



Shelton City Council
Meeting Agenda
October 4, 2022 at 6:00 p.m.
Civic Center & 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 107651 through 107652 in the total amount of \$262,445.77
2. Vouchers numbered 107658 through 107673 in the total amount of \$51,830.97
3. Vouchers numbered APA001268 through APA001347 in the total amount of \$180,320.61
4. Minutes:
 - Business Meeting of September 6, 2022
 - Study Session of September 13, 2022

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

*The City Council invites members of the public to provide comment on any topic at this time. To make comments in person, 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. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial *9 to use the "Raise Hand" feature. 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.*

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

1. LTAC Grant Recommendations – Presented by City Manager Jeff Niten
2. Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget – Presented by Finance Director Mike Githens

F. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1245-0822 Correct Equipment Sole Source – Presented by Public Works Superintendent Brent Armstrong
2. Municipal Court Judge Contract – Presented by Senior HR Analyst LeAndra Sharp
3. Court Security Officer Contract – Presented by Administrative Services Director Michelle Sutherland
4. Government Relations Services Contract – Presented by City Manager Jeff Niten

G. Administration Reports

1. City Manager Report

H. New Items for Discussion

I. Announcement of Next Meeting – October 18, 2022 at 6:00 p.m.

J. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: masonwebtv.com

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

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

Your comments will be relayed directly to the Council.



2022 Looking Ahead

(Items and dates are subject to change)

Tues. 10/11 6:00 p.m.		Spotlight Shelton	N/A
Mon. 10/17		Public Hearing notices to the Journal	N/A
Tues. 10/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes August Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing Ordinance No. 1993-0922 Amending SMC Ch. 13.02 Related to Stormwater Regulation Parks and Open Space Standards for Development of Land Action Agenda <ul style="list-style-type: none"> LTAC Grant Recommendations Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 10/7 – 5:00 p.m.
Tues. 10/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Water Comprehensive Plan Update 	Packet Items Due: 10/21 @ noon
Tues. 11/1 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> Public Hearing Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes Action Agenda <ul style="list-style-type: none"> Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentation <ul style="list-style-type: none"> Operation Green Light Proclamation Business Agenda <ul style="list-style-type: none"> Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget Public Hearing Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes Action Agenda <ul style="list-style-type: none"> Ordinance No. 1993-0922 Amending SMC Ch. 13.02 Related to Stormwater Regulation Parks and Open Space Standards for Development of Land Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/8	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.		<ul style="list-style-type: none"> Land Use Regulations 	11/4 @ noon
Tues. 11/15 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. SMPD 36-0922 2023 Budget Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 11/4 – 5:00 p.m.
Tues. 11/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Ordinance No. 1991-0922 2023 Budget Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 11/4 – 5:00 p.m.
Tues. 11/22 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Homelessness Task Force Recommendations 	Packet Items Due: 11/18 @ noon

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- More Standing Committees by the Council
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award

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 107651 through number 107652 in the total amount of \$262,445.77 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 13th of September, 2022.


Deputy Finance 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 _____, 2022.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02435 - SEPTEMBER 13, 2022 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
018001	EMPLOYMENT SECURITY DEPT	09/13/2022	Regular	0.00	6.18	107651
VEN02330	MILES RESOURCES LLC	09/13/2022	Regular	0.00	262,439.59	107652

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	262,445.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	2	2	0.00	262,445.77

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	262,445.77
			<u>262,445.77</u>



Shelton, WA

Check Register

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PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
018001	EMPLOYMENT SECURITY DEPT	09/13/2022	Regular	0.00	6.18	107651
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AUG/2022PENAL	Invoice	08/31/2022	AUG/2022PENALTY/INT	0.00	6.18	
502-000-000-51778-2000	Payment to Claimants-Un		AUG/2022PENALTY/INT		6.18	
VEN02330	MILES RESOURCES LLC	09/13/2022	Regular	0.00	262,439.59	107652
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
PAYESTIMATESEP	Invoice	09/12/2022	PAY ESTIMATE WESTERN GATEWAY	0.00	262,439.59	
302-000-000-59530-6300	CAPITAL IMPROVEMENT-	18-WGATE (formerly)	PAY ESTIMATE WESTERN G		8,201.56	
302-000-000-59561-6300	SIDEWALKS-Construction	18-WGATE (formerly)	PAY ESTIMATE WESTERN G		55,580.88	
411-000-000-59434-6300	Construction	18-WGATE (formerly)	PAY ESTIMATE WESTERN G		198,657.15	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	262,445.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	2	2	0.00	262,445.77

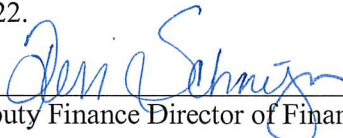
Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	262,445.77
			<u>262,445.77</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 107658 through number 107673 in the total amount of \$51,830.97 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 23rd of September, 2022.



Deputy Finance 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 _____, 2022.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02446 - SEPTEMBER 23, 2022 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
006400	CASCADE NATURAL GAS	09/23/2022	Regular	0.00	6,201.81	107658
203919	COLUMBIA BANK	09/23/2022	Regular	0.00	122.50	107659
VEN01228	DAN PATTON	09/23/2022	Regular	0.00	979.10	107660
009595	DEPT. OF LICENSING	09/23/2022	Regular	0.00	18.00	107661
VEN01927	DON KUISMI	09/23/2022	Regular	0.00	12.00	107662
015000	EDWARD HAEFLIGER	09/23/2022	Regular	0.00	95.05	107663
VEN02345	HANNA FORD	09/23/2022	Regular	0.00	167.30	107664
081000	KENNETH J. DOBIE	09/23/2022	Regular	0.00	419.00	107665
VEN01905	LEANDRA SHARP	09/23/2022	Regular	0.00	147.00	107666
108850	MASON COUNTY GARBAGE CO.-A W	09/23/2022	Regular	0.00	4,826.48	107667
109760	MASON COUNTY PUBLIC WORKS	09/23/2022	Regular	0.00	133.25	107668
VEN01883	MICHELLE SUTHERLAND	09/23/2022	Regular	0.00	147.00	107669
151000	P. U. D. # 3	09/23/2022	Regular	0.00	37,795.77	107670
	Void	09/23/2022	Regular	0.00	0.00	107671
VEN01696	TERI SCHNITZER	09/23/2022	Regular	0.00	681.86	107672
VEN02346	VANESSA VENTURA	09/23/2022	Regular	0.00	84.85	107673

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	15	0.00	51,830.97
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	70	16	0.00	51,830.97

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	51,830.97
			<u>51,830.97</u>



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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
006400	CASCADE NATURAL GAS	09/23/2022	Regular	0.00	6,201.81	107658
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01912100003SEP	Invoice	09/02/2022	01912100003SEP22		0.00	26.85
001-118-000-55430-4700		Utility Services-Animal Sh		01912100003SEP22		26.85
07912100000SEP	Invoice	09/02/2022	07912100000SEP22		0.00	34.91
001-142-000-57250-4700		Utility Services-Library		07912100000SEP22		34.91
31538372017AU	Invoice	09/02/2022	31538372017AUG22		0.00	3,316.67
402-400-000-53580-4700		Utility Services-Sewer Ma		31538372017AUG22		3,316.67
31538372017SEP	Invoice	09/02/2022	31538372017SEP22		0.00	2,707.16
402-400-000-53580-4700		Utility Services-Sewer Ma		31538372017SEP22		2,707.16
53617506497SEP	Invoice	09/02/2022	53617506497SEP22		0.00	13.78
401-000-000-53480-4701		Utility Services - Shop		53617506497SEP22		13.78
70912100008SEP	Invoice	09/02/2022	70912100008SEP22		0.00	14.78
401-000-000-53480-4701		Utility Services - Shop		70912100008SEP22		14.78
80912100007SEP	Invoice	09/02/2022	80912100007SEP22		0.00	13.78
401-000-000-53480-4701		Utility Services - Shop		80912100007SEP22		13.78
88112100008SEP	Invoice	09/02/2022	88112100008SEP22		0.00	60.10
001-142-000-51890-4715		Utility Services-Civic Ctr		88112100008SEP22		60.10
90912100006SEP	Invoice	09/02/2022	90912100006SEP22		0.00	13.78
401-000-000-53480-4701		Utility Services - Shop		90912100006SEP22		13.78
203919	COLUMBIA BANK	09/23/2022	Regular	0.00	122.50	107659
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
116701804SEP22	Invoice	09/10/2022	SAFE DEPOSIT BOX 116701804		0.00	122.50
001-132-000-51888-4500		Operating Rentals		SAFE DEPOSIT BOX 116701		122.50
VEN01228	DAN PATTON	09/23/2022	Regular	0.00	979.10	107660
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BACKGROUNDIN	Invoice	09/22/2022	BACKGROUNDINVESTIGATIONREIMB		0.00	979.10
001-118-000-52140-4302		Travel-PD Operations		BACKGROUNDINVESTIGATI		979.10
009595	DEPT. OF LICENSING	09/23/2022	Regular	0.00	18.00	107661
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP220044	Invoice	09/08/2022	EDWIN CARL ROLLER		0.00	18.00
657-000-000-58600-0007		Concealed Pistol Permits		EDWIN CARL ROLLER		18.00
VEN01927	DON KUISMI	09/23/2022	Regular	0.00	12.00	107662
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CONFERENCEI	Invoice	09/22/2022	CONFERENCEIIMBSEP22		0.00	12.00
001-111-000-51421-4307		Travel-Utility-Training		CONFERENCEIIMBSEP22		1.80
001-111-000-51423-4307		Travel-Training		CONFERENCEIIMBSEP22		10.20
015000	EDWARD HAEFLIGER	09/23/2022	Regular	0.00	95.05	107663

Check Register

Packet: APPKT02446-SEPTEMBER 23, 2022 MANUAL AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MASONGENERAL Invoice		09/22/2022	MASONGENERALREIMB		0.00	17.36
611-000-000-51725-2034		Non Insured Med Csts-Rtr		MASONGENERALREIMB		17.36
PRESCRIPTIONSA Invoice		09/22/2022	PRESCRIPTIONSAUG22		0.00	77.69
611-000-000-51725-2034		Non Insured Med Csts-Rtr		PRESCRIPTIONSAUG22		77.69
VEN02345	HANNA FORD	09/23/2022	Regular	0.00	167.30	107664
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CONFERENCERE Invoice		09/22/2022	CONFERENCEREMIBSEP22		0.00	167.30
001-111-000-51421-4307		Travel-Utility-Training		CONFERENCEREMIBSEP22		25.10
001-111-000-51423-4307		Travel-Training		CONFERENCEREMIBSEP22		142.20
081000	KENNETH J. DOBIE	09/23/2022	Regular	0.00	419.00	107665
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
VISIONREIMBSEP Invoice		09/22/2022	VISIONREIMBSEP22		0.00	419.00
502-000-000-51725-2037		Vision Costs-Retired Polic		VISIONREIMBSEP22		419.00
VEN01905	LEANDRA SHARP	09/23/2022	Regular	0.00	147.00	107666
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WAPELRAREIMBS Invoice		09/22/2022	WAPELRAREIMBSEP22		0.00	147.00
001-130-000-51810-4307		Travel-Training		WAPELRAREIMBSEP22		147.00
108850	MASON COUNTY GARBAGE CO.-A V	09/23/2022	Regular	0.00	4,826.48	107667
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4761790S185 Invoice		09/01/2022	ACCT#2185-952778-1166		0.00	14.07
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2185-952778-1166		14.07
7265770S149 Invoice		09/01/2022	ACCT#2149-30135		0.00	315.78
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-30135		315.78
7265850S149 Invoice		09/01/2022	ACCT#2149-30714		0.00	124.15
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-30714		124.15
7265959S149 Invoice		09/01/2022	ACCT#2149-56141		0.00	39.23
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-56141		39.23
7266920S149 Invoice		09/01/2022	ACCT#2149-204368		0.00	32.30
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-204368		32.30
7266939S149 Invoice		09/01/2022	ACCT#2149-204402		0.00	149.63
402-640-000-53580-4700		Utility Services-Sewer Sat		ACCT#2149-204402		149.63
7267146S149 Invoice		09/01/2022	ACCT#2149-204783		0.00	193.68
001-119-000-52250-4700		Utility Services		ACCT#2149-204783		193.68
7267489S149 Invoice		09/01/2022	ACCT#2149-205337		0.00	1,834.79
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205337		1,834.79
7267648S149 Invoice		09/01/2022	ACCT#2149-205584		0.00	32.30
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205584		32.30
7268262S149 Invoice		09/01/2022	ACCT#2149-206560		0.00	48.42
001-142-000-57530-4700		Utility Services-Museum		ACCT#2149-206560		48.42
7268393S149 Invoice		09/01/2022	ACCT#2149-206771		0.00	598.53
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-206771		598.53
7268636S149 Invoice		09/01/2022	ACCT#2149-207155		0.00	299.26
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-207155		299.26
7268767S149 Invoice		09/01/2022	ACCT#2149-207351		0.00	48.42
001-118-000-55430-4700		Utility Services-Animal Sh		ACCT#2149-207351		48.42
7268841S149 Invoice		09/01/2022	ACCT#2149-207565		0.00	967.90

Check Register

Packet: APPKT02446-SEPTEMBER 23, 2022 MANUAL AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-141-000-57680-4700		Utility Services-Park	ACCT#2149-207565		290.37	
101-000-000-54230-4700		Road & Street Maint - Util	ACCT#2149-207565		135.51	
401-000-000-53480-4700		Utility Services-Water	ACCT#2149-207565		135.51	
402-300-000-53580-4700		Utility Services-Sewer Ma	ACCT#2149-207565		135.51	
404-000-000-53180-4700		Utility Services	ACCT#2149-207565		135.51	
503-000-000-54865-4700		Equip Maint & Rental - U	ACCT#2149-207565		135.49	
72688425149	Invoice	09/01/2022	ACCT#2149-207568	0.00	78.00	
001-141-000-57680-4700		Utility Services-Park	ACCT#2149-207568		13.00	
101-000-000-54230-4700		Road & Street Maint - Util	ACCT#2149-207568		13.00	
401-000-000-53480-4700		Utility Services-Water	ACCT#2149-207568		13.00	
402-300-000-53580-4700		Utility Services-Sewer Ma	ACCT#2149-207568		13.00	
404-000-000-53180-4700		Utility Services	ACCT#2149-207568		13.00	
503-000-000-54865-4700		Equip Maint & Rental - U	ACCT#2149-207568		13.00	
72689215149	Invoice	09/01/2022	ACCT#2149-209143	0.00	50.02	
402-400-000-53580-4700		Utility Services-Sewer Ma	ACCT#2149-209143		50.02	
109760	MASON COUNTY PUBLIC WORKS	09/23/2022	Regular	0.00	133.25	107668
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
UTILITYPERMITSE	Invoice	09/22/2022	PERMIT REPAIR WATER MAIN BREAK	0.00	133.25	
401-000-000-53480-3100		Office and Operating		PERMIT REPAIR WATER M	133.25	
VENO1883	MICHELLE SUTHERLAND	09/23/2022	Regular	0.00	147.00	107669
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WAPELRAREIMBS	Invoice	09/22/2022	WAPELRAREIMBSEP22	0.00	147.00	
001-130-000-51810-4307		Travel-Training		WAPELRAREIMBSEP22	147.00	
151000	P. U. D. # 3	09/23/2022	Regular	0.00	37,795.77	107670
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
101001SEP22	Invoice	09/06/2022	101001SEP22	0.00	80.35	
101-000-000-54264-4700		Utility Services		101001SEP22	80.35	
113939001SEP22	Invoice	09/15/2022	113939001SEP22	0.00	56.14	
401-000-000-53480-4700		Utility Services-Water		113939001SEP22	56.14	
18515001SEP22	Invoice	09/06/2022	18515001SEP22	0.00	70.54	
402-300-000-53580-4700		Utility Services-Sewer Ma		18515001SEP22	70.54	
250321001SEP22	Invoice	09/06/2022	250321001SEP22	0.00	55.48	
101-000-000-54270-4700		Utility Services-Roadside		250321001SEP22	55.48	
25911002SEP22	Invoice	09/06/2022	25911002SEP22	0.00	88.35	
101-000-000-54264-4700		Utility Services		25911002SEP22	88.35	
25911003SEP22	Invoice	09/06/2022	25911003SEP22	0.00	102.04	
001-141-000-57680-4700		Utility Services-Park		25911003SEP22	102.04	
25911005SEP22	Invoice	09/08/2022	25911005SEP22	0.00	56.81	
402-640-000-53580-4700		Utility Services-Sewer Sat		25911005SEP22	56.81	
259409001SEP22	Invoice	09/06/2022	259409001SEP22	0.00	15,395.56	
402-400-000-53580-4700		Utility Services-Sewer Ma		259409001SEP22	15,395.56	
26551001SEP22	Invoice	09/06/2022	26551001SEP22	0.00	1,387.64	
402-400-000-53580-4700		Utility Services-Sewer Ma		26551001SEP22	1,387.64	
26717001SEP22	Invoice	09/06/2022	26717001SEP22	0.00	155.59	
401-000-000-53480-4701		Utility Services - Shop		26717001SEP22	155.59	
26729001SEP22	Invoice	09/06/2022	26729001SEP22	0.00	326.36	
401-000-000-53480-4700		Utility Services-Water		26729001SEP22	326.36	
26857001SEP22	Invoice	09/06/2022	26857001SEP22	0.00	28.68	
101-000-000-54265-4700		Utility Services		26857001SEP22	28.68	
27639001SEP22	Invoice	09/06/2022	27639001SEP22	0.00	182.21	

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Packet: APPKT02446-SEPTEMBER 23, 2022 MANUAL AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-142-000-57530-4700		Utility Services-Museum	27639001SEP22		182.21	
277201001SEP22	Invoice	09/07/2022	277201001SEP22	0.00	93.32	
401-000-000-53480-4700		Utility Services-Water	277201001SEP22		93.32	
277201002SEP22	Invoice	09/08/2022	277201002SEP22	0.00	66.04	
401-000-000-53480-4700		Utility Services-Water	277201002SEP22		66.04	
27837001SEP22	Invoice	09/06/2022	27837001SEP22	0.00	1,859.24	
101-000-000-54263-4700		Utility Services	27837001SEP22		1,859.24	
27839002SEP22	Invoice	09/06/2022	27839002SEP22	0.00	10,036.91	
101-000-000-54263-4700		Utility Services	27839002SEP22		10,036.91	
28249001SEP22	Invoice	09/07/2022	28249001SEP22	0.00	3,213.49	
001-142-000-51890-4715		Utility Services-Civic Ctr	28249001SEP22		3,213.49	
30003001SEP22	Invoice	09/06/2022	30003001SEP22	0.00	104.27	
001-141-000-57680-4700		Utility Services-Park	30003001SEP22		104.27	
30003002SEP22	Invoice	09/06/2022	30003002SEP22	0.00	592.72	
402-400-000-53580-4700		Utility Services-Sewer Ma	30003002SEP22		592.72	
32453001SEP22	Invoice	09/06/2022	32453001SEP22	0.00	87.15	
001-141-000-57680-4700		Utility Services-Park	32453001SEP22		87.15	
35199001SEP22	Invoice	09/06/2022	35199001SEP22	0.00	178.40	
001-118-000-55430-4700		Utility Services-Animal Sh	35199001SEP22		178.40	
35201001SEP22	Invoice	09/06/2022	35201001SEP22	0.00	2,036.83	
401-000-000-53480-4700		Utility Services-Water	35201001SEP22		2,036.83	
35337001SEP22	Invoice	09/06/2022	35337001SEP22	0.00	77.07	
101-000-000-54264-4700		Utility Services	35337001SEP22		77.07	
35665001SEP22	Invoice	09/06/2022	35665001SEP22	0.00	831.79	
001-142-000-57250-4700		Utility Services-Library	35665001SEP22		831.79	
45451001SEP22	Invoice	09/06/2022	45451001SEP22	0.00	176.24	
401-000-000-53480-4700		Utility Services-Water	45451001SEP22		176.24	
46051001SEP22	Invoice	09/06/2022	46051001SEP22	0.00	126.26	
401-000-000-53480-4700		Utility Services-Water	46051001SEP22		126.26	
47009001SEP22	Invoice	09/06/2022	47009001SEP22	0.00	63.85	
402-300-000-53580-4700		Utility Services-Sewer Ma	47009001SEP22		63.85	
82241001SEP22	Invoice	09/15/2022	82241001SEP22	0.00	66.00	
001-141-000-57680-4700		Utility Services-Park	82241001SEP22		66.00	
85079001SEP22	Invoice	09/15/2022	85079001SEP22	0.00	57.25	
402-300-000-53580-4700		Utility Services-Sewer Ma	85079001SEP22		57.25	
8511001SEP22	Invoice	09/07/2022	8511001SEP22	0.00	90.22	
401-000-000-53480-4700		Utility Services-Water	8511001SEP22		90.22	
85183001SEP22	Invoice	09/15/2022	85183001SEP22	0.00	52.97	
404-000-000-53180-4700		Utility Services	85183001SEP22		52.97	
	Void	09/23/2022	Regular	0.00	0.00	107671
VEN01696	TERI SCHNITZER	09/23/2022	Regular	0.00	681.86	107672
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CONFERCEREI	Invoice	09/22/2022	CONFERCEREIMBSEP22		0.00	681.86
001-111-000-51421-4307		Travel-Utility-Training		CONFERCEREIMBSEP22		102.28
001-111-000-51423-4307		Travel-Training		CONFERCEREIMBSEP22		579.58
VEN02346	VANESSA VENTURA	09/23/2022	Regular	0.00	84.85	107673

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
CONFERCEREI	Invoice	09/22/2022	CONFERCEREIMBSEP22	0.00	84.85	
001-111-000-51421-4307	Travel-Utility-Training		CONFERCEREIMBSEP22		42.42	
001-111-000-51423-4307	Travel-Training		CONFERCEREIMBSEP22		42.43	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	15	0.00	51,830.97
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	70	16	0.00	51,830.97

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	51,830.97
			<u>51,830.97</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number APA001268 through number APA001347 in the total amount of \$180,320.61 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 23rd of September, 2022.


Deputy Finance 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 _____, 2022.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02447 - SEPTEMBER 23, 2022 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000050	AAA SEPTIC LLC	09/23/2022	Virtual Pay	0.00	200.00	APA001268
000935	ADAMSON INDUSTRIES CORP.	09/23/2022	Virtual Pay	0.00	390.60	APA001269
VEN01393	APGN INC.	09/23/2022	Virtual Pay	0.00	1,544.63	APA001270
002982	APP	09/23/2022	Virtual Pay	0.00	13,105.69	APA001271
002520	ARAMARK	09/23/2022	Virtual Pay	0.00	266.72	APA001272
003655	BATTERIES PLUS	09/23/2022	Virtual Pay	0.00	38.39	APA001273
VEN02340	BLT SHELTON PONY, LLC	09/23/2022	Virtual Pay	0.00	2,496.49	APA001274
VEN02311	BlueTarp Financial Inc	09/23/2022	Virtual Pay	0.00	1,090.56	APA001275
004914	BRADY TRUCKING	09/23/2022	Virtual Pay	0.00	300.00	APA001276
098000	BUILDERS FIRSTSOURCE	09/23/2022	Virtual Pay	0.00	315.76	APA001277
005900	CAPITAL BUSINESS MACHINES	09/23/2022	Virtual Pay	0.00	1,132.79	APA001278
VEN02063	CARL TANNE	09/23/2022	Virtual Pay	0.00	280.00	APA001279
903714	CARMEN PABLO AHILON	09/23/2022	Virtual Pay	0.00	500.00	APA001280
VEN01214	CINTAS CORPORATION	09/23/2022	Virtual Pay	0.00	115.47	APA001281
007570	CIT	09/23/2022	Virtual Pay	0.00	429.77	APA001282
008565	CORRECT EQUIPMENT	09/23/2022	Virtual Pay	0.00	4,728.00	APA001283
VEN02081	CORRPRO COMPANIES, INC	09/23/2022	Virtual Pay	0.00	700.00	APA001284
008760	CUES	09/23/2022	Virtual Pay	0.00	1,800.00	APA001285
009351	DELAGÉ LANDEN FINANCIAL SVCS	09/23/2022	Virtual Pay	0.00	554.51	APA001286
VEN02319	DENALI WATER SOLUTIONS LLC	09/23/2022	Virtual Pay	0.00	3,456.86	APA001287
VEN01592	EDGAR JERONIMO PABLO	09/23/2022	Virtual Pay	0.00	420.00	APA001288
023078	FASTENAL COMPANY	09/23/2022	Virtual Pay	0.00	2,344.17	APA001289
VEN01406	FERGUSON WATERWORKS	09/23/2022	Virtual Pay	0.00	3,280.06	APA001290
201110	GCR TIRES & SERVICES	09/23/2022	Virtual Pay	0.00	2,245.94	APA001291
039760	GOOD TO GO	09/23/2022	Virtual Pay	0.00	3.50	APA001292
040960	GRAINGER	09/23/2022	Virtual Pay	0.00	85.96	APA001293
045000	H.D. FOWLER COMPANY	09/23/2022	Virtual Pay	0.00	748.54	APA001294
045150	HACH COMPANY	09/23/2022	Virtual Pay	0.00	256.49	APA001295
VEN02232	HOLDEN POLYGRAPH, LLC	09/23/2022	Virtual Pay	0.00	300.00	APA001296
VEN02342	JORGE PABLO PEREZ	09/23/2022	Virtual Pay	0.00	3,600.00	APA001297
079581	KCDA PURCHASING COOPERATIVE	09/23/2022	Virtual Pay	0.00	591.53	APA001298
VEN01821	KITSAP GARAGE DOOR CO	09/23/2022	Virtual Pay	0.00	244.13	APA001299
082633	KRISTMAS TOWN KIWANIS	09/23/2022	Virtual Pay	0.00	7,000.00	APA001300
VEN01230	L.N. CURTIS & SONS	09/23/2022	Virtual Pay	0.00	48.80	APA001301
085076	LAKESIDE EQUIPMENT CORPORATIC	09/23/2022	Virtual Pay	0.00	690.00	APA001302
085995	LANGUAGE LINE SERVICES	09/23/2022	Virtual Pay	0.00	172.79	APA001303
194000	LEROY T. VALLEY	09/23/2022	Virtual Pay	0.00	17.52	APA001304
091345	LEXIPOL LLC	09/23/2022	Virtual Pay	0.00	1,794.00	APA001305
VEN02344	LOSSING CONSTRUCTION LLC	09/23/2022	Virtual Pay	0.00	756.16	APA001306
VEN02343	MARIA SANCHEZ	09/23/2022	Virtual Pay	0.00	2,000.00	APA001307
113004	MASON COUNTY - UTILITIES/WASTE	09/23/2022	Virtual Pay	0.00	209.12	APA001308
114420	MASON TRANSIT AUTHORITY	09/23/2022	Virtual Pay	0.00	180.00	APA001309
VEN02341	MIKE ANTHONY FORENSIC POLYGR/	09/23/2022	Virtual Pay	0.00	600.00	APA001310
VEN01428	MOORING TECH, INC.	09/23/2022	Virtual Pay	0.00	14,373.41	APA001311
132235	MOUNTAIN MIST WATER	09/23/2022	Virtual Pay	0.00	112.91	APA001312
VEN02077	NATURAL SELECTION FARMS, INC.	09/23/2022	Virtual Pay	0.00	3,663.90	APA001313
142952	NORTH CENTRAL LABORATORIES	09/23/2022	Virtual Pay	0.00	352.34	APA001314
142965	NORTHSTAR CHEMICAL, INC	09/23/2022	Virtual Pay	0.00	5,219.14	APA001315
VEN02141	NORTHWEST CASCADE, INC.	09/23/2022	Virtual Pay	0.00	248.90	APA001316
VEN02312	ODP BUSINESS SOLUTIONS LLC	09/23/2022	Virtual Pay	0.00	194.26	APA001317
153500	PACIFIC LAMP & SUPPLY CO	09/23/2022	Virtual Pay	0.00	176.50	APA001318
VEN01513	PHILLIPS BURGESS GOVERNMENT R	09/23/2022	Virtual Pay	0.00	2,000.00	APA001319
159300	POLYDYNE, INC.	09/23/2022	Virtual Pay	0.00	12,711.87	APA001320
165704	R & D SUPPLY	09/23/2022	Virtual Pay	0.00	581.12	APA001321

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Packet: APPKT02447-SEPTEMBER 23, 2022 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
903584	RIGHT SYSTEMS	09/23/2022	Virtual Pay	0.00	29,384.70	APA001322
174052	SAN DIEGO POLICE EQUIPMENT CO,	09/23/2022	Virtual Pay	0.00	5,250.96	APA001323
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	09/23/2022	Virtual Pay	0.00	4,993.00	APA001324
178231	SEAN CARNEY	09/23/2022	Virtual Pay	0.00	72.00	APA001325
186500	SHELTON MASON COUNTY CHAMBE	09/23/2022	Virtual Pay	0.00	4,892.00	APA001326
190222	SIRENNET.COM	09/23/2022	Virtual Pay	0.00	1,396.01	APA001327
VEN01947	STANLEY CONVERGENT SECURITY S	09/23/2022	Virtual Pay	0.00	82.53	APA001328
196300	STERICYCLE, INC.	09/23/2022	Virtual Pay	0.00	10.36	APA001329
196341	STEVEN R. BUZZARD	09/23/2022	Virtual Pay	0.00	570.00	APA001330
VEN01315	SYN-TECH SYSTEMS, INC.	09/23/2022	Virtual Pay	0.00	724.20	APA001331
178252	TASCHNER LAW, PLLC	09/23/2022	Virtual Pay	0.00	225.00	APA001332
188500	THE SHERWIN-WILLIAMS CO.	09/23/2022	Virtual Pay	0.00	3,716.49	APA001333
200985	THURSTON CO PUBLIC HEALTH	09/23/2022	Virtual Pay	0.00	630.00	APA001334
201100	TITUS-WILL	09/23/2022	Virtual Pay	0.00	478.47	APA001335
201300	TOZIER BROS INC.	09/23/2022	Virtual Pay	0.00	600.78	APA001336
VEN01877	TRANSPOGROUP	09/23/2022	Virtual Pay	0.00	3,805.00	APA001337
201875	TYLER TECHNOLOGIES	09/23/2022	Virtual Pay	0.00	1,460.00	APA001338
202195	U.S. BANK N.A.-CUSTODY	09/23/2022	Virtual Pay	0.00	42.00	APA001339
202990	WAPRO	09/23/2022	Virtual Pay	0.00	200.00	APA001340
VEN01411	WASH STATE PATROL	09/23/2022	Virtual Pay	0.00	8.00	APA001341
203780	WATER MGMNT LABORATORIES INC	09/23/2022	Virtual Pay	0.00	1,140.00	APA001342
203900	WESMAR COMPANY, INC	09/23/2022	Virtual Pay	0.00	1,806.08	APA001343
053987	WESTBAY NAPA AUTO PARTS	09/23/2022	Virtual Pay	0.00	2,500.59	APA001344
204075	WESTERN SYSTEMS REFUSE & RECY	09/23/2022	Virtual Pay	0.00	388.89	APA001345
204123	WHISLER COMMUNICATIONS	09/23/2022	Virtual Pay	0.00	15,265.17	APA001346
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	09/23/2022	Virtual Pay	0.00	9.08	APA001347

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	178	80	0.00	180,320.61
	178	80	0.00	180,320.61

Virtual Payments	178	80	0.00	180,320.61
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	180,320.61
			<u>180,320.61</u>



Shelton, WA

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Packet: APPKT02447 - SEPTEMBER 23, 2022 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 000050	AAA SEPTIC LLC	09/23/2022	Virtual Pay	0.00	200.00	APA001268
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
18578	Invoice	06/01/2022	DISC GOLF PORTA POTTY RENTAL	0.00	100.00	
001-141-000-57680-4500		Operating Rentals		DISC GOLF PORTA POTTY R	100.00	
78348	Invoice	09/01/2022	DISC GOLF COURSE PORTA POTTY	0.00	100.00	
001-141-000-57680-4500		Operating Rentals		DISC GOLF COURSE PORTA	100.00	
000935	ADAMSON INDUSTRIES CORP.	09/23/2022	Virtual Pay	0.00	390.60	APA001269
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
148747	Invoice	08/31/2022	CUST# SHEWAPD MOUNT,BRACKETS MIS	0.00	390.60	
001-118-000-52122-3110		Office & Operating-Auto		CUST# SHEWAPD MOUNT,	390.60	
VENO1393	APGN INC.	09/23/2022	Virtual Pay	0.00	1,544.63	APA001270
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16070	Invoice	09/08/2022	PROJECT#10-0015 FILTER FABRIC,FILTER	0.00	1,544.63	
402-400-000-53580-3100		Office and Operating		PROJECT#10-0015 FILTER F	772.32	
402-640-000-53580-3100		Office and Operating		PROJECT#10-0015 FILTER F	772.31	
002982	APP	09/23/2022	Virtual Pay	0.00	13,105.69	APA001271
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
22-625759	Invoice	08/31/2022	ACCT#AP7500158 FUEL	0.00	5,389.41	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	5,389.41	
22-632852	Invoice	09/07/2022	ACCT#AP7500158 FUEL	0.00	3,459.56	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	3,459.56	
22-635411	Invoice	09/01/2022	ACCT#AP7500158 FUEL	0.00	4,256.72	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	4,256.72	
002520	ARAMARK	09/23/2022	Virtual Pay	0.00	266.72	APA001272
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120074875	Invoice	08/31/2022	ACCT#792105973 COVERALLS,MATS,TOW	0.00	62.42	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 COVERA	62.42	
5120079881	Invoice	09/07/2022	ACCT#792105972 COVERALLS, MATS, TO	0.00	70.94	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972 COVERA	70.94	
5120079884	Invoice	09/07/2022	ACCT#792105973 COVERALLS, MATS, TO	0.00	62.42	
402-400-000-53580-3100		Office and Operating		ACCT#792105973 COVERA	62.42	
5120084198	Invoice	09/14/2022	ACCT#792105972 COVERALLS,MATS,TOW	0.00	70.94	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972 COVERA	70.94	
003655	BATTERIES PLUS	09/23/2022	Virtual Pay	0.00	38.39	APA001273
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
P55170095	Invoice	09/20/2022	CUST#3604325193 BATTERY	0.00	38.39	
402-400-000-53580-3100		Office and Operating		CUST#3604325193 BATTER	38.39	
VENO2340	BLT SHELTON PONY, LLC	09/23/2022	Virtual Pay	0.00	2,496.49	APA001274

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
516075	Invoice	09/12/2022	UNIT 56	0.00	714.66	
001-118-000-52122-3110		Office & Operating-Auto		UNIT 56	714.66	
516304	Invoice	09/06/2022	#S55003 EXPL-SEAT BELTS, MOULDING, CA	0.00	122.71	
001-118-000-52122-3110		Office & Operating-Auto		EXPLORER-SEAT BELTS, MO	122.71	
516348	Invoice	09/09/2022	ACCT#S55003 EXPLORER SEAT BELTS, CAR	0.00	363.69	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#S55003 EXPLORER S	363.69	
636693	Invoice	09/05/2022	VIN#1586 DODGE CHARGER RIGHT FRON	0.00	141.71	
001-118-000-52122-4805		Repairs and Maintenance		VIN#1586 DODGE CHARGE	141.71	
637702	Invoice	09/12/2022	UNIT 55 DODGE DURANGO MAINT	0.00	59.95	
001-118-000-55430-4805		Repairs and Maintenance		UNIT 55 DODGE DURANG	59.95	
638161	Invoice	09/06/2022	62980D TAHOE MAINTENANCE	0.00	683.02	
001-118-000-52122-4805		Repairs and Maintenance		62980D TAHOE MAINTENA	683.02	
638372	Invoice	09/08/2022	VIN#2916 MIANTENANCE ACCT#S55003	0.00	334.30	
001-118-000-52122-4805		Repairs and Maintenance		VIN#2916 MIANTENANCE	334.30	
638744	Invoice	09/21/2022	VIN#4817 MAINTENANCE	0.00	76.45	
001-118-000-52122-4805		Repairs and Maintenance		VIN#4817 MAINTENANCE	76.45	
VEN02311	BlueTarp Financial Inc	09/23/2022	Virtual Pay	0.00	1,090.56	APA001275
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
50754859	Invoice	08/25/2022	ACCT#681767 FUEL TANK	0.00	1,090.56	
503-000-000-59448-6400		EM&R CAPITAL EXP-Mach	22-EM&RNEWEQUIP	ACCT#681767 FUEL TANK	1,090.56	
004914	BRADY TRUCKING	09/23/2022	Virtual Pay	0.00	300.00	APA001276
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
19885	Invoice	08/30/2022	WOOD DEBRIS	0.00	60.00	
401-000-000-53480-3100		Office and Operating		WOOD DEBRIS	60.00	
19886	Invoice	08/30/2022	WOOD DEBRIS	0.00	60.00	
401-000-000-53480-3100		Office and Operating		WOOD DEBRIS	60.00	
19888	Invoice	08/30/2022	WOOD DEBRIS	0.00	60.00	
401-000-000-53480-3100		Office and Operating		WOOD DEBRIS	60.00	
19892	Invoice	08/31/2022	WOOD DEBRIS	0.00	60.00	
401-000-000-53480-3100		Office and Operating		WOOD DEBRIS	60.00	
19893	Invoice	08/31/2022	WOOD DEBRIS	0.00	60.00	
401-000-000-53480-3100		Office and Operating		WOOD DEBRIS	60.00	
098000	BUILDERS FIRSTSOURCE	09/23/2022	Virtual Pay	0.00	315.76	APA001277
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
86059470	Invoice	09/06/2022	ACCT#671668 STAPLES, RAGS	0.00	48.94	
001-141-000-57680-3100		Office and Operating		ACCT#671668 STAPLES, RA	48.94	
86076330	Invoice	09/08/2022	ACCT#671668 BOLT SETS, CAULK, WAX RI	0.00	19.33	
001-142-000-51890-3115		Office and Operating-Civi		ACCT#671668 BOLT SETS,	19.33	
86103312	Invoice	09/13/2022	ACCT#671668 WOOD STAKES	0.00	63.64	
401-000-000-53480-3100		Office and Operating		ACCT#671668 WOOD STAK	63.64	
86108852	Invoice	09/13/2022	ACCT#671668 ROLLER COVER	0.00	8.45	
101-000-000-54230-3100		Office and Operating		ACCT#671668 ROLLER COV	8.45	
86120515	Invoice	09/15/2022	ACCT#671668 LUMBER	0.00	167.24	
402-400-000-53580-3100		Office and Operating		ACCT#671668 LUMBER	167.24	
86124988	Invoice	09/15/2022	ACCT#671668 SCREWS, NUTS	0.00	8.16	
401-000-000-53480-3100		Office and Operating		ACCT#671668 SCREWS, N	8.16	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
005900	CAPITAL BUSINESS MACHINES	09/23/2022	Virtual Pay	0.00	1,132.79	APA001278
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV116328	Invoice	08/23/2022	CONTRACT#12047-01 ACCT#4264441	0.00	17.97	
001-118-000-52122-4500	Operating Rentals		CONTRACT#12047-01 ACC		17.97	
INV118454	Invoice	09/08/2022	CONTRACT#12223-01	0.00	242.99	
001-111-000-51423-4500	Operating Rentals		CONTRACT#12223-01		145.79	
001-130-000-51810-4500	Operating Rentals		CONTRACT#12223-01		97.20	
INV118455	Invoice	09/08/2022	CONTRACT#12512-01 ACCT#4264491	0.00	537.49	
001-110-000-51160-4500	Operating Rentals		CONTRACT#12512-01 ACC		132.76	
001-111-000-51421-4500	Operating Rentals		CONTRACT#12512-01 ACC		5.05	
001-111-000-51423-4500	Operating Rentals		CONTRACT#12512-01 ACC		18.81	
001-115-000-51896-4500	Operating Rentals		CONTRACT#12512-01 ACC		179.79	
001-120-000-51310-4500	Operating Rentals		CONTRACT#12512-01 ACC		6.07	
001-121-000-51430-4500	Operating Rentals		CONTRACT#12512-01 ACC		1.50	
001-130-000-51810-4500	Operating Rentals		CONTRACT#12512-01 ACC		0.48	
001-132-000-51888-4500	Operating Rentals		CONTRACT#12512-01 ACC		21.50	
001-140-000-55860-4500	Operating Rentals		CONTRACT#12512-01 ACC		138.40	
001-141-000-57680-4500	Operating Rentals		CONTRACT#12512-01 ACC		14.97	
001-142-000-51830-4500	Operating Rental		CONTRACT#12512-01 ACC		17.52	
001-143-000-57320-4500	Operating Rentals		CONTRACT#12512-01 ACC		0.64	
INV118456	Invoice	09/08/2022	CONTRACT#12533-01	0.00	97.67	
402-400-000-53580-3100	Office and Operating		CONTRACT#12533-01		97.67	
INV118457	Invoice	09/08/2022	CONTRACT#CN1866-01	0.00	76.55	
402-400-000-53580-3100	Office and Operating		CONTRACT#CN1866-01		76.55	
INV119179	Invoice	09/08/2022	CONTRACT#CN2621-01 ACCT#4264441	0.00	134.63	
001-118-000-52122-4500	Operating Rentals		CONTRACT#CN2621-01 AC		134.63	
INV119180	Invoice	09/08/2022	CONTRACT# CN2736-01	0.00	25.49	
001-118-000-52122-4500	Operating Rentals		CONTRACT# CN2736-01		25.49	
VEN02063	CARL TANNE	09/23/2022	Virtual Pay	0.00	280.00	APA001279
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0914-2022-SHELT	Invoice	09/14/2022	SPANISH INTERPRETATION 9/14/22	0.00	140.00	
001-112-000-51250-4106	Interpreter Expenses	22 - ITC	SPANISH INTERPRETATION		140.00	
0921-2022SHELT	Invoice	09/21/2022	SPANISH INTERPRETATION 9/21/22	0.00	140.00	
001-112-000-51250-4106	Interpreter Expenses	22 - ITC	SPANISH INTERPRETATION		140.00	
903714	CARMEN PABLO AHILON	09/23/2022	Virtual Pay	0.00	500.00	APA001280
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
BAILREFUNDSEP2	Invoice	09/13/2022	BAILREFUNDSEP22	0.00	500.00	
657-000-000-58600-0010	Municipal Court Trust		BAILREFUNDSEP22		500.00	
VEN01214	CINTAS CORPORATION	09/23/2022	Virtual Pay	0.00	115.47	APA001281
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5122795854	Invoice	08/31/2022	CUST#10690213 MISC SUPPLIES	0.00	115.47	
001-118-000-52122-3100	Office and Operating		CUST#10690213 MISC SUP		115.47	
007570	CIT	09/23/2022	Virtual Pay	0.00	429.77	APA001282
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
40798319	Invoice	09/17/2022	CUST#2000176406	0.00	429.77	
001-112-000-51250-4500	Operating Rentals		CUST#2000176406		429.77	
008565	CORRECT EQUIPMENT	09/23/2022	Virtual Pay	0.00	4,728.00	APA001283

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
47328	Invoice	08/04/2022	SENSOR	0.00	2,364.00	
402-640-000-53580-3100		Office and Operating		SENSOR	2,364.00	
47329	Invoice	07/31/2022	SENSOR	0.00	2,364.00	
402-400-000-53580-3100		Office and Operating		SENSOR	2,364.00	
VEN02081	CORRPRO COMPANIES, INC	09/23/2022	Virtual Pay	0.00	700.00	APA001284
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
698140	Invoice	08/31/2022	CONTRACT#82826 INSPECTION SERVICE	0.00	700.00	
401-000-000-53480-4100		Professional Services/Adv		CONTRACT#82826 INSPEC	700.00	
008760	CUES	09/23/2022	Virtual Pay	0.00	1,800.00	APA001285
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
618831	Invoice	08/30/2022	CUST#98584000 SOFTWARE	0.00	1,800.00	
402-400-000-53580-4100		Professional Services/Adv		CUST#98584000 SOFTWARE	900.00	
404-000-000-53180-4100		Prof Serv-Stormwater Im		CUST#98584000 SOFTWARE	900.00	
009351	DELAGE LANDEN FINANCIAL SVCS	09/23/2022	Virtual Pay	0.00	554.51	APA001286
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
77460604	Invoice	09/06/2022	CONTRACT #25501728	0.00	270.92	
001-111-000-51423-4500		Operating Rentals		CONTRACT #25501728	162.55	
001-130-000-51810-4500		Operating Rentals		CONTRACT #25501728	108.37	
77519070	Invoice	09/10/2022	CONTRACT#500-50411706	0.00	283.59	
001-118-000-52122-4500		Operating Rentals		CONTRACT#500-50411706	283.59	
VEN02319	DENALI WATER SOLUTIONS LLC	09/23/2022	Virtual Pay	0.00	3,456.86	APA001287
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV349265	Invoice	09/22/2022	CUST#599121378 TRANSPORTATION	0.00	3,456.86	
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 TRANSP	3,456.86	
VEN01592	EDGAR JERONIMO PABLO	09/23/2022	Virtual Pay	0.00	420.00	APA001288
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
29	Invoice	09/09/2022	9/7/22 MAM INTERPRETATION	0.00	140.00	
001-112-000-51250-4106		Interpreter Expenses	22 - ITC	9/7/22 MAM INTERPRETAT	140.00	
30	Invoice	09/14/2022	MAM INTERPRETATION 9/14	0.00	140.00	
001-112-000-51250-4106		Interpreter Expenses	22 - ITC	MAM INTERPRETATION 9/	140.00	
31	Invoice	09/21/2022	MAM INTERPRETATION 9/21/22	0.00	140.00	
001-112-000-51250-4106		Interpreter Expenses	22 - ITC	MAM INTERPRETATION 9/	140.00	
023078	FASTENAL COMPANY	09/23/2022	Virtual Pay	0.00	2,344.17	APA001289
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM205524	Credit Memo	06/29/2022	CUST#WATUM1991 RETURN GLOVES	0.00	-39.17	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 RETUR	-39.17	
WATUM207267	Invoice	09/07/2022	CUST#WATUM1962 MISC SUPPLIES	0.00	166.96	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962 MISC	166.96	
WATUM207269	Invoice	09/07/2022	CUST#WATUM1991 MISC SUPPLIES	0.00	413.81	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 MISC	413.81	
WATUM207275	Invoice	09/08/2022	CUST#WATUM1147 MISC SUPPLIES	0.00	416.87	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1147 MISC	416.87	
WATUM207283	Invoice	09/08/2022	CUST#WATUM1991 WIPES	0.00	69.07	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 WIPES	69.07	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WATUM207288 402-400-000-53580-3100	Invoice	09/08/2022	CUST#WATUM1039 MISC SUPPLIES	0.00	42.67	
	Office and Operating		CUST#WATUM1039 MISC		42.67	
WATUM207462 401-000-000-53480-3100	Invoice	09/15/2022	CUST#WATUM1869 MISC SUPPLIES	0.00	564.00	
	Office and Operating		CUST#WATUM1869 MISC		564.00	
WATUM207493 401-000-000-53480-3100	Invoice	09/16/2022	CUST#WATUM1961 MISC SUPPLIES	0.00	194.00	
	Office and Operating		CUST#WATUM1961 MISC		194.00	
WATUM207496 402-400-000-53580-3100	Invoice	09/16/2022	CUST#WATUM1962 MISC SUPPLIES	0.00	515.96	
	Office and Operating		CUST#WATUM1962 MISC		515.96	
VEN01406	FERGUSON WATERWORKS	09/23/2022	Virtual Pay	0.00	3,280.06	APA001290
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1089817 401-250-000-58900-0001	Invoice	09/09/2022	CUST#57007 SERVICE BRASS	0.00	455.33	
		Materials & Supp-Inv-Cas		CUST#57007 SERVICE BRA	455.33	
1129244 401-000-000-53480-3100	Invoice	08/24/2022	CUST#55599 1" IPERL & 520M	0.00	941.57	
		Office and Operating		CUST#55599 1" IPERL & 52	941.57	
1136425 401-250-000-58900-0001	Invoice	09/14/2022	CUST#55599 1"IPERL & 520M	0.00	1,883.16	
		Materials & Supp-Inv-Cas		CUST#55599 1"IPERL & 52	1,883.16	
201110	GCR TIRES & SERVICES	09/23/2022	Virtual Pay	0.00	2,245.94	APA001291
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
816-13861 503-000-000-54865-3102	Invoice	08/16/2022	CUST#101366 TIRES 19913D	0.00	2,245.94	
		Oper Supplies-Parts		CUST#101366 TIRES 19913	2,245.94	
039760	GOOD TO GO	09/23/2022	Virtual Pay	0.00	3.50	APA001292
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
43556037 402-400-000-53580-3100	Invoice	08/18/2022	62974D CUST#9401499	0.00	3.50	
		Office and Operating		62974D CUST#9401499	3.50	
040960	GRAINGER	09/23/2022	Virtual Pay	0.00	85.96	APA001293
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9428892179 503-000-000-54865-3104	Invoice	08/30/2022	ACCT#839177342 SPRING PINS 10000	0.00	85.96	
		Oper Supp-Parts-EM&R V		ACCT#839177342 SPRING	85.96	
045000	H.D. FOWLER COMPANY	09/23/2022	Virtual Pay	0.00	748.54	APA001294
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16209327 401-250-000-58900-0001	Invoice	09/12/2022	ACCT#194680 EXTENSION FIRE HYDRANT	0.00	748.54	
		Materials & Supp-Inv-Cas		ACCT#194680 EXTENSION	748.54	
045150	HACH COMPANY	09/23/2022	Virtual Pay	0.00	256.49	APA001295
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13245281 402-400-000-53580-3100	Invoice	09/15/2022	ACCT#341640 SOLUTION, AMPLULES	0.00	256.49	
		Office and Operating		ACCT#341640 SOLUTION,	256.49	
VEN02232	HOLDEN POLYGRAPH, LLC	09/23/2022	Virtual Pay	0.00	300.00	APA001296
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
104 001-118-000-52122-4100	Invoice	09/04/2022	POLYGRAPH TESTING GAND	0.00	300.00	
		Patrol-Professional Servic		POLYGRAPH TESTING GAN	300.00	
VEN02342	JORGE PABLO PEREZ	09/23/2022	Virtual Pay	0.00	3,600.00	APA001297

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUND	Invoice	09/21/2022	BAILREFUND	0.00	3,600.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUND	3,600.00	
079581	KCDA PURCHASING COOPERATIVE	09/23/2022	Virtual Pay	0.00	591.53	APA001298
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300658376	Invoice	08/31/2022	CUST#101367 MISC SUPPLIES	0.00	591.53	
001-118-000-52122-3100		Office and Operating		CUST#101367 MISC SUPPL	591.53	
VEN01821	KITSAP GARAGE DOOR CO	09/23/2022	Virtual Pay	0.00	244.13	APA001299
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
109961	Invoice	09/08/2022	122 FRANKLIN ST DOOR REPAIR	0.00	244.13	
001-119-000-52250-4100		Professional Services/Adv		122 FRANKLIN ST DOOR RE	244.13	
082633	KRISTMAS TOWN KIWANIS	09/23/2022	Virtual Pay	0.00	7,000.00	APA001300
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GRANTSEP2022	Invoice	09/22/2022	LODGING TAX RECIPIENT AGREEMENT GR	0.00	7,000.00	
108-000-000-57390-4102		Prof Serv-KristmasTowne		LODGING TAX RECIPIENT A	7,000.00	
VEN01230	L.N. CURTIS & SONS	09/23/2022	Virtual Pay	0.00	48.80	APA001301
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV628501	Invoice	08/31/2022	CUST#C5463 GANO ARMOR/CARRIER	0.00	48.80	
001-118-000-52122-3101		Uniforms		CUST#C5463 GANO ARMO	48.80	
085076	LAKESIDE EQUIPMENT CORPORATIC	09/23/2022	Virtual Pay	0.00	690.00	APA001302
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
903243	Invoice	09/12/2022	GLIDE PLATE ASSY, ROLLER W/ BEARINGS	0.00	690.00	
402-400-000-53580-4800		Repairs and Maintenance		GLIDE PLATE ASSY, ROLLER	690.00	
085995	LANGUAGE LINE SERVICES	09/23/2022	Virtual Pay	0.00	172.79	APA001303
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10622115	Invoice	08/31/2022	ACCT#9020543108 AUG 2022	0.00	112.82	
001-118-000-52122-4100		Patrol-Professional Servic		ACCT#9020543108 AUG 2	112.82	
10622279	Invoice	08/31/2022	ACCT#9020943082 PHONE INTERPRETATI	0.00	59.97	
001-118-000-52122-4100		Patrol-Professional Servic		ACCT#9020943082 PHONE	59.97	
194000	LEROY T. VALLEY	09/23/2022	Virtual Pay	0.00	17.52	APA001304
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
95830	Invoice	09/20/2022	O RINGS	0.00	17.52	
402-400-000-53580-3100		Office and Operating		O RINGS	17.52	
091345	LEXIPOL LLC	09/23/2022	Virtual Pay	0.00	1,794.00	APA001305
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INVPR109547	Invoice	09/01/2022	POLICEONE ACADEMY ANNUAL FEE	0.00	1,794.00	
001-118-000-52122-4100		Patrol-Professional Servic		POLICEONE ACADEMY AN	1,794.00	
VEN02344	LOSSING CONSTRUCTION LLC	09/23/2022	Virtual Pay	0.00	756.16	APA001306

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5699	Invoice	09/12/2022	PRIVACY FILM COURT WINDOWS	0.00	756.16	
001-112-000-51250-4800		Repairs and Maintenance		PRIVACY FILM COURT WIN	756.16	
VEN02343	MARIA SANCHEZ	09/23/2022	Virtual Pay	0.00	2,000.00	APA001307
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUND	Invoice	09/21/2022	BAILREFUND	0.00	2,000.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUND	2,000.00	
113004	MASON COUNTY - UTILITIES/WASTE	09/23/2022	Virtual Pay	0.00	209.12	APA001308
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
005905	Invoice	08/31/2022	CUST# SW-C022 AUGUST 2022	0.00	129.09	
401-000-000-53480-3100		Office and Operating		CUST# SW-C022 AUGUST 2	129.09	
005906	Invoice	08/31/2022	CUST# SW-C035 AUGUST 2022	0.00	80.03	
101-000-000-54230-3100		Office and Operating		CUST# SW-C035 AUGUST 2	80.03	
114420	MASON TRANSIT AUTHORITY	09/23/2022	Virtual Pay	0.00	180.00	APA001309
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10868	Invoice	08/31/2022	CUST# CIT100 PICKLEBALL RENTAL	0.00	180.00	
001-141-000-57120-4500		Operating Rentals		CUST# CIT100 PICKLEBALL	180.00	
VEN02341	MIKE ANTHONY FORENSIC POLYGR/	09/23/2022	Virtual Pay	0.00	600.00	APA001310
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2016-475	Invoice	08/26/2022	POLYGRAPH EXAM-HUDGENS	0.00	600.00	
001-118-000-52122-4100		Patrol-Professional Servic		POLYGRAPH EXAM-HUDGE	600.00	
VEN01428	MOORING TECH, INC.	09/23/2022	Virtual Pay	0.00	14,373.41	APA001311
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
68352	Invoice	09/07/2022	CUST#C13227 KEYBOARDS, FINGERPRINT	0.00	14,373.41	
001-118-000-52122-3505		Inventoried-Small Tools/E		CUST#C13227 KEYBOARDS	14,373.41	
132235	MOUNTAIN MIST WATER	09/23/2022	Virtual Pay	0.00	112.91	APA001312
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
004924187	Invoice	08/24/2022	ACCT#088436 ANIMAL CONTROL	0.00	11.93	
001-118-000-52122-3100		Office and Operating		ACCT#088436 ANIMAL CO	11.93	
004924194	Invoice	08/24/2022	ACCT#088436 POLICE	0.00	17.92	
001-118-000-52122-3100		Office and Operating		ACCT#088436 POLICE	17.92	
004951422	Invoice	09/08/2022	ACCT#088436 PUBLIC WORKS	0.00	10.30	
401-000-000-53480-3100		Office and Operating		ACCT#088436 PUBLIC WO	5.95	
401-000-000-53480-4500		Operating Rentals		ACCT#088436 PUBLIC WO	4.35	
004951424	Invoice	09/08/2022	ACCT#088436 ANIMAL CONTROL	0.00	10.30	
001-118-000-55430-3100		Office and Operating		ACCT#088436 ANIMAL CO	5.95	
001-118-000-55430-4500		Operating Rentals		ACCT#088436 ANIMAL CO	4.35	
004951451	Invoice	09/08/2022	ACCT#088436 POLICE	0.00	34.24	
001-118-000-52122-3100		Office and Operating		ACCT#088436 POLICE	29.89	
001-118-000-52122-4500		Operating Rentals		ACCT#088436 POLICE	4.35	
004951453	Invoice	09/08/2022	ACCT#088436 MUNI COURT	0.00	22.27	
001-112-000-51250-3100		Office and Operating		ACCT#088436 MUNI COUR	17.92	
001-112-000-51250-4500		Operating Rentals		ACCT#088436 MUNI COUR	4.35	
004951462	Invoice	09/08/2022	ACCT#074484 PUBLIC WORKS	0.00	5.95	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3100	Office and Operating		ACCT#074484 PUBLIC WO		5.95	
VEN02077	NATURAL SELECTION FARMS, INC.	09/23/2022	Virtual Pay	0.00	3,663.90	APA001313
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6731	Invoice	08/31/2022	AUGUST 2022 BIOSOLIDS	0.00	3,663.90	
402-400-000-53580-4100	Professional Services/Adv		AUGUST 2022 BIOSOLIDS		3,663.90	
142952	NORTH CENTRAL LABORATORIES	09/23/2022	Virtual Pay	0.00	352.34	APA001314
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
476156	Invoice	09/09/2022	ACCT#42215 FLASK, STIR BAR, BUFFERED	0.00	352.34	
402-400-000-53580-3100	Office and Operating		ACCT#42215 FLASK, STIR B		352.34	
142965	NORTHSTAR CHEMICAL, INC	09/23/2022	Virtual Pay	0.00	5,219.14	APA001315
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
234001	Invoice	09/14/2022	CUST#100472 SODIUM HYPOCHLORITE	0.00	5,219.14	
402-640-000-53580-3100	Office and Operating		CUST#100472 SODIUM HY		5,219.14	
VEN02141	NORTHWEST CASCADE, INC.	09/23/2022	Virtual Pay	0.00	248.90	APA001316
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0552982776	Invoice	08/24/2022	CUST#228916 PORTA POTTY 799 W HARV	0.00	131.00	
001-141-000-57680-4500	Operating Rentals		CUST#228916 PORTA POTT		131.00	
0553019002	Invoice	09/09/2022	CUST#228916 HUFF N PUFF RENTAL	0.00	117.90	
001-141-000-57680-4576	Oper Rental-Huff/Puff Do		CUST#228916 HUFF N PUF		117.90	
VEN02312	ODP BUSINESS SOLUTIONS LLC	09/23/2022	Virtual Pay	0.00	194.26	APA001317
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
265137352001	Invoice	08/31/2022	ACCT#28972108 OFFICE SUPPLIES	0.00	194.26	
001-111-000-51423-3100	Office and Operating		ACCT#28972108 OFFICE S		38.90	
001-130-000-51810-3100	Office and Operating		ACCT#28972108 OFFICE S		155.36	
153500	PACIFIC LAMP & SUPPLY CO	09/23/2022	Virtual Pay	0.00	176.50	APA001318
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
856078	Invoice	09/06/2022	CUST #23733-1 LIGHTS	0.00	176.50	
001-142-000-51830-3100	Office and Operating		CUST #23733-1 LIGHTS		176.50	
VEN01513	PHILLIPS BURGESS GOVERNMENT R	09/23/2022	Virtual Pay	0.00	2,000.00	APA001319
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1883	Invoice	09/09/2022	GOVERNMENTAL AFFAIRS CONSULTING S	0.00	2,000.00	
001-120-000-51310-4100	Professional Services/Adv		GOVERNMENTAL AFFAIRS		2,000.00	
159300	POLYDYNE, INC.	09/23/2022	Virtual Pay	0.00	12,711.87	APA001320
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1670901	Invoice	08/30/2022	CUST#100860 CLARIFLOC	0.00	12,711.87	
402-400-000-53580-3100	Office and Operating		CUST#100860 CLARIFLOC		12,711.87	
165704	R & D SUPPLY	09/23/2022	Virtual Pay	0.00	581.12	APA001321

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
243968	Invoice	09/06/2022	CUST#60CS18 MISC SUPPLIES	0.00	541.95	
001-142-000-51890-3115	Office and Operating-Civi		CUST#60CS18 MISC SUPPL		130.98	
001-142-000-51890-3115	Office and Operating-Civi		CUST#60CS18 MISC SUPPL		78.37	
001-142-000-57250-3100	Office and Operating		CUST#60CS18 MISC SUPPL		42.07	
001-142-000-57250-3100	Office and Operating		CUST#60CS18 MISC SUPPL		130.98	
001-142-000-57250-3100	Office and Operating		CUST#60CS18 MISC SUPPL		117.48	
401-000-000-53480-3100	Office and Operating		CUST#60CS18 MISC SUPPL		42.07	
244037	Invoice	09/09/2022	CUST#60CS18 MISC SUPPLIES	0.00	39.17	
001-142-000-51890-3115	Office and Operating-Civi		CUST#60CS18 MISC SUPPL		39.17	
903584	RIGHT SYSTEMS	09/23/2022	Virtual Pay	0.00	29,384.70	APA001322
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
SI-175955	Invoice	06/27/2022	CUST#COS006 MANAGED SERVICES JUNE	0.00	14,692.35	
001-132-000-51888-4100	Data Processing-Prof Svcs		CUST#COS006 MANAGED		14,692.35	
SI-176685	Invoice	08/03/2022	CUST#COS006 MANAGED SERVICES AUG	0.00	14,692.35	
001-132-000-51888-4100	Data Processing-Prof Svcs		CUST#COS006 MANAGED		14,692.35	
174052	SAN DIEGO POLICE EQUIPMENT CO,	09/23/2022	Virtual Pay	0.00	5,250.96	APA001323
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
653181	Invoice	08/07/2022	ACCT#842 AMMO	0.00	5,250.96	
001-118-000-52122-3100	Office and Operating		ACCT#842 AMMO		5,250.96	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	09/23/2022	Virtual Pay	0.00	4,993.00	APA001324
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
69196	Invoice	09/09/2022	TIB UAP GRANT APPLICATION	0.00	4,993.00	
001-115-000-51896-4100	Professional Services/Adv		TIB UAP GRANT APPLICATI		4,993.00	
178231	SEAN CARNEY	09/23/2022	Virtual Pay	0.00	72.00	APA001325
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AUGUST2022KIM	Invoice	09/12/2022	AUGUST2022KIMUDO	0.00	72.00	
001-141-000-57120-4100	Professional Services/Adv		AUGUST2022KIMUDO		72.00	
186500	SHELTON MASON COUNTY CHAMBE	09/23/2022	Virtual Pay	0.00	4,892.00	APA001326
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
Q2/2022GRANT	Invoice	09/20/2022	LODGING TAX RECIPIENT AGREEMENT GR	0.00	4,892.00	
108-000-000-57390-4100	Prof Serv-Chamber		LODGING TAX RECIPIENT A		4,892.00	
190222	SIRENNET.COM	09/23/2022	Virtual Pay	0.00	1,396.01	APA001327
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0263980	Invoice	08/30/2022	CUST#3605184 SQUAXIN EXP. LIGHTS	0.00	411.72	
001-000-000-59421-6403	POLICE CAPITAL Vehicles/	22-NEWEQUIPPOLICE	CUST#3605184 SQUAXIN E		411.72	
0264019	Invoice	08/31/2022	CUST#3605184 SQUAXIN EXP LIGHT BAR	0.00	567.39	
001-000-000-59421-6403	POLICE CAPITAL Vehicles/	22-NEWEQUIPPOLICE	CUST#3605184 SQUAXIN E		567.39	
0264099	Invoice	09/07/2022	CUST#3605184 SQUAXIN EXP EXT CABLE	0.00	233.05	
001-000-000-59421-6403	POLICE CAPITAL Vehicles/	22-NEWEQUIPPOLICE	CUST#3605184 SQUAXIN E		233.05	
0264170	Invoice	09/12/2022	CUST#3605184 BLUE/WHITE LIGHT	0.00	183.85	
001-000-000-59421-6403	POLICE CAPITAL Vehicles/	22-NEWEQUIPPOLICE	CUST#3605184 BLUE/WHI		183.85	
VEN01947	STANLEY CONVERGENT SECURITY SI	09/23/2022	Virtual Pay	0.00	82.53	APA001328

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6002806068	Invoice	09/15/2022	ACCT#10685708 MAINTENANCE LIBRARY	0.00	82.53	
001-142-000-57250-4100		Professional Services/Adv	ACCT#10685708 MAINTEN		82.53	
196300	STERICYCLE, INC.	09/23/2022	Virtual Pay	0.00	10.36	APA001329
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3006153993	Invoice	08/31/2022	MONTHLY SERVICES	0.00	10.36	
001-118-000-52122-4100		Patrol-Professional Serv			10.36	
196341	STEVEN R. BUZZARD	09/23/2022	Virtual Pay	0.00	570.00	APA001330
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUDGEPROTEMSE	Invoice	09/15/2022	JUDGEPROTEMSEP13-15	0.00	390.00	
001-112-000-51250-4101		Judge Pro-Tem			390.00	
JUDGEPROTEMSE	Invoice	09/20/2022	JUDGEPROTEMSEP2022	0.00	180.00	
001-112-000-51250-4101		Judge Pro-Tem			180.00	
VEN01315	SYN-TECH SYSTEMS, INC.	09/23/2022	Virtual Pay	0.00	724.20	APA001331
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
254659	Invoice	08/29/2022	ACCT#SHELWA FILL RING	0.00	125.80	
001-118-000-52122-3110		Office & Operating-Auto			125.80	
254873	Invoice	08/31/2022	ACCT# SHELWA FUELMASTER MAINT	0.00	598.40	
503-000-000-54865-4801		Repairs and Maintenance	ACCT# SHELWA FUELMAS		598.40	
178252	TASCHNER LAW, PLLC	09/23/2022	Virtual Pay	0.00	225.00	APA001332
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WSADCPREGREI	Invoice	09/21/2022	REGISTRATION REIMBURSEMENT	0.00	225.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public			225.00	
188500	THE SHERWIN-WILLIAMS CO.	09/23/2022	Virtual Pay	0.00	3,716.49	APA001333
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2309-9	Invoice	08/31/2022	ACCT#2312-7948-0 PAINT	0.00	3,434.50	
001-141-000-57680-3100		Office and Operating			3,434.50	
5071-7	Invoice	09/07/2022	ACCT#2312-7948-0	0.00	281.99	
001-141-000-57680-3100		Office and Operating			281.99	
200985	THURSTON CO PUBLIC HEALTH	09/23/2022	Virtual Pay	0.00	630.00	APA001334
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEESSEP22	Invoice	09/06/2022	LABFEESSEP22	0.00	630.00	
401-000-000-53480-4100		Professional Services/Adv			630.00	
201100	TITUS-WILL	09/23/2022	Virtual Pay	0.00	478.47	APA001335
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2622817	Invoice	09/12/2022	13 TAHOE ARM,TRANSMITTER,WEATHERS	0.00	478.47	
001-118-000-52122-3110		Office & Operating-Auto			478.47	
201300	TOZIER BROS INC.	09/23/2022	Virtual Pay	0.00	600.78	APA001336
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
459241	Invoice	09/06/2022	CUST#20090 QUICK LINK	0.00	12.16	
503-000-000-54865-3100		Office and Operating			12.16	
459263	Invoice	09/08/2022	CUST#20090 ROPE, LINKS, SNAP	0.00	28.30	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
402-400-000-53580-3100		Office and Operating	CUST#20090 ROPE, LINKS,		28.30	
459321	Invoice	09/10/2022	CUST#20090 PAINT SUPPLIES	0.00	67.48	
001-141-000-57680-3100		Office and Operating	CUST#20090 PAINT SUPPLI		67.48	
459349	Invoice	09/13/2022	CUST#20090 LED FLASHLIGHT	0.00	36.97	
401-000-000-53480-3100		Office and Operating	CUST#20090 LED FLASHLI		36.97	
459363	Invoice	09/13/2022	CUST#20090 SWIFFER SWEEPER	0.00	31.20	
402-400-000-53580-3100		Office and Operating	CUST#20090 SWIFFER SW		31.20	
459365	Invoice	09/13/2022	CUST#20090 BUSHING, NIPPLES, ELBOW	0.00	17.51	
503-300-000-59448-6400		Equipment/Vehicles	22-EM&RNEWEQUIP CUST#20090 BUSHING, NI		17.51	
459368	Invoice	09/14/2022	CUST#20090 BLADE	0.00	61.73	
401-000-000-53480-3100		Office and Operating	CUST#20090 BLADE		61.73	
459369	Invoice	09/14/2022	CUST#20090 WIPES, SPRAY PAINT	0.00	37.37	
101-000-000-54230-3100		Office and Operating	CUST#20090 WIPES, SPRA		37.37	
459379	Invoice	09/14/2022	CUST#20090 PAINT	0.00	56.99	
001-141-000-57680-3176		Off & Oper-Huff/Puff Don	CUST#20090 PAINT		56.99	
459393	Invoice	09/15/2022	CUST#20090 MISC PARTS	0.00	78.85	
402-400-000-53580-3100		Office and Operating	CUST#20090 MISC PARTS		78.85	
459397	Invoice	09/15/2022	CUST#20090 PENCIL, RAFTER SQUARE	0.00	12.54	
402-400-000-53580-3100		Office and Operating	CUST#20090 PENCIL, RAFT		12.54	
459405	Invoice	09/15/2022	CUST#20090 BATTERY	0.00	8.68	
001-142-000-51890-3115		Office and Operating-Civi	CUST#20090 BATTERY		8.68	
459455	Invoice	09/19/2022	CUST#20090 SAND DISC, BELT	0.00	41.44	
001-141-000-57680-3100		Office and Operating	CUST#20090 SAND DISC, B		41.44	
459469	Invoice	09/20/2022	CUST#20090 LINE, WIRE	0.00	22.40	
402-400-000-53580-3100		Office and Operating	CUST#20090 LINE, WIRE		22.40	
459480	Invoice	09/20/2022	CUST#20090 NUTS & BOLTS	0.00	4.18	
001-141-000-57680-3100		Office and Operating	CUST#20090 NUTS & BOLT		4.18	
459491	Invoice	09/21/2022	CUST#20090 PIPE CUTTER	0.00	19.57	
001-142-000-51830-3100		Office and Operating	CUST#20090 PIPE CUTTER		19.57	
459498	Invoice	09/21/2022	CUST#20090 FLY CATCHERS	0.00	12.95	
402-640-000-53580-3100		Office and Operating	CUST#20090 FLY CATCHER		12.95	
459513	Invoice	09/21/2022	CUST#20090 SPADE	0.00	50.46	
401-000-000-53480-3100		Office and Operating	CUST#20090 SPADE		50.46	
VENO1877	TRANPOGROUP	09/23/2022	Virtual Pay	0.00	3,805.00	APA001337
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
28738	Invoice	09/14/2022	CITY PARKING LOT SERVICES	0.00	861.25	
302-000-000-59565-4100		PARKING FACILITIES-Profe	19-CITYPRKLOT	CITY PARKING LOT SERVICE	861.25	
28790	Invoice	09/08/2022	WSDOT RAILWAY CROSSINGS GRANT APP	0.00	2,943.75	
001-115-000-51896-4100		Professional Services/Adv		WSDOT RAILWAY CROSSIN	2,943.75	
201875	TYLER TECHNOLOGIES	09/23/2022	Virtual Pay	0.00	1,460.00	APA001338
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025-389859	Invoice	07/31/2022	CUST#48155 ENERGGOV JUL22	0.00	1,170.00	
001-115-000-51895-4100		Prof Srvcs/Advertising-P		CUST#48155 ENERGGOV JU	468.00	
001-118-000-52122-4100		Patrol-Professional Servic		CUST#48155 ENERGGOV JU	234.00	
001-121-000-51430-4100		Professional Services/Adv		CUST#48155 ENERGGOV JU	152.10	
001-140-000-55850-4100		Professional Services/Adv		CUST#48155 ENERGGOV JU	315.90	
025-392800	Invoice	08/31/2022	CUST#48155 METER READER INTERFACE	0.00	130.00	
411-000-000-59434-4100		Professional Services	21-AMR	CUST#48155 METER READ	65.00	
412-000-000-59435-4100		Professional Services	21-AMR	CUST#48155 METER READ	65.00	
025-394284	Invoice	10/01/2022	CUST#48155 UTILITY BILLING MONTHLY F	0.00	160.00	

Check Register

Packet: APPKT02447-SEPTEMBER 23, 2022 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-111-000-51421-4100	Professional Services/Adv		CUST#48155 UTILITY BILLI		160.00	
202195	U.S. BANK N.A.-CUSTODY	09/23/2022	Virtual Pay	0.00	42.00	APA001339
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUGMAINTFEES2	Invoice	08/31/2022	AUGMAINTFEES2022	0.00	42.00	
001-111-000-51423-4102		Prof Services-Banking Fee		AUGMAINTFEES2022	42.00	
202990	WAPRO	09/23/2022	Virtual Pay	0.00	200.00	APA001340
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5429	Invoice	09/09/2022	2022 FALL CONFERENCE REGISTRATION	0.00	200.00	
001-118-000-52140-4901		Miscellaneous-Administra		2022 FALL CONFERENCE R	200.00	
VEN01411	WASH STATE PATROL	09/23/2022	Virtual Pay	0.00	8.00	APA001341
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
RESTITUTION492	Invoice	09/21/2022	RESTITUTION49243C	0.00	8.00	
657-000-000-58600-0010		Municipal Court Trust		RESTITUTION49243C	8.00	
203780	WATER MGMNT LABORATORIES INC	09/23/2022	Virtual Pay	0.00	1,140.00	APA001342
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
205715	Invoice	09/07/2022	ACCT#AS201R 8/15/22 TESTS	0.00	264.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 8/15/22 TES	264.00	
205839	Invoice	09/09/2022	ACCT#AS201R 8/1/22 TESTS	0.00	438.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 8/1/22 TEST	438.00	
205944	Invoice	09/15/2022	ACCT#AS201R 9/6/22 TESTS	0.00	438.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 9/6/22 TEST	438.00	
203900	WESMAR COMPANY, INC	09/23/2022	Virtual Pay	0.00	1,806.08	APA001343
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
303001	Invoice	09/08/2022	CUST#31175 SODIUM HYPOCHLORITE	0.00	903.04	
401-000-000-53480-3104		Office and Operating-Chl		CUST#31175 SODIUM HYP	903.04	
303327	Invoice	09/16/2022	CUST#31175 SODIUM HYPOCHLORITE	0.00	903.04	
401-000-000-53480-3104		Office and Operating-Chl		CUST#31175 SODIUM HYP	903.04	
053987	WESTBAY NAPA AUTO PARTS	09/23/2022	Virtual Pay	0.00	2,500.59	APA001344
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002696	Invoice	08/26/2022	ACCT#4296 UNIT 80 MISC PARTS	0.00	734.25	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 UNIT 80 MISC	734.25	
003962	Invoice	09/03/2022	ACCT#4296 USED TAHOE MISC	0.00	84.99	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 USED TAHOE	84.99	
004021	Invoice	09/04/2022	ACCT#4296 USED TAHOE MISC	0.00	50.70	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 USED TAHOE	50.70	
004210	Invoice	09/06/2022	ACCT#4296 STEERING FLUID, OIL	0.00	138.33	
503-000-000-54865-3101		Vehicle Supplies		ACCT#4296 STEERING FLUI	83.00	
503-000-000-54865-3103		Vehicle Supp-EM&R Vehic		ACCT#4296 STEERING FLUI	55.33	
004318	Invoice	09/07/2022	ACCT#4296 WINDSHIELD WA	0.00	7.96	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 WINDSHIELD	7.96	
004323	Invoice	09/07/2022	ACCT#4296 UNIT 55 AIR CONDITIONER	0.00	491.11	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 UNIT 55 AIR C	491.11	
004372	Invoice	09/07/2022	ACCT#4296 OIL FILTER 67800D	0.00	20.50	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		ACCT#4296 OIL FILTER 678	20.50	
004526	Credit Memo	09/08/2022	ACCT#4296 UNIT 55	0.00	-179.62	

Check Register

Packet: APPKT02447-SEPTEMBER 23, 2022 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296 UNIT 55	-179.62		
004561	Invoice	09/08/2022	ACCT#4296 TRICO FORCE	0.00	38.69	
401-000-000-53480-3100		Office and Operating	ACCT#4296 TRICO FORCE		38.69	
005104	Invoice	09/12/2022	ACCT#4296 BELTS	0.00	78.89	
001-142-000-51890-3115		Office and Operating-Civi	ACCT#4296 BELTS		78.89	
005460	Invoice	09/14/2022	ACCT#4296 BRAKE PADS UNIT 50	0.00	239.74	
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296 BRAKE PADS U		239.74	
005497	Invoice	09/15/2022	ACCT#4296 19989D BRAKE FL	0.00	6.23	
503-000-000-54865-3102		Oper Supplies-Parts	ACCT#4296 19989D BRAKE		6.23	
005576	Invoice	09/15/2022	ACCT#4296 17 & 24 EXACTFIT-BEA	0.00	29.14	
402-400-000-53580-3100		Office and Operating	ACCT#4296 17 & 24 EXACT		29.14	
005985	Invoice	09/18/2022	ACCT#4296 UNIT 980 MISC	0.00	596.35	
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296 UNIT 980 MIS		596.35	
006167	Invoice	09/20/2022	ACCT#4296 WIPERS, BATTERY,	0.00	58.83	
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296 WIPERS, BATT		58.83	
999626	Invoice	08/04/2022	ACCT#4296 BATTERY	0.00	104.50	
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296 BATTERY		104.50	
204075	WESTERN SYSTEMS REFUSE & RECY	09/23/2022	Virtual Pay	0.00	388.89	APA001345
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
37239	Invoice	08/25/2022	SPRING 69986D	0.00	388.89	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	SPRING 69986D		388.89	
204123	WHISLER COMMUNICATIONS	09/23/2022	Virtual Pay	0.00	15,265.17	APA001346
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
819	Invoice	08/26/2022	ACCT#101376 RADIOS, ACCESSORIES	0.00	15,265.17	
001-118-000-52122-3505		Inventoried-Small Tools/E	ACCT#101376 RADIOS, AC		15,265.17	
VENO2139	ZEPPELIN SHIPPING & TECHNOLOGY	09/23/2022	Virtual Pay	0.00	9.08	APA001347
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
PACKAGEID#8866	Invoice	08/31/2022	JACOB THOMAS PERSONAL	0.00	9.08	
001-118-000-52122-4200		Communication	JACOB THOMAS PERSONA		9.08	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	178	80	0.00	180,320.61
	178	80	0.00	180,320.61

Virtual Payments	178	80	0.00	180,320.61
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2022	180,320.61
			<u>180,320.61</u>



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
September 6, 2022 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Schmit
James Boad
Miguel Gutierrez
Kathy McDowell
Deidre Peterson
Sharon Schirman

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Public Works Director Jay Harris
Public Works Superintendent Brent Armstrong
Public Works Administrative Manager Brooke Kilts
Senior Planner Jason Dose

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: County Commissioner Sharon Trask
Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

- Item H City Manager Report to follow Item D Presentations

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 107568 through 107581 in the total amount of \$77,937.66
2. Vouchers numbered APA001051 through APA001112 in the total amount of \$406,811.13
3. Vouchers numbered 107595 through 107598 in the total amount of \$24,707.64
4. Vouchers numbered APA001113 through APA001147 in the total amount of \$131,732.06
5. Minutes:
 - Business Meeting of July 5, 2022
 - Study Session of July 12, 2022
 - Business Meeting of July 19, 2022
 - Study Session of July 26, 2022
 - Business Meeting of August 2, 2022
 - Study Session of August 9, 2022

A motion was made by Deputy Mayor Schmit and seconded by Councilmember McDowell to approve the Consent Agenda as published. Passed.

PRESENTATIONS

1. Forest Festival LTAC Report – Presented by Forest Festival Vice President Amy Cooper

Vice President Cooper provided an LTAC report for the 2022 Mason County Forest Festival event.

2. 2023 Capital Improvement Plan – Presented by Public Works Director Jay Harris and Public Works Superintendent Brent Armstrong

Public Works Director Harris and Superintendent Armstrong shared an update of the 2023 Capital Improvement Plan.

ADMINISTRATION REPORT – City Manager Jeff Niten

- Homeless Encampment Ordinance
- Homeless Task Force
- Community impacts from homelessness
- Shelton Police Department

GENERAL PUBLIC COMMENT

In-Person:

Monte Ritter	Athena Ayers
Dean Jewett	Heather Jackson
Chriss Brickert	Mary Eagleson

Zoom:

Colleen Carmichael

BUSINESS AGENDA

None

ACTION AGENDA

1. Resolution No. 1242-0822 Aspect Consulting Contract Change No. 1-C Street Environmental Cleanup Construction Planning – Presented by Public Works Administrative Manager Brooke Kilts

Public Works Administrative Manager Kilts discussed changes to the Aspect Consulting Contract. No discussion. No public comment. City Clerk Nault provided the reading of Resolution No. 1242-0822.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to approve Resolution No. 1242-0822 as presented. Passed.

2. Resolution No. 1244-0822 Acceptance of Proposed Expanded Annexation Area-Peacock Ridge – Presented by Senior Planner Jason Dose

Senior Planner Dose discussed the proposed annexation area and the next steps in the annexation process. Discussion followed. No public comment. City Clerk Nault provided the reading of Resolution 1244-0822.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Peterson to approve Resolution No. 1244-0822 accepting a proposed annexation petition of the Peacock Ridge area. Passed.

3. Park Vehicle Purchase Authorization – Presented by Senior Planner Jason Dose

Senior Planner Dose discussed the purchase of a Parks Department vehicle. Discussion followed. No public comment.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Gutierrez to authorize City Manager Niten to sign the purchase order for a 2023 Ford F150 pickup truck. Passed.

ADMINISTRATION REPORT – City Manager Jeff Niten

- New Hire: Jae Hill, Community Development Director
- Review Looking Ahead

NEW ITEMS FOR DISCUSSION

C Street Landfill

ANNOUNCEMENT OF NEXT MEETING

Study Session – September 13, 2022 at 6:00 p.m.

City Council Meeting – September 20, 2022 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 7:23 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Special Meeting Minutes

September 13, 2022 – 6:00 p.m.

Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Joe Schmit
James Boad
Miguel Gutierrez
Kathy McDowell
Deidre Peterson
Sharon Schirman

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Parks & Facilities Director Mark Ziegler
Fire Marshal Keith Reitz
Building Official Sean Carlstrom
Senior Engineer Mike White
Senior Planner Jason Dose

CALL TO ORDER

Call to Order: 6:00 p.m.

Roll Call: All present

STUDY AGENDA

1. Permitting Process – Presented by Parks & Facilities Director Mark Ziegler

City staff provided an overview of the building permit process. Discussion followed.

2. Homeless Outreach Coordinator – Presented by City Manager Jeff Niten

City Manager Niten shared information on the potential of adding a Homeless Outreach Coordinator to the city team, as well as other options to address homelessness in the community. Discussion followed.

NEW ITEMS FOR DISCUSSION

- No Lie/No Sit Policy

ADJOURN

Mayor Onisko adjourned the meeting at 8:02 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (AGENDA ITEM E1)

Touch Date: 09/14/2022
Brief Date: 10/04/2022
Action Date: 10/18/2022

Department: Executive
Presented By: Jeff Niten

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

D. Nault

J. Niten

PROGRAM/PROJECT TITLE:
Lodging Tax Advisory Committee
Tourism Grant Recommendations

ATTACHMENTS:

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Each year the city accepts grant applications requesting funding from a dedicated revenue source provided by the collection of lodging taxes from motels/hotels in the City. The city tourism budget is a fund that may only be used on facilities or events as authorized under state law RCW 67.28. In addition, as directed by state law, the city has appointed a Lodging Tax Advisory Committee with the Mayor serving as chairperson.

Tourism Grants Awarded in 2022

Bluegrass from the Forest (Kristmas Town Kiwanis)	\$ 7,000.00
Borders (Great Bend Center for Music)	\$ 5,000.00
Mason County Forest Festival Association	\$12,000.00
Mason County Historical Society Museum/Visitors Center	\$15,000.00
Outlook Park Murals (NW Event Organizers)	\$ 2,300.00
Shelton-Mason County Chamber of Commerce Visitors Center	\$24,458.00

Total Grant Award for 2022

\$65,758.00

The LTAC met on September 14, 2022 to review tourism fund grant applications submitted for 2023. In attendance was Mayor/Chairperson Eric Onisko, Duane Wilson (Kristmas Town Kiwanis), Leanne Gunter (PNW Raised Events) and Kary Holloway (Secretary). Howard Kim (Shelton Inn) and Space Kim (Super 8 Motel) were not present. Nine grant applications were received.

Tourism Grant Applications Submitted

Kristmas Town Kiwanis Bluegrass from the Forest	\$ 9,000.00
Mason County Forest Festival Association	\$12,000.00
Mason County Historical Society Museum/Visitors Center	\$20,000.00
Mason County Historical Society Downtown Car Show	\$ 2,000.00
NW Event Organizers Christmastown Marketing & Events	\$14,600.00
NW Event Organizers Outlook Park Mural Installation	\$ 3,000.00
PNW Raised Events Cinco Rocks	\$10,000.00
PNW Raised Events School House Rocks	\$10,000.00
Shelton Downtown Merchants Shop Shelton First	\$ 8,250.00

Total Grant Requests for 2023

\$88,850.00

The Lodging Tax Advisory Committee is recommending 2023 tourism grant funds be awarded as follows:

Tourism Grant Recommendations for 2023	
Kristmas Town Kiwanis Bluegrass from the Forest	\$ 9,000.00
Mason County Forest Festival Association	\$12,000.00
Mason County Historical Society Museum/Visitors Center	\$18,000.00
Mason County Historical Society Downtown Car Show	\$ 2,000.00
NW Event Organizers Christmas Town Marketing & Events	\$13,000.00
NW Event Organizers Outlook Park Mural Installation	\$ 3,000.00
PNW Raised Events Cinco Rocks	\$ 3,500.00
PNW Raised Events School House Rocks	\$ 3,500.00
Shelton Downtown Merchants Shop Shelton First	\$ 4,000.00
Total Grant Recommendations for 2023	\$68,000.00

ANALYSIS/OPTIONS/ALTERNATIVES:

State law declares that the legislative body (City Council) may only choose recipients from the list of candidates presented and approve the recommended amounts provided by the local lodging tax advisory committee. There is not a requirement to fund the full list as recommended by the Lodging Tax Advisory Committee. The City Council may make awards in the recommended amounts to all, some, or none of the applicants on this list. In the event the awards are changed, the Lodging Tax Advisory Committee shall be notified and provided an opportunity to comment.

BUDGET/FISCAL INFORMATION:

The Lodging Tax Advisory Committee is recommending a total tourism fund grant award of \$68,000.00

PUBLIC INFORMATION REQUIREMENTS:

Applications may be viewed by the public by contacting the City of Shelton Kary Holloway at (360) 432-5131.

STAFF RECOMMENDATION/MOTION:

"I move to forward the Lodging Tax Advisory Committee's recommendations on to the action agenda of the October 18th Council meeting for further consideration."



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E2)

Touch Date: 09/19/2022
Brief Date: 10/04/2022
Action Date: 11/15/2022

Department: Finance
Presented By: Mike Githens

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

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

PROGRAM/PROJECT TITLE:

2023 Budget

ATTACHMENTS:

Ordinance No. 1991-0922

2023 Proposed Budget

- | | |
|-------------------------------------|------------|
| <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:

This Ordinance will adopt the City's 2023 Annual Budget and provide the mechanism for the City to expend funds for the purposes established in the budget. The budget totals \$40,261,452 with a General Fund appropriation \$15,011,451. The appropriation for operating expenses is at the Fund Level and lapse at the end of the year. The Ordinance also, as provided by RCW, adopts a continuing appropriation for all capital projects appropriated in the adopted budget. With the continuing appropriation capital project budgets do not lapse at the end of the year rather, the budget remains in place until project completion. As with operating budgets, the budget for capital projects cannot exceed the budgeted amount. The budget for 2023 must be adopted by the end of this calendar year.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

The City's Manager's proposed budget was provided to Council on October 4th and is available online for anyone that would like to view it.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward the 2023 Annual Budget to the November 1st Council meeting for the second public hearing to allow the public another opportunity to be heard on the budget under consideration."

ORDINANCE NO. 1991-0922

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADOPTING THE BUDGET FOR THE CALENDAR YEAR 2023

WHEREAS, a copy of the proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City of Shelton for the calendar year 2023 has been placed on file with the City Clerk; and

WHEREAS, notice was published that the City Council of the City of Shelton would meet on the 4th day of October, 2022 at approximately 6:00 PM, and on the 1st day of November, 2022 at approximately 6:00 PM, for the purpose of holding a public hearing on the 2023 proposed budget and giving the public an opportunity to be heard upon said budget; and

WHEREAS, tax estimates and the proposed 2023 budget for the City of Shelton have been prepared and filed as provided by law, and the proposed budget has been printed and distributed; and

WHEREAS, notice was published that the City Council of the City of Shelton would meet on November 15, 2022 to adopt the 2023 budget at its regular meeting open to the public; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Shelton for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for and sufficient to meet the various needs of the City during calendar year 2023.

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

Section 1.

The 2023 Budget for the City of Shelton, Washington, for the calendar year 2023, as summarized in Exhibit "A" to this Ordinance is hereby adopted in the amounts and for the purposes established in that budget as the final budget for the period beginning January 1, 2023 and ending December 31, 2023.

Section 2.

This Ordinance, as provided in RCW 35A.33.150, adopts continuing appropriations for all Capital Projects in the adopted 2023 budget.

Section 3.

Budgeted resources, including fund balances supporting the budgeted expense appropriations for each separate fund of the City of Shelton, Washington, for the calendar year 2023 are set forth and summarized in Exhibit "B" to this Ordinance.

Section 4.

The City Manager shall administer the adopted budget and may authorize expenditures, appropriations, and transfers as provided by law.

Section 5.

The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Office of the State Auditor and to the Association of Washington Cities.

Section 6.

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

INTRODUCED the 4th day of October 2022.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 15th day of November 2022.

Passed this _____ day of _____ 2022.

Eric Onisko, Mayor

AUTHENTICATED:

Donna Nault, City Clerk

City of Shelton 2023 Budget
Exhibit A

Fund	2023 Proposed Expenditures
<u>City-wide Expenditures</u>	
General Fund	\$ 15,011,451
Street Fund	2,068,316
Capital Resource Funds	
Real Estate Excise Tax -1	128,574
Real Estate Excise Tax -2	30,000
Transportation Benefit District	779,500
Traffic Impact Fees	100,000
General Resources	654,000
Tourism Fund	68,000
Bond Fund	183,900
Capital Improvement Fund	2,824,585
Water Fund	3,510,407
Sewer Fund	7,035,937
Solid Waste Fund	2,598,185
Storm Drainage Fund	1,621,960
Water Capital Fund	1,340,000
Sewer Capital Fund	1,042,000
Storm Drainage Capital Fund	80,000
Payroll Benefits Fund	160,350
Equipment Rental Fund	919,687
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	\$ 40,261,452

City of Shelton 2023 Budget
Exhibit B

Fund	Estimated Beginning Fund Balance	2023 Proposed Revenue	2023 Proposed Expenditures	Proposed Ending Fund Balance	\$ Change	% Change
City-wide Expenditures						
General Fund	\$ 4,328,929	\$ 14,342,470	\$ 15,011,451	\$ 3,659,948	(668,981)	-15.5%
Street Fund	338,045	2,068,316	2,068,316	338,045	-	0.0%
Capital Resource Funds						
Real Estate Excise Tax -1	461,947	52,500	128,574	385,873	(76,074)	-16.5%
Real Estate Excise Tax -2	548,503	52,500	30,000	571,003	22,500	4.1%
Transportation Benefit District	1,423,607	525,000	779,500	1,169,107	(254,500)	-17.9%
Traffic Impact Fees	634,237	80,000	100,000	614,237	(20,000)	-3.2%
General Resources	1,215,469	-	654,000	561,469	(654,000)	-53.8%
Tourism Fund	75,292	48,100	68,000	55,392	(19,900)	-26.4%
Bond Fund	7,748	183,900	183,900	7,748	-	0.0%
Capital Improvement Fund	720,696	2,824,585	2,824,585	720,696	-	0.0%
Water Fund	1,634,264	2,962,310	3,510,407	1,086,167	(548,097)	-33.5%
Sewer Fund	3,925,505	6,463,320	7,035,937	3,352,888	(572,617)	-14.6%
Solid Waste Fund	489,584	1,602,739	2,598,185	(505,862)	(995,446)	-203.3%
Storm Drainage Fund	376,177	1,562,840	1,621,960	317,057	(59,120)	-15.7%
Water Capital Fund	96,128	1,340,000	1,340,000	96,128	-	0.0%
Sewer Capital Fund	1,008,406	1,042,000	1,042,000	1,008,406	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	184,252	160,350	160,350	184,252	-	0.0%
Equipment Rental Fund	378,554	583,000	919,687	41,867	(336,687)	-88.9%
Firefighters's Pension Fund	412,260	59,100	80,600	390,760	(21,500)	-5.2%
Library Endowment Fund	122,629	1,600	24,000	100,229	(22,400)	-18.3%
Total Expenditures	\$ 18,408,103	\$ 36,034,630	\$ 40,261,452	\$ 14,181,281	(4,226,822)	-23.0%

City of Shelton 2023 Budget

Exhibit A

Fund	2023 Proposed Expenditures
<u>City-wide Expenditures</u>	
General Fund	\$15,011,451
Street Fund	2,068,316
Capital Resource Funds	
Real Estate Excise Tax -1	128,574
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Storm Drainage Capital Fund	80,000
Payroll Benefits Fund	160,350
Equipment Rental Fund	919,687
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	\$40,261,452

BUDGET OVERVIEW

City of Shelton 2023 Budget

Exhibit B

Fund	Estimated Beginning Fund Balance	2023 Proposed Revenue	2023 Proposed Expenditures	Proposed Ending Fund Balance	\$ Change	% Change
City-wide Expenditures						
General Fund	\$ 4,328,929	\$ 14,342,470	\$ 15,011,451	\$ 3,659,948	(668,981)	-15.5%
Street Fund	338,045	2,068,316	2,068,316	338,045	-	0.0%
Capital Resource Funds						
Real Estate Excise Tax -1	461,947	52,500	128,574	385,873	(76,074)	-16.5%
Real Estate Excise Tax -2	548,503	52,500	30,000	571,003	22,500	4.1%
Transportation Benefit District	1,423,607	525,000	779,500	1,169,107	(254,500)	-17.9%
Traffic Impact Fees	634,237	80,000	100,000	614,237	(20,000)	-3.2%
General Resources	1,215,469	-	654,000	561,469	(654,000)	-53.8%
Tourism Fund	75,292	48,100	68,000	55,392	(19,900)	-26.4%
Bond Fund	7,748	183,900	183,900	7,748	-	0.0%
Capital Improvement Fund	720,696	2,824,585	2,824,585	720,696	-	0.0%
Water Fund	1,634,264	2,962,310	3,510,407	1,086,167	(548,097)	-33.5%
Sewer Fund	3,925,505	6,463,320	7,035,937	3,352,888	(572,617)	-14.6%
Solid Waste Fund	489,584	1,602,739	2,598,185	(505,862)	(995,446)	-203.3%
Storm Drainage Fund	376,177	1,562,840	1,621,960	317,057	(59,120)	-15.7%
Water Capital Fund	96,128	1,340,000	1,340,000	96,128	-	0.0%
Sewer Capital Fund	1,008,406	1,042,000	1,042,000	1,008,406	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	184,252	160,350	160,350	184,252	-	0.0%
Equipment Rental Fund	378,554	583,000	919,687	41,867	(336,687)	-88.9%
Firefighters's Pension Fund	412,260	59,100	80,600	390,760	(21,500)	-5.2%
Library Endowment Fund	122,629	1,600	24,000	100,229	(22,400)	-18.3%
Total Expenditures	\$ 18,408,103	\$ 36,034,630	\$ 40,261,452	\$ 14,181,281	(4,226,822)	-23.0%

GENERAL FUND

GENERAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	4,853,568	4,777,350	4,777,350	4,599,291	(178,059)	-3.7%

FUNDING SOURCES

Taxes	9,314,601	9,454,840	9,512,380	9,996,165	541,325	5.7%
Licenses & Permits	281,260	296,900	322,680	301,900	5,000	1.7%
Intergovernmental Revenue	2,240,637	1,963,910	1,979,180	576,300	(1,387,610)	-70.7%
Charges for Goods/Service	2,904,696	3,201,890	3,160,360	3,084,306	(117,584)	-3.7%
Fines & Penalties	78,453	92,550	54,660	92,550	-	0.0%
Miscellaneous Revenue	141,622	113,250	161,020	113,250	(53,200)	-32.0%
Transfers In	-	-	-	178,000	178,000	
Total Revenues	14,961,269	15,123,340	15,190,280	14,342,470	(780,870)	-5.2%

EXPENDITURES BY DEPARTMENT

Administrative Services

Human Resources	259,811	326,340	328,474	326,233	(107)	0.0%
Information Technology	279,243	372,880	373,008	413,368	40,488	10.9%
Risk Management	115,849	132,980	130,577	142,221	9,241	6.9%
City Clerk	198,328	272,641	255,773	274,676	2,035	0.7%
City Council	100,744	73,540	77,325	70,438	(3,102)	-4.2%
City Manager						
City Manager	385,264	423,350	365,706	414,447	(8,903)	-2.1%
Legal	286,726	345,870	248,233	328,170	(17,700)	-5.1%
Detention & Corrections	314,238	430,740	343,491	412,280	(18,460)	-4.3%

Community Dev, Parks, Facilities

Civic Center Activities	50,348	72,070	52,828	81,682	9,612	13.3%
Community Development	547,944	649,618	597,027	704,477	54,859	8.4%
Facility Services	524,991	675,460	693,320	956,885	281,425	41.7%
Parks & Recreation	521,872	750,700	571,425	745,867	(4,833)	-0.6%
Finance	928,469	1,218,630	1,055,956	1,252,478	33,848	2.8%
Fire & Emergency Services	1,560,701	1,652,740	1,687,636	2,005,161	352,421	21.3%

Municipal Court

Community Restitution	108,850	134,470	122,497	138,125	3,655	2.7%
Court Services	419,417	605,760	543,595	573,972	(31,788)	-5.2%
Non-Departmental	4,252,219	3,460,293	3,302,760	944,566	(2,515,727)	-72.7%
Police	3,482,542	3,921,664	3,696,720	4,236,506	314,842	8.0%
Public Works	699,932	936,328	921,988	989,899	53,571	5.7%
Total Expenditures	15,037,487	16,456,074	15,368,339	15,011,451	(1,444,623)	-8.8%

Ending Fund Balance	4,777,350	3,444,616	4,599,291	3,930,310		
Change in Fund Balance	(76,218)	(1,332,734)	(178,059)	(668,981)		

BUDGET OVERVIEW

GENERAL FUND REVENUE SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Taxes:						
Property	2,502,891	2,535,900	2,535,900	2,846,400	310,500	12.2%
Sales & Use	3,368,713	3,353,860	3,242,270	3,515,360	161,500	4.8%
City Utility	1,241,561	1,225,750	1,332,120	1,276,600	50,850	4.1%
Non-City Utility	1,165,125	1,301,400	1,295,740	1,301,400	-	0.0%
Business & Occupation	980,007	997,500	1,055,000	1,007,475	9,975	1.0%
Other	56,304	40,430	51,350	48,930	8,500	21.0%
Licenses & Permits	281,260	296,900	322,680	301,900	5,000	1.7%
Intergovernmental Revenue	2,240,637	1,963,910	1,979,180	576,300	(1,387,610)	-70.7%
Charges for Goods/Services	2,904,696	3,201,890	3,160,360	3,084,306	(117,584)	-3.7%
Fines and Penalties	78,453	92,550	54,660	92,550	-	0.0%
Miscellaneous Revenue	141,622	113,250	161,020	113,250	(53,240)	-32.0%
Transfers In	-	-	-	178,000	178,000	

MISSION STATEMENT

To strive to be a department of excellence that is a valued resource to the City by fostering innovative business solutions, collaboration, professional ethics, integrity, trust, open communication, and stewardship of all city resources.

DEPARTMENT SUMMARY

The City of Shelton Administrative Services Department includes the functions of Human Resources, Risk Management, Payroll, and Information Technology. The department endeavors to promote an equitable and engaging work environment so employees can do their best work and make a difference for the people and community we serve. The Department focuses on providing high quality services to all City employees and departments and works collaboratively with department leaders to align policies, practices, and programs citywide to fulfill the vision of workforce equity and excellence.

BUDGET HIGHLIGHTS

The Administrative Services Department was formally created as part of the 2020 budget and includes the budgets and functions of the Human Resources and Information Technology departments. The budget increases by \$49,623 or 6.0% from the 2022 budget. The increase is largely due to service contracts for professional services and licensing from Right Systems, which includes Office 365, managed services and backups and security for all City funds and departments. Other changes are attributed to inflationary increases for services as well as COLA adjustments to salary and rate changes for benefit it costs.

ADMINISTRATIVE SERVICES

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

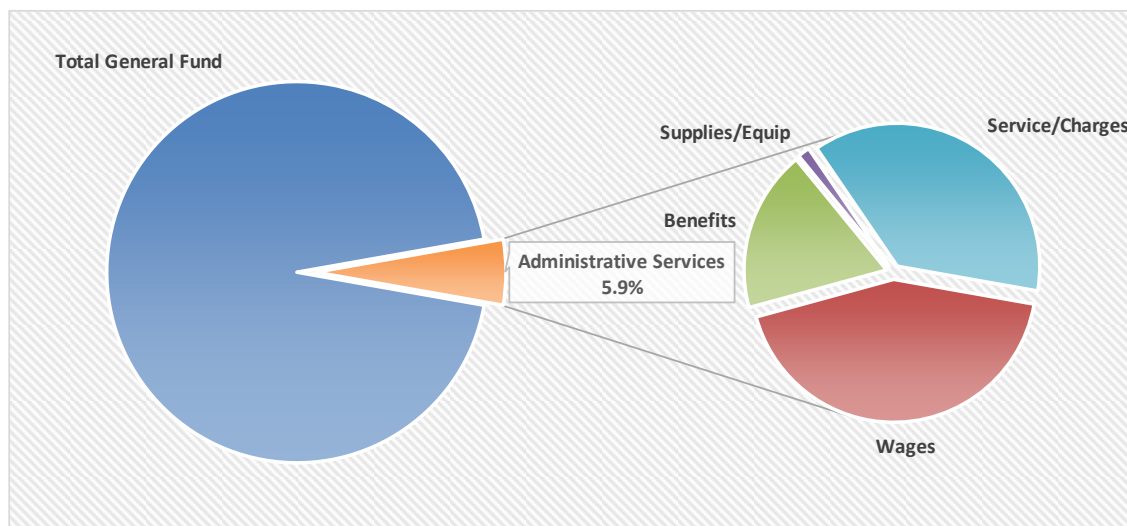
General Fund Resources	654,904	832,200	832,059	881,823	49,623	6.0%
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EXPENDITURES BY DIVISION

Human Resources	259,811	326,340	328,474	326,233	(107)	0.0%
Information Technology	279,243	372,880	373,008	413,368	40,488	10.9%
Risk Management	115,849	132,980	130,577	142,221	9,241	6.9%
Total Expenditures	654,904	832,200	832,059	881,823	49,623	6.0%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	303,567	356,950	350,699	379,115	22,165	6.2%
Benefits	114,457	133,770	130,211	161,389	27,619	20.6%
Supplies/Equip	11,797	16,940	14,685	12,160	(4,780)	-28.2%
Service/Charges	225,084	324,540	336,464	329,158	4,618	1.4%
Total Expenditures	654,904	832,200	832,059	881,823	49,623	6.0%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Administrative Director	-	1.00	1.00	1.00
Human Resources Manager	1.00	-	-	-
Information Technology Support Administrator	-	-	-	1.00
Information Technology Manager	1.00	1.00	1.00	
Network IT Technician	1.00	1.00	-	-
Human Resources Analyst	1.00	1.00	1.00	
Sr. Human Resources Analyst	-	-	-	1.00
Payroll & Benefits Coordinator	1.00	1.00	-	-
Human Resources Technician	-	-	1.00	1.00
Total Administrative Services	5.00	5.00	4.00	4.00

MISSION STATEMENT

The City Clerk acts as a liaison between the citizens of Shelton and their local government. The mission of the Clerk's office is to provide information to the public in a transparent, and professional manner. The Clerk's office also provides support to the City Manager and the Council.

DEPARTMENT SUMMARY

The Clerk's office manages the City's records and archives/retains/destroys records according to Washington State's records and retention schedule. We prepare the agenda and packet for Council meetings, publish legal notices, and codify City ordinances. We handle Special Event Permits and all aspects of the Lodging Tax Advisory Committee. The City Clerk is also the City's Public Records Officer and processes public records requests, (with the exception of the Police Department).

BUDGET HIGHLIGHTS

All City Clerk activities are budgeted together. Previously the City Clerk was part of the City Council, City Manager, and Finance Departments budget and actuals. The increase of 0.7% from the 2022 budget is attributed to inflationary and rate increases for salary and benefits.

CITY CLERK

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

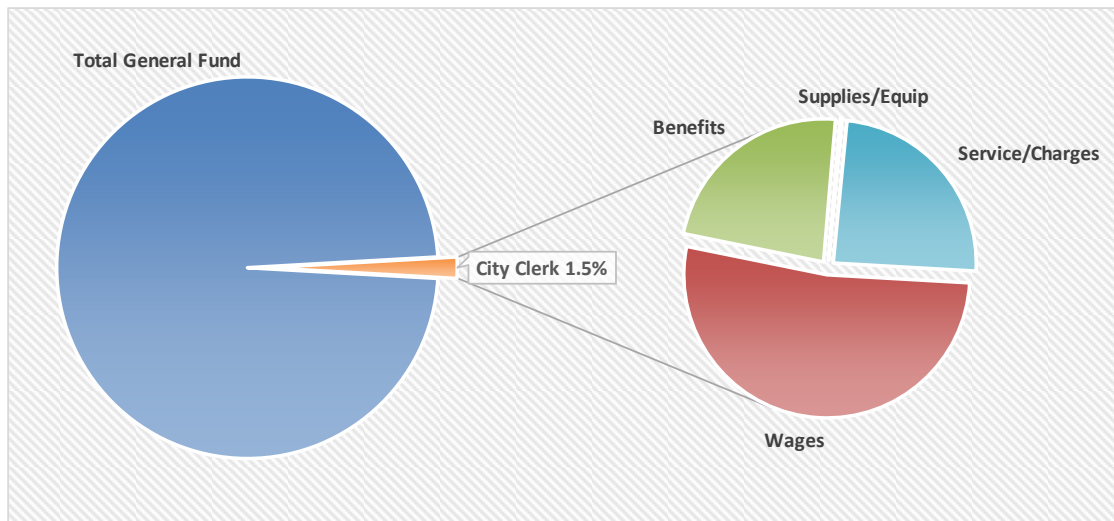
General Fund Resources	198,328	272,641	255,773	274,676	2,035	0.7%
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EXPENDITURES BY DIVISION

City Clerk	100,123	128,540	121,402	136,730	8,190	6.4%
Election Costs	28,105	40,860	40,106	21,900	(18,960)	-46.4%
Recording Services	70,099	103,241	94,265	116,046	12,805	12.4%
Total Expenditures	198,328	272,641	255,773	274,676	2,035	0.7%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	121,812	135,050	130,360	143,603	8,553	6.3%
Benefits	44,698	59,630	55,727	63,612	3,982	6.7%
Supplies/Equip	9	540	500	570	30	5.6%
Service/Charges	31,808	77,421	69,186	66,890	(10,531)	-13.6%
Total Expenditures	198,328	272,641	255,773	274,676	2,035	0.7%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
City Clerk	-	1.00	1.00	1.00
Admin Support Assistant	-	1.00	1.00	1.00
Total City Clerk		2.00	2.00	2.00

As of 2021 City Clerk and Admin Support Assistant positions are accounted for in City Clerk Department

MISSION STATEMENT

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

DEPARTMENT SUMMARY

The City Council members are the elected legislative body that serves and represents the residents of the City of Shelton in the following:

- a) developing and prioritizing strategic issues;
- b) establishing policies and regulations for future growth and development;
- c) adopting the annual budget;
- d) representing the City on regional boards and commissions;
- e) appointing and evaluating performance of the City Manager

BUDGET HIGHLIGHTS

The City Council budget decreases by \$1,102 or 4.2% from the 2022 budget. The budget includes changes for salary and benefits as well as a small inflationary increase for professional services.

CITY COUNCIL

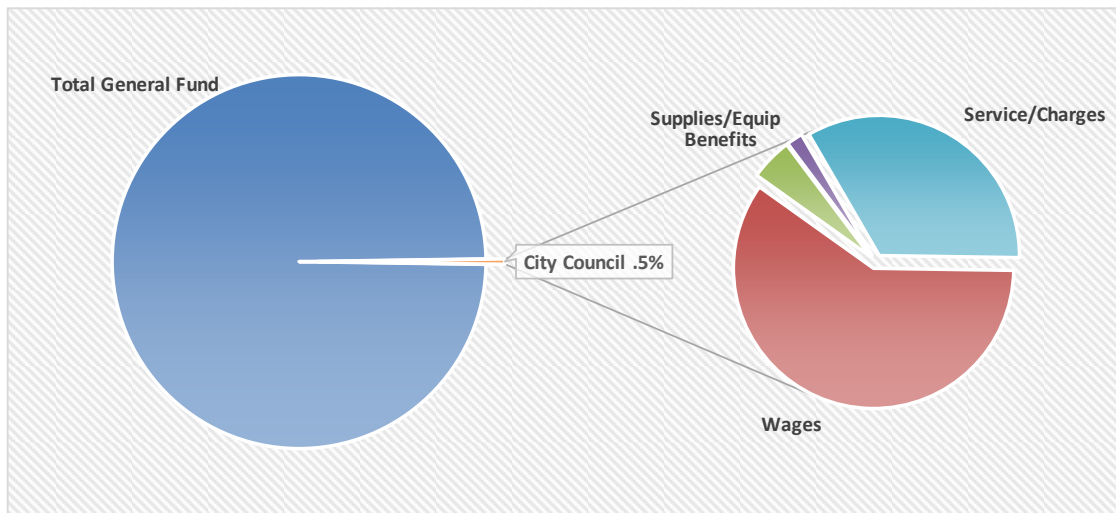
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

General Fund Resources	100,744	73,540	77,325	70,438	(3,102)	-4.2%
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	56,640	42,000	43,915	42,000	-	0.0%
Benefits	25,455	3,450	5,422	3,448	(2)	0.0%
Supplies/Equip	752	1,260	1,064	1,320	60	4.8%
Service/Charges	17,897	26,830	26,924	23,670	(3,160)	-11.8%
Total Expenditures	100,744	73,540	77,325	70,438	(3,102)	-4.2%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Councilmember (new Council position)	4.00	6.00	7.00	7.00
Councilmember (former Commission)	3.00	1.00	-	-
City Clerk	0.40	-	-	-
Admin Support Assistant	0.40	-	-	-
Total City Council	7.80	7.00	7.00	7.00

MISSION STATEMENT

The City Manager is appointed by the City Council as the chief administrative officer for the City of Shelton. The City Manager is responsible to the Mayor and Council for the proper administration of all City business.

DEPARTMENT SUMMARY

Key objectives include reporting and make recommendations to the Mayor and Council about the needs of the City. Administering and enforcing all City ordinances, resolutions, franchise agreements, leases, contracts, permits, and other City business. Organizing City department and administrative structure. Preparing and administering the annual City budget. Encouraging and supporting regional and intergovernmental cooperation. Promoting cooperation among the Council, staff and citizens in developing City policies and building a sense of community. Providing council and staff with leadership and advice while implementing best practices to achieve adopted goals and deliver quality services to the community. Administering economic development, and other special programs for the City.

BUDGET HIGHLIGHTS

The City Manager Department budget decreases by \$45,063 or 3.8%. The budget for the City Manager also includes the Legal and Detention and Corrections contracts which the City Manager oversees. The budget increase includes changes for salary and benefits as well as a small inflationary increase for professional services.

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

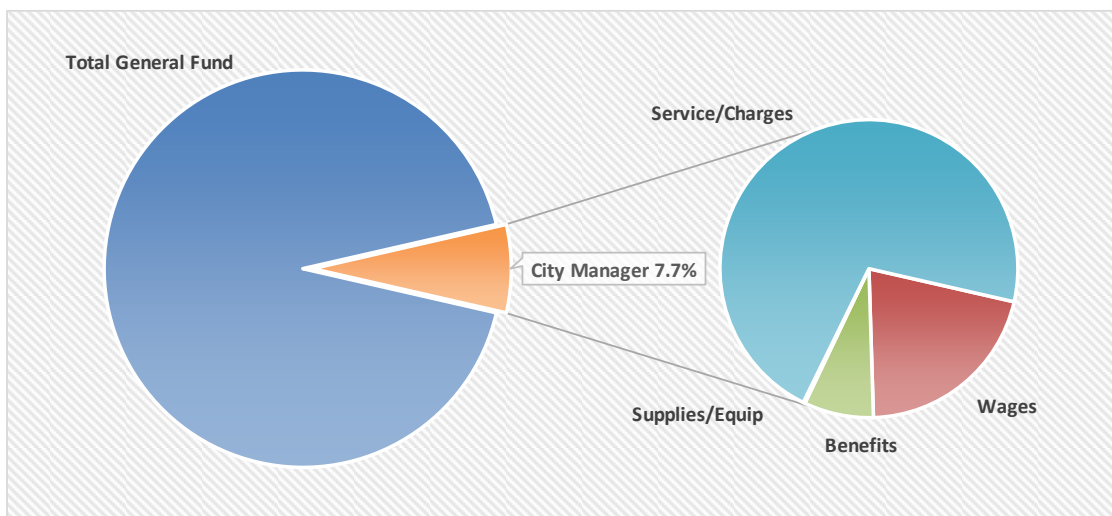
General Fund Resources	986,228	1,199,960	957,430	1,154,897	(45,063)	-3.8%
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EXPENDITURES BY DIVISION

City Manager	385,264	423,350	365,706	414,447	(8,903)	-2.1%
Legal	286,726	345,870	248,233	328,170	(17,700)	-5.1%
Detention & Corrections	314,238	430,740	343,491	412,280	(18,460)	-4.3%
Grand Total	986,228	1,199,960	957,430	1,154,897	(45,063)	-3.8%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	232,145	231,100	228,924	241,867	10,767	4.7%
Benefits	74,039	82,560	73,640	87,199	4,639	5.6%
Supplies/Equip	4,212	2,260	1,398	2,380	120	5.3%
Service/Charges	675,832	884,040	653,468	823,450	(60,590)	-6.9%
Grand Total	986,228	1,199,960	957,430	1,154,897	(45,063)	-3.8%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
City Manager	1.00	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	-	-	-
Homeless Resource Coordinator	1.00	-	-	-
City Clerk	0.20	-	-	-
Admin Support Assistant	0.20	-	-	-
Total City Manager	4.40	2.00	2.00	2.00

As of 2021 City Clerk and Admin Support Assistant positions are accounted for in City Clerk Department

MISSION STATEMENT

Planning/Building: The Community Development Department will strive to bring the community's vision of Shelton to reality and proactively facilitate growth through sound planning principals and consistent code implementation and provide prompt, accurate, courteous customer service.

Parks and Recreation: The Parks and Recreation Department will serve to enrich lives by providing recreational opportunities through safe and inviting parks, trails, facilities, open space and by being good environmental stewards.

DEPARTMENT SUMMARY

Long Range Planning - Creating plans in cooperation with the community for guiding the growth and vision of Shelton.

Current Planning - Reviewing development applications for code compliance in accordance with the Shelton Municipal Code including environmental.

Building Permits - Reviewing structural and architectural plans to ensure a safe built community in compliance with Shelton Municipal Code.

Parks - Providing safe and inviting parks, trails, facilities and open space for enhanced quality of life.

Recreation Services - Building community and improving health through seasonal camps, classes and activities for all ages and demographics.

Facilities and Grounds - Maintain the City's infrastructure to ensure a safe and clean environment for all residents and visitors alike and the ensure community's assets are preserved.

BUDGET HIGHLIGHTS

The Community Development, Parks & Facilities Department budget increases by \$341,062 or 15.9%. The increase is largely due to facilities services projects that include repairs and maintenance to City owned facilities. The budget increase also includes changes for salary and benefits as well as a small inflationary increase for professional services.

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

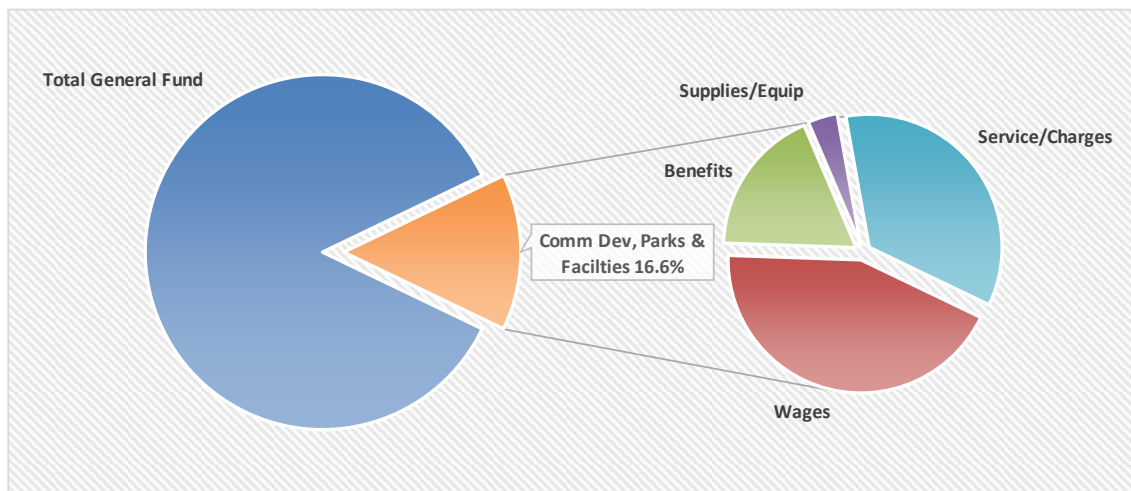
General Fund Resources	1,645,155	2,147,848	1,914,600	2,488,910	341,062	15.9%
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EXPENDITURES BY DIVISION

Civic Center Activities	50,348	72,070	52,828	81,682	9,612	13.3%
Community Development	547,944	649,618	597,027	704,477	54,859	8.4%
Facility Services	524,991	675,460	693,320	956,885	281,425	41.7%
Parks & Recreation	521,872	750,700	571,425	745,867	(4,833)	-0.6%
Total Expenditures	1,645,155	2,147,848	1,914,600	2,488,910	341,062	15.9%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	808,237	1,004,350	863,199	1,080,944	76,594	7.6%
Benefits	357,342	406,810	356,472	448,535	41,725	10.3%
Supplies/Equip	59,787	90,140	90,878	89,910	(230)	-0.3%
Service/Charges	419,789	646,548	604,052	869,520	222,972	34.5%
Total Expenditures	1,645,155	2,147,848	1,914,600	2,488,910	341,062	15.9%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Community Dev/Parks & Rec Director	1.00	1.00	-	-
Community & Economic Director	-	-	1.00	1.00
Parks & Facilities Manager	0.00	0.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Crew Lead Parks/Facilities	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Assistant Crew Lead Parks/Facilities	1.00	1.00	1.00	1.00
Permit Coordinator	0.80	0.80	0.80	0.85
Maintenance Worker	3.00	3.00	3.00	3.00
Custodial Worker	2.00	2.00	2.00	2.00
Animal Control Tech/Code Enforce Officer	0.50	0.50	-	-
Total Community Develop, Parks & Facilities	12.30	12.30	12.80	12.85

MISSION STATEMENT

We are dependable stewards of public resources. Through integrity, expertise, and accountability we ensure confidence through transparent financial reporting; ensure the safety and security of financial assets; develop sound financial strategies for making business decisions; interact respectfully; provide excellent service; and provide accurate, clear, and concise information.

DEPARTMENT SUMMARY

The Finance Department serves both internal partners and external customers by providing a broad range of services and information. Core operational services include cash receipting, utility billing, accounts payable, and accounts receivable. The Finance Department is also responsible for accounting and financial reporting including the development of the annual budget, quarterly reporting, investments, and the City's annual financial statements and report.

BUDGET HIGHLIGHTS

The Finance Department budget increases by \$33,848 or 2.8%. The budget increase includes changes for salary and benefits as well as a small inflationary increase for professional services

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

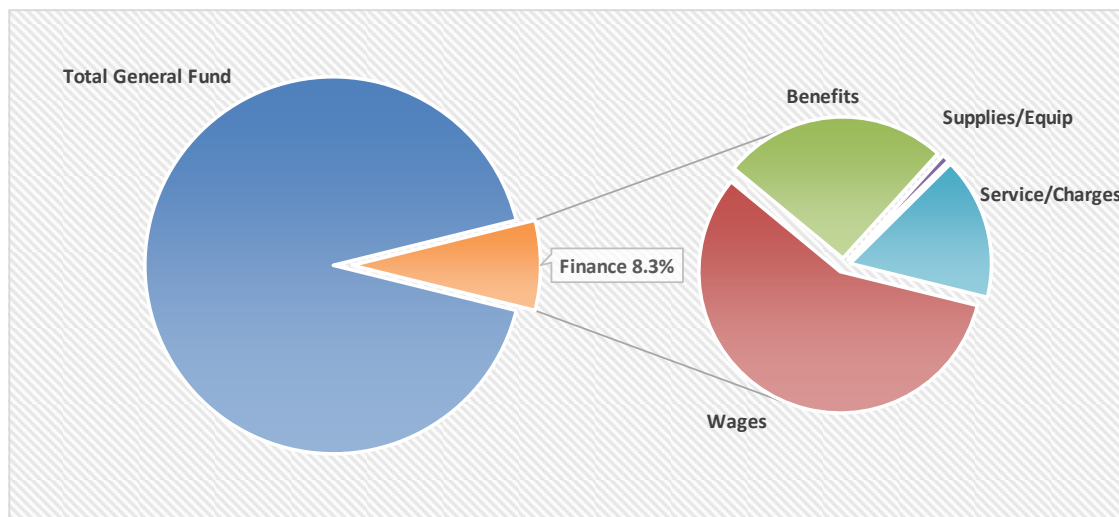
General Fund Resources	928,469	1,218,630	1,055,956	1,252,478	33,848	2.8%
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EXPENDITURES BY DIVISION

Accounting	572,504	785,450	655,489	787,017	1,567	0.2%
Utility Billing	355,965	433,180	400,467	465,462	32,282	7.5%
Total Expenditures	928,469	1,218,630	1,055,956	1,252,478	33,848	2.8%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	560,789	675,800	576,000	715,454	39,654	5.9%
Benefits	257,219	316,150	269,590	322,577	6,427	2.0%
Supplies/Equip	9,113	11,720	9,970	10,460	(1,260)	-10.8%
Service/Charges	101,348	214,960	200,396	203,988	(10,972)	-5.1%
Total Expenditures	928,469	1,218,630	1,055,956	1,252,478	33,848	2.8%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	-	-
Deputy Finance Director	-	-	1.00	1.00
Finance Specialist	1.00	1.00	-	-
Budget Coordinator & Grants Administrator	-	-	1.00	1.00
Staff Accountant	-	-	-	-
Accounting Assistant	1.00	-	1.00	1.00
Customer Service Specialist	2.00	2.00	2.00	2.00
City Clerk	0.40	-	-	-
Permit Coordinator	0.05	0.05	0.05	-
Admin Support Assistant	0.40	-	-	-
Accountant Analyst	3.00	3.00	3.00	3.00
Total Finance	9.85	8.05	9.05	9.00

MISSION STATEMENT

Central Mason Fire & EMS is committed to the preservation of life, health, property, and the environment through extensive training, community outreach, and a dedication to excellence.

DEPARTMENT SUMMARY

The City contracts with Central Mason Fire & EMS (CMFE) to provide fire and emergency medical services to the City of Shelton. Central Mason Fire & EMS is the largest and busiest in Mason County as well as one of the busiest on the Olympic Peninsula. Through mutual-aid agreements CMFE provides primary advanced life support services to the majority of Mason County.

BUDGET HIGHLIGHTS

The Fire & Emergency Services Department budget increases by \$352,421 or 21.3%. The annual expenditure for the City for Fire & EMS Services is based on the City's assessed value and Fire District rates as determined by the Mason County Assessor's Office plus a flat fee for Fire Marshall services.

FIRE & EMERGENCY SERVICES DEPARTMENT

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

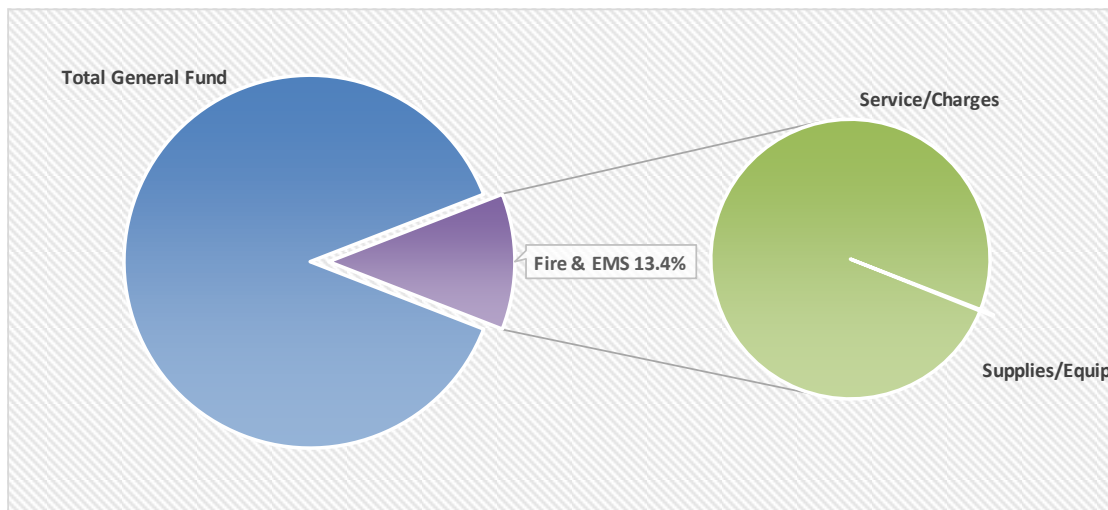
General Fund Resources	1,560,701	1,652,740	1,687,636	2,005,161	352,421	21.3%
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EXPENDITURES BY DIVISION

Facilities	15,418	38,300	47,040	34,860	(3,440)	-9.0%
Fire/EMS	1,545,283	1,614,440	1,640,596	1,970,301	355,861	22.0%
Total Expenditures	1,560,701	1,652,740	1,687,636	2,005,161	352,421	21.3%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Supplies/Equip	2,425	5,100	1,664	3,150	(1,950)	-38.2%
Service/Charges	1,558,276	1,647,640	1,685,972	2,002,011	354,371	21.5%
Total Expenditures	1,560,701	1,652,740	1,687,636	2,005,161	352,421	21.3%



MISSION STATEMENT

The Municipal Court is an independent branch of government constitutionally entrusted with the fair and just resolution of disputes in order to preserve the rule of the law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States, Washington State, and the City of Shelton.

DEPARTMENT SUMMARY

The Court must not only be fair, but also avoid even the appearance of unfairness, which is why we adhere to the Code of Judicial Conduct and provide open records and proceedings. Judicial independence requires that we follow the law and make decisions that we believe are correct, fair and just, even though those decisions may be unpopular. There shall be equal treatment for all, regardless of race, gender, ethnicity, religion, wealth, physical abilities, sexual orientation, or any other legally protected status. The Court shall maintain the independence of the Judiciary while strengthening relations with the public, the bar, and the other branches of government. The Court shall acknowledge and enhance the potential of every person in our organization to contribute to the administration of justice through participation, training and technology. The Court recognizes that everyone is different and unique and will strive to embolden a holistic and restorative criminal justice model within the confines of the law.

BUDGET HIGHLIGHTS

The Municipal Court budget decreases by \$28,133 or 3.8%. There is a reduction of expenses due to a Grant expiring and that amount is reducing the overall Municipal Court budget. The budget does include a COLA adjustment and benefit costs increases due to rate changes.

MUNICIPAL COURT

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

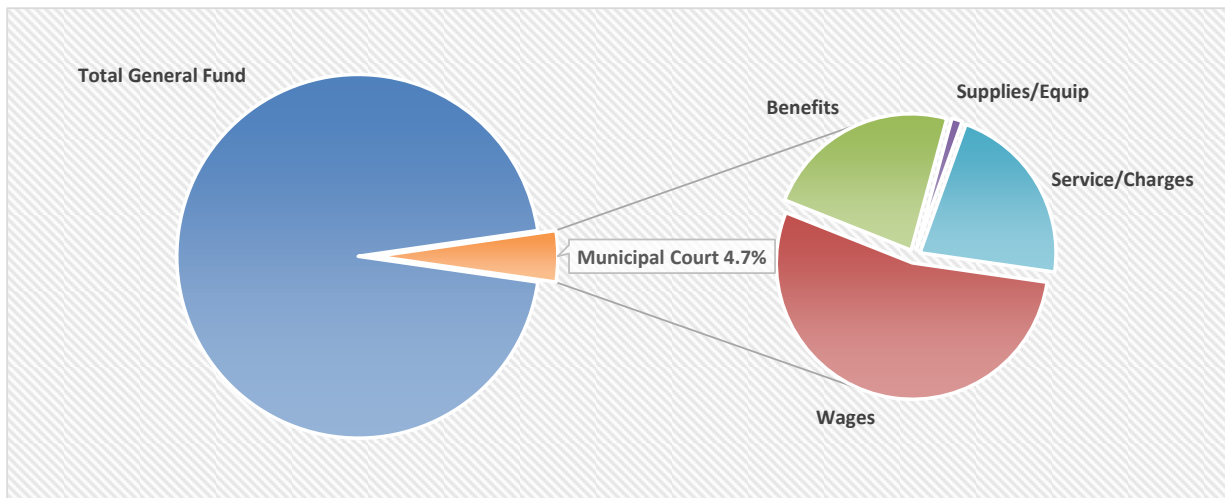
General Fund Resources	528,267	740,230	666,092	712,097	(28,133)	-3.8%
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EXPENDITURES BY DIVISION

Community Restitution	108,850	134,470	122,497	138,125	3,655	2.7%
Court Services	419,417	605,760	543,596	573,972	(31,788)	-5.2%
Total Expenditures	528,267	740,230	666,092	712,097	(28,133)	-3.8%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	322,093	353,860	350,860	382,668	28,808	8.1%
Benefits	137,584	159,280	151,204	165,422	6,142	3.9%
Supplies/Equip	5,652	9,585	8,380	8,989	(596)	-6.2%
Service/Charges	62,938	217,505	155,648	155,018	(62,487)	-28.7%
Total Expenditures	528,267	740,230	666,092	712,097	(28,133)	-3.8%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Municipal Judge	0.50	0.50	0.50	0.50
Court Administrator	1.00	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Judicial Specialist	-	-	-	1.00
Sr. Judicial Specialist	-	-	-	1.00
Legal Process Assistant	2.00	2.00	2.00	-
Total Municipal Court	4.50	4.50	4.50	4.50

DEPARTMENT SUMMARY

The non-departmental classification is used to account for activities that are not the function of a specific department in the general fund.

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes:

- ❖ \$135,326 for debt obligations on the 2011 LTGO for the Fire Station;
- ❖ \$120,000 to fully fund the obligations of the Payroll Benefits Fund (see Payroll Benefits Fund page for more information);
- ❖ \$50,000 to fully fund the obligations of the Firefighter's Pension Fund (see Firefighter's Pension Fund page for more information);
- ❖ \$566,696 as supplemental funding for on-going street operations;
- ❖ \$43,050 for the annual subscription for the OpenGov system; and,
- ❖ \$21,494 for principal and interest payments related to the HVAC lease.

NON-DEPARTMENTAL

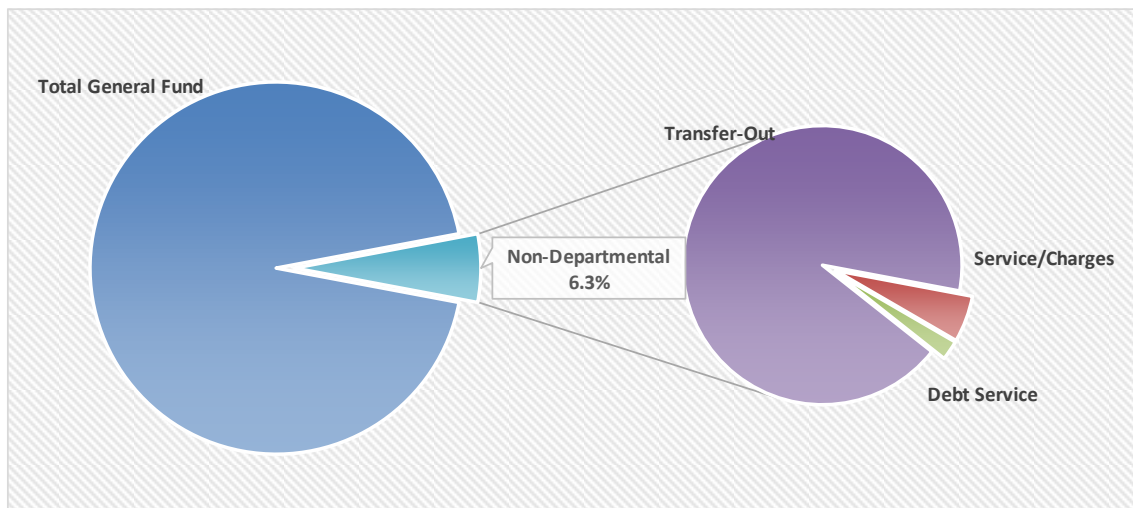
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

General Fund Resources	4,252,526	3,460,293	3,302,760	944,566	(2,515,727)	-72.7%
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Service/Charges	8,296	41,000	51,540	51,050	10,050	24.5%
Capital	90,921	-	-	-	-	-
Debt Service	21,680	21,500	21,500	21,494	(6)	0.0%
Transfer-Out	4,131,629	3,397,793	3,229,720	872,022	(2,525,771)	-74.3%
Total Expenditures	4,252,526	3,460,293	3,302,760	944,566	(2,515,727)	-72.7%



MISSION STATEMENT

The Mission of the Shelton Police Department (SPD) is to provide excellent service and protection through leadership and partnership with the community. All decisions reflect this Mission and coincide with our core values of Loyalty, Dedication, Respect, Service, Honor, Integrity, and Personal Courage.

DEPARTMENT SUMMARY

SPD is comprised of Administration, Patrol, Detectives, School Resource Officers, Records/Evidence, Animal Control/Code Enforcement and Volunteers. Police officers in the 21st century wear many different hats that their professional predecessors didn't. With more legal mandates and responsibilities, also come un-funded training requirements. In 2022, SPD will continue its endeavor to have the most professional, well educated, and trained police force for the community we serve. This will require up to date training in use of force, de-escalation, crisis intervention, patrol tactics, officer wellness, and emergency vehicle operations. Training will be a 2023 budget priority.

BUDGET HIGHLIGHTS

The budget for the Police Department in 2023 increases by \$314,842 or 8.0%. The budget includes no staffing changes for 2023. The budget includes salary and benefit increases for COLA adjustments and medical, dental, and other rate increases.

POLICE DEPARTMENT

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

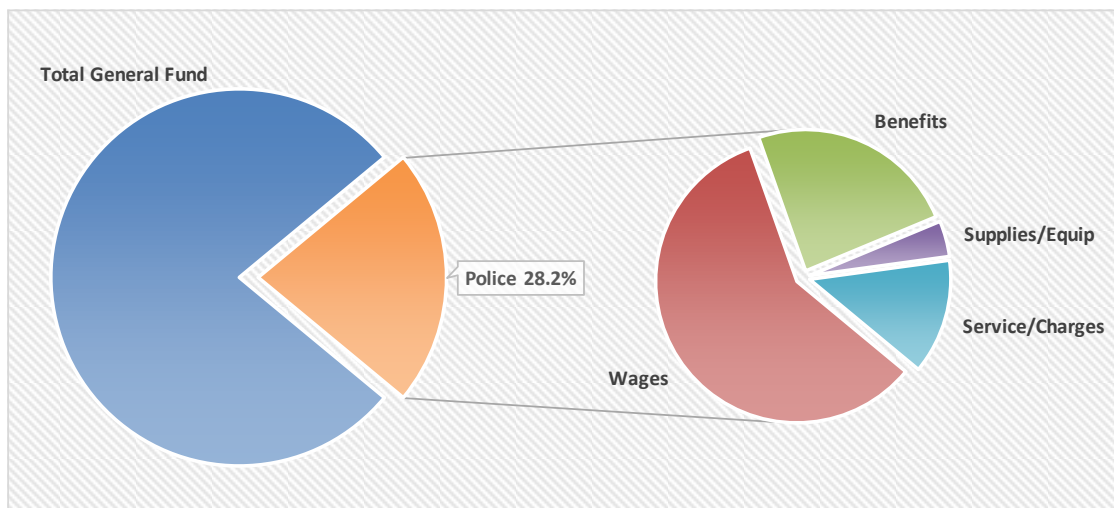
Law Enforcement Services	73,610	219,600	-	21,900	(197,700)	-90.0%
General Fund Resources	3,408,932	3,702,064	3,696,720	4,214,606	512,542	13.8%
General Fund Resources	3,482,542	3,921,664	3,696,720	4,236,506	314,842	8.0%

EXPENDITURES BY DIVISION

Administration	201,038	191,650	344,980	379,540	187,890	98.0%
Animal Control	71,796	64,260	74,750	77,921	13,661	21.3%
Investigations	476,026	636,200	494,380	516,697	(119,503)	-18.8%
Patrol	2,417,346	2,478,084	2,331,310	2,666,639	188,555	7.6%
Records	167,698	194,910	184,250	208,183	13,273	6.8%
SRO	129,973	155,860	137,630	163,768	7,908	5.1%
Code Enforcement	-	151,420	118,560	172,017	20,597	13.6%
Training	18,666	49,280	10,860	51,740	2,460	5.0%
Total Expenditures	3,482,542	3,921,664	3,696,720	4,236,506	314,842	8.0%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	2,090,978	2,321,180	2,249,730	2,482,802	161,622	7.0%
Benefits	800,932	933,510	806,630	1,021,839	88,329	9.5%
Supplies/Equip	141,316	145,720	174,850	174,054	28,334	19.4%
Service/Charges	449,315	521,254	465,510	557,810	36,556	7.0%
Total Expenditures	3,482,542	3,921,664	3,696,720	4,236,506	314,842	8.0%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Police Chief	1.00	1.00	1.00	1.00
Police Captain	-	-	-	1.00
Sergeant - Detective	1.00	1.00	1.00	1.00
Sergeant - Patrol	2.00	2.00	2.00	4.00
Detective	1.00	1.00	1.00	2.00
Corporal Officer - Patrol (SRO)	1.00	1.00	1.00	-
Police Officer	10.00	11.00	11.00	9.00
School Resource Officer	2.00	0.00	0.00	1.00
Evidence Records Clerk	2.00	2.00	2.00	1.00
Senior Evidence Records Clerk	-	-	-	1.00
Animal Control Tech/Code Enforce Officer	0.50	0.50	1.00	1.00
Senior Code Enforcement Officer	-	-	1.00	1.00
Lieutenant	2.00	2.00	2.00	-
Total Police Department	22.50	21.50	23.00	23.00

MISSION STATEMENT

Shelton Public Works is dedicated to excellence, integrity and stewardship. We enhance the safety, welfare, and livability of the community by providing and managing reliable infrastructure and services for transportation, water, stormwater, and wastewater systems.

DEPARTMENT SUMMARY

The Public Works Department is responsible for the maintenance and improvement of the City's infrastructure, including streets, sidewalks, water service, wastewater treatment, storm drainage, and fleet/equipment. These systems that serve the public focus on transportation and mobility, water treatment/delivery, storm water quality/quantity, and wastewater collection/disposal.

The Water, Sewer, Storm Drainage, and Solid Waste funds are enterprise funds and are discussed further in the proprietary fund section. The Public Works Division within the General Fund include Administration and Engineering

BUDGET HIGHLIGHTS

The Public Works 2023 Budget reflects an increase of \$53,571 or 5.7%. The increase is primarily due to salary and benefit increases for COLA adjustments and medical, dental, and other rate increases.

PUBLIC WORKS

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

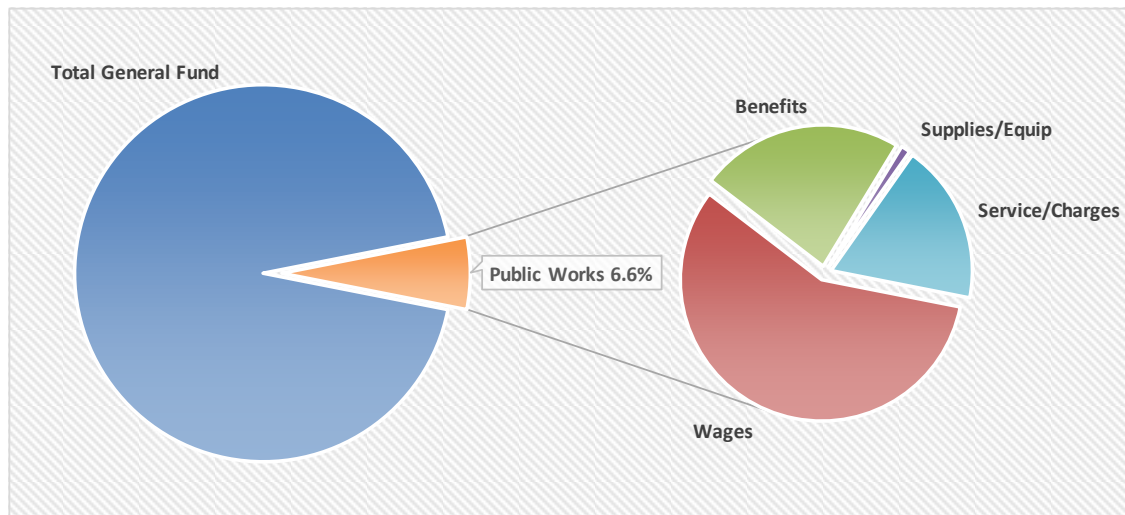
General Fund Resources	699,932	936,328	921,988	989,899	53,571	5.7%
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EXPENDITURES BY DIVISION

Administration	315,987	405,728	405,018	425,082	19,354	4.8%
Engineering	383,945	530,600	516,970	564,817	34,217	6.4%
Total Expenditures	699,932	936,328	921,988	989,899	53,571	5.7%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	344,662	530,210	530,210	567,028	36,818	6.9%
Benefits	147,420	216,190	197,667	230,759	14,569	6.7%
Supplies/Equip	8,589	15,020	10,941	10,580	(4,440)	-29.6%
Service/Charges	199,260	174,908	183,170	181,532	6,624	3.8%
Total Expenditures	699,932	936,328	921,988	989,899	53,571	5.7%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Public Works Director	1.00	1.00	1.00	1.00
City Engineer	0.50	0.50	1.00	1.00
Sr Associate Civil Engineer	1.00	1.00	0.00	0.00
Associate Civil Engineer	-	-	-	-
Senior Engineer	-	-	1.00	1.00
Senior Inspector			1.00	1.00
Engineering Technician	1.00	-	-	-
Administrative Manager	1.00	1.00	1.00	1.00
Permit Coordinator	0.10	0.10	0.10	0.10
Total Public Works	4.60	3.60	5.10	5.10

MISSION STATEMENT

To provide and maintain streets and sidewalks within the City of Shelton that allow for safe and efficient transportation.

DEPARTMENT SUMMARY

The Street department is responsible for constructing and maintaining transportation and mobility assets including roadways, alleys and right of ways within the City of Shelton. Maintenance includes patching, paving, grading gravel roads and parking strips, crack sealing, chip sealing, roadside mowing, street sweeping and pedestrian path maintenance.

BUDGET HIGHLIGHTS

The Street Fund budget for 2023 increases by \$72,106 or 3.6. The City is expending \$500,000 of American Rescue Plan Act (ARPA) for street maintenance. The City is also using \$30,000 of TBD funds and \$30,000 of REET2 funds for ADA transition planning. The General Fund supports Street Fund activities in the amount of \$566,696 for 2023.

STREET FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	1,005,320	423,415	423,415	319,085		

FUNDING SOURCES

Taxes	687,474	675,000	669,830	675,000	-	
Licenses & Permits	16,129	5,500	16,611	10,000	4,500	
Intergovernmental Revenue	211,320	214,000	202,038	199,000	(15,000)	-7.0%
Charges for Goods/Service	55,149	56,120	55,120	56,120	-	0.0%
Miscellaneous Revenue	1,304	1,500	13,186	1,500	-	0.0%
Transfer In	1,354,026	934,510	934,510	1,126,696	192,186	
Total Revenues	2,325,402	1,886,630	1,891,295	2,068,316	181,686	9.6%

EXPENDITURES BY DIVISION

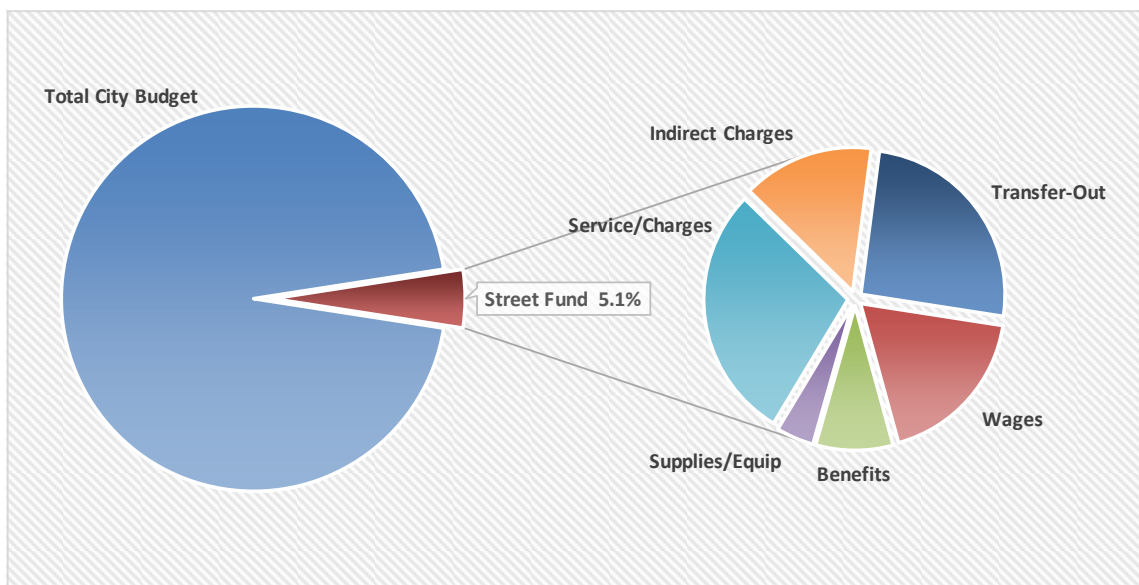
Maint Adm & Overhead	583,094	660,960	628,606	708,170	47,210	7.1%
Parking Facilities	784	1,130	2,029	1,190	60	5.3%
Roadside	112,747	221,670	79,629	162,716	(58,954)	-26.6%
Roadway	325,519	299,450	507,300	333,246	33,796	11.3%
Sidewalks	1,146	11,000	3,703	11,550	550	5.0%
Snow and Ice Control	29,092	15,050	41,950	16,447	1,397	9.3%
Special Purpose Paths	1,265	10,710	2,000	11,250	540	5.0%
Street Cleaning	19,391	40,250	7,731	45,653	5,403	13.4%
Street Lighting	155,142	130,000	130,000	136,500	6,500	5.0%
Traffic Control Devices	94,995	105,990	92,677	116,594	10,604	10.0%
Transfer-Out	1,584,133	500,000	500,000	525,000	25,000	5.0%
Total Expenditures	2,907,307	1,996,210	1,995,625	2,068,316	72,106	3.6%

Ending Fund Balance	423,415	313,835	319,085	319,086
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Change in Fund Balance	(581,905)	(109,580)	(104,330)	0
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	328,340	336,610	362,632	378,475	41,865	12.4%
Benefits	153,286	159,370	165,022	178,960	19,590	12.3%
Supplies/Equip	49,934	83,280	64,338	87,470	4,190	5.0%
Service/Charges	511,664	637,310	623,993	592,870	(44,440)	-7.0%
Capital	-	-	-	-	-	-
Indirect Charges	279,950	279,640	279,640	305,541	25,901	9.3%
Transfer-Out	1,584,133	500,000	500,000	525,000	25,000	5.0%
Total Expenditures	2,907,307	1,996,210	1,995,625	2,068,316	72,106	3.6%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40
Field Supervisor - Streets	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Streets	-	-	-	1.00
Heavy Equipment Operator	-	-	-	1.00
Sr. Heavy Equipment Operator	-	-	-	0.25
Operator	1.25	1.25	1.25	-
Truck Driver	1.00	1.00	1.00	-
Maintenance Worker	1.00	1.00	1.00	1.00
Senior Inspector	-	0.25	-	-
Total Street Fund	4.65	4.90	4.65	4.65

FUND SUMMARY

The Capital Resources Fund was approved by the City Council on December 17, 2019 as a new Special Revenue Fund to be used to account for and accumulate financial resources. On December 7, 2021, the City Council approved four new Capital Resource Funds for accounting for Special Revenues. In the interest of transparency and clarity, these funds will be used for Real Estate Excise Tax 1 (REET 1), Real Estate Excise Tax 2 (REET2), Transportation Benefit District (TBD) and Traffic Impact Fees (TIF) which will clearly show beginning and ending fund balances as well as budgeted transfers to authorized uses. The cash will remain in these funds until it is allocated by the City Council, through Ordinance, for use on qualifying projects.

BUDGET HIGHLIGHTS

The 2023 budget includes the following transfers out of REET 1 resources:

- ❖ \$48,574 for 2020 refunding bond payment – Bond Fund
- ❖ \$80,000 for Downtown Street Tree and Sidewalk – Capital Projects Fund

CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 1 FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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Beginning Fund Balance		356,027	356,027	451,697		
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FUNDING SOURCES

Taxes	194,874	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	55	-	2,500	-	-	
Transfer In	207,648	-	-	-	-	100.0%
Total Revenues	402,577	52,500	142,500	52,500	-	0.0%

EXPENDITURES BY DIVISION

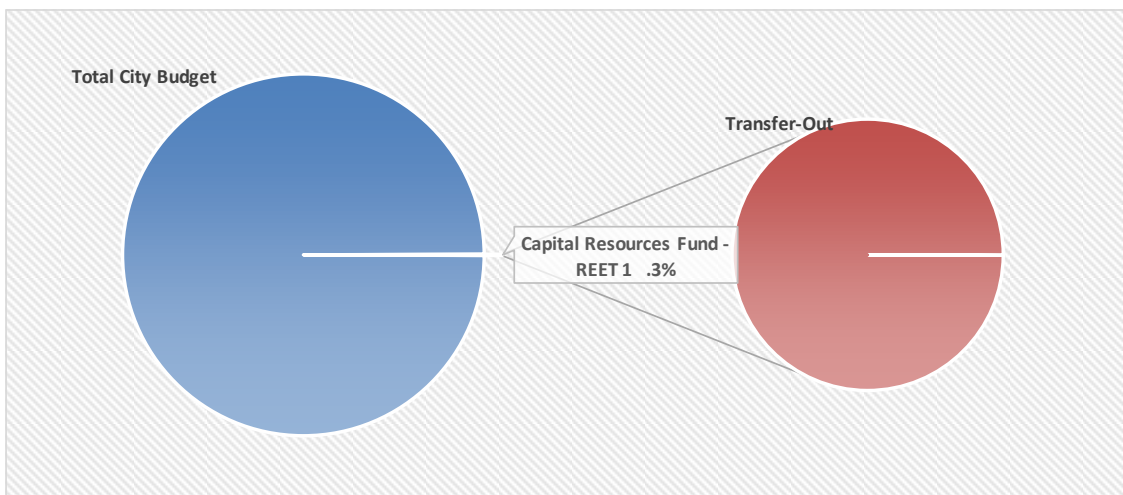
Transfers-Out	46,549	46,830	46,830	128,574	81,744	174.6%
Total Expenditures	46,549	46,830	46,830	128,574	81,744	174.6%

Ending Fund Balance	356,027	361,697	451,697	375,623		
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Change in Fund Balance	356,027	5,670	95,670	(76,074)		
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfer-Out	46,549	46,830	46,830	128,574	81,744	174.6%
Total Expenditures	46,549	46,830	46,830	128,574	81,744	174.6%



FUND SUMMARY

The Capital Resources Fund was approved by the City Council on December 17, 2019 as a new Special Revenue Fund to be used to account for and accumulate financial resources. On December 7, 2021, the City Council approved four new Capital Resource Funds for accounting for Special Revenues. In the interest of transparency and clarity, these funds will be used for Real Estate Excise Tax 1 (REET 1), Real Estate Excise Tax 2 (REET2), Transportation Benefit District (TBD) and Traffic Impact Fees (TIF) which will clearly show beginning and ending fund balances as well as budgeted transfers to authorized uses. The cash will remain in these funds until it is allocated by the City Council, through Ordinance, for use on qualifying projects.

BUDGET HIGHLIGHTS

The 2023 budget includes the following transfers out of REET 2 resources:

- ❖ \$30,000 ADA Transition Plan – Street Fund

CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 2 FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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Beginning Fund Balance		395,753	395,753	538,253		
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FUNDING SOURCES

Taxes	194,874	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	57	-	2,500	-	-	
Transfer In	200,822	-	-	-	-	100.0%
Total Revenues	395,753	52,500	142,500	52,500	-	0.0%

EXPENDITURES BY DIVISION

Transfers-Out	-	-	-	30,000	30,000	
Total Expenditures	-	-	-	30,000	30,000	

Ending Fund Balance	395,753	448,253	538,253	560,753		
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Change in Fund Balance	395,753	52,500	142,500	22,500		
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfer-Out	-	-	-	30,000	30,000	
Total Expenditures	-	-	-	30,000	30,000	

FUND SUMMARY

The Capital Resources Fund was approved by the City Council on December 17, 2019 as a new Special Revenue Fund to be used to account for and accumulate financial resources. On December 7, 2021, the City Council approved four new Capital Resource Funds for accounting for Special Revenues. In the interest of transparency and clarity, these funds will be used for Real Estate Excise Tax 1 (REET 1), Real Estate Excise Tax 2 (REET2), Transportation Benefit District (TBD) and Traffic Impact Fees (TIF) which will clearly show beginning and ending fund balances as well as budgeted transfers to authorized uses. The cash will remain in these funds until it is allocated by the City Council, through Ordinance, for use on qualifying projects.

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out of TBD resources:

- ❖ \$19,500 Road Safety Plan – Capital Projects Fund
- ❖ \$80,000 Western Gateway – Capital Projects Fund
- ❖ \$300,000 Olympic Highway North – Capital Projects Fund
- ❖ \$100,000 Front Street Paving – Capital Projects Fund
- ❖ \$200,000 Overlay Wallace Kneeland – Capital Projects Fund
- ❖ \$50,000 Signalized Intersection Upgrades – Capital Projects Fund
- ❖ \$30,000 ADA Transition Plan – Street Fund

CAPITAL RESOURCES - TRANSPORTATION BENEFIT DISTRICT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		1,302,997	1,302,997	1,421,357		

FUNDING SOURCES

Miscellaneous Revenue	279	-	3,750	-	-	
Transfer In	1,316,743	500,000	500,000	525,000	25,000	100.0%
Total Revenues	1,317,022	500,000	503,750	525,000	25,000	5.0%

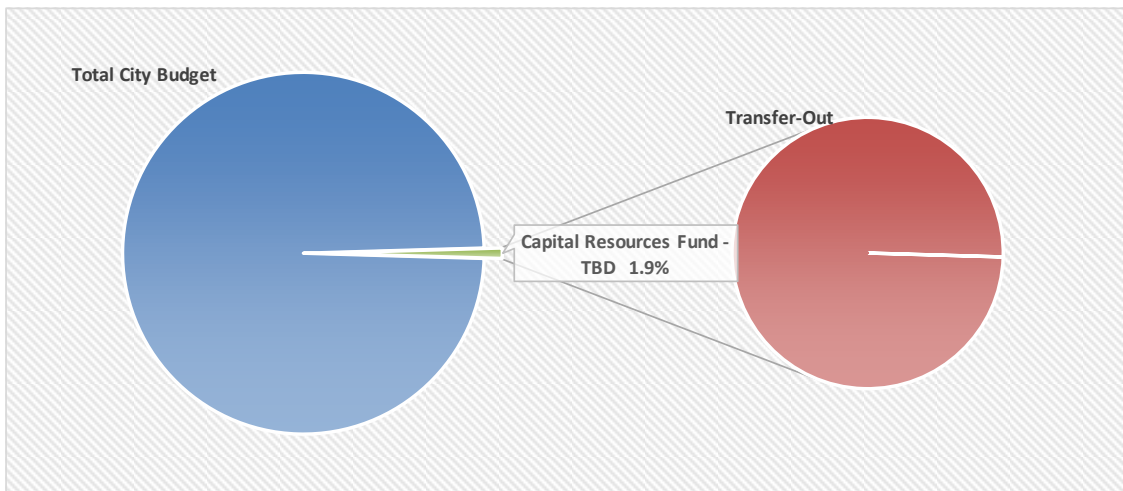
EXPENDITURES BY DIVISION

Transfers-Out	14,026	385,390	385,390	779,500	394,110	102.3%
Total Expenditures	14,026	385,390	385,390	779,500	394,110	102.3%

Ending Fund Balance	1,302,997	1,417,607	1,421,357	1,166,857		
Change in Fund Balance	1,302,997	114,610	118,360	(254,500)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfer-Out	14,026	385,390	385,390	779,500	394,110	102.3%
Total Expenditures	14,026	385,390	385,390	779,500	394,110	102.3%



FUND SUMMARY

The Capital Resources Fund was approved by the City Council on December 17, 2019 as a new Special Revenue Fund to be used to account for and accumulate financial resources. On December 7, 2021, the City Council approved four new Capital Resource Funds for accounting for Special Revenues. In the interest of transparency and clarity, these funds will be used for Real Estate Excise Tax 1 (REET 1), Real Estate Excise Tax 2 (REET2), Transportation Benefit District (TBD) and Traffic Impact Fees (TIF) which will clearly show beginning and ending fund balances as well as budgeted transfers to authorized uses. The cash will remain in these funds until it is allocated by the City Council, through Ordinance, for use on qualifying projects.

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out of TIF resources:

- ❖ \$100,000 Signalized Intersection Upgrades – Capital Projects Fund

CAPITAL RESOURCES - TRAFFIC IMPACT FEES FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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Beginning Fund Balance		997,437	997,437	626,837		
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FUNDING SOURCES

Charges for Goods/Services	7,471	80,000	40,000	80,000	-	0.0%
Miscellaneous Revenue	175	-	3,500	-	-	
Transfer In	989,791	-	-	-	-	100.0%
Total Revenues	997,437	80,000	43,500	80,000	-	0.0%

EXPENDITURES BY DIVISION

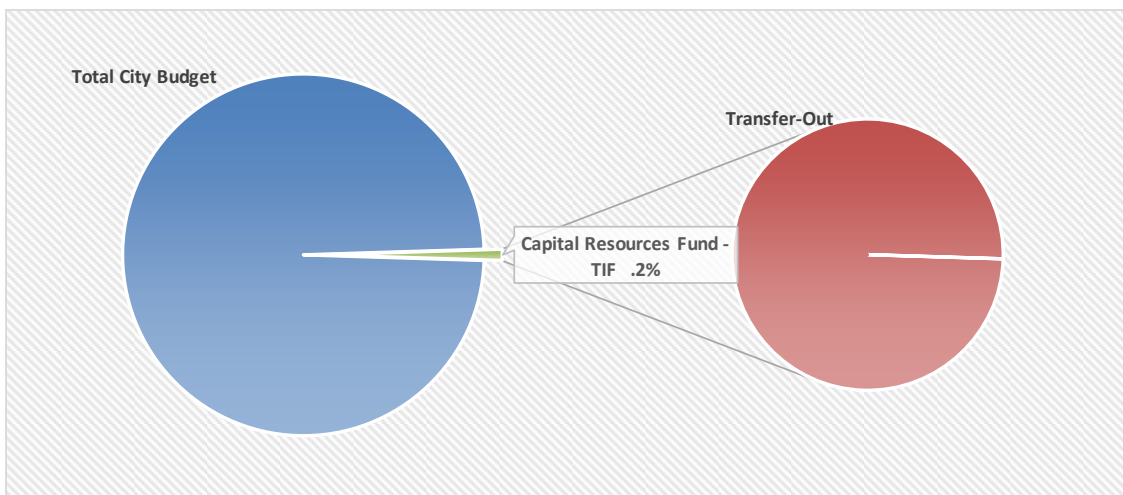
Transfers-Out	-	414,100	414,100	100,000	(314,100)	
Total Expenditures	-	414,100	414,100	100,000	(314,100)	

Ending Fund Balance	997,437	663,337	626,837	606,837		
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Change in Fund Balance	997,437	(334,100)	(370,600)	(20,000)		
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfer-Out	-	414,100	414,100	100,000	(314,100)	
Total Expenditures	-	414,100	414,100	100,000	(314,100)	



FUND SUMMARY

The Capital Resources Fund was approved by the City Council on December 17, 2019 as a new Special Revenue Fund to be used to account for and accumulate financial resources. On December 7, 2021, the City Council approved four new Capital Resource Funds for accounting for Special Revenues. In the interest of transparency and clarity, these funds will be used for Real Estate Excise Tax 1 (REET 1), Real Estate Excise Tax 2 (REET2), Transportation Benefit District (TBD) and Traffic Impact Fees (TIF) which will clearly show beginning and ending fund balances as well as budgeted transfers to authorized uses. All the remaining types of Capital Resources will be maintained as Capital Resources – General Resources. The cash will remain in these funds until it is allocated by the City Council, through Ordinance, for use on qualifying projects.

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out:

- ❖ \$500,000 of ARPA funds for Street Maintenance – Street Fund
- ❖ \$23,000 of General Resources for Library Deck Repair – General Fund
- ❖ \$106,000 of General Resources for Civic Center Exterior Painting – General Fund
- ❖ \$25,000 of General Resources for Access Control – General Fund

CAPITAL RESOURCES - GENERAL RESOURCES FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	1,158,486	1,649,409	1,649,409	911,969		

FUNDING SOURCES

Taxes	50,854	-	-	-	-	
Intergovernmental Revenue	-	445,780	445,780	-	(445,780)	
Charges for Goods/Service	47,667	-	-	-	-	
Miscellaneous Revenue	982	-	2,500	-		
Transfer In	2,063,614	1,488,610	1,488,610	-	(1,488,610)	100.0%
Total Revenues	2,163,117	1,934,390	1,936,890	-	(1,934,390)	-100.0%

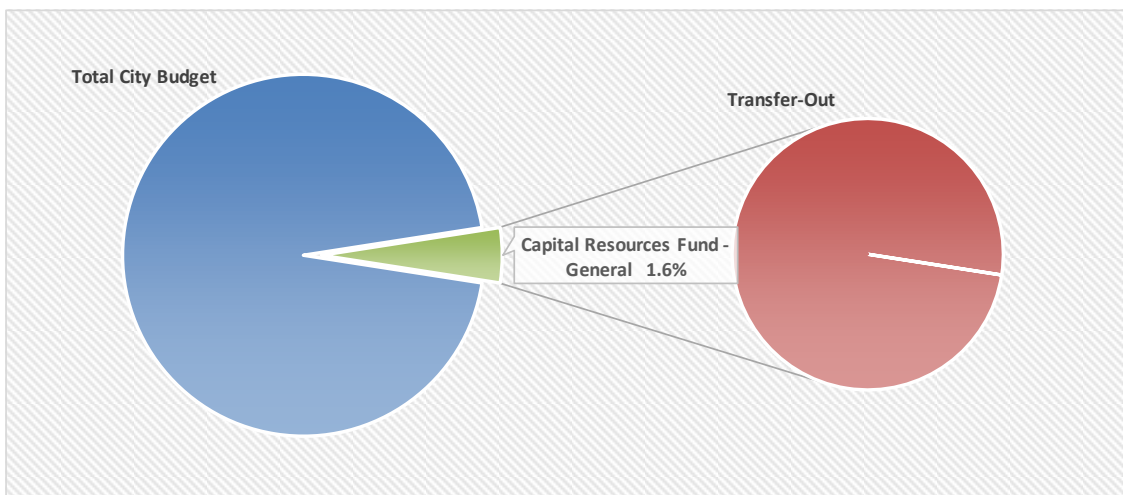
EXPENDITURES BY DIVISION

Transfers-Out	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%
Total Expenditures	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%

Ending Fund Balance	1,649,409	909,469	911,969	257,969		
Change in Fund Balance	490,923	(739,940)	(737,440)	(654,000)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfer-Out	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%
Total Expenditures	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%



DEPARTMENT SUMMARY

The Tourism Fund is used to account for the 4.2% tax as allowed by RCW on lodging at hotels, motels, and similar establishments, including bed and breakfasts and RV parks located within Shelton. These revenues are restricted for tourism promotion and for the acquisition and/or operation of tourism related facilities or businesses. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including advertising, publicizing, or other distribution of information to attract and welcome tourists. It also includes developing strategies to expand tourism, operating tourism promotion agencies, and funding marketing of or the operation of special cultural, athletic, or entertainment events and activities designed to attract tourists. The City's Lodging Tax Advisory Committee receives, reviews and recommends funding appropriations for selected activities to the City Council, who authorize spending through the budget process.

BUDGET HIGHLIGHTS

The proposed Tourism Fund budget increases by \$2,242 or 3.4% from the 2022 appropriation. The funding allocations proposed equal \$68,000 for 2023 activities/events are:

- ❖ Mason County Historical Society Museum - \$18,000
- ❖ Mason County Historical Society Downtown Car Show - \$2,000
- ❖ Kristmas Town Kiwanis – Bluegrass from the Forest - \$9,000
- ❖ Mason County Forest Festival - \$12,000
- ❖ NW Event Organizers/Outlook Park Murals Town 2020 – \$3,000
- ❖ NW Event Organizers ChristmasTown Marketing Events - \$13,000
- ❖ PNW Raised Events Cinco Rocks - \$3,500
- ❖ PNW Raised Events School House Rocks - \$3,500
- ❖ Shelton Downtown Merchants Shop Shelton First - \$4,000

TOURISM FUND

TOURISM FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	93,406	89,620	89,620	76,401		

FUNDING SOURCES

Taxes	56,450	48,000	52,240	48,000	-	0.0%
Miscellaneous Revenue	67	100	299	100	-	0.0%
Total Revenue	56,517	48,100	52,539	48,100	-	0.0%

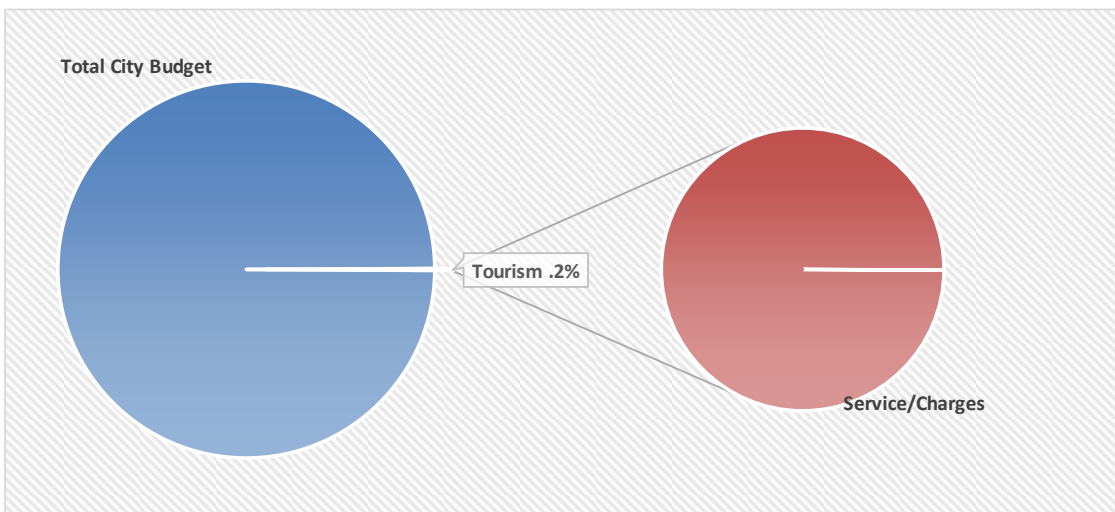
EXPENDITURES BY DIVISION

Tourism	60,303	65,758	65,758	68,000	2,242	3.4%
Total Expenditures	60,303	65,758	65,758	68,000	2,242	3.4%

Ending Fund Balance	89,620	71,962	76,401	56,501		
Change in Fund Balance	(3,786)	(17,658)	(13,219)	(19,900)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Service/Charges	60,303	65,758	65,758	68,000	2,242	3.4%
Total Expenditures	60,303	65,758	65,758	68,000	2,242	3.4%



DEPARTMENT SUMMARY

The Bond Fund is used to account for the accumulation of resources to be used for the retirement of City general long-term debt. The appropriation authorized for these funds are determined by the debt payment schedules approved by the City Council (or City Commission) as part of debt issuance and cannot legally be altered by legislative action.

BUDGET HIGHLIGHTS

The 2023 Proposed budget reflects an increase of \$6,600 from 2022. The Bond Fund is utilized for paying the portion of the 2020 Refunding Bond which replaced the 2011A and 2011B LTGO Fire Station Bonds

BOND FUND

BOND FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	7,420	7,618	7,618	7,723		

FUNDING SOURCES

Taxes	198	-	105	-	-	0.0%
Bond Proceeds	-	-	-	-		
Transfer In	179,036	177,300	177,300	183,900	6,600	3.7%
Total Revenue	179,234	177,300	177,405	183,900	6,600	3.7%

EXPENDITURES BY DIVISION

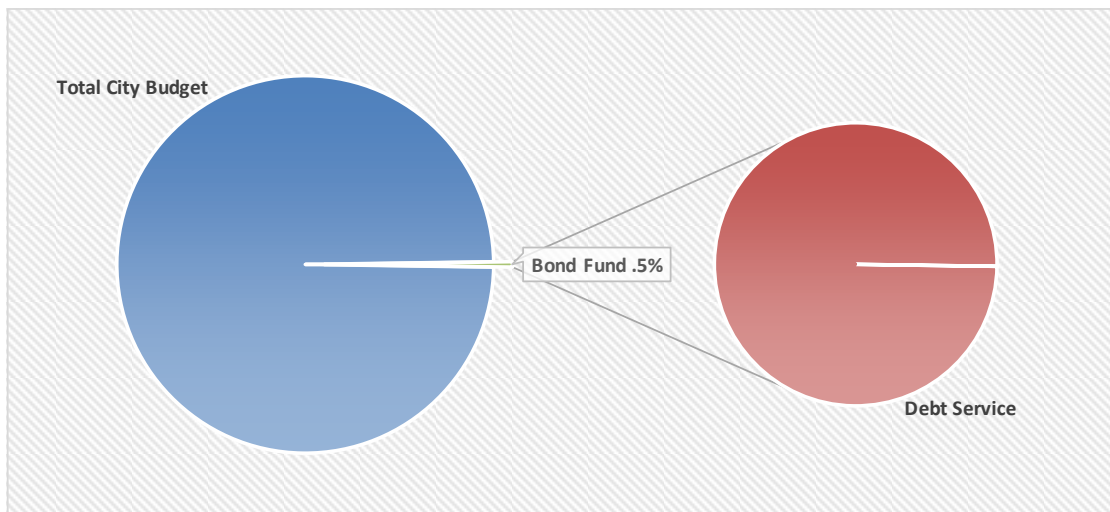
Bond Fund	179,036	177,300	177,300	183,900	6,600	3.7%
Total Expenditures	179,036	177,300	177,300	183,900	6,600	3.7%

Ending Fund Balance	7,618	7,618	7,723	7,723		
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Change in Fund Balance	198	-	105	-		
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Debt Service	179,036	177,300	177,300	183,900	6,600	3.7%
Total Expenditures	179,036	177,300	177,300	183,900	6,600	3.7%



DEPARTMENT SUMMARY

The Capital Improvement Fund is where the City accounts for the resources and expenditures related to all City Capital Projects that are not accounted for in City Proprietary Funds. The City uses this fund to track revenue and expenses at the project level to ensure that the City has financial resources to cover the cost of each project and to ensure that total project expenses do not exceed budget authority. Potential funding includes state and federal grants, Real Estate Excise Tax (REET), Traffic Impact Fees (TIF), Transportation Benefit District (TBD) tax monies, Shelton Metropolitan Parks District (SMPD), debt financing, as well as transfers into this fund.

In all cases, the City considers restricted monies to have been spent first when expenditures are incurred for purposes for which both restricted and unrestricted resources are available. When expenditures occur of unrestricted monies, unassigned resources are always considered the last monies to be included after all other qualified resources have been exhausted.

BUDGET HIGHLIGHTS

The Capital Improvement Fund budget will fluctuate somewhat from year to year depending on budgeted capital projects and the funding sources for those projects.

Capital projects included in the Capital Improvement Fund for 2023 are:

Street/Transportation:

- ❖ Local Road Safety- three crosswalk/sidewalk projects - \$1,160,000
Funding Sources: TBD-\$19,500; WSDOT-\$1,140,500
- ❖ Railroad Track Crossing Removal - \$400,000
Funding Sources: WSDOT-\$400,000
- ❖ Olympic Highway North - \$300,000
Funding Sources: TBD-\$300,000
- ❖ Western Gateway - \$80,000
TBD-\$80,000
- ❖ Signalized Intersection Upgrades - \$150,000
TBD-\$50,000; TIF-\$100,000
- ❖ Design Downtown Street Tree & Sidewalk - \$80,000
REET 1-\$80,000
- ❖ Front Street Paving - \$100,000
TBD-\$100,000
- ❖ Wallace Kneeland Overlay - \$504,585
TBD-\$200,000; Mason County STBG-\$304,585

Parks:

- ❖ Northcliff Neighborhood Park Improvements - \$50,000
Funding Source: SMPD-\$50,000

CAPITAL IMPROVEMENT FUND

CAPITAL IMPROVEMENT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	433,300	879,714	879,714	434,671		

FUNDING SOURCES

Intergovernmental Revenue	6,006	1,974,310	1,156,175	1,845,085	(129,225)	-6.5%
Charges for Goods/Service	-	59,000	59,000	50,000	(9,000)	-15.3%
Transfer In	1,971,993	1,403,043	1,403,043	929,500	(473,543)	-33.8%
Total Revenue	1,977,999	3,436,353	2,618,218	2,824,585	(611,768)	-17.8%

EXPENDITURES BY DIVISION

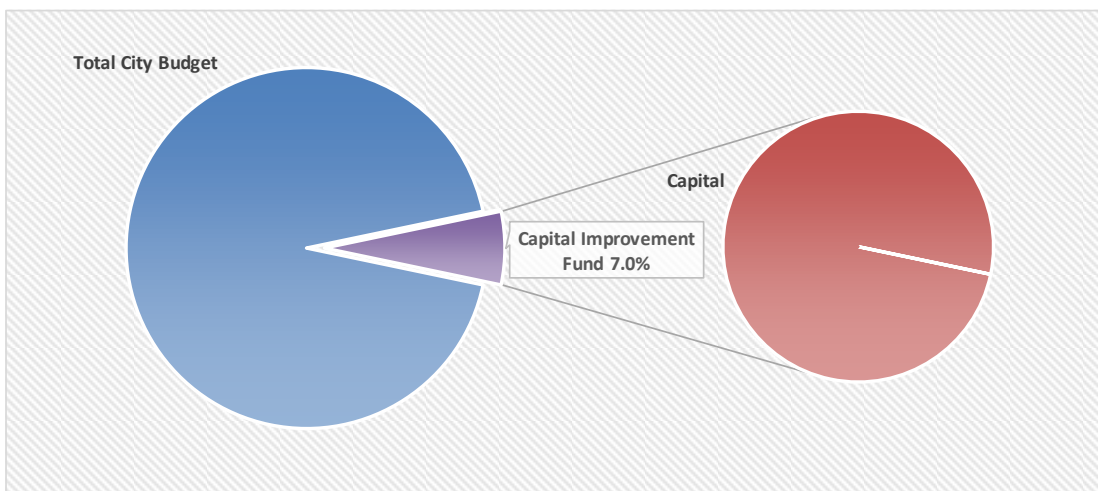
Capital	669,129	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%
Transfer Out	862,456	-	-	-	-	
Grand Total	1,531,585	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%

Ending Fund Balance **879,714** **1,179,714** **434,671** **434,671**

Change in Fund Balance **446,414** **300,000** **(445,043)** **-**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Supplies/Equip	-	-	-	-	-	
Service/Charges	132,163	30,000	254,839	-	(30,000)	-100.0%
Capital	534,856	3,106,353	2,782,989	2,824,585	(281,768)	-9.1%
Transfer Out	862,456	-	-	-	-	
Indirect Charges	2,109	-	25,433	-	-	
Grand Total	1,531,585	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%



MISSION STATEMENT

To provide high quality water services to the residents of the City of Shelton.

DEPARTMENT SUMMARY

The Water Utility Fund is used to operate, maintain, and improve the water distribution system to provide for the delivery of safe, high-quality water for all City water users. The Water Department maintains and services three wells, four booster pump stations, and five City reservoirs that store a total of 2,227,000 gallons of high-quality drinking water. The Department also operates and maintains the potable (safe drinking water) and non-potable (not of drinking quality but safe for other uses) water distribution system. This system is comprised of 316,133 linear feet of potable mainline piping, 4,815 linear feet of non-potable mainline piping, 956 valves, 598 fire hydrants, and 4,125 water service meters. The Water Department constantly monitors and regulates water use and production City-wide to ensure it is able to meet the demands of the City while maintaining reserves necessary for fire flow storage for emergency needs. Revenue is primarily from charges for service with additional funding from system development fees, lease revenue, and investment interest.

BUDGET HIGHLIGHTS

The Water Fund budget increases by \$690,453 or 24.5%. The Proposed Budget for 2023 includes a transfer to the Water Capital Fund of \$390,000. Please refer to Water Capital Fund page for a list of the 2023 capital projects. Increases include professional services for water reservoir storage options report, water reservoir cleaning and inspection, program fees for Asset Management program and shop maintenance and improvements. The Water Fund also reflects an increase of FTE of .40 for the Water Fund share of GIS & Asset Management Technician.

WATER FUND

WATER FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	2,543,017	1,650,758	1,650,758	1,927,013		

FUNDING SOURCES

Intergovernmental Revenue	2,939	-	-	-	-	
Charges for Goods/Service	2,912,340	2,596,210	2,959,510	2,916,210	320,000	12.3%
Miscellaneous Revenue	36,470	46,100	133,634	46,100	-	0.0%
Total Revenue	2,951,750	2,642,310	3,093,144	2,962,310	320,000	12.1%

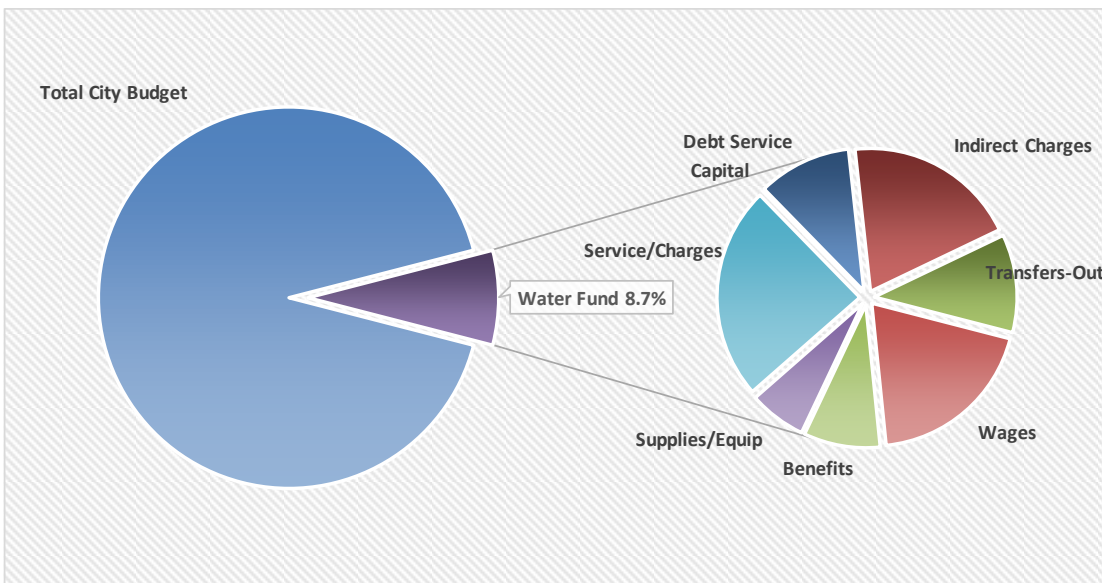
EXPENDITURES BY DIVISION

Water Operations	3,844,009	2,819,954	2,816,889	3,510,407	690,453	24.5%
Total Expenditures	3,844,009	2,819,954	2,816,889	3,510,407	690,453	24.5%

Ending Fund Balance	1,650,758	1,473,114	1,927,013	1,378,916		
Change in Fund Balance	(892,259)	(177,644)	276,255	(548,097)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	457,137	591,090	560,000	680,274	89,184	15.1%
Benefits	196,901	259,560	252,810	303,838	44,278	17.1%
Supplies/Equip	155,871	188,830	170,200	228,250	39,420	20.9%
Service/Charges	598,966	538,830	586,860	847,370	308,540	57.3%
Capital	27,635	-	4,447	-	-	
Debt Service	373,226	387,840	387,840	371,367	(16,473)	-4.2%
Indirect Charges	662,564	680,960	681,888	689,308	8,348	1.2%
Transfers-Out	1,371,567	172,844	172,844	390,000	217,156	125.6%
Total Expenditures	3,843,866	2,819,954	2,816,889	3,510,407	690,453	24.5%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40
Field Supervisor - Water	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Water	1.00	1.00	1.00	1.00
Water Quality Specialist	1.00	1.00	1.00	1.00
Water Quality Specialist in Training	1.00	1.00	1.00	1.00
Heavy Equipment Operator	-	-	-	0.50
Sr. Heavy Equipment Operator	-	-	-	2.50
Operator	2.50	2.50	2.50	-
Truck Driver	0.50	0.50	0.50	-
Maintenance Worker	1.00	1.00	0.50	0.50
Public Works Technician	-	-	0.50	0.50
GIS & Asset Management Technician	-	-	-	0.40
Senior Inspector	-	0.25		
Total Water Fund	8.40	8.65	8.40	8.80

DEPARTMENT SUMMARY

The Water Capital Fund is where the City accounts for the resources and expenditures related to Water Capital Projects. The City uses this fund to track revenue and expenses at the project level to ensure that the City has financial resources to cover the cost of each project and to ensure that total project expenses do not exceed budget authority. Potential funding includes state and federal grants, debt financing, as well as transfers into this fund.

BUDGET HIGHLIGHTS

The Water Capital Fund budget will fluctuate somewhat from year to year depending on budgeted capital projects and the funding sources for those projects.

Capital projects included for 2023 are:

- ❖ Automated Meter Infrastructure - \$75,000
Funding Source: Water Rates
- ❖ Pipe Replacement, Well 1 to High School Tank - \$950,000
Funding Source: Department of Commerce Direct Appropriation
- ❖ Upper Angleside Pressure Zone - \$200,000
Funding Source: Water Rates
- ❖ Risk & Resilience Initial Funding - \$15,000
Funding Source: Water Rates
- ❖ Emergency Generator Receptacle - \$30,000
Funding Source: Water Fund
- ❖ Mid-Size 4x4 Pickup - \$45,000
Funding Source: Water Rates
- ❖ New Zero Turn Mower & Trailer - \$25,000
Funding Source: Water Rates

WATER CAPITAL FUND

WATER CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		1,146,128	1,146,128	1,297,045		

FUNDING SOURCES

Intergovernmental Revenue	-	1,050,000	1,050,000	950,000	(100,000)	100.0%
Transfer In	1,310,000	1,687,344	1,687,344	390,000	(1,297,344)	100.0%
Total Revenue	1,310,000	2,737,344	2,737,344	1,340,000	(1,397,344)	100.0%

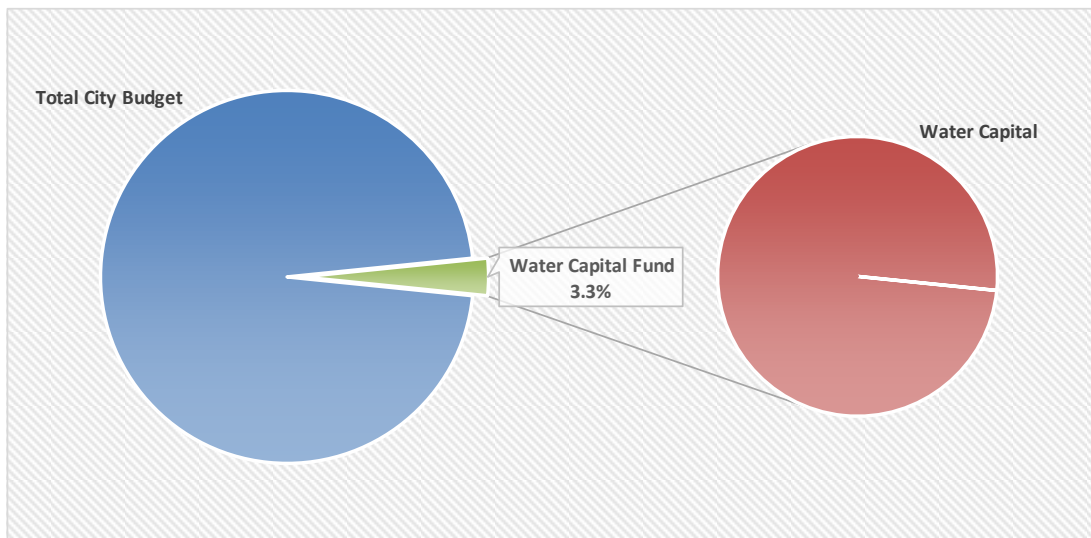
EXPENDITURES BY DIVISION

Water Capital	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%
Total Expenditures	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%

Ending Fund Balance	1,146,128	1,146,128	1,297,045	1,297,045		
Change in Fund Balance	1,146,128	-	150,917	-		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Water Capital	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%
Total Expenditures	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%



MISSION STATEMENT

To provide high quality sewer services to the residents of the City of Shelton.

DEPARTMENT SUMMARY

The Sewer Utility Fund is used to operate, maintain, and improve the City's sewer system to provide for the safe disposal and treatment of wastewater for the residents of the City of Shelton. The City's sewer collection system is comprised of 213,364 linear feet of gravity sewer piping, 9,592 linear feet of force sewer piping, and 1,104 manholes. The piping is either gravity-fed or pumped by one of the five wastewater lift stations, to one of the City's two wastewater treatment plants, the Main Wastewater Treatment Plant and the Water Reclamation (Satellite) Plant. Both wastewater plants conduct multiple tests on a daily, monthly, and yearly basis to verify the City meets or exceeds State requirements and regulations, in order to prevent unwanted discharge into Oakland Bay and ensure safe discharge of reclaimed water to customers and the spray field infiltration system. Revenue for this fund is primarily from charges for service.

BUDGET HIGHLIGHTS

The Sewer Fund budget increases by \$585,789 or 9.1%. The Proposed Budget for 2023 includes a transfer to the Sewer Capital Fund of \$642,000. Please refer to Sewer Capital Fund page for a list of the 2023 capital projects. Increases include professional services for a force main inspection report, Basin 4 rehab pre-design report and a biosolids treatment and management report. The fund also reflects an increase of FTE of .40 for the Sewer Fund share of GIS & Asset Management Technician.

SEWER FUND

SEWER FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	4,557,689	3,664,095	3,664,095	3,875,105		

FUNDING SOURCES

Intergovernmental Revenue	13,403	-	5,726	-	-	
Charges for Goods/Service	6,594,304	6,234,660	6,473,986	6,330,320	95,660	1.5%
Miscellaneous Revenue	24,759	133,000	167,540	133,000	-	0.0%
Total Revenue	6,632,466	6,367,660	6,647,252	6,463,320	95,660	1.5%

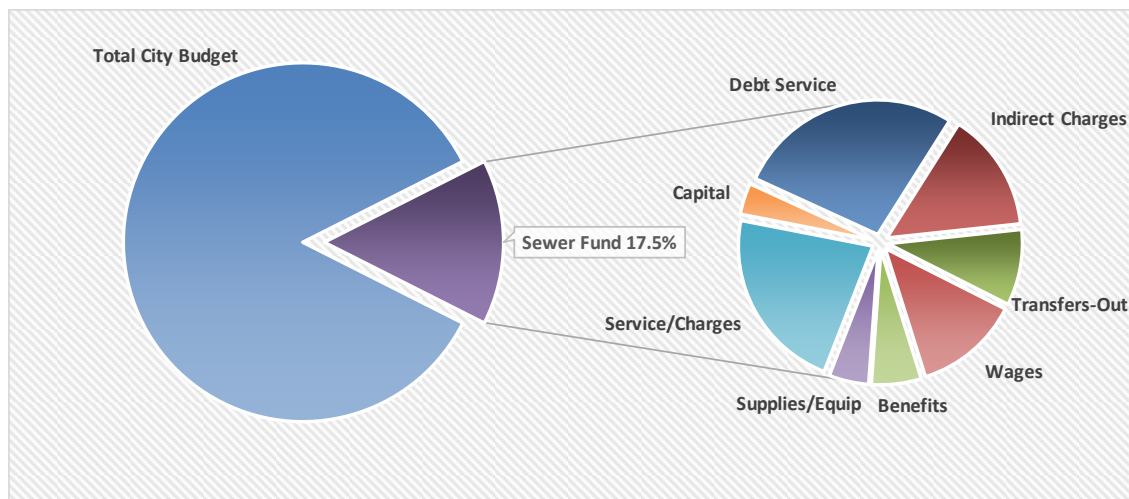
EXPENDITURES BY DIVISION

Collection Main	271,004	257,150	261,890	274,370	17,220	6.7%
Other Main	558,463	431,110	482,228	482,428	51,318	11.9%
Service Main	1,465,062	1,663,530	1,612,922	1,949,086	285,556	17.2%
Sewer Operations	4,835,988	3,555,508	3,562,910	3,765,622	210,114	5.9%
Coalition	-	27,450	27,450	28,820	1,370	5.0%
Services -Satellite Plant	315,910	433,250	406,692	441,728	8,478	2.0%
Other Satellite Plant	79,634	82,150	82,150	93,883	11,733	14.3%
Total Expenditures	7,526,061	6,450,148	6,436,242	7,035,937	585,789	9.1%

Ending Fund Balance	3,664,095	3,581,607	3,875,105	3,302,487		
Change in Fund Balance	(893,594)	(82,488)	211,010	(572,617)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	666,031	788,100	768,390	894,949	106,849	13.6%
Benefits	289,562	369,070	389,020	420,796	51,726	14.0%
Supplies/Equip	287,582	324,630	324,630	335,860	11,230	3.5%
Service/Charges	1,413,200	1,355,000	1,333,452	1,557,980	202,980	15.0%
Capital	263,585	-	7,402	265,000	265,000	
Debt Service	1,952,638	2,305,290	2,305,290	1,910,351	(394,939)	-17.1%
Indirect Charges	810,292	1,154,130	1,154,130	1,009,001	(145,129)	-12.6%
Transfers-Out	1,843,170	153,928	153,928	642,000	488,072	317.1%
Total Expenditures	7,526,061	6,450,148	6,436,242	7,035,937	585,789	9.1%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50
Field Supervisor - Sewer/Storm	0.50	0.50	0.50	1.50
Assistant Field Supervisor - Sewer/Storm	-	-	-	1.50
Waste Water Treatment Plant Tech III	1.00	1.00	1.00	2.00
Waste Water Treatment Plant Tech II	1.00	1.00	1.00	
Waste Water Treatment Plant Tech I	-	-	-	2.00
GIS & Asset Management Technician	-	-	-	0.40
Operator Tech III	2.00	2.00	2.00	-
Waste Water Treatment Plant Tech in Trng	1.00	2.00	2.00	-
Sr. Heavy Equipment Operator	-	-	-	1.80
Operator	1.50	1.50	1.50	-
Truck Driver	0.80	0.80	0.80	-
Maintenance Worker	2.00	2.00	2.00	2.00
Senior Inspector	-	0.25	-	-
Total Sewer Fund	10.30	11.55	11.30	11.70

DEPARTMENT SUMMARY

The Sewer Capital Fund is where the City accounts for the resources and expenditures related to Sewer Capital Projects. The City uses this fund to track revenue and expenses at the project level to ensure that the City has financial resources to cover the cost of each project and to ensure that total project expenses do not exceed budget authority. Potential funding includes state and federal grants, debt financing, as well as transfers into this fund.

BUDGET HIGHLIGHTS

The Sewer Capital Fund budget will fluctuate somewhat from year to year depending on budgeted capital projects and the funding sources for those projects.

Capital projects included for 2023 are:

- ❖ Automated Meter Infrastructure - \$75,000
Funding Source: Sewer Rates
- ❖ WRP Reclaimed Water Tank Design - 300,000
Funding Source: Sewer Rates
- ❖ MBR Plant Headworks Upgrade - \$400,000
Funding Source: Legislative Grant
- ❖ Front Street Overflow & Pipe Removal Design - \$90,000
Funding Source: Sewer Rate
- ❖ New Camera Van - \$177,000
Funding Source: Sewer Rates

SEWER CAPITAL FUND

SEWER CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		1,308,976	1,308,976	3,295,677		

FUNDING SOURCES

Intergovernmental Revenue	-	2,050,000	2,050,000	400,000	(1,650,000)	100.0%
Transfer In	1,843,170	553,928	553,928	642,000	88,072	100.0%
Total Revenue	1,843,170	2,603,928	2,603,928	1,042,000	(1,561,928)	100.0%

EXPENDITURES BY DIVISION

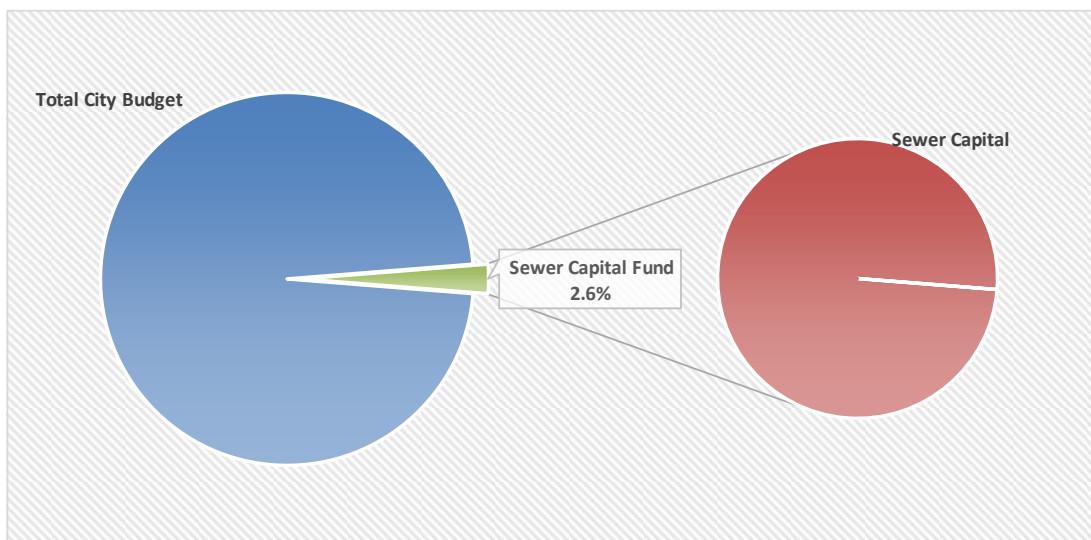
Sewer Capital	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%
Total Expenditures	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%

Ending Fund Balance	1,308,976	1,308,976	3,295,677	3,295,677
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Change in Fund Balance	1,308,976	-	1,986,701	-
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Sewer Capital	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%
Total Expenditures	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%



MISSION STATEMENT

To provide high quality solid waste services to the residents of the City of Shelton.

DEPARTMENT SUMMARY

The Solid Waste Utility Fund accounted for the operation of refuse and recycling collection. The City contracted with Mason County in 2017 for solid waste services. The fund remains open to account of the cleanup of the C Street landfill.

BUDGET HIGHLIGHTS

All funds collected will be restricted for landfill closeout costs.

SOLID WASTE FUND

SOLID WASTE FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	1,017,458	1,015,514	1,015,514	(178,891)		

FUNDING SOURCES

Intergovernmental Revenue	17,767	600,000	41,955	1,602,739	1,002,739	167.1%
Charges for Goods/Service	22	-	23	-	-	
Miscellaneous Revenue	771	-	2,901	-	-	
Total Revenue	18,560	600,000	44,879	1,602,739	1,002,739	167.1%

EXPENDITURES BY DIVISION

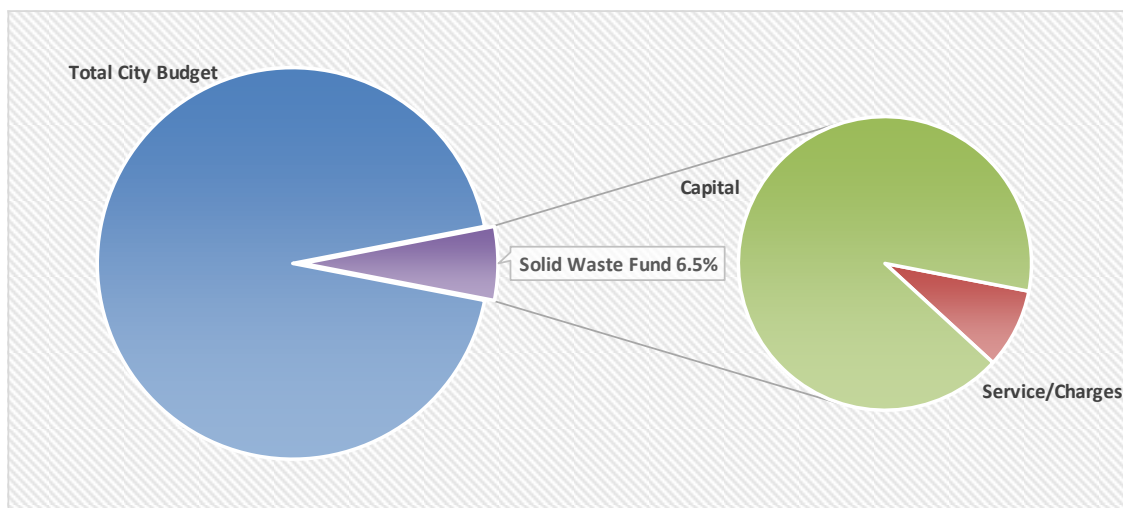
Solid Waste Operations	20,504	1,286,540	1,239,284	2,598,185	1,311,645	102.0%
Total Expenditures	20,504	1,286,540	1,239,284	2,598,185	1,311,645	102.0%

Ending Fund Balance 1,015,514 328,974 (178,891) (1,174,337)

Change in Fund Balance (1,944) (686,540) (1,194,406) (995,446)

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Inventory	-	-	-	-	-	
Service/Charges	20,291	300,000	250,243	228,185	(71,815)	-23.9%
Capital	-	986,540	986,540	2,370,000	1,383,460	140.2%
Indirect Charges	213	-	2,501	-	-	
Grand Total	20,504	1,286,540	1,239,284	2,598,185	1,311,645	102.0%



MISSION STATEMENT

To provide high quality storm water drainage services to the residents of the City of Shelton.

DEPARTMENT SUMMARY

The Storm Drainage Utility Fund provides for the maintenance and operation of the City's storm drainage facilities which consists of 158,400 linear feet of stormwater piping, 42,240 linear feet of roadside ditches, 191 storm drain manholes, and 1,950 storm drain grates. Proper maintenance of the drainage facilities reduces the impact of heavy rain or prolonged wet weather conditions and protects water quality. Revenue for this fund is primarily from charges for services.

BUDGET HIGHLIGHTS

The Storm Drainage Fund budget increases by \$140,125 or 9.5%. The Proposed Budget for 2023 includes a transfer to the Storm Water Capital Fund of \$80,000. Please refer to Storm Water Capital Fund page for a list of the 2023 capital projects. Increases include professional services for Bonney Glen Storm Lift Station pre-design. The fund also reflects an increase of FTE of .10 for the Storm Water Fund share of GIS & Asset Management Technician.

STORM DRAINAGE FUND

STORM DRAINAGE FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	380,739	391,777	391,777	331,407		

FUNDING SOURCES

Intergovernmental Revenue	75,935	25,000	25,000	25,000	-	0.0%
Charges for Goods/Service	860,939	1,537,340	1,483,965	1,537,340	-	0.0%
Miscellaneous Revenue	287	500	1,866	500	-	0.0%
Total Revenue	937,161	1,562,840	1,510,831	1,562,840	-	0.0%

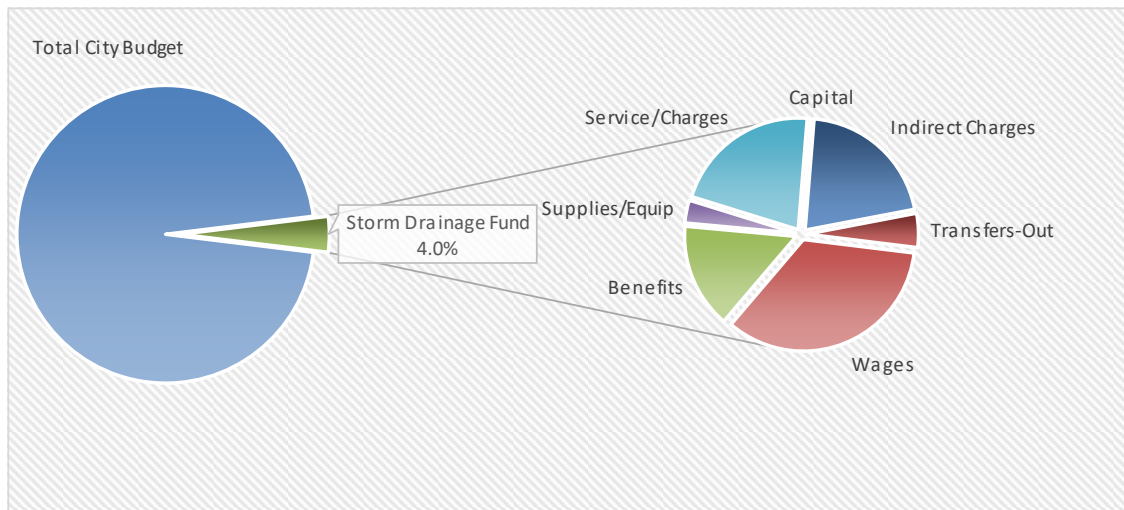
EXPENDITURES BY DIVISION

Storm Operations	926,122	1,481,835	1,571,201	1,621,960	140,125	9.5%
Total Expenditures	926,122	1,481,835	1,571,201	1,621,960	140,125	9.5%

Ending Fund Balance	391,777	472,782	331,407	272,288		
Change in Fund Balance	11,038	81,005	(60,370)	(59,120)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	256,160	491,780	491,780	556,387	64,607	13.1%
Benefits	114,570	217,980	200,800	246,815	28,835	13.2%
Supplies/Equip	19,193	51,340	40,136	53,900	2,560	5.0%
Service/Charges	199,831	274,960	297,122	348,900	73,940	26.9%
Capital	-	-	-	-	-	-
Indirect Charges	301,368	350,740	353,363	335,958	(14,782)	-4.2%
Transfers-Out	35,000	95,035	188,000	80,000	(15,035)	-15.8%
Total Expenditures	926,122	1,481,835	1,571,201	1,621,960	140,125	9.5%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50
City Engineer	0.50	0.50	-	-
Field Supervisor - Sewer/Storm	0.50	0.50	0.50	0.50
Assistant Field Supervisor - Sewer/Storm	-	-	-	0.50
GIS & Asset Management Technician	-	-	-	0.10
Heavy Equipment Operator	-	-	-	0.50
Sr. Heavy Equipment Operator	-	-	-	3.45
Operator	3.75	3.75	3.75	-
Truck Driver	0.70	0.70	0.70	-
Maintenance Worker	1.00	1.00	1.00	1.00
Permit Coordinator	0.05	0.05	0.05	0.05
Stormwater Technician	-	-	1.00	1.00
Senior Inspector	-	0.25	-	-
Total Storm Drainage Fund	7.00	7.25	7.50	7.60

DEPARTMENT SUMMARY

The Storm Drainage Capital Fund is where the City accounts for the resources and expenditures related to Storm Drainage Capital Projects. The City uses this fund to track revenue and expenses at the project level to ensure that the City has financial resources to cover the cost of each project and to ensure that total project expenses do not exceed budget authority. Potential funding includes state and federal grants, debt financing, as well as transfers into this fund.

BUDGET HIGHLIGHTS

The Storm Drainage Capital Fund budget will fluctuate somewhat from year to year depending on budgeted capital projects and the funding sources for those projects.

Capital projects included for 2023 are:

- ❖ New Camera Van - \$80,000
Funding Source: Storm Rates

STORM DRAINAGE CAPITAL FUND

STORM DRAINAGE CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance			25,871	25,871		

FUNDING SOURCES

Transfer In	35,000	320,035	413,000	80,000	(240,035)	100.0%
Total Revenue	35,000	320,035	413,000	80,000	(240,035)	100.0%

EXPENDITURES BY DIVISION

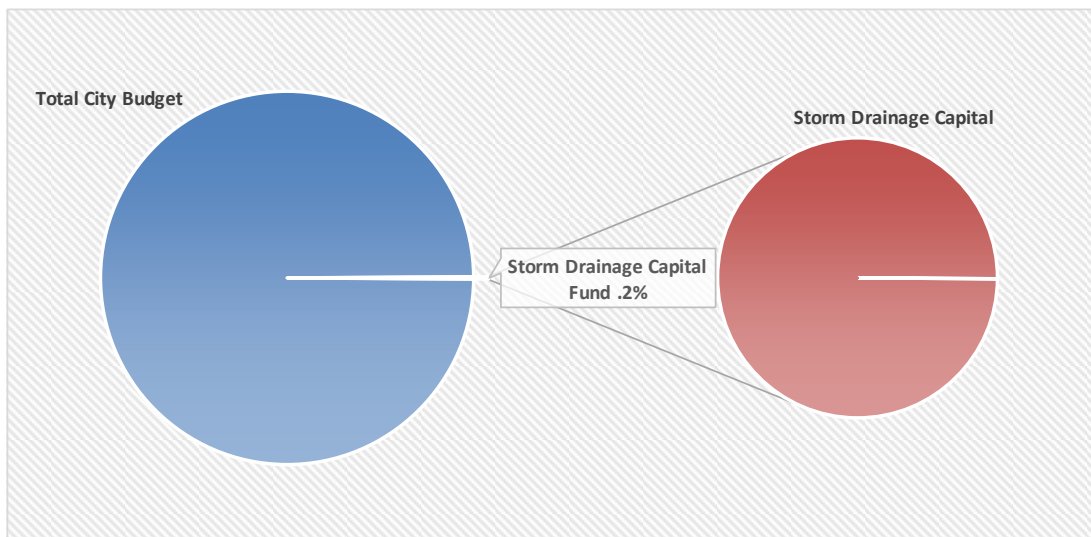
Storm Drainage Capital	9,129	320,035	413,000	80,000	(240,035)	100.0%
Total Expenditures	9,129	320,035	413,000	80,000	(240,035)	100.0%

Ending Fund Balance	25,871	-	25,871	25,871
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Change in Fund Balance	25,871	-	-	-
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EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Storm Drainage Capital	9,129	320,035	413,000	80,000	(240,035)	100.0%
Total Expenditures	9,129	320,035	413,000	80,000	(240,035)	100.0%



DEPARTMENT SUMMARY

The Payroll Benefits Fund accounts for the City's self-funded unemployment program, medical costs for retired police officers covered by the LEOFF 1 retirement plan, and the City's sick leave buy-back program.

BUDGET HIGHLIGHTS

The Payroll Benefits Fund decreases by \$40,650 or 20.2%. The changes reflect the City's assumption of resources needed for 2023.

PAYROLL BENEFITS FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	147,891	167,652	167,652	185,652		

FUNDING SOURCES

Charges for Goods/Service	42,905	40,000	45,500	40,000	-	0.0%
Miscellaneous Revenue	277	350	600	350	-	0.0%
Transfer In	27,314	160,650	36,000	120,000	(40,650)	-25.3%
Total Revenue	70,496	201,000	82,100	160,350	(40,650)	-20.2%

EXPENDITURES BY DIVISION

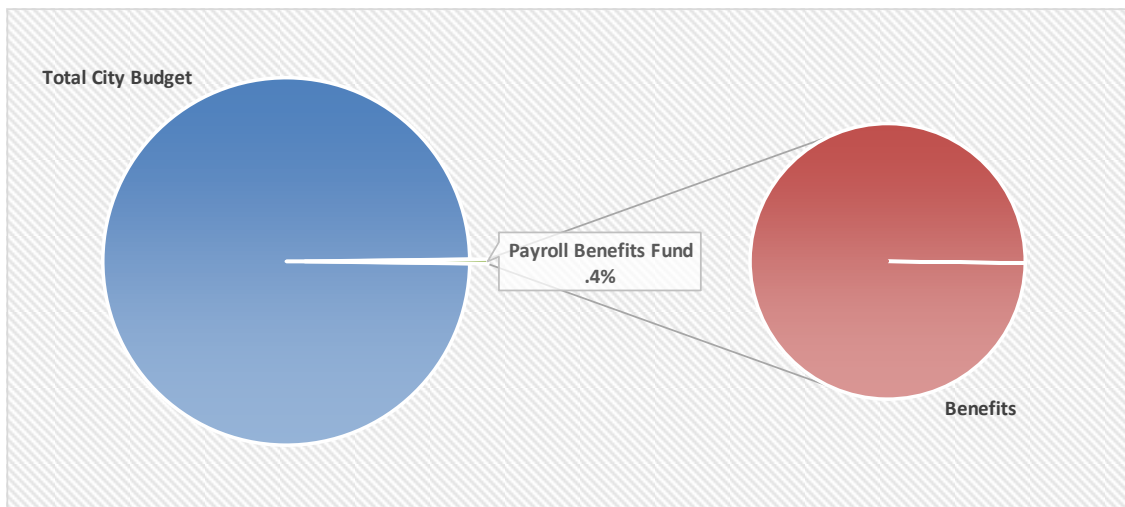
Payroll Benefits	50,735	201,000	64,100	160,350	(40,650)	-20.2%
Total Expenditures	50,735	201,000	64,100	160,350	(40,650)	-20.2%

Ending Fund Balance 167,652 167,652 185,652 185,652

Change in Fund Balance 19,761 - 18,000 -

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Benefits	51,439	201,000	64,100	160,350	(40,650)	-20.2%
Total Expenditures	51,439	201,000	64,100	160,350	(40,650)	-20.2%



MISSION STATEMENT

To provide skilled maintenance and repair services for vehicles and equipment for other City departments.

DEPARTMENT SUMMARY

The Equipment Maintenance & Rental Fund is an internal service fund for the City which accounts for maintenance of most of the City vehicles and equipment. This department provides for the maintenance and repair of 26 vehicles in the City Administration, Community Development, Parks, Building, and Public Works Departments, 36 emergency generators, water trucks, street sweepers, backhoes, loaders, roadway graders, dump trucks, vactor trucks, a TV truck, crane trucks, crew/service trucks, and 12 pieces of small equipment. The major source of revenue is user fees charged to other City departments for work provided to departments vehicles.

BUDGET HIGHLIGHTS

The Equipment Maintenance and Rental fund is scheduled to purchase \$365,000 in new equipment in 2023. The fund also reflects an increase of FTE of .10 for the EM&R share of GIS & Asset Management Technician.

Capital purchases included for 2023 are:

- ❖ Fueling Station Repairs - \$20,000
Funding Source: EM&R fund balance
- ❖ New Patch Truck w/ attachments - \$280,000
Funding Source: EM&R fund balance
- ❖ New ¾ Ton 4x4 Pickup - \$65,000
Funding Source: EM&R fund balance

EQUIPMENT MAINTENANCE & RENTAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	763,950	593,494	593,494	315,985		

FUNDING SOURCES

Intergovernmental Revenue	84	-	-	-		
Charges for Goods/Service	589,123	578,000	578,000	578,000	-	0.0%
Miscellaneous Revenue	10,751	5,000	5,000	5,000	-	0.0%
Total Revenue	599,959	583,000	583,000	583,000	-	0.0%

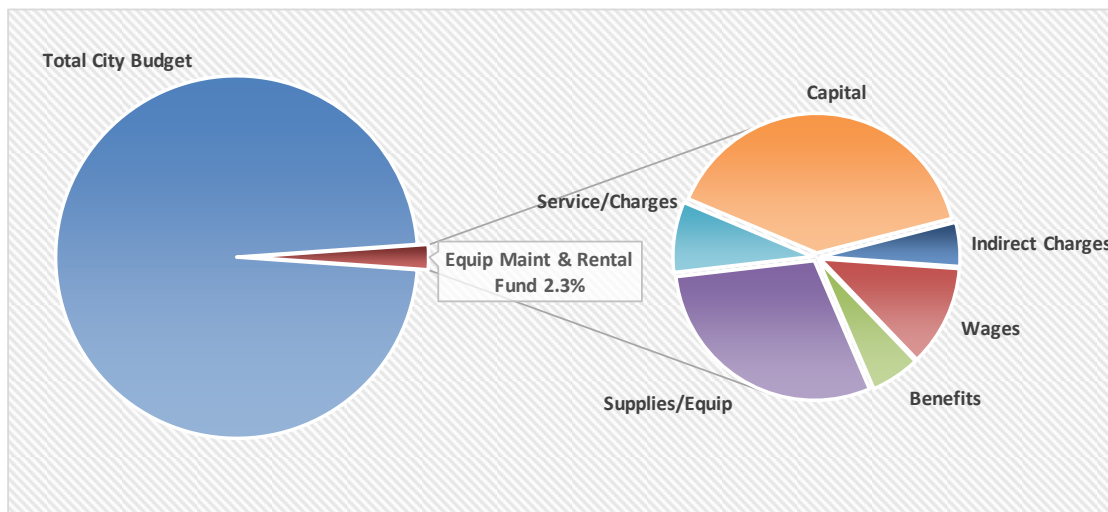
EXPENDITURES BY DIVISION

Equipment Maint & Rental	770,415	892,450	860,509	919,687	27,237	3.1%
Total Expenditures	770,415	892,450	860,509	919,687	27,237	3.1%

Ending Fund Balance	593,494	284,044	315,985	(20,703)		
Change in Fund Balance	(170,456)	(309,450)	(277,509)	(336,687)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	90,848	95,210	95,323	107,565	12,355	13.0%
Benefits	46,131	46,890	46,890	52,610	5,720	12.2%
Supplies/Equip	198,311	259,600	273,031	272,580	12,980	5.0%
Service/Charges	39,602	94,360	65,464	75,068	(19,292)	-20.4%
Inventory	8,940	-	6,797	-	-	
Capital	335,902	349,500	326,114	365,000	15,500	4.4%
Indirect Charges	50,680	46,890	46,890	46,864	(26)	-0.1%
Total Expenditures	770,415	892,450	860,509	919,687	27,237	3.1%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.20	0.20	0.20	0.20
GIS & Asset Management Technician	-	-	-	0.10
Master Mechanic	1.00	1.00	1.00	1.00
Total Equipment Maint & Rental	1.20	1.20	1.20	1.30

DEPARTMENT SUMMARY

The Firefighters Pension Fund accounts for the City's obligations toward retired LEOFF 1 firefighters for their pension and medical expenses.

BUDGET HIGHLIGHTS

The Firefighters Pension Fund budget for 2023 reflects a decrease of \$21,500 or 21.1%. The changes reflect the City's assumption of resources needed for 2023.

FIREFIGHTERS PENSION FUND

FIREFIGHTER'S PENSION FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	539,841	479,800	479,800	503,297		

FUNDING SOURCES

Taxes	-	100	-	100	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	
Miscellaneous Revenue	8,674	12,000	10,827	9,000	(3,000)	-25.0%
Transfer In	-	80,000	80,000	50,000	(30,000)	-37.5%
Total Revenue	8,674	92,100	90,827	59,100	(33,000)	-35.8%

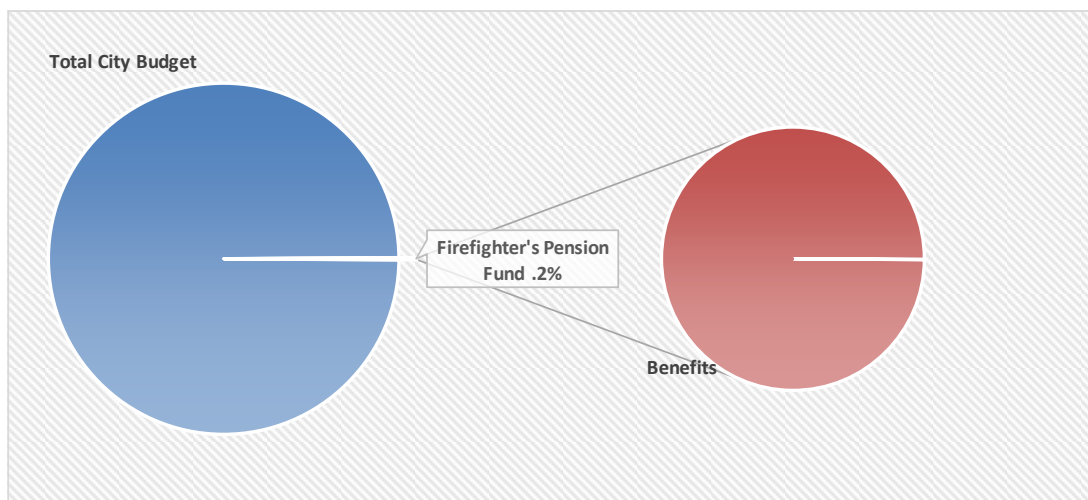
EXPENDITURES BY DIVISION

Firefighters Pension	68,715	102,100	67,330	80,600	(21,500)	-21.1%
Total Expenditures	68,715	102,100	67,330	80,600	(21,500)	-21.1%

Ending Fund Balance	479,800	469,800	503,297	481,797		
Change in Fund Balance	(60,041)	(10,000)	23,497	(21,500)		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Benefits	68,715	97,100	67,330	80,600	(16,500)	-17.0%
Service/Charges	-	5,000	-	-	(5,000)	-100.0%
Total Expenditures	68,715	102,100	67,330	80,600	(21,500)	-21.1%



DEPARTMENT SUMMARY

The Library Endowment Fund is a permanent fund and accounts for an endowment given to the City for maintenance of the library facility. As a permanent fund, the resources are legally restricted for the purposes as outlined in the endowment. Only earnings on principal, but not the principal, are eligible to be spent as allowed.

BUDGET HIGHLIGHTS

The Library Endowment Fund budget for 2023 reflects an increase of \$24,000. The \$24,000 will be used for a portion of the cost of the Library Deck Repairs. The funds will only be used if the City receives a Department of Commerce grant.

LIBRARY ENDOWMENT FUND

LIBRARY ENDOWMENT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	120,023	121,570	121,570	122,360		

FUNDING SOURCES

Miscellaneous Revenue	1,547	2,700	790	1,600	(1,100)	-40.7%
Total Revenue	1,547	2,700	790	1,600	(1,100)	-40.7%

EXPENDITURES BY DIVISION

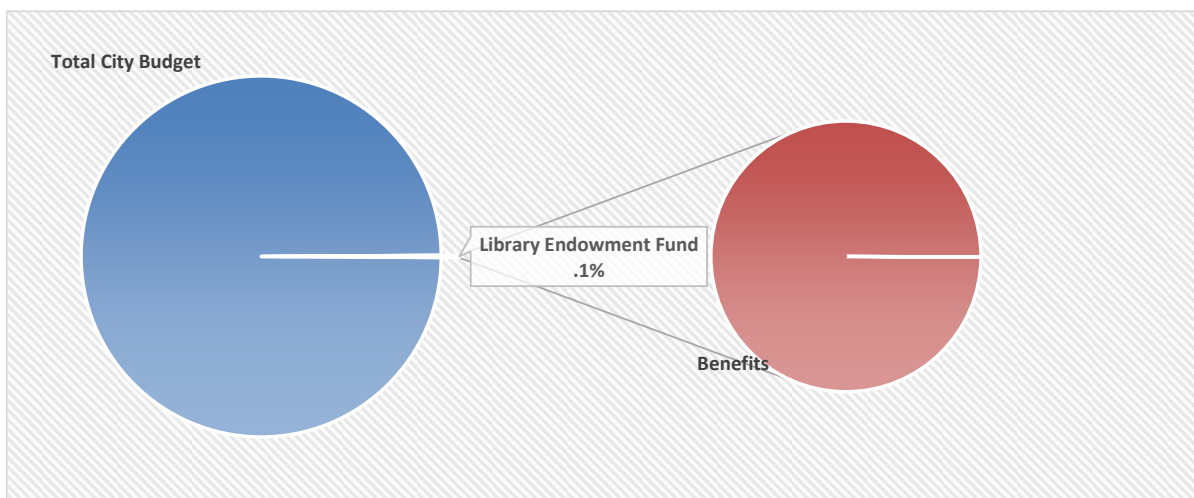
Library Endowment	-	-	-	24,000	24,000	
Total Expenditures	-	-	-	24,000	24,000	

Ending Fund Balance 121,570 124,270 122,360 99,960

Change in Fund Balance 1,547 2,700 790 (22,400)

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Transfers-Out	-	-	-	24,000	24,000	
Total Expenditures	-	-	-	24,000	24,000	





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 08/29/22
Brief Date: 09/20/22
Action Date: 10/04/22

Department: **Public Works**
Presented By: **Brent Armstrong**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Correct Equipment Sole Source
for Wilo USA, LLC**

☐

Ordinance

☒ Dept. Head

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☒

Motion

☐ Attorney

-Res 1245-0822
-Sole Source Letter from Wilo USA,
LLC

☐

Other

☒ City Clerk

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

All of Shelton's wastewater progresses through a complex system of pumps, mixers, and various other specialized equipment necessary to the treatment process. Although there are many different types and brands of pumps and mixers, the City has identified Wilo brand for several of their equipment needs, and staff has found that utilizing other brands would require modification to additional components within the system, which can be costly. The City utilizes Wilo mixers at both the Main Wastewater Treatment Plant and the Satellite Water Reclamation Plant, and the influent and return pumps at the Satellite Plant are of Wilo brand. Wilo USA, LLC has deemed Correct Equipment, out of Redmond, Washington, as the sole and exclusive contracted sales representative for Wilo USA, LLC pumps and mixers, and all Wilo Warranties and Operations and Maintenance Manuals require the use of genuine Wilo components for warranties to remain valid and ensure proper operation.

There are often times equipment needs to be serviced, repaired, or replaced due to its continual, repetitive use; the annual budget is prepared with this in mind in order to allow for the expenditures as the need arises. Although the expenses are budgeted, many of the purchase needs exceed the dollar threshold governed by the State that requires staff to seek quotes for purchases over \$7,500 or complete the formal bidding process for those over \$15,000, even though it is known that such items or service can only be procured by a sole distributor and service provider. Adopting Resolution No. 1245-0822 will formally deem Correct Equipment as the sole source for purchases and service of Wilo Brand pumps and mixers and allows staff to quickly obtain the needed equipment or services without having to go through the lengthy bidding process.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

Purchases and service of equipment and parts is accounted for in the Maintenance and Repair lines of the Sewer Fund in the annual budget. Any equipment or service needs that exceed the budgeted amount will be brought to Council for approval.

PUBLIC INFORMATION REQUIREMENTS:

Information for this can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff requests a reading of Resolution No. 1245-0822 and: *"I move to adopt Resolution No. 1245-0822 as presented"*.

RESOLUTION NO. 1245-0822

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON, DECLARING THE PURCHASE OF WIL0 USA, LLC WATER AND WASTEWATER PUMPS AND MIXERS EQUIPMENT, PARTS, COMPONENTS, AND SERVICE TO BE CLEARLY AND LEGITIMATELY LIMITED TO A SOLE SOURCE THROUGH CORRECT EQUIPMENT AND WAIVING COMPETITIVE BIDDING REQUIREMENTS FOR SUCH PURCHASES AND SERVICE NEEDS.

WHEREAS, Wilo USA, LLC is a manufacturer of water and wastewater pumps and mixers; and

WHEREAS, both the Main Wastewater Treatment Plant and the Satellite Water Reclamation Plant are equipped with pumps and or mixers that are manufactured by Wilo and are vital to the wastewater treatment process; and

WHEREAS, Wilo USA, LLC has deemed Correct Equipment, located in Redmond, as the exclusive municipal sales representative for the State of Washington and is the sole and exclusive contracted sales representative for Wilo USA, LLC water and wastewater pumps and mixers for our service area.

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

1. The City Council declares that purchase of Wilo USA, LLC equipment, parts, components, and service is clearly and legitimately limited to a single source of supply because they are the only manufacturer for the desired equipment, and they have deemed Correct Equipment as the sole and exclusive contracted sales representative for the City of Shelton service area.
2. Under RCW 39.04.280, the City Council waives competitive bidding requirements for the sole source purchases and service of Wilo USA, LLC pumps and mixers and their associated parts and components for the City of Shelton.
3. The City Manager is authorized to execute purchase orders with Correct Equipment to acquire and service Wilo USA, LLC equipment, parts, and components as necessary for the repair and upkeep of the Main Wastewater Treatment Plant and the Satellite Water Reclamation Plant.

PASSED by the City Council of the City of Shelton on this 4th day of October 2022.

Mayor Onisko

AUTHENTICATED BY:

City Clerk Nault



July 6, 2022

Subject: City of Shelton

To Whom It May Concern,

This letter confirms that Correct Equipment is the sole and exclusive contracted sales representative for Wilo USA, LLC water & wastewater pump and mixer sales for your served area.

Wilo USA, LLC, a subsidiary of Wilo SE, is the sole provider in the United State of Pump and Mixers manufactured under the Wilo brand. Please note that all Wilo Warranties and Operations and Maintenance Manuals require the use of genuine Wilo components for the warranties to be valid and ensure proper operation.

Should you have any questions, please contact me via email at tom.webb@wilo.com , via phone (818) 307-6126.

Best Regards,

Tom M. Webb
Western Regional Manager
Water Management

M: +1 818-307-6126
T: +1 262-204-6661
F: +1 847-825-9456
tom.webb@wilo-usa.com



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F2)**

Touch Date: September 01, 2022
Brief Date: September 20, 2022
Action Date: October 04, 2022

Department: **Administrative Services**
Presented By: **LeAndra Sharp**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Reappointment of Municipal Court Judge

☐

Ordinance

☐

Resolution

ATTACHMENTS:

Employment Agreement

☒

Motion

☐

Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Municipal Court Judge Stephen Greer began his 4-year appointment as Municipal Court Judge on January 1, 2019.

According to RCW 35A13.080, the City Manager is responsible for appointing the Municipal Court judge, subject to confirmation by the City Council.

It is a desire of the City to reappoint Judge Stephen Greer for a 3-year term.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

This part-time position is in the 2022 final budget at the salary of \$61,648.44.

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move to approve the municipal court judge employment agreement as presented".

EMPLOYMENT AGREEMENT
FOR
CITY OF SHELTON, WASHINGTON
MUNICIPAL COURT JUDGE

THIS AGREEMENT, made and entered into this ____ day of October 2022, by and between the City of Shelton, State of Washington, a municipal corporation, hereinafter called the "City", and Stephen D. Greer, hereinafter called "employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the City operates a Municipal Court pursuant to Chapter 2.16 Shelton Municipal Code ("SMC") and Chapter 3.50 RCW and the Washington State Court Rules; and

WHEREAS, Chapter 2.16 SMC establishes the City's Municipal Court, provides for a part-time judge to be appointed for a four (3) year term, with such appointee to be a citizen of the United States of America and the State of Washington and an attorney admitted to the practice of law before the courts of record of the State of Washington, residing full-time in Mason County, Washington; and

WHEREAS, Stephen D. Greer has submitted evidence of qualifications acceptable to the City and compliant with Chapter 2.16 SMC and applicable statutes, including but not limited to proof of citizenship, proof of admission to practice law before the courts of record of the State of Washington, and proof of residency; and the City desires to appoint and employ the services of Stephen D. Greer as Municipal Court Judge for the City of Shelton for a three-year term, beginning January 1, 2023 and ending December 31, 2025; and

WHEREAS, it is the desire of the City to provide compensation and benefits, establish certain conditions of employment, and to set working conditions of said employee; and

WHEREAS, it is the desire of the City to (1) retain the services of the employee, (2) to make possible full work productivity by assuring employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance of dishonesty for personal gain on the part of the employee, and (4) to provide for a just means for terminating employee's services at such time the employee may be unable to fully discharge duties, or when the City may desire to otherwise terminate employment in accordance with Chapter 3.50 RCW; and

WHEREAS, employee desires to accept employment as Municipal Court Judge for the City; and

WHEREAS, pursuant to Chapter 35A.13.080 RCW, if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the City council; and

WHEREAS, on September 20, 2022, the Shelton City Council confirmed the City Manager's reappointment of employee to the position of Municipal Court Judge for the City and authorized the City Manager to sign this Agreement on behalf of the City.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties:

City hereby agrees to employ Stephen D. Greer (“Judge” / “employee”) as Municipal Court Judge of the City to dispense justice under the laws of the State of Washington, the Shelton Municipal Code, the Washington State Court Rules, constitutions and laws of the State of Washington and the United States, and all other applicable laws. The Judge shall abide by the Rules of Judicial Conduct as promulgated by the Washington State Supreme Court; and shall at all times maintain active or judicial status as a licensed attorney in the State of Washington. In accordance with the requirements of General Rule 29, the Judge shall supervise City employees assigned to perform court functions. In providing this supervision, the Judge recognizes the terms and conditions applicable to employees assigned to the Court who are members of the International Association of Machinists and Aerospace Workers IAMAW Woodworkers Local Lodge W-38 (representing the Customer Service Representatives), as contained in their applicable collective bargaining agreement, and recognizes the City's Policies and Procedures applicable to City employees and the City's Human Resources Department as necessary resources to be utilized with respect to issues stemming from the supervision of court employees. The Judge has reviewed the applicable collective bargaining agreement(s) and City's Policies and Procedures applicable to City employees, has consulted with the City's Human Resources staff, and has concluded that the terms of the collective bargaining agreement and City Policies and Procedures can be harmonized with Rule 29 provisions for Judge supervision of court employees, and will be compatible with the Judge's management of court employees.

Further, the Judge has reviewed the Model Job Description for Court Administrator that the Board for Judicial Administration approved on April 18, 2003, per GR 29. The Judge agrees that this Model Job Description shall be applied with respect to any hiring action for, and management of, the Court Administrator position, with the following “local conditions” exceptions:

Section 2. Sessions:

Per RCW 3.50.110, the municipal court shall be open and shall hold such regular and special sessions as may be prescribed by the legislative body of the city or town: PROVIDED, that the Municipal Court shall not be open on non-judicial days.

Section 3. Term:

This appointment shall be from January 1, 2023, through December 31, 2025, unless sooner terminated as provided by law or by mutual written agreement by the Parties.

Section 4. Removal:

1. Removal for Misconduct/Malfeasance. Pursuant to RCW 3.50.095, the Judge may be removed from office during the term of his appointment upon conviction of misconduct or malfeasance in office, or because of physical or mental disability rendering the judge incapable of performing the duties of the office. Conviction of misconduct or malfeasance in office shall include convictions as defined by applicable law as grounds for removal of a municipal judge from office, including but not limited to

- a. Conviction of any criminal offense by the judge during the term of office; or
- b. A determination by the Washington State Judicial Conduct Commission that a code or standard of judicial conduct has been violated.

2. Removal by Judicial Conduct Commission. A municipal court judge may also be removed from office by the Washington State Judicial Conduct Commission and/or the Washington State Supreme Court, as described in Chapter 2.64 RCW or other applicable law. No separate action by the city commission is required to affect such removal.

Section 5. Salary:

The City' agrees to pay the employee for services rendered pursuant hereto an annual base salary of Sixty-One Thousand Six Hundred Forty Eighty Dollars (\$61,648.00). Any cost-of-living increases of non-represented city employees shall also apply.

Section 6. Benefits Provided to Municipal Court Judge:

A. Retirement Benefits: The City agrees to pay the employer share of contributions to the State of Washington Public Employees Retirement System.

B. Medical, Dental, Vision, Life, and Disability Insurance: The City agrees to provide said benefits to the contract employee and eligible dependents, which is currently the same manner as provided to other part-time non-union employees of the City. Any changes in the provision of benefits of non-represented city employees shall also affect said employee.

C. Sick, Vacation and Floating Holiday Pay: The City agrees to provide annually: 48 hours of accrued sick leave; 40 hours of accrued vacation leave; and 8 hours of floating holiday pay. The employee shall use the 8 hours of floating holiday pay in the year it is provided or forfeit those 8 hours at the end of each calendar year. Upon termination of employment, all leave balances that have been earned or accrued through the last day of work shall be paid to the employee in the same manner as provided to other part-time non-union employees of the City.

Section 7. Reporting:

The Municipal Court Judge shall periodically report on the status of Municipal Court affairs to the City Manager and City Council.

Section 8. Hours of Work – Coverage During Periods of Unavailability – Education/Training:

The 25-hour work week of the employee shall be the hours necessary and reasonably required to discharge the duties and responsibilities of the position of Municipal Court Judge, which will include regularly scheduled court sessions and any administrative work and out-of-court work performed by the Judge, and all time expended for judicial education and continuing legal education. In addition to regularly scheduled sessions of the Shelton Municipal Court, the Judge shall conduct arraignments, probable cause hearings, bail hearings, jury trials, and other court hearings as may be necessary and shall otherwise be available, as needed, to provide the Municipal Court services in accordance with the Shelton Municipal Code and applicable statutes.

In the event that the Judge is unable to serve due to disability, illness and/or absence, it shall be the Judge's responsibility to timely notify the City and to make arrangements for the presence of a Judge pro tem. All Judges pro tem shall be qualified to hold the position of Judge of the Shelton Municipal Court, as provided herein. Judges pro tem shall be paid from the Municipal Court budget.

The City acknowledges that the Judge is required by rule to attend the Judicial College within twelve (12) months of appointment. Costs shall be paid from the Municipal Court budget.

Section 9. General Provisions:

- A. The text herein shall constitute the entire agreement between the parties and;
- B. If any provisions or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Shelton has caused this agreement to be signed and executed in its behalf by the City Manager and duly attested by its City Clerk, and the employee has signed and executed this agreement, both in triplicate, the month and year first written above.

Municipal Court Judge

City Manager

ATTEST:

City Clerk



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F3)**

Touch Date: September 01, 2022
Brief Date: September 20, 2022
Action Date: October 04, 2022

Department: **Administrative Services**
Presented By: **Michelle Sutherland**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

PROGRAM/PROJECT TITLE:

Court Security Contract

ATTACHMENTS:

Court Security Contract Agreement

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Court Security contractor Thomas Ferrer, doing business as Blue Maxx LLC, began providing security services to the City of Shelton Municipal Court on February 7, 2020. The court would like to update the Court Security contract to include an annual COLA increase that will be equal to the COLA percentage that non-represented employees receive. This contract automatically renews year to year, giving each party the opportunity to terminate the contract with a minimum of 60 days written notice.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

There will be a \$650 a year increase in expenses to the General Fund.

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained by contacting the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to approve the Court Security Contract as presented".

AGREEMENT FOR COURT SECURITY

This Contract is made by the City of Shelton ("City") and Thomas A Furrer, doing business as Blue Maxx, LLC ("Contractor"), parties to the Agreement for court security services entered into on January 1, 2023.

Services Provided

The City hereby agrees to engage the Contractor to provide the City with the following services (the "Services"):

- a. Court Security -
 1. Maintain order and security within the City of Shelton court room prior to, during and after each court session. Ensure all parties, including the judge, attorneys, witnesses, and the general public audience are safe during trial proceedings, by inspecting the premises for contraband, and intervening in the event of disruptions or violent behavior. Monitors each trial session to ensure that courtroom protocols are properly observed and adhered to by all involved.
 2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such services within the Shelton Municipal Court.

Duration of the Agreement

This agreement shall be in effect through December 31, 2023, and then shall automatically renew from year to year thereafter unless terminated upon written notice by either party for any reason with a minimum of sixty (60) days' notice.

Compensation

The Contractor will charge the City for the Services at the rate of \$1,500.00 per month (the Compensation). COLA will be applied to the monthly contract amount in the same percentage as non-represented employees on January 1 of every year.

The City will be invoiced on a monthly basis. Invoices submitted by the Contractor to the City are due within 30 days of receipt.

Capacity/Independent Contractor

In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the City acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The City is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is

responsible for paying, and complying with reporting requirements for all local, state and federal taxes related to payments made to the Contractor under the Agreement.

Notice

All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

City of Shelton, 525 W. Cota Street, Shelton, WA 98584

Blue Maxx LLC, 7441 Young Rd NW, Olympia, WA 98502

Indemnification / Hold Harmless

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

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

The Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

E. Verification of Coverage

The Contractor shall furnish the City with original certificates evidencing the insurance requirements of the Contractor before commencement of the work.

F. Notice of Cancellation

The Contractor shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

G. Failure to Maintain Insurance

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

For the Contractor:

For the City:

Thomas Furrer, Blue Maxx LLC date

Jeff Niten, City Manager date



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 07/18/2022
Brief Date: 09/20/2022
Action Date: 10/04/2022

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 type="checkbox"/> Attorney | _____ |
| <input checked="" type="checkbox"/> City Clerk | _____ |
| <input checked="" type="checkbox"/> City Manager | JN |

PROGRAM/PROJECT TITLE:
Government Relations Contract

ATTACHMENTS:
Agreement for Services

- | | |
|-------------------------------------|------------|
| <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:

Phillips Burgess Government Relations LLC has been providing lobbying services for the City of Shelton since January 2018 and has been incredibly successful helping the city fund critically needed projects for our community. Some examples of this proven success include \$283,000 for the Civic Center parking lot, which is just about to begin construction, \$1,000,000 for the Downtown Connector project, 2.05 million for the Well 1 Water Main project, among many others including creatively addressing with our legislative partners the latecomers agreement with Washington State Patrol. Including all projects Phillips Burgess has secured approximately \$16 million in funding for projects in this community.

During the Covid pandemic Phillips Burgess voluntarily reduced their retainer by 50% to assist the organization and still provided the same high level of service. When reviewing comparable services provided to comparable municipal governments by other government relations firms throughout the state the raise in retainer fees is in the bottom 50% of those agreements reviewed.

ANALYSIS/OPTIONS/ALTERNATIVES:

The city could issue a Request for Qualifications and solicit bids from other government relations firms or rely on the City Manager for government relations activities.

BUDGET/FISCAL INFORMATION:

There will be a \$12,000 a year increase to expenses within the General Fund.

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained by contacting the City Clerk.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to authorize the City Manager to sign the attached contract with Phillips Burgess Government Relations LLC."



PHILLIPS BURGESS GOVERNMENT RELATIONS LLC AGREEMENT FOR SERVICES

This Agreement is made and entered into between the City of Shelton, Washington (hereinafter referred to as "Shelton") and Phillips Burgess Government Relations LLC (hereinafter referred to as "PBGR") and sets forth the terms and conditions under which PBGR shall provide government relations services to Shelton.

SCOPE AND DESCRIPTION OF SERVICES

PBGR will provide lobbying and monitoring services to Shelton regarding relevant legislation using political and general experience to accomplish the goals of this Agreement. Lobbying and monitoring services within the scope of this Agreement shall include the following:

- PBGR will report orally or in writing with respect to these activities at such times and in such manner as directed by Shelton.
- PBGR will work with appropriate city staff to develop a legislative agenda for each legislative session. This agenda may include specific project requests in the capital, transportation and operating budgets, as well as policy priorities specific to the City of Shelton.
- PBGR will provide consulting services to Shelton for the purposes of developing an effective long-term legislative and political program in Washington State, including providing general guidance and training to city staff on navigating the legislative process in Olympia.
- PBGR will provide state or local government agency services to Shelton regarding relevant legislation or regulations using political and general experience to accomplish the goals of this Agreement.
- PBGR will assist Shelton in completing and filing all reports with the Public Disclosure Commission required as a result of providing services to Shelton under this Agreement.

TERM

This Agreement, effective September 1st, 2022 shall continue until September 30th, 2023; however, this Agreement shall automatically be renewed for successive one-year periods unless either party provides the other party with written notice of cancellation as provided for herein.

CANCELLATION

Either party may cancel this Agreement by tendering a written notice of cancellation to the other party at least 30 days in advance of the effective date of the cancellation. In the event of such cancellation, PBGR will be entitled to compensation and expenses under this Agreement up to the effective date of cancellation.

FEES, BILLING, AND SUBCONTRACTING

1. **Fees/Monthly Retainer.** Shelton will retain PBGR at a flat monthly retainer of \$2,000. However, the monthly retainer shall increase to \$3,000 on January 1, 2023.
2. **Costs and Expenses.** Shelton will reimburse PBGR for all reasonable and necessary out-of-pocket expenses actually incurred in the performance of the services referenced herein; provided, however, that all such expenses in excess of \$500.00 per month shall be approved in advance by Shelton. These reimbursed expense items include, but are not limited to, direct Shelton related office costs, travel and lodging costs, mileage, meals and promotional hosting made and documented by PBGR specifically on behalf of Shelton.
3. **Billings and Payments.** The monthly retainer together with reimbursable costs and expenses described herein will be billed to Shelton by the tenth (10th) day of each month in the form of an invoice. Fees are due upon receipt of the invoice. Unless specifically agreed to otherwise in writing, an account unpaid more than 30 days from the date of the invoice is considered overdue and may incur a service charge of 1% per month for an annual percentage rate of 12%. In such an event, we may decline to render future services until the unpaid account is paid in full. Fees will be pro-rated for partial month's work,

should the term of this Agreement begin or end on a date other than end of month.

4. **Subcontracting.** With Shelton's approval, PBGR may sub-contract with other lobbyists to ensure that the needs of Shelton are met. Any approved sub-contract(s) will be between PBGR and the subcontractor. Compensation for subcontractors under these terms shall be payable by Shelton to PBGR as a sub-contracting expense in addition to the monthly retainer and paid directly by PBGR to the sub-contractor.

RELATIONSHIP

It is expressly agreed by the parties to this Agreement that PBGR shall function as an independent contractor throughout the term of this Agreement. PBGR will receive directions from Shelton as to the end results expected of PBGR. PBGR shall be responsible for accomplishing those results using political and general experiences in a good faith manner. It is understood that this Agreement in no way creates an employee/employer relationship of PBGR as an employee of Shelton or any of its affiliates, and nothing herein shall create an agency relationship between the parties. PBGR understands and agrees that it has no authority to make or imply any binding commitment upon Shelton or any of its affiliates and agrees that it shall act only as directed by Shelton. PBGR is responsible for payment of taxes on compensation it receives.

CONFIDENTIALITY

Unless otherwise directed by Shelton, PBGR agrees to use its best efforts to keep confidential and prevent disclosure to any other party information furnished directly by Shelton to PBGR, except to the extent such information is or becomes public knowledge by acts or omissions by non PBGR parties. PBGR agrees that its agents, employees, and subcontractors shall be bound to the confidentiality provision of this Agreement.

AFFILIATION OF PBGR WITH PHILLIPS BURGESS PLLC

PBGR is separate from but is strategically affiliated with the Phillips Burgess PLLC law firm. The agents, employees, and subcontractors of PBGR are not licensed to practice law, and Shelton understands that no

legal services for Shelton will be performed pursuant to this Agreement. The strategic affiliation and relationship of PBGR with Phillips Burgess PLLC allows Shelton to engage Phillips Burgess PLLC to perform legal services for Shelton at preferred rates. However, no legal services will be performed by Phillips Burgess PLLC for Shelton unless expressly authorized by Shelton pursuant to the terms and conditions of a separate Engagement and Fee Agreement with Phillips Burgess PLLC to perform such services.

SHELTON'S REPRESENTATIVE

Unless otherwise advised, the Shelton representative to PBGR shall be **Jeff Niten, Shelton City Manager**. All communications from PBGR relating to the performance of this Agreement shall be directed to **Jeff Niten**.

CONFLICT OF INTEREST

In entering into this Agreement, Shelton acknowledges that PBGR has previously disclosed the names of all current PBGR clients and Shelton agrees that no conflict of interest is present between Shelton and such current clients. PBGR represents and warrants that it is not aware of any conflict of interest that would limit its performance of services pursuant to this Agreement; however, in the event a potential conflict of interest should arise during the term of this Agreement, PBGR shall promptly disclose the existence of such potential conflict in writing to Shelton. If the potential conflict cannot be resolved, then this Agreement may be terminated by either party as provided for herein.

DISPUTE RESOLUTION

In the event that a dispute should arise regarding our representation, including any issues relating to the amount of fees charged, the dispute(s) shall be submitted to mediation with an agreed upon professional mediator in Thurston County, Washington. In the event mediation fails to produce a resolution, suit may be brought in Thurston or Mason Counties and the prevailing party shall be entitled to its reasonable attorney's fees and costs.

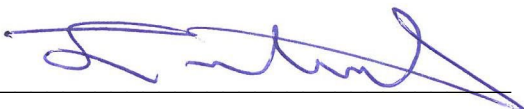
AGREEMENT

This Agreement constitutes the entire agreement between the parties and no change shall be made to this Agreement except in writing.

I HAVE READ, UNDERSTAND AND AGREE TO THE FOREGOING AGREEMENT FOR SERVICES AND HEREBY CERTIFY AND STATE THAT I AM AUTHORIZED TO ENTER INTO SUCH AGREEMENT ON BEHALF OF SHELTON.

Phillips Burgess Government Relations

City of Shelton, Washington

By: 

By: _____

Troy Nichols, Owner
Dated August 30, 2022

Its: Jeff Niten, Shelton City Manager
Dated: _____