



Shelton City Council  
Meeting Agenda  
September 19, 2023 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 108946 through 108986 in the total amount of \$145,631.75
2. Vouchers numbered 108987 through 108988 in the total amount of \$2,173.48
3. Vouchers numbered 109011 through 109073 in the total amount of \$222,272.66
4. Payroll warrants numbered 3946 through 3948 and 11073 through 11110 and 11111 through 11215. Warrants 108710 through 108727 in the amount of \$912,800.93
5. Minutes:
  - Business Meeting of August 1, 2023
  - Study Session of August 8, 2023

**D. Presentations**

1. Bluegrass from the Forest LTAC Report – Presented by Duane Wilson
2. July Financial Status Report – Presented by Finance Director Mike Githens

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

1. Resolution No. 1288-0823 Electronic Funds Transfer Policy - Presented by Finance Director Mike Githens

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

1. Resolution No. 1287-0823 Amending Petty Cash Monies - Presented by Finance Director Mike Githens
2. Ordinance No. 2003-0523 Adoption of 2021 International Fire Code – Presented by Community & Economic Development Director Jae Hill
3. Ordinance No. 2004-0523 Adoption of 2021 International Building Code – Presented by Community & Economic Development Director Jae Hill
4. ILA with Mason County for Joint Comprehensive Planning – Presented by Community & Economic Development Director Jae Hill
5. Ordinance No. 2010-0723 Amending SMC Related to Sewer Rates – Presented by Public Works Superintendent Brent Armstrong
6. Ordinance No. 2011-0723 Amending SMC Related to Water Rates – Presented by Public Works Superintendent Brent Armstrong

**G. Administration Reports**

1. City Manager Report

#### **H. 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.*

#### **I. New Items for Discussion**

#### **J. Announcement of Next Meeting – October 3, 2023 at 6:00 p.m.**

#### **K. Adjourn**

#### **Special Note for Virtual Public Participation**

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: [donna.nault@sheltonwa.gov](mailto: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.



# 2023 Looking Ahead

(Items and dates are subject to change)

Tues. 9/26 6:00 p.m.	Study Session	Study Agenda Comp. Plan Scoping	Packet Items Due: 9/22 @ noon
Tues. 10/3 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>Proclamation – White Cane Awareness Day</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2012-0823 Amending Traffic Impact Fee Definitions</li> <li>Resolution No. 1291-0823 Authorizing Sale of Surplus Real Estate</li> <li>Northcliff Purchase and Sales Agreement</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2012-0823 Amending Traffic Impact Fee Definitions</li> <li>Resolution No. 1288-0823 Electronic Funds Transfer Policy</li> <li>LTAC Tourism Grant Recommendations</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 9/22 @ 5:00 p.m.
Tues. 10/10 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/6 @ noon
Tues. 10/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>Shelton Downtown Merchants LTAC Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2012-0823 Amending Traffic Impact Fee Definitions</li> <li>Resolution No. 1291-0823 Authorizing Sale of Surplus Real Estate</li> <li>Northcliff Purchase and Sales Agreement</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/6 @ 5:00 p.m.
Tues. 10/17 After regular meeting	Special Meeting	Executive Session <ul style="list-style-type: none"> <li>Real Estate Sale, Purchase, or Lease</li> </ul>	N/A
Tues. 10/24 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/20 @ noon

Tues. 11/7 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• Business Agenda</li> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	Packet Items Due: 10/27 @ 5:00 p.m.
Tues. 11/14 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 11/9 @ noon
Tues. 11/21 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• Business Agenda</li> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	Packet Items Due: 11/9 @ 5:00 p.m.
Tues. 11/28 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 11/22 @ noon

Other – TBD

- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Project and Funding Authorization for Wallace/Shelton Springs Intersection Improvements
- Property Maintenance Code

## 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 108946 through number 108986 in the total amount of \$145,631.75 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 30th of August, 2023.

  
Finance Director

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
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: APPKT02847 - AUGUST 30, 2023 AP 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	08/30/2023	Regular	0.00	9,114.06	108946
002520	ARAMARK	08/30/2023	Regular	0.00	207.59	108947
VEN01507	ARG-TIMCO	08/30/2023	Regular	0.00	7,226.44	108948
003185	AUTOMATED COMMUNICATIONS C	08/30/2023	Regular	0.00	1,468.80	108949
098000	BUILDERS FIRSTSOURCE	08/30/2023	Regular	0.00	210.59	108950
009351	DELAGE LANDEN FINANCIAL SVCS	08/30/2023	Regular	0.00	162.12	108951
VEN02319	DENALI WATER SOLUTIONS LLC	08/30/2023	Regular	0.00	14,776.61	108952
009573	DEPT OF ECOLOGY	08/30/2023	Regular	0.00	11,972.00	108953
018001	EMPLOYMENT SECURITY DEPT	08/30/2023	Regular	0.00	12,921.13	108954
023078	FASTENAL COMPANY	08/30/2023	Regular	0.00	2,183.03	108955
023108	FCS GROUP	08/30/2023	Regular	0.00	10,028.75	108956
039760	GOOD TO GO	08/30/2023	Regular	0.00	3.50	108957
VEN01299	GRAY & OSBORNE	08/30/2023	Regular	0.00	7,889.39	108958
045000	H.D. FOWLER COMPANY	08/30/2023	Regular	0.00	689.42	108959
045150	HACH COMPANY	08/30/2023	Regular	0.00	497.48	108960
VEN02255	HARBOR SAW & SUPPLY INC	08/30/2023	Regular	0.00	250.87	108961
053992	HOOD CANAL COMMUNICATIONS	08/30/2023	Regular	0.00	5,377.01	108962
069923	JILL DICKINSON	08/30/2023	Regular	0.00	497.00	108963
091340	LEW RENTS WEST	08/30/2023	Regular	0.00	570.77	108964
108055	MASON COUNTY AUDITOR	08/30/2023	Regular	0.00	10,362.53	108965
132235	MOUNTAIN MIST WATER	08/30/2023	Regular	0.00	76.46	108966
142952	NORTH CENTRAL LABORATORIES	08/30/2023	Regular	0.00	1,308.25	108967
142965	NORTHSTAR CHEMICAL, INC	08/30/2023	Regular	0.00	4,821.15	108968
VEN02141	NORTHWEST CASCADE, INC.	08/30/2023	Regular	0.00	141.00	108969
VEN02312	ODP BUSINESS SOLUTIONS LLC	08/30/2023	Regular	0.00	132.22	108970
149070	OLYMPIC REGION CLEAN AIR AGENC	08/30/2023	Regular	0.00	304.00	108971
151000	P. U. D. # 3	08/30/2023	Regular	0.00	14,247.28	108972
159300	POLYDYNE, INC.	08/30/2023	Regular	0.00	12,711.87	108973
VEN02275	RDAK LLC	08/30/2023	Regular	0.00	160.97	108974
168450	RH2 ENGINEERING INC	08/30/2023	Regular	0.00	6,521.49	108975
187000	SHELTON-MASON COUNTY JOURNA	08/30/2023	Regular	0.00	155.00	108976
VEN02204	SPECIALTY CONTROLS INC.	08/30/2023	Regular	0.00	5,358.32	108977
197259	SUNSET AIR, INC.	08/30/2023	Regular	0.00	481.44	108978
197895	SYSTEMS FOR PUBLIC SAFETY, INC	08/30/2023	Regular	0.00	446.73	108979
189670	THE SHOPPER	08/30/2023	Regular	0.00	69.52	108980
201255	TOTAL BATTERY & AUTO SUPPLY	08/30/2023	Regular	0.00	197.67	108981
201300	TOZIER BROS INC.	08/30/2023	Regular	0.00	198.79	108982
201875	TYLER TECHNOLOGIES	08/30/2023	Regular	0.00	860.00	108983
202400	VERLE'S L.L.C.	08/30/2023	Regular	0.00	244.13	108984
203780	WATER MGMNT LABORATORIES INC	08/30/2023	Regular	0.00	722.00	108985

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Packet: APPKT02847-AUGUST 30, 2023 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
053987	WESTBAY NAPA AUTO PARTS	08/30/2023	Regular	0.00	64.37	108986

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	41	0.00	145,631.75
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
	88	41	0.00	145,631.75

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2023	145,631.75
			145,631.75 ✓





Shelton, WA

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Bank Code: APBNK-Main-APBNK-Main						
002982	APP	08/30/2023	Regular	0.00	9,114.06	108946
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>23-896437</u>	Invoice	08/16/2023	ACCT#AP7500158 FUEL	0.00	2,770.98	
<u>503-250-000-58900-0001</u>		Inventory-Gas		ACCT#AP7500158 FUEL	2,770.98	
<u>23-902639</u>	Invoice	08/23/2023	ACCT#AP7500158 FUEL	0.00	6,343.08	
<u>503-250-000-58900-0001</u>		Inventory-Gas		ACCT#AP7500158 FUEL	6,343.08	
002520	ARAMARK	08/30/2023	Regular	0.00	207.59	108947
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>5120295739</u>	Invoice	08/09/2023	ACCT#792105973 COVERALLS,MAT,TOWE	0.00	65.71	
<u>402-400-000-53580-4900</u>		Miscellaneous		ACCT#792105973 COVERA	65.71	
<u>5120300014</u>	Invoice	08/16/2023	ACCT#792105972 COVERALLS,MATS,TOW	0.00	70.94	
<u>401-000-000-53480-4901</u>		Miscellaneous - Shop		ACCT#792105972 COVERA	70.94	
<u>5120304327</u>	Invoice	08/23/2023	ACCT#792105972 COVERALLS, MATS,TOW	0.00	70.94	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#792105972 COVERA	70.94	
VEN01507	ARG-TIMCO	08/30/2023	Regular	0.00	7,226.44	108948
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>T058068</u>	Invoice	08/28/2023	CUST#004232T SEWER MP	0.00	970.71	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		CUST#004232T SEWER MP	970.71	
<u>T058069</u>	Invoice	08/28/2023	CUST#004232T SEWER MBR	0.00	718.18	
<u>402-640-000-53580-4800</u>		Repairs and Maintenance		CUST#004232T SEWER MB	718.18	
<u>T058144</u>	Invoice	08/28/2023	CUST#004232T HOSE ASSY	0.00	5,537.55	
<u>402-640-000-53580-4800</u>		Repairs and Maintenance		CUST#004232T HOSE ASSY	5,537.55	
003185	AUTOMATED COMMUNICATIONS C	08/30/2023	Regular	0.00	1,468.80	108949
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>30178</u>	Invoice	08/23/2023	FIRE ALARM TESTING/INSPECTION	0.00	489.60	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		FIRE ALARM TESTING/INSP	489.60	
<u>30179</u>	Invoice	08/23/2023	FIRE ALARM TESTING/INSPECTION	0.00	489.60	
<u>402-640-000-53580-4100</u>		Professional Services/Adv		FIRE ALARM TESTING/INSP	489.60	
<u>30180</u>	Invoice	08/23/2023	FIRE ALARM TESTING/INSPECTION	0.00	489.60	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		FIRE ALARM TESTING/INSP	489.60	
098000	BUILDERS FIRSTSOURCE	08/30/2023	Regular	0.00	210.59	108950
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>66656769</u>	Credit Memo	07/14/2023	ACCT#671668 LUMBER	0.00	-74.16	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#671668 LUMBER	-74.16	
<u>87835161</u>	Invoice	08/21/2023	ACCT#671668 DOOR SWEEP	0.00	24.46	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#671668 DOOR SWEE	24.46	
<u>87837026</u>	Invoice	08/22/2023	ACCT#671668 14 PIECE HOLE SAW SET	0.00	119.67	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#671668 14 PIECE HO	119.67	
<u>87841502</u>	Invoice	08/22/2023	ACCT#671668 RETAIN WALL MATERIALS	0.00	34.71	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#671668 RETAIN WAL	34.71	
<u>87843170</u>	Invoice	08/22/2023	ACCT#671668 SINK HOLE COVER, SPRAY H	0.00	16.41	

## Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>001-142-000-51890-3115</u>		Office and Operating-Civi	ACCT#671668 SINK HOLE C		11.97	
<u>001-142-000-57250-3100</u>		Office and Operating	ACCT#671668 SINK HOLE C		4.44	
<u>87852740</u>	Invoice	08/24/2023	ACCT#671668 CONCRETE MIX	0.00	13.35	
<u>401-000-000-53480-3100</u>		Office and Operating	ACCT#671668 CONCRETE		13.35	
<u>87874625</u>	Invoice	08/28/2023	ACCT#671668 TARP	0.00	76.15	
<u>001-141-000-57680-3100</u>		Office and Operating	ACCT#671668 TARP		76.15	
009351	DELAGE LANDEN FINANCIAL SVCS	08/30/2023	Regular	0.00	162.12	108951
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>80733783</u>	Invoice	08/20/2023	CONTRACT#500-50493254		162.12	
<u>401-250-000-59134-7001</u>		Long Term Lease - Water		CONTRACT#500-50493254	162.12	
VEN02319	DENALI WATER SOLUTIONS LLC	08/30/2023	Regular	0.00	14,776.61	108952
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>INV574893</u>	Invoice	08/18/2023	CUST#599121378 TRANSPORTATION	0.00	14,776.61	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		CUST#599121378 TRANSP	14,776.61	
009573	DEPT OF ECOLOGY	08/30/2023	Regular	0.00	11,972.00	108953
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>24-ST0006216-1</u>	Invoice	08/21/2023	10891 SR101 RECLAIMED WATER TANK	0.00	4,557.00	
<u>402-640-000-53580-4101</u>		SEWER Satellite-Sludge P		10891 SR101 RECLAIMED	4,557.00	
<u>24-WA0023345-1</u>	Invoice	08/21/2023	SHELTON STP	0.00	4,557.00	
<u>402-400-000-53580-4101</u>		Sludge Permit/Tipping/Ac		SHELTON STP	4,557.00	
<u>24-WAG994529-</u>	Invoice	08/21/2023	PSNGP SHELTON STP	0.00	824.00	
<u>402-400-000-53580-4101</u>		Sludge Permit/Tipping/Ac		PSNGP SHELTON STP	824.00	
<u>24-WAR308477-1</u>	Invoice	08/21/2023	SHELTON MUNICIPAL STORMWATER	0.00	2,034.00	
<u>404-000-000-53180-4100</u>		Prof Serv-Stormwater Im		SHELTON MUNICIPAL STOR	2,034.00	
018001	EMPLOYMENT SECURITY DEPT	08/30/2023	Regular	0.00	12,921.13	108954
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>QTR2/2023UITAX</u>	Invoice	06/30/2023	QTR2/2023UITAX	0.00	12,921.13	
<u>502-000-000-51778-2000</u>		Payment to Claimants-Un		QTR2/2023UITAX	12,921.13	
023078	FASTENAL COMPANY	08/30/2023	Regular	0.00	2,183.03	108955
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>WATUM216208</u>	Invoice	08/21/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	511.96	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962 MISC	511.96	
<u>WATUM216434</u>	Invoice	08/21/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	310.53	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962 MISC	310.53	
<u>WATUM216508</u>	Invoice	08/16/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	641.92	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962 MISC	641.92	
<u>WATUM216584</u>	Invoice	08/21/2023	CUST#WATUM1147 MISC SUPPLIES	0.00	575.61	
<u>503-000-000-54865-3100</u>		Office and Operating		CUST#WATUM1147 MISC	575.61	
<u>WATUM216744</u>	Invoice	08/24/2023	CUST#WATUM1962 MISC	0.00	143.01	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962 MISC	143.01	
023108	FCS GROUP	08/30/2023	Regular	0.00	10,028.75	108956
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>3737-22308063</u>	Invoice	08/18/2023	WATER & SEWER RATE/GFC STUDY	0.00	10,028.75	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		WATER & SEWER RATE/GF	5,014.38	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		WATER & SEWER RATE/GF	5,014.37	

## Check Register

Packet: APPKT02847-AUGUST 30, 2023 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
039760	GOOD TO GO	08/30/2023	Regular	0.00	3.50	108957
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>76168454</u>	Invoice	08/08/2023	CUST#12905691 62974D		0.00	3.50
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#12905691 62974D		3.50
VEN01299	GRAY & OSBORNE	08/30/2023	Regular	0.00	7,889.39	108958
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>27AUG23</u>	Invoice	08/14/2023	RECLAIMED WATER TANK DESIGN SVCS		0.00	4,623.12
<u>412-000-000-59435-4101</u>		Sewer-Capital Exp-Pro Svc	18-RECLMTANK	RECLAIMED WATER TANK		4,623.12
<u>48AUG23</u>	Invoice	08/23/2023	ENGINEERING SERVICES		0.00	3,266.27
<u>001-115-000-51896-4100</u>		Professional Services/Adv		ENGINEERING SERVICES		2,087.60
<u>401-000-000-53480-4100</u>		Professional Services/Adv		ENGINEERING SERVICES		114.33
<u>402-300-000-53580-4100</u>		Professional Services/Adv		ENGINEERING SERVICES		800.31
<u>404-000-000-53180-4100</u>		Prof Serv-Stormwater Im		ENGINEERING SERVICES		264.03
045000	H.D. FOWLER COMPANY	08/30/2023	Regular	0.00	689.42	108959
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>16492301</u>	Invoice	08/23/2023	ACCT#194680 SHACKLE CLAMPS		0.00	689.42
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680 SHACKLE CL		689.42
045150	HACH COMPANY	08/30/2023	Regular	0.00	497.48	108960
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>13704637</u>	Invoice	08/18/2023	ACCT#341640 PH SOLN, BUFFER SOLN		0.00	497.48
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#341640 PH SOLN, B		497.48
VEN02255	HARBOR SAW & SUPPLY INC	08/30/2023	Regular	0.00	250.87	108961
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>764537</u>	Invoice	08/08/2023	CUST#21758 SAW SHOP LABOR		0.00	34.85
<u>101-000-000-54230-4800</u>		Repairs and Maintenance		CUST#21758 SAW SHOP L		34.85
<u>764578</u>	Invoice	08/08/2023	CUST#21758 CHAIN		0.00	63.92
<u>101-000-000-54230-3100</u>		Office and Operating		CUST#21758 CHAIN		63.92
<u>764580</u>	Credit Memo	08/08/2023	CUST#21758 USED FS130 BIKE & FS 130 L		0.00	-150.00
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#21758 USED FS130		-150.00
<u>766023</u>	Invoice	08/21/2023	CUST#21758 BLADE, NUT, LABOR		0.00	272.11
<u>101-000-000-54230-4800</u>		Repairs and Maintenance		CUST#21758 BLADE, NUT,		272.11
<u>766241</u>	Invoice	08/22/2023	CUST#21758 LANCE/WAND		0.00	29.99
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#21758 LANCE/WAN		29.99
053992	HOOD CANAL COMMUNICATIONS	08/30/2023	Regular	0.00	5,377.01	108962
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>10857326</u>	Invoice	09/01/2023	ACCT#00017664-7 SEP 2023		0.00	4,268.30
<u>001-112-000-51251-4200</u>		Communication		ACCT#00017664-7 SEP 202		180.00
<u>001-132-000-51888-4200</u>		Communication		ACCT#00017664-7 SEP 202		252.80
<u>001-132-000-51888-4801</u>		Repairs and Maintenance		ACCT#00017664-7 SEP 202		405.50
<u>401-000-000-53480-4200</u>		Communication		ACCT#00017664-7 SEP 202		1,260.00
<u>401-000-000-53480-4201</u>		Communication - Shop		ACCT#00017664-7 SEP 202		315.00
<u>402-400-000-53580-4200</u>		Communication		ACCT#00017664-7 SEP 202		1,855.00
<u>10859677</u>	Invoice	09/01/2023	ACCT#00003840-2 SEP 2023		0.00	1,108.71
<u>001-119-000-52250-4200</u>		Communication		ACCT#00003840-2 SEP 202		102.57
<u>001-120-000-51310-4200</u>		Communication		ACCT#00003840-2 SEP 202		0.12
<u>001-130-000-51810-4200</u>		Communication		ACCT#00003840-2 SEP 202		41.26
<u>001-140-000-55430-4200</u>		Communication - Animal		ACCT#00003840-2 SEP 202		32.64
<u>001-142-000-51890-4215</u>		Communication-Civic Cen		ACCT#00003840-2 SEP 202		829.31

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>401-000-000-53480-4201</u>		Communication - Shop	ACCT#00003840-2 SEP 202		102.69	
<u>402-400-000-53580-4200</u>		Communication	ACCT#00003840-2 SEP 202		0.12	
069923	JILL DICKINSON	08/30/2023	Regular	0.00	497.00	108963
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>WSAPTCONFERE</u> Invoice		08/29/2023	WSAPTCONFERENCE2023	0.00	497.00	
<u>001-140-000-55850-4907</u>		Miscellaneous-Training		WSAPTCONFERENCE2023	497.00	
091340	LEW RENTS WEST	08/30/2023	Regular	0.00	570.77	108964
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>1045754</u> Invoice		08/25/2023	CUST#2290 STUMP GRINDER	0.00	570.77	
<u>001-141-000-57680-4500</u>		Operating Rentals		CUST#2290 STUMP GRIND	285.39	
<u>404-000-000-53180-4500</u>		Operating Rentals		CUST#2290 STUMP GRIND	285.38	
108055	MASON COUNTY AUDITOR	08/30/2023	Regular	0.00	10,362.53	108965
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>AUGUST2023ELE</u> Invoice		08/01/2023	AUGUST2023ELECTION	0.00	10,362.53	
<u>001-121-000-51443-4100</u>		Election Costs-Prof Svcs/A		AUGUST2023ELECTION	10,362.53	
132235	MOUNTAIN MIST WATER	08/30/2023	Regular	0.00	76.46	108966
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>005551300</u> Invoice		08/18/2023	ACCT#088436 ADMIN	0.00	44.49	
<u>001-130-000-51810-3100</u>		Office and Operating		ACCT#088436 ADMIN	44.49	
<u>005551315</u> Invoice		08/18/2023	ACCT#088436 PW SHOP	0.00	31.97	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#088436 PW SHOP	31.97	
142952	NORTH CENTRAL LABORATORIES	08/30/2023	Regular	0.00	1,308.25	108967
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>491092</u> Invoice		08/09/2023	ACCT#42215 FUNNEL	0.00	427.72	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#42215 FUNNEL	427.72	
<u>491431</u> Invoice		08/15/2023	ACCT#42215 MISC	0.00	723.10	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#42215 MISC	723.10	
<u>491435</u> Invoice		08/15/2023	ACCT#42215 MISC	0.00	157.43	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#42215 MISC	157.43	
142965	NORTHSTAR CHEMICAL, INC	08/30/2023	Regular	0.00	4,821.15	108968
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>260569</u> Invoice		08/16/2023	CUST#100472 SODIUM HYPOCHLORITE	0.00	4,821.15	
<u>402-640-000-53580-3100</u>		Office and Operating		CUST#100472 SODIUM HY	4,821.15	
VEN02141	NORTHWEST CASCADE, INC.	08/30/2023	Regular	0.00	141.00	108969
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>0553679231</u> Invoice		08/23/2023	CUST#228916 799 W HARVARD AVE	0.00	141.00	
<u>001-141-000-57680-4500</u>		Operating Rentals		CUST#228916 799 W HAR	141.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	08/30/2023	Regular	0.00	132.22	108970
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>326850337001</u> Invoice		08/09/2023	ACCT#28972108 POST ITS, FIRST AID	0.00	132.22	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#28972108 POST ITS,	132.22	
149070	OLYMPIC REGION CLEAN AIR AGENC	08/30/2023	Regular	0.00	304.00	108971

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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	
25599	Invoice	08/01/2023	REGISTRATION CLASS 5	0.00	304.00	
402-640-000-53580-4101		SEWER Satellite-Sludge P		REGISTRATION CLASS 5	304.00	
151000	P. U. D. # 3	08/30/2023	Regular	0.00	14,247.28	108972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
101002AUG23	Invoice	08/21/2023	101002AUG23	0.00	91.34	
101-000-000-54264-4700		Utility Services		101002AUG23	91.34	
101097001AUG2	Invoice	08/17/2023	101097001AUG23	0.00	82.71	
101-000-000-54264-4700		Utility Services		101097001AUG23	82.71	
101149001AUG2	Invoice	08/21/2023	101149001AUG23	0.00	60.94	
401-000-000-53480-4700		Utility Services-Water		101149001AUG23	60.94	
101155001AUG2	Invoice	08/17/2023	101155001AUG23	0.00	6,311.32	
401-000-000-53480-4700		Utility Services-Water		101155001AUG23	6,311.32	
109397001AUG2	Invoice	08/17/2023	109397001AUG23	0.00	83.59	
101-000-000-54264-4700		Utility Services		109397001AUG23	83.59	
109413001AUG2	Invoice	08/17/2023	109413001AUG23	0.00	61.51	
101-000-000-54264-4700		Utility Services		109413001AUG23	61.51	
252689001AUG2	Invoice	08/21/2023	252689001AUG23	0.00	5,358.46	
402-640-000-53580-4700		Utility Services-Sewer Sat		252689001AUG23	5,358.46	
25911001AUG23	Invoice	08/17/2023	25911001AUG23	0.00	2,035.61	
401-000-000-53480-4700		Utility Services-Water		25911001AUG23	2,035.61	
25913001AUG23	Invoice	08/17/2023	25913001AUG23	0.00	82.20	
401-000-000-53480-4700		Utility Services-Water		25913001AUG23	82.20	
26197001AUG23	Invoice	08/17/2023	26197001AUG23	0.00	79.60	
101-000-000-54264-4700		Utility Services		26197001AUG23	79.60	
159300	POLYDYNE, INC.	08/30/2023	Regular	0.00	12,711.87	108973
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1761367	Invoice	08/07/2023	CUST#100860 CLARIFLOC	0.00	12,711.87	
402-400-000-53580-3100		Office and Operating		CUST#100860 CLARIFLOC	12,711.87	
VEN02275	RDAK LLC	08/30/2023	Regular	0.00	160.97	108974
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
30072171	Invoice	08/03/2023	ACCT#3403 BATTERY 19933D	0.00	160.97	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		ACCT#3403 BATTERY 1993	160.97	
168450	RH2 ENGINEERING INC	08/30/2023	Regular	0.00	6,521.49	108975
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
92043	Invoice	08/15/2023	BROCKDALE RD RESURFACING DESIGN	0.00	738.97	
302-000-000-59530-4101		CAPITAL Streets/Road-Pro	22-BROCKDALE PAVIN	BROCKDALE RD RESURFACI	738.97	
92044	Invoice	08/15/2023	SAFE ROUTES TO SCHOOL IMPROVEMENT	0.00	5,782.52	
302-000-000-59561-4101		CAPITAL Streets/Sidewalk	22-SAFERTE2SCHOOL	SAFE ROUTES TO SCHOOL I	5,782.52	
187000	SHELTON-MASON COUNTY JOURNA	08/30/2023	Regular	0.00	155.00	108976
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
120875	Invoice	08/24/2023	INTERNATIONAL BUILDING CODE	0.00	77.50	
001-110-000-51160-4100		Professional Services/Adv		INTERNATIONAL BUILDING	77.50	
120876	Invoice	08/24/2023	INTERNATIONAL FIRE CODE	0.00	77.50	
001-110-000-51160-4100		Professional Services/Adv		INTERNATIONAL FIRE COD	77.50	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02204	SPECIALTY CONTROLS INC.	08/30/2023	Regular	0.00	5,358.32	108977
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6543	Invoice	08/15/2023	SLACK TIDE TANK GATE VALVE	0.00	5,358.32	
402-400-000-53580-4800		Repairs and Maintenance		SLACK TIDE TANK GATE VA	5,358.32	
197259	SUNSET AIR, INC.	08/30/2023	Regular	0.00	481.44	108978
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
94931	Invoice	03/31/2023	REPAIR EXHAUST FANS	0.00	481.44	
001-119-000-52250-4800		Repairs and Maintenance		REPAIR EXHAUST FANS	481.44	
197895	SYSTEMS FOR PUBLIC SAFETY, INC	08/30/2023	Regular	0.00	446.73	108979
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
44699	Invoice	08/24/2023	VIN#7561 REPLACE BATTERY	0.00	446.73	
001-118-000-52122-4805		Repairs and Maintenance		VIN#7561 REPLACE BATTE	446.73	
189670	THE SHOPPER	08/30/2023	Regular	0.00	69.52	108980
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
58185	Invoice	08/22/2023	BUSINESS CARDS - DUNCAN, BREWER	0.00	69.52	
402-400-000-53580-3100		Office and Operating		BUSINESS CARDS - DUNCA	69.52	
201255	TOTAL BATTERY & AUTO SUPPLY	08/30/2023	Regular	0.00	197.67	108981
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002100	Invoice	08/23/2023	CABLE TIES, HEATSHRINK, CONNECTORS	0.00	197.67	
503-000-000-54865-3100		Office and Operating		CABLE TIES, HEATSHRINK,	197.67	
201300	TOZIER BROS INC.	08/30/2023	Regular	0.00	198.79	108982
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
465468	Invoice	08/22/2023	CUST#20090 CUT PVC	0.00	14.25	
401-000-000-53480-3100		Office and Operating		CUST#20090 CUT PVC	14.25	
465489	Invoice	08/23/2023	CUST#20090 SHACKLES	0.00	49.55	
402-400-000-53580-3100		Office and Operating		CUST#20090 SHACKLES	49.55	
465547	Invoice	08/25/2023	CUST#20090 NUTS & BOLTS, ANGLE	0.00	20.76	
001-141-000-57680-3100		Office and Operating		CUST#20090 NUTS & BOLT	20.76	
465562	Invoice	08/26/2023	CUST#20090 BEE TRAP	0.00	33.38	
001-141-000-57680-3100		Office and Operating		CUST#20090 BEE TRAP	33.38	
465578	Invoice	08/28/2023	CUST#20090 MISC	0.00	80.85	
404-000-000-53180-3100		Office and Operating		CUST#20090 MISC	80.85	
201875	TYLER TECHNOLOGIES	08/30/2023	Regular	0.00	860.00	108983
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025-435782	Invoice	09/01/2023	CUST#48155 UTILITY BILLING	0.00	160.00	
001-111-000-51421-4100		Professional Services/Adv		CUST#48155 UTILITY BILLI	160.00	
045-434099	Invoice	08/16/2023	CUST#48155 ASSET MAINTENANCE	0.00	700.00	
401-000-000-53480-4100		Professional Services/Adv		CUST#48155 ASSET MAINT	280.00	
402-300-000-53580-4100		Professional Services/Adv		CUST#48155 ASSET MAINT	280.00	
404-000-000-53180-4105		Professional Services/Adv		CUST#48155 ASSET MAINT	70.00	
503-000-000-54865-4101		Professional Services/Adv		CUST#48155 ASSET MAINT	70.00	
202400	VERLE'S L.L.C.	08/30/2023	Regular	0.00	244.13	108984

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WADERSAUG202</u>	Invoice	08/23/2023	WADERSAUG2023	0.00	244.13	
<u>404-000-000-53180-3100</u>		Office and Operating		WADERSAUG2023	244.13	
203780	WATER MGMNT LABORATORIES INC	08/30/2023	Regular	0.00	722.00	108985
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>213864</u>	Invoice	08/14/2023	ACCT#AS201R TESTS	0.00	240.00	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		ACCT#AS201R TESTS	240.00	
<u>214120</u>	Invoice	08/23/2023	ACCT#AS201R TESTS	0.00	482.00	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		ACCT#AS201R TESTS	482.00	
053987	WESTBAY NAPA AUTO PARTS	08/30/2023	Regular	0.00	64.37	108986
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>049781</u>	Invoice	08/25/2023	ACCT#4296 CAR WASH	0.00	7.37	
<u>101-000-000-54230-3100</u>		Office and Operating		ACCT#4296 CAR WASH	7.37	
<u>050019</u>	Invoice	08/28/2023	ACCT#4296 BATTERY	0.00	57.00	
<u>503-000-000-54865-3102</u>		Oper Supplies-Parts		ACCT#4296 BATTERY	57.00	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	41	0.00	145,631.75
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
	<b>88</b>	<b>41</b>	<b>0.00</b>	<b>145,631.75</b>

## Fund Summary

Page 8 of 8



## 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 108987 through number 108988 in the total amount of \$2,173.48 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 30th of August, 2023.

  
Finance Director

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
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: APPKT02849 - AUGUST 30, 2023 AP PAYMENTS -  
HANCOCK LIFE INS.

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
070966	JOHN HANCOCK LIFE INS CO	08/30/2023	Regular	0.00	1,107.13	108987
070966	JOHN HANCOCK LIFE INS CO	08/30/2023	Regular	0.00	1,066.35	108988

### Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	2,173.48
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	2	2	0.00	2,173.48

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2023	2,173.48
			2,173.48



Shelton, WA

# Check Register

Packet: APPKT02849 - AUGUST 30, 2023 AP PAYMENTS -  
HANCOCK LIFE INS.

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
070966	JOHN HANCOCK LIFE INS CO	08/30/2023	Regular	0.00	1,107.13	108987

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<u>HAEFLIGERQTRLY</u>	Invoice	08/30/2023	HAEFLIGERQTRLYPREMIUM2023	0.00	1,107.13
<u>611-000-000-51725-2032</u>		Ins-LongTrmCare-Retired		HAEFLIGERQTRLYPREMIU	1,107.13

070966	JOHN HANCOCK LIFE INS CO	08/30/2023	Regular	0.00	1,066.35	108988
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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<u>ROLLERQTRLYPRE</u>	Invoice	08/30/2023	ROLLERQTRLYPREMIUM2023	0.00	1,066.35
<u>611-000-000-51725-2032</u>		Ins-LongTrmCare-Retired		ROLLERQTRLYPREMIUM20	1,066.35

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	2,173.48
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
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>2,173.48</b>

## Fund Summary

Page 2 of 2

## 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 109011 through number 109073 in the total amount of \$222,272.66 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims. Signed this 8th of September, 2023.

  
Finance Director

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
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: APPKT02857 - SEPTEMBER 8, 2023 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000405	A WORKSAFE SERVICE, INC.	09/08/2023	Regular	0.00	234.00	109011
000050	AAA SEPTIC LLC	09/08/2023	Regular	0.00	100.00	109012
002520	ARAMARK	09/08/2023	Regular	0.00	202.36	109013
VEN02340	BLT SHELTON PONY, LLC	09/08/2023	Regular	0.00	88.84	109014
008450	COMMUNITY ACTION COUNCIL	09/08/2023	Regular	0.00	70.64	109015
008520	COMPLETE INDUSTRIAL SUPPLY	09/08/2023	Regular	0.00	1,361.99	109016
009231	DARREN PARSE	09/08/2023	Regular	0.00	300.00	109017
009573	DEPT OF ECOLOGY	09/08/2023	Regular	0.00	960.00	109018
009595	DEPT. OF LICENSING	09/08/2023	Regular	0.00	18.00	109019
VEN01592	EDGAR JERONIMO PABLO	09/08/2023	Regular	0.00	700.00	109020
018001	EMPLOYMENT SECURITY DEPT	09/08/2023	Regular	0.00	6,686.83	109021
VEN02052	ESRI-ENVIRONMENTAL SYSTEMS RE	09/08/2023	Regular	0.00	7,837.95	109022
023078	FASTENAL COMPANY	09/08/2023	Regular	0.00	1,182.54	109023
080980	GILLIARDI LOGGING & CONSTRUCTI	09/08/2023	Regular	0.00	107.09	109024
040960	GRAINGER	09/08/2023	Regular	0.00	323.12	109025
044700	GUARDIAN SECURITY SYSTEM	09/08/2023	Regular	0.00	4,300.01	109026
045000	H.D. FOWLER COMPANY	09/08/2023	Regular	0.00	5,873.64	109027
VEN02140	HAGGARD & GANSON LLP	09/08/2023	Regular	0.00	1,815.00	109028
VEN02255	HARBOR SAW & SUPPLY INC	09/08/2023	Regular	0.00	32.99	109029
064940	J & I POWER EQUIPMENT INC	09/08/2023	Regular	0.00	294.29	109030
VEN02276	JAMES N DOCTER	09/08/2023	Regular	0.00	3,000.00	109031
070000	JIM'S AUTO REPAIR & TOWING	09/08/2023	Regular	0.00	92.48	109032
079581	KCDA PURCHASING COOPERATIVE	09/08/2023	Regular	0.00	588.15	109033
082975	L. G. ISAACSON CO. INC.	09/08/2023	Regular	0.00	108.84	109034
087799	LEMAY MOBILE SHREDDING	09/08/2023	Regular	0.00	14.07	109035
091345	LEXIPOL LLC	09/08/2023	Regular	0.00	1,847.82	109036
VEN02299	MASON COUNTY FOREST FESTIVAL	09/08/2023	Regular	0.00	12,000.00	109037
114350	MASON GENERAL HOSPITAL	09/08/2023	Regular	0.00	49.00	109038
114420	MASON TRANSIT AUTHORITY	09/08/2023	Regular	0.00	307.50	109039
VEN02397	MENDOZA ORTIZ, ANTELMA	09/08/2023	Regular	0.00	500.00	109040
VEN01883	MICHELLE SUTHERLAND	09/08/2023	Regular	0.00	63.92	109041
132235	MOUNTAIN MIST WATER	09/08/2023	Regular	0.00	278.21	109042
129165	MSA SAFETY SALES, LLC	09/08/2023	Regular	0.00	930.24	109043
VEN02077	NATURAL SELECTION FARMS, INC.	09/08/2023	Regular	0.00	11,485.20	109044
142952	NORTH CENTRAL LABORATORIES	09/08/2023	Regular	0.00	505.45	109045
VEN01351	OSCAR MATIAS PABLO	09/08/2023	Regular	0.00	280.00	109046
150076	OWEN EQUIPMENT COMPANY	09/08/2023	Regular	0.00	887.79	109047
151000	P. U. D. # 3	09/08/2023	Regular	0.00	76.59	109048
158001	PITNEY BOWES	09/08/2023	Regular	0.00	554.51	109049
159300	POLYDYNE, INC.	09/08/2023	Regular	0.00	4,237.29	109050
VEN01473	PRESTIGE TRUCK ACCESSORIES INC.	09/08/2023	Regular	0.00	490.74	109051
163450	PURCHASE POWER	09/08/2023	Regular	0.00	957.55	109052
178231	SEAN CARNEY	09/08/2023	Regular	0.00	384.00	109053
188025	SHELTON VETERINARY HOSPITAL	09/08/2023	Regular	0.00	645.73	109054
187000	SHELTON-MASON COUNTY JOURNA	09/08/2023	Regular	0.00	434.00	109055
VEN01315	SYN-TECH SYSTEMS, INC.	09/08/2023	Regular	0.00	418.42	109056
178252	TASCHNER LAW, PLLC	09/08/2023	Regular	0.00	1,500.00	109057
188500	THE SHERWIN-WILLIAMS CO.	09/08/2023	Regular	0.00	3,786.95	109058
189670	THE SHOPPER	09/08/2023	Regular	0.00	50.05	109059
VEN02458	THOMAS GARVEY	09/08/2023	Regular	0.00	425.00	109060
201300	TOZIER BROS INC.	09/08/2023	Regular	0.00	232.21	109061
201520	TRAFFIC SAFETY SUPPLY CO.	09/08/2023	Regular	0.00	233.19	109062
VEN01846	USSSA WASHINGTON STATE	09/08/2023	Regular	0.00	439.00	109063
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	09/08/2023	Regular	0.00	6,508.82	109064

## Check Register

Packet: APPKT02857-SEPTEMBER 8, 2023 AR.PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202392	VERIZON WIRELESS	09/08/2023	Regular	0.00	5,979.99	109065
009580	WA ST DEPT OF HEALTH-WATER	09/08/2023	Regular	0.00	127,372.88	109066
VEN01411	WASH STATE PATROL	09/08/2023	Regular	0.00	50.00	109067
203780	WATER MGMNT LABORATORIES INC	09/08/2023	Regular	0.00	120.00	109068
203900	WESMAR COMPANY, INC	09/08/2023	Regular	0.00	1,018.37	109069
053987	WESTBAY NAPA AUTO PARTS	09/08/2023	Regular	0.00	817.42	109070
VEN02468	WHEATON, JESSE PAUL	09/08/2023	Regular	0.00	75.08	109071
VEN02469	WILLARD, MAX ALLAN	09/08/2023	Regular	0.00	13.78	109072
VEN02139	ZEPPPELIN SHIPPING & TECHNOLOGY	09/08/2023	Regular	0.00	23.13	109073

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	63	0.00	222,272.66
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
	<b>92</b>	<b>63</b>	<b>0.00</b>	<b>222,272.66</b>



Virtual Payments	0	0	0.00	0.00
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### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2023	222,272.66
			<u>222,272.66</u> ✓



Shelton, WA

# Check Register

Packet: APPKT02857 - SEPTEMBER 8, 2023 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000405	A WORKSAFE SERVICE, INC.	09/08/2023	Regular	0.00	234.00	109011
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2023-2614	Invoice	06/30/2023	NATHANIEL HOUSTON	0.00	60.00	
001-118-000-52122-4100		Patrol-Professional Servic		NATHANIEL HOUSTON	60.00	
2023-6205	Invoice	07/31/2023	LUKE MANNING	0.00	60.00	
001-141-000-57680-4101		Prof Serv-Drug Testing Pr		LUKE MANNING	60.00	
2023-7115	Invoice	08/29/2023	JACOB BARNEARD, TYLER PEEBLES	0.00	114.00	
001-118-000-52122-4100		Patrol-Professional Servic		JACOB BARNEARD, TYLER	114.00	
000050	AAA SEPTIC LLC	09/08/2023	Regular	0.00	100.00	109012
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
120048	Invoice	09/01/2023	CUST#C2936 SHELTON SPRINGS COURSE	0.00	100.00	
001-141-000-57680-4500		Operating Rentals		CUST#C2936 SHELTON SPR	100.00	
002520	ARAMARK	09/08/2023	Regular	0.00	202.36	109013
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120300017	Invoice	08/16/2023	ACCT#792105973 COVERALLS,MATS,TOW	0.00	65.71	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 COVERA	65.71	
5120304330	Invoice	08/23/2023	ACCT#792105973 COVERALLS,MATS,TOW	0.00	65.71	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 COVERA	65.71	
5120308718	Invoice	08/30/2023	ACCT#792105972 COVERALLS,MATS,TOW	0.00	70.94	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972 COVERA	70.94	
VEN02340	BLT SHELTON PONY, LLC	09/08/2023	Regular	0.00	88.84	109014
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
519926	Invoice	09/01/2023	62976D POTENTIOMETER	0.00	88.84	
503-000-000-54865-3102		Oper Supplies-Parts		62976D POTENTIOMETER	88.84	
008450	COMMUNITY ACTION COUNCIL	09/08/2023	Regular	0.00	70.64	109015
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUGUST/2023	Invoice	09/01/2023	AUGUST 2023 SOS	0.00	70.64	
657-000-000-58600-0014		SOS Contributions		AUGUST 2023 SOS	70.64	
008520	COMPLETE INDUSTRIAL SUPPLY	09/08/2023	Regular	0.00	1,361.99	109016
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13726	Invoice	08/30/2023	CUST#413 WRENCH, STRAP, BENCH VISE	0.00	1,361.99	
503-000-000-54865-3500		Small Tools/Equipment		CUST#413 WRENCH, STRA	1,361.99	
009231	DARREN PARSE	09/08/2023	Regular	0.00	300.00	109017
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	09/06/2023	INTERPRETATION09062023	0.00	300.00	
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION0906202	300.00	
009573	DEPT OF ECOLOGY	09/08/2023	Regular	0.00	960.00	109018

## Check Register

Packet: APPKT02857-SEPTEMBER 8, 2023 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	
LAU-WA-R680-23	Invoice	08/28/2023	LAB ACCRED FEES 2023 - 2024	0.00	960.00	
402-400-000-53580-4101		Sludge Permit/Tipping/Ac		LAB ACCRED FEES 2023 - 2	960.00	
009595	DEPT. OF LICENSING	09/08/2023	Regular	0.00	18.00	109019
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP230031	Invoice	08/24/2023	SHP230031	0.00	18.00	
657-000-000-58600-0007		Concealed Pistol Permits		SHP230031	18.00	
VEN01592	EDGAR JERONIMO PABLO	09/08/2023	Regular	0.00	700.00	109020
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
541	Invoice	09/01/2023	INTERPRETATION AUG 2023	0.00	700.00	
001-112-000-51251-4106		Interpreter Expenses	23-ITC	INTERPRETATION AUG 202	700.00	
018001	EMPLOYMENT SECURITY DEPT	09/08/2023	Regular	0.00	6,686.83	109021
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
C232000085JUN2	Invoice	09/07/2023	QTR2/2021 PFMLA	0.00	6,686.83	
657-000-000-58930-0000		PFMLA Taxes		QTR2/2021 PFMLA	6,686.83	
VEN02052	ESRI-ENVIRONMENTAL SYSTEMS RE	09/08/2023	Regular	0.00	7,837.95	109022
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
94548892	Invoice	08/22/2023	CUST#641148 ANNUAL SUBSCRIPTION	0.00	7,837.95	
001-115-000-51895-4802		Facility Engr-Repairs & M		CUST#641148 ANNUAL SU	1,230.53	
001-115-000-51896-4802		Plans/Engr-Repairs & Mnt		CUST#641148 ANNUAL SU	1,108.67	
001-119-000-52250-4900		Miscellaneous		CUST#641148 ANNUAL SU	121.86	
001-132-000-51888-4802		Repairs and Maintenance		CUST#641148 ANNUAL SU	121.86	
001-140-000-55850-4802		Bldg/Plans-Repairs & Mnt		CUST#641148 ANNUAL SU	1,230.53	
001-140-000-55860-4802		Planning-Repairs & Mntn		CUST#641148 ANNUAL SU	1,108.67	
101-000-000-54230-4802		STREETS-Repairs & Mntnc		CUST#641148 ANNUAL SU	728.96	
401-000-000-53480-4802		WATER-Repairs & Mntnc-		CUST#641148 ANNUAL SU	728.96	
402-400-000-53580-4802		SEWER/Main-Repairs &		CUST#641148 ANNUAL SU	374.63	
402-640-000-53580-4802		SEWER/Satellite-Repairs		CUST#641148 ANNUAL SU	374.63	
404-000-000-53180-4802		STORM-Repairs & Mntnc-		CUST#641148 ANNUAL SU	708.65	
023078	FASTENAL COMPANY	09/08/2023	Regular	0.00	1,182.54	109023
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM216853	Invoice	08/29/2023	CUST#WATUM1039 MISC SUPPLIES	0.00	408.08	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1039 MISC	408.08	
WATUM216870	Invoice	08/29/2023	CUST#WATUM1961 MISC SUPPLIES	0.00	18.28	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1961 MISC	18.28	
WATUM216940	Invoice	08/31/2023	CUST#WATUM1961 MISC SUPPLIES	0.00	333.84	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1961 MISC	333.84	
WATUM216944	Invoice	08/31/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	422.34	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962 MISC	422.34	
080980	GILLIARDI LOGGING & CONSTRUCTI	09/08/2023	Regular	0.00	107.09	109024
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
18884	Invoice	08/08/2023	WET FILL RETAIL	0.00	107.09	
404-000-000-53180-3100		Office and Operating		WET FILL RETAIL	107.09	
040960	GRAINGER	09/08/2023	Regular	0.00	323.12	109025

## Check Register

Packet: APPKT02857-SEPTEMBER 8, 2023 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	
<u>9806911229</u>	Invoice	08/16/2023	ACCT#839177342 STRAINERS, DETERGEN	0.00	296.90	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#839177342 STRAINE	296.90	
<u>9806911237</u>	Invoice	08/16/2023	ACCT#839177342 PIPE CEMENT	0.00	26.22	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#839177342 PIPE CE	26.22	
044700	GUARDIAN SECURITY SYSTEM	09/08/2023	Regular	0.00	4,300.01	109026
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1372221</u>	Invoice	05/31/2023	CUST#313901 LIBRARY FIRE INSTALLATIO	0.00	4,237.77	
<u>001-142-000-57250-4800</u>		Repairs and Maintenance		CUST#313901 LIBRARY FIR	4,237.77	
<u>1396010</u>	Invoice	09/01/2023	CUST#313901 LIBRARY FIRE ALARM	0.00	62.24	
<u>001-142-000-57250-4100</u>		Professional Services/Adv		CUST#313901 LIBRARY FIR	62.24	
045000	H.D. FOWLER COMPANY	09/08/2023	Regular	0.00	5,873.64	109027
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>16497362</u>	Invoice	08/28/2023	ACCT#194680 SEWER SADDLE - FRANKLIN	0.00	221.36	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#194680 SEWER SAD	221.36	
<u>16498030</u>	Invoice	08/29/2023	ACCT#194680 PVC SEWER PIPE -TRAFFIC	0.00	1,405.20	
<u>101-000-000-54264-3100</u>		Office and Operating		ACCT#194680 PVC SEWER	1,405.20	
<u>16498033</u>	Invoice	08/29/2023	ACCT#194680 NUTS & BOLTS, GASKETS	0.00	369.87	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680 NUTS & BOL	369.87	
<u>16504438</u>	Invoice	09/05/2023	ACCT#194680 MISC PARTS	0.00	1,241.28	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680 MISC PARTS	1,241.28	
<u>16504442</u>	Invoice	09/05/2023	ACCT#194680 MISC PARTS	0.00	1,375.18	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680 MISC PARTS	1,375.18	
<u>16504444</u>	Invoice	09/05/2023	ACCT#194680 MISC PARTS	0.00	1,260.75	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680 MISC PARTS	1,260.75	
VEN02140	HAGGARD & GANSON LLP	09/08/2023	Regular	0.00	1,815.00	109028
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>417</u>	Invoice	09/01/2023	SHELT.001E GENERAL COUNSEL AUG2023	0.00	1,815.00	
<u>001-122-000-51541-4100</u>		Professional Services/Adv		SHELT.001E GENERAL COU	1,815.00	
VEN02255	HARBOR SAW & SUPPLY INC	09/08/2023	Regular	0.00	32.99	109029
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>766961</u>	Invoice	08/29/2023	CUST#21758 EXTENSION LANCE	0.00	32.99	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#21758 EXTENSION L	32.99	
064940	J & I POWER EQUIPMENT INC	09/08/2023	Regular	0.00	294.29	109030
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>738514</u>	Invoice	08/30/2023	CUST#1177 REPAIR	0.00	294.29	
<u>001-141-000-57680-3100</u>		Office and Operating		CUST#1177 REPAIR	294.29	
VEN02276	JAMES N DOCTER	09/08/2023	Regular	0.00	3,000.00	109031
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>3</u>	Invoice	09/05/2023	SEP 2023 FACILITATOR SERVICES	0.00	3,000.00	
<u>001-112-000-51251-4109</u>		Other Professional Servic	23-ITC	SEP 2023 FACILITATOR SER	3,000.00	
070000	JIM'S AUTO REPAIR & TOWING	09/08/2023	Regular	0.00	92.48	109032

## Check Register

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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	
38779	Invoice	08/30/2023	CONTRACT TOW	0.00	92.48	
001-118-000-52122-4100		Patrol-Professional Serv		CONTRACT TOW	92.48	
079581	KCDA PURCHASING COOPERATIVE	09/08/2023	Regular	0.00	588.15	109033
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300733635	Invoice	08/23/2023	CUST#101367 MISC SUPPLIES	0.00	588.15	
001-118-000-52122-3100		Office and Operating		CUST#101367 MISC SUPPL	588.15	
082975	L. G. ISAACSON CO. INC.	09/08/2023	Regular	0.00	108.84	109034
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
T336529	Invoice	06/29/2023	CUST#SHECITO MEASURING WHEEL	0.00	94.10	
404-000-000-53180-3100		Office and Operating		CUST#SHECITO MEASURIN	94.10	
T336530	Invoice	06/29/2023	CUST#SHECITO TORX BIT SET	0.00	14.74	
402-400-000-53580-3100		Office and Operating		CUST#SHECITO TORX BIT S	14.74	
087799	LEMAY MOBILE SHREDDING	09/08/2023	Regular	0.00	14.07	109035
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
48021275185	Invoice	07/01/2023	ACCT#2185-952778-1442	0.00	14.07	
001-130-000-51810-4100		Professional Services/Adv		ACCT#2185-952778-1442	14.07	
091345	LEXIPOL LLC	09/08/2023	Regular	0.00	1,847.82	109036
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INVPRA118937	Invoice	09/01/2023	POLICEONE ACADEMY ANNUAL FEE	0.00	1,847.82	
001-118-000-52122-4100		Patrol-Professional Serv		POLICEONE ACADEMY AN	1,847.82	
VEN02299	MASON COUNTY FOREST FESTIVAL	09/08/2023	Regular	0.00	12,000.00	109037
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LTAC2023GRANT	Invoice	09/07/2023	LTAC2023GRANT	0.00	12,000.00	
108-000-000-57390-4101		Prof Serv-Forest Heritage		LTAC2023GRANT	12,000.00	
114350	MASON GENERAL HOSPITAL	09/08/2023	Regular	0.00	49.00	109038
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4002595955	Invoice	06/21/2023	ROUTINE VENIPUNCTURE	0.00	49.00	
001-123-000-52360-4100		Prof Services-Prisoner Me		ROUTINE VENIPUNCTURE	49.00	
114420	MASON TRANSIT AUTHORITY	09/08/2023	Regular	0.00	307.50	109039
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11054	Invoice	08/31/2023	CUST#CIT100 EVENT RENTAL INCOME	0.00	307.50	
001-141-000-57120-4500		Operating Rentals		CUST#CIT100 EVENT RENT	307.50	
VEN02397	MENDOZA ORTIZ, ANTELMA	09/08/2023	Regular	0.00	500.00	109040
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUNDAUG	Invoice	08/31/2023	BAIL REFUND 1A0506012	0.00	500.00	
657-000-000-58600-0010		Municipal Court Trust		BAIL REFUND 1A0506012	500.00	
VEN01883	MICHELLE SUTHERLAND	09/08/2023	Regular	0.00	63.92	109041

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>COSTCOREIMBAU</u>	Invoice	08/28/2023	COSTCOREIMBAUG2023		63.92	
<u>001-120-000-51310-3102</u>		Employee Recognition		COSTCOREIMBAUG2023	63.92	
132235	MOUNTAIN MIST WATER	09/08/2023	Regular	0.00	278.21	109042
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>005528810</u>	Invoice	08/04/2023	ACCT#088436 ANIMAL CONTROL	0.00	13.21	
<u>001-140-000-55430-3100</u>		Office and Operating - Ani		ACCT#088436 ANIMAL CO	13.21	
<u>005533580</u>	Invoice	08/08/2023	ACCT#050147 WWTP	0.00	102.61	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#050147 WWTP	102.61	
<u>005567840</u>	Invoice	08/29/2023	ACCT#050147 WWTP	0.00	77.36	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#050147 WWTP	77.36	
<u>005570440</u>	Invoice	08/29/2023	ACCT#088436 ANIMAL CONTROL	0.00	4.35	
<u>001-140-000-55430-4500</u>		Operating Rentals - Anlm		ACCT#088436 ANIMAL CO	4.35	
<u>005575666</u>	Invoice	08/30/2023	ACCT#050147 SHOP	0.00	1.41	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#050147 SHOP	1.41	
<u>005577257</u>	Invoice	09/01/2023	ACCT#088436 PW SHOP	0.00	79.27	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#088436 PW SHOP	70.57	
<u>401-000-000-53480-4500</u>		Operating Rentals		ACCT#088436 PW SHOP	8.70	
129165	MSA SAFETY SALES, LLC	09/08/2023	Regular	0.00	930.24	109043
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>963458383</u>	Invoice	09/01/2023	CUST#574166 SENSOR EXCHANGE	0.00	930.24	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		CUST#574166 SENSOR EXC	930.24	
VEN02077	NATURAL SELECTION FARMS, INC.	09/08/2023	Regular	0.00	11,485.20	109044
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>7236</u>	Invoice	08/31/2023	AUGUST 2023 BIOSOLIDS	0.00	11,485.20	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		AUGUST 2023 BIOSOLIDS	11,485.20	
142952	NORTH CENTRAL LABORATORIES	09/08/2023	Regular	0.00	505.45	109045
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>491611</u>	Invoice	08/17/2023	ACCT#42215 MISC SUPPLIES	0.00	505.45	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#42215 MISC SUPPLI	505.45	
VEN01351	OSCAR MATIAS PABLO	09/08/2023	Regular	0.00	280.00	109046
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INTERPRETATION</u>	Invoice	09/06/2023	INTERPRETATION09062023	0.00	280.00	
<u>001-112-000-51251-4106</u>		Interpreter Expenses		INTERPRETATION0906202	280.00	
150076	OWEN EQUIPMENT COMPANY	09/08/2023	Regular	0.00	887.79	109047
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>00213710</u>	Invoice	08/30/2023	ACCT#35941 MISC PARTS 19976D	0.00	887.79	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		ACCT#35941 MISC PARTS 1	887.79	
151000	P. U. D. # 3	09/08/2023	Regular	0.00	76.59	109048
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>109441001AUG2</u>	Invoice	08/24/2023	109441001AUG23	0.00	76.59	
<u>101-000-000-54264-4700</u>		Utility Services		109441001AUG23	76.59	
158001	PITNEY BOWES	09/08/2023	Regular	0.00	554.51	109049

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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	
3317939493	Invoice	08/30/2023	ACCT#0016679919 MAILING SYSTEM	0.00	554.51	
001-142-000-51890-4515		Operating Rentals-Civic Ct		ACCT#0016679919 MAILIN	554.51	
159300	POLYDYNE, INC.	09/08/2023	Regular	0.00	4,237.29	109050
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1766527	Invoice	08/22/2023	CUST#100860 CLARIFLOC	0.00	4,237.29	
402-400-000-53580-3100		Office and Operating		CUST#100860 CLARIFLOC	4,237.29	
VEN01473	PRESTIGE TRUCK ACCESSORIES INC.	09/08/2023	Regular	0.00	490.74	109051
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1396948	Invoice	08/15/2023	BALLMOUNT, PIN & CLIP 19917D	0.00	490.74	
503-000-000-54865-3102		Oper Supplies-Parts		BALLMOUNT, PIN & CLIP 1	490.74	
163450	PURCHASE POWER	09/08/2023	Regular	0.00	957.55	109052
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
80009000113670	Invoice	08/25/2023	8000900011367046AUG23	0.00	957.55	
001-111-000-51421-4200		Communication		8000900011367046AUG2	400.00	
001-111-000-51423-4200		Communication		8000900011367046AUG2	53.00	
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046AUG2	500.00	
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046AUG2	4.55	
178231	SEAN CARNEY	09/08/2023	Regular	0.00	384.00	109053
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
KIMUDOAUG202	Invoice	09/07/2023	KIMUDOAUG2023	0.00	384.00	
001-141-000-57120-4100		Professional Services/Adv		KIMUDOAUG2023	384.00	
188025	SHELTON VETERINARY HOSPITAL	09/08/2023	Regular	0.00	645.73	109054
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
664478	Invoice	07/26/2023	BENTLEY	0.00	355.65	
001-140-000-55430-4100		Professional Services/Adv		BENTLEY	355.65	
665813	Invoice	08/31/2023	DOG SPAY LUCY	0.00	290.08	
001-140-000-55430-4100		Professional Services/Adv		DOG SPAY LUCY	290.08	
187000	SHELTON-MASON COUNTY JOURNA	09/08/2023	Regular	0.00	434.00	109055
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
120323	Invoice	07/20/2023	CIVIL SERVICE COMMISSION MEETING	0.00	62.00	
001-118-000-52122-4100		Patrol-Professional Servic		CIVIL SERVICE COMMISSIO	62.00	
120696	Invoice	08/10/2023	126 E KNEELAND ST	0.00	372.00	
001-140-000-55860-4100		Professional Services/Adv		126 E KNEELAND ST	372.00	
VEN01315	SYN-TECH SYSTEMS, INC.	09/08/2023	Regular	0.00	418.42	109056
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
272131	Invoice	08/23/2023	ACCT#SHELWA UNIT 98 CABLE/ MODULE	0.00	418.42	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#SHELWA UNIT 98 CA	418.42	
178252	TASCHNER LAW, PLLC	09/08/2023	Regular	0.00	1,500.00	109057
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20	Invoice	09/05/2023	SEP 2023 SERVICES	0.00	1,500.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		SEP 2023 SERVICES	1,500.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
188500	THE SHERWIN-WILLIAMS CO.	09/08/2023	Regular	0.00	3,786.95	109058
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>8682-8</u>	Invoice	08/28/2023	ACCT#2312-7948-0 PAINT	0.00	3,786.95	
<u>001-141-000-57680-3100</u>		Office and Operating		ACCT#2312-7948-0 PAINT	3,786.95	
189670	THE SHOPPER	09/08/2023	Regular	0.00	50.05	109059
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>58120</u>	Invoice	08/18/2023	PUBLIC HEARING SIGNS	0.00	50.05	
<u>001-140-000-55860-4100</u>		Professional Services/Adv		PUBLIC HEARING SIGNS	50.05	
VEN02458	THOMAS GARVEY	09/08/2023	Regular	0.00	425.00	109060
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUGUST/2023</u>	Invoice	08/31/2023	AUGUST 2023 SERVICES	0.00	425.00	
<u>001-122-000-51593-4101</u>		LEGAL - OPD Grant Public		AUGUST 2023 SERVICES	425.00	
201300	TOZIER BROS INC.	09/08/2023	Regular	0.00	232.21	109061
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>465598</u>	Invoice	08/29/2023	CUST#20090 CABLE	0.00	27.73	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST#20090 CABLE	27.73	
<u>465625</u>	Invoice	08/30/2023	CUST#20090 SPRAY PAINT	0.00	22.42	
<u>101-000-000-54230-3100</u>		Office and Operating		CUST#20090 SPRAY PAINT	22.42	
<u>465726</u>	Invoice	09/05/2023	CUST#20090 KEY SET, EXTENSION	0.00	60.36	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#20090 KEY SET, EXTE	60.36	
<u>465746</u>	Invoice	09/06/2023	CUST#20090 PROPANE TANK	0.00	121.70	
<u>503-000-000-54865-3100</u>		Office and Operating		CUST#20090 PROPANE TA	121.70	
201520	TRAFFIC SAFETY SUPPLY CO.	09/08/2023	Regular	0.00	233.19	109062
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INVO62475</u>	Invoice	08/23/2023	CUST#C000981 NO PARKING ANY TIME	0.00	233.19	
<u>101-000-000-54264-3100</u>		Office and Operating		CUST#C000981 NO PARKIN	233.19	
VEN01846	USSSA WASHINGTON STATE	09/08/2023	Regular	0.00	439.00	109063
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2023-8</u>	Invoice	09/07/2023	AUGUST 2023	0.00	439.00	
<u>001-141-000-57120-4100</u>		Professional Services/Adv		AUGUST 2023	439.00	
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	09/08/2023	Regular	0.00	6,508.82	109064
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>902284955</u>	Invoice	08/25/2023	CUST#510148 LAMP, SWITCH BOX, ASSY	0.00	6,508.82	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		CUST#510148 LAMP, SWIT	6,508.82	
202392	VERIZON WIRELESS	09/08/2023	Regular	0.00	5,979.99	109065



## Check Register

Packet: APPKT02857-SEPTEMBER 8, 2023 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		
9942537570	Invoice	08/20/2023	ACCT#972465947-00001	0.00	4,763.20	
001-115-000-51895-4200	Communication		ACCT#972465947-00001		333.58	
001-118-000-52122-4200	Communication		ACCT#972465947-00001		1,890.64	
001-130-000-51810-4200	Communication		ACCT#972465947-00001		65.06	
001-132-000-51888-4200	Communication		ACCT#972465947-00001		124.17	
001-140-000-55850-4200	Communication		ACCT#972465947-00001		90.86	
001-140-000-55860-4200	Communication		ACCT#972465947-00001		48.78	
001-141-000-57680-4200	Communication		ACCT#972465947-00001		42.08	
101-000-000-54264-4200	Communications		ACCT#972465947-00001		42.08	
401-000-000-53480-4200	Communication		ACCT#972465947-00001		210.40	
402-400-000-53580-4200	Communication		ACCT#972465947-00001		294.56	
404-000-000-53180-4200	Communication		ACCT#972465947-00001		1,573.91	
503-000-000-54865-4200	Communication		ACCT#972465947-00001		47.08	
9942722325	Invoice	08/23/2023	ACCT#342078219-00001	0.00	451.70	
001-115-000-51895-4200	Communication		ACCT#342078219-00001		230.20	
001-140-000-55850-4200	Communication		ACCT#342078219-00001		52.96	
401-000-000-53480-4200	Communication		ACCT#342078219-00001		88.52	
402-400-000-53580-4200	Communication		ACCT#342078219-00001		80.02	
9942817475	Invoice	08/23/2023	ACCT#942084392-00001	0.00	765.09	
001-110-000-51160-4200	Communication		ACCT#942084392-00001		370.01	
001-111-000-51423-4200	Communication		ACCT#942084392-00001		52.96	
001-112-000-51251-4200	Communication	23-ITC	ACCT#942084392-00001		52.96	
001-112-000-51251-4200	Communication		ACCT#942084392-00001		52.96	
001-120-000-51310-4200	Communication		ACCT#942084392-00001		48.12	
001-121-000-51430-4200	Communication		ACCT#942084392-00001		52.96	
001-130-000-51810-4200	Communication		ACCT#942084392-00001		52.96	
001-140-000-55850-4200	Communication		ACCT#942084392-00001		52.96	
001-142-000-51830-4200	Communication		ACCT#942084392-00001		29.20	
009580	WA ST DEPT OF HEALTH-WATER	09/08/2023	Regular	0.00	127,372.88	109066
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
3299	Invoice	08/25/2023	LOAN # DM13-952-184 UPPER MT VIEW P	0.00	127,372.88	
401-275-000-59134-7320	Principal-UMPVZ DWSRF		LOAN # DM13-952-184 UP		110,759.03	
401-275-000-59234-8320	Interest- UMPVZ DWSRF		LOAN # DM13-952-184 UP		16,613.85	
VEN01411	WASH STATE PATROL	09/08/2023	Regular	0.00	50.00	109067
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
RESTITUTIONAU	Invoice	08/31/2023	RESTITUTION 54520C	0.00	50.00	
657-000-000-58600-0010	Municipal Court Trust		RESTITUTION 54520C		50.00	
203780	WATER MGMNT LABORATORIES INC	09/08/2023	Regular	0.00	120.00	109068
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
214250	Invoice	08/29/2023	ACCT#AS201R TESTS	0.00	120.00	
402-400-000-53580-4100	Professional Services/Adv		ACCT#AS201R TESTS		120.00	
203900	WESMAR COMPANY, INC	09/08/2023	Regular	0.00	1,018.37	109069
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
313863	Invoice	08/29/2023	CUST#31175 SODIUM HYPOCHLORITE	0.00	1,018.37	
401-000-000-53480-3104	Office and Operating-Chl		CUST#31175 SODIUM HYP		1,018.37	
053987	WESTBAY NAPA AUTO PARTS	09/08/2023	Regular	0.00	817.42	109070

## Check Register

Packet: APPKT02857-SEPTEMBER 8, 2023 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	
050294	Invoice	08/30/2023	ACCT#4296 MISC PARTS 62976D	0.00	792.35	
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 MISC PARTS 62	792.35	
050635	Invoice	09/01/2023	ACCT#4296 FUEL CAP 62975D	0.00	25.07	
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 FUEL CAP 629	25.07	
VEN02468	WHEATON, JESSE PAUL	09/08/2023	Regular	0.00	75.08	109071
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OVERPAYMENTA	Invoice	08/31/2023	OVERPAYMENTAUG2023	0.00	75.08	
657-000-000-58600-0010		Municipal Court Trust		OVERPAYMENTAUG2023	75.08	
VEN02469	WILLARD, MAX ALLAN	09/08/2023	Regular	0.00	13.78	109072
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OVERPAYMENTA	Invoice	08/31/2023	OVERPAYMENTAUG2023	0.00	13.78	
657-000-000-58600-0010		Municipal Court Trust		OVERPAYMENTAUG2023	13.78	
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	09/08/2023	Regular	0.00	23.13	109073
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGEID#1075	Invoice	08/30/2023	WSP TOXICOLOGY - EVIDENCE	0.00	13.83	
001-118-000-52122-4200		Communication		WSP TOXICOLOGY - EVIDE	13.83	
PACKAGEID#1075	Invoice	08/30/2023	SAK CASE EVIDENCE - WSP VANCOUVER	0.00	9.30	
001-118-000-52122-4200		Communication		SAK CASE EVIDENCE - WSP	9.30	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	63	0.00	222,272.66
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
	92	63	0.00	222,272.66

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2023	222,272.66
			222,272.66

## VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered 3946 through 3948 and 11073 through 11110 and 11111 through 11215. Warrants 108710 through 108727 in the amount of \$912,800.93 and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 5<sup>th</sup> of Sept, 2023.

  
\_\_\_\_\_  
Administrative Services Director

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

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
Deputy Mayor Schmit

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

\_\_\_\_\_  
Councilmember Gutierrez

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

\_\_\_\_\_  
Councilmember Peterson

\_\_\_\_\_  
Councilmember Schirman



## **CITY OF SHELTON, WASHINGTON - CITY COUNCIL**

City Council Meeting Minutes  
August 1, 2023 – 6:00 p.m.  
Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL**

#### **Councilmembers:**

Mayor Eric Onisko  
Miguel Gutierrez  
Kathy McDowell  
Deidre Peterson  
Sharon Schirman

#### **Personnel:**

City Manager Mark Ziegler  
City Clerk Donna Nault  
Finance Director Mike Githens

### **CALL TO ORDER**

Call to Order: 6:00 p.m.

Pledge of Allegiance: Mayor Onisko

Roll Call: City Clerk Nault – Absent Councilmember James Boad and Deputy Mayor Joe Schmit

A motion was made by Councilmember McDowell and seconded by Councilmember Gutierrez to excuse the absences of Councilmember Boad and Deputy Mayor Schmit. Passed.

### **LATE CHANGES TO THE AGENDA**

None

### **CITY COUNCIL REPORTS**

None

### **CONSENT AGENDA**

1. Vouchers numbered 108563 through 108625 in the total amount of \$370,603.09
2. Renewal of LTAC members: Leann Gunter, Duane Wilson, Howard Kim (Shelton Inn) and Space Kim (Super 8)
3. Minutes:
  - Business Meeting of June 6, 2023
  - Study Session of June 13, 2023

A motion was made by Councilmember Peterson and seconded by Councilmember Schirman to approve the Consent Agenda as published. Passed.

### **PRESENTATIONS**

1. MCHS Museum 2<sup>nd</sup> Quarter LTAC Report – Presented by Executive Director Liz Arbaugh

### **BUSINESS AGENDA**

1. Resolution No. 1278-0723 Master Fee Schedule Update – Presented by Finance Director Mike Githens

Finance Director Mike Githens presented information about updating the Master Fee Schedule. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to place Resolution 1278-0723 on the action agenda of the August 15 2023, City Council meeting. Passed.

## **ACTION AGENDA**

1. Ordinance No. 2009-0623 Amending SMC – Title 2 – Presented by City Manager Mark Ziegler

City Manager Mark Ziegler presented information regarding updating Title 2 of the Shelton Municipal Code. Discussion followed. No public comment. City Clerk Nault provided a reading of Ordinance No. 2009-0623.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to adopt Ordinance No. 2009-0623 amending Title 2 of the Shelton Municipal Code relating to City officers and departments. Passed.

2. Resolution No. 1276-0623 Agreement with Cascade Pacific Action Alliance – Presented by City Manager Mark Ziegler

City Manager Mark Ziegler presented information regarding the agreement with Cascade Pacific Action Alliance. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1276-0623.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to adopt Resolution No. 1276-0623 as presented. Passed.

## **PRESENTATIONS (continued)**

2. Cinco Rocks LTAC Report – Presented by Leanne Gunter (Leanne arrived late, started presenting at 6:18 p.m.)

## **ADMINISTRATION REPORT**

City Manager Report:

- 2024 budget formulation is happening now, the next budget subcommittee will meet on 8/8/2023 with a study session scheduled for 8/22/2023.
- August 8<sup>th</sup> - Study Session for water and sewer rates
- August 15<sup>th</sup> - the State Auditor will be conducting their exit interview
- August 1<sup>st</sup> - RFP is out now for the Animal Shelter/Animal Control
- August 1<sup>st</sup> - A new police officer, Officer Peebles, was sworn in
- August 1<sup>st</sup> - LTAC grant applications are open now
- August 4<sup>th</sup> – Veterans pinning ceremony at VFW, possible quorum

## **GENERAL PUBLIC COMMENT (3-minute time limit)**

In-Person:

Dean Jewett

Zoom:

Colleen Carmichael

## **NEW ITEMS FOR DISCUSSION**

None

## **ANNOUNCEMENT OF NEXT MEETING**

Study Session – August 8th, 2023 at 6:00 p.m.

City Council Meeting – August 15, 2023 at 6:00 p.m.

## **MEETING ADJOURN**

Mayor Onisko adjourned the meeting at 6:31 p.m.

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Mayor Eric Onisko

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City Clerk Donna Nault

City Council – August 1, 2023 - Meeting Minutes

Civic Center & Virtual Platform

Page 2 of 2



## **CITY OF SHELTON, WASHINGTON - CITY COUNCIL**

Study Session Minutes  
August 8, 2023 - 6:00 p.m.  
Shelton Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL PRESENT**

#### *Councilmembers:*

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

#### *Personnel:*

City Manager Mark Ziegler  
City Clerk Donna Nault  
Public Works Director Jay Harris  
Public Works Superintendent Brent Armstrong

### **CALL TO ORDER**

Call to Order: 6:00 p.m.  
Roll Call: City Clerk Nault – All Present

### **STUDY AGENDA**

1. Water & Sewer Rate Study – Presented by Public Works Director Jay Harris along with staff from FCS Group

Public Works Director Jay Harris and staff from FCS Group presented information regarding water and sewer rate increases. Discussion followed.

Mayor Onisko called for a 5-minute recess starting at 7:34 p.m.

### **NEW ITEMS FOR DISCUSSION**

- Brewer Park
- Homelessness Plan draft presented by Councilmember Schmit. Discussion followed.

A motion was made by Councilmember Peterson and seconded by Councilmember Boad to extend the meeting by 30 minutes. Passed.

A homelessness subcommittee was appointed, consisting of Councilmembers McDowell, Schirman, and Gutierrez.

### **ADJOURN**

Mayor Onisko adjourned the meeting at 8:30 p.m.

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Mayor Eric Onisko

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City Clerk Donna Nault

# July 2023 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview

	2023 Revised Budget	2023 thru July	2023 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	14,513,102	8,573,522	14,401,760	(111,342)	-0.8%
Expenditures	15,891,620	7,941,348	15,008,394	883,226	5.6%
Net Revenues Less Expenditures	(1,378,518)	632,174	(606,633)	771,885	
Beginning Fund Balance	5,047,716		5,047,716		
Ending Fund Balance	3,669,198 23.1%		4,441,083 27.9%		
<u>Ending Fund Balance Breakdown:</u>					
Reserved - 20% of Budget	3,178,324		3,178,324		
Unreserved Fund Balance	490,874		1,262,759		
<b>Total Fund Balance</b>	<b>3,669,198</b>		<b>4,441,083</b>		

### Summary

2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.  
2022 amounts included in this report are unaudited.

Analysis through July shows an overall Positive budget variance of \$772 thousand.

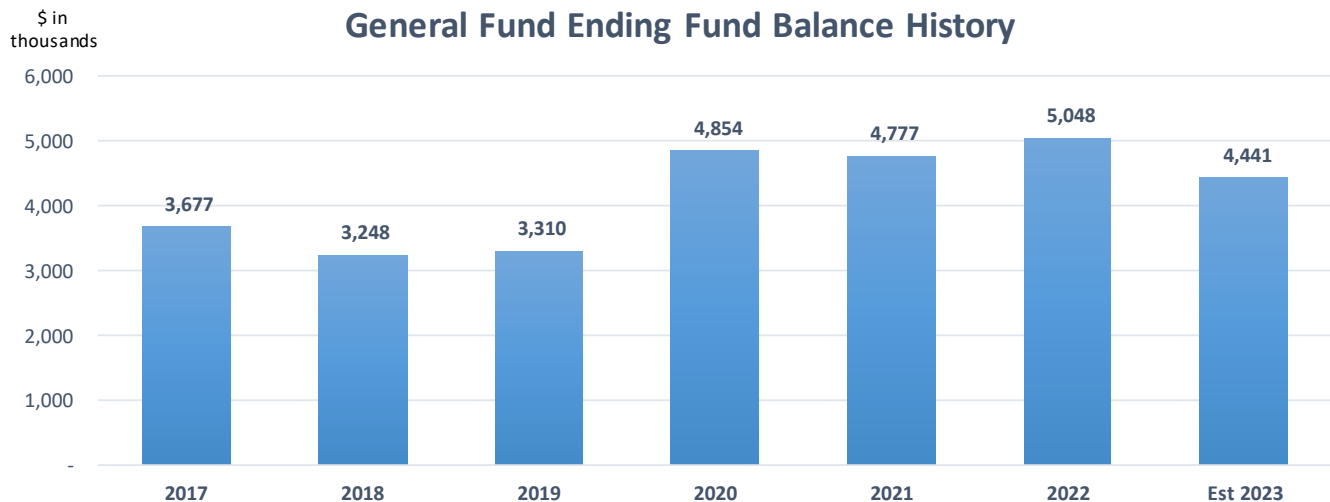
General Fund Reserves are estimated to end the year at \$4.4 million, or 27.9% of 2023 revised budgeted expenditures.

### Revenue Overview

Revenues are currently estimated to end the year approximately \$111 thousand, or -.8% lower than budgeted.

### Expenditure Overview

Expenditures are currently estimated to end the year approximately \$883 thousand, or 5.6% less than budgeted.





# July 2023 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Revenues

Revenue Categories	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,846,399	1,538,715	2,846,399	-	0.0%
Sales & Use	3,515,360	2,028,978	3,409,420	(105,940)	-3.0%
City Utility	1,276,600	868,707	1,390,570	113,970	8.9%
Non-City Utility	1,301,400	811,101	1,276,000	(25,400)	-2.0%
Business & Occupation	1,007,475	506,677	807,475	(200,000)	-19.9%
Other	48,930	33,262	53,930	5,000	10.2%
Licenses & Permits	301,900	171,220	288,670	(13,230)	-4.4%
Intergovernmental Revenue	632,086	404,207	558,440	(73,646)	-11.7%
Charges for Goods/Services	3,159,306	1,990,445	3,308,800	149,494	4.7%
Fines and Penalties	92,550	28,228	51,930	(40,620)	-43.9%
Miscellaneous Revenue	153,096	191,982	256,126	103,030	67.3%
Transfers In	178,000	-	154,000	(24,000)	-13.5%
<b>Total Revenues</b>	<b>14,513,102</b>	<b>8,573,522</b>	<b>14,401,760</b>	<b>(111,342)</b>	<b>-0.8%</b>

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

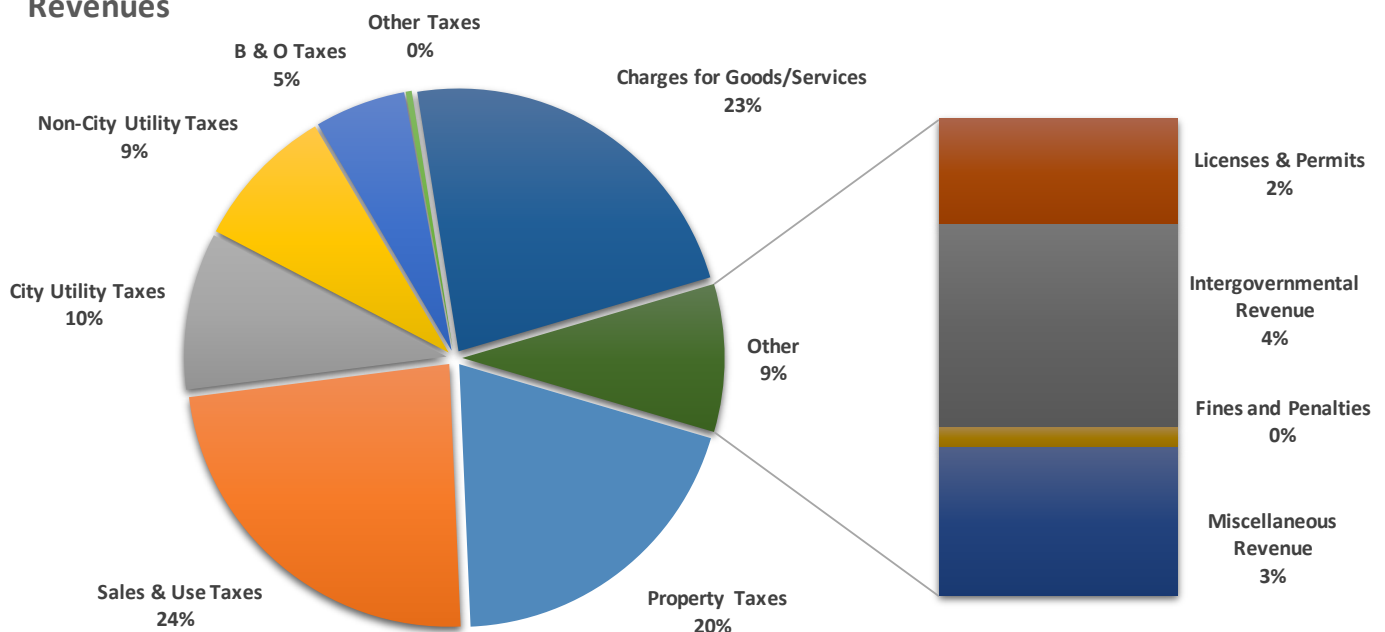
Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

**B&O Taxes:** Estimated to be under budget by \$200 thousand due to lower taxes received so far this year.

**Miscellaneous:** Over budget due to parks donations, investment interest & facility rentals.

#### 2023 Estimated General Fund Revenues



# July 2023 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Expenditures

Department	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Administrative Services</b>					
Human Resources	324,148	201,375	323,160	988	0.3%
Information Technology	411,911	237,636	421,795	(9,884)	-2.4%
Risk Management	141,556	107,073	145,660	(4,104)	-2.9%
<b>City Clerk</b>	273,030	138,663	254,002	19,028	7.0%
<b>City Council</b>	70,438	36,748	63,740	6,698	9.5%
<b>City Manager</b>					
City Manager	405,609	269,046	429,482	(23,873)	-5.9%
Legal	328,170	169,549	315,660	12,510	3.8%
Detentions/Corrections-Contract	1,137,280	87,404	335,000	802,280	70.5%
<b>Community Dev, Parks, Facilities</b>					
Civic Center Activities	81,540	36,495	64,710	16,830	20.6%
Community Development	1,044,298	560,470	1,017,580	26,718	2.6%
Facility Services	923,360	392,027	811,030	112,330	12.2%
Parks & Recreation	720,339	370,073	714,870	5,469	0.8%
<b>Finance</b>	1,171,129	703,110	1,192,210	(21,081)	-1.8%
<b>Fire &amp; Emergency Services</b>	2,195,161	1,446,473	2,506,120	(310,959)	-14.2%
<b>Municipal Court</b>	729,432	449,597	749,439	(20,007)	-2.7%
<b>Non-Departmental</b>	905,228	126,123	858,150	47,078	5.2%
<b>Police</b>	4,043,910	2,206,965	3,917,996	125,914	3.1%
<b>Public Works</b>	985,081	402,522	887,789	97,292	9.9%
<b>Total Expenditures</b>	<b>15,891,620</b>	<b>7,941,348</b>	<b>15,008,394</b>	<b>883,226</b>	<b>5.6%</b>

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

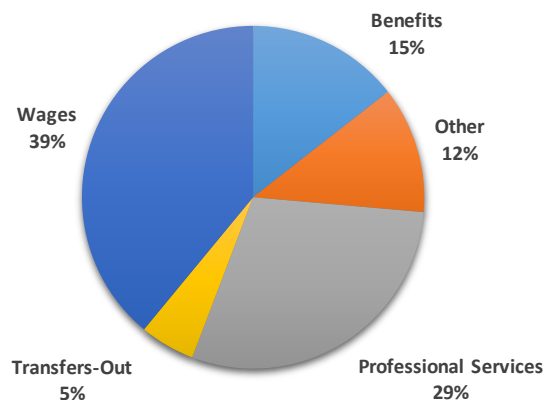
#### Variance Notes

**Detention/Corrections:** Jail fees estimated to be below budget due to limited implementation of new jail contract.

**Facility Services:** Library deck repair delayed until 2024.

**Fire & Emergency Services:** Budgeted for a 33% estimated increase and final increase came in much higher.

### 2023 Estimated General Fund Expenditures



# July 2023 Monthly Financial Report

## City of Shelton, Washington

### General Fund Year-to-Year

	2021 Actual	2022 Actual	2023 Revised Budget	2023 thru July	2023 Est Actual
<b>Beginning Fund Balance</b>	<b>4,853,628</b>	<b>4,777,607</b>	<b>5,047,716</b>	<b>5,047,716</b>	<b>5,047,716</b>
<b>Revenues</b>					
Taxes:					
Property	2,502,891	2,546,998	2,846,399	1,538,715	2,846,399
Sales & Use	3,368,713	3,436,648	3,515,360	2,028,978	3,409,420
City Utility	1,241,561	1,474,584	1,276,600	868,707	1,390,570
Non-City Utility	1,165,125	1,205,659	1,301,400	811,101	1,276,000
Business & Occupation	980,007	985,461	1,007,475	506,677	807,475
Other	56,304	60,421	48,930	33,262	53,930
Licenses & Permits	281,260	306,329	301,900	171,220	288,670
Intergovernmental Revenue	2,240,637	2,147,469	632,086	404,207	558,440
Charges for Goods/Services	2,904,696	3,060,577	3,159,306	1,990,445	3,308,800
Fines and Penalties	78,453	51,581	92,550	28,228	51,930
Miscellaneous Revenue	141,622	260,291	153,096	191,982	256,126
Transfers In	-	128	178,000	-	154,000
<b>Total Revenues</b>	<b>14,961,269</b>	<b>15,536,147</b>	<b>14,513,102</b>	<b>8,573,522</b>	<b>14,401,760</b>
<b>Expenditures</b>					
<b>Administrative Services</b>					
Human Resources	259,811	327,848	324,148	201,375	323,160
Information Technology	279,243	374,562	411,911	237,636	421,795
Risk Management	115,849	136,360	141,556	107,073	145,660
<b>City Clerk</b>	198,328	238,028	273,030	138,663	254,002
<b>City Council</b>	100,744	77,768	70,438	36,748	63,740
<b>City Manager</b>					
City Manager	385,264	344,279	405,609	269,046	429,482
Legal	286,726	277,979	328,170	169,549	315,660
Detentions/Corrections-Contract	314,238	339,327	1,137,280	87,404	335,000
<b>Community Dev, Parks, Facilities</b>					
Civic Center Activities	50,348	51,915	81,540	36,495	64,710
Community Development	619,739	728,236	1,044,298	560,470	1,017,580
Facility Services	524,991	652,720	923,360	392,027	811,030
Parks & Recreation	521,872	575,245	720,339	370,073	714,870
<b>Finance</b>	928,469	1,079,083	1,171,129	703,110	1,192,210
<b>Fire &amp; Emergency Services</b>	1,560,701	1,690,846	2,195,161	1,446,473	2,506,120
<b>Municipal Court</b>	528,267	666,977	729,432	449,597	749,439
<b>Non-Departmental</b>	4,252,020	3,220,764	905,228	126,123	858,150
<b>Police</b>	3,410,746	3,587,265	4,043,910	2,206,965	3,917,996
<b>Public Works</b>	699,932	896,836	985,081	402,522	887,789
<b>Total Expenditures</b>	<b>15,037,288</b>	<b>15,266,038</b>	<b>15,891,620</b>	<b>7,941,348</b>	<b>15,008,394</b>
Net Revenues less Expenditures	(76,021)	270,109	(1,378,518)	632,174	(606,633)
<b>Ending Fund Balance</b>	<b>4,777,607</b>	<b>5,047,716</b>	<b>3,669,198</b>	<b>5,679,890</b>	<b>4,441,083</b>
General Fund Reserves	4,777,607	5,047,716	3,669,198		4,441,083
based on same year actuals/budget	31.8%	33.1%	23.1%		29.6%

# July 2023 Monthly Financial Report

## City of Shelton, Washington

### General Fund Month-to-Month

	2021 thru July	2022 thru July	2023 thru July	2023 - 2022 Variance	% of Budget
<b>Revenues</b>					
Taxes:					
Property	1,523,795	1,419,832	1,538,715	118,883	8.4%
Sales & Use	1,945,647	1,928,775	2,028,978	100,203	5.2%
City Utility	712,636	854,867	868,707	13,840	1.6%
Non-City Utility	744,005	790,932	811,101	20,170	2.6%
Business & Occupation	678,275	677,615	506,677	(170,938)	-25.2%
Other	25,321	32,103	33,262	1,158	3.6%
Licenses & Permits	175,764	217,436	171,220	(46,215)	-21.3%
Intergovernmental Revenue	1,847,398	1,886,487	404,207	(1,482,279)	-78.6%
Charges for Goods/Services	1,741,604	1,827,595	1,990,445	162,850	8.9%
Fines and Penalties	46,582	30,537	28,228	(2,310)	-7.6%
Miscellaneous Revenue	83,551	120,374	191,982	71,609	59.5%
Transfers In	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>9,524,578</b>	<b>9,786,553</b>	<b>8,573,522</b>	<b>(1,213,030)</b>	<b>-12.4%</b>
<b>Expenditures</b>					
<b>Administrative Services</b>					
Human Resources	156,594	207,100	201,375	(5,725)	-2.8%
Information Technology	180,046	151,237	237,636	86,399	57.1%
Risk Management	80,624	89,242	107,073	17,831	20.0%
<b>City Clerk</b>	113,662	147,053	138,663	(8,390)	-5.7%
<b>City Council</b>	58,772	50,174	36,748	(13,426)	-26.8%
<b>City Manager</b>					
City Manager	228,248	224,380	269,046	44,666	19.9%
Legal	156,408	139,941	169,549	29,608	21.2%
Detentions/Corrections-Contract	172,044	173,441	87,404	(86,037)	-49.6%
<b>Community Dev, Parks, Facilities</b>					
Civic Center Activities	29,231	28,718	36,495	7,778	27.1%
Community Development	353,526	404,803	560,470	155,667	38.5%
Facility Services	293,751	378,400	392,027	13,628	3.6%
Parks & Recreation	268,765	299,507	370,073	70,566	23.6%
<b>Finance</b>	620,161	554,501	703,110	148,609	26.8%
<b>Fire &amp; Emergency Services</b>	918,561	863,782	1,446,473	582,691	67.5%
<b>Municipal Court</b>	311,389	377,513	449,597	72,084	19.1%
<b>Non-Departmental</b>	171,521	2,181,414	126,123	(2,055,291)	-94.2%
<b>Police</b>	2,052,595	2,129,759	2,206,965	77,206	3.6%
<b>Public Works</b>	359,923	525,411	402,522	(122,889)	-23.4%
<b>Total Expenditures</b>	<b>6,525,822</b>	<b>8,926,375</b>	<b>7,941,348</b>	<b>(985,027)</b>	<b>-11.0%</b>

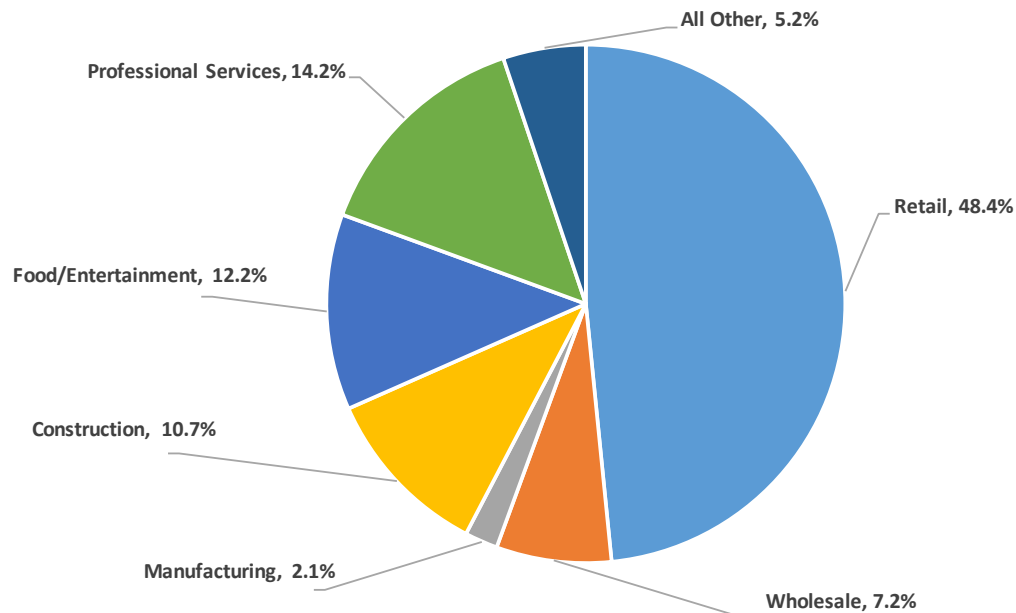
This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through July which is 58.3% of the year.

# July 2023 Monthly Financial Report

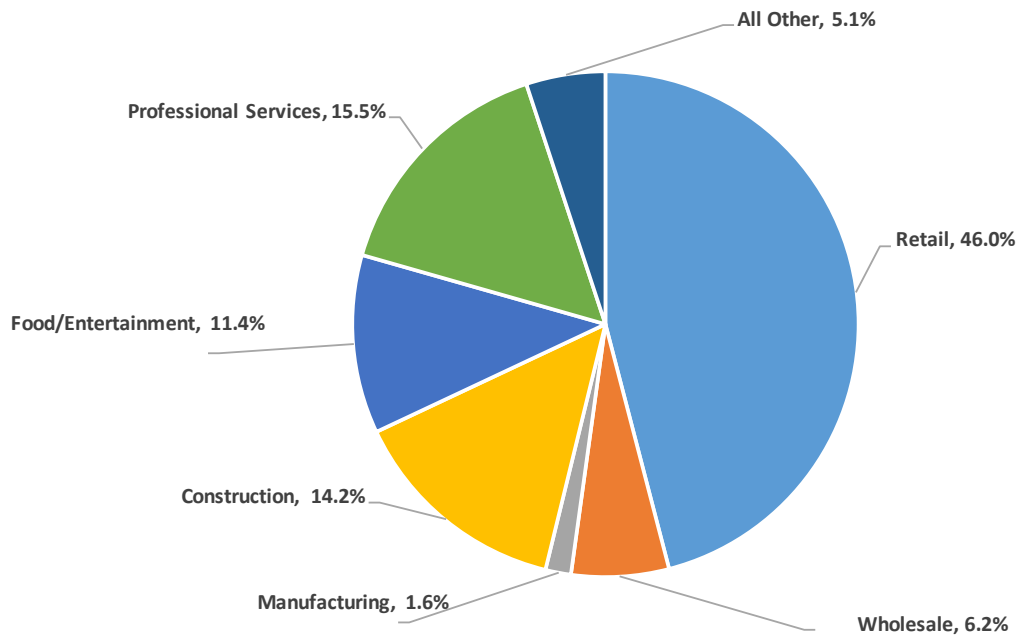
## City of Shelton, Washington

### Sales Tax Breakdown by Type

2023 thru July



July 2023



# July 2023 Monthly Financial Report

## City of Shelton, Washington

### Fund Balances

Fund	2023 Beginning Fund Balance	2023 Estimated Revenue	2023 Estimated Expenditure	2023 Estimated Fund Balance	\$ Change	% Change
<b>City-wide Fund Balances</b>						
General Fund	5,047,716	14,401,760	15,008,394	4,441,083	(606,633)	-12.0%
Street Fund	432,336	2,073,849	2,011,075	495,110	62,774	14.5%
<b>Capital Resource Funds</b>						
Real Estate Excise Tax -1	505,896	165,000	128,574	542,322	36,426	7.2%
Real Estate Excise Tax -2	592,438	166,000	30,000	728,438	136,000	23.0%
Transport Benefit District	1,540,535	558,000	779,500	1,319,035	(221,500)	-14.4%
Traffic Impact Fees	706,764	98,000	100,000	704,764	(2,000)	-0.3%
General Resources	1,222,689	324,204	934,204	612,689	(610,000)	-49.9%
Tourism Fund	91,844	50,500	68,000	74,344	(17,500)	-19.1%
Bond Fund	7,592	183,900	183,900	7,592	-	0.0%
Capital Improvement Fund	860,451	1,915,535	2,666,280	109,706	(750,745)	-87.3%
Water Fund	2,003,551	3,710,587	3,507,652	2,206,486	202,935	10.1%
Water Capital Fund	1,042,911	711,150	1,340,000	414,061	(628,850)	-60.3%
Sewer Fund	4,162,000	6,617,672	7,032,552	3,747,119	(414,881)	-10.0%
Sewer Capital Fund	1,317,368	763,380	1,270,171	810,577	(506,791)	-38.5%
Solid Waste Fund	955,208	2,082,138	2,788,420	248,926	(706,282)	-73.9%
Storm Drainage Fund	612,365	1,597,900	1,480,010	730,255	117,890	19.3%
Storm Drainage Capital Fund	185,194	80,000	136,240	128,954	(56,240)	-30.4%
Payroll Benefits Fund	196,855	133,500	111,100	219,255	22,400	11.4%
Equipment Rental Fund	564,289	632,060	1,082,789	113,560	(450,729)	-79.9%
Firefighters Pension Fund	426,890	18,634	68,337	377,188	(49,702)	-11.6%
Library Endowment Fund	122,928	6,000	-	128,928	6,000	4.9%
<b>City-wide Fund Totals</b>	<b>22,597,820</b>	<b>36,289,769</b>	<b>40,727,198</b>	<b>18,160,392</b>	<b>(4,437,428)</b>	<b>-19.6%</b>

### City-Wide FTE by Fund

General Fund	2023 Budget	2023 Revised	July 31 Vacancies
City Council	7.00	7.00	-
Municipal Court	4.50	4.50	-
City Clerk*	2.00	2.00	-
City Manager	2.00	2.00	-
Human Resources	2.85	2.85	-
Information Technology	1.15	1.15	-
Finance	9.00	7.00	-
Public Works	5.10	5.10	1.00
Police	21.00	21.00	2.00
Community Development	5.85	5.85	1.00
Parks, Rec & Facilities	9.00	8.00	1.00
<b>Total General Fund</b>	<b>69.45</b>	<b>66.45</b>	<b>5.00</b>

Other City Funds	2023 Budget	2023 Revised	July 31 Vacancies
Street Operating	4.65	4.65	1.00
Water Utility	8.80	8.80	0.50
Sewer Utility	11.70	11.70	0.50
Storm Drainage Utility	7.60	7.60	1.00
Equip. Maint. & Rental	1.30	1.30	-
<b>Total Other Funds</b>	<b>34.05</b>	<b>34.05</b>	<b>3.00</b>
<b>Total City</b>	<b>103.50</b>	<b>100.50</b>	<b>8.00</b>

# July 2023 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>General Fund</b>					
Taxes	9,996,164	5,787,439	9,783,794	(212,370)	-2.1%
Licenses & Permits	301,900	171,220	288,670	(13,230)	-4.4%
Intergovernmental Revenue	632,086	404,207	558,440	(73,646)	-11.7%
Charges for Goods/Services	3,159,306	1,990,445	3,308,800	149,494	4.7%
Fines and Penalties	92,550	28,228	51,930	(40,620)	-43.9%
Miscellaneous Revenue	153,096	191,982	256,126	103,030	67.3%
Transfers In	178,000	-	154,000	(24,000)	-13.5%
<b>Total Revenues</b>	<b>14,513,102</b>	<b>8,573,522</b>	<b>14,401,760</b>	<b>(111,342)</b>	<b>-0.8%</b>
Wages	5,952,128	3,264,688	5,854,731	97,397	1.6%
Benefits	2,415,223	1,252,049	2,168,659	246,564	10.2%
Professional Services	4,843,823	2,328,087	4,412,592	431,231	8.9%
Transfers-Out	872,022	48,291	780,322	91,700	10.5%
Other	1,808,424	1,048,232	1,792,089	16,335	0.9%
<b>Total Expenditures</b>	<b>15,891,620</b>	<b>7,941,348</b>	<b>15,008,394</b>	<b>883,226</b>	<b>5.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>(1,378,518)</b>	<b>632,174</b>	<b>(606,633)</b>	<b>771,885</b>	
<b>Street Fund</b>					
Taxes	675,000	413,289	675,000	-	0.0%
Licenses & Permits	10,000	5,730	10,000	-	0.0%
Intergovernmental Revenue	199,000	113,555	194,670	(4,330)	-2.2%
Charges for Goods/Services	56,120	36,367	60,483	4,363	7.8%
Miscellaneous Revenue	1,500	5,812	7,000	5,500	366.7%
Transfers In	1,126,696	-	1,126,696	-	0.0%
<b>Total Revenues</b>	<b>2,068,316</b>	<b>574,753</b>	<b>2,073,849</b>	<b>5,533</b>	<b>0.3%</b>
Wages	378,476	204,144	373,725	4,751	1.3%
Benefits	177,468	93,880	167,240	10,228	5.8%
Professional Services	107,440	5,414	93,070	14,370	13.4%
Transfers-Out	525,000	-	525,000	-	0.0%
Other	852,441	475,462	852,041	400	0.0%
<b>Total Expenditures</b>	<b>2,040,825</b>	<b>778,900</b>	<b>2,011,075</b>	<b>29,750</b>	<b>1.5%</b>
<b>Net Revenues Less Expenditures</b>	<b>27,491</b>	<b>(204,146)</b>	<b>62,774</b>	<b>35,283</b>	
<b>Capital Resources - Real Estate Excise Tax - 1 (REET-1)</b>					
Taxes	52,500	126,519	150,000	97,500	185.7%
Miscellaneous Revenue	-	10,686	15,000	15,000	
<b>Total Revenues</b>	<b>52,500</b>	<b>137,205</b>	<b>165,000</b>	<b>112,500</b>	<b>214.3%</b>
Transfers-Out	128,574	91,739	128,574	-	0.0%
<b>Total Expenditures</b>	<b>128,574</b>	<b>91,739</b>	<b>128,574</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(76,074)</b>	<b>45,466</b>	<b>36,426</b>	<b>112,500</b>	

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



# July 2023 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Capital Resources - Real Estate Excise Tax - 2 (REET-2)</b>					
Taxes	52,500	126,519	150,000	97,500	185.7%
Miscellaneous Revenue	-	13,216	16,000	16,000	
<b>Total Revenues</b>	<b>52,500</b>	<b>139,735</b>	<b>166,000</b>	<b>113,500</b>	<b>216.2%</b>
Transfers-Out	30,000	-	30,000	-	0.0%
<b>Total Expenditures</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>22,500</b>	<b>139,735</b>	<b>136,000</b>	<b>113,500</b>	

<b>Capital Resources -Transportation Benefit District (TBD)</b>					
Miscellaneous Revenue	-	29,287	33,000	33,000	
Transfers In	525,000	-	525,000	-	0.0%
<b>Total Revenues</b>	<b>525,000</b>	<b>29,287</b>	<b>558,000</b>	<b>33,000</b>	<b>6.3%</b>
Transfers-Out	779,500	180,000	779,500	-	0.0%
<b>Total Expenditures</b>	<b>779,500</b>	<b>180,000</b>	<b>779,500</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(254,500)</b>	<b>(150,713)</b>	<b>(221,500)</b>	<b>33,000</b>	

<b>Capital Resources - Traffic Impact Fees (TIF)</b>					
Charges for Goods/Services	80,000	53,379	80,000	-	0.0%
Miscellaneous Revenue	-	14,678	18,000	18,000	
<b>Total Revenues</b>	<b>80,000</b>	<b>68,057</b>	<b>98,000</b>	<b>18,000</b>	<b>22.5%</b>
Transfers-Out	100,000	-	100,000	-	0.0%
<b>Total Expenditures</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(20,000)</b>	<b>68,057</b>	<b>(2,000)</b>	<b>18,000</b>	

<b>Capital Resources - General</b>					
Intergovernmental Revenue	303,204	259,090	303,204	-	0.0%
Miscellaneous Revenue	-	19,737	21,000	21,000	
<b>Total Revenues</b>	<b>303,204</b>	<b>278,827</b>	<b>324,204</b>	<b>21,000</b>	<b>6.9%</b>
Transfers-Out	654,000	-	631,000	23,000	3.5%
Other	303,204	259,090	303,204	-	0.0%
<b>Total Expenditures</b>	<b>957,204</b>	<b>259,090</b>	<b>934,204</b>	<b>23,000</b>	<b>2.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>(654,000)</b>	<b>19,737</b>	<b>(610,000)</b>	<b>44,000</b>	

<b>Tourism Fund</b>					
Taxes	48,000	30,292	48,000	-	0.0%
Miscellaneous Revenue	100	2,042	2,500	2,400	2400.0%
<b>Total Revenues</b>	<b>48,100</b>	<b>32,335</b>	<b>50,500</b>	<b>2,400</b>	<b>5.0%</b>
Professional Services	68,000	10,695	68,000	-	0.0%
<b>Total Expenditures</b>	<b>68,000</b>	<b>10,695</b>	<b>68,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(19,900)</b>	<b>21,640</b>	<b>(17,500)</b>	<b>2,400</b>	

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



# July 2023 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Bond Fund</b>					
Taxes	-	-	-	-	
Transfers In	183,900	44,450	183,900	-	0.0%
<b>Total Revenues</b>	<b>183,900</b>	<b>44,450</b>	<b>183,900</b>	<b>-</b>	<b>0.0%</b>
Other	183,900	44,450	183,900	-	0.0%
<b>Total Expenditures</b>	<b>183,900</b>	<b>44,450</b>	<b>183,900</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	
<b>Capital Improvement Fund</b>					
Intergovernmental Revenue	1,845,085	751,443	936,035	(909,050)	-49.3%
Charges for Goods/Services	50,000	-	50,000	-	0.0%
Transfers In	929,500	260,000	929,500	-	0.0%
<b>Total Revenues</b>	<b>2,824,585</b>	<b>1,011,443</b>	<b>1,915,535</b>	<b>(909,050)</b>	<b>-32.2%</b>
Professional Services	-	90,221	154,660	(154,660)	
Other	2,824,585	1,435,944	2,511,620	312,965	1.3%
<b>Total Expenditures</b>	<b>2,824,585</b>	<b>1,526,165</b>	<b>2,666,280</b>	<b>158,305</b>	<b>5.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>(514,722)</b>	<b>(750,745)</b>	<b>(750,745)</b>	
<b>Water Fund</b>					
Charges for Goods/Services	2,916,210	1,608,161	2,838,209	(78,001)	-2.7%
Miscellaneous Revenue	46,100	840,741	872,377	826,277	1792.4%
<b>Total Revenues</b>	<b>2,962,310</b>	<b>2,448,902</b>	<b>3,710,587</b>	<b>748,277</b>	<b>25.3%</b>
Wages	679,386	382,878	673,265	6,121	0.9%
Benefits	300,270	160,873	275,780	24,490	8.2%
Professional Services	290,070	161,682	289,810	260	0.1%
Transfers-Out	390,000	-	390,000	-	0.0%
Other	1,846,225	816,690	1,878,797	(32,572)	-1.8%
<b>Total Expenditures</b>	<b>3,505,951</b>	<b>1,522,124</b>	<b>3,507,652</b>	<b>(1,701)</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(543,641)</b>	<b>926,778</b>	<b>202,935</b>	<b>746,576</b>	
<b>Water Capital Fund</b>					
Intergovernmental Revenue	950,000	187,335	321,150	(628,850)	-66.2%
Transfers In	390,000	-	390,000	-	0.0%
<b>Total Revenues</b>	<b>1,340,000</b>	<b>187,335</b>	<b>711,150</b>	<b>(628,850)</b>	<b>-46.9%</b>
Other	1,340,000	387,685	1,340,000	-	0.0%
<b>Total Expenditures</b>	<b>1,340,000</b>	<b>387,685</b>	<b>1,340,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>(200,350)</b>	<b>(628,850)</b>	<b>(628,850)</b>	

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# July 2023 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Sewer Fund</b>					
Charges for Goods/Services	6,445,320	4,048,059	6,547,672	102,352	1.6%
Miscellaneous Revenue	18,000	63,198	70,000	52,000	288.9%
<b>Total Revenues</b>	<b>6,463,320</b>	<b>4,111,257</b>	<b>6,617,672</b>	<b>154,352</b>	<b>2.4%</b>
Wages	896,320	496,925	851,890	44,430	5.0%
Benefits	414,152	217,093	372,150	42,002	10.1%
Professional Services	476,760	218,003	509,680	(32,920)	-6.9%
Transfers-Out	642,000	-	642,000	-	0.0%
Other	4,601,432	2,906,024	4,656,832	(55,400)	-1.2%
<b>Total Expenditures</b>	<b>7,030,664</b>	<b>3,838,045</b>	<b>7,032,552</b>	<b>(1,888)</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(567,344)</b>	<b>273,212</b>	<b>(414,881)</b>	<b>152,463</b>	
<b>Sewer Capital Fund</b>					
Intergovernmental Revenue	400,000	70,805	121,380	(278,620)	-69.7%
Transfers In	642,000	-	642,000	-	0.0%
<b>Total Revenues</b>	<b>1,042,000</b>	<b>70,805</b>	<b>763,380</b>	<b>-</b>	<b>0.0%</b>
Other	1,042,000	913,061	1,270,171	(228,171)	-21.9%
<b>Total Expenditures</b>	<b>1,042,000</b>	<b>913,061</b>	<b>1,270,171</b>	<b>(228,171)</b>	<b>-21.9%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>(842,256)</b>	<b>(506,791)</b>	<b>(506,791)</b>	
<b>Solid Waste Fund</b>					
Intergovernmental Revenue	1,392,918	1,190,293	2,070,000	677,082	48.6%
Miscellaneous Revenue	-	11,211	12,138	12,138	
<b>Total Revenues</b>	<b>1,392,918</b>	<b>1,201,504</b>	<b>2,082,138</b>	<b>689,220</b>	<b>49.5%</b>
Professional Services	228,185	221,272	252,860	(24,675)	-10.8%
Other	1,678,225	2,496,549	2,535,560	(857,335)	-51.1%
<b>Total Expenditures</b>	<b>1,906,410</b>	<b>2,717,821</b>	<b>2,788,420</b>	<b>(882,010)</b>	<b>-46.3%</b>
<b>Net Revenues Less Expenditures</b>	<b>(513,492)</b>	<b>(1,516,317)</b>	<b>(706,282)</b>	<b>(192,790)</b>	
<b>Storm Drainage Fund</b>					
Intergovernmental Revenue	25,000	6,614	47,000	22,000	88.0%
Charges for Goods/Services	1,537,340	905,716	1,531,900	(5,440)	-0.4%
Miscellaneous Revenue	500	17,208	19,000	18,500	3700.0%
<b>Total Revenues</b>	<b>1,562,840</b>	<b>929,538</b>	<b>1,597,900</b>	<b>35,060</b>	<b>2.2%</b>
Wages	556,387	216,577	461,280	95,107	17.1%
Benefits	242,846	95,800	174,220	68,626	28.3%
Professional Services	133,090	27,504	139,090	(6,000)	-4.5%
Transfers-Out	80,000	-	80,000	-	0.0%
Other	605,668	337,858	625,420	(19,752)	-3.3%
<b>Total Expenditures</b>	<b>1,617,991</b>	<b>677,740</b>	<b>1,480,010</b>	<b>137,981</b>	<b>8.5%</b>
<b>Net Revenues Less Expenditures</b>	<b>(55,151)</b>	<b>251,799</b>	<b>117,890</b>	<b>173,041</b>	
<b>Storm Drainage Capital Fund</b>					
Intergovernmental Revenue	-	-	-	-	
Transfers In	80,000	-	80,000	-	0.0%
<b>Total Revenues</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>0.0%</b>
Other	80,000	112,812	136,240	(56,240)	-70.3%
<b>Total Expenditures</b>	<b>80,000</b>	<b>112,812</b>	<b>136,240</b>	<b>(56,240)</b>	<b>-70.3%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>(112,812)</b>	<b>(56,240)</b>	<b>(56,240)</b>	

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# July 2023 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru July	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Payroll Benefits Fund</b>					
Charges for Goods/Services	40,000	28,671	49,150	9,150	22.9%
Miscellaneous Revenue	350	3,527	6,050	5,700	1628.6%
Transfers In	120,000	15,581	78,300	(41,700)	-34.8%
<b>Total Revenues</b>	<b>160,350</b>	<b>47,779</b>	<b>133,500</b>	<b>(26,850)</b>	<b>-16.7%</b>
Benefits	160,350	26,603	111,100	49,250	30.7%
<b>Total Expenditures</b>	<b>160,350</b>	<b>26,603</b>	<b>111,100</b>	<b>49,250</b>	<b>30.7%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>21,176</b>	<b>22,400</b>	<b>22,400</b>	

<b>Equipment Maint &amp; Rental Fund</b>					
Charges for Goods/Services	578,000	325,015	616,150	38,150	6.6%
Miscellaneous Revenue	5,000	10,097	15,910	10,910	218.2%
<b>Total Revenues</b>	<b>583,000</b>	<b>335,112</b>	<b>632,060</b>	<b>49,060</b>	<b>8.4%</b>
Wages	107,565	61,707	105,790	1,775	1.7%
Benefits	51,899	30,085	51,580	319	0.6%
Professional Services	14,308	1,624	14,178	130	0.9%
Other	931,304	421,400	911,241	20,063	2.2%
<b>Total Expenditures</b>	<b>1,105,076</b>	<b>514,817</b>	<b>1,082,789</b>	<b>22,287</b>	<b>2.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(522,076)</b>	<b>(179,705)</b>	<b>(450,729)</b>	<b>71,347</b>	

<b>Firefighter's Pension Fund</b>					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	17,870	18,634	9,634	107.0%
Transfers In	50,000	-	-	(50,000)	-100.0%
<b>Total Revenues</b>	<b>59,100</b>	<b>17,870</b>	<b>18,634</b>	<b>(40,466)</b>	<b>-68.5%</b>
Benefits	80,600	30,305	68,337	12,263	15.2%
<b>Total Expenditures</b>	<b>80,600</b>	<b>30,305</b>	<b>68,337</b>	<b>12,263</b>	<b>15.2%</b>
<b>Net Revenues Less Expenditures</b>	<b>(21,500)</b>	<b>(12,435)</b>	<b>(49,702)</b>	<b>(28,202)</b>	

#### Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2023.

<b>Library Endowment Fund</b>					
Miscellaneous Revenue	1,600	5,316	6,000	4,400	275.0%
<b>Total Revenues</b>	<b>1,600</b>	<b>5,316</b>	<b>6,000</b>	<b>4,400</b>	<b>275.0%</b>
Transfers-Out	24,000	-	-	24,000	100.0%
<b>Total Expenditures</b>	<b>24,000</b>	<b>-</b>	<b>-</b>	<b>24,000</b>	<b>100.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(22,400)</b>	<b>5,316</b>	<b>6,000</b>	<b>28,400</b>	

\*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E1)

Touch Date: 08/25/2023  
Brief Date: 09/19/2023  
Action Date: 10/03/2023

Department: Finance  
Presented By: Mike Githens, Finance Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- |  |         |
|--|---------|
| <input type="checkbox"/> Dept. Head                  | _____   |
| <input checked="" type="checkbox"/> Finance Director | 8/25/23 |
| <input type="checkbox"/> Attorney                    | _____   |
| <input checked="" type="checkbox"/> City Clerk       | 8/28/23 |
| <input checked="" type="checkbox"/> City Manager     | 8/28/23 |

#### PROGRAM/PROJECT TITLE:

**EFT Policy and Procedures**

#### ATTACHMENTS:

**Resolution No. 1288-0823  
Exhibit A**

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

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

The City of Shelton recognizes and uses various electronic payment methods as safe and efficient ways to process certain payments. The policy and procedures provide a framework to ensure that proper protocols are followed, and that applicable oversight is in place for the use of electronic funds transfers.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The primary goal of the policy is to ensure that electronic funds transfers are initiated, executed, and approved in a secure manner.

### BUDGET/FISCAL INFORMATION:

The use of electronic funds transfers, automated clearing house payments and wire transfers are typically a savings to the City over printing, processing, and mailing paper checks.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

A recommended motion is: "I move to forward Resolution No. 1288-0823 to the October 3, 2023 action agenda for further consideration."

**RESOLUTION NO. 1288-0823**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON,  
ADOPTING AN ELECTRONIC FUNDS TRANSFER (EFT)  
POLICY AND PROCEDURES**

**WHEREAS**, the City recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements; and

**WHEREAS**, the City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFT's); and

**WHEREAS**, the City now desires to adopt an electronic funds transfer policy and procedures;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHELTON,  
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The "Electronic Funds Transfer (EFT) Policy and Procedures" attached hereto as Exhibit A and incorporated by reference, is hereby adopted for the City of Shelton. The City Council delegates to the City Finance Director the authority to make minor administrative changes to such policy, provided such changes are consistent with state and federal requirements.

PASSED AND ADOPTED by the City Council of the City of Shelton, Mason County, Washington at its regular meeting held on the 3<sup>rd</sup> day of October, 2023.

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Mayor Eric Onisko

ATTEST:

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City Clerk Donna Nault

# CITY OF SHELTON

## Electronic Funds Transfer (EFT) Policy and Procedures

### Policy Statement:

The City of Shelton recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework for procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

### Purpose:

The primary goal of the policy is to ensure EFTs are initiated, executed, and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the City may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditor's requirements.

### Definitions:

- *Electronic Funds Transfer (EFT)*: The electronic exchange (transfer of money from one bank to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- *Automated Clearing House (ACH)*: This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using American Bankers Association (ABA) number. These should be set in the vendor master file that denotes this payment method.
- *Banking Information*: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.
- *Wire Transfer*: This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

### General Guidelines:

The City utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and

other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The Finance Director or his/her designee will approve all new requests and any changes to EFT transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the City on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., EFT or paper check), the Finance Department shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be pre-approved by Finance.

This City Finance Director is authorized to make minor administrative changes to this policy, provided such changes are consistent with state and federal requirements.

#### **Procedures:**

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

To promote the safety of City funds in the EFT environment, the following procedures will be used by all City employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, and procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps:
  - Validate: All new electronic payment instruction requests received, even if the request is internal.
  - Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or

information collected from the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).

- Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
- Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.
- All invoices will be approved by the responsible department and entered into the financial accounting software by Accounts Payable.
- Transmission of the ACH file from the financial system to bank will occur through secure single user account login by authorized Finance staff, verifying the number of EFTs submitted to the bank and that the total matches the report in the financial accounting system.
- Bank balances will be monitored daily for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The City will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the City when required for the conduct of the statutory audit. Such information will also be supplied if the City changes banks.

### **Wire Transfers:**

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

The City will utilize security measures offered by their financial institution to prevent unauthorized individuals from initiating or modifying a wire transfer. On-line banking systems should only be used by employees with proper system credentials and separate banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exist in accordance with internal control standards and that the integrity of system user profiles are protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts.

All wire transfer requests, including back-up wire information, invoice or other supporting documents will be forwarded to those authorized in the Finance Department to initiate



wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the initiating department or proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire will be requested with the City's financial institution by the authorized finance employee.

The wire transfer request and all documentation will be forwarded to the Finance Director or his/her designee for payment approval. The pending wire information is reviewed online against the back-up documentation. If there is an error, the wire will be rejected online, and the wire initiator will make any necessary corrections to the data. If all information is correct, the wire will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper finance employee.

### **ACH Payments to Vendors:**

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should Shelton pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

Prior to a vendor receiving ACH payments for submitted invoices, a completed Direct Deposit Authorization Form must be submitted to Accounts Payable and will be approved by the Finance Department. The Finance Department will review the ABA number, bank account number, and name as shown on the supporting documentation. If all information on the form and the supporting documentation is correct, the data is then recorded in the vendor record in the financial accounting system. The supporting documentation is then filed and stored in a secured office location. Any subsequent requests to change vendor banking information require a new Vendor ACH/Direct Deposit Authorization Form and will be confirmed directly via phone with the vendor by Accounts Payable.

The financial accounting system will generate an electronic file and an EFT check register report will be used to complete the ACH transaction. The ACH transaction will be completed by the Finance Department and will be used to generate a standard ACH transmission file. The electronic generated banking file from the financial accounting system is electronically transmitted to the City's banking institution, authorizing the debit and credit of funds between banks.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of City funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by City employees. The Finance Department will monitor bank balances daily for unusual

or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

### **Payroll Direct Deposit:**

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation to assure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to Finance. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a voided check, which does not contain the employee's name, is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the Finance Director. After the form has been reviewed for accuracy, the form will be given to payroll. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to Human Resources personnel and Finance staff responsible for payroll.

### **Payroll Withholding:**

The City currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.

### **Internal Controls:**

The following internal controls have been adopted to validate all available safety precautions are utilized:

- Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have a separate banking user ID.
- Only setting up wire transfers for debt service payments, transfers between City bank accounts, and real property acquisitions, and other transactions as required, and only with approval of the Finance Director or his/her designee.
- Utilization of computer standards, policies, and procedures to protect the computers and computing processes used for EFTs from computer malware.
- Ensuring a secure process for creating, securing, sending, and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.

- If banking fraud is discovered in the EFT process, the fraud must be reported to the Finance Director. In the absence of the Finance Director, the Deputy Finance Director must be notified. The Finance Director must notify the City Manager of the possible fraud as soon as possible after it is detected. Steps will be taken with the City's financial institution to mitigate the fraud and the appropriate entities will be notified as necessary.



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 08/11/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Finance  
Presented By: Mike Githens, Finance Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

<input type="checkbox"/>	Dept. Head	_____
<input checked="" type="checkbox"/>	Finance Director	8/11/23
<input type="checkbox"/>	Attorney	_____
<input checked="" type="checkbox"/>	City Clerk	8/25/23
<input checked="" type="checkbox"/>	City Manager	8/14/23

PROGRAM/PROJECT TITLE:

**Amended Petty Cash  
Resolution**

ATTACHMENTS:

**Resolution No. 1287-0823**

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

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

The current Petty Cash Resolution No. 1182-1120, setting petty cash limits at \$1,400, is requested to be increased by \$300. Resolution No. 1287-0823 will update the petty cash limit to \$1,700, which is a \$300 increase to allow an additional separate cash box to be allocated for front desk coverage.

### ANALYSIS/OPTIONS/ALTERNATIVES:

Sharing cash boxes for front desk coverage is not advisable as a best practice for balancing daily receipts and accountability. Due to a reduction in personnel at the front desk, we need to train an additional staff member for occasional break and absence coverage and this allows for each person who works at the front customer service desk to use their own cash box. Balanced cash boxes are locked in a secure location.

### BUDGET/FISCAL INFORMATION:

The \$300 cost to set up this amount can be absorbed by the finance department 2023 budget.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

A recommended motion is: "I move to approve Resolution No. 1287-0823 as presented."

## RESOLUTION NO. 1287-0823

### A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON AMENDING THE PETTY CASH MONIES FOR VARIOUS CITY DEPARTMENTS

**WHEREAS**, Resolution No. 1182-1120 established petty cash monies for various City departments at their current level; and

**WHEREAS**, the Finance Department requests a \$300 increase to the total petty cash amount assigned to the department to allow for individual cashier starting cash boxes;

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

#### **Section 1.**

That Resolution No. 1182-1120 is hereby repealed and declared null and void.

#### **Section 2.**

The following rules for petty cash monies shall be in effect with passage of this Resolution:

1. The Director of Financial Services, or their designee, shall be responsible for establishing the appropriate rules and regulations for the disbursement and accounting of any petty cash monies; and
2. Each department within the City shall be responsible for abiding by the rules and regulations established by the Director of Financial Services, or designee, as they pertain to petty cash monies.

#### **Section 3.**

The total of all petty cash monies for the City is declared to be one thousand seven hundred dollars, (\$1,700) allocated as follows:

Department	Amount	Type of Account
Financial Services	\$ 1,400.00	Change and Minor Reimbursement
Municipal Court	\$ 300.00	Change and Minor Reimbursement

#### **Section 4.**

This Resolution shall become effective immediately upon its approval.

**INTRODUCED AND PASSED** by the City Council of the City of Shelton on the 19th day of September 2023.

\_\_\_\_\_  
Eric Onisko, Mayor

AUTHENTICATED:

\_\_\_\_\_  
Donna Nault, City Clerk



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

Touch Date: 08/04/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Community & Economic Development  
Presented By: Jae Hill, Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

☒ Dept. Head

jbh

Adoption of 2021 International Fire  
Code & Amending Title 18 of Shelton  
Municipal Code



Ordinance

☐ Finance Director



Resolution

☐ Attorney

#### ATTACHMENTS:

-Ordinance No. 2003-0523



Motion

☒ City Clerk



Other

☐ City Manager

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

The City of Shelton is required to update its Fire Code to be in conformance with the Washington State Code Council's adoption cycle. The current 2018 versions of the International Fire Code will be replaced by the 2021 versions.

The state has mandated adoption no later than 120 days after June 30, 2023, which is October 28, 2023.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The new codes have already been adopted by the State of Washington in Title 51 of the Washington Administrative Code, and we are required by state law to update our codes accordingly.

### BUDGET/FISCAL INFORMATION:

There is no additional cost to the City to adopt or administer other than the necessary training for fire, planning, and building staff to understand the new regulations.

### PUBLIC INFORMATION REQUIREMENTS:

Public hearing notice was published in the Shelton-Mason County Journal.

### STAFF RECOMMENDATION/MOTION:

"I move to approve Ordinance No. 2003-0523 adopting the 2021 International Fire Code and amending Shelton Municipal Code Title 18."

**ORDINANCE NO. 2003-0523**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADOPTING THE 2021  
INTERNATIONAL FIRE CODE AND AMENDING CHAPTER 18.05 OF THE SHELTON  
MUNICIPAL CODE**

WHEREAS, the City of Shelton regulates planning and building activities within City limits for the purposes of the health and safety of its residents; and

WHEREAS, the City of Shelton, in partnership with Central Mason Fire & EMS, currently administers the 2018 International Fire Code, as amended, as a function of planning and building activities throughout the City; and

WHEREAS, the Washington State Code Council has adopted the revised 2021 International Fire Code as amended in Title 51 of the Washington Administrative Code (WAC), and

WHEREAS, the State has mandated for all local jurisdictions an adoption of the new International Fire Code “120 days from June 30, 2023”, which is October 28, 2023;

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

**Section 1.** Chapter 18.05 of the Shelton Municipal Code, Amendments to the International Fire Code, is amended as follows:

Chapter 18.05

AMENDMENTS TO THE INTERNATIONAL FIRE CODE

18.05.010 Amendments to the International Fire Code

The ~~2018~~ 2021 Washington State Fire Code (Chapter 51-54A WAC), with amendments, is hereby adopted, with appendices, amendments and additions, and incorporated into the city of Shelton’s construction administrative code.

Chapter 1

## Administration

Subsection 101.1 is amended as follows:

101.1 Title. These regulations shall be known as the Fire Code for the City of Shelton, hereinafter referred to as “this code.”

Subsection 101.2.1 is amended as follows:

101.2.1 Appendices. The following appendices of the 2018 IFC are hereby adopted in this code:

Appendix B: Fire-Flow Requirements for Buildings.

Appendix C: Fire Hydrant Locations and Distribution.

Appendix D: Fire Apparatus Access Roads.

Appendix E: Hazard Categories.

Appendix F: Hazard Ranking.

Appendix G: Cryogenic Fluids Weight and Volume Equivalents.

Appendix H: Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) Instructions.

Appendix I: Fire Protection Systems Noncompliant Conditions.

~~Appendix K: Construction Requirements for Existing Ambulatory Care Facilities.~~

~~Appendix L: Requirements for Firefighter Air Replenishment Systems.~~

~~Appendix N: Indoor Trade Shows and Exhibitions.~~

## Section 102

### Applicability

Subsection 102.3.1, Changes in Character of Occupancy, is hereby added as a new subsection to Section 102 Applicability, as follows:



102.3.1 Changes in Character of Occupancy. Changes made in the character of an occupancy or the use of any building that would place the building in a different division of the same occupancy or in a different occupancy shall be approved by the Building Official and the Fire Marshal.

## Section 103

### Department of Fire Prevention

Subsection 103.2, Appointment, is hereby amended as follows:

103.2 Appointment. The City of Shelton hereby contracts with Mason County Fire Protection District 5, doing business as Central Mason Fire & EMS,~~is hereby authorized to contract with the Central Mason Fire and Emergency Medical Services,~~ hereinafter referred to as (CMFE), for enforcement and administration of this chapter. The City of Shelton may also authorize CMFE or its designee to retain all permitting and/or inspection fees related to the administration of this ordinance.

## Section 104

### General Authority and Responsibilities

Subsection 104.2.1, Construction Plan Review, is hereby added as a new subsection to Section 104, General Authority and Responsibilities, as follows:

104.2.1 Construction Plan Review. Plans shall be submitted to and approved by the Fire Marshal and/or CMFE for all new commercial building, residential construction, or land development prior to the issuance of any approvals or permits or commencement of development or construction.

Subsections 104.10, Fire Investigations, and 104.10.1, Assistance From Other Agencies, are hereby amended by revising the text, as follows:

104.11 ~~104.10~~ Fire Investigations. The Fire Marshal and CMFE are authorized to investigate the origin, cause and circumstances of fires occurring within the City of Shelton that involve loss of life, injury to person(s), destruction or damage to property. If it appears to the fire investigator that such fire is of suspicious or incendiary nature, the investigator shall immediately take charge of all physical evidence relating to the cause of the fire and shall

notify the Shelton Police Department. The Fire Marshal and CMFE are also authorized to investigate the origin, cause, and circumstances of any explosion or unauthorized releases of hazardous materials.

~~104.10.1~~ 104.11.1 Assistance from other agencies. The Shelton Police Department and other enforcement agencies shall have authority to render necessary assistance in the investigation of fires when requested to do so by the Fire Marshal or CMFE.

104.13 Standards. The Fire Marshal and CMFE may adopt Standards as needed to detail specific requirements of this code.

## Section 111 ~~109~~

### Board of Appeals

Subsection ~~109.1~~, 111.1., Board of Appeals, established is hereby amended by revising the text, as follows:

~~109.1~~ 111.1 Board of Appeals. The hearing examiner shall hear appeals based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed. The hearing examiner shall not have the authority to waive requirements of the adopted code. The appeal must be accompanied by an appeal fee, as established by the city, be filed with the City of Shelton community and economic development department within ten days of the decisions, and the written appeal shall contain the information in SMC Section 17.08.028.

111.2 Limitations on Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or any equivalent or better form of construction is proposed. The Hearing Examiner shall not have authority to waive the requirements of this code or interpret the administration of this code.

## Section 112 ~~110~~

### Violations

Subsection ~~110.4~~ 112.4, Violation penalties, is hereby amended by revising the text, as follows:

~~110.4~~ 112.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code shall be processed in accordance with the provisions of SMC Chapter 17.08.

#### Section ~~112~~ 113

##### Stop Work Order

Subsection ~~112.4~~ 113.4, Failure to comply, is hereby amended by revising the text, as follows:

~~112.4~~ 113.4 Failure to Comply. Any person who willfully violates, disobeys, omits, neglects or refuses to comply with or resists the enforcement of this title or its provisions shall be deemed guilty of a misdemeanor and shall be subject to criminal penalties as prescribed in Section 17.08.010.

#### Section 201

##### General

Subsection 201.5, CMFE Fire Marshal and the Fire Chief of CMFE, is hereby added as a new subsection to Section 201, General, as follows:

201.5 CMFE Fire Marshal and the Fire Chief of CMFE. Unless specifically mentioned to the contrary, all references to the chief, chief of the department, chief engineer, fire code official or fire marshal shall mean the CMFE Fire Marshal or the Fire Chief of CMFE or designee. Unless specifically mentioned to the contrary, all references to the fire department, department of fire prevention or fire prevention bureau shall mean the CMFE Fire Prevention ~~Bureau~~ Division or CMFE.

#### Section 307

##### Open Burning, Recreational Fires and Portable Outdoor Fireplaces

Subsection 307.1.1, Prohibited Open Burning, is hereby amended by the revising the text, as follows:

307.1.1 Prohibited Open Burning. Open burning shall be prohibited in the City of Shelton by Chapter 173-425 WAC, as regulated by the Olympic Region Clean Air Agency (ORCAA).

#### Section 308

##### Open Flames

Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

##### Exceptions:

1. One- and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2 1/2 pounds [nominal 1 pound (0.454 kg) LP-gas capacity].

#### Section 319

##### Mobile Food Preparation Vehicles

Subsection 319.11, Operational Requirements, is hereby added by including the text, as follows:

319.11 Operational Requirements. Any vendor engaging in mobile food vending shall comply with the following requirements:

319.11.1. Blocking Emergency Access. Units shall not be parked, situated, or operated in a manner that restricts or blocks emergency vehicle access roadways, access to fire hydrants or fire protection equipment.

319.11.2. Distance from Structures. Mobile food vending units shall have a minimum clearance of 10 feet from other vending units, buildings, structures, and combustible structures.

319.11.3. Distance from Hydrants and FDCs. Mobile food vending units shall have a minimum clearance of 15 feet from fire hydrants, Fire Department Connections and Post indicator Valves.

319.11.4. Fuel Source. When a fuel source other than LPG is used, it shall be installed and maintained in accordance with the Fire Code and any other applicable code. Use of fuels other than LPG shall be subject to the approval of the Fire Marshal and CMFE.

319.11.5. Solid Fuels. Solid fuel shall not be stored within 3 feet of any heat producing device, cooking appliance, vent, flammable liquids, or ignition sources. Ash, cinders, and other fire debris shall be removed from the firebox or cooking appliance at regular intervals and shall be placed in a closed metal container at least 3 feet from cooking appliances and combustibles.

## ~~Section 320~~

### ~~Fire Department Standards~~

~~Section 320, Fire Department Standards, is hereby added by including the text, as follows:~~

~~320.1 Fire Department Standards. The Fire Marshal and CMFE may adopt fire department standards as needed to detail specific requirements of this code.~~

## Section 401

### General

Subsection 401.9, Site and building as-builts plans for pre-planning, is hereby added by including the text, as follows:

Site and building as-builts plans for pre-planning. Where required by the fire code, official as-built site and building plans shall be submitted for use of pre-planning for the Fire Departments and Law Enforcement. The plans shall specifically call out the following when applicable:

1. Building Plans
  - a. Elevator Location
  - b. Fire Alarm Panel and Annunciator
  - c. Sprinkler Riser

- d. Knox Box
- e. Electrical breaker panels
- f. Fire Walls
- g. Rooms numbers
- h. Standpipe Connection Locations
- i. Fire Department Connection
- j. Roof Access
- k. Building Dimensions
- 2. Site Plan
  - a. Fire Access Roads
  - b. Fire Hydrants
  - c. Post Indicator Valve
  - d. Fire Department Connection

## Section 403

### Emergency Preparedness Requirements

Subsection 403.5.5, Prior Awareness of Drills, is hereby added to Section 403.5, Group E Occupancies, as follows:

403.5.5 Prior Awareness of Drills. Administrators are the only ones to have prior knowledge of a fire drill.

Exception: The first fire drill of the year.

## Section 503

### Fire Apparatus Access Roads

Section 503 is hereby adopted as follows:

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this

section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions:

1. The fire code official is authorized to increase the dimension of 150 feet where any of the following conditions occur:

1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.

1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

1.3. There are not more than two Group R-3 or Group U occupancies.

2. Where approved by the fire code official, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

503.1.2 Additional Access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

~~503.1.4 The fire marshal and CMFE are empowered to designate fire lanes where needed for fire apparatus access roads, and 15 feet within fire hydrants, or Fire Department connections.~~

~~503.1.4.1 Fire lanes enforcement. The Shelton Police Department and other enforcement agencies shall have authority to enforce the no parking provisions in marked fire lanes, the fine for which will be \$25.00 plus court costs and statutory assessments, if any for each violation. If a fire lane is completely blocked to the passage of fire apparatus by an unlawfully parked vehicle, the Shelton Police Department is authorized to impound the blocking vehicle at the owner's expense pursuant to WAC 132N-156-550 of Washington State adopted code.~~

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through ~~503.4.1~~ 503.2.8.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches.

503.2.2 Authority. The fire code official shall have the authority to require a permit modification to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO- HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers approved signs, or both shall be installed and maintained where required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall not be more than 10 percent grade.

Exception: Grades steeper than 10 percent as approved by the fire code official.



503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

503.3 Marking. Fire apparatus access roads shall be marked whenever necessary to maintain the unobstructed minimum required width of roadways, as determined by the fire code official. Subject to the Fire Code Official's prior written approval, marked fire apparatus access roads, or "fire lanes" as defined in section 502.1 of the code, may be established or relocated at the time of plan review, pre-construction site inspection, and/or post construction site inspection as well as any time during the life of the occupancy. One those fire apparatus access roads established by the Fire Code Official can utilize red marking paint and the term "Fire Lane". Once a fire lane is established it shall be maintained in a clean and legible condition at all times or repair/replaced to maintain visibility. Fire lanes shall be marked as directed by the Fire Code Official with one or more of the following types of marking:

~~Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING — FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.~~

Type 1. The following shall apply to Type 1 marking:

Curbs shall be identified by red traffic paint with a 6-inch-wide stripe on the top and front, extending the length of the designated fire lane.

Rolled curbs shall be identified by red traffic paint with a 6-inch-wide stripe on the curb, extending the length of the designated fire lane.

Lanes without curbs shall be identified by red traffic paint with a 6-inch-wide stripe on the pavement, extending the length of the designated fire lane.

The words "Fire Lane – No Parking" shall be in 1 inch stroke white letters 6 inches in height and placed on the curb.

Type 2. The following shall apply to Type 2 Marking:

In addition to the requirements for Type 1 marking, Type 2 marking shall also include the addition of metal signs in accordance with Section D103.6 of the 2021 International Fire Code.

Type 3. The following shall apply to Type 3 marking:

Where required by the fire code official, specific areas shall be designated, and those areas are to be marked with diagonal striping across the width of the fire lane. Diagonal marking shall be used in conjunction with painted curbs and/or edge striping and shall run at an angle of 30 to 60 degrees from one side to the other. These diagonal lines shall be in red traffic paint, parallel with each other, at least 6 inches in width, and 24 inches apart. Lettering shall occur as with Type 1 marking.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

~~503.4.1 Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the fire code official.~~

503.8 Alternative materials and methods. The Fire code official may modify, on a case-by-case basis, any of the marking provisions in this subsection 503.3 where practical difficulties exist. Modification requests shall be submitted in writing to the Fire Code Official setting forth a suggested alternative.

~~Subsections 503.5.2, Gates — Entrance to roads, trails or other access ways, is hereby added as a new subsection to Section 503, Fire Apparatus Access Roads, as follows:~~

~~503.5.2 Gates entrances to roads, trails, or other access ways. Entrances to roads, trails or other access ways which have been closed with gates and barriers in accordance with Section 503.5 shall not be obstructed by parked vehicles.~~

## Section 505

### ~~Premises~~ Address Identification

Section 505.1, ~~Premises~~ Address Identification, is amended by revising the text, as follows:

505.1 New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letter. Number shall not be spelled out. Each character shall be not less than 4 inches (102mm) high with a

minimum stroke width of 1/2 inch (12.77mm) on residential structures and 12 inches (305mm) high with a minimum stroke width of 1/2 inch (12,7mm) on commercial structures. Where required by the fire code official, address identification shall be provided in additional locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or means shall be used to identify the structure. Address identification shall be maintained.

Exception: Fire code official determines that the current address identification is readily visible from the roadway.

## Section 506

### Key Boxes

Subsection 506.1, Where required, is hereby amended by revising the text, as follows:

506.1 Where required. All buildings and structures ~~occupancies~~ with an automatic fire alarm system or a gas detection system must provide an approved key box. Two complete sets of access keys for all rooms and spaces in the building, fire alarm control panel, elevator and sprinkler system control valves shall be separately identified and placed in the security key box. The fire code official is authorized to require more than one key box to be located on the Knox box depending on lay out, and fire access roads.

Subsection 506.1.1, Gates—Security Key Boxes, is hereby amended by revising the text, as follows:

506.1.1 Gates Security Key Boxes. Gate access devices and padlocks required by Sections 503.5-503.7 and this section shall be of a type and a common key as approved by the Fire Marshal and CMFE, such boxes shall be located immediately adjacent to the gate in a location that is readily visible and accessible from either side of the gate.

506.1.1.1 Manual Gate. Manual gates shall be provided with a Knox Padlock or other means of emergency access as approved by the fire code official.

506.1.1.2 Electronic or Motorized Gates. Electronic or Motorized gates shall be provided with a Knox Gate Key Switch installed per manufactures specifications by a licensed professional.

## Section 507

### Fire Protection Water Supplies

Subsection 507.3, Fire Flow, is hereby amended by revising the text, as follows:

507.3 Fire Flow. Fire flow requirements for buildings or portions of building and facilities shall be determined by Appendix B of this code.

Exceptions:

- 1.Fire flow is not required for structures under 500 square feet with a B, U, R-1 occupancy where structures are at least 30 feet from any other structure and are used only for recreation.
- 2.In rural and suburban areas in which adequate and reliable water supply systems do not exist, the fire code official is authorized to utilize NFPA 1142 or the International Wildland-Urban Interface Code. ~~Fire flow and the number of hydrants shall be determined as prescribed in Appendix B and Appendix C, IFC 2018 Edition.~~

~~Subsection 507.3.1, Storz Adaptors, is hereby added as a new subsection to Section 507, Fire Protection Water Supplies, as follows:~~

~~507.3.1 Storz Adaptors. Fire hydrants shall be provided with appropriate 4-inch “storz” type adaptors for the pumper connection.~~

507.5 Where Required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by Appendix C of this code.

Exceptions:

- 1.For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m).
- 2.For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).

~~Subsection 507.5.1.2, Fire Hydrants not included, is hereby added as a subsection of 507.5, as follows:~~

~~507.5.1.2 Fire Hydrants not included. Fire hydrants more than 15 feet from an approved access road or fire lane that serves the building in question, shall not be counted in any calculation of fire hydrant spacing. On-site fire hydrants and water supplies on adjacent properties shall not be considered available, unless accessible by fire apparatus on an approved access road. Fire hydrants located on the opposite side of a roadway more than 2 lanes wide shall not be considered in the fire hydrant placement calculations unless specifically approved by the Fire Marshal or CMFE.~~

## Section 903

### Automatic Sprinkler Systems

Section 903.2.8, Group R, is hereby amended, as follows:

~~903.2.8 An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R Fire Area.~~

~~Exception: Group R-3 if all the following apply:~~

- ~~1. The structure must be within 600 feet from a fire hydrant.~~
- ~~2. The required fire flow by appendix B is met.~~
- ~~3. The structure is less than 5000 square feet (this aligns with the newly adopted energy code for a large dwelling units).~~
- ~~4. The fire marshal has approved the fire department access to the proposed structure.~~
- ~~5. Each dwelling units must be provided with at least one 2A10BC fire extinguisher located within the kitchen area (mounted per manufacturer's installation instructions) in a conspicuous location enabling ready access.~~

Section 903.2.9, Group S-1, is hereby amended as follows:

#### 903.2.9 Group S

~~An automatic sprinkler system shall be provided throughout all buildings containing a Group S occupancy where one of the following conditions exists:~~

- ~~1. A Group S fire area exceeds 5,000 square feet.~~
- ~~2. A Group S fire area is located more than one floor above grade plane.~~
- ~~3. The combined Group S fire areas on all floors, including any mezzanines, exceeds 12,000 square feet.~~
- ~~4. A Group S-1 fire area used for the repair of commercial motor vehicles where the fire area exceeds 5,000 square feet.~~

~~Subsection 903.2.11.3, Buildings greater than two stories in height, is hereby amended by revising the text, as follows:~~

~~903.2.11.3 Buildings 3 Stories or greater. All buildings 3 stories or greater shall have an automatic fire sprinkler system installed within.~~

Subsection 903.3.1.1.3, Underground Main Valves, is hereby added, as follows:

903.3.1.1.3 Underground Main Valves. Underground main valves supplying water for automatic sprinkler systems must be of a Post Indicator type located outside of the collapse zone of the structure whenever practical, as determined by the fire code official.

## Section 912

### Fire Department Connections

~~Subsections 912.2.3, Hydrant Requirements, is hereby added as a subsection to 912.2, Location, as follows:~~

~~912.2.3 Hydrant Requirements. A fire hydrant shall be located within 100 feet, when practical as determined by the fire code official, of all Fire Department Connection unless specifically exempted by the fire code official.~~

## Section 5601

### General

Subsection 5601.2.3.1, Manufacture Prohibited, is hereby added as a subsection to section 5601, general, as follows:

5601.2.3.1 Manufacture Prohibited. The Manufacture of explosives or explosive material shall be prohibited within the City of Shelton.

#### Section 5704

##### Storage

Subsection 5704.2.9.6.1, Locations where above-ground tanks are prohibited, is hereby amended by revising the text and by adding two exemptions as enumerated by the numbers 1 and 2, as follows:

5704.2.9.6.1 Locations where above-ground tanks are prohibited. The Storage of Class I and Class II liquids in aboveground tanks outside of buildings is prohibited within the City of Shelton.

Exceptions:

1. Aboveground storage of motor fuels for dispensing into the fuel tanks of motor vehicles and boats at a marina shall be in accordance with Section 2310.
2. Storage as authorized by Section 5706.2., Storage and dispensing of flammable and combustible liquids on farms and construction sites.

#### Section 5806

##### Limitations

Subsection 5806.2, Limitations, is hereby amended by revising the text, as follows:

5806.2 Limitations. Storage of flammable cryogenic fluids in stationary containers outside of buildings in the City of Shelton is prohibited within the city Limits, except as approved by the Fire Marshal.

#### Section 6104

##### Location of Containers

Subsection 6104.2, Maximum capacity within established limits, is hereby amended by revising the text, as follows:

6104.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas within the City of Shelton, the aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons (7,570 L).

## Appendix D – Fire Apparatus Access Roads

### Grade

Subsection D103.2, Grade, is hereby amended by adding the text, as follows:

D103.2 Grade. Fire Apparatus Access Roads shall not exceed 10 percent grade.

Exceptions.

1. Fire Apparatus access roads to access 4 or less one- or two-family dwelling units shall not exceed 15 percent if any of the following are correct.
  - a. All buildings accessed from the fire access road are protected by an automatic sprinkler system in accordance with Section 903 of this code.
2. As Approved by Fire Code Official.

**Section 2. Effective date.** This ordinance shall take effect five (5) days after its passage, approval, and publication as required by law.

INTRODUCED the 5<sup>th</sup> day of September 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19<sup>th</sup> day of September 2023.

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Eric Onisko, Mayor

AUTHENTICATED:

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Donna Nault, City Clerk





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

Touch Date: 08/04/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Community & Economic Development  
Presented By: Jae Hill, Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

Adoption of 2021 International  
Building Code & Amending Title 18 of  
Shelton Municipal Code

☒

Ordinance

☐

Resolution

#### ATTACHMENTS:

-Ordinance No. 2004-0523

☒

Motion

☐

Other

☒ Dept. Head

jbh

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

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

The City of Shelton is required to update its Building Code to be in conformance with the Washington State Code Council's adoption cycle. The current 2018 versions of the International Building Code will be replaced by the 2021 versions. The Building Code update also includes adoptions of ancillary codes, such as Plumbing, Residential, and Energy Codes.

The state has mandated adoption no later than 120 days after June 30, 2023, which is October 28, 2023.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The new codes have already been adopted by the State of Washington in Title 51 of the Washington Administrative Code, and we are required by state law to update our codes accordingly.

### BUDGET/FISCAL INFORMATION:

There is no additional cost to the City to adopt or administer other than the necessary training for fire, planning, and building staff to understand the new regulations.

### PUBLIC INFORMATION REQUIREMENTS:

Public hearing notice was published in the Shelton-Mason County Journal.

### STAFF RECOMMENDATION/MOTION:

"I move to approve Ordinance No. 2004-0523 adopting the 2021 International Building Code and amending Shelton Municipal Code Title 18."

**ORDINANCE NO. 2004-0523**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADOPTING THE 2021  
INTERNATIONAL BUILDING CODE AND AMENDING TITLE 18 OF THE SHELTON  
MUNICIPAL CODE**

WHEREAS, the City of Shelton regulates planning and building activities within City limits for the purposes of the health and safety of its residents; and

WHEREAS, the City of Shelton currently administers the 2018 International Building Code, and associated codes, as amended, as a function of planning and building activities throughout the City; and

WHEREAS, the Washington State Code Council has adopted the revised 2021 International Building Code, and associated codes, as amended, in Title 51 of the Washington Administrative Code (WAC), and

WHEREAS, the State has mandated for all local jurisdictions an adoption of the new International Building Code and associated codes, as amended, “120 days from June 30, 2023”, which is October 28, 2023;

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

**Section 1.** Chapter 18.02 of the Shelton Municipal Code, Construction Administrative Code, is amended as follows:

**Chapter 18.02  
CONSTRUCTION ADMINISTRATIVE CODE**

Sections:

- 18.02.010 Construction Administrative Code.
- 18.02.020 Documents to be filed and available for public inspection.
- 18.02.030 Severability.
- 18.02.040 Repealer.
- 18.02.050 Effective date.

### **18.02.010 Construction Administrative Code.**

All building and building-related codes, as currently adopted or as may be adopted in future enactments by the state of Washington pursuant to RCW 19.27.031, together with all amendments that may be adopted by the State Building Code Council of the state of Washington, are hereby adopted as the Construction Administrative Code for the city of Shelton, subject to the specific additions, deletions, and modifications set forth in this chapter and as authorized by the State Building Code Council. The provisions of this code shall apply to the administration of the technical and nontechnical codes listed below:

- A. International Building Code (IBC), ~~2018~~ 2021 Edition, as published by the International Code Council, together with ~~IBC Appendices E and J and ICC/ANSI A117.1-2009~~ 2017; Chapter 51-50 WAC.
- B. International Residential Code (IRC), ~~2018~~ 2021 Edition, as published by the International Code Council, excepting IRC Chapters 11 and 25 through 43 but including IRC Appendices ~~F, Q and U~~ AQ; Chapter 51-51 WAC.
- C. International Existing Building Code (IEBC), ~~2018~~ 2021 Edition, as published by the International Code Council.
- D. International Fuel Gas Code (IFGC), ~~2018~~ 2021 Edition, as published by the International Code Council, ~~excepting that the standards for liquefied petroleum gas installations shall be contained in the 2018 Edition of NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and the 2018 Edition of ANSI Z233.1/NFPA 54 (International Fuel Gas Code);~~ Chapter 51-52 WAC.
- E. International Mechanical Code (IMC), ~~2018~~ 2021 Edition, as published by the International Code Council, ~~including adoption of 2018 International Fuel Gas Code, 2018 NFPA 58 and 2017 and NFPA 54;~~ Chapter 51-52 WAC.
- F. Uniform Plumbing Code (UPC), ~~2018~~ 2021 Edition, as published by the International Association of Plumbing and Mechanical Officials, including Appendices A, B and I; Chapter 51-56 WAC.
- G. International Fire Code (IFC), ~~2018~~ 2021 Edition, as published by the International Code Council, together with IFC Appendices A, B, C, D, E, F, G, H, I, K, L, and N; Chapter 51-54A WAC.
- H. ~~International Energy Conservation Codes~~ Washington State Energy Code, Commercial and Residential, ~~2018~~ 2021 Edition, as published by the International Code Council with Washington amendments (Chapters 51-11C and 51-11R WAC).

I. ADA Standards for Accessible Design, Accessible and Usable Buildings and Facilities, ICC A117.1-2009 2017 as published by ANSI and the International Code Council.

~~J. National Green Building Standard (ICC 700), 2012 Edition, as published by the International Code Council, on a voluntary basis. (Ord. 1988-0522 § 1, 2022)~~

J. Wildland-Urban Interface Code (IWUIC), 2021 Edition, as published by the International Code Council.

~~K. International Property Maintenance Code (IPMC), 2021 Edition, as published by the International Code Council.~~

**18.02.020 Documents to be filed and available for public inspection.**

The codes, appendices, and standards set forth in this chapter shall be filed with the city clerk and a copy made available for use and examination by the public, pursuant to RCW 35A.12.140. (Ord. 1988-0522 § 1, 2022)

**18.02.030 Severability.**

If any provision of this code or its application to any person or circumstances is found invalid, the remainder of the code or its application of the provision to other persons or circumstances is not affected. (Ord. 1988-0522 § 1, 2022)

**18.02.040 Repealer.**

All ordinances or resolutions, or parts of ordinances or resolutions, in conflict with this chapter are repealed. (Ord. 1988-0522 § 1, 2022)

**18.02.050 Effective date.**

This chapter shall go into effect five calendar days after adoption by the city of Shelton city council and publication pursuant to law. (Ord. 1988-0522 § 1, 2022)

**Section 2.** Chapter 18.03 of the Shelton Municipal Code, Amendments to the International Building Code, is amended as follows:

**Chapter 18.03**  
**AMENDMENTS TO THE INTERNATIONAL BUILDING CODE**

**18.03.010 Amendments to the International Building Code.**

Chapter 1, Administration of the International Building Code, is hereby adopted and incorporated into the city of Shelton construction administrative code and the same shall apply to all the afore mentioned codes and documents and shall include the following amendments:

CHAPTER 1

ADMINISTRATION

SECTION 101

GENERAL

101.1 Title. These regulations shall be known as the Building Code of the City of Shelton, hereinafter referred to as “this code.”

101.2 Scope. The provisions of this code shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Exception: Detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress, and their accessory structures not more than three stories above grade plane in height, shall comply with this code or the International Residential Code.

101.3 Intent. The purpose of this code is to establish the minimum requirements to provide reasonable level of safety, public health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire, explosion and other hazards, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

101.4 Referenced codes. The codes listed in this section and elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

101.4.1 Gas. The provisions of the ~~2018~~ currently adopted International Fuel Gas Code (NFPA 54) and 2008 Liquid Petroleum Gas Code (NFPA 58) shall apply to the installation of all materials and equipment utilizing liquid propane gas; the provisions of the ~~2018~~ currently adopted International Fuel Gas Code shall apply to the installation of all materials and equipment utilizing natural gas except those regulated by the International Residential Code (IRC).

101.4.2 Mechanical. The provisions of the ~~2018~~ currently adopted International Mechanical Code shall apply to the installation, alterations, repairs and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems. ~~, except:~~

~~1) The International Fuel Gas Code shall apply to all installations utilizing natural gas except those regulated by the IRC and those utilizing LPG.~~

~~2) The IRC shall apply to all structures regulated by the IRC except LPG installations.~~

~~3) NFPA 54 & 58 shall apply to all LPG installations.~~

101.4.3 Plumbing. The provisions of the ~~2018~~ currently adopted Uniform Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system.

101.4.4 Fire prevention. The provisions of the ~~2018~~ currently adopted International Fire Code shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction,

extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

101.4.5 Energy. The provisions of the ~~2018~~ currently adopted Washington State Energy Code International Energy Conservation (WAC 51-11C, WAC 51-11R) shall apply to all matters governing the design and construction of buildings for energy efficiency.

101.4.6 Existing Buildings. The provisions of the ~~2018~~ currently adopted International Existing Building Code shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

101.4.7 Ventilation and indoor air quality. Applicable provisions of the ~~2018~~ currently adopted International Residential Code, ~~2018~~ currently adopted International Mechanical Code and ~~2018~~ currently adopted International Building Code shall apply to all matters governing the design and construction of buildings for ventilation and indoor air quality.

101.4.8 Electrical. The provisions of the currently adopted National Electrical Code (NFPA 70), as amended and adopted by the State of Washington shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

## SECTION 105

### PERMITS

#### ~~105.3 Application for permit.~~

~~A. Application shall be made for a permit to perform any building, construction or placement of any structure or manufactured home within the city not exempted by city, state or federal law, code or regulation.~~

~~B. Such application shall be on forms provided by the city.~~

~~C. The applicant shall provide all information required by this title, as well as all other reasonable information determined by the city to be necessary for consideration and action upon any application.~~

~~D.— If the city finds an application to be in compliance with this title and all other mandated laws, codes and regulations within the city’s scope of authority to enforce, then a permit may be issued, provided all appropriate fees and charges have been paid.~~

## SECTION 109

### FEES

109.1 Payment of fees. Permit fees are collected prior to or at the time of the issuance of the permit; a permit shall not be valid until the fees prescribed by resolution of the city council of the City of Shelton have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. For those building services to be billed on an hourly basis, billings will be based on the hourly rates established by resolution of the city council of the City of Shelton. The city may use the services of an outside professional consultant for plan review services; all invoices associated with the services of an outside professional consultant, including any administrative services charge as prescribed by resolution of the City Council of the City of Shelton, shall be paid prior to or at the time of permit issuance. All other fees, including but not limited to general facility charges, impact fees and system development charges must also be paid prior to or at the time of permit issuance, unless deferred under state law.

109.2 Master fee schedule. For buildings, structures, gas, mechanical, plumbing, signs, manufactured home installations, grading activities, energy code reviews and demolition or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the master fee schedule as established by resolution of the city council of the City of Shelton.

109.2.1 Washington State Building Code Council (WSBCC) surcharge. The WSBCC assesses a permit surcharge to each jurisdiction in the State of Washington (E2SHB 1622), which at the time of passage of this ordinance, is a flat rate fee of \$6.50 for each RESIDENTIAL permit for approved plans or any other permit that is issued in accordance with the adopted building codes. For COMMERCIAL projects, the WSBCC fee is \$25.00 for approved plans or any other permit that is issued in accordance with the adopted building codes. The WSBCC surcharge may be adjusted



at any time and any required changes to this fee will be reflected in the master fee schedule as established by resolution of the city council of the City of Shelton. The City of Shelton forwards all fees collected in this regard to the WSBC on a quarterly basis.

109.2.2 Plan review fee. A plan review fee shall be charged for permit plan review. The plan review fee shall be a separate fee from the permit fee specified in this section and is in addition to the permit fee. When submittal documents or plans are required under this code, the plan review fee shall be paid at the time of submittal of these documents or plans for review. The building official may have the option to charge deposit in lieu of the full plan review fee, if the full fee amount is not known at the time of document or plan submittal. The plan review deposit shall be applied toward the remaining plan review fee; the actual plan review fee shall be determined upon completion of the plan review and the remaining balance owing shall be paid at the time of permit issuance. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged. Plan review fees shall be set by resolution of the city council of the City of Shelton.

109.2.3 Energy code review fee. An energy code review fee may also be established by the city in order to meet the requirements of WAC 51-11C. If the city utilizes the services of outside professional consultant for this review, all invoices associated with the services of this outside professional consultant, including an administrative service charge shall be paid to the City as invoiced.

109.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value for work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application the Building Official may utilize the August Building Valuation Data ~~on a two-year lag~~ in the ICC Building Safety Journal. Final building permit valuations shall be set by the Building Official.

109.4 Work commencing before permit issuance. In addition to the required permit fees, the building official shall require that any person who commences any work on

a building, structure, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a special investigation fee, which shall include the doubling of the required permit fees as established by resolution of the city council of the City of Shelton.

109.4.1 Contractor(s) commencing work prior to permit issuance or without first obtaining a City of Shelton business license endorsement issued by the Department of Licensing (without prior approval of the Building Official) shall be fined per the following schedule;

First Offense- \$100 Fine

Second Offense- \$250 Fine and misdemeanor enforced by the City of Shelton Court.

Third offense- \$1000 Fine and City of Shelton endorsement denied for 180 days.

109.5 Refunds. No permit fee refund will be allowed once any work has begun on a project. In order to request a refund of a permit fee, the request shall be addressed to the Building Official in writing and shall be received at the City of Shelton finance department within 180 days of the date of issuance of the permit; any refund request received after 180 days of the date of permit issuance shall automatically be denied. At the discretion of the Building Official, refund requests may be approved or denied based on the status of a project. All approved refunds shall be limited to 75% of the total permit fees paid. Refund requests shall only be considered for building, plumbing and mechanical permit fees. Refunds shall not include any plan review fees.

## Section 113

### Appeals

Replacing Section 113, Board of Appeals, with the following:

The hearing examiner shall hear appeals based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed. The hearing examiner shall not have the authority to waive

requirements of the adopted code. The appeal must be accompanied by an appeal fee, as established by the city, be filed with the City of Shelton community and economic development department within ten days of the decisions, and the written appeal shall contain the information in SMC Section 17.08.028.

**Section 3.** Chapter 18.04 of the Shelton Municipal Code, Amendments to the International Residential Code, is amended as follows:

**Chapter 18.04**  
**AMENDMENTS TO THE INTERNATIONAL RESIDENTIAL CODE**

**18.04.010 Amendments to the International Residential Code.**

The following amendments to the ~~2018~~ currently adopted International Residential Code are hereby adopted and incorporated into the city of Shelton’s construction administrative code:

CHAPTER 1

ADMINISTRATION

SECTION R105

PERMITS

R101.1 City of Shelton inserted as “name of jurisdiction”.

Subsection R105.2, Work Exempt from Permit, is hereby amended as follows:

R105.2 Work exempt from permit. In addition to the exemptions enumerated in Chapter 1 of the currently adopted International Residential Code, a permit shall not be required for the following:

Buildings:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet with sidewall heights not greater than ten foot in height and roof framing shall not exceed pitch of the existing primary structure (unless approved by the City Planning Department).

## CHAPTER 3

### BUILDING PLANNING

Table R301.2(1), Climatic and Geographic Design Criteria, is hereby amended by including the pertinent information as it relates to the city of Shelton, as follows:

TABLE R301.2(1)

#### CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load:	25 psf
Roof Snow Load:	<del>25 psf</del> <u>35 psf</u>
Wind Exposure Category:	B
Wind Speed - 3 Second Gust:	110 mph
Seismic Design Category:	<del>D4</del> <u>D2</u>
Subject to Damage From:	
Weathering	Moderate
Frost Line Depth:	12 inches
Termite:	Slight to Moderate
Winter Design Temperature:	See WSEC
Ice Barrier Underlayment Required:	No

Flood Hazards:	SMC Chapter 18.07 adopted June 21, 2022
Air Freezing Index:	N/A
Mean Annual Temperature:	50 Degrees F
Soil Bearing Capacity	#1500 (assumed) residential  *Per geotechnical analysis for Commercial.

**Section 4. Effective date.** This ordinance shall take effect five (5) days after its passage, approval, and publication as required by law.

INTRODUCED the 5<sup>th</sup> day of September 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19<sup>th</sup> day of September 2023.

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Eric Onisko, Mayor

AUTHENTICATED:

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Donna Nault, City Clerk



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 08/04/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Community & Economic Development  
Presented By: Jae Hill, Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
ILA with Mason Co. for Joint  
Comprehensive Planning

☐

Ordinance

☒ Dept. Head

jbh

☐ Finance Director

\_\_\_\_\_

☐

Resolution

☐ Attorney

\_\_\_\_\_

ATTACHMENTS:  
-Interlocal Agreement

☒

Motion

☒ City Clerk

\_\_\_\_\_

☐

Other

☐ City Manager

\_\_\_\_\_

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

The City of Shelton is requesting an interlocal agreement (ILA) for joint comprehensive planning with Mason County. This ILA will reduce the costs of completing the comprehensive plan updates for both the City and the County, as well as reduce duplicate efforts.

The ILA was drafted by City staff, then reviewed and approved by Mason County, and is now awaiting approval by the Shelton City Council.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The City of Shelton and Mason County have both selected the same consultant, SCJ Alliance, to prepare their respective comprehensive plans. By collaborating jointly on several items, as listed in the ILA, both governments can reduce their respective costs. The ILA also outlines areas of responsibility to prevent duplication of work, such as the City's responsibility to lead planning efforts in the Shelton UGA.

### BUDGET/FISCAL INFORMATION:

Council allocated \$75,000 in the 2023 budget for beginning work on the Comp Plan Update. The Washington State Department of Commerce will provide a \$125,000 grant to complete the City's portion of the work. This brings total funds available to \$200,000 to be spent before the end of 2025 on the project. A maximum of \$30,000 has been earmarked for joint planning efforts with Mason County, leaving \$170,000 for Shelton's work.

### PUBLIC INFORMATION REQUIREMENTS:

N/A

### STAFF RECOMMENDATION/MOTION:

"I move to approve the Interlocal Agreement for Joint Comprehensive Planning with Mason County."

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SHELTON AND MASON COUNTY,  
RELATED TO JOINT COMPREHENSIVE PLANNING FOR THE 2025 COMPREHENSIVE PLAN UPDATE**

**THIS INTERLOCAL AGREEMENT** is made and entered into this 15<sup>th</sup> day of August, 2023 between the City of Shelton, a State of Washington Municipal Corporation ("City"), and Mason County, a political subdivision of the State of Washington ("County"), hereafter "the Parties."

**WHEREAS**, the City and County will be updating their respective Comprehensive Plans ("Comp Plans") in accordance with the Washington State Department of Commerce 2025 Periodic Update Cycle and the requirements of the Revised Code of Washington (RCW) 36.70A ("Growth Management Act" or "GMA"); and

**WHEREAS**, the County and City have policies which promote mutual coordination for planning and economic development regionally, and there are a number of areas which the Parties agree there would be economy of scale benefits in cooperating in preparing their Comp Plans, thereby reducing costs and avoiding duplication of efforts; and

**WHEREAS**, the County is prepared to provide technical assistance to support the City's planning efforts in the Shelton UGA.

**NOW THEREFORE**, in consideration of the mutual terms, provisions and obligations contained herein, it is agreed by and between the City and County as follows:

TERM. This agreement will continue through the end of 2025, through the adoption of both Parties' Comp Plans, or through the end of billing by the County's selected consultant for said work, whichever of these items is latest in time.

PLAN ADOPTION PROCESSES.

The Parties agree to conduct their respective plan adoption processes with an anticipated final completion date of June 30, 2025. The Parties agree to work together in good faith. The Parties agree to provide their own staff, consultants, and legal counsel for their respective processes. Any appeals of either Comprehensive Plan shall be the responsibility of the respective agencies.

CALCULATION OF REIMBURSEMENTS. Where reimbursement is required under this Agreement, the City shall reimburse the County for 7.9% of its expenses in accordance with the Parties' respective populations.

AREAS OF COOPERATION WITH ASSOCIATED COST SHARING METHODS.

1. Data Collection and Population Projections; No Reimbursement

The Parties shall collaborate on collecting data—including characteristics, trends, indicators, actuals, costs, and specific metrics—which needs to be collected for Shelton's individual update, but also for Mason County as a whole. This data includes: population and demographic data, transportation data (including vehicle miles traveled, levels of service, state highway data, airport data), housing information, employment data, GIS data, and economic indicators. To support the use of consistent data and projections, the County will provide standardized data for the City to use. Any additional data specific to the City's planning efforts and not collected by Mason County will be the sole responsibility of the City.

## 2. Countywide Planning Policies; No Reimbursement

The County shall be responsible for drafting and adopting Countywide Planning Policies (CPPs) in accordance with GMA requirements.

## 3. Shelton Urban Growth Area Planning; No Reimbursement

The City of Shelton will likely seek to alter the boundaries of its established Urban Growth Area (UGA), by removing some areas that are unlikely to annex, and adding areas that are likely. Since the Shelton UGA is the future boundary of the City and is the water and sewer service area for the City's utilities, the City shall bear the cost and responsibility of planning efforts in the area. The City shall provide a recommended future land use map, revised Comprehensive Plan policies, a revised zoning map for the Shelton UGA and amended development regulations as appropriate for consideration and adoption by the County Commissioners.

## 4. Housing Element; Population-Based Reimbursement

Starting with the data collected for the County's 2022 Regional Housing Needs Assessment, the County's selected Consultant will develop a countywide housing element. The City shall reimburse the County 7.9% of these costs. After the initial housing needs and policy frameworks are established jointly, then the City will undertake its own application of the required housing provision using its specific land use policies with its own consultant.

## 5. Climate Change Element; Population-Based Reimbursement

The County's Multijurisdictional Multihazard Mitigation Plan, of which the City was a participant; shall provide the bulk of the newly-mandated Climate Element and required Resiliency subelement for the Comp Plans. Since Mason County is the lead agency for emergency management for the entire county, including the City of Shelton, the County shall lead in developing an initial draft of the Climate Element, which the City will refine separately for the City's specific purposes and adoption thereafter. The City shall reimburse the County for 7.9% of its costs in creating the initial draft of the Climate Element.

MEANS AND AMOUNT OF REIMBURSEMENT. The County's selected consultant will bill the County for services rendered based on task order. The County will issue a quarterly invoice to the City based on this agreement; the City agrees to pay such invoice within 45 days of receipt. Should there be a dispute about the quality of the work in question or billing details, any undisputed portion of the invoice shall be paid while the Parties attempt to resolve the issues in question. The amount authorized for reimbursement under this Agreement shall not exceed \$29,999 over the duration of the Agreement.

OWNERSHIP AND USE OF WORK PRODUCT. Any and all documents, drawings, reports, and other work product produced by the County and its selected Consultant under this Agreement shall also become the property of the City upon payment of the County's invoices. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City.

CITY'S RIGHT OF INSPECTION. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this



Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof.

RESOLUTION OF DISPUTES AND GOVERNING LAW.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City's Community & Economic Development Director and the County's Community Development Director. The Directors shall determine the term or provision's true intent or meaning. The Directors shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.


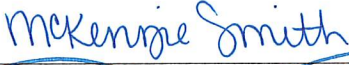

B. If any dispute arises between the City and the County under any of the provisions of this Agreement which cannot be resolved by the Directors' determination in a reasonable time, the Parties agree to submit to binding arbitration. The Parties shall bear their own costs and fees for the arbitration, including attorney fees.

WRITTEN NOTICE. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

MASON COUNTY	CITY OF SHELTON
Kell Rowen, Department of Community Development, Director	Jae Hill, Community & Economic Development Director
615 W Alder St	525 W Cota St Shelton, WA 98584
(360) 427-9670 ext. 286	(360) 432-5176
<a href="mailto:KRowen@masoncountywa.gov">KRowen@masoncountywa.gov</a>	<a href="mailto:jae.hill@sheltonwa.gov">jae.hill@sheltonwa.gov</a>

ENTIRE AGREEMENT. This Agreement represents the entire integrated agreement between the City and the County, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by approval of the Parties' legislative bodies. If extending the duration of the Agreement only, the City and County Managers may mutually agree to such duration extension.

IN WITNESS WHEREOF, the parties have executed this Agreement this 15<sup>th</sup> day of August 2023.

	MASON COUNTY	CITY OF SHELTON
Signed		
Attested		
Approved to form		



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F5)

Touch Date: 08/08/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Public Works

Presented By: Brent Armstrong, Superintendent (Water and Sewer)

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

Amending Chapter 14.28 (Sewer Rates) of the SMC



Ordinance

☒ Dept. Head

J.O.H.

☐ Finance Director

#### ATTACHMENTS:



Resolution

☒ Attorney

K.H.

- Ordinance No. 2010-0723

- Proposed 2024-2026 Water, Sewer & GFC Rates



Motion

☒ City Clerk



Other

☐ City Manager

- FCS PowerPoint Presentation

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

FCS Group was authorized by City Council Resolution No. 1257-1222 in February of this year to conduct a needed sewer rate and general facility charge (GFC) study, as the rate schedule ends in 2023, and Staff is nearing the completion of an updated Sewer Comprehensive Plan that sets goals, expectations, and desires for the utility on a 20-year planning horizon. Comprehensive Sewer Plans are required to be updated every 10 years by the State of Washington. As time passes, wear and tear on sewer infrastructure continues to proceed and upgrades/repairs priorities are subject to change, as items are repaired/replaced, and system capacity is added for new connections. Based on this fact, the sewer rate analysis includes projections for future improvements that will be needed as water infrastructure reaches its useful life expectancy and needs to be upgraded and/or replaced.

The intent of the current ordinance is to make needed changes to section 14.28 of Shelton Municipal Code (SMC) to remove sewer rates out of City Code and placing them into the City's annually adopted Master Fee Schedule. This ordinance makes the revisions to the SMC and the new sewer rates and GFC's shown on the attached proposed 2024-2026 rate schedule will become effective January 1, 2024, with adoption of the Master Fee Schedule prior to the end of the year via resolution.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council could elect to modify the proposed sewer rates and GFC's, with the understanding that future operation and maintenance budgets and capital projects identified within both the current 6-Year Capital Improvement Plan and the updated Sewer System Comprehensive may need to be adjusted accordingly.

### BUDGET/FISCAL INFORMATION:

Please see the work prepared by the FCS Group previously for the August 8<sup>th</sup> Council Study Session and the attached PowerPoint presentation that provides significant budget/fiscal information.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Public Works Department.

### STAFF RECOMMENDATION/MOTION:

"I move that we adopt Ordinance No. 2010-0723, removing sewer rates out of the Shelton Municipal Code, placing them within the City's Master Fee Schedule."

**ORDINANCE NO. 2010-0723**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING CHAPTER 14.28 OF THE SHELTON MUNICIPAL CODE RELATING TO SEWER RATES.**

WHEREAS, The City Council desires to update Title 14, Chapter 14.28, entitled Sewer Service – Rates and Charges, of the Shelton Municipal Code; and

WHEREAS, following the review of the conclusion of a formal rate study conducted by FCS Group in 2023 and the current status of the sewer utility, the City Council finds it necessary to update sewer utility rates and charges to provide revenue essential to support the sewer utility's operations, debt service and capital projects anticipated in future years; and

WHEREAS, the City Council wishes to adopt the practice of including utility rates in the Master Fee Schedule, which is updated as needed per Council Resolution, rather than including the rates in the municipal code; and

WHEREAS, the proposed 2024-2026 water and sewer and GFC rate schedule is attached and is proposed to be adopted by Resolution by the City Council later this year; and

WHEREAS, the City Council held a meeting open to the public on this issue on September 5, 2023 and have reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and the public.

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

**Section 1. Repealing and Replacing.** Sections 14.28.010 through 14.28.060 of the City of Shelton Municipal Code are hereby replaced in their entirety with the following:

**14.28.010 Monthly sewer rates.**

A. Monthly sewer rates are identified within the most recently adopted Master Fee Schedule, effective with the January billings of the affected year.

**14.28.020 Schedule 1: Single-family residential and duplex.**

A. Basic Charge for Each Meter Served - Single-family residential and duplex sewer rates are identified within the most recently adopted Master Fee Schedule.

B. Consumption Charge – In addition to the basic charge, each single-family residence or duplex, shall pay a monthly basic charge identified within the most recently adopted Master Fee Schedule.

C. Averaging for Summer Consumption Charge. During the billing months of June, July, August, September and October, the consumption charge for each such month shall be based on the average water consumption of the preceding billing months of November, December, January, February and March recorded for that account.

D. Administrative procedures shall be established to determine an equitable average to use for charging summer consumption, using historical data from the city utility billing system where available, or using a pre-determined default number for customers, for new accounts established after September 30th of the preceding year.

E. Customers installing an irrigation meter for outside watering only will be exempt from the summer sewer average charge and will be billed for sewer charges based on actual usage for their household meter account.

F. Administrative procedures shall be established for customers to request a reduced level of service when an address is vacant. This request exempts the customer from the summer sewer average charge, and all sewer charges will be paid based on consumption. A reasonable fee will be charged to the account to cover the administrative costs of processing this request.

G. Eligible low-income senior citizens and disabled customers living in single-family residences shall receive a discount of seventeen percent of the monthly basic charge for sewer services. The city shall establish the eligibility requirements that must be met in order to receive any discount.

**14.28.030 Schedule 2: Single-family residential and duplex without water service.**

A. Single-family residential and duplexes without water service sewer rates are identified within the most recently adopted Master Fee Schedule.

**14.28.040 Schedule 3: Triplex, multifamily, mobile home and trailer parks.**

A. Basic Charge – Charges for Triplex, multifamily, mobile homes and trailer parks having more than two single family units or spaces sewer rates are identified within the most recent Council adopted Master Fee Schedule.

B. Consumption Charge – In addition to the basic charge, each single-family residence or duplex, shall pay a monthly consumption charge identified within the most recently adopted Master Fee Schedule.

C. Averaging for Summer Consumption Charge. During the billing months of June, July, August, September and October, the consumption charge for each such month shall be based on the average water consumption of the preceding billing months of November, December, January, February and March recorded for that account.

D. Administrative procedures shall be established to determine an equitable average to use for charging summer consumption, using historical data from the city utility billing system, or using a pre-determined default number for customers for new accounts established after September 30th of the preceding year.

E. Customers installing an irrigation meter for outside watering only will be billed for sewer charges based on actual usage for their household meter(s).

F. Administrative provisions shall be established for customers to request a reduced level of service when an address is vacant. This request exempts the customer from the summer sewer average charge, and all sewer charges will be paid based on consumption. A reasonable fee will be charged to the account to cover the administrative costs of processing this request.

**14.28.050 Schedule 4: Commercial.**

A. Basic Charge – Each commercial account that is served shall pay a monthly basic charge identified within the most recently adopted Master Fee Schedule.

B. Consumption Charge – In addition to the basic charge, each commercial account shall pay a consumption charge for each cubic foot consumed in a month greater than a consumption of eighty-four cubic feet unit. Charges are identified within the most recently approved master fee schedule.

**14.28.060 Schedule 5: Hotel/Motel.**

A. Basic Charge – Each unit of accommodation of a hotel or motel that is served shall pay a monthly basic charge per unit, as identified within the most recently adopted Master Fee Schedule. Hotel/Motel sewer Charges are identified within the most recently adopted Master Fee Schedule.

B. Consumption Charge – In addition to the basic charge, each hotel/motel account shall pay a consumption charge for each cubic foot consumed in a month greater than a consumption of eighty-four cubic feet. Charges are identified within the most recently approved master fee schedule.

**Section 2. 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 3. Savings Clause.** Chapter 14.28 of the Shelton Municipal Code shall remain in full force and effect until such date as this ordinance becomes effective. The 2023 Sewer Rates within SMC 14.28.10 through 14.28.60 remain in effect until December 31, 2023.

**Section 4. Effective Date.** This Ordinance shall take effect five days after its passage and publication.

INTRODUCED the 5<sup>th</sup> day of September 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19<sup>th</sup> day of September 2023.

AUTHENTICATED:

\_\_\_\_\_  
Eric Onisko, Mayor

\_\_\_\_\_  
Donna Nault, City Clerk

## Water Utility - Monthly Water Rates

Recommended Rate Increases	2024	2025	2026
Across-the-Board Increases:	14.00%	14.00%	14.00%

### Schedule 1: Meter Charge

#### Schedule 1 - 2023:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$16.46	\$14.52	\$14.03	\$43.51	\$10.53
1-inch	\$21.39	\$18.13	\$17.32	\$66.56	\$12.60
1-1/4-inch	\$26.58	\$21.68	\$20.49	\$94.21	\$14.40
1-1/2-inch	\$31.78	\$25.26	\$23.63	\$121.82	\$16.22
2-inch	\$47.56	\$37.14	\$34.54	\$191.69	\$23.25
2-1/2-inch	N/A	N/A	N/A	N/A	\$42.25
3-inch	\$117.15	\$96.26	\$91.08	\$405.68	\$64.48
4-inch	\$162.92	\$130.29	\$122.16	\$613.73	\$84.30
6-inch	\$282.94	\$217.69	\$201.47	\$1,184.25	\$133.49
8-inch	\$424.85	\$320.48	\$294.53	\$1,867.04	\$190.93
10-inch	\$639.07	\$489.05	\$451.72	\$2,712.45	\$297.61
12-inch	\$978.00	\$757.82	\$703.07	\$4,020.30	\$469.57

#### Schedule 1 - 2024:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$18.76	\$16.55	\$15.99	\$49.60	\$12.00
1-inch	\$24.38	\$20.67	\$19.74	\$75.88	\$14.36
1-1/4-inch	\$30.30	\$24.72	\$23.36	\$107.40	\$16.42
1-1/2-inch	\$36.23	\$28.80	\$26.94	\$138.87	\$18.49
2-inch	\$54.22	\$42.34	\$39.38	\$218.53	\$26.51
2-1/2-inch	N/A	N/A	N/A	N/A	\$48.17
3-inch	\$133.55	\$109.74	\$103.83	\$462.48	\$73.51
4-inch	\$185.73	\$148.53	\$139.26	\$699.65	\$96.10
6-inch	\$322.55	\$248.17	\$229.68	\$1,350.05	\$152.18
8-inch	\$484.33	\$365.35	\$335.76	\$2,128.43	\$217.66
10-inch	\$728.54	\$557.52	\$514.96	\$3,092.19	\$339.28
12-inch	\$1,114.92	\$863.91	\$801.50	\$4,583.14	\$535.31

#### Schedule 1 - 2025:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$21.39	\$18.87	\$18.23	\$56.55	\$13.68
1-inch	\$27.80	\$23.56	\$22.51	\$86.50	\$16.37
1-1/4-inch	\$34.54	\$28.18	\$26.63	\$122.44	\$18.71
1-1/2-inch	\$41.30	\$32.83	\$30.71	\$158.32	\$21.08
2-inch	\$61.81	\$48.27	\$44.89	\$249.12	\$30.22
2-1/2-inch	N/A	N/A	N/A	N/A	\$54.91
3-inch	\$152.25	\$125.10	\$118.37	\$527.22	\$83.80
4-inch	\$211.73	\$169.32	\$158.76	\$797.60	\$109.56
6-inch	\$367.71	\$282.91	\$261.83	\$1,539.05	\$173.48
8-inch	\$552.14	\$416.50	\$382.77	\$2,426.41	\$248.13
10-inch	\$830.54	\$635.57	\$587.06	\$3,525.10	\$386.77
12-inch	\$1,271.01	\$984.86	\$913.71	\$5,224.78	\$610.25

## Water Utility - Monthly Water Rates

### Schedule 1 - 2026:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$24.39	\$21.51	\$20.79	\$64.46	\$15.60
1-inch	\$31.69	\$26.86	\$25.66	\$98.61	\$18.67
1-1/4-inch	\$39.38	\$32.12	\$30.36	\$139.58	\$21.33
1-1/2-inch	\$47.08	\$37.42	\$35.01	\$180.48	\$24.03
2-inch	\$70.46	\$55.02	\$51.17	\$284.00	\$34.45
2-1/2-inch	N/A	N/A	N/A	N/A	\$62.60
3-inch	\$173.56	\$142.61	\$134.94	\$601.03	\$95.53
4-inch	\$241.37	\$193.03	\$180.99	\$909.27	\$124.89
6-inch	\$419.19	\$322.52	\$298.49	\$1,754.52	\$197.77
8-inch	\$629.43	\$474.81	\$436.36	\$2,766.10	\$282.87
10-inch	\$946.81	\$724.55	\$669.24	\$4,018.61	\$440.92
12-inch	\$1,448.95	\$1,122.74	\$1,041.63	\$5,956.25	\$695.69

Monthly Water Rates	2023	2024	2025	2026
<b>Schedule 2: Single-Family Residential</b>				
Consumption Charge for First 600 c.f.	\$0.0345	\$0.0393	\$0.0448	\$0.0511
Consumption Charge for 601-1,500 c.f.	\$0.0413	\$0.0471	\$0.0537	\$0.0612
Consumption Charge for 1,500+ c.f.	\$0.0513	\$0.0585	\$0.0667	\$0.0760
<b>Schedule 3: Multifamily (including duplexes, triplexes, mobile home parks and trailer parks)</b>				
Multifamily Consumption Charge per c.f.	\$0.0401	\$0.0457	\$0.0521	\$0.0594
<b>Schedule 4: Commercial (including government, industrial, hotel/motel)</b>				
Commercial Consumption Charge per c.f.	\$0.0395	\$0.0450	\$0.0513	\$0.0585
<b>Schedule 5: Irrigation</b>				
Irrigation Consumption Charge per c.f.	\$0.0513	\$0.0585	\$0.0667	\$0.0760
<b>Schedule 6: Wholesale Rate</b>				
Wholesale Consumption Rate Charge per c.f.	\$0.0356	\$0.0406	\$0.0463	\$0.0527
<b>Schedule 7: Standby Fire Protection Service</b>	See City code.			
<b>Schedule 8: Regional Plan Partners</b>	Based on agreements.			

c.f. = cubic foot



## Water Connections - General Facilities Charge (GFC)

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### Existing GFC (2023)

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,260
1"	2.50	\$3,150
1.5"	5.00	\$6,300
2"	8.00	\$10,080
3"	16.00	\$18,900
4"	25.00	\$31,500
6"	50.00	\$63,000
8"	80.00	\$100,800

### Maximum Defensible Charge Calculated

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,756
1"	2.50	\$9,390
1.5"	5.00	\$18,780
2"	8.00	\$30,048
3"	16.00	\$60,096
4"	25.00	\$93,900
6"	50.00	\$187,800
8"	80.00	\$300,480

### GFC Assumed for Rate Forecast

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,000
1"	2.50	\$7,500
1.5"	5.00	\$15,000
2"	8.00	\$24,000
3"	16.00	\$48,000
4"	25.00	\$75,000
6"	50.00	\$150,000
8"	80.00	\$240,000

## Sewer Utility - Monthly Sewer Rates

Recommended Rate Increases	2024	2025	2026
Across-the-Board Increases:	4.50%	4.50%	4.50%

Monthly Sewer Rates	2023	2024	2025	2026
<b>Schedule 1: Single-family residential and duplex</b>				
A. Basic Charge (per meter)	\$54.14	\$56.58	\$59.12	\$61.78
B. Consumption Charge (per cubic foot)	\$0.1084	\$0.1133	\$0.1184	\$0.1237
<b>Schedule 2: Single-family residential and duplex without water service</b>				
Flat Monthly Rate (per customer)	\$138.99	\$145.24	\$151.78	\$158.61
<b>Schedule 3: Triplex, multifamily, mobile home and trailer parks</b>				
A. Basic Charge (per dwelling unit)	\$54.14	\$56.58	\$59.12	\$61.78
B. Consumption Charge (per cubic foot over 460 c.f. per unit)	\$0.1170	\$0.1223	\$0.1278	\$0.1335
<b>Schedule 4: Commercial</b>				
A. Monthly Base Charge based on consumption (per account):				
0 - 1,000 cubic feet	\$65.60	\$68.55	\$71.64	\$74.86
1,001 cubic feet - 2,000 cubic feet	\$98.12	\$102.54	\$107.15	\$111.97
2,000+ cubic feet	\$136.12	\$142.25	\$148.65	\$155.34
B. Consumption Charge (per cubic foot)	\$0.1172	\$0.1225	\$0.1280	\$0.1337
<b>Schedule 5: Hotel/Motel</b>				
A. Basic Charge (per unit)	\$9.92	\$10.37	\$10.83	\$11.32
B. Consumption Charge (per cubic foot over 84 c.f. per unit)	\$0.1172	\$0.1225	\$0.1280	\$0.1337
<b>Schedule 6: Industrial</b>	Case by case basis.			
<b>Schedule 7: Regional Plan Partners</b>	Based on agreements.			

c.f. = cubic foot

## **Sewer Connections - General Facilities Charge (GFC)**

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### **Existing GFC (2023)**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,258
1"	2.50	\$8,145
1.5"	5.00	\$16,290
2"	8.00	\$26,064
3"	16.00	\$48,870
4"	25.00	\$81,495
6"	50.00	\$162,900
8"	80.00	\$260,640

### **Maximum Defensible Charge Calculated**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$16,155
1"	2.50	\$40,388
1.5"	5.00	\$80,775
2"	8.00	\$129,240
3"	16.00	\$258,480
4"	25.00	\$403,875
6"	50.00	\$807,750
8"	80.00	\$1,292,400

### **GFC Assumed for Rate Forecast**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$8,000
1"	2.50	\$20,000
1.5"	5.00	\$40,000
2"	8.00	\$64,000
3"	16.00	\$128,000
4"	25.00	\$200,000
6"	50.00	\$400,000
8"	80.00	\$640,000



# City of Shelton



**Council Meeting  
Water & Sewer Rate Study  
FCS GROUP  
September 5, 2023**

# Agenda

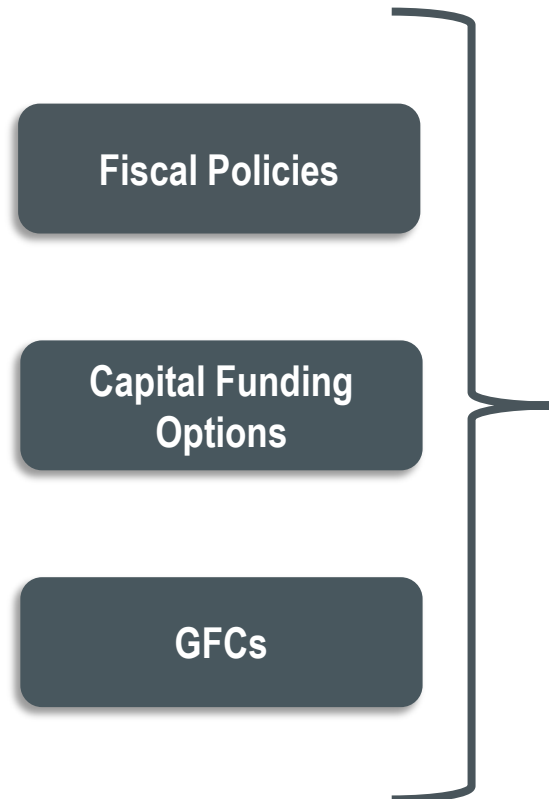
- **Rate Study Overview**
- **Revenue Requirement Summaries**  
“What revenue adjustments are needed to cover the water and sewer utilities’ costs?”
  - » Water
  - » Sewer
- **Comparable Rates and Charges**
  - » Comparative rate survey
  - » Comparative GFC survey
- **Summary of Next Steps**



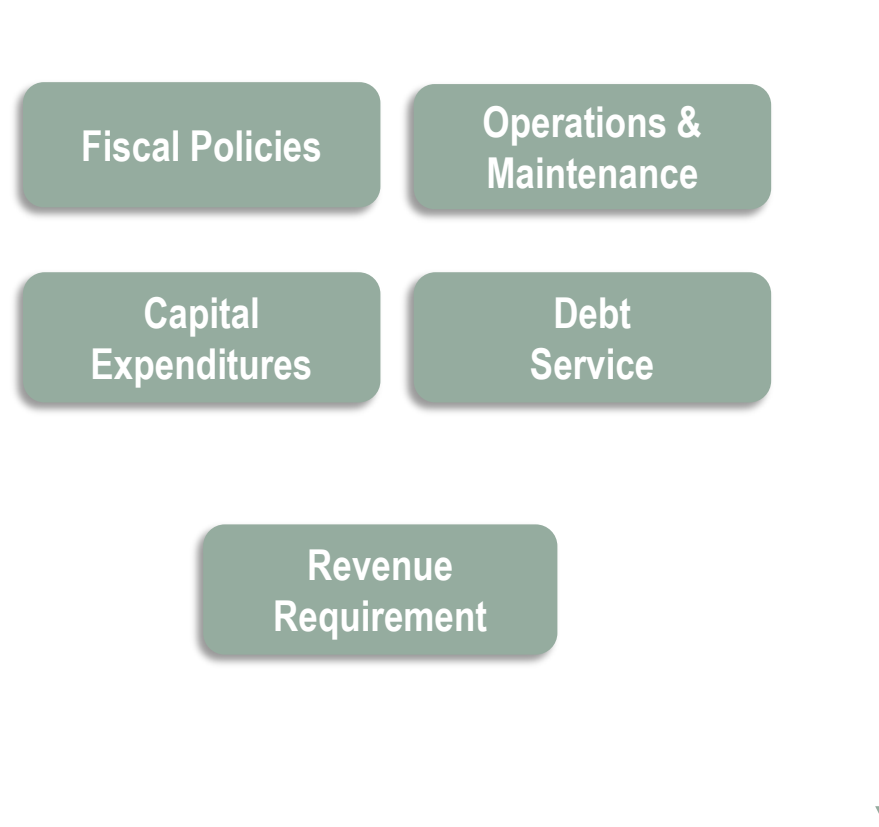


# Rate Study Overview

## Policy Framework



## Revenue Requirement

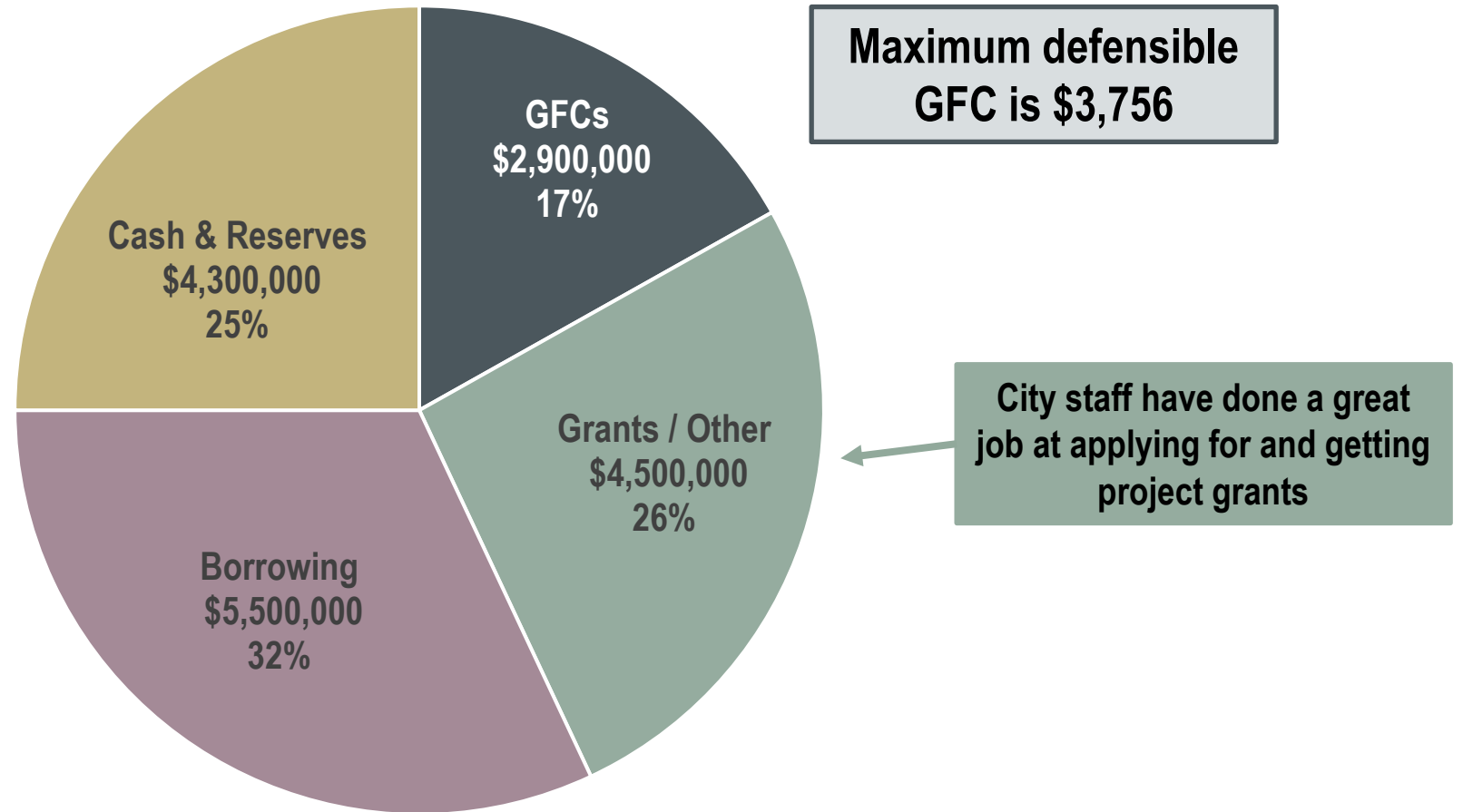




# Water Revenue Requirement



# Water Utility – Capital Funding Strategy (\$3,000 GFC)

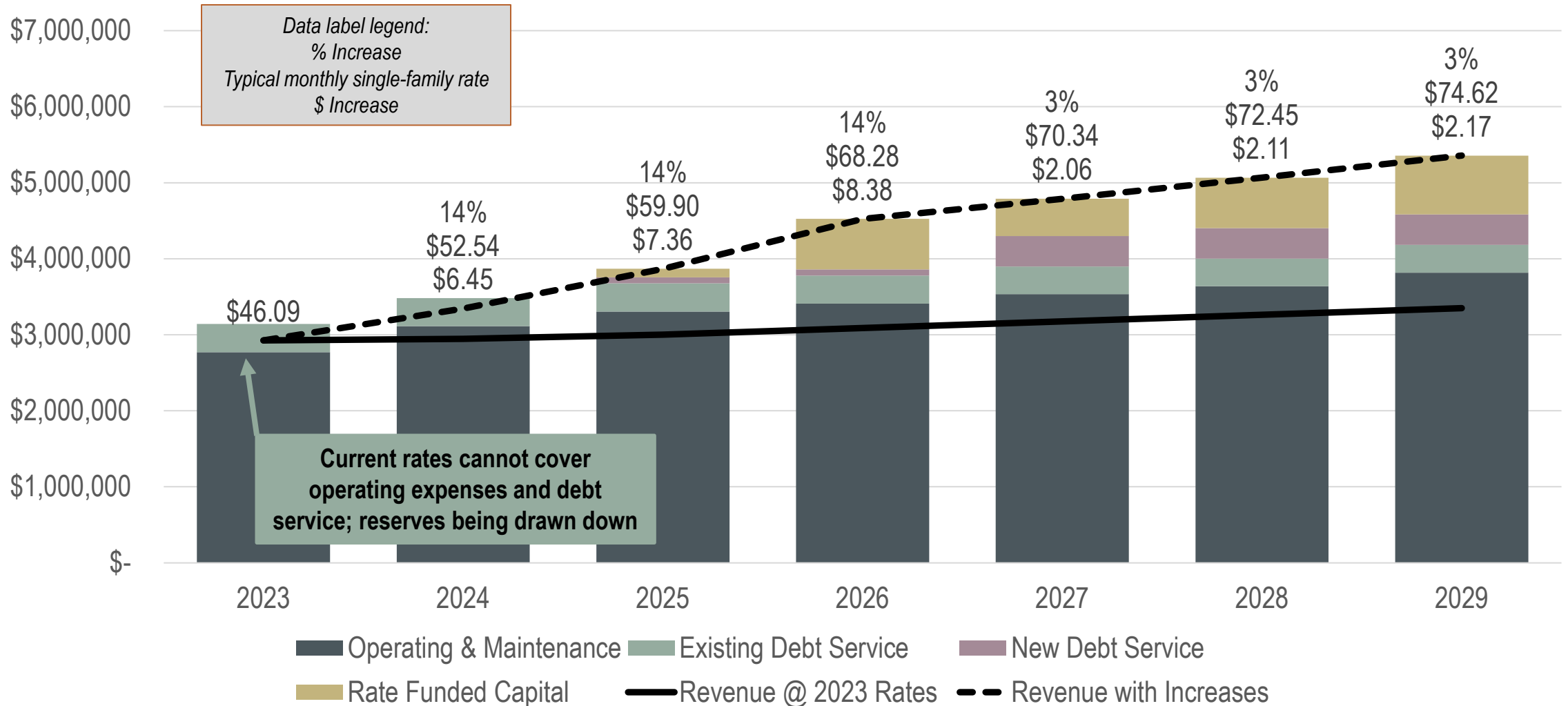


*Note: Grants / Other includes approximately \$800,000 from a 2023 property sale*





# Water Utility – Revenue Requirement (\$3,000 GFC)

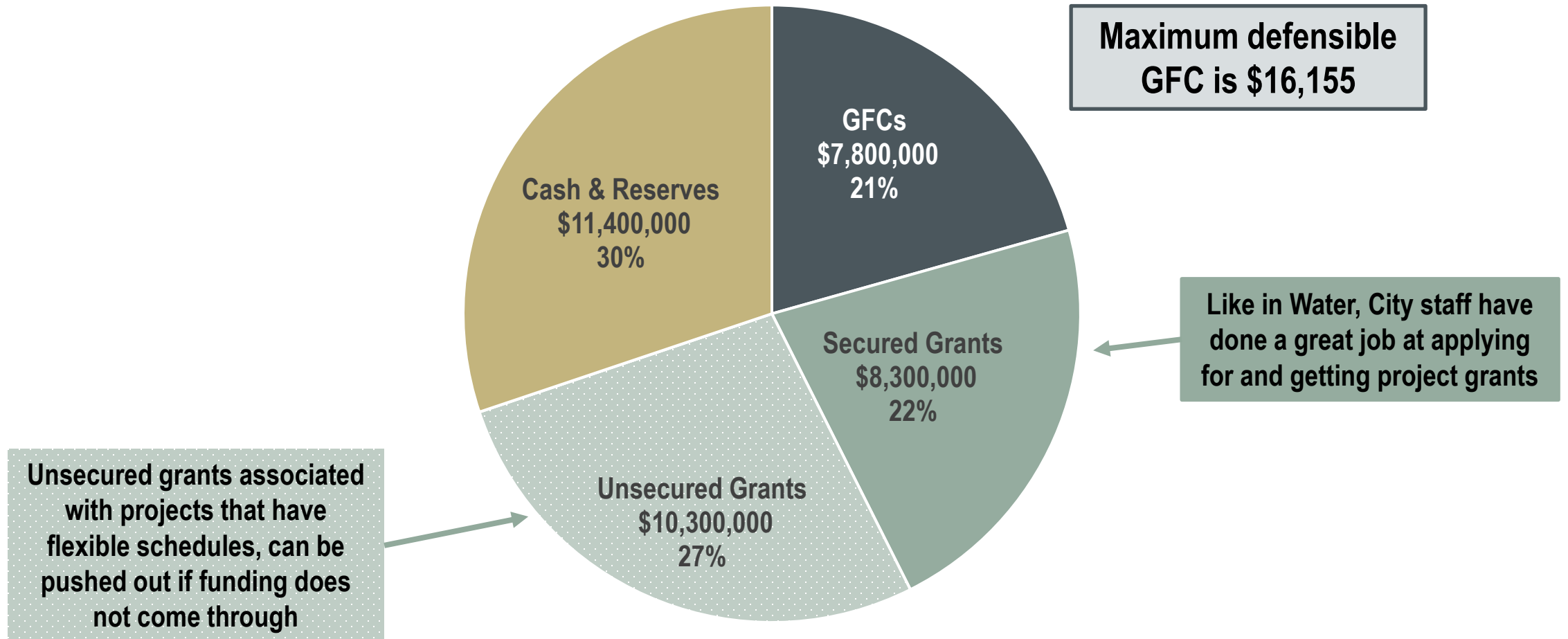




# Sewer Revenue Requirement

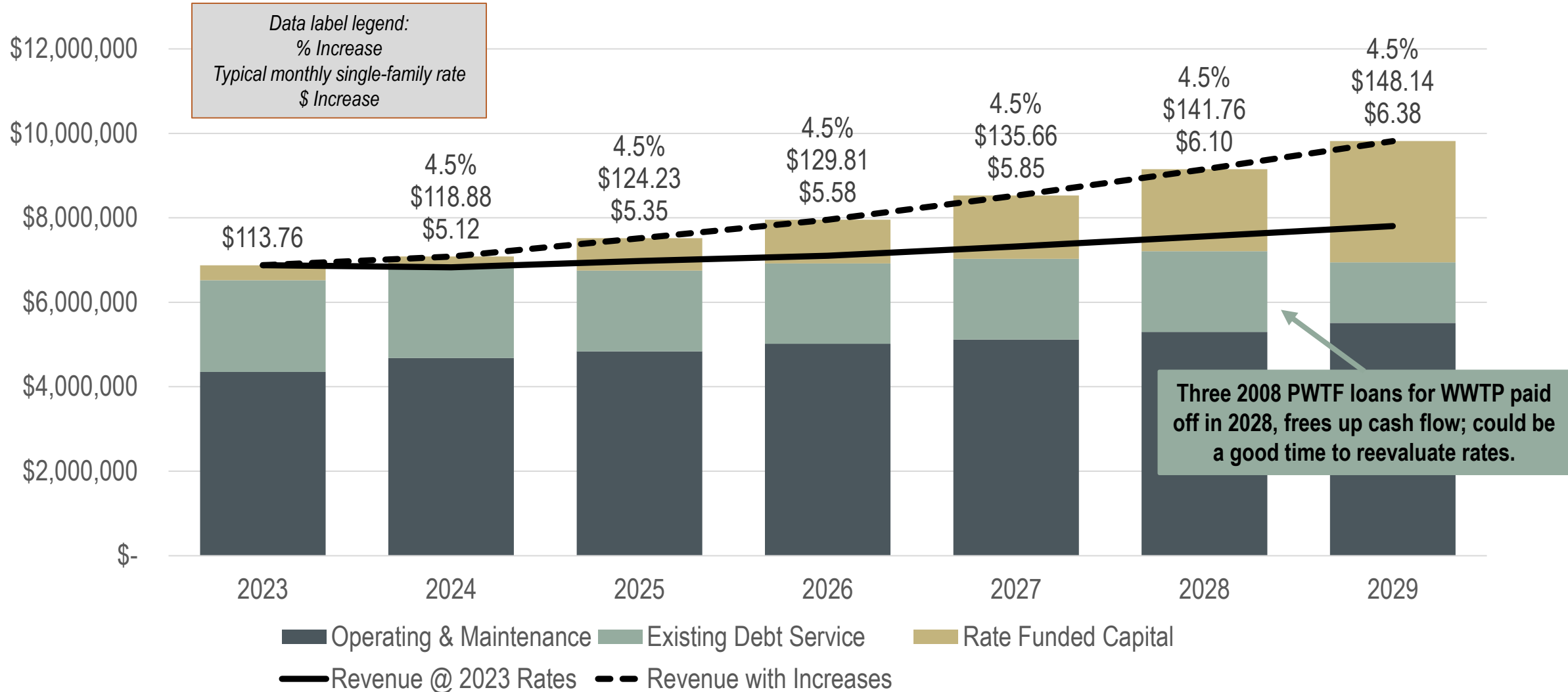


# Sewer Utility – Capital Funding Strategy (\$8,000 GFC)





# Sewer Utility – Revenue Requirement (\$8,000 GFC)



# Comparative Rates and Charges



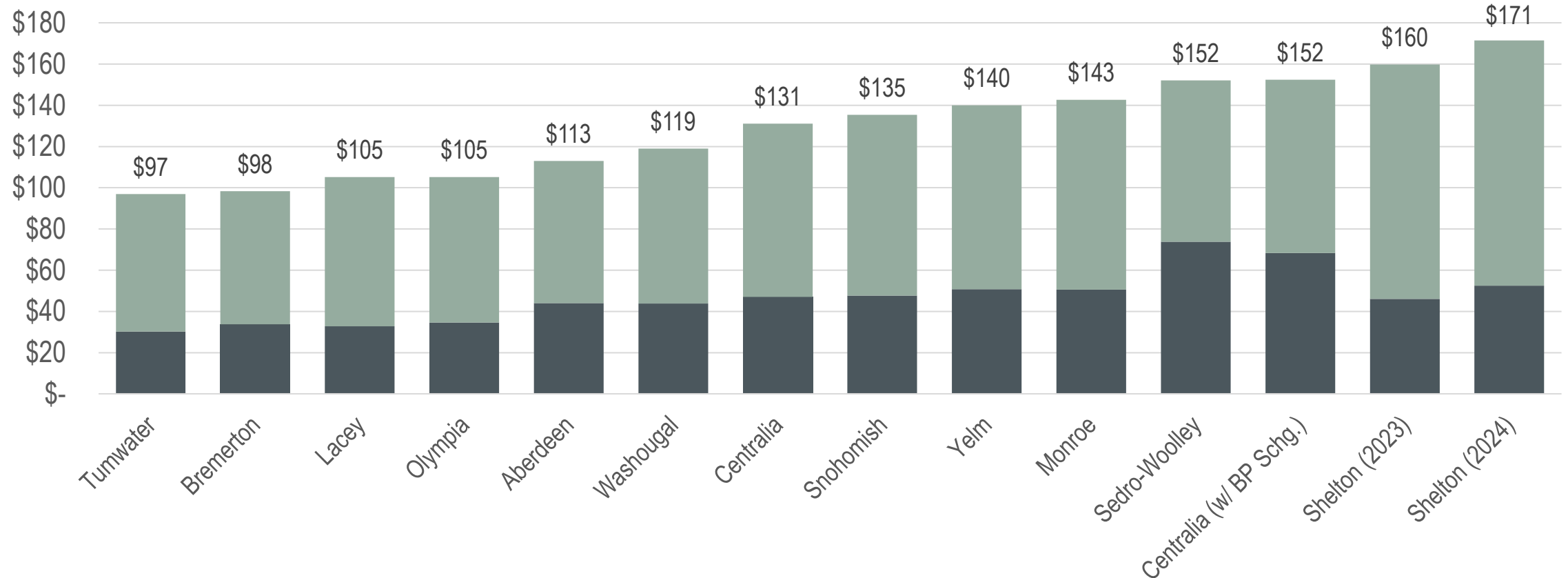


# Monthly Single-Family Rate Survey

- Mix of nearby and / or “comparable” utilities; City on the high-end of monthly rates



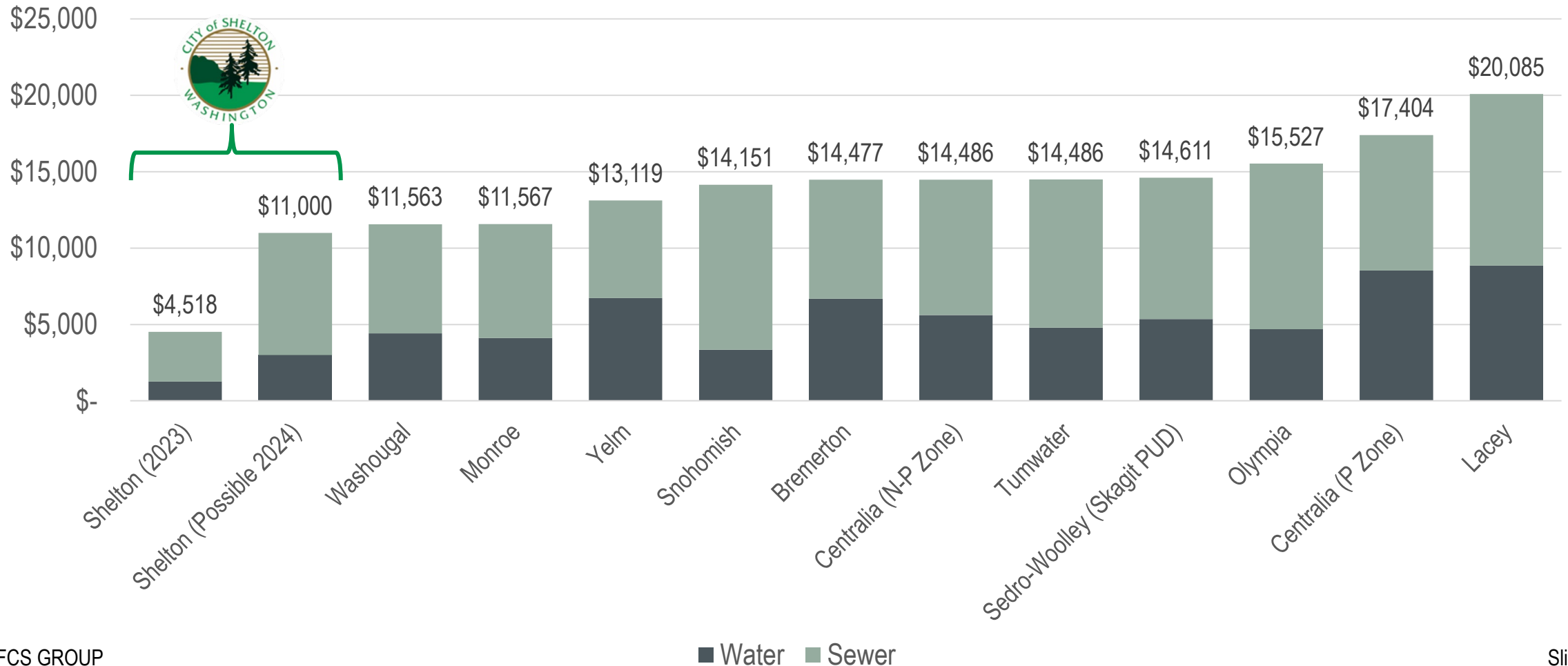
Note: Water assumes 7 ccf / month, sewer 5 ccf / month





# Single-family GFC Survey (3/4" meter)

- Mix of nearby and / or “comparable” utilities; City on low-end of GFCs

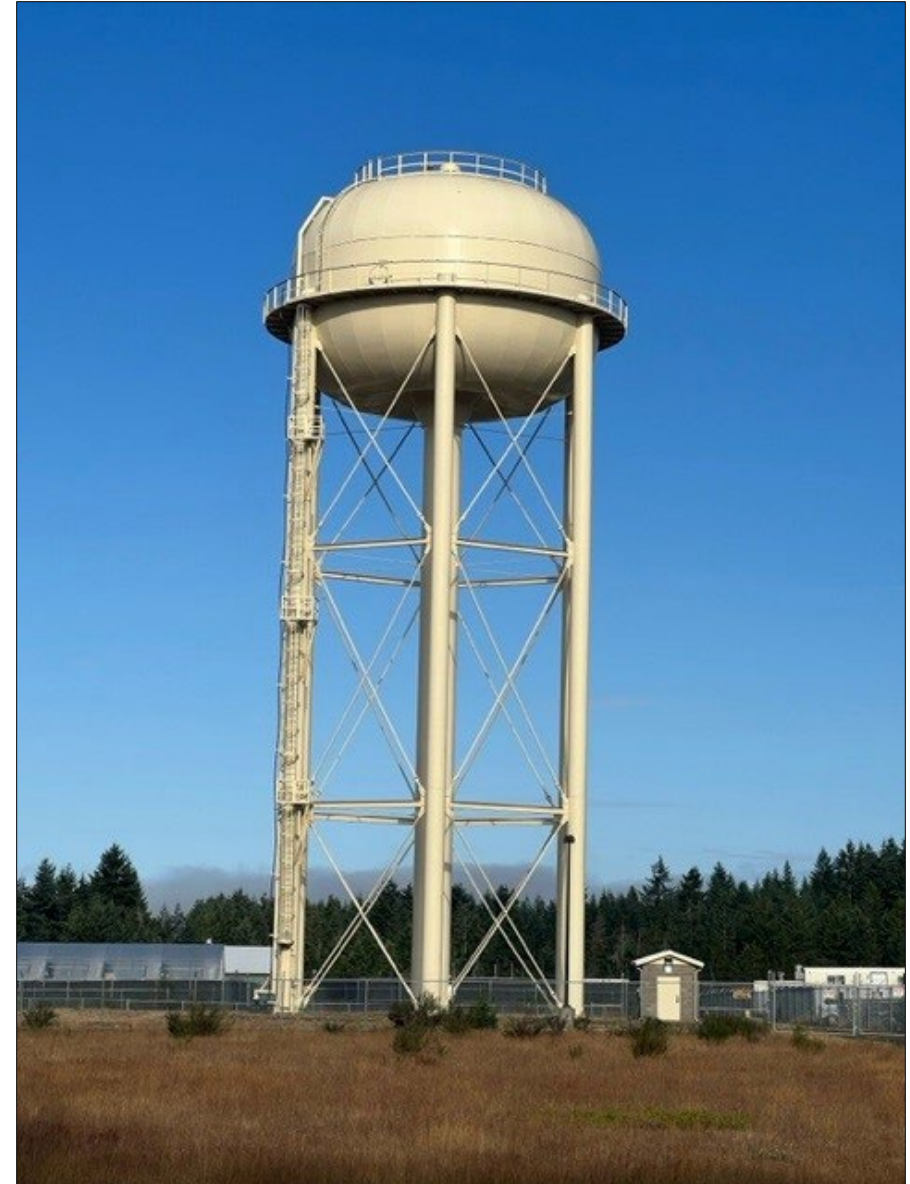


# Next Steps



# Summary

- **Revenue requirement**
  - » Adopt a multi-year rate adjustment strategy
  - » Water utility: 14% per year 2024-2026
  - » Sewer utility: 4.5% per year 2024-2026
  - » Revisit in a few years to reevaluate growth, project, & grant assumptions
- **GFCs**
  - » Adopt a \$3,000 water utility GFC for 2024 (at least)
  - » Adopt a combined \$8,000 sewer utility GFC for 2024 (at least)
    - Eliminate reclaimed-water-only GFC
  - » Consider phasing towards maximum defensible GFC in each utility over multiple years



# Questions?

**Tage Aaker**  
**Senior Project Manager**  
**(425) 615-6487**  
**[tagea@fcsgroup.com](mailto:tagea@fcsgroup.com)**

**[www.fcsgroup.com](http://www.fcsgroup.com)**

# Backup Slides



# Water Utility – Capital Program (2023 \$)

- **\$15.3 million total; \$2.2 million / year average (\$17.2 million total; \$2.5 million / year average escalated)**
- **Storage deficiencies severely limiting growth; capital program helps address deficiencies**

#	Description	2023	2024	2025	2026	2027	2028	2029	Total
ST-04	High School Tank Recoating Design & Construction W/ Overflow Replacement			\$60,000	\$450,000				\$510,000
PS-01	Upper Angleside Pressure Zone Improvements	\$200,000	\$600,000	\$2,600,000	<i>\$1.8 million Legislative grant for PS-01 project</i>				\$3,400,000
S-02	Well 1 to HS Tank Pipe Pressurization Project		\$2,200,000		<i>\$2 million Commerce grant for S-02 project</i>				\$2,200,000
	Well 1 generator, chlorine, & security improvements		\$70,000	\$400,000					\$470,000
S-03, S-04	Well 3 & 4 Chlorine system improvements, evaluate generator replacement			\$80,000	\$550,000				\$630,000
	New 0.5 MG Tank Angleside Pressure Zone				\$500,000	\$5,000,000			\$5,500,000
	Railroad Avenue Waterline Replacement, 8th to Front						\$250,000	\$1,700,000	\$1,950,000
G-05	K Street Maintenance Facility Purchase (Laydown, Shop, Storage, Admin.)		\$220,000	\$200,000					\$420,000
	Water, Storm, & Wastewater Rate and GFC Study					\$40,000			\$40,000
	Automated Meter Infrastructure	\$75,000							\$75,000
	Emergency Generator Receptacle	\$30,000							\$30,000
	New Zero Turn Mower & Trailer	\$25,000							\$25,000
	<b>Total</b>	<b>\$330,000</b>	<b>\$3,090,000</b>	<b>\$3,340,000</b>	<b>\$1,500,000</b>	<b>\$5,040,000</b>	<b>\$250,000</b>	<b>\$1,700,000</b>	<b>\$15,250,000</b>



# Water Utility – General Facilities Charge

- **General facilities charge revenue can be an important part of the capital funding strategy**
- **Current GFC**
  - » \$1,260 per single-family connection (assumes a ¾" water meter)
  - » Charges scale up based on meter size
- **Rate forecast assumes a GFC of \$3,000 for a ¾" water meter in 2024**
- **Maximum defensible charge is \$3,756**
- **Growth forecast for rate study**
  - » 200 units / year is \$250,000 per year under current GFC or \$600,000 per year under \$3,000 GFC

Per City Staff	2023	2024	2025	2026	2027	2028	2029
ERUs / Year	0	125	200	200	200	200	200



# Sewer Utility – Capital Program (2023 \$)

- **\$32.3 million total; \$4.7 million / year average (\$37.8 million total; \$5.4 million / year average escalated)**

#	Description	2023	2024	2025	2026	2027	2028	2029	Total
LS3/LS1	Front Street Pipe Removal, Design & Construction.	90,000	\$120,000	\$500,000					\$710,000
P7	Basin 4 I&I Reduction Design and Construction		\$80,000	\$450,000	\$3,200,000				\$3,730,000
	Springs Road Sewer Extension to Port of Shelton		\$252,000	\$3,200,000		<u>\$3 million Community Project Funding Grant</u>			\$3,452,000
LS6	North diversion lift station and force main to WRP Design and Construction.				\$200,000	\$1,300,000	\$11,000,000		\$12,500,000
WW-2	CAAMP (State Conditionally Approved Area Management Plan) PH-1 valve & return flow system				\$250,000				\$250,000
WRP 1A	MBR Plant Headworks Capacity Upgrades	\$400,000	\$500,000	\$2,800,000		<u>\$3.2 million State Grant</u>			\$3,700,000
WRP 1B	MBR Filter Replacements, #1 and #2							\$5,005,000	\$5,005,000
WRP	Design and Construct 0.5 MG reclaimed water tank	\$300,000	\$2,012,000			<u>\$2 million Commerce Grant</u>			\$2,312,000
WRP	WRP Property Purchase		\$300,000						\$300,000
G-05	K Street Maintenance Facility Purchase (Laydown, Shop, Storage, Admin.)		\$220,000	\$200,000					\$420,000
	Water, Storm, and Wastewater Rate and GFC Study					\$40,000			\$40,000
	Automated Meter Infrastructure	\$75,000							\$75,000
	New Camera Van	\$177,000							\$177,000
	<b>Total</b>	<b>\$1,042,000</b>	<b>\$3,484,000</b>	<b>\$7,150,000</b>	<b>\$3,650,000</b>	<b>\$1,340,000</b>	<b>\$11,000,000</b>	<b>\$5,005,000</b>	<b>\$32,671,000</b>





# Sewer Utility – General Facilities Charge

- **Sewer utility has two GFCs (regular sewer and reclaimed water)**
  - » Recommended combining into one GFC
  - » Comprehensive Plan alludes to “dynamic system”, flexing flows to reclaimed water plant to free up capacity
- **Current GFC**
  - » Regular sewer: \$3,258 per single-family connection; \$1,629 in Grandview Heights (assumes a ¾” water meter)
  - » Reclaimed water: \$335 per ¾” water meter connection
  - » Charges scale up based on meter size
- **Rate forecast assumes a GFC of \$8,000 for a ¾” water meter**
- **Maximum defensible charge is \$16,155**
- **Growth forecast for rate study**
  - » 200 units / year is \$650,000 per year under current GFC or \$1.6 million per year under \$8,000 GFC



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F6)

Touch Date: 08/08/2023  
Brief Date: 09/05/2023  
Action Date: 09/19/2023

Department: Public Works

Presented By: Brent Armstrong, Superintendent (Storm and Wastewater)

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

Amending Chapter 15.28 (Water Rates) of the SMC



Ordinance

☒ Dept. Head

J.O.H.

☐ Finance Director

#### ATTACHMENTS:



Resolution

☒ Attorney

K.H.

- Ordinance No. 2011-0723
- Proposed 2024-2026 Water & Sewer & GFC Rates
- FCS PowerPoint Presentation



Motion

☒ City Clerk



Other

☐ City Manager

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

FCS Group was authorized by City Council Resolution No. 1257-1222 in February of this year to conduct a needed water rate and general facility charge (GFC) study, as the rate schedule ends in 2023, and Staff is nearing the completion of an updated Water Comprehensive Plan that sets goals, expectations, and desires for the utility on a 20-year planning horizon. Comprehensive Water Plans are required to be updated every 10 years by the State of Washington/Department of Health. As time passes, wear and tear on water system infrastructure continues to proceed, and upgrades/repairs priorities are subject to change, as items are repaired/replaced, and system capacity is added for new connections. Based on this fact, the water rate analysis includes projections for future improvements that will be needed as water infrastructure reaches its useful life expectancy and needs to be replaced.

The intent of the current ordinance is to make needed changes to section 15.28 of the Shelton Municipal Code (SMC) to remove water rates out of City Code and placing them into the City's annually adopted Master Fee Schedule. This ordinance makes the revisions to the SMC and the new water rates and GFC's shown on the attached proposed 2024-2026 rate schedule will become effective January 1, 2024, with adoption of the Master Fee Schedule prior to the end of the year.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council could elect to modify the proposed water rates and GFC's with the understanding that future operation and maintenance budgets and capital projects identified within both the current 6-Year Capital Improvement Plan and the updated Water System Comprehensive may need to be adjusted accordingly.

### BUDGET/FISCAL INFORMATION:

Please see the work conducted by the FCS Group previously for the August 8<sup>th</sup> Council Study Session and the attached PowerPoint presentation that provides significant budget/fiscal information.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Public Works Department.

### STAFF RECOMMENDATION/MOTION:

"I move that we adopt Ordinance No. 2011-0723, removing water rates out of Shelton Municipal Code, placing them within the City's Master Fee Schedule."



**ORDINANCE NO. 2011-0723**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING CHAPTER 15.28 OF THE SHELTON MUNICIPAL CODE RELATING TO WATER RATES**

WHEREAS, The City Council desires to update Title 15, Chapter 15.28, entitled Water Service – Rates and Charges, of the Shelton Municipal Code; and

WHEREAS, following the review of the conclusion of a formal rate study conducted by FCS Group in 2023 and the current status of the water utility, the City Council finds it necessary to update water utility rates and charges to provide revenue essential to support the water utility's operations, debt service and capital projects anticipated in future years; and

WHEREAS, the City Council wishes to adopt the practice of including utility rates in the Master Fee Schedule, which is updated as needed per Council Resolution, rather than including the rates in the municipal code; and

WHEREAS, the proposed 2024-2026 water and sewer and GFC rate schedule is attached and is proposed to be adopted by Resolution by the City Council later this year; and

WHEREAS, the City Council held a meeting, open to the public on this issue on September 5, 2023 and have reviewed public comment on the proposed rate adjustments and considered the recommendations of both staff and the public.

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

**Section 1. Repealing and Replacing.** Sections 15.28.020 through 15.28.065 of the City of Shelton Municipal Code are hereby replaced in their entirety with the following.

**15.28.010 Monthly water rates.**

Water rates shall be charged in accordance with the rates in the most recent Council-adopted Master Fee Schedule, effective with the January billings of the affected year.

**15.28.020 Schedule 1: Meter charge.**

A. Meter Each account served shall pay a monthly meter charge identified and shown within the most recently adopted Master Fee Schedule. Private Fire will be rated based on the size of the backflow prevention device in lieu of a meter size and fire line charges will be collected only prospectively beginning with the January 2018 billings.

**15.28.030 Schedule 2: Single-family residential.**

A. In addition to the meter charge identified in the Master Fee Schedule, each single-family residential unit shall pay a consumption charge for each cubic foot of water identified and shown within the most recently adopted Master Fee Schedule.

B. Senior Citizen and Disability Discounts. Eligible low-income senior citizens and disabled persons living in single-family residences shall receive a discount, as outlined within the most recently adopted version of the City of Shelton's Master Fee Schedule.

**15.28.040 Schedule 3: Multifamily (including duplexes, triplexes, mobile home and trailer parks).**

A. In addition to the meter charge identified in the Master Fee Schedule, each multifamily account shall pay a consumption charge for each cubic foot of water identified and shown within the most recently adopted Master Fee Schedule.

**15.28.050 Schedule 4: Commercial (including government, industrial, hotel/motel).**

A. In addition to the meter charge identified in Schedule 1 above, each commercial account shall pay a consumption charge for each cubic foot of water identified and shown within the most recently adopted Master Fee Schedule.

B. The following provisions shall apply to industrial services, as defined in Section [15.04.160](#), located in the city or in any outlying area where industrial accounts are served by the city:

1. All costs incurred in connection and installation of meters and service connections will be borne by the industrial services user;
2. Any water supplied to an industrial services user is subject to immediate deactivation when it is determined by the director that an emergency warrants this action;
3. The rate to be charged industrial services shall be computed on a monthly basis consistent with the commercial rates, as shown within the most recently adopted City of Shelton Master Fee Schedule.

**15.28.060 Schedule 5: Irrigation.**

A. In addition to the meter charge identified in the Master Fee Schedule, each irrigation account shall pay a consumption charge for each cubic foot of water identified and shown within the most recently adopted Master Fee Schedule.

**15.28.065 Schedule 6: Wholesale rate.**

A. In addition to the meter charge identified in the Master Fee Schedule, the Johns Prairie area owned by the Port of Shelton shall pay a consumption charge for each cubic foot of water identified and shown within the most recently adopted Master Fee Schedule.

**Section 2. 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 3. Savings Clause.** Chapter 15.28 of the Shelton Municipal Code shall remain in full force and effect until such date as this ordinance becomes effective. The 2023 Water Rates within SMC 15.28.10 through 15.28.65 remain in effect until December 31, 2023.

**Section 4. Effective Date.** This Ordinance shall take effect five days after its passage and publication.

INTRODUCED the 5<sup>th</sup> day of September 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19<sup>th</sup> day of September 2023.

AUTHENTICATED:

\_\_\_\_\_  
Eric Onisko, Mayor

\_\_\_\_\_  
Donna Nault, City Clerk

## Water Utility - Monthly Water Rates

Recommended Rate Increases	2024	2025	2026
Across-the-Board Increases:	14.00%	14.00%	14.00%

### Schedule 1: Meter Charge

#### Schedule 1 - 2023:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$16.46	\$14.52	\$14.03	\$43.51	\$10.53
1-inch	\$21.39	\$18.13	\$17.32	\$66.56	\$12.60
1-1/4-inch	\$26.58	\$21.68	\$20.49	\$94.21	\$14.40
1-1/2-inch	\$31.78	\$25.26	\$23.63	\$121.82	\$16.22
2-inch	\$47.56	\$37.14	\$34.54	\$191.69	\$23.25
2-1/2-inch	N/A	N/A	N/A	N/A	\$42.25
3-inch	\$117.15	\$96.26	\$91.08	\$405.68	\$64.48
4-inch	\$162.92	\$130.29	\$122.16	\$613.73	\$84.30
6-inch	\$282.94	\$217.69	\$201.47	\$1,184.25	\$133.49
8-inch	\$424.85	\$320.48	\$294.53	\$1,867.04	\$190.93
10-inch	\$639.07	\$489.05	\$451.72	\$2,712.45	\$297.61
12-inch	\$978.00	\$757.82	\$703.07	\$4,020.30	\$469.57

#### Schedule 1 - 2024:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$18.76	\$16.55	\$15.99	\$49.60	\$12.00
1-inch	\$24.38	\$20.67	\$19.74	\$75.88	\$14.36
1-1/4-inch	\$30.30	\$24.72	\$23.36	\$107.40	\$16.42
1-1/2-inch	\$36.23	\$28.80	\$26.94	\$138.87	\$18.49
2-inch	\$54.22	\$42.34	\$39.38	\$218.53	\$26.51
2-1/2-inch	N/A	N/A	N/A	N/A	\$48.17
3-inch	\$133.55	\$109.74	\$103.83	\$462.48	\$73.51
4-inch	\$185.73	\$148.53	\$139.26	\$699.65	\$96.10
6-inch	\$322.55	\$248.17	\$229.68	\$1,350.05	\$152.18
8-inch	\$484.33	\$365.35	\$335.76	\$2,128.43	\$217.66
10-inch	\$728.54	\$557.52	\$514.96	\$3,092.19	\$339.28
12-inch	\$1,114.92	\$863.91	\$801.50	\$4,583.14	\$535.31

#### Schedule 1 - 2025:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$21.39	\$18.87	\$18.23	\$56.55	\$13.68
1-inch	\$27.80	\$23.56	\$22.51	\$86.50	\$16.37
1-1/4-inch	\$34.54	\$28.18	\$26.63	\$122.44	\$18.71
1-1/2-inch	\$41.30	\$32.83	\$30.71	\$158.32	\$21.08
2-inch	\$61.81	\$48.27	\$44.89	\$249.12	\$30.22
2-1/2-inch	N/A	N/A	N/A	N/A	\$54.91
3-inch	\$152.25	\$125.10	\$118.37	\$527.22	\$83.80
4-inch	\$211.73	\$169.32	\$158.76	\$797.60	\$109.56
6-inch	\$367.71	\$282.91	\$261.83	\$1,539.05	\$173.48
8-inch	\$552.14	\$416.50	\$382.77	\$2,426.41	\$248.13
10-inch	\$830.54	\$635.57	\$587.06	\$3,525.10	\$386.77
12-inch	\$1,271.01	\$984.86	\$913.71	\$5,224.78	\$610.25

## Water Utility - Monthly Water Rates

### Schedule 1 - 2026:

Meter Size	Single-family	Multifamily	Commercial	Irrigation	Private fire line
3/4-inch	\$24.39	\$21.51	\$20.79	\$64.46	\$15.60
1-inch	\$31.69	\$26.86	\$25.66	\$98.61	\$18.67
1-1/4-inch	\$39.38	\$32.12	\$30.36	\$139.58	\$21.33
1-1/2-inch	\$47.08	\$37.42	\$35.01	\$180.48	\$24.03
2-inch	\$70.46	\$55.02	\$51.17	\$284.00	\$34.45
2-1/2-inch	N/A	N/A	N/A	N/A	\$62.60
3-inch	\$173.56	\$142.61	\$134.94	\$601.03	\$95.53
4-inch	\$241.37	\$193.03	\$180.99	\$909.27	\$124.89
6-inch	\$419.19	\$322.52	\$298.49	\$1,754.52	\$197.77
8-inch	\$629.43	\$474.81	\$436.36	\$2,766.10	\$282.87
10-inch	\$946.81	\$724.55	\$669.24	\$4,018.61	\$440.92
12-inch	\$1,448.95	\$1,122.74	\$1,041.63	\$5,956.25	\$695.69

Monthly Water Rates	2023	2024	2025	2026
<b>Schedule 2: Single-Family Residential</b>				
Consumption Charge for First 600 c.f.	\$0.0345	\$0.0393	\$0.0448	\$0.0511
Consumption Charge for 601-1,500 c.f.	\$0.0413	\$0.0471	\$0.0537	\$0.0612
Consumption Charge for 1,500+ c.f.	\$0.0513	\$0.0585	\$0.0667	\$0.0760
<b>Schedule 3: Multifamily (including duplexes, triplexes, mobile home parks and trailer parks)</b>				
Multifamily Consumption Charge per c.f.	\$0.0401	\$0.0457	\$0.0521	\$0.0594
<b>Schedule 4: Commercial (including government, industrial, hotel/motel)</b>				
Commercial Consumption Charge per c.f.	\$0.0395	\$0.0450	\$0.0513	\$0.0585
<b>Schedule 5: Irrigation</b>				
Irrigation Consumption Charge per c.f.	\$0.0513	\$0.0585	\$0.0667	\$0.0760
<b>Schedule 6: Wholesale Rate</b>				
Wholesale Consumption Rate Charge per c.f.	\$0.0356	\$0.0406	\$0.0463	\$0.0527
<b>Schedule 7: Standby Fire Protection Service</b>	See City code.			
<b>Schedule 8: Regional Plan Partners</b>	Based on agreements.			

c.f. = cubic foot

## Water Connections - General Facilities Charge (GFC)

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### Existing GFC (2023)

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,260
1"	2.50	\$3,150
1.5"	5.00	\$6,300
2"	8.00	\$10,080
3"	16.00	\$18,900
4"	25.00	\$31,500
6"	50.00	\$63,000
8"	80.00	\$100,800

### Maximum Defensible Charge Calculated

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,756
1"	2.50	\$9,390
1.5"	5.00	\$18,780
2"	8.00	\$30,048
3"	16.00	\$60,096
4"	25.00	\$93,900
6"	50.00	\$187,800
8"	80.00	\$300,480

### GFC Assumed for Rate Forecast

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,000
1"	2.50	\$7,500
1.5"	5.00	\$15,000
2"	8.00	\$24,000
3"	16.00	\$48,000
4"	25.00	\$75,000
6"	50.00	\$150,000
8"	80.00	\$240,000

## Sewer Utility - Monthly Sewer Rates

Recommended Rate Increases	2024	2025	2026
Across-the-Board Increases:	4.50%	4.50%	4.50%

Monthly Sewer Rates	2023	2024	2025	2026
<b>Schedule 1: Single-family residential and duplex</b>				
A. Basic Charge (per meter)	\$54.14	\$56.58	\$59.12	\$61.78
B. Consumption Charge (per cubic foot)	\$0.1084	\$0.1133	\$0.1184	\$0.1237
<b>Schedule 2: Single-family residential and duplex without water service</b>				
Flat Monthly Rate (per customer)	\$138.99	\$145.24	\$151.78	\$158.61
<b>Schedule 3: Triplex, multifamily, mobile home and trailer parks</b>				
A. Basic Charge (per dwelling unit)	\$54.14	\$56.58	\$59.12	\$61.78
B. Consumption Charge (per cubic foot over 460 c.f. per unit)	\$0.1170	\$0.1223	\$0.1278	\$0.1335
<b>Schedule 4: Commercial</b>				
A. Monthly Base Charge based on consumption (per account):				
0 - 1,000 cubic feet	\$65.60	\$68.55	\$71.64	\$74.86
1,001 cubic feet - 2,000 cubic feet	\$98.12	\$102.54	\$107.15	\$111.97
2,000+ cubic feet	\$136.12	\$142.25	\$148.65	\$155.34
B. Consumption Charge (per cubic foot)	\$0.1172	\$0.1225	\$0.1280	\$0.1337
<b>Schedule 5: Hotel/Motel</b>				
A. Basic Charge (per unit)	\$9.92	\$10.37	\$10.83	\$11.32
B. Consumption Charge (per cubic foot over 84 c.f. per unit)	\$0.1172	\$0.1225	\$0.1280	\$0.1337
<b>Schedule 6: Industrial</b>	Case by case basis.			
<b>Schedule 7: Regional Plan Partners</b>	Based on agreements.			

c.f. = cubic foot

## **Sewer Connections - General Facilities Charge (GFC)**

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### **Existing GFC (2023)**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,258
1"	2.50	\$8,145
1.5"	5.00	\$16,290
2"	8.00	\$26,064
3"	16.00	\$48,870
4"	25.00	\$81,495
6"	50.00	\$162,900
8"	80.00	\$260,640

### **Maximum Defensible Charge Calculated**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$16,155
1"	2.50	\$40,388
1.5"	5.00	\$80,775
2"	8.00	\$129,240
3"	16.00	\$258,480
4"	25.00	\$403,875
6"	50.00	\$807,750
8"	80.00	\$1,292,400

### **GFC Assumed for Rate Forecast**

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$8,000
1"	2.50	\$20,000
1.5"	5.00	\$40,000
2"	8.00	\$64,000
3"	16.00	\$128,000
4"	25.00	\$200,000
6"	50.00	\$400,000
8"	80.00	\$640,000



# City of Shelton



**Council Meeting  
Water & Sewer Rate Study  
FCS GROUP  
September 5, 2023**



# Agenda

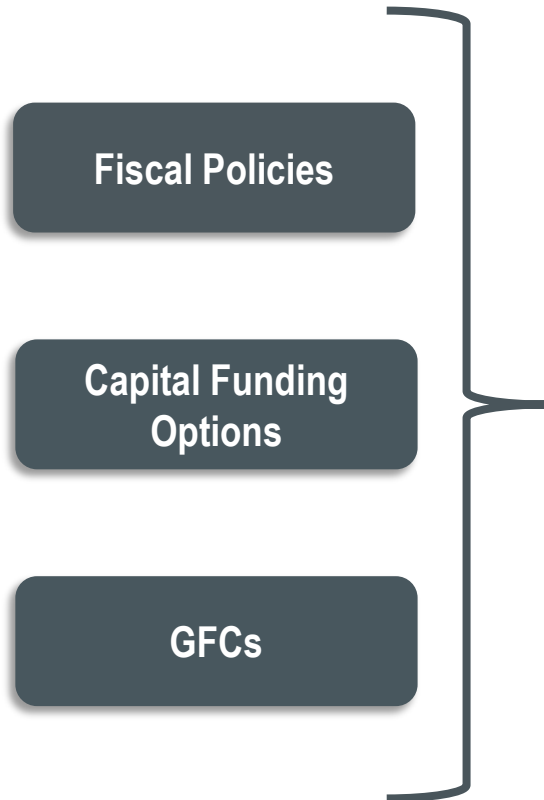
- **Rate Study Overview**
- **Revenue Requirement Summaries**  
“What revenue adjustments are needed to cover the water and sewer utilities’ costs?”
  - » Water
  - » Sewer
- **Comparable Rates and Charges**
  - » Comparative rate survey
  - » Comparative GFC survey
- **Summary of Next Steps**



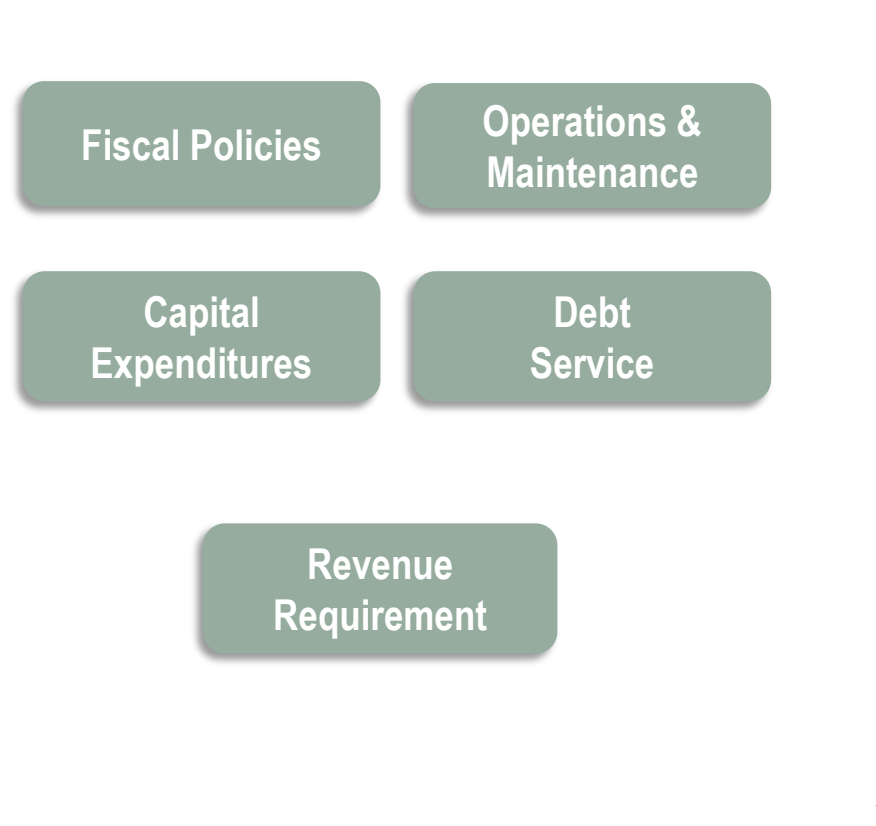


# Rate Study Overview

## Policy Framework



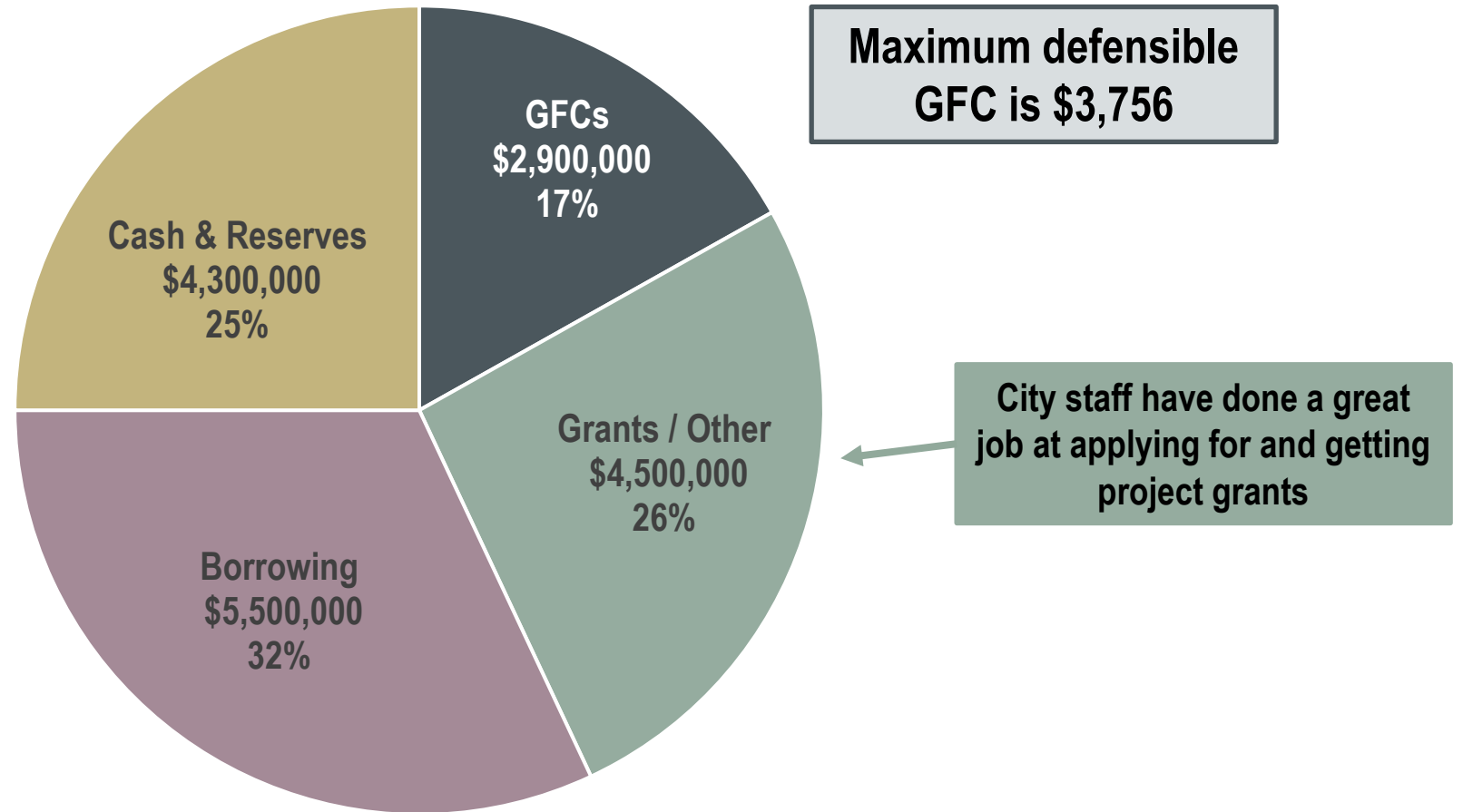
## Revenue Requirement



# Water Revenue Requirement



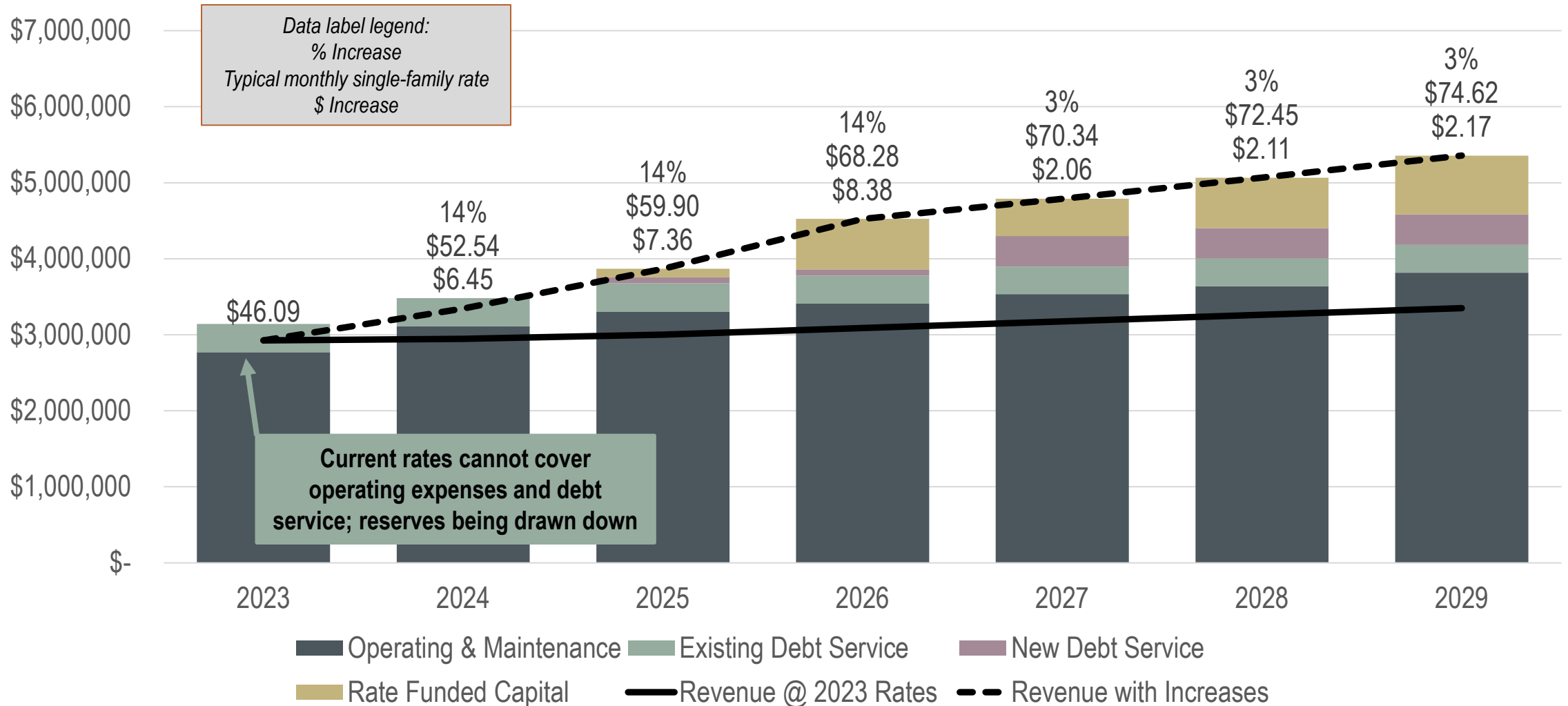
# Water Utility – Capital Funding Strategy (\$3,000 GFC)



*Note: Grants / Other includes approximately \$800,000 from a 2023 property sale*



# Water Utility – Revenue Requirement (\$3,000 GFC)



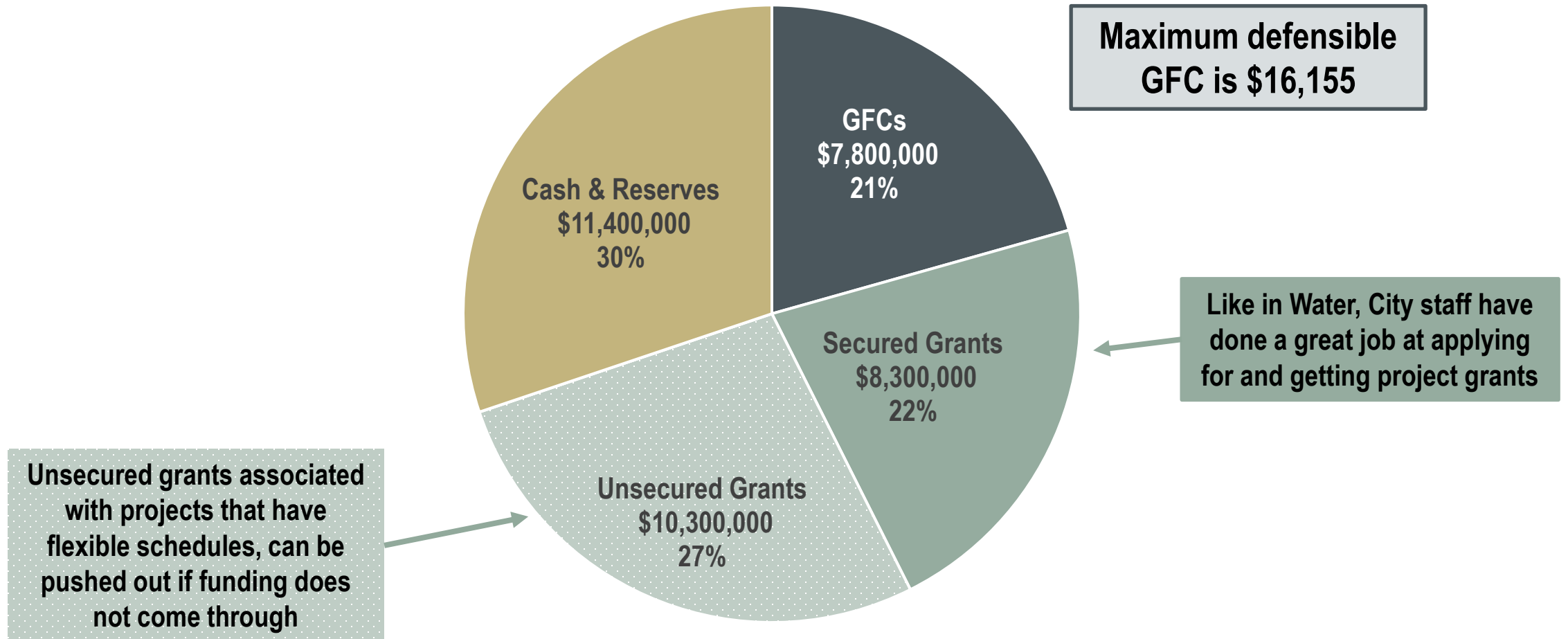




# Sewer Revenue Requirement

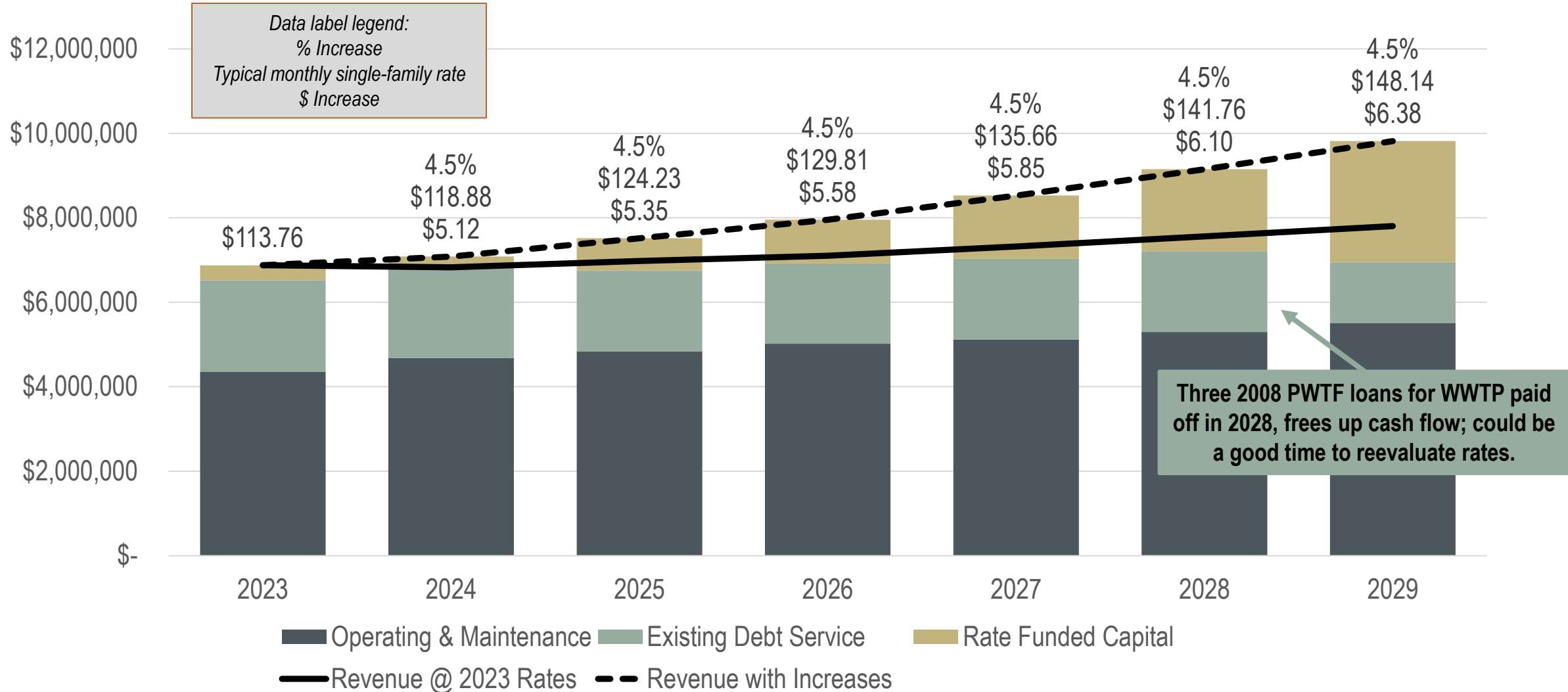


# Sewer Utility – Capital Funding Strategy (\$8,000 GFC)





# Sewer Utility – Revenue Requirement (\$8,000 GFC)





# Comparative Rates and Charges

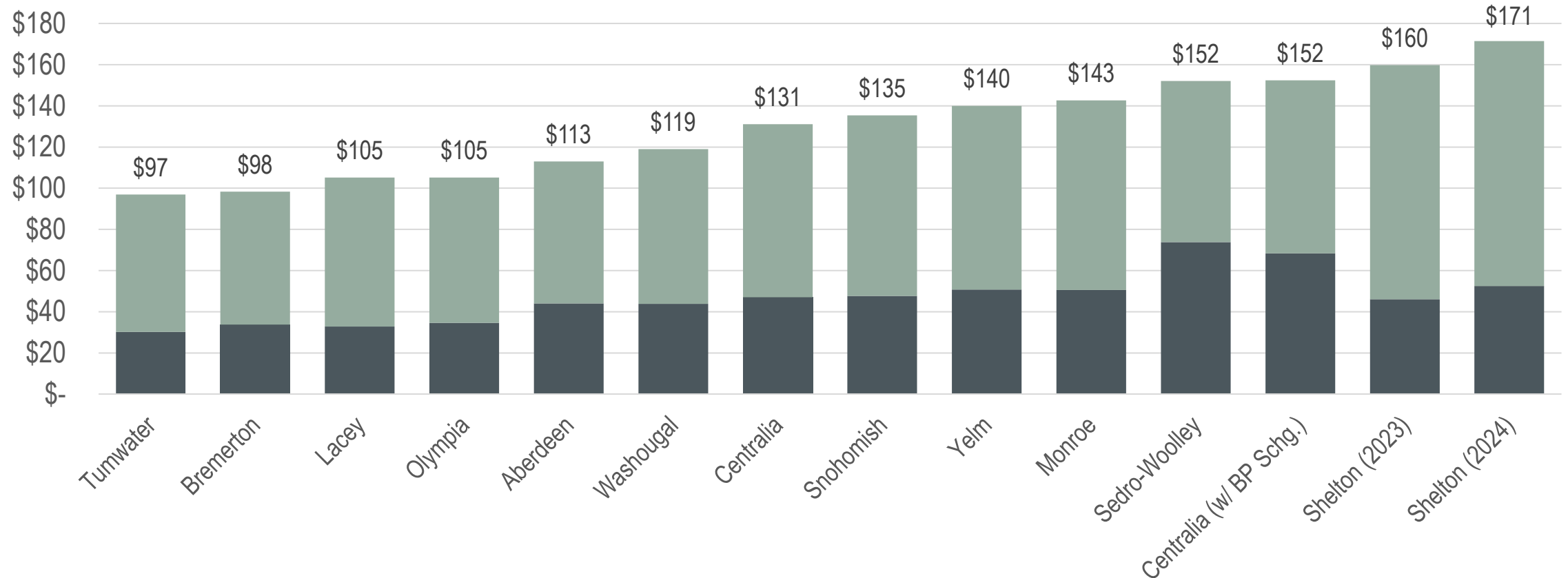


# Monthly Single-Family Rate Survey

- **Mix of nearby and / or “comparable” utilities; City on the high-end of monthly rates**



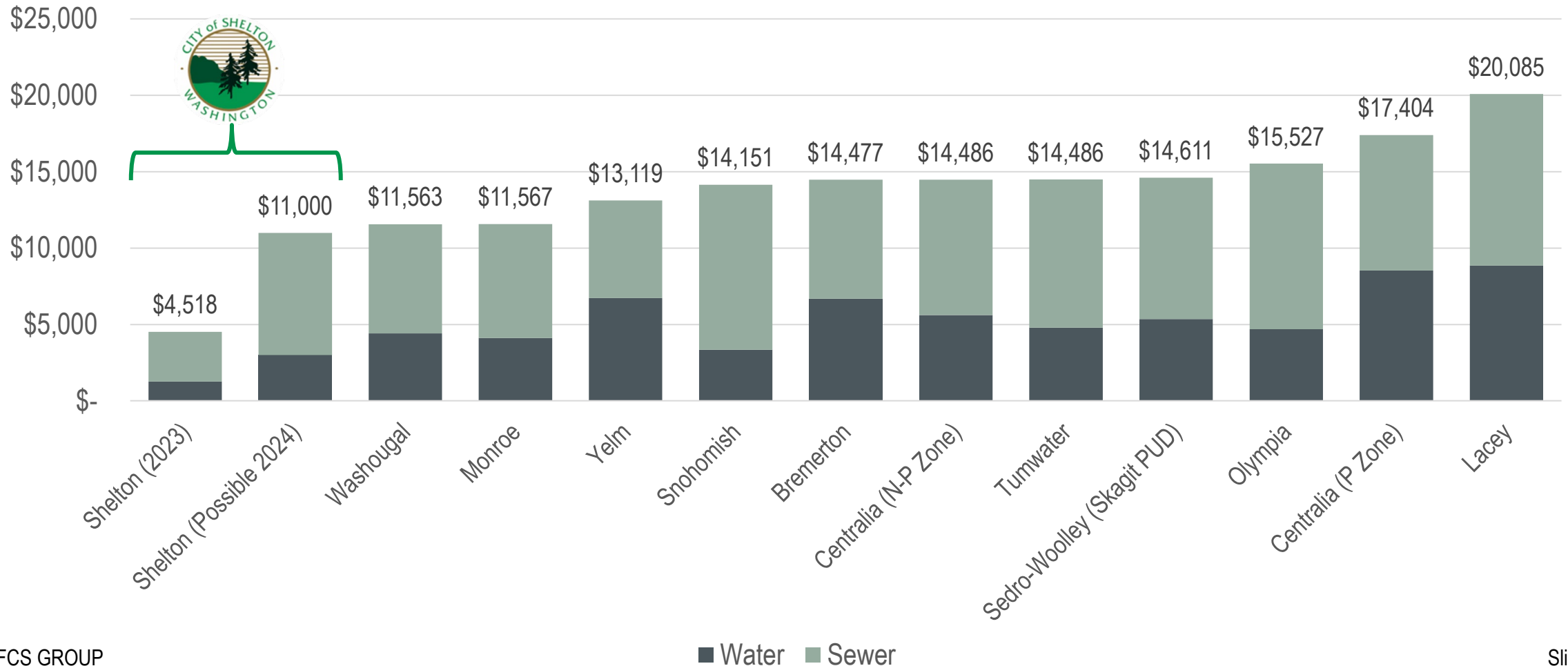
Note: Water assumes 7 ccf / month, sewer 5 ccf / month





# Single-family GFC Survey (3/4" meter)

- Mix of nearby and / or “comparable” utilities; City on low-end of GFCs

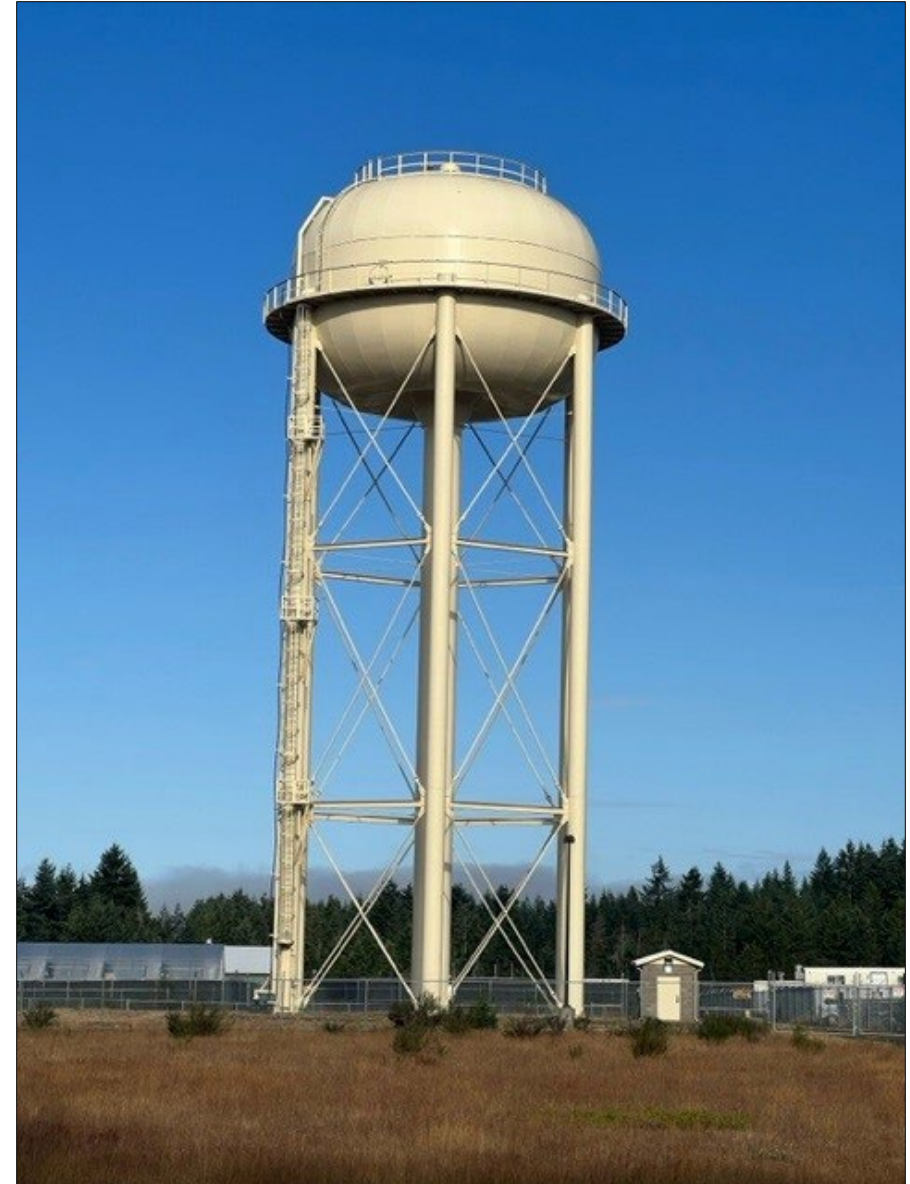


# Next Steps



# Summary

- **Revenue requirement**
  - » Adopt a multi-year rate adjustment strategy
  - » Water utility: 14% per year 2024-2026
  - » Sewer utility: 4.5% per year 2024-2026
  - » Revisit in a few years to reevaluate growth, project, & grant assumptions
- **GFCs**
  - » Adopt a \$3,000 water utility GFC for 2024 (at least)
  - » Adopt a combined \$8,000 sewer utility GFC for 2024 (at least)
    - Eliminate reclaimed-water-only GFC
  - » Consider phasing towards maximum defensible GFC in each utility over multiple years



# Questions?

**Tage Aaker**  
**Senior Project Manager**  
**(425) 615-6487**  
**[tagea@fcsgroup.com](mailto:tagea@fcsgroup.com)**

**[www.fcsgroup.com](http://www.fcsgroup.com)**

# Backup Slides



# Water Utility – Capital Program (2023 \$)

- **\$15.3 million total; \$2.2 million / year average (\$17.2 million total; \$2.5 million / year average escalated)**
- **Storage deficiencies severely limiting growth; capital program helps address deficiencies**

#	Description	2023	2024	2025	2026	2027	2028	2029	Total
ST-04	High School Tank Recoating Design & Construction W/ Overflow Replacement			\$60,000	\$450,000				\$510,000
PS-01	Upper Angleside Pressure Zone Improvements	\$200,000	\$600,000	\$2,600,000	<i>\$1.8 million Legislative grant for PS-01 project</i>				\$3,400,000
S-02	Well 1 to HS Tank Pipe Pressurization Project		\$2,200,000		<i>\$2 million Commerce grant for S-02 project</i>				\$2,200,000
	Well 1 generator, chlorine, & security improvements		\$70,000	\$400,000					\$470,000
S-03, S-04	Well 3 & 4 Chlorine system improvements, evaluate generator replacement			\$80,000	\$550,000				\$630,000
	New 0.5 MG Tank Angleside Pressure Zone				\$500,000	\$5,000,000			\$5,500,000
	Railroad Avenue Waterline Replacement, 8th to Front						\$250,000	\$1,700,000	\$1,950,000
G-05	K Street Maintenance Facility Purchase (Laydown, Shop, Storage, Admin.)		\$220,000	\$200,000					\$420,000
	Water, Storm, & Wastewater Rate and GFC Study					\$40,000			\$40,000
	Automated Meter Infrastructure	\$75,000							\$75,000
	Emergency Generator Receptacle	\$30,000							\$30,000
	New Zero Turn Mower & Trailer	\$25,000							\$25,000
	<b>Total</b>	<b>\$330,000</b>	<b>\$3,090,000</b>	<b>\$3,340,000</b>	<b>\$1,500,000</b>	<b>\$5,040,000</b>	<b>\$250,000</b>	<b>\$1,700,000</b>	<b>\$15,250,000</b>





# Water Utility – General Facilities Charge

- **General facilities charge revenue can be an important part of the capital funding strategy**
- **Current GFC**
  - » \$1,260 per single-family connection (assumes a ¾" water meter)
  - » Charges scale up based on meter size
- **Rate forecast assumes a GFC of \$3,000 for a ¾" water meter in 2024**
- **Maximum defensible charge is \$3,756**
- **Growth forecast for rate study**
  - » 200 units / year is \$250,000 per year under current GFC or \$600,000 per year under \$3,000 GFC

Per City Staff	2023	2024	2025	2026	2027	2028	2029
ERUs / Year	0	125	200	200	200	200	200



# Sewer Utility – Capital Program (2023 \$)

- **\$32.3 million total; \$4.7 million / year average (\$37.8 million total; \$5.4 million / year average escalated)**

#	Description	2023	2024	2025	2026	2027	2028	2029	Total
LS3/LS1	Front Street Pipe Removal, Design & Construction.	90,000	\$120,000	\$500,000					\$710,000
P7	Basin 4 I&I Reduction Design and Construction		\$80,000	\$450,000	\$3,200,000				\$3,730,000
	Springs Road Sewer Extension to Port of Shelton		\$252,000	\$3,200,000		<u>\$3 million Community Project Funding Grant</u>			\$3,452,000
LS6	North diversion lift station and force main to WRP Design and Construction.				\$200,000	\$1,300,000	\$11,000,000		\$12,500,000
WW-2	CAAMP (State Conditionally Approved Area Management Plan) PH-1 valve & return flow system				\$250,000				\$250,000
WRP 1A	MBR Plant Headworks Capacity Upgrades	\$400,000	\$500,000	\$2,800,000		<u>\$3.2 million State Grant</u>			\$3,700,000
WRP 1B	MBR Filter Replacements, #1 and #2							\$5,005,000	\$5,005,000
WRP	Design and Construct 0.5 MG reclaimed water tank	\$300,000	\$2,012,000			<u>\$2 million Commerce Grant</u>			\$2,312,000
WRP	WRP Property Purchase		\$300,000						\$300,000
G-05	K Street Maintenance Facility Purchase (Laydown, Shop, Storage, Admin.)		\$220,000	\$200,000					\$420,000
	Water, Storm, and Wastewater Rate and GFC Study					\$40,000			\$40,000
	Automated Meter Infrastructure	\$75,000							\$75,000
	New Camera Van	\$177,000							\$177,000
	<b>Total</b>	<b>\$1,042,000</b>	<b>\$3,484,000</b>	<b>\$7,150,000</b>	<b>\$3,650,000</b>	<b>\$1,340,000</b>	<b>\$11,000,000</b>	<b>\$5,005,000</b>	<b>\$32,671,000</b>



# Sewer Utility – General Facilities Charge

- **Sewer utility has two GFCs (regular sewer and reclaimed water)**
  - » Recommended combining into one GFC
  - » Comprehensive Plan alludes to “dynamic system”, flexing flows to reclaimed water plant to free up capacity
- **Current GFC**
  - » Regular sewer: \$3,258 per single-family connection; \$1,629 in Grandview Heights (assumes a ¾” water meter)
  - » Reclaimed water: \$335 per ¾” water meter connection
  - » Charges scale up based on meter size
- **Rate forecast assumes a GFC of \$8,000 for a ¾” water meter**
- **Maximum defensible charge is \$16,155**
- **Growth forecast for rate study**
  - » 200 units / year is \$650,000 per year under current GFC or \$1.6 million per year under \$8,000 GFC