



Shelton City Council
Meeting Agenda
September 3, 2019 at 6:00 p.m.
Shelton Civic Center

A. Call to Order

- Pledge of Allegiance
- Roll Call
- Late Changes to the Agenda

B. Council Reports

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

The City Council invites members of the public to provide comment on any topic at this time. Please sign in on the public comment sheet and keep an instruction card. If you would like to comment on a Business or Action item, please list the agenda item number on the list. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, Staff will be directed to respond at an appropriate time.

D. Consent Agenda: (Tab 1) (Action)

1. Voucher numbered 21162 in the amount of \$13,240.72
2. Vouchers numbered 21163 through 21225 in the amount of \$378,655.68
3. Minutes from the meetings of:
 - July 2, 2019
 - July 16, 2019

E. Presentations

1. Catalyst Park Proclamation – Presented by Mayor Bob Rogers (Tab 2)
2. Mason County Historical Society Museum LTAC Report – Presented by Elizabeth Arbaugh
 - 2nd Quarter LTAC Report
 - Mason County Historical Society Downtown Car Show
3. Shelton-Mason County Chamber of Commerce 2nd Quarter LTAC Report – Presented by Heidi McCutcheon
4. 2nd Quarter Budget Report – Presented by Finance Director Aaron BeMiller (Tab 3)
5. Communications Strategy Report – Presented by City Manager Jeff Niten (Tab 4)
6. Emergency SCADA Update – Presented by Public Works Director Craig Gregory

F. Business Agenda (Study/No Action/Public Comment Taken)

No business items to discuss

G. Action Agenda (Action/Public Comment Taken)

1. 2019 Residential Paving Contract & Award – Presented by Public Works Director Craig Gregory (Tab 5)
2. Washington State Striping Agreement – Presented by Public Works Director Craig Gregory (Tab 6)

H. General Public Comment (3-minute time limit)

I. Administration Reports

- City Manager Report

J. New Items for Discussion

K. Announcement of Next Meeting – September 17, 2019 at 6:00 p.m.

L. Adjourn

The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting



2019/20 Looking Ahead

(Items and dates are subject to change)

Tues. 9/17 5:50 p.m.	Regular SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Public Hearing – 2020 Preliminary Budget Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 9/6
Tues. 9/17 6:00 p.m. (No GC)	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • LTAC Report – Forest Festival Public Hearing – 2020 Preliminary Budget Business Agenda <ul style="list-style-type: none"> • Proposed Illumination Plan Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 9/6
Tues. 10/1 6:00 p.m.	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Standards Update - Frontage Improvements and In Lieu of Fee Action Agenda <ul style="list-style-type: none"> • Proposed Illumination Plan Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 9/20
Tues. 10/15 5:50 p.m.	Special SMPD Meeting	Public Hearing – 2020 Preliminary Budget & Consideration of the 2020 Ad Valorem (Property) Tax Levy	Packet Items Due: Fri. 10/4
Tues. 10/15 6:00 p.m.	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Master Gardeners • LTAC Report – Chamber of Commerce • Municipal Court Update 	Packet Items Due: Fri. 10/4

		Public Hearing – 2020 Preliminary Budget & Consideration of the 2020 Ad Valorem (Property) Tax Levy Business Agenda <ul style="list-style-type: none"> • Parking Lot Construction Contract Action Agenda <ul style="list-style-type: none"> • Standards Update - Frontage Improvements and In Lieu of Fee Administration Report <ul style="list-style-type: none"> • 	
Tues. 11/5 6:00 p.m.	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 10/25
Tues. 11/19 5:50 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Budget Ordinance Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 11/8
Tues. 11/19 6:00 p.m. (No BR)	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Budget Ordinance Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 11/8
Tues. 12/3 5:50 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Budget Ordinance Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 11/22
Tues. 12/3 6:00 p.m.	Regular Council Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 11/22

		<ul style="list-style-type: none"> • Business Agenda • Action Agenda <ul style="list-style-type: none"> • Budget Ordinance • Administration Report 	
Tues. 12/17 5:50 p.m.	Regular SMPD Meeting	<ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes • Business Agenda • Action Agenda • Administration Report 	Packet Items Due: Fri. 12/6
Tues. 12/17 6:00 p.m.	Regular Council Meeting	<ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Presentations • Business Agenda • Action Agenda • Administration Report 	Packet Items Due: Fri. 12/6
Tues. 1/7 6:00 p.m.	Regular Council Meeting	<ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Presentations • Business Agenda • Action Agenda • Administration Report 	Packet Items Due: Fri. 12/27
Tues. 1/21 5:30 p.m.	Special Council Meeting	<ul style="list-style-type: none"> • Executive Session <ul style="list-style-type: none"> • Evaluation of a Public Employee 	N/A
Tues. 1/21 6:00 p.m.	Regular Council Meeting	<ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Presentations <ul style="list-style-type: none"> • LTAC Report-Chamber of Commerce • Business Agenda • Action Agenda • Administration Report 	Packet Items Due: Fri. 1/10

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- Outside City Water/Sewer Extensions
- More Standing Committees by the Council

DRAFT

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 21162 in the amount of \$13,240.72 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 14th of August, 2019.



Director of Financial Services

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

Signed this _____ of _____, 2019.

Mayor Rogers

Deputy Mayor Peterson

Councilmember Cronic

Councilmember Dorcy

Councilmember McDowell

Councilmember Onisko

Councilmember Schmit



Shelton, WA

Check Register

Packet: APPKT01370 - August 14, 2019 - JUL/2019
Key2Purchase Stmt

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	08/14/2019	Regular	0.00	13,240.72	21162

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	13,240.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	13,240.72

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2019	13,240.72
			<u>13,240.72</u>



Shelton, WA

Check Register

Packet: APPKT01370 - August 14, 2019 - JUL/2019
Key2Purchase Stmt

By Check Number

Check Register

Packet: APPKT01370-August 14, 2019 - JUL/2019 Key2Purchase Stmt

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	08/14/2019	Regular	0.00	13,240.72	21162
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JUL/2019-A	Invoice	07/31/2019	JUL/2019 KEY2PURCHASE CREDIT CARD S	0.00	13,240.72	
001-000-000-51160-4200	Communication		07/30/19 - VESTA AT&T PR		33.50	
001-000-000-51160-4200	Communication		06/30/19 - VESTA AT&T PR		33.50	
001-000-000-51160-4307	Travel-Training		06/28/19 - DOUBLETREE A		506.67	
001-000-000-51160-4307	Travel-Training		06/28/19 - DOUBLETREE A		565.47	
001-000-000-51160-4307	Travel-Training		06/28/19 - DOUBLETREE A		506.67	
001-000-000-51310-4300	Travel		07/18/19 - CITY OF OLYMP		2.25	
001-000-000-51310-4300	Travel		07/9/19 - RIVERS EDGE LE		181.84	
001-000-000-51310-4300	Travel		06/28/19 - DOUBLETREE A		675.56	
001-000-000-51310-4500	Operating Rentals		07/9/19 - RIVERS EDGE LE		100.00	
001-000-000-51310-4900	Miscellaneous		07/25/19 - ADOBE CREATI		65.26	
001-000-000-51430-4900	Miscellaneous		07/08/19 - WAPRO MEMB		25.00	
001-000-000-51530-4900	Legal-Miscellaneous		07/12/19 - DROPBOX SUB		130.43	
001-000-000-51810-4907	Miscellaneous-Training		07/16/19 - SHRM CONFER		1,195.00	
001-000-000-51810-4907	Miscellaneous-Training		07/16/19 - SHRM CONFER		1,195.00	
001-000-000-51810-4907	Miscellaneous-Training		07/18/19 - SHRM CONFER		1,195.00	
001-000-000-51888-3500	Small Tools/Equipment		07/05/19 - AMZN MKTP D		59.80	
001-000-000-51888-3500	Small Tools/Equipment		07/25/19 - AMAZON.COM		756.00	
001-000-000-51888-3500	Small Tools/Equipment		07/05/19 - AMZN MKTP V		84.21	
001-000-000-51896-4100	Professional Services/Adv		07/19/19 - LINKEDIN CIVIL		230.45	
001-000-000-51896-4100	Professional Services/Adv		07/23/19 - LINKEDIN CIVIL		32.59	
001-000-000-52122-3100	Office and Operating	19-EVIDENCE	07/21/19 - AMZN MKTP E		169.19	
001-000-000-52122-3100	Office and Operating	19-EVIDENCE	07/19/19 - AMZN MKTP F		83.16	
001-000-000-52122-3100	Office and Operating		07/19/19 - AMZN MKTP C		104.40	
001-000-000-52122-3100	Office and Operating	19-EVIDENCE	07/19/19 - AMZN MKTP E		102.04	
001-000-000-52122-3100	Office and Operating	19-EVIDENCE	07/24/19 - AMZN MKTP E		43.52	
001-000-000-52122-3100	Office and Operating		07/16/19 - AMAZON.COM		23.10	
001-000-000-52122-3100	Office and Operating		07/11/19 - AMAZON.COM		9.74	
001-000-000-52122-3100	Office and Operating		07/11/19 - AMAZON.COM		113.14	
001-000-000-52122-3100	Office and Operating	19-EVIDENCE	07/17/19 - AMZN MKTP ST		543.98	
001-000-000-52122-3100	Office and Operating		07/03/19 - AMZN MKTP H		65.57	
001-000-000-52122-3100	Office and Operating		06/30/19 - AMAZON.COM		239.01	
001-000-000-52122-3100	Office and Operating		06/30/19 - AMAZON.COM		82.74	
001-000-000-52122-3101	Uniforms		07/30/19 - INT*IN LINX CO		411.00	
001-000-000-52122-3110	Office & Operating-Auto		07/10/19 - GALLS INTOXI		231.70	
001-000-000-52122-3505	Inventoried-Small Tools/E		07/24/19 - AMZN MKTP D		223.19	
001-000-000-52122-4900	Miscellaneous		07/22/19 - SQUARE URAC		11.50	
001-000-000-52122-4900	Miscellaneous		07/04/19 - DROPBOX PLUS		130.43	
001-000-000-52122-4900	Miscellaneous		07/09/19 - IACP CIARA PA		75.00	
001-000-000-52122-4900	Miscellaneous		07/09/19 - IACP MIKE FIOL		75.00	
001-000-000-52122-4900	Miscellaneous		07/16/19 - NAT'L LAW ENF		50.00	
001-000-000-52140-4301	Travel-PD Administration		07/09/19 - ALASKA AIRLIN		234.60	
001-000-000-52140-4302	Travel-PD Operations		07/15/19 - TACO TIME WC		11.36	
001-000-000-52140-4302	Travel-PD Operations		07/08/19 - HOLIDAY INN R		-144.42	
001-000-000-52140-4901	Miscellaneous-Administr		07/09/19 - IACP REGISTRA		425.00	
001-000-000-52140-4902	Miscellaneous-Operation		07/09/19 - IACP REGISTRA		370.00	
001-000-000-52140-4902	Miscellaneous-Operation		07/18/19 - NAT'L LAW ENF		350.00	
001-000-000-55850-3100	Office and Operating		07/24/19 - INT'L CODE CO		354.00	
001-000-000-55850-3500	Small Tools/Equipment		07/29/19 - THE VITRUVIUS		431.68	
401-000-000-53480-4907	Miscellaneous-Training		07/03/19 - ABC-NW DICKS		100.00	
402-000-000-59435-3100	SEWER CAPITAL EXP-Sup	19-SCADA-EMERGENC	07/19/19 - TIGER DIRECT 2		224.65	
402-000-000-59435-3100	SEWER CAPITAL EXP-Sup	19-SCADA-EMERGENC	07/18/19 - FOREIGN TRA		9.04	
402-000-000-59435-3100	SEWER CAPITAL EXP-Sup	19-SCADA-EMERGENC	07/18/19 - SILLWORKS HP		322.80	
503-000-000-54865-3102	Oper Supplies-Parts		07/30/19 - ALL WEST COA		190.40	

Check Register

Packet: APPKT01370-August 14, 2019 - JUL/2019 Key2Purchase Stmt

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	13,240.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	13,240.72

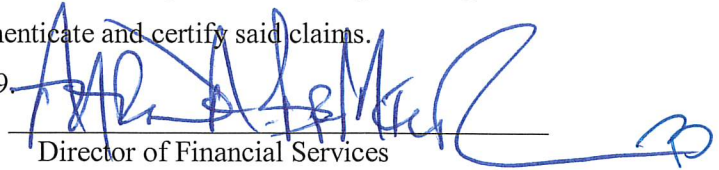
Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2019	13,240.72
			<u>13,240.72</u>

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 21163 through number 21225 in the amount of \$378,655.68 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 15TH of AUGUST, 2019.



Director of Financial Services

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

Signed this _____ of _____, 2019.

Mayor Rogers

Deputy Mayor Peterson

Councilmember Cronic

Councilmember Dorcy

Councilmember McDowell

Councilmember Onisko

Councilmember Schmit



Shelton, WA

Check Register

Packet: APPKT01374 - August 16, 2019 - Weekly Payables #2

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	08/16/2019	Regular	0.00	53.42	21163
000405	A WORKSAFE SERVICE, INC.	08/16/2019	Regular	0.00	190.00	21164
000050	AAA SEPTIC LLC	08/16/2019	Regular	0.00	95.00	21165
VEN01703	AMY M. BRITTINGHAM	08/16/2019	Regular	0.00	200.00	21166
002982	APP	08/16/2019	Regular	0.00	4,157.26	21167
002520	AUS WEST LOCKBOX	08/16/2019	Regular	0.00	91.44	21168
004914	BRADY TRUCKING	08/16/2019	Regular	0.00	129.93	21169
024990	BRIDGESTONE RETAIL OPERATIONS,	08/16/2019	Regular	0.00	566.22	21170
098000	BUILDERS FIRSTSOURCE	08/16/2019	Regular	0.00	241.79	21171
005900	CAPITAL BUSINESS MACHINES	08/16/2019	Regular	0.00	700.95	21172
VEN01261	CASCADE MACHINERY & ELECTRIC, I	08/16/2019	Regular	0.00	298.79	21173
006400	CASCADE NATURAL GAS	08/16/2019	Regular	0.00	2,333.85	21174
007245	CHINOOK PHARMACY	08/16/2019	Regular	0.00	120.11	21175
007634	CITY OF FORKS	08/16/2019	Regular	0.00	3,484.50	21176
VEN01517	CORE & MAIN LP	08/16/2019	Regular	0.00	71.81	21177
008733	CRIMINAL JUSTICE TRAINING COMM	08/16/2019	Regular	0.00	3,346.50	21178
008751	CRYSTAL SPRINGS	08/16/2019	Regular	0.00	145.15	21179
009100	DAN C. WARD	08/16/2019	Regular	0.00	44.56	21180
009231	DARREN PARSE	08/16/2019	Regular	0.00	100.00	21181
009351	DELAGE LANDEN FINANCIAL SVCS	08/16/2019	Regular	0.00	451.28	21182
009701	DEPARTMENT OF REVENUE	08/16/2019	Regular	0.00	19,873.05	21183
VEN01592	EDGAR JERONIMO PABLO	08/16/2019	Regular	0.00	213.75	21184
023078	FASTENAL COMPANY	08/16/2019	Regular	0.00	805.34	21185
VEN01406	FERGUSON WATERWORKS	08/16/2019	Regular	0.00	17,051.29	21186
027977	FRANK RAINS	08/16/2019	Regular	0.00	2,019.31	21187
038820	GILLIS AUTO CENTER, INC.	08/16/2019	Regular	0.00	450.63	21188
VEN01299	GRAY & OSBORNE	08/16/2019	Regular	0.00	56,387.18	21189
045000	H.D. FOWLER COMPANY	08/16/2019	Regular	0.00	2,075.17	21190
045150	HACH COMPANY	08/16/2019	Regular	0.00	732.34	21191
VEN01234	ISLAND JOHNNY	08/16/2019	Regular	0.00	90.00	21192
080980	KENNEDY CREEK QUARRY	08/16/2019	Regular	0.00	1,377.21	21193
082975	L. G. ISAACSON CO. INC.	08/16/2019	Regular	0.00	726.02	21194
085075	LAKESIDE INDUSTRIES	08/16/2019	Regular	0.00	4,605.94	21195
085995	LANGUAGE LINE SERVICES	08/16/2019	Regular	0.00	14.77	21196
087799	LE MAY MOBILE SHREDDING	08/16/2019	Regular	0.00	6.44	21197
087860	LEGEND DATA SYSTEMS, INC.	08/16/2019	Regular	0.00	57.66	21198
108050	MASON COUNTY AUDITOR	08/16/2019	Regular	0.00	40.00	21199
108850	MASON COUNTY GARBAGE CO.-A W	08/16/2019	Regular	0.00	1,383.85	21200
114420	MASON TRANSIT AUTHORITY	08/16/2019	Regular	0.00	567.50	21201
VEN01859	MATVEY CONSTRUCTION INC.	08/16/2019	Regular	0.00	19,584.00	21202
121695	MELODE BREWER	08/16/2019	Regular	0.00	10.20	21203
VEN01482	METRO ACCESS CONTROL	08/16/2019	Regular	0.00	261.12	21204
129030	MILES SAND & GRAVEL CO.	08/16/2019	Regular	0.00	104.49	21205
VEN01860	MITSUBISHI ELECTRIC POWER PROC	08/16/2019	Regular	0.00	3,838.46	21206
132235	MOUNTAIN MIST WATER	08/16/2019	Regular	0.00	188.37	21207
149070	OLYMPIC REGION CLEAN AIR AGENC	08/16/2019	Regular	0.00	528.00	21208
VEN01685	OSSUA	08/16/2019	Regular	0.00	832.00	21209
VEN01646	PIVETTA BROTHERS CONST., INC	08/16/2019	Regular	0.00	130,542.43	21210
161080	PROFORCE	08/16/2019	Regular	0.00	538.40	21211
172642	ROSEN SUPPLY COMPANY, INC.	08/16/2019	Regular	0.00	44.88	21212
178231	SEAN CARNEY	08/16/2019	Regular	0.00	248.80	21213
191000	SKIPWORTH'S SAW AND MOWER	08/16/2019	Regular	0.00	52.19	21214
196300	STERICYCLE, INC.	08/16/2019	Regular	0.00	10.36	21215
189670	THE SHOPPER	08/16/2019	Regular	0.00	877.47	21216

Check Register

Packet: APPKT01374-August 16, 2019 - Weekly Payables #2

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
201300	TOZIER BROS INC.	08/16/2019	Regular	0.00	222.05	21217
202195	U.S. BANK N.A.-CUSTODY	08/16/2019	Regular	0.00	26.00	21218
202308	USABUEBOOK	08/16/2019	Regular	0.00	476.41	21219
202340	UTILITIES UNDERGROUND LOCATIO	08/16/2019	Regular	0.00	114.81	21220
203115	WALMART COMMUNITY/GEMB	08/16/2019	Regular	0.00	62.44	21221
203030	WASHINGTON STATE PATROL	08/16/2019	Regular	0.00	97.75	21222
VEN01689	WAUNCH CONSTRUCTION	08/16/2019	Regular	0.00	93,636.11	21223
203900	WESMAR COMPANY, INC	08/16/2019	Regular	0.00	603.19	21224
053987	WESTBAY NAPA AUTO PARTS	08/16/2019	Regular	0.00	455.74	21225

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	119	63	0.00	378,655.68
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
	119	63	0.00	378,655.68

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2019	378,655.68
			<u>378,655.68</u>



Shelton, WA

Check Register

Packet: APPKT01374 - August 16, 2019 - Weekly Payables #2

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	08/16/2019	Regular	0.00	53.42	21163
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AUG/2019	Invoice	08/03/2019	ACCT #030 265 9923 001 AUG/2019	0.00	53.42	
001-000-000-51890-4215	Communication-Civic Cen		ACCT #030 265 9923 001 A		34.70	
402-400-000-53580-4200	Communication		ACCT #030 265 9923 001 A		18.72	
000405	A WORKSAFE SERVICE, INC.	08/16/2019	Regular	0.00	190.00	21164
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
278116	Invoice	07/31/2019	07/18/19 - PRE-EMPLOYMENT DRUG TES	0.00	190.00	
101-000-000-54230-4100	Professional Services/Adv		07/18/19 - PRE-EMPLOYM		95.00	
401-000-000-53480-4103	Prof Serv-Drug Testing Pr		06/25/19 - PRE-EMPLOYM		95.00	
000050	AAA SEPTIC LLC	08/16/2019	Regular	0.00	95.00	21165
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
18-12066	Invoice	08/01/2019	JUL/2019 PORTA POTTY RENTAL @ CATAL	0.00	95.00	
001-000-000-57680-4500	Operating Rentals		17-CATALYST		95.00	
VEN01703	AMY M. BRITTINGHAM	08/16/2019	Regular	0.00	200.00	21166
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2413	Invoice	07/10/2019	ACCT #19-01-1A - INTERVIEW -CARLOS RA	0.00	60.00	
001-000-000-52122-4100	Patrol-Professional Servic		ACCT #19-01-1A - INTERVI		60.00	
2414	Invoice	07/10/2019	ACCT #19-01-1A - INTERVIEW -HEATHER	0.00	140.00	
001-000-000-52122-4100	Patrol-Professional Servic		ACCT #19-01-1A - INTERVI		140.00	
002982	APP	08/16/2019	Regular	0.00	4,157.26	21167
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0000433-IN	Invoice	08/02/2019	CUST #01-7500158 - UNL-87 REG & ULSD	0.00	4,157.26	
503-250-000-58900-0001	Inventory-Gas		CUST #01-7500158 - UNL-		4,157.26	
002520	AUS WEST LOCKBOX	08/16/2019	Regular	0.00	91.44	21168
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1991361851	Invoice	08/07/2019	ACCT #792105972 - LAUNDRY SERVICES	0.00	91.44	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT #792105972 - LAUN		91.44	
004914	BRADY TRUCKING	08/16/2019	Regular	0.00	129.93	21169
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
06092021	Invoice	06/07/2019	06/07/19 - PRO BLEND RCPT #88250	0.00	129.93	
401-000-000-53480-3100	Office and Operating		06/07/19 - PRO BLEND RC		129.93	
024990	BRIDGESTONE RETAIL OPERATIONS,	08/16/2019	Regular	0.00	566.22	21170
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
148564	Invoice	08/05/2019	FIREHAWK TIRE PKG - CAR #51	0.00	566.22	
001-000-000-52122-3101	Uniforms		FIREHAWK TIRE PKG - CAR		566.22	
098000	BUILDERS FIRSTSOURCE	08/16/2019	Regular	0.00	241.79	21171

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
<u>4991189</u>	Invoice	07/27/2019	ACCT #P900297-DYNAFLEX 230 CLEAR SE	0.00	43.43	
<u>001-000-000-57250-3100</u>	Office and Operating		ACCT #P900297-DYNAFLEX		43.43	
<u>5016558</u>	Invoice	07/31/2019	ACCT #P900297-DYNAFLEX 230 CLEAR SE	0.00	21.72	
<u>001-000-000-57250-3100</u>	Office and Operating		ACCT #P900297-DYNAFLEX		21.72	
<u>5025224</u>	Invoice	08/01/2019	ACCT #671668-2X6-08' HF#2 TRT 1CT GC	0.00	9.01	
<u>001-000-000-57680-3101</u>	Supplies-Skate Park		ACCT #671668-2X6-08' HF		9.01	
<u>5053319</u>	Invoice	08/06/2019	ACCT #671668-DOUG FIR PREMIUM MBF	0.00	31.93	
<u>101-000-000-54230-3100</u>	Office and Operating		ACCT #671668-DOUG FIR		31.93	
<u>5061274</u>	Invoice	08/07/2019	ACCT #P900297-HAMMER CALIF FRAMER	0.00	97.89	
<u>101-000-000-54230-3100</u>	Office and Operating		ACCT #P900297-HAMMER		97.89	
<u>5070936</u>	Invoice	08/08/2019	ACCT #P900297-1X4-08 STD&BTR	0.00	13.06	
<u>001-000-000-57250-3100</u>	Office and Operating		ACCT #P900297-1X4-08 ST		13.06	
<u>5071183</u>	Invoice	08/08/2019	ACCT #P900297-1X6-08 STD&BTR	0.00	24.75	
<u>001-000-000-57250-3100</u>	Office and Operating		ACCT #P900297-1X6-08 ST		24.75	
005900	CAPITAL BUSINESS MACHINES	08/16/2019	Regular	0.00	700.95	21172
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
<u>CNIN871947</u>	Invoice	08/05/2019	CONTRACT #12221 SHARP #MX-3070V 07	0.00	29.13	
<u>001-000-000-51250-4500</u>	Operating Rentals		CONTRACT #12221 SHARP		29.13	
<u>CNIN871948</u>	Invoice	08/05/2019	CONTRACT #12222 SHARP #MX-4070V 07	0.00	37.11	
<u>001-000-000-51250-4500</u>	Operating Rentals		CONTRACT #12222 SHARP		37.11	
<u>CNIN873656</u>	Invoice	08/08/2019	CONTRACT #12223-SHARP #MX 5070V 07	0.00	236.64	
<u>001-000-000-51160-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		16.33	
<u>001-000-000-51310-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		4.87	
<u>001-000-000-51421-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		10.22	
<u>001-000-000-51423-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		200.14	
<u>001-000-000-51810-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		0.12	
<u>001-000-000-51888-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		0.02	
<u>001-000-000-51896-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		4.92	
<u>001-000-000-55860-4500</u>	Operating Rentals		CONTRACT #12223-SHARP		0.02	
<u>CNIN873902</u>	Invoice	08/08/2019	CONTRACT #12512 SHARP #MX-5070V 07	0.00	332.71	
<u>001-000-000-51160-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		82.18	
<u>001-000-000-51310-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		3.76	
<u>001-000-000-51421-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		3.13	
<u>001-000-000-51423-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		11.64	
<u>001-000-000-51430-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		0.93	
<u>001-000-000-51810-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		0.30	
<u>001-000-000-51830-4500</u>	Operating Rental		CONTRACT #12512 SHARP		10.85	
<u>001-000-000-51888-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		13.31	
<u>001-000-000-51896-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		111.29	
<u>001-000-000-55860-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		85.67	
<u>001-000-000-57320-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		0.40	
<u>001-000-000-57680-4500</u>	Operating Rentals		CONTRACT #12512 SHARP		9.25	
<u>CNIN873919</u>	Invoice	08/08/2019	CONTRACT #12533-SHARP #MX-3070V 07	0.00	65.36	
<u>401-000-000-53480-4501</u>	Operating Rentals - Shop		CONTRACT #12533-SHARP		65.36	
VEN01261	CASCADE MACHINERY & ELECTRIC, I	08/16/2019	Regular	0.00	298.79	21173
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
<u>473238</u>	Invoice	08/05/2019	CUST #7254-OPTIMA SUBMERSIBLE PUM	0.00	298.79	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #7254-OPTIMA SUB		298.79	
006400	CASCADE NATURAL GAS	08/16/2019	Regular	0.00	2,333.85	21174

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2019-JULY	Invoice	08/06/2019	JUL/2019 GAS CHARGES	07/03/19 - 08/02	0.00	2,333.85
001-000-000-51890-4715		Utility Services-Civic Ctr		ACCT #881 121 0000 8 - SE	50.10	
001-000-000-55430-4700		Utility Services-Animal Sh		ACCT #019 121 0000 3 - SE	25.62	
001-000-000-57250-4700		Utility Services-Library		ACCT #079 121 0000 0 - SE	15.37	
401-000-000-53480-4701		Utility Services - Shop		ACCT #809 121 0000 7 #A-	13.78	
401-000-000-53480-4701		Utility Services - Shop		ACCT #909 121 0000 6 #B-	13.78	
401-000-000-53480-4701		Utility Services - Shop		ACCT #536 175 0649 7 #D-	13.94	
401-000-000-53480-4701		Utility Services - Shop		ACCT #709 121 0000 8 #C-	15.37	
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT #315 383 7201 7 - SE	2,185.89	
007245	CHINOOK PHARMACY	08/16/2019	Regular	0.00	120.11	21175
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
STMT 08/07/19	Invoice	08/07/2019	ACCT #5868--O-TCK #682598	JULY PHARM	0.00	120.11
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6842	3.80	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6896	1.66	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6898	3.80	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6936	1.66	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6945	48.86	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-TCK #6949	0.29	
001-000-000-52360-4100		Prof Services-Prisoner Me		ACCT #5868--O-M GOODW	60.04	
007634	CITY OF FORKS	08/16/2019	Regular	0.00	3,484.50	21176
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUG/2019	Invoice	08/01/2019	ACCT #00109-JUL/2019 - 9	PRISONER BO	0.00	3,484.50
001-000-000-52360-4103		Professional Services/Adv		ACCT #00109-JUL/2019 -	3,484.50	
VEN01517	CORE & MAIN LP	08/16/2019	Regular	0.00	71.81	21177
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
K822189	Invoice	07/26/2019	ACCT #169296-PRESSURE SEAL		0.00	71.81
401-000-000-53480-3100		Office and Operating		ACCT #169296-PRESSURE	71.81	
008733	CRIMINAL JUSTICE TRAINING COMM	08/16/2019	Regular	0.00	3,346.50	21178
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
201133012	Invoice	08/01/2019	ACCT #22301-001 - TRAINING - BELLEVILL		0.00	3,346.50
001-000-000-52140-4902		Miscellaneous-Operation		ACCT #22301-001 - TRAINI	3,346.50	
008751	CRYSTAL SPRINGS	08/16/2019	Regular	0.00	145.15	21179
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13953534 08031	Invoice	08/03/2019	CUST #629288213953534-WATER & COO		0.00	145.15
401-000-000-53480-3100		Office and Operating		CUST #629288213953534-	132.09	
401-000-000-53480-4500		Operating Rentals		CUST #629288213953534-	13.06	
009100	DAN C. WARD	08/16/2019	Regular	0.00	44.56	21180
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2019	Invoice	06/16/2020	JUN 16 2019 PRESCRIPTION REIMBURSE		0.00	44.56
611-000-000-51725-2034		Non Insured Med Csts-Rtr		JUN 16 2019 PRESCRIPTIO	44.56	
009231	DARREN PARSE	08/16/2019	Regular	0.00	100.00	21181
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUG07/2019	Invoice	08/07/2019	AUG07/2019 INTERPRETER SERVICES & M		0.00	100.00
001-000-000-51250-4106		Interpreter Expenses		AUG07/2019 INTERPRETE	100.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009351	DELAGE LANDEN FINANCIAL SVCS	08/16/2019	Regular	0.00	451.28	21182
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>64627968</u>	Invoice	08/10/2019	CONTRACT #25532691 SHARP	#MX5070V	0.00	281.06
<u>001-000-000-51530-4500</u>		Operating Rentals		CONTRACT #25532691 SH		13.54
<u>001-000-000-51530-4900</u>		Legal-Miscellaneous		CONTRACT #25532691 SH		0.51
<u>001-000-000-51896-4500</u>		Operating Rentals		CONTRACT #25532691 SH		127.33
<u>001-000-000-51896-4900</u>		Miscellaneous		CONTRACT #25532691 SH		4.77
<u>001-000-000-55860-4500</u>		Operating Rentals		CONTRACT #25532691 SH		130.04
<u>001-000-000-55860-4900</u>		Miscellaneous		CONTRACT #25532691 SH		4.87
<u>64628799</u>	Invoice	08/10/2019	CONTRACT #25536642-SHARP	#MX3070V	0.00	170.22
<u>401-000-000-53480-4501</u>		Operating Rentals - Shop		CONTRACT #25536642-SH		162.11
<u>401-000-000-53480-4901</u>		Miscellaneous - Shop		CONTRACT #25536642-SH		8.11
009701	DEPARTMENT OF REVENUE	08/16/2019	Regular	0.00	19,873.05	21183
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JUL/2019</u>	Invoice	08/12/2019	JUL/2019 Excise Tax		0.00	19,873.05
<u>001-000-000-341810000</u>		Copies, Etc.		Excise Tax		18.17
<u>001-000-000-347600003</u>		Rec Fees-Fitness, Adult S		Excise Tax		76.31
<u>001-000-000-362400000</u>		Short Term Fac Rent-City		Excise Tax		50.90
<u>001-000-000-362400002</u>		ShortTerm Facility Rental		Excise Tax		108.52
<u>001-000-000-362800000</u>		Concession Proceeds-Cm		Excise Tax		0.07
<u>001-000-000-51430-4400</u>		Records-TAXES was Adve		Excise Tax		0.98
<u>001-000-000-57120-4400</u>		Educational-TAXES was A		Excise Tax		13.53
<u>001-000-000-57550-4400</u>		Cultural Rec-TAXES was A		Excise Tax		5.81
<u>001-000-000-57680-4400</u>		Parks-TAXES was Advertis		Excise Tax		2.72
<u>401-000-000-362100000</u>		Equipment Rentals		Excise Tax		104.83
<u>401-000-000-53480-4400</u>		WATER-TAXES was Adver		Excise Tax		5.61
<u>401-000-000-53480-4400</u>		WATER-TAXES was Adver		Excise Tax		8,602.47
<u>402-500-000-53580-4400</u>		SEWER Other-TAXES was		Excise Tax		9,003.22
<u>402-650-000-53580-4400</u>		SATELLITE-TAXES was Ad		Excise Tax		879.71
<u>404-000-000-53180-4400</u>		STORM - TAXES was Adve		Excise Tax		1,000.20
VEN01592	EDGAR JERONIMO PABLO	08/16/2019	Regular	0.00	213.75	21184
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG07/2019</u>	Invoice	08/07/2019	AUG07//2019 INTERPRETER SERVICES		0.00	213.75
<u>001-000-000-51250-4106</u>		Interpreter Expenses		AUG07//2019 INTERPRETE		213.75
023078	FASTENAL COMPANY	08/16/2019	Regular	0.00	805.34	21185
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM176522</u>	Invoice	07/30/2019	CUST #WATUM1147 - MISC. SHOP SUPPLI		0.00	27.54
<u>503-000-000-54865-3100</u>		Office and Operating		CUST #WATUM1147 - MIS		27.54
<u>WATUM176523</u>	Invoice	07/30/2019	CUST #WATUM1147-MISC. SUPPLIES		0.00	279.07
<u>101-000-000-54264-3100</u>		Office and Operating		CUST #WATUM1147-MISC		279.07
<u>WATUM176609</u>	Invoice	08/02/2019	CUST #WATUM1147 - MISC. SHOP SUPPLI		0.00	12.14
<u>503-000-000-54865-3100</u>		Office and Operating		CUST #WATUM1147 - MIS		12.14
<u>WATUM176751</u>	Invoice	08/06/2019	CUST #WATUM1147 - MISC. SHOP SUPPLI		0.00	28.01
<u>503-000-000-54865-3100</u>		Office and Operating		CUST #WATUM1147 - MIS		28.01
<u>WATUM176752</u>	Invoice	08/06/2019	CUST #WATUM1039 - MISC. SUPPLIES		0.00	458.58
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1039 - MIS		458.58
VEN01406	FERGUSON WATERWORKS	08/16/2019	Regular	0.00	17,051.29	21186
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0785251</u>	Invoice	07/26/2019	CUST #57007-MISC SUPPLIES		0.00	13,154.09
<u>401-250-000-58900-0001</u>		Materials & Supp-Inv-Cas		CUST #57007-MISC SUPPLI		13,154.09

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0785251-1	Invoice	07/29/2019	CUST #57007-MISC SUPPLIES	0.00	3,897.20	
401-250-000-58900-0001		Materials & Supp-Inv-Cas	CUST #57007-MISC SUPPLI		3,897.20	
027977	FRANK RAINS	08/16/2019	Regular	0.00	2,019.31	21187
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2019-1	Invoice	07/01/2019	RX REIMBURSEMENT & JUL/2019 SENIOR	0.00	2,019.31	
502-000-000-51725-2034		Non-Insured Med Costs-R	JUL/2019 RX REIMBURSE		71.80	
502-000-000-51725-2040		Long Term Care Payment	JUL/2019 SENIOR LIVING		1,947.51	
038820	GILLIS AUTO CENTER, INC.	08/16/2019	Regular	0.00	450.63	21188
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
608353/1	Invoice	07/19/2019	CUST #2440 -TRAILER BRAKE INTALL #677	0.00	450.63	
001-000-000-59476-6401		PARKS CAPITAL EXP-Vehic	19-NEWEQUIP	CUST #2440 -TRAILER BRA	450.63	
VEN01299	GRAY & OSBORNE	08/16/2019	Regular	0.00	56,387.18	21189
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
18245.00-18	Invoice	07/23/2019	CONSTR SUPPORT/PROJECT MGTJUN 23-J	0.00	42,775.51	
001-000-000-51896-4100		Professional Services/Adv		CONSTR SUPPORT/PROJEC	6,458.56	
302-000-000-59530-4100		Roadway-Professional Se	17-DOWNTOWN	DOWNTOWN CONNECTOR	7,192.06	
302-000-000-59565-4100		PARKING FACILITIES-Prof	MTA Paving	MASON TRANSIT AUTHORI	168.25	
402-747-000-59435-4100		Professional Services/Adv	17-BASIN3REHAB	BASIN 3 SEWER REHAB - J	28,157.52	
404-000-000-59540-4100		STORM CAPITAL EXP-Prof	17-DOWNTOWN	DOWNTOWN CONNECTOR	799.12	
19239.00-5	Invoice	07/23/2019	SEWER COMP PLAN UPDATE JUN 23-JUL	0.00	13,611.67	
402-500-000-53580-4100		Prof Serv-Comp Plan/Rat		SEWER COMP PLAN UPDA	13,611.67	
045000	H.D. FOWLER COMPANY	08/16/2019	Regular	0.00	2,075.17	21190
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
15222922	Invoice	07/24/2019	ACCT #194680-4"X24" ERGO DI RING & HI	0.00	425.10	
402-300-000-53580-3100		Office and Operating		ACCT #194680-4"X24" ERG	425.10	
15224500	Invoice	07/25/2019	CUST #194680-HEAVYWALL METER BOX	0.00	979.31	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		CUST #194680-HEAVYWAL	979.31	
15228378	Invoice	07/30/2019	ACCT #194680-REPLACEMENT FLAPPER F	0.00	303.02	
404-000-000-53180-3100		Office and Operating		ACCT #194680-REPLACEM	303.02	
15235336	Invoice	08/02/2019	CUST #194680-REPAIR CLAMP ROMAC ST	0.00	367.74	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		CUST #194680-REPAIR CLA	367.74	
045150	HACH COMPANY	08/16/2019	Regular	0.00	732.34	21191
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11578132	Invoice	08/05/2019	ACCT #170152 - NITRATE, TNT, NUTRIENT	0.00	732.34	
402-400-000-53580-3100		Office and Operating		ACCT #170152 - NITRATE,	732.34	
VEN01234	ISLAND JOHNNY	08/16/2019	Regular	0.00	90.00	21192
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
645281	Invoice	07/30/2019	PORTABLE RESTROOM-JUL 30 - AUG 26, 2	0.00	90.00	
001-000-000-57680-4576		Oper Rental-Huff/Puff Do	17-HUFFNPUFF	PORTABLE RESTROOM-JUL	90.00	
080980	KENNEDY CREEK QUARRY	08/16/2019	Regular	0.00	1,377.21	21193
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3353	Invoice	07/30/2019	07/30/19 - 3/4" MINUS TKT #171179	0.00	154.48	
401-000-000-53480-3100		Office and Operating		07/30/19 - 3/4" MINUS TK	154.48	
3388	Invoice	08/01/2019	08/01/19 DRY FILL TKT #171272	0.00	96.00	
101-000-000-54230-3100		Office and Operating		08/01/19 DRY FILL TKT #17	96.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>3392</u>	Invoice	08/01/2019	08/01/19 - 3/4" MINUS TKT #171274	0.00	156.31	
<u>404-000-000-53180-3100</u>	Office and Operating		08/01/19 - 3/4" MINUS TK		156.31	
<u>3411</u>	Invoice	08/02/2019	08/02/19 - DRY FILL & 3/4" MINUS TICKET	0.00	386.70	
<u>101-000-000-54230-3100</u>	Office and Operating		08/02/19 - DRY FILL TICKE		104.80	
<u>101-000-000-54230-3100</u>	Office and Operating		08/02/19 - DRY FILL TICKE		119.55	
<u>101-000-000-54230-3100</u>	Office and Operating		08/02/19 -3/4" MINUS TIC		162.35	
<u>3489</u>	Invoice	08/09/2019	08/09/19 TICKETS-DRY FILL & 3/4" MINUS	0.00	583.72	
<u>101-000-000-54230-3100</u>	Office and Operating		08/09/19 TICKETS-DRY FIL		113.70	
<u>101-000-000-54230-3100</u>	Office and Operating		08/09/19 DRY FILL TKT #17		113.39	
<u>101-000-000-54230-3100</u>	Office and Operating		08/09/19 DRY FILL TKT #17		102.08	
<u>101-000-000-54230-3100</u>	Office and Operating		08/09/19 DRY FILL TKT #17		99.49	
<u>404-000-000-53180-3100</u>	Office and Operating		08/09/19 3/4" MINUS TKT		155.06	
082975	L. G. ISAACSON CO. INC.	08/16/2019	Regular	0.00	726.02	21194
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>T301849</u>	Invoice	08/06/2019	CUST #SHECITO-36" SERRATED BAR W/ 6'	0.00	726.02	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #SHECITO-36" SERRA		726.02	
085075	LAKESIDE INDUSTRIES	08/16/2019	Regular	0.00	4,605.94	21195
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>95127</u>	Invoice	07/27/2019	CUST #101048 - 1/2" ASPHALT & TACK BU	0.00	4,605.94	
<u>302-000-000-59565-3100</u>	PARKING FACILITIES-Supp		MTA Paving		1,176.46	
<u>302-000-000-59565-3100</u>	PARKING FACILITIES-Supp		MTA Paving		658.85	
<u>302-000-000-59565-3100</u>	PARKING FACILITIES-Supp		MTA Paving		97.11	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #101048 - 1/2" ASPH		1,228.80	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #101048 - 1/2" ASPH		688.76	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #101048 - 1/2" ASPH		658.85	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #101048 - TACK BUC		97.11	
085995	LANGUAGE LINE SERVICES	08/16/2019	Regular	0.00	14.77	21196
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>4614756</u>	Invoice	07/31/2019	ACCT #9020514029-PHONE INTERPRETAT	0.00	14.77	
<u>001-000-000-51250-4106</u>	Interpreter Expenses		ACCT #9020514029-PHON		14.77	
087799	LE MAY MOBILE SHREDDING	08/16/2019	Regular	0.00	6.44	21197
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>4624117</u>	Invoice	08/01/2019	ACCT #2185-952778-1166 - CONTAINERS	0.00	6.44	
<u>001-000-000-51250-4109</u>	Other Professional Servic		ACCT #2185-952778-1166		6.44	
087860	LEGEND DATA SYSTEMS, INC.	08/16/2019	Regular	0.00	57.66	21198
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>126847</u>	Invoice	08/08/2019	CUST #SHELTONPD-PHOTO ID PRINTED C	0.00	35.90	
<u>001-000-000-52122-3100</u>	Office and Operating		CUST #SHELTONPD-PHOT		35.90	
<u>126849</u>	Invoice	08/08/2019	CUST #SHELTONPD-PHOTO ID PRINTED C	0.00	21.76	
<u>001-000-000-52122-3100</u>	Office and Operating		CUST #SHELTONPD-PHOT		21.76	
108050	MASON COUNTY AUDITOR	08/16/2019	Regular	0.00	40.00	21199
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>127686</u>	Invoice	07/31/2019	JUL/2019 RECORDING DOCUMENTS-FILE	0.00	40.00	
<u>001-000-000-55860-4100</u>	Professional Services/Adv		JUL/2019 RECORDING DO		40.00	
108850	MASON COUNTY GARBAGE CO.-A V	08/16/2019	Regular	0.00	1,383.85	21200

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5731681	Invoice	08/01/2019	ACCT #30135-CIVIC CENTER 07/01/19-07/	0.00	283.18	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #30135-CIVIC CENTE		283.18	
5731766	Invoice	08/01/2019	ACCT #30714-710 W ALDER 07/01/19-07/	0.00	107.80	
001-000-000-57250-4700	Utility Services-Library		ACCT #30714-710 W ALDE		107.80	
5735599	Invoice	08/01/2019	ACCT #207565 - 1000 W PINE 07/01/19-0	0.00	875.60	
001-000-000-57680-4700	Utility Services-Park		ACCT #207565 - 1000 W PI		262.68	
101-000-000-54230-4700	Road & Street Maint - Uti		ACCT #207565 - 1000 W PI		122.60	
401-000-000-53480-4700	Utility Services-Water		ACCT #207565 - 1000 W PI		122.58	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #207565 - 1000 W PI		122.58	
404-000-000-53180-4700	Utility Services		ACCT #207565 - 1000 W PI		122.58	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #207565 - 1000 W PI		122.58	
5735600	Invoice	08/01/2019	ACCT #207568-1000 W PINE 07/01/19 - 0	0.00	68.63	
001-000-000-57680-4700	Utility Services-Park		ACCT #207568-1000 W PI		7.78	
001-000-000-57680-4700	Utility Services-Park		ACCT #207568-1000 W PI		21.94	
101-000-000-54230-4700	Road & Street Maint - Uti		ACCT #207568-1000 W PI		7.78	
401-000-000-53480-4700	Utility Services-Water		ACCT #207568-1000 W PI		7.78	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #207568-1000 W PI		7.79	
404-000-000-53180-4700	Utility Services		ACCT #207568-1000 W PI		7.78	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #207568-1000 W PI		7.78	
5735710	Invoice	08/01/2019	ACCT #209143-1700 FAIRMOUNT 07/01/	0.00	48.64	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #209143-1700 FAIR		48.64	
114420	MASON TRANSIT AUTHORITY	08/16/2019	Regular	0.00	567.50	21201
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
9619	Invoice	07/30/2019	CUST #CIT100 -JUL/2019 GYM USE	0.00	567.50	
001-000-000-57120-4500	Operating Rentals		CUST #CIT100 -JUL/2019 G		567.50	
VEN01859	MATVEY CONSTRUCTION INC.	08/16/2019	Regular	0.00	19,584.00	21202
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
FINAL	Invoice	08/15/2019	FINAL POLYLEVEL INVOICE-WCIA RISK RE	0.00	19,584.00	
302-000-000-59530-6300	CAPITAL IMPROVEMENT-	19-PANELPAVE	FINAL POLYLEVEL INVOICE		19,584.00	
121695	MELODE BREWER	08/16/2019	Regular	0.00	10.20	21203
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JUL/2019	Invoice	08/08/2019	JUL/2019 YOGA INSTRUCTOR	0.00	10.20	
001-000-000-57120-4100	Professional Services/Adv		JUL/2019 YOGA INSTRUCT		10.20	
VEN01482	METRO ACCESS CONTROL	08/16/2019	Regular	0.00	261.12	21204
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
L19-3377	Invoice	07/31/2019	07/12/19 JOB #19.176-GATE REPAIRS	0.00	261.12	
402-640-000-53580-4800	Repairs and Maintenance		07/12/19 JOB #19.176-GA		261.12	
129030	MILES SAND & GRAVEL CO.	08/16/2019	Regular	0.00	104.49	21205
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1731562	Invoice	07/31/2019	CUST #050775 - 3/8" WASHED ROCK	0.00	104.49	
402-400-000-53580-3100	Office and Operating		CUST #050775 - 3/8" WAS		104.49	
VEN01860	MITSUBISHI ELECTRIC POWER PROC	08/16/2019	Regular	0.00	3,838.46	21206

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>UPSD-M0000601</u>	Invoice	06/11/2019	CONTRACT BILLING - 06/10/19 - 06/09/20	0.00	3,838.46	
<u>001-000-000-51890-4818</u>	Repairs and Maintenance		CONTRACT BILLING - 06/1		3,838.46	
132235	MOUNTAIN MIST WATER	08/16/2019	Regular	0.00	188.37	21207
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>002886227</u>	Invoice	07/01/2019	ACCT #050147 - PKG WATER & COOLER R	0.00	87.27	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #050147 - PKG WAT		69.86	
<u>402-400-000-53580-4500</u>	Operating Rentals		ACCT #050147 - PKG WAT		17.41	
<u>002910292</u>	Invoice	07/16/2019	ACCT #050147 - PKG WATER & COOLER R	0.00	46.20	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #050147 - PKG WAT		46.20	
<u>002938160</u>	Invoice	07/30/2019	ACCT #050147 - PKG WATER & COOLER R	0.00	54.90	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #050147 - PKG WAT		54.90	
149070	OLYMPIC REGION CLEAN AIR AGENC	08/16/2019	Regular	0.00	528.00	21208
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>22099</u>	Invoice	08/01/2019	WWTP-1700 FAIRMOUNT ST REGISTRATI	0.00	264.00	
<u>402-400-000-53580-4101</u>	Sludge Permit/Tipping/Ac		WWTP-1700 FAIRMOUNT		264.00	
<u>22278</u>	Invoice	08/01/2019	SATELLITE WWTP-10891 US HWY 101 RE	0.00	264.00	
<u>402-640-000-53580-4101</u>	SEWER Satellite-Sludge P		SATELLITE WWTP-10891 U		264.00	
VEN01685	OSSUA	08/16/2019	Regular	0.00	832.00	21209
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>102</u>	Invoice	08/09/2019	JUL/2019 COED SOFTBALL	0.00	832.00	
<u>001-000-000-57120-4100</u>	Professional Services/Adv		JUL/2019 COED SOFTBALL		832.00	
VEN01646	PIVETTA BROTHERS CONST., INC	08/16/2019	Regular	0.00	130,542.43	21210
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>EST #16</u>	Invoice	07/01/2019	PROGRESS EST #6-BASIN 3 SEWER REHAB	0.00	130,542.43	
<u>402-747-000-59435-6300</u>	Construction (Basin3)		17-BASIN3REHAB		130,542.43	
161080	PROFORCE	08/16/2019	Regular	0.00	538.40	21211
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>377450</u>	Invoice	05/23/2019	CUST #009361-TSR PERFORMANCE POWE	0.00	538.40	
<u>001-000-000-52122-3100</u>	Office and Operating		CUST #009361-TSR PERFO		538.40	
172642	ROSEN SUPPLY COMPANY, INC.	08/16/2019	Regular	0.00	44.88	21212
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>NO INVOICE #</u>	Invoice	07/31/2019	CUST #6424 ORDER #3222607-00 P.O. AN	0.00	44.88	
<u>001-000-000-55430-3100</u>	Office and Operating		CUST #6424 ORDER #3222		44.88	
178231	SEAN CARNEY	08/16/2019	Regular	0.00	248.80	21213
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>JUL/2019</u>	Invoice	08/08/2019	JUL/2019 KIMUDO INSTRUCTOR PMT	0.00	248.80	
<u>001-000-000-57120-4100</u>	Professional Services/Adv		JUL/2019 KIMUDO INSTRU		248.80	
191000	SKIPWORTH'S SAW AND MOWER	08/16/2019	Regular	0.00	52.19	21214
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>08-06-19</u>	Invoice	08/06/2019	08/06/19 - 6 PACK MIX	0.00	11.96	
<u>402-300-000-53580-3100</u>	Office and Operating		08/06/19 - 6 PACK MIX		11.96	

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08-06-19-A	Invoice	08/06/2019	08/06/19 - CF3 PRO LINE (WEED EATER LI	0.00	11.96	
001-000-000-52360-3500		Small Tools/Equipment	08/06/19 - CF3 PRO LINE (11.96	
08-08-19	Invoice	08/08/2019	08/08/19 - DEBUR BLADE & TEST	0.00	10.88	
001-000-000-52360-4800		Repairs and Maintenance	08/08/19 - DEBUR BLADE		10.88	
08-13-19	Invoice	08/13/2019	08/13/19 - BEE BOPPER	0.00	17.39	
404-000-000-53180-3100		Office and Operating	08/13/19 - BEE BOPPER		17.39	
196300	STERICYCLE, INC.	08/16/2019	Regular	0.00	10.36	21215
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3004776106	Invoice	07/31/2019	CUST #6060343 - JUL/2019 ON CALL SERV	0.00	10.36	
001-000-000-52122-4100		Patrol-Professional Servic	CUST #6060343 - JUL/2019		10.36	
189670	THE SHOPPER	08/16/2019	Regular	0.00	877.47	21216
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
36213	Invoice	07/08/2019	JOB #40-5118-SHELTON STREAM NEWSLE	0.00	877.47	
001-000-000-51310-4900		Miscellaneous	JOB #40-5118-SHELTON ST		877.47	
201300	TOZIER BROS INC.	08/16/2019	Regular	0.00	222.05	21217
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
437609	Invoice	08/05/2019	CUST #20090-RAID FOAM WASP HORNET	0.00	13.45	
101-000-000-54230-3100		Office and Operating	CUST #20090-RAID FOAM		13.45	
437649	Invoice	08/06/2019	CUST #20090-LS SHUTOFF HOSE BRASS 3/	0.00	23.47	
402-640-000-53580-3100		Office and Operating	CUST #20090-LS SHUTOFF		23.47	
437719	Invoice	08/09/2019	CUST #20090-WAND MARKING 34"	0.00	23.38	
402-300-000-53580-3100		Office and Operating	CUST #20090-WAND MAR		23.38	
437725	Invoice	08/09/2019	CUST #20090-5/16X3 J BOLTS	0.00	1.61	
101-000-000-54230-3100		Office and Operating	CUST #20090-5/16X3 J BO		1.61	
437737	Invoice	08/09/2019	CUST #20090-CIRCUIT ALERTR NONCNTA	0.00	13.86	
402-640-000-53580-3100		Office and Operating	CUST #20090-CIRCUIT ALE		13.86	
437770	Invoice	08/12/2019	CUST #20090-SHOVEL FIBER, BROOM STR	0.00	120.43	
402-300-000-53580-3100		Office and Operating	CUST #20090-SHOVEL FIBE		120.43	
437773	Invoice	08/12/2019	CUST #20090-VELCRO 5PK EXTREME FAST	0.00	4.34	
402-300-000-53580-3100		Office and Operating	CUST #20090-VELCRO 5PK		4.34	
437805	Invoice	08/13/2019	CUST #20090-TAPE ELECT 3/4X60' VYL	0.00	8.65	
402-300-000-53580-3100		Office and Operating	CUST #20090-TAPE ELECT		8.65	
437810	Invoice	08/13/2019	CUST #20090-PROPANE	0.00	12.86	
402-300-000-53580-3200		Gas and Oil	CUST #20090-PROPANE		12.86	
202195	U.S. BANK N.A.-CUSTODY	08/16/2019	Regular	0.00	26.00	21218
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2019	Invoice	07/01/2019	JUL/2019 CUSTODY CHARGES 07/01/19 -	0.00	26.00	
001-000-000-51423-4102		Prof Services-Banking Fee	JUL/2019 CUSTODY CHAR		26.00	
202308	USABBLUEBOOK	08/16/2019	Regular	0.00	476.41	21219
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
959878	Invoice	07/24/2019	CUST #925099-CAL GAS 58L 100 PPM CO	0.00	272.00	
401-000-000-53480-3100		Office and Operating	CUST #925099-CAL GAS 58		272.00	
966086	Invoice	07/30/2019	CUST #925099-O2 SENSOR GAS ALERT M	0.00	204.41	
401-000-000-53480-3100		Office and Operating	CUST #925099-O2 SENSOR		204.41	
202340	UTILITIES UNDERGROUND LOCATIO	08/16/2019	Regular	0.00	114.81	21220

Check Register

Packet: APPKT01374-August 16, 2019 - Weekly Payables #2

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>9070232</u>	Invoice	07/31/2019	ACCT #100100-JUL/2019 EXCAVATION N	0.00	114.81	
<u>401-000-000-53480-4100</u>	Professional Services/Adv		ACCT #100100-JUL/2019 E		38.27	
<u>402-300-000-53580-4100</u>	Professional Services/Adv		ACCT #100100-JUL/2019 E		38.27	
<u>404-000-000-53180-4105</u>	Professional Services/Adv		ACCT #100100-JUL/2019 E		38.27	
203115	WALMART COMMUNITY/GEMB	08/16/2019	Regular	0.00	62.44	21221
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>02226</u>	Invoice	08/06/2019	ACCT #6032 2020 0021 4172 -MISC SUPPL	0.00	32.47	
<u>001-000-000-51890-3115</u>	Office and Operating-Civi		ACCT #6032 2020 0021 41		32.47	
<u>03185</u>	Invoice	08/06/2019	ACCT #6032 2020 0021 4172 -MISC SUPPL	0.00	19.87	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		19.87	
<u>09893</u>	Invoice	08/01/2019	ACCT #6032 2020 0021 4172 -MISC SUPPL	0.00	10.10	
<u>001-000-000-51830-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		10.10	
203030	WASHINGTON STATE PATROL	08/16/2019	Regular	0.00	97.75	21222
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>120000638</u>	Invoice	08/07/2019	ACCT #SHE301 - JUL/2019 BACKGROUND	0.00	97.75	
<u>001-000-000-52122-4100</u>	Patrol-Professional Servic		ACCT #SHE301 - JUL/2019		97.75	
VEN01689	WAUNCH CONSTRUCTION	08/16/2019	Regular	0.00	93,636.11	21223
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>EST #12</u>	Invoice	07/01/2019	EST #12-DOWNTOWN CONNECTOR JUL 0	0.00	93,636.11	
<u>302-000-000-59530-6300</u>	CAPITAL IMPROVEMENT-	17-DOWNTOWN	EST #12-DOWNTOWN CO		84,272.50	
<u>404-000-000-59540-6300</u>	STORM CAPITAL EXP-Con	17-DOWNTOWN	EST #12-DOWNTOWN CO		9,363.61	
203900	WESMAR COMPANY, INC	08/16/2019	Regular	0.00	603.19	21224
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>265960</u>	Invoice	08/02/2019	CUST #31175-SODIUM HYPOCHLORITE 12	0.00	603.19	
<u>401-000-000-53480-3104</u>	Office and Operating-Chl		CUST #31175-SODIUM HY		603.19	
053987	WESTBAY NAPA AUTO PARTS	08/16/2019	Regular	0.00	455.74	21225
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>823607</u>	Invoice	05/15/2019	ACCT #4296 -2IN1 SHORT HEX KEY	0.00	27.30	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT #4296 -2IN1 SHORT		27.30	
<u>824108</u>	Invoice	05/17/2019	ACCT #4296 - WIPER BLADE - CAR #74	0.00	21.93	
<u>001-000-000-52122-3110</u>	Office & Operating-Auto		ACCT #4296 - WIPER BLAD		21.93	
<u>824112</u>	Invoice	05/18/2019	ACCT #4296 - ARMORALL WIPES & GLASS	0.00	11.84	
<u>101-000-000-54264-3100</u>	Office and Operating		ACCT #4296 - ARMORALL		11.84	
<u>828364</u>	Credit Memo	06/13/2019	ACCT #4296 - 3 TERM HEADLIGHT	0.00	-11.10	
<u>503-000-000-54865-3100</u>	Office and Operating		ACCT #4296 - 3 TERM HEA		-11.10	
<u>830072</u>	Invoice	06/25/2019	ACCT #4296 -BOXED CAPSULES #19989D	0.00	9.27	
<u>503-000-000-54865-3102</u>	Oper Supplies-Parts		ACCT #4296 -BOXED CAPS		9.27	
<u>835657</u>	Invoice	07/31/2019	ACCT #4296 - FUSE HOLDER & ATC 40 FUS	0.00	21.52	
<u>503-000-000-54865-3104</u>	Oper Supp-Parts-EM&R V		ACCT #4296 - FUSE HOLDE		21.52	
<u>836455</u>	Invoice	08/05/2019	ACCT #4296 - INTERMIX, MIX CUP, STRAI	0.00	101.45	
<u>503-000-000-54865-3102</u>	Oper Supplies-Parts		ACCT #4296 - INTERMIX,		101.45	
<u>836629</u>	Invoice	08/06/2019	ACCT #4296 - PAINT SPRAY GUN, FILTER	0.00	207.68	
<u>503-000-000-54865-3100</u>	Office and Operating		ACCT #4296 - PAINT SPRAY		207.68	
<u>836817</u>	Invoice	08/07/2019	ACCT #4296 -RUBBING COMPOUND, SHE	0.00	50.68	
<u>503-000-000-54865-3102</u>	Oper Supplies-Parts		ACCT #4296 -RUBBING CO		50.68	

Check Register

Packet: APPKT01374-August 16, 2019 - Weekly Payables #2

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
836991	Invoice	08/08/2019	ACCT #4296 -MOTHERS POLISH #62975D	0.00	15.17	
503-000-000-54865-3102		Oper Supplies-Parts	ACCT #4296 -MOTHERS PO		15.17	

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	119	63	0.00	378,655.68
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
	119	63	0.00	378,655.68

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2019	378,655.68
			<u>378,655.68</u>



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Business Meeting Minutes July 2, 2019

Shelton Civic Center - 6:00 p.m.

COUNCILMEMBERS AND PERSONNEL PRESENT

Councilmembers:

Mayor Bob Rogers
Deputy Mayor Deidre Peterson
Gary Cronic
Kevin Dorcy
Kathy McDowell
Eric Onisko
Joe Schmit

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Community Development Director Mark Ziegler
Public Works Director Craig Gregory
Accounting Manager Teri Schnitzer

CALL TO ORDER

Mayor Rogers called the meeting to order at 6:00 p.m. Roll call was taken – All members present.

LATE CHANGES TO THE AGENDA

City Manager Jeff Niten added an Executive Session to the end of the meeting to discuss the potential sale of surplus City property.

COUNCIL REPORTS

One or more of the Councilmembers will be attending the following events in the coming weeks:

Briefings
Blues & Brews
Basin 3 Sidewalks & Paving Meeting
Mason Transit Authority Board Meeting
AWC Conference
Mason County Housing Authority Meeting
Peninsula Regional Transportation Project Organization
Opioid Stakeholders Meeting at Skokomish Community Center
LEOFF Board Meeting
Constituent Meetings
EDC Board Meeting

GENERAL PUBLIC COMMENT

No Public Comments

CONSENT AGENDA

Vouchers numbered 20719 through 20720 in the amount of \$60.00
Vouchers numbered 20721 through 20818 in the amount of \$808,709.17
Minutes from the meetings of March 5, 2019 & March 19, 2019

A motion was made to approve the Consent Agenda as published. Passed.

The Mayor adjourned out of the regular business meeting and opened a public hearing regarding the Master Fee Schedule.

BUSINESS AGENDA

Public Hearing – Resolution No. 1147-0619 Fee Schedule – Presented by City Manager Jeff Niten

The City Council has been considering an update of the Master Fee Schedule since late 2018. A process was developed and agreed upon with City Council in January of 2019 to update the Master Fee Schedule and staff has undertaken this work.

The Master Fee Schedule is intended to recover costs associated with services the City provides. During the revision process, Staff took a look at comparable cities, aligning pricing within the average so that the City is not at a disadvantage.

Three highlights of the proposed draft include a maximum building permit fee of \$50,000 regardless of a project's value, and making use of a building value chart from two years prior to current year which will result in a lower total permit fee for new construction in the City of Shelton. Lastly, Staff added provisions such as the early foundation permit that will allow commercial and industrial buildings to get started with construction activity prior to full permit issuance resulting in a faster permit process for contractors and City staff.

Per the request of the Council, Staff pointed out some of the fees removed from the Master Fee Schedule. Council and Staff discussed the Master Fee Schedule at length and how these fees will impact the City and those requesting a permit. Erin Hall and Lisa Perry commented on the Master Fee Schedule.

There was a first reading of Resolution No. 1147-0619. Council concurred to place this item on the July 16, 2018 Action Agenda.

The Mayor closed the public hearing and recessed back into the regular meeting.

Resolution No. 1148-0619 Payment of Claims – Presented by Accounting Manager Teri Schnitzer

To expedite the payment of claims, RCW 42.24.180 allows checks to be issued prior to approval by Council, if the Council approved the practice via Resolution. Approval of this process change would result in payment efficiencies for the finance department, timely payments to vendors who have provided goods and services to the City, and a reduction in late payment charges.

Staff and Council discussed the payment approval process. Council will still review and approve vouchers even though they have been paid. Furthermore, Council will continue to approve larger vouchers prior to payment. There were no public comments.

There was a first reading of Resolution 1148-0619. Council concurred to place this item on the July 16, 2018 Action Agenda.

Contract for Library Painting & Siding Repair- Presented by Community Development Director Mark Ziegler

With the support of our 35th District Representatives, the City received a Department of Commerce Local Community Project grant for repairs on the William G. Reed Library in the amount of \$279,900, (total amount was \$288,900 with the Department of Commerce's fees). Two initial bids were opened on May 2nd for repairs that included a new roof, painting and deck upgrades.

The bids did not come back favorable to the City or the funding we had available. All of the alternate bids were rejected. The main bid for the installation of the metal roof and repairs was accepted.

The painting portion of the project was sent to bid again to seek more favorable bids. The City received two bids for the painting project. One bid was deemed responsive from J. Linder Painting, LLC in the amount of \$64,464.00

Council expressed the importance of budget planning for long term maintenance. This project has highlighted how deferred maintenance cost more in the long run.

Staff is requesting the Council to waive the three touch rule in order to complete the contract documents and begin the project as soon as possible. There were no public comments.

A motion was made to award the William G. Reed Library Painting Contract to J. Linder Painting, LLC by authorizing each member of the Council to sign the Project Award Form, and further authorizing the Mayor to sign the William G. Reed Library Contract once it has been signed by J. Linder Painting, LLC. Passed.

ACTION AGENDA

MACECOM Lease – Presented by Community Development Director Mark Ziegler

The City of Shelton leases 2,472 square feet of space in the Shelton Civic Center to MACECOM for use as the operations center. The lease was originally executed in 2009 and the most recent extension expired on December 31, 2018. The lease was edited to meet current liability and risk management requirements and identify appropriate costs incurred by the City. The lease term is through December 31, 2021 and allows for extension with approval by both entities. There were no public comments.

A motion was made to authorize the Mayor to sign the MACECOM facilities lease agreement. Passed.

GENEARL PUBLIC COMMENT

No Public Comments

EXECUTIVE SESSION

Potential Sale of Real Estate

RCW 42.30.110(1)(c) – Consideration of the minimum offering price for sale of lease of real estate if there's a likelihood that disclosure would decrease the price.

After 15 minutes, the Mayor recessed back into the regular business meeting.

ADMINISTRATION REPORTS

City Manager Jeff Niten discussed the following:

- The AWC Conference was very valuable
- The first Shelton clean-up event will be held on July 12th. This will be the first in a series of eight. Will give a report at next meeting
- Talked to the Postmaster regarding Post Office park. They are allowing the City to enforce the same rules as before, when the park was under lease. The City Manager appreciates the Postmaster's willingness to work with the City. Thank you to Chief Moody for reaching out to the Postmaster.
- Have a fun and safe 4th of July – No fireworks in City limits.

ANNOUNCEMENT OF NEXT MEETING

The next meeting will be on Tuesday, July 16th at 6:00 p.m.

ADJOURN

As there was no further business, Mayor Rogers adjourned the meeting at 7:02 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Business Meeting Minutes July 16, 2019

Shelton Civic Center - 6:00 p.m.

COUNCILMEMBERS AND PERSONNEL PRESENT

Councilmembers:

Mayor Bob Rogers
Deputy Mayor Deidre Peterson
Gary Cronic
Kevin Dorcy
Kathy McDowell
Eric Onisko
Joe Schmit

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Community Development Director Mark Ziegler
Finance Director Aaron BeMiller
Accounting Manager Teri Schnitzer
City Attorney Kathleen Haggard

CALL TO ORDER

Mayor Rogers called the meeting to order at 6:00 p.m. Roll call was taken – All members present

LATE CHANGES TO THE AGENDA

City Manager Jeff Niten will give the Communications Strategy Plan Update report during the presentation portion of the meeting rather than during his Administration Report.

COUNCIL REPORTS

One or more of the Councilmembers will be attending the following events in the coming weeks:

Briefings
MTA Board Meeting
Love Inc. Golf Tournament
Community Clean Up Day
C Street Landfill Tour
Downtown Connector Project Ribbon Cutting Ceremony
Bite of Shelton Business Expo
State Auditors – Risk Issues with the City
Mason County Stakeholders Meeting
Peninsula Regional Transportation Project Organization
Lions Club Meeting
Executive Budget Committee Meeting
Tiny Homes Discussion Group
Candidates in the Park
MACECOM Government & Legislative Board Meeting
EDC Board Meeting
Constituent Meetings

GENERAL PUBLIC COMMENT

No Public Comments

CONSENT AGENDA

Vouchers numbered 20854 through 20859 in the amount of \$21,141.76

Vouchers numbered 20860 through 20932 in the amount of \$333,182.80
Minutes from the meetings of April 2, 2019 & April 16, 2019

A motion was made to approve the Consent Agenda as published. Passed.

PRESENTATIONS

City Investment Strategy – Presented by Finance Director Aaron BeMiller and Accounting Manager Teri Schnitzer

The State Auditor's Office will be on-site performing the annual audit for the City of Shelton's 2018 activity. This audit will take a couple of months to complete.

The General Ledger clean-up project is going well. A few items that need to be cleaned up have been identified.

Presented the following information to Council:

- Current Investment Strategy: Lack of Diversity for City Investments
- Investment Objectives: Safety, Credit Risk, Interest Rate Risk, Liquidity, & ROI (Yield)
- Standards of Care: Prudence, Ethics and conflict of interest, & Investment Officer
- Authorized Investments by the State
- Current Investment Environment

Communication Strategy Plan Update – Presented by City Manager Jeff Niten

Discussed the Community Strategy Project Scope with Council:

- Review and evaluate our existing communications tools and practices
- Assess Compliance
- Assess organizational capacity and coordination for maintaining and enhancing our communication efforts
- Develop a written report outlining recommendations
- Project Timeline
- Interviews – Key Takeaways

Kate Elliott with Maul Foster & Alogni, Inc. is working with Communications Officer Andy Arnes to iron out a few issues, establish his roles and responsibilities as well as identifying tools and resources to streamline efforts. A final project report will be presented to Council.

BUSINESS AGENDA

No business items to discuss

The Mayor adjourned out of the regular business meeting and moved to an Executive Session.

EXECUTIVE SESSION

Potential Sale of Real Estate

RCW 42.30.110(1)(c) – Consideration of the minimum offering price for sale of lease of real estate if there's a likelihood that disclosure would decrease the price.

After 15 minutes, the Mayor recessed back into the regular business meeting.

ACTION AGENDA

Resolution No. 1148-0619 Payment of Claims – Presented by Accounting Manager Teri Schnitzer

To expedite the payment of claims, RCW 42.24.180 allows checks to be issued prior to approval by Council, if the Council approves the practice via Resolution. Approval of this process change would result in payment efficiencies for the finance department, timely payments to vendors who have provided goods and services to the City, and a reduction in late payment charges.

After the reading of Resolution No. 1148-0619, a Resolution of the City of Shelton, Washington, Authorizing Release of Checks and Electronic Payments Prior to Council Approval, a motion was made to approve Resolution No. 1148-0619. Passed.

120 W Kneeland St Sale Agreement – Presented by Community Development Director Mark Ziegler

The City's real estate broker has provided the City with a purchase and sale agreement for the surplus property located at 120 W Kneeland St. The offer is for the listing price of \$35,000.

This property was declared surplus in November of 2018. Two full price offers have been received for the property. Staff recommends that Council accept the offer from Erica and Michael Rieffanaugh.

An amended motion was made to accept the purchase and sale agreements to the Rieffanaughs for the property located at 120 W Kneeland St. and authorize the Mayor to sign on behalf of the City. Passed.

Resolution No. 1147-0619 Master Fee Schedule – Presented by City Manager Jeff Niten

The City Council has been considering an update of the Master Fee Schedule since late 2018. A process was developed and agreed upon with City Council in January of 2019 to update the Master Fee Schedule and staff has undertaken this work.

The City Manager addressed Council concerns from the last meeting. There were additional changes made to the schedule to help avoid confusion. The City Manager also gave a brief overview on a few fee and code changes made to the schedule.

The effective date of the Master Fee Schedule was changed from August 1st to September 1st so that Staff has the opportunity to communicate the changes throughout the organization.

After the second reading of Resolution No. 1147-0619, a motion was made to approve Resolution No. 1147-0619, A resolution of the City of Shelton, Washington Superseding Resolution No. 1139-1118 (Master Fee Schedule). Passed.

Resolution No. 1149-0719 Public Safety Sales and Use Tax – Presented by City Manager Jeff Niten

The Board of Mason County Commissioners adopted Resolution No. 41-19, concerning a sales and use tax increase pursuant to RCW 82.14.450. This Resolution authorizes placing the Sales and Use Tax question on the August 6, 2019 ballot for voter approval. If approved, this proposition would authorize Mason County to impose an additional sales and use tax of 0.3%

split between Mason County (60%) and the City of Shelton (40%) as required by state law. Proceeds shall be used exclusively for criminal justice purposes in accordance with RCW. 82.14.450.

After Mayor Rogers read RCW 42.17A.555, a motion was made to approve Resolution 1149-0719 as presented. After Councilmembers discussed this issue and made statements regarding the safety of the public, the City Clerk read the first and final reading of Resolution No. 1149-0719, a resolution supporting Mason County Proposition, Local Sales and Use Tax for Criminal Justice Purposes. Mayor Rogers restated the motion. Passed.

There were no public comments on the action agenda.

ADMINISTRATION REPORTS

City Manager Jeff Niten discussed the Community Clean Up event that will run through the end of August to coincide with the opening of the school year.

ANNOUNCEMENT OF NEXT MEETING

The next meeting will be on Tuesday, August 6th at 6:00 p.m.

ADJOURN

As there was no further business, Mayor Rogers adjourned the meeting at 7:22 p.m.

Mayor

City Clerk



City of Shelton PROCLAMATION

WHEREAS, Mary Ann Murray and B.J. Beatty, former Master Gardeners, donated an acre of land to the City of Shelton in 2009; and

WHEREAS, the stipulation was made that the land become a city park or a community pea patch and that it be called Catalyst; and

WHEREAS, The City of Shelton gave permission that this would be a food bank garden to replace another food bank garden which lost its lease; and

WHEREAS, The Mason County Master Gardeners took on the project with help from the City of Shelton, Shelton Kiwanis, the Mason County Conservation District, Shelton Rotary, the Optimist Club and interested citizens; and


WHEREAS, The Master Gardeners with the help of others have grown an acre of land previously covered with blackberry bushes and scotch broom into a thriving demonstration garden providing horticulture education along with produce for Saints' Pantry Food Bank, and where community members rent raised beds to learn about gardening practices; and

WHEREAS, Catalyst Park has been in existence for ten years successfully serving the community.

NOW, THEREFORE, I, Mayor Bob Rogers, do hereby proclaim September 7, 2019 to be **MASTER GARDENER CATALYST PARK DEMONSTRATION & FOOD BANK GARDEN DAY** in the City of Shelton. I encourage all residents to join me in recognizing the dedication of the Master Gardener Program which serves our community.

Signed this 3rd day of September, 2019.

Mayor Bob Rogers

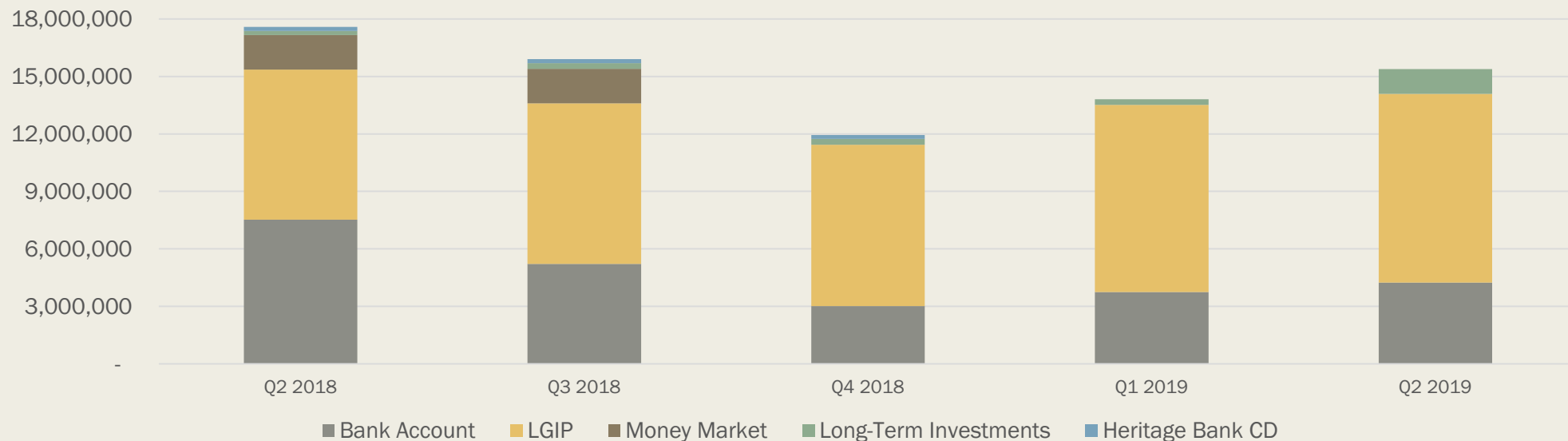


CITY OF SHELTON: 2019 SECOND QUARTER REPORT

Shelton City Council Meeting – September 3, 2019

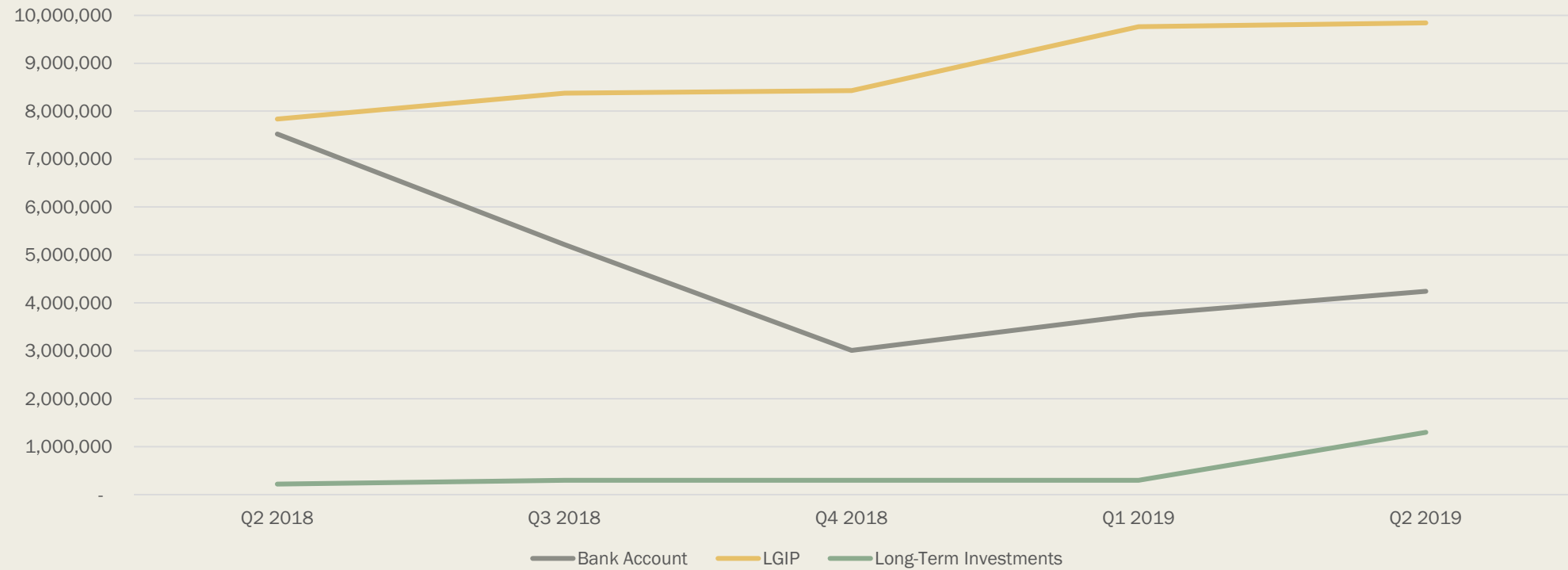


Total Cash and Investments by Type

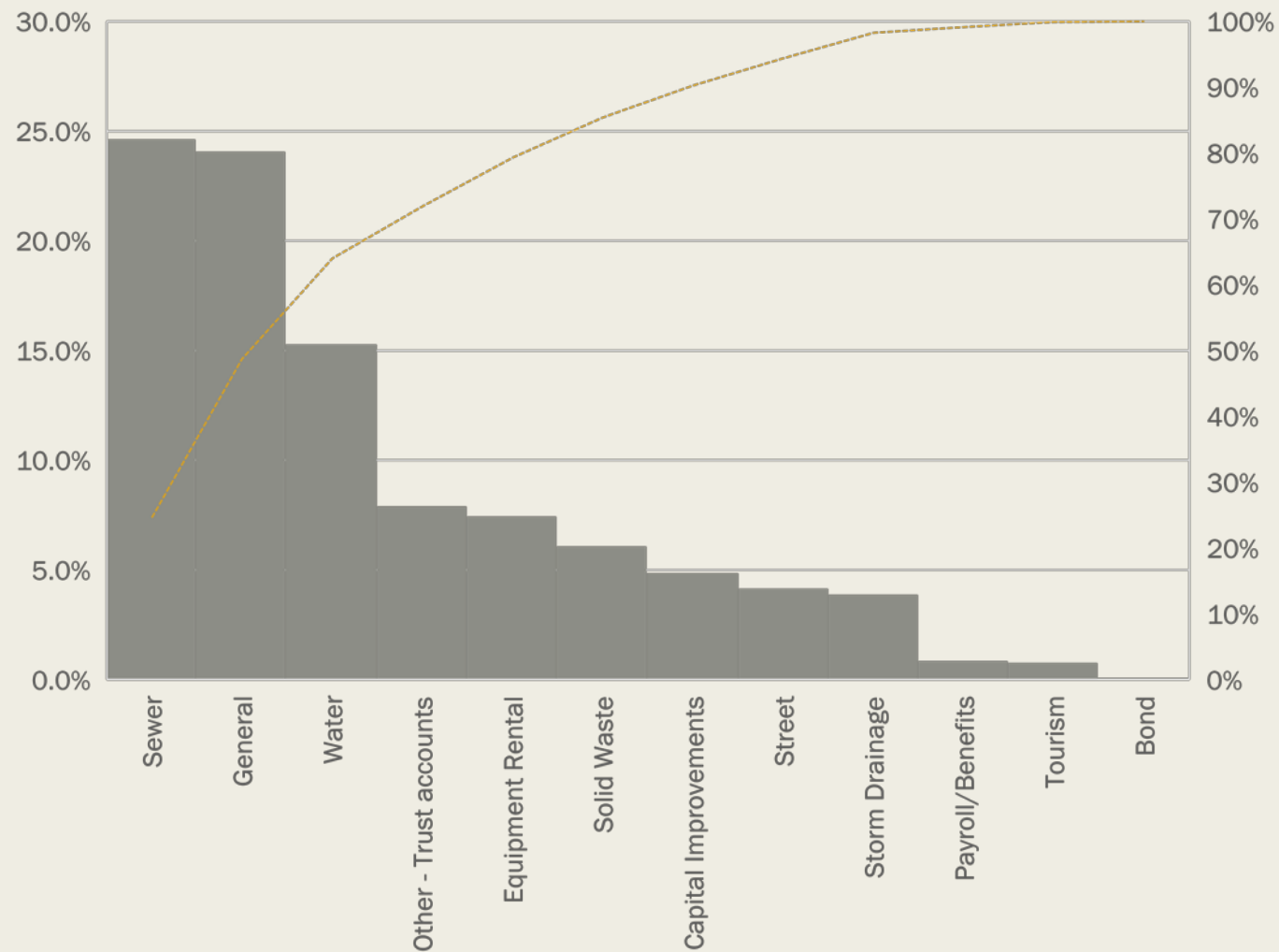


	<u>Q2 2018</u>	<u>Q3 2018</u>	<u>Q4 2018</u>	<u>Q1 2019</u>	<u>Q2 2019</u>
Bank Account	7,523,460	5,216,300	3,008,400	3,751,670	4,243,620
LGIP	7,834,270	8,378,370	8,426,950	9,761,060	9,841,790
Long-Term Investments	219,830	300,000	300,000	300,000	1,300,000
Money Market	1,800,030	1,800,030	-	-	-
Heritage Bank CD	206,870	206,870	206,870	-	-
Total	17,584,460	15,901,570	11,942,220	13,812,730	15,385,410

Cash and Investments by Quarter



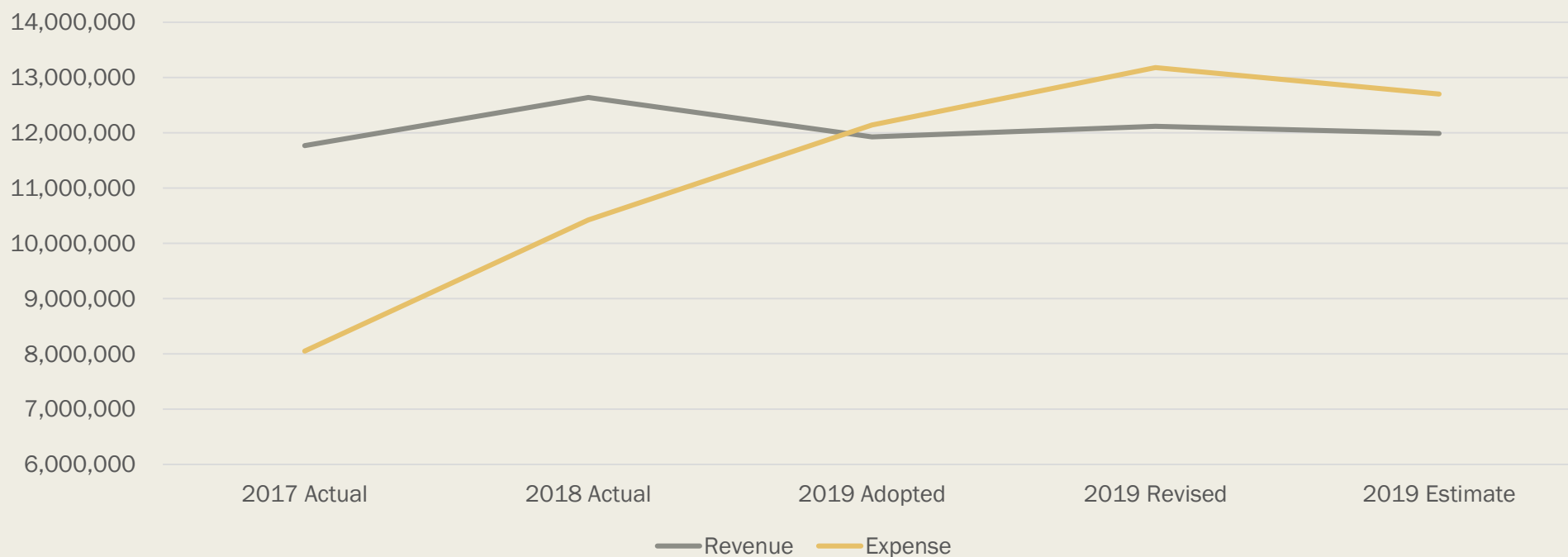
Total Cash & Investments by Fund



Fund	% of C & I	Total C&I
Sewer	24.6%	3,788,870
General	24.1%	3,702,800
Water	15.3%	2,352,150
Capital Improvements	4.9%	748,290
Other - Trust accounts	7.9%	1,215,510
Solid Waste	6.1%	934,900
Equipment Rental	7.4%	1,145,440
Storm Drainage	3.9%	596,250
Street	4.1%	637,790
Tourism	0.8%	118,790
Payroll/Benefits	0.8%	130,150
Bond	0.1%	14,170
Total	100%	15,385,110

General Fund Total Revenue & Expense

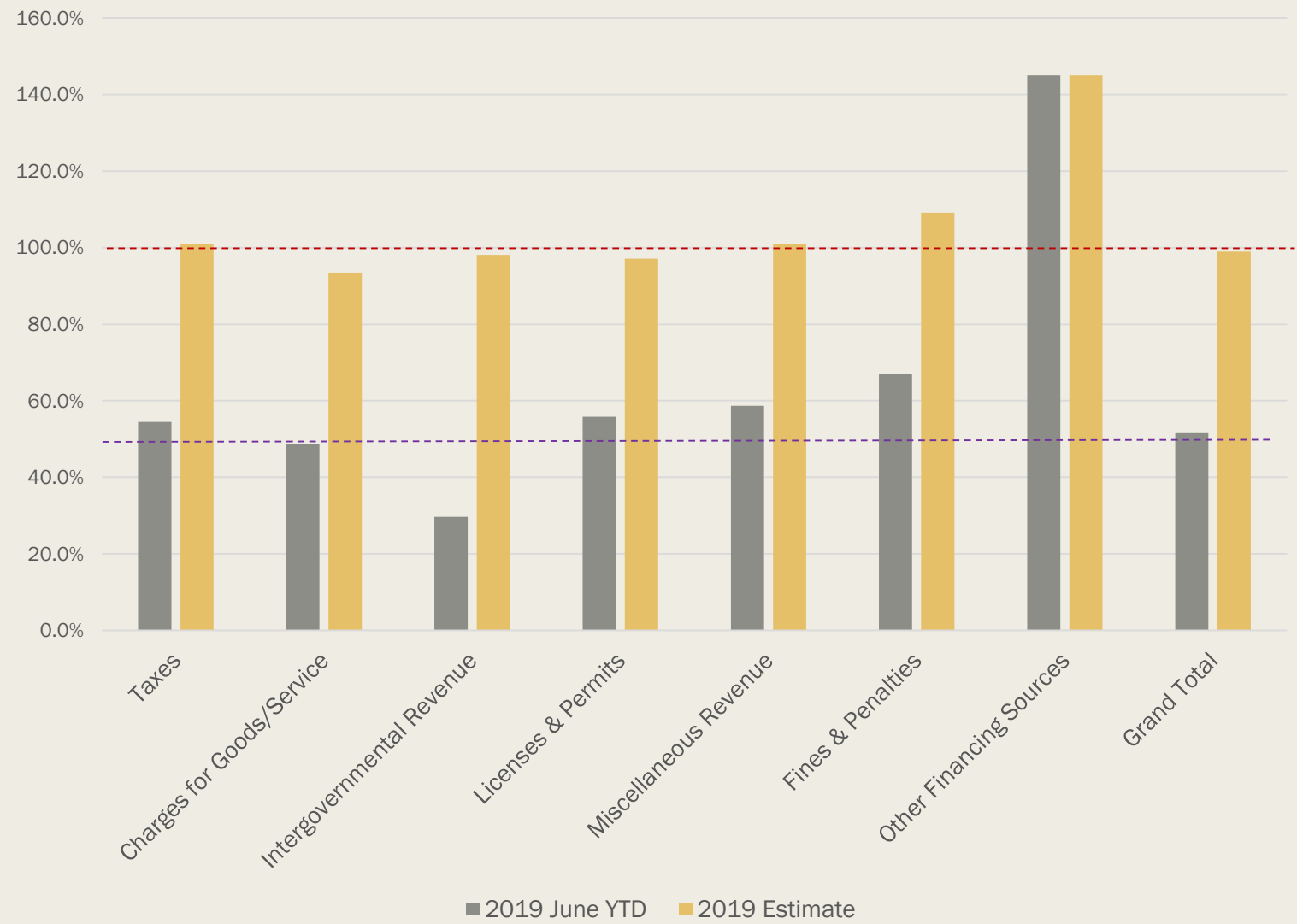
	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Estimate
Revenue	11,770,479	12,641,582	11,926,871	12,118,108	11,989,050
Expense	8,051,592	10,424,217	12,141,757	13,181,135	12,702,860
Net	3,718,887	2,217,365	(214,886)	(1,063,027)	(713,810)



General Fund Revenue by Type

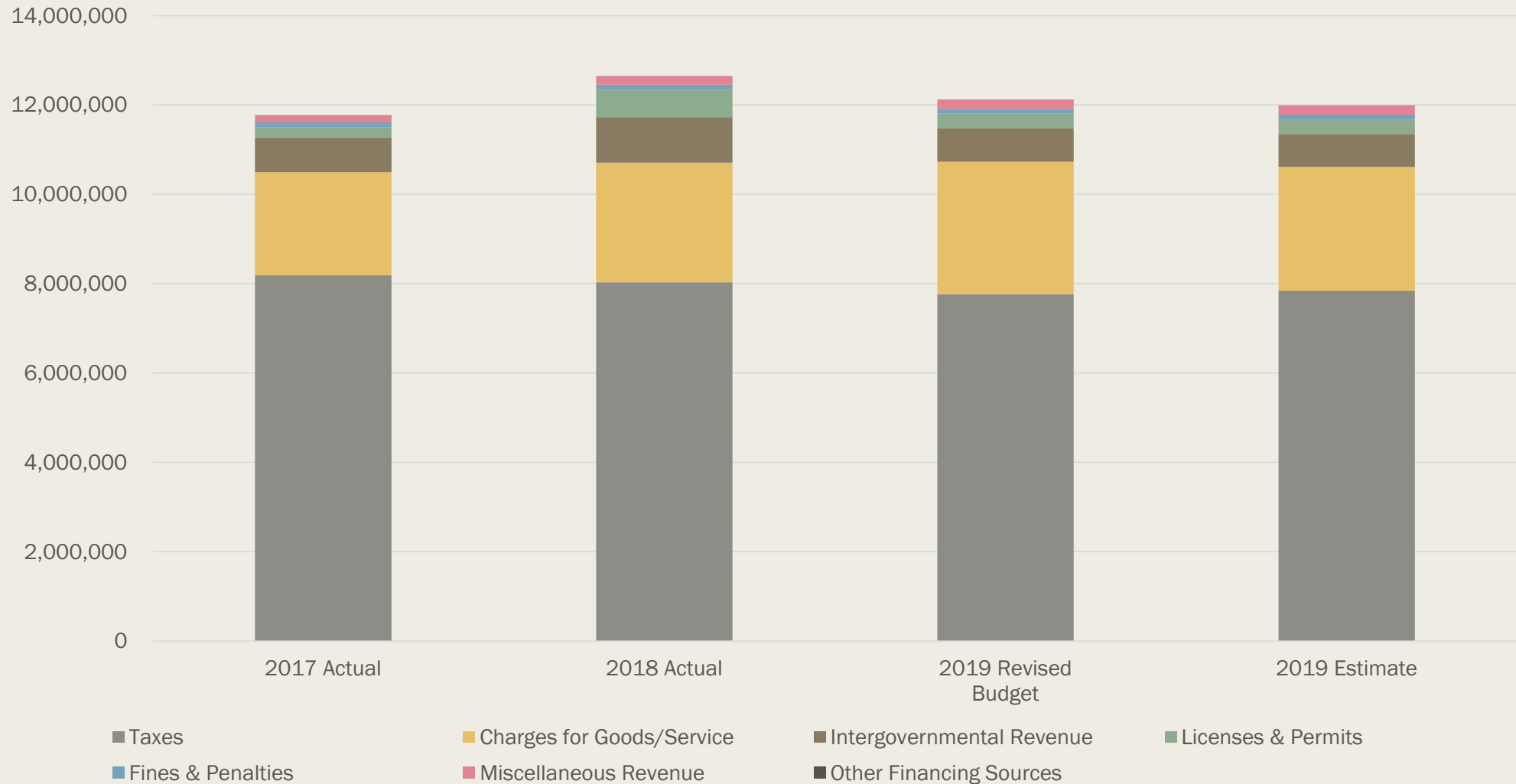
	<u>2018 Actual</u>	<u>2019 Revised Budget</u>	<u>2019 June YTD</u>	<u>2019 Estimate</u>	<u>Variance Estimate to Budget</u>	<u>% of Estimate to Budget</u>
Taxes	8,029,664	7,766,461	4,229,377	7,840,800	74,339	101.0%
Charges for Goods/Service	2,678,619	2,962,847	1,442,386	2,770,100	(192,747)	93.5%
Intergovernmental Revenue	1,017,979	748,313	222,135	733,900	(14,413)	98.1%
Licenses & Permits	604,883	329,100	183,658	319,600	(9,500)	97.1%
Miscellaneous Revenue	186,296	202,437	118,773	204,370	1,933	101.0%
Fines & Penalties	121,122	104,950	70,414	114,480	9,530	109.1%
Other Financing Sources	2,929	4,000	5,800	5,800	1,800	145.0%
Grand Total	12,641,489	12,118,108	6,272,543	11,989,050	(129,058)	98.9%

General Fund Revenue by Type

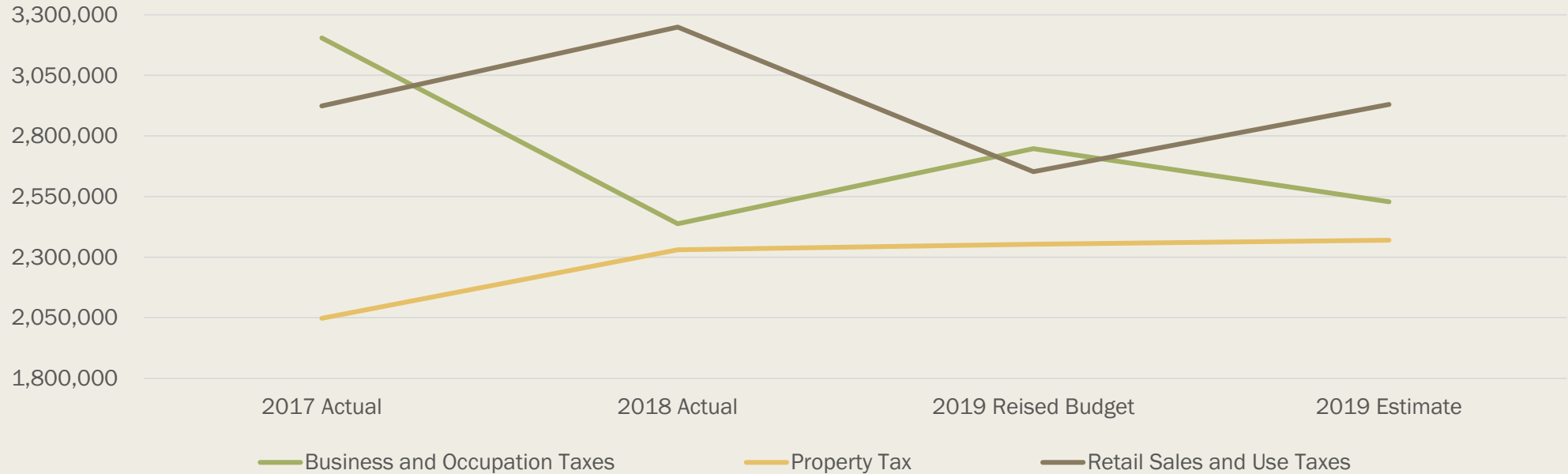


	2019 June YTD	2019 Estimate
Taxes	4,229,377	7,840,800
Charges for Goods/Service	1,442,386	2,770,100
Intergovernmental Revenue	222,135	733,900
Licenses & Permits	183,658	319,600
Miscellaneous Revenue	118,773	204,370
Fines & Penalties	70,414	114,480
Other Financing Sources	5,800	5,800
Grand Total	6,272,543	11,989,050

General Fund Total Revenue by Year

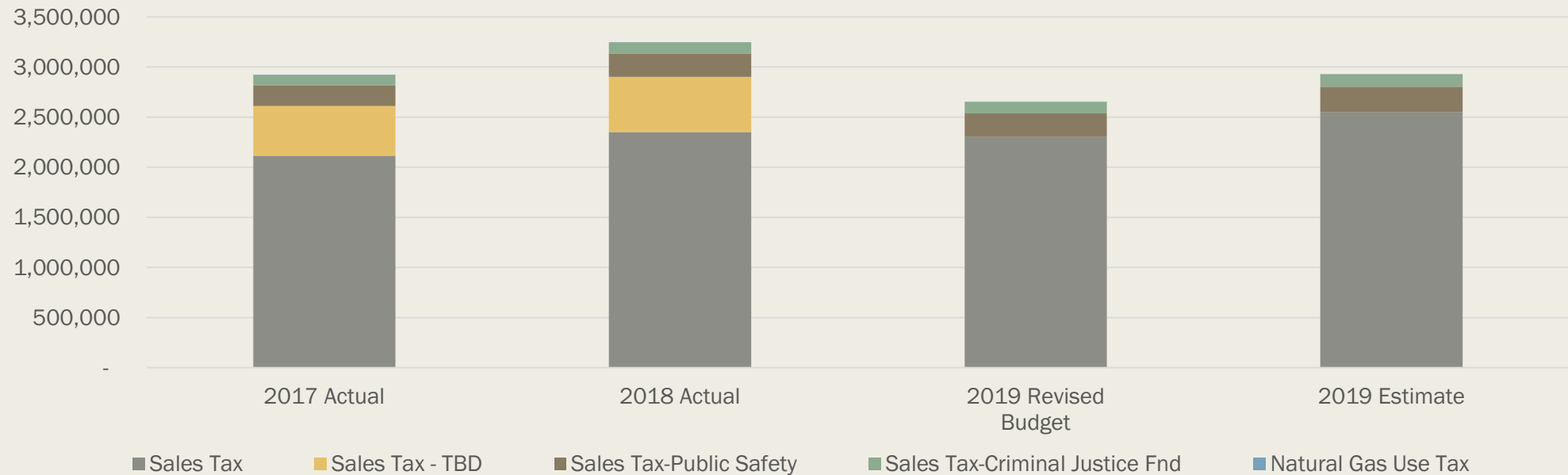


General Fund Tax Collections by Year



<u>Tax Category</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Revised Budget</u>	<u>2019 Estimate</u>
Business and Occupation Taxes	3,204,021	2,437,285	2,747,670	2,528,350
Property Tax	2,047,240	2,330,399	2,353,311	2,369,780
Retail Sales and Use Taxes	2,923,940	3,249,291	2,652,960	2,929,950
Excise Taxes in Lieu of Property Tax	12,277	12,688	12,520	12,720
Grand Total	8,187,477	8,029,664	7,766,461	7,840,800

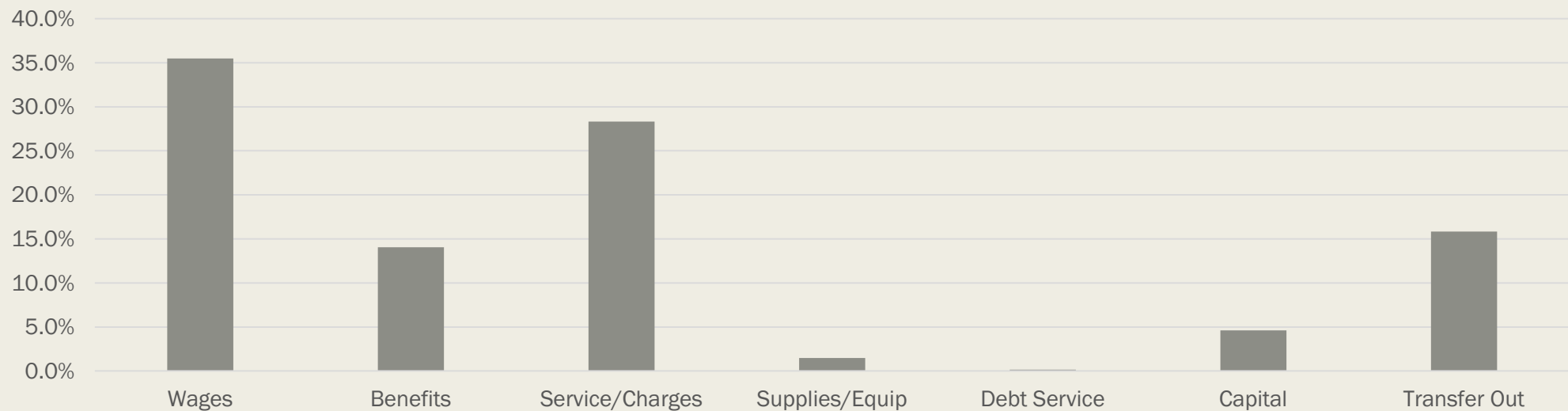
Sales Tax by Type and Year



<u>Account Name</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Revised Budget</u>	<u>2019 Estimate</u>
Sales Tax	2,114,922	2,349,610	2,307,200	2,550,000
Sales Tax - TBD	494,805	551,166	-	-
Sales Tax-Public Safety	208,959	232,562	230,720	253,790
Sales Tax-Criminal Justice	101,404	112,171	111,240	122,360
Natural Gas Use Tax	3,850	3,783	3,800	3,800
Total	2,923,940	3,249,291	2,652,960	2,929,950

General Fund Expense by Type

<u>Expense Type</u>	<u>2019 Budget</u>	<u>2019 June YTD</u>	<u>2019 Revised Budget</u>	<u>2019 Estimate</u>
Wages	4,634,146	2,247,800	4,703,067	4,508,130
Benefits	1,989,913	892,573	1,999,671	1,785,760
Service/Charges	3,529,885	1,664,269	3,553,371	3,598,289
Supplies/Equip	196,320	78,905	197,243	188,580
Debt Service	21,494	19,545	21,494	21,500
Capital	609,587	92,958	638,528	588,100
Transfer Out	1,160,412	909,770	2,067,761	2,012,500
Grand Total	12,141,757	5,905,821	13,181,135	12,702,859



2019 General Fund Revised Budget by Expense Type

Expense Type	2019 Estimate	
Wages	4,508,130	35.5%
Benefits	1,785,760	14.1%
Service/Charges	3,598,289	28.3%
Supplies/Equip	188,580	1.5%
Debt Service	21,500	0.2%
Capital	588,100	4.6%
Transfer Out	2,012,500	15.8%
Grand Total	12,702,859	100%

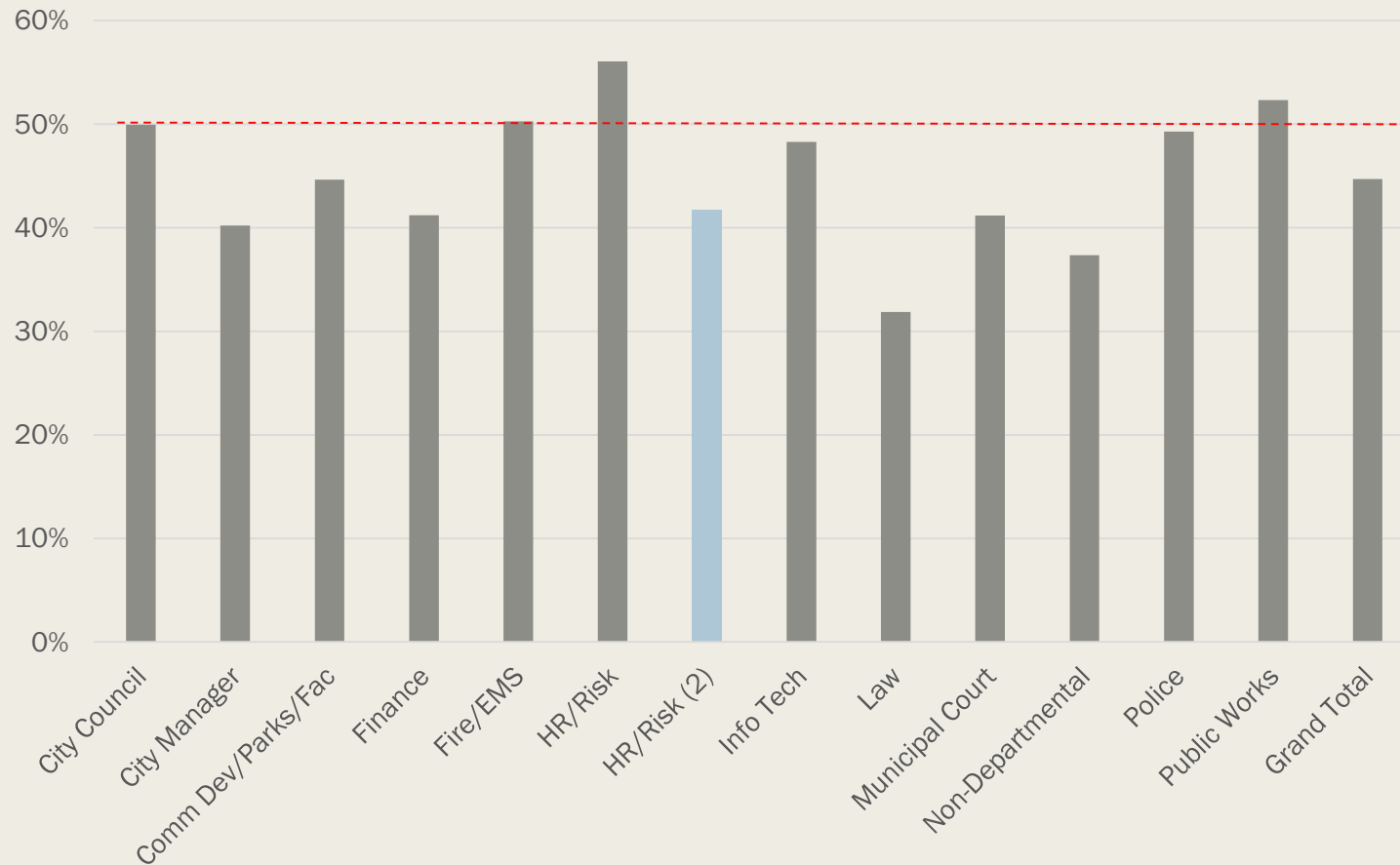
Salary & Wages are roughly 50% of revised budget; 54% excluding \$790k add to Transfer Out

Fire services, detention/correction, legal, dispatch, and insurance account for 65% of total or \$2.3M.

Capital charges = \$273k for library and \$100k.

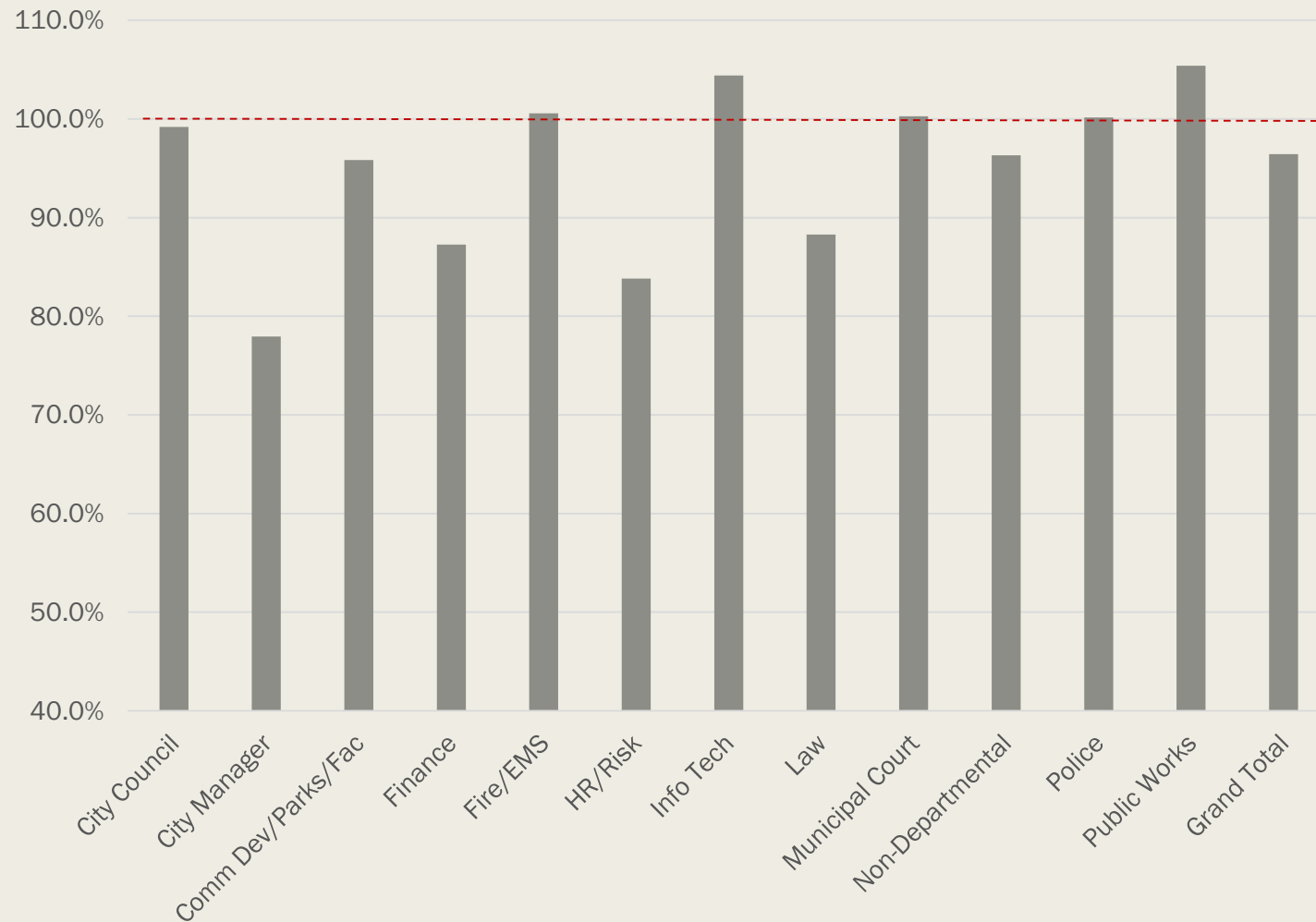
\$1.5M transfer out to Street fund.

General Fund Expense by Department: June Year-to-date



Department	% of Budget Spent
City Council	49.9%
City Manager	40.2%
Comm Dev/Parks/Fac	44.6%
Finance	41.2%
Fire/EMS	50.3%
HR/Risk	56.1%
HR/Risk (2)	41.8%
Info Tech	48.3%
Law	31.9%
Municipal Court	41.2%
Non-Departmental	37.4%
Police	49.3%
Public Works	52.3%
Grand Total	44.7%

General Fund 2019 Estimated Expense



Department	
City Council	99.2%
City Manager	77.9%
Comm Dev/Parks/Fac	95.8%
Finance	87.3%
Fire/EMS	100.6%
HR/Risk	83.8%
Info Tech	104.4%
Law	88.3%
Municipal Court	100.3%
Non-Departmental	96.3%
Police	100.1%
Public Works	105.4%
Grand Total	96.4%

Public Works Funds

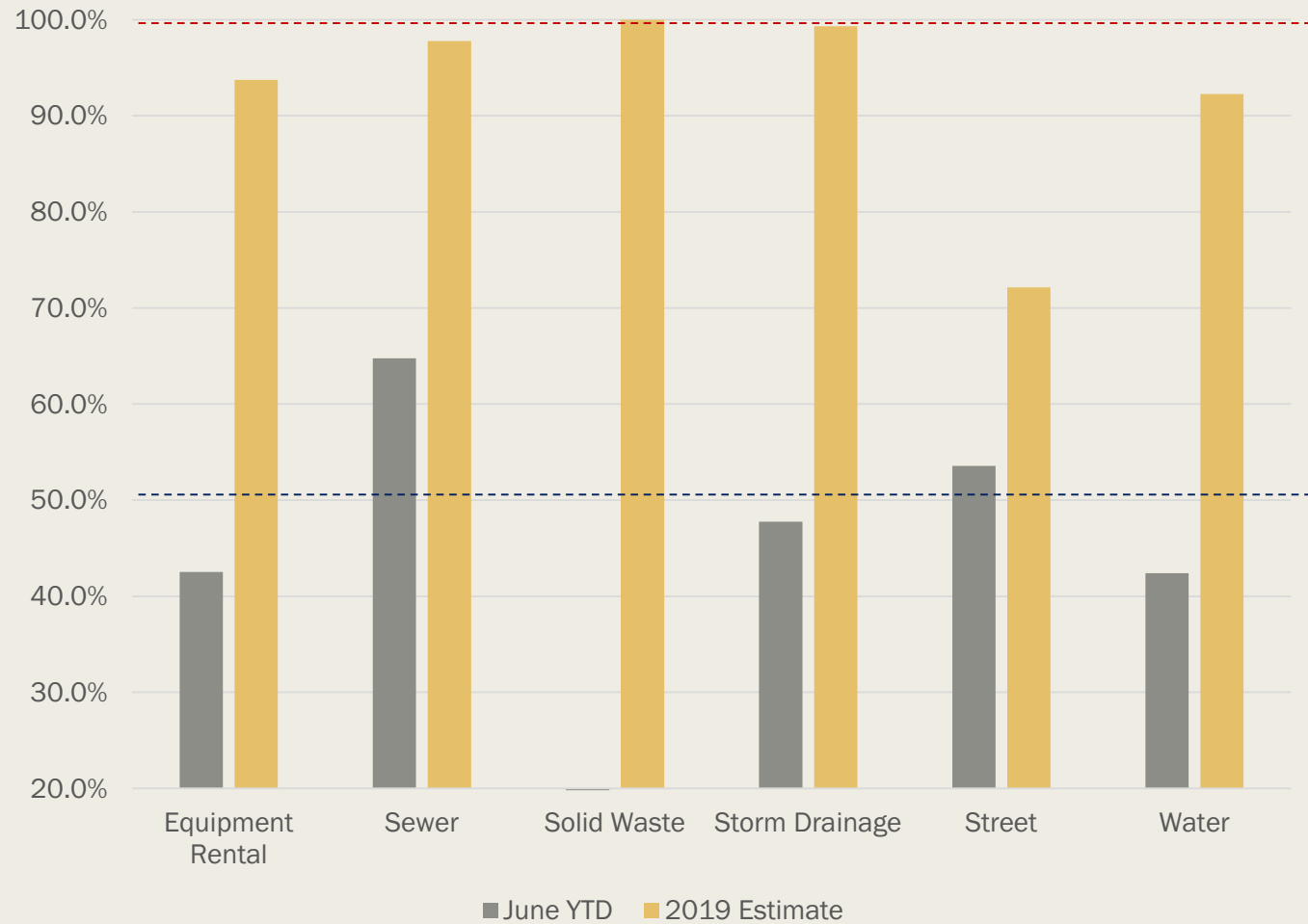
Revenue

<u>Fund</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Revised Budget</u>	<u>2019 June YTD</u>	<u>2019 Estimate</u>
Equipment Rental	720,620	655,952	720,901	306,469	675,620
Sewer	5,376,900	6,842,425	8,716,630	5,643,927	8,521,640
Solid Waste	1,908,371	73,028	600,000	159	600,000
Storm Drainage	765,161	789,207	815,600	389,425	810,000
Street	-	-	2,338,391	1,252,425	1,686,620
Water	1,954,469	2,319,907	2,484,000	1,053,522	2,291,660

Expense

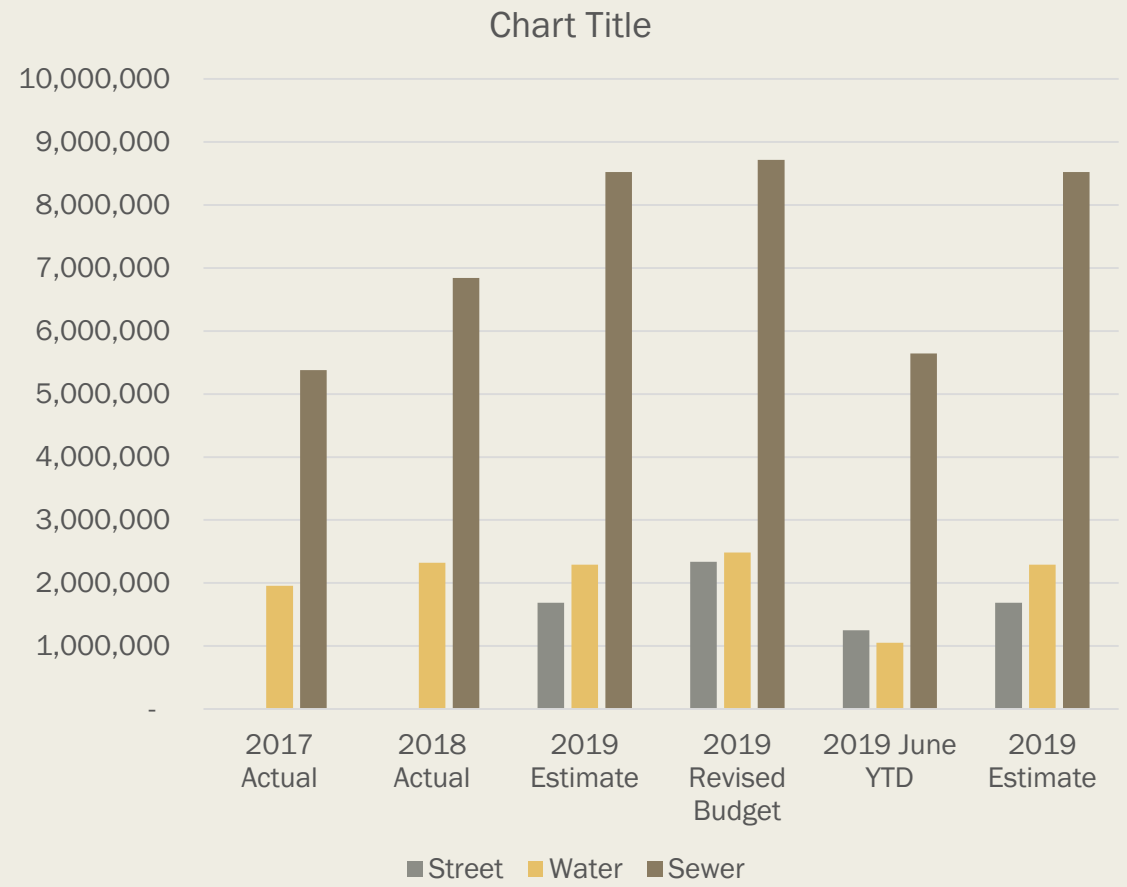
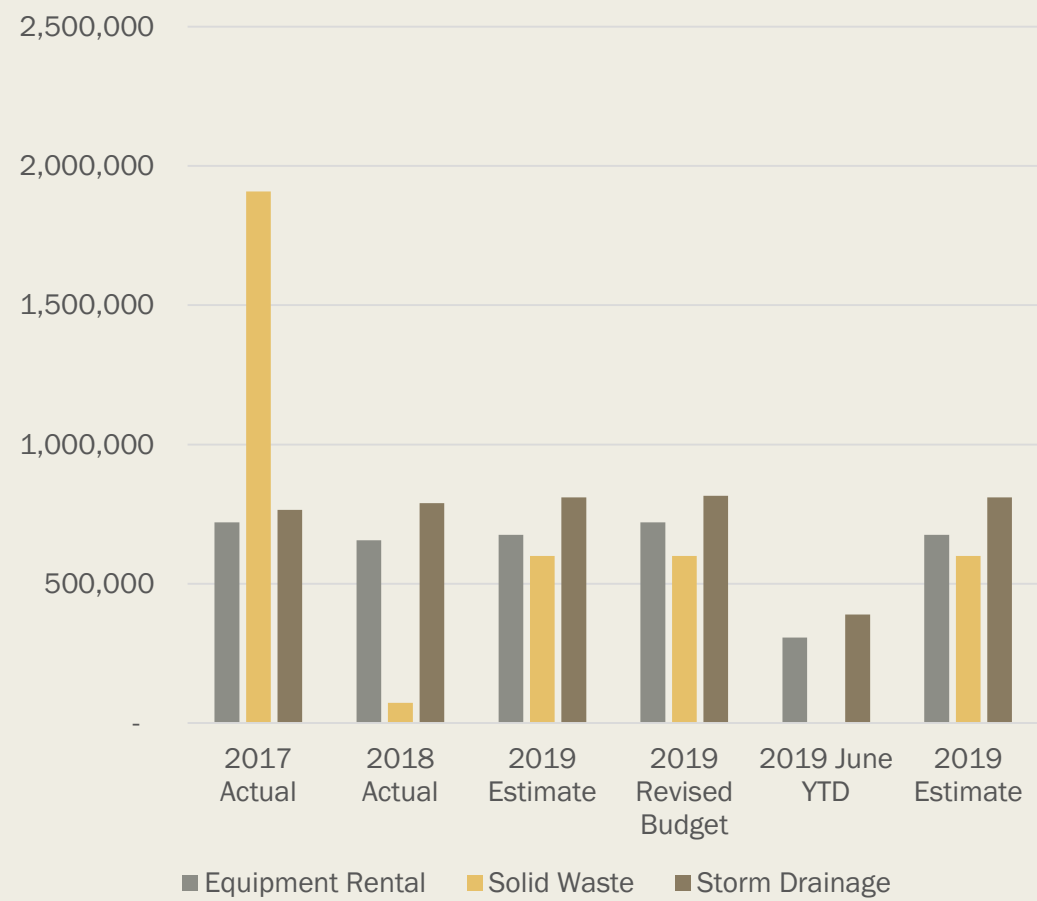
<u>Fund</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Revised Budget</u>	<u>2019 June YTD</u>	<u>2019 Estimate</u>
Equipment Rental	679,402	534,487	1,032,094	187,254	490,520
Sewer	4,925,996	8,538,877	9,832,114	3,650,122	8,955,750
Solid Waste	1,021,774	185,331	800,000	56,352	153,380
Storm Drainage	578,318	1,002,455	1,105,864	458,553	1,229,524
Street	-	-	2,209,360	614,778	2,375,140
Water	1,675,362	1,995,823	2,976,159	878,165	2,503,380

Public Works Funds – Revenue to Budget

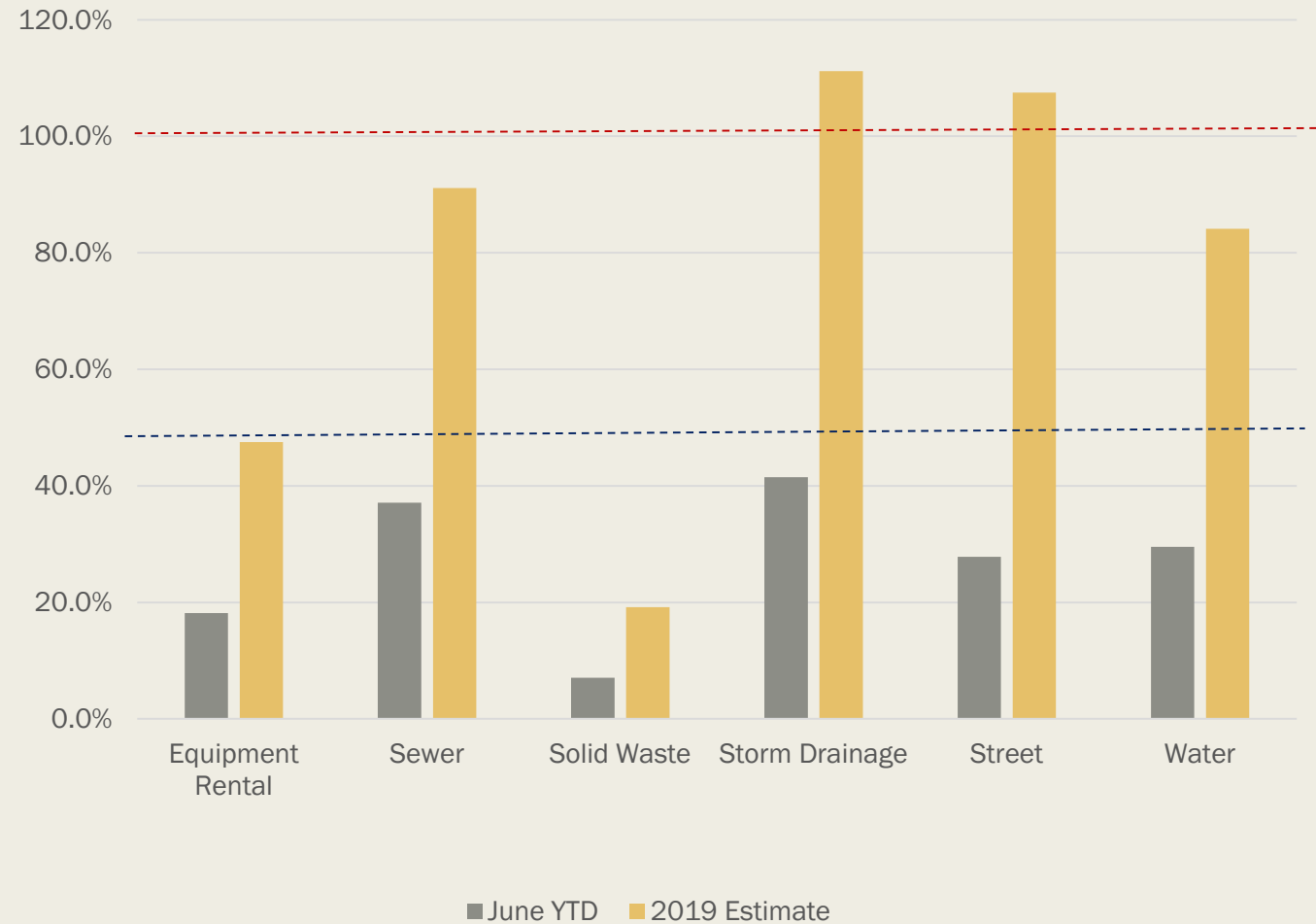


<u>Fund</u>	<u>2019 Revised Budget</u>	<u>2019 June YTD</u>	<u>2019 Estimate</u>
Equipment Rental	720,901	306,469	675,620
Sewer	8,716,630	5,643,927	8,521,640
Solid Waste	600,000	159	600,000
Storm Drainage	815,600	389,425	810,000
Street	2,338,391	1,252,425	1,686,620
Water	2,484,000	1,053,522	2,291,660

PW Funds: Comparable Revenue by Year



Public Works Funds – Expense to Budget



Fund	2019 Revised Budget	2019 June YTD	2019 Estimate
Equipment Rental	1,032,094	187,254	490,520
Sewer	9,832,114	3,650,122	8,955,750
Solid Waste	800,000	56,352	153,380
Storm Drainage	1,105,864	458,553	1,229,524
Street	2,209,360	614,778	2,375,140
Water	2,976,159	878,165	2,503,380

Bond, Capital, Payroll Benefits, Tourism

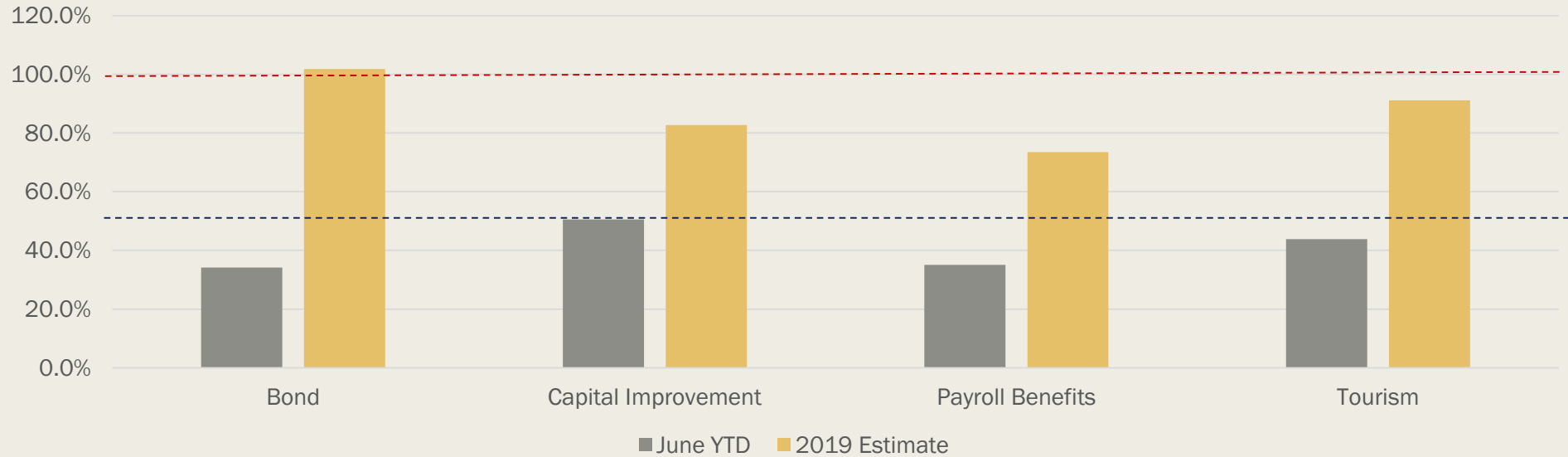
Revenue

<u>Fund</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>June YTD</u>	<u>2019 Estimate</u>
Bond	506,223	282,802	282,318	96,357	287,580
Payroll Benefits	119,470	207,749	200,400	70,323	147,250
Tourism	53,634	44,499	50,150	21,994	45,700
Capital Improvement	294,784	3,179,865	3,965,000	2,003,900	3,281,180

Expense

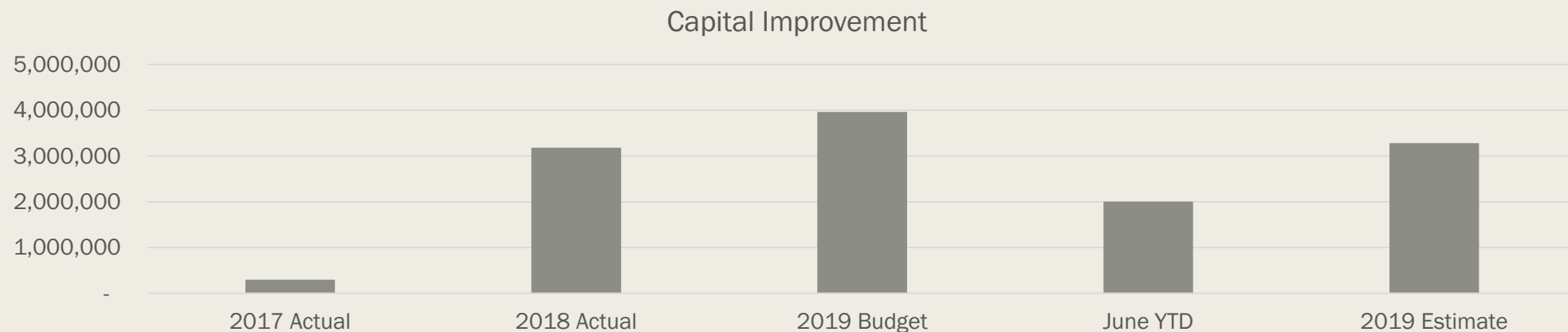
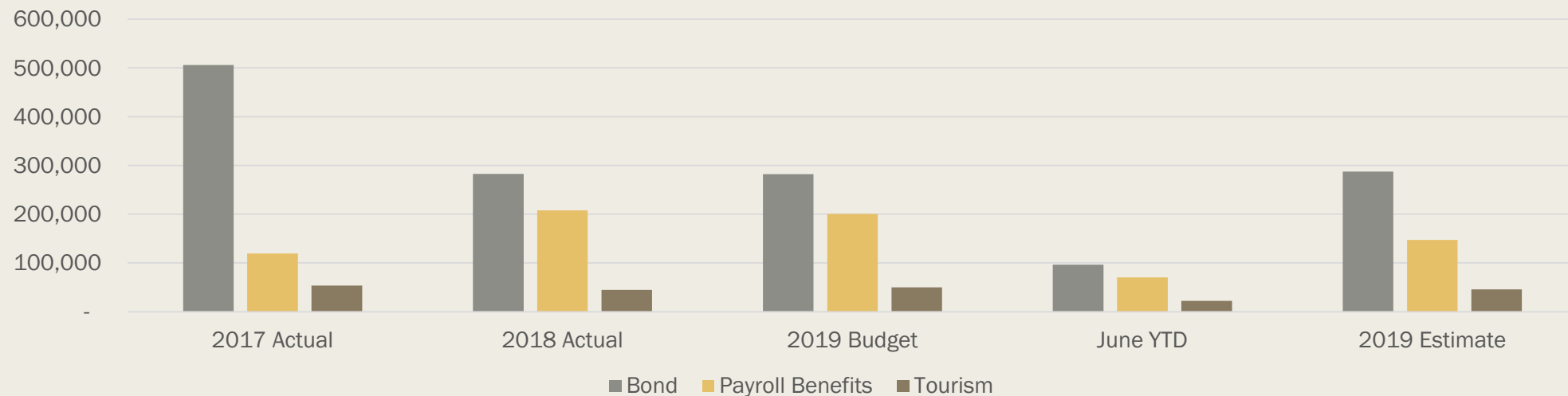
<u>Fund</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>June YTD</u>	<u>2019 Estimate</u>
Bond	509,168	274,868	282,318	93,959	282,630
Payroll Benefits	150,246	171,827	199,000	67,280	134,550
Tourism	72,825	33,050	61,125	21,375	59,125
Capital Improvement	154,159	3,849,038	2,389,786	1,270,458	2,458,260

Bond, Capital, Payroll Benefits, & Tourism: 2019 Revenue to Budget

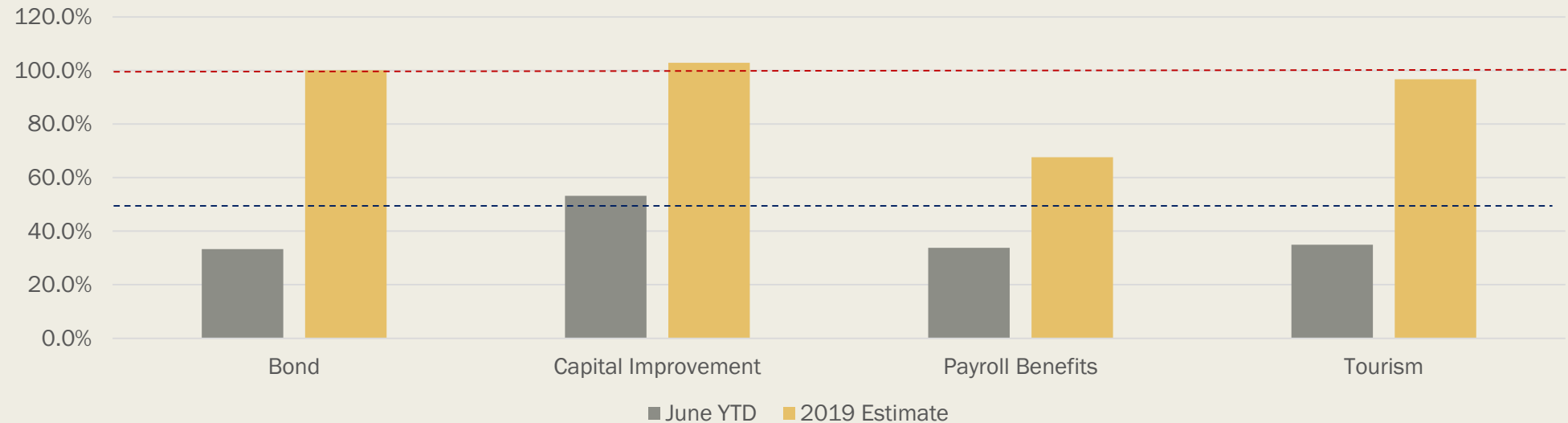


<u>Fund</u>	<u>2019 Budget</u>	<u>June YTD</u>	<u>2019 Estimate</u>
Bond	282,318	96,357	287,580
Capital Improvement	3,965,000	2,003,900	3,281,180
Payroll Benefits	200,400	70,323	147,250
Tourism	50,150	21,994	45,700

Comparable Revenue by Year

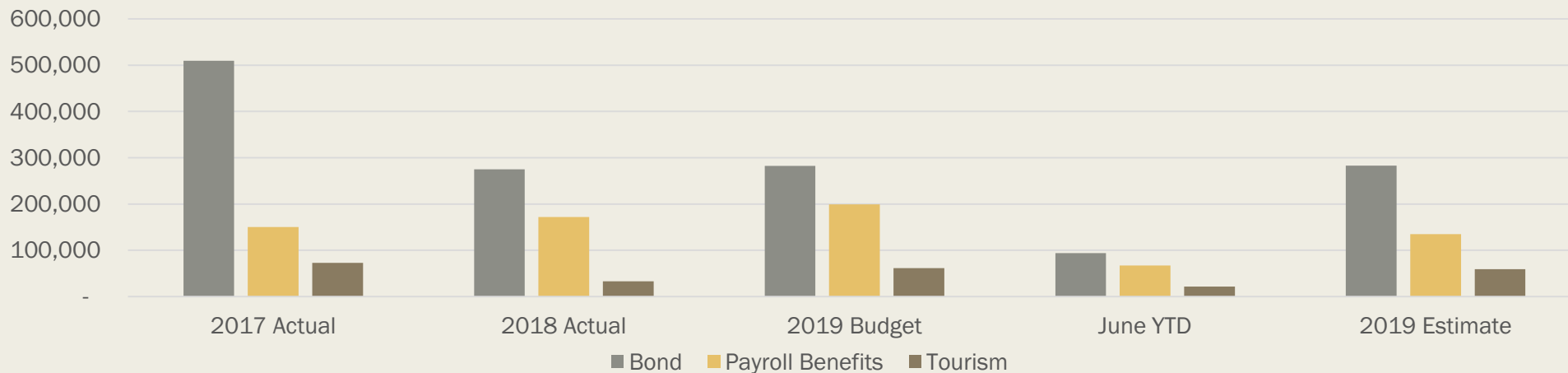


Bond, Capital, Payroll Benefits, & Tourism: 2019 Expense to Budget

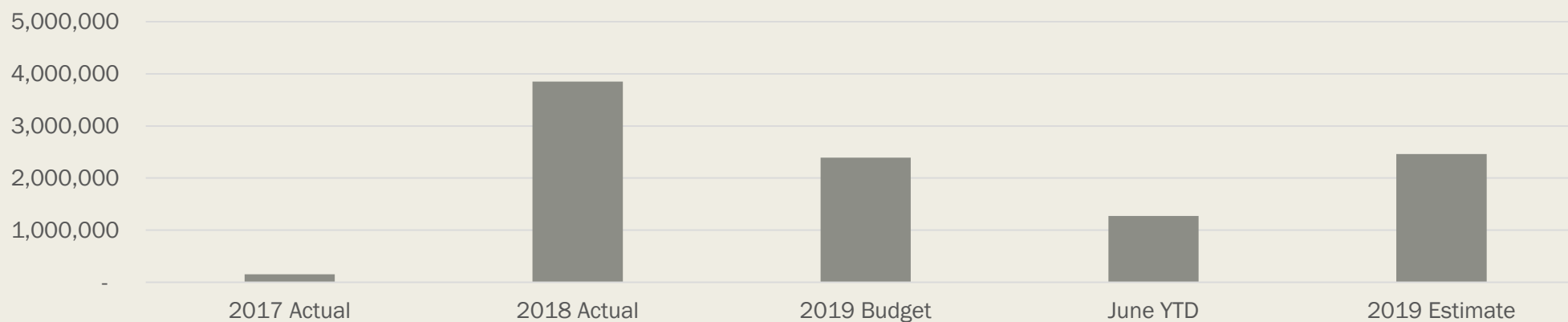


<u>Fund</u>	<u>2019 Budget</u>	<u>June YTD</u>	<u>2019 Estimate</u>
Bond	282,318	93,959	282,630
Capital Improvement	2,389,786	1,270,458	2,458,260
Payroll Benefits	199,000	67,280	134,550
Tourism	61,125	21,375	59,125

Comparable Expense by Year



Capital Improvement



Questions?

City of Shelton Communications Strategy

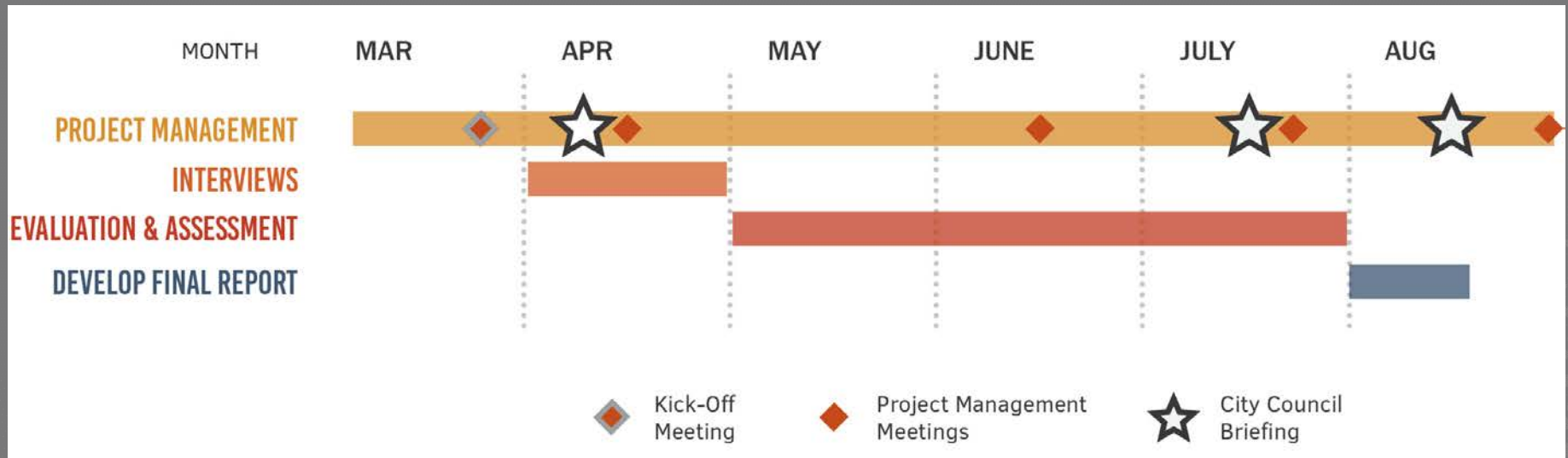
City Council Briefing #3
September 3, 2019



MAUL FOSTER ALONGI

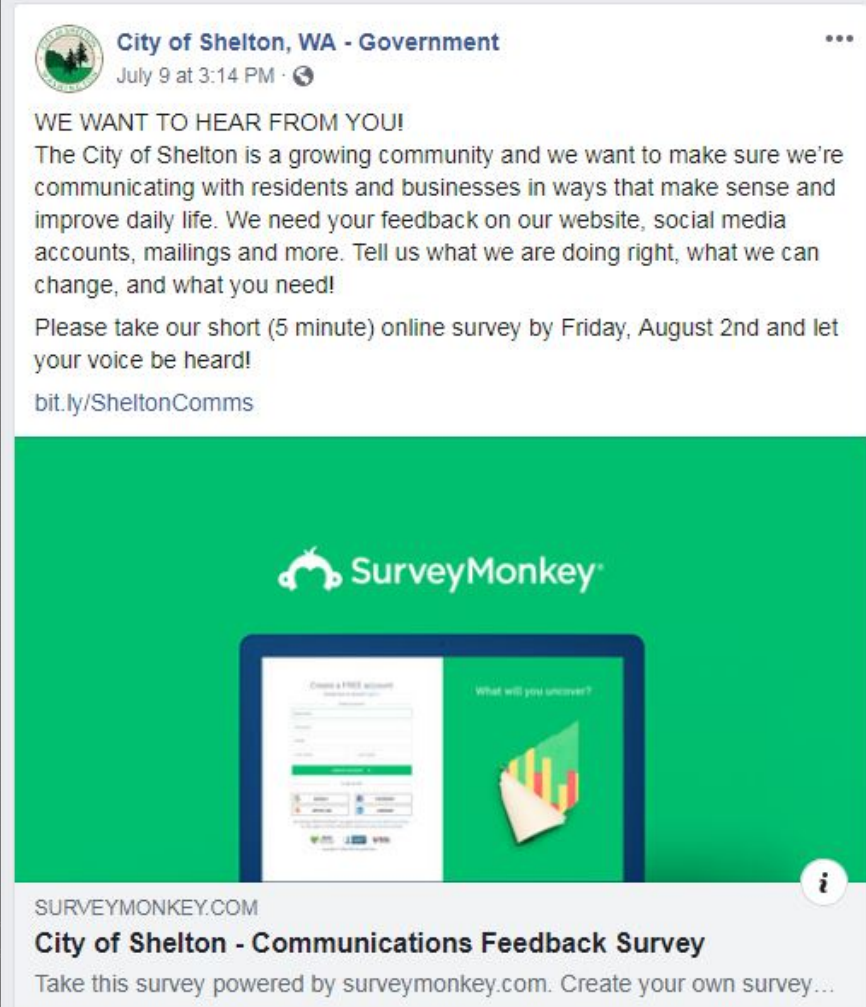
PROJECT SCOPE AND TIMELINE

- Review and evaluate our existing communications tools and practices
- Assess compliance
- Assess organizational capacity
- Develop a written report outlining recommendations



COMMUNICATIONS SURVEY

- bit.ly/SheltonComms
- Fielded July 9 – August 2
- 156 responses




City of Shelton, WA - Government
July 9 at 3:14 PM · 🌐

WE WANT TO HEAR FROM YOU!

The City of Shelton is a growing community and we want to make sure we're communicating with residents and businesses in ways that make sense and improve daily life. We need your feedback on our website, social media accounts, mailings and more. Tell us what we are doing right, what we can change, and what you need!

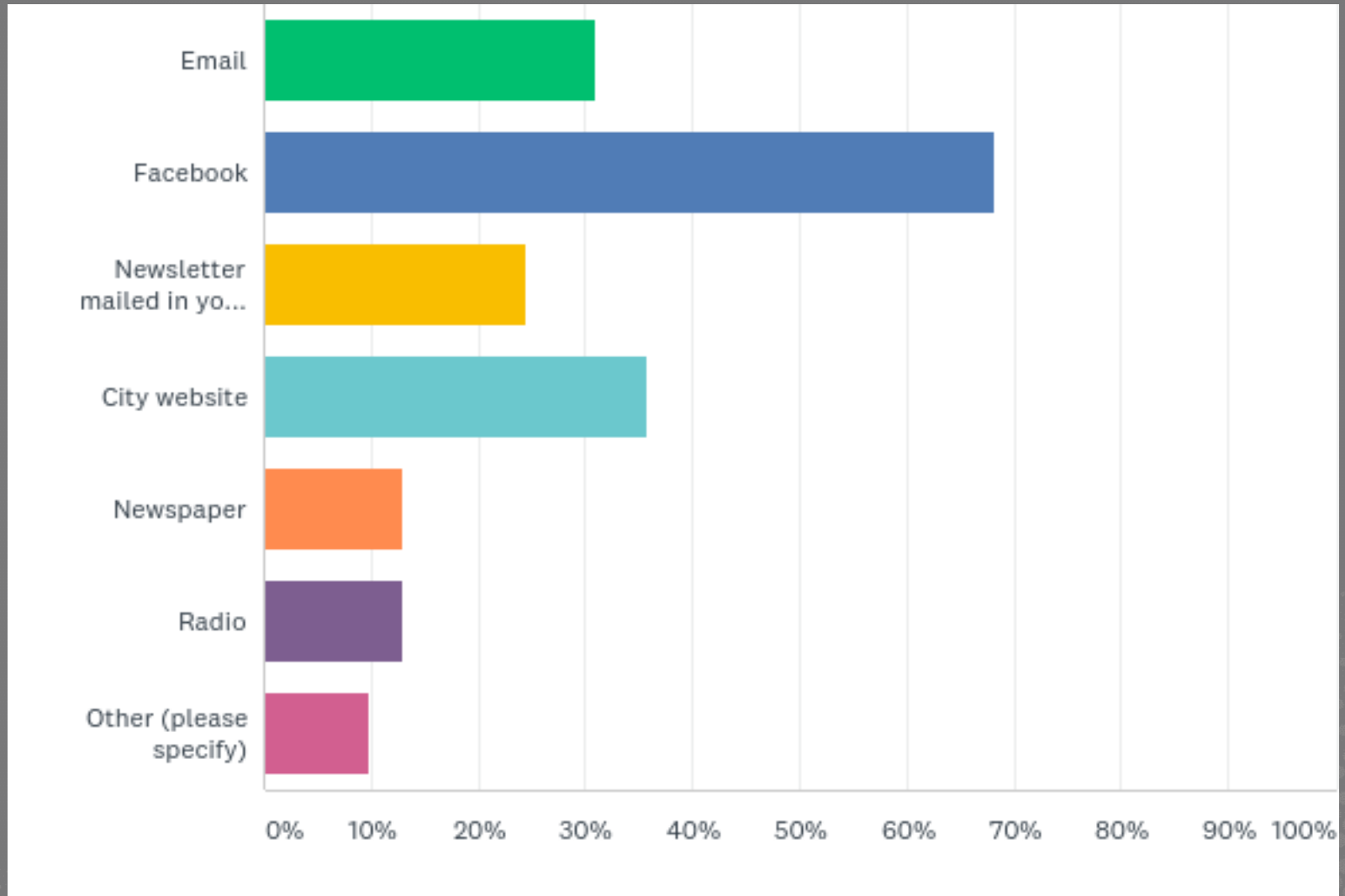
Please take our short (5 minute) online survey by Friday, August 2nd and let your voice be heard!

bit.ly/SheltonComms

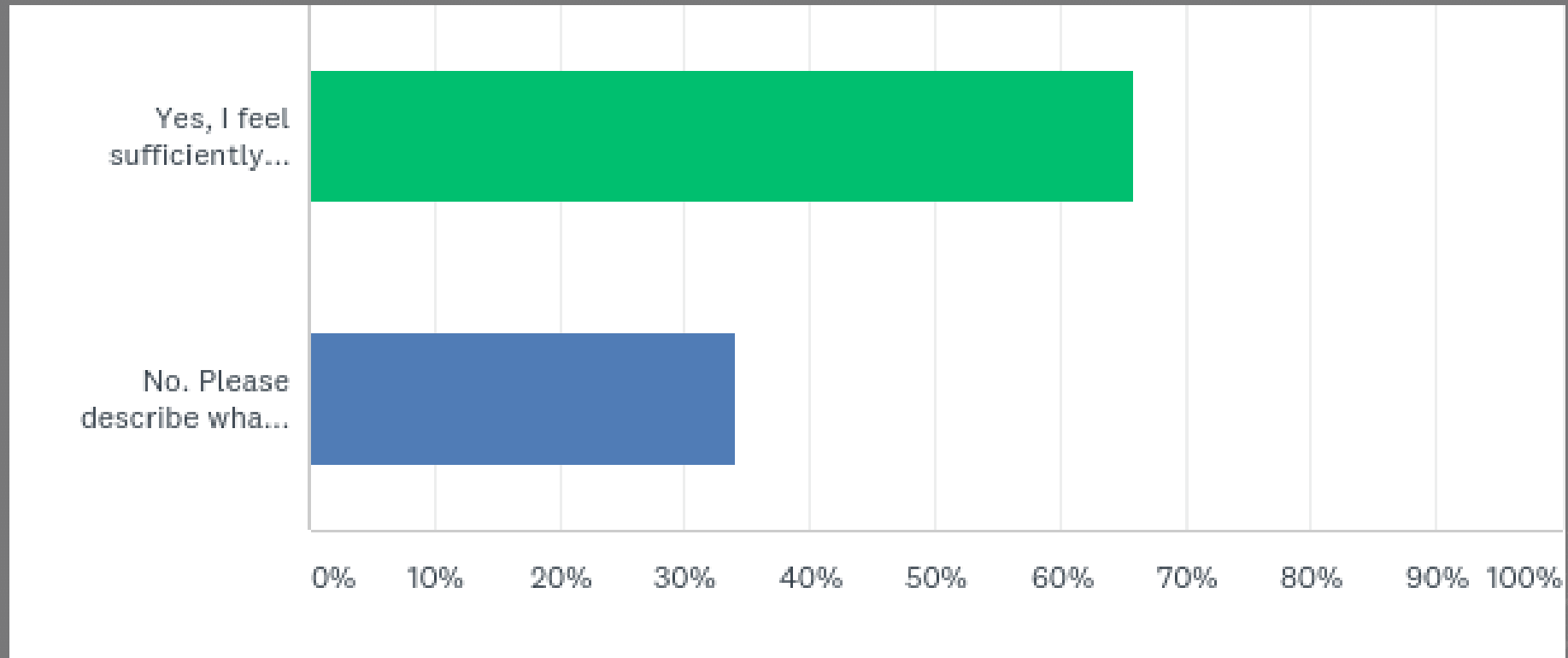


SURVEYMONKEY.COM
City of Shelton - Communications Feedback Survey
Take this survey powered by surveymonkey.com. Create your own survey...

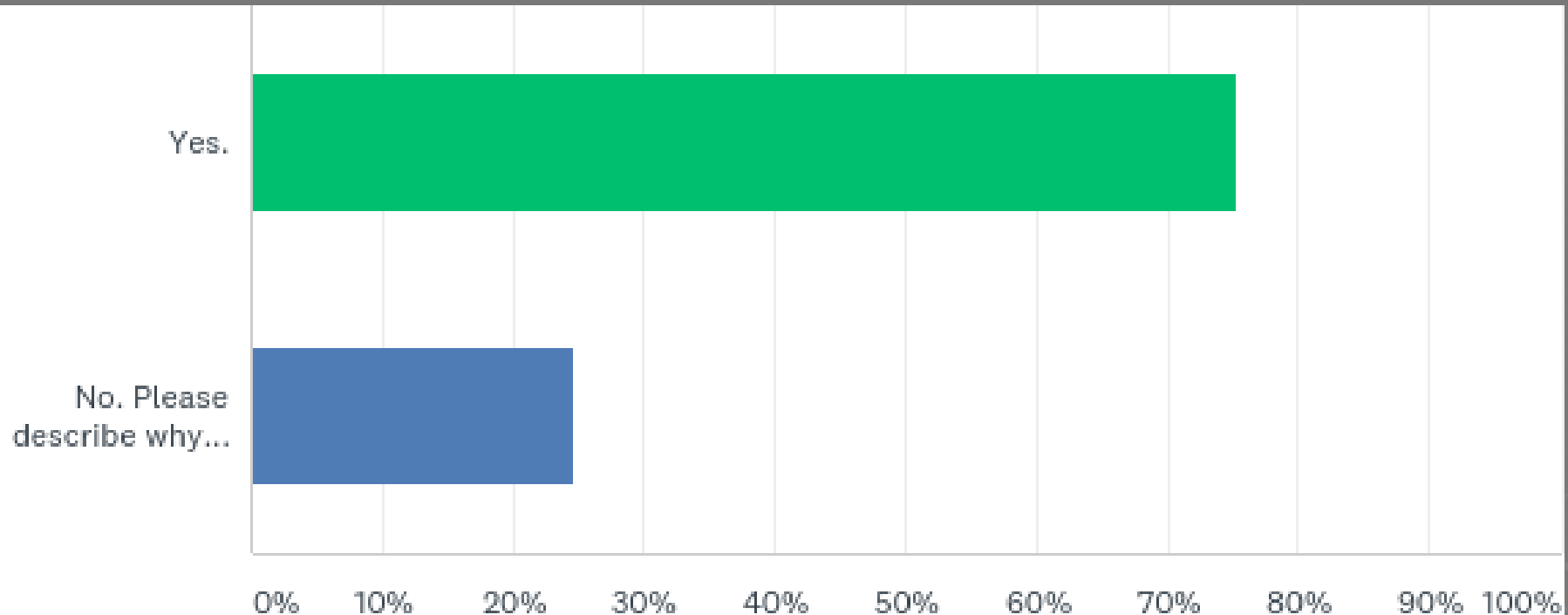
Q1: HOW DO YOU PREFER TO RECEIVE NEWS AND INFORMATION FROM THE CITY OF SHELTON?



Q2: DO YOU FEEL LIKE YOU KNOW WHAT IS HAPPENING AT THE CITY?



Q3: HAVE YOU USED THE CITY'S WEBSITE IN THE PAST SEVERAL MONTHS?



Q4: WAS THE CITY'S WEBSITE EASY TO NAVIGATE AND FIND WHAT YOU WERE LOOKING FOR?

- 46 percent “Yes”
- Remaining responses varied
 - Would like more updates
 - Place road construction impacts/updates on the home page
 - Would like a staff directory with contact information

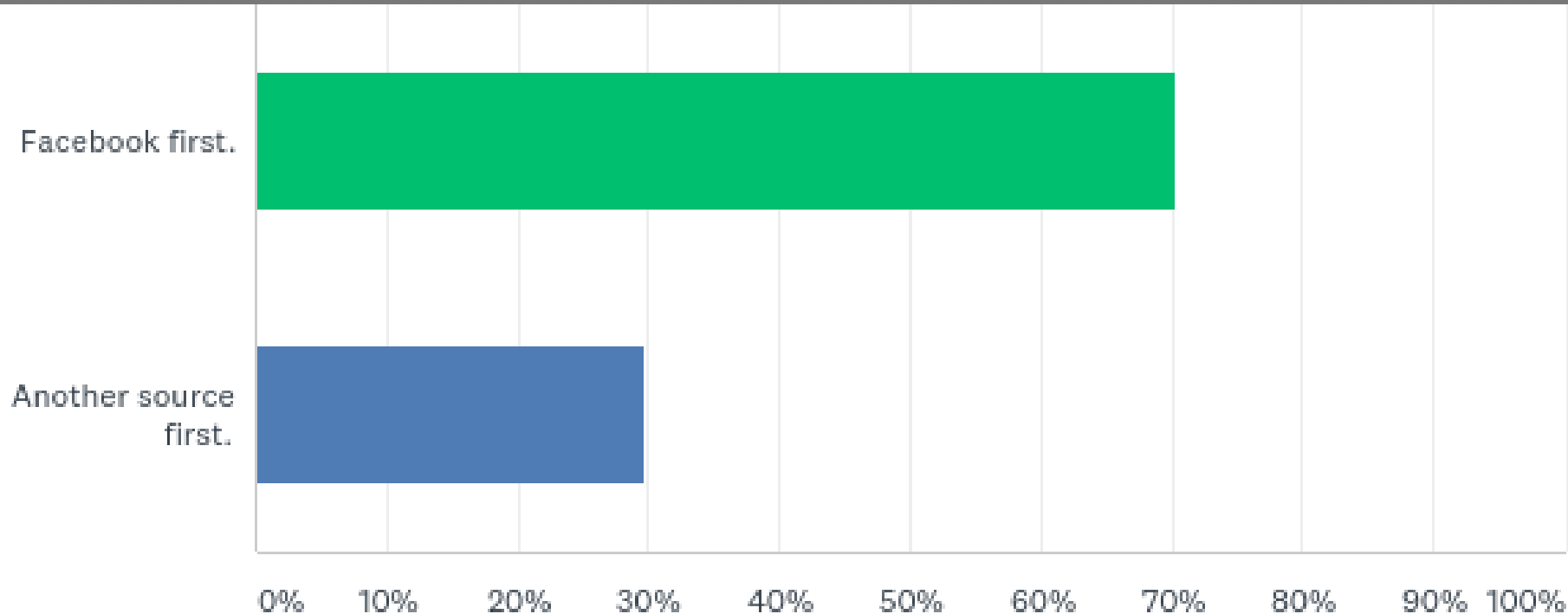


Q5: DO YOU HAVE ANY THOUGHTS ON HOW TO IMPROVE THE CITY'S WEBSITE?

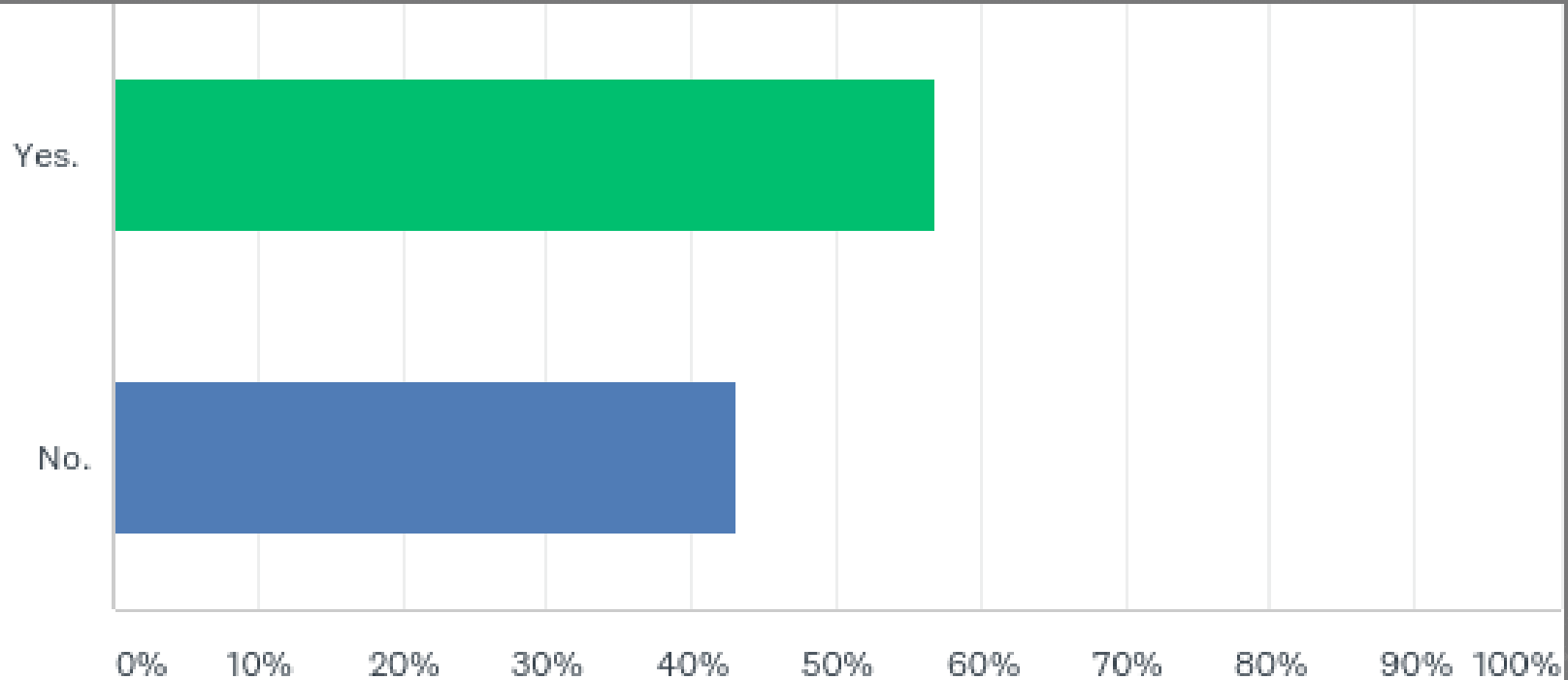
- More photos
- Make it more fun, friendly, and inclusive
- Include partner links on city and partner websites – hospitals, PUD, county websites
- Include a 'what's new' section to highlight good news and upcoming events
- Update pages regularly
- Option to sign up for notifications
- Lots of positive feedback – “Looks great!”



Q6: DO YOU GO TO FACEBOOK FIRST FOR NEWS AND INFO?



Q7: DO YOU BELIEVE THAT THE CITY SHOULD FOCUS MORE RESOURCES ON MANAGING ITS FACEBOOK PAGE?



Q8: THE POLICE DEPARTMENT IS CONSIDERING SETTING UP ITS OWN FACEBOOK PAGE – WHAT INFO WOULD BE HELPFUL TO INCLUDE ON THIS PAGE?

- Majority of respondents indicated that a separate Police Facebook page would be welcomed
- The page could include the following:
 - Traffic problems, accidents, police intervention
 - Police personnel bios
 - New K-9 unit information and photos
 - Investigation updates, incident reports, crime reports/stats
 - Good Samaritan stories



Q9: SPECIFICALLY, IN WHAT WAYS DO YOU BELIEVE THE CITY CAN IMPROVE THEIR COMMUNICATION WITH THE PUBLIC?

- Timelier, more accurate, and current information across all platforms of communication
- More social media communication
- More transparency
- More public and face-to-face meetings
- Improve website
- Videos and livestreams of public meetings, events, and projects



RECOMMENDATIONS



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RECOMMENDATIONS

- Clarify roles and responsibilities
 - Update Communications Officer position description
 - Create guidelines for interdepartmental communication
- Continue to leverage the team to get out into the community



RECOMMENDATIONS

- **Develop and implement a general communications plan**



RECOMMENDATIONS

- Organize and update the communications procedures
 - Create templates
 - Compliance updates
 - Identify in house skills and needed skills, partner with local schools to provide internships for services



RECOMMENDATIONS

- Long-Term
 - Update the City of Shelton Strategic Plan
 - Complete the re-branding
 - Update the website



QUESTIONS?

Jeff Niten, City Manager

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Jeff.Niten@Sheltonwa.gov

Kate Elliott,

**Communications & Public
Involvement Specialist**

206.450.6726

kelliott@maulfoster.com



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DRAFT

CITY OF SHELTON COMMUNICATIONS STRATEGY

FINAL REPORT



Prepared for
CITY OF SHELTON
August 23, 2019
Project No. 1126.03.01

Prepared by
Maul Foster & Alongi, Inc.
2815 2nd Avenue, Suite 540, Seattle, WA 98121

CITY OF SHELTON COMMUNICATIONS STRATEGY

FINAL REPORT

*The material and data in this report were prepared
under the supervision and direction of the undersigned.*

MAUL FOSTER & ALONGI, INC.

*Kate Elliott
Communications and Outreach Specialist*

CONTENTS

1	OVERVIEW	1
2	FINDINGS AND RECOMMENDATIONS	3
2.1	PROCEDURES AND TEMPLATES	3
2.2	INTERNAL COMMUNICATIONS	6
2.3	COMPLIANCE ADJUSTMENTS	6
2.4	BEST PRACTICES – NEWS RELEASES	7
3	NEXT STEPS	8

APPENDIX A
INTERVIEW REPORT

APPENDIX B
COMMUNITY ENGAGEMENT SURVEY PLAN

APPENDIX C
COMMUNITY ENGAGEMENT SURVEY RESULTS

APPENDIX D
COMPLIANCE FINDINGS BY COMMUNICATION TOOL

APPENDIX E
COUNCIL BRIEFING POWERPOINTS

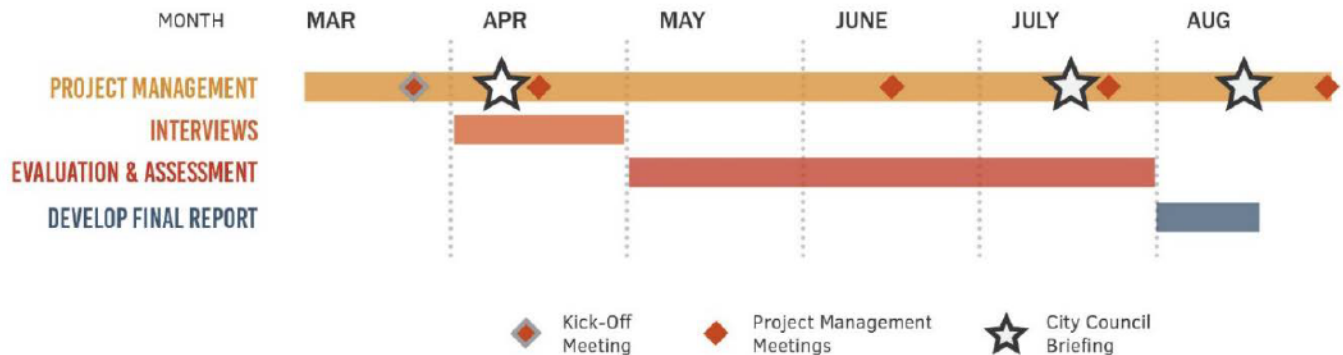
APPENDIX F
AUGUST 21, 2019 STAFF WORKSHOP

APPENDIX G
TEMPLATES

1 OVERVIEW

The City of Shelton is at a turning point in their history with the opportunity to capitalize on a full staff, a new city manager, a supportive council, and a community that is increasingly interested in city activities. The city has seen recent staff turnover at the director level, while some directors have been with the city for over 20 years. This alone provides a unique opportunity to bring forth the best practices from the past and integrate them with today's efforts to improve communications both internally and externally. However, given the nature of a small community and small city staff, capacity challenges can hinder even the most effective communications efforts. There is no silver bullet in communications. However, there are several tools and tactics that can streamline communications and build internal team cohesion, allowing the city to continue to be the best and most trusted source of city information.

Maul Foster & Alongi, Inc. (MFA) was hired in early 2019 to review and analyze the City of Shelton's communications program and provide recommendations. MFA proposed the following tactics to effectively review and analyze the current communications program and sentiment regarding efforts. MFA also recommended the following timeline, which was updated as elements of the project were completed.



Project Management. Monthly project team check ins with the City of Shelton and MFA staff.

City Council Briefings. The Project Management task included three City Council update presentations at the beginning (April 2019), middle (July 2019), and end (September 2019) of the project. These presentations were key to informing the Council and public about project progress. Briefing PowerPoints are included in Appendix E.

Staff Workshop. Given efficiency of project management and oversight, the Communications Strategy project team decided to use remaining budget in the Project Management task to hold a staff workshop with City of Shelton department directors on

August 21, 2019. The purpose of this workshop was to discuss how the leadership team will work with the Communications Officer to share pertinent information so the Communications Officer can effectively and proactively communicate on behalf of the City. The deliverable for this effort was a set of guidelines to enable staff to follow for a mutually-beneficial outcome. The meeting agenda, guidelines, and updated communications information sheet are included in Appendix F.

Interviews. MFA interviewed the City Councilmembers and City Directors to gain insight on sentiment regarding current communications efforts. The interview summary, including questions and list of interviewees, is included in Appendix A.

Community Engagement Survey. The Interviews task included a community outreach component in which MFA worked with the City to create an online survey to gather feedback from the community. This survey was fielded in July 2019. The survey requested specific feedback about how community members receive information about the city, prefer to receive information, and inquired about specific items the city is assessing including creating a new Facebook page for the City of Shelton Police Department. The survey summary is included in Appendix B, and the final survey results are compiled in Appendix C.

Evaluation and Assessment. During the evaluation and assessment phase, MFA reviewed and analyzed existing communications products including flyers, newsletters, and relevant news coverage. Then, MFA compared efforts with established best practices and regulatory requirements to identify opportunities for compliance and improvements. All of the findings from the evaluation and assessment are included in the report that follows. A report of the findings sorted by each communications tool is included in Appendix D.

Final Report. Following the completion of the evaluation and assessment, MFA compiled all findings and recommendations into this final report.

Templates. As part of the final report submittal, we compiled a set of templates to help guide the Communications Officer in addressing the recommendations outlined in this report. These templates are included in Appendix G.

MFA presented the final report and findings to the Shelton City Council on September 3, 2019.

2 FINDINGS AND RECOMMENDATIONS

Much of the feedback received during this process was overwhelmingly positive and suggested that major progress has been made with regard to the City of Shelton's communications – internal and external. It is critical to note this positive feedback because much of the recommendations below are framed as improvements, but the City has made great strides in the last several years to implement a communications program of which the City did not previously have. The primary goal with these recommendations is to create protocols that streamline efforts so staff can more effectively and efficiently do their jobs. Therefore, possibly having freed-up capacity to address some of the larger external communications feedback including dedicating more time to proactively posting and communicating through Facebook.

66% of survey respondents indicated that they are sufficiently informed about city news

The following recommendations are organized by type of recommendation including procedures and templates, internal communications, compliance, and best practices

Each recommendation came from one of the project elements. Recommendations have been compiled and arranged for ease of implementation. Project element summaries are included in the Appendix of this report.

2.1 Procedures and Templates

The following procedures and templates are recommended to be developed and utilized as part of the overall communications program.

Short-Term

Items to prioritize implementation within one year, if possible.

- Update the **Communications and Government Relations Officer position description** to accurately reflect the job duties of the position. Identify any tasks that no longer fall under that position and reassign to new owners.
- Create a **standard operating procedure (SOP) for city departments and the council to work with communications.**
 - Based on feedback from staff, creating a communications SOP will require a collaborative and iterative process with the city department directors and the councilmembers.
 - Recommend a series of facilitated meetings to confirm the role of the Communications and Government Relations Officer and to identify the best ways to coordinate and share information among staff.
- Develop and implement a **general communications plan** with the following elements:

- Audiences
- Tools and tactics
 - Facebook
 - OpenGov.com to share project updates and city department snapshots that update the public regularly
 - Ongoing community engagement activities such as briefings at local nonprofit clubs and organizations. Clarify who develops and updates the materials and who presents.
- Challenges and opportunities
- Develop a social media protocol
 - Should be manageable for the city, also consider all the sources of communication and right size social media
 - Include a statement about the city's intent (or lack thereof) to interact on platforms

70% of survey respondents get their news from Facebook first

57% of survey respondents want the city to increase resources towards Facebook
- Develop a crisis communications protocol and plan.
 - Hold a crisis communications workshop to develop the plan, with scenarios, actions, and leads.
 - Develop a crisis communications protocol (and phone tree).
 - Further explore opt-in texting options to quickly communicate with the public (Nixle, GovDelivery).
- Create a **content calendar** to organize and plan communications efforts.
 - Include project milestones and necessary communications.
 - Include positive stories in the content calendar: awards, completed projects, positive community feedback, events the city is funding/supporting, councilmember activities (AWC conference and value of that conference), etc.
 - Map out content at the start of every year and review/revise monthly if not more frequently.
- Create updated **communications tools templates** that focus on the story behind the update. Use the tool to explain why the city is doing this, how it furthers the city's priorities, and why it matters to the public; include quotes from staff, volunteers, and leadership.
 - Facebook post
 - News release
 - Use OpenGov.com to share regular updates
- **Leverage the team.**
 - Aaron BeMiller organized and led a community roadshow to explain financial issues at the City of Kent.

- Darrin Moody's team supports communications by creating drafts and providing on-camera interviews. If this process is helpful, how can we replicate this process in other departments?
- Determine desired use and existing skills for **photography, graphic design, drone and video, website design** to enhance communications.
 - If those skills are not in-house, consider collaborating with a local university to provide internships for these skills.
- Create a separate Facebook page for the City of Shelton Police Department news and information.
 - Partner with the City of Shelton Police Department staff to help create a transition plan that includes staffing and protocols for posting to the Facebook page.

75% of survey respondents indicated that a separate Police Facebook page should be created

Long-Term

Items that will take additional planning, budgeting, and coordination but should be implemented in a 2-5 year timeframe, if possible.

- Update the **City of Shelton Strategic Plan** and get staff and the council on board with the same goals and strategies looking to the future. This is a great opportunity for community involvement in the strategic planning process.
- Complete the planned **re-branding** and include voice and message in the re-brand.
- Update the **website** to enhance the customer focused.
 - Improvements
 - Maintain city website home page with positive stories and events
 - Update the website on a regular basis (weekly, monthly) and identify staff support internally to manage this ongoing effort (E.g. monthly rotating role)
 - Make the news section more prominent on the webpage
 - Include online sign-up for electronic newsletter distribution
 - Post council meeting materials to website, videos/livestreams included
 - Post project updates regularly (i.e. traffic revisions, construction zones)
 - Use existing tools (social media, newsletter) to promote the updated website functionality (paying bills online, online reservation system).
- Create **new or updated tools** to address the purpose and benefit of different city efforts and department.
 - Project and City Factsheets—For each major project and city department, create a factsheet to tell the story of the purpose and value of the project or what the

75% of survey respondents use the City of Shelton website regularly

department does for the community, project timeline; focus on what the public should know (E.g., contact information); update annually or as needed. Provide factsheets to the council so they can answer questions.

- This is something the liaison can mockup while the Communications Officer finalizes and shares externally.
- Suggest building a public education campaign using these new tools.

2.2 Internal Communications

Part of the original assessment was to address internal communications between the Communications Officer and the other department officers and directors. It was clear that the City staff are interested in working well together but agreed that they need a process of which to guide their regular coordination. The following recommendations should be explored to help the team communicate more effectively.

- The Communications Officer should attend all leadership team meetings, Council briefings, and any meeting held by the City Manager that involves a communications element. The default should be to include the Communications Officer in all meetings until the Communications Officer determines their attendance is no longer needed.
- Host a staff workshop to jointly agree on a process to work and share necessary communications information with the Communications Officer.

2.3 Compliance Adjustments

At the start of the Communications Strategy project, the City of Shelton Communications Officer provided several examples of previous public communications. These documents were reviewed during the evaluation and assessment phase of the project. The purpose of evaluating these documents is to ensure that all City documents are compliant with the Public Records Act (PRA), Open Public Meetings Act (OPMA), Washington State Records Retention, and Americans with Disabilities Act (ADA).

It is worth noting that should the City not be able to provide a reasonable accommodation, then the City must be able to demonstrate the undue burden such that they cannot reasonably accommodate all.

High level recommendations are compiled below and additional details including sample text to include in materials are included in Appendix D.

- In all materials, provide captions and alternative text with multimedia (photos, videos, etc.) on the Web.
- In print materials, add ADA language at bottom of page 1.
- In videos, include a running caption for all audio.
- In videos, include ADA language on a closing slide.

- For events, provide reasonable accommodations and request a deadline ahead of the event to ensure staff can secure accommodation in advance. Reasonable accommodations could include services and auxiliary aids such as qualified interpreters; transcription services; assistive listening devices for persons who are deaf or hard of hearing; or additional lighting for persons with visual impairments.

2.4 Best Practices – News Releases

Given the frequency that the City uses news releases, the below information is a collection of news release best practices. This information was compiled from multiple interviews with public information officers and communication managers from jurisdictions of a similar size.

- Focus on no more than a couple of key messages so your main intent doesn't get lost.
- Rather than explaining all the steps, details, etc., circle everything around helping readers understand why something the City is doing matters – to them, to the community, to the issue at hand, etc.
- Write in and adhere to AP Style, so reporters can cut/paste your release. In this age of shrinking newsroom staff, this not only ensures your message comes across just how you wrote it, it helps reporters and editors cover your stuff by not requiring them to do a bunch of work to rewrite, interview people, etc.
- Plain talk – don't dumb it down, but do use language that's closer to how we normally speak (Ex: Basin 3 Sewer Rehab release is much too technical and wordy)
- Don't bury quotes – they should be near the top, but do give your lede some breathing room before the quote comes in and steals the show
- Read quotes aloud to yourself...do they sound like something a real human would say? If they sound too technical/robotic, rewrite and re-read until they sound like the person you're quoting (Ex: Andy's quote in "City of Shelton to Partner with The Retail Coach" – it's buried and sounds staged, because it's highly technical and lengthy, and uses words that don't mean much to average, non-economic-development types)
- Rather than including tons of technical info/details, stick to the most important message(s) and embed more links to help people find resources and increase website usage
- Larger font size
- Consistent font/style throughout document (Ex: "Special Election for City Council" is inconsistent)
- Keep releases to one page, if possible. Any more than one and a half pages probably means you are getting too detailed and/or aren't focused on the right message(s).
- Don't embed graphics/images (except City branding and partner logos if sending a joint news release). Instead, link to critical images like maps, drawings, etc. from the text. Photos/graphics in the Web version is okay, but make sure they're viewable (link them to a pop-up or another page where they're not tiny/unreadable).

- Create a descriptive boilerplate – what’s the City of Shelton all about and why should (non-familiar) readers/reporters care?

3 NEXT STEPS

Following the submission of this report, MFA will work with the Communications Officer to develop templates and to help assist with the near-term recommendations.

APPENDIX A

INTERVIEW REPORT



City of Shelton Communications Strategy

Interview Findings Report



Overview

On April 24, 2019, Kate Elliott conducted 12 in-person interviews with City of Shelton directors and councilmembers to discuss opportunities and challenges regarding the city's communications.

The City of Shelton is at a turning point in their history with the opportunity to capitalize on a full staff, a new city manager, a supportive council, and a community that is increasingly interested in city activities. The city has seen recent staff turnover at the director level, while some directors have been with the city for over 20 years. This alone provides a unique opportunity to bring forth the best practices from the past and integrate them with today's efforts to improve communications both internally and externally. These interviews made clear that many believe the city's communications are robust and effective. However, given the nature of a small community and small city staff, capacity challenges can hinder even the most effective communications efforts. There is no silver bullet in communications. But there are several tools and tactics that can streamline communications and build internal team cohesion, allowing the city to continue to be the best and most trusted source of city information.

The following report outlines key findings and recommendations from the interviews for the City's further evaluation and assessment for the purposes of this Communication Strategy project. The recommendations are meant to be implementable for the city; therefore, some of the recommendations provided during the interviews were not included for the purposes of this report.

The list of interviewees and questions are included in the appendix located at the end of this document.

Key Findings and Recommendations for Further Evaluation

Several key themes and recommendations emerged from the interviews and are outlined below for further evaluation.

Overall

- Communications plays a critical role in the success of the city.
- Interests are divided between investing more in improving communications and satisfaction with current communication.
- There is a strong interest in having a Public Information Officer for the city. Whether this would be a role added to an existing position or a new position was not confirmed.
- There is a strong interest in setting up procedures and protocols to work with the Communications Officer.
- There is a strong interest in ensuring that technology and systems are effectively and efficiently utilized, even if that requires an investment in technology.

Internal Communications

- **Clarify the role of the Communications and Government Relations Officer.** What should this role do for the city?
 - Clarify opportunities for liaisons and support staff—E.g. councilmembers can lead partnerships (Pear Orchard Park) and nonprofit coordination.
 - Create a standard operating procedure for city departments and the council to work with communications.

City of Shelton Communications Strategy

Interview Findings Report



- Identify a liaison within each department to work directly with the Communications and Government Relations Officer (Communications Officer). This person will be responsible for providing regular updates and discussing immediate and upcoming communications needs with the Communications Officer.
 - The liaison will maintain a communications content calendar with the Communications Officer to help plan ahead for upcoming communications needs and identify the tool to use (social media, traditional media, press release, website, public outreach, etc.).
 - The liaison will be trained on the social media protocol and be able to provide staffing coverage if the Communications Officer is unavailable.
 - Alternatively, have the Communications Officer attend all department meetings to build out a high-level communications content calendar for coordinating efforts.
 - Note: for major communications milestones and efforts, the Communications Officer should have to some extent the authority to direct when milestones (E.g. events, construction start dates or impacts) will occur to ensure no overlap with other milestones.
- **Develop and implement a general communications plan** with the following elements:
 - Audiences
 - Tools and tactics
 - Project and City Snapshots
 - Ongoing community engagement activities such as briefings at local nonprofit clubs and organizations. Clarify who develops and updates the materials and who presents.
 - Challenges and opportunities
 - Social media protocol
 - Should be manageable for the city, also consider all the sources of communication and right size social media
 - Include a statement about the city's intent (or lack thereof) of interaction on platforms
 - Crisis communications
 - Hold a crisis communications workshop and develop the plan, with scenarios, actions, and leads, following the workshop.
- Given the recent new hires and city leadership, the city has an opportunity to **update the City of Shelton Strategic Plan** and get staff and the council on board with the same goals and strategies looking to the future. This is a great opportunity for community involvement in the strategic planning process, so this supports both internal and external communications.

External Communications

- **Focus on the story behind the general update or notice.** Use the tool (E.g. Facebook, press release, etc.) to explain why the city is doing this, how it furthers the city's priorities, and why it matters to the public; include quotes from staff, volunteers, and leadership.
- **Create a communications plan for every event, notification, communication.** Can be a short, quick exercise and should focus on how best to tell the story effectively and efficiently to the right people at the right time. Often there is not enough time for planning, but that's where the city and council see that the greatest benefit of this

City of Shelton Communications Strategy

Interview Findings Report



position is the ability to provide structure and thought into communications early on, before they go out to the public.

- **Update the website to make it more customer focused.**
 - Use existing tools (social media, newsletter) to emphasize the new website functionality (paying bills online, online reservation system).
 - Improvements.
 - Maintain city website home page with positive stories and events
 - Update the website on a regular basis (weekly, monthly) and identify staff support internally to manage this ongoing effort (E.g. monthly rotating role)
 - Make the news section more prominent on the webpage
 - Include online sign-up for electronic newsletter distribution
 - Post council meeting materials to website
- **Create new or updated tools** to address the purpose and value of different city efforts and department.
 - Project and City Factsheets—For each major project and city department, create a factsheet to tell the story of the purpose and value of the project or what the department does for the community, project timeline; focus on what the public should know (E.g., contact information); update annually or as needed. Provide factsheets to the council so they can answer questions.
 - This is something the liaison can mockup while the Communications Officer finalizes and shares externally.
 - Suggest building a public education campaign using these new tools.
 - Determine desired use and existing skills for photography, graphic design, drone and video to enhance communications.
 - If those skills are not in-house, consider collaborating with a local university to provide internships for these skills.
- **Create a content calendar to organize and plan communications efforts.**
 - Include project milestones and necessary communications.
 - Include positive stories in the content calendar: awards, completed projects, positive community feedback, events the city is funding/supporting, councilmember activities (AWC conference and value of that conference), etc.
 - Map out content at the start of every year and review/revise monthly if not more frequently.
- **Complete the planned city re-branding** and include voice and message in the re-brand.
- **Leverage the team.**
 - Aaron BeMiller organized and led a community roadshow to explain financial issues at the City of Kent.
 - Darrin Moody's team supports communications by creating drafts and providing on-camera interviews. If this process is helpful, how can we replicate this process in other departments?

Next Steps

The next step outlined in the Communications Strategy project is to evaluate and assess the City of Shelton's communications practices in light of the opportunities and challenges identified during the interviews. For the assessment, we will also look at other similar jurisdictions and their practices.

City of Shelton Communications Strategy

Interview Findings Report



The deliverable for this effort is a modified version of this report that will include the findings from the evaluation and assessment, as well as a set of templates to help establish new policies, practices, and procedures to help streamline internal and external communications.

City of Shelton Communications Strategy

Interview Findings Report



Interviews Conducted

Individual Interviews	Date	Time	Location	Staffing
1. Craig Gregory, Director of Public Works	April 24	8 – 8:45 a.m.	Interviewee's office	Kate
2. Mark Zeigler, Director of Community Development		8:45 – 9:30 a.m.		
3. Aaron BeMiller, Director of Finance		9:30 – 10:15 a.m.		
4. Darrin Moody, Police Chief		10:15 – 11 a.m.		
5. Michelle Sutherland, Human Resources Manager		11 – 11:45 a.m.		
BREAK		11:45 a.m. – 12:30 p.m.	-	-
6. Councilmember Kathy McDowell		12:30 – 1:15 p.m.	Planning Conference Room	Kate, Jeff
7. Deputy Mayor Deidre Peterson		1:15 – 2 p.m.		Kate, Jeff
8. Councilmember Kevin Dorcy		2 – 2:45 p.m.		Kate, Jeff
9. Councilmember Eric Onisko		2:45 – 3:30 p.m.		Kate, Jeff
10. Councilmember Gary Crouce		3:30 – 4:15 p.m.		Kate, Jeff
11. Mayor Bob Rogers		4:15 – 5 p.m.		Kate, Jeff
12. Councilmember Joe Schmit		5 – 5:45 p.m.	Conference Call	Kate, Jeff

City of Shelton Communications Strategy

Interview Findings Report



Interview Questions

Councilmembers

- Do you have any questions before we get started?
- How do your constituents receive information?
- What do you hear from your constituents about communications from the city?
- In your opinion, what is going well with city communications?
- When communications have gone well, what did it look like? Or what were the results? What caught your attention or made you take note?
- Are there areas they could be improved?
- Do you have any ideas/tools that you would like to see the city implement?
- Anything the city does that you think you could stop doing? Is that because you don't think the communications tools work, because they take too many resources, or something else?
- How much should the city invest in its communication program? (There isn't a current operating budget for communications.)
- Is there anything else that you would like to discuss?

Department Heads

- Do you have any questions before we get started?
- What is your current role in the communications process?
- How are communication channels currently structured within your department / who is responsible for your department's internal (city, council) and external (public) messaging?
- How do you share information with other departments, including the communications officer?
- How do your constituents receive information?
- What do you hear from your constituents about communications from the city?
- In your opinion, what with regard to the city's communications is going well?
- What could be improved?
 - If we move away from X activity, then what would you replace it with?
- When communications have gone well, what did it look like? Or what were the results?
- Do you have any ideas/tools that you would like to see the city implement?
- Anything the city does but should stop doing?
- Are you aware of communications staff capacity?
- Is there anything else that you would like to discuss?

Questions for Andy

- With regard to workload, think about the past year, did you often feel overwhelmed or feel you have time for more?
- What are you doing that you wish you didn't have to?
- What aren't you doing that you wish you were?
- Does something keep you up at night?
- What do you see other cities doing that you wish you were doing?

APPENDIX B

COMMUNITY ENGAGEMENT SURVEY PLAN



City of Shelton Communications Strategy

Community Engagement



Community Engagement Survey

Link: <http://bit.ly/SheltonComms>

Survey Live: July 8 – August 2, 2019

Purpose: To gather specific feedback from the community about on the City's communications efforts.

Timeline

Task	Lead	Target Deadline	Status
Draft survey	Kate	6/26	Complete
Review survey	Andy, Jeff	7/2	Complete
Revise survey and program	Kate	7/3	Complete
Test survey before advertising	Andy	7/8	Complete
Advertise – City outlets (Facebook, web, future newsletter if relevant)	Andy	7/8	Complete
Advertise – Radio spot *Andy to coordinate logistics with iFiberOne	Kate	Will record on 7/16	Complete
Shut down survey (automatic shutdown 8/2 5 p.m.)	Kate	8/2	Complete

Text for Review

Welcome and thank you for taking the time to provide feedback on the City of Shelton's communications efforts. The purpose of this survey is to gauge the value of our efforts to communicate with the Shelton community and businesses. There are seven questions and some of them are open-ended, so please provide as much detail as you are able! Thank you!

- How do you prefer to receive news and information from the City of Shelton?
 - Email
 - Facebook
 - Newsletter mailed in your utility bill
 - City website
 - Newspaper
 - Radio
 - Other (Write in)
- Do you feel like you know what is happening at the City?
 - Yes – I feel sufficiently informed about City news and information.
 - No – Please describe what you would like to hear more about. (Write in)
- Have you used the City's website in the past several months?
 - Yes.
 - No – Please describe why you haven't used the City's website. (Write in)
- If yes, was the City's website easy to use?
 - (Write in)

City of Shelton Communications Strategy

Community Engagement



5. Do you have any thoughts on how to improve the website?
- (Write in)

Managing social media platforms can require significant resources and time. The City currently focuses on answering comments on its Facebook page that require a factual answer. The City has an interest in understanding how you would like to be communicated with and how you rank Facebook among ways you receive information.

6. If you use Facebook to get information from/about the City, do you go there first or do you go to another source, such as the City's website, local newspaper, or radio?
- Facebook first and why (Write in)
 - Another source first and why (Write in)
7. Do you believe that the City should focus more resources on managing its Facebook page?
- Yes. If yes, why? (Write in)
 - No. If no, why? (Write in)
8. The City and the Shelton Police Department share the same Facebook page. The Police Department is considering setting up its own Facebook page, separate from the City's, for updates that could include traffic issues and urgent community updates. If the Police Department had its own Facebook page, what kinds of information would make it useful to you?
- (Write in)
9. Specifically, in what ways do you believe the City can improve their communication with the public?
- (Write in)

Thank you for taking the time to respond to our survey! This information will help guide our efforts to improve communication and dialogue with our community.

Radio Spot Talking Points

Purpose: To advertise the community survey on the local radio station.

Record: July 16

Radio spot airs: July 18

Text for Review

- The City of Shelton needs your help! We're a growing community and want to make sure we're communicating with our residents and businesses in ways that make sense and improve daily life.
- We're evaluating our communications efforts and a big part of that is understanding how you want to get information about City programs, events and other news.
- We have a very short online survey that we would like everyone in Shelton to take!
- It's only nine questions and your responses will help us determine how best to share information with our community.
- We need your feedback on our website, Facebook page, mailings and more. Tell us what we're doing right, what we can change and what you need!

City of Shelton Communications Strategy

Community Engagement



- The survey is open **now** and will remain open through the end of July. Find the survey link at sheltonwa.gov and on the City's Facebook page.
- We'll share the results and recommendations for improving communications at a future City Council meeting.
- We need your help to move our City forward! It only takes a few minutes; answer our short survey **by Friday, August 2** and let your voice be heard!

APPENDIX C

COMMUNITY ENGAGEMENT SURVEY RESULTS



City of Shelton Communications Strategy

Community Engagement



Community Engagement Survey Results

Link: <http://bit.ly/SheltonComms>

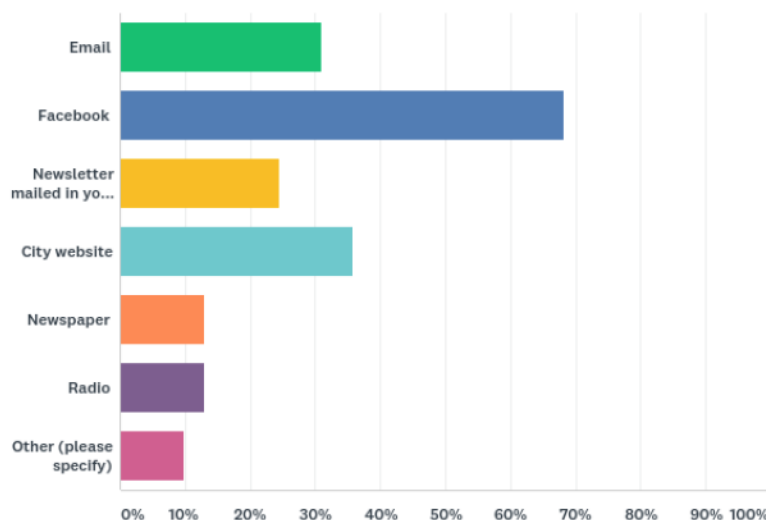
Survey Live: July 8 – August 2, 2019

Purpose: To gather specific feedback from the community about on the City's communications efforts.

Responses: 156

Results

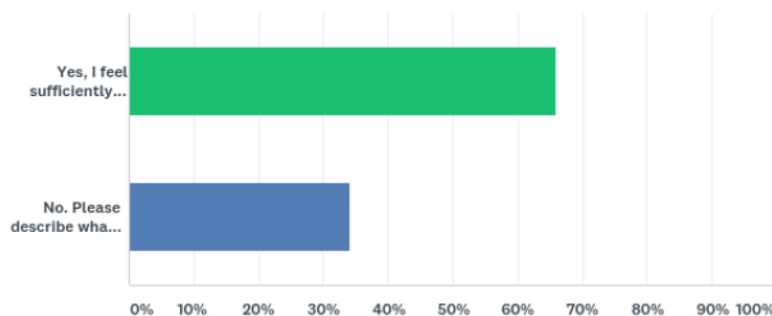
Q1: How do you prefer to receive news and information from the City of Shelton?



Specified Responses from 'Other' Category

- News Media: news apps, local news websites (not local paper)
- Social media: Twitter, Instagram (more info requested on Instagram)
- Mail: letter mail, newsletter NOT with bill
- Physical signage: reader boards around town that show important info

Q2: Do you feel like you know what is happening at the City?



City of Shelton Communications Strategy

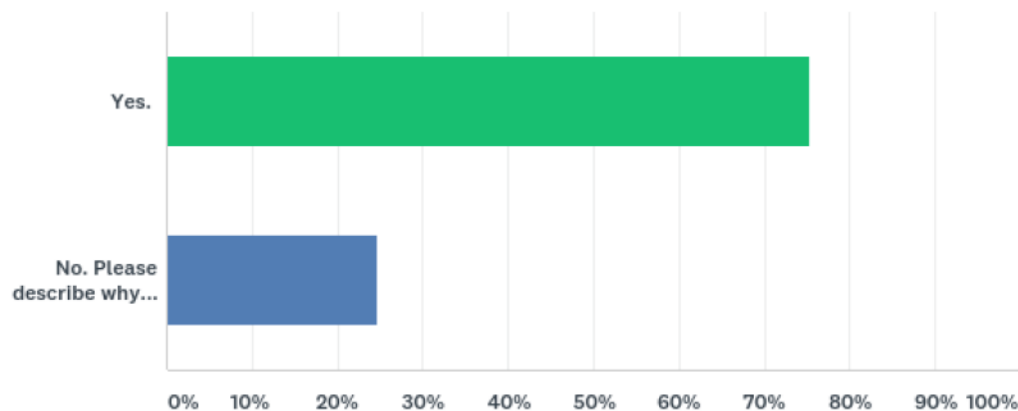
Community Engagement



'No' Responses Further Explanation Trends

- More information and advance notice on future projects i.e. impact on or changes to traffic, construction.
- More information on political matters: election information within Shelton, the City's internal and external politics (who is Shelton working with in and around the city)
- More information on police matters: crime, investigations, politics within police
- Requests for a monthly or weekly newsletter to update the public on all the categories mentioned above.

Q3: Have you used the city's website in the past several months?



'No' Responses Further Explanation Trends

- Gets news elsewhere i.e. social media
- Had no need to look
- Did not know there was a website
- Not easy to use

Q4: If 'Yes' was the website easy to use?

- Majority of responses indicated it was easy to use
- Some responses indicated it was not easy to use
- Few responses indicated it was sometimes easy to use
- Multiple indications of problems with the online payment system for utilities

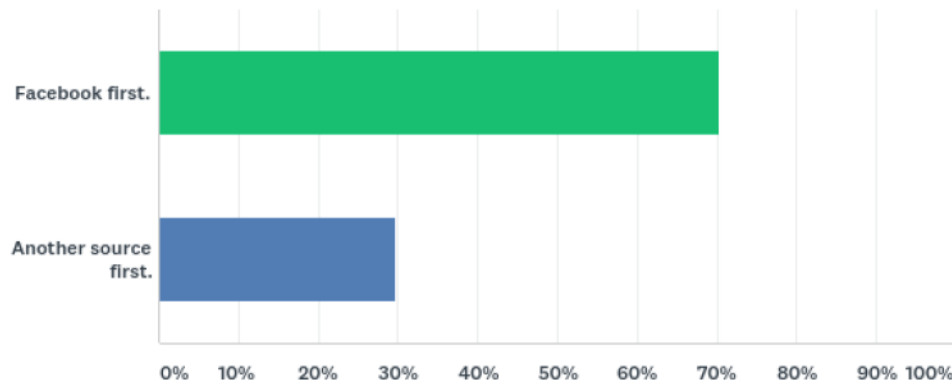
Q5: Do you have any thoughts on how to improve the City's website?

- Majority (33 responses) had no improvements
- Better organization: easier navigation, updated colors, fonts, and overall design (web designer suggested)
- Website compatibility for mobile, apple, and android devices
- Current/updated events and general information

Q6: If you use Facebook to get information from/about the city, do you go there first or do you go to another source first such as the City's website, local newspaper or radio?

City of Shelton Communications Strategy

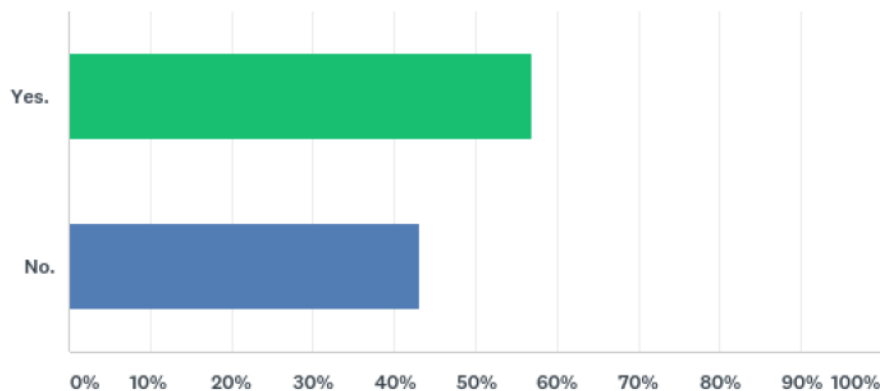
Community Engagement



Facebook first is the preferred method due to convenience.

- Other sources used: Twitter, city website, radio
- Some do not like Facebook

Q7: Do you believe that the City should focus more resources on managing its Facebook page



Comments on Facebook Management Resources

- Majority of comments indicated that more resources should be put towards managing the Facebook account, because it is an important part of news distribution
- A good amount of comments indicated that the Facebook page was good as it is
- A handful comments indicated that no more resources should go to the Facebook page (suggested that resources be put towards other things i.e. website)
- A few comments were not sure

Q8: The City and the Shelton Police Department share the same Facebook page. The Police Department is considering setting up its own Facebook page, separate from the City's, for updates that could include traffic issues and urgent community updates. If the Police Department had its own Facebook page, what kinds of information would make it useful to you?

- Few responders indicated that the pages should stay together
- Majority of respondents indicated that a separate Police Facebook Page would be welcomed and could include the following
 - Traffic problems, accidents, police intervention etc.

City of Shelton Communications Strategy

Community Engagement



- Police personnel bios and introductions, new K-9 unit
- Investigation updates, incident reports, crime reports/stats
- Offenders and their crimes, wanted lists, i.e. predators or sex offenders
- Neighborhood watch groups
- Good Samaritan stories within community (police and citizens)

Q9: Specifically, in what ways do you believe the City can improve their communication with the public?

- Timelier, more accurate, and current information across all platforms of communication
- More social media communication i.e. Twitter and Facebook
- More transparency
- More public and face to face meetings
- Improve website
- Videos and livestreams of public meetings, events, and projects

APPENDIX D

COMPLIANCE FINDINGS BY COMMUNICATION TOOL



City of Shelton Communications Strategy

Evaluation and Assessment



Compliance Findings by Communications Tool

Overview

At the start of the Communications Strategy project, the City of Shelton Communications Officer provided several examples of previous public communications. These documents were reviewed during the evaluation and assessment phase of the project. The purpose of evaluating these documents is to ensure that all City documents are compliant with the Public Records Act (PRA), Open Public Meetings Act (OPMA), Washington State Records Retention, and Americans with Disabilities Act (ADA). Recommendations are provided for each document reviewed.

It is worth noting that should the City not be able to provide a reasonable accommodation, then the City must be able to demonstrate the undue burden such that they cannot reasonably accommodate all.

Compliance Findings

Shelton Stream, April 2019

- Add ADA language at bottom of page 1 in a large, sans serif font, such as Arial, Calibri, Century Gothic, Helvetica, Tahoma or Verdana (example text below should be Tahoma 14 pt.)
 - This material is available in alternative formats upon request, including [braille, disk, large print, audio format]. Please contact [name, email address and telephone number, including a TTY number].

Prop 1 flyer

- ADA language at bottom of page 1 in a large, sans serif font, such as Arial, Calibri, Century Gothic, Helvetica, Tahoma or Verdana (example text below should be Tahoma 14 pt.)
 - This material is available in alternative formats upon request, including [braille, disk, large print, audio format]. Please contact [name, email address and telephone number, including a TTY number].

Prop 1 explainer video

- Provide a running caption for all audio
- ADA language on a closing slide:
 - This video is available in alternative formats upon request, including [braille, disk, large print, audio format]. Please contact [name, email address and telephone number, including a TTY number].

Press releases

- Provide captions and alternative text with multimedia (photos, videos, etc.) on the Web
- No need for ADA language on news release, but if regularly provided to the public via hard copy, consider language like that suggested for the Shelton Stream and Prop 1 flyer.

Spotlight Shelton posters (English and Spanish)

- Provide reasonable accommodations and request a deadline ahead of the event to ensure staff can secure accommodation in advance. Reasonable accommodations

City of Shelton Communications Strategy

Evaluation and Assessment



could include services and auxiliary aids such as qualified interpreters; transcription services; assistive listening devices for persons who are deaf or hard of hearing; or additional lighting for persons with visual impairments. Sample text below.

- The City of Shelton will provide, upon request, reasonable accommodations to afford equal access for persons with disabilities. Please contact [name, email address and telephone number, including a TTY number]. Reasonable accommodation requests must be made by [DATE] for this [DATE] event.

Weekly updates

- ADA language at bottom of page:
 - This newsletter is available in alternative formats upon request, including [braille, disk, large print, audio format]. Please contact [name, email address and telephone number, including a TTY number].
- Larger font
- Consistent font size
- Captions and alternative text when you mouse over images
- Font colors for links matter! Some colors are hard to see, whether you're visually impaired or not, and depending on the background color. Also consider people who are colorblind (5% to 10% of the U.S. population) – depending on the severity, this can be considered a disability.

APPENDIX E

COUNCIL BRIEFING POWERPOINTS



City of Shelton Communications Strategy

City Council Briefing #1
April 16, 2019



MAUL FOSTER ALONGI

PROJECT SCOPE

- Review and evaluate our existing communications tools and practices
- Assess compliance
- Assess organizational capacity and coordination for maintaining and enhancing our communications efforts
- Develop a written report outlining recommendations



MAUL FOSTER & ALONGI



**Charla
Skaggs,
Principal in
Charge**



**Kate Elliott,
Project
Manager**

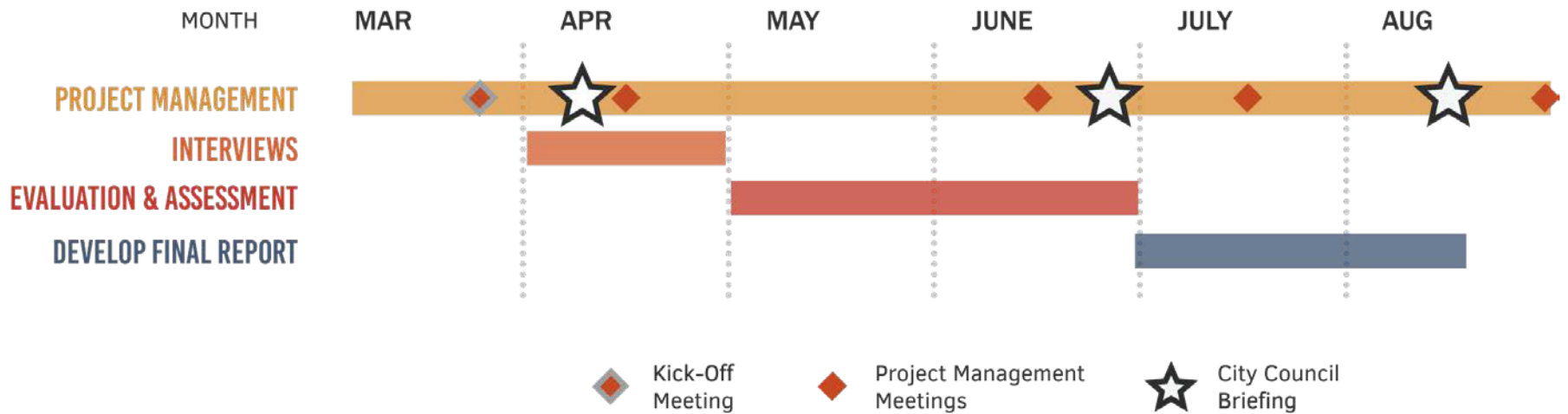


**Lauren Wirtis,
Graphic
Designer**



MAUL FOSTER ALONGI

PROJECT TIMELINE



QUESTIONS?

Jeff Niten, City Manager

360.432.5105

Jeff.Niten@Sheltonwa.gov



MAUL FOSTER ALONG!

City of Shelton Communications Strategy

City Council Briefing #2
July 16, 2019



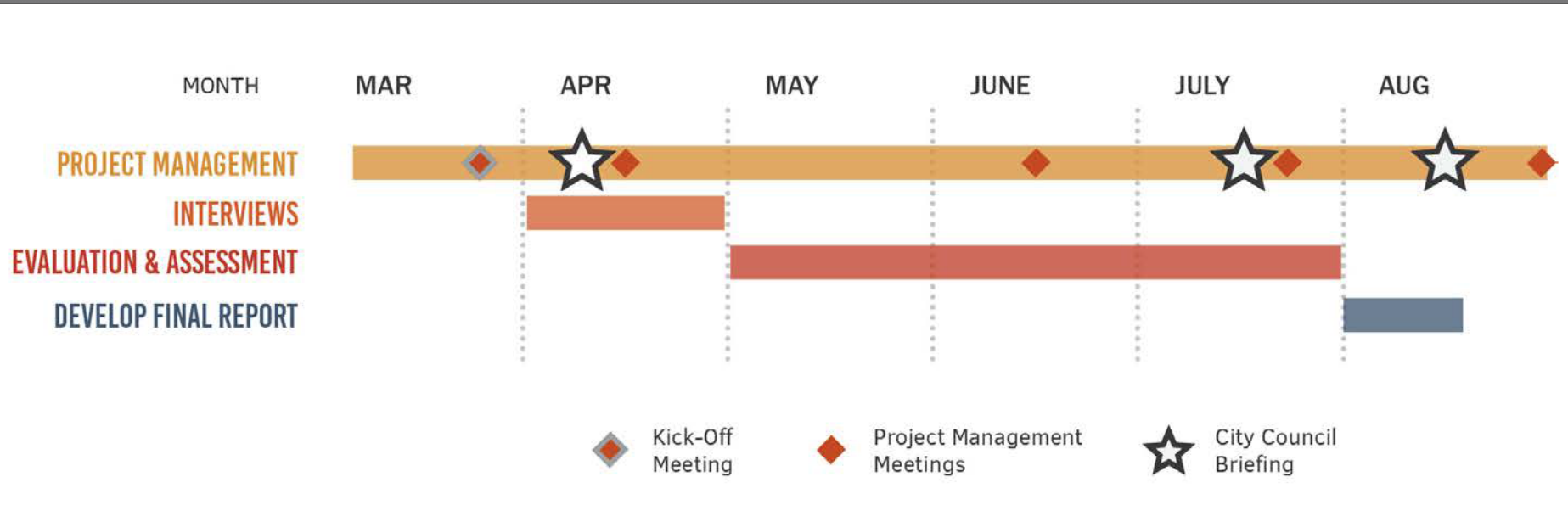
MAUL FOSTER ALONGI

PROJECT SCOPE

- Review and evaluate our existing communications tools and practices
- Assess compliance
- Assess organizational capacity and coordination for maintaining and enhancing our communications efforts
- Develop a written report outlining recommendations



PROJECT TIMELINE



INTERVIEWS – KEY TAKEAWAYS

- Clarify roles and responsibilities
- Develop and implement a general communications plan
- Get the communications “house” in order
- Communicate internally about this project and what it means for staff



QUESTIONS?

Jeff Niten, City Manager

360.432.5105

Jeff.Niten@Sheltonwa.gov



MAUL FOSTER ALONG!

City of Shelton Communications Strategy

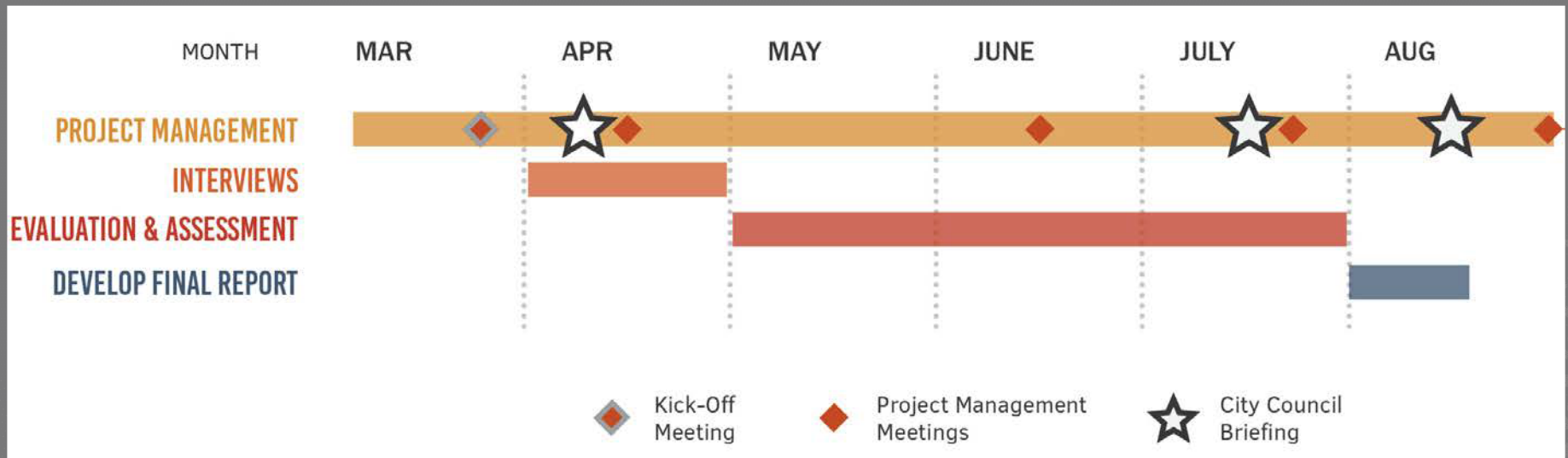
City Council Briefing #3
September 3, 2019



MAUL FOSTER ALONGI

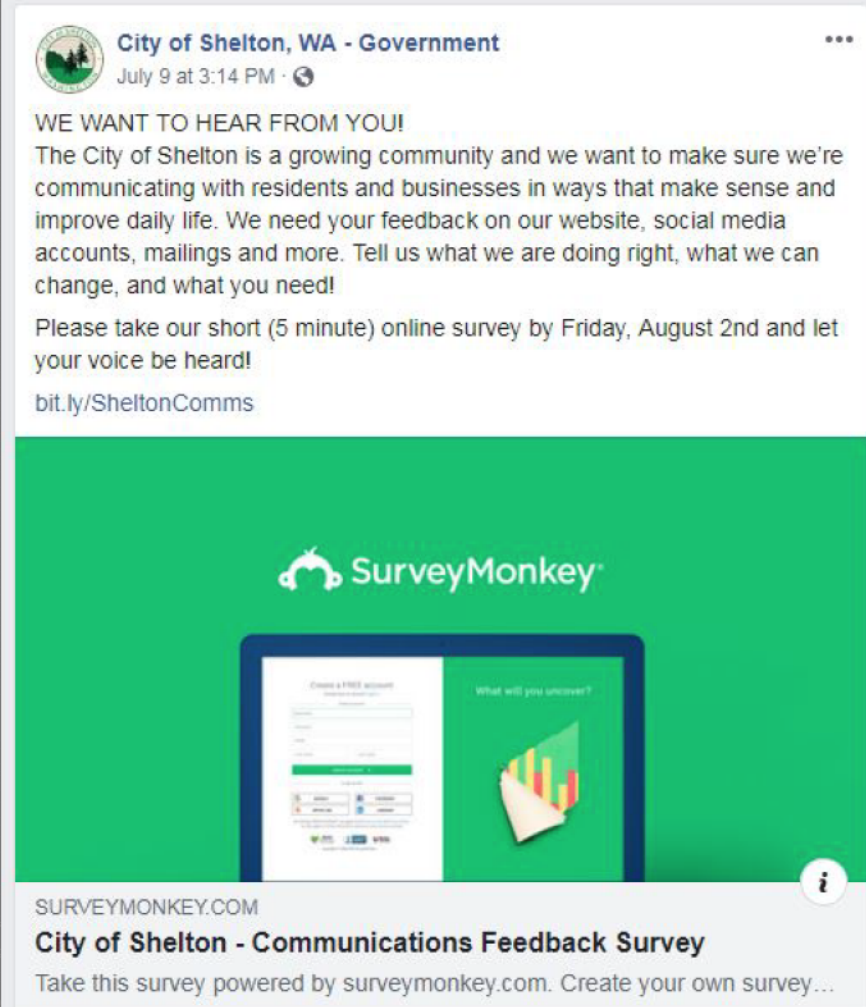
PROJECT SCOPE AND TIMELINE

- Review and evaluate our existing communications tools and practices
- Assess compliance
- Assess organizational capacity
- Develop a written report outlining recommendations



COMMUNICATIONS SURVEY

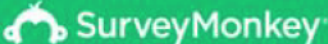
- bit.ly/SheltonComms
- Fielded July 9 – August 2
- 156 responses

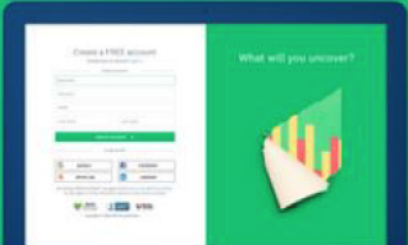


City of Shelton, WA - Government
July 9 at 3:14 PM · 🌐

WE WANT TO HEAR FROM YOU!
The City of Shelton is a growing community and we want to make sure we're communicating with residents and businesses in ways that make sense and improve daily life. We need your feedback on our website, social media accounts, mailings and more. Tell us what we are doing right, what we can change, and what you need!

Please take our short (5 minute) online survey by Friday, August 2nd and let your voice be heard!
bit.ly/SheltonComms

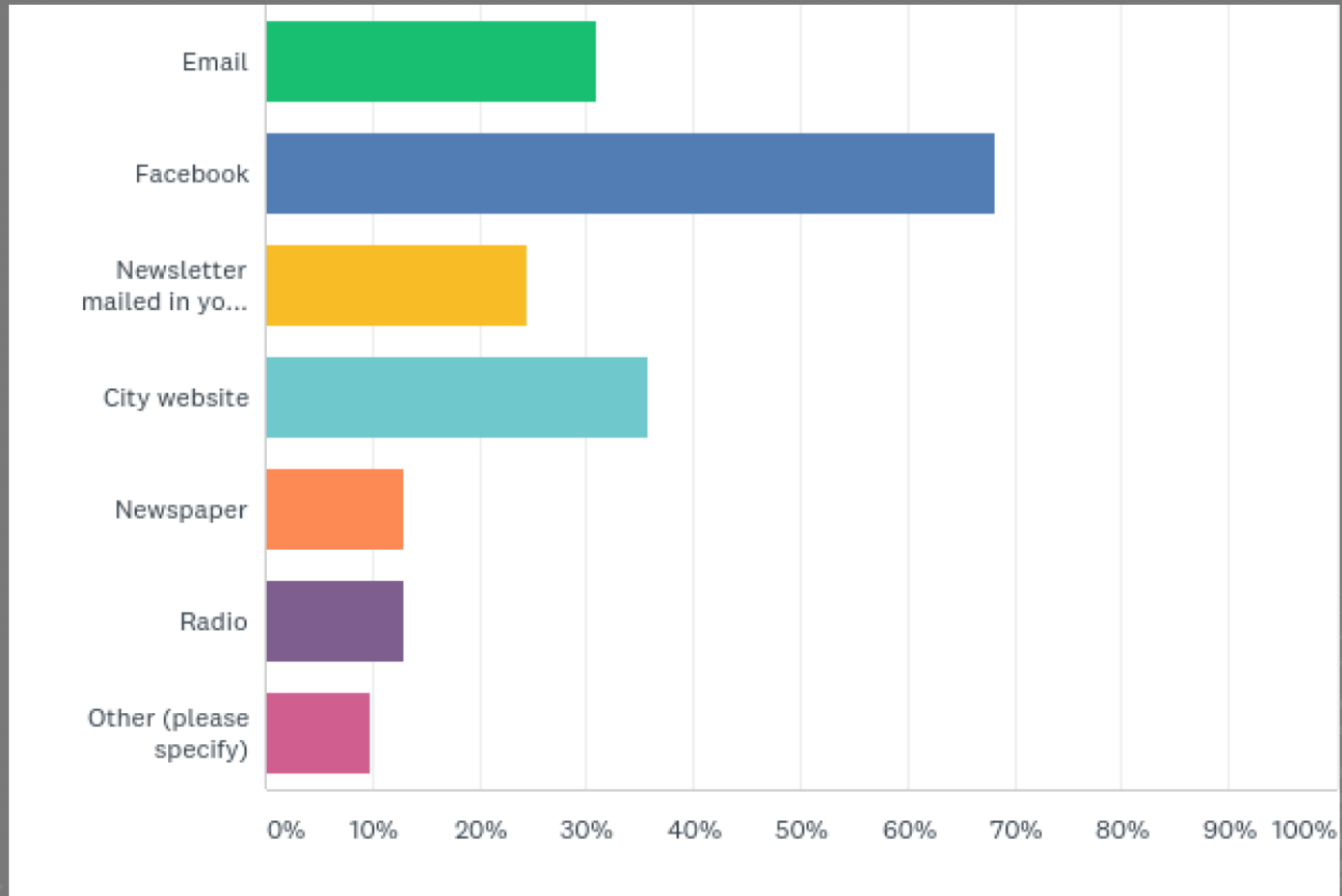
 **SurveyMonkey**



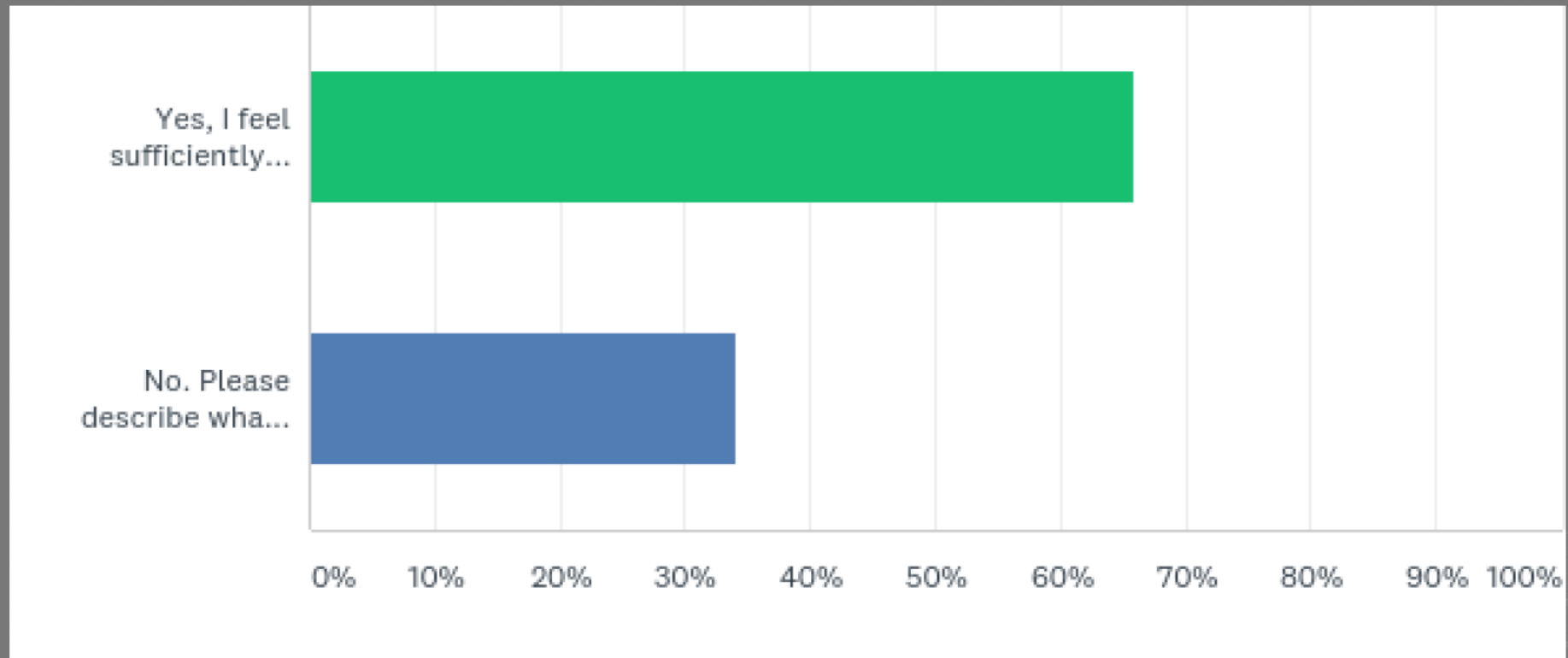
SURVEYMONKEY.COM
City of Shelton - Communications Feedback Survey
Take this survey powered by surveymonkey.com. Create your own survey...



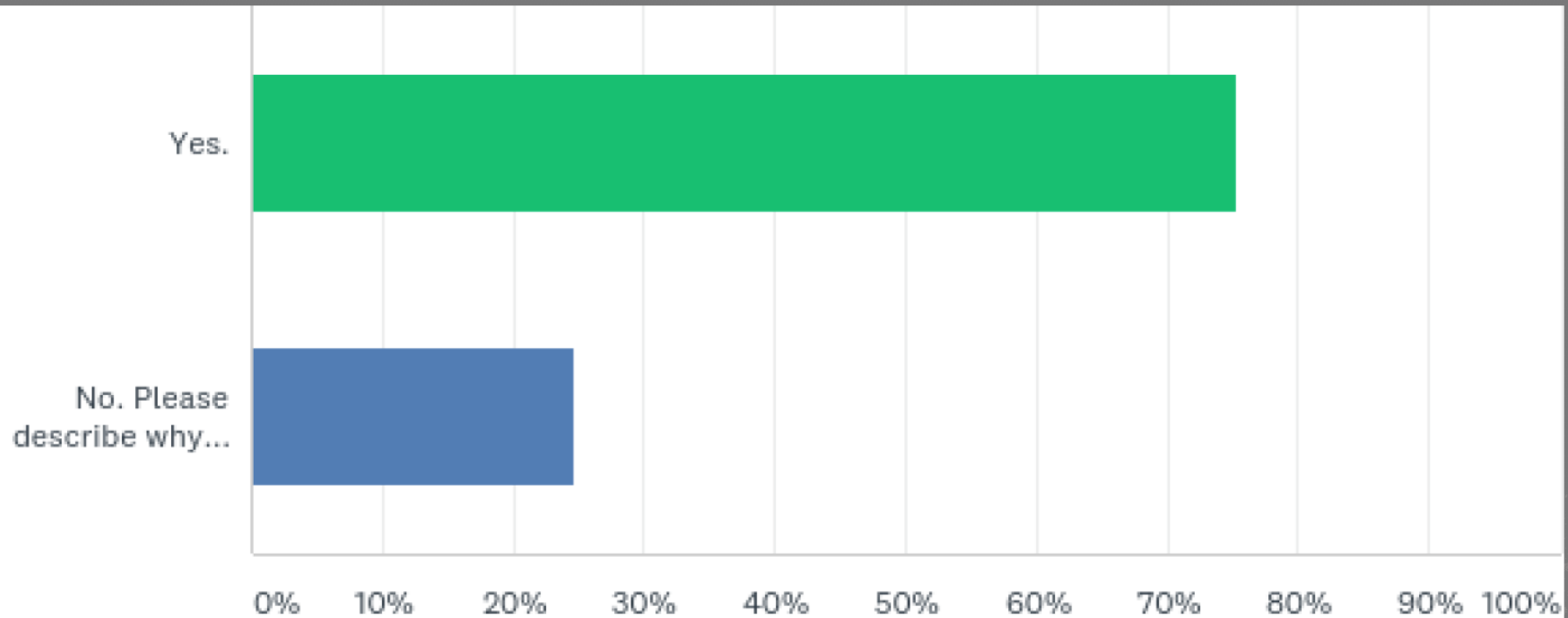
Q1: HOW DO YOU PREFER TO RECEIVE NEWS AND INFORMATION FROM THE CITY OF SHELTON?



Q2: DO YOU FEEL LIKE YOU KNOW WHAT IS HAPPENING AT THE CITY?



Q3: HAVE YOU USED THE CITY'S WEBSITE IN THE PAST SEVERAL MONTHS?



Q4: WAS THE CITY'S WEBSITE EASY TO NAVIGATE AND FIND WHAT YOU WERE LOOKING FOR?

- 46 percent “Yes”
- Remaining responses varied
 - Would like more updates
 - Place road construction impacts/updates on the home page
 - Would like a staff directory with contact information

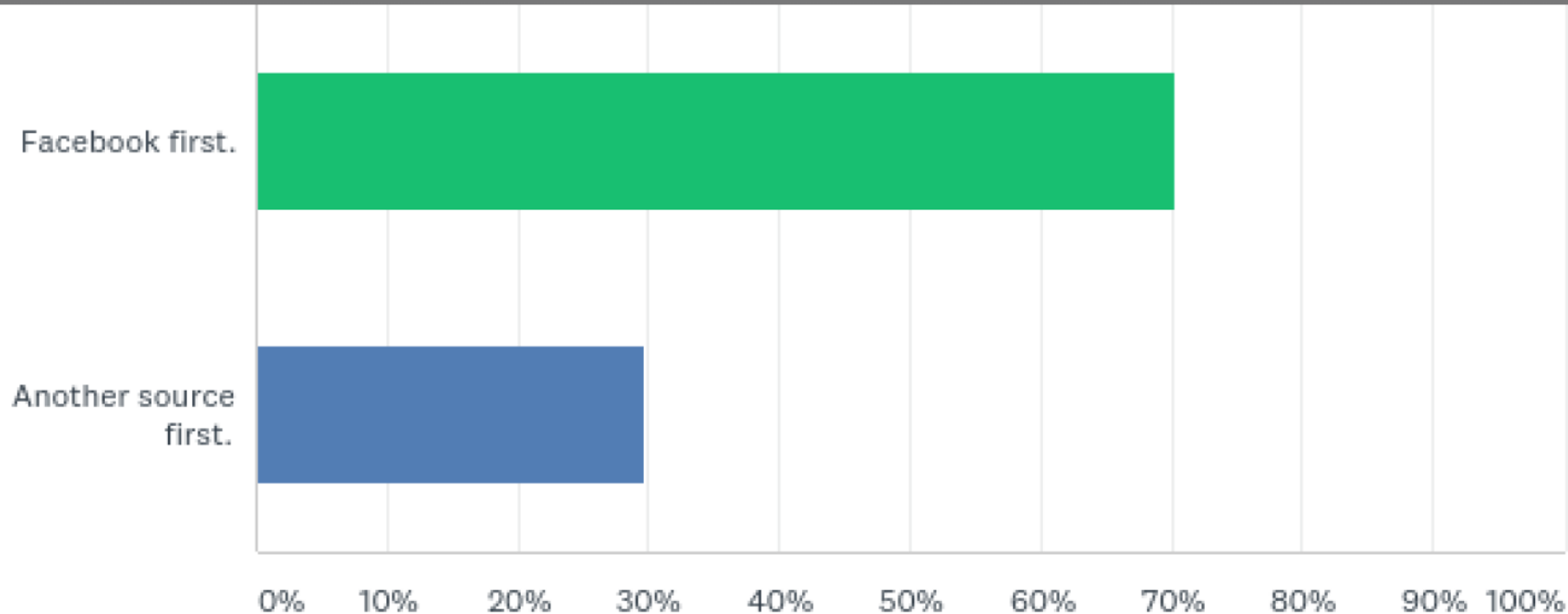


Q5: DO YOU HAVE ANY THOUGHTS ON HOW TO IMPROVE THE CITY'S WEBSITE?

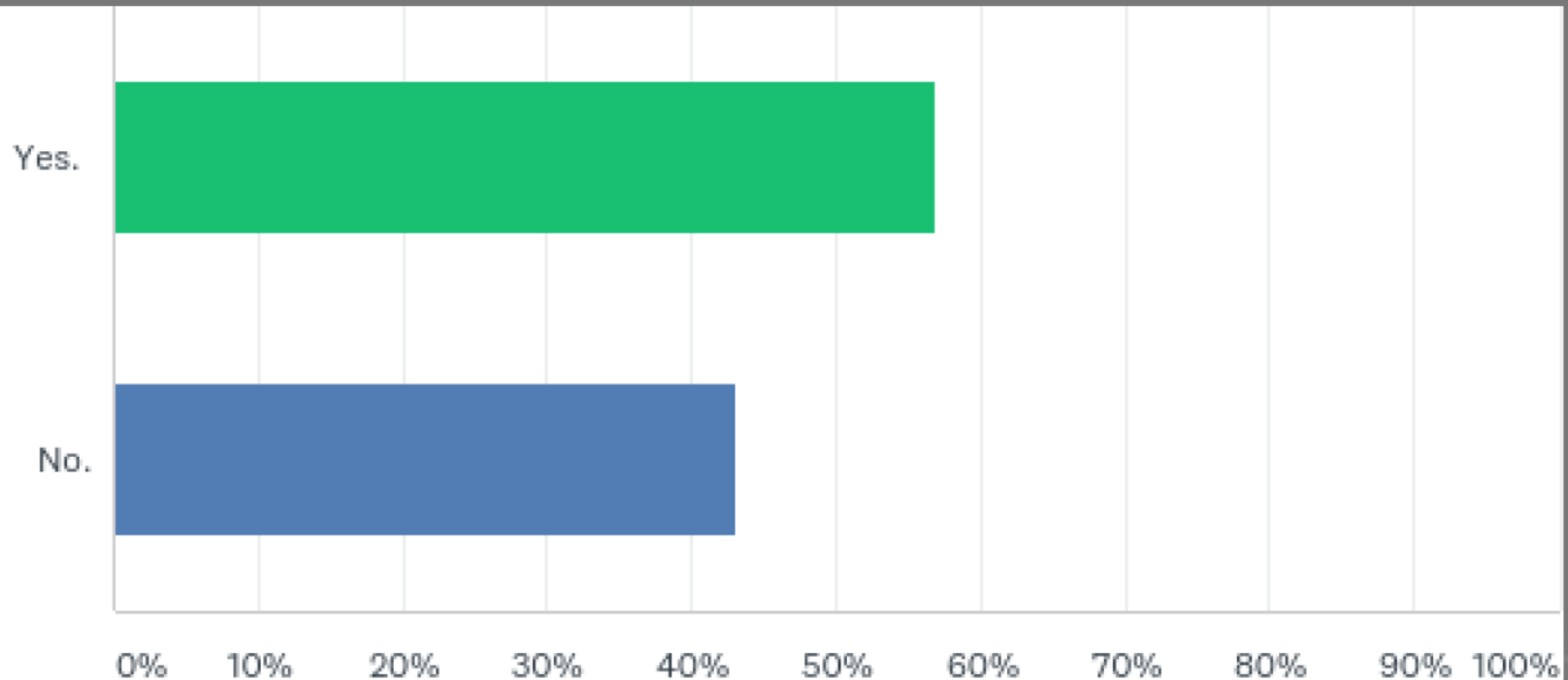
- More photos
- Make it more fun, friendly, and inclusive
- Include partner links on city and partner websites – hospitals, PUD, county websites
- Include a 'what's new' section to highlight good news and upcoming events
- Update pages regularly
- Option to sign up for notifications
- Lots of positive feedback – “Looks great!”



Q6: DO YOU GO TO FACEBOOK FIRST FOR NEWS AND INFO?



Q7: DO YOU BELIEVE THAT THE CITY SHOULD FOCUS MORE RESOURCES ON MANAGING ITS FACEBOOK PAGE?



Q8: THE POLICE DEPARTMENT IS CONSIDERING SETTING UP ITS OWN FACEBOOK PAGE – WHAT INFO WOULD BE HELPFUL TO INCLUDE ON THIS PAGE?

- Majority of respondents indicated that a separate Police Facebook page would be welcomed
- The page could include the following:
 - Traffic problems, accidents, police intervention
 - Police personnel bios
 - New K-9 unit information and photos
 - Investigation updates, incident reports, crime reports/stats
 - Good Samaritan stories



Q9: SPECIFICALLY, IN WHAT WAYS DO YOU BELIEVE THE CITY CAN IMPROVE THEIR COMMUNICATION WITH THE PUBLIC?

- Timelier, more accurate, and current information across all platforms of communication
- More social media communication
- More transparency
- More public and face-to-face meetings
- Improve website
- Videos and livestreams of public meetings, events, and projects



RECOMMENDATIONS



MAUL FOSTER ALONG!

RECOMMENDATIONS

- Clarify roles and responsibilities
 - Update Communications Officer position description
 - Create guidelines for interdepartmental communication
- Continue to leverage the team to get out into the community



RECOMMENDATIONS

- **Develop and implement a general communications plan**



RECOMMENDATIONS

- Organize and update the communications procedures
 - Create templates
 - Compliance updates
 - Identify in house skills and needed skills, partner with local schools to provide internships for services



RECOMMENDATIONS

- Long-Term
 - Update the City of Shelton Strategic Plan
 - Complete the re-branding
 - Update the website



QUESTIONS?

Jeff Niten, City Manager

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Jeff.Niten@Sheltonwa.gov

Kate Elliott,

**Communications & Public
Involvement Specialist**

206.450.6726

kelliott@maulfoster.com



MAUL FOSTER ALONG!

APPENDIX F

AUGUST 21, 2019 STAFF WORKSHOP





MEETING AGENDA

City of Shelton Communications Strategy - Staff Workshop

Wednesday, August 21, 2019 10-11 a.m.

Shelton City Administration Office 310 W Cota St, Shelton, WA 98584

Meeting Purpose: To discuss how staff should work with the Communications Officer for external and internal communications.

AGENDA

- | | |
|--------------------|---|
| 10:00 – 10:10 a.m. | Welcome and Meeting Purpose |
| 10:10 – 10:15 a.m. | Map Out City Project / Planned Communication Milestones |
| 10:15 – 10:25 a.m. | Communications Discussion |
| 10:25 – 10:55 a.m. | Protocol Discussion |
| 10:55 – 11:00 a.m. | Next Steps |
-

City of Shelton Communications Strategy

Communications Coordination Guidelines



Overview

On August 21, 2019, the staff held a workshop with department directors and the City Manager. The purpose of this workshop was to discuss how the leadership team will work with the Communications Officer to share pertinent information so the Communications Officer can effectively and proactively communicate on behalf of the City. The outcomes from this workshop are the following guidelines. These guidelines are intended to be an agreed-upon method of proactively collecting, tracking, and developing planned communications. These guidelines are not intended to supersede methods that the Communications Officer develops that work more effectively than the following guidelines.

Guidelines

Communications Officer Guidelines

- The Communications Officer will maintain an annual and monthly look-ahead content calendar (provided in the templates submitted with the Communications Strategy Report). This calendar will at minimum include the following activities:
 - City project milestones
 - Regular City meetings including City Council meetings and other publicly advertised meetings
 - Good news opportunities – work with the City Directors and City Council on items
 - City events including festivals, Coffee with a Cop, Coffee with a City Manager, farmers markets, etc.
 - Community events (especially those requiring street closures, permit requests are required 25 business days before an event date)
 - Holidays and office closures
- During the weekly directors meeting, the Communications Officer will share the content calendar with meeting attendees and review upcoming planned activities and planned communications. During the meeting, the Communications Officer will -
 - Request updates from the team if not accurately reflected in content calendar
 - Discuss emerging issues that are not included in content calendar and communications needs
- The Communications Officer will attend all meeting pertinent to upcoming activities and milestones requiring communications. The City Manager will ensure that the Communications Officer is invited to all relevant meetings.
- The Communications Officer will proactively reach out to department directors for updates and review of draft communications.

Department Director Guidelines

- **For emergencies and emergent issues, the Department Director will immediately notify the Communications Officer by phone** as issues arise.
 - The Department Director will notify the Communications Officer of updates as soon as possible by phone.
- **For planned milestones and activities, Department Directors will use the Communications Project Info Sheet (saved on your desktop) to provide the essential details to the Communications Officer as early as possible.**
 - This information should be provided as soon as details are initially confirmed.
 - Department Directors will proactively provide updates to project details as soon as possible to the Communications Officer.
 - Department Directors will include the Communications Officer in regular project meetings to discuss communications needs for the project.

**CITY OF SHELTON**

525 W Cota St., Shelton, WA 98584

COMMUNICATIONS PROJECT INFO SHEET

INTERNAL USE ONLY

Please submit this project info sheet as soon as possible, or at least one month in advance of event.

YOUR NAME:**PROJECT NAME:****DATE FORM SUBMITTED:****PROJECT LOCATION:****PROJECT DESCRIPTION:**

What are we doing?

Why are we doing it?

How long will it take?

Start date and time:

End date and time:

If there are road closures,
where and
how long will they be in
place?

What is
the detour route?

What could delay this
work?

If delayed, what happens?

How does this benefit the
residents of
Shelton?

If available, provide the
name and cell phone
number for the on-site
lead.

PHOTOS

Please take a couple photos while on site for online updates. Text or email photos to the Communications Officer. ☐

APPENDIX G

TEMPLATES



City of Shelton Communications Plan



Draft: August 9, 2019

City of Shelton Communications Strategy

Communications Plan



Objective

Effectively communicate the opportunities and accomplishments at the City of Shelton through the implementation of a public outreach and education program. To best utilize the many tools and resources available to the City of Shelton to reach target audiences with information that is relevant to their success.

Goals

- To increase the community's general knowledge of the services, opportunities, and activities (construction and otherwise) provided and lead by the City of Shelton.
- To inform policymakers and partners of the infrastructure, services and opportunities available to businesses expanding and locating in the community, while communicating improvements to governmental policies and programs that would strengthen the economy and environment.
- To increase awareness in the broader business industry of the location, infrastructure, services and partnerships available at the City of Shelton.

Key Milestones

[Date] [Milestone – website updates, construction project milestone, community event]

Strategies

- Develop and implement a community education campaign that informs the business community and citizens of the opportunities and successes of the City of Shelton.
- Develop and implement a strategic advertising campaign targeted at potential users of the Port's unique assets including infrastructure, services, partnerships and opportunities of utilizing the City of Shelton.
- Whenever possible, leverage City of Shelton financial resources for promotional materials and paid advertisements with partner investments to increase frequency and size of message.
- Continue to utilize the City of Shelton brand and suite of logos to maintain cohesion between assets.
- Incorporate the City of Shelton branding into all printed media, to increase awareness of the Port's global location.

Audiences, Tactics, Leads, Goals

Topic	Tactic	Lead	Goal
City of Shelton Community Members			

City of Shelton Communications Strategy

Communications Plan



General updates	Provide regular updates on Facebook, in the quarterly newsletter, and in utility bill updates	Communications Officer	At least monthly general updates
General updates	Offer to provide briefings to interested groups on relevant topics (E.g. construction updates to neighborhood groups)	Communications Officer to work with Department Director lead	At least 1 briefing per quarter
Emergency updates	Work with City of Shelton Police Department to provide emergency updates via Police Facebook	Communications Officer to work with Police Chief	Effective coordination between Communications Officer and the Police Dept to convey emergency information
Emergency updates	Identify and setup an opt-in text notification for emergency updates via text to the general public	Communications Officer to work with Police Chief	Set up by 2021
Policymakers and Elected Officials			
Council briefings	Attend all Council meetings	Communications Officer	Attendance at all Council meetings
Council briefings	Provide regular Council briefing updates when new information available	Communications Officer	At least 1 Council briefing per quarter
General briefings	Offer to provide briefings to interested elected officials groups on relevant topics	Communications Officer to work with Department Director lead	
Partners (Chamber, etc)			

Measuring Success

This plan will be reviewed quarterly to determine effectiveness of outreach tools to meet goals. All sections should be updated on a quarterly basis to reflect new milestones, goals, tools and tactics.

City of Shelton Communications Strategy

Annual Content Calendar



	MILESTONES	KEY MESSAGES	TOOLS	STATUS
JANUARY	<ul style="list-style-type: none"> Add milestone (Ex. Internal and external meetings, decisions, outreach begins, local and national elections, etc.) There should be several milestones or communications update each month to continue a steady drumbeat of information 	<ul style="list-style-type: none"> For each milestone, plan 3 key messages 	<ul style="list-style-type: none"> Facebook, website, utility bill inserts, newsletter update 	<ul style="list-style-type: none"> In progress, complete
FEBRUARY	•	•	•	•
MARCH	•	•	•	•
APRIL	•	•	•	•
MAY	•	•	•	•
JUNE	•	•	•	•
JULY	•	•	•	•
AUGUST	•	•	•	•
SEPTEMBER	•	•	•	•
OCTOBER	•	•	•	•
NOVEMBER	•	•	•	•
DECEMBER	•	•	•	•

City of Shelton Communications Strategy

Monthly Content Calendar



MONTH YEAR

DATE	MILESTONES	AUDIENCES	KEY MESSAGES	TOOLS	DEADLINE and STATUS
Week 1	DATE – MILESTONE (Pull from annual calendar and review/update during weekly leadership team meeting)	Who does this impact?	For each milestone, plan 3 key messages – what does the audience need to know?	Facebook, website, utility bill inserts, newsletter update	X/XX IN PROGRESS or COMPLETE *Each item should have a separate work plan to outline all of the deadlines and leads
Week 2					
Week 3					
Week 4					



Social Media Plan: ____[Project/Department]____

City of Shelton social media outreach for ____[Project/Department]____ will enhance marketing, outreach and public relations strategies. Social media efforts will focus on direct engagement in addition to extensive monitoring and reporting. Monitoring provides advance warning of emerging issues, indicators of public sentiment and current conversation.

Goals

1. Educate: Educate the public on why City of Shelton is building ____[Project]____.
2. Engage: Encourage two-way communication between City of Shelton and the public to answer questions and engage with users to generate excitement leading up to opening.
3. Monitor: Provide accurate and timely monitoring of conversation to provide marketing and outreach staff with insights on social trends and correct inaccuracies.

Assumptions – The City of Shelton is limited by the amount of staff hours to dedicate to Social media, given that constraint, what are our assumptions?

- The Communications Officer will spend approximately 25 percent of their time posting information and responding to comments on social media platforms.
- The Front Desk Staff and Reception will provide vacation coverage for the Communications Officer
- The Communications Officer will clearly post the following information on the Facebook page to set expectations for the public –
 - The City of Shelton Facebook page is primarily used to share news and information about city happenings. City staff will respond to comments during regular business hours Monday through Friday. City staff will focus on answering questions but is unable to correct all misinformation. For factual information provided by the City, please see our news and updates page on our website [link].

Audiences – Who are we aiming to reach?

- Facebook users in the City of Shelton and the greater south Puget Sound region
- Mainstream media and bloggers



Strategies – What strategies will we employ to effectively communicate with our audiences?

Lead with the web and social media

- Use existing City of Shelton social media channels to provide information about events, projects, and City information.
- Drive social media users to the City of Shelton website that provides up-to-date and engaging information about project.

Craft consistent, coordinated and timely messaging

- Develop a social media content calendar to inform the strategy and ensure that social media and traditional media communications are aligned
- Maintain regular and consistent communication and respond to questions in a timely manner to build credibility and value

Engage the media and outside organizations

- Provide updates to local community blogs with information on upcoming outreach events in their area

Leverage existing networks

- Develop pre-written social media content to distribute to businesses (large and small employers), organizations, and social service providers to utilize
- Distribute copies of videos to distribute to organizations and local access TV stations

Monitor and capture online conversation

- Monitor conversation on a daily basis to identify who is driving discussion, identify potential issues, capturing public sentiment and providing accurate information
- Develop consistent reporting around key milestones to capture online social media related to the project

Use partnerships to expand reach of social media

- As part of the bigger marketing strategy, identify and secure promotional partnerships (retail/organizations) who are willing to partner on social media channels
- Leverage partnerships to expand the reach of City of Shelton's social media efforts



Risks – What risks are associated with social media and how do we plan to address them?

Overall, the current social media conversation around the City is often either neutral or negative.

Educating the public on why City of Shelton is building the project and the benefits will be key to overcoming negative sentiment. Positive social media engagement can turn a critic into an advocate.

- 1. Social media users, influencers, mainstream media and reporters, can be influenced by negative or inaccurate social media posts**
 - Educating the public about why the project is necessary can help reduce confusion and negative feedback
 - Strategic monitoring programs makes it easy to identify and correct inaccurate information
- 2. Social media and online communications happen rapidly: Responses or feedback need to be provided as soon as possible**
 - Provide dedicated staff to monitor and engage in the conversation. Can serve as a timely online customer service tool
 - Ensure website is up-to-date allows City of Shelton to easily direct users to information
- 3. When launching a program, the sheer volume of conversation, may make it impossible to respond to everyone. Judging when to respond requires careful consideration and resources.**
 - Knowing what and who to pay attention to is easier when you have a monitoring program with experienced staff
 - Identify key issues and online influencers and delegate resources appropriately
- 4. The project is complex and may be particularly challenging to explain in the fast paced and quick exchange of social media**
 - Prepare messages and information in advance so they are logically ordered and in smaller and easily understandable chunks
 - Drive social media users to City of Shelton website using a short link for further information, instead of having to provide lengthy detail in a social media post

Tools and monitoring

City of Shelton Communications Strategy

Social Media Plan Template



Engagement

- **Facebook** – Provides an opportunity for City of Shelton to ask questions and gain support in public opinion on a topic creating a two-way dialogue.
 - Encouraging conversation helps ensure the post is seen by more users
 - Promote Facebook posts to reach larger audience at major milestones
 - Consider boost with Google Ad Words targeted to key zip codes and driving clicks to the Facebook page or the project website.
- **Email Distribution Lists** – Users can subscribe to receive regular email updates, which allows for widespread information distribution.
 - Direct email
 - City of Shelton can also leverage other existing distribution lists

Monitoring

- **Analytics** – Monitor and measure social media conversations and activities (views, followers, links, posts, etc.). Report key trends, messages and influential sources/individuals.
 - Facebook and Email Distribution Lists have built-in analytics

Partnerships and Promotion

- **Social media tool kit** – Create tool kit for partners to leverage social media on City of Shelton's behalf including pre-written content for Facebook and email updates

Key Dates/Milestones

See content calendar.

Measurements of Success

Grow Facebook followers by X percent

- Track Facebook follows
- Capture post shares, likes, mentions, and other metrics



Social Media Public Use Policy

Any individual accessing, browsing and using a City of Shelton Social Media site accepts without limitation or qualification, the City of Shelton Social Media Public Use Policy.

The City of Shelton operates and maintains its Social Media sites (including, but not limited to, Facebook, Twitter, Instagram, YouTube, Google+, LinkedIn, Snapchat and Flickr) as a public service to provide information about the City of Shelton and its services, projects, events and activities. Although we encourage posts and comments on the City of Shelton's Social Media sites, these sites are a limited public forum and are subject to the restrictions and limitations detailed in this Social Media Policy. Violation of the restrictions and limitations may result in the removal of posts and eventual loss of privilege to post.

The City of Shelton will use its chosen social media accounts **only** for outgoing communication to keep the community informed. While comments are welcomed, social media users shall be advised that City of Shelton staff generally will not be responding to these comments, as this is not the avenue for formal public information requests. If you would like to contact a City of Shelton staff person with a question or submit a Public Records Request to the City of Shelton, please visit our website at <http://www.ci.shelton.wa.us/>. Additional ways to contact the City of Shelton are also provided at the end of this policy. **DO NOT USE SOCIAL MEDIA TO REQUEST PUBLIC RECORDS FROM THE CITY OF SHELTON.**

Interaction by or with the City of Shelton on its social media accounts (including, but not limited to, likes, favorites, shares, retweets and following other Social Media users) are not to be intended as an endorsement by the City of Shelton.

The City of Shelton will engage in its choice of social media platforms to improve community outreach. If the City of Shelton determines that a specific outlet of social media is ineffective or is not feasible to maintain, the City of Shelton reserves the right to deactivate its social media account(s).

The City of Shelton assumes no liability for any inaccuracies that the City of Shelton Social Media site may contain and does not guarantee that the Social Media site will be uninterrupted or error-free.

Commercial use of text, City of Shelton logos, photos and other graphics is prohibited without the express written permission of the City of Shelton. Use of the City of Shelton logo is prohibited for any non-governmental purpose. Any person reproducing or

City of Shelton Communications Strategy

Social Media Public Use Policy



redistributing a third-party copyright must adhere to the terms and conditions of the third-party copyright holder.

Public Comment Policy

The comments and opinions expressed by followers of the City of Shelton's social media account(s) are theirs alone and do not reflect the opinions of the City of Shelton and/or its employees.

We encourage people to use the comments function to share thoughts as they relate to the topic being discussed. We expect comments to be relevant and courteous. Comments are reviewed by the City of Shelton after posting. Comments will not be edited by the City of Shelton or its staff.

The City of Shelton reserves the right to remove, without notice, any comments or submissions that it deems to be inappropriate or offensive, including but not limited to comments or submissions that:

- Comments not topically related to the particular post being commented upon;
- Posts and comments that promote or advertise commercial services, entities or products except as stipulated in City of Shelton marketing plans and determined by the City of Shelton to be essential to economic development;
- Political statements, including comments that endorse or oppose political candidates or ballot propositions, are prohibited under state law (RCW 42.52.180);
- Posts and comments that promote, foster or perpetuate discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Posts and comments that include vulgar, offensive, threatening or harassing language, personal attacks or unsupported accusations;
- Obscene or sexual content or links to obscene or sexual content;
- Illegal activity or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a City of Shelton social media site, users acknowledge that they are at least 13 years old. Those 12 years old or younger may e-mail the City of Shelton instead;
- Content that violates a legal ownership interest of any other party; or
- Anonymous posts.

City of Shelton Communications Strategy

Social Media Public Use Policy



The City of Shelton has the right at all times to disclose any information to satisfy any applicable law, regulation, legal process or governmental request; and to edit, refuse to post or to remove or to store any information or materials posted here. All information posted to the City of Shelton's social media sites shall be deemed a public record which the City of Shelton will disclose without any prior notice to you.

Public Disclosure

Communications made through the City of Shelton's social media account(s) will in no way constitute a legal or official notice or comment to the City of Shelton or any official or employee of the City of Shelton for any purpose. For information on how to make a public records request, visit our official City of Shelton website.

Other Ways to Contact the City of Shelton

Comments specific to a City of Shelton project or program should be submitted directly to that project or program. Contact us ____[Email]____.

Questions or Concerns? Contact us at ____[Email]____.

Adopted – ____[Date]____

City of Shelton Communications Strategy

News Release Template



Editor's note: MEDIA AVAILABILITY – (For use during high profile events or fast-moving, crisis situations to let media know there will be interview opportunities.) Place at the very top of the release. Example: City of Shelton communications will be available at 4:30 a.m., Friday, March 25, at [location] to talk about [subject].

City of Shelton (Arial 12-pt.) – NEWS (14-pt.)

City of Shelton – 525 W Cota St – Shelton, WA 98584-XXXX – Phone number XXX-XXX-XXXX (Arial 10-pt.)

FOR IMMEDIATE RELEASE

Month, date, 20XX (abbreviate months according to AP style)

[NOTE: For corrections, updates and cancelled work, state the corrected or changed information at the top of your release, using red font. Do not use “see update in red below” as not everyone can see red on mobile devices. Remember to revise the web version of the release as well. Examples of each scenario are listed below.]

CORRECTION: Example: Please note the news release has been updated to reflect that the contract has been finalized. (Then, in the body of the release/advisory, delete the incorrect information and replace it with the correct information.)

UPDATE: Example: Please note the event is now scheduled to begin at 9 p.m. (Then, in the body of the release/advisory, delete the old information and replace it with the new information.)

CANCELED: For event/work canceled but not rescheduled. Example: The closure scheduled to begin at Time a.m./p.m. on Day, Month Date, is canceled due to XXXX. It will be rescheduled to a later date. (There is no need to change anything in the body of the release/advisory.)

Contacts: Contact Name (w/email hyperlink), communications*, area code-xxx-xxxx, [If including cell number:] xxx-xxx-xxxx (mobile)

[* Only use “**City of Shelton** communications” if this is a joint release and it’s needed to distinguish agency staff, e.g., port communications]

Arial 18-pt. Headline –

Option 14 pt. subhead that includes dollar figures, detailed geography, improvements or secondary issue

DATELINE – The dateline should be the city where the event takes place, not where you sit. Olympia can be used for statewide releases. Please follow the same fonts, spacing and justification that are laid out in this release.

Try to keep your release to one page and tout the benefit of your project in your opening paragraph whenever possible.

City of Shelton Communications Strategy

News Release Template



Feel free to relegate first references to your full Organization name to the second paragraph. Doing so can free up space in your opening paragraph for clever turns of phrase, news hooks and key messages. And, use any Organization name abbreviation on second reference. Mention the name of the contractor in project-related releases, and explain why and how traffic is affected without saying “we” and “you.”

“We don’t have to have a quote in every news release – it’s not always necessary,” said Commissioner Quotable Quotes. “But if you want one, please write it in a way that sounds like something someone would say to their neighbor. Not something you’d read in a manual.” Use hyperlinks in the body of the release to make it work faster and harder. Modern media sites are hungry for pictures and videos.

Get your release reviewed and approved.

Include a bulleted list of the hyperlinks at the end of the release. Set it apart with two spaces from the previous paragraph and reduce the font size to 11.

Hyperlinks within the release: (Times New Roman, 11-pt.)

- Website

After the body of the release, add a center-justified set of three pound signs and the standard boilerplate.

###

Organization boilerplate

City of Shelton Communications Strategy

Media Advisory Template



City of Shelton (Arial 12-pt.)

535 W Cota St. - Shelton, WA 98584-XXXX – phone number XXX-XXX-XXXX (Arial 10-pt.)

MEDIA ADVISORY – Not for publication

Month, date, 20XX (abbreviate months according to AP style)

Contacts: Contact Name (w/email hyperlink), communications*, area code-xxx-xxxx, [If including] xxx-xxx-xxxx (mobile)

Arial 18-pt. headline

DATELINE – The dateline should be the city where the event is taking place, not where you sit when you gather the info. Use the same fonts, spacing and justification as in this template. (Times New Roman, 12-pt.)

A Media Advisory briefly announces a specific event or activity for media to go-see-do. Always provide the following:

(eg: groundbreaking ceremony)

When: time day, date

Where: (e.g., 111 SE 53rd St., Federal Way. The lot is behind the shopping center, follow the signs. Directions below. Include a map, especially if the location is undeveloped and has no address.)

Speakers: Names, titles and affiliations, if others outside of Organization

Visuals: Describe the activity broadcast media and photographers will be able to record.

Important information: Provide specific directions, instructions, equipment required (Please wear sturdy shoes. We will provide hard hats and high-visibility vests. Media will be escorted or driven into the work zone, etc.)

Add link to appropriate website for more information.

Hyperlinks within the release: (Times New Roman, 11-pt.)

- Website
- Flickr site

After the body of the release, add a center-justified set of three pound signs and the standard boilerplate.

###

Organization boilerplate

**CITY OF SHELTON
POSITION DESCRIPTION**

JOB TITLE: Communications & Government Relations Officer

EXEMPT: Yes	JOB CODE:	
SALARY LEVEL: 24	DIVISION:	
REPORTS TO: City Manager	DEPT: Executive	
PREPARED BY:	DATE:	
APPROVED BY:	DATE:	

SUMMARY: The position of Communications & Government Relations Officer serves to perform internal and external communications for and represent the legislative interests of the City of Shelton. This position will use strategic communications plans to provide wide-ranging communication services. Additionally, in an effort to advance the legislative interest of the City this position will work in collaboration with the City's full time lobbyist, City Departments, and community partners to develop and implement the City's strategic legislative initiatives.

SUPERVISION RECEIVED:

- City Manager

SUPERVISION EXERCISED:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communications

Manage internal and external communications.

Develop budget priorities for the biennial budget process and prepare program budget information for review and approval.

Research and implement techniques and best practices to improve City communications.

Increase community engagement in governmental affairs.

Keep abreast of daily activities within the various departments; remain constantly aware of news-worthy developments.

Draft press releases, newsletters, and other communications content.

Work directly with staff members to advise and assist on public relations projects and documents; ensure that material is accurate and complete prior to release.

Represent the City at various meetings and functions; gather and report all pertinent information to appropriate department leaders.

Serve as the media relations lead, identify subject matter experts, develop messaging, and prep staff for interviews.

Remain up-to-date on local and national news that may have an impact on City operations.

Manage City social media platforms and web presence.

Other duties as assigned.

Government Relations

Coordinate the development of the City's annual legislative agenda and strategic initiatives.

Serve as the City's primary liaison between local, state, and federal representatives.

Serve as the primary point of contact for the City's lobbyist.

Co-locate in Olympia during legislative session in coordination with the City's lobbyist.

Collaborate with community partners on joint legislative requests and initiatives.

Research and monitor existing and pending legislation that could impact City operations.

Proactively research policy changes that could be advantageous to the City.

Other duties as assigned.

Economic Development

Increase awareness of the City of Shelton as a business-friendly city; highlight and promote available opportunities.

Represent the City at functions and meetings; connect with interested groups regarding economic opportunities; hold informative presentations with an emphasis on economic development.

Assist staff members in preparing factual and informative promotional documents such as brochures, pamphlets, articles and more; ensure that messages with a focus on economic development are accurate and relevant across all City platforms.

Assemble and produce documents in order to further the economic goals of the City such as grant proposals and applications, contracts, and more.

Collaborate with marketers and advertisers to promote the viability of Shelton with regards to business opportunities and growth.

Commented [KE1]: Remove from the communications job description. The Economic Development Strategic Plan identifies a full-time Economic Development Officer.

Maintain a working knowledge of available businesses and sites, both business and residential, that have potential for development.

Work to retain and assist in the improvement of existing businesses within the City of Shelton.

Perform strategic research with the aim of identifying businesses most aligned with the goals and direction of the City; target and appeal to compatible businesses on behalf of the City.

Collaborate in crafting long- and short-term goals of the City; help ensure the strategic implementation of procedures to attain desired ends.

Perform research pertaining to economic development within Shelton; prepare and present findings to interested parties, both internal and external.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The Communications & Government Relations Officer will also work from a specific work plan created by the City Manager.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree in communications, public relations, government relations, or a related field. One to five years of work experience related to communication or government relations (e.g., community development, public engagement, planning, and other applicable experience).

COMMUNICATIONS SKILLS:

Ability to express ideas clearly and concisely, orally and in writing. Demonstrated ability to work cooperatively in a team environment and to effectively communicate with team members and others. Ability to effectively communicate project status to team members and superiors. Ability to work courteously and effectively with City staff. Ability to research and apply for financial assistance from State and Federal agencies for implementation of the City's economic goals.

LANGUAGE SKILLS:

Ability to work courteously and effectively with City staff, government officials, community organizations and the general public. Ability to prepare clearly written reports and documents, develop effective oral presentations; ability to systematically gather, organize and analyze data.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts for submittal of the annual departmental budget and legislative agenda.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Have, or have the ability to obtain, a valid Washington State Driver's License.

OTHER SKILLS and ABILITIES:

Ability to use computers including expertise with a variety of office applications such as Microsoft Office Suite (Word Excel, Outlook, PowerPoint, etc.).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop, and sit at a desk. The employee must occasionally exert or lift up to 25 pounds or more. Successful performance requires specific vision abilities that include close vision.

WORK ENVIRONMENT:

The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

____/____/____
DATE



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 7/31/19
Brief Date: 8/20/19
Action Date: 9/3/19

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**2019 Residential Paving Contract
& Award**

☐

Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

ATTACHMENTS:

-Construction Contract

-Project Award Form

-Map

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

There are several areas throughout our city with pavement that is in need of maintenance; the majority of these streets will not qualify for any type of grant or outside financial assistance. The City's goal is to resurface multiple residential blocks each year. With the assistance of the pavement rating system, staff has been able to identify the area of the City in highest need of maintenance for 2019. After identifying the area in highest need, staff then identified the roadways having a PCI of between 69-25 within the area. These streets with a PCI of 69-25 within the "west mountain view" area make up the 2019 residential paving project. Using the MRSC Small Works Roster, an Invitation to Bid (ITB) was distributed on July 23, 2019. The ITB specified a group of road sections as Schedule A, and smaller groups of road sections as Additive 1, Additive 2, and Additive 3. This allowed the City flexibility to award the base bid, Schedule A, and additional road sections, "Additives" depending on the amounts of the bids. The bids were opened August 8, 2019. Seven responsive bids were received with Central Paving, LLC having the low, responsible bid of \$194,797.00 for Schedule A and all three additives.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

The 2019 adopted budget limit for this project is \$225,000.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to approve the 2019 Residential Paving Project and authorize the Council to sign the Project Award Form and the Mayor to sign the Contract with Central Paving, LLC".

CITY OF SHELTON
2019 Residential Paving Project



July 2019

**PUBLIC WORKS DEPARTMENT
525 WEST COTA
SHELTON, WASHINGTON 98584
(360) 426-9731**

**CITY OF SHELTON
WASHINGTON**

CITY OFFICIALS & PERSONNEL

MAYOR	BOB ROGERS
DEPUTY MAYOR	DEIDRE PETERSON
COUNCILMEMBER	GARY CRONCE
COUNCILMEMBER	KEVIN DORCY
COUNCILMEMBER	KATHY MCDOWELL
COUNCILMEMBER	ERIC ONISKO
COUNCILMEMBER	JOE SCHMIT
CITY MANAGER	JEFF NITEN
DIRECTOR OF PUBLIC WORKS	CRAIG GREGORY
SUPERINTENDENT OF STREETS/WATER/EM&R	MIKE ALBAUGH
SUPERINTENDENT OF SEWER/STORM	BRENT ARMSTRONG
SENIOR ASSOCIATE ENGINEER	KOBREE SCHNEIDMILLER
CITY ATTORNEY	PORTER FOSTER RORICK
ENGINEERING TECHNICIAN	CLINT LEOPARD

**CITY OF SHELTON
2019 Residential Paving Project**

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INVITATION TO BID
CITY OF SHELTON
2019 RESIDENTIAL PAVING PROJECT
Small Works Project
Project Estimate: \$162,000 to \$205,000

The City of Shelton is releasing a Small Works Project. As a Contractor on the City of Shelton MRSC Small Works Roster for "Asphalt Pavement Roadways", you are invited to submit a bid on this project on the enclosed Bid Proposal Form.

Scope of Work: The work to be performed consists of an asphalt lift applied to the road section(s) with a paved width surface being per the dimensions of each location's drawing. The HMA will be no less than 3 inches in depth over the existing gravel roads, and no less than 3 inches over existing asphalt roadways. The HMA will be class ½ pg 64-22. The unit contract price shall include the cost for all labor, materials, equipment and tools for placing, compacting, and constructing asphalt pavement. This includes sealing all cold joints with AR4000W, tack coat grade of CRS-1 or special tack approved by City Engineer applied at rates specified in 2018 Washington State Department of Transportation Standard Specifications 5-04, and all other associated work as described in the Contract documents.

All prep work on existing gravel roads will be performed by City crews. All existing gravel roads will be shaped accordingly and compacted with a 5/8" gray crushed rock sub base. All prep work on existing asphalt roads, excluding tack coat, will be performed by City crews. City crews will also make any necessary storm drainage improvements prior to road preparation. All structures shall be adjusted to grade by City crews once paving has been completed. The City will provide traffic control for each project location. Advanced construction notification will also be provided by the City to the public and any affected parties.

Delivery of Proposal: City of Shelton, 525 W Cota Street, Shelton, WA 98584
All proposals must be clearly marked on the outside "**2019 Residential Paving Project Bid**".

Bid Date: Thursday, August 8, 2019 at 2:00 pm

Bidders must be registered on the City of Shelton MRSC Small Works Roster at the time of bid deadline, to be eligible to submit a bid for this project.

A bidder shall submit all questions in writing to Kobree Schneidmiller at Kobree.schneidmiller@sheltonwa.gov. No oral responses to questions by City personnel about the project will be binding on the City.

The City of Shelton, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of

Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award

Discrimination is prohibited. Each Bidder, contractor, or subcontractor (hereinafter the Contractor) shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other legally protected status.

The City of Shelton reserves to waive informalities in the bidding, accept a proposal of the lowest responsible bidder, reject any or all bids, revise or cancel the work, or require the work to be done in another way if the best interest of the City is served.

BIDDER'S CHECKLIST

The bidder's attention is especially called to the following forms which must be executed in full:

- (a) Proposal: The unit prices must be shown in the space provided.
- (b) Proposal Signature Sheet: To be filled in and signed by the bidder.
- (c) Non-Collusion Declaration: Included in Proposal.
- (d) Bidder's Proposed Subcontractors: This form must be filled out and submitted with the bid proposal.
- (e) Subcontractor List: This form must be filled out and submitted with the bid proposal.
- (f) Bidder Work History: This form must be filled out and submitted with the bid proposal.
- (g) Certification of Wage Compliance. This form must be filled out and submitted with the bid proposal.

The following forms are to be executed after the contract is awarded:

- (1) Contract: This agreement to be executed by the successful bidder.
- (2) Certificate as to Corporate Principal.
- (3) Performance Bond: To be executed by the successful bidder and the bidder's surety company.
- (4) Payment Bond: To be executed by the successful bidder and the bidder's surety company.
- (5) Declaration of Option for Management of Statutory Retained Percentage: This item to be executed by the successful bidder.

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Kubrick
8/9/2019

**PROPOSAL
CITY OF SHELTON**

2019 Residential Paving Project

The undersigned hereby certifies that he/she has personally examined the details for this project and understands the methods by which payment will be made, and hereby proposes to supply and install the materials in accordance with plans and specifications and will Contract at the following Schedule of rates and prices.

The work under this contract shall be fully completed within **20 (twenty) working days** from Notice to Proceed and as provided for in the Special Provisions.

NOTE: Unit prices for all items, all extensions, and the total amount bid must be shown. All entries must be typed or entered in ink.

Bidders understands that all unit prices are for street improvement work that is exempt from sales tax under WAC 458-20-171.

Schedule A

Item No.	Exhibit Page No.	Description	Unit	Approximate Quantity	Unit Price	Total Price
1	Ex - 1	Adams Street – B St. to C St.	Tons	98	\$ 95.00	\$ 9,408.00
2	Ex - 2	B Street – Jackson to Adams St.	Tons	238	\$ 95.00	\$ 22,610.00
3	Ex - 3	C Street – Van Buren St. to Olympic Highway North	Tons	643	\$ 95.00	\$ 61,085.00
4	Ex - 4	D Street – Van Buren St. to Monroe St.	Tons	118	\$ 95.00	\$ 11,210.00
5	Ex - 5	Monroe Street – B St. to C St.	Tons	95	\$ 95.00	\$ 9,025.00
6	Ex - 5	Monroe Street – C St. to D St.	Tons	95	\$ 95.00	\$ 9,025.00
7	Ex - 6	Van Buren Street – B St. to C St.	Tons	154	\$ 95.00	\$ 14,625.00
8	Ex - 6	Van Buren Street – C St. to D St.	Tons	127	\$ 95.00	\$ 12,065.00
Total Schedule A Bid:						\$ 150,528.00

Additive 1

Item No.	Exhibit Page No.	Description	Unit	Approximate Quantity	Unit Price	Total Price
1	Ex - 7	E Street – Monroe St. to Olympic Highway North	Tons	238	\$ 99.00	\$ 23,562.00
Total Additive 1 Bid:						\$ 23,562.00

Additive 2

Item No.	Exhibit Page No.	Description	Unit	Approximate Quantity	Unit Price	Total Price
1	Ex - 8	Adams Street – D St. to E St.	Tons	93	\$ 99.00	\$ 9,207.00
2	Ex - 9	F Street – Adams St. to Olympic Highway North	Tons	66	\$ 99.00	\$ 6,534.00
Total Additive 2 Bid:						\$ 15,741.00 ✓

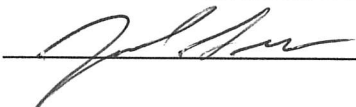
Additive 3

Item No.	Exhibit Page No.	Description	Unit	Approximate Quantity	Unit Price	Total Price
1	Ex - 10	I Street – Adams St. to Olympic Highway North	Tons	66	\$ 99.00	\$ 6,534.00
Total Additive 3 Bid:						\$ 6,534.00 ✓

Restate Schedule A Total Bid Amount	\$ 150,528.00	148,960.00
Restate Additive 1 Total Bid Amount	\$ 23,562.00	✓
Restate Additive 2 Total Bid Amount	\$ 15,741.00	✓
Restate Additive 3 Total Bid Amount	\$ 6,534.00	✓
Total Schedule A + Additives 1,2,and 3	\$ 196,365.00	194,797.00

Bidder/Company Name: Central Paving LLC

Name of Authorized Official: Joel Greear

Signature of Authorized Official: 

Date: 8/7/2019

PROPOSAL SIGNATURE PAGE

All submittals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Submittals will be received and time stamped only at the City of Shelton, located in the Civic Center Building, 2nd floor, at 525 West Cota Street, Shelton, WA 98584.

The undersigned bidder/proposer hereby agrees to execute the proposed contract within fourteen (14) days after Contract Award, and to furnish to the City of Shelton, Washington, two satisfactory contract bonds (payment and performance). The undersigned bidder/proposer also agrees to furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this Specification, Request for Bids, Request for Proposals, or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Mason.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Central Paving LLC
Bidder/Proposer's Registered Name
1410 W Dolarway RD
Address
Ellensburg, WA 98926
City, State, Zip
team@centralpavingllc.com
E-Mail Address
47-2414019
E.I. NO. / Federal Social Security Number Used on Quarterly
Federal Tax Returns, U.S. Treasury Dept. Form 941

[Signature] 8/7/19
Signature of Person Authorized to Date
Enter into Contract for Bidder/Proposer
Joel Greas, Managing Member
Printed Name and Title
(509) 929-1044
(Area Code) Telephone Number
603-439-290
State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number
CENTR PL 856 RJ
State Contractor's License Number
(See Ch. 18.27, RCW)

Addendum Acknowledgement #1 26 #2 _____ #3 _____ #4 _____ #5 _____

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BIDDER'S PROPOSED SUBCONTRACTORS

The following list identifies categories of work and firms whose subcontract will exceed 10 percent of the submitted bid price. This must be submitted with the bid.

	<u>Contractor Firm Name</u>	<u>Contractor Number</u>	<u>Category</u>	<u>Amount</u>
1.	N/A - None			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Central Paving, LLC

(Contractor)

By:


(Authorized Official)

Date: 8/7/2019

Managing Member

(Title)

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SUBCONTRACTOR LIST

Prepared in Compliance with RCW 39.30.060 as Amended

Project Name: **2019 Residential Paving Project**

Failure to list subcontractors who are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW will result in your bid being nonresponsive and therefore void.

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor to perform those items of work.

Subcontractor Name	_____
Work to be Performed	_____

Subcontractor Name	_____
Work to be Performed	_____

Subcontractor Name	_____
Work to be Performed	_____

Subcontractor Name	_____
Work to be Performed	_____

Subcontractor Name	_____
Work to be Performed	_____

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BIDDER'S WORK HISTORY

PROJECT NAME: **2019 RESIDENTIAL PAVING PROJECT**

CONTRACTOR'S COMPANY NAME: Central Paving, LLC

DATE: 8/7/2019 ADDRESS: 1410 W. Dolarway Rd PHONE NO: (509) 929-1044

1. Bidder has been in business continuously from: 2015
(year)

2. Bidder has had experience in work comparable with that required under the proposed contract:

As a prime contractor for 4 years.

As a subcontractor for 6 years.

3. Following is a partial list of work the bidder has completed in the last five (5) years which is similar in character and in magnitude to that required in the proposed contract:

<u>Year</u>	<u>Owner</u>	<u>Location</u>	<u>Contract Amount</u>
<u>2019</u>	<u>NACHES, CITY OF</u>	<u>NACHES, WA - 98937</u>	<u>\$ 116,349.31</u>
<u>2018</u>	<u>PROSSER, CITY OF</u>	<u>7th & Wine Country Road Prosser, WA 99350</u>	<u>\$ 255,915.71</u>
<u>2017</u>	<u>EVERGREEN SCHOOL DISTRICT #114</u>	<u>VANCOUVER, WA - 98668-8910</u>	<u>\$ 173,440.00</u>
<u>2016</u>	<u>LOWER COLUMBIA COLLEGE</u>	<u>LONGVIEW, WA - 98632</u>	<u>\$167,400.00</u>

4. Furnish references for information concerning the work listed above:

<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
<u>Jeff Ranger</u>	<u>PO BOX 95 NACHES, WA - 98937</u>	<u>509-653-2647</u>
<u>Rachel Shaw</u>	<u>PO BOX 271 PROSSER, WA - 99350</u>	<u>509-786-7300</u>
<u>Patrick O'Day</u>	<u>PO BOX 8910 VANCOUVER, WA - 98668-8910</u>	<u>360-604-4148</u>
<u>Richard Hamilton</u>	<u>PO BOX 3010 LONGVIEW, WA - 98632</u>	<u>360-442-2263</u>

5. List five major pieces of equipment which are anticipated to be used on this project:

1. Skid Steer
2. Asphalt Paver
3. Back Hoe
4. Roller
5. Dump Truck

6. List the supervisory personnel to be employed by the bidder and available for work on this project (Project Manager, Principal Foreman, Superintendents and Engineers):

<u>Name</u>	<u>Title</u>	<u>Years of experience</u>
Aaron Greear	Managing Member	10
Jason Higginbotham	Project Supervisor	10
Todd Sali	Project Supervisor	25

7. List all projects undertaken in the last five (5) years which have resulted in partial or final settlement of the contract by arbitration or litigation in the Courts:

<u>Name of Client</u>	<u>Contract Amount</u>	<u>Total Claims Arbitrated or Litigated</u>	<u>Amount of Settlement of Claims</u>
N/A - None			

8. Name and title of person filling out form:

Joel Greear	Managing Member
<i>Name (Printed)</i>	<i>Title</i>
(509) 929-1044	N/A
<i>Bidder's Phone Number</i>	<i>Bidder's Fax Number</i>



City of Shelton

CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (August 8, 2019), the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Central Paving, LLC

Bidder's Business Name

Signature of Authorized Official*

Joel Greear

Printed Name

Managing Member

Title

8/7/2019

Date

Ellensburg

City

WA

State

Check One:

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☒

State of Incorporation, or if not a corporation, State where business entity was formed:

Washington

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

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**CITY OF SHELTON
CONSTRUCTION CONTRACT**

for

2019 Residential Paving Project

THIS AGREEMENT, made in two (2) copies each deemed an original, and entered into by and between the City of Shelton, Washington, a Washington municipal corporation ("Owner" / "City" / "Public Entity"), under and by virtue of Title 35 RCW as amended, and Central Paving, LLC ("Contractor"), a Washington State Corporation.

WITNESSETH:

In consideration of the terms and conditions contained in this Agreement and any Attachments referred to in this Agreement and incorporated by reference, the Owner and Contractor agree as follows:

1. Owner Responsibilities. The City of Shelton, Washington, hereby agrees to retain the Contractor to perform the work to its completion in accordance with the attached plans and specifications subject to the terms and conditions of this Agreement.
2. Contractor Compliance With All Applicable Laws. The Contractor agrees to abide by all applicable laws, whether or not explicitly referenced in this Agreement, and agrees that it is Contractor's responsibility to identify and comply with such laws. This includes but is not limited to Washington's laws against discrimination (Chapter 49.60 RCW and as subsequently amended); Washington's provisions in buildings for aged and handicapped persons (Chapter 90.92 RCW and as subsequently amended); Washington's Industrial Safety and Health Act (Chapter 49.17 RCW and as subsequently amended) and associated WAC provisions regarding safety standards; Washington's Unemployment Compensation provisions (Chapter 50.24 RCW and as subsequently amended); Hours of Labor; Workplace Surveys and Material Safety Data Sheets, and all other applicable laws and statutes. Any reference to laws or statutes in this Agreement or Exhibits/Attachments thereto is not intended to be a complete or exclusive list and should not be relied upon as such.
3. Proof of Registration, License, Bond. The Contractor agrees and represents that Contractor is appropriately registered, licensed, and bonded, and has provided or will provide written evidence of the same upon City request. Contractor agrees and represents that any subcontractors/assignees (if authorized by the City to perform pursuant to the terms of this Agreement) are appropriately registered, licensed, and bonded and have provided or will provide written evidence of the same upon City request.

The Contractor shall submit all documentation required under this section for receipt by the City within ten (10) days of execution of this Agreement.

4. Price – Payment – Warranty of Title. The Owner agrees to pay the bid amount of **\$194,797.00, including sales tax**, for the work specified in the bid, subject to 1-04.6 of the Standard Specifications and any change orders hereafter approved in writing by both the Owner and the Contractor. Payment shall be made within thirty (30) days' of receipt of an approved application for payment for work completed in accordance with this Agreement, subject to statutory retainage requirements. The Contractor warrants and guarantees that title to all work, improvements, materials and equipment

covered by an application for payment will pass to the Owner no later than the time of payment, free and clear of liens and any other encumbrances.

5. Retainage. The Contractor agrees that pursuant to RCW 60.28.011, the City will withhold up to 5% of the value of the contract (excluding sales tax), as retainage until the project is completed and receives the written "FINAL ACCEPTANCE." The Contractor shall specify to the City whether such retainage shall be held in a public fund, private interest-bearing account, or private escrow account, and absent such direction, the City shall hold such retainage in either of these in the City's discretion.

The Contractor may request that the City accept a retainage bond covering any or all of the amount in lieu of all or a portion of the retainage to be held in accounts, and the City shall evaluate and grant such request absent compelling basis to the contrary. The Contractor agrees that subcontractors may request the Contractor to submit a retainage bond to the City for the portion of the subcontractor's retainage, and the Contractor agrees to comply with the requirements under RCW 60.28.011(6) in this event.

After the expiration of the forty-five day period for giving notice of lien provided in RCW 60.28.011(2), and after receipt of the certificates of the department of revenue, the employment security department, and the department of labor and industries, the City shall release retainage in accordance with RCW 60.28.021. The Contractor agrees that all workers, subcontractors, and suppliers may have lien rights against the retainage as provided by law, and may bring claims against the retainage in the event of non-payment by the Contractor. Additionally, the Contractor agrees that the Washington State departments of revenue, labor and industries, and the employment security department may have lien rights against the retainage as provided by law, with respect to non-payment by the Contractor of excise taxes, industrial insurance/workers' compensation, and unemployment compensation.

6. Performance and Payment Bonding. The Contractor represents that the Contractor has submitted, or submits concurrently with this Agreement, a performance bond and a payment bond for one hundred percent of the total contract price, and represents that the surety issuing the bond has an A.M. Best financial strength rating that satisfies current City requirements.
7. Contractor Responsibilities. The Contractor shall do all work and furnish all tools, materials and equipment for the **2019 Residential Paving Project**, in accordance with and as described in the proposal and the plans and specifications detailed in the Contract Documents and shall conform to the 2018 WSDOT Standard Specifications for Road, Bridge and Municipal Construction, and amendments thereto, ("Standard Specifications"), which are incorporated herein by this reference.

The Contractor shall provide and bear the expense of all equipment, permits (if applicable), work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work agreed upon.

The Contractor shall be solely responsible, and Owner shall have no responsibility, for all aspects of safety related to this Agreement and work performed. Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury or loss to persons or property.

8. Warranty/Guarantee. The Contractor warrants that materials and equipment furnished under the Agreement will be of good quality and new, that the Work will be performed in a workmanlike

manner, free from defects not inherent in the quality required or permitted, and that the Work will conform to the requirements of this Agreement including all Contract Documents (subject to any modifications agreed upon in writing by City and Contractor). The City may conclude that Work not conforming to these requirements, including substitutions not properly approved and authorized, is defective. This warranty includes but is not limited to the implied warranties of merchantability and fitness for a particular purpose. All improvements are warranted by Contractor to be free from defects in workmanship and material for a period of one (1) year under normal use, from the date of "final acceptance."

To the extent that warranty work is done after completion of the work provided under this Agreement, Contractor agrees that such work is also subject to the original prevailing wage for this Agreement creating the warranty obligation. In this event, the original Intent to Pay Prevailing Wages is still valid; however, Contractor is obligated to update the Affidavit of Wages required pursuant to this Agreement and applicable law.

9. Wage Payment - Prevailing Wage Requirements. THE CITY OF SHELTON COMPLIES WITH THE PREVAILING WAGE LAW OF THE STATE OF WASHINGTON (CHAPTER 39.12 RCW) AND REQUIRES ALL CONTRACTORS TO COMPLY. Contractor shall be responsible for paying all wages in accordance with Section 1-07.9(1) of the Standard Specifications. The Contractor must comply with the minimum rates for state wages. Current prevailing wage rates are as set forth in **Contract Document set Part 4**, which specifies classes of laborers, workers and/or mechanics anticipated on this project. Contractor agrees to update this information throughout the course of this project to ensure that this identification is accurate, and that all classes of laborers, workers, and mechanics are paid wages compliant with all applicable prevailing wage laws.
10. Procedural and Filing Requirements – Statement of Intent to Pay Prevailing Wage; Affidavit of Wages Paid. The Contractor agrees to satisfy all related procedural and filing requirements, including but not limited to filing of Statement of Intent to Pay Prevailing Wages (see RCW 39.12.040) with the Department of Labor and Industries; agrees to promptly provide to the City proof of such filing and related approval by the Department of Labor and Industries; and agrees that the City may withhold all payments under this Agreement until such filing is completed. The Contractor shall ensure that this requirement is similarly satisfied by all subcontractors. The Contractor agrees to file with the City an Affidavit of Wages Paid, promptly upon completion of all work under this Agreement, and following approval of the Affidavit by the Department of Labor and Industries. The Contractor agrees that the City may withhold the retainage until the Contractor and all subcontractors have filed approved Affidavits of Wages Paid. The Contractor shall ensure that this requirement is similarly satisfied by all subcontractors.
11. City Business License. In accordance with Shelton Municipal Code, anyone executing a contract with the City of Shelton, and their subcontractors, is subject to the licensing requirements and business and occupation tax levied under the Shelton Municipal Code. The City of Shelton Business License is required irrespective of whether goods or services are delivered inside or outside of the city limits, or whether the person's physical office is inside or outside of the city limits.
12. Completion of Work. Work shall be completed within **Twenty (20) working days** from the project start date specified in the Notice to Proceed. "Working Days" are as defined in the Standard Specifications.

13. Indemnification / Hold Harmless

The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

14. Insurance

A. INSURANCE TERM

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. NO LIMITATION

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

C. MINIMUM SCOPE OF INSURANCE

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. MINIMUM AMOUNTS OF INSURANCE

The Contractor 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 and \$2,000,000 products-completed operations aggregate limit.
3. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

E. CITY FULL AVAILABILITY OF CONTRACTOR LIMITS

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor 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 Contractor.

Other Insurance Provision

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor'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 Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

H. SUBCONTRACTORS' INSURANCE

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

I. NOTICE OF CANCELLATION

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

J. FAILURE TO MAINTAIN INSURANCE

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

15. Ownership of Records – Records Maintenance, Preservation, Availability and Potential Disclosure of Public Records. The City is a public entity subject to Washington State statutes regarding Public Records and Open Public Meetings. Subject to the Washington State Public Records Act (chapter 42.56 RCW), the City will generally produce all records generated and received in relation to the subject matter of this contract in response to public records requests received.

Any information submitted in relation to the subject matter of this contract that is, in the opinion of the submitting party, proprietary or confidential, must be clearly designated as such. To the extent consistent with the Public Records Act, the City will attempt to maintain the confidentiality of confidential or proprietary content marked as such, PROVIDED that if a request is made for marked documents, the City will notify the party who submitted the information of the request, and will provide notice of a date on which the records will be released to the requester, unless the party who submitted the information obtains a court order enjoining release and produces the same to the City prior to the release date. If no court order is so produced, the City will release the requested information.

Information submitted in relation to the subject matter of this contract must be marked proprietary or confidential at the time of submittal, and may not later be so designated. Nothing in this section provides any guarantee or assurance that information submitted will not be produced as required by the Public Records Act, even if marked proprietary or confidential. BY SUBMITTING INFORMATION IN RELATION TO THE SUBJECT MATTER OF THIS CONTRACT, THE SUBMITTING PARTY AGREES TO WAIVE AND RELEASE ANY CLAIM OR CAUSE OF ACTION AGAINST THE CITY, RELATED TO OR ARISING FROM THE CITY'S GOOD FAITH RELEASE OF SUCH INFORMATION IN RESPONSE TO A PUBLIC RECORDS REQUEST.

16. Designated Points of Contact - Notices. Any Notice required or permitted to be given under this Agreement shall be deemed sufficient if either A) given in writing and deposited into any post office as first-class, postage prepaid and as certified mail, return receipt requested, to the address designated by the Parties, and shall be deemed received on the third (3rd) business day following the date of mailing (with date of mailing not included in the date calculation); or B) hand-delivery to the individual designated as the office point of contact as specified herein; or C) transmitted by e-mail to and from the e-mail addresses respectively designated by the parties. At the pre-construction meeting, the parties shall provide each other with a written designation specifying: i) the name and contact information for the City's and Contractor's field point of contact; ii) the name and contact information for the City's and Contractor's office point of contact; iii) the respective mailing and physical addresses for service; iv) the respective e-mail addresses for service. Any change to this information must be in a written notice provided to the other party.

Notices to the City of Shelton shall be sent to the designated representative at the following address:

Kobree Schneidmiller, Senior Associate Engineer
City of Shelton
525 W Cota Street
Shelton, WA 98584
Phone number: (360) 432-5176
Email: kobree.schneidmiller@sheltonwa.gov

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

Joel Greear, Managing Member
Central Paving, LLC
1410 W Dolarway Road
Ellensburg, WA 98926
Phone number: (509) 899-7371
Email: joel@centralpavingllc.com

18. Attorneys Fees and Costs. In the event of litigation arising under this Agreement, the parties shall be responsible for their own fees and costs.

19. Applicable Law, Jurisdiction and Venue. This Agreement shall be governed, construed, and interpreted according to the laws of the State of Washington. The venue for any legal action in which the State of Washington is not named as a party shall be in Mason County, Washington, with jurisdiction vested in

the Mason County District and Mason County Superior Courts, in the City's discretion. Venue for any legal action in which the State of Washington is named as a party shall be pursuant to Standard Specifications section 1-09.11(3).

20. Disputes and Claims. Disputes and claims related in any way to this Agreement shall be governed by the procedures set forth in section 1-09 of the 2018 Standard Specifications.

21. Liquidated Damages - Liability. If the work is not completed within the time specified, the Contractor agrees to pay the Owner liquidated damages in the sum specified in Section 1-08.9 of the Standard Specifications for each day that said work remains uncompleted after expiration of the time specified under this Agreement.

It is further provided that no liability shall attach to the City of Shelton, Washington, by reason of entering into this Agreement, except as expressly provided herein.

22. 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 or other circumstances shall not be affected thereby, and shall continue in full force and effect.

23. Exhibits/Attachments - Entirety. This Agreement and attachments/exhibits attached hereto and incorporated herein by this reference represent the entire agreement between the Parties. Any prior written or oral statement or proposal or representation, not incorporated herein, shall be excluded, and shall not alter any term or provision of this Agreement. This Agreement may be modified or amended only in writing by any authorized representatives of the Parties.

Exhibits/Attachments include: Except to the extent explicitly contradicted by express terms of this Agreement, the following are incorporated by reference into this Agreement (all collectively "Contract Documents"): i) City of Shelton Design and Construction Standards (as effective January 2019); ii) Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction (2018) and amendments thereto, ("Standard Specifications"); Documents and Instruments detailed in the **Table of Contents dated July 2019** attached hereto as **Part 1**. Prevailing Wage classes and rates are attached in the Contract Documents as **Part 4**. In the event of a conflict or discrepancy among the Contract Documents, the following order of priority shall govern interpretation: First: this Agreement; Second: City of Shelton Design and Construction Standards; Third: Standard Specifications.

If the Contractor finds a conflict, error or discrepancy in the Contract Documents, the Contractor shall timely report it to the Owner in writing, and shall receive a written interpretation or clarification from Owner to determine how to proceed.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year of the last signature affixed hereto.

CENTRAL PAVING, LLC

Signed this _____ day of _____, 20____

Joel Greear, Managing Member

Federal Tax ID No. _____ Contractor License # _____

CITY OF SHELTON

COUNTERSIGNED this _____ day of _____, 20____.

Bob Rogers, Mayor

Attested:

City Clerk

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(execute this document if Contractor is a Corporation)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____ of the corporation named as Contractor in the Agreement attached hereto; that _____, who signed said Agreement on behalf of the Contractor, was then _____ of said corporation; that said Agreement was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

By _____

Title _____

State of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of Washington.

My Commission expires_____.

State of Washington)
) ss
County of _____)

_____ being duly sworn deposes and says that they are _____

of _____.

(Name of Organization)

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PERFORMANCE BOND

BOND TO CITY OF SHELTON KNOW ALL BY THESE PRESENTS:

That we, the undersigned, _____

_____ as Principal, and _____, a corporation organized and existing under the laws of the State of Washington, as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations, as surety, are jointly and severally held and firmly bound to the City of Shelton in the penal sum as identified in the Standard Specifications, the payment of which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be.

This obligation is entered pursuant to the statutes of the State of Washington and the Ordinances of the City of Shelton.

Dated at _____, Washington, this _____ day of _____, 20__.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, the Councilmembers of the City of Shelton passed in regular Council meeting on September 3, 2019 to award this contract, the Councilmembers of said City of Shelton has let or is about to let to the said, _____, the above bounden Principal, a certain contract, the said contract being 2019 Residential Paving Project, and providing for the paving of certain streets in the City of Shelton (which contract is referred to herein and is made a part hereof as though attached hereto), and WHEREAS, the said Principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said Principal shall faithfully perform all of the provisions of said contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said contract and shall hold said City of Shelton harmless from any loss or damage occasioned to any person or property by reason of any carelessness or negligence of the said Principal, or any sub-contractor in the performance of said work, and shall indemnify and hold the City of Shelton harmless from any damage or expense by reason of failure of performance as specified in said contract, then this obligation shall be released, otherwise it shall be in full force.

The Surety hereby agrees that modifications and changes may be made in the terms and provisions of the aforesaid Contract without notice to Surety, and any such modifications or changes increasing the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this Performance Bond in a like amount, such increase, however, not to exceed one hundred percent (100%) of the original amount of this bond without the consent of the Surety.

PRINCIPAL

By: _____
Signature

Printed

Title

SURETY

ATTEST: (if corporation)

Surety

By: _____
Signature

Printed

Title

Please attach certification of authorization for signatures for Surety company.

CITY OF SHELTON

Template contracts reviewed as to form by City Attorney, August 13, 2007

PAYMENT BOND

BOND TO CITY OF SHELTON KNOW ALL BY THESE PRESENTS:

That we, the undersigned, _____

_____ as Principal, and _____, a corporation organized and existing under the laws of the State of Washington, as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations, as surety, are jointly and severally held and firmly bound to the City of Shelton in the penal sum as identified in the Standard Specifications, the payment of which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be.

This obligation is entered pursuant to the statutes of the State of Washington and the Ordinances of the City of Shelton.

Dated at _____, Washington, this _____ day of _____, 20__.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, the Councilmembers of the City of Shelton passed in regular Council meeting on September 3, 2019 to award this contract, the Councilmembers of said City of Shelton has let or is about to let to the said, _____, the above bounden Principal, a certain contract, the said contract being 2019 Residential Paving Project, and providing for the paving of certain streets in the City of Shelton (which contract is referred to herein and is made a part hereof as though attached hereto), and WHEREAS, the said Principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said Principal shall make payment to all persons having a direct relationship with the Principal or a subcontractor of the Principal for furnishing labor, material or both in the prosecution of the work provided for in the contract identified above, and any authorized modifications of the contract that subsequently are made the above obligation is void.

The Surety hereby agrees that modifications and changes may be made in the terms and provisions of the aforesaid Contract without notice to Surety, and any such modifications or changes increasing the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this Performance Bond in a like amount, such increase, however, not to exceed one hundred percent (100%) of the original amount of this bond without the consent of the Surety.

PRINCIPAL

By: _____

Signature

Printed

Title

SURETY

ATTEST: (if corporation)

Surety

By: _____

Signature

Printed

Title

Please attach certification of authorization for signatures for Surety company.

CITY OF SHELTON

Template contracts reviewed as to form by City Attorney, August 13, 2007

**DECLARATION OF OPTION FOR MANAGEMENT OF STATUTORY
RETAINED PERCENTAGE**

Note: This form must be submitted at the time the Contractor executes the contract. Contractor shall designate the option desired by checking the appropriate space.

Monies reserved under provisions of RCW 60.28, at the option of the Contractor, shall be (select one):

_____ (1) Retained in a fund by the public body;

_____ (2) Deposited by the public body in an interest bearing account in a bank, mutual savings bank, or savings and loan association. Interest on moneys reserved by a public body under the provision of a public improvement shall be paid to the contractor;

_____ (3) *Placed in escrow with a bank or trust company by the public body. When the money's reserved are placed in escrow, the public body shall issue a check representing the sum of the moneys reserved payable to the bank or trust company and the contractor jointly. This check shall be converted into bonds and securities chosen by the contractor and approved by the public body and the bonds and securities shall be held in escrow. Interest on the bonds and securities shall be paid to the contractor as the interest accrues.

The Contractor in choosing option (2) or (3) agrees to assume full responsibility to pay all costs, which may accrue from escrow services, brokerage charges or both, and further agrees to assume all risks in connection with the investment of the retained percentages in securities.

Contractor Signature _____

Date _____

Printed _____

Title _____

Project Name _____

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CERTIFICATE OF OWNER'S ATTORNEY

I, the undersigned, _____, the duly authorized and acting legal representative of _____, do hereby certify as follows

I have examined the attached contract(s) and performance and payment bond(s) and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements are adequate and have has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

By: _____

Date: _____

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GENERAL REQUIREMENTS

STANDARD SPECIFICATIONS: COORDINATION OF CONTRACT DOCUMENTS

This project shall be constructed in accordance with the WDOT 2018 Standard Specifications for Road, Bridge, and Municipal Construction, hereinafter referred to as the Standard Specifications, and all applicable APWA (American Public Works Association) Standards.

The above mentioned Standard Specifications, except as they may be modified or superseded by the Bidding Requirements or Special Provisions shall govern bidding, award, execution and all work and materials.

The various parts of the contract documents are all essential to the Contract and are intended to be complementary and prescribe and provide for a complete project. Any work or material that has been omitted from the description of the work but is clearly implied shall be furnished by the Contractor as though it has been specifically stated.

DEFINITIONS

Whenever used in the contract documents, the following terms have the meanings indicated which are applicable to both the singular and plural thereof:

APWA – American Public Works Association

AWWA – American Waterworks Association

CITY – Refers to the City of Shelton. The City's authorized representative is the City Engineer or his or her designee.

CONTRACTOR – The person, firm or corporation with whom the Owner has executed the agreement

DOE – Washington State Department of Ecology

DOH – Washington State Department of Health

ENGINEER – The City of Shelton City Engineer or his or her designee.

EPA – Environmental Protection Agency

INSPECTOR – The authorized representative of the Engineer who is assigned to the project site or any part thereof.

OWNER – The City of Shelton, Washington, for whom the work is to be performed, acting through its legally constituted officials, officers, or employees.

STATE – Wherever the Standard Specifications use the term "State" to define "Owner", the term "State" shall be construed to mean the City of Shelton.

SUBCONTRACTOR – The person, firm, or corporation having a direct contract with the Contractor or with any other subcontractor for the performance of a part of the work at the site.

WSDOT – Washington State Department of Transportation

INTERPRETATION OF CONTRACT DOCUMENTS (PRIOR TO BID)

All questions about the meaning or intent of the contract documents shall be submitted to the Contracting Agency in writing. Replies will be uploaded to Builder's Exchange of Washington (www.bxwa.com) and registered plan holders will be notified by e-mail. Questions received less than seven days prior to the date for opening bids will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Bids shall obtain an acknowledgment of receipt of all addenda.

FORM OF BID

Bid shall be made on the proposal form provided. All blank spaces in the form shall be fully completed. Numbers shall be stated in figures. The completed forms shall be without interlineation, alteration, erasure or recapitulation of work to be done.

Each bid must be accompanied by the fully executed "Proposal Signature Sheet" provided and by a proposal guaranty or bid bond of 5% of the total bid as prescribed in Section 1-02.7 of the Standard Specifications, and made payable to the Owner.

Each bidder is hereby notified that by signing the proposal form, they are declaring non-collusion in the bid process.

REUSE OF DOCUMENTS

Neither Contractor nor any subcontractor, manufacturer, fabricator, supplier or distributor shall have or acquire any title to or ownership rights in any of the Plans, Specifications or other documents (or copies thereof) prepared by or bearing the seal of the Engineer; and they shall not reuse any of them on extensions of the project or any other project without written verification or adaptation by the Engineer.

CONTRACT BONDS

The successful bidder shall furnish at the time of execution of the contract, two contract bonds (payment and performance) as prescribed in Section 1-03.4 and 1-03.5 of the Standard Specifications. Also, the Contractor shall obtain and maintain all insurance for the amounts, times, and coverage prescribed in Section 1-07.18 of the Standard Specifications, except as may be modified in these Special Provisions.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

The Contractor shall obtain insurance and comply with all requirements outlined in Section 1-07.18(1)-(3) of the Standard Specifications.

WASTE SITE

The Owner has not provided a waste site for the Contractor. All construction waste is the responsibility of the Contractor to dispose properly. The Contractor shall certify to the Owner that the construction debris is disposed of in compliance with all Federal, State and Local laws. The Owner will provide a location for all salvageable materials as directed by the Owner.

LIMITATIONS ON ENGINEER'S RESPONSIBILITIES

Whenever in the Contract Documents the terms "as ordered", "as directed", "required", "as allowed", or terms of like effect or import are used, or the adjectives "reasonable", "suitable", "acceptable", "proper", or "satisfactory" or adjectives of like effect or import are used, to describe requirements, direction, review or judgment of the Engineer as to the work, it is intended that such requirement, direction, review or judgment will be solely to evaluate the work for compliance with the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective never indicates that the Engineer shall have authority to undertake responsibility contrary to the provisions of the following paragraphs.

The Engineer will not be responsible for the Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, and the Engineer will not be responsible for the Contractor's failure to perform the work in accordance with the contract documents.

The Engineer will not be responsible for the acts or omissions of the Contractor or of any Subcontractors, or of the agents or employees of any Contractor or Subcontractor, or of any other persons at the site or otherwise performing any of the work.

WORK BY OTHERS

All work on this contract shall be performed by the Contractor.

SOURCE OF MATERIALS

No source has been provided for any of the materials required for construction of this project.

The Contractor shall make his or her own arrangements to obtain all required materials at his or her own expense, and all cost of acquiring, producing and placing the materials in the finished work will be considered incidental to the unit bid involved.

MATERIAL STANDARDS

Any material specified by reference to the number, symbol, or title of a specific standard such as a commercial standard, federal specification, a trade association standard, or other similar standard, shall comply with the requirements in the latest revision thereof and of any amendment or supplement thereto, in effect on the date of advertisement for bids, except as limited to type, class, or grade in the Standard Specifications or Special Provisions.

WAGE RATES

Statutes of Washington RCW 39.12 and RCW 49.28 as amended or supplemented, shall be a part of this contract. The Contractor shall comply with Section 1-07.9 of the Standard Specifications. (See Part 4 for copy).

PREVENTION OF ENVIRONMENTAL POLLUTION AND THE PRESERVATION OF PUBLIC NATURAL RESOURCES

The Contractor shall comply with those provisions of federal, state and local statutes, ordinances and regulations dealing with the prevention of environmental pollution and the preservation of public natural resources that affect or are affected by the project.

The Contractor shall take the necessary precautions to prevent contamination of the creek from accidental spills of motor fuel, oil grease, sediment, silt, and all other materials. The Contractor shall maintain a clean site and control litter during all phases of construction and testing.

LICENSES, REGULATORY SUBMITTALS, AND PERMITS

The Contractor shall obtain all licenses and permits required by federal, state and local law. The Contractor is specifically notified that a City of Shelton Business and Occupation License is required.

Contractor shall obtain necessary local and state permits for work on public rights-of-way.

PROGRESS SCHEDULE

The Contractor shall prepare and submit a progress schedule in conformance with Section 1-08.3. In conformance with Section 1-08.3 of the Standard Specifications, the Contractor, after being awarded the contract, shall immediately prepare and submit to the Contracting Agency for review and approval a progress schedule which will insure the completion of the project within the time specified. Adequate equipment and forces shall be made available by the Contractor to carry out the schedule to completion of the contract within the time specified.

TIME FOR COMPLETION

In addition to Section 1-08.5, this project, as awarded by Owner, shall be completed in its entirety within the number of working days stipulated in the Contract. The number of working days provided in the contract is deemed to be sufficient time to complete the project. The Contractor shall furnish necessary manpower and equipment to insure completion of the contract within the specified number of working days.

Holidays shall be those legal holidays as defined under Section 1-08.5 in the Standard Specifications.

LIQUIDATED DAMAGES

Failure to complete the work on time shall result in the Contractor paying to the Owner liquidated damages in accordance with Section 1-08.9 of the Standard Specifications.

MOBILIZATION

Mobilization shall conform to Section 1-09.7 Payment for Mobilization of the Standard Specifications.

PROGRESS PAYMENTS, FINAL PAYMENTS, AND RETAINED PERCENTAGES

Payment

Section 1-09.9 of the Standard Specifications is hereby amended to add the following: The Contractor and Contracting Agency shall determine a cut-off date each month to calculate that previous month's pay estimate (i.e., the 25th of each month).

SALES TAX

The Contractor is hereby notified that the work on this project is on municipal land. According to the provisions of Section 1-07.2(2) of the Standard Specifications, the Contractor shall be responsible to pay all applicable sales tax.

GENERAL CONTRACTOR'S RESPONSIBILITY

It shall be the Contractor's responsibility to notify in advance Fire and Police departments when their operations will hinder in any manner normal access by emergency vehicles. The Contractor shall leave their afterhours emergency telephone number(s) with the Police Department so that contact may be made at all times in case of emergencies involving the project. The following emergency services may be contacted at the following numbers: Dispatch – 426-4441 (notifies all emergency vehicles in City, including Police, Fire, and ambulance), Fire Department direct – 426-3348.

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City of Shelton

Project Award Form

Name of the contractor awarded the contract: **Central Paving, LLC**

Date awarded: **September 3, 2019**

Amount of the contract: **\$ 194,797.00** (including tax)

Description of the work to be performed:

2019 Residential Paving Project

Location where the bid quotations are available for public inspection:

Shelton Civic Center, 525 W. Cota Street, Shelton, WA 98584

Authorizing signature(s):

Mayor Rogers

Deputy Mayor Peterson

Councilmember Cronic

Councilmember Dorcy

Councilmember McDowell

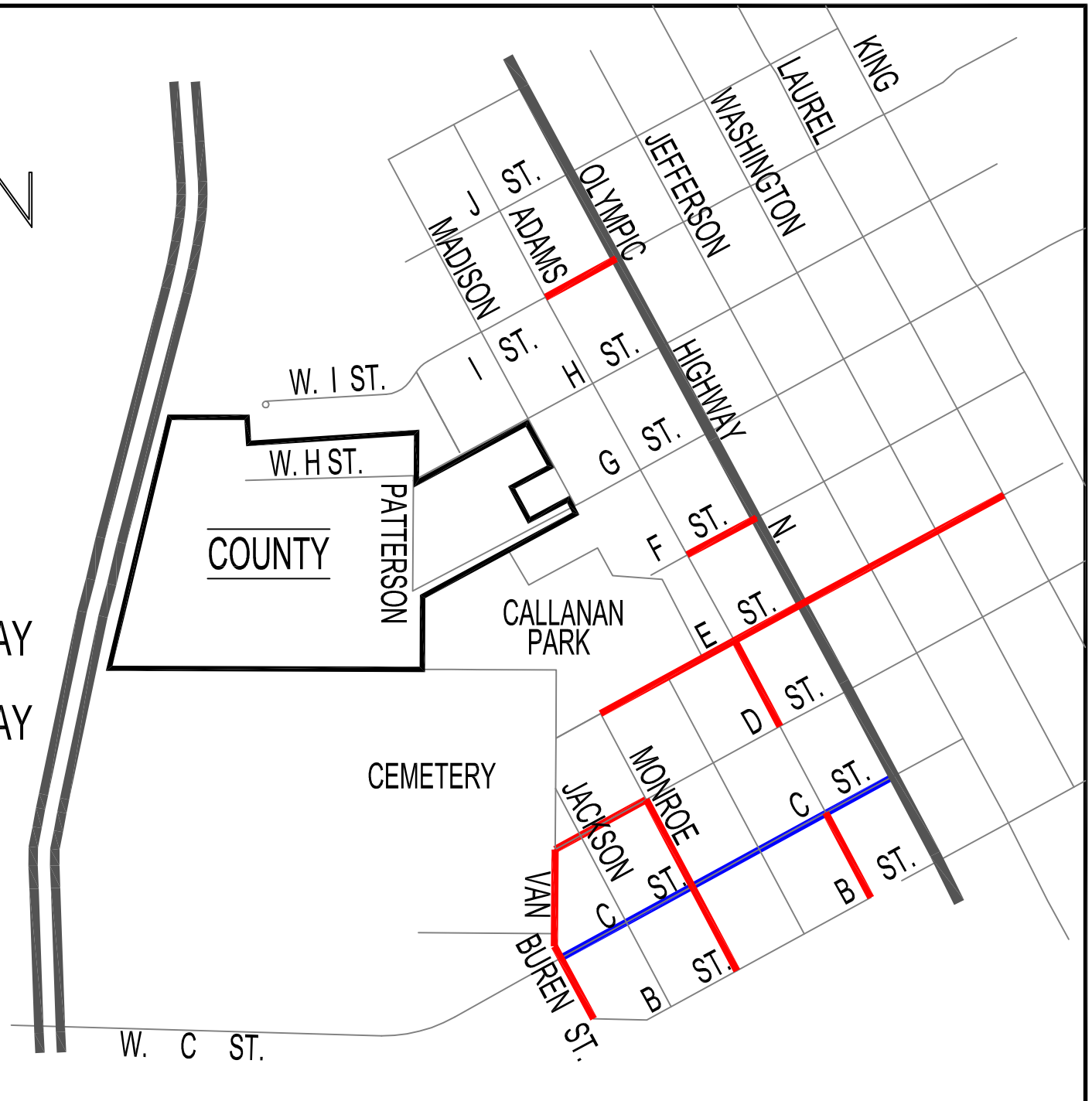
Councilmember Onisko

Councilmember Schmit

WEST MOUNTAIN VIEW

NEW PAVEMENT
2019

 2" OVERLAY
 3" OVERLAY





**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G2)**

Touch Date: 7/26/19
Business Date: 8/6/19
Action Date: 9/3/19

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

PROGRAM/PROJECT TITLE:
WA State Striping Agreement

ATTACHMENTS:
WSDOT Maintenance Agreement #JC8574

☐ Ordinance

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In years past city staff has completed the required bidding process to acquire a contractor for the necessary long-line striping on City streets. To ease staff time dedicated to this long process, public works is proposing to enter into a five-year agreement with Washington State for long-line striping on an annual basis.

A proposed agreement is attached for review and consideration.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council has the option to not enter into the agreement with Washington State and require staff to complete the bidding process. – Staff does not recommend this option as this would further delay the annual striping activity since all striping contractors are currently booked through the fall and not able to stripe our streets until early 2020.

BUDGET/FISCAL INFORMATION:

Striping of City streets has already been approved through the 2019 budget, as it is every year.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends, *"I move to approve the striping of City streets to be completed by WSDOT by authorizing the Mayor to sign the Maintenance Agreement with Washington State".*



Maintenance Agreement Work by WSDOT for Other State, Federal, and Local Governmental Agencies	Agency and Billing Address City of Shelton 525 W Cota St. Shelton, WA 98584
Agreement Number JC8574	Contact Name/Phone #/Email Craig Gregory, Director of Public Works 360-280-0024
Federal Tax ID # 91-6001277	Estimated Costs \$62,000.00
Description of Work 2019-2023: Striping City of Shelton streets annually according to but not limited to the following quantities: Double Yellow-7.2M Skip/Solid Yellow-2.7M Skip Yellow-7.8M 8" White Gore-1.6M Skip White-2.3M 4" White Edgeline-13.9M * 2019 chipseal project area will receive 2 coats of paint.	

This Agreement is entered into by and between the Washington State Department of Transportation (WSDOT) and the above named governmental agency (Agency), hereinafter referred to individually as the "Party" and collectively as the "Parties."

Recital

1. The Agency has requested and WSDOT has agreed to perform certain work as described above.

Now Therefore, pursuant to chapter 39.34 RCW,

It Is Hereby Agreed As Follows:

1. General

- 1.1 WSDOT agrees to perform the above described work, using state labor, equipment and materials, as requested by the Agency.
- 1.2 The Agency agrees, in consideration of the faithful performance of the above described work to be done by WSDOT, to reimburse WSDOT for the actual direct and related indirect costs of the work. Administrative Charges at current rate are considered part of indirect costs.

2. Payment

- 2.1 The estimated cost of the work is stated above. The Agency agrees to set aside funds for payment to WSDOT in this amount.
- 2.2 The Agency agrees to pay WSDOT for the work done within thirty (30) days from receipt of a WSDOT invoice, which shall include documentation supporting the work done.
- 2.3 If the Agency is a county or city, the Agency agrees that if it does not make payment as provided under the terms of this Agreement, the Agency authorizes WSDOT to withhold and use as payment Motor Vehicle Fund monies credited or to be credited to the Agency.

- 2.4 The Agency agrees further that if payment is not made to WSDOT within thirty (30) days from receipt of WSDOT's invoice, WSDOT may charge late fees and/or interest in accordance with Washington State Law.

3. Increase in Cost

The Parties agree that the estimated cost of the work may be exceeded by up to 25%. In the event of such increased costs the Parties agree to modify the estimated cost of work by written amendment, signed by both Parties. WSDOT shall notify the Agency of increased costs as they become known.

4. Right of Entry

The Agency grants to WSDOT a right of entry upon all land in which the Agency has interest for the purpose of accomplishing the work described above.

5. Claims

Claims for Damages: After completion of work by WSDOT, in the event of claims for damages or loss attributable to bodily injury, sickness, death, or injury to or destruction of property that occurs within the limits of the work performed by WSDOT for the Agency, the Agency shall defend such claims and hold harmless the WSDOT therefrom, and WSDOT shall not be obligated to pay any claim, judgement or cost of defense. Nothing in this Section, however, shall remove from WSDOT any responsibility defined by the current laws of the state of Washington or from any liability for damages caused by WSDOT's own negligent acts or omissions independent of the work performed pursuant to this Agreement.

6. Indemnification

The Agency shall defend, protect and hold harmless WSDOT, its officers, officials, employees, and/or agents from and against all claims, suits or actions arising from the negligent acts or omissions of Agency, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents while performing work under the terms of this Agreement. This defense and indemnity obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the sole negligence of WSDOT, its officers, officials, employees, contractors, sub-contractors and/or agents; provided, however, that if the claims, suits or actions are caused by or result from the concurrent negligence of (a) WSDOT, its officers, officials, agents, contractors, sub-contractors or employees and (b) the Agency, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents, or involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Agency or its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents. Agency specifically assumes potential liability for the actions brought by Agency's employees and solely for the purposes of this indemnification and defense, Agency specifically waives any immunity it may be afforded in connection with such claims under the State industrial insurance law, Title 51 RCW. Agency recognizes that this waiver was the subject of mutual negotiations.

This indemnification and waiver shall survive the termination of this Agreement.

7. Modification

This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each Party.

8. Termination Clause


(Check the Appropriate Box Below)

- ☒ 8.1 This Agreement will automatically terminate five (5) years after date of execution. This Agreement may be terminated by either Party upon thirty (30) days advanced written notice to the other Party. In the event of termination, payment will be made by the Agency for work completed by WSDOT as of the effective date of termination.
- ☐ 8.2 This Agreement will terminate upon completion of the work described herein.

9. Disputes and Venue

In the event that a dispute arises under this Agreement, it shall be resolved as follows: WSDOT's Secretary of Transportation or designee and the Agency's head or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the parties cannot reach a resolution, the Parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court. The venue specified in this section shall not apply to any federal agency that is a Party to this Agreement.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

Requesting Agency	Washington State Department of Transportation
By: _____	By:  _____
Printed: <u>Bob Rodgers</u>	Printed: <u>Troy Cowan</u>
Title: <u>Mayor</u>	Title: <u>Assistant Regional Administrator-Maintenance Ops</u>
Date: _____	Date: <u>8-13-19</u>