



Shelton City Council
Meeting Agenda
May 4, 2021 at 6:00 p.m.
Virtual Platform

A. Call to Order

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

B. Council Reports

C. Consent Agenda (Action)

1. Vouchers numbered 104664 through 104724 in the total amount of \$251,939.53
2. Mason County Historical Society Museum 1st Quarter LTAC Report – Written by Director Liz Arbaugh
3. Minutes:
 - Study Session of July 9, 2018
 - Study Session of August 21, 2018
 - Study Session of October 30, 2018
 - Study Session of November 13, 2018
 - Business Meeting of February 16, 2021

D. Presentations

1. 2021 Public Works Week Proclamation
2. Monthly Finance Status Report – Presented by Finance Director Aaron BeMiller
3. Local Road Safety Plan – Presented by City Engineer Ken Gill

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

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

1. Public Hearing – Ordinance No. 1969-0321 Amending SMC Title 13, Stormwater – Presented by Administrative Manager Brooke Kilts
2. Social Security Vote – Presented by Administrative Services Director Michelle Sutherland

G. Action Agenda (Action/Public Comment Taken)

1. Shelton Skate Park ILA – Presented by Community Development Director Mark Ziegler
2. MOU with SC Johnson – Presented by City Manager Jeff Niten

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – May 18, 2021 at 6:00 p.m.

K. Adjourn

Special Note for Public Participation

The meeting can be viewed at: masonwebtv.com

The public can provide comments by:

Email: jeff.niten@sheltonwa.gov

Telephone: (360) 432-5105

Joining the Zoom meeting by clicking on the link posted on the City Council's webpage

Your comments will be relayed directly to the Council.



2021 Looking Ahead

(Items and dates are subject to change)

Mon. 5/3 Tues. 5/18 6:00 p.m.	Regular Meeting	<p>Public Hearing notices to The Journal</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p> <ul style="list-style-type: none"> 2020 Year-End Financials & 2021 1st Quarter Report <p>Business Agenda</p> <ul style="list-style-type: none"> Public Hearing Ordinance No. 1961-1220 City of Shelton Code Chapter Consolidation-Utility Taxes Public Hearing Ordinance No. 1970-0421 Shelton Hills Planned Action <p>Action Agenda</p> <ul style="list-style-type: none"> Ordinance No. 1969-0321 Amending SMC Title 13, Stormwater, and Resolution No. 1195-0421 Amending Fee Schedule Resolution No. 1196-0421 Social Security Vote (PERS) Resolution No. 1197-0421 Social Security Vote (PSERS) Resolution No. 1198-0421 Social Security Vote (LEOFF) <p>Administration Report</p> <ul style="list-style-type: none"> 	N/A Packet Items Due: Fri. 5/7 – 5:00 p.m.
Tues. 6/1 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p> <ul style="list-style-type: none"> <p>Business Agenda</p> <ul style="list-style-type: none"> Public Hearing Ordinance No. 1963-1220 Franchise Agreement – PUD #3 Resolution No. 1186-1220 Surplus Computer Equipment C Street Landfill Update Resolution No. xxxx-xxxx 6-Year TIP <p>Action Agenda</p> <ul style="list-style-type: none"> Ordinance No. 1961-1220 City of Shelton Code Chapter Consolidation-Utility Taxes Ordinance No. 1970-0421 Shelton Hills Planned Action <p>Administration Report</p> <ul style="list-style-type: none"> 	Packet Items Due: Fri. 5/21 – 5:00 p.m.

Tues. 6/15 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 6/4 – 5:00 p.m.
Tues. 6/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Monthly Financial Status Report Presentations <ul style="list-style-type: none"> • Water Comprehensive Plan Update • Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Ordinance No. 1963-1220 Franchise Agreement – PUD #3 • Resolution No. 1186-1220 Surplus Computer Equipment • Resolution No. xxxx-xxxx 6-Year TIP Administration Report	Packet Items Due: Fri. 6/4 – 5:00 p.m.
Tues. 7/6 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 6/25 – 5:00 p.m.
Tues. 7/20 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Monthly Financial Status Report Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: Fri. 7/9 – 5:00 p.m.
Tues. 8/3 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda	Packet Items Due: Fri. 7/23 – 5:00 p.m.

		<ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Ordinance No. 1968-0321 Water Comp Plan Adoption Administration Report <ul style="list-style-type: none"> • 	
Tues. 8/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Monthly Financial Status Report Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 8/6 – 5:00 p.m.

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- Outside City Water/Sewer Extensions
- More Standing Committees by the Council
- December 7, 2021 – C Street Update

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 number 104664 through number 104724 in the total amount of \$251,939.53 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 16th of April, 2021.


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 _____, 2021.

Mayor Kevin Dorcy

Deputy Mayor Deidre Peterson

Councilmember James Boad

Councilmember Megan Fiess

Councilmember Kathy McDowell

Councilmember Eric Onisko

Councilmember Joe Schmit



1st Quarter 2021 Visitor Information Report
April 20, 2021

<u>Month</u>	<u>Out of Country</u>	<u>Out of State</u>	<u>Out of Area</u>	<u>Museum Attendance</u>
January		Closed		
February	0	2	4	15
March	0	6	19	123
Totals		8	24	138

- The museum reopened on 23 March 2021, in compliance with Washington State Covid-19 statewide restrictions. The museum has seen a rapid return of visitors from around the US, as people begin to travel again. States represented include Alaska, Arkansas, Colorado, Oregon, Texas and Florida.
- The museum continues to develop its permanent exhibits. A large clean-out of its bookshelves was followed by a vintage book sale that netted the museum approximately \$400 that will go to maintain the rest of the collection.
- The museum has begun planning for an exhibit that will begin in the last half of August and continue until the end of October, 2021. **“Orre Nobles: Art and Whimsy on Hood Canal”** will be promoted throughout the Puget Sound region and will feature artifacts that have not been exhibited before. Nobles has been featured in the books, **Lavender Palette: Gay Culture and the Art of Washington State**, by David Martin, and the exhibit of the same name at Cascadia Art Museum in Edmonds, WA, and in **The Artist Colony on Hood Canal**, by Michael Fredson.
- The Mason County Historical Society Museum website had over 2300 visits during the first quarter of 2021, a 49% increase from the previous quarter and the society’s Facebook page has over 3000 followers.
- The museum packaged and shipped approximately \$1400 worth of books and videos sold on our website. These books were sold nationwide. Sunshine Creations in Hoodspport is also selling our books that pertain to Hoodspport history.

The Mason County Historical Society thanks the City of Shelton for its continued support.



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – July 9, 2018
Shelton Civic Center – 6:00 p.m.

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

Interim City Manager Vicki Look
City Clerk Pro Tem Donna Nault
City Attorney Jon Collins

CALL TO ORDER

Call to Order – 6:00 p.m.
Roll Call – Councilmember Dorcy is absent

STUDY SESSION

1. City of Shelton and YMCA Draft Land Lease Agreement – Presented by City Attorney Jon Collins

City Attorney Collins reviewed the draft City of Shelton and YMCA land lease agreement with the following suggested changes in the contract language:

- Site development
- Timber and vegetation
- Improvements
- Indemnification/hold harmless
- Assignment of sublease
- Option to purchase
- Traffic
- Parking

ANNOUNCEMENT OF NEXT MEETING

Special Meeting – July 10, 2018 at 5:30 p.m.

ADJOURN

Mayor Rogers adjourned the meeting at 6:54 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – August 21, 2018

Shelton Civic Center - 4:00 p.m.

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

Interim City Manager Vicki Look
City Clerk Pro Tem Donna Nault
Interim Finance Director Teri Schnitzer
Police Chief Darrin Moody
Community Development Director Mark Ziegler
Public Works Director Craig Gregory
City Attorney Jon Collins

CALL TO ORDER

Mayor Rogers called the meeting to order at 4:02 p.m.

Roll Call – All Councilmembers present

STUDY SESSION

1. Tiny Homes Project – City Attorney Jon Collins

City Attorney Collins discussed the purpose of the meeting was to obtain guidance from City Council to protect the City's interest in the project and to not have legal discussions on the project. City Attorney Collins will develop a draft contract/agreement from the discussions during this meeting. The evening's discussion points included; oversight of operations, restrictions on veterans, the screening process, lease of city property, and limitations on the veterans' term of residence.

2. Shelton Municipal Code 20.32, Planned Unit Development – Community Development Director Mark Ziegler

Discussion detailed the approval process on modifications/alterations, City property rights, structure appearance of the Tiny Homes Project and building covenants.

3. Utilities – Public Works Director – Craig Gregory

Discussion involved an overview of utility requirements for the Tiny Homes Project.

PUBLIC COMMENT

Marilyn Vogler
Tom Davis
John McGrady
Ginger Segle



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – August 21, 2018

Shelton Civic Center - 4:00 p.m.

- Councilmember Schmit suggested a three-member ad-hoc committee be established for this project.

Ad-Hoc Committee Representatives:

1. Mayor Bob Rogers
2. Councilmember Joe Schmit
3. Councilmember Eric Onisko

ADJOURN

Mayor Rogers adjourned the meeting at 5:15 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – October 30, 2018

Shelton Civic Center - 6:00 pm

COUNCILMEMBERS AND PERSONNEL PRESENT

Councilmembers:

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

Personnel:

Interim City Manager Mike McCarty
Interim City Clerk Donna Nault
Public Works Director Craig Gregory
Community Development Director Mark Ziegler

CALL TO ORDER

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

Roll Call – All Councilmembers present

STUDY SESSION

1. Yelm & Thurston County Biosolids Interlocal Agreements - Presented by Public Works Director Craig Gregory

Yelm and Thurston County have requested further treatment of their digested sewer sludge produced at their wastewater treatment facilities. The City of Shelton's Wastewater Treatment Plant (WWTP) has the capacity to convert digested sewer sludge into Class A Biosolids. The sludge is pretreated and pretested before it arrives at the WWTP. Pre-delivery testing is handled by an outside lab, coordinated by the agency bringing the digested sludge to the City. The analysis of the testing is provided before the digested sludge is received, and then again, when the sludge is received at the WWTP.

Council concurred to move this item forward to the November 6, 2018 action agenda.

2. Access Shelton Concept – Presented by Public Works Director Craig Gregory

City staff is requesting adoption of the "Access Shelton" model. This would allow Staff to apply for grants within their respective grant deadlines that would assist the City in leveraging its investments. Staff is also requesting direction on the creation of a City policy to establish a Transportation Reserve Fund.

Council concurred to move this item forward to the November 6, 2018 action agenda.

A motion was made by Councilmember Onisko and seconded by Deputy Mayor Peterson to extend the Study Session by an additional hour. Passed.



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – October 30, 2018

Shelton Civic Center - 6:00 pm

3. Proposed Street & Alley Vacation Ordinance – Presented by Public Works Director Craig Gregory

The City has vacated public right-of-ways for many years without a formal process. City Council directed Staff to provide a formal policy, which could be adopted as part of the Shelton Municipal Code. Staff has completed draft Ordinance No. 1930-1018, and the Application for Vacation of Right-of-Ways for the Council to review. The Council recommended a legal review of the draft ordinance, as well as the application. Staff felt they could have that process completed by the November 6, 2018 Council meeting.

Council concurred to move this item forward to the November 6, 2018 action agenda.

ANNOUNCEMENT OF NEXT MEETING

November 13, 2018 at 6:00 p.m.

ADJOURN

Mayor Rogers adjourned the meeting at 8:20 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – November 13, 2018

Shelton Civic Center - 6:00 pm

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Bob Rogers
Deputy Mayor Deidre Peterson
Gary Cronce
Eric Onisko
Joe Schmit

Personnel:

Interim City Manager Mike McCarty
Interim City Clerk Donna Nault
Public Works Director Craig Gregory
Community Development Director Mark Ziegler
Accounting Manager Teri Schnitzer
Financial Analyst Sandi Hines

GUEST

FCS Group – Project Manager Courtney Black

CALL TO ORDER

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

Roll Call – Councilmembers Dorcy and McDowell were absent

LATE CHANGES TO THE AGENDA

No late changes to the agenda

Interim City Manager McCarty discussed the upcoming selection and interview process for City Manager candidates.

STUDY SESSION

1. Library Board Status – Presented by Community Development Director Mark Ziegler
The Library Board of Trustees (Board) was established in 1984, and many of the functions in 1984 are not applicable to the current functions of the Library. Recently, the Board adopted new bylaws which creates a conflict with operations of the Library. City staff will be attending a November 16, 2018 Board meeting and would like guidance as to the necessity of the Board and their respective roles.

There was consensus that City staff could obtain a better understanding of the roles and processes of the Board at the November 16th meeting. After obtaining additional information at the meeting, a decision could be made on whether dissolving the Board would have any foreseeable negative impacts.

2. FCS Group Study-Water & Sewer Rates – Presented by Public Works Director Craig Gregory and FCS Project Manager Courtney Black
An overview of the 2017 Preliminary Rate Study was provided. City staff requested a review of the recent proposed rate increases to determine if the current rates should be adjusted. The proposed increase would cover costs for operations and maintenance, current and future debt, and funding capital improvement programs.



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – November 13, 2018

Shelton Civic Center - 6:00 pm

There was consensus that additional time is needed to review the information provided. Council would like Staff to present the information at a regular business meeting to allow for public participation.

3. 2019 Preliminary Budget Study Session #1 – Presented by Financial Analyst Sandi Hines

An overview of the preliminary general fund budget was provided. No action is required by the Council at this time. The Council will meet for an additional study session on November 27, 2018.

A motion was made and seconded to extend the Study Session by 10 minutes. Passed.

NEW ITEMS FOR DISCUSSION

1. Veterans Tiny Home Project

The Tiny Home project is scheduled for a Study Session on January 22, 2019. City Council requested additional information in the following areas:

- Community outreach
- Comprehensive planning
- Long-term visioning of Tiny Homes in Shelton.

PUBLIC COMMENT:

Tom Davis

ADJOURN

Mayor Rogers adjourned the meeting at 8:37 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
February 16, 2021 – 6:00 p.m.
Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers

Mayor Kevin Dorcy
Deputy Mayor Deidre Peterson
James Boad
Megan Fiess
Kathy McDowell
Eric Onisko
Joe Schmit

Personnel

City Manager Jeff Niten
City Clerk Donna Nault
Community Development Director Mark Ziegler
Public Works Director Jay Harris
City Engineer Ken Gill
Public Works Administrative Manager Brooke Kilts

Guests

FCS Group – Principal John Ghilarducci and Project Manager Tage Aaker
Quixote Communities – Executive Director Jaycie Osterberg

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Councilmember Onisko
Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

No late changes.

Mayor Dorcy – The public is able to make comments during the Public Comment period, as well as any items listed on the business or the action agendas. When making a public comment you will need to state your full name and whether you reside within City limits, within Mason County or reside elsewhere. There are three options for the public to participate in the meeting: (1) join the Zoom meeting by clicking the link on the city's website, (2) email jeff.niten@sheltonwa.gov, and (3) by calling 360-432-5105.

CITY COUNCIL REPORTS

City Councilmembers attended or participated in the following:

- Association of Washington Cities – Action Days

CONSENT AGENDA

1. Vouchers numbered 104070 through 104117 in the total amount of \$756,801.47.
2. Vouchers numbered 104154 through 104191 in the total amount of \$69,703.13.
3. Shelton Veterans Village Meeting Minutes of January 26, 2021.
4. Ordinance No. 1967-0221 Correcting Ordinance No. 1964-0121.
5. Minutes from Business Meeting of December 15, 2020.

A motion was made by Councilmember Onisko and seconded by Councilmember Fiess. Passed.

PRESENTATIONS

1. Stormwater Rate Presentation – Presented by FCS Group
An overview was provided of a stormwater rate structure and rate credits program, which included how the utility can equitably recover the revenue requirement from customers.

2. Shelton Veterans Village – Presented by Quixote Communities

An overview and project update was provided on the Shelton Veterans Village project.

GENERAL PUBLIC COMMENT

Lisa Perry

Melanie Bakala

BUSINESS AGENDA

No business items.

Mayor Dorcy recessed from the regular meeting and opened a public hearing.

ACTION AGENDA

1. Public Hearing – Ordinance No. 1966-0121 2018 International Building Codes – Presented by Community Development Director Mark Ziegler

The Washington State Legislature revises the State building codes on a three-year cycle. The intent of the adoption of the International Building Codes by the legislature is to remain consistent with the State laws regulating construction processes. The code update reflects the upgrades. There was no public testimony on this matter.

City Clerk Nault provided the first and final reading of Ordinance No. 1966-0121.

A motion was made by Councilmember McDowell and seconded by Councilmember Onisko. Passed.

Mayor Dorcy closed the public hearing and resumed the regular meeting.

2. Ordinance No. 1965-0121 Department of Ecology 2019 Stormwater Manual Adoption – Presented by City Engineer Ken Gill

City Engineer Gill reported Ordinance No. 1965-0121 adopts the 2019 Stormwater Manual for Western Washington allowing the City to meet a requirement of the Western Washington Phase II Municipal Permit. Discussion followed. There were no public comments.

City Clerk Nault provided the second reading of Ordinance No. 1965-0121.

A motion was made by Councilmember Schmit and seconded by Deputy Mayor Peterson. Passed.

Aye

Mayor Dorcy

Deputy Mayor Peterson

Councilmember Fiess

Councilmember McDowell

Councilmember Schmit

Opposed

Councilmember Boad

Councilmember Onisko

ADMINISTRATION REPORTS

City Manager Report – Presented by City Manager Jeff Niten

- Congratulations to Public Works Department staff on their coordination and response during the recent snowstorm
- COVID Phase II – Phase II began on February 14, 2021
- Open Town Hall – Has been a terrific success. The City has received 5.7 hours of public comment
- Development Code Updates – Will start in the near future

- Looking Ahead
 - Presentation #3 – FCS Group
 - Resolution – Mutual Aid Agreement for Disaster Response
 - Residential Paving

ANNOUNCEMENT OF NEXT MEETING

March 2, 2021 at 6:00 p.m.

MEETING ADJOURN

Mayor Dorcy adjourned the meeting at 7:28 p.m.

Mayor Kevin Dorcy

City Clerk Donna Nault



City of Shelton
National Public Works Week Proclamation

May 16 – 23, 2021

“Stronger Together”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Shelton; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Shelton to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Kevin Dorcy, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

SIGNED this 4th day of May 2021, in Shelton, Washington.

Kevin Dorcy, Mayor

January 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview

	2021 Budget	2021 thru January	2021 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	12,283,920	990,323	12,619,070	335,150	2.7%
Expenditures	12,283,920	1,160,479	10,969,150	1,314,770	10.7%
Net Revenues Less Expenditures	-	(170,156)	1,649,920	1,649,920	
Beginning Fund Balance	4,853,568		4,853,568		
Ending Fund Balance	4,853,568		6,503,488		
<u>Ending Fund Balance Detail:</u>					
General Fund Reserves	4,853,568		6,503,488		
	39.5%		52.9%		

Summary

Analysis through January shows an overall positive budget variance of \$1.6 million.

General Fund Reserves are estimated to end the year at \$6.5 million, or 52.9% of 2021 budgeted expenditures.

Estimates provided are based on only one month of activity so the estimates are very preliminary. Because it is so early in the year, we have not done a deep dive into the variances.

Revenue Overview

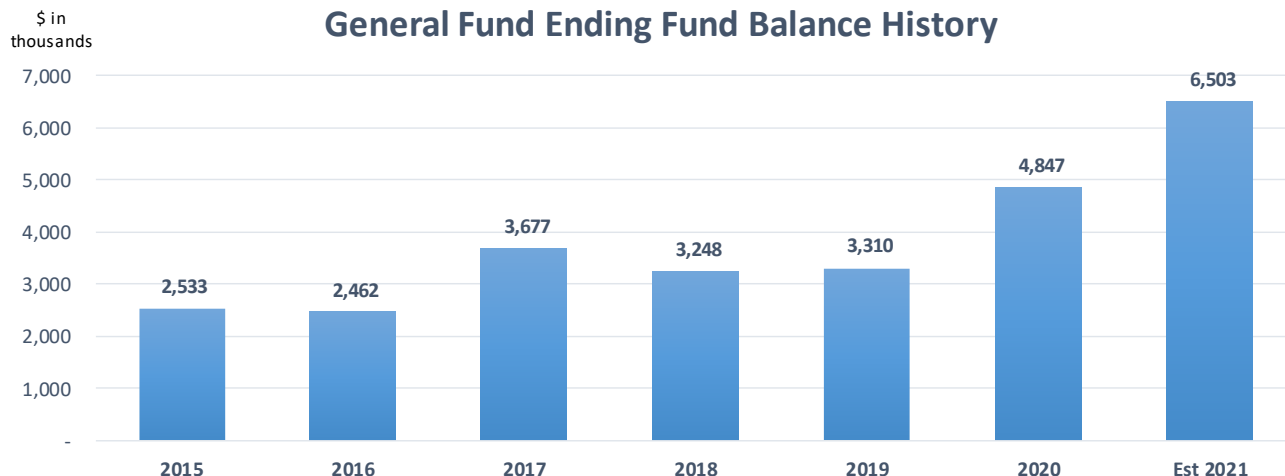
Revenues are currently estimated to end the year approximately \$335 thousand (2.7%) higher than budgeted, which is significantly due to sales tax collections.

Expenditure Overview

Expenditures are currently estimated to end the year approximately \$1.3 million (10.7%) lower than budgeted.

Required Ending Fund Balance Calculation

Budgeted Expenditures for 2021 (from above)	12,283,920
	16.00%
16% GF Ending Fund Balance	<u>1,965,427</u>



January 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Revenues

Revenue Categories	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,486,070	56,158	2,486,070	-	0.0%
Sales & Use	2,867,240	274,132	3,206,160	338,920	11.8%
City Utility	1,127,000	97,454	1,169,450	42,450	3.8%
Non-City Utility	1,239,200	125,920	1,271,070	31,870	2.6%
Business & Occupation	733,640	120,602	750,000	16,360	2.2%
Other	35,220	3,341	35,950	730	2.1%
Licenses & Permits	285,100	37,438	258,000	(27,100)	-9.5%
Intergovernmental Revenue	423,520	72,830	438,650	15,130	3.6%
Charges for Goods/Services	2,818,140	178,607	2,755,290	(62,850)	-2.2%
Fines and Penalties	102,300	6,378	95,320	(6,980)	-6.8%
Miscellaneous Revenue	166,490	17,462	153,110	(13,380)	-8.0%
Total Revenues	12,283,920	990,323	12,619,070	335,150	2.7%

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent revenues.

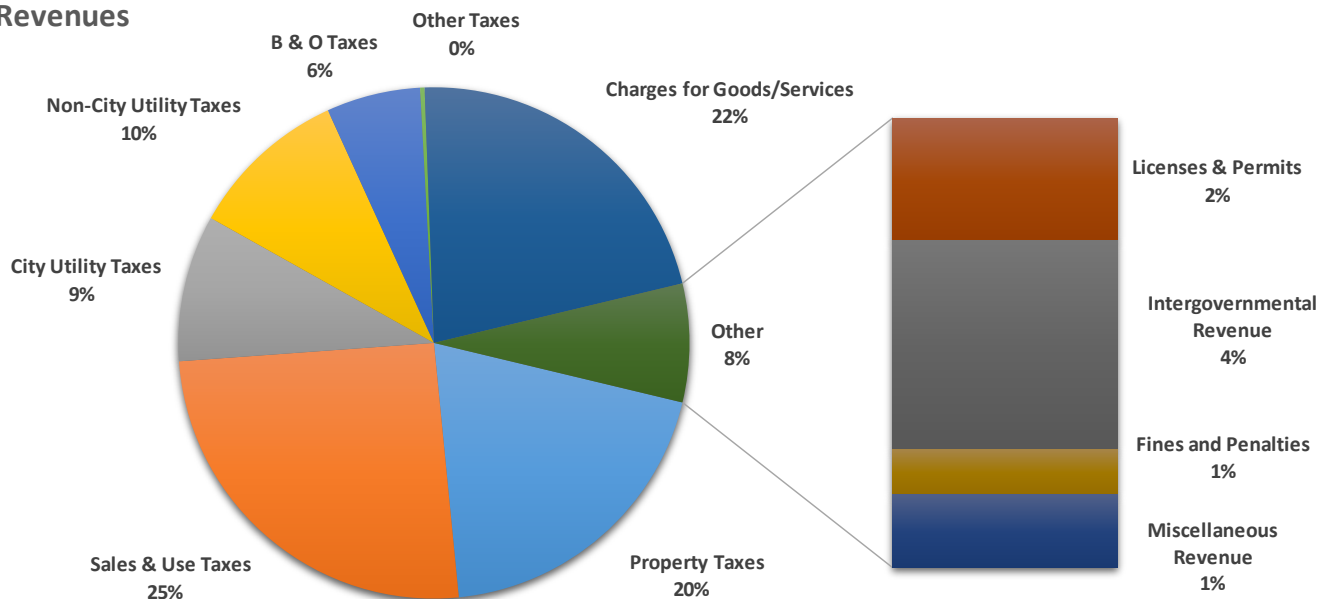
Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% or \$75,000.

Variance Notes

Sales & Use Tax: \$338,920 increase due to strong start for sales tax revenue in 2021.

Estimates provided are based on only one month of activity so the estimates are very preliminary. Because it is so early in the year, we have not done a deep dive into the variances.

2021 Estimated General Fund Revenues



January 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Expenditures

Department	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Administrative Services					
Human Resources	276,180	27,009	253,090	23,090	8.4%
Information Technology	250,430	29,911	280,830	(30,400)	-12.1%
Risk Management	107,700	37,512	134,700	(27,000)	-25.1%
City Clerk	215,800	20,048	224,880	(9,080)	-4.2%
City Council	104,840	16,752	93,640	11,200	10.7%
City Manager					
City Manager	405,840	54,921	539,670	(133,830)	-33.0%
Legal	456,580	15,611	187,330	269,250	59.0%
Detentions/Corrections-Contract	414,170	21,718	260,610	153,560	37.1%
Community Dev, Parks, Facilities					
Civic Center Activities	69,190	7,629	76,560	(7,370)	-10.7%
Community Development	568,130	52,397	480,970	87,160	15.3%
Facility Services	552,680	45,566	392,380	160,300	29.0%
Parks & Recreation	580,600	41,176	379,090	201,510	34.7%
Finance	1,050,800	174,678	1,176,270	(125,470)	-11.9%
Fire & Emergency Services	1,507,280	128,032	1,444,260	63,020	4.2%
Municipal Court	576,860	54,227	507,120	69,740	12.1%
Non-Departmental	1,016,290	1,756	895,070	121,220	11.9%
Police	3,489,990	375,448	3,145,530	344,460	9.9%
Public Works	640,560	56,088	497,150	143,410	22.4%
Total Expenditures	12,283,920	1,160,479	10,969,150	1,314,770	10.7%

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent expenditures.

Variance analysis for expenditures is provided for particular departments which have an estimated actual amount that differs from the budgeted amount by at least 10% or \$75,000.

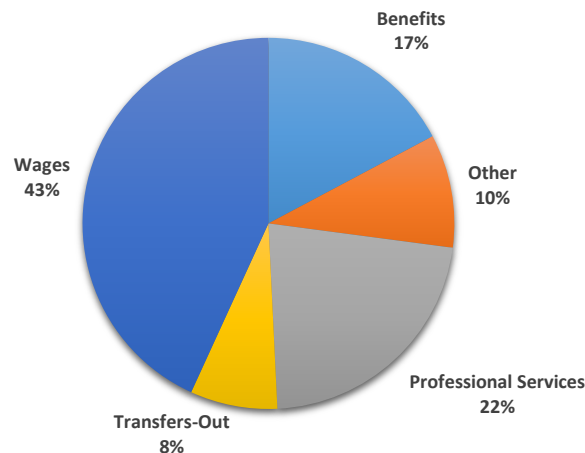
Variance Notes

Property & liability insurance: Over budget by \$94,450 in general fund causing/adding to negative results.

Non-Departmental: Current estimate does not include a transfer-out to firefighter's pension fund in 2021.

Estimates provided are based on only one month of activity so the estimates are very preliminary. Because it is so early in the year, we have not done a deep dive into the variances.

2021 Estimated General Fund Expenditures



January 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Year-to-Year

	2019 Actual	2020 Actual	2021 Budget	2021 thru January	2021 Est Actual
Beginning Fund Balance	3,244,744	3,295,980	4,853,568	4,853,568	4,853,568
Revenues					
Taxes:					
Property	2,394,874	2,495,035	2,486,070	56,158	2,486,070
Sales & Use	3,359,505	3,195,310	2,867,240	274,132	3,206,160
City Utility	797,785	1,182,935	1,127,000	97,454	1,169,450
Non-City Utility	1,120,002	1,138,999	1,239,200	125,920	1,271,070
Business & Occupation	738,850	810,806	733,640	120,602	750,000
Other	51,763	41,816	35,220	3,341	35,950
Licenses & Permits	355,352	344,604	285,100	37,438	258,000
Intergovernmental Revenue	741,394	1,183,425	423,520	72,830	438,650
Charges for Goods/Services	2,881,716	2,968,530	2,818,140	178,607	2,755,290
Fines and Penalties	121,146	85,070	102,300	6,378	95,320
Miscellaneous Revenue	283,785	281,461	166,490	17,462	153,110
Total Revenues	12,846,171	13,727,991	12,283,920	990,323	12,619,070
Expenditures					
Administrative Services					
Human Resources	244,553	259,988	276,180	27,009	253,090
Information Technology	234,709	811,857	250,430	29,911	280,830
Risk Management	189,897	95,234	107,700	37,512	134,700
City Clerk+	37,837	69,707	215,800	20,048	224,880
City Council	231,757	161,137	104,840	16,752	93,640
City Manager					
City Manager	381,449	429,282	405,840	54,921	539,670
Legal	392,309	315,307	456,580	15,611	187,330
Detentions/Corrections-Contract	365,356	331,015	414,170	21,718	260,610
Community Dev, Parks, Facilities					
Civic Center Activities	47,014	44,892	69,190	7,629	76,560
Community Development	523,664	551,607	568,130	52,397	480,970
Facility Services	563,586	516,129	552,680	45,566	392,380
Parks & Recreation	410,472	376,383	580,600	41,176	379,090
Finance	933,224	939,517	1,050,800	174,678	1,176,270
Fire & Emergency Services	1,447,313	1,626,514	1,507,280	128,032	1,444,260
Municipal Court	462,291	498,380	576,860	54,227	507,120
Non-Departmental	2,519,557	1,013,276	1,016,290	1,756	895,070
Police	3,072,032	3,451,275	3,489,990	375,448	3,145,530
Public Works	737,915	678,904	640,560	56,088	497,150
Total Expenditures	12,794,935	12,170,403	12,283,920	1,160,479	10,969,150
+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revision costs.					
Net Revenues less Expenditures	51,236	1,557,589	-	(170,156)	1,649,920
Ending Fund Balance	3,295,980	4,853,568	4,853,568	4,683,412	6,503,488
General Fund Reserves	3,295,980	4,853,568	4,853,568		6,503,488
based on same year actuals/budget	25.8%	39.9%	39.5%		59.3%

January 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Month-to-Month

	2019 thru January	2020 thru January	2021 thru January	2021 - 2020 Variance		% of Budget
Revenues						
Taxes:						
Property	6,856	8,102	56,158	48,056	593.1%	2.3%
Sales & Use	243,857	259,722	274,132	14,411	5.5%	9.6%
City Utility	49,354	42,158	97,454	55,296	131.2%	8.6%
Non-City Utility	119,991	127,886	125,920	(1,966)	-1.5%	10.2%
Business & Occupation	103,254	125,707	120,602	(5,104)	-4.1%	16.4%
Other	3,983	6,088	3,341	(2,747)	-45.1%	9.5%
Licenses & Permits	50,587	41,086	37,438	(3,648)	-8.9%	13.1%
Intergovernmental Revenue	74,607	69,822	72,830	3,008	4.3%	17.2%
Charges for Goods/Services	179,388	205,363	178,607	(26,756)	-13.0%	6.3%
Fines and Penalties	9,716	5,435	6,378	943	17.3%	6.2%
Miscellaneous Revenue	12,295	24,993	17,462	(7,531)	-30.1%	10.5%
Total Revenues	853,888	916,360	990,323	73,962	8.1%	8.1%
Expenditures						
Administrative Services						
Human Resources	16,192	27,700	27,009	(691)	-2.5%	9.8%
Information Technology	18,893	23,601	29,911	6,310	26.7%	11.9%
Risk Management	132,693	32,006	37,512	5,507	17.2%	34.8%
City Clerk+	2,391	3,187	20,048	16,861	529.0%	9.3%
City Council	18,803	21,731	16,752	(4,979)	-22.9%	16.0%
City Manager						
City Manager	36,001	44,648	54,921	10,273	23.0%	13.5%
Legal	7,014	18,597	15,611	(2,986)	-16.1%	3.4%
Detentions/Corrections-Contract	-	21,718	21,718		0.0%	5.2%
Community Dev, Parks, Facilities						
Civic Center Activities	3,380	4,633	7,629	2,996	64.7%	11.0%
Community Development	35,417	56,261	52,397	(3,865)	-6.9%	9.2%
Facility Services	28,582	52,753	45,566	(7,187)	-13.6%	8.2%
Parks & Recreation	19,591	32,515	41,176	8,661	26.6%	7.1%
Finance	62,449	99,264	174,678	75,415	76.0%	16.6%
Fire & Emergency Services	109,754	132,784	128,032	(4,752)	-3.6%	8.5%
Municipal Court	32,398	48,052	54,227	6,175	12.9%	9.4%
Non-Departmental	793,333	46,583	1,756	(44,827)	-96.2%	0.2%
Police	257,175	337,374	375,448	38,074	11.3%	10.8%
Public Works	65,414	58,798	56,088	(2,710)	-4.6%	8.8%
Total Expenditures	1,639,479	1,062,203	1,160,479	98,276	9.3%	9.4%

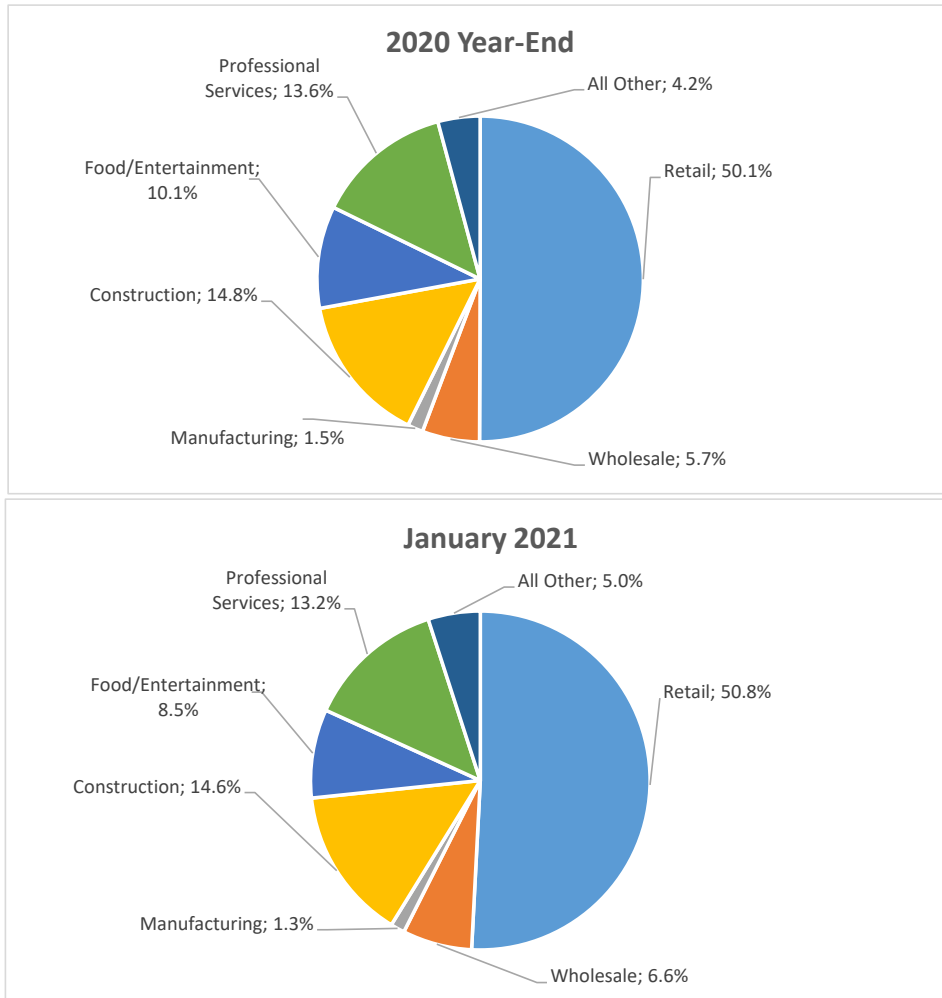
+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revision costs.

This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through January which is 8.3% of the year.

January 2021 Monthly Financial Report

City of Shelton, Washington

Sales Tax Breakdown by Type



Fund Balances

Fund	2021 Beginning Fund Balance	2021 Estimated Revenue	2021 Estimated Expenditure	2021 Estimated Fund Balance	\$ Change	% Change
City-wide Fund Balances						
General Fund	4,853,568	12,619,070	10,969,150	6,503,488	1,649,920	34.0%
Street Fund	1,005,320	1,439,760	1,878,490	566,590	(438,730)	-43.6%
Capital Resources Fund	1,158,486	140,111	496,630	801,967	(356,519)	-30.8%
Tourism Fund	93,406	42,200	61,880	73,726	(19,680)	-21.1%
Bond Fund	7,420	184,490	184,490	7,420	-	0.0%
Capital Improvement Fund	433,300	1,572,140	1,572,140	433,300	-	0.0%
Water Fund	2,459,274	2,289,420	3,601,160	1,147,534	(1,311,740)	-53.3%
Sewer Fund	4,557,689	6,446,140	7,381,360	3,622,469	(935,220)	-20.5%
Solid Waste Fund	1,017,457	451,180	781,810	686,827	(330,630)	-32.5%
Storm Drainage Fund	380,739	830,290	1,199,720	11,309	(369,430)	-97.0%
Payroll Benefits Fund	147,891	206,180	188,980	165,091	17,200	11.6%
Equipment Rental Fund	763,950	578,250	887,390	454,810	(309,140)	-40.5%
Firefighters Fund	539,841	10,260	69,110	480,991	(58,850)	-10.9%
Library Endowment Fund	121,570	1,550	-	123,120	1,550	1.3%
City-wide Fund Totals	17,539,911	26,811,041	29,272,310	15,078,642	(2,461,269)	-14.0%

January 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
General Fund					
Taxes	8,488,370	677,608	8,918,700	430,330	5.1%
Licenses & Permits	285,100	37,438	258,000	(27,100)	-9.5%
Intergovernmental Revenue	423,520	72,830	438,650	15,130	3.6%
Charges for Goods/Services	2,818,140	178,607	2,755,290	(62,850)	-2.2%
Fines and Penalties	102,300	6,378	95,320	(6,980)	-6.8%
Miscellaneous Revenue	166,490	17,462	153,110	(13,380)	-8.0%
Total Revenues	12,283,920	990,323	12,619,070	335,150	2.7%
Wages	4,915,360	397,996	4,736,110	179,250	3.6%
Benefits	2,160,890	158,842	1,888,870	272,020	12.6%
Professional Services	2,976,430	254,343	2,428,220	548,210	18.4%
Transfers-Out	953,780	1,756	832,560	121,220	12.7%
Other	1,277,460	347,541	1,083,390	194,070	15.2%
Total Expenditures	12,283,920	1,160,479	10,969,150	1,314,770	10.7%
Net Revenues Less Expenditures	-	(170,156)	1,649,920	1,649,920	

General Fund Notes

Expenditures: Current estimate does not include a transfer-out to firefighter's pension fund in 2021.

Street Fund					
Taxes	582,520	56,214	674,560	92,040	15.8%
Licenses & Permits	6,000	65	780	(5,220)	-87.0%
Intergovernmental Revenue	213,000	12,713	152,550	(60,450)	-28.4%
Charges for Goods/Services	53,000	6,566	78,790	25,790	48.7%
Miscellaneous Revenue	12,000	90	1,080	(10,920)	-91.0%
Transfers In	532,000	-	532,000	-	0.0%
Total Revenues	1,398,520	75,647	1,439,760	41,240	2.9%
Wages	324,360	26,361	316,330	8,030	2.5%
Benefits	160,820	12,417	148,980	11,840	7.4%
Professional Services	52,960	679	8,140	44,820	84.6%
Transfers-Out	692,240	-	692,240	-	0.0%
Other	800,810	104,808	712,800	88,010	11.0%
Total Expenditures	2,031,190	144,265	1,878,490	152,700	7.5%
Net Revenues Less Expenditures	(632,670)	(68,618)	(438,730)	193,940	-30.7%

Capital Resources Fund					
Taxes	100,000	-	100,000	-	0.0%
Charges for Goods/Services	40,000	-	40,000	-	0.0%
Miscellaneous Revenue	-	111	111	111	
Total Revenues	140,000	111	140,111	111	0.1%
Transfers-Out	496,630	-	496,630	-	0.0%
Total Expenditures	496,630	-	496,630	-	0.0%
Net Revenues Less Expenditures	(356,630)	111	(356,519)	111	0.0%

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent activity.

January 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Tourism Fund					
Taxes	36,000	3,508	42,090	6,090	16.9%
Miscellaneous Revenue	1,700	9	110	(1,590)	-93.5%
Total Revenues	37,700	3,517	42,200	4,500	11.9%
Professional Services	61,880	-	61,880	-	0.0%
Total Expenditures	61,880	-	61,880	-	0.0%
Net Revenues Less Expenditures	(24,180)	3,517	(19,680)	4,500	-18.6%
Bond Fund					
Transfers In	184,490	-	184,490	-	0.0%
Total Revenues	184,490	-	184,490	-	0.0%
Other	184,490	-	184,490	-	0.0%
Total Expenditures	184,490	-	184,490	-	0.0%
Net Revenues Less Expenditures	-	-	-	-	-
Capital Improvement Fund					
Intergovernmental Revenue	200,000	-	200,000	-	0.0%
Charges for Goods/Services	232,000	-	232,000	-	0.0%
Transfers In	1,140,140	-	1,140,140	-	0.0%
Total Revenues	1,572,140	-	1,572,140	-	0.0%
Other	1,572,140	-	1,572,140	-	0.0%
Total Expenditures	1,572,140	-	1,572,140	-	0.0%
Net Revenues Less Expenditures	-	-	-	-	-
Water Fund					
Charges for Goods/Services	2,487,440	186,994	2,243,930	(243,510)	-9.8%
Miscellaneous Revenue	87,790	3,791	45,490	(42,300)	-48.2%
Total Revenues	2,575,230	190,785	2,289,420	(285,810)	-11.1%
Wages	562,980	40,305	483,660	79,320	14.1%
Benefits	291,090	13,918	167,020	124,070	42.6%
Professional Services	113,380	3,396	40,750	72,630	64.1%
Inventory	-	5,182	62,190	(62,190)	
Other	2,914,610	125,393	2,847,540	67,070	2.3%
Total Expenditures	3,882,060	188,195	3,601,160	280,900	7.2%
Net Revenues Less Expenditures	(1,306,830)	2,590	(1,311,740)	(4,910)	0.4%

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent activity.

January 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Sewer Fund					
Charges for Goods/Services	5,996,890	521,629	6,259,560	262,670	4.4%
Miscellaneous Revenue	175,000	120,859	186,580	11,580	6.6%
Total Revenues	6,171,890	642,489	6,446,140	274,250	4.4%
Wages	730,980	41,895	502,740	228,240	31.2%
Benefits	386,450	18,554	222,620	163,830	42.4%
Professional Services	439,430	9,166	404,990	34,440	7.8%
Other	6,292,530	262,024	6,251,010	41,520	0.7%
Total Expenditures	7,849,390	331,640	7,381,360	468,030	6.0%
Net Revenues Less Expenditures	(1,677,500)	310,849	(935,220)	742,280	-44.2%
Solid Waste Fund					
Intergovernmental Revenue	450,000	11,251	450,000	-	0.0%
Miscellaneous Revenue	-	99	1,180	1,180	
Total Revenues	450,000	11,349	451,180	1,180	0.3%
Professional Services	331,810	-	331,810	-	0.0%
Other	450,000	-	450,000	-	0.0%
Total Expenditures	781,810	-	781,810	-	0.0%
Net Revenues Less Expenditures	(331,810)	11,349	(330,630)	1,180	-0.4%
Storm Drainage Fund					
Intergovernmental Revenue	25,000	-	25,000	-	0.0%
Charges for Goods/Services	960,000	67,073	804,880	(155,120)	-16.2%
Miscellaneous Revenue	4,000	35	410	(3,590)	-89.8%
Total Revenues	989,000	67,108	830,290	(158,710)	-16.0%
Wages	460,840	20,692	398,310	62,530	13.6%
Benefits	213,560	10,041	170,480	43,080	20.2%
Professional Services	114,900	9,418	123,270	(8,370)	-7.3%
Other	549,460	45,227	507,660	41,800	7.6%
Total Expenditures	1,338,760	85,378	1,199,720	139,040	10.4%
Net Revenues Less Expenditures	(349,760)	(18,270)	(369,430)	(19,670)	5.6%
Payroll Benefits Fund					
Charges for Goods/Services	40,000	3,436	41,240	1,240	3.1%
Miscellaneous Revenue	1,900	12	140	(1,760)	-92.6%
Transfers In	164,800	1,756	164,800	-	0.0%
Total Revenues	206,700	5,203	206,180	(520)	-0.3%
Benefits	206,700	6,790	188,980	17,720	8.6%
Total Expenditures	206,700	6,790	188,980	17,720	8.6%
Net Revenues Less Expenditures	-	(1,587)	17,200	17,200	

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent activity.

January 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2021 Budget	2021 thru January	2021 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Equipment Maint & Rental Fund					
Charges for Goods/Services	685,000	45,718	559,240	(125,760)	-18.4%
Miscellaneous Revenue	7,000	1,584	19,010	12,010	171.6%
Total Revenues	692,000	47,302	578,250	(113,750)	-16.4%
Wages	93,960	8,143	97,710	(3,750)	-4.0%
Benefits	49,310	4,144	49,740	(430)	-0.9%
Professional Services	8,340	155	1,860	6,480	77.7%
Inventory	-	(3,944)	-	-	-
Other	780,400	42,656	738,080	42,320	5.4%
Total Expenditures	932,010	51,154	887,390	44,620	4.8%
Net Revenues Less Expenditures	(240,010)	(3,853)	(309,140)	(69,130)	28.8%

Firefighter's Pension Fund					
Taxes	100	-	-	(100)	-100.0%
Intergovernmental Revenue	9,650	-	9,650	-	0.0%
Miscellaneous Revenue	8,000	51	610	(7,390)	-92.4%
Transfers In	121,220	-	-	(121,220)	-100.0%
Total Revenues	138,970	51	10,260	(128,710)	-92.6%
Benefits	93,570	5,759	69,110	24,460	26.1%
Professional Services	5,000	-	-	5,000	100.0%
Total Expenditures	98,570	5,759	69,110	29,460	29.9%
Net Revenues Less Expenditures	40,400	(5,708)	(58,850)	(99,250)	-245.7%

Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2021.

Library Endowment Fund					
Miscellaneous Revenue	2,700	2	1,550	(1,150)	-42.6%
Total Revenues	2,700	2	1,550	(1,150)	-42.6%
Total Expenditures	-	-	-	-	-
Net Revenues Less Expenditures	2,700	2	1,550	(1,150)	-42.6%

* 2021 Estimated Actual calculation: 2021 YTD divided by # of months multiplied by 12 and adjusted for known infrequent activity.

LOCAL ROAD SAFETY PLAN

May 4, 2021

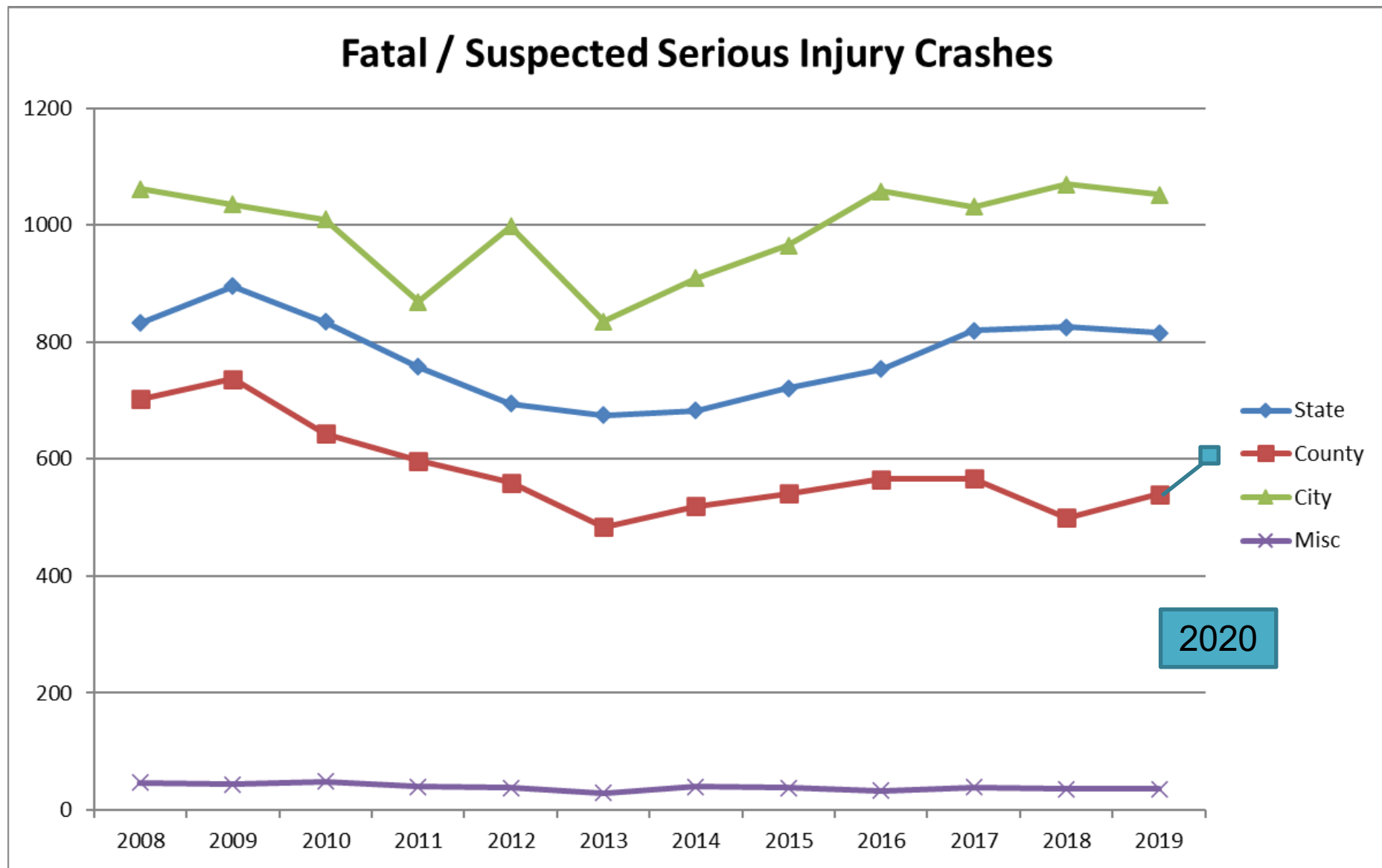








Safety Trends



Local Road Safety Plans

Local Road Safety Plan Step		Plan Element
1	Analyze summary data to identify focus/priorities	List of crash priorities based on data
2	Analyze individual fatal/serious crashes to identify risk factors	Description of risk factors & selection process
3	Select most common risk factors	
4	Analyze roadway network for presence of risk factors	Prioritized list of roadway locations
5	Create prioritized list of roadway locations	
6	Identify countermeasures to address prioritized locations	Description of countermeasures & selection process
7	Develop a prioritized list of projects	Prioritized list of projects

2020 LOCAL ROAD SAFETY PLAN



City of Hoquiam, Grays Harbor County



City Safety Program (~\$30 million) – The purpose of this program is to reduce fatal and serious injury crashes on city and town streets using engineering improvements and countermeasures. WSDOT received applications from 44 cities with 191 projects submitted for a total request amount of \$128 million. WSDOT staff is finalizing the prioritized list and anticipates award letters will be sent out this fall/winter.

2020 City Safety Program—Approved Funding Awards

Agency	Project Title	Award Amount
Anacortes	32nd Street and M Avenue Intersection Improvements	\$1,015,000
Auburn	High Friction Surface Treatment	\$414,000
Bellevue	2022 Rectangular Rapid Flashing Beacon Crosswalks	\$641,600
Bellingham	James-Bakerview Intersection Improvements	\$900,000
Bothell	Meridian Ave S and 240th St SE Roundabout	\$1,600,000
Bremerton	Systemic Pedestrian Treatments—Rectangular Rapid Flashing Beacons	\$848,500
Clarkston	Bridge St./Diagonal St./2nd St. Intersection Improvements	\$904,600
Cle Elum	City Safety Improvements	\$296,300
Covington	Roundabout Rectangular Rapid Flashing Beacons	\$296,500
Edgewood	Chrisella Road East Improvements	\$1,175,500
Federal Way	Citywide Pedestrian Safety	\$1,240,000
Federal Way	27th Avenue SW at SW 344th Street Compact Roundabout	\$695,000
Fife	Citywide Flashing Yellow Arrow Treatment	\$288,200
Kelso	Systemic Safety Improvements	\$367,700
Kennewick	Systemic Safety—Pedestrian Crossing Improvements	\$855,300
Kennewick	Photometric Study	\$54,000
Kent	City Safety Road Diets	\$735,000

Project Schedule

SCJ anticipates a project start date of May 10, 2021 with an estimate completion of the draft project report by July 30, 2021. Based on timeliness of comments, this report can be completed before August 31, 2021.

City Safety Program

Call for projects: Closed March 6, 2020

Next call for projects will be announced in Fall 2021.



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 03/26/2021
Brief Date: 05/04/2021
Action Date: 05/18/2021

Department: Public Works
Presented By: Brooke Kilts

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

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

REVIEWED:

J.O.H.

PROGRAM/PROJECT TITLE:

Public Hearing Ordinance 1969-0321
Amending SMC Title 13, Stormwater,
Resolution No 1195-0421 Amending Fee
Schedule

ATTACHMENTS:

- Track Changes Ord. No. 1969-0321
Amending SMC Title 13
- Clean Ord. No. 1969-0321 Amending
SMC Title 13
- Res. No. 1195-0421 Amending Fee
Schedule
- Attachment A to Resolution 1195-0421
- Policy 1000-02R GFCs
- Policy 300-08R Rate Credits
- OMB letter

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In late 2018, the City was notified by the Department of Ecology, that after review, the City would be issued a new NPDES Phase II Stormwater Permit. The new permit came with significant increases in staff workload and capital improvements to the Stormwater Utility that significantly increased costs. In February of 2018 the Council approved having Financial Consulting Solutions Group, Inc. (FCS Group) complete a Stormwater Rate and GFC Study to address cost implications associated with the increased staff workload and capital improvement plan requirements.

Ordinance No. 1969-0321 amends portions of the Shelton Municipal Code in order to implement the recommended changes, based on the results of the study completed by FCS Group. Also attached is Resolution 1195-0421, updating the Master Fee Schedule, and Policy numbers 1000-02R and 300-08R, all of which further implement the necessary changes to the stormwater utility. The changes/additions to the Master Fee Schedule occur on pages 15 and 16, and are in red text for easy visibility.

ANALYSIS/OPTIONS/ALTERNATIVES:

There are not alternatives as the City of Shelton is required by the State Department of Ecology to meet the new NPDES Phase II Stormwater requirements.

BUDGET/FISCAL INFORMATION:

Budget/fiscal information is provided in the attached material.

PUBLIC INFORMATION REQUIREMENTS:

Notice for the Public Hearing on the Ordinance was published in the Mason County Journal on April 22, 2021. There have been five City Council presentations throughout the process, one given by staff on 12/15/20, and four presented by the Consultant on 2/2/21, 2/16/21, 3/2/21, and 4/27/21. Staff developed an informational pamphlet that was mailed to all customers within city limits. Staff also participated in iFiberOne's Daybreak radio interview as well as the town hall forum, Spotlight Shelton, both of which focused on Stormwater and the upcoming changes.

STAFF RECOMMENDATION/MOTION:

Staff recommends a first reading of Ordinance No. 1969-0421 and: *"I move to place Ordinance No. 1969-0421, Resolution No. 1195-0421, and the amended Fee Schedule and policies on the May 18th City Council action agenda for further consideration".*

ORDINANCE NO. 1969-0321

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RELATING TO THE STORM DRAINAGE UTILITY; AMENDING CERTAIN SECTIONS IN SHELTON MUNICIPAL CODE CHAPTERS 13.02 AND 13.04

WHEREAS, Chapter 35.67 RCW authorizes the City to establish a storm and surface water utility; and

WHEREAS, in December 1995, the City of Shelton established the Storm Drainage Utility by Ordinance 1438-1295, codified as Chapter 13.04 of the Shelton Municipal Code; and

WHEREAS, the State of Washington Water Pollution Control Law, Chapter 90.48 RCW, regulates discharges from Small Municipal Separate Storm Sewers (MS4s) through the issuance of an NPDES and State Waste Discharge General Municipal Stormwater Permit, referred to as the NPDES Permit; and

WHEREAS, the City of Shelton's Storm Drainage Utility is a regulated MS4; and

WHEREAS, in response to the continuing need to comply with NPDES Permit requirements, the City reexamined its practices, and will continue to do so regularly, to determine whether the existing policies and rate structure adequately support meeting federal and state mandates; and

WHEREAS, the City of Shelton City Council amended the rate structure of the Storm Drainage Utility by Ordinance Nos. 1637-0305, 1727-0508, and 1745-0509, and

WHEREAS, the Storm Drainage Utility commissioned FCS Group to conduct a Rate and GFC Study commencing in 2019; and

WHEREAS, the Study determined that the current revenue generated does not adequately fund the 2019-2024 NPDES Permit requirements and the 2021-2026 Capital Improvement Plan as adopted in the 2021 Budget; and

WHEREAS, FCS Group recommended a new approach that would assess charges based on actual impervious surface area expressed as an Equivalent Service Unit (ESU); and

WHEREAS, the Study also determined that the City's stormwater drainage system is a series of catch basins, pipes, ponds, and vaults that are impacted by development that increases impervious surface area or changes pervious surface areas; and

WHEREAS, as a result of those development impacts, implementing a General Facility Charge was determined to be an equitable way to recover a fair share of the costs of additional demand on the system; and

WHEREAS, without the General Facility Charge, the Storm Drainage Utility rate payers would bear the burden of additional impacts on the city-wide drainage system as a result of development; and

WHEREAS, RCW 35.92.025 authorizes cities to assess charges to property owners seeking to connect to the City's sewerage system, which under Chapter 35.67 RCW includes surface and stormwater facilities; and

WHEREAS, adequate and appropriate rates and charges are necessary for the operation, maintenance, repair, upsizing, and rehabilitation of failing infrastructure, as well as capital improvements to the underground storm and surface water management system; and

WHEREAS, the Shelton City Council finds it is in the best interest of the citizens to change the utility rate policy and structure as outlined in SMC Chapter 13.04, effective July 1, 2021, to adequately support the City's Storm Drainage Utility needs and to calculate the rates and charges using a more equitable methodology; and

WHEREAS, the Shelton City Council also finds it is in the best interest of the citizens to establish a Storm Drainage General Facility Charge to share the cost of public facility improvements that reasonably relate to the service demands and impacts of new development.

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

Section 1.

Section 13.02.010 of the Shelton Municipal Code is amended to include the following additional definitions in alphabetical order:

13.02.010 Definitions.

“Developed Parcel” means any parcel altered from the natural state by the construction, creation, or addition of impervious surfaces.

“Equivalent Service Unit (ESU)” means the median amount of impervious surface area on single-family residential parcels within the City of Shelton. Impervious surface area includes the single-family residence, driveway, walkway, paved areas, and other surfaces that do not allow penetration of stormwater runoff into the ground. The ESU value for the City of Shelton has been calculated to be 2,900 impervious square feet.

“General Facilities Charge (GFC)” is a one-time fee to be paid at the time of development intended to recover a share of the cost of system capacity needed to serve growth.

“Parcel” means the smallest separately segregated unit or plot of land having an identified owner, boundaries, and surface area which is documented for property tax purposes and given a parcel number by the County Assessor.

“Undeveloped Parcel” means any parcel which has not been altered from its natural state by the construction, creation, or addition of impervious surfaces. Natural state means untouched by civilization and does not include impervious surfaces.

Section 2.

Section 13.04.010 of the Shelton Municipal Code is amended as follows:

13.04.010 Definitions.

All terms used in this chapter are defined in Section 13.02.010 of the Shelton Municipal Code. For the purpose of Chapter 13.02 and this chapter, the following words or phrases have the meanings set forth herein, unless the context indicates otherwise:

~~“City” means the city of Shelton, Washington.~~

~~“City council” means the city council of the city of Shelton, Washington.~~

~~“City manager” means the city manager of the city of Shelton, Washington.~~

Section 3.

Section 13.04.200 of the Shelton Municipal Code is amended as follows:

13.04.200 Fees and Charges.

The city council may, ~~by resolution,~~ establish ~~fees and~~ monthly service charges, general facilities charges, and fees for storm drainage permits, extensions and related activities ~~not covered under Section 13.04.210. Said fees and charges may be amended by the city council from time to time by further resolution~~ as necessary.

Section 4.

Section 13.04.210 of the Shelton Municipal Code is amended as follows:

13.04.210 Rates and Monthly Service Charges.

A. ~~The following Monthly service charges are established for all parcels of real property within the boundaries of the city, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of administering, operating, maintaining, and repairing the storm drainage utility:~~

1. Undeveloped Parcels. Undeveloped parcels with no ~~city utilities~~ impervious surfaces shall not be charged.

~~2. All parcels which are currently served by any city utility services and are within the city shall be charged each month per utility account.~~

~~3. If one piece of property is served by more than one account, only one account will be charged stormwater rates for each piece of property.~~

42. Any piece of property or parcel in use for any commercial or business purpose with space that meets the definition of within City limits with impervious surfaces shall be charged stormwater ~~rates~~ monthly charges, regardless of use of other city utility services.

5. Stormwater rates are as follows:

a. Schedule 1: Single Family Residential Units and Duplexes. The stormwater rate per parcel shall be twelve dollars and ten cents per month.

Senior citizen and disability discounts: Eligible low income senior citizens and disabled persons in single family residences shall receive a discount of seventeen percent of the monthly rates as established in Schedule 1 above. The city shall establish eligibility requirements for receiving any discount.

b. Schedule 2: Commercial, Hotel/Motel, Triplex, Multifamily, Mobile Home, Trailer Parks, Government Facilities and Industrial Customers. Rates are based on impervious surface areas on the parcel for all customer classes as listed in the table below:

Impervious Surface Area (sq. ft.)	-
≤ 5,000	\$22.70
5,001—10,000	\$45.40
10,001—25,000	\$71.00
25,001—35,000	\$106.40
35,001—55,000	\$141.85
> 55,000	\$283.70

B. Monthly service charges are assessed based on actual impervious surface area expressed as an Equivalent Service Unit (ESU). Monthly service charges are calculated as the number of ESUs multiplied by the rate identified in the City of Shelton adopted Master Fee Schedule. An annual escalator of three (3) percent will automatically be applied January 1st of each year, beginning January 2022. Starting January 1st 2027, and every year thereafter, the automatic annual escalator will be based on the Cost of Living Increase as adopted in the City's annual budget for the coming fiscal year.

1. Single-Family residential developed parcels shall be charged 1 ESU, regardless of impervious surface area.

2. Residential Duplex parcels shall be charged 2 ESUs, regardless of impervious surface area.

3. All other parcels such as commercial, industrial, hotel/motel, triplex units, multifamily, mobile home, trailer parks, governmental facilities, and institutional facilities shall be charged for the actual measured impervious surface area expressed as a number of ESUs, rounded to the nearest tenth; a minimum of 1 ESU will be charged.

BC. Exemptions. The following special categories of property are exempt from the monthly ~~rates and fees for the stormwater utility service charges~~: Ccity street rights-of-way, Mason County road rights-of-way, and Sstate of Washington highway rights-of-way.

~~CD.~~ Collections. ~~Storm drainage~~Monthly service charge collections, billings and delinquencies shall be as provided for in Chapter 3.02 of this code.

~~DE.~~ Liens. Liens for storm drainage collections, delinquencies or any other utility-related matter shall be as provided for in Chapter 3.02 of this code and state law.

~~E. Rates, Charges and Classifications. The rates, charges and classifications provided in this section may be amended from time to time at the discretion of the city council and as provided for in Chapter 3.02 of this code.~~

F. Monthly service charge reductions and credits. Requests for rate adjustments may be granted or approved by the Public Works Director, Finance Director, or their designees. Adopted city policies shall establish eligibility and application requirements for receiving any discount. A customer is eligible for a single discount or credit if one of the following conditions exist:

1. Low-income senior citizens and disabled persons in single-family or duplex residential units may receive a discount of twenty (20) percent of the monthly service charge.

2. A monthly service charge credit of ten (10) percent may be provided to commercial accounts that utilize a permissive rainwater harvesting system, per RCW 35.67.020(3). Rainwater harvesting systems shall be properly sized to utilize the available roof surface of the building.

4.3. A parcel served by a stormwater treatment facility which holds a current National Pollutant Discharge Elimination System (NPDES) permit under the authority of the Clean Water Act of 1982, Section 402, specifically for the treatment of stormwater from the parcel and such system discharges directly into Puget Sound, without in any way utilizing any other stormwater conveyance or storage facilities. Parcels qualifying hereunder will be allotted a monthly service charge credit of seventy-five (75) percent, only for the area or parcel for which is covered under the NPDES permit.

Section 5.

Section 13.04.220 of the Shelton Municipal Code is amended as follows:

13.04.220 ~~Rate reductions~~General Facilities Charges (GFCs).

~~A. It is intended for the city of Shelton to provide fair and timely review of applications from stormwater utility-commercial customers for a rate reduction based on three established criteria. Reductions in rates of ten percent are provided to commercial accounts based on one of the following circumstances. Each account is only eligible for one discount:~~

~~1. Implementation of a rainwater harvesting system.~~

~~2. Implementation of a one hundred percent retention/infiltration system.~~

~~3. Direct discharge to tidally influenced waters.~~

~~B. Stormwater utility-commercial ratepayers are responsible for applying for the rate reduction. The rate reduction will become effective the billing month following the approval of the rate reduction. The city manager will adopt policy and procedures for the application and approval of rate reductions based on the above criteria.~~

A. No building permit, land use approval, short subdivision or subdivision approval, or any other permit allowing development within the City shall be granted except upon payment of the stormwater general facilities charge (GFC) required under this chapter. The annual GFC rate shall be included within the Master Fee Schedule and will be calculated as a dollar amount per ESU. The Stormwater GFC shall be subject to an adjustment equal to the average annual percentage increase provided in the Engineering News Record (ENR) 20-Cities Construction Cost Index; the fee shall not, in any case, decrease. The adjusted rate will automatically be effective January 1st of each year. All development, which includes redevelopment, in the City that increases impervious surfaces will be assessed a GFC.

B. GFCs do not include permit fees, application fees, administrative fees, or any other charge, fee, or tax imposed or required by the Shelton Municipal Code or any other entity.

C. Assessment of Stormwater General Facilities Charges are as follows:

1. New single-family detached dwelling unit shall be assessed a GFC of one ESU, regardless of impervious square footage area.
2. New residential duplexes shall be assessed a GFC of two ESUs, regardless of impervious square footage area.
3. For all other new development or redevelopment, ESUs, or fractions thereof rounded to the nearest tenth, will be based on the total increase in impervious square footage area. The total increase in square footage of impervious surface area will be identified as shown on the Engineering Division approved site plans.

A.D. GFCs shall be paid upon the City's issuance of the Public Works Engineering Division stormwater connection permit (utility application).

Section 6.

Section 13.04.230 of the Shelton Municipal Code is amended as follows:

13.04.230 ~~Appeal of estimated impervious surface area~~ Fee adjustments and appeals.

A. Customers who believe ~~the rate classification assigned by the city does not accurately reflect the~~ calculated total impervious area of their property for monthly service charges is inaccurate, may appeal ~~for reclassification~~ upon application to the city.

1. The appeal:
 - a. Shall be on the City Appeal Application form and be accompanied by scaled or computer aided design drawings with calculations that establish the amount of impervious surface area.
 - b. Shall be addressed to the City Engineer.
 - c. Cannot extend the period of payment for the charge.
2. The Public Works Director or designee shall review the appeal and shall respond in writing within 20 working days of its receipt.
3. While the appeal is pending before the Public Works Director, all current or past due amounts shall be paid.
4. If an adjustment is granted reducing the monthly billing charge, the customer shall be refunded the amount overpaid for the previous consecutive three months.
5. If a customer has been undercharged, the new recomputed charges will apply in full to the next month's bill.
6. No more than one appeal may be made per calendar year unless there is a change in ownership.
7. Within 14 days of the date of the decision, the customer may appeal the decision of the Public Works Director to the City Manager.
 - a. The Appeal shall:
 - i. Be in writing.
 - ii. Be addressed to the City Manager; and
 - iii. Set out why the decision of the Public Works Director is in error.
 - b. The City Manager shall review the appeal and respond with a decision in writing within 10 working days of its receipt.

c. While an appeal to the City Manager is pending, all current and past due amounts shall be paid.

a.d. The City Manager's decision is final.

B. A customer with multiple accounts that serve one contiguous property may ~~also appeal for rate reclassification. Customers may~~ request that impervious surface area for accounts be combined and charged as one piece of property.

~~C. The city manager will adopt policy and procedures for the appeal process. Rate changes based on review of impervious surface area will become effective the billing month following the approval of the appeal.~~

Section 7

This Ordinance shall take effect and be in force five days after passage and publication as required by law. New charges authorized by this Ordinance shall be applied consistent with the Master Fee Schedule.

INTRODUCED this 4th day of May, 2021.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 18th day of May, 2021.

ATTEST:

Mayor Kevin Dorcy

City Clerk

ORDINANCE NO. 1969-0321

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RELATING TO THE STORM DRAINAGE UTILITY; AMENDING CERTAIN SECTIONS IN SHELTON MUNICIPAL CODE CHAPTERS 13.02 AND 13.04

WHEREAS, Chapter 35.67 RCW authorizes the City to establish a storm and surface water utility; and

WHEREAS, in December 1995, the City of Shelton established the Storm Drainage Utility by Ordinance 1438-1295, codified as Chapter 13.04 of the Shelton Municipal Code; and

WHEREAS, the State of Washington Water Pollution Control Law, Chapter 90.48 RCW, regulates discharges from Small Municipal Separate Storm Sewers (MS4s) through the issuance of an NPDES and State Waste Discharge General Municipal Stormwater Permit, referred to as the NPDES Permit; and

WHEREAS, the City of Shelton's Storm Drainage Utility is a regulated MS4; and

WHEREAS, in response to the continuing need to comply with NPDES Permit requirements, the City reexamined its practices, and will continue to do so regularly, to determine whether the existing policies and rate structure adequately support meeting federal and state mandates; and

WHEREAS, the City of Shelton City Council amended the rate structure of the Storm Drainage Utility by Ordinance Nos. 1637-0305, 1727-0508, and 1745-0509, and

WHEREAS, the Storm Drainage Utility commissioned FCS Group to conduct a Rate and GFC Study commencing in 2019; and

WHEREAS, the Study determined that the current revenue generated does not adequately fund the 2019-2024 NPDES Permit requirements and the 2021-2026 Capital Improvement Plan as adopted in the 2021 Budget; and

WHEREAS, FCS Group recommended a new approach that would assess charges based on actual impervious surface area expressed as an Equivalent Service Unit (ESU); and

WHEREAS, the Study also determined that the City's stormwater drainage system is a series of catch basins, pipes, ponds, and vaults that are impacted by development that increases impervious surface area or changes pervious surface areas; and

WHEREAS, as a result of those development impacts, implementing a General Facility Charge was determined to be an equitable way to recover a fair share of the costs of additional demand on the system; and

WHEREAS, without the General Facility Charge, the Storm Drainage Utility rate payers would bear the burden of additional impacts on the city-wide drainage system as a result of development; and

WHEREAS, RCW 35.92.025 authorizes cities to assess charges to property owners seeking to connect to the City's sewerage system, which under Chapter 35.67 RCW includes surface and stormwater facilities; and

WHEREAS, adequate and appropriate rates and charges are necessary for the operation, maintenance, repair, upsizing, and rehabilitation of failing infrastructure, as well as capital improvements to the underground storm and surface water management system; and

WHEREAS, the Shelton City Council finds it is in the best interest of the citizens to change the utility rate policy and structure as outlined in SMC Chapter 13.04, effective July 1, 2021, to adequately support the City's Storm Drainage Utility needs and to calculate the rates and charges using a more equitable methodology; and

WHEREAS, the Shelton City Council also finds it is in the best interest of the citizens to establish a Storm Drainage General Facility Charge to share the cost of public facility improvements that reasonably relate to the service demands and impacts of new development.

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

Section 1.

Section 13.02.010 of the Shelton Municipal Code is amended to include the following additional definitions in alphabetical order:

13.02.010 Definitions.

“Developed Parcel” means any parcel altered from the natural state by the construction, creation, or addition of impervious surfaces.

“Equivalent Service Unit (ESU)” means the median amount of impervious surface area on single-family residential parcels within the City of Shelton. Impervious surface area includes the single-family residence, driveway, walkway, paved areas, and other surfaces that do not allow penetration of stormwater runoff into the ground. The ESU value for the City of Shelton has been calculated to be 2,900 impervious square feet.

“General Facilities Charge (GFC)” is a one-time fee to be paid at the time of development intended to recover a share of the cost of system capacity needed to serve growth.

“Parcel” means the smallest separately segregated unit or plot of land having an identified owner, boundaries, and surface area which is documented for property tax purposes and given a parcel number by the County Assessor.

“Undeveloped Parcel” means any parcel which has not been altered from its natural state by the construction, creation, or addition of impervious surfaces. Natural state means untouched by civilization and does not include impervious surfaces.

Section 2.

Section 13.04.010 of the Shelton Municipal Code is amended as follows:

13.04.010 Definitions.

All terms used in this chapter are defined in Section 13.02.010 of the Shelton Municipal Code.

Section 3.

Section 13.04.200 of the Shelton Municipal Code is amended as follows:

13.04.200 Fees and Charges.

The city council may establish monthly service charges, general facilities charges, and fees for storm drainage permits, extensions and related activities. Fees and charges may be amended by the city council as necessary.

Section 4.

Section 13.04.210 of the Shelton Municipal Code is amended as follows:

13.04.210 Monthly Service Charges.

A. Monthly service charges are established for all parcels of real property within the boundaries of the city, as they now exist or as they may be hereafter amended, for the purpose of administering, operating, maintaining, and repairing the storm drainage utility:

1. Undeveloped Parcels. Undeveloped parcels with no impervious surfaces shall not be charged.
2. Any parcel within City limits with impervious surfaces shall be charged stormwater monthly charges, regardless of use of other city utility services.

B. Monthly service charges are assessed based on actual impervious surface area expressed as an Equivalent Service Unit (ESU). Monthly service charges are calculated as the number of ESUs multiplied by the rate identified in the City of Shelton adopted Master Fee Schedule. An annual escalator of three (3) percent will automatically be applied January 1st of each year, beginning January 2022. Starting January 1st of 2027, every year thereafter, the

automatic annual escalator will be based on the Cost of Living Increase as adopted in the City's annual budget for the coming fiscal year.

1. Single-Family residential developed parcels shall be charged 1 ESU, regardless of impervious surface area.
 2. Residential Duplex parcels shall be charged 2 ESUs, regardless of impervious surface area.
 3. All other parcels such as commercial, industrial, hotel/motel, triplex units, multifamily, mobile home, trailer parks, governmental facilities, and institutional facilities shall be charged for the actual measured impervious surface area expressed as a number of ESUs, rounded to the nearest tenth; a minimum of 1 ESU will be charged.
- C. Exemptions. The following special categories of property are exempt from the monthly service charges: City street rights-of-way, Mason County road rights-of-way, and State of Washington highway rights-of-way.
- D. Collections. Monthly service charge collections, billings and delinquencies shall be as provided for in Chapter 3.02 of this code.
- E. Liens. Liens for storm drainage collections, delinquencies or any other utility-related matter shall be as provided for in Chapter 3.02 of this code and state law.
- F. Monthly service charge reductions and credits. Requests for rate adjustments may be granted or approved by the Public Works Director, Finance Director, or their designees. Adopted city policies shall establish eligibility and application requirements for receiving any discount. A customer is eligible for a single discount or credit if one of the following conditions exist:
1. Low-income senior citizens and disabled persons in single-family or duplex residential units may receive a discount of twenty (20) percent of the monthly service charge.
 2. A monthly service charge credit of ten (10) percent may be provided to commercial accounts that utilize a permissive rainwater harvesting system, per RCW 35.67.020(3). Rainwater harvesting systems shall be properly sized to utilize the available roof surface of the building.
 3. A Parcel served by a stormwater treatment facility which holds a current National Pollutant Discharge Elimination System (NPDES) permit under the authority of the Clean Water Act of 1982, Section 402, specifically for the treatment of stormwater from the parcel and such system discharges directly into Puget Sound, without in any way utilizing any other stormwater conveyance or storage facilities. Parcels qualifying hereunder will be allotted a monthly service charge credit of seventy-five (75) percent, only for the area or parcel for which is covered under the NPDES permit.

Section 5.

Section 13.04.220 of the Shelton Municipal Code is amended as follows:

13.04.220 General Facilities Charges (GFCs).

- A. No building permit, land use approval, short subdivision or subdivision approval, or any other permit allowing development within the City shall be granted except upon payment of the stormwater general facilities charge (GFC) required under this chapter. The annual GFC rate shall be included within the Master Fee Schedule and will be calculated as a dollar amount per ESU. The Stormwater GFC shall be subject to an adjustment equal to the average annual percentage increase provided in the Engineering News Record (ENR) 20-Cities Construction Cost Index; the fee shall not, in any case, decrease. The adjusted rate will automatically be effective January 1st of each year. All development, which includes redevelopment, in the City that increases impervious surfaces will be assessed a GFC.
- B. GFCs do not include permit fees, application fees, administrative fees, or any other charge, fee, or tax imposed or required by the Shelton Municipal Code or any other entity.

- C. Assessment of Stormwater General Facilities Charges are as follows:
1. New single-family detached dwelling unit shall be assessed a GFC of one ESU, regardless of impervious square footage area.
 2. New residential duplexes shall be assessed a GFC of two ESUs, regardless of impervious square footage area.
 3. For all other development, ESUs, or fractions thereof rounded to the nearest tenth, will be based on the total increase in impervious square footage area. The total increase in square footage of impervious surface area will be identified as shown on the Engineering Division approved site plans.
- D. GFCs shall be paid upon the City's issuance of the Public Works Engineering Division stormwater connection permit (utility application).

Section 6.

Section 13.04.230 of the Shelton Municipal Code is amended as follows:

13.04.230 Fee adjustments and appeals.

A. Customers who believe the calculated total impervious area of their property for monthly service charges is inaccurate, may appeal upon application to the city.

1. The appeal:
 - a. Shall be on the City Appeal Application form and be accompanied by scaled or computer aided design drawings with calculations that establish the amount of impervious surface area.
 - b. Shall be addressed to the City Engineer.
 - c. Cannot extend the period of payment for the charge.
2. The Public Works Director or designee shall review the appeal and shall respond in writing within 20 working days of its receipt.
3. While the appeal is pending before the Public Works Director, all current or past due amounts shall be paid.
4. If an adjustment is granted reducing the monthly billing charge, the customer shall be refunded the amount overpaid for the previous consecutive three months.
5. If a customer has been undercharged, the new recomputed charges will apply in full to the next month's bill.
6. No more than one appeal may be made per calendar year unless there is a change in ownership.
7. Within 14 days of the date of the decision, the customer may appeal the decision of the Public Works Director to the City Manager.
 - a. The Appeal shall:
 - i. Be in writing.
 - ii. Be addressed to the City Manager; and
 - iii. Set out why the decision of the Public Works Director is in error.
 - b. The City Manager shall review the appeal and respond with a decision in writing within 10 working days of its receipt.
 - c. While an appeal to the City Manager is pending, all current and past due amounts shall be paid.

- d. The City Manager's decision is final.
- B. A customer with multiple accounts that serve one contiguous property may request that impervious surface area for accounts be combined and charged as one piece of property.

Section 7

This Ordinance shall take effect and be in force five days after passage and publication as required by law. New charges authorized by this Ordinance shall be applied consistent with the Master Fee Schedule.

INTRODUCED this 4th day of May, 2021.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 18th day of May, 2021.

ATTEST:

Mayor Kevin Dorcy

City Clerk

RESOLUTION NO. 1195-0421

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON
UPDATING AND ESTABLISHING THE CITY'S MASTER FEE SCHEDULE FOR FISCAL
YEAR 2021**

WHEREAS, it is the general policy of the city to establish fees that are reflective of the cost of services provided by the city; and

WHEREAS, it is best practice for the City's Master Fee Schedule be updated at least annually to reflect changes in the cost for certain City services or when changes to the fee schedule are necessary; and

WHEREAS, Ordinance 1969-0321 updated Shelton Municipal Code Chapter 13.04 relating to stormwater rates and charges; and

WHEREAS, the City's Master Fee Schedule approved through Resolution 1192-0321 on April 6th, 2021 is in need of an update to reflect the changes to the Stormwater Utility rates and charges since that date.

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

Section 1. Public Interest. The City Council for the City of Shelton, Washington finds that it is in the public interest to amend and supersede the previously adopted Master Fee Schedule to address costs associated with providing services.

Section 2. Supersede previous Resolutions. This resolution inclusive of Exhibit "A" attached hereto shall supersede in its entirety Resolution 1192-0321 approved by the Shelton City Council and set the City's 2021 Master Fee Schedule.

Section 3. Adjustments. The Shelton City Council amends the Master Fee Schedule to include monthly service charges and General Facility Charges for the Stormwater Utility, and an adjustment to the fee for Class A Biosolids, as included Exhibit "A".

Section 4. Effective date. This Resolution establishes the fees in the Master Fee Schedule as provided in Exhibit A to be in place effective July 1, 2021.

INTRODUCED on this 4th day of May 2021 and **PASSED** by the City Council of the City of Shelton on this 18th day of May 2021.

ATTEST:

Mayor Dorcy

City Clerk Nault



**City of Shelton
525 Cota Street
Shelton, Washington 98584
Master Fee Schedule
RESOLUTION 1195-0421
Exhibit "A"**

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General Government

Annual Report	\$10.00
Documents provided at Public Hearings	\$0.00 (within one year)
Audio Reproduction (when requested within one year of hearing). *Other than Police	\$10.00 (requested after one year of hearing date)
Video Reproduction * Other than Police	\$10.00
Copies	\$0.15 per page
Scanned copies to electronic format	\$0.10 per page
Files or attachments for electronic delivery	\$0.05 per four (4) attachments
Gigabyte of electronic records for transmission	\$0.10 per gigabyte
Storage media, container, envelope, postage and delivery charge	Actual Cost
R.C.W. 42.56.120 (2) (b) (c) and (e)	
New and renewal of Business License	\$50.00
Sexually Oriented Business License	\$100.00
Sexually Oriented Manager or Entertainer	\$50.00
Taxi Operator License (per operator)	\$40.00
Taxi Vehicle License (per vehicle)	\$40.00
Returned Check charge	\$40.00
VISA/MC chargeback	\$35.00
Special Event Permit	\$35.00 (An additional \$25.00 is due for applications received 25 business days or less prior to the event).
City Special Event services (barricades, garbage, etc.)	\$25.00 (per event, per service)
Displays on City message boards	\$30.00
Map Reproduction	Color 36 x 48 \$18.00 Color 24 x 36 \$12.00 Special Order 36 x 48 \$30.00 Special Order 24 x 36 \$20.00 Black Line \$1.00 (Per square foot)



Animal Shelter

Adoption Fee	\$80.00
Adoption Fee with Rabies Vaccine	\$112.50
Animal License (\$5.00 discount for spayed/neutered dogs) No fee for service dogs. Senior citizen 65 yrs. and older 50% off licensing.	\$30.00
Rabies Vaccination	\$32.50
Surrender of Dog - City residents only	\$40.00
Animal Impound (City residents)	First impoundment \$50.00 Second impoundment \$75.00 Third and subsequent impoundment \$150.00 All impound fees shall also be charged unpaid animal license fees.
Boarding fee (over 48 hours)	\$15.00 per/day (\$30.00 per/day after 48 hours)
Lost license or (transfer of license)	\$5.00(\$10.00)
Non-resident animal impound fee	First impoundment \$150.00 Second impoundment \$200.00 Third and subsequent impoundment \$250.00

Civic Center Rental

Damage Deposit	\$300.00
Kitchen	\$50.00
Black drapery	\$2.00 (per 10 foot section)
Staging	\$10.00 (use of 1 – 4 sections)
Equipment Rental	TV Monitor \$10.00 Multimedia Projector \$20.00
Coffee Service	\$25.00 (per gallon)
Meeting rooms	\$22.00 per hour for each 600 sq. ft.
Main meeting room	\$75.00 per hour



Code Enforcement

Infraction Issued Fees including site visit(s), photos, file creation, documentation, etc. Plus itemized fees to include attorney costs, additional tracked staff time and costs, title searches, service, court filing fees, which may be included in the city request for abatement cost reimbursement per R.C.W. 35.21.955	\$68.00 minimum
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Parks and Recreation

Parks Master Plan	\$20.00
Ballfields and Playfields (Callahan Park/Loop Field.	Field Rental \$12.00 per hour Softball Field preparation \$20.00 each field
City recreation programs	Actual cost of program
Refunds	Before first class: %100 Before second class: %80 Before third class: %50 After third class: No refunds
Picnic Shelters	\$12.50 per hour. Two hour minimum, plus applicable fees for garbage, labor, misc.
Commercial Park (Use by individual, company, corporation, business or similar for the purposes of selling, distributing, or promotion.	\$25.00

Police Department

Fingerprints	\$60.00
Video Reproduction	Time and material
Audio Reproduction	Time and material
Weapons Permit	\$49.25
Weapons Permit renewal	\$32.00
Weapons Permit renewal – late application	\$42.00
Weapons Permit – replacement	\$10.00



Weapons Dealer Permit	\$125.00
Excess Alarm fee	\$25.00 after three (3) false alarms

Community Development – Planning

Address Assignment	\$100.00
Annexation	\$1,200.00 plus \$40.00 per acre or fraction thereof.
Appeal to the Hearing Examiner	Individual - \$1,000.00 H.O.A. - \$500.00
Boundary Line Adjustment	\$315.00
Comprehensive Plan Amendment	\$2,600.00
Comprehensive Plan document	\$35.00
Conditional Use Permit	\$2,700.00
SEPA	\$300.00
EIS	\$1,400.00 plus consultant costs
Fence	\$75.00 residential \$180.00 commercial
Forest Practices Application	\$350.00
Plat/Binding Site Plan	Preliminary: \$3,300.00 plus \$40.00 per lot Extension: \$200.00 Final: \$500.00 Administrative Amendments: \$200.00 Public Hearing Amendments: \$1,500.00
Planned Unit Development	Preliminary: \$3,000.00 plus \$25.00 per lot Extension: \$200.00 Final: \$500.00 plus \$30.00 per lot Administrative Amendments: \$200.00 Public Hearing Amendments: \$1,500.00
Parcel combination	\$320.00
Pre-submittal conference	\$150.00
RV/Tent Occupancy Application	\$45.00
Short Plat	\$920.00



Site Plan Review	\$1,200.00
Site Plan amendment	\$110.00
Variance Permit	\$2,700.00
Zone Change	\$2,400.00
Zoning Letter	\$45.00
Zoning Ordinance Text Amendment	\$435.00
Signs	\$50.00 when no building permit required \$55.00 per square foot valuation with building permit
<i>Shoreline Specific applications</i>	
Shoreline Management Program document	\$35.00
Shoreline Statement of Exemption	\$170.00
Substantial Development Permit	\$560.00 Public Hearing Required: \$2,300.00
Shoreline Conditional Use Permit	\$2,300.00
Shoreline Variance	\$2,300.00

Community Development – Building

After Hours Inspections (Regular business hours 8am to 5pm Monday through Friday).	\$70.00 per hour (two hour minimum)
Re-inspection fee	\$70.00 per hour (one hour minimum)
Inspections for which no fee is specifically indicated.	\$70.00 per hour (one half hour minimum)
Additional plan review required for plan changes.	\$70.00 per hour (one half hour minimum)
Note: For the building fees above, or the total; hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. Actual costs include administrative and overhead costs.	



<p>Building Valuation</p> <p>*NOTE: all footnotes of Building Valuation Data as published by ICC shall apply</p>	<p>1) New construction, and remodels greater than 50%: of "R" occupancies The City of Shelton will utilize the International Code Council's "Building Valuation Data Table" on a two year lag as published in the August edition of the Building Safety Journal. The square footage valuations from this table will be implemented on the first day of September following publication and remain in force through August of the following year.</p> <p>2) Private garages, storage buildings, green houses and similar structures shall be valued as Utility, Miscellaneous</p> <p>3) Remodels less than 50% shall be valued at 50% of the table value from the ICC Building Valuation Data for occupancy specified.</p>
Bulkheads	\$20.00 per cubic foot
<p>Building Permit</p> <p>NOTE: Washington State surcharge applies: \$25.00 Commercial, \$6.50 Residential.</p>	<p>Valuation:</p> <p>\$1.00 to \$500.00: \$25.00</p> <p>\$501.00 to \$2,000.00: \$25.00 and \$3.00 per each additional \$100 or fraction thereof and including \$2,000</p> <p>\$2,001.00 to \$25,000.00: \$70.00 and \$14.00 for each additional \$1,000 or fraction thereof to and including \$25,000</p> <p>\$25,000.00 to \$50,000.00: \$390.00 and \$10.00 for each additional \$1,000 or fraction thereof to and including \$50,000</p> <p>\$50,001.00 to \$100,000.00: \$640.00 and \$7.00 for each additional \$1,000 or fraction thereof to and including \$100,000</p> <p>\$100,001.00 to \$500,000.00: \$1,000.00 and \$6.00 for each additional \$1,000 or fraction thereof to and including \$500,000</p> <p>500,001.00 to \$1,000,000.00: \$3,400.00 and \$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000</p> <p>\$1,000,000 and up: \$5,700 and \$7.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000</p>



Maximum Building Permit fee	\$50,000.00
Early Foundation Permit/Early start agreement (Early foundation permit for commercial/industrial building will be deducted from permit fee upon full submittal.	25% of building permit fee
Demolition permit	\$120.00 plus State surcharge
Reroof – residential only	\$115.00
Reroof –commercial per square valuation is used to determine valuation	\$275.00 per square - Class A&B (hotmop/torchdown) \$250.00 per square - Composition(roll/3 tab) \$325.00 per square - Composition with plywood replacement \$300.00 per square - Metal \$275.00 per square - Shake \$300.00 per square - Shingle
Windows	\$25.00 first window, \$7.00 for each additional window
Reissuance of lost permit card	\$30.00
Reissuance of plan package	\$140.00
Stock Plans	50% of the ICC fee
Solid Fuel/Gas insert	\$140.00
Hearing Examiner appeal	\$2,400.00
Request for Reconsideration	\$500.00
Investigation fee	\$70.00 per hour
Mechanical Permit	Each mechanical permit: \$25.00



	<p>FURNACE: For issuing each supplemental permit for which the original permit for the original permit has not expired, been canceled, or final: \$8.00</p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW): \$16.00</p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3 kW): \$20.00</p> <p>For the installation or relocation of each floor furnace, including vent: \$16.00</p> <p>For the installation or relocation of each suspended heater, recessed wall heater on floor-mounted unit heater: \$16.00</p> <p>Appliance Vents: For the installation, relocation or replacement of each appliance vent and not included in an appliance permit: \$8.00</p> <p>Repairs or Additions: For the repair of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code: \$15.00</p> <p>Boilers, Compressors, and Absorption Systems:</p>
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	<p>For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW): \$15.00</p> <p>For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW): \$30.00</p> <p>For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW): \$40.00</p> <p>For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW): \$60.00</p> <p>For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW): \$100.00</p> <p>Air Handlers: For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto: \$12.00</p> <p>Note: This fee does not apply to an air-handling unit, which is a portion of a factory-assembled appliance, cooling unit,</p>
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	<p>evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code for each air-handling unit over 10,000 cfm (4719 L/s): \$20.00</p> <p>Evaporative Coolers: For each evaporative cooler other than portable type: \$12.00</p> <p>Ventilation and Exhaust: For each ventilation fan connected to a single duct: \$8.00</p> <p>For each ventilation system which is not portion of any heating or air-conditioning system authorized by a permit: \$12.00</p> <p>For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood: \$12.00</p> <p>Incinerators: For the installation or relocation of each domestic-type incinerator: \$20.00</p> <p>For the installation or relocation of each commercial or industrial-type incinerator: \$16.00</p> <p>Miscellaneous: For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table: \$12.00</p>
Mobile/Manufactured Home set-up	<p>Individual Lot: \$472.00 Park Set: \$165.00 NOTE: Includes 4x4 landing</p>
Mobile Home Title Eliminations	\$30.00
Plan Review (All types other than Mechanical)	<p>65% of Permit fee Mechanical only: 25% of Permit fee</p>



*NOTE: Commercial kitchen based on project valuation of engineer's written estimate.	
Plumbing Permit	<p style="text-align: right;">Each permit: \$25.00</p> <p><i>NOTE: Unit Fee Schedule in addition to above</i></p> <p>For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping, and backflow protection therefore): \$8.00</p> <p>For each building sewer and each trailer park sewer: \$16.00</p> <p>Rainwater systems per drain (inside building): \$8.00</p> <p>For each cesspool where permitted: \$27.00</p> <p>For each private sewage disposal system: \$45.00</p> <p>For each water heater and/or vent: \$8.00</p> <p>For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps: \$8.00</p> <p>For each installation, alteration or repair of water piping and/or water treating equipment, each: \$8.00</p> <p>For each repair or alteration of drainage or vent piping, each fixture: \$8.00</p> <p>For each lawn sprinkler system on any one meter including backflow protection devices therefore: \$8.00</p> <p>For each backflow protective device other</p>



	<p>than atmospheric type vacuum breakers:</p> <ul style="list-style-type: none"> • 2 inch (51 mm) diameter and smaller: \$8.00 • over 2 inch (51 mm) diameter: \$16.00 <p>Atmospheric-type vacuum breakers:</p> <ul style="list-style-type: none"> • 1 to 5: \$5.00 • over 5, each: \$2.00
Propane Tanks and Piping (above and below ground)	\$12.00 per tank
Refund: 2015-IBC Section 109.6 / 2015-IRC Section R108.5	<p>The building official may authorize refunding on not more than fifty percent (50%) of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than seventy-five percent (75%) of the plan review fee paid when an applicant for a permit for which a plan review fee has not been paid is withdrawn or canceled before any plan reviewing is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee paid.</p>

Fire – Development Review

Commercial Site Plans	\$390.00
Subdivision or Planned Residential Development	\$328.00
Pre-Application Conference	\$95.00
Other Land Use Application	\$264.00

Fire – Alarm Fees

Fire Alarm System - Minor Alteration	\$100.00
Fire Alarm Zoned System - One Zone	\$296.00
Each Additional Zone	\$136.00
Fire Alarm Addressable System - 1 to 20 Devices	\$296.00
Each Additional Device	\$4.00



Fire - Suppression

Commercial Cooking Extinguishing System/Protection	\$252.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems	\$372.00
Fire Hydrant - Witnessed Flow Test (1-4) Hydrants	\$100.00
Fire Hydrant - Each Additional Hydrant	\$40.00
Fire Sprinkler - Alteration to Existing System(s) (>4 heads)	\$200.00
Fire Sprinkler - New System - NFPA 13 (2 inspections)	\$472.00
NFPA 13 - Each Additional Riser	\$472.00
Fire Sprinkler - New System - NFPA 13D (Single Family)	\$200.00
Fire Sprinkler - New System - NFPA 13R (Per Building)	\$390.00
Other Extinguishing Systems	\$372.00
Standpipe System	\$200.00
Underground Fire Sprinkler Mains (2 inspections)	\$252.00

Fire - Other

Fireworks Display	\$208.00
Investigation Fee (work started without a permit)	Double Permit Fee
Other Plan Reviews or Permits Required by the IFC and/or Municipal Code \$100.00 Per Hour Review + \$100.00 per Hour Inspection	Calculated
Re-inspection Fees	\$100.00
Revision to Plan Previously Submitted - \$100.00 per Hour	Calculated
Use of Consultant for Plan Review and Inspection	Actual Cost
Tents/Temporary Membrane (greater than 400 SF)	\$100.00

Public Works

Right-of-Way and Obstruction Permits (SMC Chapter 12.20)	<p>Class 1: Short term maintenance permit: \$45.00</p> <p>Class 2: Temporary Construction of permit: \$65.00, plus inspection fees</p> <p>Class 3: Fixture and Encroachment Permit: \$65.00, Sidewalk café, add \$280.00/hr review fee. Class 3 Permit \$15.00 annual renewal fee</p> <p>Class 4: Heavy Right-of-Way Use Permits: Fee calculated per SMC Sections 12.20.030.4 & 12.20.040.D</p>
Fine for Work in Right of Way without Permits	\$250.00 plus standard permit fee
Special Development Studies: Traffic Impact Reports, Hydrology studies, and similar.	Contract Consultant fees



Traffic Impact Fee	\$3,735.71 for SFR/varies based on use. ORD. 1907-1017 Exhibit B
Public Improvement Plan Review Fee	3% of Estimated Cost of Public Improvements
Public Improvement Inspection Fee	3% of Estimated Cost of Public Improvements
Latecomer Agreement	\$280.00
Right-of-Way vacation	\$500.00
Utility Connection Application Permit Fee	
a. Water & Reclaimed Water Connections	\$170.00 plus applicable GFC
b. Sewer & Storm Drainage Connections	\$65.00 plus applicable GFC
Class A Bio-Solids Fertilizer fee	Fees set by City Manager

Stormwater Monthly Charges

Monthly Rates	Unit	July 1, 2021	2022	2023	2024	2025	2026
Single-Family	1 ERU	\$17.71	\$18.24	\$18.79	\$19.35	\$19.93	\$20.53
Duplex	2 ERUs	\$35.42	\$36.48	\$37.58	\$38.70	\$39.86	\$41.06
All Other Developed Parcels	Per ERU rounded to the nearest tenth	\$17.71	\$18.24	\$18.79	\$19.35	\$19.93	\$20.53

Note: 1 ERU = 2,900 square feet of impervious surface area. All other developed parcels: minimum of 1 ESU

Stormwater GFC

\$879 per ERU

Monthly Rates	Unit
Single-Family	1 ERU
Duplex	2 ERUs
All Other Developed Parcels	Per ERU rounded to the nearest tenth

Note: 1 ERU = 2,900 square feet of impervious surface area.

Sewer GFC

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,258.00
1"	2.50	\$8,145.00



1.5"	5.00	\$16,290.00
2"	8.00	\$26,064.00
3"	16.00	\$48,870.00
4"	25.00	\$81,495.00
6"	50.00	\$162,900.00
8"	80.00	\$260,640.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above.

Sewer GFC (Grandview Heights only)

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,629.00
1"	2.50	\$4,072.00
1.5"	5.00	\$8,145.00
2"	8.00	\$13,032.00
3"	16.00	\$24,435.00
4"	25.00	\$40,725.00
6"	50.00	\$81,495.00
8"	80.00	\$130,320.00

Reclaimed Water

Water Meter Charge	Fee
3/4" Meter	\$238.16
1"	\$354.91
1.5"	\$760.43
2"	\$1,029.38
3"	\$2,018.65
4"	\$3,170.16



6"	\$4,298.21
Above 6"	\$6,095.57

Reclaimed Water GFC

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$326.00
1"	2.50	\$815.00
1.5"	5.00	\$1,629.00
2"	8.00	\$2,606.00
3"	16.00	\$4,887.00
4"	25.00	\$8,150.00
6"	50.00	\$16,290.00
8"	80.00	\$26,064.00

Water Fees

Water Turn off for other than non-payment (regular business hours)	\$0.00
Water Turn off for non-payment	\$100.00
Water Turn off (after business hours)	\$100.00
Water Turn on (regular business hours)	\$0.00
Water Turn on (after business hours)	\$100.00
Annual Hydrant Water Use Permit Application Fee (from issuance date)	\$70.00
Hydrant Meter, Gate Valve, and Wrench Deposit and Rental Fee	\$750.00 refundable deposit \$75 per month rental fee
Hydrant Water Billing and Water Use Charge and PWM Hydrant Load/Use Charge	\$45.00 quarterly billing charge, plus commercial water consumption charge per SMC 15.28.050
Fine for connection to hydrant without permit	\$1,000.00



Fine for connection to hydrant without meter	\$500.00
Fine for unauthorized connection/disconnection of water service	\$500.00

Water Meter Charge

3/4" meter	\$238.16
1" meter	\$354.91
1.5" meter	\$760.43
2" meter	\$1,029.38
3" meter	\$2,018.65
4" meter	\$3,170.16
6" meter	\$4,298.21
Above 6" meter	\$6,095.57

Water Meter GFC

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,260.00
1"	2.50	\$3,150.00
1.5"	5.00	\$6,300.00
2"	8.00	\$10,080.00
3"	16.00	\$18,900.00
4"	25.00	\$31,500.00
6"	50.00	\$63,000.00
8"	80.00	\$100,800.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above.



Misc.

Commercial Fire Line	No Charge
Backflow Testing	No Charge

Private Development ESC & Stormwater:

ESC & Storm plan review, single family	\$75.00
ESC & Storm plan review all other sites	\$320.00
Final grading, ESC, & Stormwater inspections	\$80.00



POLICY AND PROCEDURE

SUBJECT: General Facilities Charges	GROUP: Public Works	POLICY NO: 1000-02R
EFFECTIVE DATE: June 1, 2021	SUPERSEDES: 1000-02R January 1, 2021	
PREPARED BY: Jay Harris	APPROVED BY: Jeff Niten	

1.0 PURPOSE:

The purpose of this Policy is to establish guidelines for implementing and collecting sewer, reclaimed water, water, and stormwater General Facilities Charges (GFCs).

2.0 DEPARTMENTS AFFECTED:

Public Works

Finance

3.0 REFERENCES:

Shelton Municipal Code Chapter 13 titled Stormwater, or the applicable section if hereafter amended.

Shelton Municipal Code Chapter 14 titled Sewers, or the applicable section if hereafter amended.

Shelton Municipal Code Chapter 15 titled Water, or the applicable section if hereafter amended.

Resolution No. 826-0104 dated March 1, 2004

Latest Council adopted resolution of the Master Fee Schedule

Ordinance No. 1969-0321

4.0 DEFINITION:

General Facilities Charge (GFC) – *A charge assessed to impose a portion of the public cost of capital improvements upon those developments that create a need for or increase the demands on the City facilities, including within the boundaries of the City Urban Growth Area (UGA).*

5.0 PROCEDURE:

5.1 City Responsibility – The Director of Public Works, or their designee, is responsible for assessing the charges for GFC's, and the Director of Financial Services is authorized to collect and administer the funds. The City Manager may assign other personnel as needed to implement the provisions of this policy.

5.2 Applicability

- a. GFCs for sewer, water, reclaimed water, and stormwater will be assessed per the latest City Council adopted Master Fee Schedule.
- b. Sewer, water, and reclaimed water GFCs are based on the size of the water meter(s) for each utility. Separate fire service lines will not be assessed a GFC.
- c. Stormwater GFCs are based on the number of ESUs of impervious square feet (isf), (2,900 isf = 1 ESU). New single-family detached dwelling units will be assessed 1 ESU, new residential duplexes will be assessed 2 ESUs, all other development will be based on the number of ESUs, rounded to the nearest tenth, of increased impervious square footage area.
- d. GFCs for water will not be charged to lots previously served by City water, provided that the service requested is not larger than the previous service. A water service connection is defined in Shelton Municipal Code 15.04.240, 15.12.060. If the meter size increases, the applicant will be required to pay the difference between the applicable GFC for the meter size requested and the GFC charge for the existing meter size.
- e. GFCs for sewer will not be charged to lots previously served by City water, provided that the service requested is not larger than the previous service. A sewer service connection is defined in Shelton Municipal Code Sections 14.04.040 and 14.12.010 to 14.12.170. If the water meter size increases, the applicant will be required to pay the difference between the applicable GFC for the meter size requested and the GFC of the existing service.
- f. The City's Utility Billing files and a record of previous payments will determine if there has been an active water and/or sewer service. The City's Address Files and field investigation may also be used as resources to determine whether a previous service existed. Based on findings, the City will make a final and binding decision regarding whether a previous service existed, the size of the meter, and determine when the water service was last active.

5.3 Assessment Procedures

- a. GFCs will be assessed per the City's current fee schedule at the time the City receives a complete building and/or Utility Permit Application(s) (as determined by the City).
- b. All GFC charges shall be paid prior to the City's issuance of the approved Utility Permit Application.
- c. Any major alterations to building permit submittals that increase the sizing of water and/or sewer services or increase the impervious surface area for a development or redevelopment site will require adjustment to the GFC's charged. The revised charges will be based on the adopted Master Fee Schedule at the time of the proposed change.

- d. In the event the GFC should apply to only one utility, only the applicable GFC shall apply. For example, a new irrigation meter will only be charged the applicable water GFC but not a new sewer GFC; or a site is connected to City water but connects to the wastewater system and would then pay the applicable sewer GFC; or an increase of impervious surface area but no change in water meter size, only the stormwater GFC will be paid. Refer to Section 5.2d and 5.2e for increases in water meter size(s).
- e. Per the 2004 Resolution No. 826-0104, revenue from GFCs will be held in reserve within both the Water and Sewer funds. The GFC revenue will be designated for capital construction projects that provide system capacity. The City Financial Services Department will track both the Water and Sewer GFC expenditures, revenues, and reserves.
- f. The Stormwater GFC will be held in a reserve within the Storm fund and the revenue will be designated for capital construction projects.

5.4 GFC Credit Methodology for Water, Sewer, and Stormwater GFC's

- a. If a qualified public improvement is located in whole or in part on, or contiguous to the property that is the subject of development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development project or property. A public improvement is considered qualified when it is identified on the current Comprehensive or Capital Improvement Plan for the subject utility. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.
- b. Credits shall not be transferable from one type of General Facilities Charge to another.
- c. Credits shall be used within five years from the date the credit is given.
- d. No credit will be given for existing meters installed prior to March 1, 2004 as the City did not have General Facility Charges prior to this date.

5.5 Provisions – Any provisions other than what is provided for in this policy must be negotiated through a “Developer Agreement”.



POLICY AND PROCEDURE

SUBJECT: Stormwater Utility Rate Credits	GROUP: Finance	NUMBER: 300-08R
EFFECTIVE DATE: May 25, 2021	SUPERSEDES: 300-08	
PREPARED BY: Brooke Kilts	APPROVED BY: Jeff Niten	

1.0 PURPOSE:

The purpose of this Policy and Procedure is to establish, for the City of Shelton, a system for the management of stormwater rate credit applications and approvals as authorized in Chapter 13.04.210 of the Shelton Municipal Code. Since the monthly stormwater service charge is equitably distributed to real property based on impervious surface area, a credit to the fee is allowed to commercial accounts that substantially (more than what is required by current standards) mitigate the effect of stormwater runoff from the property to the City's stormwater system.

2.0 DEPARTMENTS AFFECTED:

Financial Services, Public Works

3.0 REFERENCES:

Shelton Municipal Code Chapter 13.02.010
Shelton Municipal Code Chapter 13.04.210, Part F, Subparts 2 and 3
RCW 35.67.020, Part 3

4.0 POLICY:

It is intended for the City of Shelton to provide fair and timely review of applications for stormwater utility credits. A commercial customer is eligible for a single credit off their monthly stormwater service charge if one of the following conditions exist:

1. A commercial building that utilizes a permissive rainwater harvesting system, per RCW 35.67.020(3), shall receive a credit of ten (10) percent.
2. A parcel served by a stormwater treatment facility which holds a current National Pollutant Discharge Elimination System (NPDES) permit, shall receive a credit of seventy-five (75) percent, only for the area or parcel for which is covered under the NPDES permit.

The Director of Public Works is authorized to administer this Policy and Procedure and may assign personnel as needed to carry out the provisions herein provided for.

5.0 PROCEDURE:

- 5.1 **Applicant Responsibility.** The owner of any commercial premises served by City utilities that feels their facility meets one of the criteria to be eligible for a rate credit shall be responsible for completing the Rate Credit Application and submitting it to the City for review and potential approval. Once approved, documentation shall be provided by the applicant on a yearly basis to continue receiving the monthly credit. The commercial property owner shall be subject to this Policy and Procedure.
- 5.2 **Rate Credit Application.** The property owner must complete the Rate Credit Application and provide the necessary documentation in order to be considered for a rate credit.
- 5.3 **Rate Credit Review Process.** The completed application will be reviewed by the Public Works Engineering Department and either approved or denied within 30 days from the receipt of application. If the documentation submitted does not provide sufficient data for the City to make a determination, further information will be requested from the applicant. A determination will be made by the City within 30 days from receipt of the complete application and required documentation.
- 5.4 **If an application for rate credit is denied,** the customer may appeal the decision within 30 days from the date of denial of the application, in writing, to the City Manager. The City Manager shall review the appeal and respond with a decision in writing within 10 working days of the receipt; the City Manager's decision is final.
- 5.5 **Rate Credit Effective Date:** Approved rate credits will be forwarded to the Financial Services Division for processing. All approved rate credits will take effect the monthly billing cycle following the approval.



City of Shelton

Stormwater Rate Credit Application

Instructions: Applicant must provide adequate documentation to demonstrate to the City of Shelton Engineering Division that all requirements for credit have been met in accordance with the Stormwater Rate Credit Policy in the time frame specified.

Submit application by mail to: City of Shelton
Engineering Division
525 W. Cota Street
Shelton, WA 98584

Owner Name:	Account Number(s):
Property Address:	Parcel Number(s):
Contact Phone Number:	Contact Email:
Mailing Address (if different than property address):	
<input type="checkbox"/> Check here if this certification is for RENEWAL of a previously approved credit.	
Credit for Consideration (check only one)	
<input type="checkbox"/> Rainwater Harvesting System	<input type="checkbox"/> NPDES Permit Holder
Required Documentation: <input type="checkbox"/> Signed and stamped engineered plans <input type="checkbox"/> Maintenance Record <input type="checkbox"/> Year Site was Developed: _____ <input type="checkbox"/> Estimated quantity of annual water harvested: _____	Required Documentation: <input type="checkbox"/> NPDES Permit Number: _____ <input type="checkbox"/> Permit Expiration: _____ <input type="checkbox"/> Annual Report
Owner's Signature:	Date:
CITY USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments or Conditions: _____	
City Engineer or designee: _____ Date: _____	
Once Approved, route to Finance Department Utility Billing Account Analyst	



Office:
1211 State Avenue NE
Olympia, WA 98506

Phone: 360.754.0912
Toll Free: 800.456.6473
Fax: 360.754.7448

Serving:
Thurston, Lewis, Grays Harbor,
Pacific, and Mason Counties

April 28th, 2021

City of Shelton
Shelton City Council Members
525 W Cota St
Shelton, WA 98584

To the Shelton City Council:

Olympia Master Builders (OMB) represents 500 member companies who are industry professionals committed to building, remodeling, and maintaining homes at attainable price points, even in times of uncertainty. OMB knows that construction plays a vital component in health and human safety, especially as our community is still reeling from the COVID-19 pandemic. Knowing this we need to keep construction affordable and keep costs low.

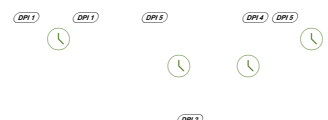
In the State of Washington for every \$1,000 you add to the cost of home you price out 2,500 Washington Residents from being able to afford that home. This GFC charge of \$879 is a permissive fee and not obligatory when a city reaches 10,000 people. This charge is a large burden for the cost of home construction a time where every dollar counts, and the cost of building supplies has never been higher.

If this pandemic has taught us one thing, it is that our world can change in an instant and there is no way to know what it will look like one year from now. That is why on behalf of our members, I ask that you not pass this GFC charge of \$879.

Thank you for this opportunity to make this request. If you wish to correspond with us further, please reach out to the OMB Government Affairs Director Jason Gano at jason@omb.org or 360-754-0912

Thank you,

Angela White
Executive Officer
Olympia Master Builders





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 04/06/2021
Brief Date: 05/04/2021
Action Date: 05/18/2021

Department: Administrative Services
Presented By: Michelle Sutherland

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Authorize Referendum for voluntary
Social Security participation

☒ Dept. Head

MS

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

Resolution 1196-0421

Resolution 1197-0421

Resolution 1198-0421

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Currently, the City of Shelton is not a Social Security covered employer. Many current staff have contributed in to the Social Security system and would like to pursue a referendum to continue that benefit while employed at the City of Shelton. The City will offer a referendum, per RCW 41.48.030, for PERS, PSERS, and LEOFF employees to determine if those units would like to have Social Security coverage. Currently, Medicare is the only portion that City employees are eligible for.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the City Clerk's Office.

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move that Resolution No. 1196-0421, 1197-0421, and 1198-0421 be forwarded to the Action Agenda of the May 18th Council meeting for further consideration".

RESOLUTION NO. 1196-0421

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXTEND THE PROVISIONS OF RCW 41.48.030, PROVIDING SOCIAL SECURITY COVERAGE TO ELIGIBLE EMPLOYEES OF PERS, SUBJECT TO A REFERENDUM IN FAVOR OF VOLUNTARY SOCIAL SECURITY COVERAGE

WHEREAS, by Public Law 761 of the second session, 83rd Congress, and Chapter 4, Laws of the Extraordinary Session of 1955, Congress and the legislature of the State of Washington have expressed their intent that the benefits of the federal Old Age and Survivors Insurance (OASI) program may be made available at their option to members of existing public retirement systems, in addition to and without any reduction or impairment of the protection and benefits afforded by such systems; and

WHEREAS, the City of Shelton desires to offer Social Security coverage to its eligible employees, NOW THEREFORE, be it resolved that the City of Shelton City Council does hereby adopt the following resolution:

SECTION 1. It is hereby declared to be the policy and purpose of the City of Shelton to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of the Public Employees' Retirement System, subject to a referendum in favor of voluntary Social Security coverage.

SECTION 2. In pursuance of this policy, the City of Shelton requests the Department of Retirement Systems, as the duly designated State Social Security Administrator, to supervise a majority vote referendum, under Section 218(d)(3) of the Social Security Act, for eligible employees in all positions, who are members of the Public Safety Employees' Retirement System. The majority vote referendum will be conducted pursuant to applicable State and Federal laws and regulations for the purpose of allowing eligible employees, as a retirement system group, the opportunity of paying the Social Security tax.

SECTION 3. The Mayor is authorized and directed to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees as provided in Section 1.

SECTION 4. If the referendum is favorable, the coverage of eligible employees shall be effective as of September 1, 2021.

SECTION 5. Withholdings from salaries or wages of employees for the purposes provided in Section 1 of this Resolution are hereby authorized to be made in the amounts and at such times as may be required by applicable State and Federal laws and regulations, and shall be paid to the Internal Revenue Service, in such amounts and at such times as are designated in IRS Code 3121(b)(7)(E) and 3126.

SECTION 6. Employer contributions shall be paid from amounts appropriated for such purposes to the Internal Revenue Service in accordance with applicable Federal laws.

SECTION 7. The City of Shelton shall maintain such records and submit such reports as may be required by applicable State and Federal laws or regulations.

SECTION 8. This resolution shall take effect and be in full force from and after its passage.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton that the City Manager is authorized to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of PERS, subject to a referendum in favor of voluntary Social Security Coverage.

Passed by the City Council at its regular meeting held on the 18th day of May, 2021.

Mayor Dorcy

ATTEST:

City Clerk Nault

RESOLUTION NO. 1197-0421

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXTEND THE PROVISIONS OF RCW 41.48.030, PROVIDING SOCIAL SECURITY COVERAGE TO ELIGIBLE EMPLOYEES OF PSERS, SUBJECT TO A REFERENDUM IN FAVOR OF VOLUNTARY SOCIAL SECURITY COVERAGE

WHEREAS, by Public Law 761 of the second session, 83rd Congress, and Chapter 4, Laws of the Extraordinary Session of 1955, Congress and the legislature of the State of Washington have expressed their intent that the benefits of the federal Old Age and Survivors Insurance (OASI) program may be made available at their option to members of existing public retirement systems, in addition to and without any reduction or impairment of the protection and benefits afforded by such systems; and

WHEREAS, the City of Shelton desires to offer Social Security coverage to its eligible employees, **NOW THEREFORE**, be it resolved that the City of Shelton City Council does hereby adopt the following resolution:

SECTION 1. It is hereby declared to be the policy and purpose of the City of Shelton to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of the Public Employees' Retirement System, subject to a referendum in favor of voluntary Social Security coverage.

SECTION 2. In pursuance of this policy, the City of Shelton requests the Department of Retirement Systems, as the duly designated State Social Security Administrator, to supervise a majority vote referendum, under Section 218(d)(3) of the Social Security Act, for eligible employees in all positions, who are members of the Public Safety Employees' Retirement System. The majority vote referendum will be conducted pursuant to applicable State and Federal laws and regulations for the purpose of allowing eligible employees, as a retirement system group, the opportunity of paying the Social Security tax.

SECTION 3. The Mayor is authorized and directed to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees as provided in Section 1.

SECTION 4. If the referendum is favorable, the coverage of eligible employees shall be effective as of September 1, 2021.

SECTION 5. Withholdings from salaries or wages of employees for the purposes provided in Section 1 of this Resolution are hereby authorized to be made in the amounts and at such times as may be required by applicable State and Federal laws and regulations, and shall be paid to the Internal Revenue Service, in such amounts and at such times as are designated in IRS Code 3121(b)(7)(E) and 3126.

SECTION 6. Employer contributions shall be paid from amounts appropriated for such purposes to the Internal Revenue Service in accordance with applicable Federal laws.

SECTION 7. The City of Shelton shall maintain such records and submit such reports as may be required by applicable State and Federal laws or regulations.

SECTION 8. This resolution shall take effect and be in full force from and after its passage.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton that the City Manager is authorized to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of PERS, subject to a referendum in favor of voluntary Social Security Coverage.

Passed by the City Council at its regular meeting held on the 18th day of May 2021.

Mayor Dorcy

ATTEST:

City Clerk Nault

RESOLUTION NO. 1198-0421

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXTEND THE PROVISIONS OF RCW 41.48.030, PROVIDING SOCIAL SECURITY COVERAGE TO ELIGIBLE EMPLOYEES OF LEOFF, SUBJECT TO A REFERENDUM IN FAVOR OF VOLUNTARY SOCIAL SECURITY COVERAGE

WHEREAS, by Public Law 761 of the second session, 83rd Congress, and Chapter 4, Laws of the Extraordinary Session of 1955, Congress and the legislature of the State of Washington have expressed their intent that the benefits of the federal Old Age and Survivors Insurance (OASI) program may be made available at their option to members of existing public retirement systems, in addition to and without any reduction or impairment of the protection and benefits afforded by such systems; and

WHEREAS, the City of Shelton desires to offer Social Security coverage to its eligible employees, **NOW THEREFORE**, be it resolved that the City of Shelton City Council does hereby adopt the following resolution:

SECTION 1. It is hereby declared to be the policy and purpose of the City of Shelton to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of the Law Enforcement Officers' and Fire Fighters' Retirement System, subject to a referendum in favor of voluntary Social Security coverage.

SECTION 2. In pursuance of this policy, the City of Shelton requests the Department of Retirement Systems, as the duly designated State Social Security Administrator, to supervise a majority vote referendum, under Section 218(d)(3) of the Social Security Act, for eligible employees in pick 1 of these: police officer / fire fighter / all positions, who are members of the Law Enforcement Officers' and Fire Fighters' Retirement System. The majority vote referendum will be conducted pursuant to applicable State and Federal laws and regulations for the purpose of allowing eligible employees, as a retirement system group, the opportunity of paying the Social Security tax.

SECTION 3. The Mayor is authorized and directed to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees as provided in Section 1.

SECTION 4. If the referendum is favorable, the coverage of eligible employees shall be effective as of September 1, 2021.

SECTION 5. Withholdings from salaries or wages of employees for the purposes provided in Section 1 of this Resolution are hereby authorized to be made in the amounts and at such times as may be required by applicable State and Federal laws and regulations, and shall be paid to the Internal Revenue Service, in such amounts and at such times as are designated in IRS Code 3121(b)(7)(E) and 3126.

SECTION 6. Employer contributions shall be paid from amounts appropriated for such purposes to the Internal Revenue Service in accordance with applicable Federal laws.

SECTION 7. The City of Shelton shall maintain such records and submit such reports as may be

required by applicable State and Federal laws or regulations.

SECTION 8. This resolution shall take effect and be in full force from and after its passage.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton that the City Manager is authorized to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of LEOFF, subject to a referendum in favor of voluntary Social Security Coverage.

Passed by the City Council at its regular meeting held on the 18th day of May 2021.

Mayor Dorcy

ATTEST:

City Clerk Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 04/06/2021
Brief Date: 04/2020/21
Action Date: 05/04/2021

Department: **Community Development**
Presented By: **Mark Ziegler, Director**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

- | | |
|--|-------|
| <input type="checkbox"/> Dept. Head | _____ |
| <input type="checkbox"/> Finance Director | _____ |
| <input checked="" type="checkbox"/> Attorney | _____ |
| <input checked="" type="checkbox"/> City Clerk | _____ |
| <input checked="" type="checkbox"/> City Manager | _____ |

PROGRAM/PROJECT TITLE:

Shelton Skate Park ILA

ATTACHMENTS:

ILA

- | | |
|-------------------------------------|------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | Other |

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Shelton Skate Park, located on Shelton School District property, was operated by Mason County until a request by the County to the then City Commission, to take over operation in 2014. At that time, a Memorandum of Understanding (MOU) was executed to outline a cooperative approach to manage, maintain and explore future replacement of the skate park with Mason County. The County provides staff support for repairs and \$5,000 annually to offset costs of maintenance. The District provides the property.

Legal counsel has recommended entering into an Interlocal Agreement (ILA) rather than renewing the existing MOU, as the ILA is a legally binding document and provides assurances in each parties' responsibilities, which remain essentially the same as the former MOU outlined.

The ILA has been approved by the Mason County Commission and is in-process with the Shelton School District.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

The annual operation costs are estimated to be between \$5,000 - \$10,000 depending on necessary repairs.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move to approve the Shelton Skate Park Interlocal Agreement with Mason County and the Shelton School District and authorize the City Manager to sign on behalf of the City."

INTERLOCAL AGREEMENT REGARDING SHELTON SKATE PARK OPERATION

The Parties, the City of Shelton ("City"), Mason County ("County"), and the Shelton School District ("District") enter into this Agreement under RCW 39.34.030, concerning operation of the Shelton Skate Park.

WHEREAS, the Shelton Skate Park, located at 110 Wallace Kneeland Boulevard, occupies property owned by the Shelton School District; and

WHEREAS, in 2014 the City agreed to take on the responsibility of operating the Skate Park from the Mason County Parks and Trails Department; and

WHEREAS, the Parties wish to enter into this Agreement to clarify and extend each Party's responsibilities with regard to the Skate Park; and

WHEREAS, all the Parties are authorized by State law to enter into interlocal agreements for cooperative performance of duties.

NOW, THEREFORE, the Parties agree as follows:

LEASE OF SCHOOL DISTRICT PROPERTY-

The District and City will extend the existing lease agreement, which transfers use of the Skatepark property to the City, for an additional five years. The terms of the ground lease shall be set forth in the separate Lease Agreement.

RESPONSIBILITY FOR OPERATIONS

The City shall be responsible for operating the Skatepark, including as-needed maintenance.

COUNTY SUPPORT OF OPERATIONS

The County shall contribute up to but not exceeding five thousand dollars (\$5,000) annually for operations expenses. The County shall provide staff expertise on an as-needed basis for purposes such as structure and ramp repairs.

REBUILD OR DEVELOPMENT OF NEW PARK

The City and County shall mutually pursue grant opportunities and engage in other efforts, including community fundraising, either to rebuild of the Skatepark at its current location, or to develop a new Skatepark at an alternative location. The Parties anticipate the City will assume operational responsibilities if a new Skatepark is developed. If needed, the Parties will execute an amended or new Interlocal Agreement to govern relative responsibilities for a rebuilt or new Skatepark. The City and the County agree that if, by the end of the five-year lease, funding has not

been raised to either re-build or re-locate the Skatepark, the City and the County may negotiate an extension to this Agreement. Alternatively, the Parties may agree to jointly close and decommission the Skatepark.

DECOMMISSIONING OF EXISTING SKATEPARK

If, at any time within the term of this Agreement or following expiration, the Parties mutually agree not to continue the Skatepark at the existing location, the fixtures shall be removed and the grounds restored to a condition agreeable to the District, with costs of removal and restoration split 50/50 between the City and the County.

TERM

The term of this Agreement shall commence immediately upon signatures of all Parties and continue in effect for a period of five years, unless terminated earlier.

COMMUNITY CLEAN-UP

The City and County shall cooperate in organizing community groups for maintenance and clean-up of the Skatepark as needed.

INSURANCE AND INDEMNITY

The City shall maintain property and liability insurance for the Skatepark in accordance with its customary coverages and limits. The City shall defend, indemnify, and hold the other Parties harmless from all claims, actions, and judgments arising from the City's operation of the Skatepark, except for claims arising from the negligence or intentional actions of the other Parties.

TERMINATION

Any Party may terminate its participation in this agreement with a minimum 180 days prior written notice to the other parties, and in accordance with the termination provisions of the Lease Agreement. Provided, however, that if the County's decision to terminate its participation in this Agreement results in closure of the Skatepark or termination of the City's Lease with the District, the County and City shall share equally in the cost of any removal of improvements and site restoration that needs to be performed.

NO SEPARATE LEGAL ENTITY

By executing this Agreement, the Parties do not intend to form a separate legal entity.

EFFECTIVE DATE

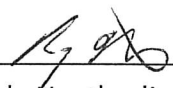
This agreement shall be in full force and effect upon approval by the City, County and District officials signing below on behalf of all the Parties, following approval by each Party's governing body in an open public meeting.

ELECTRONIC POSTING

Consistent with RCW 39.34.040, publication of this Agreement shall be achieved by posting the Agreement electronically on the City's website.

Dated this _____ day of _____, 2021

MASON COUNTY

By  3/2/21
Randy Neatherlin, Chair Board of County Commissioners
CITY OF SHELTON

By: _____
Jeff Niten, City Manager

SHELTON SCHOOL DISTRICT

By _____



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 03/22/2021
Brief Date: 05/04/20/21
Action Date: 05/04/2021

Department: **Executive**
Presented By: **Jeff Niten, City Manager**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

- | | | |
|-------------------------------------|------------------|-------|
| <input type="checkbox"/> | Dept. Head | _____ |
| <input type="checkbox"/> | Finance Director | _____ |
| <input checked="" type="checkbox"/> | Attorney | _____ |
| <input checked="" type="checkbox"/> | City Clerk | _____ |
| <input checked="" type="checkbox"/> | City Manager | _____ |

PROGRAM/PROJECT TITLE:
SC Johnson MOU
ATTACHMENTS:
MOU

- | | |
|-------------------------------------|------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | Other |

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

City staff is working with Mason County, Mason County Garbage and SC Johnson to initiate a program to facilitate recycling of plastic film on two garbage routes in the city, which include approximately 900 residential households.

SC Johnson will provide funding for a container to be located at the Mason County Garbage site, and will provide 20-gallon containers, with lids, for households to hold plastic film for recycling.

This program will last approximately 6 months, and has an indeterminate start date at this time. The MOU only obligates the City to promote the program via our social media platforms and web site.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

There are no known or anticipated financial liabilities for the city.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move to approve the MOU and direct the City Manager to sign the agreement."

April XX, 2021

ADDRESSEE
ADDRESS
CITY, ST ZIP

Re: Letter Agreement relating to Plastic Film Recycling Pilot Program

Dear NAME:

This letter agreement ("**Agreement**") sets out the principal terms of a curbside plastic film recycling program being considered by S. C. Johnson & Son, Inc. ("**Johnson**"), the City of Shelton, Washington, ("**Shelton**") and Mason County, Washington ("**Mason**"). The curbside plastic film recycling program is referred to as the "**Pilot Program**" and Johnson, Shelton and Mason are referred to collectively as the "**Parties**" and each, individually, as a "**Party**".

1. Pilot Program:

The Pilot Program will be initiated upon mutual agreement, in writing and signed by all Parties, to a statement of duties, deliverables, cost, and timing sufficient to clearly set forth the expectations of the Parties with respect to the Pilot Program ("**Pilot Program Project Description**"). The initial draft Pilot Program Project Description is set forth on Exhibit A attached hereto.

Should the Pilot Program Project Description and this Agreement conflict in any way or should the Pilot Program Project Description contain additional terms not explicitly referred to in this Agreement as terms that may be in a Pilot Program Project Description, this Agreement will govern and any such additional terms will have no effect, unless the Pilot Program Project Description includes an explicit statement that the parties intend it to supersede this Agreement, specifically identifying this Agreement.

Heather Berlinski of Johnson will act as the Johnson contact person for the purpose of coordinating activities under this Agreement. If Johnson designates some other person to act as its contact person, Shelton and Mason will be notified in writing.

2. Term and Termination: This Agreement will commence on the date this agreement is signed by both parties and terminate on the date of completion of Shelton's and Mason's data reporting obligations set forth in Exhibit A, subject to early termination of this Agreement by any of the Parties. Any party may, by providing the other Parties thirty days' written notice, terminate this Agreement at any time. If Johnson so terminates or halts work, Johnson will be obligated to pay those fees and expenses that Johnson is to pay under Section 3, to the extent that they have been actually earned, incurred, or irretrievably committed by the date of Johnson's notice to terminate or halt work. If Shelton or Mason so terminates this Agreement, Johnson shall have no obligation to pay or reimburse Shelton and Mason, as applicable, for expenses incurred after the date of the termination notice.
3. Fees, Expenses, and Payments: For each Project, Johnson will pay for the services, expenses, equipment and materials ("**Johnson Financial Commitments**") specified in the Pilot Program Project Description. Unless otherwise provided in the Pilot Program Project Description undisputed invoices will be paid under the following payment terms, net sixty (60) days from receipt of the corresponding invoice. If this Agreement is terminated or work under a Pilot Program Project Description is halted for reasons other than for breach, Johnson shall pay for the portions of the Johnson Financial Commitments that is due up to the date of termination. Shelton and Mason will each pay any income, self-employment, or other taxes due on any of the Johnson Financial Commitments. No taxes will be withheld by Johnson.
4. Confidential Information: All information relating to the Pilot Program that is or has been disclosed to Shelton and/or Mason by Johnson or on Johnson's behalf, as well as information that Shelton and/or Mason develops as a result of this Agreement, will be "Confidential Information," subject to the limitations of this Agreement. Johnson employees are not authorized to receive any of Shelton's or Mason's confidential information under this Agreement. Accordingly, any information received from Shelton or Mason will be treated as non-confidential.
 - A. Limitations on Disclosure and Use of Confidential Information. Neither Shelton nor Mason will disclose Johnson's Confidential Information to any third party, except as permitted by this Agreement or the advance written consent of Johnson, or use or reproduce any Confidential Information for any purpose other than to carry out the Pilot Program.
 - B. Exclusions. Information will not be considered Confidential Information if it can be shown to have been:
 - i. Rightfully in Shelton's or Mason's possession prior to the date of Johnson's disclosure to Shelton or Mason,
 - ii. Available to the public prior to the date of Johnson's disclosure to Shelton or Mason or to have become available to the public after Johnson's disclosure without any unauthorized act or omission by Shelton or Mason,

- iii. Disclosed to Shelton or Mason prior to or subsequent to the disclosure by Johnson without restriction by a third party who had a right to disclose and was not under an obligation of confidence to Johnson, or
 - iv. Independently developed by Shelton or Mason by a person having no access to the Confidential Information as evidenced by written records or other tangible evidence.
- C. No Disclosure. Shelton and Mason each agree not to disclose to third parties the existence or the terms of this Agreement or the Pilot Program Project Description without the prior written consent of Johnson. In addition, Shelton and Mason each agree not to use any reference to Johnson or its products or trademarks, including but not limited to its logos, in their advertising, web page, or other materials given or exposed to third parties without Johnson's express prior written permission granted by a Johnson officer.
- D. Term of Confidentiality and Non-Use Obligations. The obligations of confidentiality and non-use contained herein will continue for five years following the termination date of this Agreement.

5. Third Parties' Property; Shelton and Mason Warranties: Shelton and Mason each represent and warrant that its entering into this Agreement and performance for Johnson under this Agreement will not constitute a breach of any obligations that it has to any third party. Shelton and Mason each represent and warrant that it is authorized to fulfill its obligations as may be provided for in a Pilot Program Project Description without any additional consents or approvals. Neither Shelton nor Mason shall disclose to Johnson or use for Johnson's benefit any information that it knows or believes is third party proprietary or confidential information.
6. Intellectual Property: "Intellectual Property" means any invention, whether patentable or not, including but not limited to compositions, formulas, designs, products, and methods, together with any data, and any know-how, trade secret, and other intellectual property, and any Intellectual Property that Shelton and/or Mason conceives or makes during and as a part of their performance under this Agreement will be "Pilot Program Intellectual Property".

Pilot Program Intellectual Property will be the exclusive property of Johnson, and Shelton and Mason each hereby assign, transfer, and release to Johnson all of its respective rights in and to all Pilot Program Intellectual Property free and clear of any lien, encumbrance or any other right or interest of any other person or entity. Shelton and Mason are each hereby granted a non-exclusive, non-transferable, perpetual license to use any and all Pilot Program Intellectual Property.

7. Independent Contractor: Shelton and Mason are each an independent contractor and will not be a Johnson employee or agent for any purpose. Neither Shelton nor Mason will have any right nor will Shelton or Mason attempt to obligate Johnson to third parties in any way without Johnson's prior specific and express written approval. Neither Shelton

nor Mason will communicate with third parties regarding matters involving Johnson and this Agreement without Johnson's approval. If Johnson approves any such communications with third parties, Shelton or Mason, as the case may be, will make it clear that it is working in the capacity of an independent contractor rather than as a Johnson employee or agent.

8. General Provisions:

- A. Sub-Contractors: Neither Shelton nor Mason will engage anyone other than its own employees to perform any services for Johnson under this Agreement.
- B. Assignment. This Agreement may not be assigned by Shelton or Mason without the prior written consent of Johnson.
- C. Governing Law. This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of Washington, United States of America, without giving effect to any choice of law, conflict of law or other rules or provisions (whether of such jurisdiction or any other jurisdiction) that would cause the application of the laws of any other jurisdiction.
- D. No Third-Party Beneficiaries. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this Agreement.

[Signature page immediately follows.]

Please indicate Johnson and Shelton and Mason's acceptance of this Agreement by having the enclosed duplicate original signed by a person who, by signing, also personally warrants his or her authority to bind Johnson and Shelton and Mason. Then return one original to me. For convenience, we can exchange signatures electronically by fax or e-mailed .pdf files, thus putting the Agreement into effect. If we do so, any subsequent paper copies signed will serve only to confirm the Agreement established by the electronically-exchanged signatures.

Sincerely,

S. C. Johnson & Son, Inc.

By: _____

Name: _____

Title: _____

Accepted:

Shelton

By: _____

Date: _____

Name: _____

Title: _____

Mason

By: _____

Date: _____

Name: _____

Title: _____

EXHIBIT A

[DRAFT PILOT PROGRAM PROJECT DESCRIPTION]

SC Johnson, the City of Shelton, and Mason County have come together to collaborate on instituting the City of Shelton and Mason County Curbside Recycling Collection of Plastic Film Pilot Program to last for six months beginning on June [REDACTED], 2021 (*Pilot Start Date*) and ending on December [REDACTED], 2021 (*Pilot End Date*).

SC Johnson, the City of Shelton, and Mason County reached an agreement on [REDACTED] (*Date of Signing*) that as part of its curbside recycling program, the City of Shelton will collect bagged plastic film—including dry plastic grocery bags, Ziploc® brand food storage bags, dry-cleaning bags, and other flexible plastic wrap—as a recycling item once a month. Below are the terms each party will be responsible for:

- Collection
 - The City of Shelton agrees to include plastic film as an accepted item within its existing curbside recycling program on a trial, pilot program basis beginning in June 2021, for a six-month period, for 2 residential pick-up routes (approximately 900 residential households)
 - The City of Shelton will coordinate with their hauler, Waste Connections, to facilitate a monthly Wednesday pick-up for households on their 1-16R and 3-16R routes. Plastic film pick-up for 1-16 R will occur on the first Wednesday of the month and pick-up for 3-16R will occur on the third Wednesday of the month.
 - SC Johnson agrees to provide funding for the labor and truck costs associated with pick-up not to exceed \$8,640.
- Storage Container
 - SC Johnson agrees to provide funding to Mason County for a designated “plastic film” storage container for usage at the transfer facility which will serve as a drop-off location for plastic film once it is collected from the curbside. Mason County and SC Johnson will reach an agreement on purchasing or leasing the storage container for a value not to exceed \$2,000.
- Residential Collection Bins
 - SC Johnson agrees to provide City of Shelton with up to 900 20-gallon containers, starting with an initial purchase of 270 containers, fit for automated pick-up, imprinted with a recycling label approved by the City of Shelton. The containers will be stored by the City of Shelton and provided to residents who opt-in to participate in the recycling program.
- Marketing Materials
 - The City of Shelton agrees to display SC Johnson-provided “Recycling Announcement” materials on the City of Shelton’s main and waste management websites, Facebook page, and other necessary marketing outlets as well as on

printed materials including a postcard. These materials will be designed and created by SC Johnson, subject to the approval of the City of Shelton.

- SC Johnson will draft a press release announcing the program and share with the City of Shelton and Mason County for approval.
- Digital Materials
 - Announcement – The City of Shelton agrees to post “Recycling Announcement” on main or designated waste management website detailing the pilot program using promotional materials provided by SC Johnson. The City of Shelton also agrees to educate residents of the updates to the recycling program, and update list of accepted/non-accepted recyclables on designated waste management website.
- Print Marketing
 - SC Johnson will design, create, and fund up to \$1,300 for a postcard and/or other flyers announcing the pilot program. This will include the printing and mailing of 2 waves of postcards to 900 households in the City of Shelton. The first phase of post cards will be sent one month prior to the first pickup, and the second phase of post cards will follow up two weeks after.
 - SC Johnson will provide printer-ready versions of the postcards and/or other flyers to the City of Shelton, who will submit the order to their local vendor and provide SC Johnson with a complete price quote prior to order fulfillment.
- Transportation to Merlin Plastics
 - SC Johnson agrees to fund transportation and costs associated with drop off of the material from Mason County to the end market, Merlin Plastics, not to exceed \$1,500.
 - Mason County agrees to transport the pilot program material up to two times to Merlin Plastics in a county provided vehicle.
- Data Sharing
 - After the first 3 months of collection, the City of Shelton and Mason County agree to meet with SC Johnson and Waste Connections to assess the progress of the pilot and its future.
 - The City of Shelton agrees to collect and share the below sets of data with SC Johnson at the conclusion of the pilot program
 - The amount of plastic film that entered the recycling stream from the year prior to the pilot program, June 1, 2020 – May 31, 2021, if available
 - The amount of plastic film being sent to the landfill from the year prior to the pilot program, June 1, 2020 - May 31, 2021, if available
 - The full amount of recycling materials collected from the year prior to the pilot program, June 1, 2020 - May 31, 2021, if available
 - The amount of plastic film collected each month during the curbside recycling pilot program
 - The amount of plastic film that is collected for the entire duration of the pilot program

- The dates the City of Shelton and Mason County sent loads of plastic film to end market purchaser, and the amount of plastic film sent to the end market purchaser.
- Cost analysis of the addition of plastic film to the City of Shelton's recycling curbside collection:
 - Total amount the City of Shelton spent on recycling the year prior to the pilot program, from June 1, 2020 - May 31, 2021
 - Total cost the City of Shelton spent on landfilling the year prior to the pilot program, from June 1, 2020 - May 31, 2021
 - Total amount the City of Shelton spent on recycling during the pilot program, from June [REDACTED], 2021 (*Pilot Start Date*) December [REDACTED], 2021 (*Pilot End Date*)
 - Dollar amount per pound of plastic film the City of Shelton collected from end market purchaser throughout the duration of the pilot program, at the time of drop-off.