administrative procedures shall be established to determine an equitable average to use for charging summer consumption, using historical data from the city utility billing system, or using a predetermined default number for customers for new accounts established after September 30th of the preceding year.

E. Customers installing an irrigation meter for outside watering only will be billed for sewer charges based on actual usage for their household meter(s).

F. Administrative provisions shall be established for customers to request a reduced level of service when an address is vacant. This request exempts the customer from the summer sewer average charge, and all sewer charges will be paid based on consumption. A reasonable fee will be charged to the account to cover the administrative costs of processing this request.

14.28.050 Schedule 4: Commercial

A. Basic Charge. Each commercial account that is served shall pay a monthly basic charge based on monthly usage in each of the following year as follows:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
0 c.f. up to 1,000 c.f.	\$53.92	\$56.08	\$58.32	\$60.65	\$63.08	\$65.60

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1,001 c.f. up to 2,000 c.f.	\$80.65	\$83.88	\$87.23	\$90.72	\$94.35	\$98.12

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Over 2,000 c.f.	\$111.88	\$116.36	\$121.01	\$125.85	\$130.88	\$136.12

B. Consumption Charge. In addition to the basic charge, each commercial account shall pay a consumption charge for each cubic foot of water consumed in a month at the following rate each of the following years:

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$0.0963	\$0.1002	\$0.1042	\$0.1083	\$0.1127	\$0.1172

14.28.060 Schedule 5: Hotel/Motel.

A. Basic Charge. Each unit of accommodation of a hotel or motel that is served shall pay a monthly basic charge per unit in each of the following years as follows:

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$8.15	\$8.48	\$8.82	\$9.17	\$9.53	\$9.92

B. Consumption Charge. In addition to the basic charge, each hotel/motel account shall pay a consumption charge for each cubic foot consumed in a month greater than a consumption of eighty-four cubic feet per unit at the following rate in each of the following years:

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$0.0963	\$0.1002	\$0.1042	\$0.1083	\$0.1127	\$0.1172

Section 2.

Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 3.

Savings Clause. Chapter 14.28 of the Shelton Municipal Code shall remain in full force and effect until such date as this ordinance becomes effective.

Section 4.

Effective Date. This ordinance shall take effect thirty (30) days after its passage, approval, and publication as required by law. The 2018 rates and charges herein shall become effective as part of the January 2018 billings and annually in January of the years 2019 through 2023.

INTRODUCED the 16th day of January, 2018.

ADOPTED by the City Commission of the City of Shelton, Mason County, Washington at a regular open public meeting held the ____ day of February, 2018, the following Commissioners being present and voting in favor of this ordinance.

ATTEST:

Mayor Cronce

City Clerk Ogg

Commissioner Dorcy

Commissioner McDowell



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

Brief Date: 1/2/18
Action Date: 1/16/18

Department: Public Works
Presented By: **Craig Gregory**

APPROVED FOR COMMISSION
PACKET:

PROGRAM/PROJECT TITLE:

Action Requested:

ROUTE TO:

REVIEWED:

**2018-2020 On-Call Engineering
Services Pool**

☐

Ordinance

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

- **Sample On-Call Consultant Contract**
- **List of Consultants for inclusion in the On-Call Pool**

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Due to limited staff, occasionally throughout the year there is a need to supplement City staff in order to complete simple designs, plan reviews, and other limited engineering services. In the past, one consultant was selected and a contract negotiated for a given term. In 2009, staff made a change to a contract pool format, which involved multiple firms available on rotating basis to provide the needed services. During November and December, staff solicited proposals from consulting firms interested in providing on-call engineering services to the City for 2018-2020 through a contract pool.

Seven proposals were received from our Request for Proposal, with the top six firms all rating very well in our review. After our final evaluation of the team's scorings, it was determined that the best "pool" was derived from the top four firms.

Attached is a sample for the contract that each firm will sign as part of the contract pool, and the list of consultants for inclusion in the On-Call Pool.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Commission has the option to reject these contracts and rely on staff, or if needed, have staff follow the Request for Proposal process for any engineering services that may be needed. This option is not recommended as the current staff level and workload has the potential to create a situation where staff may not be able to respond in as timely a manner as desired to smaller issues. This would be further complicated by not having an on-call contract in place, as the process to prepare, advertise, review, and then award a contract can take several weeks to months. With this on-call contract pool in place, staff can quickly secure engineering services assistance within 48 to 72 hours to support the City's needs.

BUDGET/FISCAL INFORMATION:

There is no immediate impact to the budget as the contracts are structured to not guarantee a minimum level of compensation. With this provision, only engineering services anticipated in the current budget or those approved through modification of the budget would be supported by these contracts.

PUBLIC INFORMATION REQUIREMENTS:

Information for this can be obtained through the City of Shelton Public Works Department.

STAFF RECOMMENDATION/MOTION:

City staff recommends: *"I move to approve award of up to four (4) contracts for the 2018 On-Call Engineering Services Pool, as identified in the attached list of Consultants, and authorize the Mayor to sign those contracts as they are returned to the City."*

CONTRACT FOR ON-CALL SERVICES
City of Shelton and Gray & Osborne, Inc.

This Agreement is entered into by and between the City of Shelton, Washington, (“the City”) and Gray & Osborne, Inc., (“the Consultant”), whose principal office is located at 2102 Carriage Drive SW, Bldg. 1, Olympia, WA 98502.

WHEREAS, the City has determined the need to have **On-Call Professional Engineering Services** available to be performed for its citizens; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to certain terms and conditions; NOW, THEREFORE,

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform engineering services as described on Exhibit “A” attached hereto and incorporated herein by this reference as if fully set forth in this contract.
2. **Compliance With All Applicable Laws and Requirements.** In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services and the handling of any funds used in connection therewith; this includes applicable prevailing wage requirements. It is the Consultant’s responsibility to identify and comply with such laws, including but not limited to Washington’s laws against discrimination; Washington’s Industrial Safety and Health Act and associated regulations; Washington’s Unemployment Compensation provisions, and any other applicable laws, statutes, regulations or requirements otherwise applicable to the services provided under this Agreement.
3. **Prevailing Wage.** The hourly minimum rate of wage paid to employees shall not be less than the prevailing rate of wage which may be paid to laborers, workers, or mechanics in each trade or occupation required for such public work, employed in the performance of this Agreement by either the Consultant, or any other person doing or contracting to do any part of the work contemplated by this Agreement, and Consultant is responsible for compliance with this requirement.
4. **Registration, Licensing, Bonding.** Consultant shall at all times maintain appropriate registration, licensing and bonding applicable to professional services to be performed pursuant to this agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to the terms of this Agreement).

5. **Compensation and Method of Payment.** No minimum level of compensation will be guaranteed under this contract. Compensation will be based on a negotiated scope of services and associated budget based on the Consultant's fee schedule.

Within 48 hours of a request, Consultant will provide the City with a detailed scope and budget to complete the then needed services. Upon approval by the contract administrator, following appropriate City policy, the scope and budget will become part of this contract as if set forth with the initial execution of this contract.

Consultant will then be authorized to proceed with the approved scope and authorized to bill for services under that scope not more frequently than once per month until the approved scope is complete or canceled in accordance with section 11 by the contract administrator.

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice as well as the form set forth in Exhibit "B" attached hereto and incorporated herein by this reference.

The Consultant shall complete and return Exhibit "C," Tax Identification Number, to the City prior to or along with the first billing voucher submittal. In accordance with the Shelton Municipal Code, the Consultant is subject to licensing requirements and business and occupation tax levied under the Shelton Municipal Code. A City of Shelton Business License is required irrespective of whether goods or services are delivered inside or outside of the City limits, and irrespective of whether the Consultant's office is within the City limits, and no payment will be made until one is obtained.

6. **Provisions for Changes in Scope of Consultant Services.** The Consultant agrees to perform those services based on approved scopes of work as work arises. Unless modified in writing and agreed to by both parties, the duties of the Consultant shall not be construed to exceed those services. The City and the Consultant agree that if additional duties are to be performed by the Consultant in the prosecution of this work, the Consultant shall submit an additional or supplemental scope of work and upon the City's approval, shall be compensated based on that approved additional or supplemental scope of work.
7. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date of execution and ending December 31, 2019, unless sooner terminated under the provisions hereinafter specified. To meet the needs of the City's on-going projects and by agreement of both parties this contract may be amended to extend the expiration date until December 31, 2020, or completion of work authorized under this agreement whichever is later.
8. **Ownership and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The City shall hold the Consultant harmless for the City's use of the

documents, drawings, specifications, and other materials outside of the project intended.

9. **Independent Consultant.** The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.050.

10. **Indemnification/Hold Harmless.** Consultant shall defend, indemnify and hold the City its officers, officials, employees agents, representatives and volunteers ("Indemnified Parties") harmless from and against any and all claims, actions, liabilities, injuries, losses, expenses, and damages of any nature whatsoever including but not limited to injuries, sickness or death to persons and damage to property and suits including reasonable costs and attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement; PROVIDED that the Consultant will indemnify the Indemnified Parties fully for the sole negligence of the Indemnitor, and will indemnify the Indemnified Parties for the concurrent negligence of the Indemnitor to the extent of the Indemnitor's negligence. The Consultant agrees to be added by the City as a party to any mediation, arbitration, or litigation with third parties in which the City alleges indemnification or contribution from Indemnitor, and agrees that any of Consultant's authorized subcontractors so stipulate. To the extent any subcontractor does not so stipulate, Consultant shall be liable in place of such subcontractor(s).

The City shall notify Consultant in writing of the assertion of any claim against it for which it is entitled to be indemnified hereunder, and shall give Consultant the opportunity to defend such a claim, and shall not settle the claim without the written approval of the Consultant. If Consultant elects to defend such claim, Consultant shall have the sole and exclusive right to resolve and settle such claim, so long as the City is absolved of any and all liability.

With respect to obligations to hold harmless, indemnify and defend as provided herein, the Consultant agrees to waive Consultant's immunity under Industrial Insurance Title 51 RCW, for any injury, sickness or death suffered by the Consultant's employees that is caused by or arises out of the Consultant's negligence. This waiver is mutually agreed by the parties. IF THE CONSULTANT DOES NOT AGREE WITH THIS WAIVER, IT

MUST PROVIDE A WRITTEN NOTICE TO THE CITY PRIOR TO THE DATE OF EXECUTION OF THIS CONTRACT, OR THE CONSULTANT WILL BE DEEMED TO HAVE NEGOTIATED AND WAIVED THIS IMMUNITY. The obligations contained in this section shall survive expiration and termination of this Agreement.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent authorized under RCW 4.24.115.

11. **Insurance.**

The Consultant shall procure and maintain for the duration of the Agreement, insurance as required in this Section, without interruption from commencement of the Consultant's work through the term of this Agreement and for thirty (30) days following the termination or cancellation date, unless otherwise indicated herein.

A. *No Limitation*

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. *Minimum Scope of Insurance*

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

C. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

D. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage

The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

G. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

I. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

J. Subcontractors' Insurance

The Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an additional insured endorsement at least as broad as ISO CG 20 26 for ongoing operations.

12. **Record Keeping and Reporting.**

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.
- C. Consultant acknowledges that the City is a public entity subject to Washington State laws regarding Public Records and Open Public Meetings. Consultant agrees that unless otherwise explicitly provided herein, the City is authorized to produce all records related to this Agreement in response to public records requests received. The Consultant agrees to maintain, preserve and make available upon City request, in a format requested by the City, all records related to this Agreement for a period of no less than seven (7) years from the date of Agreement termination, or longer period as required to comply with Washington State Records Retention standards. The Consultant agrees to ensure that this records requirement is satisfied by any subcontractors, with this requirement to be explicitly set forth in a written agreement between the Consultant and subcontractor.
- D. Upon expiration, cancellation or termination of this Agreement for any reason, the City is entitled to receive, upon City request, all plans, specifications, reports and

other materials related to this Agreement and within the Consultant's possession or control, in electronic format or hard copies, as specified by the City, all of which shall be the property of the City to use at its discretion.

- E. The Consultant agrees to maintain current as-built documentation and provide the same to the City throughout the course of any project, and agrees that the City has the ability to withhold any payments due under this Agreement in the event the Consultant fails to keep as-built documentation current and copied to the City.
13. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.
14. **Termination.** This Agreement may at any time be terminated for any reason, with or without cause, by the City upon giving to the Consultant thirty (30) days' written notice of the City's intention to terminate the same. Individual approved scopes of work may be cancelled by 24 hours' notice to the Consultant. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.
- Notice of termination or cancellation shall be provided in the manner specified under the "Notice" section of this agreement.
15. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.
16. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
17. **Entire Agreement.** This Agreement and Exhibits A, B, and C contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.
18. **Notices.** Notice shall be by first class regular mail or by e-mail to the contacts specified below, and such contacts may only be changed through written notice to the other party.

Notice shall be deemed received either on the third business day following regular first class mailing (not including date of mailing in calculation), or on the day and time of e-mail transmittal. The designated representative for the City of Shelton is:

Craig Gregory; Public Works Director
City of Shelton
525 West Cota Street
Shelton, Washington 98584
Phone number: (360) 432-5125
Email: craig.gregory@sheltonwa.gov

Notices to the City shall be sent to the address noted above.

Notices to the Consultant shall be sent to the designated representative at the following address:

Dominic J. Miller, PE
Gray & Osborne, Inc.
2102 Carriage Dr. SW, Bldg. 1
Olympia, WA 98502
Phone number: (360) 292-7481
Email: dmiller@g-o.com

19. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Mason County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
20. **Representation of Consultant.** The Consultant represents to the City that it has no conflict of interest in performing any of the services anticipated by this contract. In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project or bar the Consultant from conflicting work under this contract.

21. **Invoice and Activity Report.** The Consultant shall provide an activity report with each invoice highlighting services provided during the billing period, upcoming activities, and emerging management issues.
22. **No Third Party Beneficiary.** This Agreement benefits only the Parties to the Agreement, and nothing in this Agreement, express or implied, confers on any third party any legal or equitable right, benefit, or remedy of any nature.
23. **Severability.** Should any term, provision, condition or other portion of this Agreement or its application be held to be inoperative, invalid or unenforceable, and the remainder of this Agreement still fulfill its purposes, the balance of this Agreement or its application shall not be affected thereby, and shall continue in full force and effect.

CONTRACT SIGNATURES

DATED this _____ day of _____, 2018.

GRAY & OSBORNE, INC.

CITY OF SHELTON

By: _____
Signature

By: _____
Gary H. Cronic, Mayor

Printed Name and Title:

Attest/Authenticated:

City Clerk

EXHIBIT A
City of Shelton and Gray & Osborne, Inc. On-Call Engineering Services

SCOPE OF SERVICES

1. Scope:

Consultant shall provide engineering services to the City of Shelton on an on-call basis. The general scope of services needed by the City of Shelton typically fall into, but are not limited to, the following categories:

- Design, review, coordination, administration, and construction engineering and technical support of Public Works projects by consultant from their office.
- Supplemental review of private development by consultant at their office. (Consultant will not review any private development project in which the consulting firm has provided services to the developer on that project.)

The general engineering and technical areas of service required by City may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/geotechnical
- Water/wastewater/storm water/drainage
- Street and roadway
- Transportation
- Site planning/permitting/development/plan review
- Environmental documentation
- CADD
- Utility services and rates analysis
- Construction plans and specifications
- Estimating
- Construction support

2. Authorization to proceed:

Consultant services shall be performed as directed by the City. Authorization shall be through the approval of individual scope and budgets prepared for each distinct project. Authorization to proceed on a task will be granted with the return of an approved scoping document.

EXHIBIT B
City of Shelton and Gray & Osborne, Inc. On-Call Engineering Services
City of Shelton
Billing Voucher

To: City of Shelton
525 West Cota
Shelton, Washington 98584
Phone: (360) 426-9731
FAX: (360) 426-7746

Submittal No.: _____

Consultant: _____ Telephone: () _____
Mailing Address: _____
Project Title: _____
Contract Period: _____ Reporting Period: _____
Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____ (Attach Invoice)

Authorized Signature

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Total requested this contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each project, which is funded by your City of Shelton contract.

For Department Use Only

Public Works Director

Date: _____

EXHIBIT C

City of Shelton and Gray & Osborne, Inc. On-Call Engineering Services

CITY OF SHELTON

525 West Cota Street

Shelton, WA 98584

Phone: (360) 426-9731

FAX: (360) 426-7746

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shelton, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business.

Please complete the following information request form and return it to the City of Shelton before or along the submittal of the first billing voucher.

Please check the appropriate category:

☐ Corporation ☐ Partnership ☐ Government Agency
☐ Individual/Proprietor ☐ Other (please explain)

Tax Identification #: _____

Social Security #: _____

Print Name: _____

Print Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Business e-mail: _____

2018-2020 On-Call Engineering Pool

Initial Rank	Firm	Contact	Email	Phone	Address		
1	Gray & Osborne, Inc.	Dominic J. Miller, PE	dmliller@g-o.com	360/292-7481	2102 Carriage St SW, Bldg 1	Olympia	WA 98502
2	SCJ Alliance	Scott Sawyer	eric@scjalliance.com	360/352-1465	8730 Tallon Lane NE, Suite 200	Lacey	WA 98516
3	Transpo Group	Jon Pascal	jon.pascal@transpogroup.com	425/821-3665	12131 113th Ave NE, Ste 203	Kirkland	WA 98034
4	Skillsings Connolly	Robert Connolly	rconnolly@skillsings.com	360/491-3399	5016 Lacey Blvd SE	Tacoma	WA 98402



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

Touch Date: Jan 2, 2018
Brief Date: Jan 16, 2018
Action Date: **Jan 16, 2018**

Department: Human Resources
Presented By: **Vicki Look**

**APPROVED FOR COMMISSION
PACKET:**

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Collective Bargaining
Agreements**

☐

Ordinance

☐

Resolution

ATTACHMENTS:

☒

Motion

☐

Other

X Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City of Shelton and City Union members have reached tentative agreements with the below Unions/Guilds on several contract article modifications and/or clarifications:

Shelton Police Guild
Customer Service Union
Shelton Financial Workers Guild

The financial changes of these Agreements include the following:

- Cost of Living Adjustment (COLA) increase
 - Shelton Police Guild: 2018 - 5% Officers, 7% Sergeants, 2019 & 2020 – 3%
 - Customer Service Union: 2018 - 5%, 2019 - 3%, 2020 - 3%
 - Financial Services Guild: 3%
- Four Medical Benefits plans offered, including a high deductible plan with Health Reimbursement Account (HRA)
- Options to contribute to HRA
- City will contribute to Health Saving Account on behalf of members who are on a high deductible plan
- Three-year term: Shelton Police Guild (benefit opener for 2019) and Customer Service Union
- One-year term: Financial Services Guild

Contracts will be posted on the website and presented at the City of Shelton Business Meeting

ANALYSIS/OPTIONS/ALTERNATIVES:

Staff was given authority to bargain the above articles by the Shelton City Commission.

BUDGET/FISCAL INFORMATION:

Total expenses for all changes fall within the amount authorized by the Shelton City Commission.

PUBLIC INFORMATION REQUIREMENTS: None

STAFF RECOMMENDATION/MOTION: Request a motion to approve the following collective bargaining contracts.

Shelton Police Guild for a three-year contract effective January 1, 2018 through December 31, 2020

Customer Service Union for a three-year contract effective January 1, 2018 through December 31, 2020

Shelton Financial Workers Guild one-year contract effective January 1, 2018 through December 31, 2018