



City of Shelton Commission Agenda
Shelton Civic Center
Special Meeting
Tuesday, January 30, 2018
7:00 pm

A. Call to Order

- Pledge of Allegiance

B. Commission Reports

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 1) (Action)

1. Voucher Numbers 16480 through 16580 in the amount of \$337,542.03

E. Action Agenda (Public Comment on Action Items)

1. Strategic Plan – Presented by City Manager Ryan Wheaton (Tab 2)
2. Economic Development Plan – Presented by City Manager Ryan Wheaton (Tab 3)

G. Administration Reports

- City Manager Report

H. Announcement of Next Meeting – 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"> • Formation of a Salary Commission for Shelton City Councilmembers • Parametrix Sewer SCADA Expenditure Approval • Suez Sole Source Resolution <u>Action Agenda</u> <ul style="list-style-type: none"> • Ordinance Amending Water Rates • Ordinance Amending Sewer Rates • 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 • Sidewalk Café Ordinance • <u>Action Agenda</u> <ul style="list-style-type: none"> • Parametrix Sewer SCADA Expenditure Approval • Suez Sole Source Resolution
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 • Sidewalk Café Ordinance
Tuesday, March 20 6:50 p.m.	<u>SMPD</u> <u>Business Agenda</u> <ul style="list-style-type: none"> • <u>Action Agenda</u> <ul style="list-style-type: none"> •
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"> •

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 16480 through number 16580 in the amount of \$337,542.03 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 26th of January, 2018.



Interim 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 Cronce

Commissioner McDowell

Commissioner Moore



Shelton, WA

Check Register

Packet: APPKT00735 - February 6, 2018 - Payables "A" Packet

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
000401	A T & T	02/06/2018	Regular	0.00	51.45	16480
001039	AIRGAS, INC	02/06/2018	Regular	0.00	346.85	16481
001043	ALARM CENTER, INC	02/06/2018	Regular	0.00	257.64	16482
VEN01573	ALISHA ANN LOVELY	02/06/2018	Regular	0.00	1,000.00	16483
003003	ASSOC OF WA CITIES	02/06/2018	Regular	0.00	8,394.43	16484
003002	ASSOC OF WA CITIES	02/06/2018	Regular	0.00	1,007.00	16485
002520	AUS WEST LOCKBOX	02/06/2018	Regular	0.00	734.09	16486
005900	CAPITAL BUSINESS MACHINES	02/06/2018	Regular	0.00	839.29	16487
005910	CAPITAL INDUSTRIAL INC.	02/06/2018	Regular	0.00	172.70	16488
006400	CASCADE NATURAL GAS	02/06/2018	Regular	0.00	4,763.15	16489
005650	CCP INDUSTRIES INC.	02/06/2018	Regular	0.00	134.61	16490
006700	CECIL T. MCCLAIN	02/06/2018	Regular	0.00	1,850.00	16491
007245	CHINOOK PHARMACY	02/06/2018	Regular	0.00	176.91	16492
007634	CITY OF FORKS	02/06/2018	Regular	0.00	2,943.14	16493
008310	CODEPROS, LLC	02/06/2018	Regular	0.00	892.52	16494
VEN01564	COPIERS NORTHWEST	02/06/2018	Regular	0.00	8,644.16	16495
008800	CUT-RATE AUTO PARTS	02/06/2018	Regular	0.00	12.61	16496
008948	DAILY JOURNAL OF COMMERCE	02/06/2018	Regular	0.00	412.00	16497
009200	DAN RUBINO	02/06/2018	Regular	0.00	448.80	16498
VEN01565	DARYL RODRIGUEZ	02/06/2018	Regular	0.00	72.05	16499
VEN01566	DAWN RUSSELL	02/06/2018	Regular	0.00	12.00	16500
009351	DELAGE LANDEN FINANCIAL SVCS	02/06/2018	Regular	0.00	564.67	16501
009700	DEPARTMENT OF REVENUE	02/06/2018	Regular	0.00	162.98	16502
009573	DEPT OF ECOLOGY	02/06/2018	Regular	0.00	49,355.59	16503
009595	DEPT. OF LICENSING	02/06/2018	Regular	0.00	72.00	16504
009878	DOMINGO MARTINEZ	02/06/2018	Regular	0.00	316.25	16505
010006	DRAGON ANALYTICAL	02/06/2018	Regular	0.00	1,948.00	16506
015000	EDWARD HAEFLIGER	02/06/2018	Regular	0.00	99.84	16507
VEN01567	ERIKA COOLING	02/06/2018	Regular	0.00	12.00	16508
023078	FASTENAL COMPANY	02/06/2018	Regular	0.00	145.07	16509
053987	GENUINE PARTS CO/ NAPA	02/06/2018	Regular	0.00	524.26	16510
038820	GILLIS AUTO CENTER, INC.	02/06/2018	Regular	0.00	206.48	16511
VEN01299	GRAY & OSBORNE	02/06/2018	Regular	0.00	29,562.96	16512
045000	H.D. FOWLER COMPANY	02/06/2018	Regular	0.00	356.64	16513
VEN01353	INDUSTRIAL BOLT & SUPPLY INC.	02/06/2018	Regular	0.00	34.92	16514
062195	INTERSTATE BATTERY OF TACOMA	02/06/2018	Regular	0.00	358.88	16515
VEN01234	ISLAND JOHNNY	02/06/2018	Regular	0.00	174.00	16516
070000	JIM'S AUTOMOTIVE INC.	02/06/2018	Regular	0.00	174.08	16517
VEN01568	JULIENE RAMIREZ	02/06/2018	Regular	0.00	12.00	16518
079581	KCDA PURCHASING COOPERATIVE	02/06/2018	Regular	0.00	147.38	16519
080980	KENNEDY CREEK QUARRY	02/06/2018	Regular	0.00	1,001.75	16520
082096	KEYBANK NATIONAL ASSOCIATION	02/06/2018	Regular	0.00	6,612.69	16521
VEN01569	KRISY HENRY	02/06/2018	Regular	0.00	10.00	16522
VEN01570	LAUREN HANSEN	02/06/2018	Regular	0.00	12.00	16523
087899	LEIRA	02/06/2018	Regular	0.00	150.00	16524
194000	LEROY T. VALLEY	02/06/2018	Regular	0.00	153.89	16525
090100	LES SCHWAB TIRES	02/06/2018	Regular	0.00	68.19	16526
098580	MACECOM	02/06/2018	Regular	0.00	40,582.30	16527
102985	MARI HEROLD	02/06/2018	Regular	0.00	150.00	16528
108850	MASON COUNTY GARBAGE CO.-A W	02/06/2018	Regular	0.00	3,158.07	16529
187000	MASON COUNTY JOURNAL	02/06/2018	Regular	0.00	117.00	16530
112000	MASON COUNTY SHERIFF DEPT	02/06/2018	Regular	0.00	18,097.92	16531
114420	MASON TRANSIT AUTHORITY	02/06/2018	Regular	0.00	440.00	16532
VEN01571	MCCARTNEY ELECTRIC, LLC	02/06/2018	Regular	0.00	1,346.60	16533

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
121695	MELODE BREWER	02/06/2018	Regular	0.00	349.35	16534
129030	MILES SAND & GRAVEL CO.	02/06/2018	Regular	0.00	213.04	16535
VEN01563	MITCHELL PLUMBING	02/06/2018	Regular	0.00	55.22	16536
132235	MOUNTAIN MIST WATER	02/06/2018	Regular	0.00	98.76	16537
VEN01572	NATASHA TAITO	02/06/2018	Regular	0.00	10.00	16538
VEN01558	NORTHWEST CUSTOM TEES	02/06/2018	Regular	0.00	61.90	16539
144504	NSI LAB SOLUTIONS, INC	02/06/2018	Regular	0.00	196.00	16540
146933	OFFICE DEPOT	02/06/2018	Regular	0.00	4,561.92	16541
151000	P. U. D. # 3	02/06/2018	Regular	0.00	57,556.43	16542
155541	PARAMETRIX, INC.	02/06/2018	Regular	0.00	6,186.58	16543
VEN01513	PHILLIPS BURGESS GOVERNMENT R	02/06/2018	Regular	0.00	2,000.00	16544
159300	POLYDYNE, INC.	02/06/2018	Regular	0.00	5,612.00	16545
009785	PORTER FOSTER RORICK LLP	02/06/2018	Regular	0.00	3,325.00	16546
098000	PROBUILD COMPANY LLC	02/06/2018	Regular	0.00	342.83	16547
VEN01575	PURE AIR FILTRATION, LLC	02/06/2018	Regular	0.00	43,165.00	16548
164899	QWEST DBA CENTURYLINK	02/06/2018	Regular	0.00	843.07	16549
165704	R & D SUPPLY	02/06/2018	Regular	0.00	1,000.62	16550
VEN01576	RECYCLED GRAPHICS LLC	02/06/2018	Regular	0.00	35.00	16551
903522	ROBERTO HERNANDEZ	02/06/2018	Regular	0.00	300.00	16552
VEN01577	SAMANTHA FRAZIER	02/06/2018	Regular	0.00	13.00	16553
175940	SCOTT E ALEXANDER, ATTY	02/06/2018	Regular	0.00	143.61	16554
178231	SEAN CARNEY	02/06/2018	Regular	0.00	668.00	16555
200531	SHELTON MAIL & SHIP	02/06/2018	Regular	0.00	60.11	16556
186500	SHELTON MASON COUNTY CHAMBE	02/06/2018	Regular	0.00	4,187.50	16557
VEN01574	SHOP & HOP DISCOUNT GROCERY	02/06/2018	Regular	0.00	25.00	16558
190222	SIRENNET.COM	02/06/2018	Regular	0.00	5,743.79	16559
191000	SKIPWORTH'S SAW AND MOWER	02/06/2018	Regular	0.00	153.67	16560
192800	SOUTHGATE FENCE, INC.	02/06/2018	Regular	0.00	59.63	16561
142020	SPRINT/NEXTEL COMMUNICATIONS	02/06/2018	Regular	0.00	26.00	16562
196341	STEVEN R. BUZZARD	02/06/2018	Regular	0.00	95.74	16563
VEN01334	SUEZ TREATMENT SOLUTIONS INC.	02/06/2018	Regular	0.00	162.56	16564
VEN01578	SUMMIT LAW GROUP	02/06/2018	Regular	0.00	3,400.50	16565
189670	THE SHOPPER	02/06/2018	Regular	0.00	993.89	16566
201300	TOZIER TRUE VALU HARDWARE	02/06/2018	Regular	0.00	810.86	16567
201900	U. S. POST OFFICE	02/06/2018	Regular	0.00	6.65	16568
202195	U.S. BANK N.A.-CUSTODY	02/06/2018	Regular	0.00	24.00	16569
202045	UNITED PARCEL SERVICE	02/06/2018	Regular	0.00	39.12	16570
145325	VALVOLINE LLC	02/06/2018	Regular	0.00	292.22	16571
202919	WA CITIES INSUR AUTHORITY	02/06/2018	Regular	0.00	525.00	16572
203115	WALMART COMMUNITY/GEMB	02/06/2018	Regular	0.00	342.80	16573
VEN01411	WASH STATE PATROL	02/06/2018	Regular	0.00	50.00	16574
202900	WASH. ASSOC. OF SHERIFFS & POLI	02/06/2018	Regular	0.00	1,031.43	16575
202941	WASHINGTON RECREATION &	02/06/2018	Regular	0.00	273.00	16576
203030	WASHINGTON STATE PATROL	02/06/2018	Regular	0.00	120.00	16577
203780	WATER MGMNT LABORATORIES INC	02/06/2018	Regular	0.00	178.00	16578
203900	WESMAR COMPANY, INC	02/06/2018	Regular	0.00	923.82	16579
204075	WESTERN SYSTEMS REFUSE & RECY	02/06/2018	Regular	0.00	1,985.60	16580

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	196	101	0.00	337,542.03
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
	196	101	0.00	337,542.03

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2018	337,542.03
			<u>337,542.03</u>



Shelton, WA

Check Register

Packet: APPKT00735 - February 6, 2018 - Payables "A" Packet

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000401	AT & T	02/06/2018	Regular	0.00	51.45	16480
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	01/03/2018	ACCT #030 265 9923 001 JAN/2018	0.00	51.45	
001-000-000-51890-4215	Communication-Civic Cen		ACCT #030 265 9923 001 J		33.46	
402-400-000-53580-4200	Communication		ACCT #030 265 9923 001 J		17.99	
001039	AIRGAS, INC	02/06/2018	Regular	0.00	346.85	16481
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
9071226812	Invoice	12/29/2017	ACCT #2343753-EXAM LTX PF XL 11.8" BL	0.00	346.85	
402-400-000-53580-3100	Office and Operating		ACCT #2343753-EXAM LTX		346.85	
001043	ALARM CENTER, INC	02/06/2018	Regular	0.00	257.64	16482
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1104137	Invoice	01/05/2018	CUST #1150422-REED LIBRARY FIRE INSPE	0.00	257.64	
001-000-000-57250-4100	Professional Services		CUST #1150422-REED LIBR		257.64	
VENO1573	ALISHA ANN LOVELY	02/06/2018	Regular	0.00	1,000.00	16483
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
BAIL REFUND	Invoice	01/10/2018	BAIL REFUND CASE #7Z0883435 RICH PLE	0.00	1,000.00	
657-000-000-58600-0010	Municipal Court Trust		BAIL REFUND CASE #7Z088		1,000.00	
003003	ASSOC OF WA CITIES	02/06/2018	Regular	0.00	8,394.43	16484
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
57671	Invoice	12/18/2017	2018 WORKERS COMP RETRO PROGRAM	0.00	8,394.43	
001-000-000-51810-4100	Professional Services		2018 WORKERS COMP RET		6,071.90	
001-000-000-54290-4100	Professional Services		2018 WORKERS COMP RET		403.92	
401-000-000-53480-4100	Professional Services		2018 WORKERS COMP RET		706.86	
402-500-000-53580-4104	Professional Services		2018 WORKERS COMP RET		757.34	
404-000-000-53180-4103	Professional Services-"C"		2018 WORKERS COMP RET		353.43	
503-000-000-54865-4101	Professional Services		2018 WORKERS COMP RET		100.98	
003002	ASSOC OF WA CITIES	02/06/2018	Regular	0.00	1,007.00	16485
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
57038	Invoice	12/18/2017	2018 ANNUAL MEMBERSHIP & ASSESSME	0.00	1,007.00	
001-000-000-51896-4102	Prof Services-Drug Testin		2018 ANNUAL MEMBERSH		251.75	
001-000-000-54290-4102	Prof Serv-Drug Testing Pr		2018 ANNUAL MEMBERSH		125.87	
001-000-000-57680-4101	Prof Serv-Drug Testing Pr		2018 ANNUAL MEMBERSH		62.94	
401-000-000-53480-4101	Professional Services - Sh		2018 ANNUAL MEMBERSH		251.75	
402-500-000-53580-4102	Prof Serv-Drug Testing Pr		2018 ANNUAL MEMBERSH		251.75	
404-000-000-53180-4101	Prof Services-Drug Testin		2018 ANNUAL MEMBERSH		62.94	
002520	AUS WEST LOCKBOX	02/06/2018	Regular	0.00	734.09	16486
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1990484215	Invoice	12/13/2017	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT #792105972 - LAUN		95.94	
1990484217	Invoice	12/13/2017	ACCT #792105973 - LAUNDRY SERVICES	0.00	31.69	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>402-400-000-53580-4900</u>			Miscellaneous	ACCT #792105973 - LAUN	31.69	
<u>1990494673</u>	Invoice	12/20/2017	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
<u>401-000-000-53480-4901</u>			Miscellaneous - Shop	ACCT #792105972 - LAUN	95.94	
<u>1990494675</u>	Invoice	12/20/2017	ACCT #792105973 - LAUNDRY SERVICES	0.00	31.69	
<u>402-400-000-53580-4900</u>			Miscellaneous	ACCT #792105973 - LAUN	31.69	
<u>1990505080</u>	Invoice	12/27/2017	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
<u>401-000-000-53480-4901</u>			Miscellaneous - Shop	ACCT #792105972 - LAUN	95.94	
<u>1990505082</u>	Invoice	12/27/2017	ACCT #792105973 - LAUNDRY SERVICES	0.00	31.69	
<u>402-400-000-53580-4900</u>			Miscellaneous	ACCT #792105973 - LAUN	31.69	
<u>1990515514</u>	Invoice	01/03/2018	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
<u>401-000-000-53480-4901</u>			Miscellaneous - Shop	ACCT #792105972 - LAUN	95.94	
<u>1990515516</u>	Invoice	01/03/2018	ACCT #792105973 - LAUNDRY SERVICES	0.00	31.69	
<u>402-400-000-53580-4900</u>			Miscellaneous	ACCT #792105973 - LAUN	31.69	
<u>1990525929</u>	Invoice	01/10/2018	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
<u>401-000-000-53480-4901</u>			Miscellaneous - Shop	ACCT #792105972 - LAUN	95.94	
<u>1990525931</u>	Invoice	01/10/2018	ACCT #792105973 - LAUNDRY SERVICES	0.00	31.69	
<u>402-400-000-53580-4900</u>			Miscellaneous	ACCT #792105973 - LAUN	31.69	
<u>1990536334</u>	Invoice	01/17/2018	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
<u>401-000-000-53480-4901</u>			Miscellaneous - Shop	ACCT #792105972 - LAUN	95.94	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>CNIN827583</u>	Invoice	01/08/2018	CONTRACT #8997 SHARP #MX-C311 12/0	0.00	37.73	
<u>001-000-000-51250-4500</u>		Operating Rentals		CONTRACT #8997 SHARP #	37.73	
<u>CNIN828044</u>	Invoice	01/08/2018	CONTRACT #10113 SHARP #MX-M620N 1	0.00	104.47	
<u>001-000-000-51160-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	7.21	
<u>001-000-000-51310-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	2.15	
<u>001-000-000-51421-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	4.51	
<u>001-000-000-51423-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	88.35	
<u>001-000-000-51810-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	0.05	
<u>001-000-000-51888-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	0.01	
<u>001-000-000-51896-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	2.18	
<u>001-000-000-55860-4500</u>		Operating Rentals		CONTRACT #10113 SHARP	0.01	
<u>CNIN828045</u>	Invoice	01/08/2018	CONTRACT #10114 SHARP #MX-5141N 12	0.00	481.87	
<u>001-000-000-51160-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	119.02	
<u>001-000-000-51310-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	5.45	
<u>001-000-000-51421-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	4.53	
<u>001-000-000-51423-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	16.87	
<u>001-000-000-51430-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	1.35	
<u>001-000-000-51810-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	0.43	
<u>001-000-000-51830-4500</u>		Operating Rental		CONTRACT #10114 SHARP	15.71	
<u>001-000-000-51888-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	19.27	
<u>001-000-000-51896-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	161.18	
<u>001-000-000-55860-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	124.08	
<u>001-000-000-57320-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	0.58	
<u>001-000-000-57680-4500</u>		Operating Rentals		CONTRACT #10114 SHARP	13.40	
<u>CNIN828046</u>	Invoice	01/08/2018	CONTRACT #10115-SHARP #MX-2615N 1	0.00	54.41	
<u>401-000-000-53480-4501</u>		Operating Rentals - Shop		CONTRACT #10115-SHARP	54.41	
<u>CNIN828123</u>	Invoice	01/08/2018	CONTRACT #10232 SHARP #MX-M565N 1	0.00	26.92	
<u>001-000-000-51250-4500</u>		Operating Rentals		CONTRACT #10232 SHARP	26.92	
<u>CNIN829340</u>	Invoice	01/08/2018	CONTRACT #11922 SHARP #MX-3070N 12	0.00	114.78	
<u>001-000-000-52122-4500</u>		Operating Rentals		CONTRACT #11922 SHARP	114.78	
<u>CNIN829437</u>	Invoice	01/08/2018	SHARP #MX-M654N B/W 12/01/17-12/31	0.00	19.11	
<u>001-000-000-52122-4500</u>		Operating Rentals		SHARP #MX-M654N B/W 1	19.11	

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Packet: APPKT00735-February 6, 2018 - Payables "A" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
005910	CAPITAL INDUSTRIAL INC.	02/06/2018	Regular	0.00	172.70	16488
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>90572</u>	Invoice	01/10/2018	CUST #1152-FOLD & TILT SEAT-SHOP FOR	0.00	172.70	
<u>503-000-000-54865-3101</u>		Vehicle Supplies		CUST #1152-FOLD & TILT S	103.62	
<u>503-000-000-54865-3103</u>		Vehicle Supp-EM&R Vehi		CUST #1152-FOLD & TILT S	69.08	
006400	CASCADE NATURAL GAS	02/06/2018	Regular	0.00	4,763.15	16489
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 GAS CHARGES	0.00	4,763.15	
<u>001-000-000-51890-4715</u>		Utility Services-Civic Ctr		ACCT #881 121 0000 8 - SE	420.68	
<u>001-000-000-55430-4700</u>		Utility Services-Animal Sh		ACCT #019 121 0000 3 - SE	229.81	
<u>001-000-000-57250-4700</u>		Utility Services-Library		ACCT #079 121 0000 0 - SE	570.71	
<u>401-000-000-53480-4701</u>		Utility Services - Shop		ACCT #809 121 0000 7 #A-	61.44	
<u>401-000-000-53480-4701</u>		Utility Services - Shop		ACCT #909 121 0000 6 #B-	749.07	
<u>401-000-000-53480-4701</u>		Utility Services - Shop		ACCT #536 175 0649 7 #D-	75.60	
<u>401-000-000-53480-4701</u>		Utility Services - Shop		ACCT #709 121 0000 8 #C-	98.95	
<u>402-400-000-53580-4700</u>		Utility Services-Sewer Ma		ACCT #315 383 7201 7 - SE	2,556.89	
005650	CCP INDUSTRIES INC.	02/06/2018	Regular	0.00	134.61	16490
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>IN02022967</u>	Invoice	01/11/2018	ACCT #78080 - SCRIMDRY, TRADEWORKS	0.00	134.61	
<u>503-000-000-54865-3100</u>		Office and Operating		ACCT #78080 - SCRIMDRY,	134.61	
006700	CECIL T. MCLAIN	02/06/2018	Regular	0.00	1,850.00	16491
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	02/06/2018	DEC/2017 LONG TERM CARE REIMB-THE	0.00	1,850.00	
<u>502-000-000-51725-2040</u>		Long Term Care Payment		DEC/2017 LONG TERM CA	1,850.00	
007245	CHINOOK PHARMACY	02/06/2018	Regular	0.00	176.91	16492
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	01/03/2018	ACCT #5868--O-C. BLUEBACK CASE #531	0.00	176.91	
<u>001-000-000-52360-4100</u>		Prof Services-Prisoner Me		12/22/17-TCK 572711 - BL	135.71	
<u>001-000-000-52360-4100</u>		Prof Services-Prisoner Me		12/29/17-TCK 574065 - BL	41.20	
007634	CITY OF FORKS	02/06/2018	Regular	0.00	2,943.14	16493
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>897</u>	Invoice	01/05/2018	ACCT #00109-DEC/2017 9 PRISONER BOA	0.00	2,943.14	
<u>001-000-000-52360-5100</u>		Professional Services		ACCT #00109-DEC/2017 9	2,943.14	
008310	CODEPROS, LLC	02/06/2018	Regular	0.00	892.52	16494
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>SHL-122717</u>	Invoice	12/27/2017	JUN-SEP/2017 PERMITS, INSPECTIONS &	0.00	892.52	
<u>001-000-000-55850-4100</u>		Professional Services		JUN-SEP/2017 PERMITS, I	892.52	
VEN01564	COPIERS NORTHWEST	02/06/2018	Regular	0.00	8,644.16	16495
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV1684821</u>	Invoice	12/29/2017	ACCT #203430-HP DESIGNJET T830 PLOTT	0.00	8,644.16	
<u>001-000-000-59418-6428</u>		Engineering-Capital Purch		ACCT #203430-HP DESIGN	8,644.16	
008800	CUT-RATE AUTO PARTS	02/06/2018	Regular	0.00	12.61	16496

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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		
300088958	Invoice	12/27/2017	CUST #34491 - LIGHTS/BULBS & 20/10 CA	0.00	12.61	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		CUST #34491 - LIGHTS/BU		12.61	
008948	DAILY JOURNAL OF COMMERCE	02/06/2018	Regular	0.00	412.00	16497
<u>3332339</u>	Invoice	01/03/2018	ACCT #3028-AD #356801-PUMP MOTOR	0.00	228.00	
<u>402-400-000-53580-4400</u>	Advertising		ACCT #3028-AD #356801-		228.00	
<u>3332552</u>	Invoice	01/10/2018	ACCT #3028-AD #356954-ASPHALT BULK	0.00	184.00	
<u>001-000-000-54230-4400</u>	Advertising		ACCT #3028-AD #356954-		184.00	
009200	DAN RUBINO	02/06/2018	Regular	0.00	448.80	16498
<u>92224</u>	Invoice	01/12/2018	MASTER #21 STANDARD & MASTER #21 L	0.00	375.36	
<u>401-000-000-53480-3100</u>	Office and Operating		MASTER #21 STANDARD &		375.36	
<u>92225</u>	Invoice	01/12/2018	BEST 1D7 KEY	0.00	73.44	
<u>001-000-000-52122-4900</u>	Miscellaneous		BEST 1D7 KEY		73.44	
VEN01565	DARYL RODRIGUEZ	02/06/2018	Regular	0.00	72.05	16499
<u>TRAVEL</u>	Invoice	12/20/2017	TRAVEL REIMBURSEMENT-CITY OF SHEL	0.00	72.05	
<u>001-000-000-51530-4307</u>	Travel-Training		TRAVEL REIMBURSEMENT-		72.05	
VEN01566	DAWN RUSSELL	02/06/2018	Regular	0.00	12.00	16500
<u>REFUND</u>	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	12.00	
<u>001-000-000-347600002</u>	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		12.00	
009351	DELAGE LANDEN FINANCIAL SVCS	02/06/2018	Regular	0.00	564.67	16501
<u>57627253</u>	Invoice	01/06/2018	CONTRACT #25468950-SHARP #MX3070N	0.00	81.60	
<u>001-000-000-52122-4500</u>	Operating Rentals		CONTRACT #25468950-SH		81.60	
<u>57627375</u>	Invoice	01/06/2018	CONTRACT #254682810-SHARP #MXM65	0.00	483.07	
<u>001-000-000-52122-4500</u>	Operating Rentals		CONTRACT #254682810-S		483.07	
009700	DEPARTMENT OF REVENUE	02/06/2018	Regular	0.00	162.98	16502
<u>JAN/2018</u>	Invoice	01/01/2018	JAN/2018 USE TAX	0.00	162.98	
<u>001-000-000-51888-3100</u>	Office and Operating		JAN/2018 USE TAX		52.35	
<u>001-000-000-52122-3100</u>	Office and Operating		JAN/2018 USE TAX		13.90	
<u>001-000-000-52140-3100</u>	Office and Operating-Trai		JAN/2018 USE TAX		50.42	
<u>402-640-000-53580-3500</u>	Small Tools/Equipment		JAN/2018 USE TAX		46.31	
009573	DEPT OF ECOLOGY	02/06/2018	Regular	0.00	49,355.59	16503
<u>PMT #16</u>	Invoice	12/27/2017	LOAN #L0800004-PAYMENT #16	0.00	49,355.59	
<u>402-700-000-59135-7825</u>	Princ-DOE SRF-Reg WWT		LOAN #L0800004-PAYMEN		34,039.81	
<u>402-700-000-59235-8325</u>	Int-DOE SRF-Reg WWTP		LOAN #L0800004-PAYMEN		15,315.78	
009595	DEPT. OF LICENSING	02/06/2018	Regular	0.00	72.00	16504

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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		
254578	Invoice	12/15/2017	CONCEALED PISTOL LICENSE - J. SMOTHE	0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		CONCEALED PISTOL LICEN		18.00	
254580	Invoice	12/19/2017	CONCEALED PISTOL LICENSE - D. SCHEELK	0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		CONCEALED PISTOL LICEN		18.00	
254582	Invoice	12/26/2017	CONCEALED PISTOL LICENSE - J. VANDER	0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		CONCEALED PISTOL LICEN		18.00	
254583	Invoice	01/12/2018	CONCEALED PISTOL LICENSE - G. LARIMER	0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		CONCEALED PISTOL LICEN		18.00	
009878	DOMINGO MARTINEZ	02/06/2018	Regular	0.00	316.25	16505
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	01/03/2018	JAN/2018 INTERPRETER/TRANSLATION SE	0.00	316.25	
001-000-000-51250-4106	Interpreter Expenses		JAN/2018 INTERPRETER/T		316.25	
010006	DRAGON ANALYTICAL	02/06/2018	Regular	0.00	1,948.00	16506
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
171214-19	Invoice	01/11/2018	12/14/17 - MW6, MW9, WW1, WW2	0.00	1,444.00	
402-640-000-53580-4100	Professional Services		12/14/17 - MW6, MW9, W		1,444.00	
180103-12	Invoice	01/04/2018	01/03/18-COLIFORM BACTERIA ANALYSIS	0.00	240.00	
401-000-000-53480-4100	Professional Services		01/03/18-COLIFORM BACT		240.00	
180108-07	Invoice	01/11/2018	01/08/18-COLIFORM BACTERIA ANALYSIS	0.00	264.00	
401-000-000-53480-4100	Professional Services		01/08/18-COLIFORM BACT		264.00	
015000	EDWARD HAEFLIGER	02/06/2018	Regular	0.00	99.84	16507
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 PRESCRIPTION CO-PAY REIMBU	0.00	99.84	
611-000-000-51725-2034	Non Insured Med Csts-Rtr		JAN/2018 PRESCRIPTION C		99.84	
VENO1567	ERIKA COOLING	02/06/2018	Regular	0.00	12.00	16508
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REFUND	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	12.00	
001-000-000-347600002	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		12.00	
023078	FASTENAL COMPANY	02/06/2018	Regular	0.00	145.07	16509
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
WATUM156996	Invoice	01/09/2018	CUST #WATUM1147-L ORNGPF DISP GLV	0.00	145.07	
503-000-000-54865-3100	Office and Operating		CUST #WATUM1147-L OR		145.07	
053987	GENUINE PARTS CO/ NAPA	02/06/2018	Regular	0.00	524.26	16510
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
745546	Invoice	12/21/2017	ACCT #6467-PTEX THRD LCK RED #00043	0.00	7.65	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT #6467-PTEX THRD LC		7.65	
746384	Invoice	12/28/2017	ACCT #6467-STROBE #07048D	0.00	92.47	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT #6467-STROBE #070		92.47	
747013	Invoice	01/02/2018	ACCT #6467-BATTERY & CORE DEPOSIT-C	0.00	122.57	
001-000-000-52122-3110	Office & Operating-Auto		ACCT #6467-BATTERY & C		122.57	
747419	Invoice	01/04/2018	ACCT #6467-NAPA FILTERS OIL, FUEL & H	0.00	84.87	
503-000-000-54865-3101	Vehicle Supplies		ACCT #6467-NAPA FILTERS		50.92	
503-000-000-54865-3103	Vehicle Supp-EM&R Vehi		ACCT #6467-NAPA FILTERS		33.95	
747440	Invoice	01/05/2018	ACCT #6467-FUEL CAP #19971D	0.00	18.99	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>503-000-000-54865-3102</u>	Oper Supplies-Parts		ACCT #6467-FUEL CAP #19		18.99	
<u>747826</u>	Invoice	01/08/2018	ACCT #6467-ALTERNATOR & CORE DEPOS	0.00	177.54	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		ACCT #6467-ALTERNATOR		177.54	
<u>748244</u>	Invoice	01/10/2018	ACCT #6467-FUEL & OIL FILTER	0.00	20.17	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #6467-FUEL & OIL FI		20.17	
038820	GILLIS AUTO CENTER, INC.	02/06/2018	Regular	0.00	206.48	16511
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>78388FOW</u>	Invoice	12/15/2017	CUST #2440 - REPAIRS & MAINTENANCE-	0.00	69.17	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		CUST #2440 - REPAIRS &		69.17	
<u>FOCS259826</u>	Invoice	12/12/2017	CUST #2440 - REPAIRS & MAINTENANCE-	0.00	45.74	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		CUST #2440 - REPAIRS &		45.74	
<u>FOCS259945</u>	Invoice	12/18/2017	CUST #2440 - REPAIRS & MAINTENANCE-	0.00	91.57	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		CUST #2440 - REPAIRS &		91.57	
VENO1299	GRAY & OSBORNE	02/06/2018	Regular	0.00	29,562.96	16512
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>17252-00-8</u>	Invoice	01/09/2018	ALDER ST & OHN-PROF SVCS JAN 01-JAN	0.00	29,562.96	
<u>001-000-000-54230-4100</u>	Professional Services		17-ALDR&OHN ALDER ST & OHN-PROF SV		29,562.96	
045000	H.D. FOWLER COMPANY	02/06/2018	Regular	0.00	356.64	16513
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>14710717</u>	Invoice	12/13/2017	ACCT #194680-4" BRASS GATE VALVE THR	0.00	127.86	
<u>402-640-000-53580-3100</u>	Office and Operating		ACCT #194680-4" BRASS G		127.86	
<u>14724128</u>	Invoice	01/09/2018	ACCT #194680-CHERNE 10 FT EXTENSION	0.00	228.78	
<u>402-300-000-53580-3100</u>	Office and Operating		ACCT #194680-CHERNE 10		228.78	
VENO1353	INDUSTRIAL BOLT & SUPPLY INC.	02/06/2018	Regular	0.00	34.92	16514
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>662941-1</u>	Invoice	01/10/2018	CUST #1019107-N-FOG VADER GOGGLE F	0.00	34.92	
<u>503-000-000-54865-3500</u>	Small Tools/Equipment		CUST #1019107-N-FOG VA		34.92	
062195	INTERSTATE BATTERY OF TACOMA	02/06/2018	Regular	0.00	358.88	16515
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>180060494</u>	Invoice	10/12/2017	ACCT #3403 - SHOP SUPPLIES	0.00	358.88	
<u>503-000-000-54865-3100</u>	Office and Operating		ACCT #3403 - SHOP SUPPLI		358.88	
VENO1234	ISLAND JOHNNY	02/06/2018	Regular	0.00	174.00	16516
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>625099</u>	Invoice	12/18/2017	PORTABLE RESTROOM DEC 19 - JAN 15, 2	0.00	87.00	
<u>001-000-000-57680-4576</u>	Oper Rental-Huff/Puff Do		17-HUFFNPUFF PORTABLE RESTROOM DE		87.00	
<u>625797</u>	Invoice	01/16/2018	PORTABLE RESTROOM JAN 16 - FEB 12, 2	0.00	87.00	
<u>001-000-000-57680-4576</u>	Oper Rental-Huff/Puff Do		17-HUFFNPUFF PORTABLE RESTROOM JAN		87.00	
070000	JIM'S AUTOMOTIVE INC.	02/06/2018	Regular	0.00	174.08	16517
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>INV #19694</u>	Invoice	12/26/2017	TOW-CASE #17-S10754	0.00	92.48	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		TOW-CASE #17-S10754		92.48	
<u>INV #19695</u>	Invoice	12/27/2017	TOW-CAR #94 LICENSE #19944D	0.00	32.64	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		TOW-CAR #94 LICENSE #1		32.64	
<u>INV #19696</u>	Invoice	12/27/2017	TOW-CAR #94-LICENSE #19994D	0.00	48.96	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-000-000-52122-4805		Repairs and Maintenance	TOW-CAR #94-LICENSE #1		48.96	
VEN01568	JULIENE RAMIREZ	02/06/2018	Regular	0.00	12.00	16518
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REFUND	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	12.00	
001-000-000-347600002	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		12.00	
079581	KCDA PURCHASING COOPERATIVE	02/06/2018	Regular	0.00	147.38	16519
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
300244912	Invoice	01/10/2018	CUST #101367-LINERS, CAN, LDPE	0.00	147.38	
001-000-000-54271-3100	Office and Operating		CUST #101367-LINERS, CA		147.38	
080980	KENNEDY CREEK QUARRY	02/06/2018	Regular	0.00	1,001.75	16520
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
37796	Invoice	12/04/2017	3/4 INCH MINUS	0.00	577.95	
401-000-000-53480-3100	Office and Operating		3/4 INCH MINUS-TICKET #		139.88	
401-000-000-53480-3100	Office and Operating		3/4 INCH MINUS-TICKET #		143.27	
401-000-000-53480-3100	Office and Operating		3/4 INCH MINUS-TICKET #		150.08	
401-000-000-53480-3100	Office and Operating		3/4 INCH MINUS-TICKET #		144.72	
37835	Invoice	12/06/2017	3/4 INCH MINUS	0.00	152.55	
401-000-000-53480-3100	Office and Operating		3/4 INCH MINUS-TICKET #		152.55	
70397	Invoice	12/04/2017	WASTE / DIRT	0.00	217.00	
404-000-000-53180-3100	Office and Operating		12/04/17-WASTE / DIRT		217.00	
70418	Invoice	12/07/2017	WASTE / DIRT	0.00	54.25	
001-000-000-57680-3100	Office and Operating		12/07/17-WASTE / DIRT		54.25	
082096	KEYBANK NATIONAL ASSOCIATION	02/06/2018	Regular	0.00	6,612.69	16521
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
17120000132	Invoice	01/11/2018	ACCT #0027205962 - 2017 ACCOUNT ANA	0.00	6,612.69	
001-000-000-51423-4102	Prof Services-Banking Fee		ACCT #0027205962 - 2017		6,612.69	
VEN01569	KRISY HENRY	02/06/2018	Regular	0.00	10.00	16522
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REFUND	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	10.00	
001-000-000-347600002	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		10.00	
VEN01570	LAUREN HANSEN	02/06/2018	Regular	0.00	12.00	16523
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REFUND	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	12.00	
001-000-000-347600002	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		12.00	
087899	LEIRA	02/06/2018	Regular	0.00	150.00	16524
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1039	Invoice	01/18/2018	2018 MEMBERSHIP DUES-CHILDERS, BUC	0.00	150.00	
001-000-000-52122-4900	Miscellaneous		2018 MEMBERSHIP DUES-		150.00	
194000	LEROY T. VALLEY	02/06/2018	Regular	0.00	153.89	16525
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
89369	Invoice	01/08/2018	01/04/18-O-RINGS, HOSE, FITTINGS #554	0.00	153.89	
503-000-000-54865-4802	Repairs and Maintenance		01/04/18-O-RINGS, HOSE,		153.89	
090100	LES SCHWAB TIRES	02/06/2018	Regular	0.00	68.19	16526

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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		
83200404352	Invoice	01/16/2018	CUST #532-01440-CHROME VALVE SYS. R	0.00	68.19	
503-000-000-54865-3104	Oper Supp-Parts-EM&R V		CUST #532-01440-CHROM		68.19	
098580	MACECOM	02/06/2018	Regular	0.00	40,582.30	16527
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
100	Invoice	01/01/2018	CUST #73-1ST WTR USER FEES	0.00	40,582.30	
001-000-000-52122-5101	Professional Services-Dis		CUST #73-1ST WTR USER F		40,582.30	
102985	MARI HEROLD	02/06/2018	Regular	0.00	150.00	16528
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REIMBURSEMEN	Invoice	01/19/2018	REIMBURSEMENT-FRED MEYER SUPPLIES	0.00	150.00	
001-000-000-51310-3102	Employee Recognition		REIMBURSEMENT-FRED M		150.00	
108850	MASON COUNTY GARBAGE CO.-A W	02/06/2018	Regular	0.00	3,158.07	16529
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 GARBAGE SERVICE/RENTAL	0.00	3,158.07	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #2149-56141 - 525 C		26.89	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #2149-206771 - 525		553.16	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #2149-30135 - CIVIC		232.62	
001-000-000-52122-4900	Miscellaneous		ACCT #2149-210120 - 143		724.11	
001-000-000-52250-4700	Utility Services		ACCT #2149-204783 - 122		117.33	
001-000-000-54230-4700	Road & Street Maint - Ut		ACCT #2149-207568 - 100		10.10	
001-000-000-54230-4700	Road & Street Maint - Ut		ACCT #2149-207565 - 100		54.34	
001-000-000-55430-4700	Utility Services-Animal Sh		ACCT #2149-207351 - 902		39.11	
001-000-000-57250-4700	Utility Services-Library		ACCT #2149-30714 - 710		104.61	
001-000-000-57250-4700	Utility Services-Library		ACCT #2149-207155 - 710		241.74	
001-000-000-57530-4700	Utility Services-Museum		ACCT #2149-206560 - 427		39.11	
001-000-000-57680-4700	Utility Services-Park		ACCT #2149-207565 - 100		116.44	
001-000-000-57680-4700	Utility Services-Park		ACCT #2149-207568 - 100		53.78	
001-000-000-57680-4700	Utility Services-Park		ACCT #2149-207568 - 100		10.10	
401-000-000-53480-4700	Utility Services-Water		ACCT #2149-207565 - 100		54.34	
401-000-000-53480-4700	Utility Services-Water		ACCT #2149-207568 - 100		10.09	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-207568 - 100		10.10	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-207565 - 100		54.34	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-205584 200 N		26.09	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-204368 - 100		26.09	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-205337 - 170		362.61	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #2149-209143 - 170		41.24	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #2149-204402 - 101		120.87	
404-000-000-53180-4700	Utility Services		ACCT #2149-207565 - 100		54.34	
404-000-000-53180-4700	Utility Services		ACCT #2149-207568 - 100		10.10	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #2149-207565 - 100		54.33	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #2149-207568 - 100		10.09	
187000	MASON COUNTY JOURNAL	02/06/2018	Regular	0.00	117.00	16530
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
88943	Invoice	01/11/2018	LEGAL NOTI CE-01/11/18-SHORELINE SUB	0.00	117.00	
001-000-000-55860-4400	Advertising		LEGAL NOTI CE-01/11/18-S		117.00	
112000	MASON COUNTY SHERIFF DEPT	02/06/2018	Regular	0.00	18,097.92	16531
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 PRISONER - JAIL BOOKING FEES	0.00	18,097.92	
001-000-000-52360-5100	Professional Services		JAN/2018 PRISONER - JAIL		18,097.92	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
114420	MASON TRANSIT AUTHORITY	02/06/2018	Regular	0.00	440.00	16532
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	12/31/2017	CUST #CIT100 - DEC/2017 T-CC GYM REN	0.00	440.00	
<u>001-000-000-57120-4500</u>	Operating Rentals		CUST #CIT100 - DEC/2017		440.00	
VEN01571	MCCARTNEY ELECTRIC, LLC	02/06/2018	Regular	0.00	1,346.60	16533
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>2701-1</u>	Invoice	01/08/2018	ANIMAL SHELTER RECEPTACLE REPAIR	0.00	888.09	
<u>001-000-000-55430-4800</u>	Repairs and Maintenance		ANIMAL SHELTER RECEPTA		888.09	
<u>2702-1</u>	Invoice	01/08/2018	FIRE STATION RECEPTACLE REPAIR	0.00	458.51	
<u>001-000-000-52250-4800</u>	Repairs and Maintenance		FIRE STATION RECEPTACLE		458.51	
121695	MELODE BREWER	02/06/2018	Regular	0.00	349.35	16534
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	01/19/2017	JAN/2018 YOGA INSTRUCTOR FEES	0.00	349.35	
<u>001-000-000-57120-4100</u>	Professional Services		JAN/2018 YOGA INSTRUCT		349.35	
129030	MILES SAND & GRAVEL CO.	02/06/2018	Regular	0.00	213.04	16535
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>1603550</u>	Invoice	01/10/2018	CUST #050775 - 5/8" CRUSHED ROCK	0.00	111.00	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #050775 - 5/8" CRUS		111.00	
<u>1603551</u>	Invoice	01/10/2018	CUST #050775 - 5/8" CRUSHED ROCK	0.00	102.04	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #050775 - 5/8" CRUS		102.04	
VEN01563	MITCHELL PLUMBING	02/06/2018	Regular	0.00	55.22	16536
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	01/22/2018	REFUND B&O TAXES-MITCHELL PLUMBING	0.00	55.22	
<u>001-000-000-316100000</u>	B & O Tax		REFUND B&O TAXES-MITC		55.22	
132235	MOUNTAIN MIST WATER	02/06/2018	Regular	0.00	98.76	16537
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>001820694</u>	Invoice	01/03/2018	ACCT #050147 - PKG WATER & COOLER R	0.00	40.62	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #050147 - PKG WAT		40.62	
<u>001850144</u>	Invoice	01/17/2018	ACCT #050147 - PKG WATER	0.00	58.14	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #050147 - PKG WAT		58.14	
VEN01572	NATASHA TAITO	02/06/2018	Regular	0.00	10.00	16538
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	01/05/2018	REFUND YOUTH BASKETBALL FEES	0.00	10.00	
<u>001-000-000-347600002</u>	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		10.00	
VEN01558	NORTHWEST CUSTOM TEES	02/06/2018	Regular	0.00	61.90	16539
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>340</u>	Invoice	01/10/2018	CIVIC CENTER EVENT STAFF SHIRT	0.00	27.15	
<u>001-000-000-57550-3100</u>	Office and Operating		CIVIC CENTER EVENT STAF		27.15	
<u>341</u>	Invoice	01/10/2018	4 EXTRA CAMP SHIRTS	0.00	34.75	
<u>001-000-000-57120-3100</u>	Office and Operating		4 EXTRA CAMP SHIRTS		34.75	
144504	NSI LAB SOLUTIONS, INC	02/06/2018	Regular	0.00	196.00	16540

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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		
349720	Invoice	01/02/2018	CUST #21545-NPW-COLIFORMS/E.COLI	0.00	196.00	
<u>402-400-000-53580-4100</u>	Professional Services		CUST #21545-NPW-COLIF		196.00	
146933	OFFICE DEPOT	02/06/2018	Regular	0.00	4,561.92	16541
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
988022644001	Invoice	12/11/2017	ACCT #28972108-PLANNER, DLY, DIARY	0.00	244.50	
<u>001-000-000-51896-3100</u>	Office and Operating		ACCT #28972108-PLANNE		11.95	
<u>001-000-000-57680-3100</u>	Office and Operating		ACCT #28972108-PLANNE		2.61	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT #28972108-PLANNE		84.76	
<u>402-300-000-53580-3100</u>	Office and Operating		ACCT #28972108-PLANNE		32.38	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #28972108-PLANNE		77.81	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT #28972108-PLANNE		34.99	
988028188001	Invoice	12/11/2017	ACCT #28972108-PLANNER, DLY, DIARY	0.00	579.06	
<u>001-000-000-57680-3100</u>	Office and Operating		ACCT #28972108-PLANNE		111.36	
<u>402-300-000-53580-3100</u>	Office and Operating		ACCT #28972108-PLANNE		133.63	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #28972108-PLANNE		111.36	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT #28972108-PLANNE		222.71	
988028190001	Invoice	12/09/2017	ACCT #28972108-WALL ERAS, YR, 48X32	0.00	130.86	
<u>001-000-000-51895-3100</u>	Office and Operating		ACCT #28972108-WALL ER		43.62	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT #28972108-WALL ER		87.24	
988620854001	Invoice	12/12/2017	ACCT #28972108-WALL, ERAS, YR, 24x36	0.00	182.06	
<u>001-000-000-57680-3100</u>	Office and Operating		ACCT #28972108-WALL, E		30.34	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT #28972108-WALL, E		30.34	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #28972108-WALL, E		60.69	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT #28972108-WALL, E		60.69	
990104103001	Invoice	12/20/2017	ACCT #28972108-PAPER, COPY, 10-REAM	0.00	186.05	
<u>001-000-000-52122-3100</u>	Office and Operating		ACCT #28972108-PAPER, C		186.05	
991410832001	Invoice	12/20/2017	ACCT #28972108-WALL, ERAS, YR, 24X36	0.00	30.34	
<u>503-000-000-54865-3100</u>	Office and Operating		ACCT #28972108-WALL, E		30.34	
991411005001	Invoice	12/20/2017	ACCT #28972108-PLANNER, DLY, DIARY	0.00	32.38	
<u>503-000-000-54865-3100</u>	Office and Operating		ACCT #28972108-PLANNE		32.38	
994594528001	Invoice	01/05/2018	ACCT #28972108-LABELS, DESKPAD & TO	0.00	224.26	
<u>001-000-000-51421-3100</u>	Office and Operating		ACCT #28972108-LABELS,		112.13	
<u>001-000-000-51423-3100</u>	Office and Operating		ACCT #28972108-LABELS,		112.13	
994833697001	Invoice	01/04/2018	ACCT #28972108-FILE, LAT, 4DRAWER, 36	0.00	2,896.65	
<u>001-000-000-51895-3500</u>	Small Tools/Equipment		ACCT #28972108-FILE, LAT		2,896.65	
994871718001	Invoice	01/04/2018	ACCT #28972108-TRAY, DRW, BOOK, RUL	0.00	22.05	
<u>001-000-000-51896-3100</u>	Office and Operating		ACCT #28972108-TRAY, DR		22.05	
994872625001	Invoice	01/04/2018	ACCT #28972108-STAPLER, ORGANIZER,	0.00	33.71	
<u>001-000-000-51896-3100</u>	Office and Operating		ACCT #28972108-STAPLER		33.71	
151000	P. U. D. # 3	02/06/2018	Regular	0.00	57,556.43	16542

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		
JAN/2018	Invoice	01/03/2018	Monthly Service Charges 12/01/17 - 01/0	0.00	57,556.43	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #28249001 - 525 W		3,272.38	
001-000-000-54263-4700	Utility Services		ACCT #27837001 - 103 4T		2,026.30	
001-000-000-54263-4700	Utility Services		ACCT #27839001 - 525 W		11,474.16	
001-000-000-54264-4700	Utility Services		ACCT #2800 E JOHNS PRAI		125.35	
001-000-000-54264-4700	Utility Services		ACCT #35337001 - 623 AL		68.64	
001-000-000-54264-4700	Utility Services		ACCT #109397001 - 800 E		69.91	
001-000-000-54264-4700	Utility Services		ACCT #109413001 - 750 E		57.61	
001-000-000-54264-4700	Utility Services		ACCT #101002 - 300 E WA		83.71	
001-000-000-54264-4700	Utility Services		ACCT #26197001 - 2327 O		71.04	
001-000-000-54264-4700	Utility Services		ACCT #101001 - 699 RAILR		85.01	
001-000-000-54264-4700	Utility Services		ACCT #25911002 - 10 WAL		104.18	
001-000-000-54264-4700	Utility Services		ACCT #101097001 - 2000 1		76.25	
001-000-000-54265-4700	Utility Services		ACCT #26857001 - 310 RAI		39.81	
001-000-000-54270-4700	Utility Services-Roadside		ACCT #250321001 - 1200		58.33	
001-000-000-55430-4700	Utility Services-Animal Sh		ACCT #35199001 - 902 W		168.93	
001-000-000-57250-4700	Utility Services-Library		ACCT #35665001 - 710 AL		916.96	
001-000-000-57530-4700	Utility Services-Museum		ACCT #27639001 - 427 RAI		644.78	
001-000-000-57680-4700	Utility Services-Park		ACCT #32453001 - 1004 FR		262.71	
001-000-000-57680-4700	Utility Services-Park		ACCT #82241001 - 400 W		126.31	
001-000-000-57680-4700	Utility Services-Park		ACCT #25911003 - 326 RAI		85.29	
001-000-000-57680-4700	Utility Services-Park		ACCT #30003001 - 100 TU		138.46	
401-000-000-53480-4700	Utility Services-Water		ACCT #8511001 - 811 15T		36.19	
401-000-000-53480-4700	Utility Services-Water		ACCT #277201002 - 51 W		-185.19	
401-000-000-53480-4700	Utility Services-Water		ACCT #45451001 - 626 MA		181.93	
401-000-000-53480-4700	Utility Services-Water		ACCT #35201001 - 1000 PI		1,564.19	
401-000-000-53480-4700	Utility Services-Water		ACCT #26729001 - 1100 PI		838.15	
401-000-000-53480-4700	Utility Services-Water		ACCT #25911001 - 2401 E		1,344.04	
401-000-000-53480-4700	Utility Services-Water		ACCT #46051001 - 553 BE		95.50	
401-000-000-53480-4700	Utility Services-Water		ACCT #113939001 - 907 BI		54.27	
401-000-000-53480-4700	Utility Services-Water		ACCT #101155001 - 900 E		4,811.84	
401-000-000-53480-4700	Utility Services-Water		ACCT #25913001 - 2001 13		732.06	
401-000-000-53480-4700	Utility Services-Water		ACCT #277201001 - 1437		-68.64	
401-000-000-53480-4701	Utility Services - Shop		ACCT #26717001 - 1000 PI		115.89	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #85079001 - 427 W		102.80	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #47009001 - 498 AS		60.21	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #18515001 - 119 CA		73.79	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #26551001 - 200 FR		2,862.02	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #259409001 - 1700 F		16,636.38	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #30003002 - 100 TU		2,823.45	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #252689001 - 10891		5,476.96	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #25911005 - 631 W		0.12	
404-000-000-53180-4700	Utility Services		ACCT #85183001 - 534 W		44.35	

155541	PARAMETRIX, INC.	02/06/2018	Regular	0.00	6,186.58	16543
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01-80029	Invoice	01/03/2018	BASIN 3 REHAB PROF SVC-11/26/17-12/3	0.00	5,505.15	
402-747-000-59435-4100	Professional Services		17-BASIN3REHAB BASIN 3 REHAB PROF SVC-		5,505.15	
01-80030	Invoice	01/03/2018	WATER SCADA PROF ENGR -10/29/17-12/	0.00	92.77	
401-300-000-59434-6430	Water SCADA OperSyste		WATER SCADA PROF ENGR		92.77	
01-80031	Invoice	01/03/2018	ON-CALL PROF ENGR SVCS-11/26/17-12/	0.00	588.66	
402-400-000-53580-4100	Professional Services		ON-CALL PROF ENGR SVCS		588.66	

VEN01513	PHILLIPS BURGESS GOVERNMENT R	02/06/2018	Regular	0.00	2,000.00	16544
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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		
1142	Invoice	01/11/2018	JAN/2018-GOVERNMENTAL AFFAIRS CON	0.00	2,000.00	
402-500-000-53580-4104	Professional Services		JAN/2018-GOVERNMENTA		2,000.00	
159300	POLYDYNE, INC.	02/06/2018	Regular	0.00	5,612.00	16545
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1200038	Invoice	01/02/2018	CUST #100860-CLARIFLOC C-6266	0.00	5,612.00	
402-400-000-53580-3100	Office and Operating		CUST #100860-CLARIFLOC		5,612.00	
009785	PORTER FOSTER RORICK LLP	02/06/2018	Regular	0.00	3,325.00	16546
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
107088	Invoice	01/05/2018	DEC/2017 RETAINER -PROFESSIONAL SER	0.00	3,325.00	
001-000-000-51530-4100	Professional Services		DEC/2017 RETAINER -PRO		3,325.00	
098000	PROBUILD COMPANY LLC	02/06/2018	Regular	0.00	342.83	16547
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2033318	Invoice	01/03/2018	ACCT #200005425-9"X6 TPI MTL/DEMOLI	0.00	13.03	
001-000-000-55430-3100	Office and Operating		ACCT #200005425-9"X6 TP		13.03	
2033325	Invoice	01/03/2018	ACCT #200005425-FLEX ALUM TUBE CON	0.00	22.87	
001-000-000-55430-3100	Office and Operating		ACCT #200005425-FLEX AL		22.87	
2033414	Invoice	01/04/2018	ACCT #200005425-1/4 SS FLATWASHER,	0.00	39.27	
001-000-000-55430-3100	Office and Operating		ACCT #200005425-1/4 SS		39.27	
2033738	Invoice	01/08/2018	ACCT #200005425-PAN PHIL SMS, FINISH	0.00	6.76	
001-000-000-57250-3100	Office and Operating		ACCT #200005425-PAN PH		6.76	
2033753	Invoice	01/08/2018	ACCT #200005425-TOILET WAX RING/FLN	0.00	7.89	
001-000-000-51890-3115	Office and Operating-Civi		ACCT #200005425-TOILET		7.89	
2033785	Invoice	01/09/2018	ACCT #200005425-PROPANE CYLINDER &	0.00	25.07	
401-000-000-53480-3100	Office and Operating		ACCT #200005425-PROPA		25.07	
2033797	Invoice	01/09/2018	ACCT #200005425-CONCRETE ANCHOR A	0.00	143.21	
401-000-000-53480-3100	Office and Operating		ACCT #200005425-CONCR		143.21	
2033798	Invoice	01/09/2018	ACCT #200005425-5/8'X20' #5 REBAR GR	0.00	56.25	
401-000-000-53480-3100	Office and Operating		ACCT #200005425-5/8'X20		56.25	
2033843	Invoice	01/09/2018	ACCT #200005425-5/8" CARB HAMMER B	0.00	28.48	
401-000-000-53480-3100	Office and Operating		ACCT #200005425-5/8" CA		28.48	
VENO1575	PURE AIR FILTRATION, LLC	02/06/2018	Regular	0.00	43,165.00	16548
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2017-423	Invoice	12/14/2017	MEDIA PURCHASE - PUREAIR FILTRATION	0.00	43,165.00	
402-640-000-53580-3100	Office and Operating		MEDIA PURCHASE - PUREA		43,165.00	
164899	QWEST DBA CENTURYLINK	02/06/2018	Regular	0.00	843.07	16549

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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		
165704	R & D SUPPLY	02/06/2018	Regular	0.00	1,000.62	16550
<u>JAN/2018</u>	Invoice	12/26/2017	ACCT #360-226-0219 722B - DEC 26-JAN 2	0.00	843.07	
<u>001-000-000-55430-4200</u>	Communication		ACCT #206-T51-3753		60.19	
<u>401-000-000-53480-4201</u>	Communication - Shop		ACCT #360-426-1821		103.91	
<u>402-300-000-53580-4200</u>	Communication		ACCT #206-T61-5013		55.17	
<u>402-400-000-53580-4200</u>	Communication		ACCT #206-T22-1112		60.19	
<u>402-400-000-53580-4200</u>	Communication		ACCT #360-426-1875		157.52	
<u>402-400-000-53580-4200</u>	Communication		ACCT #360-426-5800		51.17	
<u>402-400-000-53580-4200</u>	Communication		ACCT #360-427-0484		53.50	
<u>402-400-000-53580-4200</u>	Communication		ACCT #360-427-5639		112.63	
<u>402-640-000-53580-4200</u>	Communication		ACCT #360-427-1860		188.79	
<u>219184</u>	Invoice	01/02/2018	CUST #60CS18 - MISC CUSTODIAL SUPPLI	0.00	518.78	
<u>001-000-000-51830-3100</u>	Office and Operating		CUST #60CS18 - MISC CUS		86.88	
<u>001-000-000-51890-3115</u>	Office and Operating-Civi		CUST #60CS18 - MISC CUS		201.05	
<u>001-000-000-57250-3100</u>	Office and Operating		CUST #60CS18 - MISC CUS		197.42	
<u>401-000-000-53480-3101</u>	Office & Operating - Shop		CUST #60CS18 - MISC CUS		33.43	
<u>219239</u>	Invoice	01/04/2018	CUST #60CS18 - MISC CUSTODIAL SUPPLI	0.00	481.84	
<u>001-000-000-51890-3115</u>	Office and Operating-Civi		CUST #60CS18 - MISC CUS		288.18	
<u>001-000-000-57250-3100</u>	Office and Operating		CUST #60CS18 - MISC CUS		193.66	
VENO1576	RECYCLED GRAPHICS LLC	02/06/2018	Regular	0.00	35.00	16551
<u>REFUND</u>	Invoice	01/11/2018	REFUND BUSINESS LICENSE APP-RECYCLE	0.00	35.00	
<u>001-000-000-321600000</u>	Pro & Occup Licenses		REFUND BUSINESS LICENS		35.00	
903522	ROBERTO HERNANDEZ	02/06/2018	Regular	0.00	300.00	16552
<u>REFUND</u>	Invoice	01/14/2018	REFUND-SHELTON CIVIC CENTER DAMAG	0.00	300.00	
<u>657-000-000-58600-0002</u>	Community Cntr Damage		REFUND-SHELTON CIVIC C		300.00	
VENO1577	SAMANTHA FRAZIER	02/06/2018	Regular	0.00	13.00	16553
<u>REFUND</u>	Invoice	01/05/2018	REFUND YOUTH BASKETBALL PROGRAM F	0.00	13.00	
<u>001-000-000-347600002</u>	Rec Fees-Art, Youth Sport		REFUND YOUTH BASKETBA		13.00	
175940	SCOTT E ALEXANDER, ATTY	02/06/2018	Regular	0.00	143.61	16554
<u>JAN/2018</u>	Invoice	01/03/2018	JAN/2018 JUDGE PROTEM	0.00	143.61	
<u>001-000-000-51250-4101</u>	Judge Pro-Tem		JAN/2018 JUDGE PROTEM		143.61	
178231	SEAN CARNEY	02/06/2018	Regular	0.00	668.00	16555
<u>DEC/2017</u>	Invoice	01/19/2018	DEC/2017 KIMUDO INSTRUCTOR PMT	0.00	668.00	
<u>001-000-000-57120-4100</u>	Professional Services		DEC/2017 KIMUDO INSTR		668.00	
200531	SHELTON MAIL & SHIP	02/06/2018	Regular	0.00	60.11	16556
<u>5354</u>	Invoice	01/04/2018	PKG #5354 TO WSP CRIME LAB	0.00	17.37	
<u>001-000-000-52122-4200</u>	Communication		PKG #5354 TO WSP CRIME		17.37	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PKG #5355	Invoice	01/04/2018	PKG #5355 TO STATE TOXICOLOGY LAB	0.00	26.25	
<u>001-000-000-52122-4200</u>	Communication		PKG #5355 TO STATE TOXI		26.25	
SHIPPING	Invoice	01/02/2018	SHIPPING ON 12/19/17	0.00	16.49	
<u>001-000-000-52122-4200</u>	Communication		SHIPPING ON 12/19/17		16.49	
186500	SHELTON MASON COUNTY CHAMBE	02/06/2018	Regular	0.00	4,187.50	16557
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2017-03C	Invoice	01/10/2018	QTR3/2017 GRANT AWARD	0.00	4,187.50	
<u>108-000-000-57390-4100</u>	Professional Services-Cha		QTR3/2017 GRANT AWAR		4,187.50	
VEN01574	SHOP & HOP DISCOUNT GROCERY	02/06/2018	Regular	0.00	25.00	16558
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
RESTITUTION	Invoice	01/10/2018	RESTITUTION-CASE #53374C SCOTT GURL	0.00	25.00	
<u>657-000-000-58600-0010</u>	Municipal Court Trust		RESTITUTION-CASE #5337		25.00	
190222	SIRENNET.COM	02/06/2018	Regular	0.00	5,743.79	16559
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0223663-IN	Invoice	01/10/2018	CUST #3605184-LIGHTBAR REPL-CALVIN	0.00	451.50	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		CUST #3605184-LIGHTBAR		451.50	
0223754-IN	Invoice	01/11/2018	CUST #3605184-MISC PARTS & SUPPLIES	0.00	2,006.36	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		CUST #3605184-MISC PAR		2,006.36	
0223768-IN	Invoice	01/12/2018	CUST #3605184-MISC PARTS & SUPPLIES	0.00	3,237.39	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		CUST #3605184-MISC PAR		3,237.39	
0223948-IN	Invoice	01/17/2018	CUST #3605184-FORD INTERCEPTOR UTIL	0.00	48.54	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		CUST #3605184-FORD INT		48.54	
191000	SKIPWORTH'S SAW AND MOWER	02/06/2018	Regular	0.00	153.67	16560
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01/17/18	Invoice	01/17/2018	REPLACED WORN GEAR & TEST	0.00	52.44	
<u>001-000-000-57680-4800</u>	Repairs and Maintenance		REPLACED WORN GEAR &		52.44	
DEC/2017	Invoice	12/06/2017	REPLACED MUFFLER, RUN & TEST	0.00	101.23	
<u>401-000-000-53480-4800</u>	Repairs and Maintenance		REPLACED MUFFLER, RUN		101.23	
192800	SOUTHGATE FENCE, INC.	02/06/2018	Regular	0.00	59.63	16561
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
31331	Invoice	01/17/2018	TUBING & BRACE BANDS	0.00	59.63	
<u>001-000-000-55430-3100</u>	Office and Operating		TUBING & BRACE BANDS		59.63	
142020	SPRINT/NEXTEL COMMUNICATIONS	02/06/2018	Regular	0.00	26.00	16562
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	01/26/2018	ACCT #938091313 - NOV 25 - DEC 24, 201	0.00	26.00	
<u>001-000-000-51830-4200</u>	Communication		ACCT #938091313 - NOV 2		26.00	
196341	STEVEN R. BUZZARD	02/06/2018	Regular	0.00	95.74	16563
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	01/26/2018	JAN/2018 JUDGE PRO TEM SERVICES	0.00	47.87	
<u>001-000-000-51250-4101</u>	Judge Pro-Tem		JAN/2018 JUDGE PRO TEM		47.87	
JAN/2018-1	Invoice	01/17/2018	JAN/2018 JUDGE PRO TEM SERVICES	0.00	47.87	
<u>001-000-000-51250-4101</u>	Judge Pro-Tem		JAN/2018 JUDGE PRO TEM		47.87	
VEN01334	SUEZ TREATMENT SOLUTIONS INC.	02/06/2018	Regular	0.00	162.56	16564

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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		
900071103	Invoice	01/03/2018	CUST #707389-SHAFT SEAL & BEARING	0.00	162.56	
402-400-000-53580-3100	Office and Operating		CUST #707389-SHAFT SEA		162.56	
VEN01578	SUMMIT LAW GROUP	02/06/2018	Regular	0.00	3,400.50	16565
89512	Invoice	12/18/2017	NOV/2017 PROFESSIONAL SERVICES	0.00	1,976.50	
001-000-000-52122-4100	Professional Services		NOV/2017 PROFESSIONAL		1,976.50	
90084	Invoice	01/19/2018	DEC/2017 PROFESSIONAL SERVICES	0.00	1,424.00	
001-000-000-52122-4100	Professional Services		DEC/2017 PROFESSIONAL		1,424.00	
189670	THE SHOPPER	02/06/2018	Regular	0.00	993.89	16566
26389	Invoice	01/09/2018	8000 SPRING 2018 BROCHURES	0.00	993.89	
001-000-000-57120-3100	Office and Operating		8000 SPRING 2018 BROCH		993.89	
201300	TOZIER TRUE VALU HARDWARE	02/06/2018	Regular	0.00	810.86	16567
423201	Invoice	12/13/2017	CUST #20090-FUEL CAN SPOUT REPLACE	0.00	17.39	
402-400-000-53580-3100	Office and Operating		CUST #20090-FUEL CAN SP		17.39	
423520	Invoice	12/29/2017	CUST #20090-PUMP SEWAGE 1/2HP ACE	0.00	217.05	
402-400-000-53580-3100	Office and Operating		CUST #20090-PUMP SEWA		217.05	
423584	Invoice	01/03/2018	CUST #20090-BRUTE 32GAL TRASH CAN N	0.00	42.51	
404-000-000-53180-3100	Office and Operating		CUST #20090-BRUTE 32GA		42.51	
423588	Invoice	01/03/2018	CUST #20090-NEBO CRYKET SWIVEL FLAS	0.00	259.04	
402-400-000-53580-3100	Office and Operating		CUST #20090-NEBO CRYKE		259.04	
423606	Invoice	01/03/2018	CUST #20090-CYLINDER PROPANE 14OZ	0.00	10.31	
402-300-000-53580-3100	Office and Operating		CUST #20090-CYLINDER P		10.31	
423620	Invoice	01/04/2018	CUST #20090-COUP BRSS, HOSE WASHE	0.00	7.90	
001-000-000-55430-3100	Office and Operating		CUST #20090-COUP BRSS,		7.90	
423646	Invoice	01/05/2018	CUST #20090-SINGLE RECPTCLE CVR GRA	0.00	25.50	
001-000-000-57680-3100	Office and Operating		CUST #20090-SINGLE RECP		25.50	
423648	Invoice	01/05/2018	CUST #20090-PRO EDGEGUARD SPRADE	0.00	87.03	
001-000-000-57680-3100	Office and Operating		CUST #20090-PRO EDGEG		87.03	
423653	Invoice	01/05/2018	CUST #20090-CONN BUTT INS16, HVY DU	0.00	6.36	
001-000-000-57680-3100	Office and Operating		CUST #20090-CONN BUTT		6.36	
423710	Invoice	01/08/2010	CUST #20090-BIT DRILL AIRCRAFT, CHAN	0.00	41.05	
001-000-000-57680-3100	Office and Operating		CUST #20090-BIT DRILL AI		41.05	
423712	Invoice	01/08/2018	CUST #20090-CAP PVC SCH40 4" SLIP	0.00	8.15	
001-000-000-57680-3100	Office and Operating		CUST #20090-CAP PVC SC		8.15	
423713	Invoice	01/08/2018	CUST #20090-SAW HOLE 1-1/2" W/ARB, B	0.00	26.09	
402-400-000-53580-3100	Office and Operating		CUST #20090-SAW HOLE 1		26.09	
423728	Invoice	01/09/2018	CUST #20090-CAP PVC SCH40 4" SLIP	0.00	16.84	
001-000-000-57680-3100	Office and Operating		CUST #20090-CAP PVC SC		16.84	
423773	Invoice	01/10/2018	CUST #20090-NUTS & BOLTS	0.00	11.45	
001-000-000-57680-3100	Office and Operating		CUST #20090-NUTS & BOL		11.45	
423790	Invoice	01/11/2018	CUST #20090-CORD EXTN, NUTS & BOLTS	0.00	2.98	
001-000-000-57250-3100	Office and Operating		CUST #20090-CORD EXTN,		2.98	
423926	Invoice	01/18/2018	CUST #20090-TERMINAL KIT, NUTS & BOL	0.00	31.21	
001-000-000-54264-3100	Office and Operating		CUST #20090-TERMINAL K		31.21	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
201900	U. S. POST OFFICE	02/06/2018	Regular	0.00	6.65	16568
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>INV0002055</u>	Invoice	01/08/2018	USPS TRACKING #9505 5159	0.00	6.65	
<u>001-000-000-52122-4200</u>	Communication		USPS TRACKING #9505 51		6.65	
202195	U.S. BANK N.A.-CUSTODY	02/06/2018	Regular	0.00	24.00	16569
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 CUSTODY CHARGES	0.00	24.00	
<u>001-000-000-51423-4102</u>	Prof Services-Banking Fee		DEC/2017 CUSTODY CHAR		24.00	
202045	UNITED PARCEL SERVICE	02/06/2018	Regular	0.00	39.12	16570
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>1Y85A1487</u>	Credit Memo	12/02/2017	SHIPPER #1Y85A1-CREDIT	0.00	-73.37	
<u>402-400-000-53580-4900</u>	Miscellaneous		SHIPPER #1Y85A1-		-73.37	
<u>1Y85A1497</u>	Invoice	12/09/2017	SHIPPER #1Y85A1-DEC/2017	0.00	112.49	
<u>402-400-000-53580-4900</u>	Miscellaneous		SHIPPER #1Y85A1-DEC/20		112.49	
145325	VALVOLINE LLC	02/06/2018	Regular	0.00	292.22	16571
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	01/05/2018	DEC/2017 FLEET SERVICES	0.00	292.22	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		DEC/2017 FLEET SERVICES		292.22	
202919	WA CITIES INSUR AUTHORITY	02/06/2018	Regular	0.00	525.00	16572
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>14068</u>	Invoice	01/22/2018	SHELTON STORAGE TANK - 01/10/18-01/	0.00	525.00	
<u>001-000-000-51890-4615</u>	Ins-CivicCtr-Generator Ga		SHELTON STORAGE TANK -		525.00	
203115	WALMART COMMUNITY/GEMB	02/06/2018	Regular	0.00	342.80	16573
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>INV0002056</u>	Invoice	01/02/2018	ACCT #6032 2020 0021 4172 -BRUTE CAN	0.00	64.71	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		64.71	
<u>INV0002057</u>	Invoice	01/09/2018	ACCT #6032 2020 0021 4172 -VEG OIL, G	0.00	38.12	
<u>402-300-000-53580-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		38.12	
<u>INV0002058</u>	Invoice	12/15/2017	ACCT #6032 2020 0021 4172 -MAGIC 4PA	0.00	65.39	
<u>001-000-000-57680-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		65.39	
<u>INV0002059</u>	Invoice	12/20/2017	ACCT #6032 2020 0021 4172 -VEG OIL, ST	0.00	23.97	
<u>001-000-000-51830-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		23.97	
<u>INV0002060</u>	Invoice	10/06/2017	ACCT #6032 2020 0021 4172 -SAFETY KIT	0.00	19.41	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		19.41	
<u>INV0002061</u>	Invoice	12/28/2017	ACCT #6032 2020 0021 4172 -INK	0.00	113.02	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		113.02	
<u>INV0002062</u>	Invoice	01/04/2018	ACCT #6032 2020 0021 4172 -SWIFFER PE	0.00	18.18	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		18.18	
VEN01411	WASH STATE PATROL	02/06/2018	Regular	0.00	50.00	16574
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>RESTITUTION-1</u>	Invoice	12/27/2017	RESTUTION CASE #50730C J. CHARLES WI	0.00	50.00	
<u>657-000-000-58600-0010</u>	Municipal Court Trust		RESTUTION CASE #50730C		50.00	
202900	WASH. ASSOC. OF SHERIFFS & POLI	02/06/2018	Regular	0.00	1,031.43	16575

Check Register

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		
EM-2018-00120	Invoice	12/31/2017	DEC/2017 EHM - DEC 01 - DEC 31, 2017	0.00	1,031.43	
001-000-000-52360-4102	Prof Services-Elec Monito		DEC/2017 EHM - DEC 01 -		1,031.43	
202941	WASHINGTON RECREATION &	02/06/2018	Regular	0.00	273.00	16576
2017-2018	Invoice	01/03/2018	2017-2018 MEMBERSHIP RENEWAL-LEVE	0.00	273.00	
001-000-000-57120-4900	Miscellaneous		2017-2018 MEMBERSHIP		273.00	
203030	WASHINGTON STATE PATROL	02/06/2018	Regular	0.00	120.00	16577
118003794	Invoice	01/05/2018	ACCT #WA0230400 - DEC2017 BACKGRO	0.00	120.00	
001-000-000-52122-5100	Professional Services		ACCT #WA0230400 - DEC2		120.00	
203780	WATER MGMNT LABORATORIES INC	02/06/2018	Regular	0.00	178.00	16578
164184	Invoice	12/30/2017	ACCT #AS201R - TOTAL COLIFORM	0.00	178.00	
402-400-000-53580-4100	Professional Services		ACCT #AS201R - TOTAL CO		178.00	
203900	WESMAR COMPANY, INC	02/06/2018	Regular	0.00	923.82	16579
247393	Invoice	01/04/2018	CUST #31175-SODIUM HYPOCHLORITE 12	0.00	461.91	
401-000-000-53480-3104	Office and Operating-Chl		CUST #31175-SODIUM HY		461.91	
247552	Invoice	01/10/2018	CUST #31175-SODIUM HYPOCHLORITE 12	0.00	461.91	
401-000-000-53480-3104	Office and Operating-Chl		CUST #31175-SODIUM HY		461.91	
204075	WESTERN SYSTEMS REFUSE & RECY	02/06/2018	Regular	0.00	1,985.60	16580
21827	Invoice	01/09/2018	TUBE BROOM	0.00	1,985.60	
503-000-000-54865-4800	Repairs and Maintenance		TUBE BROOM		1,985.60	

Bank Code APBNK - Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	196	101	0.00	337,542.03
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
	196	101	0.00	337,542.03

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2018	337,542.03
			<u>337,542.03</u>

Authorization Signatures

CERTIFICATION

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

Mayor

Commissioner

Commissioner

Admin Fin. Serv Fire

Comm. Dev Legal Risk Judicial

Parks Misc Police Public Works Facilities



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

Brief Date: 07/0617,
07/07/17, 10/02/17,
10/09/17, 10/17/17

Department: Executive

Presented By: Ryan Wheaton

Action Date: 01/30/18

APPROVED FOR COMMISSION
PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
City of Shelton Strategic Plan

Ordinance

Dept. Head

ATTACHMENTS:
**Strategic Plan, Notes on Direction
from Commission Interviews**

Resolution

Finance Director

Motion

Attorney

Other

City Clerk

City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION

Commissioners and City staff identified a need to update the City's strategic plan. The process involved Commissioner interviews to establish guideposts for working toward identified priorities.

Staff worked with the support of Linda Kleingartner from TAS. Over the course of three months, a cross-functional team of staff members created a new Strategy Map, which includes:

- Mission
- Vision
- Values
- Strategic Goals
- Implementation Strategies
- 2018 Plans (assigned at the Department Director level)

ANALYSIS/OPTIONS/ALTERNATIVES

The proposed City Strategy Map has been a collaborative effort, which started with Commissioner direction. Feedback from all City staff was obtained during the process, and Commissioners were updated at three separate meetings. The final meeting, included discussion of the bulk of the work, with Commissioner concurrence on moving forward to complete the 2018 plans.

BUDGET/FISCAL INFORMATION

N/A

PUBLIC INFORMATION REQUIREMENTS

N/A

STAFF RECOMMENDATION/MOTION

Staff recommends the following motion: **I move to approve the City of Shelton Strategic Plan, and direct staff to report on progress toward goals no less than twice per year.**



MISSION

To build a safe, vibrant community for life, work, growth, and recreation.

VISION

Shelton is a community of active lifestyles, accountable government, engaged citizens, safe streets, strong work ethic and inspiring leaders.

VALUES

Honesty & Integrity | Customer Service | Responsibility | Deliver Results | Teamwork | Innovation

STRATEGIC GOALS

WHERE we will focus ...

- Economic development to increase financial stability, housing, infrastructure and job growth.
- Actively build Shelton's reputation and pride through strategic public engagement activities to support its Vision.

SUCCESS MEASURES

WHAT is Winning ...
FY / CY end Dec. 31

	15 Actual	16 Actual	17	Target
Quality Services Level of Service-Parks # of Claims- Streets -Sidewalks Pavement Condition Rating Property Crime (CY) Violent Crime (CY) Customer Complaints				
Diverse Industry # of licensed business -types of business # Comm. Permit Issued Unemployment rate % contract spend OWMBE suppliers (CY) # of new jobs created (FY) Per Capita Income				
Stewardship of Public \$ Financial Reserves State Audits Budget -vs- Actual				
Community Engagement Volunteering Voter Registration Voter Participation				
Promote Vision % staff who know how their job supports the SP				
Highlight Accomplishments Staff Satisfaction Customer Satisfaction				

STRATEGIES

HOW we will deliver results ...

- 1. Provide quality public services to promote livable neighborhoods**
 - a. Comprehensive Plan development
 - b. Develop Infrastructure rating system & maintenance plan
 - c. Identify funding sources for Public Works, Parks, & Facilities (civic center, library, museum)
 - d. Reduce the crime rate

- 2. Attract and maintain diverse industry**
 - a. Create Economic Development Program

- 3. Ensure stewardship of public dollars**
 - a. Establish sustainable financial practices

- 4. Foster community engagement and shared commitment**
 - a. Host Vision sessions for downtown & other areas
 - b. Build support with commissioners and the community
 - c. Develop focus areas for targeted projects
 - d. Create opportunities to contribute

- 5. Promote vision to Shelton employees**
 - a. Link the daily work to strategic plan
 - b. Employee engagement on the action plans

- 6. Highlight accomplishments**
 - a. Recognize the contributions to our community
 - b. Promote more active employees in community

2018 PLANS

- 1a.1) Develop Policy for Comprehensive Plan
- 1a.2) Adopt IRC property maintenance code
- 1a.3) Establish comprehensive Plans (water, sewer, parks)
- 1a.4) Develop neighborhood associations
- 1a.5) Enforce codes – aggressively and fairly
- 1b.1) Develop streets, sidewalks, and ADA infrastructure rating plan
- 1b.2) Develop infrastructure priority list using the rating plan
- 1c.1) Build community partnerships
- 1c.2) Build multi-jurisdictional partnerships
- 1c.3) Develop maintenance plans
- 1d.1) Establish widespread neighborhood and business watch groups
- 1d.2) Establish partnerships with local agencies for mental health and drug abuse issues

- 2a.1) Identify firm(s) to conduct economic development research
- 2a.2) Establish community partners to assist development process
- 2a.3) Develop comprehensive economic development plan and targeted business retention, expansion, and recruitment plan.
- 2a.4) Create implementation strategy utilizing partner strengths
- 2a.5) Conduct at least 3 economic development events in 2018

- 3a.1) Establish budgeting process
- 3a.2) Update financial management policies

- 4a.1) Host a public forum on neighborhood and business watch programs
- 4b.1) Deliver a safety update to at least 6 local service clubs
- 4c.1) Work with 7-person council to establish target areas
- 4d.1) Establish team with WA Office of Traffic Safety to improve traffic safety near Shelton schools

- 5a.1) Establish citywide values and performance criteria
- 5b.1) Develop policy allowing employee participation in action plans. Quarterly plan updates and acknowledgement of employee engagement

- 6a.1) Establish annual community awards for various projects/efforts
- 6a.2) Employee of the month program
- 6a.3) "Kudos Cards"
- 6a.4) Aggressive social media/promotion of accomplishments(beyond common)
- 6a.5) Employee monthly spotlight
- 6b.1) Service club dues reimbursement

Notes on Direction from Commissioner Interviews

Linda met with the 3 Commissioners individually as part of the project initiation (July 6 & 7), asked these questions:

1. *As you think ahead about our community needs- what do you believe are the top 4-6 areas to focus on?*
2. *What do you believe is our City's greatest untapped potential?*
3. *In review of the Mission, Vision and Values (pg. 3 of attached document), is there anything missing or should not be there?*
4. *Aside from collaborative briefings following each strategy session, how would you like to provide input on the developing strategic plan?*
5. *What message/encouragement/thoughts you would like to share with the folks involved with the strategy work (Shelton leadership and employee volunteer team)?*

Below are the commissioner responses, on the new Strategic Plan (and the process to develop it)

Commissioner's response to (Q #), their statement of interest / concern identified via Project initiation meeting with Linda K	How it's reflected in the Strategy Map / Process	Comm 1	Comm 2	Comm 3
(1) Get fiscal house in order	Goal- <i>Economic development to increase financial stability, housing, infrastructure and job growth.</i> Strategy #3- Ensure stewardship of public Dollars Value of Responsibility- Be responsible for our actions and good stewards of the public resources.	X		X
(1) Focus on the infrastructure	Strategy #1b- Develop infrastructure rating system and maintenance plan		X	X
(1) Address public safety	Strategy #1d- reduce the crime rate	X		X
(1) Reframe the City identity	Goal - <i>Actively build Shelton's reputation and pride through strategic public engagement activities to support its Vision.</i>		X	X
(1) Housing (diverse housing stock, homelessness)	Goal- <i>Economic development to increase financial stability, housing, infrastructure and job growth.</i> Strategy #1a- comprehensive plan	X	X	X
(1) Tourism	Goal - <i>Actively build Shelton's reputation and pride through strategic public engagement activities to support its Vision.</i>		X	X
(3) "MVV is just dribble"-- needs to reflect the population (3) consider how to capture the voice of the citizen in this process	MVV- we included staff to be part of the SP team, we asked the community, we engaged all staff	X	X	

(3) MVV-- reflect the health of the community, livability and increased quality of life	Reflected in Mission & Vision - very thoughtful in the choice of words (very similar to suggestion)			X
(5) I care about the people, keep the mind of the citizens first	Goal - <i>Actively build Shelton's reputation and pride through strategic public engagement activities to support its Vision.</i> Strategy #4 - Foster community engagement and shared commitment	X		
(5) Staff to focus on customer service the money will come.	Value of Customer Service- Treat all people with courtesy and regard. Strategy #5- promote vision to Shelton employees; and 5a. Link the daily work to the strategic plan	X		
(5) "let's work together" and find balance	Value of Teamwork- Communication, coordination and collaboration produce better results. Purpose of a strategic plan-- build shared understanding Strategy #6- Highlight accomplishments; and 6a. Recognize the contributions to our community	X		
(1) promote innovation	Value of innovation- Encourage creativity and adaption to change.		X	
(3) consider how to use advisory groups (2) let the people tell us what they want	Strategy #4- Foster community engagement and shared commitment; and 4a. Host Vision sessions for downtown & other areas	X	X	
(5) I want honesty and transparency from the staff; I want to know their "truth".	Value of honesty and integrity- Act with integrity and are truthful in our interactions.			X
4) I will defer to Ryan (on strategic process) (5) I believe in the staff	Value of honesty and integrity- Act with integrity and are truthful in our interactions.	X		X
(5) I recognize this culture change will take time				X



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

Touch Date: **08/15/17**
Brief Date: **--/--/--**
Action Date: **01/30/18**

Department: **Executive**
Presented By: **Ryan Wheaton**

APPROVED FOR COMMISSION PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Economic Development Strategic Plan

Dept. Head

Finance Director

Attorney

City Clerk

City Manager

ATTACHMENTS:

- **Consulting Agreement**
- **Proposal**

- Ordinance
 Resolution
 Motion
 Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In alignment with the budgeting priorities outlined by the City Commission, city staff has worked over the past ten months to identify the best approach for establishing a viable economic development program for the City of Shelton. Accordingly, city staff has identified TIP Strategies for the design of a comprehensive Economic Development Strategic Plan that maximizes the development potential in the City of Shelton.

TIP Strategies will conduct a specialized analysis of the City's relevant economic trends to reach an understanding of the current state of the area economy. The results of the analysis will enable 1) the identification of appropriate target industries and the development of effective marketing strategies to recruit them, 2) the design of workforce development strategies, including talent retention, development, and attraction strategies, and 3) the creation of a plan implementation matrix that will provide specific recommendations and tools needed to implement a long-term economic strategy.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

Not to exceed \$100,000.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

City staff recommends the approval of the Consulting Agreement with TIP Strategies for the development of a comprehensive Economic Development Strategic Plan, and **"I move to approve the execution of the Consulting Agreement with TIP Strategies for the development of a comprehensive Economic Development Strategic Plan and authorize City Manager Ryan Wheaton to sign the agreement on behalf of the City of Shelton."**

CONSULTING AGREEMENT

This Consulting Agreement (the "Agreement") is entered into as of the last date shown below by and between TIP Strategies, Inc., a Washington corporation ("Consultant" / "Professional"), and the City of Shelton, a Washington municipal corporation ("Client" / "City" / "Public Entity"), both Consultant and Client collectively references as "parties".

WHEREAS, the Client desires to engage the services of the Consultant as an independent contractor, and not as an employee, to provide the services described in **Exhibit A**, related to production of an economic development plan; and

WHEREAS, the Consultant agrees to provide the professional services as defined in this Agreement and subject to the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the sufficiency of which are hereby acknowledged, the parties agree to the following:

AGREEMENT

Term. This Agreement shall commence on the last date of execution hereof ("Effective Date") and continue through the date of completion of services, with completion estimated six (6) months from the Effective Date.

Services.

Exhibit A – Exhibit A, attached hereto and incorporated by reference, defines Scope of Services to be completed by the Consultant ("services").

Compliance with 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.

Registration, Licensing and 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).

Time Devoted - The Consultant shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should Client require additional services not included under this Agreement, the Consultant shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services as agreed between the Parties.

Provision of Facilities, Equipment, Personnel - The Consultant shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

Travel to City – TIP representatives Jeff Marcell, Senior Partner and Ashton Allison, Consultant will travel to the City of Shelton four (4) times during the planning process, and shall remain in the City approximately two (2) days per trip in order to conduct public engagement tasks and participate in meetings.

Completion of Services – All services associated with this Agreement are to be completed within approximately six (6) months from the Effective Date of this Agreement.

Payment. Client agrees to pay Consultant the total sum of \$100,000 for the services, with payment structured as follows:

\$25,000.00 payable upon execution of this Agreement;

Remaining balance payable in five (5) monthly installments of \$15,000.00 each (with final installment not due until Consultant’s delivery of the final report to the Client).

Each payment corresponds to the following **Exhibit A** element. It is important to note that monthly consulting service elements are estimates and more or less work in any given month is to be expected based on the unique needs of the planning project as it moves forward. TIP will submit progress reports with monthly invoices, including evidence of work performed during the period. Progress reports will show percent complete on each task with detail about what had been accomplished that month. When applicable work product will be submitted with the invoice and progress report, e.g. a PowerPoint from a meeting, lists of people met with, a technical memo outlining findings or a rough draft of a deliverable.

Deliverables and tasks defined by the estimated timeline and staff providing specific services:

\$25,000: Kickoff (preliminary data included) and stakeholder engagement - Jeff Marcell, Ashton Allison

\$15,000: Economic assessment, SWOT analysis and stakeholder engagement – Jeff Marcell, Ashton Alison

\$15,000: Guiding principles and stakeholder engagement - Jeff Marcell, Ashton Alison

\$15,000: Cluster & target industry analysis - Jeff Marcell, Ashton Alison

\$15,000: Opportunities analysis and workshop - Jeff Marcell, Ashton Alison

\$15,000: Strategies, implementation matrix, and final report and presentation - Jeff Marcell, Ashton Alison

The Consultant will be responsible for all travel, out-of-pocket and similar expenses, and shall not request or receive reimbursement for the same.

Insurance.

A. Insurance Term

The Professional shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Professional, its agents, representatives, or employees.

B. No Limitation

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

C. Minimum Scope of Insurance

The Professional 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 Public Entity shall be named as an additional insured under the Professional's Commercial General Liability insurance policy with respect to the work performed for the Public Entity 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 Professional's profession.

D. Minimum Amounts of Insurance

The Professional 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.

E. Other Insurance Provision

The Professional'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 Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Professional's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

The Professional shall furnish the Public Entity 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 Professional before commencement of the work.

H. Notice of Cancellation

The Professional shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Professional to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Professional 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 Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Professional from the Public Entity.

J. Public Entity Full Availability of Professional Limits

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

Indemnification. Professional shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Professional in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

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 Professional and the Public Entity, its officers, officials, employees, and volunteers, the Professional's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Professional's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Professional's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Conflict of Interest. Client acknowledges that Consultant participates in, advises, and/or manages entities which may compete and conflict with the Client's economic development interests. Consultant has provided Client with a list of known or potential conflicts and has discussed the nature and scope of conflict (whether existing or anticipated) with Client. Consultant agrees to keep Client updated regarding the status of known and potential conflicts and the nature and scope of such conflicts throughout the term of this Agreement. Client, having received and reviewed this information, acknowledges and agrees that such competition and conflicts as disclosed prior to execution of this Agreement are inherent and unavoidable, that the benefits which the Client receives by obtaining the services from Consultant outweigh conflict considerations, and that Consultant may continue to participate, advise, and/or manage such competing interests.

Governing Law / Jurisdiction / Venue / Attorney Fees and Costs. The laws of the State of Washington shall govern this Agreement and any action arising from or relating to this Agreement. Any legal action, including but not limited to mediation, arbitration, and/or litigation shall take place in Mason County, Washington, or other location in the sole discretion of COS, with litigation to be heard in Mason County Superior or Mason County District courts, and with venue and jurisdiction appropriate in the same. The prevailing party shall be entitled to recover from the other party all litigation costs and expenses, including reasonable attorneys' fees.

Independent Contractor. It is understood and agreed by and between the Parties that the Consultant, in satisfying the conditions of this Agreement, is acting independently, and that Client assumes no responsibility or

liabilities to any third party in connection with these actions. All services to be performed by Consultant pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of Client. Consultant shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. Nothing in this Agreement shall be considered as creating 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 to the employees of the Client by virtue of the services provided under this Agreement. The Client 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 Professional is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.050.

Work Product Property of Client. All documents, drawings, specifications, and other materials produced by the Professional 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 Professional harmless for the City's use of the documents, drawings, specifications, and other materials outside of the project intended.

Public Entity / Record Keeping and Reporting / Open Meetings. 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.

These records shall be maintained for a period of seven (7) years after termination hereof, or longer period as required to comply with Washington State Records Retention standards, unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

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 Professional 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 Professional and subcontractor.

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.

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 Professional '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 Professional.

Assignment. The Consultant may not assign this Agreement without the prior written consent of Client. In the event of an assignment by the Consultant to which the Client has consented, the assignee shall agree in writing with Client to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

Termination. This Agreement may at any time be terminated by the City 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. 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. In addition, Consultant may terminate this Agreement if: a) the City defaults under any term, provision or condition of this Agreement and fails to cure such default within ten (10) calendar days of notice sufficiently describing the default (see notice section); or b) the City files or has filed against it any proceeding under any bankruptcy, insolvency or other law affecting the enforceability of creditors' rights.

Notices. All notices required by this Agreement must be in writing and set by electronic fax, hand delivery, overnight mail service or certified mail, return receipt requested, to the contact number/address set forth below, or as subsequently modified through written notice provided to the other party. Notice shall be deemed received on the third (3rd) business day following transmittal or deposition into the mail system (date of mailing not included in calculation):

If to Client:

Economic Development Officer
City of Shelton
525 W. Cota Street
Shelton, WA 98584

If to Consultant / Also Designated Address for Payment:

TIP Strategies, Inc.
Attn: Jeff Marcell
2905 San Gabriel Street, Suite 205
Austin, TX 78705

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.

Review / Authority. Each party represents to the other party that it has (a) fully read and understood the terms of this Agreement, (b) had the opportunity to seek the assistance of independent legal counsel regarding this Agreement and its terms; (c) full legal authority to enter into this Agreement and has taken all necessary steps to obtain such authority; (d) equally participated in the negotiation and drafting of this Agreement; and (e) not relied upon any statement, representation or warranty not contained in this Agreement or Exhibits incorporated herein.

Fully Integrated Agreement / Amendment. This Agreement, including the attached **Exhibit A**, incorporated by reference, constitutes the entire agreement of the parties with respect to the subject matter hereof and may not be modified, amended or rescinded except by a written agreement signed by both parties. No oral agreements, representations, or warranties have been made and/or relied upon. In the event of inconsistency between the text content of this Agreement and attached **Exhibit A**, the text content in this Agreement shall prevail.

Execution/Counterparts. This Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto

EXECUTED this _____ day of _____, 2018.

“Client” City of Shelton

By: _____

Name: _____

Title: _____

EXECUTED this _____ day of _____, 2018.

“Consultant”: TIP Strategies, Inc.

By: _____

Name: _____

Title: _____

[ATTACH EXHIBIT A]

EXHIBIT A – SCOPE OF WORK

1. Discovery

During this phase TIP will review available materials, visit with knowledgeable sources, and conduct a targeted analysis of relevant trends to reach an understanding of the current state of the area economy. This work serves as the basis for the identification of strategies in Phase 2.

1.1 Project Kickoff

The project kickoff will provide the opportunity to discuss objectives, define success factors, identify relevant studies and initiatives, and review the team's overall expectations for the engagement. The outcome will be a project management plan that will serve as the foundation for all the work to follow.

1.2 Economic Assessment

TIP will prepare a targeted analysis of demographic and economic factors that are of greatest concern to economic decision makers. This market-based analysis will focus on factors that define the area's overall competitiveness and highlight its unique economic strengths and weaknesses. The TIP standard assessment addresses the elements below, but specific aspects will be tailored to meet project objectives and to take advantage of available data resources.

Workforce & Education

Economic Environment

Competitive Analysis

1.3 Stakeholder Engagement

TIP employ a variety of methods to gathering input from stakeholders to gather and document the community's goals, objectives and vision for the future. For this work, we propose the following approach:

Leadership Roundtable. As part of the Discovery phase, TIP will facilitate a leadership roundtable. This session will provide an important framework for subsequent discussions.

Interactive Media. To expand participation in the process TIP can facilitate the use of social media and online surveys. These tools can be effective mechanisms for engaging stakeholders, gathering anecdotal information about assets and challenges, and increasing "buy-in" for the resulting recommendations among the broader community.

Roundtables & Interviews. Throughout the project TIP will provide a number of opportunities to solicit input through personal interviews and roundtables. These input sessions are conducted with major employers, elected officials, human resources specialists, real estate professionals, and other experts to gather information about future land use plans, regional economic trends, and other insights that will help shape our recommendations. Roundtables are tailored to the needs of the client and are typically organized around specific topics or strategies, such as transportation, affordable housing, quality of life, downtown, retail development, infrastructure, etc.

1.4 SWOT Analysis

The Discovery phase tasks form the basis for the development of an analysis of strengths, weaknesses, opportunities, and threats (commonly referred to as a SWOT analysis).

2. Opportunity

2.1 Guiding Principles

TIP will develop a clear set of guiding principles to provide a framework that both points to recommended actions and establishes priorities among available alternatives. Likewise, the range of opportunities should suggest a larger vision.

2.2 Cluster & Target Industry Analysis

TIP will employ a three-pronged approach—quantitative, qualitative, and strategic—to identify the best prospects for economic growth. The outcome of this task will match local assets with national and international trends to identify the industries that represent the highest potential for relocation or expansion.

Quantitative Analysis. Our analysts will use standard statistical techniques, such as location quotients and shift-share analysis, to identify industries where the region may have a comparative advantage relative to the nation

Qualitative Analysis. Findings from the prior tasks are refined by focus groups conducted with regional experts to gather information about strengths and barriers, regional economic trends, supply chains, current investment patterns, and other intelligence that would inform the selection of targets.

Strategic Considerations. The expansion potential of the target sectors is evaluated based on 1) a review of relevant cluster initiatives already in progress locally and at the state level, 2) an understanding of state, national and global trends, and 3) the experience of the consulting team in evaluating target markets.

2.3 Opportunities Analysis & Workshop

As part of this phase, TIP will facilitate an opportunities workshop with area leadership. The purpose of this workshop will be to engage in a focused discussion of potential strategies.

3. Implementation

Findings from prior phases will result in the preparation of a strategic plan and implementation matrix.

3.1 Strategies

Based on the findings of the assessment, stakeholder input, and the experience of our consulting team, we will assist in identifying effective strategies. We anticipate these strategies will address the following:

Business Development. TIP will focus on issues related to industry recruitment, retention, and expansion.

Entrepreneurship. TIP will evaluate entrepreneurship strategies as a means of promoting economic diversification and stimulating growth.

Workforce Development. TIP will focus on aligning workforce development initiatives with the needs of industry. These strategies will address issues related to the development of talent (“growing your own”), the retention of existing workers, and the recruitment of talent.

Quality of Place. TIP will work to understand what makes Shelton unique and leverage those advantages and translate them into economic strategies.

Best Practices. TIP will draw heavily on our experience to identify national best practices, identifying the most effective strategies for pursuing economic vitality.

3.2 Implementation Matrix

TIP will prepare an implementation matrix that addresses the following:

Actions. TIP will develop a list of actions to support the strategies. This step typically includes identifying responsible parties and potential partnership opportunities, and setting timelines.

Priority. TIP will set priorities for the implementation strategy.

Measurement. TIP will develop metrics by which success of the plan will be gauged. We can also advise staff on methodologies for collecting the needed data.

3.3 Final Report & Presentation

TIP will make revisions to the deliverables, as well as obtain final approval for the plan. This phase will also include a public presentation of the plan.



ECONOMIC DEVELOPMENT STRATEGIC PLAN

A PROPOSAL FOR THE CITY OF SHELTON, WASHINGTON
JANUARY 2018

January 25, 2018

Andy Arnes
Communications & Economic Development Officer
City of Shelton
525 W Cota Street
Shelton, WA 98584

Dear Mr. Arnes:

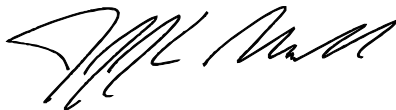
TIP Strategies is pleased to present our proposal for an economic development strategic plan for the City of Shelton. Since 1995, we have completed more than 300 engagements in 37 states and 4 countries.

Our team is comprised of experts in nearly every aspect of community and economic development. We believe a comprehensive approach is necessary to ensure sustainable and publicly supported economic development, achieve economic growth, and create an entrepreneurial climate.

The TIP team is excited by the prospect of working with the City of Shelton leadership on a blueprint to guide economic development activity in the city. We appreciate the opportunity to present our firm and our team members, and we invite you to contact our references.

Please feel free to call me at 512.343.9113 if you have any questions concerning our submittal.

Sincerely,



Jeff Marcell
Senior Partner

TIP STRATEGIES, INC.

Headquarters
2905 San Gabriel St, Suite 205
Austin, Texas 78705

Seattle-area office
14417 SE 16th Street
Bellevue, Washington 98007

All locations
PH 512.343.9113
FX 512.343.9190
www.tipstrategies.com



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SUMMARY

TIP Strategies, Inc. (TIP) is submitting this proposal to act as the consulting team for the preparation of an economic development strategic plan for the City of Shelton, Washington. Our team members are experienced in 1) leading economic development planning projects across the United States and internationally; 2) identifying appropriate target industries and designing effective marketing strategies to recruit them; 3) crafting talent retention, development, and attraction strategies; and 4) assisting with the implementation of economic development plans for cities, counties, regions, and states.

TIP has helped us see how the world has changed and how we can best respond to the challenges of the new century.

Pete Johnson, Federal Co-Chairman, Delta Regional Authority

Our Team

TIP's principals are ideally suited to assist the City of Shelton on this project.

- [Jeff Marcell](#) leads high-profile national consulting engagements and provides input from the practitioner's point of view. Jeff was with the Economic Development Council (EDC) of Seattle and King County for a decade, first as the organization's executive vice president and COO and then serving 5 years as the president and CEO. During his tenure with the EDC he rebuilt the organization's client-based economic development program and supervised the recruitment, retention, and expansion of 65 companies—including globally recognized firms like Boeing, Google, American Family Insurance and Booking.com—representing close to 7,000 primary jobs with an estimated economic impact to the local economy of more than 11,000 total jobs.
- [Tom Stellman](#), president and co-founder of TIP, brings a wealth of experience working with communities and businesses. As developer of TIP's model of Talent, Innovation, and Place, he has helped clients identify sustainable strategies to promote workforce and economic health. Prior to founding TIP, Tom served as director of international business development and marketing for the State of Texas, where he assisted Texas companies looking to expand and locate in international markets. His experience in developing and managing the highly successful Invest in Texas Alliance provides a clear understanding of the issues communities face in recruitment.
- [Jon Roberts](#) is a nationally recognized leader in regional economic development. He has overseen projects in Texas and throughout the US, as well as in Europe and Asia. Jon served as director of business development for the states of Washington and Texas between 1990 and 1995. As managing director, he participates in the scoping of projects and provides technical and strategic input during each phase. He is a frequent speaker for the International Economic Development Council, having taught the organization's leadership and strategic planning courses in cities across the US, as well as in Russia and the US Virgin Islands.

Our principals are supported by a staff of analysts and consultants experienced in managing economic development projects similar in scope to the requested work. The TIP team also includes a network of associates and partners in a wide range of disciplines whose skills can be brought to bear on this project.

Our Advantage

The TIP team is well-qualified to serve as the contractor for this work.

- ❶ We have a portfolio of successful consulting engagements in the State of Washington.** TIP recently completed a series of engagements with the Washington Department of Commerce as part of the state's \$4.3 million Defense Industry Adjustment grant. The work culminated in the development of the *Washington State Military & Defense Playbook*, which lays out a strategic framework for retaining and strengthening the military and defense sector in the state. In 2012, we prepared a Regional Economic Strategy for the Puget Sound Regional Council (PSRC). The document, which contained in-depth analyses of the region's industry and workforce, was developed with significant stakeholder engagement, including an Opportunities Workshop attended by more than 100 regional leaders. Other TIP engagements in the state include the preparation of economic development plans for the cities of Auburn, Redmond, and Kirkland, as well as Kittitas, Klickitat, and Lewis Counties. In addition, we conducted preliminary research on capacity issues surrounding computer science degree production in the state for the College Success Foundation in connection with the Washington Opportunity Scholarship initiative.
- ❷ We understand the importance of technology and innovation in creating a healthy economy.** Our locations in Austin and, more recently, Seattle, provide our team with first-hand experience in crafting strategies that leverage technology assets. Our work for OneRedmond provided the organizational framework for the newly formed entity to market the community to specific sectors, as well as to pursue opportunities in innovation and entrepreneurship. In Round Rock, Texas, our team members were instrumental in helping the community assemble higher education, medical, and other assets in support of the growth associated with Dell. Guided by the team's planning efforts, Round Rock has been successful in attracting Scott & White Hospital, a campus of Austin Community College, a multi-institutional higher education center (anchored by Texas State University), a regional clinical campus of the Texas A&M Health Science Center's College of Medicine, and the St. David's School of Nursing.
- ❸ We have worked extensively with steering committees and working groups.** Our projects are typically guided by leadership teams from multiple areas of interest, including private business, economic development, higher education, and workforce. During our work in the Louisville, KY area, we managed a steering committee that brought together leaders from 26 counties, covering portions of two states and six workforce investment areas, to prepare a workforce and economic strategy funded under the federal WIRED program (Workforce Innovation in Regional Economic Development). We also have direct

We've very much enjoyed working with [TIP] throughout this entire process. From the discovery work to site visits to this week's presentation, you've been every bit as good as advertised.

*Brian Ritter, CEcD
President/CEO, Bismarck-Mandan Development Assoc.*

experience facilitating task forces and public input sessions. As part of a visioning process for Tyler, Texas, we facilitated task force meetings with more than 100 members. The outcome of the visioning sessions was a list of priority strategies or projects that business and community leaders in Tyler felt would be the most feasible to accomplish during a five-year planning horizon.

Both the document and the process that you guided us through will serve us well for years to come and provide much needed vitality to our local economy.

*Jim Rives, President,
Maricopa Economic
Development Alliance*

- **We have extensive experience helping communities and regions diversify their industrial base by understanding their existing assets and challenges.** For some, like Racine, Wisconsin, this involved transitioning away from a dependence on traditional industries. For others, our work helped position communities or regions to capture growth from expanding sectors, like healthcare (Temple, TX), or specific opportunities, like a new automotive plant (New Braunfels, TX). Emerging industries were the focus of our work in other communities. For Beaumont, Texas, we helped them develop a strategy for capitalizing on advanced materials research being conducted at Lamar University. Leveraging nanotechnology and biosciences research was the cornerstone of our work for Tompkins County, New York, home to Cornell University.
- **We view workforce development through an economic development lens.** While our roots are in economic development, we have a deep understanding of workforce development and approach workforce strategy from the employer’s perspective. Our workforce projects span the country. We recently assisted in updating the statewide talent strategy for the Oregon Talent Council, which focused on Oregon’s strengths in bioscience, IT, advanced manufacturing, healthcare, and energy. Other relevant work includes facilitating a 10-county regional workforce strategy (focused on demand for and supply of middle skills) for the Greater Houston Partnership; creating a talent-driven industry cluster strategy for the Puget Sound Regional Council; crafting a workforce and economic strategy for the 26-county WIRED65 Region surrounding Louisville, Kentucky; and preparing a regional workforce strategy for Fargo, North Dakota, that included deep dives into three of the region’s key economic drivers—healthcare, manufacturing, and information technology.
- **We have helped communities and regions across the country identify well-suited target industries.** The selection of target industries must consider a range of factors. Our occupation-driven approach recognizes the importance of connecting industry recruitment with the skills of the regional workforce and identifying opportunities for enhancing those skills. The presence of well-prepared industrial sites is another critical piece of the puzzle. Businesses do not locate just to a community; they locate to a specific site. Finally, the role of innovation has become an increasingly important aspect of industrial development, and our strategies often emphasize the recruitment of innovation-driven companies.
- **We understand the corporate site selection process.** For six years, TIP managed the Invest in Texas Alliance, a consortium of Texas economic development organizations and professional service firms interested in helping companies do business in Texas. As managers of the Alliance, TIP marketed directly to target industries in the US and abroad on behalf of the Alliance’s member communities and organizations. This program generated over \$3 billion in potential investment and resulted in 15 new locations in Texas. TIP has

also implemented marketing and lead generation programs for a number of clients, including Midland, TX; Northern Ireland; and The Netherlands.

- **Our team offers a broad background.** In addition to our consulting work, we have direct experience managing economic development programs. TIP principals have held management positions with the Texas Department of Economic Development and the states of Oregon and Washington. At the Economic Development Council of Seattle and King County, Jeff Marcell spent a decade leading the organization’s efforts to recruit, retain and expand globally recognized companies like Boeing, Google, American Family Insurance, Booking.com, and many others in the Seattle region. Team members are frequently invited to speak at state and national conferences on a wide range of topics.

In short, our team has the analytical capacity, experience, and planning expertise to assist local leaders in examining Shelton’s position in the global economy. We are excited about the prospect of working on this project and are available to begin work immediately upon agreement of terms.

[TIP] worked collaboratively with our CEOs and stakeholders throughout Delaware to ensure that the end product – the Delaware Growth Agenda – was not only data-driven and substantive, but politically sensitive and respectful to the varied interests in our state. The result was a plan that was on time, on budget and on point.

*Bob Perkins, Exec. Director,
Delaware Business Roundtable*

SCOPE OF WORK

Our team has an established process for conducting economic development strategy work. Our Theory Into Practice (TIP) planning model combines analytical tools with the latest thinking in economic development, workforce training, and community-based principles to create innovative and publicly supported strategies. In our years of leading consulting projects across the country, this three-phase approach—Discovery, Opportunity, and Implementation—has proven flexible enough to address the variety of challenges our clients face.

THEORY INTO PRACTICE PLANNING MODEL

Our Theory Into Practice (TIP) planning model combines analytical tools with our team’s understanding of demographic, economic, and cultural trends.



1 Discovery

We begin by documenting our client’s position from an economic development perspective. During this phase we review available materials, visit with knowledgeable sources, and conduct a targeted analysis of relevant trends to reach an understanding of the current state of the area economy. (*Where are we now? How do we compare with our peers and competitors?*) This work serves as the basis for the identification of strategies in Phase 2.

1.1 Project kickoff | A strong working relationship between our team and the client project team is essential. The project kickoff provides the opportunity to discuss objectives, define success factors, identify relevant studies and initiatives, and review the team’s overall expectations for the engagement. The outcome will be a project management plan that will serve as the foundation for all the work to follow.

1.2 Economic assessment | Our analysts will prepare a targeted analysis of demographic and economic factors that are of greatest concern to economic decision makers. This market-based analysis focuses on factors that define the area’s overall competitiveness and highlight its unique economic strengths and weaknesses. Our standard assessment addresses the elements outlined below, but specific aspects will be tailored to meet project objectives and to take advantage of available data resources.

- Workforce & education. Our assessment begins with an analysis of demographic factors including overall growth in the labor force, participation and unemployment rates, educational attainment and higher education enrollment, commuting patterns, wage rates, and occupational statistics. Data are analyzed from the perspective of current employers and potential recruits, with comparisons to the US and other relevant geographies.

Phase 1 Overview

Tasks

- ✓ Project kickoff
- ✓ Economic assessment
- ✓ Stakeholder engagement
- ✓ SWOT analysis

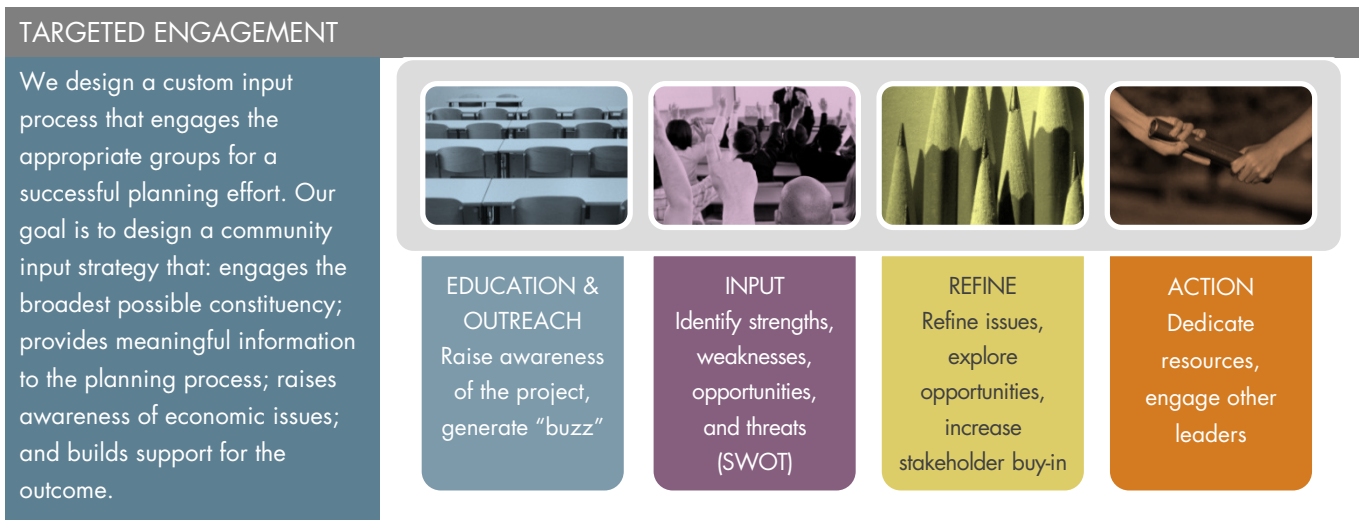
Interim Deliverables

- ✓ Economic assessment findings
- ✓ SWOT analysis findings

- Economic environment.** To understand the foundation and overall structure of the economy, we will examine employment growth trends, industrial composition, and major employers in the area. For this task, the team will assess issues affecting the area’s appeal to major employers, including geographic location; transportation network; telecommunications and other utility infrastructure (planned and existing); available sites; and incentives. In addition, we will use data from Esri, coupled with qualitative findings from Task 1.3 to understand the dynamics of the city’s trade area.
- Competitive analysis.** As part of the assessment, we will provide statistical comparisons between City of Shelton and an agreed upon number of similarly situated communities. The purpose of this step will be to understand the city’s competitive position relative to its peers. TIP will work with the project steering committee in determining which communities would serve as the most appropriate benchmarks.

1.3 Stakeholder engagement | Gathering input from stakeholders is an integral part of the TIP planning process. We can employ a variety of methods—from organizing “town hall” style meetings to facilitating targeted workshops to conducting web-based surveys—to gather and document the community’s goals, objectives and vision for the future. For this work, we propose the following approach:

- Leadership roundtable.** Our team has met with thousands of businesses and community leaders nationwide. We have found engaging this leadership group early in the process to be very beneficial. As part of the Discovery phase, TIP will facilitate a leadership roundtable. This session will provide an important framework for subsequent discussions.
- Interactive media.** To expand participation in the process, we can facilitate the use of social media and online surveys. These tools can be effective mechanisms for engaging stakeholders, gathering anecdotal information about assets and challenges, and increasing “buy-in” for the resulting recommendations among the broader community.
- Roundtables & interviews.** Throughout the project we provide a number of opportunities to solicit input through personal interviews and roundtables. These input sessions are conducted with major employers,



elected officials, human resources specialists, real estate professionals, and other experts to gather information about future land use plans, regional economic trends, and other insights that will help shape our recommendations. Roundtables are tailored to the needs of the client and are typically organized around specific topics or strategies, such as transportation, affordable housing, quality of life, downtown, retail development, infrastructure, etc.

1.4 SWOT analysis | The Discovery phase tasks form the basis for the development of an analysis of strengths, weaknesses, opportunities, and threats (commonly referred to as a SWOT analysis). This analysis, in turn, drives the subsequent Opportunity phase of the planning process.

2 Opportunity

TIP defines economic development as the application of public resources to stimulate private investment. This definition recognizes that decisions on everything from transportation infrastructure to new workforce development initiatives must be informed by the response they will receive from the private sector. As a result, our approach is rooted in the needs of our clients on the one hand, and by an in-depth knowledge of investment choices on the other.

2.1 Guiding principles | At TIP, we believe a community’s guiding vision is inextricably linked to its opportunities, with each informing the other. A clear set of guiding principles should provide a framework that both points to recommended actions and establishes priorities among available alternatives. Likewise, the range of opportunities should suggest a larger vision. Our approach places a premium on well-informed decision-making, sound planning practices, and long-term commitment to a vision for the future.

2.2 Cluster & target industry analysis | The TIP team will employ a three-pronged approach—quantitative, qualitative, and strategic—to identify the best prospects for growth. The outcome of this task will match local assets with national and international trends to identify the industries that represent the highest potential for relocation or expansion.

- Quantitative analysis. Our analysts will use standard statistical techniques, such as location quotients and shift-share analysis, to identify industries where the region may have a comparative advantage relative to the nation. Potential industry targets are then considered along the following criteria:

- Location: *the area's advantages should correspond to critical facility location factors*
- Growth: *growth must be anticipated in the sector and be likely in the region*
- Size: *must be large enough to merit a concentrated development effort*

Phase 2 Overview

Tasks

- ✓ Guiding principles
- ✓ Cluster & target industry analysis
- ✓ Opportunities analysis & workshop

Interim Deliverables

- ✓ Guiding principles for economic development
 - ✓ Target industry recommendations
 - ✓ Preliminary strategies for consideration
-

- Image: *should be desirable in terms of land use, job quality, economic cycles, and long-term development linkages*
- Infrastructure: *requirements should be compatible with the area's capacity and resources*
- Multipliers: *growth in the sector should have spill-over effects in other sectors*

- **Qualitative analysis.** Findings from the prior tasks are refined by focus groups conducted with regional experts to gather information about strengths and barriers, regional economic trends, supply chains, current investment patterns, and other intelligence that would inform the selection of targets. This qualitative approach allows us to identify targets that may not be revealed in the data analysis and to pose questions for additional research.
- **Strategic considerations.** Finally, the expansion potential of the target sectors is evaluated based on 1) a review of relevant cluster initiatives already in progress locally and at the state level, 2) an understanding of state, national and global trends, and 3) the experience of the consulting team in evaluating target markets.

2.3 Opportunities analysis & workshop | As part of this phase, we will facilitate an opportunities workshop with area leadership. The purpose of this workshop will be to engage in a focused discussion of potential strategies. Throughout the process, our team will consider a broad range of traditional and non-traditional opportunities arising from demographic shifts, changing consumer behaviors, large-scale government policy, changing resource availability, as well as regional assets. The value TIP adds in such strategy sessions an understanding of how trends and assets translate into opportunities for our clients.

3 Implementation

Findings from prior phases will result in the preparation of a strategic plan and implementation matrix. The resulting document will provide specific recommendations and tools needed to implement a long-term economic strategy.

3.1 Strategies | Based on the findings of the assessment, stakeholder input, and the experience of our consulting team, we will assist in identifying effective strategies. We anticipate these strategies will address the following:

- **Business development.** TIP will focus on areas where Shelton can differentiate itself from the competition. The results of this task will identify the most effective strategies for positioning the area with decision makers in each target sector. Issues related to industry recruitment, retention, and expansion, will be considered. These include human resource challenges, incentives, infrastructure, and image and branding.
- **Entrepreneurship.** Across the nation, economic development practitioners and workforce professionals have embraced entrepreneurship as a means of promoting economic diversification and stimulating

Phase 3 Overview

Tasks

- ✓ Strategic plan
- ✓ Implementation matrix
- ✓ Final report & presentation

Deliverables

- ✓ Final report, including all interim deliverables from Phases 1, 2, and 3
-

growth. The reason for this interest in entrepreneurs is two-fold: (1) an economic transition in the US that has created more market opportunities for entrepreneurs and (2) the recognition that entrepreneurs can be more deeply rooted in their communities, which increases both their economic and social impacts.

- [Workforce development.](#) TIP will focus on identifying workforce development issues that may affect the region’s ability to support future growth sectors. The natural outcome of this strategy is a focus on aligning workforce development initiatives with the needs of industry and differentiating the region’s workforce from the competition. These strategies will address issues related to the development of talent (“growing your own”), the retention of existing workers, and the recruitment of talent.
- [Quality of place.](#) The role of “place” is an essential part of our approach to economic vitality. Understanding what makes Shelton unique and leveraging those advantages will be emphasized throughout our work. This approach extends to understanding local goals and translating them into economic strategies.
- [Best practices.](#) Over the last 20 years, TIP has developed and helped implement successful strategies for communities and regions across the country. Our team draws heavily on this experience to identify what works and, just as important, what doesn’t work when evaluating alternatives. Along with our direct client experience, we have relationships with a network of firms and organizations that enable us to continually refine our understanding of how to best address specific challenges faced by our clients. In addition, TIP utilizes external best practice resources, including the International Economic Development Council, the American Planning Association, and the Urban Land Institute, to assist our clients in identifying the most effective strategies for pursuing economic vitality.

3.2 Implementation matrix | Although it is often overlooked, a strong implementation strategy can be the key to bringing a plan to fruition. TIP will prepare an implementation matrix that addresses the following:

- [Actions.](#) Using the findings from the Opportunity phase, we will develop a list of actions to support the strategies. This step typically includes identifying responsible parties and potential partnership opportunities, setting timelines, and identifying potential funding sources.
- [Priority.](#) Identifying opportunities and the steps needed to make them reality is not enough. Setting priorities is perhaps the most important role that a solid implementation strategy should fulfill. Having clearly established priorities is essential for effective use of public resources.
- [Measurement.](#) An important piece of any strategic plan is developing the metrics by which success of the plan will be gauged. We can also advise staff on methodologies for collecting the needed data.

3.3 Final report & presentation | Building public support for a plan is critical to its success. This phase will consist of making revisions to the deliverables, as well as obtaining final approval for the plan. This phase will also include a public “roll-out” of the plan. In our experience, this step has been critical to broader acceptance of the strategies.

PERSONNEL

At TIP, the work of our consulting team is conducted under the direct supervision of a senior member of the firm. They are actively involved in the scoping of the project and participate in every phase of the work.

TIP senior partner, **Jeff Marcell**, will act as principal-in-charge and will serve as the primary point of contact for this work. As such, he has the ultimate responsibility for the work products that are presented to the client. Under his direction, the TIP team will provide high-quality products and strive to quickly address any concerns to your satisfaction.

In addition to a principal, a project manager is assigned to each engagement. The project manager is responsible for day-to-day client communication, directing project research, and report writing. The lead project manager is typically supported by one or more project managers to assist in these duties. Each of our project managers has multiple years of experience managing consulting engagements.

The principal and project manager(s) are supported by analysts, who have extensive experience working with large data sets and preparing thought-provoking and engaging analyses.

Beyond the immediate project team, our process includes regular brainstorming sessions that involve the entire firm. At these meetings, project managers present their findings for peer review. We believe our clients benefit from this approach which engages the full brainpower and expertise of our team in addressing their challenges.

Our goal for each project is to provide deliverables that meet—and exceed—our client’s expectations. Our success in achieving this goal is demonstrated by the volume of repeat business we have achieved during our years in business.

Resumes for TIP personnel are provided on the following pages.

PRIMARY STAFF:

We propose the following leadership team for this work, however, our collaborative approach means all professional staff are typically involved in some aspect of the engagement:

- **Principal-in-charge:** Jeff Marcell, Senior Partner
- **Project manager:** Ashton Allison CEcD, Consultant
- **Lead analyst:** Karen Beard, Senior Consultant and Support Services Director

Experience

As a senior partner with TIP, Jeff Marcell leads high-profile national consulting engagements and contributes to the strategic planning of the business. Before joining TIP, Jeff served as the president and CEO of the Economic Development Council of Seattle and King County (EDC). He was responsible for the organization's mission of business and job creation, retention, expansion, and recruitment in King County. Jeff joined the EDC in 2004, and during his tenure, rebuilt the organization's client-based economic development program.

Prior to joining the EDC, Jeff was an economic development consultant with Angelou Economics, and a marketing executive in the Economic Development Division of the Greater Houston Partnership. He was responsible for retaining and recruiting corporate expansions and relocations by marketing and promoting the Houston region nationally and internationally. During his term with the Partnership, the organization brought in over 25,000 jobs to the Houston region with \$3.4 billion in annual economic impact to the community.

In 2007, Jeff was named one of the Puget Sound Business Journal's 40 Under 40. In 2013, he received the MacArthur Award for Leadership from the Washington State Department of Commerce. He has been recognized by the IEDC for his efforts in Technology-Led Economic Development and Clean Technology, and was the recipient of an Outstanding Board Service Award from the Seattle-King County Workforce Development Council, 2012.

Expertise

- Strategic Planning
- Policy Development
- Competitive Analysis & Positioning
- Project Management
- Budget Administration
- Business Network Development
- Organization Fundraising
- Change Management Leadership
- Process Reengineering

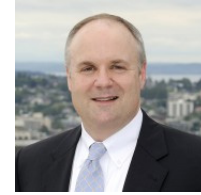
Education

Juris Doctorate, South Texas College of Law.

Bachelor of Arts, Political Science, University of Illinois at Chicago.

Affiliations

Immediate Past Chair, Washington Economic Development Association; Past Board Member and Executive Committee Member, Puget Sound Economic Development District Board; Founding Board Member, Aerospace Futures Alliance; Past Board Member, Washington Aerospace Partnership; Past Board Member and Executive Committee Member, Seattle-King County Workforce Development Council; Past Board Member, Seattle Metropolitan Chamber of Commerce; Past Member, Multicultural and Small Business Task Force - Seattle Metropolitan Chamber of Commerce.



Jeff Marcell

Senior Partner

jeff@tipstrategies.com

Significant Projects

- Drafted operation plans for the Washington Military Alliance (on behalf of the Washington State Department of Commerce) and for Newport County, RI.
- Conducted center of excellence study and regional strategy for the East Central Michigan Prosperity Region.
- Prepared *Center Cities Playbook*, focused on creating shared prosperity for a consortium of governments, economic development organizations, and nonprofits serving Minneapolis-St. Paul.
- Supervised the recruitment, retention, and expansion of 65 companies representing nearly 7,000 primary jobs.
- Led fundraising campaign that tripled the operational budget in one year's time to \$1,500,000.
- Developed three new industry cluster initiatives in 2010, 2011, and 2013 targeting the fashion and apparel industry, the financial services sector, and the maritime industry.



Experience

Tom Stelman is founder of the consultancy and leads select high-impact project engagements throughout the country. As developer of TIP's model of Talent, Innovation, and Place, he helps clients identify their core value and build consensus around strategies to promote economic health. He is the lead author of TIP's Automotive Profile, the Invest in Texas Business Guide, and the Texas Manufacturing Skills Gap.

In addition to leading consulting engagements, Tom developed and launched the highly successful Invest in Texas Alliance, a marketing initiative sponsored by 26 economic development agencies and electric utilities. His team targeted both domestic and international growth companies through a unique mix of direct marketing and networking, resulting in over \$3 billion in investment leads and the location of 15 companies.

Prior to establishing TIP, Tom was director of the Office of International Business for the Texas Department of Commerce, where his team was charged with promoting the state's exports, marketing the state to foreign investors, and facilitating communication between foreign investors and economic development organizations statewide.

Tom also served as staff to the Texas Mexico Authority and as border development coordinator for the state's economic development agency. As manager of the Texas Maquila Supplier Project, he assisted Texas companies expanding and locating in the border region to serve the Mexican industrial market. A Texas native, Tom lives in Austin with his wife and their four children.

Expertise

- International and domestic recruitment
- Talent management and workforce development strategies
- Regional economic strategies
- Automotive supplier strategies
- Defense-dependent communities

Education

Bachelor of Arts, Government, University of Texas at Austin.

Affiliations

Board of Directors, Texas Economic Development Council; Advisory Board Member, Community Development Institute; Board Member, Camino Real Export Council; Board Member, Center for International Business and Economic Research at the University of Texas at Austin; Instructor, Basic Economic Development Course in College Station and San Antonio, Texas.



Tom Stelman

President & CEO

tom@tipstrategies.com

Significant Projects

- Regional economic development planning and target industry analysis: Bismarck-Mandan, ND; Green River Area Development District, KY; WIRED 26-county region, KY/IN.
- Defense-related work: State of Massachusetts; Fort Campbell, KY; Kern County, CA; Fort Hood, TX; Sheppard AFB, TX; Anniston Army Depot, AL; Eglin AFB, FL.
- Economically driven strategies for workforce boards: Western Kentucky Workforce Investment Board; Workforce Solutions of Central Texas; Clarksville-Montgomery County, TN; Workforce Solutions (Lower Rio Grande Valley), TX.
- Rural entrepreneurship assessments: Northeast Texas and Southwest Arkansas.
- Marketing initiative: Invest in Texas Alliance.



Experience

Jon Roberts is an international leader in economic development and has overseen projects throughout the US, as well as in Europe and Asia. Jon provides strategic direction to communities and regions across the country. A hallmark of his work is recognizing the relationships between seemingly unconnected trends. He is able to communicate their relevance and offer clients a clear path of action.

In addition to being a practitioner in the field, he has prepared policy papers on national economic development strategy and the future of jobs, published articles on economic development marketing, and has written editorials for major newspapers. Jon is a sought-after speaker on economic development issues nationally and internationally.

Jon was formerly the director of business development both for the State of Washington and then for the State of Texas. In these positions, he directed recruitment and investment and led international trade missions. Prior to working for the Washington Department of Trade, Jon was with the Oregon Technology Fund, where he was responsible for venture capital investments. He also managed two startup companies: Fiberlite Composites and LifePort Inc., and worked with the Center for Entrepreneurial Ventures.

Jon was elected to the board of KMFA radio in Austin, Texas, and is active in the technology community. He maintains his ties to the Northwest and is a Fellow of the Washington World Affairs Council in Seattle. He has served on the boards of several startup technology companies and on state task forces and gubernatorial committees. He has lectured in business at the University of Washington and the University of Texas, and was on the faculty at Marylhurst College in Portland, Oregon.

Expertise

- International and domestic recruitment
- Regional economic strategies
- Venture capital and high-growth entrepreneurship
- Economic development marketing

Education

Post graduate research, University of Oregon.

Master of Arts, Political Philosophy, University of Hawaii.

Bachelor of Arts, University of Hawaii.

Affiliations

Fellow of the Washington World Affairs Council, Seattle; National Development Council Economic Development Certification; Member, Texas Economic Development Council; Member, International Economic Development Council; Board of Trustees, KMFA radio Austin, Texas.



Jon Roberts

Principal & Managing Director

jon@tipstrategies.com

Significant Projects

- Regional economic development planning: Puget Sound Regional Council, WA; Blaine, ID.
- Citywide economic development planning: Fort Collins, CO; Clearwater, FL; Redmond, OR; McKinney, TX.
- Comprehensive economic development strategies: Association of Central Oklahoma Governments; Richmond, VA.
- "Envision Central Texas" project for regional planning in the Austin Metro area.
- State of Texas Strategic Economic Development Plan.
- Recruitment of Matsushita Semiconductor (NSC) to Washington.



Experience

Ashton Allison, CEcD, has over 14 years of experience in marketing and economic development in the private, public and nonprofit sectors. He spent over six years at a full-service marketing firm, where he helped develop strategies for economic development, financial services, nonprofit and fitness clients. He also served as copywriter for projects company-wide.

Ashton specializes in economic development marketing, including historical marketing analysis, strategic communications planning, branding, media strategy and placement, public relations and social media strategy.

Prior to joining TIP, Ashton worked as an economic development practitioner and director of marketing for the Amarillo Economic Development Corporation. During his time there, Ashton was responsible for creating and managing the organization's annual plan of work, strategic communications plan and lead generation program. He also developed strategies to promote the organization's Small Business Administration (SBA) 504 and 7a loan programs. His work earned a Gold Award from the International Economic Development Council (IEDC) in 2011.

Prior to working for the Amarillo EDC, Ashton served as the executive director for Entrepreneur Alliance, a consortium of organizations promoting entrepreneurship and providing assistance to small business owners in the northwestern-most 26 counties of the Texas High Plains.

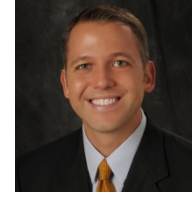
Ashton holds a Bachelor of Business Administration degree in marketing from Baylor University. He earned his Certified Economic Developer (CEcD) designation through the International Economic Development Council in October 2014.

Expertise

- Economic Development Marketing
- Strategic Planning
- Competitive Analysis and Positioning
- Entrepreneurship and Small Business Development
- Project Management

Education

Bachelor of Business Administration, Marketing, Baylor University.



Ashton Allison, CEcD

Consultant

ashton@tipstrategies.com

Significant Projects

- Washington Military Alliance: Strategic Communications Plan.
- Helped conceptualize and launch Leading EDG (Economic Development Group), a business facilitation program offering an innovative new approach to entrepreneurial assistance and small business development.
- Helped facilitate three Bell Helicopter expansion projects, including the 525 Relentless commercial helicopter, Bell's newest and Amarillo's first civilian helicopter assembly facility.
- Competitive Analysis: City of Auburn, WA.



Experience

Alex Cooke has managed economic strategy projects for a diverse collection of communities and regions in over 15 states—extending from Alaska to Virginia—since joining TIP in 1997.

Alex began his career at TIP running the Invest in Texas Alliance, an international marketing consortium that generated dozens of foreign direct investment leads for Texas communities and utilities. Subsequently transitioning to the firm’s economic strategy consulting practice, he has produced strategic plans, marketing plans, economic base analyses, and target industry analyses. Today, as a senior consultant, Alex has a successful track record in project planning, client communications, public input, and deliverable production.

In addition to economic development, Alex has both public and private sector experience in the fields of management consulting, higher education, and legislative affairs. His other professional skills include economic, legislative, and policy analysis; grant proposal development; federal grant program administration; and performance measurement. At Texas Tech, Alex served as director of research and grants for the International Business Education Program at the Rawls College of Business. There, he was responsible for planning and developing grant funding proposals, researching and coordinating funding opportunities, communicating with potential funding agencies and foundations, and administering grant programs related to international education programs and scholarships.

Alex holds a Master’s of Public Affairs from LBJ School of Public Affairs at University of Texas at Austin and a Bachelor of Arts from Texas Tech University. He is married and is the father of one son.

Expertise

- Regional economic development strategies
- Policy analysis
- Defense-dependent communities
- Management consulting
- Aviation industry

Education

Master of Public Affairs, LBJ School of Public Affairs, University of Texas-Austin.

Bachelor of Arts, Political Science, Texas Tech University.



Alex Cooke

Senior Consultant

alex@tipstrategies.com

Significant Projects

- State and regional economic development planning: Delaware Business Roundtable (statewide); Delta Regional Authority (multi-state); Puget Sound Regional Council, WA; Together North Jersey; US Virgin Islands.
- Defense-related work: State of Washington; State of Massachusetts; Texarkana, TX; Anniston, AL; Wichita Falls, TX; Fort Campbell Region, TN & KY; Killeen, TX.
- Citywide economic development planning: Las Vegas, NV; Clearwater, FL; Corpus Christi, TX; Lubbock, TX; Richmond, VA.
- Countywide economic development planning: Chester County, PA; Montgomery County, MD; Clark County, WA; Mat-Su Borough, AK; Kenosha, WI.



Experience

Caroline Alexander has over 15 years of experience in the private and nonprofit sectors in the fields of management consulting, small business development, and public and corporate finance. She specializes in research and analysis, including benchmarking, cost-benefit, GIS, and workforce analysis. She has led various projects across the country for TIP that include strategic plans, market research reports, target industry analyses, entrepreneurship assessments, and workforce analyses.

Prior to joining TIP, she worked with MGT of America, Inc., a public sector consulting firm. Her project experience included an economic impact analysis of the City of Houston's smoking ordinance, a transition plan for Bexar County's magistration function, a feasibility study of a regional detention center for the Hopi Tribal Council, and an organizational review of the central administration of Abilene Independent School District.

Caroline's other experience includes small business development as well as corporate and public finance. With ACCION Texas, a nonprofit micro-lender, she aided numerous low-income microentrepreneurs in strengthening and growing their businesses. Prior to ACCION, she worked as a financial analyst with Credit Suisse First Boston in New York. At CSFB, she performed analyses, conducted research, and produced presentations and marketing materials for projects ranging from sovereign debt issuances to corporate mergers and acquisitions.

She holds a Master's in Public Administration from the LBJ School of Public Affairs at the University of Texas at Austin. She obtained a Bachelor of Arts in Economics with an international studies concentration from Davidson College in North Carolina.

Expertise

- Entrepreneurship and small business development
- Economic and fiscal impact analysis
- Workforce and higher education analysis
- Target industry and industry cluster analysis
- Performance measurement and program evaluation
- GIS mapping

Education

Master of Public Affairs, LBJ School of Public Affairs, University of Texas-Austin.

Bachelor of Arts, Economics, Davidson College.



Caroline Alexander

Senior Consultant

caroline@tipstrategies.com

Significant Projects

- Strategic planning: N. Louisiana Economic Partnership; Arlington, TX; Saratoga County, NY; Christian County, MO; Fort Collins, CO; McKinney, TX; Tupelo, MS.
- Workforce assessment: Greater Houston Partnership, Fort Collins, CO; Savannah River Region, SC / GA; Fargo, ND.
- Target industry studies and cluster analyses: Bismarck-Mandan, ND; Temple, TX; San Marcos, TX; McKinney, TX; Lee County, MS; Fort Collins, CO.
- Innovation and entrepreneurship: Northeast Texas; Fort Collins, CO; Cedar Park, TX (technology/biotech park).
- Organizational planning: Saratoga County, NY; Ocala, FL; Christian County, MO; Redmond, WA.
- Additional studies: Austin Technology Incubator, TX (wet-lab analysis); Round Rock, TX (technology center); San Marcos, TX (airport study); Bexar County, TX (auto industry analysis); Hispanic Scholarship Fund (occupational analysis).



Experience

As a senior consultant with TIP, John works closely with business and community leaders to develop actionable strategies that generate job and business growth, while enhancing the quality of life for local citizens. John has extensive experience in the fields of economic development and urban planning. He has managed a wide range of projects including: strategies for economic development clients, economic impact studies for public and private sector clients, and business climate studies for corporate clients.

Prior to joining TIP, John founded urbanSCALE.com to empower urban planning and economic development professionals with the knowledge and tools needed to make their communities more vibrant. John is also the creator of the urbanSCALE Rating System, the first comprehensive measure of how urban a city is on a scale of 1 to 10. The urbanSCALE website has evolved into a growing online community with insights and creative thinking for urban planners, economic developers, and civic leaders.

Before entering the economic development field, John worked in Mayor Michael Bloomberg's administration within the New York City Department of Transportation's Division of Planning & Sustainability. With the NYC Department of Transportation, he managed projects that improved freight mobility while balancing needs surrounding parking, deliveries, transit riders, cyclists, and pedestrians. John also worked as an urban planning/GIS specialist with AECOM.

Expertise

- Economic development strategies
- Target industry and industry cluster analysis
- Economic and fiscal impact analysis
- Downtown revitalization
- Urban planning and transportation policy
- GIS mapping and analysis

Education

Master of Science, Community & Regional Planning, University of Texas–Austin.

Bachelor of Science, Geography, Texas State University-San Marcos.



John Karras

Senior Consultant

john.karras@tipstrategies.com

Significant Projects

- Regional economic development planning: Minneapolis-St. Paul, MN; Delta Regional Authority, MS; East Central Michigan Prosperity Region; Newport, RI; Rockford, IL.
- Countywide economic development planning: Asheville-Buncombe County, NC; Lubbock, TX; Grant County, NM; Pottawatomie County, KS.
- Citywide economic development strategies: Irving, TX; Pflugerville, TX; San Angelo, TX; Alvin, TX; Bartlesville, OK.
- Economic impact analysis: ACL Music Festival; El Paso Electric Company; The TechnoWISE Group; Energy Tower at City Center (Midland, TX).
- Additional Studies: Imagine Austin Comprehensive Plan (fiscal impact analysis); Data Center Industry Trends Analysis (San Antonio, TX); High-Tech and R&D Climate Study (State of Texas).



Experience

Karen Beard has extensive experience as a researcher in both the public and private sector. Since joining TIP in 2000, she has managed consulting engagements for clients across the country. Karen's current area of focus is helping clients understand their workforce. Most recently, she completed a labor market assessment for Clarksville-Montgomery County, Tennessee, which included an update of the Veterans Inventory, a mechanism for assessing post-military plans of Fort Campbell personnel separating from service.

Prior to joining TIP, Karen held the position of senior research analyst at the Texas Department of Economic Development. During her tenure at TDED, she was involved in a number of projects, including the design and maintenance of the agency's "one stop" economic development web sites. In this capacity, she served as the principal developer of the Texas Business & Community Economic Development Clearinghouse, a searchable database of economic development resources.

As a research associate for the State Bar of Texas, Karen analyzed subjects of interest to the legal services industry and participated in dozens of law-related survey research projects, including an extensive annual report on attorney fees and compensation, as well as an award-winning survey on the concerns of minorities in the legal profession. She has also conducted research on the disability community for the Texas Rehabilitation Commission and led a major household travel survey as a research manager for NuStats, an Austin-based transportation research firm. Other topics that she has addressed include the evaluation of manufacturing technology centers and the effect of regulation on the cost of land development.

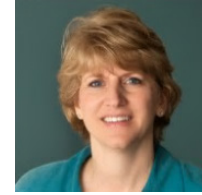
Expertise

- Survey research
- Regional economic analysis
- Economic and fiscal impact analysis
- Workforce and higher education analysis

Education

Master of Science, Community & Regional Planning, University of Texas–Austin.

Bachelor of Arts, Sociology, University of Texas–Austin.



Karen Beard

Senior Consultant

karen@tipstrategies.com

Significant Projects

- Regional economic development planning: Green River Area Development District, KY; WIRED 26-county region, KY/IN; Racine County EDC, WI.
- Defense-dependent communities: Anniston Army Depot, AL; Fort Hood, TX; Fort Campbell, KY.
- Workforce projects: Workforce Solutions of Central Texas; Western Kentucky Workforce Investment Board; Pearland EDC, TX; Workforce Solutions (Lower Rio Grande Valley).



BUDGET & TIMING

The fee for completion of this work is \$100,000, inclusive of expenses. The TIP team is available to begin this work immediately upon agreement of terms. The following schedule assumes a February 2017 start date. It is intended to provide an overview of the process and can be adjusted to meet the needs of the client.

	2018						
PHASE/TASK	Feb	Mar	Apr	May	Jun	Jul	Aug
Kickoff Meeting	●						
Discovery	●	—	●				
Opportunity			●	—	●		
Implementation					●	—	●
Final Presentation							●

Proposed Contract Language:

Payment. Client agrees to pay Consultant the total sum of \$100,000 for the services, with payment structured as follows: \$25,000.00 payable upon execution of this Agreement; Remaining balance payable in five (5) monthly installments of \$15,000.00 each (with final installment not due until Consultant’s delivery of the final report to the Client).

Each payment corresponds to the scope of work as outlined in Exhibit A of this agreement.

It is important to note that monthly consulting service elements are estimates and more or less work in any given month is to be expected based on the unique needs of the planning project as it moves forward. TIP will submit progress reports with monthly invoices. These reports will show percent complete on each task and include details regarding the work performed. When applicable, work product will be submitted with the invoice and progress report, e.g. a PowerPoint from a meeting, lists of people met with, a technical memo outlining findings, or a rough draft of a deliverable.

Deliverables and tasks defined by the estimated timeline and staff providing specific services:

- \$25,000: Kickoff (preliminary data included) and stakeholder engagement - Jeff Marcell, Ashton Allison
- \$15,000: Economic assessment, SWOT analysis and stakeholder engagement – Jeff Marcell, Ashton Allison
- \$15,000: Guiding principles and stakeholder engagement - Jeff Marcell, Ashton Allison
- \$15,000: Cluster & target industry analysis - Jeff Marcell, Ashton Allison
- \$15,000: Opportunities analysis and workshop - Jeff Marcell, Ashton Allison
- \$15,000: Strategies, implementation matrix, and final report and presentation - Jeff Marcell, Ashton Allison

The Consultant will be responsible for all travel, out-of-pocket and similar expenses, and shall not request or receive reimbursement for the same.

FIRM PROFILE


TIP Strategies, Inc. (TIP) is a privately held economic development consulting firm, with offices in Austin and Seattle. Established in 1995, TIP is committed to providing quality solutions for public and private sector clients. The firm's primary focus is strategic economic development planning. In addition, TIP has experience with entrepreneurship, target industry analysis, workforce, and redevelopment. Our methods establish a clear vision for economic growth. Community leaders across the country have embraced the TIP model of Talent, Innovation, and Place to achieve successful and sustainable economies.

TIP has worked with communities throughout the country to develop innovative, publicly supported economic development strategies. Our team members have produced numerous strategic economic assessments, economic base analyses, workforce analyses, and target sector analyses, all with input from the client and from stakeholders, community leaders, business owners, and residents.

Representative projects include the following:

- Capital Area Workforce Board (Austin, TX) — *Master Community Workforce Plan*
- Bismarck-Mandan Development Association, ND – *Target Industry Analysis*
- South Carolina I-77 Alliance – *Regional Workforce Study* and county profiles
- Delaware Business Roundtable – *Delaware Growth Agenda*
- Greater Green Bay Chamber, WI – *Economic Development Strategic Plan*
- Washington Dept. of Commerce – *Organization and Operations Plan for the Washington Military Alliance*
- Massachusetts Dev. Finance Authority (MassDevelopment) – *Defense Industry Economic Diversification Study*
- Greater Houston Partnership, TX – *Addressing Houston's Middle Skills Job Challenge*
- Greater MSP (Minneapolis-St. Paul) – *Center Cities Economic Development Playbook*
- City of Fort Collins, CO – *Economic Health Strategic Plan* (update and cluster tracking)
- East Central MI Prosperity Region – *Centers of Excellence Action Strategy and Regional Prosperity Strategy*
- Asheville-Buncombe County, NC – *AVL 5x5 Vision 2020*
- Chester County, PA – *VISTA 2025: Chester County's Economic Development Strategy*
- City of Las Vegas and Clark County, NV – *Comprehensive Economic Development Strategy* (CEDs)
- College Success Foundation (Issaquah, WA) – *Research on Capacity in Computer Science and Related Majors*
- OneRedmond (Redmond, WA) – *OneRedmond Business Plan*
- Columbia River Economic Development (WA) – *Clark County Economic Development Plan*
- City of Clearwater, FL – *Citywide Economic Development Strategic Plan*
- Greater Phoenix Chamber of Commerce – *Strategic Action Plan*
- US Virgin Islands – *Targeted Competitive Industry Study*

TIP strategies
AUSTIN • SEATTLE



Locations

Headquarters
2905 San Gabriel St, Suite 205
Austin, Texas 78705

Seattle-area office
14417 SE 16th Street
Bellevue, Washington 98007

All locations
PH 512.343.9113
FX 512.343.9190
www.tipstrategies.com

REFERENCES

Matt Matayoshi

Executive Director

Lewis County Economic Development Council

1611 North National Avenue

Chehalis, WA 98532

matt@lewisedc.com

PH: (360) 748-0114

Dave McClure

Executive Director

Klickitat County Economic Development

131 West Court Street (MS-CH-26)

Goldendale, WA. 98620

business@co.klickitat.wa.us

PH: (509) 773-7060

Doug Lien

Economic Development Manager

City of Auburn

25 West Main St

Auburn, WA 98001

dlein@auburnwa.gov

PH: (253) 804-3101