



Shelton City Council
Meeting Agenda
July 20, 2021 at 6:00 p.m.
Civic Center

A. Call to Order

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

B. Council Reports

C. Consent Agenda (Action)

1. Payroll warrants numbered 7087 through 7128 and 7129 through 7228. Warrants 104776 through 104797 in the amount of \$778,134.15
2. Payroll warrants numbered 3896 and 7229 through 7272 and 7273 through 7372. Warrants 105087 through 105107 in the amount of \$757,533.85
3. Vouchers numbered 105279 through 105322 in the total amount of \$80,645.52
4. Vouchers numbered 105351 through 105392 in the total amount of \$51,210.94
5. Voucher number 105393 in the amount of \$10,317.52
6. Shelton Veterans Village Status Update – June 24, 2021
7. Monthly Financial Status Report
8. Minutes:
 - Study Session of April 2, 2019
 - Study Session of December 3, 2019
 - Study Session of October 6, 2020
9. LTAC Confirmation Letters

D. Presentations

1. Shelton-Mason County Chamber of Commerce 2nd Quarter LTAC Report – Presented by Heidi McCutcheon

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

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

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

1. Public Hearing Ordinance No. 1972-0621 Sewer Averaging for Summer Consumption – Presented by Finance Director Aaron BeMiller
2. Resolution No. 1204-0621 Storm Drainage Charges for Commercial Accounts – Presented by Finance Director Aaron BeMiller
3. Resolution No. 1203-0621 EM&R Roller Surplus – Presented by Public Works Director Jay Harris

G. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1202-0621 Park Street Overlay Project Award – Presented by City Engineer Ken Gill

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – August 3, 2021 at 6:00 p.m.

K. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: masonwebtv.com

The public can provide comments virtually by:

Email: jeff.niten@sheltonwa.gov (before 5:00 p.m. the day of the meeting)

Telephone: (360) 968-9004

Your comments will be relayed directly to the Council.



2021 Looking Ahead

(Items and dates are subject to change)

| | | | |
|-------------------------|-----------------|---|--|
| Fri. 7/23 9:00 a.m. | Council Retreat | N/A | N/A |
| Tues. 8/3 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"> Water Comprehensive Plan Update <p>Business Agenda</p> <ul style="list-style-type: none"> Surplus Property Public Hearing Ordinance No. 1963-1220 Franchise Agreement – PUD #3 Public Hearing Ordinance No. 1973-0621 Updating SMC 8.08 MOU with Waste Connections – Updating Administrative Provisions <p>Action Agenda</p> <ul style="list-style-type: none"> Ordinance No. 1972-0621 Sewer Averaging for Summer Consumption Resolution No. 1203-0621 EM&R Roller Surplus Resolution No. 1204-0621 Storm Drainage Charges-Commercial Discount <p>Administration Report</p> <ul style="list-style-type: none"> | Packet Items Due: Fri. 7/23 – 5:00 p.m. |
| Tues. 8/17 6:00 p.m. | Regular Meeting | <p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes June Financial Status Report <p>Presentations</p> <ul style="list-style-type: none"> Western Gateway Project Update Civic Center Parking Lot Project Update <p>Business Agenda</p> <p>Action Agenda</p> <ul style="list-style-type: none"> Surplus Property Ordinance No. 1963-1220 Franchise Agreement – PUD #3 Ordinance No. 1973-0621 Updating SMC 8.08 MOU with Waste Connections – Updating Administrative Provisions <p>Administration Report</p> <ul style="list-style-type: none"> | Packet Items Due: 8/6 – 5:00 p.m. |
| Tues. 9/7 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"> | Packet Items Due: 8/27 – 5:00 p.m. |

| | | | |
|--------------------------|-----------------|--|---------------------------------------|
| | | Business Agenda <ul style="list-style-type: none"> • Resolution No. 1186-1220 Surplus Computer Equipment • 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"> • | |
| Tues. 9/21 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: 9/10 – 5:00 p.m. |
| Tues. 9/21 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • July 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"> • Resolution No. 1186-1220 Surplus Computer Equipment • Ordinance No. 1968-0321 Water Comp Plan Adoption Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 9/10 – 5:00 p.m. |
| Tues. 10/5 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"> • LTAC Grant Recommendations Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 9/24 – 5:00 p.m. |
| Tues. 10/19 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • August 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"> • LTAC Grant Recommendations Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 10/8 – 5:00 p.m. |

| | | | |
|--------------------------|-----------------|---|--|
| | | <ul style="list-style-type: none"> • | |
| Tues. 11/2 6:00 p.m. | Regular Meeting | <ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Presentations • Business Agenda • Action Agenda • Administration Report • | Packet Items Due: 10/22 – 5:00 p.m. |
| Tues. 11/16 6:00 p.m. | | <ul style="list-style-type: none"> • Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • September Financial Status Report • Presentations • Business Agenda • Action Agenda • Administration Report • | Packet Items Due: 11/5 – 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 within payroll warrants numbered 7087 through 7128 and 7129 through 7228. Warrants 104776 through 104797 in the amount of \$778,134.15 and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 29th of June, 2021.


Administrative Services Director

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

Signed this _____ of _____, 2021.

Mayor Dorcy

Deputy Mayor Peterson

Councilmember Boad

Councilmember Fiess

Councilmember McDowell

Councilmember Onisko

Councilmember Schmit

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described within payroll warrants numbered 3896 and 7229 through 7272 and 7273 through 7372. Warrants 105087 through 105107 in the amount of \$757,533.85 and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 29th of June, 2021.


Administrative Services Director

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

Signed this _____ of _____, 2021.

Mayor Dorcy

Deputy Mayor Peterson

Councilmember Boad

Councilmember Fiess

Councilmember McDowell

Councilmember Onisko

Councilmember Schmit

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 105279 through number 105322 in the total amount of \$80,645.52 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 15th of July, 2021.

Deirdre Schnitz 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

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 105351 through number 105392 in the total amount of \$51,210.94 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 7th of July, 2021.

Deni Schmitz Accounting Manager
For 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

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein vouchers numbered 105393 in the amount of \$10,317.52 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 8th of July, 2021.


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

Shelton Veterans Village

6/24/2021 Status Updates

Next Meeting: 9:00 AM, Thursday July 8 via Zoom.

| Via Email To: | <i>Jaycie Osterberg; Garner Miller; Dan Campbell; Michelle Hallen; Kelsey Johnston; Alberto Del Toro; Chris Merritt</i> | |
|----------------------|--|--|
| Entity | Notes | Action |
| Olympic Engineering | <ul style="list-style-type: none">Exchanging Civil plan comments with Forma & City of Shelton.City requires private fire hydrant line. Quixote must annually flush & certify backflow valve.Requested in-street taps permit. | <ul style="list-style-type: none">Responding to City questions.Coordinating with Forma & indieDwell on sitework. |
| MSGS Architecture | <ul style="list-style-type: none">Updating Community Building plans with Forma & OlyEng for City of Shelton.Updating ESES binder. | <ul style="list-style-type: none">Resubmit permit set with updated elec svc & grease trap. |
| Quixote Communities | <ul style="list-style-type: none">To monitor City of Shelton dirt pile. Note that Shelton's substitute location is small. Will dirt stockpile fit? Must export grubbed site soil & import topsoil.Mason Co. Cons. Dist. follow-up on grants & direct donations (TDC impact).Comm. Bldg.: delete vestibule doors, fireplace & use sealed concrete flooring. | <ul style="list-style-type: none">Pursue cottage construction donations at production contract (paint, flooring, toilets, sinks).Onsite work donations: paint, roofing, landscaping, flooring, gutters, toilets, appliances, pedestal sinks.Establish Mason Co. Cons. Dist. primary contact. |
| Forma Construction | <ul style="list-style-type: none">Working with indieDwell on scope of onsite connections.Sterling Green is excavation low bid.Reliable Elec update for 1,000 amp svc.Recommend competitive bid landscape work if Consv. Dist. can't donate/grant.City requirements & new work adds \$184K to sitework price. | <ul style="list-style-type: none">Sending \$2,200 redesign invoice for City-required elec. service change.ROW stubs viability & unique const. contract. Recommend purity & pressure test <u>then</u> repave.Refining onsite scope of work & pricing. |
| indieDwell | <ul style="list-style-type: none">Est. 90-120 days between contract & production start. Address donations in production contract. | <ul style="list-style-type: none">Updating permit set for Dan/Garner.Sending draft onsite responsibility matrix. Finalize after plans done. |

| | | |
|------------------------------------|---|--|
| | | <p>Kelsey plans indieDwell, Forma & MSGS meeting.</p> <ul style="list-style-type: none"> • • Provide pricing ASAP. |
| Mason County Conservation District | <ul style="list-style-type: none"> • Update landscape plan to expand scope for topsoil, amendments, & hydroseed to include all excavated areas. • Donate/grant work/labor direct to project. Helps meet cost cap. | <ul style="list-style-type: none"> • Seek responsible staff after Katrinka departs. |
| Community Frameworks | <ul style="list-style-type: none"> • Help coordinate taps before July 19 chip sealing. | <ul style="list-style-type: none"> • Help execute water/sewer taps contract. • Help execute elec redesign cost increase. |

May 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview

| | 2021 Budget | 2021 thru May | 2021 Est Actual | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|------------------------------------|----------------|------------------|--------------------|--|--|
| Revenues | 12,283,920 | 5,912,682 | 12,737,720 | 453,800 | 3.7% |
| Expenditures | 12,283,920 | 4,706,822 | 11,687,150 | 596,770 | 4.9% |
| Net Revenues Less Expenditures | - | 1,205,860 | 1,050,570 | 1,050,570 | |
| Beginning Fund Balance | 4,853,568 | | 4,853,568 | | |
| Ending Fund Balance | 4,853,568 | | 5,904,138 | | |
| <u>Ending Fund Balance Detail:</u> | | | | | |
| General Fund Reserves | 4,853,568 | | 5,904,138 | | |
| | 39.5% | | 48.1% | | |

Summary

2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2020 amounts included in this report are unaudited.

Analysis through May shows an overall positive budget variance of \$1.0 million.

General Fund Reserves are estimated to end the year at \$5.9 million, or 48.1% of 2021 budgeted expenditures.

Revenue Overview

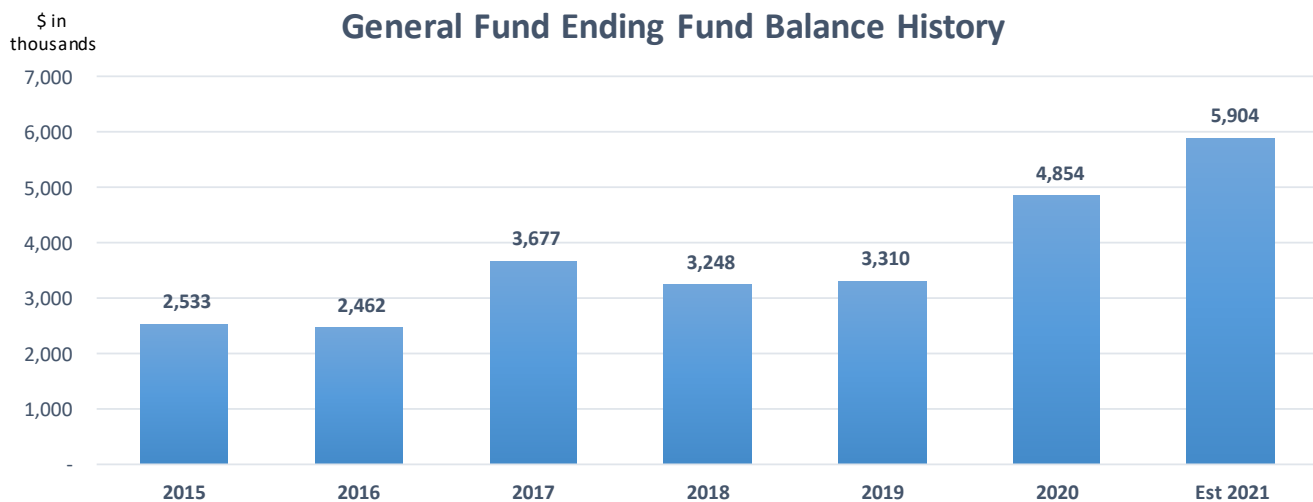
Revenues are currently estimated to end the year approximately \$454 thousand (3.7%) higher than budgeted, which is significantly due to sales tax and business and occupation taxes.

Expenditure Overview

Expenditures are currently estimated to end the year approximately \$597 thousand (4.9%) lower than budgeted.

Required Ending Fund Balance Calculation

| | |
|---|------------|
| Budgeted Expenditures for 2021 (from above) | 12,283,920 |
| | 20.00% |
| 20% GF Ending Fund Balance | 2,456,784 |



May 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Revenues

| Revenue Categories | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|----------------------------|-------------------|------------------|---------------------|--|--|
| Taxes: | | | | | |
| Property | 2,486,070 | 1,430,916 | 2,486,070 | - | 0.0% |
| Sales & Use | 2,867,240 | 1,362,172 | 3,269,220 | 401,980 | 14.0% |
| City Utility | 1,127,000 | 495,380 | 1,188,910 | 61,910 | 5.5% |
| Non-City Utility | 1,239,200 | 559,108 | 1,279,470 | 40,270 | 3.2% |
| Business & Occupation | 733,640 | 476,641 | 908,100 | 174,460 | 23.8% |
| Other | 35,220 | 16,730 | 33,610 | (1,610) | -4.6% |
| Licenses & Permits | 285,100 | 122,767 | 273,870 | (11,230) | -3.9% |
| Intergovernmental Revenue | 423,520 | 215,869 | 483,260 | 59,740 | 14.1% |
| Charges for Goods/Services | 2,818,140 | 1,138,228 | 2,588,790 | (229,350) | -8.1% |
| Fines and Penalties | 102,300 | 32,318 | 90,290 | (12,010) | -11.7% |
| Miscellaneous Revenue | 166,490 | 62,553 | 136,130 | (30,360) | -18.2% |
| Total Revenues | 12,283,920 | 5,912,682 | 12,737,720 | 453,800 | 3.7% |

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

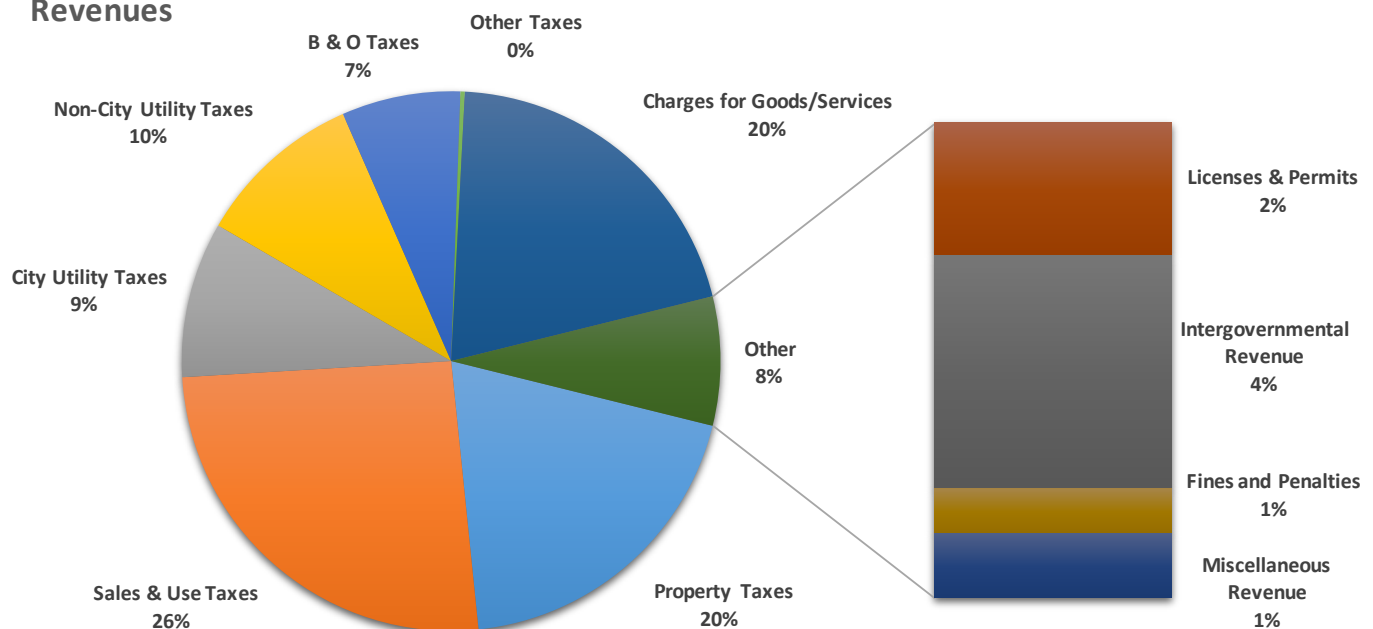
Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% and \$75,000.

Variance Notes

Sales & Use Tax: Estimated to be \$401,980 or 14.0% over budget based on collections to date. The reason is that we budgeted sales tax in 2021 to match our 2020 COVID estimate which was low.

Business & Occupation Taxes: Estimated to be \$174,460 or 23.8% over budget.

2021 Estimated General Fund Revenues



May 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Expenditures

| Department | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|---|-------------------|------------------|---------------------|--|--|
| Administrative Services | | | | | |
| Human Resources | 276,180 | 111,275 | 275,880 | 300 | 0.1% |
| Information Technology | 250,430 | 130,917 | 304,270 | (53,840) | -21.5% |
| Risk Management | 107,700 | 66,025 | 120,310 | (12,610) | -11.7% |
| City Clerk | 215,800 | 85,472 | 203,120 | 12,680 | 5.9% |
| City Council | 104,840 | 42,039 | 100,400 | 4,440 | 4.2% |
| City Manager | | | | | |
| City Manager | 405,840 | 166,887 | 398,820 | 7,020 | 1.7% |
| Legal | 456,580 | 112,352 | 299,380 | 157,200 | 34.4% |
| Detentions/Corrections-Contract | 414,170 | 117,083 | 348,190 | 65,980 | 15.9% |
| Community Dev, Parks, Facilities | | | | | |
| Civic Center Activities | 69,190 | 24,089 | 57,450 | 11,740 | 17.0% |
| Community Development | 568,130 | 230,238 | 576,180 | (8,050) | -1.4% |
| Facility Services | 552,680 | 202,992 | 507,490 | 45,190 | 8.2% |
| Parks & Recreation | 580,600 | 186,784 | 526,290 | 54,310 | 9.4% |
| Finance | 1,050,800 | 479,833 | 1,030,420 | 20,380 | 1.9% |
| Fire & Emergency Services | 1,507,280 | 660,620 | 1,573,770 | (66,490) | -4.4% |
| Municipal Court | 576,860 | 224,437 | 528,530 | 48,330 | 8.4% |
| Non-Departmental | 1,016,290 | 97,130 | 787,320 | 228,970 | 22.5% |
| Police | 3,489,990 | 1,507,970 | 3,446,090 | 43,900 | 1.3% |
| Public Works | 640,560 | 260,680 | 603,240 | 37,320 | 5.8% |
| Total Expenditures | 12,283,920 | 4,706,822 | 11,687,150 | 596,770 | 4.9% |

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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% and \$75,000.

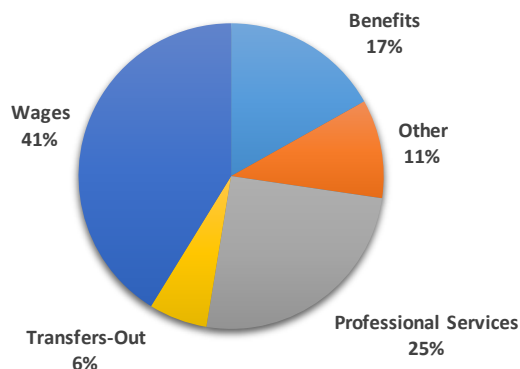
Variance Notes

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

Legal: Legal counsel and prosecutor expenditures estimated to be below budget.

Non-Departmental: Current estimate does not include a transfer-out to firefighter's pension fund in 2021 of \$121,220 and the transfer-out estimate to payroll benefits fund is \$107,750 lower than budget.

2021 Estimated General Fund Expenditures



May 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Year-to-Year

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 thru May | 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 | 1,430,916 | 2,486,070 |
| Sales & Use | 3,359,505 | 3,195,310 | 2,867,240 | 1,362,172 | 3,269,220 |
| City Utility | 797,785 | 1,182,935 | 1,127,000 | 495,380 | 1,188,910 |
| Non-City Utility | 1,120,002 | 1,138,999 | 1,239,200 | 559,108 | 1,279,470 |
| Business & Occupation | 738,850 | 810,806 | 733,640 | 476,641 | 908,100 |
| Other | 51,763 | 42,140 | 35,220 | 16,730 | 33,610 |
| Licenses & Permits | 355,352 | 344,354 | 285,100 | 122,767 | 273,870 |
| Intergovernmental Revenue | 741,394 | 1,181,568 | 423,520 | 215,869 | 483,260 |
| Charges for Goods/Services | 2,881,716 | 2,968,830 | 2,818,140 | 1,138,228 | 2,588,790 |
| Fines and Penalties | 121,146 | 85,070 | 102,300 | 32,318 | 90,290 |
| Miscellaneous Revenue | 283,785 | 281,387 | 166,490 | 62,553 | 136,130 |
| Total Revenues | 12,846,171 | 13,726,434 | 12,283,920 | 5,912,682 | 12,737,720 |
| Expenditures | | | | | |
| Administrative Services | | | | | |
| Human Resources | 244,553 | 259,988 | 276,180 | 111,275 | 275,880 |
| Information Technology | 234,709 | 811,857 | 250,430 | 130,917 | 304,270 |
| Risk Management | 189,897 | 95,234 | 107,700 | 66,025 | 120,310 |
| City Clerk+ | 37,837 | 69,707 | 215,800 | 85,472 | 203,120 |
| City Council | 231,757 | 161,137 | 104,840 | 42,039 | 100,400 |
| City Manager | | | | | |
| City Manager | 381,449 | 429,282 | 405,840 | 166,887 | 398,820 |
| Legal | 392,309 | 315,307 | 456,580 | 112,352 | 299,380 |
| Detentions/Corrections-Contract | 365,356 | 331,015 | 414,170 | 117,083 | 348,190 |
| Community Dev, Parks, Facilities | | | | | |
| Civic Center Activities | 47,014 | 44,892 | 69,190 | 24,089 | 57,450 |
| Community Development | 523,664 | 551,607 | 568,130 | 230,238 | 576,180 |
| Facility Services | 563,586 | 516,129 | 552,680 | 202,992 | 507,490 |
| Parks & Recreation | 410,472 | 376,383 | 580,600 | 186,784 | 526,290 |
| Finance | 933,224 | 939,517 | 1,050,800 | 479,833 | 1,030,420 |
| Fire & Emergency Services | 1,447,313 | 1,626,514 | 1,507,280 | 660,620 | 1,573,770 |
| Municipal Court | 462,291 | 498,380 | 576,860 | 224,437 | 528,530 |
| Non-Departmental | 2,519,557 | 1,019,695 | 1,016,290 | 97,130 | 787,320 |
| Police | 3,072,032 | 3,451,151 | 3,489,990 | 1,507,970 | 3,446,090 |
| Public Works | 737,915 | 671,052 | 640,560 | 260,680 | 603,240 |
| Total Expenditures | 12,794,935 | 12,168,845 | 12,283,920 | 4,706,822 | 11,687,150 |
| + 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 | - | 1,205,860 | 1,050,570 |
| Ending Fund Balance | 3,295,980 | 4,853,568 | 4,853,568 | 6,059,428 | 5,904,138 |
| General Fund Reserves | 3,295,980 | 4,853,568 | 4,853,568 | | 5,904,138 |
| based on same year actuals/budget | 25.8% | 39.9% | 39.5% | | 50.5% |

May 2021 Monthly Financial Report

City of Shelton, Washington

General Fund Month-to-Month

| | 2019 thru May | 2020 thru May | 2021 thru May | 2021 - 2020 Variance | | % of Budget |
|----------------------------------|------------------|------------------|------------------|-------------------------|--------|----------------|
| Revenues | | | | | | |
| Taxes: | | | | | | |
| Property | 1,301,057 | 1,292,429 | 1,430,916 | 138,487 | 10.7% | 57.6% |
| Sales & Use | 1,305,896 | 1,265,658 | 1,362,172 | 96,513 | 7.6% | 47.5% |
| City Utility | 247,541 | 479,092 | 495,380 | 16,288 | 3.4% | 44.0% |
| Non-City Utility | 545,152 | 555,564 | 559,108 | 3,543 | 0.6% | 45.1% |
| Business & Occupation | 352,341 | 343,584 | 476,641 | 133,057 | 38.7% | 65.0% |
| Other | 21,298 | 15,699 | 16,730 | 1,031 | 6.6% | 47.5% |
| Licenses & Permits | 173,811 | 116,079 | 122,767 | 6,688 | 5.8% | 43.1% |
| Intergovernmental Revenue | 180,551 | 249,309 | 215,869 | (33,440) | -13.4% | 51.0% |
| Charges for Goods/Services | 1,183,480 | 1,158,143 | 1,138,228 | (19,915) | -1.7% | 40.4% |
| Fines and Penalties | 57,948 | 29,533 | 32,318 | 2,784 | 9.4% | 31.6% |
| Miscellaneous Revenue | 91,152 | 139,657 | 62,553 | (77,104) | -55.2% | 37.6% |
| Total Revenues | 5,460,228 | 5,644,748 | 5,912,682 | 267,933 | 4.7% | 48.1% |
| Expenditures | | | | | | |
| Administrative Services | | | | | | |
| Human Resources | 80,871 | 127,738 | 111,275 | (16,463) | -12.9% | 40.3% |
| Information Technology | 97,162 | 108,455 | 130,917 | 22,463 | 20.7% | 52.3% |
| Risk Management | 150,305 | 66,279 | 66,025 | (254) | -0.4% | 61.3% |
| City Clerk+ | 12,160 | 36,669 | 85,472 | 48,803 | 133.1% | 39.6% |
| City Council | 98,706 | 73,441 | 42,039 | (31,403) | -42.8% | 40.1% |
| City Manager | | | | | | |
| City Manager | 172,251 | 172,966 | 166,887 | (6,080) | -3.5% | 41.1% |
| Legal | 112,958 | 142,615 | 112,352 | (30,263) | -21.2% | 24.6% |
| Detentions/Corrections-Contract | 126,639 | 131,286 | 117,083 | (14,203) | -10.8% | 28.3% |
| Community Dev, Parks, Facilities | | | | | | |
| Civic Center Activities | 20,670 | 19,949 | 24,089 | 4,140 | 20.8% | 34.8% |
| Community Development | 216,078 | 231,227 | 230,238 | (988) | -0.4% | 40.5% |
| Facility Services | 208,277 | 247,837 | 202,992 | (44,845) | -18.1% | 36.7% |
| Parks & Recreation | 132,123 | 132,517 | 186,784 | 54,268 | 41.0% | 32.2% |
| Finance | 361,875 | 394,918 | 479,833 | 84,916 | 21.5% | 45.7% |
| Fire & Emergency Services | 600,817 | 717,891 | 660,620 | (57,271) | -8.0% | 43.8% |
| Municipal Court | 179,028 | 208,574 | 224,437 | 15,863 | 7.6% | 38.9% |
| Non-Departmental | 955,028 | 206,988 | 97,130 | (109,859) | -53.1% | 9.6% |
| Police | 1,238,701 | 1,489,280 | 1,507,970 | 18,690 | 1.3% | 43.2% |
| Public Works | 306,138 | 283,402 | 260,680 | (22,722) | -8.0% | 40.7% |
| Total Expenditures | 5,069,786 | 4,792,032 | 4,706,822 | (85,210) | -1.8% | 38.3% |

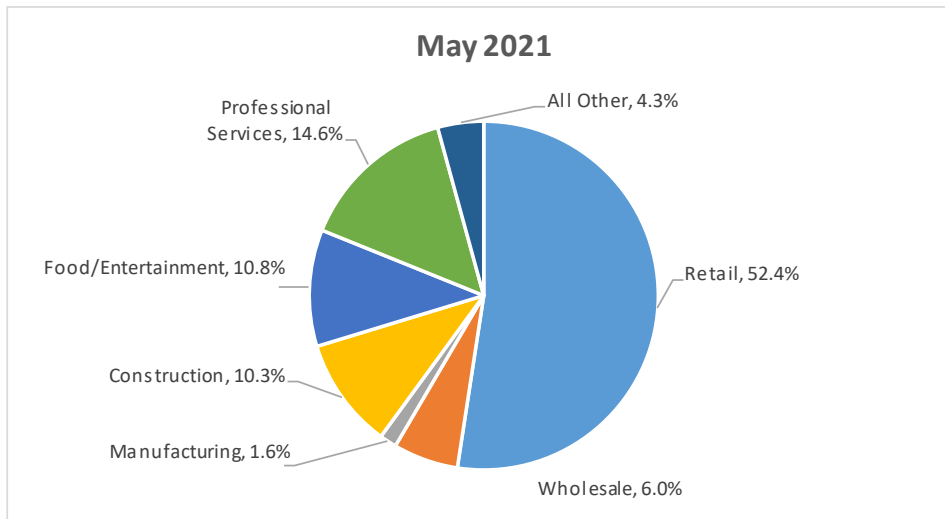
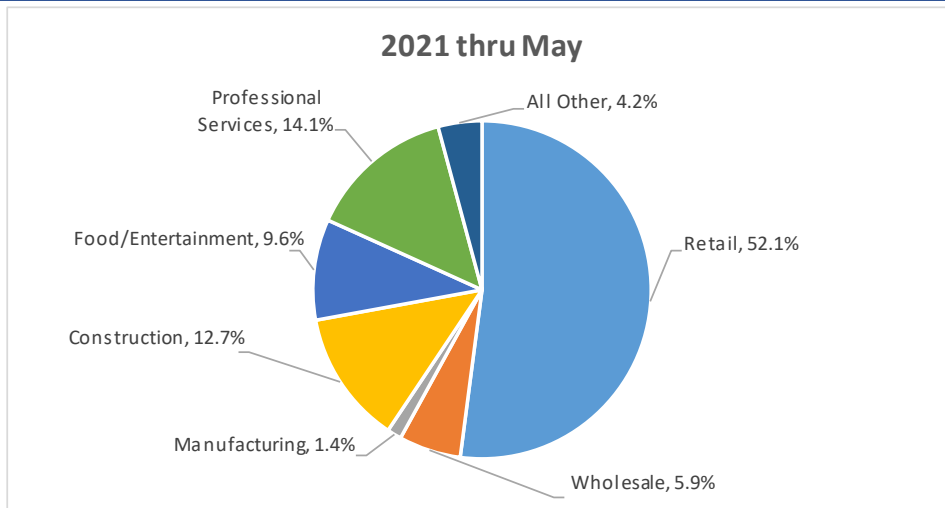
+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revision costs.

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 May which is 41.7% of the year.

May 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 | 12,737,720 | 11,687,150 | 5,904,138 | 1,050,570 | 21.6% |
| Street Fund | 1,005,320 | 1,447,660 | 2,059,020 | 393,960 | (611,360) | -60.8% |
| Capital Resources Fund | 1,158,486 | 163,100 | 496,630 | 824,956 | (333,530) | -28.8% |
| Tourism Fund | 93,406 | 43,330 | 61,880 | 74,856 | (18,550) | -19.9% |
| Bond Fund | 7,420 | 184,870 | 184,490 | 7,800 | 380 | 5.1% |
| Capital Improvement Fund | 433,300 | 1,572,140 | 1,572,140 | 433,300 | - | 0.0% |
| Water Fund | 2,459,274 | 2,299,730 | 3,644,970 | 1,114,034 | (1,345,240) | -54.7% |
| Sewer Fund | 4,557,689 | 6,274,720 | 7,911,080 | 2,921,329 | (1,636,360) | -35.9% |
| Solid Waste Fund | 1,017,457 | 450,890 | 781,810 | 686,537 | (330,920) | -32.5% |
| Storm Drainage Fund | 380,739 | 938,700 | 981,700 | 337,739 | (43,000) | -11.3% |
| Payroll Benefits Fund | 147,891 | 99,440 | 89,130 | 158,201 | 10,310 | 7.0% |
| Equipment Rental Fund | 763,950 | 582,830 | 867,260 | 479,520 | (284,430) | -37.2% |
| Firefighters Fund | 539,841 | 10,100 | 82,160 | 467,781 | (72,060) | -13.3% |
| Library Endowment Fund | 121,570 | 630 | - | 122,200 | 630 | 0.5% |
| City-wide Fund Totals | 17,539,911 | 26,805,860 | 30,419,420 | 13,926,351 | (3,613,560) | -20.6% |

May 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

| Fund | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|---------------------------------------|-------------------|------------------|---------------------|--|--|
| General Fund | | | | | |
| Taxes | 8,488,370 | 4,340,947 | 9,165,380 | 677,010 | 8.0% |
| Licenses & Permits | 285,100 | 122,767 | 273,870 | (11,230) | -3.9% |
| Intergovernmental Revenue | 423,520 | 215,869 | 483,260 | 59,740 | 14.1% |
| Charges for Goods/Services | 2,818,140 | 1,138,228 | 2,588,790 | (229,350) | -8.1% |
| Fines and Penalties | 102,300 | 32,318 | 90,290 | (12,010) | -11.7% |
| Miscellaneous Revenue | 166,490 | 62,553 | 136,130 | (30,360) | -18.2% |
| Total Revenues | 12,283,920 | 5,912,682 | 12,737,720 | 453,800 | 3.7% |
| Wages | 4,915,360 | 1,989,618 | 4,815,570 | 99,790 | 2.0% |
| Benefits | 2,160,890 | 820,377 | 1,971,890 | 189,000 | 8.7% |
| Professional Services | 2,976,430 | 1,176,849 | 2,953,680 | 22,750 | 0.8% |
| Transfers-Out | 953,780 | 12,416 | 724,810 | 228,970 | 24.0% |
| Other | 1,277,460 | 707,561 | 1,221,200 | 56,260 | 4.4% |
| Total Expenditures | 12,283,920 | 4,706,822 | 11,687,150 | 596,770 | 4.9% |
| Net Revenues Less Expenditures | - | 1,205,860 | 1,050,570 | 1,050,570 | |

General Fund Notes

Expenditures: Current estimate does not include a transfer-out to firefighter's pension fund in 2021 of \$121,220 and the transfer out estimate to payroll benefits fund is \$107,750 lower than budget.

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|-----------------|--------------|
| Street Fund | | | | | |
| Taxes | 582,520 | 278,461 | 668,310 | 85,790 | 14.7% |
| Licenses & Permits | 6,000 | 1,020 | 2,450 | (3,550) | -59.2% |
| Intergovernmental Revenue | 213,000 | 75,169 | 185,980 | (27,020) | -12.7% |
| Charges for Goods/Services | 53,000 | 24,233 | 58,160 | 5,160 | 9.7% |
| Miscellaneous Revenue | 12,000 | 316 | 760 | (11,240) | -93.7% |
| Transfers In | 532,000 | - | 532,000 | - | 0.0% |
| Total Revenues | 1,398,520 | 379,199 | 1,447,660 | 49,140 | 3.5% |
| Wages | 324,360 | 155,299 | 372,720 | (48,360) | -14.9% |
| Benefits | 160,820 | 74,073 | 177,800 | (16,980) | -10.6% |
| Professional Services | 52,960 | 27,441 | 65,860 | (12,900) | -24.4% |
| Transfers-Out | 692,240 | - | 692,240 | - | 0.0% |
| Other | 800,810 | 346,419 | 750,400 | 50,410 | 6.3% |
| Total Expenditures | 2,031,190 | 603,232 | 2,059,020 | (27,830) | -1.4% |
| Net Revenues Less Expenditures | (632,670) | (224,033) | (611,360) | 21,310 | -3.4% |

| | | | | | |
|---------------------------------------|------------------|---------------|------------------|---------------|--------------|
| Capital Resources Fund | | | | | |
| Taxes | 100,000 | 50,854 | 122,060 | 22,060 | 22.1% |
| Charges for Goods/Services | 40,000 | 36,460 | 40,000 | - | 0.0% |
| Miscellaneous Revenue | - | 431 | 1,040 | 1,040 | |
| Total Revenues | 140,000 | 87,746 | 163,100 | 23,100 | 16.5% |
| Transfers-Out | 496,630 | - | 496,630 | - | 0.0% |
| Total Expenditures | 496,630 | - | 496,630 | - | 0.0% |
| Net Revenues Less Expenditures | (356,630) | 87,746 | (333,530) | 23,100 | -6.5% |

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

May 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

| Fund | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|---------------------------------------|--------------------|------------------|---------------------|--|--|
| Tourism Fund | | | | | |
| Taxes | 36,000 | 18,020 | 43,250 | 7,250 | 20.1% |
| Miscellaneous Revenue | 1,700 | 32 | 80 | (1,620) | -95.3% |
| Total Revenues | 37,700 | 18,051 | 43,330 | 5,630 | 14.9% |
| Professional Services | 61,880 | 20,455 | 61,880 | - | 0.0% |
| Total Expenditures | 61,880 | 20,455 | 61,880 | - | 0.0% |
| Net Revenues Less Expenditures | (24,180) | (2,404) | (18,550) | 5,630 | -23.3% |
| Bond Fund | | | | | |
| Taxes | - | 158 | 380 | 380 | |
| Transfers In | 184,490 | - | 184,490 | - | 0.0% |
| Total Revenues | 184,490 | 158 | 184,870 | 380 | 0.2% |
| Other | 184,490 | - | 184,490 | - | 0.0% |
| Total Expenditures | 184,490 | - | 184,490 | - | 0.0% |
| Net Revenues Less Expenditures | - | 158 | 380 | 380 | |
| 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% |
| Professional Services | - | 6,306 | 15,130 | (15,130) | |
| Other | 1,572,140 | 17,858 | 1,557,010 | 15,130 | 1.0% |
| Total Expenditures | 1,572,140 | 24,163 | 1,572,140 | - | 0.0% |
| Net Revenues Less Expenditures | - | (24,163) | - | - | |
| Water Fund | | | | | |
| Intergovernmental Revenue | - | 2,055 | 2,050 | 2,050 | |
| Charges for Goods/Services | 2,487,440 | 930,570 | 2,233,360 | (254,080) | -10.2% |
| Miscellaneous Revenue | 87,790 | 25,345 | 64,320 | (23,470) | -26.7% |
| Total Revenues | 2,575,230 | 957,970 | 2,299,730 | (275,500) | -10.7% |
| Wages | 562,980 | 167,757 | 402,610 | 160,370 | 28.5% |
| Benefits | 291,090 | 73,217 | 175,710 | 115,380 | 39.6% |
| Professional Services | 113,380 | 55,116 | 132,280 | (18,900) | -16.7% |
| Inventory | - | 17,029 | 17,030 | (17,030) | |
| Other | 2,914,610 | 534,925 | 2,917,340 | (2,730) | -0.1% |
| Total Expenditures | 3,882,060 | 848,044 | 3,644,970 | 237,090 | 6.1% |
| Net Revenues Less Expenditures | (1,306,830) | 109,926 | (1,345,240) | (38,410) | 2.9% |

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

May 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

| Fund | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|---------------------------------------|--------------------|------------------|---------------------|--|--|
| Sewer Fund | | | | | |
| Intergovernmental Revenue | - | 6,352 | 6,350 | 6,350 | |
| Charges for Goods/Services | 5,996,890 | 2,629,679 | 6,055,500 | 58,610 | 1.0% |
| Miscellaneous Revenue | 175,000 | 163,985 | 212,870 | 37,870 | 21.6% |
| Total Revenues | 6,171,890 | 2,800,016 | 6,274,720 | 102,830 | 1.7% |
| Wages | 730,980 | 266,662 | 639,980 | 91,000 | 12.4% |
| Benefits | 386,450 | 119,711 | 287,300 | 99,150 | 25.7% |
| Professional Services | 439,430 | 167,538 | 564,830 | (125,400) | -28.5% |
| Other | 6,292,530 | 2,549,303 | 6,418,970 | (126,440) | -2.0% |
| Total Expenditures | 7,849,390 | 3,103,215 | 7,911,080 | (61,690) | -0.8% |
| Net Revenues Less Expenditures | (1,677,500) | (303,198) | (1,636,360) | 41,140 | -2.5% |
| Solid Waste Fund | | | | | |
| Intergovernmental Revenue | 450,000 | 15,593 | 450,000 | - | 0.0% |
| Miscellaneous Revenue | - | 369 | 890 | 890 | |
| Total Revenues | 450,000 | 15,962 | 450,890 | 890 | 0.2% |
| Professional Services | 331,810 | 8,701 | 331,810 | - | 0.0% |
| Other | 450,000 | - | 450,000 | - | 0.0% |
| Total Expenditures | 781,810 | 8,701 | 781,810 | - | 0.0% |
| Net Revenues Less Expenditures | (331,810) | 7,261 | (330,920) | 890 | -0.3% |
| Storm Drainage Fund | | | | | |
| Intergovernmental Revenue | 25,000 | 75,826 | 75,830 | 50,830 | 203.3% |
| Charges for Goods/Services | 960,000 | 316,672 | 862,540 | (97,460) | -10.2% |
| Miscellaneous Revenue | 4,000 | 136 | 330 | (3,670) | -91.8% |
| Total Revenues | 989,000 | 392,635 | 938,700 | (50,300) | -5.1% |
| Wages | 460,840 | 90,892 | 218,140 | 242,700 | 52.7% |
| Benefits | 213,560 | 43,393 | 104,140 | 109,420 | 51.2% |
| Professional Services | 114,900 | 45,939 | 135,500 | (20,600) | -17.9% |
| Other | 549,460 | 192,742 | 523,920 | 25,540 | 4.6% |
| Total Expenditures | 1,338,760 | 372,966 | 981,700 | 357,060 | 26.7% |
| Net Revenues Less Expenditures | (349,760) | 19,669 | (43,000) | 306,760 | -87.7% |

Storm Drainage Fund Notes

Expenditures: Currently wages and benefits are esimated to be less than 50% of budget.

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

May 2021 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

| Fund | 2021 Budget | 2021 thru May | 2021 Est Actual* | Variance Favorable (Unfavorable) | % Variance Favorable (Unfavorable) |
|---------------------------------------|----------------|------------------|---------------------|--|--|
| Payroll Benefits Fund | | | | | |
| Charges for Goods/Services | 40,000 | 17,521 | 42,060 | 2,060 | 5.2% |
| Miscellaneous Revenue | 1,900 | 137 | 330 | (1,570) | -82.6% |
| Transfers In | 164,800 | 12,416 | 57,050 | (107,750) | -65.4% |
| Total Revenues | 206,700 | 30,074 | 99,440 | (107,260) | -51.9% |
| Benefits | 206,700 | 17,450 | 89,130 | 117,570 | 56.9% |
| Total Expenditures | 206,700 | 17,450 | 89,130 | 117,570 | 56.9% |
| Net Revenues Less Expenditures | - | 12,623 | 10,310 | 10,310 | |

Payroll Benefits Fund Notes

Revenues & Expenditures: Estimated expenditures for benefits have decreased and transfers in are adjusted accordingly.

| | | | | | |
|--|------------------|----------------|------------------|------------------|---------------|
| Equipment Maint & Rental Fund | | | | | |
| Charges for Goods/Services | 685,000 | 239,509 | 573,340 | (111,660) | -16.3% |
| Miscellaneous Revenue | 7,000 | 3,953 | 9,490 | 2,490 | 35.6% |
| Total Revenues | 692,000 | 243,461 | 582,830 | (109,170) | -15.8% |
| Wages | 93,960 | 38,306 | 91,930 | 2,030 | 2.2% |
| Benefits | 49,310 | 20,015 | 48,030 | 1,280 | 2.6% |
| Professional Services | 8,340 | 191 | 460 | 7,880 | 94.5% |
| Inventory | - | (4,641) | - | - | |
| Other | 780,400 | 138,354 | 726,840 | 53,560 | 6.9% |
| Total Expenditures | 932,010 | 192,226 | 867,260 | 64,750 | 6.9% |
| Net Revenues Less Expenditures | (240,010) | 51,235 | (284,430) | (44,420) | 18.5% |

| | | | | | |
|---------------------------------------|----------------|-----------------|-----------------|------------------|----------------|
| Firefighter's Pension Fund | | | | | |
| Taxes | 100 | - | - | (100) | -100.0% |
| Intergovernmental Revenue | 9,650 | 6,686 | 9,650 | - | 0.0% |
| Miscellaneous Revenue | 8,000 | 189 | 450 | (7,550) | -94.4% |
| Transfers In | 121,220 | - | - | (121,220) | -100.0% |
| Total Revenues | 138,970 | 6,876 | 10,100 | (128,870) | -92.7% |
| Benefits | 93,570 | 27,963 | 82,160 | 11,410 | 12.2% |
| Professional Services | 5,000 | - | - | 5,000 | 100.0% |
| Total Expenditures | 98,570 | 27,963 | 82,160 | 16,410 | 16.6% |
| Net Revenues Less Expenditures | 40,400 | (21,088) | (72,060) | (112,460) | -278.4% |

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 | 264 | 630 | (2,070) | -76.7% |
| Total Revenues | 2,700 | 264 | 630 | (2,070) | -76.7% |
| Total Expenditures | - | - | - | - | |
| Net Revenues Less Expenditures | 2,700 | 264 | 630 | (2,070) | -76.7% |

*2021 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – April 2, 2019
Shelton Civic Center - 5:00 p.m.

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Police Chief Darrin Moody
Community Development Director Mark Ziegler

Absent:

Deputy Mayor Deidre Peterson

CALL TO ORDER

Call to Order: 5:00 p.m.
Pledge of Allegiance

STUDY SESSION

1. Master Fee Schedule – Presented by City Manager Jeff Niten

City Manager Niten reported this is the first in a series of sessions that are scheduled to discuss the Master Fee Schedule. This work session is to review miscellaneous fees across several departments and divisions at the City. Discussion followed.

ADJOURN

Mayor Rogers adjourned the meeting at 5: 28 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes December 3, 2019

Shelton Civic Center - 5:00 pm

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault

CALL TO ORDER

Call to order – 5:00 p.m.
Pledge of Allegiance

BUSINESS AGENDA

1. Committee vs Work Session Structure for Meetings – Presented by City Manager Jeff Niten

City Manager Niten reviewed variables for meeting structures and provided an overview of the pros and cons of each structure. Discussion followed. There was consensus to continue with the current structure pending further discussion.

ADJOURN

Mayor Rogers adjourned the meeting at 5:32 p.m.

Mayor

City Clerk



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session – October 6, 2020

VIRTUAL PLATFORM - 5:00 p.m.

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
Finance Director Aaron BeMiller

CALL TO ORDER

Call to Order – 5:00 p.m.

Pledge of Allegiance

STUDY SESSION

1. 2021 Budget – Presented by Finance Director Aaron BeMiller

Finance Director BeMiller provided an overview of the budgeting process and the proposed 2021 budget. Discussion followed.

ADJOURN

Mayor Dorcy adjourned the meeting at 5:35 p.m.

Mayor Kevin Dorcy

City Clerk Donna Nault



Photo credit: Paul Cooper



2nd Quarter 2021

VISITOR INFORMATION SERVICES UPDATE

prepared for City of Shelton



VISITOR SERVICES *Caboose & Hoodsport*

The Chamber office staff currently answers all visitor information phone and walk-in inquiries on weekdays between 8:00a – 5:00p.

Chamber staff continues to monitor activity at the Caboose via a remote doorbell and video camera as people enter/exit and walk over to greet, as necessary.

The Chamber welcomes Nancy Dudacek-Milliman as the new manager of the Hoodsport Visitor Center. Nancy has vast experience in Tourism and Hospitality; we are thrilled to have her join our team.

| Q2 VISITOR STATISTICS | | | | | | | | | | |
|-----------------------|-------------|------------|------------------|------------|------------------|------------|--------------------|--------------|--------------|--------------|
| | Phone Calls | | Chamber Visitors | | Caboose Visitors | | Hoodsport Visitors | | Grand Totals | |
| | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 |
| April | 132 | 261 | 0 | 72 | 0 | 73 | 0 | 582 | 132 | 988 |
| May | 113 | 298 | 3 | 109 | 0 | 168 | 0 | 870 | 116 | 1,445 |
| June | 227 | 308 | 34 | 138 | 0 | 132 | 470 | 871 | 731 | 1,1449 |
| Q2 total | 472 | 867 | 37 | 319 | 0 | 373 | 470 | 2,323 | 979 | 3,882 |

Chamber of Commerce FB Top post:
Richard Beckman Realty Group Ribbon Cutting



Hood Canal Visitor Center FB Top Post:
Free National Park Day



FACEBOOK
Chamber of Commerce Page

The **Shelton-Mason Chamber of Commerce** page continues to be an effective way to share relevant business news, community happenings, points of interest, and information on hot topics.

| | |
|------------------------|--------------------|
| Total followers | Total Reach |
| 3,630 | 117,089 |

Hood Canal Visitor Center Page

The **Hood Canal Visitor Center** page shares a tourism related topic daily. This includes suggestions for things to do and places to visit in the Hood Canal region, including City of Shelton, Mason County, Washington State Parks, and Olympic National Forest and Park.

| | |
|------------------------|--------------------|
| Total followers | Total Reach |
| 842 | 6,015 |

Group Pages

Our **Eat Local • Mason County** group now has **4,048 members** and continues to grow. We launched the page to support area restaurants and encourage posts about current hours, menus, and specials during the initial pandemic shutdown in 2019.

Our **Mason County Job Seekers** group now has **3,427 members**. Nearly half of those are Active; checking, posting, liking, and clicking at several times a week.

BUSINESS MATTERS

Quarterly issue published in March

The Chamber's *Business Matters* quarterly production was distributed in May as an insert within the *Shelton-Mason County Journal* to all subscribers and Chamber members totaling a readership of 24,000. Additional copies are placed at local businesses, libraries, visitor information centers, nonprofit resource offices, and the Chamber office. Included within all visitor and relocation packet requests.

Space within each issue is reserved for communicating local event happenings, public interest topics, news tidbits, recreational offerings, and a complete Chamber member directory.

This 32-page issue highlighted The Boise Decision and its impact upon our community, Mason County permitting, and area broadband expansion.

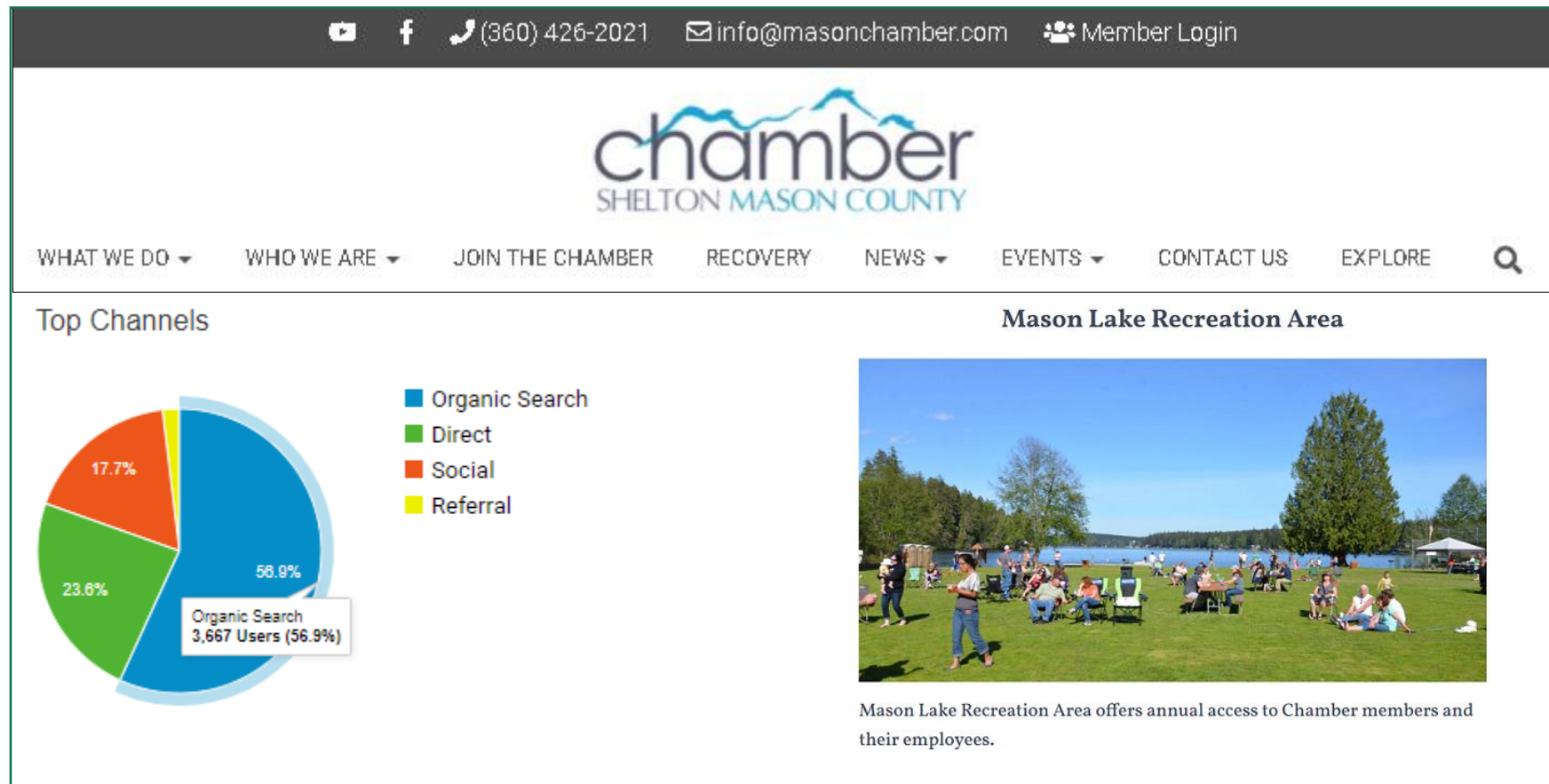
Disclaimer: no LTAC Funding is used to produce Business Matters.



MASONCHAMBER.COM *Analytics and Traffic*

Overall, the Chamber website attracted **6,351 users** in Q2 and captured **18,045 page views**. The most popular pages were our member directory and the community event calendar.

Our top five visited landing pages are [Community Events Calendar](#), [Chamber Member List](#), [Mason Lake Recreation Area](#), [Expo & Bite of Mason County](#), and [Workforce Shortage Survey](#).





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 07/06/2021
Brief Date: 07/20/2021
Action Date: 08/03/2021

Department: Finance
Presented By: Aaron BeMiller

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

| | | |
|-------------------------------------|------------------|----------|
| <input type="checkbox"/> | Dept. Head | _____ |
| <input checked="" type="checkbox"/> | Finance Director | 6/3/2021 |
| <input checked="" type="checkbox"/> | Attorney | 6/3/2021 |
| <input checked="" type="checkbox"/> | City Clerk | 6/3/2021 |
| <input checked="" type="checkbox"/> | City Manager | 6/3/2021 |

PROGRAM/PROJECT TITLE:

**Sewer Averaging for Summer
Consumption**

ATTACHMENTS:

Ordinance No. 1972-0621

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Shelton Municipal Code section 14.28 establishes that for the months of June, July, August, and September the consumption charge for each such month shall be based on the average water consumption of the preceding billings for the months of November, December, January, February, and March.

Due to large number of misreads in September and October 2020, a number of customers November bill was higher than it normally would have been. In the interest of fairness to all customers, this Ordinance will eliminate the month of November from the 2021 summer sewer averaging calculation. This Ordinance will become null and void beginning November 1, 2021, the point in which summer averaging ends for 2021.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move that we forward this Ordinance to the August 3rd City Council meeting for further consideration".

ORDINANCE NO. 1972-0621

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, TEMPORARILY
ADJUSTING SEWER AVERAGING FOR SUMMER CONSUMPTION CHARGE FOR
CALENDAR YEAR 2021**

WHEREAS, the City has duly passed Ordinances basing summer sewer rates in part on an averaging of winter water consumption; and

WHEREAS, Shelton Municipal Code Chapter 14.28 assigns the months of November, December, January, February, and March as the months for calculating the average summer consumption charge; and

WHEREAS, due to necessary adjustments that increased the November billing for many customers, the City Council, in the interest of fairness to customers, wishes to temporarily modify the averaging to exclude the month of November 2020 in the calculation for 2021; and

WHEREAS, this Ordinance will be in effect only for the months June, July, August, September, and October 2021 after which the Ordinance will be null and void.

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

Section 1.

The averaging methodology contained in 14.28.020 (C) and 14.28.040 (C) of the Shelton Municipal Code is temporarily suspended. During the billing months of June, July, August, September, and October of 2021, the consumption charge for each such month shall be based on the average water consumption of the preceding billing months of December 2020 and January, February, and March of 2021 recorded for that account.

Section 2.

This Ordinance will become null and void on November 1, 2021, at which point City staff shall resume application of existing Shelton Municipal Code Chapter 14.28.020 (C) and 14.28.040 (C).

Section 3.

This ordinance shall become effective five days from the date of passage and publication.

INTRODUCED the 20th day of July 2021.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 3rd day of August 2021.

Passed this _____ day of _____ 2021.

Kevin Dorcy, Mayor

AUTHENTICATED:

Donna Nault, City Clerk



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 07/06/2021
Brief Date: 07/20/2021
Action Date: 08/03/2021

Department: Finance
Presented By: Aaron BeMiller

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

- | | | |
|-------------------------------------|------------------|-----------|
| <input type="checkbox"/> | Dept. Head | _____ |
| <input checked="" type="checkbox"/> | Finance Director | 6/24/2021 |
| <input checked="" type="checkbox"/> | Attorney | 6/24/2021 |
| <input checked="" type="checkbox"/> | City Clerk | 6/24/2021 |
| <input checked="" type="checkbox"/> | City Manager | 6/24/2021 |

PROGRAM/PROJECT TITLE:

**Storm Drainage Charges for
Commercial Accounts**

ATTACHMENTS:

Resolution No. 1204-0621

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

On June 1, 2021, the City Council approved Ordinance No. 1969-0321 which modified the process for calculating Storm Drainage rates from a "tier" system to an "ESU" system and approved Resolution No. 1195-0421 setting new Storm Drainage rates. As part of those approvals, the City Council implemented a one-year discount of 20% on the Storm Drainage rate for commercial accounts in response to the COVID-19 pandemic and its impact to local businesses.

This resolution adjusts the ESU rate for all commercial accounts by lowering the ESU charge by 20%. The discount begins July 1, 2021 and lasts through June 30, 2022.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move that we forward this Resolution to the August 3rd City Council meeting for further consideration".

RESOLUTION NO. 1204-0621

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON, TEMPORARILY
ADJUSTING STORM DRAINAGE CHARGES FOR COMMERCIAL ACCOUNTS BEGINNING
JULY 1, 2021 THROUGH JUNE 30, 2022.**

WHEREAS, the City has duly passed Resolution No. 1195-0421 setting monthly Storm Drainage rates per ESU for Storm Drainage customers; and

WHEREAS, the City Council, in response to the COVID-19 pandemic and its impact to local businesses, wishes to temporarily modify the set Storm Drainage rate for commercial customers through a 20% temporary rate reduction.

NOW, THEREFORE, be it resolved by the City Council of the City of Shelton, Washington, as follows:

The Storm Drainage rates per ESU as set forth in Resolution No. 1195-0421 are hereby lowered by 20% for commercial customers beginning July 1, 2021 through June 30, 2022. Effective July 1, 2022, the Storm Drainage rates per ESU will be billed at their full amount as adopted by Resolution No. 1195-0421.

INTRODUCED the 20th day of July 2021.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 3rd day of August 2021.

Passed this _____ day of _____ 2021.

Kevin Dorcy, Mayor

AUTHENTICATED:

Donna Nault, City Clerk



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 06/14/2021
Brief Date: 07/20/2021
Action Date: 08/03/2021

Department: Public Works (EM&R)
Presented By: Jay Harris

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

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

PROGRAM/PROJECT TITLE:
Roller Surplus

ATTACHMENTS:
Resolution No. 1203-0621

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The EM&R Department is requesting authorization from Council to surplus its 1995 – Bomag BW 120 AD Double Drum Roller. The EM&R Department purchased a new 47" Bomag BW 120 SL-5 Double Drum Roller last year and no longer needs this aging vehicle in the fleet. The newer roller provides increased efficiency due to greater compaction, greater ergonomic controls and an improved water spray bar assembly. The O&M (Operations and Maintenance) costs and purchase of the newer more efficient equipment have driven this decision. The EM&R Department will send the Bomag BW 120 AD to the Department of Enterprise Services for them to surplus the roller.

Asset Information: Vehicle 1995 Bomag BW 120 AD Double Drum Roller, Asset # 1261C, VIN #101170510420, 1,076 Hours. Per Machinerytrader.com worth about \$6,000.00 if sold to a private party.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council can choose to not surplus this piece of equipment but the value can potentially decrease the longer it remains a City asset.

BUDGET/FISCAL INFORMATION:

Estimated value \$6,000.00.

PUBLIC INFORMATION REQUIREMENTS:

Further information can be obtained through the Public Works Department

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to place Resolution No. 1203-0621 on the August 3 action agenda for further consideration".

RESOLUTION NO. 1203-0621

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON DECLARING CITY
PROPERTY SURPLUS TO THE NEEDS OF THE CITY, AND DISPOSING OF SUCH
PROPERTY FOR THE COMMON BENEFIT.**

WHEREAS, RCW 35A.11.010 and 35A.79.010 allow a municipal code city to dispose of property for the common benefit; and

WHEREAS, the City owns equipment that is no longer needed in order to perform the business of the EM&R Department; and

WHEREAS, a public hearing is not required for the surplus of this item, as it was not originally purchased for a public utility.

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

Section 1.

1. The property of the City of Shelton EM&R Department, shown below, is hereby declared surplus to the needs of the City and no longer necessary for City of Shelton service:

| Vehicle | License# | Asset# | Vin# | Mileage | Surplus | Est. Value |
|--|-----------------|---------------|--------------|----------------|--------------------|-----------------------|
| 1995 Bomag BW 120AD3 double drum roller | N/A | 1261C | 101170510420 | 1,076 Hrs | Complete Roller | \$6,000.00 |

2. Disposal of property listed above is declared to be for the common benefit.
3. Disposal of the property herein declared surplus will be disposed of in the manner provided by law.

INTRODUCED on this 20th day of July, 2021 and **PASSED** by the City Council of the City of Shelton on this 3rd day of August, 2021.

ATTEST:

Mayor Dorcy

City Clerk



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 06/07/2021
Brief Date: 07/06/2021
Action Date: 07/20/2021

Department: Public Works
Presented By: Ken Gill

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Park Street Overlay Project Award

☐ Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

- Invitation to Bid
- Map with Location
- Resolution No. 1202-0621

☒ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

There are areas throughout our city with pavement surfaces that require maintenance; the majority of these streets will not qualify for any type of grant or funding outside of normal city funds. With the assistance of the pavement condition index rating system, Staff has been able to identify areas in the city that have the highest need of maintenance. Park Street has been identified as having a high need of pavement maintenance due to the amount of trucks carrying heavy loads, which have been using the roadway. The attached map shows the location proposed for paving as dashed blue lines. Using the Municipal Research and Services Center (MRSC) Small Works Roster, an Invitation to Bid (ITB) was distributed on June 7, 2021, with a response deadline of June 23, 2021. We received six bids in response to the ITB, with Granite Construction Company having the lowest responsible bid of \$263,511.25.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

The adopted 2021 budget allows \$540,000 for street maintenance activities. Awarding this contract will utilize \$263,511.25 of the total budgeted amount.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends a reading of Resolution No. 1202-0621 and: *"I move to adopt Resolution Number 1202-0621, a resolution authorizing the City Manager to sign the contract with Granite Construction Company for completion of the Park Street Overlay Project and execute any change orders up to ten percent of the original contract price".*

INVITATION TO BID
CITY OF SHELTON
PARK STREET OVERLAY
Project Estimate: \$290,000 to \$320,000

The City of Shelton is releasing a Small Works Project. As a Contractor on the City of Shelton MRSC Small Works Roster for “Asphalt Pavement Roadways/Asphalt Pavement Minor Repairs”, you are invited to submit a bid on this project.

Scope of Work: This Contract provides for the asphalt overlay of Park Street from South 7th Street to South 1st Street. This project will include planing the roadway at the transitions ends and adjustment of the existing utility structures. Other items of work included with this project are erosion control, signing, striping, traffic control and other related items of work.

The Contractor will have thirty (30) working days, to complete the work in compliance with all applicable laws and regulations.

Solicitation Documents: The complete bid packet can be downloaded from the City of Shelton Website on the Public Works Bid Opportunities page at https://www.sheltonwa.gov/business_development/rfp_and_bid_opportunities.php Any release of addenda, question and answers, or updates related to this ITB will be posted to the City Website. It is the responsibility of the bidder to frequently monitor this site for any updates regarding this solicitation.

Delivery of Proposal: City of Shelton, 525 W Cota Street, Shelton, WA 98584
All proposals must be clearly marked on the outside “**Park Street Overlay**”.

Bid Date: Wednesday, June 23, 2021 at 2:00 p.m.

Bidders must be registered on the City of Shelton MRSC Small Works Roster at the time of bid deadline, to be eligible to submit a bid for this project. Bids received after the date and time specified above will be rejected and considered non-responsive.

Prebid Conference: A Prebid Conference is scheduled for 10:00 a.m. Thursday, June 10, 2021. The conference will begin at the intersection of South 7th and Park Street, Shelton, Washington at 10:00 a.m. (local time). Prospective bidders are encouraged to participate.

Questions and requests for clarification of the contract documents may be submitted in writing by **2:00 p.m., Pacific Time, June 16, 2021, to Brooke Kilts, Public Works Administrative Manager, via email to brooke.kilts@sheltonwa.gov**. In your email subject line, reference the procurement title. It is preferred that all questions be in the body of the email rather than in an attachment. No further questions will be accepted after this date and time. The City will not be

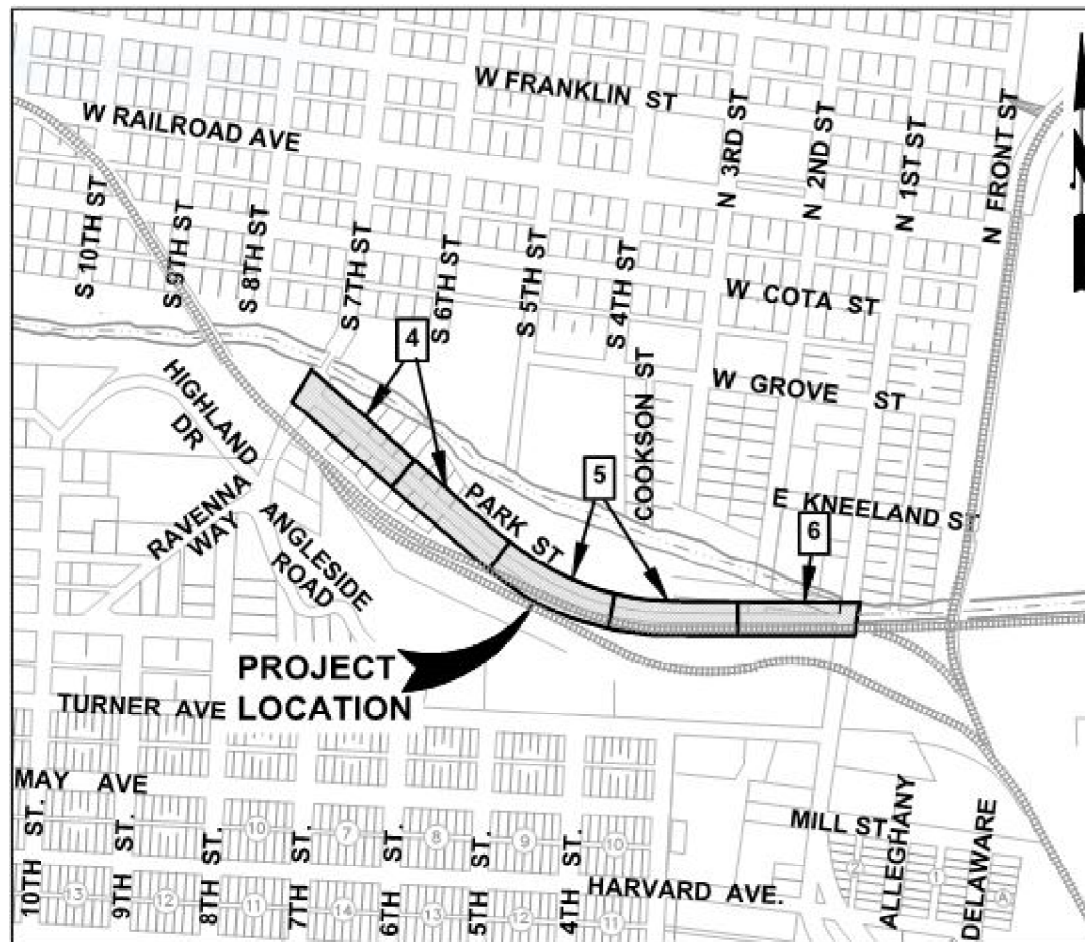
responsible for unsuccessful submittal of questions. No oral responses to questions by City personnel about the project will be binding on the City.

Written answers to all questions submitted will be emailed to the Contractors on the City of Shelton's MRSC Small Works Roster for "Asphalt Pavement Roadways/Asphalt Pavement Minor Repairs", by 5:00 p.m. June 17, 2021. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential. The answers are not typically considered an addendum.

The City of Shelton, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award

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

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



LOCATION MAP

SCALE: 1" = 400'

RESOLUTION NO. 1202-0621

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO APPROVE A PUBLIC WORKS CONTRACT WITH GRANITE
CONSTRUCTION COMPANY FOR COMPLETION OF THE PARK STREET OVERLAY PROJECT**

WHEREAS, an Invitation to Bid was advertised through the City's MRSC Small Works Roster on June 7, 2021; and

WHEREAS, the City received six bids in response to the Invitation to Bid, which were opened on June 23, 2021; and

WHEREAS, Granite Construction Company had the lowest responsible bid of \$263,511.25.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is authorized to sign the Public Works Contract with Granite Construction Company for the completion of the Park Street Overlay Project and execute any change orders up to ten percent of the Original Contract price.

INTRODUCED on the 6th day of July 2021 and **PASSED** by the City Council at its regular meeting held on this 20th day of July 2021.

ATTEST:

Mayor Dorcy

City Clerk Nault