



Shelton City Council
Meeting Agenda
November 1, 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 107726 through 107736 in the total amount of \$19,940.68
2. Vouchers numbered APA001426 through APA001474 in the total amount of \$249,410.93
3. Vouchers numbered 107739 through 107741 in the total amount of \$22,401.55
4. Vouchers numbered APA001475 through APA001511 in the total amount of \$52,823.31
5. Minutes:
 - Business Meeting of September 20, 2022
 - Study Session of September 27, 2022

D. Presentations

1. Mason County Historical Society Museum 3rd Quarter LTAC Report – Presented by Director Liz Arbaugh
2. Shelton-Mason County Chamber 3rd Quarter LTAC Report – Presented by Board Chair Tanya Frazier
3. Operation Green Light Proclamation

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

*The City Council invites members of the public to provide comment on any topic at this time. 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.*

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

1. Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget – Presented by Finance Director Mike Githens
2. Public Hearing Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes – Presented by Finance Director Mike Githens
3. Resolution No. 1246-1022 C Street Landfill Cleanup Construction Contract Award – Presented by Public Works Administrative Manager Brooke Kilts

G. Action Agenda (Action/Public Comment Taken)

1. Ordinance No. 1993-0922 Amending SMC Chapter 13.02 Related to Stormwater Regulations – Presented by City Engineer Ken Gill

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – November 15, 2022 at 6:00 p.m.

K. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: masonwebtv.com

The public can provide comments virtually by:

Email: 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)

Fri. 11/4 9:00 a.m.	Special Meeting	Joint Meeting w/County Commission	N/A
Tues. 11/8 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Land Use Regulations 	Packet Items Due: 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 September Financial Status Report Presentations <ul style="list-style-type: none"> Overlook Park Murals LTAC Report Business Agenda <ul style="list-style-type: none"> Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land Community Calendar Policy Public Hearing Ordinance No. XXXX-XXXX Updates to Shelton Municipal Code - Code Enforcement <ul style="list-style-type: none"> Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement Action Agenda <ul style="list-style-type: none"> Civic Center Rotating Art Gallery Public Hearing Ordinance No. 1991-0922 2023 Budget Adoption Public Hearing Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes Resolution No. 1246-1022 C Street Landfill Cleanup Construction Contract Award 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 No sit/No lie 	Packet Items Due: 11/18 @ noon
Tues. 12/6	Regular Meeting	Consent Agenda	Packet Items Due:

6:00 p.m.		<ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Pacific Coast Shellfish Growers Assn. • Great Bend Center for Music LTAC Report Business Agenda <ul style="list-style-type: none"> • Ordinance No. XXXX-XXXX Council Protocol Manual Revisions Action Agenda <ul style="list-style-type: none"> • Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land • Community Calendar Policy • Ordinance No. XXXX-XXXX Updates to Shelton Municipal Code - Code Enforcement • Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement Administration Report <ul style="list-style-type: none"> • 	11/23 @ 5:00 p.m.
Tues. 12/6 After regular meeting	Special Meeting	Executive Session <ul style="list-style-type: none"> • Performance of a Public Employee 	N/A
Tues. 12/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/9 @ noon
Tues. 12/20 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. XXXX-XXXX Council Protocol Manual Revisions Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 12/9 @ 5:00 p.m.
Tues. 12/27 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/23 @ 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 107726 through number 107736 in the total amount of \$19,940.68 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 13 of October, 2022.

Michael Githens
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: APPKT02473 - OCTOBER 14, 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						
000401	A T & T	10/14/2022	Regular	0.00	56.09	107726
000401	A T & T	10/14/2022	Regular	0.00	56.90	107727
VEN02352	Alexis McHargue	10/14/2022	Regular	0.00	443.74	107728
006400	CASCADE NATURAL GAS	10/14/2022	Regular	0.00	524.36	107729
009595	DEPT. OF LICENSING	10/14/2022	Regular	0.00	18.00	107730
VEN02355	EEM CREATIVE LLC	10/14/2022	Regular	0.00	475.00	107731
VEN02073	KEN GILL	10/14/2022	Regular	0.00	425.00	107732
151000	P. U. D. # 3	10/14/2022	Regular	0.00	16,762.57	107733
163450	PURCHASE POWER	10/14/2022	Regular	0.00	949.51	107734
201177	TODD RHODES	10/14/2022	Regular	0.00	150.00	107735
VEN01656	TRACTOR SUPPLY CREDIT PLAN	10/14/2022	Regular	0.00	79.51	107736

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	11	0.00	19,940.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	25	11	0.00	19,940.68

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	19,940.68
			<u>19,940.68</u>



Shelton, WA

Check Register

Packet: APPKT02473 - OCTOBER 14, 2022 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000401	A T & T	10/14/2022	Regular	0.00	56.09	107726
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0302659923001 Invoice	10/03/2022	0302659923001OCT22		0.00	56.09	
001-142-000-51890-4215	Communication-Civic Cen		0302659923001OCT22		36.69	
402-400-000-53580-4200	Communication		0302659923001OCT22		19.40	
000401	A T & T	10/14/2022	Regular	0.00	56.90	107727
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0302659923001S Invoice	09/03/2022	0302659923001SEP22		0.00	56.90	
001-142-000-51890-4215	Communication-Civic Cen		0302659923001SEP22		36.88	
402-400-000-53580-4200	Communication		0302659923001SEP22		20.02	
VEN02352	Alexis McHargue	10/14/2022	Regular	0.00	443.74	107728
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
TRAINREIMBURS Invoice	10/12/2022	WEEK 2 ANIMAL CONTROL ACADEMY		0.00	443.74	
001-118-000-55430-4307	Animal Control - Travel / T		WEEK 2 ANIMAL CONTROL		443.74	
006400	CASCADE NATURAL GAS	10/14/2022	Regular	0.00	524.36	107729
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01912100003OC Invoice	10/04/2022	01912100003OCT22		0.00	50.88	
001-118-000-55430-4700	Utility Services-Animal Sh		01912100003OCT22		50.88	
07912100000OC Invoice	10/04/2022	07912100000OCT22		0.00	81.78	
001-142-000-57250-4700	Utility Services-Library		07912100000OCT22		81.78	
31538372017OC Invoice	10/04/2022	31538372017OCT22		0.00	264.03	
402-400-000-53580-4700	Utility Services-Sewer Ma		31538372017OCT22		264.03	
53617506497OC Invoice	10/04/2022	53617506497OCT22		0.00	16.87	
401-000-000-53480-4701	Utility Services - Shop		53617506497OCT22		16.87	
70912100008OC Invoice	10/04/2022	70912100008OCT22		0.00	15.86	
401-000-000-53480-4701	Utility Services - Shop		70912100008OCT22		15.86	
80912100007OC Invoice	10/05/2022	80912100007OCT22		0.00	13.78	
401-000-000-53480-4701	Utility Services - Shop		80912100007OCT22		13.78	
88112100008OC Invoice	10/04/2022	88112100008OCT22		0.00	67.38	
001-142-000-51890-4715	Utility Services-Civic Ctr		88112100008OCT22		67.38	
90912100006OC Invoice	10/05/2022	90912100006OCT22		0.00	13.78	
401-000-000-53480-4701	Utility Services - Shop		90912100006OCT22		13.78	
009595	DEPT. OF LICENSING	10/14/2022	Regular	0.00	18.00	107730
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
SHP220045 Invoice	10/05/2022	RONALD LEROY MORRISON		0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		RONALD LEROY MORRISO		18.00	
VEN02355	EEM CREATIVE LLC	10/14/2022	Regular	0.00	475.00	107731

Check Register

Packet: APPKT02473-OCTOBER 14, 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	
ACCISREGISTRATI Invoice		10/12/2022	MAX FRANKLIN ACCIS REGISTRATION	0.00	475.00	
001-132-000-51888-4900		Miscellaneous		MAX FRANKLIN ACCIS REGI	475.00	
VEN02073	KEN GILL	10/14/2022	Regular	0.00	425.00	107732
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
APWAMILEAGER Invoice		10/11/2022	MILEAGE REIMB APWA	0.00	425.00	
001-115-000-51896-4307		Travel-Training		MILEAGE REIMB APWA	425.00	
151000	P. U. D. # 3	10/14/2022	Regular	0.00	16,762.57	107733
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
26551001OCT22 Invoice		10/05/2022	26551001OCT22	0.00	1,420.45	
402-400-000-53580-4700		Utility Services-Sewer Ma		26551001OCT22	1,420.45	
277201001OCT22 Invoice		10/06/2022	277201001OCT22	0.00	99.54	
401-000-000-53480-4700		Utility Services-Water		277201001OCT22	99.54	
27837001OCT22 Invoice		10/05/2022	27837001OCT22	0.00	1,952.26	
101-000-000-54263-4700		Utility Services		27837001OCT22	1,952.26	
27839002OCT22 Invoice		10/05/2022	27839002OCT22	0.00	10,036.07	
101-000-000-54263-4700		Utility Services		27839002OCT22	10,036.07	
28249001OCT22 Invoice		10/06/2022	28249001OCT22	0.00	2,993.10	
001-142-000-51890-4715		Utility Services-Civic Ctr		28249001OCT22	2,993.10	
32453001OCT22 Invoice		10/05/2022	32453001OCT22	0.00	83.71	
001-141-000-57680-4700		Utility Services-Park		32453001OCT22	83.71	
35337001OCT22 Invoice		10/05/2022	35337001OCT22	0.00	80.99	
101-000-000-54264-4700		Utility Services		35337001OCT22	80.99	
8511001OCT22 Invoice		10/06/2022	8511001OCT22	0.00	96.45	
401-000-000-53480-4700		Utility Services-Water		8511001OCT22	96.45	
163450	PURCHASE POWER	10/14/2022	Regular	0.00	949.51	107734
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
80009000113670 Invoice		09/25/2022	8000900011367046SEP22	0.00	949.51	
001-111-000-51421-3100		Office and Operating		8000900011367046SEP22	376.00	
001-111-000-51423-3100		Office and Operating		8000900011367046SEP22	45.00	
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046SEP22	455.00	
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046SEP22	45.00	
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046SEP22	28.51	
201177	TODD RHODES	10/14/2022	Regular	0.00	150.00	107735
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CDLREIMBOCT22 Invoice		10/12/2022	CDL REIMBURSEMENT OCT 2022	0.00	150.00	
101-000-000-54290-4900		Miscellaneous		CDL REIMBURSEMENT OC	150.00	
VEN01656	TRACTOR SUPPLY CREDIT PLAN	10/14/2022	Regular	0.00	79.51	107736

Check Register

Packet: APPKT02473-OCTOBER 14, 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		
60353012051239	Invoice	09/29/2022	CYLINDER 20LB, BLUK LP RESALE GAL	0.00	79.51	
401-000-000-53480-3100	Office and Operating		CYLINDER 20LB, BLUK LP R		79.51	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	11	0.00	19,940.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	25	11	0.00	19,940.68

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	19,940.68
			<u>19,940.68</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 APA001426 through number APA001474 in the total amount of \$249,410.93 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 13 of October, 2022.

Michael Gilheens
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: APPKT02474 - OCTOBER 14, 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						
002982	APP	10/14/2022	Virtual Pay	0.00	7,060.90	APA001426
002520	ARAMARK	10/14/2022	Virtual Pay	0.00	133.36	APA001427
004914	BRADY TRUCKING	10/14/2022	Virtual Pay	0.00	259.86	APA001428
098000	BUILDERS FIRSTSOURCE	10/14/2022	Virtual Pay	0.00	203.63	APA001429
005900	CAPITAL BUSINESS MACHINES	10/14/2022	Virtual Pay	0.00	881.08	APA001430
VEN01239	CARY'S TIRE REPAIR	10/14/2022	Virtual Pay	0.00	561.12	APA001431
VEN02354	CELITA JOHNSON	10/14/2022	Virtual Pay	0.00	350.00	APA001432
108679	CENTRAL MASON FIRE AND EMS	10/14/2022	Virtual Pay	0.00	124,832.42	APA001433
006950	CERTIFIED LABORATORIES	10/14/2022	Virtual Pay	0.00	534.36	APA001434
008450	COMMUNITY ACTION COUNCIL	10/14/2022	Virtual Pay	0.00	1,400.00	APA001435
009231	DARREN PARSE	10/14/2022	Virtual Pay	0.00	240.00	APA001436
009351	DELAGE LANDEN FINANCIAL SVCS	10/14/2022	Virtual Pay	0.00	472.90	APA001437
VEN02319	DENALI WATER SOLUTIONS LLC	10/14/2022	Virtual Pay	0.00	9,836.71	APA001438
VEN01592	EDGAR JERONIMO PABLO	10/14/2022	Virtual Pay	0.00	280.00	APA001439
023078	FASTENAL COMPANY	10/14/2022	Virtual Pay	0.00	325.84	APA001440
VEN02356	FELIPE GONZALEZ MIGUEL	10/14/2022	Virtual Pay	0.00	1,000.00	APA001441
045000	H.D. FOWLER COMPANY	10/14/2022	Virtual Pay	0.00	2,313.53	APA001442
VEN01872	INDUSTRIAL SOFTWARE SOLUTIONS	10/14/2022	Virtual Pay	0.00	15,830.40	APA001443
079581	KCDA PURCHASING COOPERATIVE	10/14/2022	Virtual Pay	0.00	284.87	APA001444
VEN01821	KITSAP GARAGE DOOR CO	10/14/2022	Virtual Pay	0.00	1,844.50	APA001445
VEN01230	L.N. CURTIS & SONS	10/14/2022	Virtual Pay	0.00	1,472.06	APA001446
085075	LAKESIDE INDUSTRIES	10/14/2022	Virtual Pay	0.00	2,101.46	APA001447
085995	LANGUAGE LINE SERVICES	10/14/2022	Virtual Pay	0.00	1.96	APA001448
087799	LEMAY MOBILE SHREDDING	10/14/2022	Virtual Pay	0.00	168.18	APA001449
194000	LEROY T. VALLEY	10/14/2022	Virtual Pay	0.00	135.76	APA001450
112000	MASON COUNTY SHERIFF DEPT	10/14/2022	Virtual Pay	0.00	21,717.50	APA001451
VEN02241	MICHELLE PUGH	10/14/2022	Virtual Pay	0.00	1,228.00	APA001452
132235	MOUNTAIN MIST WATER	10/14/2022	Virtual Pay	0.00	300.36	APA001453
VEN02077	NATURAL SELECTION FARMS, INC.	10/14/2022	Virtual Pay	0.00	7,134.30	APA001454
VEN02358	OLYMPIC AREA AGENCY ON AGING	10/14/2022	Virtual Pay	0.00	77.00	APA001455
150076	OWEN EQUIPMENT COMPANY	10/14/2022	Virtual Pay	0.00	936.47	APA001456
200897	PETEK & ASSOCIATES	10/14/2022	Virtual Pay	0.00	1,155.00	APA001457
165704	R & D SUPPLY	10/14/2022	Virtual Pay	0.00	292.93	APA001458
903584	RIGHT SYSTEMS	10/14/2022	Virtual Pay	0.00	12,002.82	APA001459
VEN02188	SAFETY, HEALTH & ENVIRONMENTA	10/14/2022	Virtual Pay	0.00	3,000.00	APA001460
178231	SEAN CARNEY	10/14/2022	Virtual Pay	0.00	80.00	APA001461
VEN01828	STELTER & BRINCK, LTD	10/14/2022	Virtual Pay	0.00	6,210.00	APA001462
VEN02357	TAMARA D. BAKER	10/14/2022	Virtual Pay	0.00	100.00	APA001463
178252	TASCHNER LAW, PLLC	10/14/2022	Virtual Pay	0.00	9,083.00	APA001464
VEN01972	THOMAS A FURRER	10/14/2022	Virtual Pay	0.00	1,500.00	APA001465
200931	THOMSON REUTERS - WEST	10/14/2022	Virtual Pay	0.00	209.55	APA001466
200985	THURSTON CO PUBLIC HEALTH	10/14/2022	Virtual Pay	0.00	660.00	APA001467
201300	TOZIER BROS INC.	10/14/2022	Virtual Pay	0.00	229.27	APA001468
202195	U.S. BANK N.A.-CUSTODY	10/14/2022	Virtual Pay	0.00	126.00	APA001469
VEN01411	WASH STATE PATROL	10/14/2022	Virtual Pay	0.00	60.00	APA001470
203900	WESMAR COMPANY, INC	10/14/2022	Virtual Pay	0.00	903.04	APA001471
053987	WESTBAY NAPA AUTO PARTS	10/14/2022	Virtual Pay	0.00	252.04	APA001472
155563	YOUNGLOVE & COKER-PLLC	10/14/2022	Virtual Pay	0.00	9,478.00	APA001473

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
220000	ZUMAR INDUSTRIES INC	10/14/2022	Virtual Pay	0.00	150.75	APA001474

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	83	49	0.00	249,410.93
	83	49	0.00	249,410.93

Virtual Payments	83	49	0.00	249,410.93
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	249,410.93
			<u>249,410.93</u>



Shelton, WA

Check Register

Packet: APPKT02474 - OCTOBER 14, 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						
002982	APP	10/14/2022	Virtual Pay	0.00	7,060.90	APA001426
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>22-651584</u>	Invoice	09/21/2022	ACCT#AP7500158 FUEL	0.00	3,933.57	
<u>503-250-000-58900-0001</u>		Inventory-Gas		ACCT#AP7500158 FUEL	3,933.57	
<u>22-654057</u>	Invoice	09/28/2022	ACCT#AP7500158 FUEL	0.00	3,127.33	
<u>503-250-000-58900-0001</u>		Inventory-Gas		ACCT#AP7500158 FUEL	3,127.33	
002520	ARAMARK	10/14/2022	Virtual Pay	0.00	133.36	APA001427
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>5120094329</u>	Invoice	09/28/2022	ACCT#792105973 COVERALLS,MATS,TOW	0.00	62.42	
<u>402-400-000-53580-4900</u>		Miscellaneous		ACCT#792105973 COVERA	62.42	
<u>5120099135</u>	Invoice	10/05/2022	ACCT#792105972 MATS,TOWELS,COVERA	0.00	70.94	
<u>401-000-000-53480-4901</u>		Miscellaneous - Shop		ACCT#792105972 MATS,T	70.94	
004914	BRADY TRUCKING	10/14/2022	Virtual Pay	0.00	259.86	APA001428
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>072392</u>	Invoice	08/25/2022	PRO BLEND 1 YD	0.00	259.86	
<u>401-000-000-53480-3100</u>		Office and Operating		PRO BLEND 1 YD	259.86	
098000	BUILDERS FIRSTSOURCE	10/14/2022	Virtual Pay	0.00	203.63	APA001429
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>86117566</u>	Invoice	09/14/2022	ACCT#671668 BULBS	0.00	39.15	
<u>001-141-000-57680-3100</u>		Office and Operating		ACCT#671668 BULBS	39.15	
<u>86205133</u>	Invoice	09/28/2022	ACCT#671668 PVC PIPE	0.00	130.49	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#671668 PVC PIPE	130.49	
<u>86264207</u>	Invoice	10/08/2022	ACCT#671668 LUMBER	0.00	16.59	
<u>001-141-000-57680-3100</u>		Office and Operating		ACCT#671668 LUMBER	16.59	
<u>86290533</u>	Invoice	10/12/2022	ACCT#671668 PIPE TRIPLEWALL	0.00	17.40	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#671668 PIPE TRIPLE	17.40	
005900	CAPITAL BUSINESS MACHINES	10/14/2022	Virtual Pay	0.00	881.08	APA001430
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV121907</u>	Invoice	10/06/2022	CONTRACT#12223-01	0.00	276.52	
<u>001-111-000-51423-4500</u>		Operating Rentals		CONTRACT#12223-01	165.91	
<u>001-130-000-51810-4500</u>		Operating Rentals		CONTRACT#12223-01	110.61	
<u>INV121908</u>	Invoice	10/06/2022	CONTRACT# 12512-01	0.00	396.62	
<u>001-110-000-51160-4500</u>		Operating Rentals		CONTRACT# 12512-01	97.97	
<u>001-111-000-51421-4500</u>		Operating Rentals		CONTRACT# 12512-01	3.73	
<u>001-111-000-51423-4500</u>		Operating Rentals		CONTRACT# 12512-01	13.88	
<u>001-115-000-51896-4500</u>		Operating Rentals		CONTRACT# 12512-01	132.67	
<u>001-120-000-51310-4500</u>		Operating Rentals		CONTRACT# 12512-01	4.48	
<u>001-121-000-51430-4500</u>		Operating Rentals		CONTRACT# 12512-01	1.11	
<u>001-130-000-51810-4500</u>		Operating Rentals		CONTRACT# 12512-01	0.36	
<u>001-132-000-51888-4500</u>		Operating Rentals		CONTRACT# 12512-01	15.86	
<u>001-140-000-55860-4500</u>		Operating Rentals		CONTRACT# 12512-01	102.13	
<u>001-141-000-57680-4500</u>		Operating Rentals		CONTRACT# 12512-01	11.02	
<u>001-142-000-51830-4500</u>		Operating Rental		CONTRACT# 12512-01	12.93	

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-143-000-57320-4500		Operating Rentals	CONTRACT# 12512-01		0.48	
INV121909	Invoice	10/06/2022	CONTRACT#12533-01	0.00	141.91	
401-000-000-53480-4500		Operating Rentals	CONTRACT#12533-01		141.91	
INV121910	Invoice	10/06/2022	CONTRACT#CN1866-01	0.00	66.03	
402-400-000-53580-4500		Operating Rentals	CONTRACT#CN1866-01		66.03	
VEN01239	CARY'S TIRE REPAIR	10/14/2022	Virtual Pay	0.00	561.12	APA001431
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
32322	Invoice	09/21/2022	67799D		561.12	
503-000-000-54865-3102		Oper Supplies-Parts		67799D	561.12	
VEN02354	CELITA JOHNSON	10/14/2022	Virtual Pay	0.00	350.00	APA001432
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DEPOSITREFUND	Invoice	10/06/2022	VOLLEYBALL REGSITRATION	0.00	350.00	
001-000-000-347600003		Rec Fees-Fitness, Adult S		VOLLEYBALL REGSITRATIO	350.00	
108679	CENTRAL MASON FIRE AND EMS	10/14/2022	Virtual Pay	0.00	124,832.42	APA001433
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OCT/2022	Invoice	10/01/2022	FIRE SERVICES OCT 2022	0.00	124,832.42	
001-119-000-52220-4103		Prof FF Services-Fire Dist		FIRE SERVICES OCT 2022	86,291.18	
001-119-000-52221-4103		Prof EMS Services-Fire Di		FIRE SERVICES OCT 2022	28,763.74	
001-119-000-52230-4103		Prof Svcs Fire Prevention-		FIRE SERVICES OCT 2022	5,000.00	
001-119-000-52260-4100		Professional Serv - CMFE		FIRE SERVICES OCT 2022	4,777.50	
006950	CERTIFIED LABORATORIES	10/14/2022	Virtual Pay	0.00	534.36	APA001434
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7954120	Invoice	09/27/2022	ACCT#364565 SHOP STOCK	0.00	534.36	
503-000-000-54865-3101		Vehicle Supplies		ACCT#364565 SHOP STOC	320.62	
503-000-000-54865-3103		Vehicle Supp-EM&R Vehic		ACCT#364565 SHOP STOC	213.74	
008450	COMMUNITY ACTION COUNCIL	10/14/2022	Virtual Pay	0.00	1,400.00	APA001435
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
220930	Invoice	09/30/2022	JUNE-SEPTEMBER FORENSIC INTERVIEWS	0.00	1,400.00	
001-118-000-52122-4100		Patrol-Professional Servic		JUNE-SEPTEMBER FORENS	1,400.00	
009231	DARREN PARSE	10/14/2022	Virtual Pay	0.00	240.00	APA001436
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	10/07/2022	INTERPRETATION 10/5/22	0.00	240.00	
001-112-000-51250-4106		Interpreter Expenses		INTERPRETATION 10/5/22	240.00	
009351	DELAGE LANDEN FINANCIAL SVCS	10/14/2022	Virtual Pay	0.00	472.90	APA001437
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
77775056	Invoice	10/07/2022	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	
77819907	Invoice	10/08/2022	CONTRACT#500-50411706	0.00	201.98	
001-118-000-52122-4500		Operating Rentals		CONTRACT#500-50411706	201.98	
VEN02319	DENALI WATER SOLUTIONS LLC	10/14/2022	Virtual Pay	0.00	9,836.71	APA001438

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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	
INV352797	Invoice	09/30/2022	CUST#599121378	TRANSPORTATION SEP	0.00	6,138.93
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 TRANSP		6,138.93
INV353372	Invoice	09/30/2022	CUST#599121378	TRANSPORTATION SEP	0.00	3,697.78
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 TRANSP		3,697.78
VEN01592	EDGAR JERONIMO PABLO	10/14/2022	Virtual Pay	0.00	280.00	APA001439
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
33	Invoice	10/12/2022	MAM INTERPRETATION 10/5 & 10/12	0.00	280.00	
001-112-000-51250-4106		Interpreter Expenses	22 - ITC	MAM INTERPRETATION 10		280.00
023078	FASTENAL COMPANY	10/14/2022	Virtual Pay	0.00	325.84	APA001440
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM208085	Invoice	10/10/2022	CUST#WATUM1962	MISC SUPPLIES	0.00	290.83
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962 MISC		290.83
WATUM208130	Invoice	10/11/2022	CUST#WATUM1147	ERASER PAD	0.00	35.01
401-000-000-53480-3100		Office and Operating		CUST#WATUM1147 ERASE		35.01
VEN02356	FELIPE GONZALEZ MIGUEL	10/14/2022	Virtual Pay	0.00	1,000.00	APA001441
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUNDOCT	Invoice	10/11/2022	BAIL REFUND	0.00	1,000.00	
657-000-000-58600-0010		Municipal Court Trust		BAIL REFUND		1,000.00
045000	H.D. FOWLER COMPANY	10/14/2022	Virtual Pay	0.00	2,313.53	APA001442
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
I6223882	Invoice	09/27/2022	ACCT#194680	PVC SEWER PIPE	0.00	2,051.93
101-000-000-54262-3100		Office and Operating		ACCT#194680 PVC SEWER		2,051.93
I6227091	Invoice	09/29/2022	ACCT#194680	MISC PARTS	0.00	261.60
402-400-000-53580-3100		Office and Operating		ACCT#194680 MISC PARTS		261.60
VEN01872	INDUSTRIAL SOFTWARE SOLUTIONS	10/14/2022	Virtual Pay	0.00	15,830.40	APA001443
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SIN009275	Invoice	10/06/2022	WW HMI SCADA RENEWAL	0.00	15,830.40	
401-000-000-53480-4100		Professional Services/Adv		WW HMI SCADA RENEWAL		2,374.56
402-400-000-53580-4100		Professional Services/Adv		WW HMI SCADA RENEWAL		13,455.84
079581	KCDA PURCHASING COOPERATIVE	10/14/2022	Virtual Pay	0.00	284.87	APA001444
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300671069	Invoice	10/05/2022	CUST# 101367	CAN LINERS	0.00	284.87
001-141-000-57680-3100		Office and Operating		CUST# 101367 CAN LINERS		284.87
VEN01821	KITSAP GARAGE DOOR CO	10/14/2022	Virtual Pay	0.00	1,844.50	APA001445
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
110557	Invoice	10/06/2022	122 FRANKLIN ST	DOOR REPAIR	0.00	1,844.50
001-119-000-52250-4100		Professional Services/Adv		122 FRANKLIN ST DOOR RE		1,844.50
VEN01230	L.N. CURTIS & SONS	10/14/2022	Virtual Pay	0.00	1,472.06	APA001446
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV636715	Invoice	09/30/2022	CUST#C5463	GANO ARMOR/CARRIER	0.00	1,472.06
001-118-000-52122-3102		Uniforms-Vests/Grants		CUST#C5463 GANO ARMO		1,472.06

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
085075	LAKESIDE INDUSTRIES	10/14/2022	Virtual Pay	0.00	2,101.46	APA001447
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>212242</u>	Invoice	09/30/2022	CUST#101048 ASPHALT	0.00	2,101.46	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#101048 ASPHALT	2,101.46	
085995	LANGUAGE LINE SERVICES	10/14/2022	Virtual Pay	0.00	1.96	APA001448
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>10643719</u>	Invoice	09/30/2022	ACCT#9022000230 INTERPRETATION	0.00	1.96	
<u>001-122-000-51530-4101</u>		Prof Serv - Prosecutor		ACCT#9022000230 INTERP	1.96	
087799	LEMAY MOBILE SHREDDING	10/14/2022	Virtual Pay	0.00	168.18	APA001449
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>47658485185</u>	Invoice	10/01/2022	ACCT#2185-952778-1207	0.00	168.18	
<u>001-111-000-51421-4100</u>		Professional Services/Adv		ACCT#2185-952778-1207	70.02	
<u>001-111-000-51423-4100</u>		Professional Services/Adv		ACCT#2185-952778-1207	77.06	
<u>001-130-000-51810-4100</u>		Professional Services/Adv		ACCT#2185-952778-1207	21.10	
194000	LEROY T. VALLEY	10/14/2022	Virtual Pay	0.00	135.76	APA001450
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>95862</u>	Invoice	09/29/2022	E FUEL TANK PARTS	0.00	135.76	
<u>503-300-000-59448-6400</u>		Equipment/Vehicles	22-EM&RNEW EQUIP	E FUEL TANK PARTS	135.76	
112000	MASON COUNTY SHERIFF DEPT	10/14/2022	Virtual Pay	0.00	21,717.50	APA001451
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>OCT/2022</u>	Invoice	10/01/2022	BED/BOOKING FEES OCT 2022	0.00	21,717.50	
<u>001-123-000-52360-4103</u>		Professional Services/Adv		BED/BOOKING FEES OCT 2	21,717.50	
VEN02241	MICHELLE PUGH	10/14/2022	Virtual Pay	0.00	1,228.00	APA001452
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>YOGASEP2022</u>	Invoice	10/06/2022	YOGA INSTRUCTOR SEPT 2022	0.00	1,228.00	
<u>001-141-000-57120-4100</u>		Professional Services/Adv		YOGA INSTRUCTOR SEPT 2	1,228.00	
132235	MOUNTAIN MIST WATER	10/14/2022	Virtual Pay	0.00	300.36	APA001453
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>004872261</u>	Invoice	07/27/2022	ACCT#088436 ADMIN	0.00	59.81	
<u>001-130-000-51810-3100</u>		Office and Operating		ACCT#088436 ADMIN	59.81	
<u>004924193</u>	Invoice	08/24/2022	ACCT#088436 ADMIN	0.00	53.82	
<u>001-130-000-51810-3100</u>		Office and Operating		ACCT#088436 ADMIN	53.82	
<u>004951452</u>	Invoice	09/08/2022	ACCT#088436 ADMIN	0.00	38.59	
<u>001-130-000-51810-3100</u>		Office and Operating		ACCT#088436 ADMIN	29.89	
<u>001-130-000-51810-4500</u>		Operating Rentals		ACCT#088436 ADMIN	8.70	
<u>004996457</u>	Invoice	09/29/2022	ACCT#088436 ADMIN	0.00	1.00	
<u>001-130-000-51810-4900</u>		Miscellaneous		ACCT#088436 ADMIN	1.00	
<u>005004778</u>	Invoice	10/06/2022	ACCT#088436 POLICE DEPT	0.00	35.33	
<u>001-118-000-52122-3100</u>		Office and Operating		ACCT#088436 POLICE DEP	35.33	
<u>005004780</u>	Invoice	10/06/2022	ACCT#088436 MUNI COURT	0.00	16.56	
<u>001-112-000-51250-4500</u>		Operating Rentals		ACCT#088436 MUNI COUR	16.56	
<u>005004802</u>	Invoice	10/06/2022	ACCT#088436 ANIMAL CONTROL	0.00	16.56	
<u>001-118-000-55430-3100</u>		Office and Operating		ACCT#088436 ANIMAL CO	12.21	
<u>001-118-000-55430-4500</u>		Operating Rentals		ACCT#088436 ANIMAL CO	4.35	
<u>005004805</u>	Invoice	10/06/2022	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	
005004811	Invoice	10/06/2022	ACCT#088436 PW SHOP	0.00	41.46	
401-000-000-53480-3100		Office and Operating	ACCT#088436 PW SHOP		37.11	
401-000-000-53480-4500		Operating Rentals	ACCT#088436 PW SHOP		4.35	
005004822	Invoice	10/06/2022	ACCT#088436 PW SHOP	0.00	31.28	
401-000-000-53480-3100		Office and Operating	ACCT#088436 PW SHOP		31.28	
VEN02077	NATURAL SELECTION FARMS, INC.	10/14/2022	Virtual Pay	0.00	7,134.30	APA001454
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6762	Invoice	09/30/2022	SEPTEMBER BIOSOLIDS	0.00	7,134.30	
402-400-000-53580-4100		Professional Services/Adv		SEPTEMBER BIOSOLIDS	7,134.30	
VEN02358	OLYMPIC AREA AGENCY ON AGING	10/14/2022	Virtual Pay	0.00	77.00	APA001455
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
RENTALREFUNDO	Invoice	10/12/2022	RENTALREFUNDOCT22	0.00	77.00	
001-000-000-362400002		ShortTerm Facility Rental		RENTALREFUNDOCT22	77.00	
150076	OWEN EQUIPMENT COMPANY	10/14/2022	Virtual Pay	0.00	936.47	APA001456
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00107986	Invoice	09/29/2022	ACCT#35941 DEBRIS HOSE, HOSE END 19	0.00	936.47	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		ACCT#35941 DEBRIS HOSE	936.47	
200897	PETEK & ASSOCIATES	10/14/2022	Virtual Pay	0.00	1,155.00	APA001457
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1416	Invoice	10/10/2022	JULY & AUGUST PSYCH EVAL	0.00	1,155.00	
001-118-000-52122-4100		Patrol-Professional Servic		JULY & AUGUST PSYCH EV	1,155.00	
165704	R & D SUPPLY	10/14/2022	Virtual Pay	0.00	292.93	APA001458
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
244133	Invoice	09/16/2022	CUST#60CS18 CLEANING SUPPLIES	0.00	259.31	
001-142-000-51830-3100		Office and Operating		CUST#60CS18 CLEANING S	259.31	
244249	Invoice	09/26/2022	CUST#60CS18 CLEANING SUPPLIES	0.00	33.62	
001-142-000-51830-3100		Office and Operating		CUST#60CS18 CLEANING S	33.62	
903584	RIGHT SYSTEMS	10/14/2022	Virtual Pay	0.00	12,002.82	APA001459
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-177625	Invoice	10/04/2022	CUST#COS006 OCTOBER SERVICES	0.00	12,002.82	
001-132-000-51888-4100		Data Processing-Prof Svcs		CUST#COS006 OCTOBER S	12,002.82	
VEN02188	SAFETY, HEALTH & ENVIRONMENTA	10/14/2022	Virtual Pay	0.00	3,000.00	APA001460
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2727	Invoice	10/02/2022	TRENCHING & EXCAVATION CERT	0.00	3,000.00	
001-115-000-51896-4307		Travel-Training		TRENCHING & EXCAVATIO	300.00	
001-141-000-57680-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	150.00	
001-142-000-51830-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	150.00	
401-000-000-53480-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	1,350.00	
402-400-000-53580-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	150.00	
404-000-000-53180-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	750.00	
503-100-000-54865-4907		Miscellaneous-Training		TRENCHING & EXCAVATIO	150.00	
178231	SEAN CARNEY	10/14/2022	Virtual Pay	0.00	80.00	APA001461

Check Register

Packet: APPKT02474-OCTOBER 14, 2022 AP AUTOMATION 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	
KIMUDOSEP2022	Invoice	10/06/2022	KIMUDO INSTRUCTOR SEPT 2022	0.00	80.00	
001-141-000-57120-4100		Professional Services/Adv		KIMUDO INSTRUCTOR SEP	80.00	
VEN01828	STELTER & BRINCK, LTD	10/14/2022	Virtual Pay	0.00	6,210.00	APA001462
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0049200	Invoice	08/23/2022	CUST#CITY003 BURNER MAINT	0.00	6,210.00	
402-400-000-53580-4800		Repairs and Maintenance		CUST#CITY003 BURNER M	6,210.00	
VEN02357	TAMARA D. BAKER	10/14/2022	Virtual Pay	0.00	100.00	APA001463
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUNDOCT	Invoice	10/11/2022	BAIL REFUND	0.00	100.00	
657-000-000-58600-0010		Municipal Court Trust		BAIL REFUND	100.00	
178252	TASCHNER LAW, PLLC	10/14/2022	Virtual Pay	0.00	9,083.00	APA001464
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OCT/2022	Invoice	10/01/2022	PUBLIC DEFENSE SERVICES OCT 2022	0.00	9,083.00	
001-122-000-51593-4100		Public Defense/Adult Mis		PUBLIC DEFENSE SERVICES	9,083.00	
VEN01972	THOMAS A FURRER	10/14/2022	Virtual Pay	0.00	1,500.00	APA001465
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OCT/2022	Invoice	10/01/2022	SECURITY SERVICES OCT 2022	0.00	1,500.00	
001-112-000-51250-4109		Other Professional Serv		SECURITY SERVICES OCT 2	1,500.00	
200931	THOMSON REUTERS - WEST	10/14/2022	Virtual Pay	0.00	209.55	APA001466
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
847114910	Invoice	10/01/2022	ACCT#1003078436 ONLINE SUBSCRIPTIO	0.00	209.55	
001-118-000-52122-4100		Patrol-Professional Serv		ACCT#1003078436 ONLIN	209.55	
200985	THURSTON CO PUBLIC HEALTH	10/14/2022	Virtual Pay	0.00	660.00	APA001467
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEESOCT22	Invoice	10/03/2022	LABFEESOCT22	0.00	660.00	
401-000-000-53480-4100		Professional Services/Adv		LABFEESOCT22	660.00	
201300	TOZIER BROS INC.	10/14/2022	Virtual Pay	0.00	229.27	APA001468
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
459632	Invoice	09/28/2022	CUST#20090 UNION PVC 1"	0.00	7.82	
402-400-000-53580-3100		Office and Operating		CUST#20090 UNION PVC 1	7.82	
459690	Invoice	09/29/2022	CUST#20090 ELBOWS, NIPPLES	0.00	21.78	
503-300-000-59448-6400		Equipment/Vehicles	22-EM&RNEWEQUIP	CUST#20090 ELBOWS, NIP	21.78	
459735	Invoice	10/03/2022	CUST#20090 FLEA FOGGER	0.00	17.77	
402-400-000-53580-3100		Office and Operating		CUST#20090 FLEA FOGGER	17.77	
459774	Invoice	10/06/2022	CUST#20090 PROPANE TANK	0.00	18.16	
402-400-000-53580-3100		Office and Operating		CUST#20090 PROPANE TA	18.16	
459777	Invoice	10/06/2022	CUST#20090 FLY TRAP, BRUSH, POLE	0.00	59.71	
402-400-000-53580-3100		Office and Operating		CUST#20090 FLY TRAP, BR	59.71	
459806	Invoice	10/08/2022	CUST#20090 NUTS & BOLTS	0.00	22.85	
001-141-000-57680-3100		Office and Operating		CUST#20090 NUTS & BOLT	22.85	
459821	Invoice	10/10/2022	CUST#20090 NUTS & BOLTS	0.00	3.05	
402-400-000-53580-3100		Office and Operating		CUST#20090 NUTS & BOLT	3.05	

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Packet: APPKT02474-OCTOBER 14, 2022 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
459845	Invoice	10/11/2022	CUST#20090 SPRAY PAINT	0.00	26.63	
401-000-000-53480-3100	Office and Operating		CUST#20090 SPRAY PAINT		26.63	
459853	Invoice	10/11/2022	CUST#20090 GLUE, SPRAY BOTTLES	0.00	15.99	
001-141-000-57680-3100	Office and Operating		CUST#20090 GLUE, SPRAY		15.99	
459854	Invoice	10/11/2022	CUST#20090 SPRAY PAINT	0.00	35.51	
401-000-000-53480-3100	Office and Operating		CUST#20090 SPRAY PAINT		35.51	
202195	U.S. BANK N.A.-CUSTODY	10/14/2022	Virtual Pay	0.00	126.00	APA001469
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
CUSTODYCHGSSE	Invoice	09/30/2022	CUSTODYCHGSSEP22	0.00	126.00	
001-111-000-51423-4102	Prof Services-Banking Fee		CUSTODYCHGSSEP22		126.00	
VEN01411	WASH STATE PATROL	10/14/2022	Virtual Pay	0.00	60.00	APA001470
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
RESTITUTIONOCT	Invoice	10/11/2022	RESTITUTION 49243C OCT 2022	0.00	60.00	
657-000-000-58600-0010	Municipal Court Trust		RESTITUTION 49243C OCT		60.00	
203900	WESMAR COMPANY, INC	10/14/2022	Virtual Pay	0.00	903.04	APA001471
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
303970	Invoice	10/06/2022	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	10/14/2022	Virtual Pay	0.00	252.04	APA001472
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
007487	Invoice	09/29/2022	ACCT#4296 OIL FILTER 19933D	0.00	20.50	
503-000-000-54865-3104	Oper Supp-Parts-EM&R V		ACCT#4296 OIL FILTER 199		20.50	
008951	Invoice	10/10/2022	ACCT#4296 SPARK PLUG 59478D	0.00	52.14	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT#4296 SPARK PLUG 5		52.14	
008997	Invoice	10/10/2022	ACCT#4296 IGNITION COIL 59478D	0.00	91.63	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT#4296 IGNITION COIL		91.63	
009103	Invoice	10/11/2022	ACCT#4296 BLOWER MOTOR 19931D	0.00	87.77	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT#4296 BLOWER MOT		87.77	
155563	YOUNGLOVE & COKER-PLLC	10/14/2022	Virtual Pay	0.00	9,478.00	APA001473
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
20501-001SEP25	Invoice	09/25/2022	20501-001 ATTORNEY SERVICES	0.00	9,478.00	
001-122-000-51530-4101	Prof Serv - Prosecutor		20501-001 ATTORNEY SER		9,478.00	
220000	ZUMAR INDUSTRIES INC	10/14/2022	Virtual Pay	0.00	150.75	APA001474

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Packet: APPKT02474-OCTOBER 14, 2022 AP AUTOMATION 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		
<u>41155</u>	Invoice	09/28/2022	CUST#000662	0.00	150.75	
<u>001-141-000-57680-3100</u>	Office and Operating		CUST#000662		150.75	

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	83	49	0.00	249,410.93
	83	49	0.00	249,410.93

Virtual Payments	83	49	0.00	249,410.93
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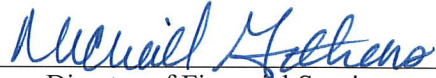
Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	249,410.93
			<u>249,410.93</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 107739 through number 107741 in the total amount of \$22,401.55 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 21st of October, 2022.



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: APPKT02481 - OCTOBER 21, 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						
151000	P. U. D. # 3	10/21/2022	Regular	0.00	20,530.39	107739
203080	ST OF WASHINGTON FUEL TAX	10/21/2022	Regular	0.00	44.66	107740
203035	WASHINGTON ST. TREASURER	10/21/2022	Regular	0.00	1,826.50	107741

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	3	0.00	22,401.55
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
	22	3	0.00	22,401.55

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	22,401.55
			<u>22,401.55</u>



Shelton, WA

Check Register

Packet: APPKT02481 - OCTOBER 21, 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						
151000	P. U. D. # 3	10/21/2022	Regular	0.00	20,530.39	107739
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
101001OCT22	Invoice	10/05/2022	101001OCT22		0.00	85.55
101-000-000-54264-4700		Utility Services		101001OCT22		85.55
18515001OCT22	Invoice	10/05/2022	18515001OCT22		0.00	72.91
402-300-000-53580-4700		Utility Services-Sewer Ma		18515001OCT22		72.91
250321001OCT22	Invoice	10/05/2022	250321001OCT22		0.00	71.21
101-000-000-54270-4700		Utility Services-Roadside		250321001OCT22		71.21
25911002OCT22	Invoice	10/05/2022	25911002OCT22		0.00	93.75
101-000-000-54264-4700		Utility Services		25911002OCT22		93.75
25911003OCT22	Invoice	10/05/2022	25911003OCT22		0.00	106.78
001-141-000-57680-4700		Utility Services-Park		25911003OCT22		106.78
25911005OCT22	Invoice	10/10/2022	25911005OCT22		0.00	54.98
402-640-000-53580-4700		Utility Services-Sewer Sat		25911005OCT22		54.98
259409001OCT22	Invoice	10/05/2022	259409001OCT22		0.00	15,202.62
402-400-000-53580-4700		Utility Services-Sewer Ma		259409001OCT22		15,202.62
26717001OCT22	Invoice	10/05/2022	26717001OCT22		0.00	142.45
401-000-000-53480-4701		Utility Services - Shop		26717001OCT22		142.45
26729001OCT22	Invoice	10/05/2022	26729001OCT22		0.00	335.39
401-000-000-53480-4700		Utility Services-Water		26729001OCT22		335.39
26857001OCT22	Invoice	10/05/2022	26857001OCT22		0.00	28.68
101-000-000-54265-4700		Utility Services		26857001OCT22		28.68
27639001OCT22	Invoice	10/05/2022	27639001OCT22		0.00	186.40
001-142-000-57530-4700		Utility Services-Museum		27639001OCT22		186.40
277201002OCT22	Invoice	10/10/2022	277201002OCT22		0.00	62.62
401-000-000-53480-4700		Utility Services-Water		277201002OCT22		62.62
30003001OCT22	Invoice	10/05/2022	30003001OCT22		0.00	107.80
001-141-000-57680-4700		Utility Services-Park		30003001OCT22		107.80
30003002OCT22	Invoice	10/05/2022	30003002OCT22		0.00	734.97
402-400-000-53580-4700		Utility Services-Sewer Ma		30003002OCT22		734.97
35199001OCT22	Invoice	10/05/2022	35199001OCT22		0.00	184.04
001-118-000-55430-4700		Utility Services-Animal Sh		35199001OCT22		184.04
35201001OCT22	Invoice	10/05/2022	35201001OCT22		0.00	1,924.03
401-000-000-53480-4700		Utility Services-Water		35201001OCT22		1,924.03
35665001OCT22	Invoice	10/05/2022	35665001OCT22		0.00	789.18
001-142-000-57250-4700		Utility Services-Library		35665001OCT22		789.18
45451001OCT22	Invoice	10/05/2022	45451001OCT22		0.00	150.30
401-000-000-53480-4700		Utility Services-Water		45451001OCT22		150.30
46051001OCT22	Invoice	10/05/2022	46051001OCT22		0.00	130.54
401-000-000-53480-4700		Utility Services-Water		46051001OCT22		130.54
47009001OCT22	Invoice	10/05/2022	47009001OCT22		0.00	66.19
402-300-000-53580-4700		Utility Services-Sewer Ma		47009001OCT22		66.19
203080	ST OF WASHINGTON FUEL TAX	10/21/2022	Regular	0.00	44.66	107740

Check Register

Packet: APPKT02481-OCTOBER 21, 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	
QTR3/2022	Invoice	09/30/2022	QTR 3 2022 DYED DIESEL FUEL TAX RETUR	0.00	44.66	
503-250-000-58900-0001		Inventory-Gas		QTR 3 2022 DYED DIESEL F	44.66	
203035	WASHINGTON ST. TREASURER	10/21/2022	Regular	0.00	1,826.50	107741
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
QTR1,2,3/2022BL	Invoice	09/30/2022	QTR 1, 2, & 3 2022 BLDG CODE	0.00	1,826.50	
657-000-000-58600-0001		State Bldg Code Fee		QTR 1, 2, & 3 2022 BLDG C	1,826.50	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	3	0.00	22,401.55
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
	22	3	0.00	22,401.55

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	22,401.55
			<u>22,401.55</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 APA001475 through number APA001511 in the total amount of \$52,823.31 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 21st of October, 2022.


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: APPKT02482 - OCTOBER 21, 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						
VEN02065	ANACONDA NETWORKS	10/21/2022	Virtual Pay	0.00	287.23	APA001475
002982	APP	10/21/2022	Virtual Pay	0.00	5,253.28	APA001476
002520	ARAMARK	10/21/2022	Virtual Pay	0.00	133.36	APA001477
VEN02340	BLT SHELTON PONY, LLC	10/21/2022	Virtual Pay	0.00	78.07	APA001478
098000	BUILDERS FIRSTSOURCE	10/21/2022	Virtual Pay	0.00	34.25	APA001479
005900	CAPITAL BUSINESS MACHINES	10/21/2022	Virtual Pay	0.00	159.74	APA001480
006950	CERTIFIED LABORATORIES	10/21/2022	Virtual Pay	0.00	411.11	APA001481
007450	CH2O INCORPORATED	10/21/2022	Virtual Pay	0.00	334.19	APA001482
VEN01214	CINTAS CORPORATION	10/21/2022	Virtual Pay	0.00	211.27	APA001483
007634	CITY OF FORKS	10/21/2022	Virtual Pay	0.00	1,650.00	APA001484
008733	CRIMINAL JUSTICE TRAINING COMM	10/21/2022	Virtual Pay	0.00	445.00	APA001485
009200	DAN RUBINO	10/21/2022	Virtual Pay	0.00	39.17	APA001486
009231	DARREN PARSE	10/21/2022	Virtual Pay	0.00	150.00	APA001487
009422	DELL MARKETING L.P.	10/21/2022	Virtual Pay	0.00	2,284.88	APA001488
023078	FASTENAL COMPANY	10/21/2022	Virtual Pay	0.00	872.58	APA001489
040960	GRAINGER	10/21/2022	Virtual Pay	0.00	107.23	APA001490
045000	H.D. FOWLER COMPANY	10/21/2022	Virtual Pay	0.00	8,479.27	APA001491
045150	HACH COMPANY	10/21/2022	Virtual Pay	0.00	106.57	APA001492
078000	KARL'S AUTO BODY	10/21/2022	Virtual Pay	0.00	459.68	APA001493
VEN01821	KITSAP GARAGE DOOR CO	10/21/2022	Virtual Pay	0.00	5,999.51	APA001494
VEN02299	MASON COUNTY FOREST FESTIVAL ,	10/21/2022	Virtual Pay	0.00	12,000.00	APA001495
114350	MASON GENERAL HOSPITAL	10/21/2022	Virtual Pay	0.00	4,878.73	APA001496
VEN01936	NEIL'S PHARMACY	10/21/2022	Virtual Pay	0.00	0.66	APA001497
VEN02141	NORTHWEST CASCADE, INC.	10/21/2022	Virtual Pay	0.00	117.90	APA001498
144504	NSI LAB SOLUTIONS, INC	10/21/2022	Virtual Pay	0.00	1,236.40	APA001499
VEN01513	PHILLIPS BURGESS GOVERNMENT R	10/21/2022	Virtual Pay	0.00	2,000.00	APA001500
008948	SEATTLE DAILY JOURNAL OF COMM	10/21/2022	Virtual Pay	0.00	832.60	APA001501
187000	SHELTON-MASON COUNTY JOURNA	10/21/2022	Virtual Pay	0.00	75.00	APA001502
196300	STERICYCLE, INC.	10/21/2022	Virtual Pay	0.00	10.36	APA001503
200931	THOMSON REUTERS - WEST	10/21/2022	Virtual Pay	0.00	419.10	APA001504
201300	TOZIER BROS INC.	10/21/2022	Virtual Pay	0.00	439.59	APA001505
201520	TRAFFIC SAFETY SUPPLY CO.	10/21/2022	Virtual Pay	0.00	277.88	APA001506
202352	VALLEY NUT AND BOLT CO., INC.	10/21/2022	Virtual Pay	0.00	136.72	APA001507
VEN02287	WARRIOR WOMAN LAW PLLC	10/21/2022	Virtual Pay	0.00	2,137.50	APA001508
202900	WASH. ASSOC. OF SHERIFFS & POLI	10/21/2022	Virtual Pay	0.00	75.00	APA001509
203780	WATER MGMNT LABORATORIES INC	10/21/2022	Virtual Pay	0.00	490.00	APA001510
053987	WESTBAY NAPA AUTO PARTS	10/21/2022	Virtual Pay	0.00	199.48	APA001511

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	64	37	0.00	52,823.31
	64	37	0.00	52,823.31

Virtual Payments	64	37	0.00	52,823.31
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	52,823.31
			<u>52,823.31</u>



Shelton, WA

Check Register

Packet: APPKT02482 - OCTOBER 21, 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						
VEN02065	ANACONDA NETWORKS	10/21/2022	Virtual Pay	0.00	287.23	APA001475
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5884	Invoice	08/05/2022	ANTENNA 2018 EXPLORER UNIT 790	0.00	287.23	
001-118-000-52122-3110	Office & Operating-Auto		ANTENNA 2018 EXPLORER		287.23	
002982	APP	10/21/2022	Virtual Pay	0.00	5,253.28	APA001476
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
22-657837	Invoice	10/05/2022	ACCT#AP7500158 FUEL	0.00	5,253.28	
503-250-000-58900-0001	Inventory-Gas		ACCT#AP7500158 FUEL		5,253.28	
002520	ARAMARK	10/21/2022	Virtual Pay	0.00	133.36	APA001477
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5120099150	Invoice	10/05/2022	ACCT#792105973 COVERALLS,MATS,TOW	0.00	62.42	
402-400-000-53580-4900	Miscellaneous		ACCT#792105973 COVERA		62.42	
5120104679	Invoice	10/12/2022	ACCT#792105972 MATS,TOWELS,COVERA	0.00	70.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT#792105972 MATS,T		70.94	
VEN02340	BLT SHELTON PONY, LLC	10/21/2022	Virtual Pay	0.00	78.07	APA001478
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
639232	Invoice	10/12/2022	VIN#0376 MAINT ACCT#S55003	0.00	78.07	
001-118-000-52122-4805	Repairs and Maintenance		VIN#0376 MAINT ACCT#S		78.07	
098000	BUILDERS FIRSTSOURCE	10/21/2022	Virtual Pay	0.00	34.25	APA001479
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
86328470	Invoice	10/19/2022	ACCT#671668 WOOD STAKES, EXP JOINT	0.00	34.25	
402-640-000-53580-3100	Office and Operating		ACCT#671668 WOOD STAK		34.25	
005900	CAPITAL BUSINESS MACHINES	10/21/2022	Virtual Pay	0.00	159.74	APA001480
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV123439	Invoice	10/06/2022	CONTRACT#CN2621-01	0.00	126.96	
001-118-000-52122-4500	Operating Rentals		CONTRACT#CN2621-01		126.96	
INV123440	Invoice	10/06/2022	CONTRACT# CN2736-01	0.00	32.78	
001-118-000-52122-4500	Operating Rentals		CONTRACT# CN2736-01		32.78	
006950	CERTIFIED LABORATORIES	10/21/2022	Virtual Pay	0.00	411.11	APA001481
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
7963214	Invoice	10/04/2022	CUST#364565 LITHIPLX SHOP STOCK	0.00	411.11	
503-000-000-54865-3101	Vehicle Supplies		CUST#364565 LITHIPLX S		411.11	
007450	CH2O INCORPORATED	10/21/2022	Virtual Pay	0.00	334.19	APA001482
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
326275	Invoice	10/12/2022	CUST#CITYOFSELTO005	0.00	334.19	
401-000-000-53480-3100	Office and Operating		CUST#CITYOFSELTO005		334.19	
VEN01214	CINTAS CORPORATION	10/21/2022	Virtual Pay	0.00	211.27	APA001483

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Packet: APPKT02482-OCTOBER 21, 2022 AP AUTOMATION 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	
5128819146	Invoice	10/14/2022	CUST#10690213 BREAKROOM FIRST AID	0.00	211.27	
001-118-000-52122-4100		Patrol-Professional Servic		CUST#10690213 BREAKRO	211.27	
007634	CITY OF FORKS	10/21/2022	Virtual Pay	0.00	1,650.00	APA001484
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2410	Invoice	10/05/2022	ACCT#00109 SEPTEMBER 2022 BOARD	0.00	1,650.00	
001-123-000-52360-4103		Professional Services/Adv		ACCT#00109 SEPTEMBER	1,650.00	
008733	CRIMINAL JUSTICE TRAINING COMM	10/21/2022	Virtual Pay	0.00	445.00	APA001485
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
201136841	Invoice	09/28/2022	ACCT#22301-001 TRAINING, RECERT	0.00	445.00	
001-118-000-52140-4902		Miscellaneous-Operation		ACCT#22301-001 TRAININ	445.00	
009200	DAN RUBINO	10/21/2022	Virtual Pay	0.00	39.17	APA001486
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
94600REISSUE	Invoice	08/01/2022	REISSUE INV# 94600 STALE DATED	0.00	39.17	
001-142-000-51890-3115		Office and Operating-Civi		REISSUE INV# 94600 STALE	39.17	
009231	DARREN PARSE	10/21/2022	Virtual Pay	0.00	150.00	APA001487
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	10/14/2022	INTERPRETATION 10/12/22	0.00	150.00	
001-112-000-51250-4106		Interpreter Expenses		INTERPRETATION 10/12/2	150.00	
009422	DELL MARKETING L.P.	10/21/2022	Virtual Pay	0.00	2,284.88	APA001488
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10621410478	Invoice	10/12/2022	CUST#8933147 WORKSTATION	0.00	2,284.88	
001-132-000-51888-3505		Inventoried-Small Tools/E		CUST#8933147 WORKSTAT	2,284.88	
023078	FASTENAL COMPANY	10/21/2022	Virtual Pay	0.00	872.58	APA001489
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM208090	Invoice	10/10/2022	CUST#WATUM1991 MISC SUPPLIES	0.00	393.56	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 MISC	393.56	
WATUM208191	Invoice	10/12/2022	CUST#WATUM1962 MISC SUPPLIES	0.00	362.27	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962 MISC	362.27	
WATUM208194	Invoice	10/12/2022	CUST#WATUM1961 MISC SUPPLIES	0.00	116.75	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1961 MISC	116.75	
040960	GRAINGER	10/21/2022	Virtual Pay	0.00	107.23	APA001490
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9466183838	Invoice	10/04/2022	ACCT#839177342 DETERGENT	0.00	112.00	
402-400-000-53580-3100		Office and Operating		ACCT#839177342 DETERG	112.00	
9466229763	Invoice	10/04/2022	ACCT#839177342 DETERGENT	0.00	373.67	
402-400-000-53580-3100		Office and Operating		ACCT#839177342 DETERG	373.67	
9902298877	Credit Memo	05/14/2021	ACCT #839177342 - ORIGNAL INVOICE #9	0.00	-378.44	
402-400-000-53580-3100		Office and Operating		ACCT #839177342 - ORIGN	-378.44	
045000	H.D. FOWLER COMPANY	10/21/2022	Virtual Pay	0.00	8,479.27	APA001491

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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		
16234479	Invoice	10/06/2022	ACCT#194680 SEWER CASTINGS	0.00	983.51	
402-400-000-53580-3100	Office and Operating		ACCT#194680 SEWER CAS		983.51	
16234893	Invoice	10/06/2022	ACCT#194680 ROOT BARRIER PANEL	0.00	3,667.16	
302-000-000-59565-6300	PARKING FACILITIES-Cons	19-CITYPRKLOT	ACCT#194680 ROOT BARRI		3,667.16	
16238708	Invoice	10/11/2022	ACCT#194680 EXT HOSE, TEST BALL	0.00	2,327.10	
401-000-000-53480-3100	Office and Operating		ACCT#194680 EXT HOSE, T		2,327.10	
16238709	Invoice	10/11/2022	ACCT#194680 JOINT COUPLING	0.00	58.29	
401-250-000-58900-0001	Materials & Supp-Inv-Cas		ACCT#194680 JOINT COUP		58.29	
16238716	Invoice	10/11/2022	ACCT#194680 BALL VALVE CURB STOP	0.00	635.63	
401-250-000-58900-0001	Materials & Supp-Inv-Cas		ACCT#194680 BALL VALVE		635.63	
16241805	Invoice	10/13/2022	ACCT#194680 WGATE PROJECT	0.00	807.58	
411-000-000-59434-6300	Construction	18-WGATE (formerly)	ACCT#194680 WGATE PRO		807.58	
045150	HACH COMPANY	10/21/2022	Virtual Pay	0.00	106.57	APA001492
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
13289636	Invoice	10/17/2022	ACCT#341640 3 M KCL SILVER SATD	0.00	106.57	
402-400-000-53580-3100	Office and Operating		ACCT#341640 3 M KCL SIL		106.57	
078000	KARL'S AUTO BODY	10/21/2022	Virtual Pay	0.00	459.68	APA001493
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
908021REISSUE	Invoice	07/27/2022	REISSUE INV#908021 STALE DATED PMT	0.00	459.68	
302-000-000-59421-6000	Police Capital Projects	21-POLICEVEH	REISSUE INV#908021 STAL		459.68	
VEN01821	KITSAP GARAGE DOOR CO	10/21/2022	Virtual Pay	0.00	5,999.51	APA001494
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
110556	Invoice	10/06/2022	FRANKLIN ST DOOR REPAIR	0.00	5,999.51	
001-119-000-52250-4100	Professional Services/Adv		FRANKLIN ST DOOR REPAI		5,999.51	
VEN02299	MASON COUNTY FOREST FESTIVAL	10/21/2022	Virtual Pay	0.00	12,000.00	APA001495
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
LTAC2022GRANT	Invoice	10/19/2022	LTAC GRANT 2022	0.00	12,000.00	
108-000-000-57390-4101	Prof Serv-Forest Heritage		LTAC GRANT 2022		12,000.00	
114350	MASON GENERAL HOSPITAL	10/21/2022	Virtual Pay	0.00	4,878.73	APA001496
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4001125554	Invoice	08/21/2022	BENITO CALMO CALMO ER VISIT	0.00	919.75	
001-123-000-52360-4100	Prof Services-Prisoner Me		BENITO CALMO CALMO ER		919.75	
4001125566	Invoice	08/21/2022	BLAKE LANPHERE ER VISIT	0.00	3,755.99	
001-123-000-52360-4100	Prof Services-Prisoner Me		BLAKE LANPHERE ER VISIT		3,755.99	
4001126538	Invoice	08/21/2022	BENITO CALMO CALMO	0.00	75.46	
001-123-000-52360-4100	Prof Services-Prisoner Me		BENITO CALMO CALMO		75.46	
4001126540	Invoice	08/21/2022	BLAKE LANPHERE	0.00	127.53	
001-123-000-52360-4100	Prof Services-Prisoner Me		BLAKE LANPHERE		127.53	
VEN01936	NEIL'S PHARMACY	10/21/2022	Virtual Pay	0.00	0.66	APA001497
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1038014	Invoice	08/31/2022	ACCT#001180 BLAKE LANPHERE	0.00	0.66	
001-123-000-52360-4100	Prof Services-Prisoner Me		ACCT#001180 BLAKE LANP		0.66	
VEN02141	NORTHWEST CASCADE, INC.	10/21/2022	Virtual Pay	0.00	117.90	APA001498

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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	
0553077050	Invoice	10/07/2022	CUST#2289160001 HUFF N PUFF TRAIL	0.00	117.90	
001-141-000-57680-4500		Operating Rentals		CUST#2289160001 HUFF	117.90	
144504	NSI LAB SOLUTIONS, INC	10/21/2022	Virtual Pay	0.00	1,236.40	APA001499
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
411110	Invoice	10/04/2022	CUST#21545 SUPPLIES	0.00	1,236.40	
402-400-000-53580-4100		Professional Services/Adv		CUST#21545 SUPPLIES	1,236.40	
VEN01513	PHILLIPS BURGESS GOVERNMENT R	10/21/2022	Virtual Pay	0.00	2,000.00	APA001500
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1898	Invoice	10/10/2022	GOVERNMENTAL AFFAIRS CONSULT OCT 2	0.00	2,000.00	
001-120-000-51310-4100		Professional Services/Adv		GOVERNMENTAL AFFAIRS	2,000.00	
008948	SEATTLE DAILY JOURNAL OF COMM	10/21/2022	Virtual Pay	0.00	832.60	APA001501
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3382573	Invoice	10/11/2022	ACCT#3028 C STREET LANDFILL	0.00	832.60	
403-000-000-53780-4103		Prof Services - "C" Street	"C" St. Landfill	ACCT#3028 C STREET LAN	832.60	
187000	SHELTON-MASON COUNTY JOURNA	10/21/2022	Virtual Pay	0.00	75.00	APA001502
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
116203	Invoice	10/06/2022	STORMWATER REG LEGAL NOTICES	0.00	75.00	
001-110-000-51160-4100		Professional Services/Adv		STORMWATER REG LEGAL	75.00	
196300	STERICYCLE, INC.	10/21/2022	Virtual Pay	0.00	10.36	APA001503
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3006192211	Invoice	09/30/2022	CUST#6060343 MONTHLY SVCS	0.00	10.36	
001-118-000-52122-4100		Patrol-Professional Servic		CUST#6060343 MONTHLY	10.36	
200931	THOMSON REUTERS - WEST	10/21/2022	Virtual Pay	0.00	419.10	APA001504
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
846777707	Invoice	08/01/2022	ACCT#1003078436 SUBSCRIPTION	0.00	209.55	
001-118-000-52122-4100		Patrol-Professional Servic		ACCT#1003078436 SUBSC	209.55	
846952839	Invoice	09/01/2022	ACCT#1003078436 SUBSCRIPTION	0.00	209.55	
001-118-000-52122-4100		Patrol-Professional Servic		ACCT#1003078436 SUBSC	209.55	
201300	TOZIER BROS INC.	10/21/2022	Virtual Pay	0.00	439.59	APA001505
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
459822	Invoice	10/10/2022	CUST#20090 BEE SPRAY	0.00	19.02	
001-141-000-57680-3100		Office and Operating		CUST#20090 BEE SPRAY	19.02	
459862	Invoice	10/12/2022	CUST#20090 MISC	0.00	19.73	
402-400-000-53580-3100		Office and Operating		CUST#20090 MISC	19.73	
459869	Invoice	10/12/2022	CUST#20090 LIGHT BULBS	0.00	15.65	
001-141-000-57680-3100		Office and Operating		CUST#20090 LIGHT BULBS	15.65	
459959	Invoice	10/18/2022	CUST#20090 MISC SUPPLIES	0.00	42.94	
001-141-000-57680-3100		Office and Operating		CUST#20090 MISC SUPPLI	42.94	
459960	Invoice	10/18/2022	CUST#20090 SPADE, SHOVEL	0.00	133.73	
401-000-000-53480-3100		Office and Operating		CUST#20090 SPADE, SHO	133.73	
459967	Invoice	10/19/2022	CUST#20090 VINTAGE STRING LT	0.00	86.80	
401-000-000-53480-3100		Office and Operating		CUST#20090 VINTAGE STRI	86.80	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
459973	Invoice	10/19/2022	CUST#20090 LED	0.00	28.71	
401-000-000-53480-3100	Office and Operating		CUST#20090 LED		28.71	
459978	Invoice	10/19/2022	CUST#20090 HYDRANT	0.00	93.01	
001-141-000-57680-3100	Office and Operating		CUST#20090 HYDRANT		93.01	
201520	TRAFFIC SAFETY SUPPLY CO.	10/21/2022	Virtual Pay	0.00	277.88	APA001506
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV053428	Invoice	10/10/2022	CUST#C000981 NO PARKING SIGN	0.00	277.88	
101-000-000-54264-3100	Office and Operating		CUST#C000981 NO PARKIN		277.88	
202352	VALLEY NUT AND BOLT CO., INC.	10/21/2022	Virtual Pay	0.00	136.72	APA001507
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
222896	Invoice	10/11/2022	CUST#SHELTON SCREWS & NUTS	0.00	136.72	
402-400-000-53580-3100	Office and Operating		CUST#SHELTON SCREWS &		136.72	
VEN02287	WARRIOR WOMAN LAW PLLC	10/21/2022	Virtual Pay	0.00	2,137.50	APA001508
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
388	Invoice	07/13/2022	MUNI COURT 1A0724573 KERN	0.00	352.50	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 1A0724573		352.50	
389	Invoice	09/20/2022	MUNI COURT 2A0048441 MONTEJO	0.00	457.50	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 2A0048441		457.50	
390	Invoice	09/20/2022	MUNI COURT 2A0257522 WILLIAMS	0.00	360.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 2A0257522		360.00	
391	Invoice	09/28/2022	MUNI COURT 1A0721805 WEBB	0.00	405.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 1A0721805		405.00	
392	Invoice	09/28/2022	MUNI COURT 54257C WILLIAMS	0.00	225.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 54257C WIL		225.00	
393	Invoice	09/28/2022	MUNI COURT 1A0781526 CONTES	0.00	337.50	
001-122-000-51593-4101	LEGAL - OPD Grant Public		MUNI COURT 1A0781526		337.50	
202900	WASH. ASSOC. OF SHERIFFS & POLICE	10/21/2022	Virtual Pay	0.00	75.00	APA001509
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
DUES2022-00653	Invoice	09/30/2022	BELLEVILLE DUES 2022	0.00	75.00	
001-118-000-52140-4901	Miscellaneous-Administra		BELLEVILLE DUES 2022		75.00	
203780	WATER MGMNT LABORATORIES INC	10/21/2022	Virtual Pay	0.00	490.00	APA001510
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
206599	Invoice	10/07/2022	ACCT#AS201R 9/8/22 TESTS	0.00	490.00	
402-400-000-53580-4100	Professional Services/Adv		ACCT#AS201R 9/8/22 TEST		490.00	
053987	WESTBAY NAPA AUTO PARTS	10/21/2022	Virtual Pay	0.00	199.48	APA001511

Check Register

Packet: APPKT02482-OCTOBER 21, 2022 AP AUTOMATION 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		
009412	Invoice	10/13/2022	ACCT#4296 PWR LOCK ACTU 19956D	0.00	199.48	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT#4296 PWR LOCK AC		199.48	

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	64	37	0.00	52,823.31
	64	37	0.00	52,823.31

Virtual Payments	64	37	0.00	52,823.31
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	52,823.31
			<u>52,823.31</u>



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
September 20, 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
Facilities & Parks Director Mark Ziegler
Public Works Superintendent Brent Armstrong
Administrative Services Director Michelle Sutherland
Senior HR Analyst LeAndra Sharp

CALL TO ORDER

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

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 107568 through 107607 in the total amount of \$32,535.17
2. Vouchers numbered APA001148 through APA001182 in the total amount of \$32,868.04
3. Vouchers numbered 107608 through 107612 in the total amount of \$26,977.58
4. Vouchers numbered APA001183 through APA001221 in the total amount of \$86,820.64
5. Vouchers numbered 107634 through 107642 in the total amount of \$139,917.82
6. Vouchers numbered APA001222 through APA001267 in the total amount of \$249,002.12
7. Minutes:
 - Business Meeting of August 16, 2022
 - Study Session of August 23, 2022
8. July Financial Status Report

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

PRESENTATIONS

1. Bluegrass from the Forest LTAC Report – Presented by Mark Ziegler

Mr. Ziegler provided an overview of the Kristmas Town Kiwanis' 17th Annual Bluegrass from the Forest LTAC report.

2. Shelton-Mason County Chamber 2nd Quarter LTAC Report – Presented by President/CEO Heidi McCutcheon

CEO McCutcheon provided an overview of the Shelton-Mason County Chamber's 2nd Quarter LTAC report.

GENERAL PUBLIC COMMENT

In-Person:

Dean Jewett Tammy Bacigalupo
Jackie Jewett Randy Lewis
Athena Ayres Mike Olsen

Zoom:

Colleen Carmichael

BUSINESS AGENDA

1. Resolution No. 1245-0822 Correct Equipment Sole Source – Presented by Public Works Superintendent Brent Armstrong

Superintendent Armstrong reviewed Resolution No. 1245-0822 and provided information on a company to be used as the provider of equipment or services at the Main Wastewater Treatment Plant and the Satellite Water Reclamation Plant. No discussion. No public comment.

A motion was made by Councilmember Peterson and seconded by Councilmember McDowell to place Resolution No. 1245-0822 on the October 4, 2022 Action Agenda for further consideration. Passed.

2. Municipal Court Judge Contract – Presented by Senior HR Analyst LeAndra Sharp

Senior HR Analyst Sharp discussed the reappointment of Municipal Court Judge Stephen Greer to a 3-year term. Discussion followed. No public comment.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Gutierrez to place this item on the October 4, 2022 Action Agenda for further consideration. Passed.

3. Court Security Officer Contract – Presented by Administrative Services Director Michelle Sutherland

Administrative Services Director Sutherland discussed updates to the court security contract. No discussion. No public comments.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Peterson to place this item on the October 4, 2022 Action Agenda. Passed.

4. Government Relations Services Contract – Presented by City Manager Jeff Niten

City Manager Niten discussed the city's Government Relations Services Contract. Discussion followed. No public comments.

A motion was made by Councilmember Peterson and seconded by Deputy Mayor Schmit to place this item on the October 4, 2022 Action Agenda. Passed.

ACTION AGENDA

None

ADMINISTRATION REPORT – City Manager Jeff Niten

- City Parking Lot project
- Senior Center garbage cleanup
- Coffee with a Cop
- Shelton-Mason County Journal – Guest column
- Review Looking Ahead

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – September 27, 2022 at 6:00 p.m.

City Council Meeting – October 4, 2022 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:39 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Special Meeting Minutes

September 27, 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
Finance Director Mike Githens

CALL TO ORDER

Call to Order: 6:00 p.m.

Roll Call: All present

STUDY AGENDA

1. 2023 Budget – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2023 budget calendar, process, expense and revenue assumptions, budgeted FTEs, and capital investments. Discussion followed.

NEW ITEMS FOR DISCUSSION

1. Retirement – Tim Audorff

ADJOURN

Mayor Onisko adjourned the meeting at 6:41 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



MASON COUNTY HISTORICAL MUSEUM

LODGING TAX REPORT - THIRD QUARTER 2022

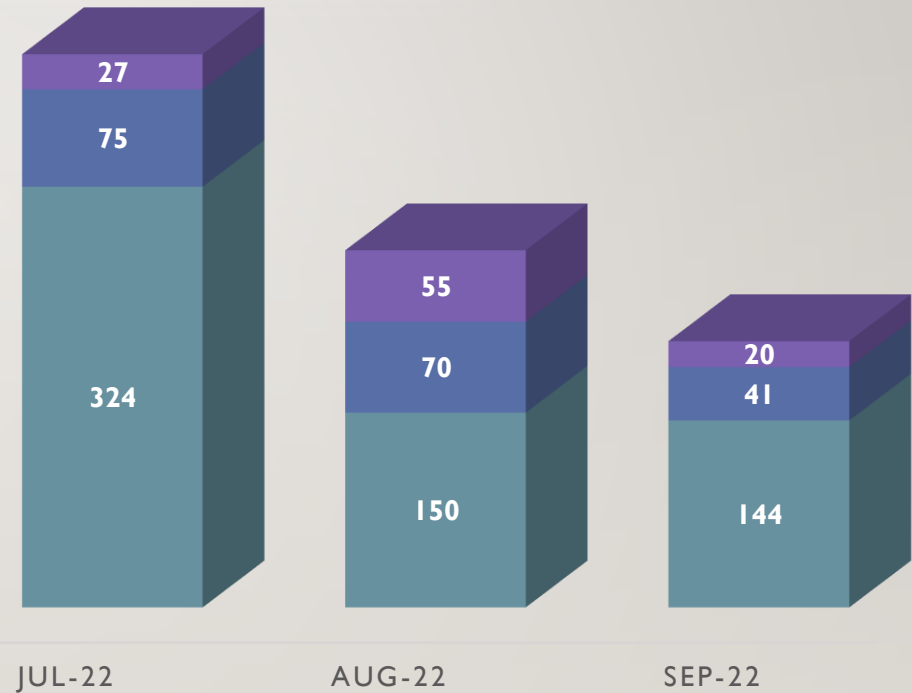
ELIZABETH ARBAUGH, EXECUTIVE DIRECTOR

QUARTER 3 - 2022

MUSEUM ATTENDANCE

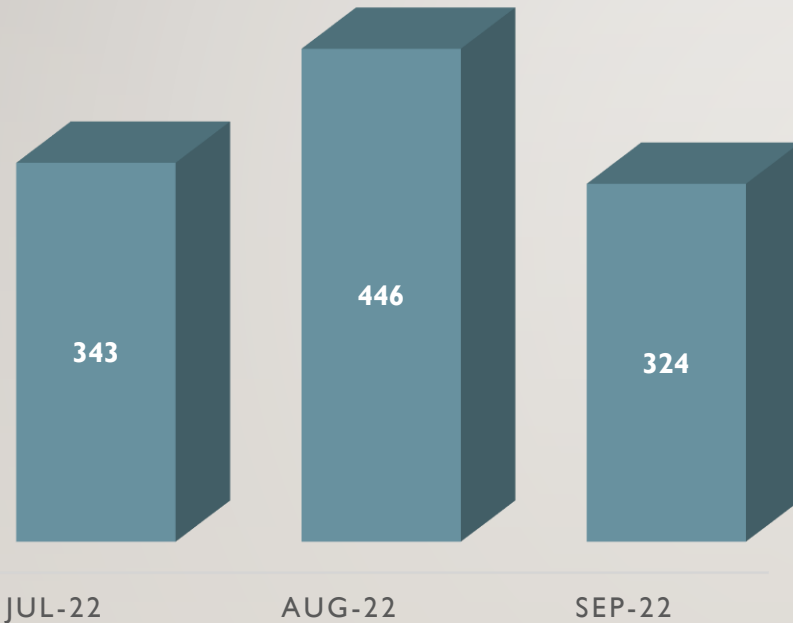
■ > 50 Miles ■ < 50 Miles ■ Out of State/Int.

	< 50 Miles	>50 Miles	Out of State/ International	Total
July	324	75	27	426
August	150	70	55	275
September	144	41	20	<u>205</u>
			Q 3 total in-person visits	906



WEBSITE TRAFFIC




WWW.MASONCOUNTYHISTORICALSOCIETY.ORG



- 1113 Unique Users for 3rd quarter of 2022.
- \$1600 in online sales of memberships, local history books and donations.
- Online sales were 137 % higher than previous quarter.

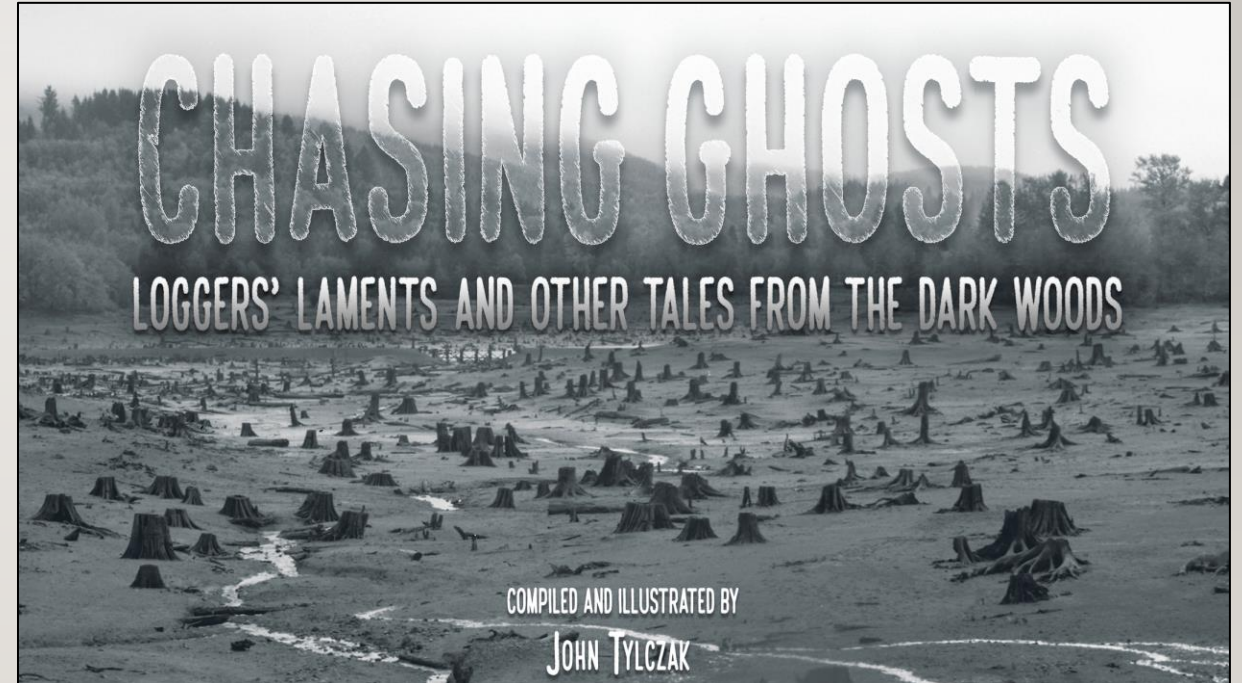
THE MASON COUNTY HISTORICAL MUSEUM HAS 3316 FOLLOWERS ON FACE BOOK

The latest three Face Book posts reached just under 10,000 people with 800 engagements.

		
<p>This post has no text Sep 12, 2022, 3:27 PM 35 comments 3.9K people reached</p>	<p>Join us for a get -together with ... Sep 2, 2022, 10:45 AM 24 comments 4.9K people reached</p>	<p>We have a few copies of Xinh's la... Aug 12, 2022, 3:59 PM 0 comments 640 people reached</p>
<p>Boost post</p>	<p>Boost post</p>	<p>Boost post</p>

THE MUSEUM HOSTED A RECEPTION FOR PHOTOGRAPHER JOHN TYLZCAK ON SEPTEMBER 15, 2022

- Special events at the museum bring both local residents and visitors from outside the area to dine locally and stay overnight.
- The museum plans on several special exhibits a year to highlight unique aspects of the collection.
- These events bring a new audiences to museum.



IMPRESSIONS OF HOOD CANAL – ART OF THE DALBY FAMILY AND FRIENDS

OPENING NOVEMBER 15, 2022

- This exhibit will focus on the paintings of the artist of Ethel Dalby (1893-1980)
- It will include the work of her son, painter Fritz Dalby, granddaughter Valerie Johnson and other artists of the period, Waldo Chase, Orre Nobles and Edgar Forkner.
- This collection of 17 paintings were a gift of Charles Johnson, formerly of Union.



THE HISTORICAL SOCIETY CAR SHOW WILL RETURN IN JUNE 2023

- This signature event has brought thousands of people to downtown Shelton for 19 years.
- The car show has been the primary fundraiser for the museum for 19 years.
- It will be a joint venture with the Salish Sea Rotary Club of Mason County.



A black and white dog, possibly a Border Collie, is sitting on a wooden floor. The dog has its mouth open, showing its tongue, and is looking towards the left. It is wearing a colorful, multi-colored collar with a red heart-shaped tag. To the left of the dog is a large, white, rectangular sign with the words "SHELTON PUBLIC LIBRARY" in black, bold, sans-serif capital letters. The sign is leaning against a wooden wall. In the background, there is a brass-colored lamp base and a green wall.

SHELTON
PUBLIC
LIBRARY

THANK YOU FOR YOUR CONTINUED
SUPPORT OF THE MASON COUNTY
HISTORICAL SOCIETY MUSEUM.



3rd Quarter 2022 VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton Council by the
Shelton-Mason County Chamber of Commerce

Year to Date, July September

Passes

Maps

	2019	2021	2022	Increase over 2021	Increase over 2019
Interagency	178	188	242	28.7%	35.9%
Forest Annual	87	27	80	196.3%	8%
Discover Annual	90	108	122	13.0%	35.5%
Discover Day	3	8	7	-12.5%	133.3%
NW Forest Day	27	83	141	69.9%	422.2%
Christmas	0	0	0	0.0%	0.0%
US Forest Map	21	36	37	2.8%	76.2%
Mt. Skok Map	43	30	33	10.0%	-23.3%
Brothers Map	22	0	8	100.0%	-63.6%
EV Map	14	6	14	133.3%	0.0%
NatGeo Map	1	0	10	100.0%	900.0%
Visitors	1844	4210	5166	22.7%	128.3%
Phone Calls	317	309	409	32.4%	29.0%

Visitor Information Center Services

The total number of visitors served in 3Q 2022 has increased by 22.7% compared to the same period last year, but it also increased 10% over the same period in 2019 – a year prior to the pandemic.

Phone calls during 3Q increased over the 2021 counts and have been on an upward trend. The quantity of maps and recreational passes increased substantially from 2021 and met or exceeded pre-pandemic sales.

Memorabilia has proven popular since being added in June 2021. In Q3, nearly 400 retail items were sold. These items include t-shirts, backpacks, pins, decals, and more.

Facebook

Chamber of Commerce Page

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

Total followers
4,854

Total Quarter Reach
177,348

Results

Facebook Page reach ⓘ

38,771 ↓ 49.5%



See results report

Content ⓘ

Sort by: Reach ▼



Sat Jul 2, 9:53am
On Friday, we celebrated the Grand Opening of Wi...
Post
Reach 14,826



Tue Aug 9, 5:04pm
Today we celebrated the grand opening of Mestiz...
Post
Reach 11,906



Thu Jul 14, 8:28pm
Food! Prizes! Giveaways! Don't miss tomorrow's Ex...
Post
Reach 11,467



Tue Jul 19, 10:57am
Expo & Bite of Mason County Street Fair
Post
Reach 8,315



Wed Aug 31, 5:33pm
Big things are happening that call for celebration! ...
Post
Reach 5,185



Sat Jul 16, 11:19am
What a day - our best Expo & Bite of Mason Count...
Post
Reach 3,815

See content report

Hood Canal Visitor Center Page

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

Location	
Shelton, WA	1,838
Olympia, WA	233
Union, WA	139
Grapeview, WA	117
Belfair, WA	103
Kamille, WA	94
Hoodsport, WA	81
Lacey, WA	69
Skokomish, WA	63
Allyn, WA	62



Shelton Caboose Visitor Information Center



Website

Directions

Save

Call

4.3 ★★★★★ 4 Google reviews

Historical landmark in Shelton, Washington



Wyatt Colello

★★★★★ 5 months ago

Response from the owner 5 months ago

Thanks for visiting, Wyatt!



We've created even more access for our visitors in a safe and welcoming way. All week, all year, simply buzz us and we'll buzz you in!

Google Landing Page Analytics and Traffic

Top Three Queries:

- attractions
- visitor center
- caboose

Google My Business

How people discovered you ⓘ

4,408

👁 People viewed your Business Profile

📈 +264.9% (vs Jul 2021–Sep 2021)

Platform and device breakdown

Platform and devices that people used to find your profile



● 3,467 • 79%

Google Maps – mobile

● 473 • 11%

Google Search – mobile

● 287 • 7%

Google Maps – desktop

● 181 • 4%

Google Search – desktop

2,577

🔍 Searches showed your Business Profile in the search results

📈 +459.0% (vs Jul 2021–Sep 2021)

Searches breakdown

Search terms that showed your Business Profile in the search results

1. attractions	1,801
2. visitor center	579
3. vance creek railriders	76
4. caboose	73
5. olympic national park, mt angeles rd, port angeles, wa	32



3rd Quarter 2022 VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton Council by the
Shelton-Mason County Chamber of Commerce



City of Shelton Operation Green Light for Veterans

November 7 - 11, 2022

WHEREAS, the residents of the City of Shelton have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the armed forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the armed forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the City of Shelton seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious and civil service groups; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the City of Shelton appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore, be it

RESOLVED, with designation as a Green Light for Veterans, the City of Shelton hereby declares November 7th – 11th as a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, the City of Shelton encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

SIGNED this 1st day of November 2022, in Shelton, Washington.

Eric Onisko, Mayor



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 09/19/2022
Brief Date: 11/01/2022
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 \$40,383,892 with a General Fund appropriation of \$15,601,977. 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 November 1st 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 that we forward Ordinance No. 1991-0922 to the November 15th action agenda for further 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	\$ 15,149,791
Street Fund	2,066,825
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	3,505,951
Sewer Fund	7,030,664
Solid Waste Fund	2,598,185
Storm Drainage Fund	1,617,991
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	918,976
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	\$ 40,383,892

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	\$ 4,432,776	\$ 14,417,470	\$ 15,149,791	\$ 3,700,455	(732,321)	-16.5%
Street Fund	298,015	2,068,316	2,066,825	299,506	1,491	0.5%
Capital Resource Funds						
Real Estate Excise Tax -1	482,297	52,500	128,574	406,223	(76,074)	-15.8%
Real Estate Excise Tax -2	569,053	52,500	30,000	591,553	22,500	4.0%
Transportation Benefit District	1,423,807	525,000	779,500	1,169,307	(254,500)	-17.9%
Traffic Impact Fees	678,637	80,000	100,000	658,637	(20,000)	-2.9%
General Resources	1,215,669	-	654,000	561,669	(654,000)	-53.8%
Tourism Fund	77,462	48,100	68,000	57,562	(19,900)	-25.7%
Bond Fund	7,738	183,900	183,900	7,738	-	0.0%
Capital Improvement Fund	1,133,643	2,824,585	2,824,585	1,133,643	-	0.0%
Water Fund	1,699,174	2,962,310	3,505,951	1,155,533	(543,641)	-32.0%
Sewer Fund	4,005,895	6,463,320	7,030,664	3,438,551	(567,344)	-14.2%
Solid Waste Fund	480,414	1,602,739	2,598,185	(515,032)	(995,446)	-207.2%
Storm Drainage Fund	471,287	1,562,840	1,617,991	416,136	(55,151)	-11.7%
Water Capital Fund	892,312	1,340,000	1,340,000	892,312	-	0.0%
Sewer Capital Fund	901,664	1,042,000	1,042,000	901,664	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	187,532	160,350	160,350	187,532	-	0.0%
Equipment Rental Fund	362,624	583,000	918,976	26,648	(335,976)	-92.7%
Firefighters's Pension Fund	407,760	59,100	80,600	386,260	(21,500)	-5.3%
Library Endowment Fund	122,609	1,600	24,000	100,209	(22,400)	-18.3%
Total Expenditures	\$ 19,876,239	\$ 36,109,630	\$ 40,383,892	\$ 15,601,977	(4,274,262)	-21.5%



October 19, 2022

Shelton Residents
Mayor Onisko
Deputy Mayor Schmit
Members of the City Council

The development of the city's recommended budget is one of the most important, challenging, and exciting responsibilities of city leadership. The proposed 2023 budget, subject to review and approval by City Council, totals \$40.3 million, a decrease of \$3.8 million or 8.7% from the 2022 revised budget. The proposed budget includes a General Fund allocation of \$15.1 million which is approximately \$1.3 million or 7.9% less than the revised 2022 General Fund budget. A primary reason for the decrease is the end of ARPA (American Rescue Plan Act) dollars in 2023. The proposed budget was built using the Council's Strategic 2022-2025 Goals to guide decisions and reflects our shared commitment to providing valuable government services in a cost-effective and efficient manner.

The 2023 budget process was difficult. Providing and maintaining services in a cost-effective way in an economic environment that shows month over month of high inflation and increased demands on city services, with little revenue growth, remains a very challenging budget environment. As with previous years, the General Fund started the budget process in a deficit position because expenditures annually increase at a rate that exceeds revenue growth. Many factors are causing concern for the future stability of the overall economy and city budget:

- ❖ The pace of inflation has accelerated and the federal government began raising interest rates after an extended period of historically low rates.
- ❖ Supply chain issues, from material sourcing to manufacturing to distribution, continue to be ever changing.
- ❖ Aging infrastructure for which replacement costs increase at a rate greater than budgeted for.

Beyond these questions, estimating and establishing our 2023 revenues are further complicated by:

- ❖ Supply chain disruption causing delays in development and operations throughout the area, from obtaining parts and supplies, to increased costs.
- ❖ Russia's invasion of Ukraine has brought economic sanctions that also impact the US economy, particularly oil prices.
- ❖ Recruiting and mitigating talent loss that has resulted from a very competitive labor market. These factors are increasing the costs for the city to remain a competitive employer.

As a result of these factors and others, the City's General Fund revenue budget for 2023 is lower than 2022 adopted revenues. With this reduction in the revenue budget, department requests for expense budget increases for expansion or creation of programs for residents were, for the most part unable to

be funded with projected resources. That being said, the General Fund is maintaining all FTE positions with no reductions.

This budget supports the many core services our community relies upon, such as clean drinking water, public safety, parks, paths and other outdoor spaces, communications, maintenance of facilities, and overall it continues to fund and prioritize maintenance to ensure safety and the long-term investment of asset replacement. The City's highest priority is public safety and we are pleased to have a continued partnership with the Shelton School District to place a School Resource Officer in Shelton Schools.

The City's budget philosophy is to develop realistic revenues for the upcoming year and fit expenses within those revenue estimates. In cases where fund balance is being utilized to balance budgeted expenses, a thoughtful determination was made by comparing the current level of fund balance to the minimum level of fund balance necessary based on cash flows and any contingency requirements for those funds. Furthermore, the use of fund balance is restricted to pay for one-time expenses such as capital, major maintenance projects, or stand-alone contract services and is not used for on-going operations.

The City of Shelton, like most other government entities, is facing a budget sustainability issue where expenses increase each year at a pace that exceeds growth in revenues. The 2023 budget as presented is balanced, but we will need to consider new and different revenue approaches in order to continue to provide the full complement of city services.

The 2023 budget includes some general capital improvements including three crosswalk/sidewalk projects, railroad track crossing removal, signalized intersection upgrade studies, Olympic Highway North roadway maintenance, Wallace Kneeland roadway overlay, and Northcliff Neighborhood Park improvements funded by Shelton Metropolitan Park District.

The proposed budget as presented is a carefully planned document for how the City of Shelton is spending limited resources. The recommendations about how to allocate funding demonstrate fiscal stewardship. The recommendations reflect shared values, advance community and council priorities, attempt to address critical and emerging needs, and improve the quality of life for our residents.

Respectfully,



Jeff Niten
City Manager
City of Shelton, WA

City of Shelton 2023 Budget

Exhibit A

Fund	2023 Proposed Expenditures
<u>City-wide Expenditures</u>	
General Fund	\$ 15,149,791
Street Fund	2,066,825
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	3,505,951
Sewer Fund	7,030,664
Solid Waste Fund	2,598,185
Storm Drainage Fund	1,617,991
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	918,976
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	\$ 40,383,892

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	\$ 4,432,776	\$ 14,417,470	\$ 15,149,791	\$ 3,700,455	(732,321)	-16.5%
Street Fund	298,015	2,068,316	2,066,825	299,506	1,491	0.5%
Capital Resource Funds						
Real Estate Excise Tax -1	482,297	52,500	128,574	406,223	(76,074)	-15.8%
Real Estate Excise Tax -2	569,053	52,500	30,000	591,553	22,500	4.0%
Transportation Benefit District	1,423,807	525,000	779,500	1,169,307	(254,500)	-17.9%
Traffic Impact Fees	678,637	80,000	100,000	658,637	(20,000)	-2.9%
General Resources	1,215,669	-	654,000	561,669	(654,000)	-53.8%
Tourism Fund	77,462	48,100	68,000	57,562	(19,900)	-25.7%
Bond Fund	7,738	183,900	183,900	7,738	-	0.0%
Capital Improvement Fund	1,133,643	2,824,585	2,824,585	1,133,643	-	0.0%
Water Fund	1,699,174	2,962,310	3,505,951	1,155,533	(543,641)	-32.0%
Sewer Fund	4,005,895	6,463,320	7,030,664	3,438,551	(567,344)	-14.2%
Solid Waste Fund	480,414	1,602,739	2,598,185	(515,032)	(995,446)	-207.2%
Storm Drainage Fund	471,287	1,562,840	1,617,991	416,136	(55,151)	-11.7%
Water Capital Fund	892,312	1,340,000	1,340,000	892,312	-	0.0%
Sewer Capital Fund	901,664	1,042,000	1,042,000	901,664	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	187,532	160,350	160,350	187,532	-	0.0%
Equipment Rental Fund	362,624	583,000	918,976	26,648	(335,976)	-92.7%
Firefighters's Pension Fund	407,760	59,100	80,600	386,260	(21,500)	-5.3%
Library Endowment Fund	122,609	1,600	24,000	100,209	(22,400)	-18.3%
Total Expenditures	\$ 19,876,239	\$ 36,109,630	\$ 40,383,892	\$ 15,601,977	(4,274,262)	-21.5%

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	3,159,306	(42,584)	-1.3%
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	14,417,470	(705,870)	-4.7%

EXPENDITURES BY DEPARTMENT

Administrative Services

Human Resources	259,811	326,340	328,474	324,573	(1,767)	-0.5%
Information Technology	279,243	372,880	373,008	411,911	39,031	10.5%
Risk Management	115,849	132,980	130,577	141,666	8,686	6.5%
City Clerk	198,328	272,641	255,773	273,030	389	0.1%
City Council	100,744	73,540	77,325	70,438	(3,102)	-4.2%
City Manager						
City Manager	385,264	423,350	365,706	412,609	(10,741)	-2.5%
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	81,540	9,470	13.1%
Community Development	547,944	649,618	597,027	949,445	299,827	46.2%
Facility Services	524,991	675,460	693,320	951,009	275,549	40.8%
Parks & Recreation	521,872	750,700	571,425	744,723	(5,977)	-0.8%
Finance	928,469	1,218,630	1,055,956	1,245,350	26,720	2.2%
Fire & Emergency Services	1,560,701	1,652,740	1,687,636	2,195,161	542,421	32.8%

Municipal Court

Community Restitution	108,850	134,470	122,497	136,769	2,299	1.7%
Court Services	419,417	605,760	543,595	573,340	(32,420)	-5.4%
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	3,968,131	46,467	1.2%
Public Works	699,932	936,328	921,988	985,081	48,753	5.2%
Total Expenditures	15,037,487	16,456,074	15,368,339	15,149,791	(1,306,283)	-7.9%

Ending Fund Balance	4,777,350	3,444,616	4,599,291	3,866,969		
Change in Fund Balance	(76,218)	(1,332,734)	(178,059)	(732,321)		

GENERAL FUND

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	3,159,306	(42,584)	-1.3%
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	
Total Revenues	14,961,269	15,123,340	15,190,280	14,417,470	(705,870)	-4.7%

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 \$45,950 or 5.5% 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

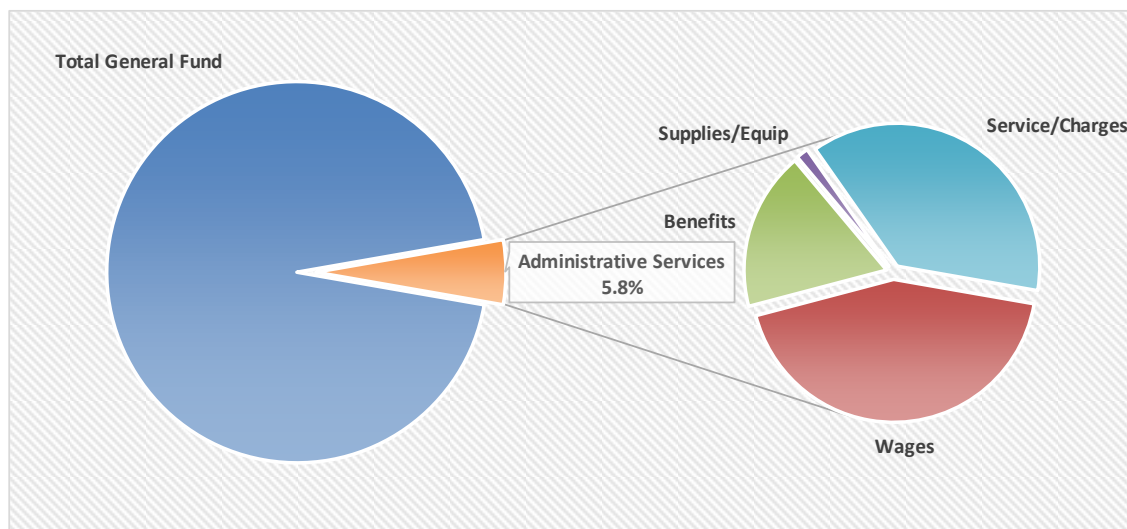
General Fund Resources	654,904	832,200	832,059	878,150	45,950	5.5%
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EXPENDITURES BY DIVISION

Human Resources	259,811	326,340	328,474	324,573	(1,767)	-0.5%
Information Technology	279,243	372,880	373,008	411,911	39,031	10.5%
Risk Management	115,849	132,980	130,577	141,666	8,686	6.5%
Total Expenditures	654,904	832,200	832,059	878,150	45,950	5.5%

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	157,716	23,946	17.9%
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	878,150	45,950	5.5%



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	
Senior 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 small increase of 0.1% from the 2022 budget is attributed to inflationary and rate increases for salary and benefits and a reduction in election costs since 2023 is not an election year.

CITY CLERK

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

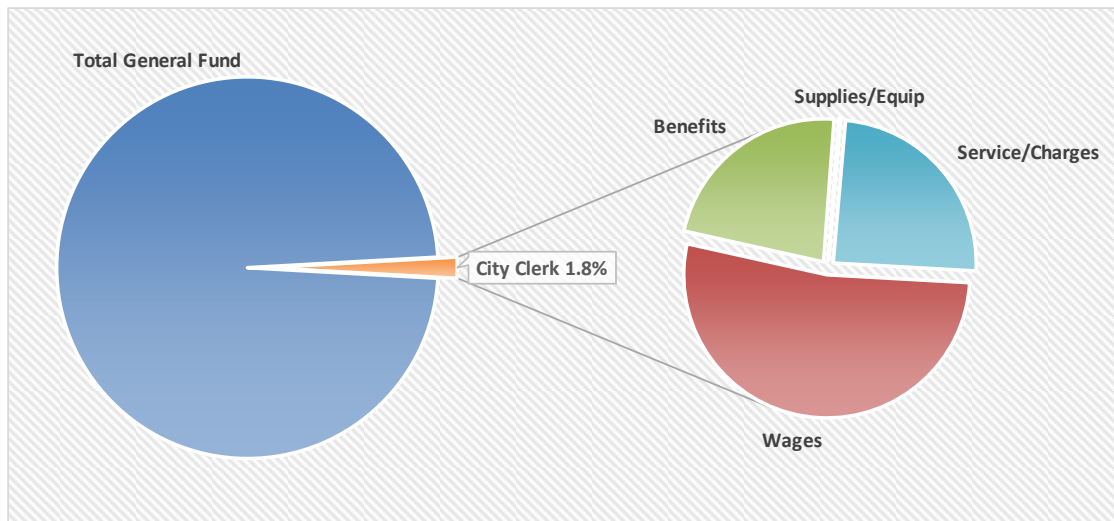
General Fund Resources	198,328	272,641	255,773	273,030	389	0.1%
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EXPENDITURES BY DIVISION

City Clerk	100,123	128,540	121,402	135,742	7,202	5.6%
Election Costs	28,105	40,860	40,106	21,900	(18,960)	-46.4%
Recording Services	70,099	103,241	94,265	115,387	12,146	11.8%
Total Expenditures	198,328	272,641	255,773	273,030	389	0.1%

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	61,966	2,336	3.9%
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	273,030	389	0.1%



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 \$3,102 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

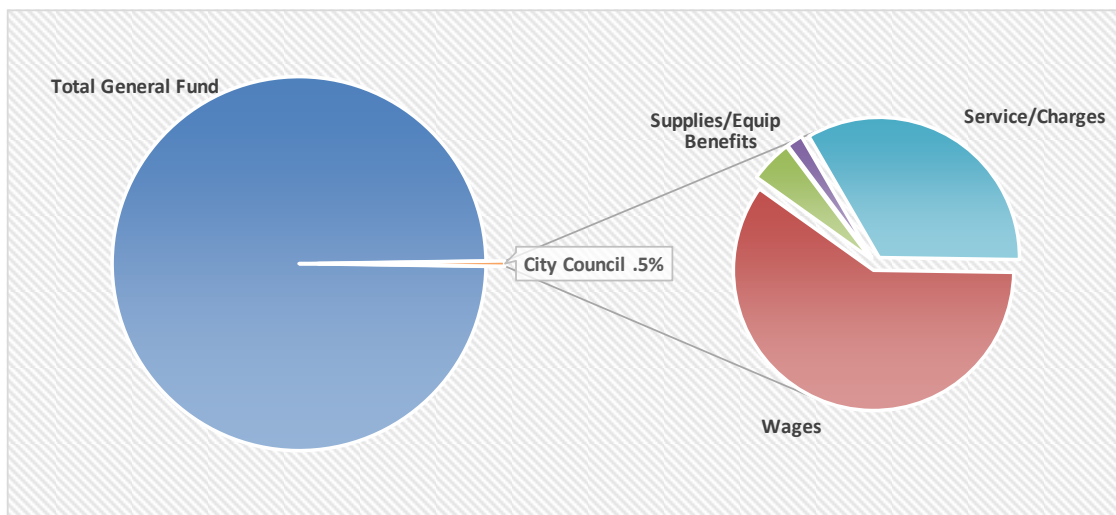
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

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 \$46,901 or 3.9%. 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

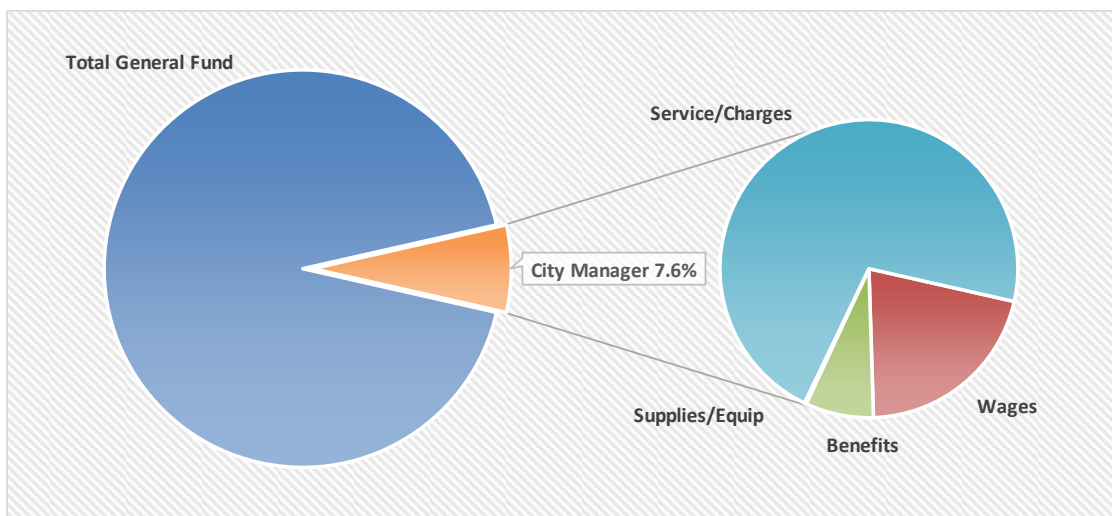
General Fund Resources	986,228	1,199,960	957,430	1,153,059	(46,901)	-3.9%
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EXPENDITURES BY DIVISION

City Manager	385,264	423,350	365,706	412,609	(10,741)	-2.5%
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	1,153,059	(46,901)	-3.9%

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	85,361	2,801	3.4%
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	1,153,059	(46,901)	-3.9%



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.

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.

BUDGET HIGHLIGHTS

The Community & Economic Development Department budget increases by \$299,827 or 46.2%. The increase is largely due to the City moving the Code Enforcement and Animal Control activities from the Police Department. The budget increase also includes changes for salary and benefits as well as a small inflationary increase for professional services.

COMMUNITY & ECONOMIC DEVELOPMENT

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

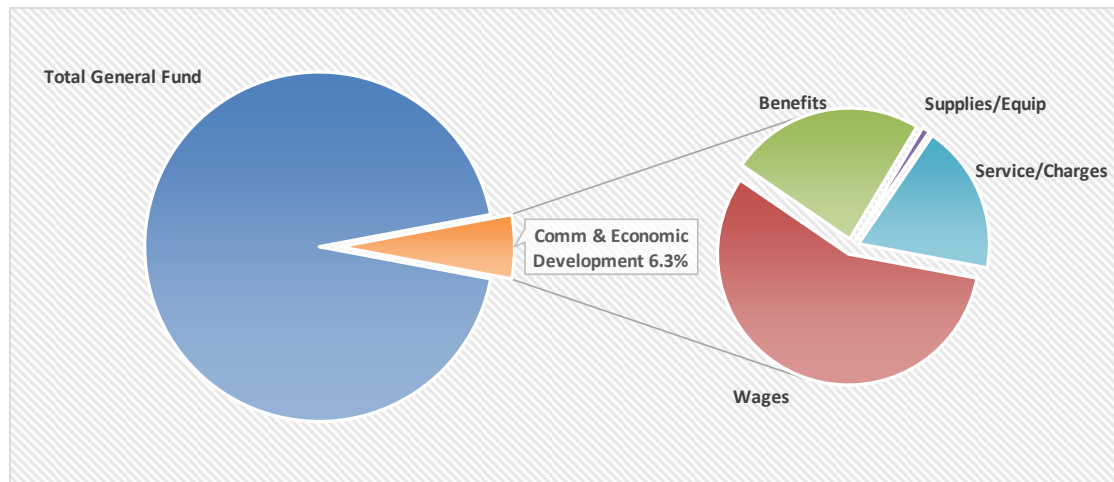
General Fund Resources	547,944	649,618	597,027	949,445	299,827	46.2%
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EXPENDITURES BY DIVISION

Animal Control	-	-	-	77,902	77,902	
Code Enforcement	97,284	33,890	71,443	207,783	173,893	513.1%
Community Development	450,660	615,728	525,583	663,760	48,032	7.8%
Total Expenditures	547,944	649,618	597,027	949,445	299,827	46.2%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	336,183	360,060	323,509	537,379	177,319	49.2%
Benefits	135,343	134,530	121,777	228,235	93,705	69.7%
Supplies/Equip	3,108	7,400	6,300	8,940	1,540	20.8%
Service/Charges	73,310	147,628	145,441	174,890	27,262	18.5%
Total Expenditures	547,944	649,618	597,027	949,445	299,827	46.2%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Community Dev/Parks & Rec Director	0.65	0.65	-	-
Community & Economic Development Director	-	-	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Permit Coordinator	0.80	0.80	0.80	0.85
Senior Code Enforcement Officer	-	-	-	1.00
Animal Control Tech/Code Enforce Officer	0.50	0.50	-	1.00
Total Community Development	3.95	3.95	3.80	5.85

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 \$26,720 or 2.2%. The budget increase includes changes for salary and benefits as well as a small inflationary increase for professional services

FINANCE DEPARTMENT

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

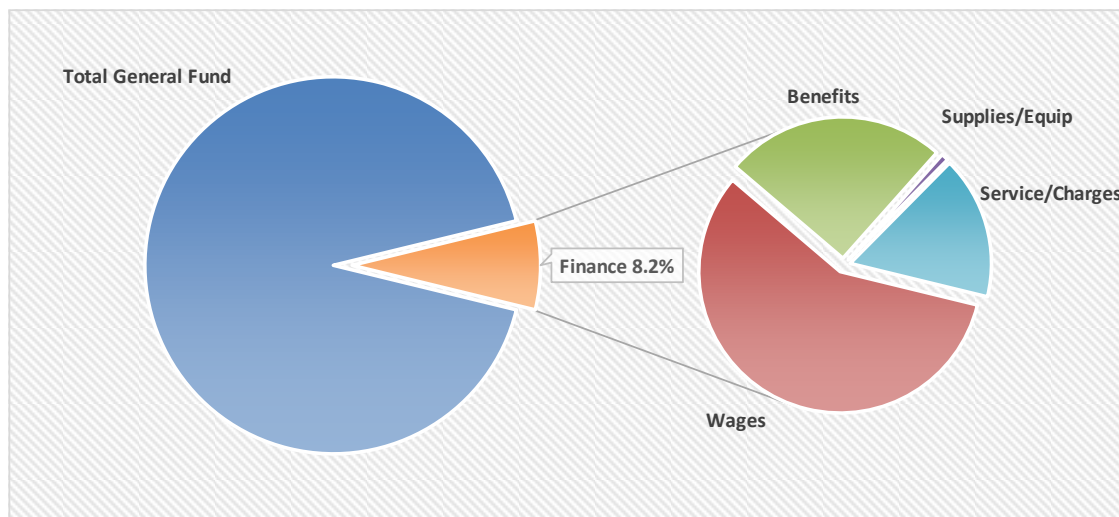
General Fund Resources	928,469	1,218,630	1,055,956	1,245,350	26,720	2.2%
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EXPENDITURES BY DIVISION

Accounting	572,504	785,450	655,489	783,816	(1,634)	-0.2%
Utility Billing	355,965	433,180	400,467	461,534	28,354	6.5%
Total Expenditures	928,469	1,218,630	1,055,956	1,245,350	26,720	2.2%

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	715,104	39,304	5.8%
Benefits	257,219	316,150	269,590	315,798	(352)	-0.1%
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	1,245,350	26,720	2.2%



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 \$542,421 or 32.8%. 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

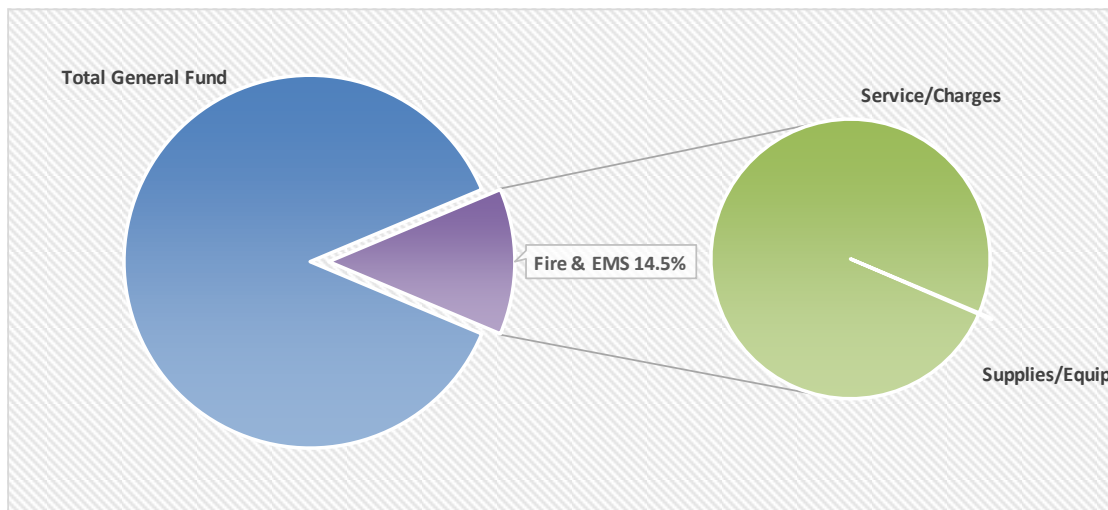
General Fund Resources	1,560,701	1,652,740	1,687,636	2,195,161	542,421	32.8%
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EXPENDITURES BY DIVISION

Facilities	15,418	38,300	47,040	34,860	(3,440)	-9.0%
Fire/EMS	1,545,283	1,614,440	1,640,596	2,160,301	545,861	33.8%
Total Expenditures	1,560,701	1,652,740	1,687,636	2,195,161	542,421	32.8%

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	2,192,011	544,371	33.0%
Total Expenditures	1,560,701	1,652,740	1,687,636	2,195,161	542,421	32.8%



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 \$30,122 or 4.1%. 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

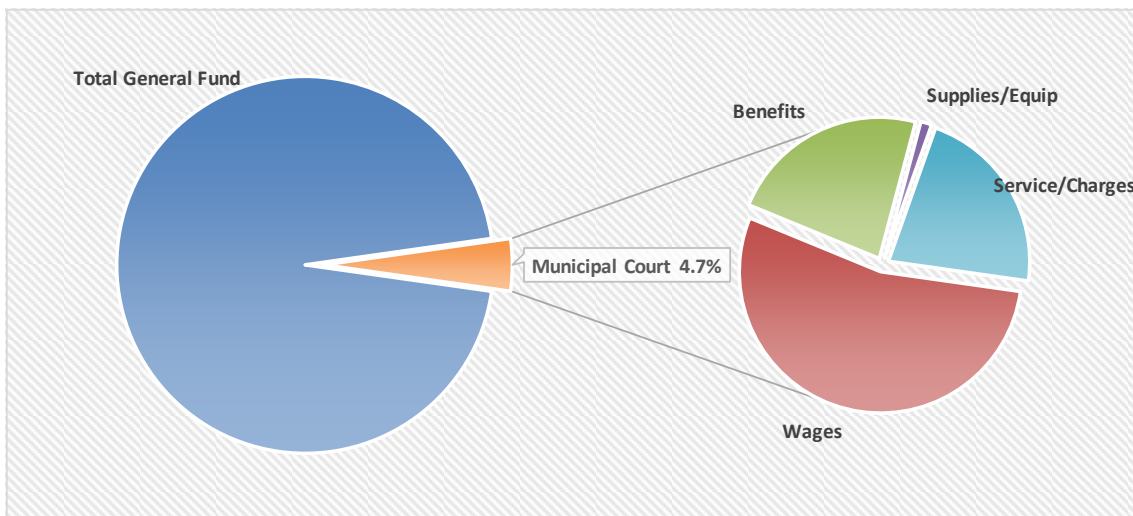
General Fund Resources	528,267	740,230	666,092	710,108	(30,122)	-4.1%
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EXPENDITURES BY DIVISION

Community Restitution	108,850	134,470	122,497	136,769	2,299	1.7%
Court Services	419,417	605,760	543,596	573,340	(32,420)	-5.4%
Total Expenditures	528,267	740,230	666,092	710,108	(30,122)	-4.1%

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	383,208	29,348	8.3%
Benefits	137,584	159,280	151,204	162,893	3,613	2.3%
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	710,108	(30,122)	-4.1%



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.
- ❖ \$8,000 Fire insurance benefit payment transferred to Firefighters Pension Fund.

NON-DEPARTMENTAL

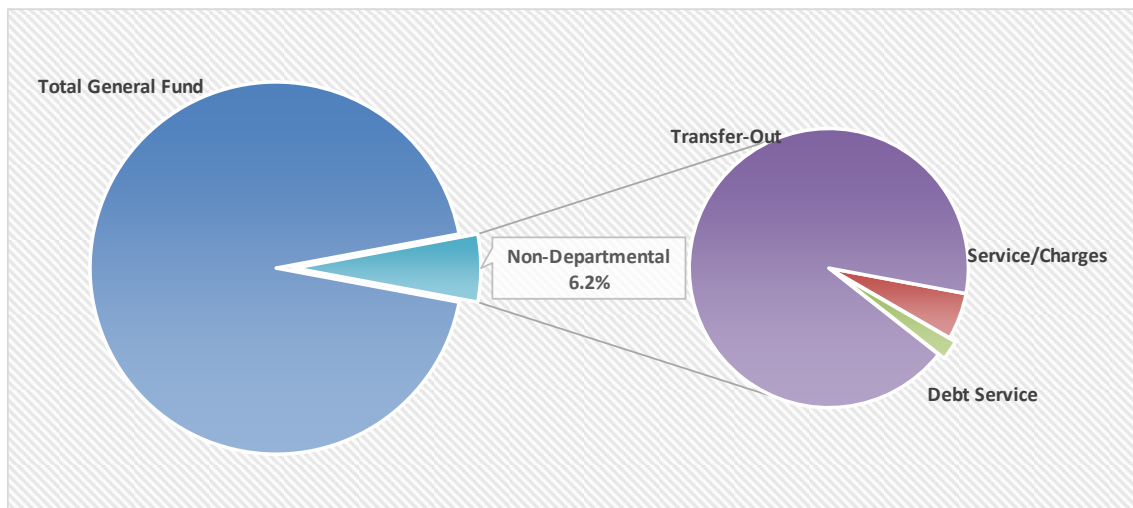
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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FUNDING SOURCES

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

Parks and Recreation: The Parks, Recreation & Facilities 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

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 to ensure community's assets are preserved.

BUDGET HIGHLIGHTS

The Parks, Recreation & Facilities Department budget increases by \$279,042 or 18.6%. 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.

PARKS, RECREATION & FACILITIES

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

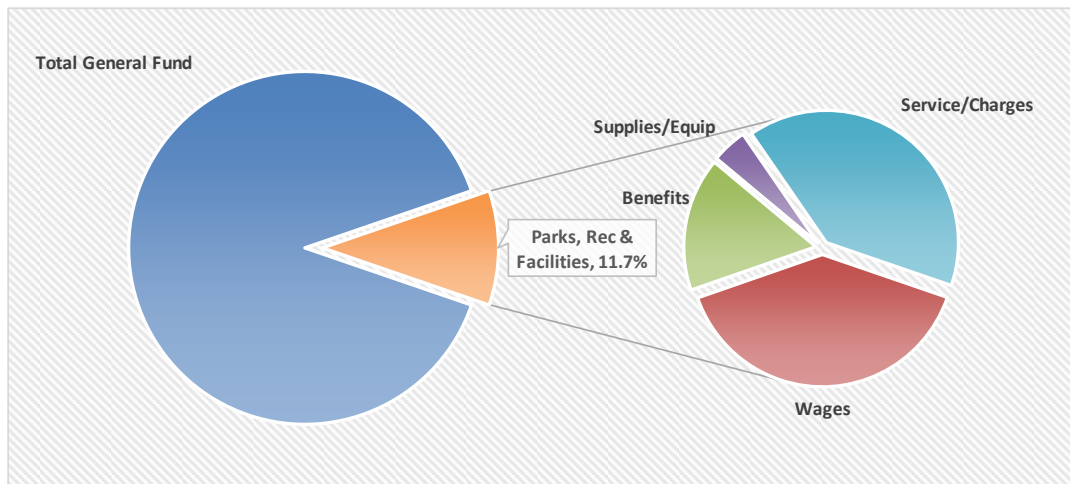
General Fund Resources	1,097,211	1,498,230	1,317,573	1,777,272	279,042	18.6%
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EXPENDITURES BY DIVISION

Civic Center Activities	50,348	72,070	52,828	81,540	9,470	13.1%
Facility Services	524,991	675,460	693,320	951,009	275,549	40.8%
Parks & Recreation	521,872	750,700	571,425	744,723	(5,977)	-0.8%
Total Expenditures	1,097,211	1,498,230	1,317,573	1,777,272	279,042	18.6%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
Wages	472,054	644,290	539,690	700,890	56,600	8.8%
Benefits	221,999	272,280	234,694	290,843	18,563	6.8%
Supplies/Equip	56,679	82,740	84,578	77,130	(5,610)	-6.8%
Service/Charges	346,479	498,920	458,611	708,410	209,490	42.0%
Total Expenditures	1,097,211	1,498,230	1,317,573	1,777,272	279,042	18.6%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Community Dev/Parks & Rec Director	0.35	0.35	-	-
Parks, Rec & Facilities Director	-	-	1.00	1.00
Crew Lead Parks/Facilities	1.00	1.00	1.00	-
Field Supervisor	-	-	-	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Assistant Crew Lead Parks/Facilities	1.00	1.00	1.00	-
Assistant Field Supervisor	-	-	-	1.00
Maintenance Worker	3.00	3.00	3.00	3.00
Custodial Worker	2.00	2.00	2.00	2.00
Total Parks, Rec & Facilities	8.35	8.35	9.00	9.00

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 \$46,467 or 1.2%. 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. The budget also has decreases in Animal Control and Code Enforcement as those activities have moved to the Community and Economic Development Department.

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	3,946,231	244,167	6.6%
General Fund Resources	3,482,542	3,921,664	3,696,720	3,968,131	46,467	1.2%

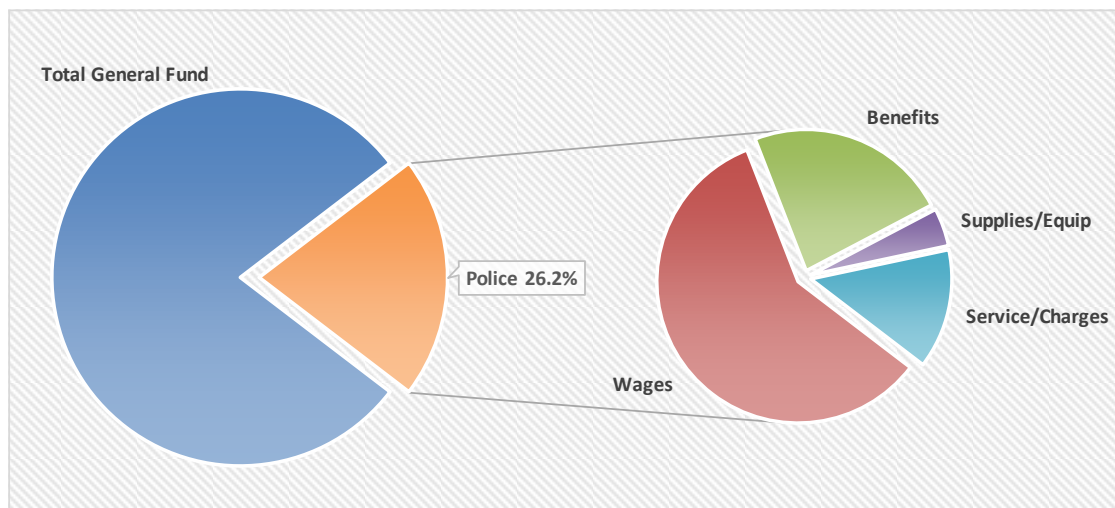
EXPENDITURES BY DIVISION

Administration	201,038	191,650	344,980	380,794	189,144	98.7%
Animal Control	71,796	64,260	74,750	-	(64,260)	-100.0%
Investigations	476,026	636,200	494,380	511,792	(124,408)	-19.6%
Patrol	2,417,346	2,478,084	2,331,310	2,653,018	174,934	7.1%
Records	167,698	194,910	184,250	207,189	12,279	6.3%
SRO	129,973	155,860	137,630	163,597	7,737	5.0%
Code Enforcement	-	151,420	118,560	-	(151,420)	-100.0%
Training	18,666	49,280	10,860	51,740	2,460	5.0%
Total Expenditures	3,482,542	3,921,664	3,696,720	3,968,131	46,467	1.2%

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	\$ Change 23 - 22	% Change 23 - 22
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Wages	2,090,978	2,321,180	2,249,730	2,330,310	9,130	0.4%
Benefits	800,932	933,510	806,630	920,897	(12,613)	-1.4%
Supplies/Equip	141,316	145,720	174,850	172,894	27,174	18.6%
Service/Charges	449,315	521,254	465,510	544,030	22,776	4.4%
Total Expenditures	3,482,542	3,921,664	3,696,720	3,968,131	46,467	1.2%



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	-
Senior Code Enforcement Officer	-	-	1.00	-
Lieutenant	2.00	2.00	2.00	-
Total Police Department	22.50	21.50	23.00	21.00

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 \$48,753 or 5.2%. 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

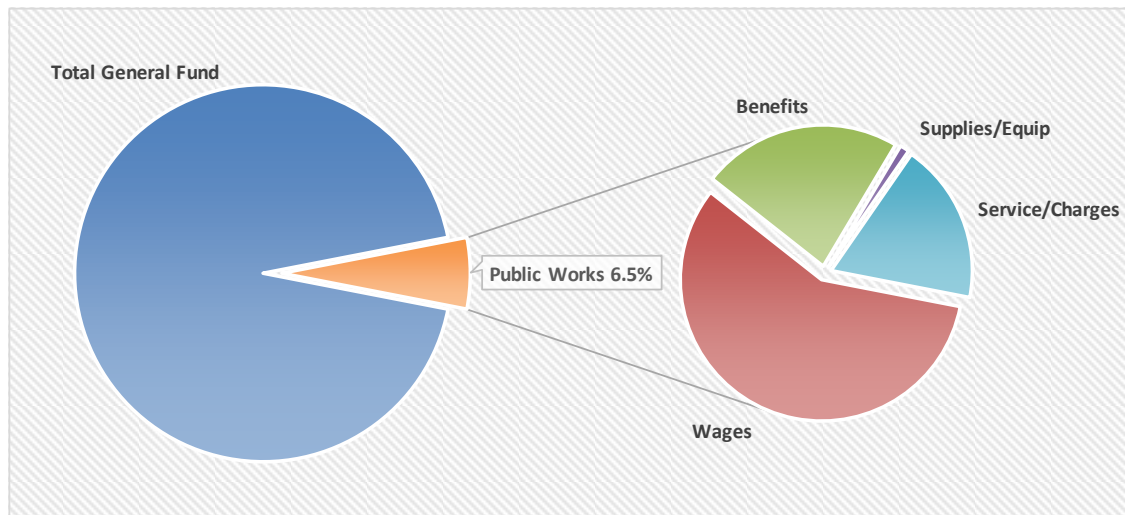
General Fund Resources	699,932	936,328	921,988	985,081	48,753	5.2%
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EXPENDITURES BY DIVISION

Administration	315,987	405,728	405,018	422,416	16,688	4.1%
Engineering	383,945	530,600	516,970	562,666	32,066	6.0%
Total Expenditures	699,932	936,328	921,988	985,081	48,753	5.2%

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	225,941	9,751	4.5%
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	985,081	48,753	5.2%



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 \$70,615 or 3.5%. 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

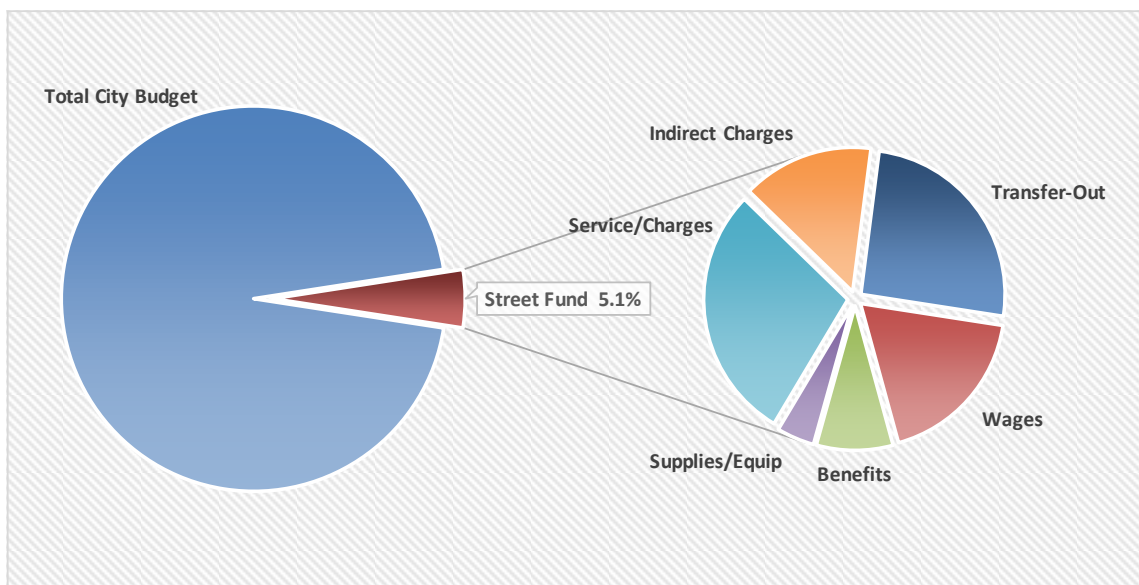
Maint Adm & Overhead	583,094	660,960	628,606	707,873	46,913	7.1%
Parking Facilities	784	1,130	2,029	1,190	60	5.3%
Roadside	112,747	221,670	79,629	161,874	(59,796)	-27.0%
Roadway	325,519	299,450	507,300	333,193	33,743	11.3%
Sidewalks	1,146	11,000	3,703	11,550	550	5.0%
Snow and Ice Control	29,092	15,050	41,950	16,411	1,361	9.0%
Special Purpose Paths	1,265	10,710	2,000	11,250	540	5.0%
Street Cleaning	19,391	40,250	7,731	45,621	5,371	13.3%
Street Lighting	155,142	130,000	130,000	136,500	6,500	5.0%
Traffic Control Devices	94,995	105,990	92,677	116,364	10,374	9.8%
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	2,066,825	70,615	3.5%

Ending Fund Balance	423,415	313,835	319,085	320,576
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Change in Fund Balance	(581,905)	(109,580)	(104,330)	1,491
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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	177,470	18,100	11.4%
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	2,066,825	70,615	3.5%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40
Field Supervisor - 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

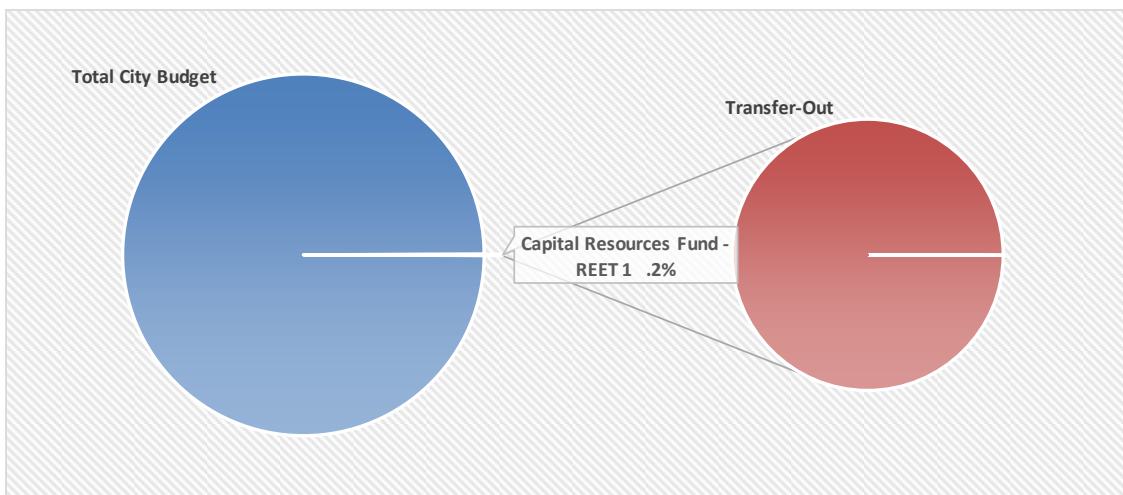
Transfers-Out	46,549	46,830	46,830	128,574	81,744	174.6%
Total Expenditures	46,549	46,830	46,830	128,574	81,744	174.6%

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	

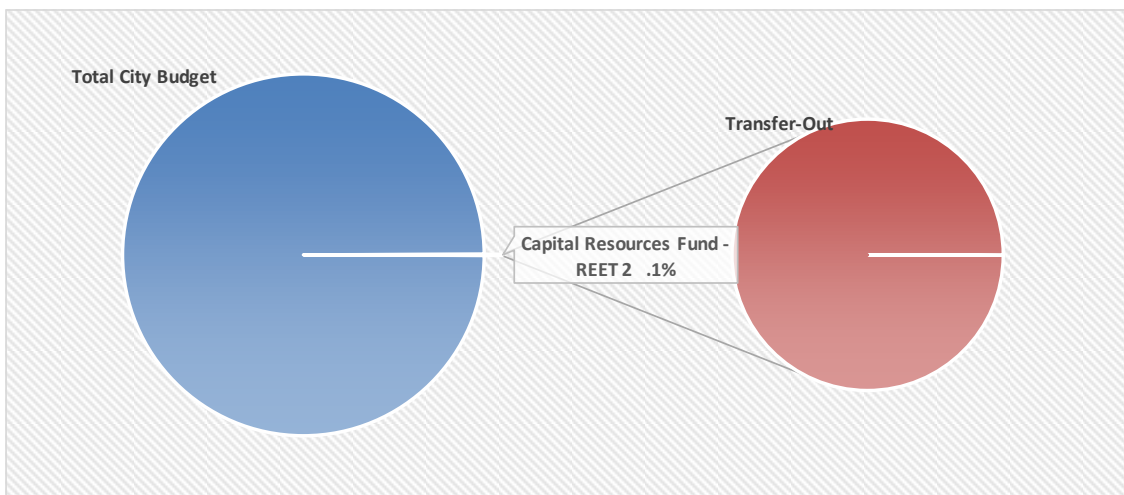
Ending Fund Balance	395,753	448,253	538,253	560,753		
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Change in Fund Balance	395,753	52,500	142,500	22,500		
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EXPENDITURES BY CATEGORY

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

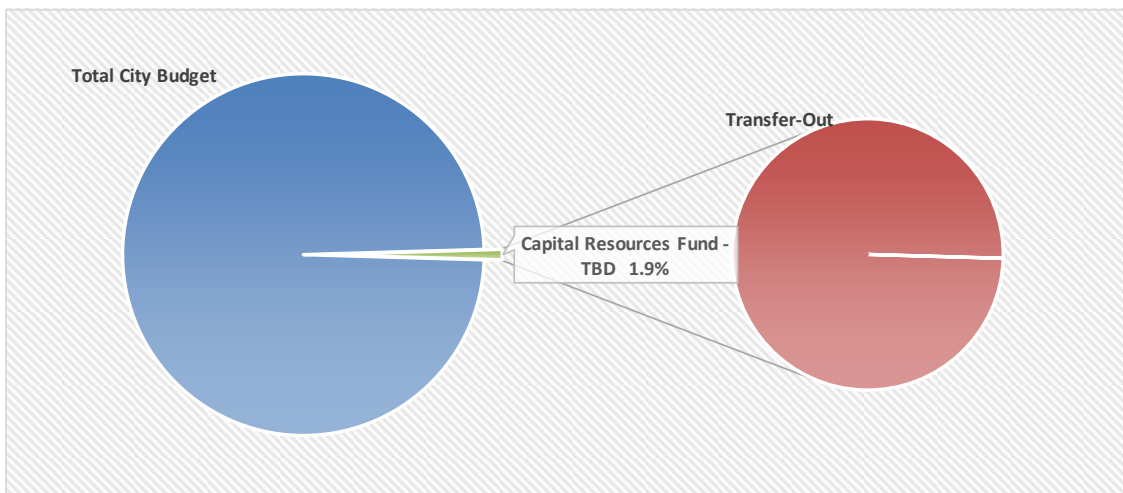
Transfers-Out	14,026	385,390	385,390	779,500	394,110	102.3%
Total Expenditures	14,026	385,390	385,390	779,500	394,110	102.3%

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

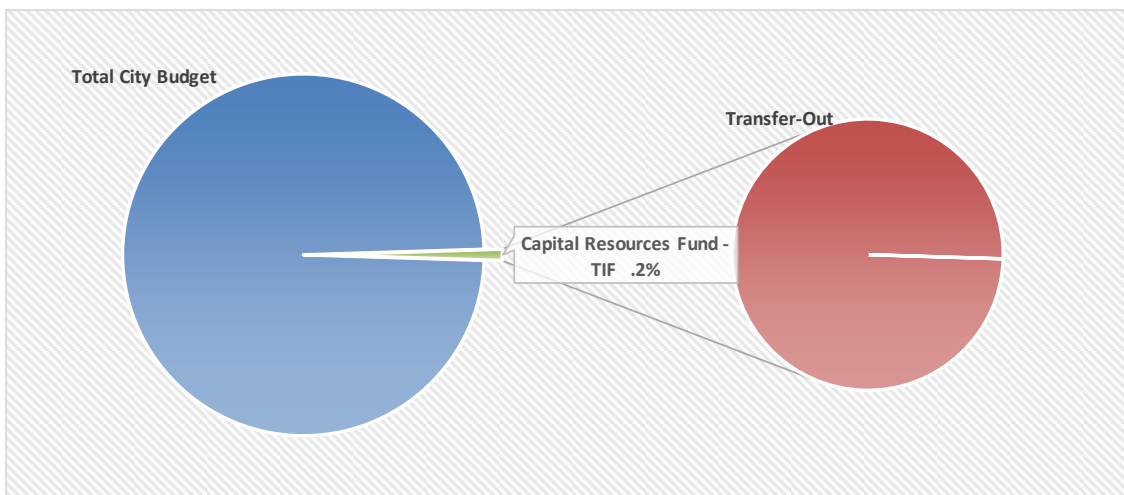
Ending Fund Balance	997,437	663,337	626,837	606,837		
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Change in Fund Balance	997,437	(334,100)	(370,600)	(20,000)		
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EXPENDITURES BY CATEGORY

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

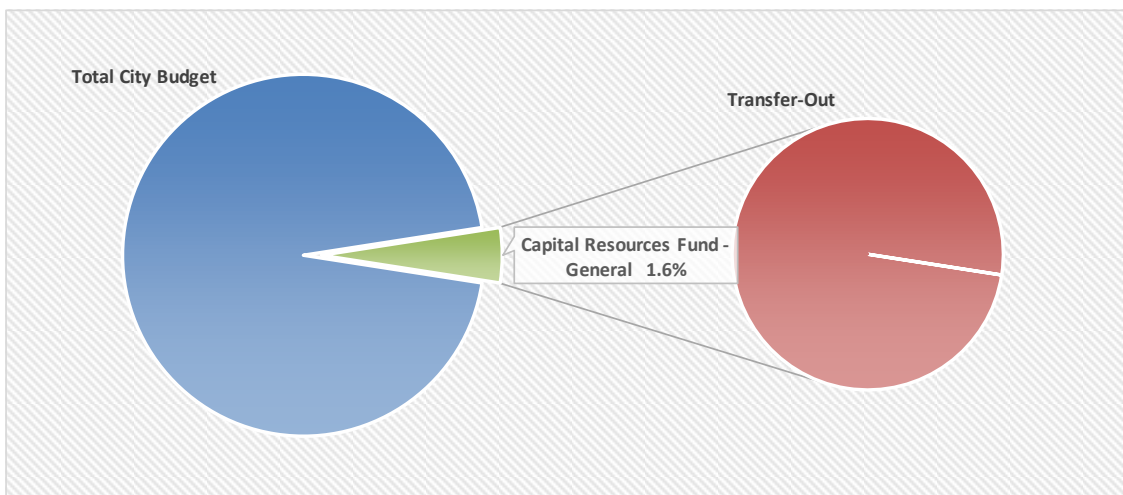
EXPENDITURES BY DIVISION

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%

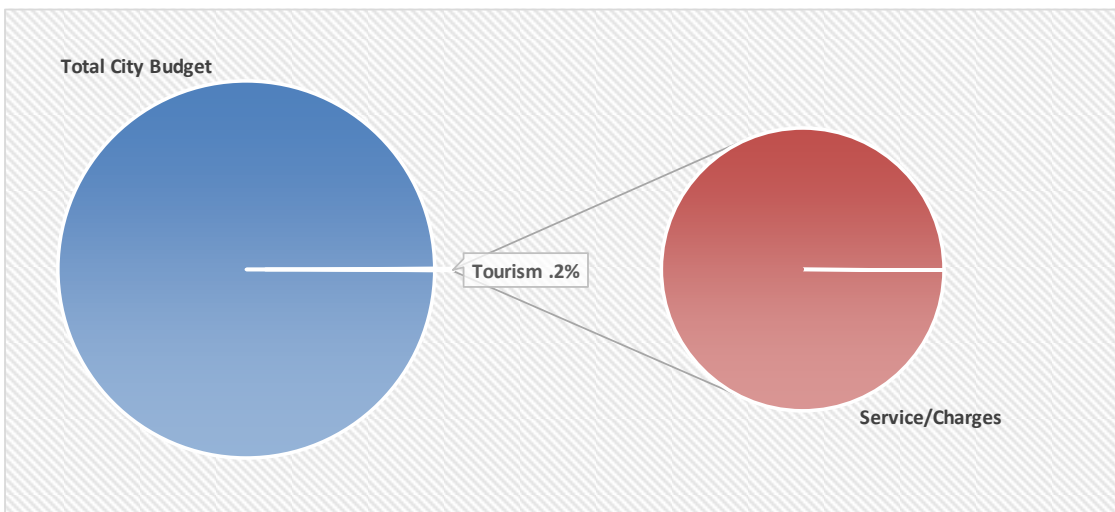
EXPENDITURES BY DIVISION

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

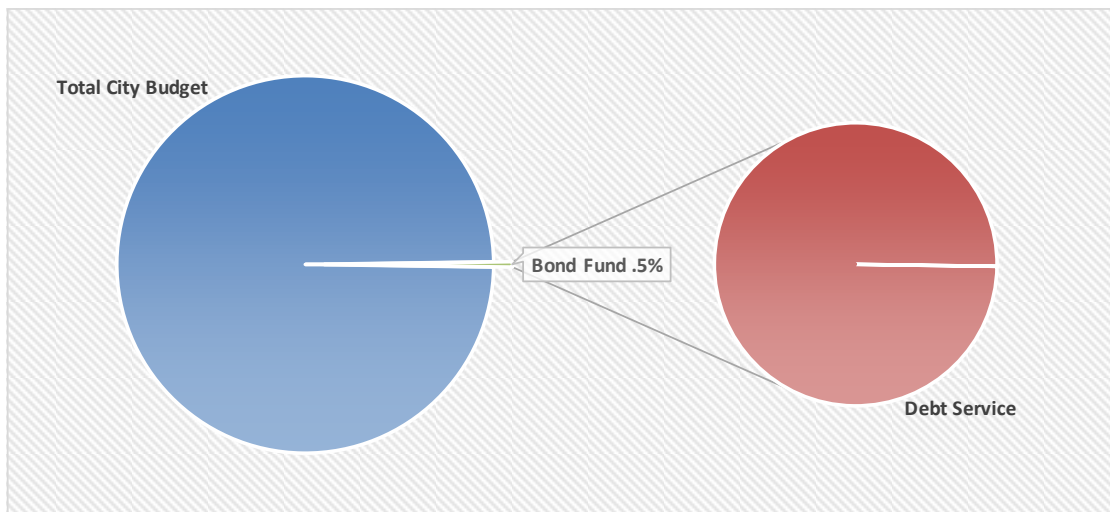
Bond Fund	179,036	177,300	177,300	183,900	6,600	3.7%
Total Expenditures	179,036	177,300	177,300	183,900	6,600	3.7%

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

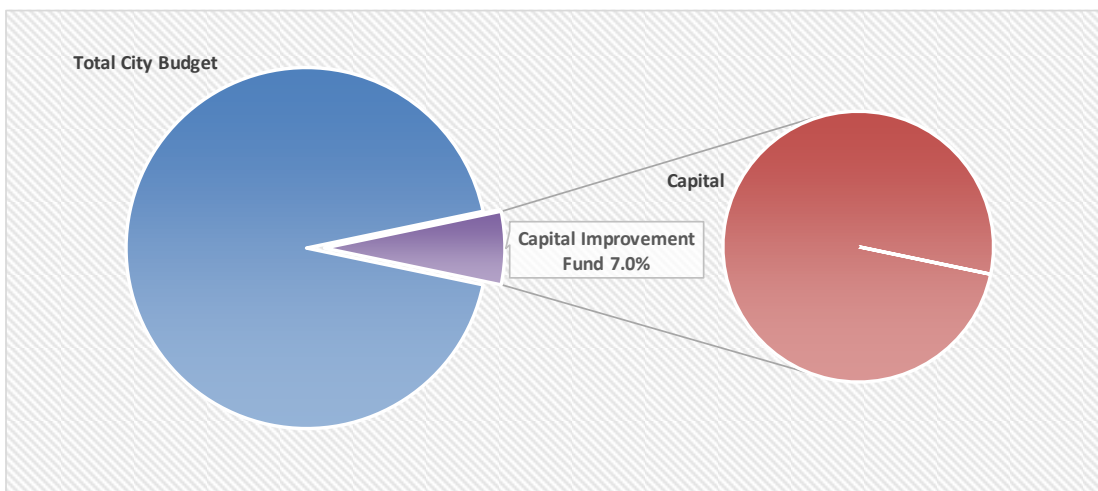
Capital	669,129	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%
Transfer Out	862,456	-	-	-	-	
Grand Total	1,531,585	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%

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 \$685,997 or 24.3%. 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%

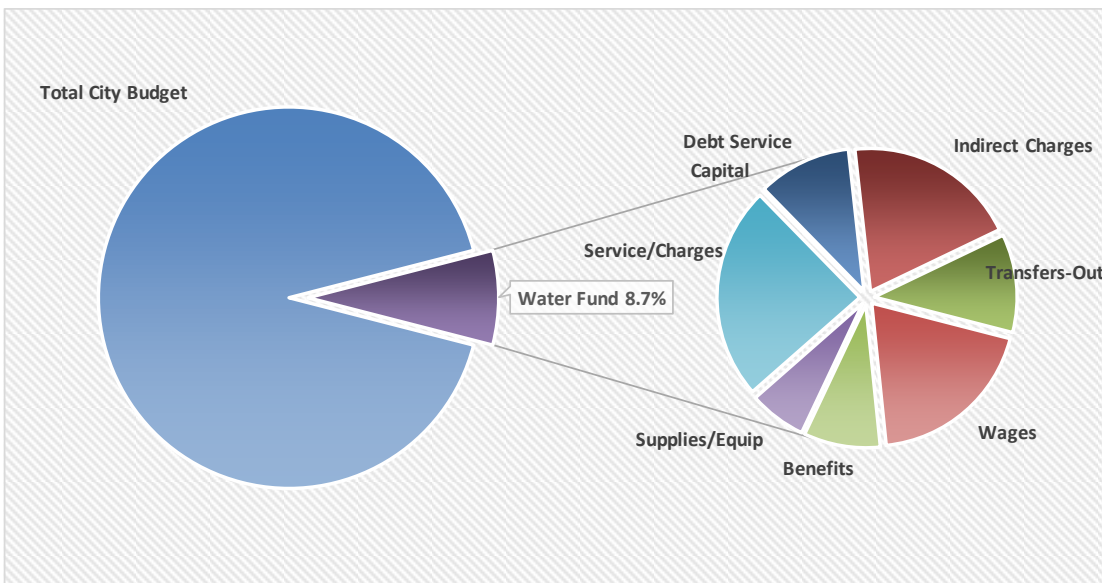
EXPENDITURES BY DIVISION

Water Operations	3,844,009	2,819,954	2,816,889	3,505,951	685,997	24.3%
Total Expenditures	3,844,009	2,819,954	2,816,889	3,505,951	685,997	24.3%

Ending Fund Balance	1,650,758	1,473,114	1,927,013	1,383,372		
Change in Fund Balance	(892,259)	(177,644)	276,255	(543,641)		

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	679,387	88,297	14.9%
Benefits	196,901	259,560	252,810	300,269	40,709	15.7%
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	3,505,951	685,997	24.3%



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%

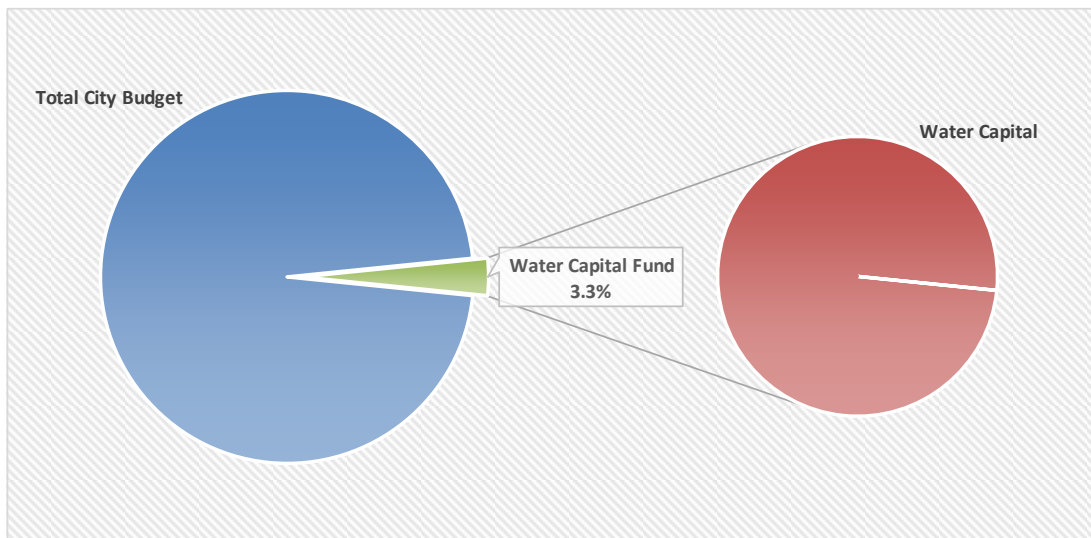
EXPENDITURES BY DIVISION

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 \$580,516 or 9.0%. 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%

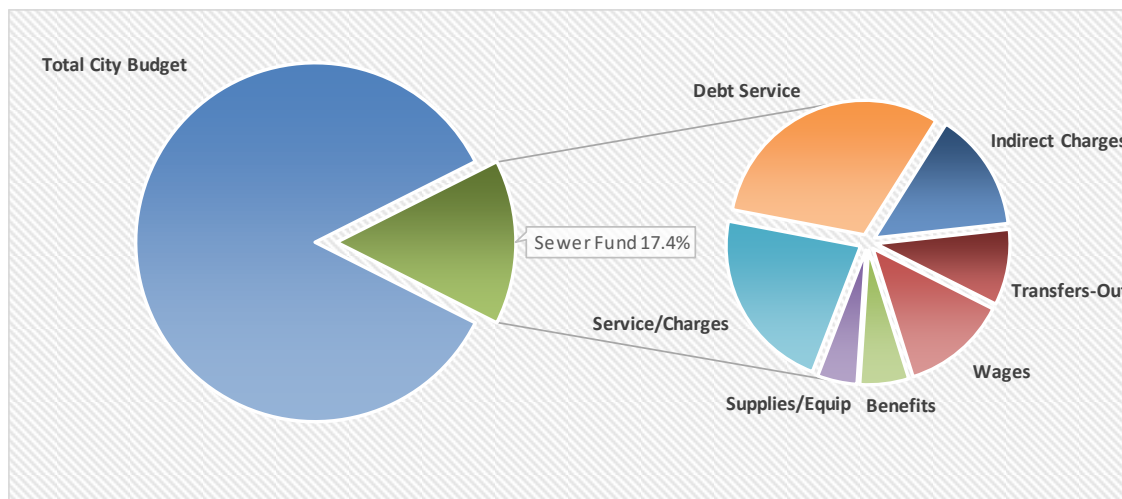
EXPENDITURES BY DIVISION

Collection Main	271,004	257,150	261,890	273,658	16,508	6.4%
Other Main	558,463	431,110	482,228	481,757	50,647	11.7%
Service Main	1,465,062	1,663,530	1,612,922	1,945,773	282,243	17.0%
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	441,444	8,194	1.9%
Other Satellite Plant	79,634	82,150	82,150	93,590	11,440	13.9%
Total Expenditures	7,526,061	6,450,148	6,436,242	7,030,664	580,516	9.0%

Ending Fund Balance	3,664,095	3,581,607	3,875,105	3,307,761		
Change in Fund Balance	(893,594)	(82,488)	211,010	(567,344)		

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	896,320	108,220	13.7%
Benefits	289,562	369,070	389,020	414,151	45,081	12.2%
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	-	-	
Debt Service	1,952,638	2,305,290	2,305,290	2,175,351	(129,939)	-5.6%
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	7,030,664	580,516	9.0%



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

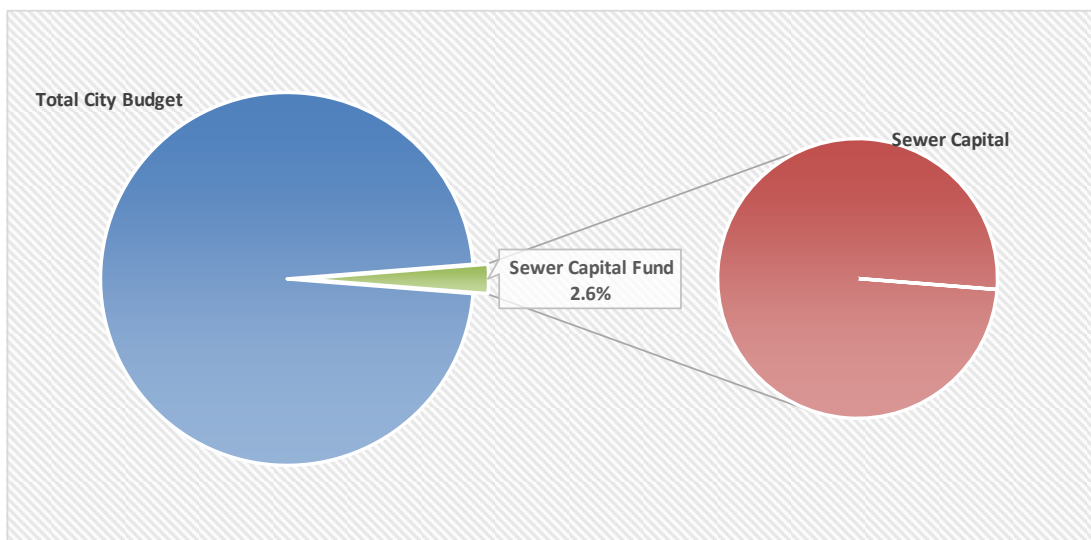
Sewer Capital	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%
Total Expenditures	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%

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

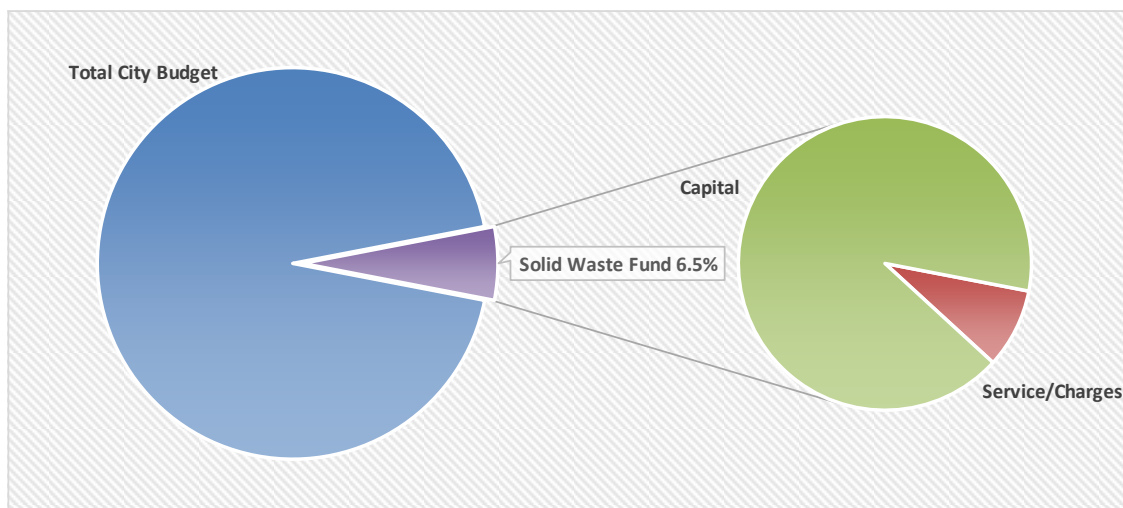
Solid Waste Operations	20,504	1,286,540	1,239,284	2,598,185	1,311,645	102.0%
Total Expenditures	20,504	1,286,540	1,239,284	2,598,185	1,311,645	102.0%

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 \$136,156 or 9.2%. 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%

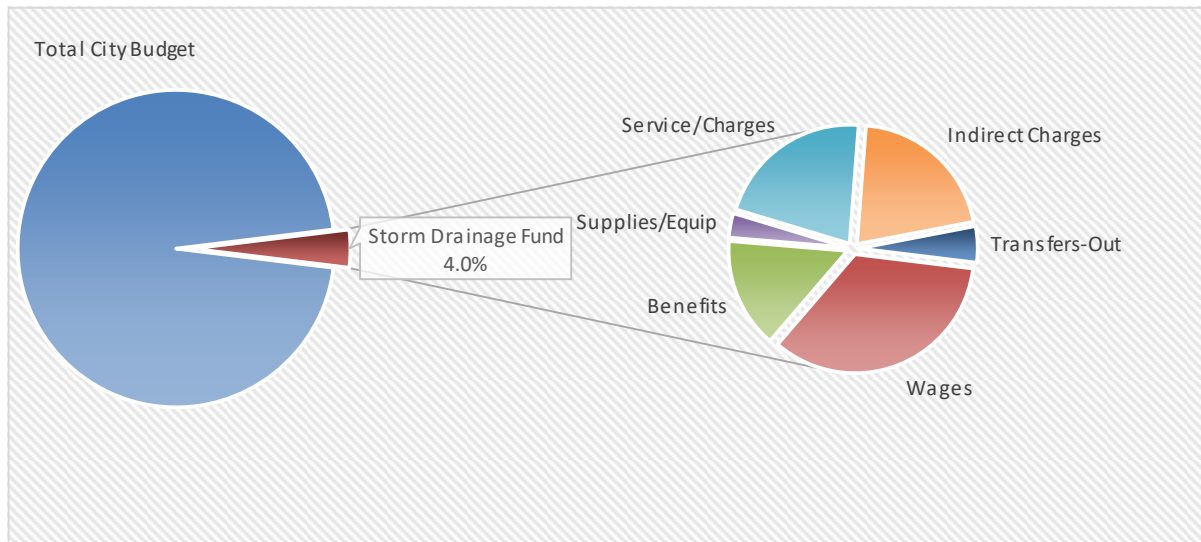
EXPENDITURES BY DIVISION

Storm Operations	926,122	1,481,835	1,571,201	1,617,991	136,156	9.2%
Total Expenditures	926,122	1,481,835	1,571,201	1,617,991	136,156	9.2%

Ending Fund Balance	391,777	472,782	331,407	276,256		
Change in Fund Balance	11,038	81,005	(60,370)	(55,151)		

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	242,846	24,866	11.4%
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	1,617,991	136,156	9.2%



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

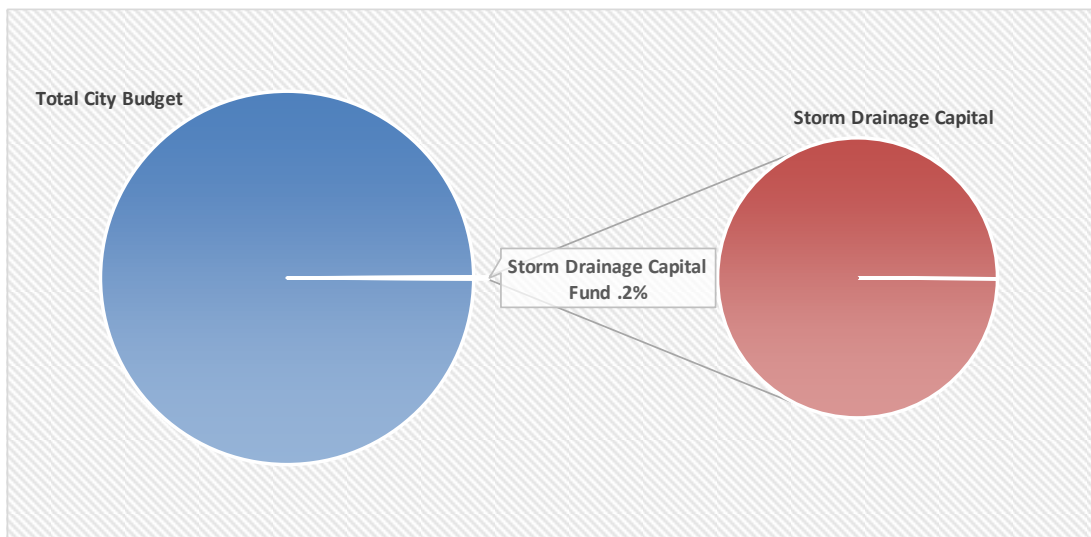
Storm Drainage Capital	9,129	320,035	413,000	80,000	(240,035)	100.0%
Total Expenditures	9,129	320,035	413,000	80,000	(240,035)	100.0%

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

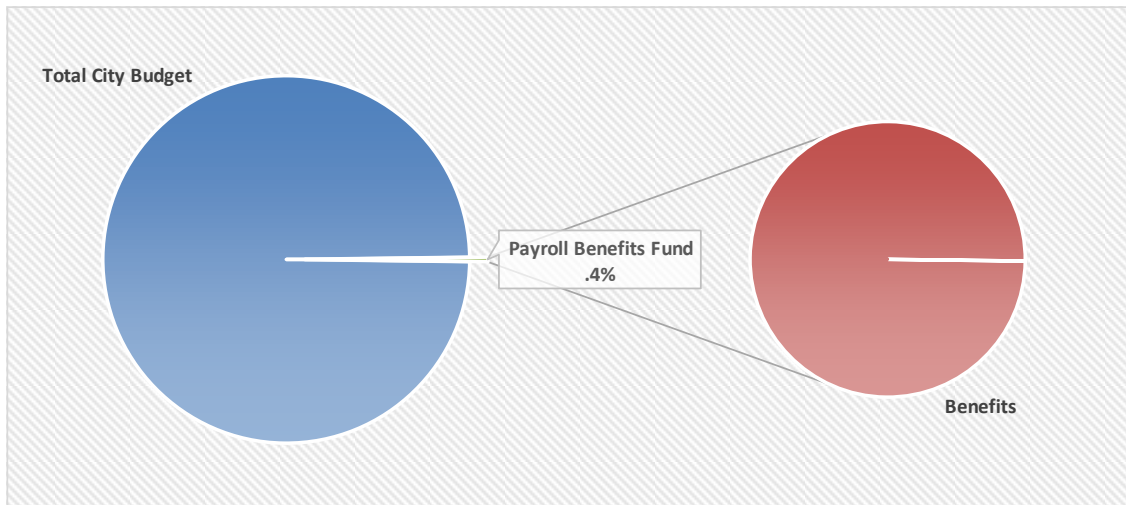
Payroll Benefits	50,735	201,000	64,100	160,350	(40,650)	-20.2%
Total Expenditures	50,735	201,000	64,100	160,350	(40,650)	-20.2%

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, vector 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%

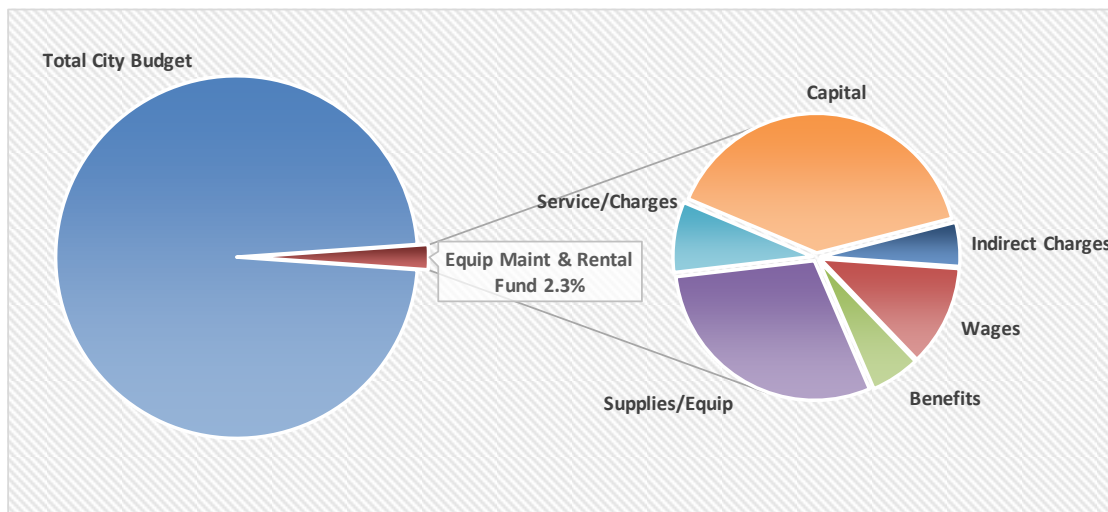
EXPENDITURES BY DIVISION

Equipment Maint & Rental	770,415	892,450	860,509	918,976	26,526	3.0%
Total Expenditures	770,415	892,450	860,509	918,976	26,526	3.0%

Ending Fund Balance	593,494	284,044	315,985	(19,991)		
Change in Fund Balance	(170,456)	(309,450)	(277,509)	(335,976)		

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	51,899	5,009	10.7%
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	918,976	26,526	3.0%



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.

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%

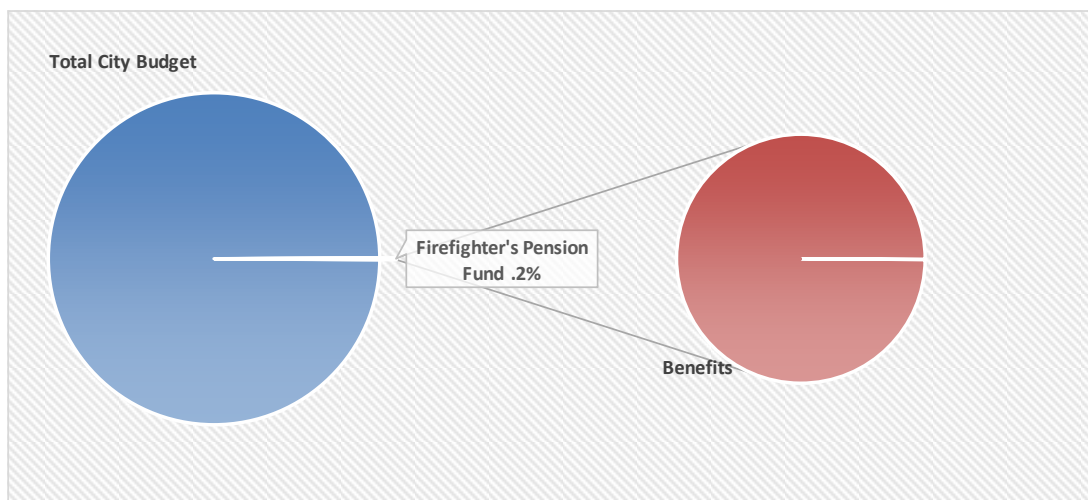
EXPENDITURES BY DIVISION

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%

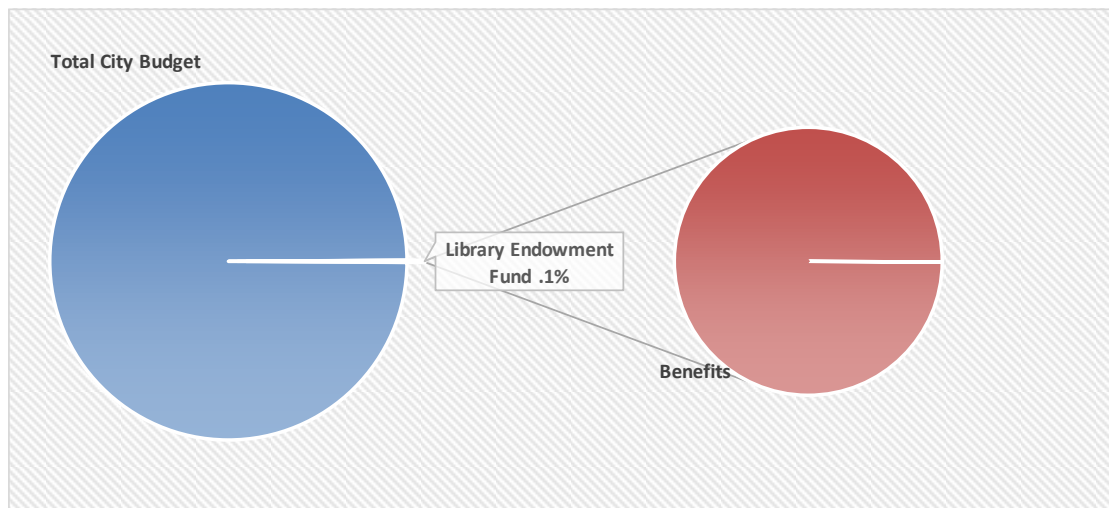
EXPENDITURES BY DIVISION

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 F2)

Touch Date: 10/20/2022
Brief Date: 11/01/2022
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 Regular and EMS Ad
Valorem Taxes**
ATTACHMENTS:
Ordinance No. 1992-0922

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Ordinance to set the regular and EMS levies for collection in 2023. This Ordinance will levy the statutory maximum Ad Valorem Tax by increasing levy collections by 1% from the highest lawful levy amount plus new construction and State assessed property which are legally allowed add-ons beyond the 1% statutory regulation.

Property tax collections are allowed to increase by the lower of 1% or the Implicit Price Deflator (IPD). The IPD for calculating the increase on 2023 property tax collections is 6.457%, higher than the statutory limit of 1%. RCW 8.55.0101 allows taxing districts, when the IPD is less than 1%, to collect up to the statutory 1% maximum if the City Council approves legislation finding a substantial need for the tax district to collect the full 1%.

This Ordinance is scheduled to be heard again at the November 15th Council meeting for the second public hearing. The Council will also consider the 2023 proposed budget.

ANALYSIS/OPTIONS/ALTERNATIVES:

The 2023 budget has been developed utilizing the 1% increase in the property tax levy rate.

BUDGET/FISCAL INFORMATION:

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move that we forward Ordinance No. 1992-0922 to the November 15th Council meeting for the next scheduled public hearing for further consideration and action and to allow the public another opportunity to be heard on the ordinance under consideration."

ORDINANCE NO. 1992-0922

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, SETTING THE
AMOUNT OF THE ANNUAL AD VALOREM TAXES IN THE CITY OF SHELTON FOR
CALENDAR YEAR 2023**

WHEREAS, the City Council of the City of Shelton held properly noticed public hearings on October 4, 2022 and November 1, 2022 to consider the General Fund revenues and expenses for the 2023 budget; and

WHEREAS, the City Council of the City of Shelton held a properly noticed public hearing on November 1, 2022 and November 15, 2022 to consider the City of Shelton's Ad Valorem (Property) taxes for the 2023 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the City of Shelton's highest lawful regular levy amount from the previous year was \$2,195,050.80; and

WHEREAS, the City of Shelton's highest lawful EMS levy amount from the previous year was \$324,328.38; and

WHEREAS, the population of the City of Shelton is more than 10,000; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, determined that the City of Shelton requires a regular levy in the amount of \$2,234,276.29, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interests; and

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

Section 1.

A levy is authorized to be collected in 2023, with an increase in the City's 2022 highest lawful levy of the statutory 1% for collections in 2023, resulting in a dollar amount increase of \$39,225.49 or 1.78700% from the previous year's regular levy. The levy will be used to for the purpose of paying the general expenses of the City of Shelton municipal government and is calculated:

2022 Highest Lawful Levy	\$ 2,195,050.80
2022 Regular Levy	\$ 2,195,050.80
2023 Limit Factor of 1% on Highest Lawful Levy	\$ 2,217,001.31
<i>Dollar Increase from 2022 Regular Levy</i>	<i>\$ 21,950.51</i>
<i>Percent Increase from 2022 Regular Levy</i>	<i>1.00000%</i>
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 15,787.08
Estimated State Assessed Property	\$ 1,487.90
2023 Regular Property Tax	\$ 2,234,276.29
<i>Dollar Increase Including add-ons</i>	<i>\$ 39,225.49</i>
<i>Percent Increase Including add-ons</i>	<i>1.78700%</i>

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2023 levy amounts provided to the City of Shelton.

Section 2.

An EMS levy is authorized to be collected in 2023, with an increase in the levy for collections in 2023, resulting in a levy amount of \$565,209.26 and this amount is exclusive of new construction, state utilities and refunds. The levy will be used to for the purpose of paying the Fire and EMS expenses of the City of Shelton municipal government.

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2023 levy amounts provided to the City of Shelton.

Section 3.

Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4.

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

INTRODUCED the 1st day of November 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 COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 09/29/2022
Brief Date: 11/01/2022
Action Date: 11/15/2022

Department: Public Works
Presented By: Brooke Kilts

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

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

PROGRAM/PROJECT TITLE:
C Street Landfill Cleanup Construction
Contract Award

ATTACHMENTS:
- Invitation to Bid

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

Under the State Model Toxics Control Act (MTCA), the Department of Ecology (ECY) mandated the closure of the City's C Street Landfill. The process initiated in 2015 when the City and ECY worked together to determine requirements and steps necessary to effectively close the landfill in accordance with the MTCA. Following completion of a remedial investigation and feasibility study, an engineering design report was drafted and approved by the Department of Ecology, allowing staff to go out to bid for the cleanup construction.

The attached Invitation to Bid was advertised in the Shelton-Mason County Journal and Seattle Daily Journal of Commerce, and full bid documents were posted to Builder's Exchange of Western Washington and on the City's Bidding Opportunities webpage.

Although the bid opening, scheduled for October 26th, had not yet occurred as of the writing of this briefing, by the time of this Council meeting, staff will be able to identify an apparent low bidder with bid amount, and a recommendation of award, to be brought forward to the action agenda of the following Council meeting.

ANALYSIS/OPTIONS/ALTERNATIVES:

Although the cleanup construction is a requirement of the Agreed Order, mandated by the Department of Ecology, Council has the option to reject all bids and direct staff to re-bid the project if the Council determines the bids to be too high.

BUDGET/FISCAL INFORMATION:

In 2015, the City was awarded a Toxics Cleanup Oversight Remedial Action Grant from the Department of Ecology in the amount of \$815,000. The ECY grant has paid for the activities completed thus far, with approximately \$440,000 in State funds remaining, which will be enough to initiate construction of the site. The City was later notified the project would be allocated \$500,000 through the State 2020 Supplemental Budget, and in 2021, the City was awarded an additional \$900,000 ECY Grant. All funds awarded for the project have a 25% City match requirement which is paid out of the City's Solid Waste fund.

Following completion of engineering design for the project, a revised Engineer's Estimate was prepared, and the project spending estimate was updated, revealing a deficit of approximately \$395,000. Staff then reached out to the Department of Ecology to portray the project's current funding status and express the need for additional funds. Staff was recently informed by the Department of Ecology that their pleas were successful and

ECY was able to locate and allocate the needed funds towards the project; this will be accounted for in the new Funding Agreement that will be drafted and brought to Council once funds in the current grant get expended. The table below illustrates the estimated cost of construction (including construction management), and one-year of post-construction O&M, and the current funding status.

Cleanup Cost Estimate	Estimated Costs	Ecology Share	Local Match
Construction (Direct + Indirect) & Post-Construction	\$ 2,905,235	\$ 2,178,926	\$ 726,309
O&M (1-year post-construction)	\$ 74,700	\$ 56,025	\$ 18,675
Total	\$ 2,979,935	\$ 2,234,951	\$ 744,984

Funding

Current Grant Remaining	\$ 439,583	\$ 146,528
2020 Supplemental Funding	\$ 500,000	\$ 166,667
21-23 Funding	\$ 900,000	\$ 300,000
Approved Additional ECY Funds	\$ 395,368	\$ 131,789
Current Funding/Match Totals	\$ 2,234,951	\$ 744,983

PUBLIC INFORMATION REQUIREMENTS:

Further information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to forward this item, with the addition of the awarding resolution, to the November 15th Council meeting for further consideration".*

INVITATION TO BID
CITY OF SHELTON
C STREET LANDFILL CLEANUP CONSTRUCTION

The City of Shelton is releasing a Public Works Project for municipal waste consolidation and capping.

Bid Date: Sealed bids for the above improvements will be received by the City Clerk of the City of Shelton, until **1:00 p.m., October 26, 2022**. The bids will be opened and read aloud in Meeting Room 1 at the Shelton Civic Center located at 525 West Cota Street. Bids received after the time fixed for Bid Opening will not be accepted or considered. The official time for determining whether a bid has been submitted in a timely manner is based on the time clock in the meeting room. Bids received prior to the deadline will be publicly opened and read aloud shortly after the deadline.

Delivery of Proposal: Bids may be mailed, hand delivered, or delivered by carrier to The City of Shelton, 525 W Cota Street, Shelton, WA 98584; no emailed submissions will be accepted. All proposals must be clearly marked on the outside of the envelope, "C Street Landfill Cleanup Construction Bid".

All bid proposals shall be accompanied by a proposal guarantee (certified or cashier's check or approved bond) payable to the City of Shelton in an amount not less than five percent (5%) of the amount of the proposal price. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Shelton. No bid shall be considered unless accompanied by such bid proposal deposit.

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

Solicitation Documents: Contract Bid documents are available free of charge on the City of Shelton's on-line plan room at Builder's Exchange located at www.bxwa.com or on the City Website at www.sheltonwa.gov.

Scope of Work: The project will include (but not be limited to) the following major items of work:

- Waste Consolidation
- Soil Capping (geotextile, low-permeability soil, topsoil, and hydroseeding)
- Signage and fencing

The Contractor will have 90 (ninety) working days to complete the work in compliance with all applicable laws and regulations.

The Engineer's estimated range for this project is between \$2,200,000 and \$2,700,000.

Pre-Proposal Meeting: A pre-proposal meeting will be held on Tuesday, October 18, 2022 at the C Street Landfill. Those wishing to attend the Pre-Proposal Meeting shall meet City Staff at the yellow gate on the west end of W C Street, just past St. Edward Catholic Church. Staff will open the gated entrance at 10:00 am, allowing those in attendance to drive through to the site. The gate will be closed promptly after all vehicles have entered; for this reason, it is very important that everyone wishing to attend the meeting be at the designated location by 10:00 am.

Written questions regarding the project may be directed to the Project Coordinator, Brooke Kilts, at brooke.kilts@sheltonwa.gov. In your email subject line, reference the project title. All questions must be in the body of the email rather than in an attachment. No response will be made to questions unless they are submitted in writing to the person noted above and received by 1:00 p.m. on Wednesday, October 19, 2022. The City will not be responsible for unsuccessful submittals of questions.

Responses to questions received by the deadline will be distributed to all bidders registered on the project through Builder's Exchange, as well as posted to the City's Bidding Opportunities webpage. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential. The answers are not typically considered an addendum.

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

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

The City of Shelton reserves the right to reject any and all bids and to waive minor irregularities.

(Signed): JAY HARRIS
PUBLIC WORKS DIRECTOR

Dates of publication in the Shelton-Mason County Journal: October 6 and 13, 2022

Dates of publication in the Seattle Daily Journal of Commerce: October 4 and 11, 2022

Also published on the following websites:

Builder's Exchange of Washington, Inc.

City of Shelton



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 10/13/2022
Brief Date: 10/18/2022
Action Date: 11/01/2022

Department: Public Works
Presented By: Ken Gill, City Engineer

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

REVIEWED:

PROGRAM/PROJECT TITLE:

Ordinance No. 1993-0922 Amending
SMC Ch. 13.02 Related to
Stormwater Regulations

ATTACHMENTS:

- 1.Public Hearing Notice
- 2.Proposed Ordinance No.1993-0922
- 3.WW Phase II Permit
- 4.Example Business Inspection Form
- 5.PPT presentation

Action Requested:

☒ Ordinance

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Shelton is subject to the requirements of the Western Washington Phase II Municipal Stormwater Permit. A requirement of this permit is "Permittees shall adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control Best Management Practices (BMPs) for pollutant generating sources associated with existing land uses and activities". Ecology defines a source control BMP as "a structure or operation that is intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. Structural Source Control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering stormwater. Operational BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater".

The Western Washington Phase II Municipal Stormwater Permit (Permit) provides minimum performance measures (middle of page 29 of 56). One measure (S5.C.8.b.i) is an ordinance or other enforceable document requiring the application of source control BMPs for pollutant generating sources.

SMC 13.02.010 already defines Source Control BMPs and SMC 13.02.150 references Source Control BMPs in Large Development Minimum Requirements. However, there is no section that specifically requires Source Control BMPs for existing land uses and activities.

Stacey Clear, a professional engineer with experience in municipal stormwater and Permit requirements has reviewed the SMC and Permit. She also has provided recommendations to add additional items into the SMC to be "Permit compliant". With assistance from our legal department, the attached Ordinance was prepared.

ANALYSIS/OPTIONS/ALTERNATIVES:

Do not adopt this ordinance and be out of compliance with the City Phase II Stormwater Permit requirements.

BUDGET/FISCAL INFORMATION:

N/A this Ordinance will keep the City of Shelton in compliance with the Western Washington Phase II Municipal Stormwater Permit.

PUBLIC INFORMATION REQUIREMENTS:

City Clerk Donna Nault coordinated posting of the attached Public Notice to be printed in the Shelton Mason County Journal on October 6th, 2022.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to adopt Ordinance No. 1993-0922 as presented".*



CITY OF SHELTON
525 W. COTA ST.
SHELTON, WA 98584

TO: Shelton-Mason County Journal

DATE: September 29, 2022

Please publish the following notice on October 6th, 2022

**NOTICE OF PUBLIC HEARING
for the
CITY OF SHELTON**

ORDINANCE NO. 1993-0922

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING
CHAPTER 13.02 OF THE SHELTON MUNICIPAL CODE, RELATED TO
STORMWATER REGULATION**

The City Council will conduct a public hearing on October 18, 2022, at 6:00 p.m. to consider adopting an ordinance updating the Shelton Municipal Code relating to Stormwater Management. The public is invited to comment on the above referenced matters or, provide written testimony to the City Clerk.

Donna Nault
City Clerk
(360) 810-0351

ORDINANCE NO 1993-0922

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING CHAPTER 13.02 OF THE SHELTON MUNICIPAL CODE RELATED TO STORMWATER REGULATION

WHEREAS, to help prevent water pollution, the City operates according to a permit from the National Pollution Discharge Elimination System (NPDES), which regulates municipal stormwater discharges; and

WHEREAS, as a Phase II permittee, the City of Shelton is required to adopt an ordinance establishing best management practices (BMPs) for stormwater source control; and

WHEREAS, the City Council wishes to amend its existing stormwater regulations, contained in Chapter 13.02 of the Shelton Municipal Code, to comply with NPDES requirements.

NOW, THEREFORE, the Shelton City Council ordains as follows:

Section 1. Section 13.02.010 of the Shelton Municipal Code is amended to add a definition of “AKART” and to amend the definition of “Source Control BMP” as follows:

“AKART” shall mean All Known, Available, and Reasonable methods of prevention, control, and treatment.

~~“Source control BMP” means a BMP that is intended to prevent pollutants from entering stormwater. A few examples of source control BMPs are erosion control practices, maintenance of stormwater facilities, constructing roofs over storage and working areas, and directing wash water and similar discharges to the sanitary sewer or a dead-end sump.~~

“Source Control BMP” shall mean a structure or operation intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. A Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater. Operational Source Control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater.

Section 2. Section 13.02.020 of the Shelton Municipal Code is amended to add a new subsection J to the “Purposes” of the Chapter, as follows:

J. Promote the implementation of stormwater best management practices (BMPs) by the residents and businesses of the city.

Section 3. Sections 13.02.080 and 13.02.100 of the Shelton Municipal Code are amended as follows:

13.02.080 Conditional discharges.

The following types of discharges shall not be considered illegal discharges for the purposes of this chapter if they meet the stated conditions, unless the director determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface water or ground water:

- A. Discharges from potable water, including water sources, including but not limited to water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the stormwater system;
- B. Discharges from lawn watering and other irrigation runoff are permitted but shall be minimized.
- C. Dechlorinated swimming pool, spa and hot tub discharges limited to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the stormwater system; Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the Stormwater Drainage System.
- D. Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents are permitted if the amount of street wash and dust control water used is minimized. At active construction sites, street sweeping must be performed prior to washing the street;
- E. Nonstormwater discharges. The discharge shall be in compliance with the requirements of a stormwater pollution prevention plan reviewed and approved by the city, which addresses control of such discharges by applying all known and reasonable methods of prevention, control, and treatment (AKART) to prevent contaminants from entering surface or ground waters. (Ord. 1980-1021 § 2, 2022)

13.02.100 Inspection.

Duly authorized and properly identified city employees shall have the right to access any person's property at all reasonable times for the purpose of ensuring conformity to this chapter. All activities regulated by this chapter, except those exempted within this chapter, shall be inspected by the city. The city shall have the authority to inspect private property to monitor for proper implementation of stormwater BMPs pursuant to SMC 13.02.150. The city shall also inspect projects at various stages of the work requiring approval to determine that adequate control is being exercised. Stages of work requiring inspection include, but are not limited to, preconstruction; installation of BMPs; land-disturbing activities; installation of utilities, landscaping, retaining walls and completion of a project. When required by the city, special inspection and/or testing shall be performed and the cost shall be charged to the developing

person or persons. The city shall also investigate illicit discharges in an effort to identify the source. If such discharges are tracked to a specific connection to the public stormwater drainage system, or directly to surface water or ground water, inspection and investigation of that site will be initiated in compliance with the inspection procedures defined in this section. If the discharge is an imminent threat to public safety or the environment, emergency measures shall be taken in accordance with this section. (Ord. 1980-1021 § 3, 2022; Ord. 1637-0305 § 1 (part), 2005; Ord. 1438-1295 (part), 1995. Formerly 13.02.060)

Section 4. A new Section 13.02.150, titled “Best Management Practices (BMPs) Required,” shall be added to the Shelton Municipal Code as follows:

13.02.150 Best Management Practices (BMPs) Required

A. Application. Existing development, current activities, and new development activities that are not listed in the exemptions of this subsection are required to apply stormwater BMPs listed in the Department of Ecology Stormwater Management Manual for Western Washington, Volume IV. A BMP not included in this manual may be approved by the responsible official if the proponent demonstrates that it provides equivalent effectiveness. An exemption from the requirement to use BMPs does not provide an exemption allowing prohibited discharges.

B. Implementation. In applying the Department of Ecology Stormwater Management Manual for Western Washington for existing development, the responsible official shall first require the implementation of nonstructural source control BMPs. If these are not sufficient to prevent contaminants from entering surface and stormwater or groundwater, the responsible official may require implementation of structural source control BMPs or treatment BMPs, using AKART.

C. Inspections. The city shall have the authority to inspect private property to monitor for proper implementation of stormwater BMPs pursuant to SMC 13.02.100.

D. Exemptions. The following persons or entities are exempt from the provisions of this section unless the responsible official determines the alternative BMPs to be ineffective at reducing the discharge of contaminants or activities are causing a prohibited discharge:

1. Persons implementing BMPs through another federal or state regulatory or resource management program; provided the responsible official may perform inspections to ensure compliance with this chapter. If the other program requires the development of a best management practices plan, the person shall make that plan available to city upon request;
2. Persons engaged in forest practices regulated under WAC Title 222, except for Class IV general forest practices as defined under Chapter 222-16 WAC; and
3. Persons conducting normal residential activities at property containing a single-family detached dwelling, duplex or triplex and modifications to it on a lot approved for such use, unless the responsible official determines that these activities pose a hazard to public health, safety or welfare; endanger any property; or adversely affect the safety and

operation of city right-of-way, utilities, and/or other property owned or maintained by the city.

Section 5. Existing Sections 13.02.150, .160, and .170 of the Shelton Municipal Code shall be renumbered to Sections 13.02.160, .170, and .180.

Section 6. This Ordinance shall take effect and be in force five days after passage and publication as required by law.

PASSED by the City Council this ____ day of _____ 2022.

Eric Onisko
Mayor

ATTEST/AUTHENTICATED:

Donna Nault, City Clerk

Issuance Date: July 1, 2019
Effective Date: August 1, 2019
Expiration Date: July 31, 2024

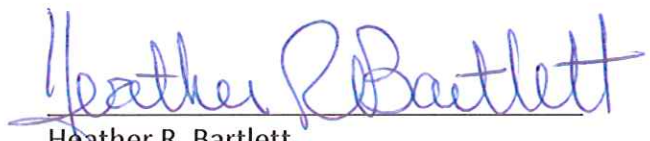
Western Washington Phase II Municipal Stormwater Permit

National Pollutant Discharge Elimination System and
State Waste Discharge General Permit for discharges from
Small Municipal Separate Storm Sewers
In Western Washington

State of Washington
Department of Ecology
Olympia, WA 98504-7600

In compliance with the provisions of
The State of Washington Water Pollution Control Law
Chapter 90.48 Revised Code of Washington
and
The Federal Water Pollution Control Act
(The Clean Water Act)
Title 33 United States Code, Section 1251 *et seq.*

Until this Permit expires, is modified, or revoked, Permittees that have properly obtained coverage under this Permit are authorized to discharge to waters of the State in accordance with the special and general conditions which follow.



Heather R. Bartlett
Water Quality Program Manager
Department of Ecology

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SPECIAL CONDITIONS

S1. PERMIT COVERAGE AREA AND PERMITTEES

A. Geographic Area of Permit Coverage

This Permit is applicable to owners or operators of regulated small Municipal Separate Storm Sewer Systems (MS4s) located west of the eastern boundaries of the following counties: Whatcom, Skagit, Snohomish, King, Pierce, Lewis, and Skamania.

1. For all cities required to obtain coverage under this Permit, the geographic area of coverage is the entire incorporated area of the city.
2. For all counties required to have coverage under this Permit, the geographic area of coverage is the urbanized areas and urban growth areas associated with permitted cities under the jurisdictional control of the county. The geographic area of coverage also includes any urban growth area contiguous to permitted urbanized areas under the jurisdictional control of the county.
3. For Whatcom County, the geographic area of coverage also includes the unincorporated Birch Bay urban growth area.
4. For Secondary Permittees required to obtain coverage under this Permit, the minimum geographic area of coverage is all areas identified under S1.A.1 and S1.A.2. At the time of permit coverage, the Washington State Department of Ecology (Ecology) may establish a geographic area of coverage specific to an individual Secondary Permittee.
5. All regulated small MS4s owned or operated by the Permittees named in S1.D.2.a(i), and (ii), and S1.D.2.b and located in another city or county area requiring coverage under this Permit, or the *Phase I Municipal Stormwater Permit* or the *Eastern Washington Phase II Municipal Stormwater Permit*, are also covered under this Permit.

B. Regulated Small Municipal Separate Storm Sewer Systems (MS4s)

All operators of regulated small MS4s are required to apply for and obtain coverage under this Permit or be permitted under a separate individual permit, unless waived or exempted in accordance with condition S1.C.

1. A regulated small MS4:
 - a. Is a "Small MS4" as defined in the *Definitions and Acronyms* section at the end of this Permit; and
 - b. Is located within, or partially located within, an urbanized area as defined by the latest decennial census conducted by the U.S. Census Bureau, or designated by Ecology pursuant to 40 CFR 123.35(b) or 40 CFR 122.26(f); and
 - c. Discharges stormwater from the MS4 to a surface water of Washington State; and
 - d. Is not eligible for a waiver or exemption under S1.C, below.

2. All other operators of MS4s, including special purpose districts, which meet the criteria for a regulated small MS4 shall obtain coverage under this Permit. Other operators of small MS4s may include, but are not limited to: flood control, or diking and drainage districts; schools, including universities; and correctional facilities that own or operate a small MS4 serving non-agricultural land uses.
 3. Any other operators of small MS4s may be required by Ecology to obtain coverage under this Permit or an alternative NPDES permit if Ecology determines the small MS4 is a significant source of pollution to surface waters of the State. Notification of Ecology's determination that permit coverage is required will be through the issuance of an Administrative Order issued in accordance with RCW 90.48.
 4. The owner or operator of a regulated small MS4 may obtain coverage under this Permit as a Permittee, Co-Permittee, or Secondary Permittee as defined in S1.D.1, below.
 5. Pursuant to 40 CFR 122.26(f), any person or organization may petition Ecology to require that additional small MS4s obtain coverage under this Permit. The process for petitioning Ecology is:
 - a. The person or organization shall submit a complete petition in writing to Ecology. A complete petition shall address each of the relevant factors for petitions outlined on Ecology's website.
 - b. In making its determination on the petition, Ecology may request additional information from either the petitioner or the entity that is the subject of the petition.
 - c. Ecology will make a final determination on a complete petition within 180 days of receipt of the petition and inform both the petitioner and the MS4 of the decision, in writing.
 - d. If Ecology's final determination is that the candidate MS4 will be regulated, Ecology will issue an order to the operator of the MS4 requiring them to obtain coverage under this Permit. The order will specify:
 - i. The geographic area of permit coverage for the MS4.
 - ii. Any modified dates or deadlines for developing and implementing this Permit, as appropriate to the MS4, and for submitting their first annual report.
 - iii. A deadline for the operator of the MS4 to submit a complete Notice of Intent (NOI, provided on Ecology's website) to Ecology.
- C. Owners and operators of an otherwise regulated small MS4 are **not** required to obtain coverage under this Permit if:
1. The small MS4 is operated by:
 - a. A federal entity, including any department, agency, or instrumentality of the executive, legislative, and judicial branches of the Federal government of the United States.
 - b. Federally recognized Indian Tribes located within Indian Country, including all trust or restricted lands within the 1873 Survey Area of the Puyallup Tribe of Indians.
 - c. The Washington State Department of Transportation.

Or

2. The portions of the small MS4 located within the census defined urbanized area(s) serve a total population of less than 1000 people and a, b, and c, below **all** apply:
 - a. The small MS4 is not contributing substantially to the pollutant loadings of a physically interconnected MS4 that is regulated by the NPDES stormwater program.
 - b. The discharge of pollutants from the small MS4 has not been identified as a cause of impairment of any water body to which the MS4 discharges.
 - c. In areas where an EPA approved TMDL has been completed, stormwater controls on the MS4 have not been identified as necessary to meet wasteload allocations established in the TMDL that address the pollutant(s) of concern.

In determining the total population served, both resident and commuter populations shall be included. For example:

- For publicly operated school complexes including universities and colleges, the total population served would include the sum of the average annual student enrollment plus staff.
- For flood control, diking, and drainage districts, the total population served would include residential population and any non-residents regularly employed in the areas served by the small MS4.

D. Obtaining coverage under this Permit.

All operators of regulated small MS4s are required to apply for and obtain coverage in accordance with this Section, unless waived or exempted, in accordance with Section S1.C.

1. Unless otherwise noted, the term “Permittee” shall include a city, town, or county Permittee, New Permittee, Co-Permittee, Secondary Permittee, and New Secondary Permittee as defined below:
 - a. “Permittee” is a city, town, or county owning or operating a regulated small MS4 applying and receiving a permit as a single entity.
 - b. “New Permittee” is a city, town, or county that is subject to the *Western Washington Phase II Municipal Stormwater General Permit* and was not subject to the Permit prior to August 1, 2019.
 - c. “Co-Permittee” is any owner or operator of a regulated small MS4 that is applying in a cooperative agreement with at least one other applicant for coverage under this Permit. Co-Permittees own or operate a regulated small MS4 located within or in proximity to another regulated small MS4.
 - d. A “Secondary Permittee” is an operator of a regulated small MS4 that is not a city, town, or county. Secondary Permittees include special purpose districts and other MS4s that meet the criteria for a regulated small MS4 in S1.B, above.
 - e. “New Secondary Permittee” is a Secondary Permittee that is covered under a Municipal Stormwater General Permit and was not covered by the Permit prior to August 1, 2019.

2. Operators of regulated small MS4s have submitted, or shall submit, to Ecology either a Notice of Intent (NOI) for Coverage under National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permit or a Duty to Reapply - NOI provided on Ecology's website.
 - a. The following Permittees and Secondary Permittees submitted a *Duty to Reapply - NOI* to Ecology prior to February 1, 2018:
 - i. **Cities and towns:** Aberdeen, Algona, Anacortes, Arlington, Auburn, Bainbridge Island, Battle Ground, Bellevue, Bellingham, Black Diamond, Bonney Lake, Bothell, Bremerton, Brier, Buckley, Burien, Burlington, Camas, Centralia, Clyde Hill, Covington, Des Moines, DuPont, Duvall, Edgewood, Edmonds, Enumclaw, Everett, Federal Way, Ferndale, Fife, Fircrest, Gig Harbor, Granite Falls, Issaquah, Kelso, Kenmore, Kent, Kirkland, Lacey, Lake Forest Park, Lake Stevens, Lakewood, Longview, Lynden, Lynnwood, Maple Valley, Marysville, Medina, Mercer Island, Mill Creek, Milton, Monroe, Mountlake Terrace, Mount Vernon, Mukilteo, Newcastle, Normandy Park, Oak Harbor, Olympia, Orting, Pacific, Port Orchard, Port Angeles, Poulsbo, Puyallup, Redmond, Renton, Sammamish, SeaTac, Sedro-Woolley, Shoreline, Snohomish, Snoqualmie, Steilacoom, Sumner, Tukwila, Tumwater, University Place, Vancouver, Washougal, and Woodinville.
 - ii. **Counties:** Cowlitz, Kitsap, Thurston, Skagit, and Whatcom.
 - iii. **Secondary Permittees:** Bainbridge Island School District #303, Bellingham School District, Bellingham Technical College, Cascadia College, Central Kitsap School District, Centralia College, Clark College, Consolidated Diking Improvement District #1 of Cowlitz County, Edmonds Community College, Evergreen College, Highline Community College, Kelso School District, Kent School District, Longview School District, Lower Columbia College, Port of Anacortes, Port of Bellingham, Port of Olympia, Port of Skagit County, Port of Vancouver, Skagit County Drainage District #19, Skagit Valley College, University of Washington Bothell, Washington State University Vancouver, Washington State Department of Enterprise Services (Capitol Campus), Washington Department of Corrections, Western Washington University, and Whatcom Community College.
 - b. Operators of regulated small MS4s have submitted or shall submit to Ecology a "Notice of Intent (NOI) for Coverage under National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permit" provided on Ecology's website before the effective date of this Permit, with the following exceptions:
 - i. Operators of regulated small MS4s located in the City of Shelton, and the Clallam County urban growth area surrounding Port Angeles shall submit a NOI or application to Ecology no later than 30 days after the effective date of this Permit.
 - ii. Operators of regulated small MS4s listed in S1.D.2.a do not need to submit a new application to be covered under this Permit.
 - c. For operators of regulated small MS4s listed in S1.D.2.a, coverage under this Permit is automatic and begins on the effective date of this Permit, unless the operator chooses to opt out of this General Permit. Any operator of a regulated small MS4 that

is opting out of this Permit shall submit an application for an individual MS4 permit in accordance with 40 CFR 122.33(b)(2)(ii) no later than the effective date of this Permit.

- d. Operators of regulated small MS4s which want to be covered under this Permit as Co-Permittees shall each submit a NOI to Ecology.
- e. Operators of regulated small MS4s which are relying on another entity to satisfy all of their permit obligations shall submit a NOI to Ecology.
- f. Operators of small MS4s designated by Ecology pursuant to S1.B.3 of this Permit shall submit a NOI to Ecology within 120 days of receiving notification from Ecology that permit coverage is required.

3. Application Requirements

- a. For NOIs submitted after the issuance date of this Permit, the applicant shall include a certification that the public notification requirements of WAC 173-226-130(5) have been satisfied. Ecology will notify applicants in writing of their status concerning coverage under this Permit within 90 days of Ecology's receipt of a complete NOI.
- b. Each Permittee applying as a Co-Permittee shall submit a NOI provided on Ecology's website. The NOI shall clearly identify the areas of the MS4 for which the Co-Permittee is responsible.
- c. Permittees relying on another entity or entities to satisfy one or more of their permit obligations shall notify Ecology in writing. The notification shall include a summary of the permit obligations that will be carried out by another entity. The summary shall identify the other entity or entities and shall be signed by the other entity or entities. During the term of the Permit, Permittees may terminate or amend shared responsibility arrangements by notifying Ecology, provided this does not alter implementation deadlines.
- d. Secondary Permittees required to obtain coverage under this Permit, and the *Phase I Municipal Stormwater Permit* or the *Eastern Washington Phase II Municipal Stormwater Permit*, may obtain coverage by submitting a single NOI.

S2. AUTHORIZED DISCHARGES

- A. This Permit authorizes the discharge of stormwater to surface waters and to groundwaters of the State from MS4s owned or operated by each Permittee covered under this Permit, in the geographic area covered pursuant to S1.A. These discharges are subject to the following limitations:
 - 1. Discharges to groundwaters of the State through facilities regulated under the Underground Injection Control (UIC) program, Chapter 173-218 WAC, are not authorized under this Permit.
 - 2. Discharges to groundwaters not subject to regulation under the federal Clean Water Act are authorized in this Permit only under state authorities, Chapter 90.48 RCW, the Water Pollution Control Act.

- B.** This Permit authorizes discharges of non-stormwater flows to surface waters and to groundwaters of the State from MS4s owned or operated by each Permittee covered under this Permit, in the geographic area covered pursuant to S1.A, only under one or more of the following conditions:
1. The discharge is authorized by a separate NPDES or State Waste Discharge permit.
 2. The discharge is from emergency firefighting activities.
 3. The discharge is from another illicit or non-stormwater discharge that is managed by the Permittee as provided in Special Condition S5.C.5 or S6.D.3.

These discharges are also subject to the limitations in S2.A.1 and S2.A.2, above.

- C.** This Permit does not relieve entities that cause illicit discharges, including spills of oil or hazardous substances, from responsibilities and liabilities under state and federal laws and regulations pertaining to those discharges.
- D.** Discharges from MS4s constructed after the effective date of this Permit shall receive all applicable state and local permits and use authorizations, including compliance with Chapter 43.21C RCW (the State Environmental Policy Act).
- E.** This Permit does not authorize discharges of stormwater to waters within Indian Country as defined in 18 U.S.C. §1151, or to waters subject to water quality standards of Indian Tribes, including portions of the Puyallup River and other waters on trust or restricted lands within the 1873 Survey Area of the Puyallup Tribe of Indians Reservation, except where authority has been specifically delegated to Ecology by the U.S. Environmental Protection Agency. The exclusion of such discharges from this Permit does not waive any rights the State may have with respect to the regulation of the discharges.

S3. RESPONSIBILITIES OF PERMITTEES

- A.** Each Permittee covered under this Permit is responsible for compliance with the terms of this Permit for the regulated small MS4s that they own or operate. Compliance with (1) or (2) below is required as applicable to each Permittee, whether the Permittee has applied for coverage as a Permittee, Co-Permittee, or Secondary Permittee.
1. All city, town, and county Permittees are required to comply with all conditions of this Permit, including any appendices referenced therein, except for Special Condition S6 – *Stormwater Management Program for Secondary Permittees*.
 2. All Secondary Permittees are required to comply with all conditions of this Permit, including any appendices referenced therein, except for Section S5 – *Stormwater Management Program for Cities, Towns, and Counties* and S8 – *Monitoring and Assessment*.
- B.** Permittees may rely on another entity to satisfy one or more of the requirements of this Permit. Permittees that are relying on another entity to satisfy one or more of their permit obligations remain responsible for permit compliance if the other entity fails to implement permit conditions. Permittees may rely on another entity provided all the requirements of 40 CFR 122.35(a) are satisfied, including but not limited to:

1. The other entity, in fact, implements the Permit requirements.
2. The other entity agrees to take on responsibility for implementation of the Permit requirement(s) as indicated on the NOI.

S4. COMPLIANCE WITH STANDARDS

- A.** In accordance with RCW 90.48.520, the discharge of toxicants to waters of the State of Washington which would violate any water quality standard, including toxicant standards, sediment criteria, and dilution zone criteria is prohibited. The required response to such discharges is defined in Section S4.F, below.
- B.** This Permit does not authorize a discharge which would be a violation of Washington State Surface Water Quality Standards (Chapter 173-201A WAC), Groundwater Quality Standards (Chapter 173-200 WAC), Sediment Management Standards (Chapter 173-204 WAC), or human health-based criteria in the National Toxics Rule (40 CFR 131.45). The required response to such discharges is defined in Section S4.F, below.
- C.** The Permittee shall reduce the discharge of pollutants to the Maximum Extent Practicable (MEP).
- D.** The Permittee shall use All Known, Available, and Reasonable methods of prevention, control and Treatment (AKART) to prevent and control pollution of waters of the State of Washington.
- E.** In order to meet the goals of the Clean Water Act, and comply with S4.A, S4.B, S4.C, and S4.D, each Permittee shall comply with all of the applicable requirements of this Permit as identified in S3 – *Responsibilities of Permittees*.
- F.** A Permittee remains in compliance with S4 despite any discharges prohibited by S4.A or S4.B, when the Permittee undertakes the following response toward long-term water quality improvement:
 1. A Permittee shall notify Ecology in writing within 30 days of becoming aware, based on credible site-specific information that a discharge from the MS4 owned or operated by the Permittee is causing or contributing to a known or likely violation of Water Quality Standards in the receiving water. Written notification provided under this subsection shall, at a minimum, identify the source of the site-specific information, describe the nature and extent of the known or likely violation in the receiving water, and explain the reasons why the MS4 discharge is believed to be causing or contributing to the problem. For ongoing or continuing violations, a single written notification to Ecology will fulfill this requirement.
 2. In the event that Ecology determines, based on a notification provided under S4.F.1 or through any other means, that a discharge from an MS4 owned or operated by the Permittee is causing or contributing to a violation of Water Quality Standards in a receiving water, Ecology will notify the Permittee in writing that an adaptive management response, outlined in S4.F.3, below, is required, unless:

- a. Ecology also determines that the violation of Water Quality Standards is already being addressed by a Total Maximum Daily Load (TMDL) or other enforceable water quality cleanup plan; or
- b. Ecology concludes the MS4 contribution to the violation will be eliminated through implementation of other permit requirements.

3. Adaptive Management Response

- a. Within 60 days of receiving a notification under S4.F.2, or by an alternative date established by Ecology, the Permittee shall review its Stormwater Management Program (SWMP) and submit a report to Ecology. The report shall include:
 - i. A description of the operational and/or structural BMPs that are currently being implemented to prevent or reduce any pollutants that are causing or contributing to the violation of Water Quality Standards, including a qualitative assessment of the effectiveness of each Best Management Practice (BMP).
 - ii. A description of potential additional operational and/or structural BMPs that will or may be implemented in order to apply AKART on a site-specific basis to prevent or reduce any pollutants that are causing or contributing to the violation of Water Quality Standards.
 - iii. A description of the potential monitoring or other assessment and evaluation efforts that will or may be implemented to monitor, assess, or evaluate the effectiveness of the additional BMPs.
 - iv. A schedule for implementing the additional BMPs including, as appropriate: funding, training, purchasing, construction, monitoring, and other assessment and evaluation components of implementation.
- b. Ecology will, in writing, acknowledge receipt of the report within a reasonable time and notify the Permittee when it expects to complete its review of the report. Ecology will either approve the additional BMPs and implementation schedule or require the Permittee to modify the report as needed to meet AKART on a site-specific basis. If modifications are required, Ecology will specify a reasonable time frame in which the Permittee shall submit and Ecology will review the revised report.
- c. The Permittee shall implement the additional BMPs, pursuant to the schedule approved by Ecology, beginning immediately upon receipt of written notification of approval.
- d. The Permittee shall include with each subsequent annual report a summary of the status of implementation and the results of any monitoring, assessment or evaluation efforts conducted during the reporting period. If, based on the information provided under this subsection, Ecology determines that modification of the BMPs or implementation schedule is necessary to meet AKART on a site-specific basis, the Permittee shall make such modifications as Ecology directs. In the event there are ongoing violations of water quality standards despite the implementation of the BMP approach of this Section, the Permittee may be subject to compliance schedules to

eliminate the violation under WAC 173-201A-510(4) and WAC 173-226-180 or other enforcement orders as Ecology deems appropriate during the term of this Permit.

- e. A TMDL or other enforceable water quality cleanup plan that has been approved and is being implemented to address the MS4's contribution to the Water Quality Standards violation supersedes and terminates the S4.F.3 implementation plan.
 - f. Provided the Permittee is implementing the approved adaptive management response under this Section, the Permittee remains in compliance with Special Condition S4, despite any on-going violations of Water Quality Standards identified under S4.A or B, above.
 - g. The adaptive management process provided under Section S4.F is not intended to create a shield for the Permittee from any liability it may face under 42 U.S.C. 9601 *et seq.* or Chapter 70.105D RCW.
- G.** Ecology may modify or revoke and reissue this General Permit in accordance with G14 – *General Permit Modification and Revocation*, if Ecology becomes aware of additional control measures, management practices, or other actions beyond what is required in this Permit that are necessary to:
- 1. Reduce the discharge of pollutants to the MEP,
 - 2. Comply with the state AKART requirements, or
 - 3. Control the discharge of toxicants to waters of the State of Washington.

S5. STORMWATER MANAGEMENT PROGRAM FOR CITIES, TOWNS, AND COUNTIES

- A.** Each Permittee shall develop and implement a Stormwater Management Program (SWMP). A SWMP is a set of actions and activities comprising the components listed in S5 and any additional actions necessary, to meet the requirements of applicable TMDLs pursuant to S7 – *Compliance with Total Maximum Daily Load Requirements* and S8 – *Monitoring and Assessment*. This Section applies to all cities, towns, and counties covered under this Permit (termed as "Permittee," including cities, towns, and counties that are Co-Permittees).

New Permittees subject to this Permit, as described in S1.D.1.b, shall fully meet the requirements in S5 as modified in footnotes below, or as specified in an alternate schedule as a condition of coverage by Ecology. Permittees obtaining coverage after the issuance date of this Permit shall fully meet the requirements in S5 as specified in an alternate schedule as a condition of coverage by Ecology.

- 1. At a minimum, the Permittee's SWMP shall be implemented throughout the geographic area subject to this Permit as described in S1.A.¹
- 2. Each Permittee shall prepare written documentation of the SWMP, called the SWMP Plan. The SWMP Plan shall be organized according to the program components in S5.C or a

¹ New Permittees shall fully develop and implement the SWMP in accordance with the schedules contained in this Section no later than February 2, 2024.

format approved by Ecology, and shall be updated at least annually for submittal with the Permittee's annual reports to Ecology (see S9 – *Reporting Requirements*). The SWMP Plan shall be written to inform the public of the planned SWMP activities for the upcoming calendar year, and shall include a description of:

- a. Planned activities for each of the program components included in S5.C.
 - b. Any additional planned actions to meet the requirements of applicable TMDLs pursuant to S7– *Compliance with Total Maximum Daily Load Requirements*.
 - c. Any additional planned actions to meet the requirements of S8 – *Monitoring and Assessment*.
- 3.** The SWMP shall include an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation, and permit compliance and to set priorities.
- a. Each Permittee shall track the cost or estimated cost of development and implementation of each component of the SWMP.² This information shall be provided to Ecology upon request.
 - b. Each Permittee shall track the number of inspections, follow-up actions as a result of inspections, official enforcement actions and types of public education activities as required by the respective program component. This information shall be included in the annual report.
- 4.** Permittees shall continue implementation of existing stormwater management programs until they begin implementation of the updated stormwater management program in accordance with the terms of this Permit, including implementation schedules.
- 5.** Coordination among Permittees
- a. Coordination among entities covered under municipal stormwater NPDES permits may be necessary to comply with certain conditions of the SWMP. The SWMP shall include, when needed, coordination mechanisms among entities covered under a municipal stormwater NPDES permit to encourage coordinated stormwater-related policies, programs and projects within adjoining or shared areas, including:
 - i. Coordination mechanisms clarifying roles and responsibilities for the control of pollutants between physically interconnected MS4s covered by a municipal stormwater permit.
 - ii. Coordinating stormwater management activities for shared water bodies, or watersheds among Permittees to avoid conflicting plans, policies, and regulations.
 - b. The SWMP shall include coordination mechanisms among departments within each jurisdiction to eliminate barriers to compliance with the terms of this Permit. Permittees shall include a written description of internal coordination mechanisms in the Annual Report due no later than March 31, 2021.

² New Permittees shall begin implementing the requirements of S5.A.3.a, no later than August 1, 2021.

- B.** The SWMP shall be designed to reduce the discharge of pollutants from regulated small MS4s to the MEP, meet state AKART requirements, and protect water quality.
- C.** The SWMP shall include the components listed below. To the extent allowable under state or federal law, all components are mandatory for city, town, or county Permittees covered under this Permit.

1. Stormwater planning

Each Permittee shall implement a Stormwater Planning program to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters.

The minimum performance measures are:

- a. By August 1, 2020, each Permittee shall convene an inter-disciplinary team to inform and assist in the development, progress, and influence of this program.
- b. Coordination with long-range plan updates.
 - i. Each Permittee shall describe how stormwater management needs and protection/improvement of receiving water health are (or are not) informing the planning update processes and influencing policies and implementation strategies in their jurisdiction. The report shall describe the water quality and watershed protection policies, strategies, codes, and other measures intended to protect and improve local receiving water health through planning, or taking into account stormwater management needs or limitations.
 - (a) On or before March 31, 2021, the Permittee shall respond to the series of Stormwater Planning Annual Report questions to describe how anticipated stormwater impacts on water quality were addressed, if at all, during the 2013-2019 permit term in updates to the Comprehensive Plan (or equivalent) and in other locally initiated or state-mandated, long-range land use plans that are used to accommodate growth or transportation.
 - (b) On or before January 1, 2023, the Permittee shall submit a report responding to the same questions included in (a), above, to describe how water quality is being addressed, if at all, during this permit term in updates to the Comprehensive Plan (or equivalent) and in other locally initiated or state-mandated, long-range land use plans that are used to accommodate growth or transportation.
- c. Low impact development code-related requirements.
 - i. Permittees shall continue to require LID Principles and LID BMPs when updating, revising, and developing new local development-related codes, rules, standards, or other enforceable documents, as needed.

The intent shall be to make LID the preferred and commonly-used approach to site development. The local development-related codes, rules, standards, or other enforceable documents shall be designed to minimize impervious surfaces, native vegetation loss, and stormwater runoff in all types of development situations, where feasible.

- (a) Annually, each Permittee shall assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles or LID BMPs since local codes were updated in accordance with the 2013 Permit, and the measures developed to address the barriers. If applicable, the report shall describe mechanisms adopted to encourage or require implementation of LID principles or LID BMPs.
- ii. By December 31, 2023, New Permittees shall review, revise, and make effective their local development-related codes, rules, standards, or other enforceable documents to incorporate and require LID principles and LID BMPs. New Permittees shall conduct a similar review and revision process, and consider the range of issues, outlined in the following document: Integrating LID into Local Codes: A Guidebook for Local Governments (Puget Sound Partnership, 2012).

New Permittees shall submit a summary of the results of the review and revision process with the annual report due no later than March 31, 2024. This summary shall be in the required format described in Appendix 5 and include, at a minimum, a list of the participants (job title, brief job description, and department represented), the codes, rules, standards, and other enforceable documents reviewed, and the revisions made to those documents which incorporate and require LID principles and LID BMPs. The summary shall include existing requirements for LID principles and LID BMPs in development-related codes. The summary must be organized as follows:

- (a) Measures to minimize impervious surfaces.
- (b) Measures to minimize loss of native vegetation.
- (c) Other measures to minimize stormwater runoff.
- d. Stormwater Management Action Planning³ (SMAP). Permittees shall conduct a similar process and consider the range of issues outlined in the *Stormwater Management Action Planning Guidance* (Ecology, 2019; Publication 19-10-010). Permittees may rely on another jurisdiction to meet all or part of SMAP requirements at a watershed-scale, provided a SMAP is completed for at least one priority catchment located within the Permittee's jurisdiction.
- i. *Receiving Water Assessment*. Permittees shall document and assess existing information related to their local receiving waters and contributing area conditions to identify which receiving waters are most likely to benefit from stormwater management planning.

By March 31, 2022, Permittees shall submit a watershed inventory and include a brief description of the relative conditions of the receiving waters and the contributing areas. The watershed inventory shall be submitted as a table with each receiving water name, its total watershed area, the percent of the total watershed area that is in the Permittee's jurisdiction, and the findings of the stormwater management influence assessment for each basin. Indicate which

³ New Permittees are exempt from S5.C.1.d. for this permit term.

receiving waters will be included in the S5.C.1.d.ii prioritization process. Include a map of the delineated basins with references to the watershed inventory table.

- (a) Identify which basins are expected to have a relatively low Stormwater Management Influence for SMAP. See the guidance document for definition and description of this assessment.

Basins having relatively low expected Stormwater Management Influence for SMAP do not need to be included in S5.C.1.d.ii-iii.

- ii. *Receiving Water Prioritization.* Informed by the assessment of receiving water conditions in (i), above, and other local and regional information, Permittees shall develop and implement a prioritization method and process to determine which receiving waters will receive the most benefit from implementation of stormwater facility retrofits, tailored implementation of SWMP actions, and other land/development management actions (different than the existing new and redevelopment requirements). The retrofits and actions shall be designed to: 1) conserve, protect, or restore receiving waters through stormwater and land management strategies that act as water quality management tools, 2) reduce pollutant loading, and 3) address hydrologic impacts from existing development as well as planned for and expected future buildout conditions.

No later than June 30, 2022, document the prioritized and ranked list of receiving waters.

- (a) The Permittee shall document the priority ranking process used to identify high priority receiving waters. The Permittee may reference existing local watershed management plan(s) as source(s) of information or rationale for the prioritization.
- (b) The ranking process shall include the identification of high priority catchment area(s) for focus of the Stormwater Management Action Plan (SMAP) in (iii), below.

- iii. Stormwater Management Action Plan (SMAP). No later than March 31, 2023, Permittees shall develop a SMAP for at least one high priority catchment area from (ii), above, that identifies all of the following:

- (a) A description of the stormwater facility retrofits needed for the area, including the BMP types and preferred locations.
- (b) Land management/development strategies and/or actions identified for water quality management.
- (c) Targeted, enhanced, or customized implementation of stormwater management actions related to permit sections within S5, including:
 - IDDE field screening,
 - Prioritization of Source Control inspections,
 - O&M inspections or enhanced maintenance, or
 - Public Education and Outreach behavior change programs.

Identified actions shall support other specifically identified stormwater management strategies and actions for the basin overall, or for the catchment area in particular.

- (d) If applicable, identification of changes needed to local long-range plans, to address SMAP priorities.
- (e) A proposed implementation schedule and budget sources for:
 - Short-term actions (*i.e.*, actions to be accomplished within six years), and
 - Long-term actions (*i.e.*, actions to be accomplished within seven to 20 years).
- (f) A process and schedule to provide future assessment and feedback to improve the planning process and implementation of procedures or projects.

2. Public Education and Outreach

The SWMP shall include an education and outreach program designed to:

- Build general awareness about methods to address and reduce impacts from stormwater runoff.
- Effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts.
- Create stewardship opportunities that encourages community engagement in addressing the impacts from stormwater runoff.

Permittees may choose to meet these requirements individually or as a member of a regional group. Regional collaboration on general awareness or behavior change programs, or both, includes Permittees developing a consistent message, determining best methods for communicating the message, and when appropriate, creating strategies to effect behavior change. If a Permittee chooses to adopt one or more elements of a regional program, the Permittee should participate in the regional group and shall implement the adopted element(s) of the regional program in the local jurisdiction.

The minimum performance measures are:

- a. Each Permittee shall implement an education and outreach program for the area served by the MS4. The program design shall be based on local water quality information and target audience characteristics to identify high priority target audiences, subject areas, and/or BMPs. Based on the target audience's demographic, the Permittee shall consider delivering its selected messages in language(s) other than English, as appropriate to the target audience. ⁴
 - i. **General awareness.** To build general awareness, Permittees shall annually select at a minimum one target audience and one subject area from either (a) or (b):
 - (a) *Target audiences:* General public (including overburdened communities, or school age children) or businesses (including home-based, or mobile businesses). Subject areas:

⁴ New Permittees shall begin implementing the requirements of S5.C.2 no later than August 1, 2021.

- General impacts of stormwater on surface waters, including impacts from impervious surfaces.
 - Low impact development (LID) principles and LID BMPs.
- (b) *Target audiences:* Engineers, contractors, developers, or land use planners. Subject areas:
- Technical standards for stormwater site and erosion control plans.
 - LID principles and LID BMPs.
 - Stormwater treatment and flow control BMPs/facilities
- (c) Permittees shall provide subject area information to the target audience on an ongoing or strategic schedule.
- ii. **Behavior change.** To affect behavior change, Permittees shall select, at a minimum, one target audience and one BMP.
- (a) *Target Audiences:* Residents, landscapers, property managers/owners, developers, school age children, or businesses (including home-based or mobile businesses).
- BMPs:*
- Use and storage of: pesticides, fertilizers, and/or other household chemicals.
 - Use and storage of: automotive chemicals, hazardous cleaning supplies, carwash soaps, and/or other hazardous materials.
 - Prevention of illicit discharges.
 - Yard care techniques protective of water quality.
 - Carpet cleaning.
 - Repair and maintenance BMPs for: vehicles, equipment, and/or home/buildings.
 - Pet waste management and disposal.
 - LID Principles and LID BMPs.
 - Stormwater facility maintenance, including LID facilities.
 - Dumpster and trash compactor maintenance.
 - Litter and debris prevention.
 - Sediment and erosion control.
 - (Audience specific) Source control BMPs (refer to S5.C.8).
 - (Audience specific) Locally-important, municipal stormwater-related subject area.
- (b) No later than July 1, 2020, each Permittee shall conduct a new evaluation of the effectiveness of an ongoing behavior change campaign (required under S5.C.1.a.ii and S5.C.1.c of the 2013 Permit). Permittees shall document lessons learned and recommendations for which option to select from S5.C.2.a.ii.(c).

Permittees that select option S5.C.2.a.ii.(c)3, below, may forgo this evaluation if it will not add value to the overall behavior change program.

- (c) Based on the recommendation from S5.C.2.a.ii.(b), by February 1, 2021, each Permittee shall follow social marketing practices and methods, similar to community-based social marketing, and develop a campaign that is tailored to the community, including development of a program evaluation plan. Each Permittee shall:⁵
 - 1. Develop a strategy and schedule to more effectively implement the existing campaign; or
 - 2. Develop a strategy and schedule to expand the existing campaign to a new target audience or BMPs; or
 - 3. Develop a strategy and schedule for a new target audience and BMP behavior change campaign.
- (d) No later than April 1, 2021, begin to implement the strategy developed in S5.C.2.a.ii.(c).⁶
- (e) No later than March 31, 2024, evaluate and report on:
 - 1. The changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy; and
 - 2. Any planned or recommended changes to the campaign in order to be more effective; describe the strategies and process to achieve the results.
- (f) Permittees shall use results of the evaluation to continue to direct effective methods and implementation of the ongoing behavior change program.
- iii. Stewardship. Each Permittee shall provide and advertise stewardship opportunities and/or partner with existing organizations (including non-permittees) to encourage residents to participate in activities or events planned and organized within the community, such as: stream teams, storm drain marking, volunteer monitoring, riparian plantings, and education activities.

3. Public Involvement and Participation

Permittees shall provide ongoing opportunities for public involvement and participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures or other similar activities. Each Permittee shall comply with applicable state and local public notice requirements when developing elements of the SWMP and SMAP.

The minimum performance measures are:

- a. Permittees shall create opportunities for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation and update of the Permittee's SMAP and SWMP.⁷

⁵ No later than August 1, 2021, new Permittees shall follow social marketing practices and methods, similar to Community-Based Social Marketing, to develop a behavior change program that is tailored to the community.

⁶ No later than October 1, 2021, New Permittees shall begin to implement the strategy developed in S5.C.2.a.ii.(c).

⁷ New Permittees shall develop and begin to implement requirements according to S5.C.3.a no later than August 1, 2020. New Permittees are exempt from SMAP this permit term.

- b. Each Permittee shall post on their website their SWMP Plan and the annual report, required under S9.A, no later than May 31 each year. All other submittals shall be available to the public upon request. To comply with the posting requirement, a Permittee that does not maintain a website may submit the updated SWMP in electronic format to Ecology for posting on Ecology's website.

4. MS4 Mapping and Documentation

The SWMP shall include an ongoing program for mapping and documenting the MS4.⁸

The minimum performance measures are:

- a. *Ongoing Mapping*: Each Permittee shall maintain mapping data for the features listed below:
 - i. Known MS4 outfalls and known MS4 discharge points.
 - ii. Receiving waters, other than groundwater.
 - iii. Stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee.
 - iv. Geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters.
 - v. Tributary conveyances to all known outfalls and discharge points with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems. The following features or attributes (or both) shall be mapped:
 - (a) Tributary conveyance type, material, and size where known.
 - (b) Associated drainage areas.
 - (c) Land use.
 - vi. Connections between the MS4 owned or operated by the Permittee and other municipalities or public entities.
 - vii. All connections to the MS4 authorized or allowed by the Permittee after February 16, 2007.^{9,10}
- b. *New Mapping*: Each Permittee shall:
 - i. No later than January 1, 2020, begin to collect size and material for all known MS4 outfalls during normal course of business (e.g. during field screening, inspection, or maintenance) and update records.
 - ii. No later than August 1, 2023, complete mapping of all known connections from the MS4 to a privately owned stormwater system.

⁸ New Permittees shall meet the requirements to map the MS4 according to S5.C.4. no later than February 2, 2024, except where otherwise noted in this Section.

⁹ New Permittees shall meet the requirements of S5.C.4.a.vii after August 1, 2019, for all connections to the MS4 authorized after August 1, 2019.

¹⁰ Permittees do not need to map the following residential connections: individual driveways, sump pumps, or roof downspouts.

- c. No later than August 1, 2021, the required format for mapping is electronic (e.g. Geographic Information System, CAD drawings, or other software that can map and store points, lines, polygons, and associated attributes), with fully described mapping standards.
- d. To the extent consistent with national security laws and directives, each Permittee shall make available to Ecology, upon request, available maps depicting the information required in S5.C.4.a through c, above.
- e. Upon request, and to the extent appropriate, Permittees shall provide mapping information to federally recognized Indian Tribes, municipalities, and other Permittees. This Permit does not preclude Permittees from recovering reasonable costs associated with fulfilling mapping information requests by federally recognized Indian Tribes, municipalities, and other Permittees.

5. Illicit Discharge Detection and Elimination

The SWMP shall include an ongoing program designed to prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the MS4.¹¹

The minimum performance measures are:

- a. The program shall include procedures for reporting and correcting or removing illicit connections, spills and other illicit discharges when they are suspected or identified. The program shall also include procedures for addressing pollutants entering the MS4 from an interconnected, adjoining MS4.

Illicit connections and illicit discharges must be identified through, but not limited to: field screening, inspections, complaints/reports, construction inspections, maintenance inspections, source control inspections, and/or monitoring information, as appropriate.
- b. Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.
- c. Each Permittee shall implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4 to the maximum extent allowable under state and federal law.
 - i. Allowable Discharges: The regulatory mechanism does **not** need to prohibit the following categories of non-stormwater discharges:
 - (a) Diverted stream flows
 - (b) Rising groundwaters
 - (c) Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20))
 - (d) Uncontaminated pumped groundwater
 - (e) Foundation drains

¹¹ New Permittees shall meet the requirements of S5.C.5 no later than August 1, 2021 except where otherwise noted in this Section.

- (f) Air conditioning condensation
 - (g) Irrigation water from agricultural sources that is commingled with urban stormwater
 - (h) Springs
 - (i) Uncontaminated water from crawl space pumps
 - (j) Footing drains
 - (k) Flows from riparian habitats and wetlands
 - (l) Non-stormwater discharges authorized by another NPDES or state waste discharge permit
 - (m) Discharges from emergency firefighting activities in accordance with S2 Authorized Discharges
- ii. Conditionally Allowable Discharges: The regulatory mechanism may allow the following categories of non-stormwater discharges only if the stated conditions are met:
- (a) Discharges from potable water sources, including but not limited to water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4.
 - (b) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through, at a minimum, public education activities and water conservation efforts.
 - (c) Dechlorinated swimming pool, spa and hot tub discharges. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
 - (d) Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. The Permittee shall reduce these discharges through, at a minimum, public education activities and/or water conservation efforts. To avoid washing pollutants into the MS4, Permittees shall minimize the amount of street wash and dust control water used.
 - (e) Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a pollution prevention plan reviewed by the Permittee, which addresses control of such discharges.
- iii. The Permittee shall further address any category of discharges in (i) or (ii), above, if the discharges are identified as significant sources of pollutants to waters of the State.

- iv. The ordinance or other regulatory mechanism shall include escalating enforcement procedures and actions.
- d. Each Permittee shall implement an ongoing program designed to detect and identify non-stormwater discharges and illicit connections into the Permittee's MS4.¹² The program shall include the following components:
 - i. Procedures for conducting investigations of the Permittee's MS4, including field screening and methods for identifying potential sources. These procedures may also include source control inspections.

The Permittee shall implement a field screening methodology appropriate to the characteristics of the MS4 and water quality concerns. Screening for illicit connections may be conducted using *Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual* (Herrera Environmental Consultants, Inc.; May 2013), or another methodology of comparable or improved effectiveness. The Permittee shall document the field screening methodology in the Annual Report.

- (a) All Permittees shall complete field screening for an average of 12% of the MS4 each year.¹³ Permittees shall annually track total percentage of the MS4 screened beginning August 1, 2019.
- ii. A publicly listed and publicized hotline or other telephone number for public reporting of spills and other illicit discharges.
- iii. An ongoing training program for all municipal field staff, who, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge and/or illicit connection to the MS4, on the identification of an illicit discharge and/or connection, and on the proper procedures for reporting and responding to the illicit discharge and/or connection. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. Permittees shall document and maintain records of the trainings provided and the staff trained.¹⁴
- e. Each Permittee shall implement an ongoing program designed to address illicit discharges, including spills and illicit connections, into the Permittee's MS4.¹⁵ The program shall include:
 - i. Procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee. Procedures shall address the evaluation of whether the discharge must be immediately contained and steps to be taken for containment of the discharge.

¹² New Permittees shall fully implement the requirements of S5.C.5.d no later than August 1, 2023.

¹³ New Permittees shall complete S5.C.5.d.i requirements for field screening covering at least 12% of the MS4 within the Permittee's coverage area no later than December 31, 2023, and on average 12% each year thereafter.

¹⁴ New Permittees shall develop and begin implementing the ongoing training program described in S5.C.5.d.iii no later than February 2, 2021.

¹⁵ New Permittees shall fully develop and implement the requirements of S5.C.5.e no later than August 1, 2023.

- ii. Procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures.
- iii. Procedures for eliminating the discharge, including notification of appropriate authorities (including owners or operators of interconnected MS4s); notification of the property owner; technical assistance; follow-up inspections; and use of the compliance strategy developed pursuant to S5.C.5.c.iv, including escalating enforcement and legal actions if the discharge is not eliminated.
- iv. Compliance with the provisions in (i), (ii), and (iii), above, shall be achieved by meeting the following timelines:
 - (a) Immediately respond to all illicit discharges, including spills, which are determined to constitute a threat to human health, welfare, or the environment, consistent with General Condition G3.
 - (b) Investigate (or refer to the appropriate agency with the authority to act) within 7 days, on average, any complaints, reports, or monitoring information that indicates a potential illicit discharge.
 - (c) Initiate an investigation within 21 days of any report or discovery of a suspected illicit connection to determine the source of the connection, the nature and volume of discharge through the connection, and the party responsible for the connection.
 - (d) Upon confirmation of an illicit connection, use the compliance strategy in a documented effort to eliminate the illicit connection within 6 months. All known illicit connections to the MS4 shall be eliminated.
- f. Permittees shall train staff who are responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, including spills, and illicit connections, to conduct these activities. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements or staffing. Permittees shall document and maintain records of the training provided and the staff trained.¹⁶
- g. Recordkeeping: Each Permittee shall track and maintain records of the activities conducted to meet the requirements of this Section. In the Annual Report, each Permittee shall submit data for the illicit discharges, spills and illicit connections including those that were found by, reported to, or investigated by the Permittee during the previous calendar year. The data shall include the information specified in Appendix 12 and WQWebIDDE. Each Permittee may either use their own system or WQWebIDDE for recording this data. Final submittals shall follow the instructions, timelines, and format as described in Appendix 12.

¹⁶ New Permittees shall meet the requirements of S5.C.5.f no later than February 2, 2021.

6. Controlling Runoff from New Development, Redevelopment, and Construction Sites

Each Permittee shall implement and enforce a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities. The program shall apply to private and public development, including transportation projects.¹⁷

The minimum performance measures are:

- a. Implement an ordinance or other enforceable mechanism that addresses runoff from new development, redevelopment, and construction site projects.

Each Permittee shall adopt and make effective a local program, no later than June 30, 2022, that meets the requirements of S5.C.6.b(i) through (iii), below, and shall apply to all applications¹⁸ submitted:

- i. On or after July 1, 2022.
 - ii. Prior to January 1, 2017, that have not started construction¹⁹ by January 1, 2022.²⁰
 - iii. Prior to July 1, 2022, that have not started construction by July 1, 2027.
- b. The ordinance or other enforceable mechanism shall include, at a minimum:
 - i. The Minimum Requirements, thresholds, and definitions in Appendix 1, or the 2013 Appendix 1 amended to include the changes identified in Appendix 10, or Phase I program approved by Ecology and amended to include Appendix 10, for new development, redevelopment, and construction sites. Adjustment and variance criteria equivalent to those in Appendix 1 shall be included. More stringent requirements may be used, and/or certain requirements may be tailored to local circumstances through the use of Ecology-approved basin plans or other similar water quality and quantity planning efforts. Such local requirements and thresholds shall provide equal protection of receiving waters and equal levels of pollutant control to those provided in Appendix 1.
 - ii. The local requirements shall include the following requirements, limitations, and criteria that, when used to implement the minimum requirements in Appendix 1 (or program approved by Ecology under the 2019 Phase I Permit) will protect

¹⁷ For continuing Permittees, this means continuing to implement existing programs developed under previous permits until updates are made to meet the schedules defined. *New Permittees shall meet the requirements of S5.C.6 no later than December 31, 2022, except where otherwise specified in this Section.*

¹⁸ In this context, “application” means, at a minimum a complete project description, site plan, and, if applicable, SEPA checklist. Permittees may establish additional elements of a completed application.

¹⁹ In this context “started construction” means the site work associated with, and directly related to the approved project has begun. For example: grading the project site to final grade or utility installation. Simply clearing the project site does not constitute the start of construction. Permittees may establish additional requirements related to the start of construction.

²⁰ For Permittees in **Lewis and Cowlitz counties**: Prior to July 1, 2017, that have not started construction by June 30, 2022. **For Lynden, Snoqualmie**: Prior to January 1, 2018, that have not started construction by January 1, 2023. **For Aberdeen**: Prior to July 1, 2018, that have not started construction by June 30, 2023. **Shelton and Clallam County** shall adopt and make effective a local program that meets the requirements of S5.C.6.b(i) through (iii) no later than December 31, 2022. The local program shall apply to all applications submitted on or after January 1, 2023, and shall apply to applications submitted prior to January 1, 2023, which have not started construction by January 1, 2028.

water quality, reduce the discharge of pollutants to the MEP, and satisfy the State requirement under Chapter 90.48 RCW to apply AKART prior to discharge:

- (a) Site planning requirements
- (b) BMP selection criteria
- (c) BMP design criteria
- (d) BMP infeasibility criteria
- (e) LID competing needs criteria
- (f) BMP limitations

Permittees shall document how the criteria and requirements will protect water quality, reduce the discharge of pollutants to the MEP, and satisfy State AKART requirements.

Permittees who choose to use the requirements, limitations, and criteria, above, in the *Stormwater Management Manual for Western Washington*, or a Phase I program approved by Ecology, may cite this choice as their sole documentation to meet this requirement.

- iii. The legal authority, through the approval process for new development and redevelopment, to inspect and enforce maintenance standards for private stormwater facilities approved under the provisions of this Section that discharge to the Permittee's MS4.
- c. The program shall include a permitting process with site plan review, inspection and enforcement capability to meet the standards listed in (i) through (iv) below, for both private and public projects, using qualified personnel (as defined in *Definitions and Acronyms*). At a minimum, this program shall be applied to all sites that meet the minimum thresholds adopted pursuant to S5.C.6.b.i, above.
 - i. Review of all stormwater site plans for proposed development activities.
 - ii. Inspect, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 – *Determining Construction Site Sediment Damage Potential*. As an alternative to evaluating each site according to Appendix 7, Permittees may choose to inspect all construction sites that meet the minimum thresholds adopted pursuant to S5.C.6.b.i, above.
 - iii. Inspect all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. Enforce as necessary based on the inspection.
 - iv. Each Permittee shall manage maintenance activities to inspect all stormwater treatment and flow control BMPs/facilities, and catch basins, in new residential developments every six months, until 90% of the lots are constructed (or when construction has stopped and the site is fully stabilized), to identify maintenance needs and enforce compliance with maintenance standards as needed.
 - v. Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent

stormwater facilities. Verify that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs/facilities. Enforce as necessary based on the inspection.

- vi. Compliance with the inspection requirements in (ii) through (v), above, shall be determined by the presence and records of an established inspection program designed to inspect all sites. Compliance during this permit term shall be determined by achieving at least 80% of required inspections. The inspections may be combined with other inspections provided they are performed using qualified personnel.
- vii. The program shall include a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained.
- viii. An enforcement strategy shall be implemented to respond to issues of non-compliance.
- d. The program shall make available, as applicable, the link to the electronic *Construction Stormwater General Permit* Notice of Intent (NOI) form for construction activity and, as applicable, a link to the electronic *Industrial Stormwater General Permit* NOI form for industrial activity to representatives of proposed new development and redevelopment. Permittees shall continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.²¹
- e. Each Permittee shall ensure that all staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. Follow-up training must be provided as needed to address changes in procedures, techniques or staffing. Permittees shall document and maintain records of the training provided and the staff trained.²²

7. Operations and Maintenance

Each Permittee shall implement and document a program to regulate maintenance activities and to conduct maintenance activities by the Permittee to prevent or reduce stormwater impacts.²³

The minimum performance measures are:

- a. Each Permittee shall implement maintenance standards that are as protective, or more protective, of facility function than those specified in the *Stormwater Management Manual for Western Washington* or a Phase I program approved by Ecology. For facilities which do not have maintenance standards, the Permittee shall

²¹ New Permittees shall meet the requirements of S5.C.6.d beginning no later than August 1, 2019.

²² New Permittees shall meet the requirements of S5.C.6.e no later than December 31, 2022.

²³ New Permittees shall develop and implement the requirements of S5.C.7 no later than December 31, 2022 except where otherwise noted in this Section.

develop a maintenance standard. No later than June 30, 2022, Permittees shall update their maintenance standards as necessary to meet the requirements of this Section.

- i. The purpose of the maintenance standard is to determine if maintenance is required. The maintenance standard is not a measure of the facility's required condition at all times between inspections. Exceeding the maintenance standard between inspections and/or maintenance is not a permit violation.
- ii. Unless there are circumstances beyond the Permittee's control, when an inspection identifies an exceedance of the maintenance standard, maintenance shall be performed:
 - Within 1 year for typical maintenance of facilities, except catch basins.
 - Within 6 months for catch basins.
 - Within 2 years for maintenance that requires capital construction of less than \$25,000.

Circumstances beyond the Permittee's control include denial or delay of access by property owners, denial or delay of necessary permit approvals, and unexpected reallocations of maintenance staff to perform emergency work. For each exceedance of the required timeframe, the Permittee shall document the circumstances and how they were beyond their control.

b. Maintenance of stormwater facilities regulated by the Permittee

- i. The program shall include provisions to verify adequate long-term O&M of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to S.5.C.6.c and shall be maintained in accordance with S5.C.7.a.

The provisions shall include:

- (a) Implementation of an ordinance or other enforceable mechanism that:
 - Clearly identifies the party responsible for maintenance in accordance with maintenance standards established under S5.C.7.a.
 - Requires inspection of facilities in accordance with the requirements in (b), below.
 - Establishes enforcement procedures.
- (b) Annual inspections of all stormwater treatment and flow control BMPs/facilities that discharge to the MS4 and were permitted by the Permittee according to S5.C.6.c, including those permitted in accordance with requirements adopted pursuant to the 2007-2019 Ecology municipal stormwater permits, unless there are maintenance records to justify a different frequency.

Permittees may reduce the inspection frequency based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records, the Permittee may substitute written statements to document a specific less frequent inspection schedule. Written statements shall be based on actual inspection and

maintenance experience and shall be certified in accordance with G19 – *Certification and Signature*.

- ii. Compliance with the inspection requirements in (b), above, shall be determined by the presence and records of an established inspection program designed to inspect all facilities, and achieving at least 80% of required inspections.
 - iii. The program shall include a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained.
- c. Maintenance of stormwater facilities owned or operated by the Permittee.
- i. Each Permittee shall implement a program to annually inspect all municipally owned or operated stormwater treatment and flow control BMPs/facilities, and taking appropriate maintenance actions in accordance with the adopted maintenance standards.

Permittees may reduce the inspection frequency based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records, the Permittee may substitute written statements to document a specific less frequent inspection schedule. Written statements shall be based on actual inspection and maintenance experience and shall be certified in accordance with G19 – *Certification and Signature*.

- ii. Each Permittee shall spot check potentially damaged stormwater treatment and flow control BMPs/facilities after major storm events (24 hour storm event with a 10 year or greater recurrence interval). If spot checks indicate widespread damage/maintenance needs, inspect all stormwater treatment and flow control BMPs/facilities that may be affected. Conduct repairs or take appropriate maintenance action in accordance with maintenance standards established above, based on the results of the inspections.
- iii. Each Permittee shall inspect all catch basins and inlets owned or operated by the Permittee every two years.²⁴ Clean catch basins if the inspection indicates cleaning is needed to comply with maintenance standards established in the *Stormwater Management Manual for Western Washington*. Decant water shall be disposed of in accordance with Appendix 6 – *Street Waste Disposal*.

The following alternatives to the standard approach of inspecting all catch basins every two years may be applied to all or portions of the system:

- (a) The catch basin inspection schedule of every two years may be changed as appropriate to meet the maintenance standards based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records for catch basins, the Permittee may substitute written statements to document a specific, less frequent inspection schedule. Written statements shall be based on actual inspection

²⁴ New Permittees shall inspect and, if needed, clean all catch basins and inlets owned or operated by the Permittee in accordance with the requirements of S5.C.7.c once during the permit term, to be completed no later than February 2, 2024.

and maintenance experiences and shall be certified in accordance with G19 – *Certification and Signature*.

- (b) Inspections every two years may be conducted on a “circuit basis” whereby 25% of catch basins and inlets within each circuit are inspected to identify maintenance needs. Include an inspection of the catch basin immediately upstream of any MS4 outfall, discharge point, or connections to public or private storm systems, if applicable. Clean all catch basins within a given circuit for which the inspection indicates cleaning is needed to comply with maintenance standards established under S5.C.7.a, above.
- (c) The Permittee may clean all pipes, ditches, and catch basins and inlets within a circuit once during the permit term. Circuits selected for this alternative must drain to a single point.
- iv. Compliance with the inspection requirements in S5.C.7.c.i-iii, above, shall be determined by the presence of an established inspection program achieving at least 95% of required inspections.
- d. Implement practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. No later than December 31, 2022, document the practices, policies, and procedures. Lands owned or maintained by the Permittee include, but are not limited to: streets, parking lots, roads, highways, buildings, parks, open space, road right-of-ways, maintenance yards, and stormwater treatment and flow control BMPs/facilities.

The following activities shall be addressed:

- i. Pipe cleaning
- ii. Cleaning of culverts that convey stormwater in ditch systems
- iii. Ditch maintenance
- iv. Street cleaning
- v. Road repair and resurfacing, including pavement grinding
- vi. Snow and ice control
- vii. Utility installation
- viii. Pavement striping maintenance
- ix. Maintaining roadside areas, including vegetation management
- x. Dust control
- xi. Application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts
- xii. Sediment and erosion control
- xiii. Landscape maintenance and vegetation disposal
- xiv. Trash and pet waste management

xv. Building exterior cleaning and maintenance

- e. Implement an ongoing training program for employees of the Permittee whose primary construction, operations, or maintenance job functions may impact stormwater quality. The training program shall address the importance of protecting water quality, operation and maintenance standards, inspection procedures, relevant SWPPPs, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. Permittees shall document and maintain records of training provided. The staff training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.
- f. Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the *Industrial Stormwater General Permit* or another NPDES permit that authorizes stormwater discharges associated with the activity. As necessary, update SWPPPs no later than December 31, 2022, to include the following information. At a minimum, the SWPPP shall include:
 - i. A detailed description of the operational and structural BMPs in use at the facility and a schedule for implementation of additional BMPs when needed. BMPs selected must be consistent with the *Stormwater Management Manual for Western Washington*, or a Phase I program approved by Ecology. The SWPPP must be updated as needed to maintain relevancy with the facility.
 - ii. At minimum, annual inspections of the facility, including visual observations of discharges, to evaluate the effectiveness of the BMPs, identify maintenance needs, and determine if additional or different BMPs are needed. The results of these inspections must be documented in an inspection report or check list.
 - iii. An inventory of the materials and equipment stored on-site, and the activities conducted at the facility which may be exposed to precipitation or runoff and could result in stormwater pollution.
 - iv. A site map showing the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure.
 - v. A plan for preventing and responding to spills at the facility which could result in an illicit discharge.
- g. Maintain records of the activities conducted to meet the requirements of this Section.

8. Source Control Program for Existing Development

- a. The Permittee shall implement a program to prevent and reduce pollutants in runoff from areas that discharge to the MS4. The program shall include:
 - i. Application of operational source control BMPs, and if necessary, structural source control BMPs or treatment BMPs/facilities, or both, to pollution generating sources associated with existing land uses and activities.

- ii. Inspections of pollutant generating sources at publicly and privately owned institutional, commercial and industrial sites to enforce implementation of required BMPs to control pollution discharging into the MS4.
- iii. Application and enforcement of local ordinances at sites, identified pursuant to S5.C.8.b.ii, including sites with discharges authorized by a separate NPDES permit. Permittees that are in compliance with the terms of this Permit will not be held liable by Ecology for water quality standard violations or receiving water impacts caused by industries and other Permittees covered, or which should be covered under an NPDES permit issued by Ecology.
- iv. Practices to reduce polluted runoff from the application of pesticides, herbicides, and fertilizers from the sites identified in the inventory.

b. Minimum performance measures:

- i. No later than August 1, 2022, Permittees shall adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities (see Appendix 8 to identify pollutant generating sources).

The requirements of this subsection are met by using the source control BMPs in the SWMMWW, or a Phase I Program approved by Ecology. In cases where the manual(s) lack guidance for a specific source of pollutants, the Permittee shall work with the owner/operator to implement or adapt BMPs based on the best professional judgement of the Permittee.

Applicable operational source control BMPs shall be required for all pollutant generating sources. Structural source control BMPs, or treatment BMPs/facilities, or both, shall be required for pollutant generating sources if operational source control BMPs do not prevent illicit discharges or violations of surface water, groundwater, or sediment management standards because of inadequate stormwater controls. Implementation of source control requirements may be done through education and technical assistance programs, provided that formal enforcement authority is available to the Permittee and is used as determined necessary by the Permittee, in accordance with S5.C.8.b.iv, below.

- ii. No later than August 1, 2022, the Permittees shall establish an inventory that identifies publicly and privately owned institutional, commercial, and industrial sites which have the potential to generate pollutants to the MS4. The inventory shall include:
 - (a) Businesses and/or sites identified based on the presence of activities that are pollutant generating (refer to Appendix 8).
 - (b) Other pollutant generating sources, based on complaint response, such as: home-based businesses and multi-family sites.
- iii. No later than January 1, 2023, Permittees shall implement an inspection program for sites identified pursuant to S5.C.8.b.ii, above.
 - (a) All identified sites with a business address shall be provided information about activities that may generate pollutants and the source control

requirements applicable to those activities. This information shall be provided by mail, telephone, electronic communications, or in person. This information may be provided all at one time or spread out over the permit term to allow for tailoring and distribution of the information during site inspections.

- (b) The Permittee shall annually complete the number of inspections equal to 20% of the businesses and/or sites listed in their source control inventory to assess BMP effectiveness and compliance with source control requirements. The Permittee may count follow-up compliance inspections at the same site toward the 20% inspection rate. The Permittee may select which sites to inspect each year and is not required to inspect 100% of sites over a 5-year period. Sites may be prioritized for inspection based on their land use category, potential for pollution generation, proximity to receiving waters, or to address an identified pollution problem within a specific geographic area or sub-basin.
 - (c) Each Permittee shall inspect 100% of sites identified through credible complaints.
 - (d) Permittees may count inspections conducted based on complaints, or when the property owner denies entry, to the 20% inspection rate.
- iv. No later than January 1, 2023, each Permittee shall implement a progressive enforcement policy that requires sites to comply with stormwater requirements within a reasonable time period as specified below:
- (a) If the Permittee determines, through inspections or otherwise, that a site has failed to adequately implement required BMPs, the Permittee shall take appropriate follow-up action(s), which may include phone calls, reminder letters, emails, or follow-up inspections.
 - (b) When a Permittee determines that a site has failed to adequately implement BMPs after a follow-up inspection(s), the Permittee shall take enforcement action as established through authority in its municipal codes or ordinances, or through the judicial system.
 - (c) Each Permittee shall maintain records, including documentation of each site visit, inspection reports, warning letters, notices of violations, and other enforcement records, demonstrating an effort to bring sites into compliance. Each Permittee shall also maintain records of sites that are not inspected because the property owner denies entry.
 - (d) A Permittee may refer non-emergency violations of local ordinances to Ecology, provided, the Permittee also makes a documented effort of progressive enforcement. At a minimum, a Permittee's enforcement effort shall include documentation of inspections and warning letters or notices of violation.
- v. Permittees shall train staff who are responsible for implementing the source control program to conduct these activities. The ongoing training program shall cover the legal authority for source control, source control BMPs and their proper application, inspection protocols, lessons learned, typical cases, and enforcement

procedures. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staff. Permittees shall document and maintain records of the training provided and the staff trained.

S6. STORMWATER MANAGEMENT PROGRAM FOR SECONDARY PERMITTEES

- A.** This Section applies to all Secondary Permittees and all New Secondary Permittees, whether coverage under this Permit is obtained individually or as a Co-Permittee with a city, town, county, or another Secondary Permittee.

New Secondary Permittees subject to this Permit shall fully meet the requirements of this Section as modified in the footnotes in S6.D below, or as established as a condition of coverage by Ecology.

1. To the extent allowable under state, federal or local law, all components are mandatory for each Secondary Permittee covered under this Permit, whether covered as an individual Permittee or as a Co-Permittee.
2. Each Secondary Permittee shall develop and implement a Stormwater Management Program (SWMP). A SWMP is a set of actions and activities comprising the components listed in S6 and any additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 – *Compliance with Total Maximum Daily Load Requirements*. The SWMP shall be designed to reduce the discharge of pollutants from regulated small MS4s to the MEP and protect water quality.
3. Unless an alternate implementation schedule is established by Ecology as a condition of permit coverage, the SWMP shall be developed and implemented in accordance with the schedules contained in this Section and shall be fully developed and implemented no later than four and one-half years from the initial permit coverage date. Secondary Permittees that are already implementing some or all of the required SWMP components shall continue implementation of those components.
4. Secondary Permittees may implement parts of their SWMP in accordance with the schedule for cities, towns, and counties in S5, provided they have signed a memorandum of understanding or other agreement to jointly implement the activity or activities with one or more jurisdictions listed in S1.D.2.a or S1.D.2.b, and submitted a copy of the agreement to Ecology.
5. Each Secondary Permittee shall prepare written documentation of the SWMP, called the SWMP Plan. The SWMP Plan shall include a description of program activities for the upcoming calendar year.

- B.** Coordination

Secondary Permittees shall coordinate stormwater-related policies, programs and projects within a watershed and interconnected MS4s. Where relevant and appropriate, the SWMP shall coordinate among departments of the Secondary Permittee to ensure compliance with the terms of this Permit.

C. Legal Authority

To the extent allowable under state law and federal law, each Secondary Permittee shall be able to demonstrate that they can operate pursuant to legal authority which authorizes or enables the Secondary Permittee to control discharges to and from MS4s owned or operated by the Secondary Permittee.

This legal authority may be a combination of statutes, ordinances, permits, contracts, orders, interagency agreements, or similar instruments.

D. Stormwater Management Program for Secondary Permittees

The SWMP for Secondary Permittees shall include the following components:

1. Public Education and Outreach

Each Secondary Permittee shall implement the following stormwater education strategies:

- a. Storm drain inlets owned or operated by the Secondary Permittee that are located in maintenance yards, in parking lots, along sidewalks, and at pedestrian access points shall be clearly labeled with a message similar to “Dump no waste – Drains to waterbody.”²⁵

As identified during visual inspection and regular maintenance of storm drain inlets per the requirements of S6.D.3.d and S6.D.6.a.i below, or as otherwise reported to the Secondary Permittee, any inlet having a label that is no longer clearly visible and/or easily readable shall be re-labeled within 90 days.

- b. Each year beginning no later than three years from the initial date of permit coverage, public ports, colleges, and universities shall distribute educational information to tenants and residents on the impact of stormwater discharges on receiving waters, and steps that can be taken to reduce pollutants in stormwater runoff. Distribution may be by hard copy or electronic means. Appropriate topics may include:
 - i. How stormwater runoff affects local water bodies.
 - ii. Proper use and application of pesticides and fertilizers.
 - iii. Benefits of using well-adapted vegetation.
 - iv. Alternative equipment washing practices, including cars and trucks that minimize pollutants in stormwater.
 - v. Benefits of proper vehicle maintenance and alternative transportation choices; proper handling and disposal of vehicle wastes, including the location of hazardous waste collection facilities in the area.
 - vi. Hazards associated with illicit connections and illicit discharges.
 - vii. Benefits of litter control of pet waste.

²⁵ New Secondary Permittees shall label all inlets as described in S6.D.1.a no later than four years from the initial date of permit coverage.

2. Public Involvement and Participation

Each year, no later than May 31, each Secondary Permittee shall:

- a. Make the annual report available on the Permittee's website.
- b. Make available on the Permittee's website, the latest updated version of the SWMP Plan.
- c. A Secondary Permittee that does not maintain a website may submit the updated SWMP Plan and annual report in electronic format to Ecology for posting on Ecology's website.

3. Illicit Discharge Detection and Elimination

Each Secondary Permittee shall:

- a. From the initial date of permit coverage, comply with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which the Secondary Permittee is located that govern non-stormwater discharges.
- b. Implement appropriate policies prohibiting illicit discharges,²⁶ and an enforcement plan to ensure compliance with illicit discharge policies.²⁷ These policies shall address, at a minimum: illicit connections, non-stormwater discharges, including spills of hazardous materials, and improper disposal of pet waste and litter.
 - i. Allowable discharges: The policies do not need to prohibit the following categories of non-stormwater discharges:
 - (a) Diverted stream flows
 - (b) Rising groundwaters
 - (c) Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20))
 - (d) Uncontaminated pumped groundwater
 - (e) Foundation drains.
 - (f) Air conditioning condensation
 - (g) Irrigation water from agricultural sources that is commingled with urban stormwater
 - (h) Springs
 - (i) Uncontaminated water from crawl space pumps
 - (j) Footing drains
 - (k) Flows from riparian habitats and wetlands
 - (l) Discharges from emergency firefighting activities in accordance with *S2 – Authorized Discharges*
 - (m) Non-stormwater discharges authorized by another NPDES or state waste discharge permit

²⁶ New Secondary Permittees shall develop and implement appropriate policies prohibiting illicit discharges, and identify possible enforcement mechanisms as described in S6.D.3.b no later than one year from the initial date of permit coverage.

²⁷ New Secondary Permittees shall develop and implement an enforcement plan as described in S6.D.3.b no later than 18 months from the initial date of permit coverage.

Len: Note same requirement for fire hydrant flushing as described in (b) above.

ii. Conditionally allowable discharges: The policies may allow the following categories of non-stormwater discharges only if the stated conditions are met and such discharges are allowed by local codes:

- (a) Discharges from potable water sources, including but not limited to water line flushing, hyperchlorinated water line flushing,
- (b) Fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.
- (c) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through, at a minimum, public education activities and water conservation efforts conducted by the Secondary Permittee and/or the local jurisdiction.
- (d) Dechlorinated swimming pool, spa and hot tub discharges. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- (e) Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. The Secondary Permittee shall reduce these discharges through, at a minimum, public education activities and/or water conservation efforts conducted by the Secondary Permittee and/or the local jurisdiction. To avoid washing pollutants into the MS4, the Secondary Permittee shall minimize the amount of street wash and dust control water used.
- (f) Other non-stormwater discharges shall be in compliance with the requirements of a pollution prevention plan reviewed by the Permittee which addresses control of such discharges.

iii. The Secondary Permittee shall address any category of discharges in (i) or (ii), above, if the discharge is identified as a significant source of pollutants to waters of the State.

- c. Maintain a storm sewer system map showing the locations of all known MS4 outfalls and discharge points, labeling the receiving waters (other than groundwater) and delineating the areas contributing runoff to each outfall and discharge point. Make the map (or completed portions of the map) available on request to Ecology and to the extent appropriate, to other Permittees. The preferred format for mapping is an electronic format with fully described mapping standards.²⁸
- d. Conduct field inspections and visually inspect for illicit discharges at all known MS4 outfalls and discharge points. Visually inspect at least one third (on average) of all known outfalls and discharge points each year beginning no later than two years from

²⁸ New Secondary Permittees shall meet the requirements of S6.D.3.c no later than four and one-half years from the initial date of permit coverage.

the initial date of permit coverage. Implement procedures to identify and remove any illicit discharges. Keep records of inspections and follow-up activities.

- e. Implement a spill response plan that includes coordination with a qualified spill responder.²⁹
- f. No later than two years from initial date of permit coverage, provide staff training or coordinate with existing training efforts to educate staff on proper BMPs for preventing illicit discharges, including spills. Train all Secondary Permittee staff who, as part of their normal job responsibilities, have a role in preventing such illicit discharges.

4. Construction Site Stormwater Runoff Control

From the initial date of permit coverage, each Secondary Permittee shall:

- a. Comply with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which the Secondary Permittee is located that govern construction phase stormwater pollution prevention measures.
- b. Ensure that all construction projects under the functional control of the Secondary Permittee which require a construction stormwater permit obtain coverage under the *NPDES Construction Stormwater General Permit* or an individual NPDES permit prior to discharging construction related stormwater.
- c. Coordinate with the local jurisdiction regarding projects owned or operated by other entities which discharge into the Secondary Permittee's MS4, to assist the local jurisdiction with achieving compliance with all relevant ordinances, rules, and regulations of the local jurisdiction(s).
- d. Provide training or coordinate with existing training efforts to educate relevant staff in erosion and sediment control BMPs and requirements, or hire trained contractors to perform the work.
- e. Coordinate as requested with Ecology or the local jurisdiction to provide access for inspection of construction sites or other land disturbances which are under the functional control of the Secondary Permittee during land disturbing activities and/or construction period.

5. Post-Construction Stormwater Management for New Development and Redevelopment

From the initial date of permit coverage, each Secondary Permittee shall:

- a. Comply with all relevant ordinances, rules and regulations of the local jurisdiction(s) in which the Secondary Permittee is located that govern post-construction stormwater pollution prevention measures.
- b. Coordinate with the local jurisdiction regarding projects owned or operated by other entities which discharge into the Secondary Permittee's MS4, to assist the local jurisdiction with achieving compliance with all relevant ordinances, rules and regulations of the local jurisdiction(s).

²⁹ New Secondary Permittees shall develop and implement a spill response plan as described in S6.D.3.e no later than four and one-half years from the initial date of permit coverage.

6. Pollution Prevention and Good Housekeeping for Municipal Operations

Each Secondary Permittee shall:

- a. Implement a municipal operation and maintenance (O&M) plan to minimize stormwater pollution from activities conducted by the Secondary Permittee. The O&M Plan shall include appropriate pollution prevention and good housekeeping procedures for all of the following operations, activities, and/or types of facilities that are present within the Secondary Permittee's boundaries and under the functional control of the Secondary Permittee.³⁰

- i. *Stormwater collection and conveyance systems*, including catch basins, stormwater pipes, open channels, culverts, and stormwater treatment and flow control BMPs/facilities. The O&M Plan shall address, at a minimum: scheduled inspections and maintenance activities, including cleaning and proper disposal of waste removed from the system. Secondary Permittees shall properly maintain stormwater collection and conveyance systems owned or operated by the Secondary Permittee and annually inspect and maintain all stormwater facilities to ensure facility function.

Secondary Permittees shall establish maintenance standards that are as protective or more protective of facility function than those specified in *Stormwater Management Manual for Western Washington*. Secondary Permittees shall review their maintenance standards to ensure they are consistent with the requirements of this Section.

Secondary Permittees shall conduct spot checks of potentially damaged permanent stormwater treatment and flow control BMPs/facilities following major storm events (24-hour storm event with a 10-year or greater recurrence interval).

- ii. *Roads, highways, and parking lots*. The O&M Plan shall address, but is not limited to: deicing, anti-icing, and snow removal practices; snow disposal areas; material (e.g., salt, sand, or other chemical) storage areas; all-season BMPs to reduce road and parking lot debris and other pollutants from entering the MS4.
- iii. *Vehicle fleets*. The O&M Plan shall address, but is not limited to: storage, washing, and maintenance of Secondary Permittee vehicle fleets; and fueling facilities. Secondary Permittees shall conduct all vehicle and equipment washing and maintenance in a self-contained covered building or in designated wash and/or maintenance areas.
- iv. *External building maintenance*. The O&M Plan shall address, building exterior cleaning and maintenance including cleaning, washing, painting; and maintenance and management of dumpsters; and other maintenance activities.
- v. *Parks and open space*. The O&M Plan shall address, but is not limited to: proper application of fertilizer, pesticides, and herbicides; sediment and erosion control; BMPs for landscape maintenance and vegetation disposal; and trash and pet waste management.

³⁰ New Secondary Permittees shall develop and implement the operation and maintenance plan described in S6.D.6.a no later than three years from initial date of permit coverage.

- vi. *Material storage facilities and heavy equipment maintenance or storage yards.* Secondary Permittees shall develop and implement a Stormwater Pollution Prevention Plan to protect water quality at each of these facilities owned or operated by the Secondary Permittee and not covered under the *Industrial Stormwater General Permit* or under another NPDES permit that authorizes stormwater discharges associated with the activity.
- vii. *Other facilities* that would reasonably be expected to discharge contaminated runoff. The O&M Plan shall address proper stormwater pollution prevention practices for each facility.
- b. From the initial date of permit coverage, Secondary Permittees shall also have permit coverage for all facilities operated by the Secondary Permittee that are required to be covered under the *Industrial Stormwater General Permit* or another NPDES permit that authorizes discharges associated with the activity.
- c. The O&M Plan shall include sufficient documentation and records as necessary to demonstrate compliance with the O&M Plan requirements in S6.D.6.a(i) through (vii), above.
- d. No later than three years from the initial date of permit coverage, Secondary Permittees shall implement a program designed to train all employees whose primary construction, operations, or maintenance job functions may impact stormwater quality. The training shall address:
 - i. The importance of protecting water quality.
 - ii. The requirements of this Permit.
 - iii. Operation and maintenance requirements.
 - iv. Inspection procedures.
 - v. Ways to perform their job activities to prevent or minimize impacts to water quality.
 - vi. Procedures for reporting water quality concerns, including potential illicit discharges (including spills).

S7. COMPLIANCE WITH TOTAL MAXIMUM DAILY LOAD REQUIREMENTS

The following requirements apply if an applicable TMDL is approved for stormwater discharges from MS4s owned or operated by the Permittee. Applicable TMDLs are TMDLs which have been approved by EPA on or before the issuance date of this Permit or prior to the date that Ecology issues coverage under this Permit, whichever is later.

- A.** For applicable TMDLs listed in Appendix 2, affected Permittees shall comply with the specific requirements identified in Appendix 2. Each Permittee shall keep records of all actions required by this Permit that are relevant to applicable TMDLs within their jurisdiction. The status of the TMDL implementation shall be included as part of the annual report submitted to Ecology. Each annual report shall include a summary of relevant SWMP and Appendix 2 activities conducted in the TMDL area to address the applicable TMDL parameter(s).

- B.** For applicable TMDLs not listed in Appendix 2, compliance with this Permit shall constitute compliance with those TMDLs.
- C.** For TMDLs that are approved by EPA after this Permit is issued, Ecology may establish TMDL related permit requirements through future permit modification if Ecology determines implementation of actions, monitoring, or reporting necessary to demonstrate reasonable further progress toward achieving TMDL waste load allocations, and other targets, are not occurring and shall be implemented during the term of this Permit or when this Permit is reissued. Permittees are encouraged to participate in development of TMDLs within their jurisdiction and to begin implementation.

S8. MONITORING AND ASSESSMENT

A. Regional Status and Trends Monitoring

- 1.** All Permittees that chose S8.B Status and Trends Monitoring Option #1 in the *Phase II Western Washington Municipal Stormwater Permit*, August 1, 2013 – July 31, 2018 (extended to July 31, 2019), shall make a one-time payment into the collective fund to implement regional small streams and marine nearshore areas status and trends monitoring in Puget Sound. This payment is due on or before December 1, 2019. Submit payment according to Section S8.D, below.
- 2.** All City and County Permittees covered under the *Phase II Western Washington Municipal Stormwater Permit*, August 1, 2013 – July 31, 2018 (extended to July 31, 2019), except the Cities of Aberdeen and Centralia, shall notify Ecology in writing which of the following two options for regional status and trends monitoring (S8.A.2.a or S8.A.2.b) the Permittee chooses to carry out during this permit term. The written notification with G19 signature is due to Ecology no later than December 1, 2019.
 - a. Make annual payments into a collective fund to implement regional receiving water status and trends monitoring of either: small streams and marine nearshore areas in Puget Sound; or, urban streams in Clark and Cowlitz Counties in the Lower Columbia River basin, depending on the Permittee's location. The annual payments into the collective fund are due on or before August 15 each year beginning in 2020. Submit payments according to Section S8.D, below.

Or

- b. Conduct stormwater discharge monitoring per the requirements in S8.C.

Either option will fully satisfy the Permittee's obligations under this Section (S8.A.2). Each Permittee shall select a single option for this permit term.

B. Stormwater Management Program (SWMP) Effectiveness and Source Identification Studies

- 1.** All Permittees that chose S8.C Effectiveness Studies Option #1 in the *Phase II Western Washington Municipal Stormwater Permit*, August 1, 2013 – July 31, 2018 (extended to July 31, 2019), shall make a one-time payment into the collective fund to implement effectiveness studies and source identification studies. The payment is due on or before December 1, 2019. Submit payment according to Section S8.D, below.

2. All City and County Permittees covered under the *Phase II Western Washington Municipal Stormwater Permit*, August 1, 2013 – July 31, 2018 (extended to July 31, 2019), shall notify Ecology in writing which of the following two options (S8.B.2.a or S8.B.2.b) for effectiveness and source identification studies the Permittee chooses to carry out during this permit term. The written notification with G19 signature is due to Ecology no later than December 1, 2019.

- a. Make annual payments into a collective fund to implement effectiveness and source identification studies. The annual payments into the collective fund are due on or before August 15 each year beginning in 2020. Submit payments according to Section S8.D, below.

Or

- b. Conduct stormwater discharge monitoring per the requirements in S8.C.

Either option will fully satisfy the Permittee's obligations under this Section (S8.B.2). Each Permittee shall select a single option for this permit term.

3. All Permittees shall provide information as requested for effectiveness and source identification studies that are under contract with Ecology as active Stormwater Action Monitoring (SAM) projects. These requests will be limited to records of SWMP activities and associated data tracked and/or maintained in accordance with S5 – *Stormwater Management Program for Cities, Towns, and Counties* and/or S9 – *Reporting Requirements*. A maximum of three requests during the permit term from the SAM Coordinator will be transmitted to the Permittee's permit coordinator via Ecology's regional permit manager. The Permittee shall have 90 days to provide the requested information.

C. Stormwater discharge monitoring.

1. This Section applies only to Permittees who choose to conduct stormwater discharge monitoring per S8.A.2.b and/or S8.B.2.b in lieu of participation in the regional status and trends monitoring and/or effectiveness and source identification studies. These Permittees shall conduct monitoring in accordance with Appendix 9 and an Ecology-approved Quality Assurance Project Plan (QAPP) as follows:
 - a. Permittees who choose the option to conduct stormwater discharge monitoring for either S8.A.2 or S8.B.2 shall monitor three independent discharge locations.

Permittees who choose the option to conduct stormwater discharge monitoring for both S8.A.2 and S8.B.2 shall conduct this monitoring at a total of six locations; at least four locations shall be independent (one location may be nested in another basin).
 - b. No later than February 1, 2020, each Permittee shall submit to Ecology a draft stormwater discharge monitoring QAPP for review and approval. The QAPP shall be prepared in accordance with the requirements in Appendix 9. The final QAPP shall be submitted to Ecology for approval as soon as possible following finalization, and before August 15, 2020 or within 60 days of receiving Ecology's comments on the draft QAPP (whichever is later).
 - c. Flow monitoring shall begin no later than October 1, 2020 or within 30 days of receiving Ecology's approval of the final QAPP (whichever is later). Stormwater discharge monitoring shall be fully implemented no later than October 1, 2021.

- d. Data and analyses shall be reported annually in accordance with the Ecology-approved QAPP. Each Permittee shall enter into the Department's Environmental Information Management (EIM) database all water and solids concentration data collected pursuant to Appendix 9.

D. Payments into the collective funds.

1. Each Permittee's S8.A and S8.B payment amounts are listed in Appendix 11 and in the invoices that will be sent to the Permittee approximately three months in advance of each payment due date.
2. Mail payments according to the instructions in the invoice, or via United States Postal Service to:

Department of Ecology Cashiering Unit
P.O. Box 47611
Olympia, WA 98405-7611

S9. REPORTING REQUIREMENTS

- A.** No later than March 31 of each year beginning in 2020, each Permittee shall submit an annual report. The reporting period for the annual report will be the previous calendar year unless otherwise specified.

Permittees shall submit annual reports electronically using Ecology's Water Quality Permitting Portal (WQWebPortal) available on Ecology's website.

Permittees unable to submit electronically through Ecology's WQWebPortal shall contact Ecology to request a waiver and obtain instructions on how to submit an annual report in an alternative format.

- B.** Each Permittee is required to keep all records related to this Permit and the SWMP for at least five years.
- C.** Each Permittee shall make all records related to this Permit and the Permittee's SWMP available to the public at reasonable times during business hours. The Permittee will provide a copy of the most recent annual report to any individual or entity, upon request.
1. A reasonable charge may be assessed by the Permittee for making photocopies of records.
 2. The Permittee may require reasonable advance notice of intent to review records related to this Permit.

- D.** The annual report for cities, towns, and counties

Each annual report shall include the following:

1. A copy of the Permittee's current SWMP Plan, as required by S5.A.2.
2. Submittal of the annual report form as provided by Ecology pursuant to S9.A, describing the status of implementation of the requirements of this Permit during the reporting period.

3. Attachments to the annual report form including summaries, descriptions, reports, and other information as required, or as applicable, to meet the requirements of this Permit during the reporting period, or as a required submittal. Refer to Appendix 3 for annual report questions.³¹
4. If applicable, notice that the MS4 is relying on another governmental entity to satisfy any of the obligations under this Permit.
5. Certification and signature pursuant to G19.D, and notification of any changes to authorization pursuant to G19.C.
6. A notification of any annexations, incorporations or jurisdictional boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period.

E. Annual report for Secondary Permittees

Each annual report shall include the following:

1. Submittal of the annual report form as provided by Ecology pursuant to S9.A, describing the status of implementation of the requirements of this Permit during the reporting period.
2. Attachments to the annual report form including summaries, descriptions, reports, and other information as required, or as applicable, to meet the requirements of this Permit during the reporting period. Refer to Appendix 4 for annual report questions.
3. If applicable, notice that the MS4 is relying on another governmental entity to satisfy any of the obligations under this Permit.
4. Certification and signature pursuant to G19.D, and notification of any changes to authorization pursuant to G19.C.
5. A notification of any jurisdictional boundary changes resulting in an increase or decrease in the Secondary Permittee's geographic area of permit coverage during the reporting period.

³¹ New Permittees refer to Appendix 5 for annual report questions.

GENERAL CONDITIONS

G1. DISCHARGE VIOLATIONS

All discharges and activities authorized by this Permit shall be consistent with the terms and conditions of this Permit.

G2. PROPER OPERATION AND MAINTENANCE

The Permittee shall at all times properly operate and maintain all facilities and systems of collection, treatment, and control (and related appurtenances) which are installed or used by the Permittee for pollution control to achieve compliance with the terms and conditions of this Permit.

G3. NOTIFICATION OF DISCHARGE, INCLUDING SPILLS

If a Permittee has knowledge of a discharge, including spills, into or from a MS4 which could constitute a threat to human health, welfare, or the environment, the Permittee shall:

- A. Take appropriate action to correct or minimize the threat to human health, welfare and/or the environment.
- B. Notify the Ecology regional office and other appropriate spill response authorities immediately but in no case later than within 24 hours of obtaining that knowledge.
- C. Immediately report spills or other discharges which might cause bacterial contamination of marine waters, such as discharges resulting from broken sewer lines and failing onsite septic systems, to the Ecology regional office and to the Department of Health, Shellfish Program.
- D. Immediately report spills or discharges of oils or hazardous substances to the Ecology regional office and to the Washington Emergency Management Division at 1-800-258-5990.

G4. BYPASS PROHIBITED

The intentional bypass of stormwater from all or any portion of a stormwater treatment BMP whenever the design capacity of the treatment BMP is not exceeded, is prohibited unless the following conditions are met:

- A. Bypass is: (1) unavoidable to prevent loss of life, personal injury, or severe property damage; or (2) necessary to perform construction or maintenance-related activities essential to meet the requirements of the Clean Water Act (CWA); and
- B. There are no feasible alternatives to bypass, such as the use of auxiliary treatment facilities, retention of untreated stormwater, or maintenance during normal dry periods.

"Severe property damage" means substantial physical damage to property, damage to the treatment facilities which would cause them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass.

G5. RIGHT OF ENTRY

The Permittee shall allow an authorized representative of Ecology, upon the presentation of credentials and such other documents as may be required by law at reasonable times:

- A.** To enter upon the Permittee's premises where a discharge is located or where any records shall be kept under the terms and conditions of this Permit.
- B.** To have access to, and copy at reasonable cost and at reasonable times, any records that shall be kept under the terms of the Permit.
- C.** To inspect at reasonable times any monitoring equipment or method of monitoring required in the Permit.
- D.** To inspect at reasonable times any collection, treatment, pollution management, or discharge facilities.
- E.** To sample at reasonable times any discharge of pollutants.

G6. DUTY TO MITIGATE

The Permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit which has a reasonable likelihood of adversely affecting human health or the environment.

G7. PROPERTY RIGHTS

This Permit does not convey any property rights of any sort, or any exclusive privilege.

G8. COMPLIANCE WITH OTHER LAWS AND STATUTES

Nothing in the Permit shall be construed as excusing the Permittee from compliance with any other applicable federal, state, or local statutes, ordinances, or regulations.

G9. MONITORING

A. Representative Sampling

Samples and measurements taken to meet the requirements of this Permit shall be representative of the volume and nature of the monitored discharge, including representative sampling of any unusual discharge or discharge condition, including bypasses, upsets, and maintenance-related conditions affecting effluent quality.

B. Records Retention

The Permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original recordings for continuous monitoring instrumentation, copies of all reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least five years. This period of retention shall be extended during the course of any unresolved litigation regarding the discharge of pollutants by the Permittee or when requested by the Ecology. On request, monitoring data and analysis shall be provided to Ecology.

C. Recording of Results

For each measurement or sample taken, the Permittee shall record the following information: (1) the date, exact place and time of sampling; (2) the individual who

performed the sampling or measurement; (3) the dates the analyses were performed; (4) who performed the analyses; (5) the analytical techniques or methods used; and (6) the results of all analyses.

D. Test Procedures

All sampling and analytical methods used to meet the monitoring requirements in this Permit shall conform to the Guidelines Establishing Test Procedures for the Analysis of Pollutants contained in 40 CFR Part 136, unless otherwise specified in this Permit or approved in writing by Ecology.

E. Flow Measurement

Appropriate flow measurement devices and methods consistent with accepted scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to ensure that the accuracy of the measurements is consistent with the accepted industry standard for that type of device. Frequency of calibration shall be in conformance with manufacturer's recommendations or at a minimum frequency of at least one calibration per year. Calibration records should be maintained for a minimum of three years.

F. Lab Accreditation

All monitoring data, except for flow, temperature, conductivity, pH, total residual chlorine, and other exceptions approved by Ecology, shall be prepared by a laboratory registered or accredited under the provisions of, Accreditation of Environmental Laboratories, Chapter 173-50 WAC. Soils and hazardous waste data are exempted from this requirement pending accreditation of laboratories for analysis of these media by Ecology. Quick methods of field detection of pollutants including nutrients, surfactants, salinity, and other parameters are exempted from this requirement when the purpose of the sampling is identification and removal of a suspected illicit discharge.

G. Additional Monitoring

Ecology may establish specific monitoring requirements in addition to those contained in this Permit by administrative order or permit modification.

G10. REMOVED SUBSTANCES

With the exception of decant from street waste vehicles, the Permittee shall not allow collected screenings, grit, solids, sludges, filter backwash, or other pollutants removed in the course of treatment or control of stormwater to be resuspended or reintroduced to the MS4 or to waters of the State. Decant from street waste vehicles resulting from cleaning stormwater facilities may be reintroduced only when other practical means are not available and only in accordance with the Street Waste Disposal Guidelines in Appendix 6. Solids generated from maintenance of the MS4 may be reclaimed, recycled, or reused when allowed by local codes and ordinances. Soils that are identified as contaminated pursuant to Chapter 173-350 WAC shall be disposed at a qualified solid waste disposal facility (see Appendix 6).

G11. SEVERABILITY

The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Permit shall not be affected thereby.

G12. REVOCATION OF COVERAGE

The director may terminate coverage under this General Permit in accordance with Chapter 43.21B RCW and Chapter 173-226 WAC. Cases where coverage may be terminated include, but are not limited to the following:

- A. Violation of any term or condition of this general permit;
- B. Obtaining coverage under this general permit by misrepresentation or failure to disclose fully all relevant facts;
- C. A change in any condition that requires either a temporary or permanent reduction or elimination of the permitted discharge;
- D. A determination that the permitted activity endangers human health or the environment, or contributes significantly to water quality standards violations;
- E. Failure or refusal of the Permittee to allow entry as required in Chapter 90.48.090 RCW;
- F. Nonpayment of permit fees assessed pursuant to Chapter 90.48.465 RCW;

Revocation of coverage under this general permit may be initiated by Ecology or requested by any interested person.

G13. TRANSFER OF COVERAGE

The director may require any discharger authorized by this General Permit to apply for and obtain an individual permit in accordance with Chapter 43.21B RCW and Chapter 173-226 WAC.

G14. GENERAL PERMIT MODIFICATION AND REVOCATION

This General Permit may be modified, revoked and reissued, or terminated in accordance with the provisions of WAC 173-226-230. Grounds for modification, revocation and reissuance, or termination include, but are not limited to the following:

- A. A change occurs in the technology or practices for control or abatement of pollutants applicable to the category of dischargers covered under this General Permit;
- B. Effluent limitation guidelines or standards are promulgated pursuant to the CWA or Chapter 90.48 RCW, for the category of dischargers covered under this General Permit;
- C. A water quality management plan containing requirements applicable to the category of dischargers covered under this General Permit is approved; or
- D. Information is obtained which indicates that cumulative effects on the environment from dischargers covered under this General Permit are unacceptable.
- E. Changes in state law that reference this Permit.

G15. REPORTING A CAUSE FOR MODIFICATION OR REVOCATION

A Permittee who knows or has reason to believe that any activity has occurred or will occur which would constitute cause for modification or revocation and reissuance under General Condition G12, G14, or 40 CFR 122.62 must report such plans, or such information, to Ecology so that a decision can be made on whether action to modify, or revoke and reissue this Permit will be

required. Ecology may then require submission of a new or amended application. Submission of such application does not relieve the Permittee of the duty to comply with this Permit until it is modified or reissued.

G16. APPEALS

- A.** The terms and conditions of this General Permit, as they apply to the appropriate class of dischargers, are subject to appeal within thirty days of issuance of this General Permit, in accordance with Chapter 43.21B RCW, and Chapter 173-226 WAC.
- B.** The terms and conditions of this General Permit, as they apply to an individual discharger, are appealable in accordance with Chapter 43.21B RCW within thirty days of the effective date of coverage of that discharger. Consideration of an appeal of General Permit coverage of an individual discharger is limited to the General Permit's applicability or nonapplicability to that individual discharger.
- C.** The appeal of General Permit coverage of an individual discharger does not affect any other dischargers covered under this General Permit. If the terms and conditions of this General Permit are found to be inapplicable to any individual discharger(s), the matter shall be remanded to Ecology for consideration of issuance of an individual permit or permits.
- D.** Modifications of this Permit are appealable in accordance with Chapter 43.21B RCW and Chapter 173-226 WAC.

G17. PENALTIES

40 CFR 122.41(a)(2) and (3), 40 CFR 122.41(j)(5), and 40 CFR 122.41(k)(2) are hereby incorporated into this Permit by reference.

G18. DUTY TO REAPPLY

The Permittee shall apply for permit renewal at least 180 days prior to the specified expiration date of this Permit.

G19. Certification and Signature

All formal submittals to Ecology shall be signed and certified.

- A.** All permit applications shall be signed by either a principal executive officer or ranking elected official.
- B.** All formal submittals required by this Permit shall be signed by a person described, above, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - 1. The authorization is made in writing by a person described, above, and submitted to Ecology, and
 - 2. The authorization specifies either an individual or a position having responsibility for the overall development and implementation of the stormwater management program. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)

- C. Changes to authorization. If an authorization under condition G19.B.2 is no longer accurate because a different individual or position has responsibility for the overall development and implementation of the stormwater management program, a new authorization satisfying the requirements of condition G19.B.2 must be submitted to Ecology prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Certification. Any person signing a formal submittal under this Permit shall make the following certification:

“I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that Qualified Personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.”

G20. Non-compliance notification

In the event a Permittee is unable to comply with any of the terms and conditions of this Permit, the Permittee must:

- A. Notify Ecology of the failure to comply with the permit terms and conditions in writing within 30 days of becoming aware that the non-compliance has occurred. The written notification must include all of the following:
 1. A description of the non-compliance, including dates.
 2. Beginning and end dates of the non-compliance, and if the compliance has not been corrected, the anticipated date of correction.
 3. Steps taken or planned to reduce, eliminate, or prevent reoccurrence of the non-compliance.
- B. Take appropriate action to stop or correct the condition of non-compliance.

G21. UPSETS

Permittees must meet the conditions of 40 CFR 122.41(n) regarding “Upsets.” The conditions are as follows:

- A. **Definition.** “Upset” means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the Permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. **Effect of an upset.** An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of paragraph (C) of this condition are met. Any determination made during administrative

review of claims that noncompliance was caused by upset, and before an action for noncompliance, will not constitute final administrative action subject to judicial review.

- C. *Conditions necessary for demonstration of upset.*** A Permittee who wishes to establish the affirmative defense of upset must demonstrate, through properly signed contemporaneous operating logs, or other relevant evidence that:
1. An upset occurred and that the Permittee can identify the cause(s) of the upset;
 2. The permitted facility was at the time being properly operated; and
 3. The Permittee submitted notice of the upset as required in 40 CFR 122.41(l)(6)(ii)(B) (24-hour notice of noncompliance).
 4. The Permittee complied with any remedial measures required under 40 CFR 122.41(d) (Duty to Mitigate).
- D. *Burden of proof.*** In any enforcement proceeding, the Permittee seeking to establish the occurrence of an upset has the burden of proof.

DEFINITIONS AND ACRONYMS

This Section includes definitions for terms used in the body of the Permit and in all the appendices except Appendix 1. Terms defined in Appendix 1 are necessary to implement requirements related to Appendix 1.

40 CFR means Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

AKART means All Known, Available, and Reasonable methods of prevention, control and Treatment. See also State Water Pollution Control Act, Chapter 90.48.010 RCW and Chapter 90.48.520 RCW.

All Known, Available and Reasonable Methods of Prevention, Control and Treatment (AKART) refers to the State Water Pollution Control Act, Chapter 90.48.010 RCW and Chapter 90.48.520 RCW.

Applicable TMDL means a TMDL which has been approved by EPA on or before the issuance date of this Permit, or prior to the date that Ecology issues coverage under this Permit, whichever is later.

Beneficial Uses means uses of waters of the State, which include but are not limited to use for domestic, stock watering, industrial, commercial, agricultural, irrigation, mining, fish and wildlife maintenance and enhancement, recreation, generation of electric power and preservation of environmental and aesthetic values, and all other uses compatible with the enjoyment of the public waters of the State.

Best Management Practices are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by Ecology that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

BMP means Best Management Practice.

Bypass means the diversion of stormwater from any portion of a stormwater treatment facility.

Circuit means a portion of a MS4 discharging to a single point or serving a discrete area determined by traffic volumes, land use, topography or the configuration of the MS4.

Component or Program Component means an element of the Stormwater Management Program listed in S5 - *Stormwater Management Program for Cities, Towns, and Counties*, or S6 – *Stormwater Management Program for Secondary Permittees*, or S7 – *Compliance with Total Maximum Daily Load Requirements*, or S8 – *Monitoring and Assessment*, of this Permit.

Community-based social marketing is a social marketing methodology. It employs a systematic approach intended to change the behavior of communities to reduce their impact on the environment. Realizing that providing information is usually not sufficient to initiate behavior change, community-based social marketing uses tools and findings from social psychology to discover the perceived barriers to behavior change and ways of overcoming these barriers.

Conveyance System means that portion of the municipal separate storm sewer system designed or used for conveying stormwater.

Co-Permittee means an owner or operator of an MS4 which is in a cooperative agreement with at least one other applicant for coverage under this Permit. A Co-Permittee is an owner or operator of a regulated MS4 located within or in proximity to another regulated MS4. A Co-Permittee is only responsible for permit conditions relating to discharges from the MS4 the Co-Permittee owns or operates. See also 40 CFR 122.26(b)(1).

CWA means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. (6-483 and Pub. L. 97-117, 33 U.S.C. 1251 *et seq.*).

Director means the Director of the Washington State Department of Ecology, or an authorized representative.

Discharge Point means the location where a discharge leaves the Permittee's MS4 through the Permittee's MS4 facilities/BMPs designed to infiltrate.

Entity means a governmental body, or a public or private organization.

EPA means the U.S. Environmental Protection Agency.

Fully Stabilized means the establishment of a permanent vegetative cover, or equivalent permanent stabilization measures (such as riprap, gabions or geotextiles) which prevents erosion.

General Permit means a permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual permits being issued to each discharger.

Groundwater means water in a saturated zone or stratum beneath the surface of the land or below a surface water body. Refer to Chapter 173-200 WAC.

Hazardous Substance means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or WAC 173-303-100.

Heavy Equipment Maintenance or Storage Yard means an uncovered area where any heavy equipment, such as mowing equipment, excavators, dump trucks, backhoes, or bulldozers are washed or maintained, or where at least five pieces of heavy equipment are stored on a long-term basis.

Highway means a main public road connecting towns and cities.

Hydraulically Near means runoff from the site discharges to the sensitive feature without significant natural attenuation of flows that allows for suspended solids removal. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Hyperchlorinated means water that contains more than 10 mg/Liter chlorine.

Illicit Connection means any infrastructure connection to the MS4 that is not intended, permitted or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in this Permit (S5.C.5 and S6.D.3). Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the MS4.

Illicit Discharge means any discharge to a MS4 that is not composed entirely of stormwater or of non-stormwater discharges allowed as specified in this Permit (S5.C.5 and S6.D.3).

Impervious Surface means a non-vegetated surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non-vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or stormwater areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Land Disturbing Activity means any activity that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered land disturbing activity. Vegetation maintenance practices, including landscape maintenance and gardening, are not considered land disturbing activity. Stormwater facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

LID means Low Impact Development.

LID BMP means Low Impact Development Best Management Practices.

LID Principles means land use management strategies that emphasize conservation, use of on-site natural features, and site planning to minimize impervious surfaces, native vegetation loss, and stormwater runoff.

Low Impact Development (LID) means a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

Low Impact Development Best Management Practices (LID BMP) means distributed stormwater management practices, integrated into a project design, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to, bioretention, rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, vegetated roofs, minimum excavation foundations, and water re-use.

Material Storage Facilities means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

Maximum Extent Practicable refers to paragraph 402(p)(3)(B)(iii) of the federal Clean Water Act which reads as follows: Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.

MEP means Maximum Extent Practicable.

MS4 means Municipal Separate Storm Sewer System.

Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of Washington State.
- (ii) Designed or used for collecting or conveying stormwater.
- (iii) Which is not a combined sewer;
- (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.; and
- (v) Which is defined as “large” or “medium” or “small” or otherwise designated by Ecology pursuant to 40 CFR 122.26.

National Pollutant Discharge Elimination System means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the State from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington State Department of Ecology.

Native Vegetation means vegetation comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and which reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas Fir, western hemlock, western red cedar, alder, big-leaf maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed.

New Development means land disturbing activities, including Class IV General Forest Practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development. Refer to Appendix 1 for a definition of hard surfaces.

New Permittee means a city, town, or county that is subject to the *Western Washington Municipal Stormwater General Permit* and was not subject to the permit prior to July 1, 2019.

New Secondary Permittee means a Secondary Permittee that is covered under a municipal stormwater general permit and was not covered by the permit prior to July 1, 2019.

NOI means Notice of Intent.

Notice of Intent (NOI) means the application for, or a request for coverage under, a General Permit pursuant to WAC 173-226-200.

Notice of Intent for Construction Activity means the application form for coverage under the *Construction Stormwater General Permit*.

Notice of Intent for Industrial Activity means the application form for coverage under the *Industrial Stormwater General Permit*.

NPDES means National Pollutant Discharge Elimination System.

Outfall means a point source as defined by 40 CFR 122.2 at the point where a discharge leaves the Permittee's MS4 and enters a surface receiving waterbody or surface receiving waters. Outfall does not include pipes, tunnels, or other conveyances which connect segments of the same stream or other surface waters and are used to convey primarily surface waters (i.e., culverts).

Overburdened Community means minority, low-income, tribal, or indigenous populations or geographic locations in Washington State that potentially experience disproportionate environmental harms and risks. This disproportionality can be as a result of greater vulnerability to environmental hazards, lack of opportunity for public participation, or other factors. Increased vulnerability may be attributable to an accumulation of negative or lack of positive environmental, health, economic, or social conditions within these populations or places. The term describes situations where multiple factors, including both environmental and socio-economic stressors, may act cumulatively to affect health and the environment and contribute to persistent environmental health disparities.

Permittee unless otherwise noted, the term "Permittee" includes city, town, or county Permittee, Co-Permittee, New Permittee, Secondary Permittee, and New Secondary Permittee.

Physically Interconnected means that one MS4 is connected to another storm sewer system in such a way that it allows for direct discharges to the second system. For example, the roads with drainage systems and municipal streets of one entity are physically connected directly to a storm sewer system belonging to another entity.

Project site means that portion of a property, properties, or right-of-ways subject to land disturbing activities, new hard surfaces, or replaced hard surfaces. Refer to Appendix 1 for a definition of hard surfaces.

QAPP means Quality Assurance Project Plan.

Qualified Personnel means someone who has had professional training in the aspects of stormwater management for which they are responsible and are under the functional control of the Permittee. Qualified Personnel may be staff members, contractors, or volunteers.

Quality Assurance Project Plan means a document that describes the objectives of an environmental study and the procedures to be followed to achieve those objectives.

RCW means the Revised Code of Washington State.

Receiving Waterbody or Receiving Waters means naturally and/or reconstructed naturally occurring surface water bodies, such as creeks, streams, rivers, lakes, wetlands, estuaries, and marine waters, or groundwater, to which a MS4 discharges.

Redevelopment means, on a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities. Refer to Appendix 1 for a definition of hard surfaces.

Regulated Small Municipal Separate Storm Sewer System means a Municipal Separate Storm Sewer System which is automatically designated for inclusion in the Phase II stormwater permitting program by

its location within an Urbanized Area, or by designation by Ecology and is not eligible for a waiver or exemption under S1.C.

Runoff is water that travels across the land surface and discharges to water bodies either directly or through a collection and conveyance system. See also “**Stormwater**.”

SAM means Stormwater Action Monitoring

Secondary Permittee is an operator of a regulated small MS4 which is not a city, town or county. Secondary Permittees include special purpose districts and other public entities that meet the criteria in S1.B.

Sediment/Erosion-Sensitive Feature means an area subject to significant degradation due to the effect of construction runoff, or areas requiring special protection to prevent erosion. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Shared Water Bodies means water bodies, including downstream segments, lakes and estuaries that receive discharges from more than one Permittee.

Significant Contributor means a discharge that contributes a loading of pollutants considered to be sufficient to cause or exacerbate the deterioration of receiving water quality or instream habitat conditions.

Small Municipal Separate Storm Sewer System means an MS4 that is not defined as “large” or “medium” pursuant to 40 CFR 122.26(b)(4) & (7) or designated under 40 CFR 122.26 (a)(1)(v).

Source Control BMP means a structure or operation that is intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. The SWMMWW separates source control BMPs into two types. Structural Source Control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering stormwater. Operational BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater.

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage or interflow.

Stormwater Action Monitoring (SAM) is the regional stormwater monitoring program for Western Washington. This means, for all of Western Washington, a stormwater-focused monitoring and assessment program consisting of these components: status and trends monitoring in small streams and marine nearshore areas, stormwater management program effectiveness studies, and source identification projects. The priorities and scope for SAM are set by a formal stakeholder group that selects the studies and oversees the program’s administration.

Stormwater Associated with Industrial and Construction Activity means the discharge from any conveyance which is used for collecting and conveying stormwater, which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant, or associated with clearing, grading and/or excavation, and is required to have an NPDES permit in accordance with 40 CFR 122.26.

Stormwater facility retrofits means both: projects that retrofit existing treatment and/or flow control facilities; and new flow control or treatment facilities or BMPs that will address impacts from existing development.

Stormwater Management Program (SWMP) means a set of actions and activities designed to reduce the discharge of pollutants from the MS4 to the MEP and to protect water quality, and comprising the components listed in S5 (for cities, towns, and counties) or S6 (for Secondary Permittees) of this Permit and any additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 – *Compliance with TMDL Requirements*, and S8– *Monitoring and Assessment*.

Stormwater Treatment and Flow Control BMPs/Facilities means detention facilities, permanent treatment BMPs/facilities; and bioretention, vegetated roofs, and permeable pavements that help meet Appendix 1 Minimum Requirements #6 (treatment), #7 (flow control), or both.

Surface Waters includes lakes, rivers, ponds, streams, inland waters, salt waters, and all other surface waters and water courses within the jurisdiction of the State of Washington.

SWMMWW or Stormwater Management Manual for Western Washington means *Stormwater Management Manual for Western Washington (2019)*.

SWMP means Stormwater Management Program.

TMDL means Total Maximum Daily Load.

Total Maximum Daily Load (TMDL) means a water cleanup plan. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources. The calculation must include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation must also account for seasonable variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, Section 303, establishes the water quality standards and TMDL programs.

Tributary Conveyance means pipes, ditches, catch basins, and inlets owned or operated by the Permittee and designed or used for collecting and conveying stormwater.

UGA means Urban Growth Area.

Urban Growth Area (UGA) means those areas designated by a county pursuant to RCW 36.70A.110.

Urbanized Area is a federally-designated land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile. Urbanized Areas are designated by the U.S. Census Bureau based on the most recent decennial census.

Vehicle Maintenance or Storage Facility means an uncovered area where any vehicles are regularly washed or maintained, or where at least 10 vehicles are stored.

Water Quality Standards means Surface Water Quality Standards, Chapter 173-201A WAC, Groundwater Quality Standards, Chapter 173-200 WAC, and Sediment Management Standards, Chapter 173-204 WAC.

Waters of the State includes those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the State" as defined in

Chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and water courses within the jurisdiction of the State of Washington.

Waters of the United States refers to the definition in 40 CFR 122.2.

Attach Business Card

City of Seattle Source Control Inspection

Date _____

Type of Visit: ☐ Screening Visit
 ☐ Initial Inspection
 ☐ Follow-Up Inspection

Lead Inspector _____ Agency _____

Other Inspector _____ Agency _____

Facility Name _____ Department _____

Facility Type _____

PMA _____ NAICS Code _____ Observed SIC Code _____

Drainage Basin _____ Sub-Basin _____ NPDES Permit # _____

Sewer Class: Combined Separated Partially Separated

Site Address:

Street _____

City _____ Zip _____

Site Guide _____ Position / Title _____

Phone No. _____ Cell No. _____ Fax No. _____

Department Contact _____ Phone No. _____

Mail Address:

☐ Same as Site Address ☐ Home Based Business ☐ Multiple sites in Area?

Street /P.O. Box _____

City _____ Zip _____

Owner / Manager _____

Phone No. _____ Cell No. _____ Fax No. _____

Recommend for CB sampling? Y / N CB sampling date _____

Date of Completed Inspections:

☐ HW _____ ☐ IW _____ ☐ Stormwater _____

Date Corrective Action Requested:

☐ HW _____ ☐ IW _____ ☐ Stormwater _____ ☐ Spill Mgmt. _____

Date of Agency Referrals:

☐ Hazardous Waste _____ ☐ Industrial Waste _____ ☐ SPU _____

☐ Ecology _____ ☐ Law _____ ☐ NOV Issued _____ ☐ Other City _____

Date Corrective Action Achieved:

☐ HW _____ ☐ IW _____ ☐ Stormwater _____ ☐ Spill Mgmt. _____

DATE OBSERVED OVERALL COMPLIANCE ACHIEVED _____

BUSINESS NAME: _____

OUTDOOR ACTIVITIES

HIGH RISK POLLUTION GENERATING ACTIVITIES (check all that are appropriate)

- ☐ Fueling operations
- ☐ Vehicle, equipment, or building washing or cleaning
- ☐ Truck or rail loading or unloading of liquid or solid materials
- ☐ Liquid storage in stationary aboveground tanks
- ☐ Outside portable container storage of liquids, food wastes, or dangerous wastes
- ☐ Outside storage of non-containerized materials, by-products, or finished products
- ☐ Outside manufacturing activity
- ☐ Vehicle and equipment maintenance and repair
- ☐ Parking or storage of vehicles and equipment
- ☐ Building, repair, and maintenance of ships and boats
- ☐ Painting or finishing of vehicles, boats, buildings, or equipment
- ☐ Commercial animal handling
- ☐ Landscape construction or maintenance business
- ☐ Active onsite construction operations with excavated/exposed soil that could be eroded/transported to storm drains
- ☐ Other _____

SPILL PREVENTION

N / A

- Is there a *written* Spill Plan for the facility? Y / N
- Is the plan posted in a suitable location? Y / N
- Are employees trained and aware of the Spill Plan? Y / N
- Circle closest to frequency of training Monthly Quarterly Annually
- Are spill clean-up materials kept on-site? Y / N
- Select materials kept on-site from the following list sorbent booms sorbent pads,
granular sorbent, kitty litter drip pans drain cover acid/base neutralizer solvent absorbent
- Are cleanup materials appropriate for the chemicals stored on-site? Y / N
- Are cleanup materials stored in a container clearly labeled "SPILL KIT" ? Y / N
- Are spill kits located near high-risk spill areas? Y / N

STORMWATER RELATED STRUCTURES

- Are catch basins (CBs) on site? Y / N
- If yes, how many? _____
- Are CBs equipped with outlet traps? Y / N
- Select outlet trap type PVC Elbow Metal Elbow
- Has material accumulated to fill over 60% of the capacity of the CB? Y / N
- Select material(s) in CB Sediment Plants Trash
- Is there evidence of contaminants in CBs? Y / N
- Select contaminant Oil/Grease Paint Solvent Sewage Unknown
- Other: _____
- Are catch basins regularly inspected and cleaned? Y / N
- Circle closest to frequency of inspection Monthly Quarterly Annually As needed
- Circle closest to frequency of cleaning Monthly Quarterly Annually As needed

BUSINESS NAME: _____

STORMWATER TREATMENT STRUCTURES

Oil/Water Separator on-site? _____ Y / N

If yes, how many? _____ What Type? API Coalescing Plate

Other Treatment Systems? Biofiltration Swale Filter Strip Wet Pond Wet Vault
Wetland Media Filter Infiltration Other _____

Stormwater Detention System Onsite _____ Y / N

Flow Control Device None Pump Orifice Plate

GENERAL MAINTENANCE PRACTICES

Are the outdoor paved areas regularly swept? _____ Y / N

Are the outdoor paved areas washed? _____ Y / N

What is the frequency of sweeping/washing? Daily Weekly Monthly As Needed

WASHWATER PRACTICES

Are vehicles or equipment washed outside? _____ Y / N

Select Type of Vehicles? Passenger 10-ton truck >10-ton trucks

Select Type of Equipment Forklifts Backhoes Other: _____

What is the frequency of washing? Daily Weekly Monthly Annually

What is the number of units washed per period indicated above? _____

Where does washwater drain to? Sanitary Sewer Storm System Infiltration

Does facility conduct auto detailing? _____ Y / N

VEHICLE AND HEAVY EQUIPMENT STORAGE AND MAINTENANCE

Are trucks and heavy equipment parked outside? _____ Y / N.

Select Type of Vehicles? Passenger 10-ton truck >10-ton trucks

Select Type of Equipment Forklifts Construction Related Other _____

Are there signs of leaking vehicles? _____ Y / N

Is there repair and maintenance of vehicles and equipment outside? _____ Y / N

STATIONARY FUELING OPERATIONS

Is there a fixed location for vehicle fueling on-site (i.e. permanent fuel pumps / tanks)? _____ Y / N

Select type of fuel used. Diesel Gasoline

Where are tanks located? Underground Aboveground

Is there a fuel pad? _____ Y / N

Is the fueling area covered? _____ Y / N

Does the fuel pad have a separate drainage system? _____ Y / N

MOBILE FUELING OPERATIONS

Is a truck mounted diesel tank or tanker truck used to fuel other vehicles on site? _____ Y / N

Where is refueling performed? Single Location Wherever Vehicles Parked

Are CBs in vicinity of fueling location(s) _____ Y / N

Are required cleanup materials for mobile fueling present on the fueling vehicle? _____ Y / N

☐ Non-water absorbents capable of absorbing 16 gallons of diesel

☐ A storm drain cover / plug kit ☐ A minimum 10-foot length containment boom

OUTDOOR STORAGE AREAS

Circle types of materials stored outside Containerized Products Stockpiled Material New Equipment
Used Equipment Equipment/Materials Awaiting Disposal/Recycling Other

Are storage areas paved? Y / N

Are storage areas and materials covered? Y / N

Are storage areas protected from stormwater run-on/run-off (i.e., berms or other barriers installed?) Y / N

Does yard area have oil staining or visible sheen? – Y / N Signs of distressed vegetation? Y / N

Rate General Housekeeping in Storage Areas Unacceptable Needs Some Work Good

Type of Material Stored Outside	# of Units	Individual Unit Size	Secondary Containment	Covered	New or Used
Acids			Y / N	Y / N	
Antifreeze			Y / N	Y / N	
Automotive Parts			Y / N	Y / N	
Batteries			Y / N	Y / N	
Caustic Bases			Y / N	Y / N	
Landscaping Materials			Y / N	Y / N	
Metals			Y / N	Y / N	
Paints / Coatings			Y / N	Y / N	
Pesticides / Herbicides/ Fertilizers			Y / N	Y / N	
Petroleum / Oils (e.g., hydraulic, cutting, motor oil)			Y / N	Y / N	
Plastics			Y / N	Y / N	
Recycling			Y / N	Y / N	
Restaurant Grease			Y / N	Y / N	
Solid Waste			Y / N	Y / N	
Solvents			Y / N	Y / N	
Tires			Y / N	Y / N	
Other:			Y / N	Y / N	
Other:			Y / N	Y / N	
Other:			Y / N	Y / N	

MATERIALS LOADING / UNLOADING

Are materials containerized? Y / N

What types of materials? Solids Liquids

Are handling areas covered? Y / N

Are handling areas protected from stormwater run-on/runoff? Y / N

Are handling areas paved? Y / N

BUSINESS NAME: _____

Table 1. Recommended BMPs for Commercial & Industrial Activities (*check all that apply*)

BMP	Activity	Notes
SECTION 3.1 – CLEANING AND WASHING ACTIVITIES		
7	Cleaning or washing tools, engines, parts, or equipment outside	
8	Cleaning or washing food service equipment – vents, filters, pots and pans, grills, floor mats	
9	Washing, pressure washing, and steam cleaning of vehicles, equipment, buildings	
10	Collection/disposal of wastewater from mobile interior washing, carpet/upholstery cleaning	
SECTION 3.2 – TRANSFER OF LIQUID OR SOLID MATERIALS		
11	Loading/unloading liquids or solid materials at industrial, commercial, other facilities	
12	Fueling at dedicated stations, fleet vehicles	
13	Automotive repair/maintenance, oil changes, etc. at permanent or temporary sites	
14	Mobile fueling of vehicles and heavy equipment, fleet fueling, wet fueling, etc.	
SECTION 3.3 – PRODUCTION AND APPLICATION ACTIVITIES		
15	Concrete/asphalt mixing and production at stationary sites, involving raw materials onsite	
16	Concrete pouring, concrete/asphalt cutting, and asphalt application at temporary sites Construction sites, parking lot resurfacing	
17	Manufacturing and post-processing metal products machining, grinding, welding, etc.	
18	Wood treatment, pressure processes, dipping, spraying, etc.	
19	Commercial composting, uncovered composting	
20	Landscaping and lawn and vegetation management, use of herbicides, pesticides, insecticides, fertilizers, etc.	
21	Painting, finishing, coating of vehicles, boats, buildings, and equipment	
22	Commercial printing operations and related materials	
23	Outdoor manufacturing activities	
SECTION 3.4 – STORAGE AND STOCKPILING ACTIVITIES		
24	Outdoor storage/transfer of solid raw materials or products; sand, topsoil, lumber, and other products	
25	Storage/treatment of contaminated soils; soils excavated and left on the site	
26	Temporary storage/processing of fruits or vegetables	
27	Recycling, wrecking yard, and scrap yard operations; equipment, vehicles, construction materials, recyclables	
28	Outdoor portable container storage, temporary storage	
29	Storage of liquids in permanent aboveground tanks	
30	Parking lot maintenance, storage of vehicles, equipment	
SECTION 3.5 – DUST CONTROL AND SOIL AND SEDIMENT CONTROL		
31	Dust control on disturbed land, unpaved roadways, lots	
32	Dust control at manufacturing sites, grain dust, sawdust, coal, gravel, crushed rock, cement, etc.	
33	Soil erosion and sediment control at industrial sites	
SECTION 3.6 – OTHER ACTIVITIES		
34	Commercial animal care and handling; kennels, clinics	
35	Log sorting/handling; log yards, sawmills, ports, etc.	
36	Boat building, mooring, maintenance, repair and operations at shipyards, ports, and marinas	
37	Logging and tree removal	

SECTION 3.6 – OTHER ACTIVITIES (continued)

	38	Mining/quarrying sand, gravel, rock, clay, etc. Excavation and storage of mined materials	
	39	Cleaning/maintenance of swimming pools, spas, etc.	
	40	Deicing, anti-icing operations, airports, streets, etc.	
	41	Maintenance/management of roof and building drains	
	42	Operations and maintenance of railroad yards	
	43	Maintenance of public/private utility corridors; pump stations, ROW, transmission corridors, etc.	
	44	Maintenance of roadside ditches	

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) REQUIRED

Are more than 5 pieces of heavy equipment stored at the facility

(e.g., mowing equipment, excavators, dump trucks, backhoes, bulldozers)?

Y / N

Is the heavy equipment washed or maintained in an uncovered area?

Y / N

Is bulk material (e.g., liquid, solid, granular, etc.) stored in an uncovered area in piles, barrels, tanks, bins, crates, or other means? Y / N

Y / N

ILLICIT CONNECTIONS TO STORM DRAINS

Have any inspections been performed to identify illicit connections at this facility?

Y / N

If yes, describe: _____

Notes:

[illegible]

BUSINESS NAME: _____

Table 2. Potential Corrective Actions – Operational BMPs

	Operational BMP	Notes
	Check site plans for illicit discharges	
	Perform routine maintenance of stormwater drainage system	
	Perform preventive maintenance	
	Properly dispose of fluids and wastes	
	Properly store solid wastes	
	Develop a spill plan	
	Post spill plan in appropriate locations	
	Provide training for staff	
	Move activities indoors	
	Locate activities away from drainage paths	
	Label containers	
	Use the least toxic material available	
	Maintain vegetated areas near activity locations	
	Improve general housekeeping practices	
	Isolate pollutant sources	
	Purchase spill kits	
	Place spill kits at appropriate locations	
	Use drip pans or spill trays	
	Clean catch basins	

Table 3. Potential Corrective Actions – Structural BMPs

	Structural BMP	Notes
	Erect permanent roof	
	Improve fueling station	
	Install overhangs or door skirts	
	Cover stockpiles	
	Install wash pad	
	Connect wash pad to sewer	
	Install berm or curb	
	Purchase and use containment pallet	
	Purchase and use flammables/pesticides storage cabinet	
	Install drain cover or catch basin filter	
	Pave and slope loading/unloading areas	
	Install valves or switches to direct stormwater to sewer	

[illegible]



Stormwater Regulations

SMC Updates and Additions

12th Street stormwater outfall in Goldsborough Creek

Today's Presentation

What are source control best management practices (BMPs)?

What does the Western Washington Phase II Municipal Stormwater Permit require?

How does this help us?

Source Control BMPs Structural and Non- structural

Operational source control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater.

A Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater.



Shelton Public Library rain garden



MTA parking lot with permeable pavers behind transit building at 601 West Franklin Street



Callanan Park stormwater infiltration pond



Safeway loading dock with door skirt

Permit Requirements

Adopt and make effective ordinances requiring source control BMPs.

Inspection of pollutant generating sources, public and private.

Outline of Business Source Control Inspection Program

- Introduction
- Goal of inspection program
- Implementation of the inspection program
 - -Targeted business identification
 - -Identified/targeted business types
 - -Inspection frequency and types
- Before the inspection
- Education
- Enforcement
 - -Level 1 Warning notice/education
 - -Level 2 Notice of violation
 - -Level 3 Formal enforcement
 - -Level 4 Legal action and/or referral to state/federal agencies
- Inspector training
- Ongoing program evaluation
- Documentation and reporting
- Appendix A: Inspection procedures
- Appendix B: Business inspection checklist form
- Appendix C: Business inventory list

How Does This Help US?



PERMIT COMPLIANCE



POLLUTANT REDUCTION



Railroad Avenue looking East