



Shelton City Council  
Meeting Agenda  
May 5, 2020 at 6:00 p.m.  
Virtual Platform

**A. Call to Order**

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

**B. Consent Agenda (Action)**

1. Vouchers numbered 101948 through 101976 in the amount of \$87,350.33
2. Vouchers numbered 101995 through 102056 in the amount of \$176,133.70

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

1. Public Hearing – Ordinance No. 1949-0220 Single Room Occupancy – Presented by Community Development Director Mark Ziegler
2. Ordinance No. 1951-0320 Updating Non-Represented Salary Schedule – Presented by Administrative Services Director Michelle Sutherland
3. Public Works Rollers Purchase Order – Presented by Public Works Director Jay Harris

**D. Action Agenda (Action/Public Comment Taken)**

1. Public Works Mower Purchase Order – Presented by Public Works Director Jay Harris
2. Updating City Policies (100-05 & 100-12) – Presented by City Manager Jeff Niten

**E. Administration Reports**

- City Manager Report

**F. Announcement of Next Meeting – May 19, 2020 at 6:00 p.m.**

**G. Adjourn**

***Special Note for Public Participation***

*The meeting can be viewed at: [masonwebtv.com](http://masonwebtv.com)  
The public can provide comments via email or telephone.  
Email: [jeff.niten@sheltonwa.gov](mailto:jeff.niten@sheltonwa.gov)  
Telephone: (360) 432-5105  
Your comments will be relayed directly to the Council.*



# 2020 Looking Ahead

(Items and dates are subject to change)

Tues. 5/19 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Presentations</p> <ul style="list-style-type: none"> <li>2019 Budget Year End Review</li> <li>LEAN Process</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>Aspect Consulting C Street Landfill Contract Change No. 6</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>Ordinance No. 1948-0120 Parks, Recreation, Open Space and Trails (PROST) Plan</li> <li>Ordinance No. 1949-0220 Single Room Occupancy</li> <li>Ordinance No. 1951-0320 Non-represented Salary Schedule</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Executive Session</p> <ul style="list-style-type: none"> <li>Real estate sale, purchase, or lease if a likelihood that disclosure would increase price (RCW 42.30.110(1)(b), (c))</li> </ul>	Packet Items Due: Fri. 5/8
Tues. 6/2 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Presentations</p> <ul style="list-style-type: none"> <li>Resident Owned Communities (ROC)</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>Ordinance No. 1950-0320 Budget Amendment for 2020</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>Aspect Consulting C Street Landfill Contract Change No. 6</li> <li>C Street Update</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: Fri. 5/22
Tues. 6/16 5:50 p.m.	Regular SMPD Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Administration Report</p>	Packet Items Due: Fri. 6/5

		•	
Tues. 6/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• Warrant Amnesty Day (Judge Greer)</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1950-0320 Budget Amendment for 2020</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: Fri. 6/5
Tues. 7/7 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: Fri. 6/26
Tues. 7/21 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: Fri. 7/10
Tues. 8/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: Fri. 7/24
Tues. 8/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: Fri. 8/7

		<ul style="list-style-type: none"> <li>• Administration Report</li> </ul>	
Tues. 9/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• Business Agenda</li> <li>• Action Agenda</li> <li>• Administration Report</li> </ul>	Packet Items Due: Fri. 8/21

Other – TBD

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



## 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 101948 through number 101976 in the amount of \$87,350.33 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 10<sup>th</sup> of April, 2020.

*Jeri Schmeitz* Accounting  
for Director of Financial Services *Manager*

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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor Kevin Dorcy

\_\_\_\_\_  
Deputy Mayor Deidre Peterson

\_\_\_\_\_  
Councilmember James Boad

\_\_\_\_\_  
Councilmember Megan Fiess

\_\_\_\_\_  
Councilmember Kathy McDowell

\_\_\_\_\_  
Councilmember Eric Onisko

\_\_\_\_\_  
Councilmember Joe Schmit



Shelton, WA

# Check Register

Packet: APPKT01584 - April 10, 2020 - APR/2020 - BATCH #1

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-Main-APBNK-Main</b>						
002982	APP	04/10/2020	Regular	0.00	4,802.65	101948
002520	AUS WEST LOCKBOX	04/10/2020	Regular	0.00	761.92	101949
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/10/2020	Regular	0.00	4,326.84	101950
008450	COMMUNITY ACTION COUNCIL	04/10/2020	Regular	0.00	130.39	101951
008450	COMMUNITY ACTION COUNCIL	04/10/2020	Regular	0.00	10.00	101952
008751	CRYSTAL SPRINGS	04/10/2020	Regular	0.00	147.29	101953
009100	DAN C. WARD	04/10/2020	Regular	0.00	75.00	101954
009351	DELAGÉ LANDEN FINANCIAL SVCS	04/10/2020	Regular	0.00	603.45	101955
009595	DEPT. OF LICENSING	04/10/2020	Regular	0.00	72.00	101956
VEN01434	EDGE ANALYTICAL, INC.	04/10/2020	Regular	0.00	578.00	101957
015000	EDWARD HAEFLIGER	04/10/2020	Regular	0.00	83.95	101958
903022	FELIPE PEREZ	04/10/2020	Regular	0.00	600.00	101959
108850	MASON COUNTY GARBAGE CO.-A V	04/10/2020	Regular	0.00	17.16	101960
109200	MASON COUNTY HISTORICAL	04/10/2020	Regular	0.00	2,500.00	101961
113000	MASON COUNTY TREASURER	04/10/2020	Regular	0.00	124.51	101962
009785	PORTER FOSTER RORICK LLP	04/10/2020	Regular	0.00	12,595.00	101963
VEN01632	RUGGED DEPOT	04/10/2020	Regular	0.00	2,131.45	101964
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	04/10/2020	Regular	0.00	42,011.20	101965
VEN01980	SHANNON MAZZONCINI	04/10/2020	Regular	0.00	650.00	101966
190222	SIRENNET.COM	04/10/2020	Regular	0.00	2,360.85	101967
VEN01315	SYN-TECH SYSTEMS, INC.	04/10/2020	Regular	0.00	627.52	101968
189670	THE SHOPPER	04/10/2020	Regular	0.00	47.85	101969
VEN01562	TYLER BUSINESS FORMS	04/10/2020	Regular	0.00	542.20	101970
202340	UTILITIES UNDERGROUND LOCATIO	04/10/2020	Regular	0.00	43.86	101971
202392	VERIZON WIRELESS	04/10/2020	Regular	0.00	2,188.70	101972
VEN01421	VWR INTERNATIONAL LLC	04/10/2020	Regular	0.00	337.89	101973
203035	WASHINGTON ST. TREASURER	04/10/2020	Regular	0.00	8,451.59	101974
202949	WASHINGTON TRACTOR	04/10/2020	Regular	0.00	108.41	101975
203780	WATER MGMNT LABORATORIES INC	04/10/2020	Regular	0.00	420.65	101976

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	29	0.00	87,350.33
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
	<b>46</b>	<b>29</b>	<b>0.00</b>	<b>87,350.33</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash	4/2020	87,350.33
			<u>87,350.33</u>



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Bank Code: APBNK-Main-APBNK-Main						
002982	APP	04/10/2020	Regular	0.00	4,802.65	101948
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0179721-IN	Invoice	03/13/2020	CUST #01-7500158 - UNL-87	REG & ULSD	0.00	3,120.15
503-250-000-58900-0001		Inventory-Gas		CUST #01-7500158 - UNL-		3,120.15
0184274-IN	Invoice	03/28/2020	CUST #01-7500158 - UNL-87	REG & ULSD	0.00	1,682.50
503-250-000-58900-0001		Inventory-Gas		CUST #01-7500158 - UNL-		1,682.50
002520	AUS WEST LOCKBOX	04/10/2020	Regular	0.00	761.92	101949
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1991568356	Invoice	01/01/2020	ACCT #792105973 - LAUNDRY SERVICES		0.00	42.92
402-400-000-53580-4900		Miscellaneous		ACCT #792105973 - LAUN		42.92
1991617262	Invoice	02/05/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991646868	Invoice	02/26/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991666687	Invoice	03/11/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991676576	Invoice	03/18/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991676578	Invoice	03/18/2020	ACCT #792105973 - LAUNDRY SERVICES		0.00	48.14
402-400-000-53580-4900		Miscellaneous		ACCT #792105973 - LAUN		48.14
1991686457	Invoice	03/25/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991686459	Invoice	03/25/2020	ACCT #792105973 - LAUNDRY SERVICES		0.00	48.14
402-400-000-53580-4900		Miscellaneous		ACCT #792105973 - LAUN		48.14
1991696088	Invoice	04/01/2020	ACCT #792105972 - LAUNDRY SERVICES		0.00	87.74
401-000-000-53480-4901		Miscellaneous - Shop		ACCT #792105972 - LAUN		87.74
1991696090	Invoice	04/01/2020	ACCT #792105973 - LAUNDRY SERVICES		0.00	48.14
402-400-000-53580-4900		Miscellaneous		ACCT #792105973 - LAUN		48.14
1991705434	Invoice	04/08/2020	ACCT #792105973 - LAUNDRY SERVICES		0.00	48.14
402-400-000-53580-4900		Miscellaneous		ACCT #792105973 - LAUN		48.14
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/10/2020	Regular	0.00	4,326.84	101950



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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>MAR/2020</u>	Invoice	04/01/2020	MAR/2020 - MONTHLY WATER, SEWER, G	0.00	4,326.84	
<u>001-000-000-51890-4715</u>	Utility Services-Civic Ctr		ACCT #11-04801-01 - 525-		127.69	
<u>001-000-000-51890-4715</u>	Utility Services-Civic Ctr		ACCT #11-04802-03 - 525		691.44	
<u>001-000-000-55430-4700</u>	Utility Services-Animal Sh		ACCT #08-07200-01 - 902		330.98	
<u>001-000-000-57250-4700</u>	Utility Services-Library		ACCT #07-09101-00 - 710		531.67	
<u>001-000-000-57530-4700</u>	Utility Services-Museum		ACCT #10-00100-00 - 427		106.74	
<u>001-000-000-57680-4700</u>	Utility Services-Park		ACCT #04-11250-00 - 400 "		112.08	
<u>001-000-000-57680-4700</u>	Utility Services-Park		ACCT #08-07401-02 - 301		107.67	
<u>001-000-000-57680-4700</u>	Utility Services-Park		ACCT #12-02903-01 - 100		155.20	
<u>401-000-000-53480-4700</u>	Utility Services-Water		ACCT #26-40020-00 - 51 W		33.04	
<u>401-000-000-53480-4700</u>	Utility Services-Water		ACCT #26-08850-00 - 2401		61.12	
<u>401-000-000-53480-4700</u>	Utility Services-Water		ACCT #26-40030-01 - 51 W		13.42	
<u>401-000-000-53480-4700</u>	Utility Services-Water		ACCT #29-03200-00 - 900		37.26	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #08-07550-00 - 1000		457.82	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #08-07500-00 - 1000		280.27	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #08-07575-00 - 1000		119.30	
<u>402-300-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #13-12325-00 - 498		38.69	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #21-1280-00 - 1700 F		349.41	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #09-03301-00 - 200		202.57	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #28-12810-00 - 1700		22.25	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #09-03310-00 - 200-		22.25	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #12-02902-00 - 100		40.41	
<u>402-500-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #23-01025-00 - 119		37.26	
<u>402-640-000-53580-4700</u>	Utility Services-Sewer Sat		ACCT #26-20050-00 - 101		315.93	
<u>402-640-000-53580-4700</u>	Utility Services-Sewer Sat		ACCT #26-20051-00 - 101		15.52	
<u>402-640-000-53580-4700</u>	Utility Services-Sewer Sat		ACCT #26-20055-00 - 101		116.85	
008450	COMMUNITY ACTION COUNCIL	04/10/2020	Regular	0.00	130.39	101951
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>MAR/2020</u>	Invoice	04/09/2020	MAR/2020 SOS PROGRAM CONTRIBUTIO	0.00	130.39	
<u>657-000-000-58600-0014</u>	SOS Contributions		MAR/2020 SOS PROGRAM		130.39	
008450	COMMUNITY ACTION COUNCIL	04/10/2020	Regular	0.00	10.00	101952
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>20315</u>	Invoice	03/23/2020	UTILITY DISCOUNT RATE SCREENING-D. L	0.00	10.00	
<u>001-000-000-51421-4100</u>	Professional Services/Adv		UTILITY DISCOUNT RATE S		10.00	
008751	CRYSTAL SPRINGS	04/10/2020	Regular	0.00	147.29	101953
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>13953534 03142</u>	Invoice	03/14/2020	CUST #629288213953534-WATER & COOL	0.00	147.29	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #629288213953534-		130.98	
<u>401-000-000-53480-4500</u>	Operating Rentals		CUST #629288213953534-		16.31	
009100	DAN C. WARD	04/10/2020	Regular	0.00	75.00	101954
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>APR/2020</u>	Invoice	04/09/2020	APR/2020 PRESCRIPTION REIMBURSEME	0.00	75.00	
<u>611-000-000-51725-2034</u>	Non Insured Med Csts-Rtr		APR/2020 PRESCRIPTION R		75.00	
009351	DELAKE LANDEN FINANCIAL SVCS	04/10/2020	Regular	0.00	603.45	101955
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>66917877</u>	Invoice	02/08/2020	CONTRACT #25468950-SHARP #MX3070N	0.00	201.98	
<u>001-000-000-52122-4500</u>	Operating Rentals		CONTRACT #25468950-SH		201.98	
<u>66918902</u>	Invoice	02/08/2020	CONTRACT #25482810-SHARP #MXM654	0.00	401.47	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-000-000-52122-4500		Operating Rentals	CONTRACT #25482810-SH		401.47	
009595	DEPT. OF LICENSING	04/10/2020	Regular	0.00	72.00	101956
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>SHP200011</u>	Invoice	02/13/2020	CONCEALED PISTOL LICENSE - HANSON, T	0.00	18.00	
<u>657-000-000-58600-0007</u>		Concealed Pistol Permits		CONCEALED PISTOL LICEN	18.00	
<u>SHP200013</u>	Invoice	03/06/2020	CONCEALED PISTOL LICENSE - RING, LAUR	0.00	18.00	
<u>657-000-000-58600-0007</u>		Concealed Pistol Permits		CONCEALED PISTOL LICEN	18.00	
<u>SHP200014</u>	Invoice	03/12/2020	CONCEALED PISTOL LICENSE - FAIR, MICH	0.00	18.00	
<u>657-000-000-58600-0007</u>		Concealed Pistol Permits		CONCEALED PISTOL LICEN	18.00	
<u>SHP200015</u>	Invoice	03/12/2020	CONCEALED PISTOL LICENSE - FAIR, JAME	0.00	18.00	
<u>657-000-000-58600-0007</u>		Concealed Pistol Permits		CONCEALED PISTOL LICEN	18.00	
VEN01434	EDGE ANALYTICAL, INC.	04/10/2020	Regular	0.00	578.00	101957
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>19-42380</u>	Invoice	11/20/2019	CLIENT #SHE07 - LAB SAMPLES-21 HURBU	0.00	578.00	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		CLIENT #SHE07 - LAB SAM	578.00	
015000	EDWARD HAEFLIGER	04/10/2020	Regular	0.00	83.95	101958
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>APR/2020</u>	Invoice	04/09/2020	APR/2020 PRESCRIPTION REIMBURSEME	0.00	83.95	
<u>611-000-000-51725-2034</u>		Non Insured Med Csts-Rtr		APR/2020 PRESCRIPTION R	83.95	
903022	FELIPE PEREZ	04/10/2020	Regular	0.00	600.00	101959
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>REFUND-3</u>	Invoice	02/27/2020	REFUND CIVIC CENTER RENTAL-RCPT #R0	0.00	600.00	
<u>001-000-000-51890-4515</u>		Operating Rentals-Civic Ct		REFUND CIVIC CENTER RE	600.00	
108850	MASON COUNTY GARBAGE CO.-A W	04/10/2020	Regular	0.00	17.16	101960
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>6038009</u>	Invoice	04/01/2020	ACCT #219862 - 204 W BIRCH 03/01/20 -	0.00	17.16	
<u>404-000-000-53180-4700</u>		Utility Services		ACCT #219862 - 204 W BIR	17.16	
109200	MASON COUNTY HISTORICAL	04/10/2020	Regular	0.00	2,500.00	101961
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>QTR4/2019</u>	Invoice	04/07/2020	QTR4/2019 GRANT AWARD-LTAC PMT #4	0.00	2,500.00	
<u>108-000-000-57390-4108</u>		Prof Serv-Mason Co Hist S		QTR4/2019 GRANT AWAR	2,500.00	
113000	MASON COUNTY TREASURER	04/10/2020	Regular	0.00	124.51	101962
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>MAR/2020</u>	Invoice	04/07/2020	MAR/2020 - CVC MUNI COURT	0.00	124.51	
<u>657-000-000-58600-0005</u>		CVC Fines & Forfeits		MAR/2020 - CVC MUNI C	124.51	
009785	PORTER FOSTER RORICK LLP	04/10/2020	Regular	0.00	12,595.00	101963
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>110638</u>	Invoice	04/03/2020	MAR/2020 GEN COUNSEL/LEGAL SERVICE	0.00	12,595.00	
<u>001-000-000-51530-4100</u>		Professional Services/Adv		MAR/2020 GEN COUNSEL/	12,595.00	
VEN01632	RUGGED DEPOT	04/10/2020	Regular	0.00	2,131.45	101964



## Check Register

Packet: APPKT01584-April 10, 2020 - APR/2020 - BATCH #1

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>55171</u>	Invoice	03/19/2020	CUST #C13227-WIN10 PRO, INTEL CORE	0.00	2,131.45	
<u>001-000-000-52122-3505</u>		Inventoried-Small Tools/E		CUST #C13227-WIN10 PRO	2,131.45	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	04/10/2020	Regular	0.00	42,011.20	101965
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>59600</u>	Invoice	03/03/2020	ACCESS SHELTON-PROFESSIONAL SVCS FE	0.00	42,011.20	
<u>001-000-000-51896-4100</u>		Professional Services/Adv	18-ACCESSIIB	ACCESS SHELTON-PROFESS	20,959.36	
<u>001-000-000-51896-4100</u>		Professional Services/Adv	18-ACCESSIIIA	ACCESS SHELTON-PROFESS	21,051.84	
VEN01980	SHANNON MAZZONCINI	04/10/2020	Regular	0.00	650.00	101966
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>REFUND</u>	Invoice	01/29/2020	REFUND CIVIC CENTER RENTAL-RCPT #R0	0.00	650.00	
<u>001-000-000-51890-4515</u>		Operating Rentals-Civic Ct		REFUND CIVIC CENTER RE	350.00	
<u>657-000-000-58600-0002</u>		Community Cntr Damage		REFUND CIVIC CENTER RE	300.00	
190222	SIRENNET.COM	04/10/2020	Regular	0.00	2,360.85	101967
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0245996-IN</u>	Invoice	02/05/2020	CUST #3605184-PO #20191219 CM001 SI	0.00	2,155.87	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #3605184-PO #2019	2,155.87	
<u>0246093-IN</u>	Invoice	02/07/2020	CUST #3605184-PO #20191219 CM001 T-	0.00	204.98	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #3605184-PO #2019	204.98	
VEN01315	SYN-TECH SYSTEMS, INC.	04/10/2020	Regular	0.00	627.52	101968
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>203544</u>	Invoice	03/09/2020	ACCT #SHELWA- 2.4 ASSY-SINGLE TANK - C	0.00	627.52	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		ACCT #SHELWA- 2.4 ASSY-S	627.52	
189670	THE SHOPPER	04/10/2020	Regular	0.00	47.85	101969
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>37087</u>	Invoice	08/20/2019	DESKTOP STAPLER,TRANSLUCENT BLUE	0.00	47.85	
<u>401-000-000-53480-3100</u>		Office and Operating		DESKTOP STAPLER,TRANSL	47.85	
VEN01562	TYLER BUSINESS FORMS	04/10/2020	Regular	0.00	542.20	101970
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>45690</u>	Invoice	03/23/2020	BLANK TOP CHECK HEAT ICON VOID	0.00	542.20	
<u>001-000-000-51423-3100</u>		Office and Operating		BLANK TOP CHECK HEAT IC	487.98	
<u>001-000-000-51810-3100</u>		Office and Operating		BLANK TOP CHECK HEAT IC	54.22	
202340	UTILITIES UNDERGROUND LOCATIO	04/10/2020	Regular	0.00	43.86	101971
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0030217</u>	Invoice	03/31/2020	ACCT #100100- MAR/2020 EXCAVATION N	0.00	43.86	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		ACCT #100100- MAR/2020	14.62	
<u>402-300-000-53580-4100</u>		Professional Services/Adv		ACCT #100100- MAR/2020	14.62	
<u>404-000-000-53180-4105</u>		Professional Services/Adv		ACCT #100100- MAR/2020	14.62	
202392	VERIZON WIRELESS	04/10/2020	Regular	0.00	2,188.70	101972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9850927575</u>	Invoice	03/20/2020	ACCT #972465947-00001 FEB 21 - MAR 2	0.00	2,188.70	
<u>001-000-000-52122-4200</u>		Communication		ACCT #972465947-00001 F	2,188.70	

## Check Register

Packet: APPKT01584-April 10, 2020 - APR/2020 - BATCH #1

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01421	VWR INTERNATIONAL LLC	04/10/2020	Regular	0.00	337.89	101973
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8089635770	Invoice	03/23/2020	ACCT #80510284-MEDIA AMPULE PK50	0.00	337.89	
402-400-000-53580-3100		Office and Operating		ACCT #80510284-MEDIA A	337.89	
203035	WASHINGTON ST. TREASURER	04/10/2020	Regular	0.00	8,451.59	101974
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MAR/2020	Invoice	04/07/2020	MAR/2020 - STATE FINES	0.00	7,845.59	
657-000-000-58600-0006		State Fines & Forfeits		MAR/2020 - STATE FINES	7,845.59	
QTR1/2020	Invoice	04/07/2020	QTR1/2020 STATE BLDG CODE FEES	0.00	606.00	
657-000-000-58600-0001		State Bldg Code Fee		QTR1/2020 STATE BLDG C	606.00	
202949	WASHINGTON TRACTOR	04/10/2020	Regular	0.00	108.41	101975
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2006124	Invoice	02/04/2020	ACCT #159233 - O-RING & SCREEN	0.00	108.41	
401-000-000-53480-3100		Office and Operating		ACCT #159233 - O-RING &	108.41	
203780	WATER MGMNT LABORATORIES INC	04/10/2020	Regular	0.00	420.65	101976
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
180193	Invoice	10/26/2019	ACCT #AS201R -FECAL COLIFORM & TOTA	0.00	420.65	
402-400-000-53580-4100		Professional Services/Adv		ACCT #AS201R -FECAL COL	420.65	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	29	0.00	87,350.33
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
	46	29	0.00	87,350.33



Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2020	87,350.33
			87,350.33

## 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 101995 through number 102056 in the amount of \$176,133.70 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 16<sup>th</sup> of April, 2020.

*for*  Accounting Manager  
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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor Kevin Dorcy

\_\_\_\_\_  
Deputy Mayor Deidre Peterson

\_\_\_\_\_  
Councilmember James Boad

\_\_\_\_\_  
Councilmember Megan Fiess

\_\_\_\_\_  
Councilmember Kathy McDowell

\_\_\_\_\_  
Councilmember Eric Onisko

\_\_\_\_\_  
Councilmember Joe Schmit



Shelton, WA

# Check Register

Packet: APPKT01589 - April 17, 2020 - APR/2020 Batches

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000935	ADAMSON INDUSTRIES CORP.	04/17/2020	Regular	0.00	777.75	101995
000950	ADGRAPHIX	04/17/2020	Regular	0.00	1,356.00	101996
003003	ASSOC OF WA CITIES	04/17/2020	Regular	0.00	8,664.43	101997
VEN01954	ATLAS BUSINESS SOLUTIONS, INC.	04/17/2020	Regular	0.00	458.27	101998
003670	BAY VALVE SERVICE, LLC	04/17/2020	Regular	0.00	2,569.80	101999
003650	BAYSIDE REDI-MIX, LLC	04/17/2020	Regular	0.00	912.04	102000
004914	BRADY TRUCKING	04/17/2020	Regular	0.00	36.00	102001
024990	BRIDGESTONE RETAIL OPERATIONS,	04/17/2020	Regular	0.00	525.43	102002
098000	BUILDERS FIRSTSOURCE	04/17/2020	Regular	0.00	317.93	102003
005900	CAPITAL BUSINESS MACHINES	04/17/2020	Regular	0.00	911.00	102004
005910	CAPITAL INDUSTRIAL INC.	04/17/2020	Regular	0.00	3,260.13	102005
006400	CASCADE NATURAL GAS	04/17/2020	Regular	0.00	4,937.85	102006
007570	CIT	04/17/2020	Regular	0.00	429.77	102007
VEN01728	CLARITY CONSULTING ENGINEERS P	04/17/2020	Regular	0.00	20,771.37	102008
VEN01249	CONCRETE RECYCLERS	04/17/2020	Regular	0.00	284.88	102009
009200	DAN RUBINO	04/17/2020	Regular	0.00	454.78	102010
009251	DATAPROSE LLC	04/17/2020	Regular	0.00	2,223.65	102011
009351	DELAGE LANDEN FINANCIAL SVCS	04/17/2020	Regular	0.00	433.02	102012
009591	DEPT OF LABOR & INDUSTRIES	04/17/2020	Regular	0.00	80.39	102013
010006	DRAGON ANALYTICAL	04/17/2020	Regular	0.00	303.00	102014
114475	ECOELITE & MATHIS Pest Managem	04/17/2020	Regular	0.00	213.24	102015
023078	FASTENAL COMPANY	04/17/2020	Regular	0.00	1,775.39	102016
031500	GALLS, LLC	04/17/2020	Regular	0.00	332.48	102017
201110	GCR TIRES & SERVICES	04/17/2020	Regular	0.00	2,074.22	102018
038820	GILLIS AUTO CENTER, INC.	04/17/2020	Regular	0.00	2,535.89	102019
045000	H.D. FOWLER COMPANY	04/17/2020	Regular	0.00	794.91	102020
045150	HACH COMPANY	04/17/2020	Regular	0.00	655.32	102021
053944	HUDSON CAR CARE INC.	04/17/2020	Regular	0.00	1,103.86	102022
079581	KCDA PURCHASING COOPERATIVE	04/17/2020	Regular	0.00	154.60	102023
080980	KENNEDY CREEK QUARRY	04/17/2020	Regular	0.00	1,183.55	102024
VEN01230	L.N. CURTIS & SONS	04/17/2020	Regular	0.00	237.53	102025
085995	LANGUAGE LINE SERVICES	04/17/2020	Regular	0.00	61.50	102026
194000	LEROY T. VALLEY	04/17/2020	Regular	0.00	51.63	102027
098580	MACECOM	04/17/2020	Regular	0.00	41,071.80	102028
108850	MASON COUNTY GARBAGE CO.-A V	04/17/2020	Regular	0.00	1,542.71	102029
VEN01726	MATT GRAY	04/17/2020	Regular	0.00	80.00	102030
VEN01818	MICHAEL DEROCHE	04/17/2020	Regular	0.00	34.60	102031
132235	MOUNTAIN MIST WATER	04/17/2020	Regular	0.00	172.04	102032
142952	NORTH CENTRAL LABORATORIES	04/17/2020	Regular	0.00	625.21	102033
144504	NSI LAB SOLUTIONS, INC	04/17/2020	Regular	0.00	1,118.50	102034
149640	ORNAMENTAL STONE INC.	04/17/2020	Regular	0.00	48.83	102035
151000	P. U. D. # 3	04/17/2020	Regular	0.00	51,940.74	102036
VEN01981	PREMETCO	04/17/2020	Regular	0.00	72.00	102037
164899	QWEST DBA CENTURYLINK	04/17/2020	Regular	0.00	849.40	102038
165704	R & D SUPPLY	04/17/2020	Regular	0.00	307.47	102039
166883	RAILROAD MANAGEMENT	04/17/2020	Regular	0.00	537.51	102040
190080	SIMPLOT PARTNERS	04/17/2020	Regular	0.00	2,103.60	102041
190222	SIRENNET.COM	04/17/2020	Regular	0.00	3,503.95	102042
VEN01984	SPRINT	04/17/2020	Regular	0.00	90.00	102043
203080	ST OF WASHINGTON FUEL TAX	04/17/2020	Regular	0.00	74.26	102044
189670	THE SHOPPER	04/17/2020	Regular	0.00	186.02	102045
201300	TOZIER BROS INC.	04/17/2020	Regular	0.00	236.27	102046
VEN01656	TRACTOR SUPPLY CREDIT PLAN	04/17/2020	Regular	0.00	802.88	102047
145325	VALVOLINE LLC	04/17/2020	Regular	0.00	111.12	102048

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202392	VERIZON WIRELESS	04/17/2020	Regular	0.00	1,257.25	102049
VEN01983	WA LAW ENFORCEMENT INFORMATICS	04/17/2020	Regular	0.00	50.00	102050
203030	WASHINGTON STATE PATROL	04/17/2020	Regular	0.00	22.50	102051
203780	WATER MGMNT LABORATORIES INC	04/17/2020	Regular	0.00	2,483.00	102052
203900	WESMAR COMPANY, INC	04/17/2020	Regular	0.00	1,206.38	102053
053987	WESTBAY NAPA AUTO PARTS	04/17/2020	Regular	0.00	919.69	102054
204075	WESTERN SYSTEMS REFUSE & RECY	04/17/2020	Regular	0.00	974.85	102055
204123	WHISLER COMMUNICATIONS	04/17/2020	Regular	0.00	2,829.51	102056

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	62	0.00	176,133.70
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
	<b>162</b>	<b>62</b>	<b>0.00</b>	<b>176,133.70</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash	4/2020	176,133.70
			<u>176,133.70</u>





Shelton, WA

## Check Register

Packet: APPKT01589 - April 17, 2020 - APR/2020 Batches

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000935	ADAMSON INDUSTRIES CORP.	04/17/2020	Regular	0.00	777.75	101995
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>144814</u>	Invoice	03/16/2020	CUST ID #SHE WA PD-INTERCEPTOR UTILI	0.00	111.95	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST ID #SHE WA PD-INTE	111.95	
<u>144824</u>	Invoice	03/18/2020	CUST ID #SHE WA PD-2017 FIU INTERCEPT	0.00	665.80	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST ID #SHE WA PD-2017	665.80	
000950	ADGRAPHIX	04/17/2020	Regular	0.00	1,356.00	101996
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>46494</u>	Invoice	03/23/2020	COMPLETE SHELTON POLICE GRAPHICS PK	0.00	1,356.00	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		COMPLETE SHELTON POLI	1,356.00	
003003	ASSOC OF WA CITIES	04/17/2020	Regular	0.00	8,664.43	101997
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>78828</u>	Invoice	11/23/2019	CUST #21243- 2020 AWC RETROSPECTIVE	0.00	8,664.43	
<u>001-000-000-51861-4900</u>		Miscellaneous		CUST #21243- 2020 AWC R	8,664.43	
VEN01954	ATLAS BUSINESS SOLUTIONS, INC.	04/17/2020	Regular	0.00	458.27	101998
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>INV313309</u>	Invoice	12/31/2019	CUST ID #SHE111 -SCHEDULE ANYWHERE	0.00	458.27	
<u>001-000-000-52122-4900</u>		Miscellaneous		CUST ID #SHE111 -SCHEDU	458.27	
003670	BAY VALVE SERVICE, LLC	04/17/2020	Regular	0.00	2,569.80	101999
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>78510</u>	Invoice	03/30/2020	CUST #9985 - PO #2001 - SERVICE LY-1001	0.00	2,569.80	
<u>402-640-000-53580-4800</u>		Repairs and Maintenance		CUST #9985 - PO #2001 - S	2,569.80	
003650	BAYSIDE REDI-MIX, LLC	04/17/2020	Regular	0.00	912.04	102000
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>31966</u>	Invoice	01/28/2020	01/28/20 - 13.57 TONS OVERSIZE	0.00	184.56	
<u>101-000-000-54230-3100</u>		Office and Operating		01/28/20 - 13.57 TONS OV	184.56	
<u>32577</u>	Invoice	02/26/2020	02/26/20 - NO. 32577	0.00	179.79	
<u>101-000-000-54230-3100</u>		Office and Operating		02/26/20 - NO. 32577	179.79	
<u>32578</u>	Invoice	02/26/2020	02/26/20 - NO. 32578	0.00	171.23	
<u>101-000-000-54230-3100</u>		Office and Operating		02/26/20 - NO. 32578	171.23	
<u>32580</u>	Invoice	02/26/2020	02/26/20 - NO. 32580	0.00	189.45	
<u>101-000-000-54230-3100</u>		Office and Operating		02/26/20 - NO. 32580	189.45	
<u>32581</u>	Invoice	02/26/2020	02/26/20 - NO. 32581	0.00	187.01	
<u>101-000-000-54230-3100</u>		Office and Operating		02/26/20 - NO. 32581	187.01	
004914	BRADY TRUCKING	04/17/2020	Regular	0.00	36.00	102001
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>08825</u>	Invoice	02/25/2020	02/25/20 WOOD DEBRIS TKT #08825	0.00	16.00	
<u>101-000-000-54230-3100</u>		Office and Operating		02/25/20 WOOD DEBRIS T	16.00	
<u>08838</u>	Invoice	03/05/2020	03/05/20 WOOD DEBRIS TKT #08838	0.00	20.00	

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
101-000-000-54230-3100		Office and Operating	03/05/20 WOOD DEBRIS T		20.00	
024990	BRIDGESTONE RETAIL OPERATIONS,	04/17/2020	Regular	0.00	525.43	102002
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
153259	Invoice	03/25/2020	FIRESTONE TIRE PKG- CAR #79	0.00	525.43	
001-000-000-52122-3110		Office & Operating-Auto		FIRESTONE TIRE PKG- CAR	525.43	
098000	BUILDERS FIRSTSOURCE	04/17/2020	Regular	0.00	317.93	102003
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
80674896	Invoice	03/18/2020	ACCT #671668-3/8X 3" TITEN HD SCREW	0.00	2.26	
401-000-000-53480-3100		Office and Operating		ACCT #671668-3/8X 3" TIT	2.26	
80684707	Invoice	03/19/2020	ACCT #671668-24CU 2 GANG OLD WRK B	0.00	6.62	
401-000-000-53480-3100		Office and Operating		ACCT #671668-24CU 2 GA	6.62	
80689783	Invoice	03/20/2020	ACCT #671668- 4X8- 3/4 ACX PLYWOOD	0.00	55.53	
001-000-000-51890-3115		Office and Operating-Civi		ACCT #671668- 4X8- 3/4 A	55.53	
80702059	Invoice	03/23/2020	ACCT #671668-221309 XHD EYEBOLT 1/2	0.00	26.05	
404-000-000-53180-3100		Office and Operating		ACCT #671668-221309 XH	26.05	
80753869	Invoice	04/01/2020	ACCT #671668- 1LB 16D GALV BOX NAILS	0.00	188.41	
001-000-000-51890-3115		Office and Operating-Civi		ACCT #671668- 1LB 16D G	188.41	
80755180	Invoice	04/01/2020	ACCT #671668- 9'X12' 1 MIL PLASTIC DR0	0.00	18.66	
001-000-000-51890-3115		Office and Operating-Civi		ACCT #671668- 9'X12' 1 M	18.66	
80759588	Invoice	04/02/2020	ACCT #671668-3/4X10 SCH40 PVC COND	0.00	11.71	
401-000-000-53480-3100		Office and Operating		ACCT #671668-3/4X10 SC	11.71	
80780820	Invoice	04/07/2020	ACCT #671668- LIGHT +3 JNT CMPND 3.5	0.00	8.69	
001-000-000-51890-3115		Office and Operating-Civi		ACCT #671668- LIGHT +3 J	8.69	
005900	CAPITAL BUSINESS MACHINES	04/17/2020	Regular	0.00	911.00	102004
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV9995	Invoice	04/08/2020	ACCT #4264491-CONTRACT #12223-01 M	0.00	425.08	
001-000-000-51423-4500		Operating Rentals		ACCT #4264491-CONTRAC	255.05	
001-000-000-51810-4500		Operating Rentals		ACCT #4264491-CONTRAC	170.03	
INV9996	Invoice	04/08/2020	ACCT #4264491-CONTRACT #12512-01 M	0.00	406.81	
001-000-000-51160-3100		Office and Operating		ACCT #4264491-CONTRAC	100.48	
001-000-000-51310-3100		Office and Operating		ACCT #4264491-CONTRAC	4.60	
001-000-000-51421-3100		Office and Operating		ACCT #4264491-CONTRAC	3.82	
001-000-000-51423-3100		Office and Operating		ACCT #4264491-CONTRAC	14.24	
001-000-000-51430-3100		Office and Operating		ACCT #4264491-CONTRAC	1.14	
001-000-000-51810-3100		Office and Operating		ACCT #4264491-CONTRAC	0.37	
001-000-000-51830-3100		Office and Operating		ACCT #4264491-CONTRAC	13.26	
001-000-000-51888-3100		Office and Operating		ACCT #4264491-CONTRAC	16.27	
001-000-000-51896-3100		Office and Operating		ACCT #4264491-CONTRAC	136.08	
001-000-000-55860-3100		Office and Operating		ACCT #4264491-CONTRAC	104.75	
001-000-000-57320-3100		Office and Operating		ACCT #4264491-CONTRAC	0.49	
001-000-000-57680-3100		Office and Operating		ACCT #4264491-CONTRAC	11.31	
INV9997	Invoice	04/08/2020	ACCT #4264491-CONTRACT #12533-01 M	0.00	79.11	
401-000-000-53480-4501		Operating Rentals - Shop		ACCT #4264491-CONTRAC	79.11	
005910	CAPITAL INDUSTRIAL INC.	04/17/2020	Regular	0.00	3,260.13	102005
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
18533	Invoice	03/30/2020	CUST #CUS-0178 - 5/8" X 48" X 96" STEEL	0.00	3,224.35	
503-000-000-54865-4802		Repairs and Maintenance		CUST #CUS-0178 - 5/8" X 4	3,224.35	
18536	Invoice	03/30/2020	CUST #CUS-0178 - 250-FIT-1006, HEX NIP	0.00	35.78	



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	CUST #CUS-0178 - 250-FIT-		35.78	
006400	CASCADE NATURAL GAS	04/17/2020	Regular	0.00	4,937.85	102006
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MAR/2020	Invoice	04/03/2020	MAR/2020 GAS CHARGES	0.00	4,937.85	
001-000-000-51890-4715		Utility Services-Civic Ctr		ACCT #881 121 0000 8 - SE	305.12	
001-000-000-55430-4700		Utility Services-Animal Sh		ACCT #019 121 0000 3 - SE	175.32	
001-000-000-57250-4700		Utility Services-Library		ACCT #079 121 0000 0 - SE	421.31	
401-000-000-53480-4701		Utility Services - Shop		ACCT #809 121 0000 7 #A-	47.36	
401-000-000-53480-4701		Utility Services - Shop		ACCT #909 121 0000 6 #B-	199.84	
401-000-000-53480-4701		Utility Services - Shop		ACCT #536 175 0649 7 #D-	52.81	
401-000-000-53480-4701		Utility Services - Shop		ACCT #709 121 0000 8 #C-	399.51	
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT #315 383 7201 7 - SE	3,336.58	
007570	CIT	04/17/2020	Regular	0.00	429.77	102007
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
35136700	Invoice	03/18/2020	LEASE #900-0279616-000 SHARP #MX-40	0.00	429.77	
001-000-000-51250-4500		Operating Rentals		FEB/2020 LEASE #900-027	429.77	
VEN01728	CLARITY CONSULTING ENGINEERS P	04/17/2020	Regular	0.00	20,771.37	102008
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1097	Invoice	03/26/2020	REF #SHE 20-03 - SHELTON YMCA FULL CO	0.00	20,771.37	
001-000-000-55860-4100		Professional Services/Adv		REF #SHE 20-03 - SHELTON	20,771.37	
VEN01249	CONCRETE RECYCLERS	04/17/2020	Regular	0.00	284.88	102009
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2002726	Invoice	03/09/2020	03/09/20 - A-20454 TK: 2 3/9/20 REL/PO	0.00	152.88	
401-000-000-53480-3100		Office and Operating		03/09/20 - A-20454 TK: 2	152.88	
2002778	Invoice	03/12/2020	03/12/20 1-20629 TK:2 3/12/20 REL/PO:	0.00	132.00	
101-000-000-54230-3100		Office and Operating		03/12/20 1-20629 TK:2 3/	132.00	
009200	DAN RUBINO	04/17/2020	Regular	0.00	454.78	102010
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
93651	Invoice	03/12/2020	03/12/20-DEADBOLTS WOOD DOOR INST	0.00	454.78	
001-000-000-51890-4815		Repairs and Maintenance		03/12/20-DEADBOLTS WO	454.78	
009251	DATAPROSE LLC	04/17/2020	Regular	0.00	2,223.65	102011
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DP2000916	Invoice	03/31/2020	ACCT #1397 -MAR/2020 MAILINGS	0.00	2,223.65	
001-000-000-51421-4100		Professional Services/Adv		UB BILLS 03/25/2020	409.40	
001-000-000-51421-4200		Communication		UB POSTAGE - BILLS 03/25	1,694.49	
401-000-000-53480-4200		Communication		ADDITIONAL INSERTS - WA	59.88	
401-000-000-53480-4200		Communication		ADDITIONAL INSERTS - ED	59.88	
009351	DELAGE LANDEN FINANCIAL SVCS	04/17/2020	Regular	0.00	433.02	102012
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
67551947	Invoice	04/12/2020	CONTRACT #25532691 SHARP #MX5070V	0.00	270.91	
001-000-000-51530-4500		Operating Rentals		CONTRACT #25532691 SH	13.55	
001-000-000-51896-4500		Operating Rentals		CONTRACT #25532691 SH	127.32	
001-000-000-55860-4500		Operating Rentals		CONTRACT #25532691 SH	130.04	
67552622	Invoice	04/12/2020	CONTRACT #25536642-SHARP #MX3070V	0.00	162.11	
401-000-000-53480-4501		Operating Rentals - Shop		CONTRACT #25536642-SH	162.11	



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009591	DEPT OF LABOR & INDUSTRIES	04/17/2020	Regular	0.00	80.39	102013
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>324550</u>	Invoice	03/23/2020	2020 INSPECTIONS-BOILER/PRESSURE VE	0.00	80.39	
<u>001-000-000-52250-4100</u>		Professional Services/Adv		2020 INSPECTION - FIRE ST	80.39	
010006	DRAGON ANALYTICAL	04/17/2020	Regular	0.00	303.00	102014
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>200323-02</u>	Invoice	03/24/2020	03/24/2020 - COLIFORM BACTERIA ANALY	0.00	53.00	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		03/24/2020 - COLIFORM B	53.00	
<u>200401-01</u>	Invoice	04/01/2020	04/01/2020-COLIFORM BACTERIA ANALYS	0.00	250.00	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		04/01/2020-COLIFORM BA	250.00	
114475	ECOELITE & MATHIS Pest Managem	04/17/2020	Regular	0.00	213.24	102015
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>459251</u>	Invoice	04/06/2020	ACCT #518223-QTR2/2020 PEST CONTRO	0.00	106.62	
<u>001-000-000-57250-4100</u>		Professional Services/Adv		ACCT #518223-QTR2/2020	106.62	
<u>459252</u>	Invoice	04/06/2020	ACCT #518223-QTR2/2020 PEST CONTRO	0.00	106.62	
<u>001-000-000-57530-4100</u>		Professional Services/Adv		ACCT #518223-QTR2/2020	106.62	
023078	FASTENAL COMPANY	04/17/2020	Regular	0.00	1,775.39	102016
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM182795</u>	Invoice	03/12/2020	CUST #WATUM1962 - X-LARGE 12" 8 MIL	0.00	620.05	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1962 - X-LA	620.05	
<u>WATUM182911</u>	Invoice	03/12/2020	CUST #WATUM1961-BEARKAT CLEAR AF L	0.00	65.42	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #WATUM1961-BEAR	65.42	
<u>WATUM183037</u>	Invoice	03/17/2020	CUST #WATUM1147-9.1"X16.8" WIPE 126	0.00	51.02	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #WATUM1147-9.1"X	51.02	
<u>WATUM183038</u>	Invoice	03/17/2020	CUST #WATUM1961-SCRATCH BRUSH, SH	0.00	167.63	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #WATUM1961-SCRA	167.63	
<u>WATUM183039</u>	Invoice	03/17/2020	CUST #WATUM1962 - BEARKAT CLEAR AF	0.00	220.93	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1962 - BEA	220.93	
<u>WATUM183040</u>	Invoice	03/18/2020	CUST #WATUM1962 - XL SG-375 PF GLV 5	0.00	118.61	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1962 - XL S	118.61	
<u>WATUM183092</u>	Invoice	03/19/2020	CUST #WATUM1961-LG SAFETY VEST LIM	0.00	124.72	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #WATUM1961-LG SA	124.72	
<u>WATUM183189</u>	Invoice	03/27/2020	CUST #WATUM1961-3AAA 200L HEAD LA	0.00	65.26	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #WATUM1961-3AAA	65.26	
<u>WATUM183190</u>	Invoice	03/26/2020	CUST #WATUM1962 - XL SG-375 PF GLV 5	0.00	35.59	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1962 - XL S	35.59	
<u>WATUM183255</u>	Invoice	03/27/2020	CUST #WATUM1961-G8-11 BLK/CLR SIGLS	0.00	33.68	
<u>401-000-000-53480-3100</u>		Office and Operating	19-COVID19	CUST #WATUM1961-G8-1	33.68	
<u>WATUM183322</u>	Invoice	03/31/2020	CUST #WATUM1961 - XL ORNG PF DISP G	0.00	39.53	
<u>401-000-000-53480-3100</u>		Office and Operating	19-COVID19	CUST #WATUM1961 - XL O	39.53	
<u>WATUM183324</u>	Invoice	03/31/2020	CUST #WATUM1962 - 3AAA 200L HEAD L	0.00	232.95	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #WATUM1962 - 3AA	232.95	
031500	GALLS, LLC	04/17/2020	Regular	0.00	332.48	102017
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>015237551</u>	Invoice	03/12/2020	ACCT #3524003-T-SHIRTS, RIPSTOP PANTS	0.00	332.48	
<u>001-000-000-52122-3101</u>		Uniforms		ACCT #3524003-T-SHIRTS,	332.48	

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
201110	GCR TIRES & SERVICES	04/17/2020	Regular	0.00	2,074.22	102018
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>147760</u>	Invoice	03/24/2020	CUST #101366-RETREADED & CASING SCR	0.00	44.06	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		CUST #101366-RETREADE	44.06	
<u>147761</u>	Invoice	03/24/2020	CUST #101366-TRUCK SERVICE VALVE STE	0.00	307.41	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		CUST #101366-TRUCK SER	116.20	
<u>503-000-000-54865-4802</u>		Repairs and Maintenance		CUST #101366-TRUCK SER	191.21	
<u>147762</u>	Invoice	03/24/2020	CUST #101366-NEW TIRES FOR SLUDGE T	0.00	1,722.75	
<u>402-000-000-59435-6400</u>		Equipment/Vehicles	20-NEWEQUIP	CUST #101366-NEW TIRES	1,722.75	
038820	GILLIS AUTO CENTER, INC.	04/17/2020	Regular	0.00	2,535.89	102019
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>506024</u>	Invoice	03/27/2020	CUST #2440 - COVER, BEZEL, HANDLE USE	0.00	266.99	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2440 - COVER, BEZE	266.99	
<u>614628</u>	Invoice	03/16/2020	CUST #2440 - ELECTRICAL AIR BAG LIGHT	0.00	176.02	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2440 - ELECTRICAL	176.02	
<u>614666</u>	Invoice	03/17/2020	CUST #2440 - MULTI-POINT INSPECTION C	0.00	351.27	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2440 - MULTI-POIN	104.76	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2440 - MULTI-POIN	246.51	
<u>614792</u>	Invoice	03/23/2020	CUST #2440 - HVAC SYSTEM REPAIRS - CA	0.00	256.01	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2440 - HVAC SYSTE	5.37	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2440 - HVAC SYSTE	250.64	
<u>614861</u>	Invoice	03/26/2020	CUST #2440 - MULTI-POINT INSPECTION C	0.00	980.46	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2440 - MULTI-POIN	676.99	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2440 - MULTI-POIN	303.47	
<u>614919</u>	Invoice	03/30/2020	CUST #2440 - MULTI-POINT INSPECTION	0.00	505.14	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2440 - MULTI-POIN	201.67	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2440 - MULTI-POIN	303.47	
045000	H.D. FOWLER COMPANY	04/17/2020	Regular	0.00	794.91	102020
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>15409663</u>	Invoice	03/11/2020	CUST #3270-SS1 REPAIR CLAMP ROMAC S	0.00	794.91	
<u>401-250-000-58900-0001</u>		Materials & Supp-Inv-Cas		CUST #3270-SS1 REPAIR CL	794.91	
045150	HACH COMPANY	04/17/2020	Regular	0.00	655.32	102021
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>11901268</u>	Invoice	03/30/2020	ACCT #341640 - 3.0M KCL SILVER SATD	0.00	245.13	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #341640 - 3.0M KCL	245.13	
<u>11903055</u>	Invoice	03/31/2020	ACCT #341640 - AMMONIA TNT, ULR	0.00	198.29	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #341640 - AMMONI	198.29	
<u>11905533</u>	Invoice	04/01/2020	ACCT #341640 - NITRATE IONIC, NITROGE	0.00	211.90	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #341640 - NITRATE,	211.90	
053944	HUDSON CAR CARE INC.	04/17/2020	Regular	0.00	1,103.86	102022
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>17459</u>	Invoice	04/01/2020	CUST #2458-NEW SHOCKS & STRUTS 201	0.00	1,103.86	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #2458-NEW SHOCKS	781.61	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		CUST #2458-NEW SHOCKS	322.25	
079581	KCDA PURCHASING COOPERATIVE	04/17/2020	Regular	0.00	154.60	102023



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>300476864</u>	Invoice	03/09/2020	CUST #101367-LINERS, CAN, LDPE, 2.0 MI	0.00	154.60	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #101367-LINERS, CA		154.60	
080980	KENNEDY CREEK QUARRY	04/17/2020	Regular	0.00	1,183.55	102024
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>5752</u>	Invoice	03/03/2020	03/03/20 - TKT #184715 UBCINUBG VACT	0.00	50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/03/20 - TKT #184715 U		50.00	
<u>5774</u>	Invoice	03/04/2020	03/04/20 - INCOMING VACTOR WASTE	0.00	99.99	
<u>404-000-000-53180-3100</u>	Office and Operating		03/04/20 - TKT #184783 I		50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/04/20 - TKT #184833 I		49.99	
<u>5810</u>	Invoice	03/05/2020	03/05/20 - INCOMING VACTOR WASTE	0.00	50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/05/20 - TKT #184911 I		50.00	
<u>5827</u>	Invoice	03/06/2020	03/06/20 - TKT #184990 INCOMING VACT	0.00	50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/06/20 - TKT #184990 I		50.00	
<u>5867</u>	Invoice	03/10/2020	03/10/20 DRY FILL & 3/4" MINUS TICKETS	0.00	833.56	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		18.47	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		72.34	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		31.54	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		72.68	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		72.29	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		29.27	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		28.59	
<u>101-000-000-54230-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		66.59	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		9.24	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		15.77	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.34	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		14.30	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		14.64	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.14	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		33.30	
<u>402-400-000-53580-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.17	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.15	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		14.29	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		33.29	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.35	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 INCOMING VACT		50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		9.23	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		15.78	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 DRY FILL TICKET		14.63	
<u>404-000-000-53180-3100</u>	Office and Operating		03/10/20 3/4" MINUS TICK		36.17	
<u>5887</u>	Invoice	03/11/2020	03/11/20 - INCOMING VACTOR WASTE TK	0.00	50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/11/20 - INCOMING VAC		50.00	
<u>5902</u>	Invoice	03/12/2020	03/12/20 - INCOMING VACTOR WASTE TK	0.00	50.00	
<u>404-000-000-53180-3100</u>	Office and Operating		03/12/20 - INCOMING VAC		50.00	
VEN01230	L.N. CURTIS & SONS	04/17/2020	Regular	0.00	237.53	102025
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>INV372130</u>	Invoice	03/19/2020	CUST #C5463-S. ORTONA - UNIFORMS	0.00	237.53	
<u>001-000-000-52122-3101</u>	Uniforms		CUST #C5463-S. ORTONA -		237.53	
085995	LANGUAGE LINE SERVICES	04/17/2020	Regular	0.00	61.50	102026

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>4785120</u>	Invoice	03/31/2020	ACCT #9020514029-PHONE INTERPRETATI	0.00	24.46	
<u>001-000-000-51250-4106</u>		Interpreter Expenses		ACCT #9020514029-PHON	24.46	
<u>4786907</u>	Invoice	03/31/2020	ACCT #9020543108-PHONE INTERPRETATI	0.00	37.04	
<u>001-000-000-52122-4100</u>		Patrol-Professional Servic		ACCT #9020543108-PHON	37.04	
194000	LEROY T. VALLEY	04/17/2020	Regular	0.00	51.63	102027
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>92359</u>	Invoice	03/11/2020	03/11/20 ADAPTER - VEHICLE SUPPLIES	0.00	10.72	
<u>503-000-000-54865-3101</u>		Vehicle Supplies		03/11/20 ADAPTER - VEHI	6.43	
<u>503-000-000-54865-3103</u>		Vehicle Supp-EM&R Vehic		03/11/20 ADAPTER - VEHI	4.29	
<u>92438</u>	Invoice	03/30/2020	03/30/20 ADAPTER LICENSE #55405D	0.00	40.91	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		03/30/20 ADAPTER LICENS	40.91	
098580	MACECOM	04/17/2020	Regular	0.00	41,071.80	102028
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>410</u>	Invoice	01/01/2020	CUST #73-QTR1/2020 USER FEES	0.00	41,071.80	
<u>001-000-000-52122-4104</u>		Professional Serv-Dispatc		CUST #73-QTR1/2020 USE	41,071.80	
108850	MASON COUNTY GARBAGE CO.-A V	04/17/2020	Regular	0.00	1,542.71	102029
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>6033708</u>	Invoice	04/01/2020	ACCT #30135-CIVIC CENTER 03/01/20 - 03	0.00	280.59	
<u>001-000-000-51890-4715</u>		Utility Services-Civic Ctr		ACCT #30135-CIVIC CENTE	280.59	
<u>6033793</u>	Invoice	04/01/2020	ACCT #30714-710 W ALDER 03/01/20 - 03	0.00	110.73	
<u>001-000-000-57250-4700</u>		Utility Services-Library		ACCT #30714-710 W ALDE	110.73	
<u>6033909</u>	Invoice	04/01/2020	ACCT #56141-525 COTA ST, W 03/01/20 -	0.00	31.05	
<u>001-000-000-51890-4715</u>		Utility Services-Civic Ctr		ACCT #56141-525 COTA ST,	31.05	
<u>6034993</u>	Invoice	04/01/2020	ACCT #204402-101 N 10891 US HWY 101	0.00	136.29	
<u>402-640-000-53580-4700</u>		Utility Services-Sewer Sat		ACCT #204402-101 N 1089	136.29	
<u>6035890</u>	Invoice	04/01/2020	ACCT #205584-200 N FRONT ST 03/01/20	0.00	29.42	
<u>402-400-000-53580-4700</u>		Utility Services-Sewer Ma		ACCT #205584-200 N FRO	29.42	
<u>6037121</u>	Invoice	04/01/2020	ACCT #207155-710 W ALDER 03/01/20 - 0	0.00	272.58	
<u>001-000-000-57250-4700</u>		Utility Services-Library		ACCT #207155-710 W ALD	272.58	
<u>6037374</u>	Invoice	04/01/2020	ACCT #207565 - 1000 W PINE 03/01/20 -	0.00	561.85	
<u>001-000-000-57680-4700</u>		Utility Services-Park		ACCT #207565 - 1000 W PI	93.66	
<u>101-000-000-54230-4700</u>		Road & Street Maint - Util		ACCT #207565 - 1000 W PI	93.67	
<u>401-000-000-53480-4700</u>		Utility Services-Water		ACCT #207565 - 1000 W PI	93.60	
<u>402-300-000-53580-4700</u>		Utility Services-Sewer Ma		ACCT #207565 - 1000 W PI	93.66	
<u>404-000-000-53180-4700</u>		Utility Services		ACCT #207565 - 1000 W PI	93.66	
<u>503-000-000-54865-4700</u>		Equip Maint & Rental - U		ACCT #207565 - 1000 W PI	93.60	
<u>6037375</u>	Invoice	04/01/2020	ACCT #207568-1000 W PINE 03/01/20 - 0	0.00	72.56	
<u>001-000-000-57680-4700</u>		Utility Services-Park		ACCT #207568-1000 W PI	12.10	
<u>101-000-000-54230-4700</u>		Road & Street Maint - Util		ACCT #207568-1000 W PI	12.10	
<u>401-000-000-53480-4700</u>		Utility Services-Water		ACCT #207568-1000 W PI	12.09	
<u>402-300-000-53580-4700</u>		Utility Services-Sewer Ma		ACCT #207568-1000 W PI	12.10	
<u>404-000-000-53180-4700</u>		Utility Services		ACCT #207568-1000 W PI	12.10	
<u>503-000-000-54865-4700</u>		Equip Maint & Rental - U		ACCT #207568-1000 W PI	12.07	
<u>6037474</u>	Invoice	04/01/2020	ACCT #209143-1700 FAIRMOUNT 03/01/2	0.00	47.64	
<u>402-400-000-53580-4700</u>		Utility Services-Sewer Ma		ACCT #209143-1700 FAIR	47.64	
VEN01726	MATT GRAY	04/17/2020	Regular	0.00	80.00	102030



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>OCT/2019</u>	Invoice	09/30/2019	OCT/2019 TRAVEL REIMB.-REISSUE CHECK	0.00	80.00	
<u>001-000-000-52140-4302</u>		Travel-PD Operations		OCT/2019 TRAVEL REIMB.-	80.00	
VEN01818	MICHAEL DEROCHE	04/17/2020	Regular	0.00	34.60	102031
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>FUEL</u>	Invoice	03/16/2020	ELMA GROCERY & GAS-FUEL REIMBURSE	0.00	34.60	
<u>001-000-000-52122-3200</u>		Gas & Oil		ELMA GROCERY & GAS-FU	34.60	
132235	MOUNTAIN MIST WATER	04/17/2020	Regular	0.00	172.04	102032
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>00334909</u>	Invoice	03/17/2020	ACCT #088436 - WATER & EQUIPMENT RE	0.00	4.62	
<u>001-000-000-55430-3100</u>		Office and Operating		ACCT #088436 - WATER &	4.62	
<u>003352462</u>	Invoice	03/01/2020	ACCT #050147 - PKG WATER & COOLER RE	0.00	66.05	
<u>402-400-000-53580-4500</u>		Operating Rentals		ACCT #050147 - PKG WATE	8.70	
<u>402-640-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WATE	57.35	
<u>003379049</u>	Invoice	03/17/2020	ACCT #050147 - PKG WATER & COOLER RE	0.00	47.83	
<u>402-640-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WATE	47.83	
<u>003379062</u>	Invoice	03/17/2020	ACCT #088436 - WATER & EQUIPMENT RE	0.00	23.12	
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #088436 - WATER &	23.12	
<u>003379065</u>	Invoice	03/17/2020	ACCT #088436 - WATER & EQUIPMENT RE	0.00	4.62	
<u>001-000-000-51250-3100</u>		Office and Operating		ACCT #088436 - WATER &	4.62	
<u>003401821</u>	Invoice	03/31/2020	ACCT #050147 - PKG WATER & COOLER RE	0.00	25.80	
<u>402-640-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WATE	25.80	
142952	NORTH CENTRAL LABORATORIES	04/17/2020	Regular	0.00	625.21	102033
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>437321</u>	Invoice	03/31/2020	ACCT #42215-DPD TOTAL C1 PP, DPD FREE	0.00	625.21	
<u>402-640-000-53580-3100</u>		Office and Operating		ACCT #42215-DPD TOTAL C	625.21	
144504	NSI LAB SOLUTIONS, INC	04/17/2020	Regular	0.00	1,118.50	102034
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>377020</u>	Invoice	03/30/2020	CUST #21545-WP MICROBIOLOGICAL QC S	0.00	650.90	
<u>402-640-000-53580-4100</u>		Professional Services/Adv		CUST #21545-WP MICROB	650.90	
<u>377021</u>	Invoice	03/30/2020	CUST #21545-SIMPLE NUTRIENTS-QC SA	0.00	467.60	
<u>402-640-000-53580-4100</u>		Professional Services/Adv		CUST #21545-SIMPLE NUT	467.60	
149640	ORNAMENTAL STONE INC.	04/17/2020	Regular	0.00	48.83	102035
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>19350</u>	Invoice	03/20/2020	24 GALLON GALVANIZED LINERS	0.00	48.83	
<u>101-000-000-54230-3100</u>		Office and Operating		24 GALLON GALVANIZED LI	48.83	
151000	P. U. D. # 3	04/17/2020	Regular	0.00	51,940.74	102036

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>MAR/2020</u>	Invoice	03/16/2020	Monthly Service Charges 02/12/2020 - 03	0.00	51,940.74	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #28249001 - 525 W		2,807.77	
001-000-000-55430-4700	Utility Services-Animal Sh		ACCT #35199001 - 902 W		175.92	
001-000-000-57250-4700	Utility Services-Library		ACCT #35665001 - 710 AL		590.83	
001-000-000-57530-4700	Utility Services-Museum		ACCT #27639001 - 427 RAI		355.84	
001-000-000-57680-4700	Utility Services-Park		ACCT #25911003 - 326 RAI		61.06	
001-000-000-57680-4700	Utility Services-Park		ACCT #30003001 - 100 TU		194.62	
001-000-000-57680-4700	Utility Services-Park		ACCT #82241001 - 400 W		149.30	
001-000-000-57680-4700	Utility Services-Park		ACCT #32453001 - 1004 FR		148.26	
101-000-000-54263-4700	Utility Services		ACCT #27837001 - 103 4T		1,746.77	
101-000-000-54263-4700	Utility Services		ACCT #27839002 - 525 W		9,966.39	
101-000-000-54264-4700	Utility Services		ACCT #101001 - 699 RAILR		69.92	
101-000-000-54264-4700	Utility Services		ACCT #26197001 - 2327 OL		70.89	
101-000-000-54264-4700	Utility Services		ACCT #101097001 - 2000 1		75.65	
101-000-000-54264-4700	Utility Services		ACCT #109441001 - 2800 E		60.01	
101-000-000-54264-4700	Utility Services		ACCT #35337001 - 623 AL		66.24	
101-000-000-54264-4700	Utility Services		ACCT #101002 - 300 E WA		72.89	
101-000-000-54264-4700	Utility Services		ACCT #109397001 - 800 E		77.43	
101-000-000-54264-4700	Utility Services		ACCT #109413001 - 750 E		50.49	
101-000-000-54264-4700	Utility Services		ACCT #25911002 - 10 WAL		87.38	
101-000-000-54265-4700	Utility Services		ACCT #26857001 - 310 RAI		28.68	
101-000-000-54270-4700	Utility Services-Roadside		ACCT #250321001 - 1200		77.25	
401-000-000-53480-4700	Utility Services-Water		ACCT #25913001 - 2001 13		581.52	
401-000-000-53480-4700	Utility Services-Water		ACCT #101149001 - 100 M		86.74	
401-000-000-53480-4700	Utility Services-Water		ACCT #25911001 - 2401 E		1,320.12	
401-000-000-53480-4700	Utility Services-Water		ACCT #8511001 - 811 15T		129.62	
401-000-000-53480-4700	Utility Services-Water		ACCT #101155001 - 900 E		4,584.50	
401-000-000-53480-4700	Utility Services-Water		ACCT #277201002 - 51 W		156.78	
401-000-000-53480-4700	Utility Services-Water		ACCT #35201001 - 1000 PI		1,485.44	
401-000-000-53480-4700	Utility Services-Water		ACCT #277201001 - 1437		257.30	
401-000-000-53480-4700	Utility Services-Water		ACCT #46051001 - 553 BE		112.08	
401-000-000-53480-4700	Utility Services-Water		ACCT #45451001 - 626 MA		165.60	
401-000-000-53480-4700	Utility Services-Water		ACCT #26729001 - 1100 PI		365.70	
401-000-000-53480-4700	Utility Services-Water		ACCT #113939001 - 907 BI		95.77	
401-000-000-53480-4701	Utility Services - Shop		ACCT #26717001 - 1000 PI		104.11	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #85079001 - 427 W I		111.44	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #18515001 - 119 CA		65.43	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #47009001 - 498 AS		55.42	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #30003002 - 100 TU		856.31	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #259409001 - 1700 F		17,214.33	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #26551001 - 200 FR		1,479.61	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #25911005 - 631 W		68.96	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #252689001 - 10891		5,664.46	
404-000-000-53180-4700	Utility Services		ACCT #85183001 - 534 W I		45.91	
VEN01981	PREMETCO	04/17/2020	Regular	0.00	72.00	102037
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>53863</u>	Invoice	03/12/2020	MANUFACTURE FROM 16 G GALV-CHANN	0.00	72.00	
401-000-000-53480-4100	Professional Services/Adv		MANUFACTURE FROM 16		72.00	
164899	QWEST DBA CENTURYLINK	04/17/2020	Regular	0.00	849.40	102038



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>APR/2020</u>	Invoice	03/26/2020	ACCT #360-Z26-0219 722B - MAR 26-APR	0.00	849.40	
<u>401-000-000-53480-4201</u>		Communication - Shop		ACCT #360-Z26-0219 722B	112.61	
<u>402-300-000-53580-4200</u>		Communication		ACCT #360-Z26-0219 722B	56.84	
<u>402-400-000-53580-4200</u>		Communication		ACCT #360-Z26-0219 722B	298.01	
<u>402-400-000-53580-4200</u>		Communication		ACCT #360-Z26-0219 722B	174.14	
<u>402-640-000-53580-4200</u>		Communication		ACCT #360-Z26-0219 722B	207.80	
165704	R & D SUPPLY	04/17/2020	Regular	0.00	307.47	102039
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>231439</u>	Invoice	03/12/2020	CUST #60CS18 - FOAM HANDWASH & SA	0.00	307.47	
<u>001-000-000-51830-3100</u>		Office and Operating		CUST #60CS18 - FOAM HA	106.30	
<u>001-000-000-51890-3115</u>		Office and Operating-Civi		CUST #60CS18 - FOAM HA	106.30	
<u>001-000-000-51890-3115</u>		Office and Operating-Civi	19-COVID19	CUST #60CS18 - FOAM HA	94.87	
166883	RAILROAD MANAGEMENT	04/17/2020	Regular	0.00	537.51	102040
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>416704</u>	Invoice	03/17/2020	CUST #272861-LICENSE #0070122 - 8" SE	0.00	537.51	
<u>402-400-000-53580-4900</u>		Miscellaneous		CUST #272861-LICENSE #0	537.51	
190080	SIMPLLOT PARTNERS	04/17/2020	Regular	0.00	2,103.60	102041
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>212087338</u>	Invoice	03/25/2020	CUST #98997-MEDALIST GOLD LB, SUREG	0.00	1,469.59	
<u>001-000-000-57680-3100</u>		Office and Operating		CUST #98997-MEDALIST G	1,469.59	
<u>212087339</u>	Invoice	03/25/2020	CUST #98997-SUREGUARD SC	0.00	177.05	
<u>101-000-000-54271-3100</u>		Office and Operating		CUST #98997-SUREGUARD	177.05	
<u>216046506</u>	Invoice	03/25/2020	CUST #98997-CHEETAH PRO	0.00	228.48	
<u>101-000-000-54230-3100</u>		Office and Operating		CUST #98997-CHEETAH PR	228.48	
<u>216046507</u>	Invoice	03/25/2020	CUST #98997- CHEETAH PRO	0.00	228.48	
<u>001-000-000-57680-3100</u>		Office and Operating		CUST #98997- CHEETAH PR	228.48	
190222	SIRENNET.COM	04/17/2020	Regular	0.00	3,503.95	102042
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0247079-IN</u>	Invoice	03/19/2020	CUST #3605184-USED CAR #4 CEN COM S	0.00	1,164.13	
<u>001-000-000-59421-6401</u>		POLICE CAPITAL EXP-Vehi	20-NEWEQUIP	CUST #3605184-USED CAR	1,164.13	
<u>0247104-IN</u>	Invoice	03/19/2020	CUST #3605184-PO #20200214CM001 IN	0.00	398.86	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #3605184-PO #2020	398.86	
<u>0247185-IN</u>	Invoice	03/24/2020	CUST #3605184-CAR #808 SIREN/CONTR	0.00	82.68	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #3605184-CAR #808	82.68	
<u>0247215-IN</u>	Invoice	03/24/2020	CUST #3605184-PO #20200214CM001 RE	0.00	1,419.60	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #3605184-PO #2020	1,419.60	
<u>0247363-IN</u>	Invoice	03/31/2020	CUST #3605184-CAR #808 SIREN/CONTR	0.00	438.68	
<u>001-000-000-59421-6401</u>		POLICE CAPITAL EXP-Vehi	20-NEWEQUIP	CUST #3605184-CAR #808	438.68	
VEN01984	SPRINT	04/17/2020	Regular	0.00	90.00	102043
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>LCI-273925</u>	Invoice	04/06/2017	ACCT #SEC0270041- DOCUMENT RETRIEV	0.00	90.00	
<u>001-000-000-52122-4100</u>		Patrol-Professional Servic		ACCT #SEC0270041- DOCU	90.00	
203080	ST OF WASHINGTON FUEL TAX	04/17/2020	Regular	0.00	74.26	102044

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

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>QTR1/2020</u>	Invoice	04/10/2020	QTR1/2020 DYED DIESEL FUEL TAX #0059	0.00	74.26	
<u>503-250-000-58900-0001</u>		Inventory-Gas		QTR1/2020 DYED DIESEL F	74.26	
189670	THE SHOPPER	04/17/2020	Regular	0.00	186.02	102045
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>41108</u>	Invoice	03/16/2020	JOB #RL3348 - NEIGHBORHOOD WATCH S	0.00	168.64	
<u>001-000-000-52122-4900</u>		Miscellaneous		JOB #RL3348 - NEIGHBOR	168.64	
<u>41165</u>	Invoice	03/19/2020	PEN STYLE DRY ERASE MARKERS, FINE TIP	0.00	4.12	
<u>401-000-000-53480-3100</u>		Office and Operating		PEN STYLE DRY ERASE MA	4.12	
<u>41187</u>	Invoice	03/20/2020	DRY ERASE MARKER & ORGANIZER KIT	0.00	13.26	
<u>401-000-000-53480-3100</u>		Office and Operating		DRY ERASE MARKER & OR	13.26	
201300	TOZIER BROS INC.	04/17/2020	Regular	0.00	236.27	102046
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>442570</u>	Invoice	03/20/2020	CUST #20090 - GFI ST RECEIPT & GFCI ST R	0.00	42.11	
<u>001-000-000-52250-3100</u>		Office and Operating		CUST #20090 - GFI ST RECE	42.11	
<u>442596</u>	Invoice	03/21/2020	CUST #20090 - TERM RNG, NUTS & BOLTS	0.00	36.44	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #20090 - TERM RNG,	36.44	
<u>442606</u>	Invoice	03/23/2020	CUST #20090- FM 12X20 LOADSAVER TAR	0.00	100.09	
<u>402-300-000-53580-3100</u>		Office and Operating		CUST #20090- FM 12X20 L	100.09	
<u>442654</u>	Invoice	03/25/2020	CUST #20090 SOAP LAUNDRY TIDE	0.00	21.74	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090 SOAP LAUND	21.74	
<u>442666</u>	Invoice	03/25/2020	CUST #20090- XR-2500 SPRAYER BOTTLE	0.00	17.36	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #20090- XR-2500 SP	17.36	
<u>442838</u>	Invoice	04/02/2020	CUST #20090 - CONN BUTT INS	0.00	14.31	
<u>001-000-000-52122-3100</u>		Office and Operating		CUST #20090 - CONN BUT	14.31	
<u>442846</u>	Invoice	04/03/2020	CUST #20090 - CORD BUNGEE 13"	0.00	4.22	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090 - CORD BUN	4.22	
VEN01656	TRACTOR SUPPLY CREDIT PLAN	04/17/2020	Regular	0.00	802.88	102047
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>100139305</u>	Invoice	03/20/2020	ACCT #6035 3012 0512 3985-GARBAGE C	0.00	21.69	
<u>101-000-000-54230-3100</u>		Office and Operating		ACCT #6035 3012 0512 39	21.69	
<u>100140310</u>	Invoice	03/25/2020	ACCT #6035 3012 0512 3985-SIMPSON 40	0.00	781.19	
<u>402-300-000-53580-3100</u>		Office and Operating		ACCT #6035 3012 0512 39	781.19	
145325	VALVOLINE LLC	04/17/2020	Regular	0.00	111.12	102048
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>139248</u>	Invoice	03/17/2020	ACCT #684808 - CONVENTIONAL OIL CHA	0.00	44.37	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		ACCT #684808 - CONVENTI	44.37	
<u>140125</u>	Invoice	03/30/2020	ACCT #684808 - MAXLIFE OIL CHANGE	0.00	66.75	
<u>001-000-000-52122-4805</u>		Repairs and Maintenance		ACCT #684808 - MAXLIFE	66.75	
202392	VERIZON WIRELESS	04/17/2020	Regular	0.00	1,257.25	102049
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9851095918</u>	Invoice	03/23/2020	ACCT #342078219-00001- FEB 24 - MAR 2	0.00	449.34	
<u>001-000-000-51895-4200</u>		Communication		ACCT #342078219-00001-	449.34	
<u>9851194639</u>	Invoice	03/23/2020	ACCT #942084392-00001- FEB 24 - MAR	0.00	807.91	
<u>001-000-000-51160-4200</u>		Communication		360-490-6173 - COUNCIL	57.86	
<u>001-000-000-51160-4200</u>		Communication		360-490-8164 - COUNCIL	57.86	



## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>001-000-000-51160-4200</u>		Communication	360-490-6394 - COUNCIL		57.86	
<u>001-000-000-51160-4200</u>		Communication	360-545-2556 - COUNCIL		57.86	
<u>001-000-000-51160-4200</u>		Communication	360-545-5503 - COUNCIL		57.86	
<u>001-000-000-51160-4200</u>		Communication	360-545-5505 - COUNCIL		57.86	
<u>001-000-000-51250-4200</u>		Communication	360-968-9834 - JUDGE STE		57.86	
<u>001-000-000-51310-4200</u>		Communication	360-968-9004 - CITY ADMI		57.86	
<u>001-000-000-51310-4200</u>		Communication	360-968-9557 - CITY MGR		40.01	
<u>001-000-000-51423-4200</u>		Communication	360-280-0793 - FINANCE		40.01	
<u>001-000-000-51423-4200</u>		Communication	360-968-3020 - FINANCE D		59.25	
<u>001-000-000-51810-4200</u>		Communication	360-545-5504 - CITY HR -		57.86	
<u>001-000-000-51830-4200</u>		Communication	360-239-7161 - FACILITIES		32.18	
<u>001-000-000-51888-4200</u>		Communication	360-968-9045 - COMMUNI		57.86	
<u>001-000-000-55850-4200</u>		Communication	360-490-3057 - C.E.D. SEA		57.86	
VEN01983	WA LAW ENFORCEMENT INFORMA	04/17/2020	Regular	0.00	50.00	102050
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>168</u>	Invoice	03/27/2020	MEMBERSHIP RENEWAL THRU DEC 31, 20	0.00	50.00	
<u>001-000-000-52122-4900</u>		Miscellaneous	MEMBERSHIP RENEWAL T		50.00	
203030	WASHINGTON STATE PATROL	04/17/2020	Regular	0.00	22.50	102051
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>120006317</u>	Invoice	04/02/2020	ACCT #SHE301 - MAR/2020 BACKGROUN	0.00	22.50	
<u>001-000-000-52122-4100</u>		Patrol-Professional Servic	ACCT #SHE301 - MAR/202		22.50	
203780	WATER MGMNT LABORATORIES INC	04/17/2020	Regular	0.00	2,483.00	102052
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>184011</u>	Invoice	03/25/2020	ACCT #AS201R -FECAL COLIFORM MPN	0.00	674.00	
<u>402-400-000-53580-4100</u>		Professional Services/Adv	ACCT #AS201R -FECAL COL		674.00	
<u>184013</u>	Invoice	03/25/2020	ACCT #AS201R -FECAL COLIFORM MPN	0.00	797.00	
<u>402-400-000-53580-4100</u>		Professional Services/Adv	ACCT #AS201R -FECAL COL		797.00	
<u>184139</u>	Invoice	03/31/2020	ACCT #AS201R - IDEXX SIM PLATE, NITRAT	0.00	1,012.00	
<u>402-640-000-53580-4100</u>		Professional Services/Adv	ACCT #AS201R - IDEXX SIM		1,012.00	
203900	WESMAR COMPANY, INC	04/17/2020	Regular	0.00	1,206.38	102053
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>273169</u>	Invoice	03/17/2020	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	
<u>274009</u>	Invoice	04/07/2020	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	04/17/2020	Regular	0.00	919.69	102054
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>817033-CM</u>	Credit Memo	04/16/2020	ACCT #500005285-DUPLICATE PMT-INV #	0.00	-10.77	
<u>404-000-000-53180-3100</u>		Office and Operating	ACCT #500005285-DUPLIC		-10.77	
<u>864650-CM</u>	Credit Memo	04/16/2020	ACCT #500005285-OVERPMT INVOICE #8	0.00	-10.00	
<u>503-000-000-54865-3100</u>		Office and Operating	ACCT #500005285-OVERP		-10.00	
<u>867610</u>	Invoice	03/10/2020	ACCT #4296 - HD WIPER & EXACTFITBLAD	0.00	80.99	
<u>503-000-000-54865-3100</u>		Office and Operating	ACCT #4296 - HD WIPER &		80.99	
<u>867617</u>	Invoice	03/10/2020	ACCT #4296 -CRANKCASE FILTER	0.00	70.49	
<u>503-000-000-54865-3100</u>		Office and Operating	ACCT #4296 -CRANKCASE F		70.49	
<u>867709</u>	Invoice	03/10/2020	ACCT #4296 - NAPAGOLD FUEL FILTER #00	0.00	34.24	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V	ACCT #4296 - NAPAGOLD F		34.24	
<u>867863</u>	Invoice	03/11/2020	ACCT #4296 ALTERNATOR - PRESSURE W	0.00	28.98	

## Check Register

Packet: APPKT01589-April 17, 2020 - APR/2020 Batches

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>503-000-000-54865-3101</u>		Vehicle Supplies	ACCT #4296 ALTERNATOR		17.39	
<u>503-000-000-54865-3103</u>		Vehicle Supp-EM&R Vehic	ACCT #4296 ALTERNATOR		11.59	
<u>867864</u>	Invoice	03/11/2020	ACCT #4296 - BATTERY & CORE DEPOSIT #	0.00	157.29	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V	ACCT #4296 - BATTERY & C		157.29	
<u>868021</u>	Invoice	03/12/2020	ACCT #4296 - NAPA HYDRAULIC FILTER #1	0.00	76.64	
<u>503-000-000-54865-3102</u>		Oper Supplies-Parts	ACCT #4296 - NAPA HYDRA		76.64	
<u>868230</u>	Invoice	03/13/2020	ACCT #4296 -HYD HOSE FITTINGS - VEHIC	0.00	124.64	
<u>503-000-000-54865-3101</u>		Vehicle Supplies	ACCT #4296 -HYD HOSE FI		74.78	
<u>503-000-000-54865-3103</u>		Vehicle Supp-EM&R Vehic	ACCT #4296 -HYD HOSE FI		49.86	
<u>869095</u>	Invoice	03/19/2020	ACCT #4296 -12PC PRECISION PI, SILICON	0.00	22.85	
<u>402-400-000-53580-3100</u>		Office and Operating	ACCT #4296 -12PC PRECISI		22.85	
<u>869272</u>	Invoice	03/20/2020	ACCT #4296 -WINDSHIELD	0.00	7.38	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto	ACCT #4296 -WINDSHIELD		7.38	
<u>869713</u>	Invoice	03/23/2020	ACCT #4296 -CAPSULE - J LAWSON	0.00	39.39	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto	ACCT #4296 -CAPSULE - J L		39.39	
<u>869905</u>	Invoice	03/25/2020	ACCT #4296 -BATTERY & CORE DEPOSIT-C	0.00	130.02	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto	ACCT #4296 -BATTERY & C		130.02	
<u>869941</u>	Invoice	03/25/2020	ACCT #4296 -ADAPTER TRAILER	0.00	12.48	
<u>401-000-000-53480-3100</u>		Office and Operating	ACCT #4296 -ADAPTER TR		12.48	
<u>870550</u>	Invoice	03/30/2020	ACCT #4296 - UJOINT & BEARING #07037	0.00	32.49	
<u>503-000-000-54865-3102</u>		Oper Supplies-Parts	ACCT #4296 - UJOINT & BE		32.49	
<u>870561</u>	Invoice	03/30/2020	ACCT #4296 - UNIVERSAL JOINT & UJOINT	0.00	24.82	
<u>503-000-000-54865-3102</u>		Oper Supplies-Parts	ACCT #4296 - UNIVERSAL J		24.82	
<u>870603</u>	Invoice	03/30/2020	ACCT #4296 -NAPA EXACFIT PAS-CAR #97	0.00	63.85	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto	ACCT #4296 -NAPA EXACFI		63.85	
<u>870971</u>	Invoice	04/02/2020	ACCT #4296 -CABLE TIE-NEW USED CAR #	0.00	33.91	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto	ACCT #4296 -CABLE TIE-NE		33.91	
204075	WESTERN SYSTEMS REFUSE & RECY	04/17/2020	Regular	0.00	974.85	102055
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>29540</u>	Invoice	03/12/2020	G/B PTND 250PK - TRAFFIC CONTROL DEV	0.00	974.85	
<u>101-000-000-54264-3100</u>		Office and Operating		G/B PTND 250PK - TRAFFIC	974.85	
204123	WHISLER COMMUNICATIONS	04/17/2020	Regular	0.00	2,829.51	102056
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>4708</u>	Invoice	03/27/2020	ACCT #101376 - KENWOOD VHF MOBIL R	0.00	2,829.51	
<u>001-000-000-59421-6401</u>		POLICE CAPITAL EXP-Vehi		ACCT #101376 - KENWOOD	2,829.51	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	62	0.00	176,133.70
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
	<b>162</b>	<b>62</b>	<b>0.00</b>	<b>176,133.70</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2020	176,133.70
			<u>176,133.70</u>



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C-1)

Touch Date: 04/21/20  
Brief Date: 05/05/20  
Action Date: 05/19/20

Department: Community Development  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Single Room Occupancy**

☒ Ordinance

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

#### ATTACHMENTS:

**Ordinance No. 1949-0220  
Panza lease agreement**

☐ Resolution

☐ Motion

☒ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City of Shelton entered into a lease agreement with Panza for approximately 3.233 acres located near the Shelton Springs Road and North 13th Street intersection for the development of a housing program and ancillary services for homeless veterans. The lease agreement stipulates Shelton Municipal Code (SMC) compliance with development standards and the necessary amendments to allow Single Room Occupancy (SRO) as defined. SMC Chapters 18 Building, Construction, Mobile/Manufactured Homes and Flood Damage Prevention and Chapter 20 Zoning require amendments to meet the intent and allow for the construction of housing units outlined in the lease agreement.

An additional amendment is proposed to Chapter 20.32.110(8) deleting redundant language in this section.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

Adoption of the amendments has no budget impact.

### PUBLIC INFORMATION REQUIREMENTS:

Public notice has published in the newspaper of record on April 16.

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

Conduct first reading of Ordinance # 1949-0220 amending Shelton Municipal Code Chapter 18 adding definition of single room occupancy units and Chapter 20 adding single room occupancy in form and configuration in neighborhood residential and mixed use planned unit developments.

**ORDINANCE NO.1949-0220**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON,  
RELATING TO LAND USE AND ZONING, ADDING A NEW SECTION 18.02.110 TO  
THE SHELTON MUNICIPAL CODE AND AMENDING CHAPTER 20.32.110,  
CONCERNING SINGLE ROOM OCCUPANCY DEVELOPMENTS.**

**WHEREAS**, the City of Shelton enacts land use, development, building, mechanical, fire and other codes to protect lives and assure public safety; and

**WHEREAS**, in May of 2019 the City Council executed a Lease Agreement with Panza, D/B/A Quixote Communities, for construction of a Tiny Homes Village to house low income veterans and other tenants; and

**WHEREAS**, the Panza Lease authorizes construction of housing units in a Single Residential Occupancy ("SRO") format not currently authorized under the Shelton Municipal Code; and

**WHEREAS**, the City Council wishes to allow construction of residential units in a SRO format in limited circumstances; and

**WHEREAS**, the City Council has considered the proposed amendments at a properly noticed public meeting and held a properly noticed public hearing on May 5<sup>th</sup>, 2020, so as to receive public testimony; and

**WHEREAS**, pursuant to RCW 36.70A.106, the City provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the amendment(s) to its Unified Development Code; and

**WHEREAS**, an environmental review of the proposed amendments to the Development Code was conducted in accordance with the requirement of the State Environmental Policy Act ("SEPA"), and a non-project SEPA Determination of Non-significance was issued for the amendments on April 21, 2020, which was transmitted to relevant State and local agencies, published in the Shelton/Mason County Journal and posted in public places; and

**WHEREAS**, the City Council has considered the entire public record, public comments, written and oral; and

**WHEREAS**, the City Council has considered this Ordinance, together with all public comment, and has determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City.

**NOW, THEREFORE**, the City Council of the City of Shelton, Washington, do ordain as follows:

**Section 1.** A new section 18.02.110 is added to the Shelton Municipal Code to read as follows:

**18.02.110 Single Room Occupancy Sleeping Unit.**

“Single Room Occupancy Sleeping Unit” (sleeping unit) is a structure that provides living units that have separate sleeping areas, each of which must be at least 120 square feet and have access to both sanitary facilities and a full common kitchen facility, subject to the following:

- A. Sanitary Facilities shall include:
  - 1. At least one flush toilet, lavatory basin, and bathtub or shower must be supplied for each sleeping unit. Lavatory basins and showers must have adequate quantities of hot and cold running water.
  - 2. All sanitary facilities must be in proper operating condition and be adequate for personal cleanliness and the disposal of human waste. The facilities must utilize an approvable public or private disposal system as required by Title 14 of the Shelton Municipal Code and public works standards.
- B. Space and security.
  - 1. Each sleeping unit must have 120 square feet of floor space and at least 4 square feet of closet space.
  - 2. Exterior doors and windows accessible from the outside must be lockable
- C. Access.
  - 1. Residents must be able to access their sleeping unit, sanitary, and kitchen facilities without passing through another sleeping unit.
  - 2. Kitchen and sanitary facilities may be located in a detached community building located on the same site as the sleeping units.
- D. Use and location.
  - 1. Single Room Occupancy units may only be located within Neighborhood Residential Zone and Mixed Use Zones. A Planned Unit Development permit shall be required for all single room occupancies.
  - 2. Sleeping units shall not be for transitory housing (the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days).
  - 3. Sleeping units shall either be owner-occupied, or shall provide housing for a tenant, pursuant to a Lease Agreement.
  - 4. The following uses are not considered single room occupancy sleeping units: boarding houses, hotels and motels, extended stay hotels and motels, assisted living facilities, convalescent/nursing homes, and facilities which provide short-term or long-term care for tenants suffering from physical, mental or other disabilities.

**Section 2.** Shelton Municipal Code Section 20.32.110 is amended to read as follows:

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**20.32.110 Form and configuration in residential and mixed use.**

A. Residential PUDs and residential components of mixed use PUDs may utilize the following techniques and incorporate the following uses:

- 1. Four-unit dwelling clusters with party walls;



2. Town houses or patio homes with party walls;
3. Double-row houses with party side and rear walls;
4. Condominium ownership in multifamily buildings;
5. Varied lot size divisions;
6. Establishment of greenbelts, parks or other open area, or community buildings or recreation facilities;
7. Zero-lot line developments;
8. ~~-Z-lots, or other modified zero-lot line detached single-family developments;~~ [9. Single Room Occupancy \(SRO\) Residential Development as defined in Shelton Municipal Code Section 18.02.110.](#)
- ~~109.~~ Multifamily project developments (i.e., apartment buildings/complexes).
- ~~1410.~~ Neighborhood commercial uses as defined in SMC 20.44.290.

**Section 3.** Effective date. This ordinance shall take effect five (5) days after its passage, approval, and publication as required by law.

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INTRODUCED the 5<sup>th</sup> day of May 2020.

ADOPTED by the City Council of the City of Shelton, Mason County Washington at a regular open public meeting held the 19<sup>th</sup> day of May, 2020, ~~the following Councilmembers being present and voting in favor of this ordinance.~~

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor Dorcy

## LEASE AGREEMENT

This Agreement is made by and between PANZA ("Lessee"), a nonprofit corporation based in Olympia, Washington, doing business as Quixote Communities, and the City of Shelton ("City"), a municipal corporation, located in Mason County, Washington.

In consideration of the rents, covenants, and conditions hereinafter contained, the City does hereby lease to Lessee those certain premises situated in the City of Shelton, Washington, described as follows:

THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 7, TOWNSHIP 20 NORTH, RANGE 3 WEST, W.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 7, TOWNSHIP 20 NORTH, RANGE 3 WEST, W.M.;

THENCE SOUTH 84°54'02" EAST, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 1844.01 FEET TO A BRASS SURFACE MONUMENT LOCATED AT THE INTERSECTION OF THE CENTERLINE OF SHELTON SPRINGS ROAD AND THE CENTERLINE OF NORTH 13TH STREET; THENCE NORTH 09°26'19" EAST, ALONG SAID CENTERLINE OF NORTH 13TH STREET, 51.39 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT FROM WHICH THE RADIUS POINT BEARS SOUTH 80°33'41" EAST, 2869.79 FEET;

THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE CENTERLINE, THROUGH A CENTRAL ANGLE OF 03°40'00", 183.65 FEET;

THENCE NORTH 13°06'19" EAST, ALONG SAID CENTERLINE, 278.77 FEET;

THENCE NORTH 76°53'41" WEST, 30.00 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF SAID NORTH 13TH STREET AND THE POINT OF BEGINNING;

THENCE NORTH 19°01'56" WEST, 271.30 FEET;

THENCE NORTH 33°26'39" WEST, 290.67 FEET, MORE OR LESS, TO THE SOUTHERLY LINE OF THE BONNEVILLE POWER ADMINISTRATION RIGHT OF WAY;

THENCE NORTH 55°41'14" EAST, ALONG SAID SOUTHERLY LINE, 549.55 FEET TO ITS INTERSECTION WITH THE WESTERLY RIGHT-OF-WAY LINE OF SAID NORTH 13TH STREET;

THENCE SOUTH 14°27'20" WEST, ALONG SAID WESTERLY LINE, 698.12;

THENCE SOUTH 13°06'19" WEST, ALONG SAID WESTERLY LINE, 136.40 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.233 ACRES, MORE OR LESS.

ASSESSOR'S PARCEL NO. 32007-30-60000

Said leased property, as described in Exhibit B and depicted in Exhibit C and Exhibit D, shall hereinafter be known as the "Premises."



## RECITALS

WHEREAS, Lessee is a Washington nonprofit corporation and is organized under Section 501(c)(3) of the Internal Revenue Code of 1986 and formed under chapter 24.06 RCW; and

WHEREAS, to further its mission and purpose of serving the homeless population in the State of Washington, Lessee desires to operate a housing program within the City; and

WHEREAS, the City owns certain property located within Mason County Parcel No. 32007 30 60000, as described in Exhibit A, which the City has declared as surplus property; and

WHEREAS, the City desires to lease a portion of said property described in Exhibit A to the Lessee, and the leased portion shall be known as the "Premises," as described above and as depicted in Exhibits B, C, and D; and

WHEREAS, the City Council finds that homelessness is a signification problem in the City and in Mason County, creating substantial impacts on City residents and City resources; and

WHEREAS, article 8, section 7 of the Washington constitution permits the City to allocate City resources for the support of the poor and infirm; and

WHEREAS, the City finds that Lessee's stated mission serves the public benefit, namely providing housing for homeless individuals within the City; and

WHEREAS, the City is authorized to lease the Premises and deems it in the public interest to enter into this lease Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises contained herein, the City and Lessee hereby agree as follows:

1. **PURPOSE AND USE**. The purpose of this Agreement is to lease surplus City property, the Premises, to Lessee in exchange for consideration and subject to the conditions in this Agreement, for the purpose of operating a housing program and other ancillary services for homeless veterans. Lessee shall use the Premises to provide housing and ancillary services, including office and administration support, as reasonably necessary to support the purpose of this Agreement.
2. **BASE RENT**. Beginning one year after the date of execution of this Agreement, Lessee agrees to pay the City a base rent of Five Thousand Dollars (\$5,000) per year, totaling One Hundred Forty-Five Thousand Dollars (\$145,000) for the duration of the Agreement. Rent may be paid annually on or before January 1 or in full upon the execution of this Agreement and shall be delivered to City Manager, Shelton, WA 525 Cota St., Shelton, WA 98584.

3. **TERM.** The term of this Agreement shall be for thirty (30) years commencing on April 2, 2019, and ending on March 31, 2049. Lessee shall have the right to seek renewal of this Agreement for an additional ten (10) year term during the final year of the initial term. Such renewal may be granted with the written consent of the City.
4. **TITLE TO AND CONDITION OF PREMISES.** The Lessee has fully investigated the Premises and is in all material respects knowledgeable and familiar with the present condition of the Premises. The Premises is leased to the Lessee in its present “as is” condition without representation or warranty of any kind by the City, and subject to (a) the existing condition of title, (b) the existing improvements thereon, and (c) all applicable laws, rules, and regulations now or hereafter in effect. Lessee assumes no responsibility for preexisting environmental conditions on the Premises.
5. **TAXES AND FEES.** Lessee covenants and agrees to reimburse the City for the duration of the Agreement for any and all taxes and fees assessed against the Premises within thirty (30) days of receipt of invoice.
6. **UTILITIES.** Lessee shall arrange for all utilities for the Premises at Lessee’s sole expense and at no cost to the City, including but not limited to, water, sewer, natural gas, electricity, garbage, and stormwater facilities.
7. **IMPROVEMENTS AND MODIFICATIONS.** The City acknowledges that Lessee intends to construct “tiny homes” housing developments and other accessory structures ancillary to those developments which will be used as housing for homeless veterans. Any and all alterations or improvements shall be subject to the City code and permitting requirements. Lessee shall be responsible for acquiring and complying with any required building, conditional use or other permits. After the initial construction of infrastructure on the Premises, Lessee shall notify the City before commencing any modifications on the Premises. Any and all improvements, modifications, or alterations to the Premises shall with all applicable laws, rules, regulations, code provisions, and permitting requirements, and shall be the property of Lessee. Upon the expiration or termination of this Agreement, the Lessee shall, at the Lessee’s sole expense, remove all structural and site improvements, including all modifications or alterations, and return the Premises to a condition equivalent to that on the initiation of this Agreement, unless the City chooses to take ownership of such structural and site improvements by express written consent prior to expiration or termination of this Agreement.
8. **COUNCIL APPROVAL REQUIRED FOR ADDITIONAL FACILITIES.** The Parties agree and acknowledge that the initial development on the Premises will include up to thirty (30) “tiny home” housing units and other accessory structures ancillary to those units which will be used as a housing development. After this initial development, Lessee shall not

construct any additional “tiny home” housing units or other comparable residential units without the express, written approval of the City Council.

9. **EQUIVALENT RESIDENTIAL UNIT CALCULATION**: Each residential structure constructed on the Premises will contain a sink, toilet and shower, and will be subject to the Single Room Occupancy (SRO) definition provided below. For the purpose of calculating various impact fees, four (4) residential structures built on the Premises shall be considered the equivalent of one (1) single family home.
10. **COMPLIANCE WITH LEGAL REQUIREMENTS**. Except as otherwise set forth in this Agreement, Lessee shall, at its sole cost and expense and at all times while this Agreement is in effect, comply with and perform all obligations with respect to any laws, rules, regulations, codes, or permitting requirements applicable to the Premises. This shall include, but not be limited to, the Planned Unit Development procedures contained in Shelton Municipal Code Chapter 20.32.

Residential structures built on the Premises shall adhere to the following Single Room Occupancy conditions: A single room occupancy sleeping unit must be at least 120 square feet and have unencumbered access to both sanitary facilities and a full common kitchen facility.

Sanitary Facilities:

- a. At least one flush toilet, lavatory basin, and bathtub or shower must be supplied for each sleeping unit.
- b. Each sleeping unit must have access to a flush toilet.
- c. Each sleeping unit must have access to a lavatory basin and bathtub or shower supplied at all times with an adequate quantity of hot and cold running water.
- d. All sanitary facilities must be in proper operating condition and be adequate for personal cleanliness and the disposal of human waste. The facilities must utilize an approvable public or private disposal system.

Space and security:

- a. Each sleeping unit must have 120 square feet of floor space and at least 4 square feet of closet space.
- b. Exterior doors and windows accessible from the outside must be lockable.

Access:

- a. Residents must be able to access their sleeping unit without passing through another sleeping unit.



- b. Residents must be able to access sanitary and kitchen facilities with no encumbrances that could prevent access. Access to these facilities cannot be through another sleeping unit but may be located in a detached community building located on the same site.

11. **MANAGEMENT AND USE OF PREMISES.** Lessee shall use the Premises to provide housing and services and such ancillary uses, including office and administration support, as may be reasonably necessary to support said primary use. Lessee shall develop a site management plan providing rules, policies, and procedures for operation of the housing program. On an annual basis, Lessee shall present such plan to the City and allow the City an opportunity to provide input on the plan. Lessee shall provide the City with at least 30 days' written notice of any amendment to the site management plan. Such management plan shall include, at a minimum, the following provisions:

- a. **SEMIANNUAL UPDATES.** During the first three years of this lease agreement, Lessee shall prepare and deliver semiannual reports to the City council or its designated subcommittee. The reports shall include but not be limited to general updates on Lessee's construction and operation of the housing development on the Premises, all relevant financial information, and other information the Council may request.
- b. **RESIDENT ELIGIBILITY.** Lessee agrees that only homeless veterans are eligible to reside on the Premises. Lessee shall establish eligibility requirements for homeless veterans seeking to reside on the Premises. The eligibility requirements established by Lessee shall apply to all residents and shall remain in effect throughout a resident's tenancy. A resident who fails to maintain eligibility at any point during tenancy may be subject to removal from the Premises. At a minimum, Lessee shall require that residents be over the age of 18, have no warrants or history of sexual or violent offenses, and have an income at or below 30% of the area median income. Lessee shall also require potential residents to pass a urine analysis test for illegal substances and an ORCA background check. Lessee shall not discriminate against potential residents on the basis of race, ethnicity, religion, sexual orientation, marital status, age, disability, or parental status. However, Lessee shall prioritize homeless veterans residing in Mason County in the admissions process. If open residential placements remain after admitting homeless veterans residing in Mason County, Lessee shall prioritize homeless veterans from other counties within Washington. For purposes of this section, an individual is a "veteran" if he or she meets the definition under state law, RCW 41.04.007.

12. **MAINTENANCE.** Lessee shall at its sole expense maintain the Premises in a good order and repair and in clean and sanitary condition, and shall arrange and pay for any maintenance, janitorial, and landscape services, for reasonable and ordinary use of the Premises. Lessee's obligation shall include compliance with all City code requirements regarding public health, public nuisances, safety, and sanitation, including but not limited to Title 8. The City shall not



be required to maintain, repair, or rebuild all or any part of the Premises or any alterations or improvements thereon. In the event Lessee fails to maintain the Premises in good order, condition, and repair as determined by the City, the City shall give notice to the Lessee to perform such acts as may be reasonably necessary to maintain or repair the premises or any alterations or improvements thereon. In the event the Lessee fails to promptly and diligently commence such work following reasonable notice from the City, the City shall have the right to enter the Premises and make such corrections at Lessee's expense and with additional interest at twelve percent (12%) per annum from the beginning date of such work until paid in full. The City shall have no liability to Lessee for any damage, inconvenience, or interference with the use of the Premises as a result of such work. Nothing in this Agreement shall imply any duty or obligation upon the part of the City to do any such work or to make any such alterations and repairs and the performance thereof by the City shall not constitute a waiver of Lessee's default in failing to perform the same.

13. **SUBLEASES, ASSIGNMENTS, AND ENCUMBERANCES.** During the term of this Agreement, Lessee shall not encumber its leasehold interest in the Premises without the prior written consent of the City, which shall not be unreasonably withheld to the extent that such consent is required by the Lessee to secure funding for the housing program. Lessee shall not allow an liens to attach to the Premises during the term of this Agreement. Lessee shall not, without the express written consent of the City, assign the Premises or any right or responsibility contained in this Agreement. In the event the City approves assignment of the Premises or any portion thereof, the Lessee shall remain liable for the payment of rent and the performance of all other obligations required under this Agreement, notwithstanding any sublease or assignment. Any sublessee or assignee shall be bound by the terms of this Agreement. Upon an approved assignment, the City reserves the right to terminate this Agreement and renegotiate a new agreement with the assignee.
14. **CITY'S RIGHT OF ENTRY.** The Lessee shall permit the City to enter the Premises at reasonable hours for reasonable purposes including, but not limited to: inspection of the Premises to ensure the Lessee is complying with the provisions of this Agreement; accessing City property including building materials that may be located on or near the Premises; maintenance or repair work that Lessee has failed to perform under § 10 of this Agreement.
15. **BUILDING MATERIALS ON THE PREMISES OWNED BY THE CITY.** Lessee shall coordinate with the City to provide the City access to building material owned by the City. If required, Lessee will relocate 5000 cubic yards of said materials within the confines of the Premises to enhance the City's access.
16. **INDEMNITY AND INSURANCE.** Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of the Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or

about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

### **INSURANCE TERM**

The Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased Premises.

a. No Limitation

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

b. Minimum Scope of Insurance

Lessee shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The Public Entity shall be named as additional an insured on Lessee's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance shall be written on an all risk basis.

c. Minimum Amounts of Insurance

Lessee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

d. Other Insurance Provisions

The Lessee's Commercial General Liability insurance policy or 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 Lessee's insurance and shall not contribute with it.

e. Acceptability of Insurers

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

f. Verification of Coverage

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

g. Waiver of Subrogation

Lessee and the City hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

h. The City's Property Insurance

City shall purchase and maintain during the term of the lease all-risk property insurance covering the Premises for its full replacement value without any coinsurance provisions.

i. Notice of Cancellation

The Lessee shall provide the Public Entity 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 Lessee to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days notice to the Lessee to correct the breach, terminate the Lease or, at



its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand.

k. Public Entity Full Availability of Lessee Limits

If the Lessee 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 Lessee, irrespective of whether such limits maintained by the Lessee are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Lessee.

17. **DEFAULT BY THE LESSEE**: Upon written notice of default to Lessee, the City shall have the right to pursue any and all remedies available under Washington law. The occurrence of any one or more of the following events shall constitute a material default in breach of this Agreement by the Lessee:

- a. Vacation, abandonment of the Premises or cessation of the conduct of Lessee's business as described in this Agreement for a period in excess of ninety (90) days.
- b. Failure by the Lessee to make any payment required by this Agreement and such failure to pay is not cured within thirty (30) days of written notice from the City or another entity to whom the Lessee owes a payment.
- c. Failure to perform any of the covenants, conditions or other obligation under this Agreement and the failure to perform is not cured with thirty (30) days after written notice from the City.
- d. Violation of any state or federal law, county code, city code, regulation, or permitting requirement.
- e. Use or maintenance of the Premises that is unsafe, dangerous, illegal, or unlawful, or any other change in the use of the Premises that differs from the intended use and purpose described in this Agreement, and such use is not cured after notice and reasonable time for cure.
- f. If less than one-third of tiny home residences are occupied by eligible residents for six consecutive months.

18. **REMEDIES**. In the event of default by the Lessee, the City may, at any time thereafter without limiting any right or remedy available to the City at law or in equity, which the City may have by reason of such default, including but not limited to the following:



- a. Lessee's specific performance of any obligation required by this Agreement.
- b. Maintain this Agreement in full force and effect and recover the Rent, additional rent, and other monetary charges as they become due, without terminating Lessee's or sublessee's right to possession, irrespective of whether Lessee or sublessee shall have abandoned or vacated the Premises.
- c. Terminate Lessee's or sublessee's right to possession by any lawful means, in which case this Agreement shall terminate and Lessee or sublessee shall immediately surrender possession of the Premises to the City. In such event, the City shall be entitled to recover from the Lessee or sublessee all damages incurred by the City by reason of Lessee's or sublessee's default, including without limitation any reasonably foreseeable consequential damages.

19. **MODIFICATIONS**. This Agreement may only be modified upon the mutual, written agreement of the parties.
20. **CHOICE OF LAW**. This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance.
21. **SEVERABILITY**. The parties understand and agree that if a court holds any part, term, or provision of this Agreement to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular invalid provision.

IN WITNESS THEREOF, the parties hereto have executed this Lease as of the day and year written above.

For the City:

CITY OF SHELTON, a Washington Municipal Corporation

Jeff Niten  
Jeff Niten, City Manager

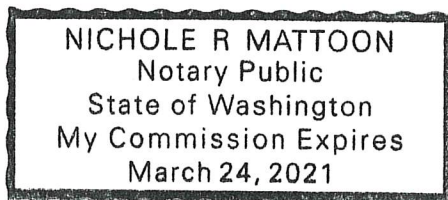
STATE OF WASHINGTON §

§ ss.

COUNTY OF Mason §

On this 22 day of MAY, 2019 before me, the undersigned, notary public in and for the State of Washington, duly commissioned and sworn, personally appeared Jeff Niten, to me known to be the authorized representative for the City of Shelton, a Washington municipal corporation, the corporation that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned and on oath stated that they were duly authorized to execute the same.

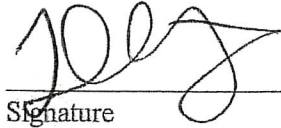
WITNESS my hand and official seal hereto the day and year first above written.



(x) Nichole R. Mattoon  
PRINT NAME: Nichole R. Mattoon  
NOTARY PUBLIC IN AND FOR THE STATE OF  
WASHINGTON, residing at Mason County  
Notary Commission expires: March 24, 2021

For the Lessee.

PANZA, a nonprofit corporation, doing business as Quixote Communities

  
Signature

Jaycie Osterberg  
Printed Name

Executive Director  
Title

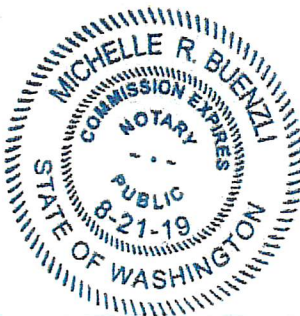
STATE OF WASHINGTON §

§ ss.

COUNTY OF Thurston §

On this 23 day of May, 2019 before me, the undersigned, notary public in and for the State of Washington, duly commissioned and sworn, personally appeared Jaycie Osterberg to me known to be the authorized representative for PANZA, a nonprofit corporation, doing business as Quixote Communities, the corporation that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned and on oath stated that they were duly authorized to execute the same.

WITNESS my hand and official seal hereto the day and year first above written.



(x) Michelle Buenzi  
PRINT NAME: Michelle R Buenzi  
NOTARY PUBLIC IN AND FOR THE STATE OF  
WASHINGTON, residing at Tumwater WA  
Notary Commission expires: 8/21/2019

## Exhibit B

CITY OF SHELTON  
PARCEL NO. 32007-30-6000  
VETERAN'S LEASE DESCRIPTION:

THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 7, TOWNSHIP 20 NORTH, RANGE 3 WEST, W.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 7, TOWNSHIP 20 NORTH, RANGE 3 WEST, W.M.;

THENCE SOUTH 84°54'02" EAST, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 1844.01 FEET TO A BRASS SURFACE MONUMENT LOCATED AT THE INTERSECTION OF THE CENTERLINE OF SHELTON SPRINGS ROAD AND THE CENTERLINE OF NORTH 13<sup>TH</sup> STREET;

THENCE NORTH 09°26'19" EAST, ALONG SAID CENTERLINE OF NORTH 13<sup>TH</sup> STREET, 51.39 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT FROM WHICH THE RADIUS POINT BEARS SOUTH 80°33'41" EAST, 2869.79 FEET;

THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE CENTERLINE, THROUGH A CENTRAL ANGLE OF 03°40'00", 183.65 FEET;

THENCE NORTH 13°06'19" EAST, ALONG SAID CENTERLINE, 278.77 FEET;

THENCE NORTH 76°53'41" WEST, 30.00 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF SAID NORTH 13<sup>TH</sup> STREET AND THE POINT OF BEGINNING;

THENCE NORTH 19°01'56" WEST, 271.30 FEET;

THENCE NORTH 33°26'39" WEST, 290.67 FEET, MORE OR LESS, TO THE SOUTHERLY LINE OF THE BONNEVILLE POWER ADMINISTRATION EASEMENT;

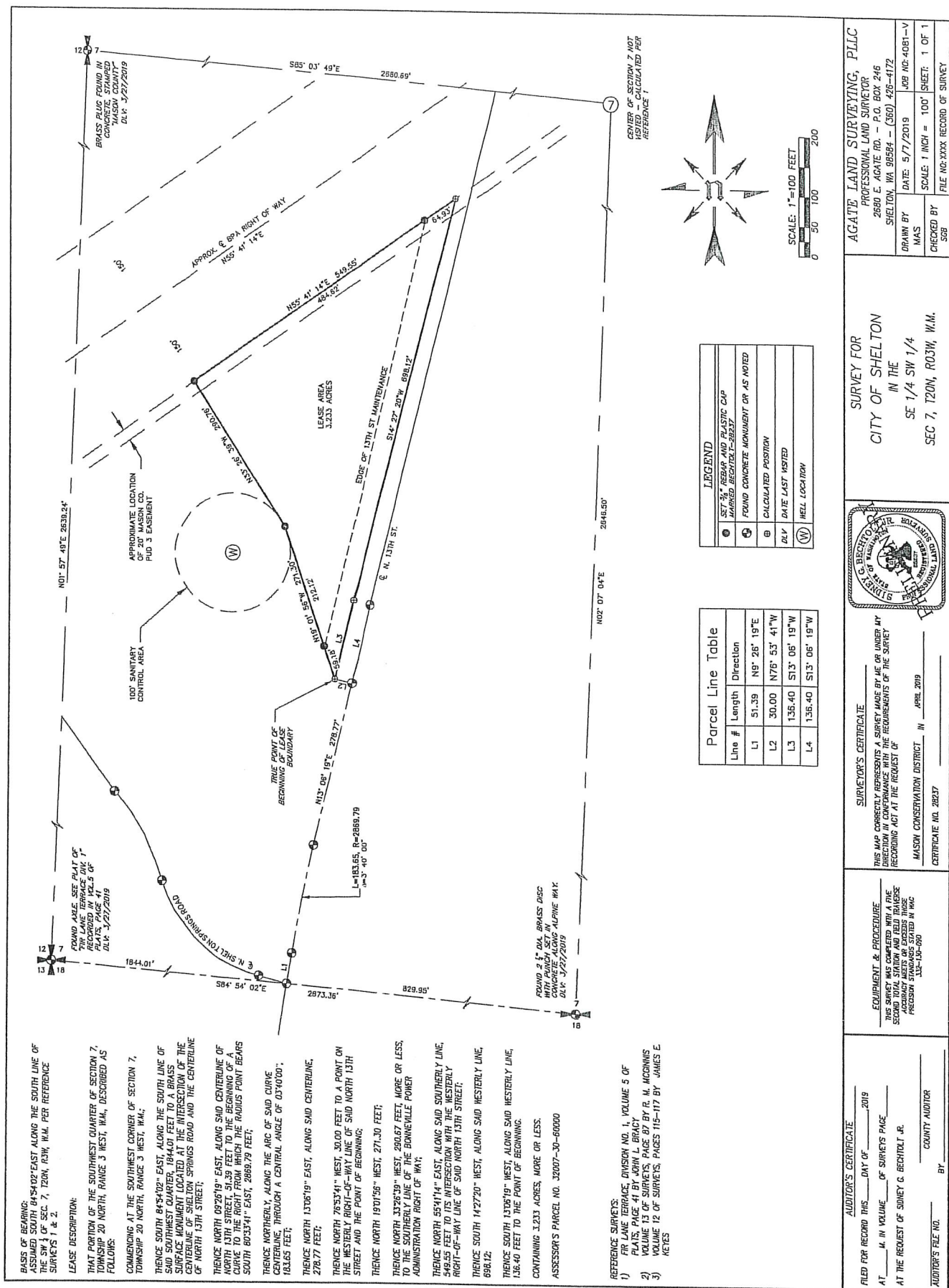
THENCE NORTH 55°40'42" EAST, ALONG SAID SOUTHERLY LINE, 549.55 FEET TO ITS INTERSECTION WITH THE WESTERLY RIGHT-OF-WAY LINE OF SAID NORTH 13<sup>TH</sup> STREET;

THENCE SOUTH 14°27'20" WEST, ALONG SAID WESTERLY LINE, 698.12;

THENCE SOUTH 13°06'19" WEST, ALONG SAID WESTERLY LINE, 136.40 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.233 ACRES, MORE OR LESS.







# EXHIBIT 'D'



## CITY OF SHELTON

TINY HOMES  
 TAX PARCEL NO. 32007-30-60000  
 LEASE AREA EXHIBIT  
 EXHIBIT 'D'



**CITY OF SHELTON  
COUNCIL BRIEFING REQUEST  
(Agenda Item C-2)**

Touch Date: 03/19/20  
Brief Date: 05/07/20  
Action Date: 05/19/20

Department: Administrative Services  
Presented By: Michelle Sutherland

**APPROVED FOR COUNCIL PACKET:**

Action Requested:

**ROUTE TO:**

**REVIEWED:**

**PROGRAM/PROJECT TITLE:**

Non-represented Salary Schedule  
Update – Superseding Ordinance  
No. 1946-1019

☐

Ordinance

☐

Resolution

**ATTACHMENTS:**

Ordinance No. 1951-0320  
Exhibit A – Updated Non-represented  
Salary Schedule

☐

Motion

☒

Other

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

**DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:**

The non-represented Salary Schedule allows the City to effectively compete for qualified personnel and ensures that salaries are equitable and commensurate with the duties performed in each position. The updated Ordinance regarding new hires states: "All newly hired non-represented employees will be placed on their respective salary scale at Step A. Appointment at levels above Step A is subject to approval by both the Administrative Services Director and City Manager. Justification to hire above the entry rate of Step A must accompany hiring documentation."

**ANALYSIS/OPTIONS/ALTERNATIVES:**

N/A

**BUDGET/FISCAL INFORMATION:**

N/A

**PUBLIC INFORMATION REQUIREMENTS:**

Additional information is available from the City Clerk's office.

**STAFF RECOMMENDATION/MOTION:**

Staff requests the Council concur to place this item on the May 19, 2020 action agenda.



**ORDINANCE NO. 1951-0320**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RATIFYING  
EXISTING EMPLOYMENT POSITIONS AND SALARY SCHEDULE**

**WHEREAS**, the City Council wishes to adopt a salary ordinance establishing salary ranges and step increases for non-represented employees.

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

Salary Schedule. The updated salary schedule is attached to this Ordinance as Exhibit A.

New Hires. All newly hired non-represented employees will be placed on their respective salary scale at Step A. Appointment at levels above Step A is subject to approval by the Administrative Services Director and City Manager. Justification for hire above the entry rate at Step A must accompany hiring documentation.

Promotion. All non-represented employees promoted to a position in a higher pay grade shall have their salaries established within the range of the newly assigned pay grade, which provides at least a 5% increase above the employee's previous salary.

New Positions and Reclassifications. New positions or position reclassifications must be approved by the City Manager, subject to any budget modifications requiring approval of the Council.

Effective Date. This Ordinance shall take effect five days after passage and publication as required by law.

Repealer. Any and all other ordinances or parts of ordinances of the City of Shelton inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Severability. If any section of this ordinance, or if any subsection or part shall be declared unlawful, the balance of this ordinance and of each section shall remain in full force and effect.

**THIS ORDINANCE INTRODUCED AND PASSED** by the City Council of the City of Shelton, Mason County, Washington, on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, at a regular open public meeting.

ATTEST:

\_\_\_\_\_  
MAYOR KEVIN DORCY

\_\_\_\_\_  
CITY CLERK DONNA NAULT



**CITY OF SHELTON**  
**NON-REPRESENTED SALARY SCHEDULE 2020 (w/2.7% COLA) Rev. 04.20**

SALARY SCHEDULE Position	FTE	Grade	Base Min Step A	End of 6 Mths Step B	End of 1 Year Step C	End of 18 Mths Step D	End of 2 Years Step E	End of 3 Years Step F	End of 4 Years Step G	End of 5 Years Step H	End of 6 Years Step I
Account Analyst	3	19	50,037.00 4,169.75 24.06	52,539.00 4,378.25 25.26	55,165.00 4,597.08 26.52	57,922.00 4,826.83 27.85	59,660.00 4,971.67 28.68	61,449.00 5,120.75 29.54	63,292.00 5,274.33 30.43	65,191.00 5,432.58 31.34	67,147.00 5,595.58 32.28
Accounting Assistant	1	16	39,444.00 3,287.00 18.96	41,416.00 3,451.33 19.91	43,486.00 3,623.83 20.91	45,660.00 3,805.00 21.95	47,029.00 3,919.08 22.61	48,439.00 4,036.58 23.29	49,892.00 4,157.67 23.99	51,388.00 4,282.33 24.71	52,929.00 4,410.75 25.45
Accounting Manager	1	26	69,842.00 5,820.16 33.57	72,980.00 6,081.66 35.09	76,117.00 6,343.09 36.59	79,922.00 6,660.17 38.42	82,319.00 6,859.92 39.58	84,788.00 7,065.67 40.76	87,330.00 7,277.50 41.99	89,950.00 7,495.83 43.25	92,648.00 7,720.67 44.54
Administrative Manager Public Works	1	20	52,540.00 4,378.33 25.26	55,167.00 4,597.25 26.52	57,925.00 4,827.08 27.85	60,822.00 5,068.50 29.24	62,645.00 5,220.42 30.12	64,525.00 5,377.08 31.02	66,461.00 5,538.42 31.95	68,454.00 5,704.50 32.91	70,508.00 5,875.67 33.90
Administrative Services Director	1	30	85,581.00 7,131.75 41.14	89,860.00 7,488.33 43.20	94,353.00 7,862.75 45.36	99,070.00 8,255.83 47.63	102,042.00 8,503.50 49.06	105,104.00 8,758.67 50.53	108,257.00 9,021.42 52.05	111,504.00 9,292.00 53.61	114,849.00 9,570.75 55.22
Associate Civil Engineer (Entry) minimal experience	1	22	57,925.00 4,827.08 27.85	60,822.00 5,068.50 29.24	63,862.00 5,321.83 30.70	67,055.00 5,587.92 32.24	69,067.00 5,755.58 33.21	71,139.00 5,928.25 34.20	73,273.00 6,106.08 35.23	75,471.00 6,289.25 36.28	77,735.00 6,477.92 37.37
Associate Civil Engineer (Journey) 2-3 years of experience	1	24	63,861.00 5,321.75 30.70	67,054.00 5,587.83 32.24	70,407.00 5,867.25 33.85	73,927.00 6,160.58 35.54	76,144.00 6,345.33 36.61	78,428.00 6,535.67 37.71	80,781.00 6,731.75 38.84	83,205.00 6,933.75 40.00	85,702.00 7,141.83 41.20
Building Official	1	25	67,055.00 5,587.92 32.24	70,409.00 5,867.42 33.85	73,929.00 6,160.75 35.54	77,625.00 6,468.75 37.32	79,954.00 6,662.83 38.44	82,352.00 6,862.67 39.59	84,823.00 7,068.58 40.78	87,367.00 7,280.58 42.00	89,988.00 7,499.00 43.26
Building Inspector	1	20	52,540.00 4,378.33 25.26	55,167.00 4,597.25 26.52	57,925.00 4,827.08 27.85	60,822.00 5,068.50 29.24	62,645.00 5,220.42 30.12	64,525.00 5,377.08 31.02	66,461.00 5,538.42 31.95	68,454.00 5,704.50 32.91	70,508.00 5,875.67 33.90
Captain (Police)	1	30	85,581.00 7,131.75 41.14	89,860.00 7,488.33 43.20	94,353.00 7,862.75 45.36	99,070.00 8,255.83 47.63	102,042.00 8,503.50 49.06	105,104.00 8,758.67 50.53	108,257.00 9,021.42 52.05	111,504.00 9,292.00 53.61	114,849.00 9,570.75 55.22
Chief of Police	1	32	94,354.00 7,862.83 45.36	99,072.00 8,256.00 47.63	104,025.00 8,668.75 50.01	109,226.00 9,102.17 52.51	112,503.00 9,375.25 54.09	115,878.00 9,656.50 55.71	119,354.00 9,946.17 57.38	122,934.00 10,244.50 59.10	126,622.00 10,551.83 60.88
SALARY SCHEDULE			Base Min	End of 6 Mths	End of 1 Year	End of 18 Mths	End of 2 Years	End of 3 Years	End of 4 Years	End of 5 Years	End of 6 Years

**CITY OF SHELTON**  
**NON-REPRESENTED SALARY SCHEDULE 2020 (w/2.7% COLA) Rev. 04.20**

Position	FTE	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
City Clerk	1	22	57,925.00	60,822.00	63,862.00	67,055.00	69,067.00	71,139.00	73,273.00	75,471.00	77,735.00
			4,827.08	5,068.50	5,321.83	5,587.92	5,755.58	5,928.25	6,106.08	6,289.25	6,477.92
			27.85	29.24	30.70	32.24	33.21	34.20	35.23	36.28	37.37
City Engineer (PE)	1	30	85,581.00	89,860.00	94,353.00	99,070.00	102,042.00	105,104.00	108,257.00	111,504.00	114,849.00
			7,131.75	7,488.33	7,862.75	8,255.83	8,503.50	8,758.67	9,021.42	9,292.00	9,570.75
			41.14	43.20	45.36	47.63	49.06	50.53	52.05	53.61	55.22
City Manager	1	36	113,595.00	119,274.00	125,238.00	131,500.00	136,759.00	140,861.00	145,086.00	148,003.00	152,442.00
			9,466.25	9,939.50	10,436.50	10,958.33	11,396.58	11,738.42	12,090.50	12,333.58	12,703.50
			54.61	57.34	60.21	63.22	65.75	67.72	69.75	71.16	73.29
Code Enforcement Officer	1	18	47,655.00	50,038.00	52,540.00	55,167.00	56,821.00	58,526.00	60,281.00	62,090.00	64,763.00
			3,971.25	4,169.83	4,378.33	4,597.25	4,735.08	4,877.17	5,023.42	5,174.17	5,396.92
			22.91	24.06	25.26	26.52	27.32	28.14	28.98	29.85	31.14
Community Development Director	1	30	85,581.00	89,860.00	94,353.00	99,070.00	102,042.00	105,104.00	108,257.00	111,504.00	114,849.00
			7,131.75	7,488.33	7,862.75	8,255.83	8,503.50	8,758.67	9,021.42	9,292.00	9,570.75
			41.14	43.20	45.36	47.63	49.06	50.53	52.05	53.61	55.22
Communications Specialist	1	20	52,540.00	55,167.00	57,925.00	60,822.00	62,645.00	64,525.00	66,461.00	68,454.00	70,508.00
			4,378.33	4,597.25	4,827.08	5,068.50	5,220.42	5,377.08	5,538.42	5,704.50	5,875.67
			25.26	26.52	27.85	29.24	30.12	31.02	31.95	32.91	33.90
Community Service Supervisor	1	19	50,037.00	52,539.00	55,165.00	57,922.00	59,660.00	61,449.00	63,292.00	65,191.00	67,147.00
			4,169.75	4,378.25	4,597.08	4,826.83	4,971.67	5,120.75	5,274.33	5,432.58	5,595.58
			24.06	25.26	26.52	27.85	28.68	29.54	30.43	31.34	32.28
Economic Development Specialist	1	20	52,540.00	55,167.00	57,925.00	60,822.00	62,645.00	64,525.00	66,461.00	68,454.00	70,508.00
			4,378.33	4,597.25	4,827.08	5,068.50	5,220.42	5,377.08	5,538.42	5,704.50	5,875.67
			25.26	26.52	27.85	29.24	30.12	31.02	31.95	32.91	33.90
Engineering Technician 2-5 years of experience Journey/Senior	1	19	50,037.00	52,539.00	55,165.00	57,922.00	59,660.00	61,449.00	63,292.00	65,191.00	67,147.00
			4,169.75	4,378.25	4,597.08	4,826.83	4,971.67	5,120.75	5,274.33	5,432.58	5,595.58
			24.06	25.26	26.52	27.85	28.68	29.54	30.43	31.34	32.28
Finance Director (A)	1	32	94,354.00	99,072.00	104,025.00	109,226.00	112,503.00	115,878.00	119,354.00	122,934.00	126,622.00
			7,862.83	8,256.00	8,668.75	9,102.17	9,375.25	9,656.50	9,946.17	10,244.50	10,551.83
			45.36	47.63	50.01	52.51	54.09	55.71	57.38	59.10	60.88
Finance Director (B)	1	34	104,024.00	109,225.00	114,686.00	120,419.00	124,031.00	127,752.00	131,585.00	135,532.00	139,598.00
			8,668.67	9,102.08	9,557.17	10,034.92	10,335.92	10,646.00	10,965.42	11,294.33	11,633.17
			50.01	52.51	55.14	57.89	59.63	61.42	63.26	65.16	67.11
<b>SALARY SCHEDULE</b>			<b>Base Min</b>	<b>End of 6 Mths</b>	<b>End of 1 Year</b>	<b>End of 18 Mths</b>	<b>End of 2 Years</b>	<b>End of 3 Years</b>	<b>End of 4 Years</b>	<b>End of 5 Years</b>	<b>End of 6 Years</b>
<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>

**CITY OF SHELTON**  
**NON-REPRESENTED SALARY SCHEDULE 2020 (w/2.7% COLA) Rev. 04.20**

Finance Specialist	1	21	54,631.00 4,552.58 26.26	57,363.00 4,780.25 27.58	60,231.00 5,019.25 28.96	63,242.00 5,270.17 30.40	66,404.00 5,533.67 31.93	68,397.00 5,699.75 32.88	70,449.00 5,870.75 33.87	72,562.00 6,046.83 34.89	74,739.00 6,228.25 35.93
Homeless Outreach Coordinator	1	20	52,540.00 4,378.33 25.26	55,167.00 4,597.25 26.52	57,925.00 4,827.08 27.85	60,822.00 5,068.50 29.24	62,645.00 5,220.42 30.12	64,525.00 5,377.08 31.02	66,461.00 5,538.42 31.95	68,454.00 5,704.50 32.91	70,508.00 5,875.67 33.90
Human Resources Analyst	1	21	54,631.00 4,552.58 26.26	57,363.00 4,780.25 27.58	60,231.00 5,019.25 28.96	63,242.00 5,270.17 30.40	66,404.00 5,533.67 31.93	68,397.00 5,699.75 32.88	70,449.00 5,870.75 33.87	72,562.00 6,046.83 34.89	74,739.00 6,228.25 35.93
Human Resources/Risk Manager	1	27	74,646.00 6,220.50 35.89	78,686.00 6,557.17 37.83	82,605.00 6,883.75 39.71	86,735.00 7,227.92 41.70	89,336.00 7,444.67 42.95	92,016.00 7,668.00 44.24	94,776.00 7,898.00 45.57	97,619.00 8,134.92 46.93	100,548.00 8,379.00 48.34
Information Technology Manager	1	24	63,861.00 5,321.75 30.70	67,054.00 5,587.83 32.24	70,407.00 5,867.25 33.85	73,927.00 6,160.58 35.54	76,144.00 6,345.33 36.61	78,428.00 6,535.67 37.71	80,781.00 6,731.75 38.84	83,205.00 6,933.75 40.00	85,702.00 7,141.83 41.20
Lieutenant (Police)	2	29	81,301.00 6,775.08 39.09	85,366.00 7,113.83 41.04	89,634.00 7,469.50 43.09	94,115.00 7,842.92 45.25	96,938.00 8,078.17 46.60	99,846.00 8,320.50 48.00	102,841.00 8,570.08 49.44	105,926.00 8,827.17 50.93	109,103.00 9,091.92 52.45
Municipal Court Administrator	1	24	63,861.00 5,321.75 30.70	67,054.00 5,587.83 32.24	70,407.00 5,867.25 33.85	73,927.00 6,160.58 35.54	76,144.00 6,345.33 36.61	78,428.00 6,535.67 37.71	80,781.00 6,731.75 38.84	83,205.00 6,933.75 40.00	85,702.00 7,141.83 41.20
Network Information Technology Technician	1	22	57,925.00 4,827.08 27.85	60,822.00 5,068.50 29.24	63,862.00 5,321.83 30.70	67,055.00 5,587.92 32.24	69,067.00 5,755.58 33.21	71,139.00 5,928.25 34.20	73,273.00 6,106.08 35.23	75,471.00 6,289.25 36.28	77,735.00 6,477.92 37.37
Payroll & Benefits Specialist	1	21	54,631.00 4,552.58 26.26	57,363.00 4,780.25 27.58	60,231.00 5,019.25 28.96	63,242.00 5,270.17 30.40	66,404.00 5,533.67 31.93	68,397.00 5,699.75 32.88	70,449.00 5,870.75 33.87	72,562.00 6,046.83 34.89	74,739.00 6,228.25 35.93
Public Works Director	1	31	88,552.00 7,379.33 42.57	92,979.00 7,748.25 44.70	97,627.00 8,135.58 46.94	102,508.00 8,542.33 49.28	105,583.00 8,798.58 50.76	108,751.00 9,062.58 52.28	112,013.00 9,334.42 53.85	115,374.00 9,614.50 55.47	118,258.00 9,854.83 56.85
Public Works Superintendent	2	26	69,842.00 5,820.16 33.57	72,980.00 6,081.66 35.09	76,117.00 6,343.09 36.59	79,922.00 6,660.17 38.42	82,319.00 6,859.92 39.58	84,788.00 7,065.67 40.76	87,330.00 7,277.50 41.99	89,950.00 7,495.83 43.25	92,648.00 7,720.67 44.54
<b>SALARY SCHEDULE</b>											
<b>Position</b>	<b>FTE</b>	<b>Grade</b>	<b>Base Min Step A</b>	<b>End of 6 Mths Step B</b>	<b>End of 1 Year Step C</b>	<b>End of 18 Mths Step D</b>	<b>End of 2 Years Step E</b>	<b>End of 3 Years Step F</b>	<b>End of 4 Years Step G</b>	<b>End of 5 Years Step H</b>	<b>End of 6 Years Step I</b>
Recreation Coordinator	1	20	52,540.00	55,167.00	57,925.00	60,822.00	62,645.00	64,525.00	66,461.00	68,454.00	70,508.00



CITY OF SHELTON  
NON-REPRESENTED SALARY SCHEDULE 2020 (w/2.7% COLA) Rev. 04.20

			4,378.33 25.26	4,597.25 26.52	4,827.08 27.85	5,068.50 29.24	5,220.42 30.12	5,377.08 31.02	5,538.42 31.95	5,704.50 32.91	5,875.67 33.90
Senior Planner	1	25	67,055.00 5,587.92 32.24	70,409.00 5,867.42 33.85	73,929.00 6,160.75 35.54	77,625.00 6,468.75 37.32	79,954.00 6,662.83 38.44	82,352.00 6,862.67 39.59	84,823.00 7,068.58 40.78	87,367.00 7,280.58 42.00	89,988.00 7,499.00 43.26



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C-3)

Touch Date: 04/22/20  
Brief Date: 05/05/20  
Action Date: 05/19/20

Department: **Public Works**  
Presented By: **Jay Harris**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
PW Rollers Purchase Order

☐

Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

#### ATTACHMENTS:

-2020 Capital Budget Request  
-Sonsray Equipment Sourcewell  
Roller Quote  
-Purchase Order #PO2021

☐

Resolution

☐

Motion

☒

Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The adopted 2020 budget included an expenditure of \$70,000 out of the Equipment Maintenance & Repair (EM&R) fund for a new compaction roller. The existing roller is over 24 years old, beyond the useful life of 15 years, and the increase in failing components has caused a large increase in shop maintenance hours to keep it in working condition. Currently, multiple city departments utilize this one, and only, roller for various applications, such as asphalt patch paving, roadway/roadside prep, alley and final topcoat finish.

The current roller is a Bomag brand and has proven to be reliable and user friendly; for this reason and fleet consistency, staff is seeking to purchase rollers from the same manufacturer. After extensive research as to which model would best suit the City's needs, staff explored purchase options utilizing a Sourcewell Contract. RCW 39.34.030 allows for cooperative purchasing for the procurement of any goods or services. Similar to purchasing off of a State Contract, Sourcewell is a cooperative purchasing source that holds hundreds of competitively solicited cooperative contracts ready for use by government, education, and nonprofit organizations, saving city staff valuable time and money. Staff has reviewed the means by which Sourcewell obtained the contract with Bomag, ensuring that all purchasing laws and regulations were followed appropriately. To utilize the Sourcewell Contract, staff contacted the local Bomag dealer, Sonsray Machinery, and requested a Sourcewell quote for the desired equipment.

Staff has the need for two roller compactors, each a different roller width, the smaller roller being utilized for tight spaces and small asphalt patching. Sourcewell purchases are not eligible for trade-ins but Sonsray Machinery offers consignment sales, which we will be utilizing for the surplus of the old roller. Staff reviewed other rollers of the same model/year and estimate the value of our current roller to be somewhere in the \$3,000 range.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

\$70,000 was approved in the 2020 EM&R Budget. This request comes in at \$12,115.80 under budget with a total of \$57,884.20 for both rollers.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff requests the Council concur to place this item on the May 19, 2020 action agenda.



Approved: \_\_\_\_\_

 <p><b>CITY of SHELTON</b> WASHINGTON "Building A Stronger Community TOGETHER"</p>	<h1>2020 Budget Worksheet</h1> <h2><i>New Project / Program or Capital Purchase</i></h2>
Department:	EM&R
Author:	Mike Albaugh

**Funding Priority: 3**

**Title: New Roller Compactor**

The existing roller is over 24 years old, beyond the useful life of 15 years, and is showing its age. Departments utilize this one (and only) roller for various applications such as asphalt patch paving, roadway/roadside prep, alley and final topcoat finish. Increased maintenance hours due to failing components justifies this request. It would be recommended to keep the old roller for various departmental use. When using the roller to compact an alley or gravel road, the rougher subgrade material can cause the roller to become out of balance, therefor causing issues when using the roller to compact a smoother surface such as an asphalt road. If a new roller compactor purchase were to be approved, the old roller would be used on the rougher surfaces, saving the new roller for the smoother, less damaging surfaces, therefore extending the life of the new roller.

### Expenditures

Category	Description	2019 Requested Funding
Salaries and Wages		
Benefits		
Supplies		
Other Services/Charges		
Intergovernmental		
Capital Outlay		
Interfund (Prof Serv-Eng)		
Interfund (Equip Rental)		
Interfund (Indirect Costs)		
<b>Total Expenditures</b>		<b>\$70,000</b>

### Revenue

List all known and/or anticipated sources of revenue. If this is a utility project, what amount and percent of the project will be financed through rates? If this is an equipment purchase, is it replacement? What

will happen to the old asset? Trade-in (provide documentation of value)? Disposal? Re-use? Please include the affect of that here.

<b>Funding Source</b>	<b>Name of Funding</b>	<b>2020 Anticipated Revenue</b>
<b>Total Revenue</b>		

**Comments/Additional Information**



**SONSRAY MACHINERY LLC**  
2702 West Valley Highway N • Auburn, WA 98001  
800-562-8261 • Fax: 253-735-3664  
www.sonsraymachinery.com

Ship To: CITY OF SHELTON

Branch 08		
08 - AUBURN		
Date	Time	Page
04/17/2020	10:06:04 (O)	1
Account No	Phone No	Est No 01
SHELT001	3604325112	007305-08
Ship Via	Purchase Order	
IN STOCK	N/A	
Tax ID No		
		Salesperson
		284

Invoice To: CITY OF SHELTON  
PUBLIC WORKS DEPARTMENT  
525 WEST COTA STREET  
SHELTON WA 98584

ESTIMATE EXPIRY DATE: 05/17/2020

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
-------	-------------	---	-----	-------	--------

SOURCEWELL PRICING

\*

LEAD TIME: IN STOCK IN AUBURN

\*

PRICE INCLUDES FREIGHT AND PDI

\*

BW120 SL-5	3 TON ROLLER		1	36692.00	36692.00
------------	--------------	--	---	----------	----------

Subtotal: 36692.00

Authorization: \_\_\_\_\_

Tax: 3669.20  
TOTAL: 40361.20

*Thank You!*  
For Your Business





# SONSRAY MACHINERY LLC

2702 West Valley Highway N • Auburn, WA 98001

800-562-8261 • Fax: 253-735-3664

www.sonsraymachinery.com

Ship To: CITY OF SHELTON

Branch 08		
08 - AUBURN		
Date	Time	Page
04/17/2020	10:06:41 (O)	1
Account No	Phone No	Est No 01
SHELT001	3604325112	007306-08
Ship Via	Purchase Order	
GROUND	N/A	
Tax ID No		
		Salesperson
		284

ESTIMATE EXPIRY DATE: 05/17/2020

## PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
-------	-------------	---	-----	-------	--------

SOURCEWELL PRICING

\*

LEAD TIME: 8-10 WEEKS CURRENTLY ON ORDER

\*

PRICE INCLUDES FREIGHT AND PDI

\*

BW900-50	ROLLER, TANDEM		1	15930.00	15930.00
----------	----------------	--	---	----------	----------

Subtotal: 15930.00

Authorization: \_\_\_\_\_

Tax: 1593.00

TOTAL: 17523.00

*Thank You!*

For Your Business



## PURCHASE ORDER

VENDOR NAME & ADDRESS:			SHIP TO NAME & ADDRESS:		
Sonsray Machinery LLC. 2702 West Valley HWY N. Auburn, WA 98001			City of Shelton 1000 West Pine Street Shelton, WA 98584		
P.O. #	P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
	4-21-2020	Mike Albaugh			
QTY	UNIT	DESCRIPTION	BARS #	UNIT PRICE	TOTAL
1		Bomag BW120 SL-5 Double Drum Roller (47")	503-300-000-59448-6400	36,692.00	36,692.00
1		Bomag BW900-50 Double Drum Roller (35")	503-300-000-59448-6400	15,930.00	15,930.00
					0.00
					0.00
					0.00
<b>PURCHASE JUSTIFICATION</b>				<b>SHIPPING</b>	
Sourcewell Contract #2438 purchase request for two double drum roller compactors. Presently, the City's current Bomag roller is 24 years old. The approved budget ask was for \$70,000. The purchase of these two rollers comes in \$12,115.80 under budget. These rollers will provide greater diversity and redundancy for asphalt patching, roadway/roadside prep and alley maintenance. The existing roller will be sold/auctioned for additional savings as well.				<b>SUBTOTAL</b>	52,622.00
				<b>Tax (10.0%)</b>	5,262.20
<b>APPROVING MANAGER</b>				<b>TOTAL</b>	57,884.20

Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.  
 Please notify the Department Contact immediately if you are unable to ship as specified.

Please send a copy of your invoice attention of:

City of Shelton  
 Public Works Department  
 525 W. Cota Street  
 Shelton, WA 98584



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item D-1)

Touch Date: 04/22/20

Department: Public Works

Action Date: 05/05/20

Presented By: Jay Harris

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

Public Works Mower Purchase Order

☐

Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

#### ATTACHMENTS:

-2020 Capital Budget Request

-Washington Tractor State Contract  
Quote

-Purchase Order #PO2020

☐

Resolution

☒

Motion

☐

Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

A rear stow roadside mower was authorized for purchase in the 2020 Equipment Maintenance & Repair (EM&R) Budget for \$215,000. Utilizing the Washington State Procurement list, both the cab tractor and the boom mower can be purchased from Washington Tractor for a price significantly below the approved budget amount. Further, Washington Tractor has provided a trade-in allowance of \$13,800 for the existing mower and attachment, reducing the overall price of this needed asset replacement.

The current roadside mower is over 19 years old, beyond the useful life of 15 years, and numerous shop hours have been spent working on maintaining the function of this equipment. The present mower has a side-stow configuration, whereas, the requested rear-stow allows for safer roadway travel due to the shorter overall width.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

Quoted purchase prices:

Cab Tractor: \$ 93,722.19

Boom Mower: \$ 81,219.30

Trade-In: - \$ 13,800.00

Tax: \$ 14,180.45

Total Purchase: **\$175,321.94**

Amount approved in 2020 Budget: \$215,000

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

### STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to approve the purchase of the John Deere tractor and rear stow mower attachment, and approve the trade-in of the existing tractor/mower, by authorizing the Mayor to sign purchase order number PO2020".*

Approved: \_\_\_\_\_

	<h1>2020 Budget Worksheet</h1> <h2><i>New Project / Program or Capital Purchase</i></h2>
Department:	EM&R
Author:	Mike Albaugh

**Funding Priority: 1**

**Title: New Rear Stow Roadside Mower**

The current roadside mower is presently over 19 years old, well beyond the useful life of 15 years. Numerous hours have been spent working on maintaining the function of this piece of equipment. The present mower has a side stow configuration, whereas the requested rear stow allows for safe roadway travel due to the shorter overall width. The existing mower will also provide a trade-in value estimated at \$15,000... potentially decreasing this \$215,000 request.

**Expenditures**

Category	Description	2019 Requested Funding
Salaries and Wages		
Benefits		
Supplies		
Other Services/Charges		
Intergovernmental		
Capital Outlay		
Interfund (Prof Serv-Eng)		
Interfund (Equip Rental)		
Interfund (Indirect Costs)		
<b>Total Expenditures</b>		<b>\$215,000</b>

**Revenue**

List all known and/or anticipated sources of revenue. If this is a utility project, what amount and percent of the project will be financed through rates? If this is an equipment purchase, is it replacement? What will happen to the old asset? Trade-in (provide documentation of value)? Disposal? Re-use? Please include the affect of that here.

Funding Source	Name of Funding	2020 Anticipated Revenue



<b>Total Revenue</b>		

**Comments/Additional Information**



# Selling Equipment

Quote Id: 21539561

Customer Name: CITY OF SHELTON

**ALL PURCHASE ORDERS MUST BE MADE OUT  
TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT  
TO DELIVERING DEALER:**

Washington Tractor, Inc.  
2700 136th Ave Ct E  
Sumner, WA 98390  
253-863-4436  
sumner@washingtontractor.org

## JOHN DEERE 6110M Cab Tractor

Hours:

Stock Number:

Contract: WA Lawn and Grounds 05218 (PG 4S CG 22)

Selling Price \*

Price Effective Date: February 6, 2019

\$ 93,722.19

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
4228L	6110M Cab Tractor	1	\$ 102,909.00	22.50	\$ 23,154.53	\$ 79,754.47	\$ 79,754.47
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
0409	English	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
0501	No package	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
873U	Light Package - Standard	1	\$ 456.00	22.50	\$ 102.60	\$ 353.40	\$ 353.40
878H	Multi Power Outlet Strip	1	\$ 92.00	22.50	\$ 20.70	\$ 71.30	\$ 71.30
878T	Roof Hatch with Glass	1	\$ 647.00	22.50	\$ 145.58	\$ 501.42	\$ 501.42
1500	CommandQuad Plus - 24/24, 40 km/h	1	\$ 7,880.00	22.50	\$ 1,773.00	\$ 6,107.00	\$ 6,107.00
2072	Economy Cab	1	\$ 2,073.00	22.50	\$ 466.43	\$ 1,606.57	\$ 1,606.57
2127	Economy Seat	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
2511	Mirrors - Left-hand and Right-hand Manual Telescopic	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
2631	Panorama Front Windshield	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
2663	Radio (Business Radio Package)	1	\$ 337.00	22.50	\$ 75.83	\$ 261.17	\$ 261.17
3232	Hydraulic Pump - 80 l/min	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
3319	2 Mechanical SCVs (2 SCV 200 Series)	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
3810	Rear Independent 540rpm PTO	1	\$ -826.00	22.50	\$ -185.85	\$ -640.15	\$ -640.15
4120	Draft Links with Telescopic Ball End - Category 2	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
4210	Center Link with Ball End - Category 2	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
4410	Sway Control Blocks	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00



# Selling Equipment

Quote Id: 21539561

Customer Name: CITY OF SHELTON

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Washington Tractor, Inc.  
2700 136th Ave Ct E  
Sumner, WA 98390  
253-863-4436  
sumner@washingtontractor.org

5010	Flange-Type Rear Axle	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
5093	2-Position Steel Wheels	1	\$ -601.00	22.50	\$ -135.23	\$ -465.77	\$ -465.77
5237	Rear Wheels Size	1	\$ 3,704.00	22.50	\$ 833.40	\$ 2,870.60	\$ 2,870.60
	480/80R38 - Special Profile						
5915	Rear and Front Tire Brand - Nokian	1	\$ 200.00	22.50	\$ 45.00	\$ 155.00	\$ 155.00
6045	4WD Front Axle - Unsuspended	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
6091	2-position steel wheels	1	\$ -601.00	22.50	\$ -135.23	\$ -465.77	\$ -465.77
6237	Front Wheels Size	1	\$ 1,530.00	22.50	\$ 344.25	\$ 1,185.75	\$ 1,185.75
	440/80R24 - Special Profile						
7702	Shipment Preparation - by Ship Overseas	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
8380	Preparation for Front Auxiliary Drive	1	\$ 639.00	22.50	\$ 143.78	\$ 495.22	\$ 495.22
8725	Beacon Light	1	\$ 221.00	22.50	\$ 49.73	\$ 171.27	\$ 171.27
8742	Alternator 14V/200A	1	\$ 280.00	22.50	\$ 63.00	\$ 217.00	\$ 217.00
8747	Battery 12V/174AH	1	\$ 126.00	22.50	\$ 28.35	\$ 97.65	\$ 97.65
8763	Heavy Duty Rear Wheel Brakes	1	\$ 136.00	22.50	\$ 30.60	\$ 105.40	\$ 105.40
8765	Powerfill Brake	1	\$ 531.00	22.50	\$ 119.48	\$ 411.52	\$ 411.52
8782	Backup Alarm	1	\$ 507.00	22.50	\$ 114.08	\$ 392.92	\$ 392.92
<b>Standard Options Total</b>			<b>\$ 17,331.00</b>		<b>\$ 3,899.50</b>	<b>\$ 13,431.50</b>	<b>\$ 13,431.50</b>
<b>Technology Options/Non-Contract/Open Market</b>							
1834	Less Greenstar Ready	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
1835	Less StarFire Receiver	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
1867	Less Software	1	\$ 0.00	22.50	\$ 0.00	\$ 0.00	\$ 0.00
<b>Technology Options Total</b>			<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
AL173569	Unsuspended Instructional Seat With Seat Belt	1	\$ 691.90	22.50	\$ 155.68	\$ 536.22	\$ 536.22
<b>Dealer Attachments Total</b>			<b>\$ 691.90</b>		<b>\$ 155.68</b>	<b>\$ 536.22</b>	<b>\$ 536.22</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 120,931.90</b>		<b>\$ 27,209.71</b>	<b>\$ 93,722.19</b>	<b>\$ 93,722.19</b>

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Washington Tractor, Inc.  
2700 136th Ave Ct E  
Sumner, WA 98390  
253-863-4436  
sumner@washingtontractor.org

**Quote Summary****Prepared For:**

City Of Shelton  
1000 W Pine St  
Shelton, WA 98584  
Business: 360-432-5187

**Delivering Dealer:**

**Washington Tractor, Inc.**  
Andrew-s0421 Steers  
2700 136th Ave Ct E  
Sumner, WA 98390  
Phone: 253-863-4436  
Mobile: 206-890-9762  
asteers@washingtontractor.com

**Quote ID:** 21539561  
**Created On:** 05 April 2020  
**Last Modified On:** 16 April 2020  
**Expiration Date:** 30 April 2020

**Equipment Summary**

JOHN DEERE 6110M Cab Tractor

Selling Price	Qty	Extended
\$ 93,722.19 X	1 =	\$ 93,722.19

**Contract:** WA Lawn and Grounds 05218 (PG 4S CG 22)**Price Effective Date:** February 6, 2019**Equipment Total****\$ 93,722.19****Trade In Summary**

2000 JOHN DEERE 6410 - L06410V276213

Qty	Each	Extended
1	\$ 13,800.00	\$ 13,800.00

PayOff

\$ 0.00

Total Trade Allowance

\$ 13,800.00

**Trade In Total****\$ 13,800.00**

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total \$ 93,722.19

Trade In \$ (13,800.00)

SubTotal **\$ 79,922.19**

Sales Tax - (8.80%) \$ 7,033.15

Est. Service \$ 0.00

Agreement Tax

Total **\$ 86,955.34**

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Confidential





### Quote Summary

**Prepared For:**

City Of Shelton  
1000 W Pine St  
Shelton, WA 98584  
Business: 360-432-5187

**Prepared By:**

Andrew-s0421 Steers  
Washington Tractor, Inc.  
2700 136th Ave Ct E  
Sumner, WA 98390  
Phone: 253-863-4436  
Mobile: 206-890-9762  
asteers@washingtonttractor.com

Quote is based on the Washington State Contract 05218. Price is subject to audit by Alamo Industrial. Total price may change due to historical pricing and sales tax calculations used. Purchase orders must be made out to Alamo Industrial, 1502 E Walnut, Seguin, TX 78155. Please submit purchase orders to Andy Steers, asteers@washingtonttractor.com, for sales processing.

**Quote Id:** 21539568  
**Created On:** 05 April 2020  
**Last Modified On:** 05 April 2020  
**Expiration Date:** 30 April 2020

**Equipment Summary****Selling Price****Qty****Extended**

ALAMO MV2-24 Boom Mower

\$ 81,219.30 X 1 = \$ 81,219.30

**Equipment Total**

**\$ 81,219.30**

**Quote Summary**

Equipment Total	\$ 81,219.30
LICENSE FEES	\$ 0.00
SubTotal	\$ 81,219.30
Sales Tax - (8.80%)	\$ 7,147.30
Est. Service Agreement Tax	\$ 0.00
Total	\$ 88,366.60
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 88,366.60</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Confidential



## PURCHASE ORDER

VENDOR NAME & ADDRESS:			SHIP TO NAME & ADDRESS:		
Washington Tractor, Inc. 2700 136th Ave. Ct. E Sumner, WA 98390			City of Shelton 1000 West Pine Street Shelton, WA 98584		
P.O. #	P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
	4-21-2020	Mike Albaugh			
QTY	UNIT	DESCRIPTION	BARS #	UNIT PRICE	TOTAL
1		John Deere 6110M Cab Tractor	503-300-000-59448-6400	79,922.19	79,922.19
1		Alamo MV2-24 Boom Mower Attachment	503-300-000-59448-6400	81,219.30	81,219.30
					0.00
					0.00
					0.00
<b>PURCHASE JUSTIFICATION</b>				<b>SHIPPING</b>	
State Contract #05218 purchase request for a new rear stow tractor mower. The City's present mower is 20 years old. Numerous hours have been consumed maintaining this piece of equipment. Roadside vegetation maintenance is a vital function for sight visibility and aesthetics. Also, the present mower has a "side stow" configuration...the requested "rear stow" allows for safe roadway travel due to the shorter overall width. Total pricing includes a \$13,800 trade in allowance for the old mower. Combined savings for this purchase will be \$39,678.06 off the \$215,000 approved budget ask.				<b>SUBTOTAL</b>	161,141.49
				<b>Tax (8.8%)</b>	14,180.45
<b>APPROVING MANAGER</b>				<b>TOTAL</b>	175,321.94

Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.  
 Please notify the Department Contact immediately if you are unable to ship as specified.

Please send a copy of your invoice attention of:

City of Shelton  
 Public Works Department  
 525 W. Cota Street  
 Shelton, WA 98584

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## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item D-2)

Touch Date: 03/03/2020  
Brief Date: 03/17/2020  
Action Date: 05/07/2020

Department: Administration  
Presented By: Jeff Niten

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
Updating City Policies

☐ Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

ATTACHMENTS:  
Policy 100-05  
Policy 100-12

☐ Resolution

☒ Motion

☐ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

City staff, as a whole, have been working to update all City policies. The two policies attached concern records management and disclosure of public records. The Clerk's office has written and submitted a grant to the Secretary of State's Office in order to obtain funds to help the City manage its records according to State law and best practices.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

N/A

### PUBLIC INFORMATION REQUIREMENTS:

Additional information is available from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to approve City Policy number 100-05 concerning records management & City Policy number 100-12 concerning disclosure of public records."



## POLICY AND PROCEDURE

**SUBJECT:**  
Records Management Policy

**GROUP:**  
Administration

**NUMBER:**  
100-05

**FIRST READING:**  
March 17, 2020  
**EFFECTIVE DATE:**  
May 7, 2020

**SUPERCEDES:**  
100-05 dated April 1, 2003

**PREPARED BY:**  
Donna Nault

**APPROVED BY:**  
Jeff Niten

### 1.0 PURPOSE

The City of Shelton's *Records Management Program* was established to provide direction and guidance to City employees and elected officials in the management of records created or received in the conduct of City business, and to ensure the City manages its records in compliance with applicable state, federal laws and rules.

### 2.0 DEPARTMENTS AFFECTED

All City departments.

### 3.0 REFERENCES

Office of the Secretary of State – Washington State Archives Division of Records Management – Common Records Retention Schedule (CORE): CORE is the guideline used to identify records series, a retention schedule, special maintenance instructions, and procedures for disposing of records.

<http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>

Revised Code of Washington – Chapter 40 Records and Chapter 42 Public Records Act (RCW's are the compilation of all permanent laws currently in force)

<https://apps.leg.wa.gov/rcw/>

Washington Administrative Code – Chapter 434-600 through 434-840 (WACs are administrative regulations, or rules, adopted by state agencies' executive branch)

<https://app.leg.wa.gov/wac/>

Shelton Municipal Code – 2.06 City Departments; 2.18 City Manager; 2.22 City Clerk

[https://sheltonwa.gov/government/municipal\\_code](https://sheltonwa.gov/government/municipal_code)

City of Shelton Policies & Procedures – 100-01; 100-6; 100-7; 100-12; 100-17; 100-24; 200-1610; 200-1650 and 200-1651 w:\commonallstaff\citypolicies

### 4.0 POLICY AND PROCEDURE

Records Management Policy & Procedure 100-05



In order to manage the City's records in an efficient manner, streamline paper flow, provide for document archiving, minimize storage constraints, and remain in compliance with applicable laws, rules, policies and procedures, which govern agency record keeping practices, the City's Record Management Program will implement best practices to include:

- Annual identification and disposal of obsolete records,
- The transfer of historically valuable records to the Washington State Archives system (Olympia Branch,
- Removal of non-essential records from office storage areas,
- Protection and security backup of records essential to City authority and operations,
- Disaster preparedness,
- Records system integrity and accessibility; and,
- Effective compliance with disclosure of public records requests

## **5.0 DEFINITIONS**

### **5.1 Staff Designations**

5.1.1 City Clerk: The City Clerk is the designated Public Records Officer. The Public Records Officer is responsible for the City's Records Management Program and provides advice, direction, support, and oversees the management of said records, policies and procedures.

5.1.2 City Clerk's Designee: The City Clerk's Designee is responsible for tracking records and information that pertains to the legislative and executive branches of the City, and provides liaison support to department Records Designees to ensure the City's Records Management Program is being followed.

5.1.3 Records Designee: A Records Designee is assigned by their department director to manage and maintain its department's records. Examples of responsibilities include, but are not limited to, ensuring the physical safety and protection of records, day-to-day management of records (paper and electronic), archiving, following the City's Records Management Policy, and working in coordination with the City Clerk and/or their designee.

### **5.2 Records Series**

5.2.1 Active/Semi-Active Records: Records/information regularly used to conduct government activities are reviewed annually to ensure only the active and semi-active records are stored.

5.2.2 Inactive Records: Records/information that are accessed on a limited basis.

5.2.3 Essential Records: Records/information that are essential to the continuous operation of the City. These records/information do not necessarily have a permanent retention or historic value, but are preserved ensuring that in the event of a disaster the information can be easily accessed and operations can continue.

5.2.4 Historical Records: Historical records/information document the history of the government and community. Historic records/information contain significant

information about persons, places, events, governmental events and are sometimes records and information that are valuable because of their age or rarity. Records and information that are determined to require preservation and are no longer required to remain on-site are transferred to the Washington Secretary of State Archives Division.

5.2.5 Electronic Records/Information: Electronic records are to be easily accessible and preserved for the required retention period on a City server in a format that preserves the integrity of the original record. Retention schedules apply to email, social media, text, voice messages, websites and databases. A printed hard copy of an electronic record is not a substitute for the electronic version.

## 6.0 PROCEDURES

6.1 Active/Semi-Active Records/Information: It is the responsibility of each department Records Designee to maintain and manage all active and semi-active records/information specific to their department.

6.2 Essential Records/Information Protection: In the Spring of each year, the City Clerk and/or their designee will work with department Record Designees to identify essential records/information and project the costs association with their preservation.

6.3 Inactive Records/Information & Storage – In the Spring of each year, Department Records Designees will compile a list of records that have become inactive and, after an interdepartmental review, will designate a record Disposition Authority Number (“DAN”) using the Washington State General Records Retention Schedule. The department Records Designee will determine the record/information termination date and assign a destruction date to the record/information, and record the information in the City’s records data system. For records/information that are to be stored in the City’s central records storage area, the City Clerk and/or their Designee will assign a shelving location to the Records Center Label. The department Records Designee will then move the files/records to the appropriate shelving location and input all the information relating to the inactive records/information into the City’s information database.

6.4 Inactive Records/Information Activation – Records Designees must submit a completed Inactive Records Request form to the City Clerk’s Office. If the review of the file is temporary, the file will be provided to the requesting staff with an expected date of return. If staff is seeking reactivation, the City Clerk’s Designee will review the request, and ask the City Clerk for comments. After a decision has been made, a notation will be indicated on the form and returned to the City Clerk’s Designee who will then notify staff of the decision. If the request has been approved, the City Clerk’s Designee will pull the record/information from its central storage location and remove it from the records database, unless it is determined by the City Clerk to leave the record in the database and assign a new inactive date. If not approved, the City’s Clerk’s Designee will forward the City Clerk’s comments to the requestor and the record will remain archived.

6.5 Destruction of Inactive Records/Information Past Retention Period -- The department Records Designees will prepare a list of records that are scheduled for destruction along with the *Records Destruction/Transfer Checklist* and a *Request for*

*In-House Destruction* to the City Clerk and/or their Designee for review and approval prior to destruction of any records. The Department Records Designee will destroy the records after obtaining required signatures from the Clerk’s Office.

6.6 Transfer to State Archives of Historical Records – The City Clerk and/or their Designee will prepare a list of records/information that is scheduled for transfer to the Washington State Archives and forward the list along with the *Records Destruction/Transfer Checklist* to the appropriate department Records Designee for review and interdepartmental approval. The City Clerk will perform the final review of the request. Requests will be returned with comments and/or authorization. Records/information to be transferred to the Washington State Archives, the City Clerk or their Designee will update the information in the City's records database and then transfer the documents/information to the Washington State Archives

6.7 Electronic Records – Records/information created and/or received in the transaction of public business are public records and subject to the laws, regulations and rules governing the retention, disclosure, destruction and archiving of public records/information. Electronic records must be retained in electronic format and remain searchable, usable, retrievable and authentic for the length of the designated retention period. Employees have 60 days from the date a communication is sent or received to determine if the email meets the criteria as retainable. If so, the electronic record will be placed in a pre-assigned folder on the W:\ Drive for the required retention period.

6.8 Information Technology Staff – Information Technology staff will assist the City Clerk and/or Designee as well as department Records Designees in developing, implementing, and maintaining an electronic records storage system that supports this policy and a disaster recovery backup system for City documents/information.



## POLICY AND PROCEDURE

<b>SUBJECT:</b> Disclosure of Public Records	<b>GROUP:</b> Administration	<b>NUMBER:</b> 100-12
<b>FIRST READING:</b> March 17, 2020 <b>EFFECTIVE DATE:</b> May 7, 2020	<b>SUPERCEDES:</b> 100-12 (not dated)	
<b>PREPARED BY:</b> Donna Nault	<b>APPROVED BY:</b> Jeff Niten	

### 1.0 PURPOSE

To develop guidelines for disclosure of the City's public records consistent with the intent of the Washington State Public Records Act, RCW Chapter 42.56, which is to provide full access to public records unless specifically exempted by state or federal law.

### 2.0 DEPARTMENTS AFFECTED

All City departments

### 3.0 REFERENCES

*Public Records Act ("PRA"), RCW Chapter 42.56; PRA Model Rules, WAC Chapter 44-14*

### 4.0 DEFINITIONS

4.1 Records Officer: The City Clerk has been appointed by the City Council and will serve as the point of contact for members of the public requesting disclosure of public records, and will oversee compliance with all disclosure requirements.

4.2 Records Designee: Each department director will appoint a Records Designee who will be responsible for coordinating the production of requested records for their department. If redaction is required, the Records Designee will be responsible for redacting the records and producing an exemption log.

### 5.0 APPLICATION

All departments must comply with this Policy with the exception of the Shelton Municipal Court, which is not considered an "agency" subject to the Public Records Act. Nast v. Michels, 107 Wn.2d 300 (1986); City of Federal Way v. Koenig, 167 Wn.2d 341 (2009).



## **6.0 PROCEDURES**

6.1 Legal Review: The City Clerk should seek legal review of all non-routine requests. Legal review shall be sought whenever the City Clerk determines that a public records request:

- Is ambiguous and requires clarification
- Requires notice to affected third parties named in the records
- Is made in conjunction with ongoing, threatened or potential litigation
- Requires the application of unusual, complex or non-routine exemptions
- Requires a complex search involving a variety of sources
- Involves a high-profile issue or is subject to public or media scrutiny
- May require the production of records from personal accounts or electronic devices
- In any other circumstance in which the input of legal counsel will assist the City in fully discharging its duties under the Public Records Act while avoiding costly litigation

Because public records issues are time sensitive, all Records Designees who believe legal review may be needed, will notify the City Clerk immediately. If the City Clerk agrees legal review is necessary, the City Clerk will promptly contact the City Attorney.

6.2 Request For Public Records: All department offices will accept requests for disclosure of public records.

6.3 Request For Records Outside of Department: All department offices will accept public records requests for records not associated with their department and immediately forward the request to the City Clerk. If the requester wants immediate attention, staff will direct the requester to the City Clerk. The City Clerk will communicate with the appropriate department's Records Designee.

6.4 Requests Made Verbally Or On A Non-City Form: Any staff person who receives a telephone call requesting public records will fill out the City's Public Request Form, or if the requester is present and does not wish to personally fill out a form requesting public records, the staff person helping the requester will fill out the form. The staff person should clarify the specific records the requester is seeking to ensure the request is as clear as possible. The form will be submitted to the City Clerk for processing.

## **7.0 FILLING REQUESTS**

7.1 Filled At Time Requested Or Within Five Business Days: If possible, without undue disruption to other duties, staff should make the records available for inspection and/or copying at the time of the request. If more time is necessary, staff should attempt to make the records available for inspection and/or copying within five business days.

7.2 Requests That Cannot Be Filled Within Five Business Days: If the records cannot be produced within a five business day period, the City Clerk is responsible for sending a written response to the requester within five business days of the request. The five-day letter will acknowledge receipt of the request and clarification if needed, explaining why additional time is needed to respond and estimate the time needed to complete the request. If the City plans to answer the request in installments, the five-day letter will provide an installment schedule and an estimated date for completing the full request. If the request cannot be filled or any installments provided by the estimated dates promised, the City Clerk will provide a written statement to the requestor before

the date has passed explaining the reason for the delay and providing a new installment/completion date.

7.3 Single and Multi-Department Request For Public Records: When a request requires more than a single department to search for and produce records, the City Clerk will notify the Records Designees from all affected departments of the request and set a due date for a search to be completed and the records to be produced to the City Clerk. If a Records Designee requires additional time to conduct a search and provide the records, that information will be shared with the City Clerk within two business days. The Records Designee has the responsibility of gathering responsive records and sending them to the City Clerk on or before the due date. The Records Designee will provide only records that are responsive to the request, and will produce the records in an organized manner that they may be produced to the requester without additional work by the City Clerk. The City Clerk will coordinate the release of information to the requester.

## **8.0 DISCLOSURE OF RECORDS**

8.1 Records Disclosed At Time of Request: The Records Designee, along with the City Clerk, will be responsible for completing the disclosure request/response.

8.2 Public Disclosure Records That Cannot Immediately Be Disclosed: After communicating with the Records Designee, the City Clerk will be responsible for providing the requester with a written response within five business days, including an estimated date for providing the records.

8.3 Records To Be Redacted Or Withheld: If redaction is required, the Records Designee will be responsible for redacting the records and completing an exemption log. The redacted records and the exemption log will be given to the City Clerk for disclosure. The Records Designee will keep a copy of all documents redacted for the time period specified in the State Records Retention Schedule, unless risk management concerns warrant a longer retention period. Records should seldom be withheld in their entirety, as it is usually possible to redact exempt information and produce the remainder of the record. The City Clerk should consult with the City Attorney before withholding records in their entirety. Any records withheld must be described on an exemption log, including the number of pages, author/recipient, date, type of record, legal cite to the exemption, and a brief explanation of how the exemption applies.

8.4 Records Production that have a Combination of Release, Withholding or Redaction: (See 8.2 *Public Disclosure Records That Cannot Immediately Be Disclosed* and 8.3 *Records To Be Redacted or Withheld*)

## **9.0 SEARCHING FOR PUBLIC RECORDS**

9.1 The City Is Required To Conduct Reasonably Diligent Searches For Requested Public Records: When filling requests, Records Designees and the City Clerk will search every paper and electronic location where requested records may reasonably be found. This may include a search of personal accounts and electronic devices, depending on the request. The City's information Technology staff will assist with complex searches for electronic records including, but not limited to, emails and text messages.

9.2 Searches Shall Be Carefully Documented For Complex and Non-Routine Requests: The City Clerk will work with Records Designees to ensure that the search

techniques used including search terms and the locations searched are contemporaneously documented.

9.3 Charges For Public Disclosure Records: The City has determined that it would be unduly burdensome to calculate actual costs for production of public records. Accordingly, the City will charge for public records consistent with the Fee Schedule contained in the Public Records Disclosure Act. The City Clerk will evaluate the need to charge for customized electronic access on a case-by-case basis.

9.4 Large Requests: For requests estimated to be in excess of 50 pages, the City Clerk may require a deposit in an amount not to exceed ten percent of the estimated cost of providing records. If the City makes records available on an installment basis, the City may charge for each installment before it is provided. If an installment is not claimed or reviewed, the City may close the request after providing notice to the requester.

## **10.0 CREATING NEW RECORDS**

The Public Records Act does not require the City to create new records that do not already exist at the time of the request. However, there may be times when it is more efficient for the City, and more helpful for the requester, to create a new record in lieu of providing the records requested. For example, if a request seeks discrete information contained in a large volume of records, it may be more efficient and helpful for the City to produce a summary of the requested information. The City Clerk shall confirm with the requester that producing a newly created record will satisfy the request.

## **11.0 REVIEW OF DENIALS**

The Public Records Act requires agencies to have a process for prompt review of the denial of records requests. It is seldom, if ever, appropriate to deny a request for public records. The City Clerk shall consult the City Attorney if a denial is being contemplated. Requesters may ask the City Manager to review any denials. The City Manager or designee shall respond within two business days.

## **12.0 LIST OF INDIVIDUALS FOR COMMERCIAL PURPOSES**

The Public Records Act prohibits the City from disclosing lists of individuals if the requester is seeking such lists for commercial purposes. If a list of individuals is being sought and the City Clerk suspects the requester has commercial motivations, the City Clerk shall consult the City Attorney about how to handle the request.

## **13.0 TRAINING**

The City Clerk, Records Designees, Department Directors/Managers and City Councilmembers shall undergo regular training on the Public Records Act compliance.