



Shelton City Council
Meeting Agenda
January 16, 2024 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. Minutes: Business Meeting of December 19, 2023

D. Presentations

1. Promotion - Police Corporals
2. Officer of the Year
3. November Financial Status Report – Presented by Finance Director Mike Githens

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

1. Council Committee and Board Assignments – Presented by City Manager Mark Ziegler
2. Resolution No. 1310-1223 Water Department Vehicle Purchase – Presented by Public Works Director Jay Harris
3. Resolution No. 1296-1023 Safe Routes to School Construction Award – Presented by Capital Projects Manager Aaron Nix

F. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1308-1223 Amendment to RH2 Contract-Safe Routes to School – Presented by Capital Projects Manager Aaron Nix
2. Resolution No. 1309-1223 Grant Acceptance-Angleside Reservoir Capacity Upgrades – Presented by Capital Projects Manager Aaron Nix

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 – February 6, 2024 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 (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.



2024 Looking Ahead

(Items and dates are subject to change)

Tues. 1/23 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Comp. Plan Update 	Packet Items Due: 1/19 @ noon
Tues. 2/6 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Business Agenda • Action Agenda <ul style="list-style-type: none"> • Council Committee/Board Assignments • Resolution No. 1306-1223 Angleside Reservoir Capacity Upgrades Design & CM Work Order Authorization • Resolution No. 1296-1023 Safe Routes to School Project Construction Award • Resolution No. 1310-1223 Water Department Truck Purchase • Administration Report • 	Packet Items Due: 1/26 @ 5:00 p.m.
Tues. 2/13 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Public Safety 101 	Packet Items Due: 2/9 @ noon
Tues. 2/20 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • December Financial Status Report Business Agenda <ul style="list-style-type: none"> • Resolution 1311-0124 Work Order for Pavement Condition Index (PCI) Study Action Agenda <ul style="list-style-type: none"> • Civic Center Rotating Art Gallery Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 2/9 @ 5:00 p.m.
Tues. 2/27 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 2/23 @ noon
Tues. 3/5 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Business Agenda • Action Agenda <ul style="list-style-type: none"> • Resolution 1311-0124 Work Order for Pavement Condition Index (PCI) Study 	Packet Items Due: 2/23 @ 5:00 p.m.

		Administration Report •	
Tues. 3/12 6:00 p.m.	Study Session	Study Agenda • International Property Maintenance Code	Packet Items Due: 3/8 @ noon
Tues. 3/19 5:45 p.m.	SMPD Meeting	Consent Agenda • Vouchers/Meeting Minutes Presentation • Business Agenda • Action Agenda • Administration Report •	Packet Items Due: 3/8 @ 5:00 p.m.

Other – TBD

- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Project and Funding Authorization for Wallace Kneeland/Shelton Springs Intersection Improvements
- Property Maintenance Code
- Natalie Heights Development Agreement
- Resolution No. 1305-1123 Advanced Meter Infrastructure (AMI) Meter Installation Project Award



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
December 19, 2023 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Finance Director Mike Githens
Parks & Recreation Supervisor Jordanne Krumpols
IT Systems Administrator Max Franklin
Capital Projects Manager Aaron Nix
Stormwater Technician Kenny Oberg
Community & Economic Development Director Jae Hill (Zoom)

CALL TO ORDER

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

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

Certificate of thanks to the three departing Councilmembers

CONSENT AGENDA

1. Vouchers numbered 109592 through 109635 and EFT payment numbers 43 through 53 in the total amount of \$193,132.99
2. Minutes:
 - Business Meeting of November 21, 2023

A motion was made by Councilmember McDowell and seconded by Councilmember Peterson to approve the consent agenda as published. Passed.

PRESENTATIONS

1. October Financial Status Report – Presented by Finance Director Mike Githens

Finance Director Githens provided an overview of the financial reports through the month of October. Discussion followed.

BUSINESS AGENDA

1. Shelton Arts Commission Appointments – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding appointments to the Shelton Arts Commission. No discussion. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Peterson to forward the appointments the Shelton Arts Commission to the January 2, 2024 action agenda for further consideration. Passed.

2. Resolution No. 1304-1123 State & Local Cybersecurity Grant Acceptance – Presented by
IT Systems Administrator Max Franklin

IT Systems Administrator Franklin presented information regarding the state & local cybersecurity grant acceptance. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Peterson to forward Resolution No. 1304-1123 to the January 2, 2024 action agenda for further consideration. Passed.

3. Resolution No. 1306-1223 Angleside Reservoir Capacity Upgrades – Presented by Capital Projects
Manager Aaron Nix

Capital Projects Manager Nix presented information regarding the Angleside reservoir capacity upgrades. Discussion followed. No public comment.

A motion was made by Councilmember Peterson and seconded by Councilmember Schirman to forward Resolution No. 1306-1223 to the January 2, 2024 action agenda for further consideration. Passed.

ACTION AGENDA

1. Ordinance No. 2015-1023 2023 Budget Supplemental – Presented by Finance Director Mike Githens

Finance Director Githens presented information regarding the 2023 supplemental budget. No discussion. No public comment. City Clerk Nault provided a reading of Ordinance No. 2015-1023.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to adopt Ordinance No. 2015-1023 as presented. Passed.

2. Ordinance No. 2017-1123 Amending SMC Related to Low Impact Development Principles &
Facilities – Presented by Public Works Stormwater Technician Kenny Oberg

Stormwater Technician Oberg presented information regarding amending SMC related to low-impact development principles and facilities. Discussion followed. No public comment. City Clerk Nault provided a reading of Ordinance No. 2017-1123.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to adopt Ordinance No. 2017-1123 as presented. Passed.

3. Resolution No. 1302-1123 Stormwater Capacity Grant Acceptance – Presented by Public Works
Stormwater Technician Kenny Oberg

Stormwater Technician Oberg presented information regarding the stormwater capacity grant acceptance. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1302-1123.

A motion was made by Councilmember McDowell and seconded by Deputy Mayor Schmit to adopt Resolution No. 1302-1123 as presented. Passed.

4. Resolution No. 1301-1123 Construction Management Services for Well #1 Project – Presented by
Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding construction management services for the Well #1 project. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1301-1123.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to adopt Resolution No. 1301-1123 as presented. Passed

5. City Prosecution Services Contract – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding a city prosecution services contract. Discussion followed. No public comment.

A motion was made by Councilmember McDowell and seconded by Councilmember Gutierrez to approve the contract with Gunderson Law Firm for prosecutorial services and authorize the City Manager to sign on behalf of the City. Passed.

6. Resolution No. 1303-1123 Office of Public Defense Grant Acceptance – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding the Office of Public Defense grant acceptance. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1303-1123.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to approve Resolution No. 1303-1123 as presented. Passed.

7. Ordinance No. 2018-1223 Appeals of Hearing Examiner Decisions – Presented by Community & Economic Development Director Jae Hill

Community & Economic Development Director Hill presented information regarding the appeals of hearing examiner decisions. Discussion followed. No public comment. City Clerk Nault provided a reading of Ordinance No. 2018-1223.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Peterson to adopt Ordinance No. 2018-1223 as presented and to waive the three-touch rule. Passed.

ADMINISTRATION REPORT

1. City Manager Report

- December 18, 2023 - Visit to Hope Village pallet shelter in Longview, WA
- Seeking volunteers for the Comprehensive Plan Steering Committee
- Seeking volunteers for the Parks Advisory Committee
- December 19, 2023 – Employee Appreciation breakfast
 - Employee of the year – Jason Dose
 - Supervisor of the year – LeAndra Sharp
- Mason County Historical Society received a \$3,000 grant to assist with building maintenance & restoration.
- Thank you to the 3-departing Councilmembers, James Boad, Kathy McDowell, and Deidre Peterson for their service.

GENERAL PUBLIC COMMENT (3-minute time limit)

In-Person:

Mary Eagleson

Zoom:

Colleen Carmichael

EXECUTIVE SESSION (30 minutes)

1. To Review the Performance of a Public Employee – RCW 42.30.110(1)(g)

Mayor Onisko adjourned to an executive session to review the performance of a public employee as allowed by RCW 42.30.110 (1)(g). The Council was in executive session for 30 minutes and returned at 7:28 p.m.

Mayor Onisko called the regular meeting back to order.

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – January 9, 2024 at 6:00 p.m.

City Council Meeting – January 2, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 7:30 p.m.

Mayor Eric Onisko

City Clerk Donna Nault

November 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview

	2023 Revised Budget	2023 thru November	2023 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	14,513,102	13,952,471	14,853,741	340,639	2.3%
Expenditures	15,891,620	11,989,713	14,280,457	1,611,163	10.1%
Net Revenues Less Expenditures	(1,378,518)	1,962,758	573,283	1,951,801	
Beginning Fund Balance	5,047,716		5,047,716		
Ending Fund Balance	3,669,198 23.1%		5,620,999 35.4%		
<u>Ending Fund Balance Breakdown:</u>					
Reserved - 20% of Budget	3,178,324		3,178,324		
Unreserved Fund Balance	490,874		2,442,675		
Total Fund Balance	3,669,198		5,620,999		

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 November shows an overall Positive budget variance of \$1.9 million.

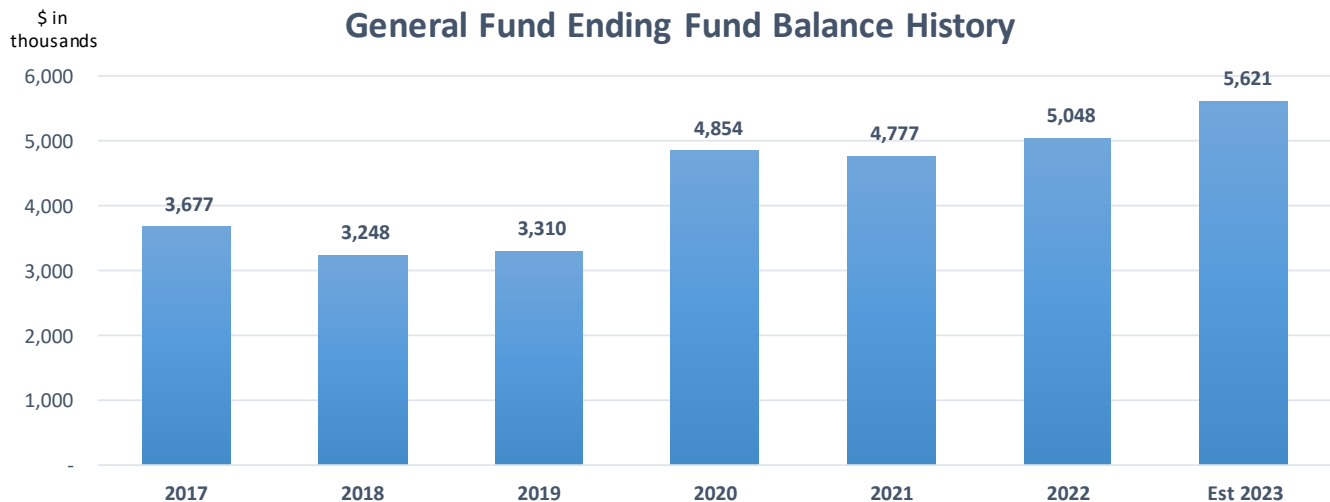
General Fund Reserves are estimated to end the year at \$5.6 million, or 35.4% of 2023 revised budgeted expenditures.

Revenue Overview

Revenues are currently estimated to end the year approximately \$341 thousand, or 2.3% higher than budgeted.

Expenditure Overview

Expenditures are currently estimated to end the year approximately \$1.6 million, or 10.1% less than budgeted.



November 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Revenues

Revenue Categories	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,846,399	2,774,096	2,787,399	(59,000)	-2.1%
Sales & Use	3,515,360	3,304,536	3,594,000	78,640	2.2%
City Utility	1,276,600	1,398,909	1,514,410	237,810	18.6%
Non-City Utility	1,301,400	1,206,882	1,288,527	(12,873)	-1.0%
Business & Occupation	1,007,475	747,659	807,475	(200,000)	-19.9%
Other	48,930	72,227	75,191	26,261	53.7%
Licenses & Permits	301,900	287,371	304,055	2,155	0.7%
Intergovernmental Revenue	632,086	537,721	575,589	(56,497)	-8.9%
Charges for Goods/Services	3,159,306	3,211,732	3,418,497	259,191	8.2%
Fines and Penalties	92,550	45,796	49,970	(42,580)	-46.0%
Miscellaneous Revenue	153,096	355,775	377,978	224,882	146.9%
Transfers In	178,000	9,766	60,650	(117,350)	-65.9%
Total Revenues	14,513,102	13,952,471	14,853,741	340,639	2.3%

*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.

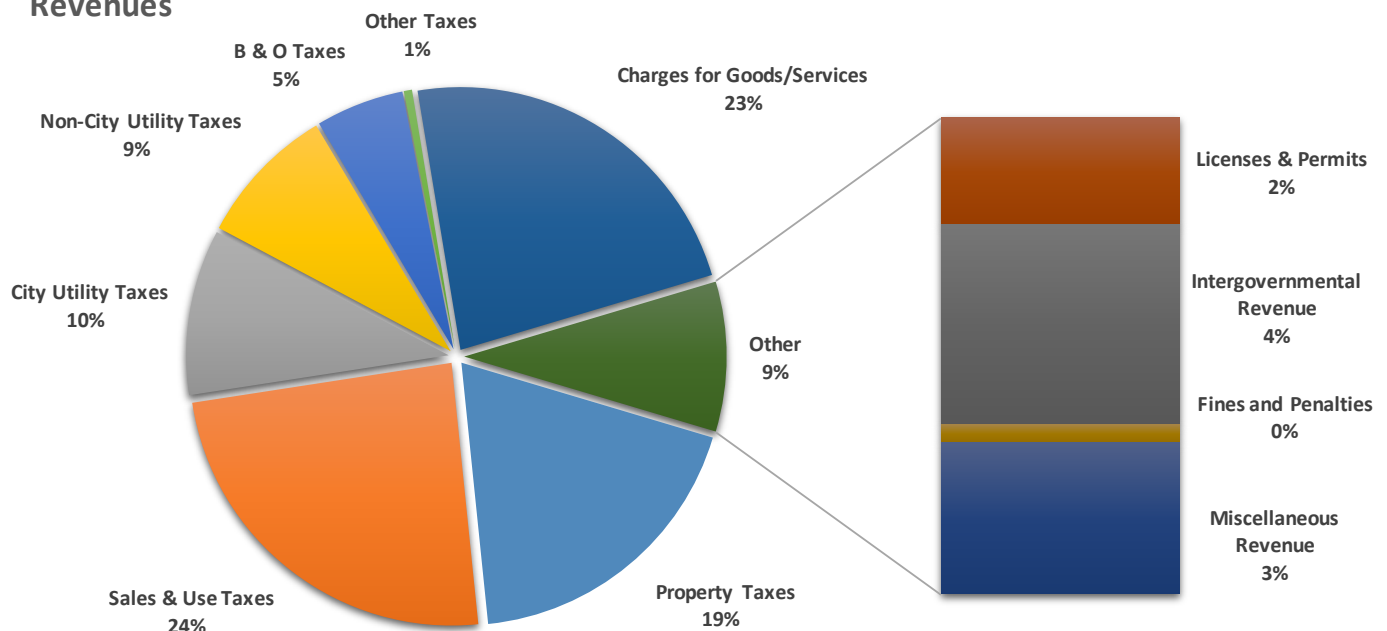
Variance Notes

City Utility Tax: Estimated to be over budget by \$238 thousand based on collections received.

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



November 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Expenditures

Department	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Administrative Services					
Human Resources	324,148	268,107	301,700	22,448	6.9%
Information Technology	411,911	306,454	442,380	(30,469)	-7.4%
Risk Management	141,556	138,093	146,200	(4,644)	-3.3%
City Clerk	273,030	208,977	236,772	36,258	13.3%
City Council	70,438	55,897	63,260	7,178	10.2%
City Manager					
City Manager	405,609	378,197	414,190	(8,581)	-2.1%
Legal	328,170	289,718	334,000	(5,830)	-1.8%
Detentions/Corrections-Contract	1,137,280	147,944	232,795	904,485	79.5%
Community & Economic Development					
Animal Control	77,902	87,598	103,806	(25,904)	-33.3%
Code Enforcement	207,783	164,127	178,420	29,363	14.1%
Community Development	758,613	600,487	687,869	70,744	9.3%
Parks & Facilities					
Civic Center Activities	81,540	52,550	58,020	23,520	28.8%
Facility Services	923,360	571,100	715,460	207,900	22.5%
Parks & Recreation	720,339	569,403	650,790	69,549	9.7%
Finance	1,171,129	1,046,299	1,153,690	17,439	1.5%
Fire & Emergency Services	2,195,161	2,267,331	2,485,540	(290,379)	-13.2%
Municipal Court	729,432	680,040	742,607	(13,175)	-1.8%
Non-Departmental	905,228	136,521	817,754	87,474	9.7%
Police	4,043,910	3,359,993	3,772,594	271,316	6.7%
Public Works	985,081	660,875	742,610	242,471	24.6%
Total Expenditures	15,891,620	11,989,713	14,280,457	1,611,163	10.1%

*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

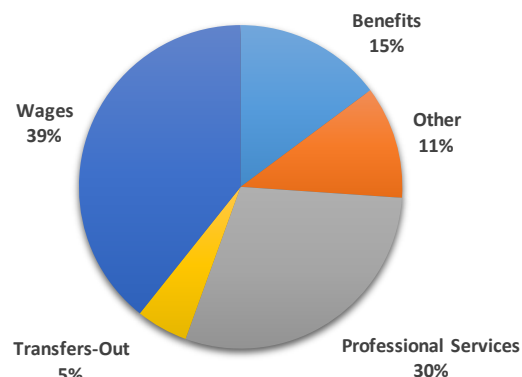
Detention/Corrections: Jail fees estimated to be below budget due to limited implementation of new jail contract.

Facility Services: Library deck repair delayed until 2024.

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

Public Works: below budget due to open positions during 2023.

2023 Estimated General Fund Expenditures



November 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Year-to-Year

	2021 Actual	2022 Actual	2023 Revised Budget	2023 thru November	2023 Est Actual
Beginning Fund Balance	4,853,628	4,777,608	5,047,716	5,047,716	5,047,716
Revenues					
Taxes:					
Property	2,502,891	2,546,998	2,846,399	2,774,096	2,787,399
Sales & Use	3,368,713	3,436,648	3,515,360	3,304,536	3,594,000
City Utility	1,241,561	1,474,584	1,276,600	1,398,909	1,514,410
Non-City Utility	1,165,125	1,205,659	1,301,400	1,206,882	1,288,527
Business & Occupation	980,007	985,461	1,007,475	747,659	807,475
Other	56,304	60,421	48,930	72,227	75,191
Licenses & Permits	281,260	306,329	301,900	287,371	304,055
Intergovernmental Revenue	2,240,637	2,147,469	632,086	537,721	575,589
Charges for Goods/Services	2,904,696	3,060,577	3,159,306	3,211,732	3,418,497
Fines and Penalties	78,453	51,581	92,550	45,796	49,970
Miscellaneous Revenue	141,622	260,291	153,096	355,775	377,978
Transfers In	-	128	178,000	9,766	60,650
Total Revenues	14,961,269	15,536,147	14,513,102	13,952,471	14,853,741
Expenditures					
Administrative Services					
Human Resources	259,811	327,848	324,148	268,107	301,700
Information Technology	279,243	374,562	411,911	306,454	442,380
Risk Management	115,849	136,360	141,556	138,093	146,200
City Clerk	198,328	238,028	273,030	208,977	236,772
City Council	100,744	77,768	70,438	55,897	63,260
City Manager					
City Manager	385,264	344,279	405,609	378,197	414,190
Legal	286,726	277,979	328,170	289,718	334,000
Detentions/Corrections-Contract	314,238	339,327	1,137,280	147,944	232,795
Community & Economic Development					
Animal Control	71,796	83,700	77,902	87,598	103,806
Code Enforcement	97,284	81,285	207,783	164,127	178,420
Community Development	450,660	563,250	758,613	600,487	687,869
Parks & Facilities					
Civic Center Activities	50,348	51,915	81,540	52,550	58,020
Facility Services	524,991	652,720	923,360	571,100	715,460
Parks & Recreation	521,872	575,245	720,339	569,403	650,790
Finance	928,469	1,079,083	1,171,129	1,046,299	1,153,690
Fire & Emergency Services	1,560,701	1,690,846	2,195,161	2,267,331	2,485,540
Municipal Court	528,267	666,977	729,432	680,040	742,607
Non-Departmental	4,252,020	3,220,764	905,228	136,521	817,754
Police	3,410,746	3,587,265	4,043,910	3,359,993	3,772,594
Public Works	699,932	896,836	985,081	660,875	742,610
Total Expenditures	15,037,288	15,266,038	15,891,620	11,989,713	14,280,457
Net Revenues less Expenditures	(76,020)	270,108	(1,378,518)	1,962,758	573,283
Ending Fund Balance	4,777,608	5,047,716	3,669,198	7,010,474	5,620,999
General Fund Reserves	4,777,608	5,047,716	3,669,198		5,620,999
based on same year actuals/budg	31.8%	33.1%	23.1%		39.4%

November 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Month-to-Month

	2021 thru November	2022 thru November	2023 thru November	2023 - 2022 Variance		% of Budget
Revenues						
Taxes:						
Property	2,487,018	2,533,076	2,774,096	241,020	9.5%	97.5%
Sales & Use	3,094,781	3,157,553	3,304,536	146,983	4.7%	94.0%
City Utility	1,131,388	1,359,871	1,398,909	39,038	2.9%	109.6%
Non-City Utility	1,088,077	1,132,598	1,206,882	74,284	6.6%	92.7%
Business & Occupation	931,161	925,993	747,659	(178,334)	-19.3%	74.2%
Other	48,640	56,126	72,227	16,101	28.7%	147.6%
Licenses & Permits	268,952	288,880	287,371	(1,509)	-0.5%	95.2%
Intergovernmental Revenue	2,047,764	2,082,914	537,721	(1,545,193)	-74.2%	85.1%
Charges for Goods/Services	2,678,364	2,835,326	3,211,732	376,406	13.3%	101.7%
Fines and Penalties	74,552	48,384	45,796	(2,588)	-5.3%	49.5%
Miscellaneous Revenue	131,529	211,597	355,775	144,178	68.1%	232.4%
Transfers In	-	-	9,766	9,766		5.5%
Total Revenues	13,982,225	14,632,318	13,952,471	(679,847)	-4.6%	96.1%
Expenditures						
Administrative Services						
Human Resources	229,160	296,644	268,107	(28,537)	-9.6%	82.7%
Information Technology	254,940	340,252	306,454	(33,797)	-9.9%	74.4%
Risk Management	108,400	128,100	138,093	9,993	7.8%	97.6%
City Clerk	184,514	212,429	208,977	(3,452)	-1.6%	76.5%
City Council	92,851	72,290	55,897	(16,393)	-22.7%	79.4%
City Manager						
City Manager	348,237	337,118	378,197	41,079	12.2%	93.2%
Legal	225,247	245,712	289,718	44,006	17.9%	88.3%
Detentions/Corrections-Contrac	256,389	308,741	147,944	(160,797)	-52.1%	13.0%
Community & Economic Development						
Animal Control	64,075	76,866	87,598	10,732	14.0%	112.4%
Code Enforcement	77,079	50,218	164,127	113,909	226.8%	79.0%
Community Development	404,869	483,922	600,487	116,565	24.1%	79.2%
Parks & Facilities						
Civic Center Activities	46,460	46,951	52,550	5,599	11.9%	64.4%
Facility Services	471,824	597,057	571,100	(25,957)	-4.3%	61.9%
Parks & Recreation	467,217	525,941	569,403	43,462	8.3%	79.0%
Finance	919,152	939,335	1,046,299	106,964	11.4%	89.3%
Fire & Emergency Services	1,432,177	1,546,598	2,267,331	720,733	46.6%	103.3%
Municipal Court	483,675	610,588	680,040	69,452	11.4%	93.2%
Non-Departmental	2,991,210	2,197,961	136,521	(2,061,439)	-93.8%	15.1%
Police	3,138,383	3,300,458	3,359,993	59,535	1.8%	83.1%
Public Works	611,032	799,868	660,875	(138,993)	-17.4%	67.1%
Total Expenditures	12,806,891	13,117,048	11,989,713	(1,127,336)	-8.6%	75.4%

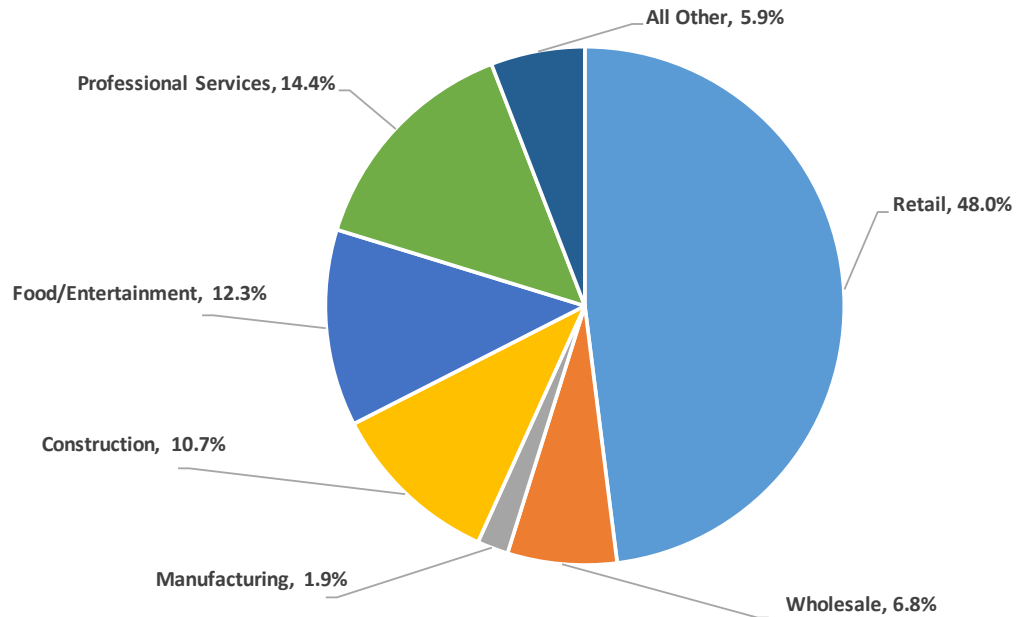
This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through November which is 91.7% of the year.

November 2023 Monthly Financial Report

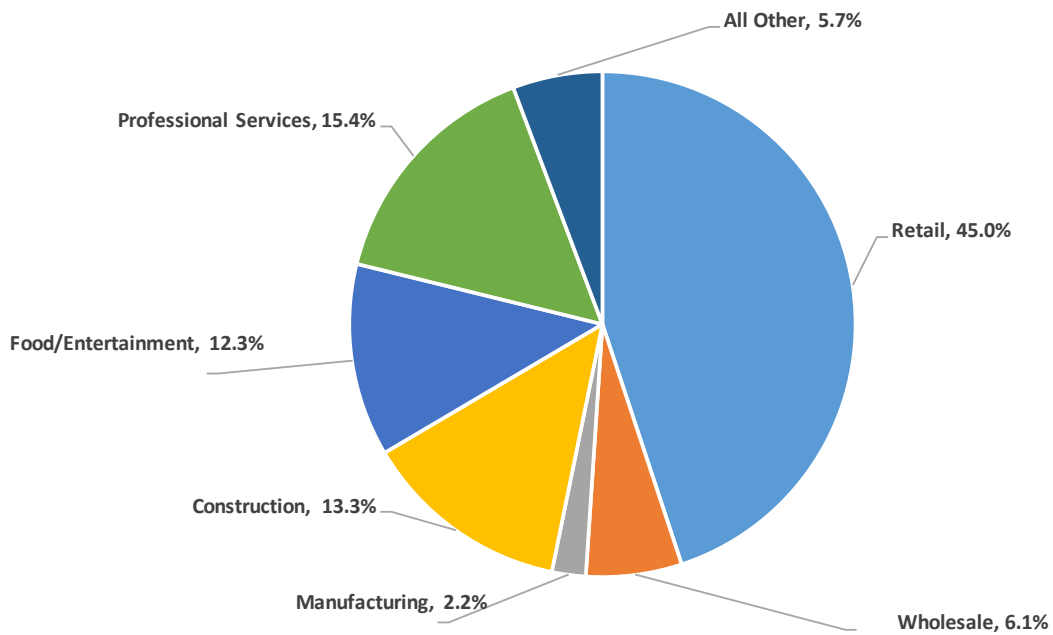
City of Shelton, Washington

Sales Tax Breakdown by Type

2023 thru November



November 2023



November 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
City-wide Fund Balances						
General Fund	5,047,716	14,853,741	14,280,457	5,620,999	573,283	11.4%
Street Fund	432,336	2,087,353	1,874,741	644,948	212,612	49.2%
Capital Resource Funds						
Real Estate Excise Tax -1	505,896	186,000	128,574	563,322	57,426	11.4%
Real Estate Excise Tax -2	592,438	191,000	-	783,438	191,000	32.2%
Transport Benefit District	1,540,535	573,000	499,500	1,614,035	73,500	4.8%
Traffic Impact Fees	706,764	77,379	-	784,143	77,379	10.9%
General Resources	1,222,689	337,944	909,204	651,429	(571,260)	-46.7%
Tourism Fund	91,844	68,020	69,695	90,169	(1,675)	-1.8%
Bond Fund	7,592	183,900	183,900	7,592	-	0.0%
Capital Improvement Fund	860,451	1,518,122	1,852,855	525,718	(334,733)	-38.9%
Water Fund	2,003,551	3,979,320	3,421,567	2,561,304	557,753	27.8%
Water Capital Fund	1,042,911	724,459	587,820	1,179,550	136,639	13.1%
Sewer Fund	4,162,000	6,883,895	6,690,011	4,355,884	193,884	4.7%
Sewer Capital Fund	1,317,368	431,796	1,008,334	740,830	(576,538)	-43.8%
Solid Waste Fund	955,208	2,111,716	2,763,316	303,607	(651,601)	-68.2%
Storm Drainage Fund	612,365	1,700,042	1,196,950	1,115,457	503,092	82.2%
Storm Drainage Capital Fund	185,194	80,000	115,810	149,384	(35,810)	-19.3%
Payroll Benefits Fund	196,855	92,735	70,404	219,186	22,331	11.3%
Equipment Rental Fund	564,289	690,008	958,945	295,352	(268,937)	-47.7%
Firefighters Pension Fund	426,890	22,834	65,110	384,614	(42,276)	-9.9%
Library Endowment Fund	122,928	6,000	-	128,928	6,000	4.9%
City-wide Fund Totals	22,597,820	36,799,262	36,677,193	22,719,889	122,069	0.5%

City-Wide FTE by Fund

General Fund	2023 Budget	2023 Revised	Nov 30 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	1.85
Information Technology	1.15	1.15	0.15
Finance	9.00	7.00	-
Public Works	5.10	5.10	1.00
Police	21.00	21.00	3.00
Community Development	5.85	5.85	-
Parks, Rec & Facilities	9.00	8.00	2.00
Total General Fund	69.45	66.45	8.00

Other City Funds	2023 Budget	2023 Revised	Nov 30 Vacancies
Street Operating	4.65	4.65	1.00
Water Utility	8.80	8.80	1.50
Sewer Utility	11.70	11.70	0.50
Storm Drainage Utility	7.60	7.60	1.00
Equip. Maint. & Rental	1.30	1.30	-
Total Other Funds	34.05	34.05	4.00
Total City	103.50	100.50	12.00

November 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
General Fund					
Taxes	9,996,164	9,504,310	10,067,002	70,838	0.7%
Licenses & Permits	301,900	287,371	304,055	2,155	0.7%
Intergovernmental Revenue	632,086	537,721	575,589	(56,497)	-8.9%
Charges for Goods/Services	3,159,306	3,211,732	3,418,497	259,191	8.2%
Fines and Penalties	92,550	45,796	49,970	(42,580)	-46.0%
Miscellaneous Revenue	153,096	355,775	377,978	224,882	146.9%
Transfers In	178,000	9,766	60,650	(117,350)	-65.9%
Total Revenues	14,513,102	13,952,471	14,853,741	340,639	2.3%
Wages	5,952,128	5,047,715	5,610,787	341,341	5.7%
Benefits	2,415,223	1,937,828	2,115,170	300,053	12.4%
Professional Services	4,843,823	3,546,991	4,205,069	638,754	13.2%
Transfers-Out	872,022	58,690	739,927	132,095	15.1%
Other	1,808,424	1,398,489	1,609,504	198,920	11.0%
Total Expenditures	15,891,620	11,989,713	14,280,457	1,611,163	10.1%
Net Revenues Less Expenditures	(1,378,518)	1,962,758	573,283	1,951,801	
Street Fund					
Taxes	675,000	672,628	732,000	57,000	8.4%
Licenses & Permits	10,000	14,535	15,860	5,860	58.6%
Intergovernmental Revenue	199,000	185,417	204,690	5,690	2.9%
Charges for Goods/Services	56,120	58,794	59,307	3,187	5.7%
Miscellaneous Revenue	1,500	8,066	8,800	7,300	486.7%
Transfers In	1,126,696	500,000	1,066,696	(60,000)	-5.3%
Total Revenues	2,068,316	1,439,440	2,087,353	19,037	0.9%
Wages	378,476	310,889	346,210	32,266	8.5%
Benefits	177,468	141,987	154,890	22,578	12.7%
Professional Services	107,440	12,912	33,400	74,040	68.9%
Transfers-Out	525,000	525,000	525,000	-	0.0%
Other	852,441	725,028	815,241	37,200	4.4%
Total Expenditures	2,040,825	1,715,816	1,874,741	166,084	8.1%
Net Revenues Less Expenditures	27,491	(276,377)	212,612	185,121	
Capital Resources - Real Estate Excise Tax - 1 (REET-1)					
Taxes	52,500	165,353	168,000	115,500	220.0%
Miscellaneous Revenue	-	17,484	18,000	18,000	
Total Revenues	52,500	182,837	186,000	133,500	254.3%
Transfers-Out	128,574	91,739	128,574	-	0.0%
Total Expenditures	128,574	91,739	128,574	-	0.0%
Net Revenues Less Expenditures	(76,074)	91,097	57,426	133,500	

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

November 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Capital Resources - Real Estate Excise Tax - 2 (REET-2)					
Taxes	52,500	165,353	168,000	115,500	220.0%
Miscellaneous Revenue	-	22,145	23,000	23,000	
Total Revenues	52,500	187,498	191,000	138,500	263.8%
Transfers-Out	30,000	-	-	30,000	100.0%
Total Expenditures	30,000	-	-	30,000	100.0%
Net Revenues Less Expenditures	22,500	187,498	191,000	168,500	

Capital Resources -Transportation Benefit District (TBD)					
Miscellaneous Revenue	-	47,223	48,000	48,000	
Transfers In	525,000	525,000	525,000	-	0.0%
Total Revenues	525,000	572,223	573,000	48,000	9.1%
Transfers-Out	779,500	180,000	499,500	280,000	35.9%
Total Expenditures	779,500	180,000	499,500	280,000	35.9%
Net Revenues Less Expenditures	(254,500)	392,223	73,500	328,000	

Capital Resources - Traffic Impact Fees (TIF)					
Charges for Goods/Services	80,000	53,379	53,379	(26,621)	-33.3%
Miscellaneous Revenue	-	23,810	24,000	24,000	
Total Revenues	80,000	77,189	77,379	(2,621)	-3.3%
Transfers-Out	100,000	-	-	100,000	100.0%
Total Expenditures	100,000	-	-	100,000	100.0%
Net Revenues Less Expenditures	(20,000)	77,189	77,379	97,379	

Capital Resources - General					
Intergovernmental Revenue	303,204	302,944	302,944	(260)	-0.1%
Miscellaneous Revenue	-	34,535	35,000	35,000	
Total Revenues	303,204	337,479	337,944	34,740	11.5%
Transfers-Out	654,000	500,000	606,000	48,000	7.3%
Other	303,204	302,944	303,204	-	0.0%
Total Expenditures	957,204	802,944	909,204	48,000	5.0%
Net Revenues Less Expenditures	(654,000)	(465,465)	(571,260)	82,740	

Tourism Fund					
Taxes	48,000	59,238	64,620	16,620	34.6%
Miscellaneous Revenue	100	3,301	3,400	3,300	3300.0%
Total Revenues	48,100	62,539	68,020	19,920	41.4%
Professional Services	68,000	46,195	69,695	(1,695)	-2.5%
Total Expenditures	68,000	46,195	69,695	(1,695)	-2.5%
Net Revenues Less Expenditures	(19,900)	16,344	(1,675)	18,225	

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

November 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Bond Fund					
Taxes	-	-	-	-	
Transfers In	183,900	44,450	183,900	-	0.0%
Total Revenues	183,900	44,450	183,900	-	0.0%
Other	183,900	44,450	183,900	-	0.0%
Total Expenditures	183,900	44,450	183,900	-	0.0%
Net Revenues Less Expenditures	-	0	-	-	

Capital Improvement Fund					
Intergovernmental Revenue	1,845,085	820,764	828,378	(1,016,707)	-55.1%
Charges for Goods/Services	50,000	18,155	18,155	(31,845)	-63.7%
Transfers In	929,500	260,119	671,588	(257,912)	-27.7%
Total Revenues	2,824,585	1,099,038	1,518,122	(1,306,463)	-46.3%
Professional Services	-	125,397	136,564	(136,564)	
Other	2,824,585	1,616,935	1,716,291	1,108,294	1.3%
Total Expenditures	2,824,585	1,742,332	1,852,855	971,730	34.4%
Net Revenues Less Expenditures	-	(643,294)	(334,733)	(334,733)	

Water Fund					
Charges for Goods/Services	2,916,210	2,811,992	3,067,449	151,239	5.2%
Miscellaneous Revenue	46,100	906,174	911,870	865,770	1878.0%
Total Revenues	2,962,310	3,718,166	3,979,320	1,017,010	34.3%
Wages	679,386	621,962	678,500	886	0.1%
Benefits	300,270	254,434	277,570	22,700	7.6%
Professional Services	290,070	327,048	356,780	(66,710)	-23.0%
Transfers-Out	390,000	59,387	380,000	10,000	2.6%
Other	1,846,225	1,405,532	1,728,717	117,508	6.4%
Total Expenditures	3,505,951	2,668,363	3,421,567	84,384	2.4%
Net Revenues Less Expenditures	(543,641)	1,049,803	557,753	1,101,394	

Water Fund

Revenues: Includes sale of land.

Water Capital Fund					
Intergovernmental Revenue	950,000	190,459	190,459	(759,541)	-80.0%
Transfers In	390,000	59,387	534,000	144,000	36.9%
Total Revenues	1,340,000	249,846	724,459	(615,541)	-45.9%
Other	1,340,000	440,113	587,820	752,180	56.1%
Total Expenditures	1,340,000	440,113	587,820	752,180	56.1%
Net Revenues Less Expenditures	-	(190,267)	136,639	136,639	

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

November 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Sewer Fund					
Charges for Goods/Services	6,445,320	6,236,534	6,790,555	345,235	5.4%
Miscellaneous Revenue	18,000	90,092	93,340	75,340	418.6%
Total Revenues	6,463,320	6,326,626	6,883,895	420,575	6.5%
Wages	896,320	802,009	874,910	21,410	2.4%
Benefits	414,152	340,433	371,370	42,782	10.3%
Professional Services	476,760	424,718	463,330	13,430	2.8%
Transfers-Out	642,000	179,564	344,500	297,500	46.3%
Other	4,601,432	4,094,044	4,635,901	(34,469)	-0.7%
Total Expenditures	7,030,664	5,840,768	6,690,011	340,653	4.8%
Net Revenues Less Expenditures	(567,344)	485,858	193,884	761,228	
Sewer Capital Fund					
Intergovernmental Revenue	400,000	87,296	87,296	(312,704)	-78.2%
Transfers In	642,000	179,564	344,500	(297,500)	-46.3%
Total Revenues	1,042,000	266,860	431,796	(297,500)	-28.6%
Other	1,042,000	973,429	1,008,334	33,666	3.2%
Total Expenditures	1,042,000	973,429	1,008,334	33,666	3.2%
Net Revenues Less Expenditures	-	(706,569)	(576,538)	(576,538)	
Solid Waste Fund					
Intergovernmental Revenue	1,392,918	2,090,996	2,090,996	698,078	50.1%
Miscellaneous Revenue	-	20,720	20,720	20,720	
Total Revenues	1,392,918	2,111,716	2,111,716	718,798	51.6%
Professional Services	228,185	254,025	254,176	(25,991)	-11.4%
Other	1,678,225	2,507,213	2,509,140	(830,915)	-49.5%
Total Expenditures	1,906,410	2,761,238	2,763,316	(856,906)	-44.9%
Net Revenues Less Expenditures	(513,492)	(649,522)	(651,601)	(138,109)	
Storm Drainage Fund					
Intergovernmental Revenue	25,000	47,673	47,673	22,673	90.7%
Charges for Goods/Services	1,537,340	1,446,168	1,606,025	68,685	4.5%
Miscellaneous Revenue	500	43,300	46,343	45,843	9168.6%
Total Revenues	1,562,840	1,537,142	1,700,042	137,202	8.8%
Wages	556,387	342,659	391,500	164,887	29.6%
Benefits	242,846	147,869	166,900	75,946	31.3%
Professional Services	133,090	45,963	69,610	63,480	47.7%
Transfers-Out	80,000	-	-	80,000	100.0%
Other	605,668	523,235	568,940	36,728	6.1%
Total Expenditures	1,617,991	1,059,727	1,196,950	421,041	26.0%
Net Revenues Less Expenditures	(55,151)	477,415	503,092	558,243	
Storm Drainage Capital Fund					
Intergovernmental Revenue	-	80,000	80,000	80,000	
Transfers In	80,000	-	-	(80,000)	-100.0%
Total Revenues	80,000	80,000	80,000	-	0.0%
Other	80,000	112,818	115,810	(35,810)	-44.8%
Total Expenditures	80,000	112,818	115,810	(35,810)	-44.8%
Net Revenues Less Expenditures	-	(32,818)	(35,810)	(35,810)	

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

November 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Revised Budget	2023 thru November	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Payroll Benefits Fund					
Charges for Goods/Services	40,000	44,702	48,760	8,760	21.9%
Miscellaneous Revenue	350	5,680	6,200	5,850	1671.4%
Transfers In	120,000	25,861	37,775	(82,225)	-68.5%
Total Revenues	160,350	76,243	92,735	(67,615)	-42.2%
Benefits	160,350	58,489	70,404	89,946	56.1%
Total Expenditures	160,350	58,489	70,404	89,946	56.1%
Net Revenues Less Expenditures	-	17,753	22,331	22,331	

Equipment Maint & Rental Fund					
Charges for Goods/Services	578,000	617,906	675,951	97,951	16.9%
Miscellaneous Revenue	5,000	13,437	14,057	9,057	181.1%
Total Revenues	583,000	631,343	690,008	107,008	18.4%
Wages	107,565	98,014	107,125	440	0.4%
Benefits	51,899	46,895	51,160	739	1.4%
Professional Services	14,308	3,598	3,920	10,388	72.6%
Other	931,304	544,276	796,740	134,564	14.4%
Total Expenditures	1,105,076	692,783	958,945	146,131	13.2%
Net Revenues Less Expenditures	(522,076)	(61,440)	(268,937)	253,139	

Firefighter's Pension Fund					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	22,543	22,834	13,834	153.7%
Transfers In	50,000	-	-	(50,000)	-100.0%
Total Revenues	59,100	22,543	22,834	(36,266)	-61.4%
Benefits	80,600	59,242	65,110	15,490	19.2%
Total Expenditures	80,600	59,242	65,110	15,490	19.2%
Net Revenues Less Expenditures	(21,500)	(36,699)	(42,276)	(20,776)	

Firefighters Pension Fund Notes

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

Library Endowment Fund					
Miscellaneous Revenue	1,600	5,906	6,000	4,400	275.0%
Total Revenues	1,600	5,906	6,000	4,400	275.0%
Transfers-Out	24,000	-	-	24,000	100.0%
Total Expenditures	24,000	-	-	24,000	100.0%
Net Revenues Less Expenditures	(22,400)	5,906	6,000	28,400	

*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: 01/02/2024
Brief Date: 01/16/2024
Action Date: 02/06/2024

Department: **Executive**
Presented By: **Mark Ziegler**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Council Board and Committee
Assignments**

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

ATTACHMENTS:
List of Boards and Committees

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Council members serve on boards and committees to represent the City and the City's interests. Participation may be required via organizational bylaws, law or as established by the Council itself. Annually the Council determines the Councilmember assignments.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may act on January 16 or agree that Councilmembers will serve on boards and committees in the interim of approval of the assignments.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

The board and committee assignments will be identified on the City website Councilmember page.

STAFF RECOMMENDATION/MOTION:

Staff requests "I move to place the Councilmember board and committee assignments on the February 6, 2024, action agenda".

Councilmembers Boards and Committees 2024								
Councilmember	Meeting	Date	Contact	Time	Alternate Rep.			
Joe Schmit	Economic Development Council (EDC)	2nd Thursday	Karin Leaf choosemason.com (360) 426-2276	7:45 a.m.				
Eric Onisko	Lodging Tax Advisory Committee (LTAC)	September	City Clerk	Varies				
Sharon Schirman	Mason County Criminal Justice Working Team	3rd Wednesday	Keli Dunlap kdunlap@co.mason.wa.us (360) 427-9670 x849	7:30 a.m.				
Vacant	MACECOM Legislative and Governing Board	3rd Thursday		3:00 p.m.				
Miguel Gutierrez	Emergency Food & Shelter	2 Times Year						
Vacant	Law Enforcement Officers & Fire Fighters (LEOFF) Board	1st Tuesday		8:00 a.m.				
Vacant	Mason County Board of Health Meeting	4th Tuesday-every other month		3:00 p.m.				
Joe Schmit	Mason County EMS & Trauma Council	3rd Thursday @ MGH	?	12:30pm				
Eric Onisko	Mason Transit Authority Board - Regular Meeting	3rd Tuesday	clerk@masontransit.org (360) 426-9434	4:00 p.m.	Vacant			
Eric Onisko	Mason Transit Authority Board - Joint Meeting	2nd Tuesday - Quarterly	clerk@masontransit.org (360) 426-9434	TBA				
Vacant	Peninsula Regional Transportation Planning Organization (PRTPO)	3rd Friday - Alternating months	Thera Black TheraB@PeninsulaRTPO.org (360) 878-0353	10:00 a.m.	Joe Schmit			
Vacant	Opioid Stakeholders Meeting	2nd Wednesday	Abe Gardner agardner@northmasonfa.com (360) 801-9555	1:30 p.m. ?	Vacant			
Eric Onisko	Mason County Housing & Behavioral Health Advisory Board	4th Wednesday	Todd Parker tparker@co.mason.wa.us (360) 427-9670 x293	9:00 a.m.	Vacant			
Miguel Gutierrez	Shelton Memorial Park Board	?	?	?				
ALL	Shelton Metropolitan Park District Board (SMPD)	Quarterly	City Manager	5:45 p.m.				
Shirman, Gutierrez, Vacant	Council Sub-Committee on Homeless Response	Semi-monthly	City Manager	Varies				
Onisko, Schmit, Vacant	Council Sub-Committee Finance/Budget	As-needed	City Manager					



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E2)

Touch Date: 12/28/2023
Brief Date: 01/16/2024
Action Date: 02/06/2024

Department: Public Works
Presented By: Jay Harris, Public Works Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Water Department Vehicle Purchase

☐

Ordinance

☒ Dept. Head

J.O.H.

☐ Finance Director

ATTACHMENTS:

☒

Resolution

☐ Attorney

1. Resolution No. 1310-1223

☒

Motion

☒ City Clerk

2. National Auto Group Quote

☐

Other

☐ City Manager

3. Purchase Order 23-070

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Public Works 2024 budget requested the purchase of one new 3/4-ton 4x4 pickup truck for the Water Division to replace a 2003 ½ ton pickup. Currently, the Water Division utilizes three ½ ton, 2-wheel drive, pickups that average 19 years of age. Replacing these trucks over the next few years with new 4x4 vehicles will allow for easier mobility during inclement weather and increase vehicle safety and reliability.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City can postpone the purchase of the replacement 2003 water division service vehicle and continue to operate outdated vehicles which are at end of life and are prone to mechanical failures.

BUDGET/FISCAL INFORMATION:

Budget request of \$70,000 was approved in the adopted 2024 Public Work Department water budget.

PUBLIC INFORMATION REQUIREMENTS:

All information on this vehicle purchase has been included within the packet materials for this Council item. Any additional information can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1310-1223 on the City Council February 6, 2024, action agenda for further consideration".

RESOLUTION NO. 1310-1223

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO SIGN
A PURCHASE ORDER FOR THE ACQUISITION OF A 2024 FORD F-250 4X4 SERVICE PICKUP TO SUPPORT
WATER DIVISION OPERATIONS**

WHEREAS, the 2024 adopted budget included an expenditure of \$70,000 out of the Water Fund for a new service pick-up truck to support water division operations; and

WHEREAS, the City needs this vehicle to perform water Utility operations functions, including times of inclement weather to ensure the proper functioning of the water system and to replace a similar vehicle that has reached its useful service life; and

WHEREAS, the City solicited bids, utilizing the Sourcewell Contract 091521-NAF, for which the City can utilize, under agreement with the State of Washington; and

WHEREAS, the quote and relevant information pertaining to this proposed purchase has been included within the attached quote to this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, WA, that the City Manager is authorized to sign purchase orders not to exceed \$70,000 for a new water utility service vehicle and additional needed equipment/hardware, as approved within the approved 2024 budget.

INTRODUCED on the 16th day of January 2024 and **passed** by the City Council of the City of Shelton on this 6th day of February 2024.

ATTEST:

Mayor Onisko

City Clerk Nault

APPENDIX A

11/30/2023

Quote ID: **36582**
Order Cut Off Date: **TBA**

Mike Albaugh
City of Shelton
Public Works
1000 West Pine Street
Shelton, Washington, 98584

Dear Mike Albaugh,
National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2024 Ford Super Duty F-250 SRW (W2B) XL 4WD Crew Cab 6.75' Box 160" WB,)
and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$57,335.00	\$55,164.54	3.786 %	\$2,170.46

Tax (8.8000 %)	\$4,854.48
Tire fee	\$0.00
Total	\$60,019.02

- per the attached specifications.
This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.
Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.
Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE

Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)

TRANSMISSION

Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)

WHEELS

Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)

TIRES

Code	Description
TBM	Tires: LT245/75Rx17E BSW A/T, -inc: Spare may not be the same as road tire

PRIMARY PAINT

Code	Description
Z1	Oxford White

SEAT TYPE

Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar

AXLE RATIO

Code	Description
X37	3.73 Axle Ratio, (STD)

ADDITIONAL EQUIPMENT

Code	Description
96V	XL Chrome Package, -inc: 4 additional pickup box tie-downs, Halogen Fog Lamps, Bright Chrome Hub Covers & Center Ornaments, Chrome Rear Step Bumper, Chrome Front Bumper
67E	250 Amp Alternator (Gas)
85G	Tailgate Step & Handle
61S	Front Splash Guards/Mud Flaps (Pre-Installed)
62S	Rear Splash Guards/Mud Flaps (Pre-Installed)

153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
66L	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)
592	LED Roof Clearance Lights
76C	Exterior Backup Alarm (Pre-Installed)
19J	Matte Black Aluminum Crossbed Toolbox (Pre-Installed), -inc: Weather Guard Defender Series
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
52S	Interior Work Surface
66S	Upfitter Switches (6), -inc: Located in overhead console
43C	120V/400W Outlet, -inc: 1 in-dash mounted outlet
OPTION PACKAGE	
Code	Description
600A	Order Code 600A

2024 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB

WINDOW STICKER

2024 Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB

CODE

MSRP

MODEL

W2B

\$51,560.00

2024 Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB

OPTIONS

99A

\$0.00

Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)

44F

\$0.00

Transmission: TorqShift-G 10-Speed Automatic, (STD)

64A

\$0.00

Wheels: 17" Argent Painted Steel, (STD)

TBM

\$165.00

Tires: LT245/75Rx17E BSW A/T, -inc: Spare may not be the same as road tire

Z1

\$0.00

Oxford White

AS

\$0.00

Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar

X37

\$0.00

3.73 Axle Ratio, (STD)

96V

\$225.00

XL Chrome Package, -inc: 4 additional pickup box tie-downs, Halogen Fog Lamps, Bright Chrome Hub Covers & Center Ornaments, Chrome Rear Step Bumper, Chrome Front Bumper

67E

\$85.00

250 Amp Alternator (Gas)

85G

\$375.00

Tailgate Step & Handle

61S

\$130.00

Front Splash Guards/Mud Flaps (Pre-Installed)

62S

\$0.00

Rear Splash Guards/Mud Flaps (Pre-Installed)

153

\$0.00

Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others

18B

\$445.00

Platform Running Boards

66L

\$60.00

LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)

592

\$95.00

LED Roof Clearance Lights

76C

\$175.00

Exterior Backup Alarm (Pre-Installed)

19J

\$950.00

Matte Black Aluminum Crossbed Toolbox (Pre-Installed), -inc: Weather Guard Defender Series

85S

\$595.00

Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts

52S

\$140.00

Interior Work Surface

66S

\$165.00

Upfitter Switches (6), -inc: Located in overhead console

43C

\$175.00

120V/400W Outlet, -inc: 1 in-dash mounted outlet

600A

\$0.00

Order Code 600A

Please note selected options override standard equipment

\$55,340.00

\$0.00

\$1,995.00

\$57,335.00
SUBTOTAL

Advert/ Adjustments

Manufacturer Destination Charge

TOTAL PRICE

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)

Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)

3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
--

Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)

GVWR

GVWR: 10,000 lb Payload Package

ADDITIONAL EQUIPMENT

50-State Emissions System

Transmission w/Oil Cooler

Electronic Transfer Case

Part-Time Four-Wheel Drive

78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection

160 Amp Alternator

Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control

Trailer Wiring Harness

3565# Maximum Payload

HD Shock Absorbers

Front Anti-Roll Bar

Firm Suspension

Hydraulic Power-Assist Steering

34 Gal. Fuel Tank

Single Stainless Steel Exhaust

Auto Locking Hubs

Front Suspension w/Coil Springs

Solid Axle Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
--

Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts

Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Dual Stage Driver And Passenger Front Airbags
Rear Child Safety Locks
Back-Up Camera



PURCHASE ORDER

VENDOR NAME & ADDRESS:			SHIP TO NAME & ADDRESS:		
P.O. #	P.O. DATE	REQUISTIONER	SHIP VIA	F.O.B. POINT	TERMS
QTY	UNIT	DESCRIPTION	BARS #	UNIT PRICE	TOTAL
PURCHASE JUSTIFICATION				SHIPPING	
				SUBTOTAL	
				Tax (8.8%)	
APPROVING MANAGER				TOTAL	

Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
Please notify the Department Contact immediately if you are unable to ship as specified.

Please send a copy of your invoice attention of:

City of Shelton
Public Works Department
525 W. Cota Street
Shelton, WA 98584



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E3)

Touch Date: 01/03/2024
Brief Date: 01/16/2024
Action Date: 02/06/2024

Department: Public Works
Presented By: Aaron Nix, Capital Projects Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**Safe Routes to School
Construction Award**

☐

Ordinance

☒ Dept. Head

J.O.H

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☐ Attorney

1. Resolution 1296-1023
2. Supporting Documents

☒

Motion

☒ City Clerk

☐

Other

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The scope of the Safe Routes to School project is to complete crosswalk improvements in the vicinity of Evergreen Elementary School and Shelton High School with rapid flashing beacons, radar speed feedback signs and upgrades to the existing signage throughout the project areas. Safety for school children and other pedestrians in these areas is crucial to ensure the safety of the public utilizing these facilities. The proposed upgrades and new signage in these school zone areas will resolve the existing issues.

ANALYSIS/OPTIONS/ALTERNATIVES

The City has received grant monies in order to construct crossing improvements in the areas of Evergreen Elementary and Shelton High School. The crossing, sidewalk, and signage upgrades are needed and do not exist nor can be improved in the project areas. The City will also upgrade the existing signage within these school zones to bring them up to current standards to meet current specifications outlined within the Manual for Uniform Traffic Control Devices (MUTCD).

BUDGET/FISCAL INFORMATION:

The City was awarded a Safe Routes to School grant to improve access near the identified schools. The grant award was \$770,000 and the City has budgeted approximately \$210,000 towards this project. Staff will be finalizing the project scope and final city funding amounts once bids are received.

PUBLIC INFORMATION REQUIREMENTS:

Grant, design, contracts, and associated documents as it pertains to this project have been included within past and present Council packet materials. The construction plans, specifications, and other design documents are available and can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1296-1023 on the action agenda for the February 6th Council meeting for further consideration."

RESOLUTION NO. 1296-1023

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO APPROVE A PUBLIC WORKS CONTRACT WITH (CONTRACTOR
NAME) FOR COMPLETION OF THE SAFE ROUTES TO SCHOOL PROJECT**

WHEREAS, an Invitation to Bid was advertised in the Shelton-Mason County Journal on December 21st and 28th, 2023 and in the Seattle Daily Journal of Commerce on December 21st and 28th, 2023; and

WHEREAS, the City received xx (x) bids in response to the Invitation to Bid, which were opened on January 18, 2024 at the Civic Center at 525 W Cota Street, Shelton, WA 98584; and

WHEREAS, CONTRACTOR NAME had the lowest responsible bid of \$xxxx,xxx.

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

1. The City Manager is authorized to execute a Public Works Contract and any change orders necessary with CONTRACTOR NAME for the completion of Safe Routes to Schools Project.
2. The Public Works Director is authorized to execute change orders up to 10 percent of the original contract amount.

INTRODUCED on the 16th of January 2024 and **PASSED** by the City Council at its regular meeting on the 6th of February 2024.

ATTEST:

Mayor Onisko

City Clerk Nault

INVITATION TO BID CITY OF SHELTON

PROJECT NAME: Safe Routes To School
ESTIMATED COST: \$850,000 to \$950,000
BIDS DUE: January 18, 2024 at 10:00 a.m.
PRE-BID MEETING: N/A

Sealed bids for the above improvements will be received by the City Clerk of the City of Shelton, until **10:00 a.m., Thursday, January 18, 2024**. Bids received after the time fixed for Bid Opening will not be accepted or considered. The official time for determining whether a bid has been submitted in a timely manner is based on the computer time clock at the second floor reception desk. Bids received prior to the deadline will be publicly opened and read aloud shortly after the deadline, in one of the meeting rooms located on the First Floor of the Shelton Civic Center located at 525 West Cota Street.

Delivery of Proposal: Bids may be mailed to The City of Shelton, 525 W Cota Street, Shelton, WA 98584 or hand delivered or delivered by carrier to the reception desk on the Second Floor of City Hall, located at the same address; no emailed submissions will be accepted. All proposals must be securely sealed and clearly marked on the outside of the envelope, "Safe Routes to School Project Bid".

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

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

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

Scope of Work: This Contract provides for pedestrian improvements on North 9th Street, W Franklin Street, North 7th Street, and Shelton Springs Road. The project will include, but not be limited to, traffic control, paving, striping, and other related work in accordance with the contract plans, special provisions, and the 2023 WSDOT/APWA Standard Specifications.

The Contractor will have 60 working days to complete the work in compliance with all applicable laws and regulations.

The Engineer's estimated range for this project is between \$850,000.00 and \$950,000.00. Prevailing Wages shall be paid.

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Inquiries: Written questions regarding the project may be directed to the Procurement & Contracts Manager, Brooke Kilts, at brooke.kilts@sheltonwa.gov. In your email subject line, reference the project

title. All questions must be in the body of the email rather than in an attachment. No response will be made to questions unless they are submitted in writing to the person noted above and received by 10:00 a.m. on January 11, 2024. The City will not be responsible for unsuccessful submittals of questions.

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

The City of Shelton, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Human Resources Department at HR.support@sheltonwa.gov or by calling collect (360) 426-9731.

The City of Shelton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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

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

(Signed): JAY HARRIS
PUBLIC WORKS DIRECTOR

Dates of publication in the Shelton-Mason County Journal: December 21st and 28th, 2023
Dates of publication in the Seattle Daily Journal of Commerce: December 21st and 28th, 2023

Also published on the following websites:

Builder's Exchange of Washington, Inc.

City of Shelton

State Office of Minority and Women's Business Enterprises (OMWBE)

City of Shelton SRTS Project Engineer's Opinion of Probable Cost						
Item Number	Total Quantity	Unit	Item	City	Unit Cost	Engr. Est.
Tax Schedule - See specification section 1-07.2(1)						
PREPARATION						
1	1	L.S.	MOBILIZATION	1	\$ 75,792.00	\$ 75,792
2	1	L.S.	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	\$ 20,000.00	\$ 20,000
3	130	S.Y.	REMOVING CEMENT CONC. SIDEWALK	130	\$ 30.00	\$ 3,900
SURFACING/PAVING						
4	280	TON	CRUSHED SURFACING TOP COURSE	280	\$ 100.00	\$ 28,000
5	490	TON	HMA CL. 1/2" PG 58-22	490	\$ 150.00	\$ 73,500
6	990	TON	CRUSHED SURFACING BASE COURSE	990	\$ 110.00	\$ 108,900
GRADING						
7	920	C.Y.	ROADWAY EXCAVATION INCL. HAUL	920	\$ 30.00	\$ 27,600
EROSION CONTROL AND PLANTING						
8	1	L.S.	EROSION CONTROL AND WATER POLLUTION CONTROL	1	\$ 5,000.00	\$ 5,000
TRAFFIC						
9	850	L.F.	CEMENT CONC. TRAFFIC CURB AND GUTTER	850	\$ 75.00	\$ 63,750
10	110	L.F.	PLASTIC STOP LINE	110	\$ 15.00	\$ 1,650
11	770	S.F.	PLASTIC CROSSWALK LINE	770	\$ 7.00	\$ 5,390
12	1	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL	1	\$ 50,000.00	\$ 50,000
13	1	L.S.	RECTANGULAR RAPID FLASHING BEACON SYSTEM	1	\$ 80,000.00	\$ 80,000
14	1	L.S.	RADAR SPEED DISPLAY SIGN	1	\$ 10,000.00	\$ 10,000
15	1	L.S.	PERMANENT SIGNING	1	\$ 50,000.00	\$ 50,000
WATER LINES						
16	1	EA.	HYDRANT ASSEMBLY	1	\$ 11,000.00	\$ 11,000
STORM SEWER						
17	3	EA.	CATCH BASIN TYPE 1	3	\$ 6,500.00	\$ 19,500
OTHER ITEMS						
18	16	EA.	CEMENT CONC. CURB RAMP TYPE PERPENDICULAR	16	\$ 5,100.00	\$ 81,600
19	600	S.Y.	CEMENT CONC. SIDEWALK	600	\$ 150.00	\$ 90,000
20	70	S.Y.	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 1	70	\$ 200.00	\$ 14,000
21	30	S.Y.	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 2	30	\$ 200.00	\$ 6,000
22	1	L.S.	CEMENT CONC. MEDIAN REFUGE ISLAND	1	\$ 20,000.00	\$ 20,000
23	27	EA.	FLEXIBLE GUIDE POST	27	\$ 50.00	\$ 1,350
24	4	EA.	MAILBOX SUPPORT TYPE 1	4	\$ 800.00	\$ 3,200
25	120	L.F.	CHAIN LINK FENCE TYPE 3	120	\$ 50.00	\$ 6,000
26	1	EA.	ADJUST MONUMENT	1	\$ 1,000.00	\$ 1,000
27	1	EA.	ADJUST WATER VALVE BOX	1	\$ 1,000.00	\$ 1,000
28	1	EA.	ADJUST MANHOLE	1	\$ 1,500.00	\$ 1,500
29	1	EA.	ADJUST CLEANOUT	1	\$ 1,000.00	\$ 1,000
30	5	EA.	ADJUST CATCH BASIN	5	\$ 1,500.00	\$ 7,500
31	1	L.S.	ADA FEATURES SURVEYING	1	\$ 5,000.00	\$ 5,000
32	1	F.A.	FORCE ACCOUNT	1	\$ 5,000.00	\$ 5,000
33	1	L.S.	RECORD DRAWINGS	1	\$ 2,000.00	\$ 2,000
34	1	L.S.	ROADWAY SURVEYING	1	\$ 5,000.00	\$ 5,000
35	1	F.A.	MINOR CHANGE	1	\$ 1.00	\$ 1

Construction Total	\$	885,133
Design Engineering	\$	101,952
Construction Engineering	\$	35,500
Project Total	\$	1,022,585



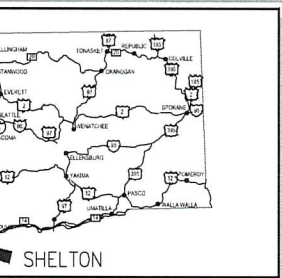
SHELTON SRTS CROSSWALK IMPROVEMENTS

22-0060

PROJECT VICINITY MAP



PROJECT LOCATION MAP



24 HOURS BEFORE YOU DIG
ONE CALL 811

REPORT ALL SPILLS
ECOLOGY 1-800-258-5990

SUMMARY OF QUANTITIES

Item Number	Total Quantity	Unit	Item
Tax Schedule - See specification section 1-07.2(1)			
PREPARATION			
1	1	L.S.	MOBILIZATION
2	1	L.S.	REMOVAL OF STRUCTURES AND OBSTRUCTIONS
3	130	S.Y.	REMOVING CEMENT CONC. SIDEWALK
SURFACING/PAVING			
4	280	TON	CRUSHED SURFACING TOP COURSE
5	490	TON	HMA CL 1/2" PG 58-22
6	990	TON	CRUSHED SURFACING BASE COURSE
GRAZING			
7	920	C.Y.	ROADWAY EXCAVATION INCL. HAUL
EROSION CONTROL AND PLANTING			
8	1	L.S.	EROSION CONTROL AND WATER POLLUTION CONTROL
TRAFFIC			
9	650	L.F.	CEMENT CONC. TRAFFIC CURB AND GUTTER
10	110	L.F.	PLASTIC STOP LINE
11	770	S.F.	PLASTIC CROSSWALK LINE
12	1	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL
13	1	L.S.	RECTANGULAR RAPID FLASHING BEACON SYSTEM
14	1	L.S.	RADAR SPEED DISPLAY SIGN
15	1	L.S.	PERMANENT SIGNING
WATER LINES			
16	1	EA.	HYDRANT ASSEMBLY
STORM SEWER			
17	3	EA.	CATCH-BASIN TYPE 1
OTHER ITEMS			
18	16	EA.	CEMENT CONC. CURB RAMP TYPE PERPENDICULAR
19	690	S.Y.	CEMENT CONC. SIDEWALK
20	78	S.Y.	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 1
21	30	S.Y.	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 2
22	1	L.S.	CEMENT CONC. MEDIAN REFUGE ISLAND
23	27	EA.	FLEXIBLE GUIDE POST
24	4	EA.	MAILBOX SUPPORT TYPE 1
25	120	L.F.	CHAIN LINK FENCE TYPE 3
26	1	EA.	ADJUST MONUMENT
27	1	EA.	ADJUST WATER VALVE BOX
28	1	EA.	ADJUST MANHOLE
29	1	EA.	ADJUST CLEANOUT
30	5	EA.	ADJUST CATCH-BASIN
31	1	L.S.	ADA FEATURES SURVEYING
32	1	F.A.	FORCE ACCOUNT
33	1	L.S.	RECORD DRAWINGS

DRAWING INDEX

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03	SHELTON HIGH SCHOOL IMPROVEMENTS OVERVIEW AND SIGNAGE	G02
04	FRANKLIN ST IMPROVEMENTS OVERVIEW	G03
05	EVERGREEN ELEMENTARY SCHOOL SIGNAGE	G04
06	SITE PREPARATION AND ALIGNMENT CONTROL 1	P01
07	SITE PREPARATION AND ALIGNMENT CONTROL 2	P02
10	SITE PREPARATION AND ALIGNMENT CONTROL 3	P03
09	SHELTON SPRINGS RD PEDESTRIAN IMPROVEMENTS	C01
10	9TH AND FRANKLIN ST PEDESTRIAN IMPROVEMENTS	C02
11	7TH AND FRANKLIN ST PEDESTRIAN IMPROVEMENTS	C03
12	PEDESTRIAN RAMPS 1	R01
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15	PEDESTRIAN RAMPS 4	R04
16	PEDESTRIAN RAMPS 5	R05
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19	DETAILS 1	D01
20	DETAILS 2	D02
21	DETAILS 3	D03
22	DETAILS 4	D04
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24	TRAFFIC CONTROL PLANS 1	TC01
25	TRAFFIC CONTROL PLANS 2	TC02
26	TRAFFIC CONTROL PLANS 3	TC03

SUBSURFACE UTILITY LEGEND

THE CLASSIFICATIONS FOR SUBSURFACE UTILITIES ARE OUTLINED AND EXPLAINED IN THE FOLLOWING LIST:

- UTILITY QUALITY LEVEL A. - PRECISE HORIZONTAL AND VERTICAL LOCATION OF UTILITIES OBTAINED BY THE ACTUAL EXPOSURE OF (OR VERIFICATION OF PREVIOUSLY EXPOSED AND SURVEYED UTILITIES) AND SUBSEQUENT MEASUREMENT OF SUBSURFACE UTILITIES, USUALLY AT A SPECIFIC POINT. UNLESS OTHERWISE NOTED, QUALITY LEVEL A IS ONLY APPLICABLE AT POTHOLED LOCATIONS ON THE PLANS. AT ALL OTHER AREAS, THE UTILITY SHOULD BE ASSUMED TO BE QUALITY LEVEL B.
- UTILITY QUALITY LEVEL B. - INFORMATION OBTAINED THROUGH THE APPLICATION OF APPROPRIATE SURFACE GEOPHYSICAL METHODS TO DETERMINE THE EXISTENCE AND APPROXIMATE HORIZONTAL POSITION OF SUBSURFACE UTILITIES.
- UTILITY QUALITY LEVEL C. - INFORMATION OBTAINED BY SURVEYING AND PLOTTING VISIBLE ABOVE-GROUND UTILITY FEATURES
- UTILITY QUALITY LEVEL D. - INFORMATION DERIVED FROM EXISTING RECORDS OR ORAL RECOLLECTIONS

NOTE: THE USE OF THE LINE TYPES PROVIDED ABOVE WAS A PRIMARY METHOD FOR INDICATING THE ACCURACY OF THE UTILITIES SHOWN WITHIN THESE PLANS. WHEN THE SOURCE OF THE INFORMATION WAS UNKNOWN OR THE METHOD FOR LOCATING THE UTILITIES WAS UNAVAILABLE, QUALITY LEVEL D WAS USED AS THE DEFAULT.

SECTION AND DETAIL REFERENCE BUBBLES

THE FOLLOWING CONVENTIONS HAVE BEEN USED WITHIN THE DRAWING. REFER TO THE READER BETWEEN THE SECTION/DETAIL AND THE REFERENCE BUBBLES.



PLAN REFERENCE BUBBLE - REFERS TO THE DETAIL OR SECTION OF THE DRAWING ON WHICH THE DETAIL OR SECTION IS LOCATED.

DETAIL/SECTION REFERENCE BUBBLE - REFERS TO THE DETAIL OR SECTION OF THE DRAWING ON WHICH THE DETAIL OR SECTION IS LOCATED.

WHERE, X = SECTION/DETAIL REFERENCE ID
X## = DRAWING NUMBER ON WHICH DETAIL OR SECTION IS LOCATED

*SECTION/DETAIL REFERENCE ID CONVENTIONS
SECTIONS OR ELEVATIONS SHOULD HAVE A LETTER REFERENCE (A - Z) AND DETAILS SHOULD HAVE A NUMERICAL REFERENCE (1 - 25).

ABBREVIATION

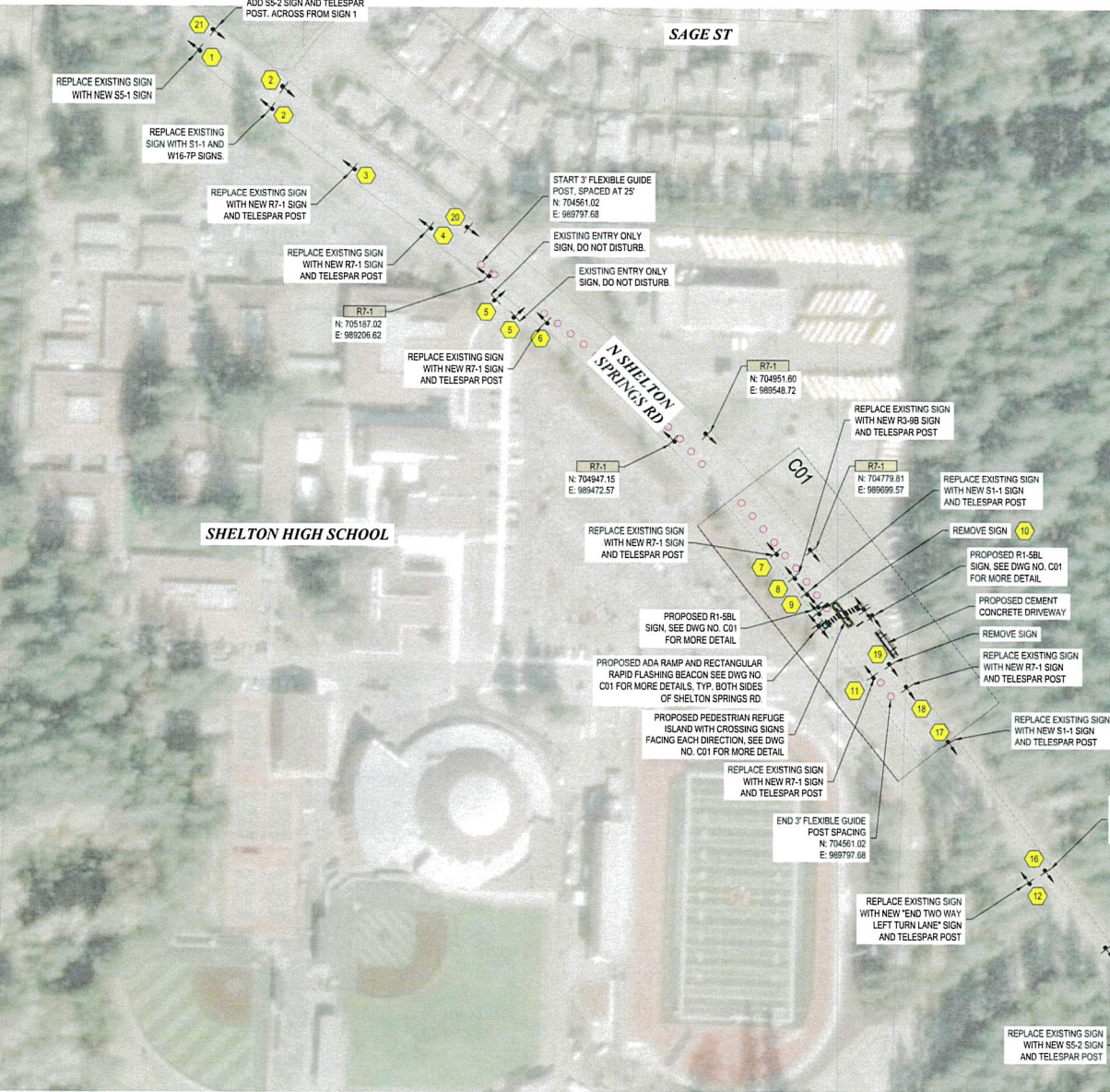
CB	CATCH BASIN	N	NO
CONC	CONCRETE	PE	PE
CL	CENTERLINE	PROP	PROP
CPEP	CORRUGATED POLYETHYLENE	PVC	PVC
CSCC	CRUSHED SURFACING BASE COURSE	R	R
CSTC	CRUSHED SURFACING TOP COURSE	RT	RT
DIAM	DIAMETER	ROW	ROW
DI	DUCTILE IRON	SPEC	SPEC
DWG	DRAWING	SS	SS
E	EASTING	SSMH	SSMH
ELEV	ELEVATION	ST	ST
EDGE	EDGE OF PAVEMENT	STA	STA
EX	EXISTING	STD	STD
HMA	HOT MIXED ASPHALT	SY	SY
L	LEFT	TYP	TYP
LT	LEFT	W	W
LF	LINEAR FEET		

CONTACT PERSON

CONTACT	AGENCY
ERIK HOWE, P.E. (PROJECT MANAGER)	RH2 ENGINEERING
JARED RIBAL, P.E.	RH2 ENGINEERING
KENNY OBERG (STORMWATER TECHNICIAN)	CITY OF SHELTON



ISSUED: 12/15/2023



GENERAL NOTES	
1.	NORTHINGS AND EASTINGS PROVIDED AS GENERAL GUIDANCE. CONTRACTOR TO LOCATE NO PARKING SIGNS AND FLEXIBLE GUIDE POSTS PER CITY APPROVAL.
2.	PROPOSED SIGNS TO BE ON TELESPEAR POSTS PER CITY STD DETAIL T-10.
3.	FLEXIBLE GUIDE POSTS TO BE ADHERED TO ASPHALT, 1" FROM FOG LINE OR PER CITY APPROVAL.

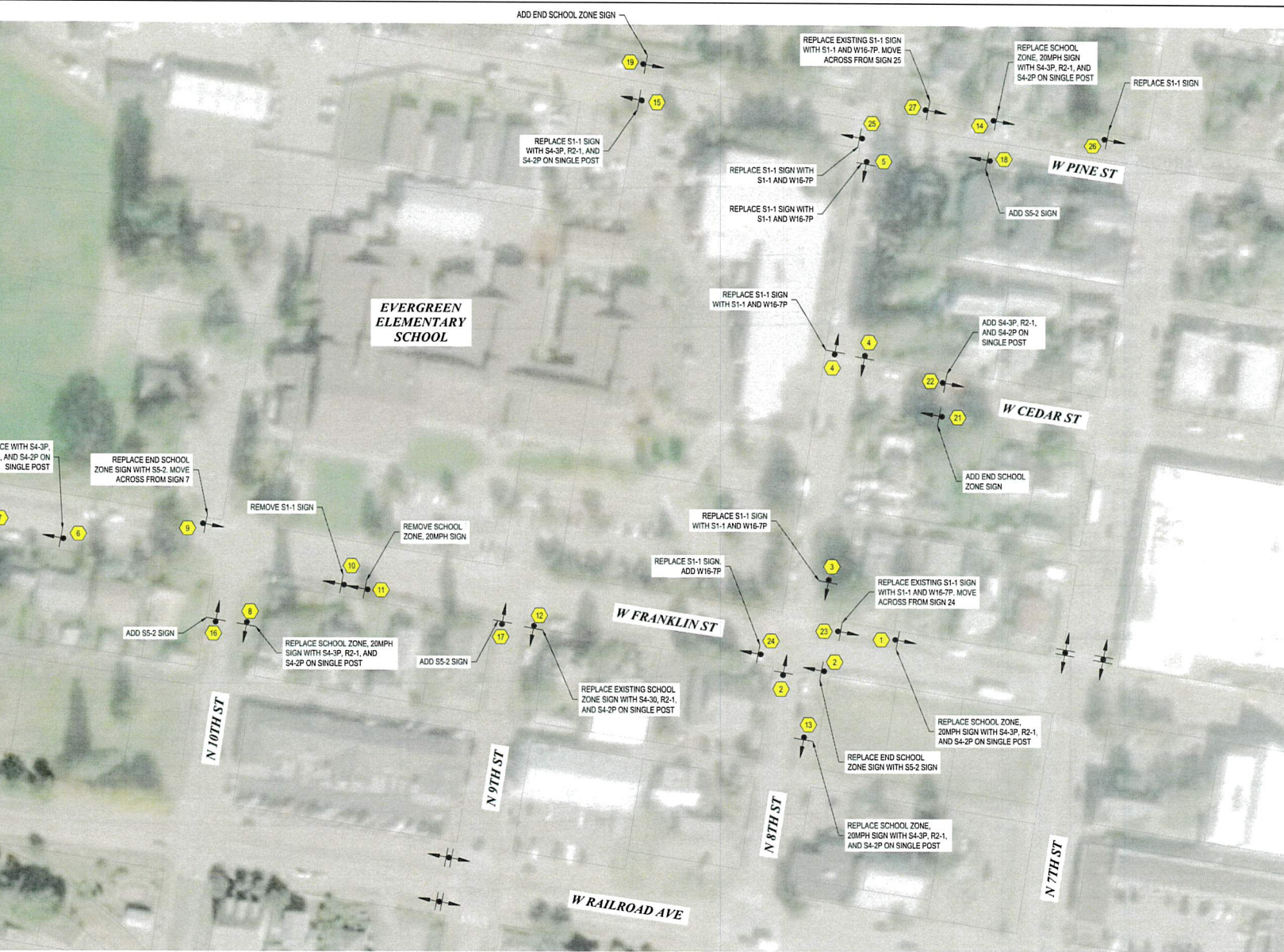
SHELTON SPRINGS RD OVERVIEW AND PROPOSED SIGNAGE

N15



FRANKLIN ST OVERVIEW
1" = 150'





PROPOSED SIGNAGE

NTS

SCHOOL DISTRICT #309
T.P.N. 420124160000



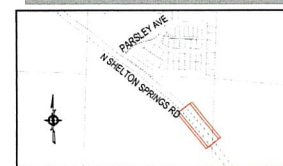
GENERAL NOTES

- 1) PROPOSED CURB EXTENSION EOP ALIGNMENTS SHOWN ARE FOR CONTRACTOR'S CONVENIENCE IN IDENTIFYING IMPROVEMENT LIMITS.
- 2) MATCH DRIVEWAYS, CURBS AND SIDEWALKS TO EXISTING JOINTS IF ONE EXISTS WITHIN 2' OF MATCH DISTANCE OR LOCATION SPECIFIED IN PLANS.
- 3) SEE STRIPING/SIGNING PLANS FOR SIGN RELOCATIONS AND REPLACEMENTS.
- 4) SAWCUT LIMITS SHOWN ARE MINIMUM EXTENTS OF FINAL SAWCUT.
- 5) PROTECT SURVEY CONTROL POINTS AND MONUMENTS PER RCW 56.04.015.

DEMOLITION NOTES

- | | | |
|----|------------|---|
| 1 | REMOVE | ASPHALT |
| 2 | REMOVE | CONCRETE |
| 3 | PLANING | ASPHALT |
| 4 | REMOVE | VEGETATION |
| 5 | REMOVE | SIGN, RELOCATE AND REPLACE POST PER CITY STD T-10C |
| 6 | REMOVE | STRIPING |
| 7 | REMOVE | MAILBOX, RELOCATE AND REPLACE POST PER CITY STD T-09C |
| 8 | PROTECT | MAGNAIL (8 D01) |
| 9 | ADJUST | CATCH BASIN |
| 10 | REMOVE | FENCE |
| 11 | REMOVE | HYDRANT (8 D03) |
| 12 | ADJUST | CLEANOUT |
| 13 | PROTECT | POWER VAULT |
| 14 | PROVIDE | CATCH BASIN INSERT |
| 15 | COORDINATE | WITH PUD3 TO SUPPORT POLE AND REPLACE GUY ANCHOR |
| 16 | REPLACE | VALVE BOX, RAISE TO GRADE |
| 17 | SUPPORT | LUMINAIRE, DO NOT DISTURB |
| 18 | ADJUST | MANHOLE (8 D03) |

VICINITY MAP



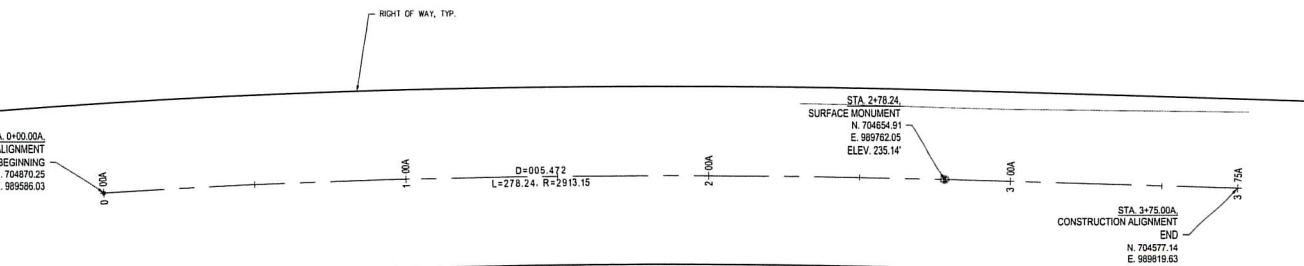
N SHELTON SPRINGS RD

REMOVE SCHOOL CROSSING SIGN,
SEE DWG NO. G02 FOR EXISTING
SIGNAGE MODIFICATIONS AND
IMPROVEMENTS

SCHOOL DISTRICT #309
T.P.N. 420124160000

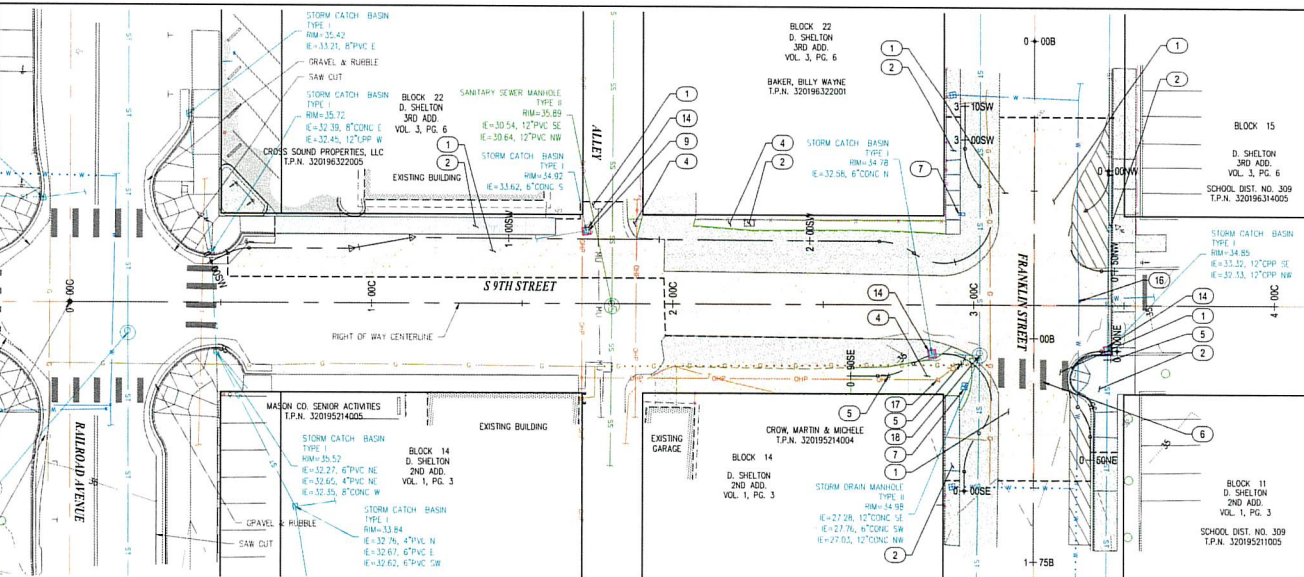
PLAN VIEW

1" = 20'

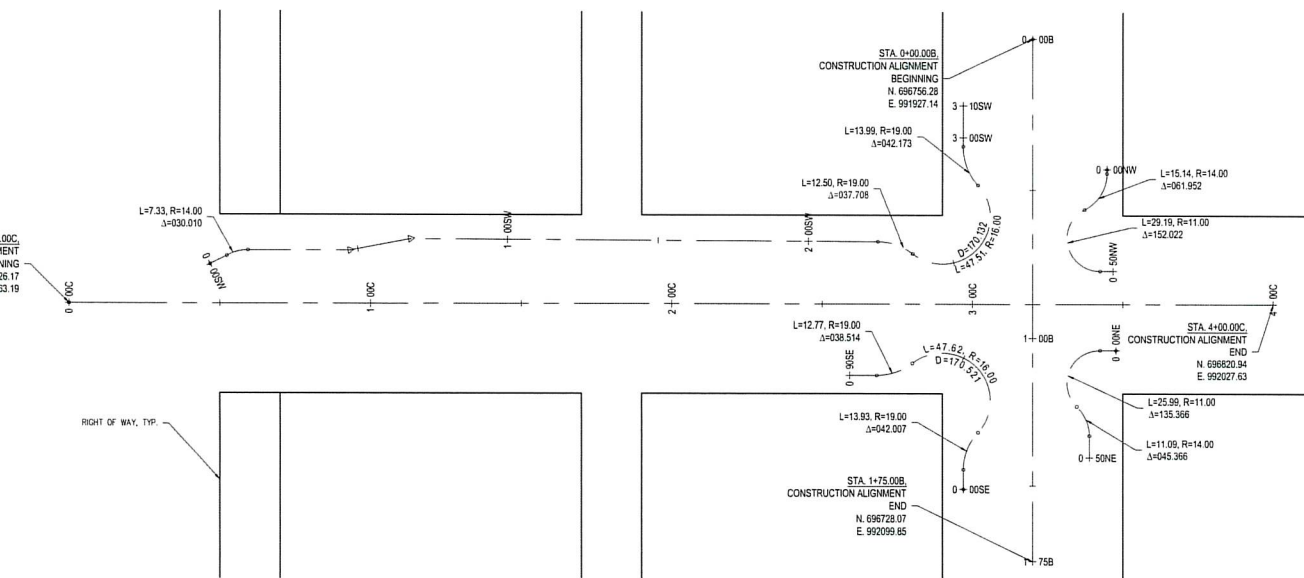


ALIGNMENT CONTROL

1" = 20'



PLAN VIEW



ALIGNMENT CONTROL

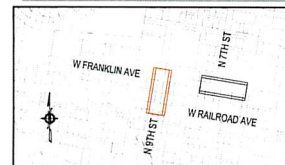
GENERAL NOTES

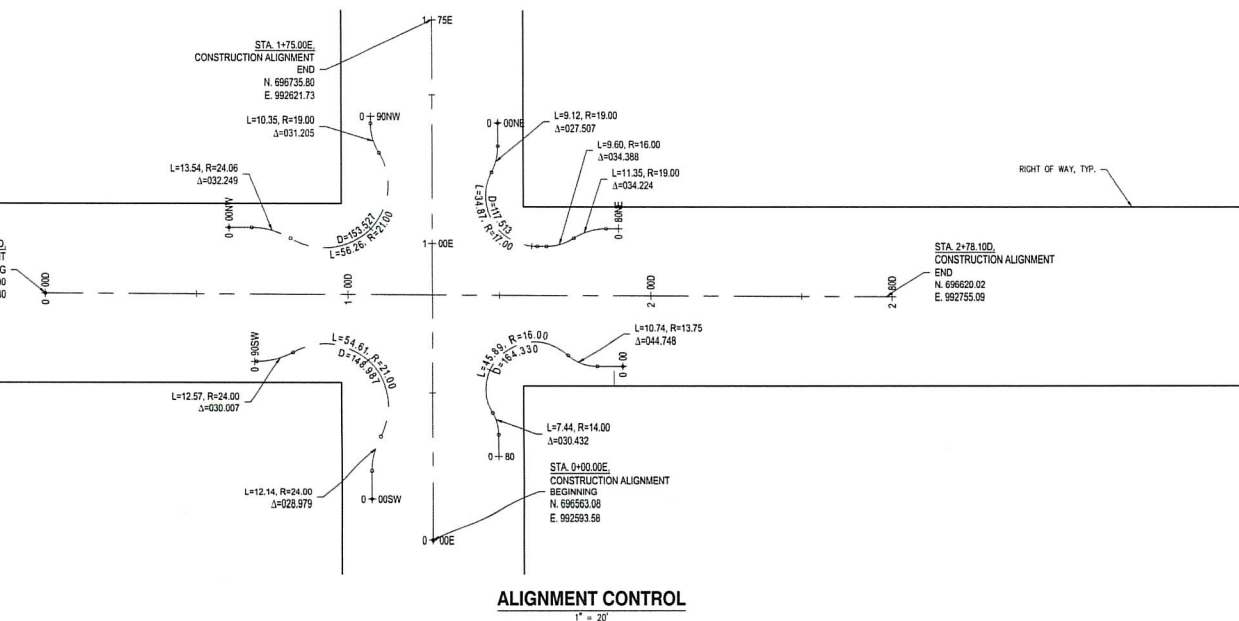
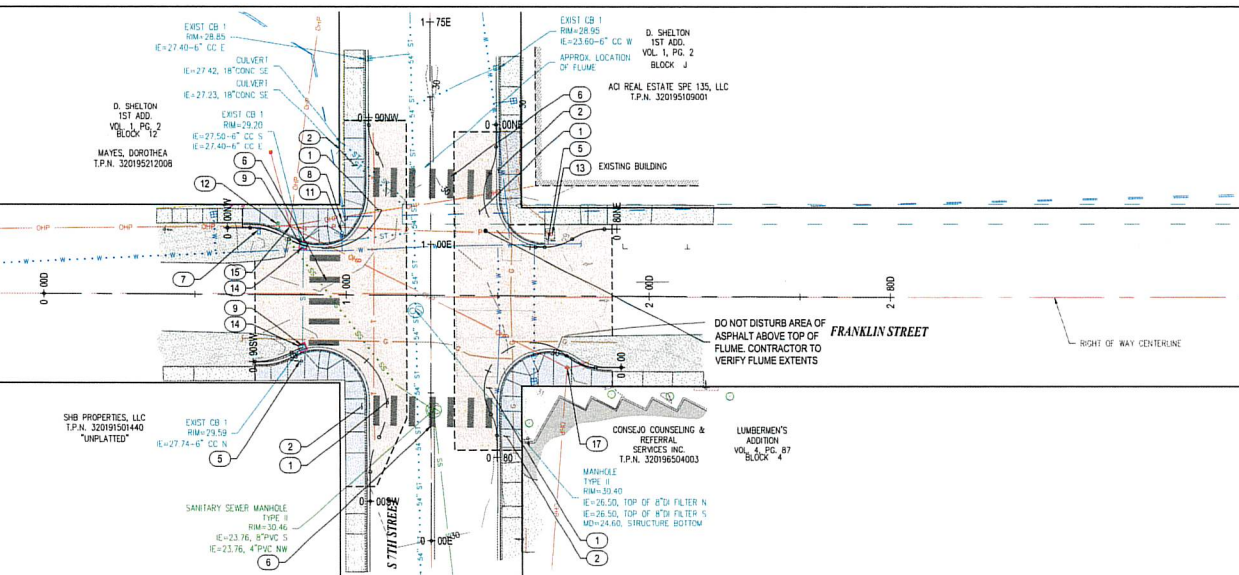
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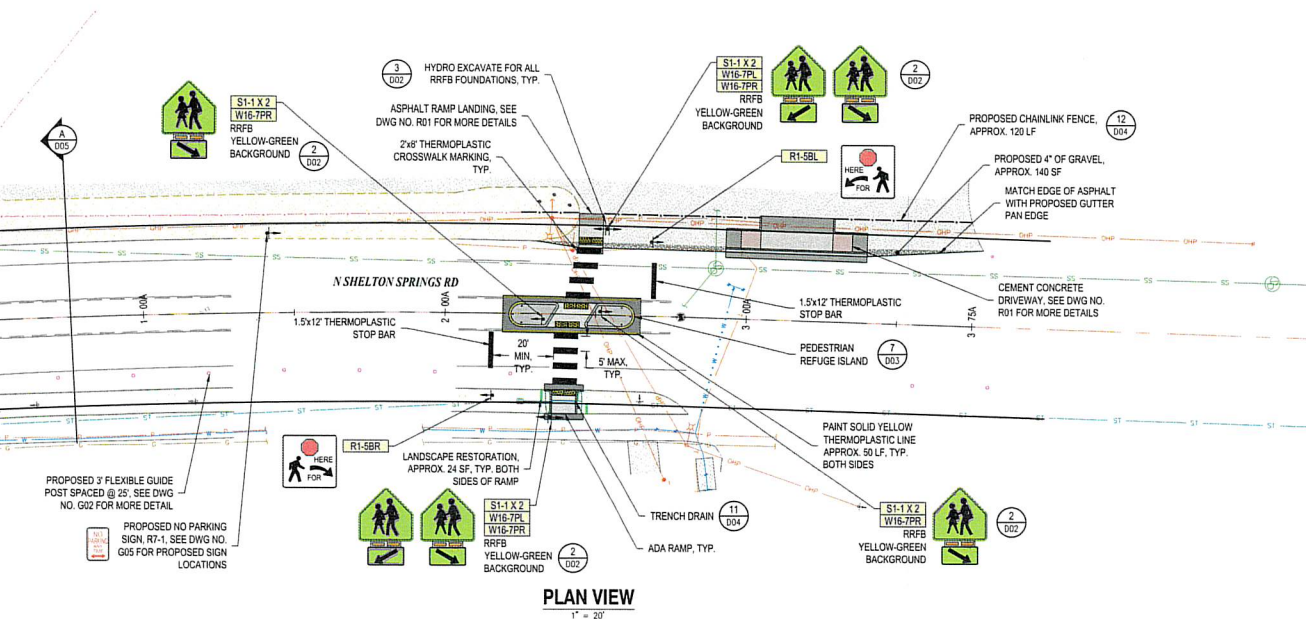
DEMOLITION NOTES

- | | | |
|----|------------|---|
| 1 | REMOVE | ASPHALT |
| 2 | REMOVE | CONCRETE |
| 3 | PLACING | ASPHALT |
| 4 | REMOVE | VEGETATION |
| 5 | REMOVE | SIGN, RELOCATE AND REPLACE POST PER CITY STD T-10C |
| 6 | REMOVE | STRIPING |
| 7 | REMOVE | MAILBOX, RELOCATE AND REPLACE POST PER CITY STD T-09C |
| 8 | PROTECT | MAGNAIL |
| 9 | ADJUST | CATCH BASIN |
| 10 | REMOVE | FENCE |
| 11 | REMOVE | HYDRANT |
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| 18 | ADJUST | MANHOLE |

VICINITY MAP





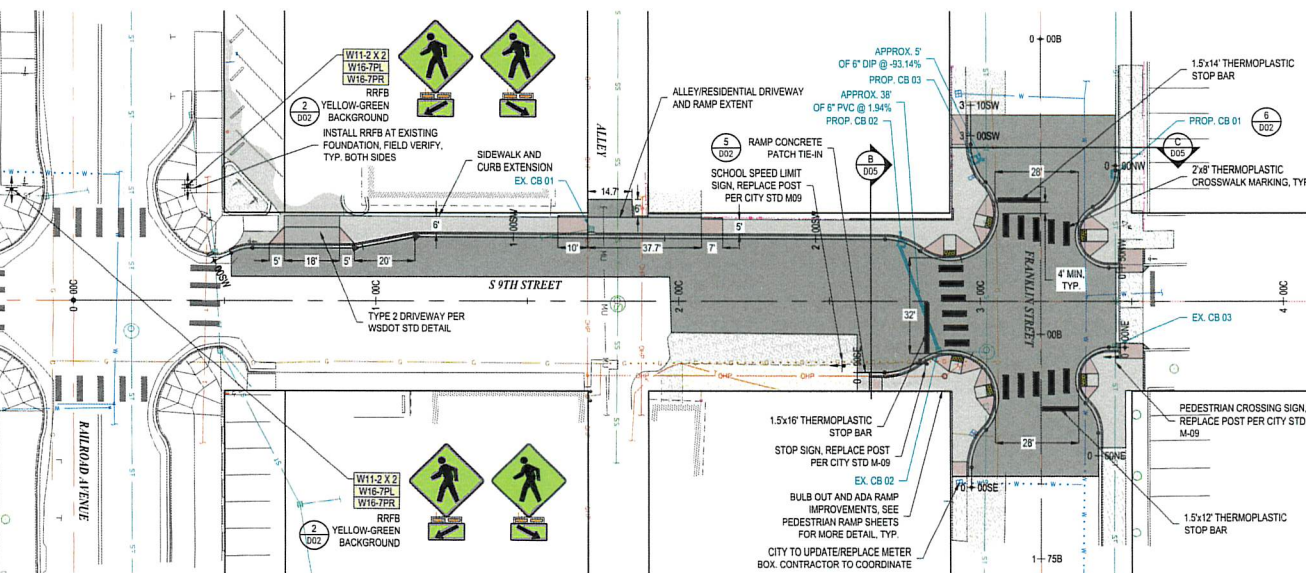


GENERAL NOTES

- 1) SEE DWGS R01-R07 FOR CURB RAMP ELEVATIONS, GEOMETRY, AND DESIGN PROFILES.
- 2) EOP ELEVATIONS REFERENCED IN THE PROFILE VIEWS REPRESENT THE ASPHALT ELEVATION AT THE EDGE OF PAVEMENT. ELEVATIONS ARE PROJECTED THROUGH INTERSECTIONS.

VICINITY MAP





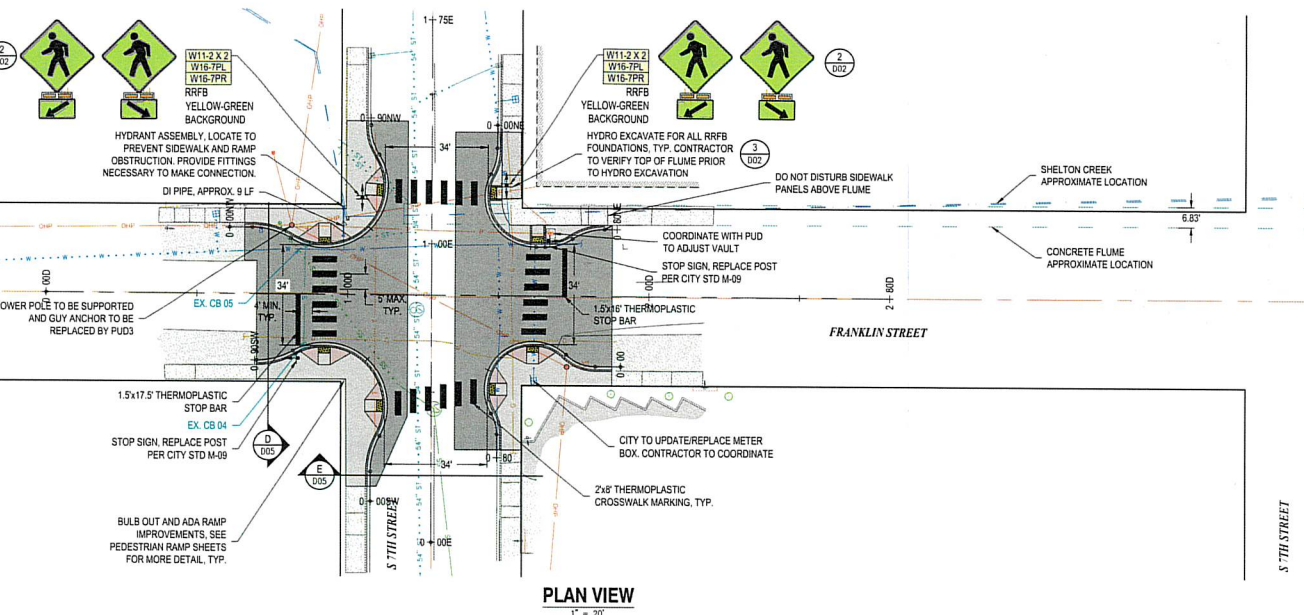
PLAN VIEW
1" = 20'

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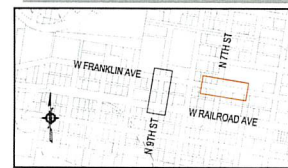


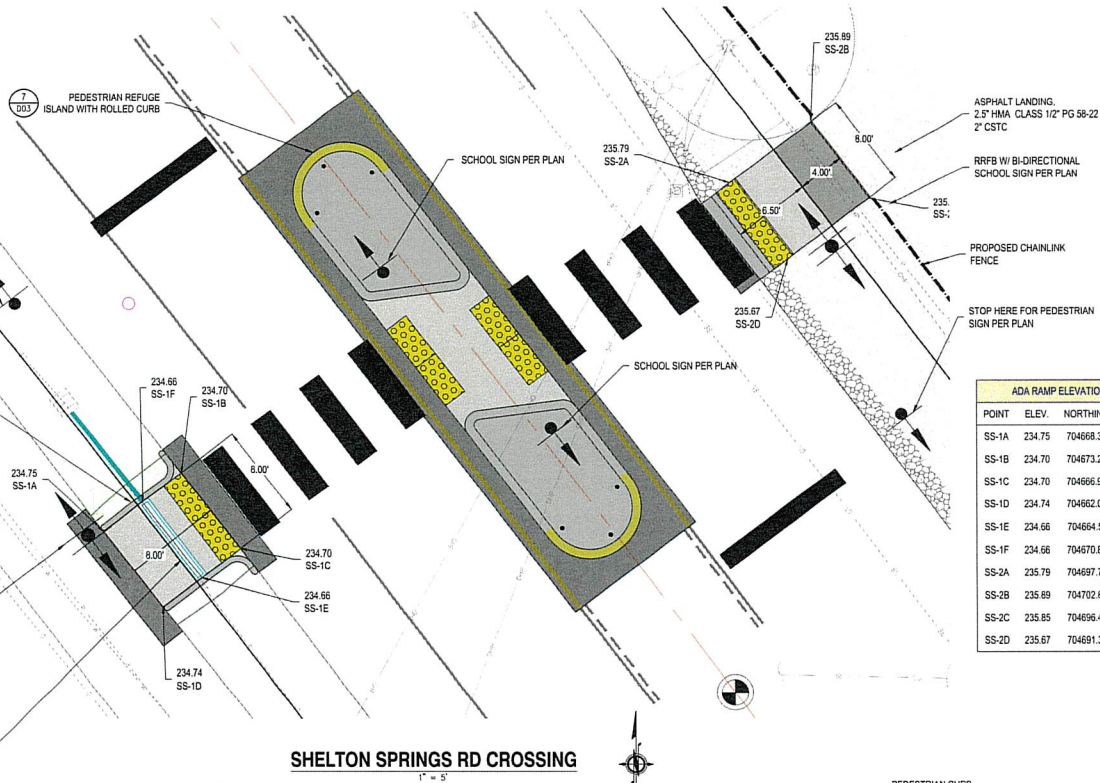


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VICINITY MAP



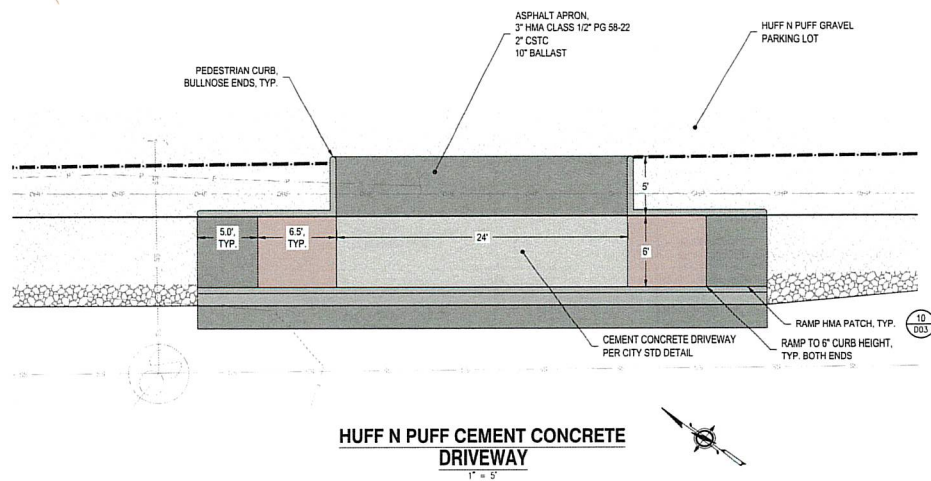


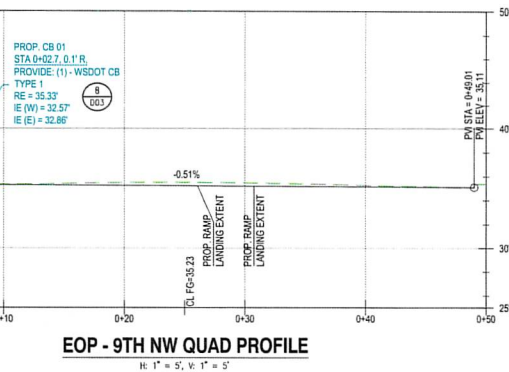
GENERAL NOTES

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- 2) RAMP LENGTHS SHOWN ARE MEASURED AT THE FACE OF CURB.
- 3) POINT ELEVATIONS ARE MEASURED AT THE CURB FLOW LINE.
- 4) ALL EXISTING STRUCTURE RIM ELEVATIONS SHOWN ON PROFILE VIEWS ARE EXISTING. ADJUST EXISTING STRUCTURE RIM ELEVATIONS AS NECESSARY.

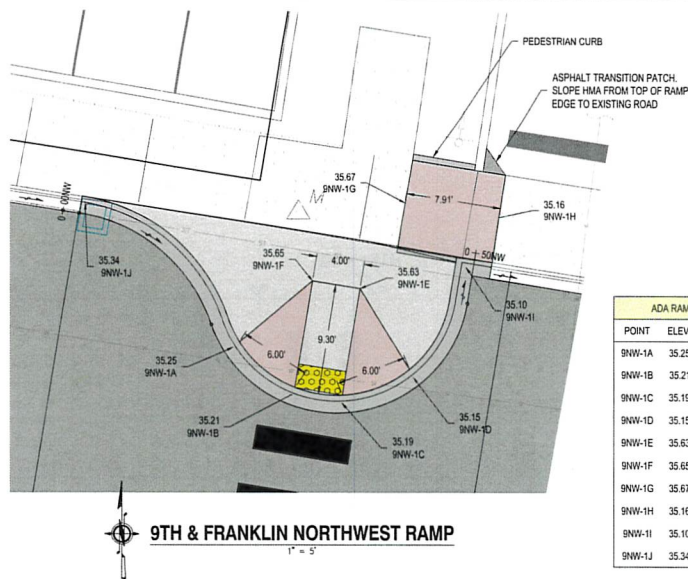
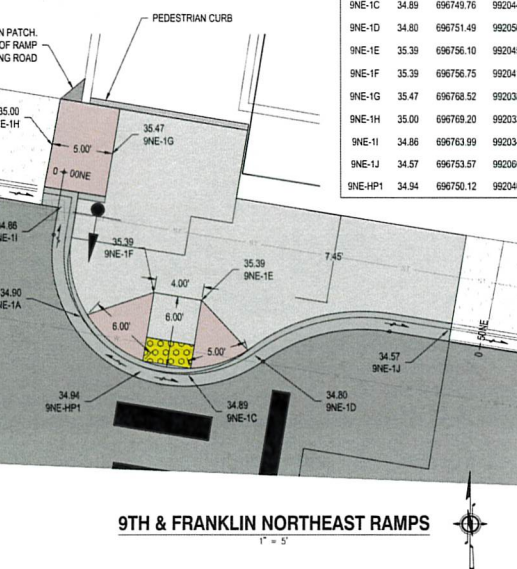
ADA RAMP ELEVATION TABLE

POINT	ELEV.	NORTHING	EASTING
SS-1A	234.75	704668.38	989709.91
SS-1B	234.70	704673.29	989716.35
SS-1C	234.70	704666.97	989721.24
SS-1D	234.74	704662.07	989714.83
SS-1E	234.66	704664.51	989718.03
SS-1F	234.66	704670.87	989713.17
SS-2A	235.79	704697.70	989761.69
SS-2B	235.89	704702.83	989768.47
SS-2C	235.85	704696.45	989773.30
SS-2D	235.67	704691.32	989766.51



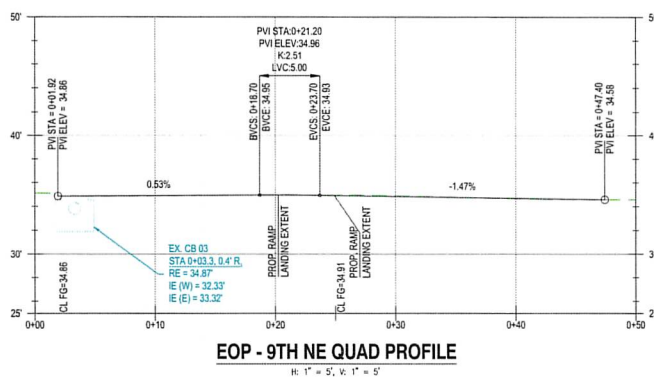


POINT	ELEV.	NORTHING	EASTING
7NE-1E	29.26	696695.63	992637.95
7NE-2E	28.58	696658.48	992667.19
7NE-HP1	29.88	696668.61	992630.54
9NE-1A	34.90	696754.72	992035.69
9NE-1C	34.89	696749.76	992044.74
9NE-1D	34.80	696751.49	992050.22
9NE-1E	35.39	696756.10	992045.79
9NE-1F	35.39	696756.75	992041.85
9NE-1G	35.47	696768.52	992038.44
9NE-1H	35.00	696769.20	992033.42
9NE-1I	34.86	696763.99	992034.16
9NE-1J	34.57	696753.57	992066.19
9NE-HP1	34.94	696750.12	992040.70



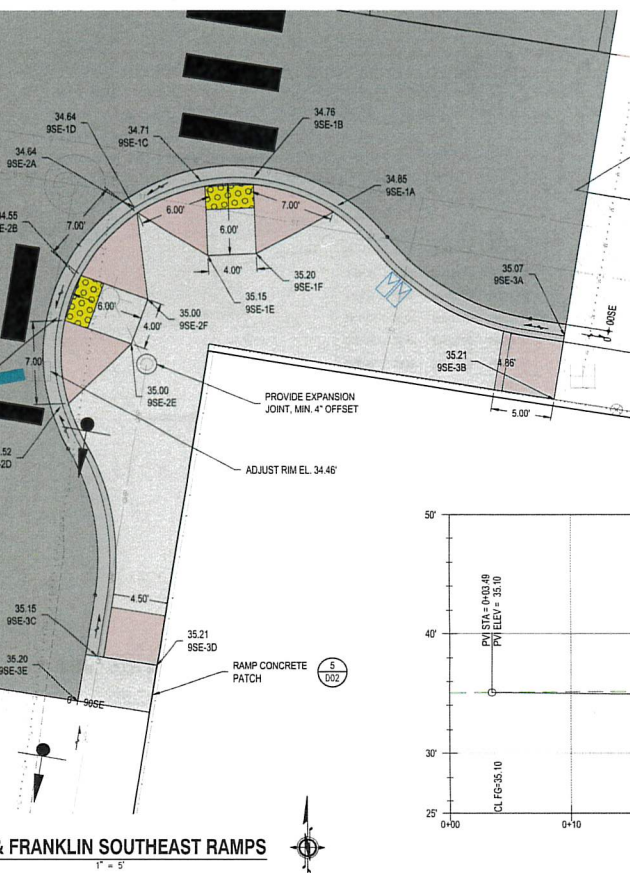
POINT	ELEV.	NORTHING	EASTING
9NW-1A	35.25	696762.28	991987.72
9NW-1B	35.21	696758.29	991992.61
9NW-1C	35.19	696757.57	991996.78
9NW-1D	35.15	696759.74	992002.69
9NW-1E	35.63	696767.21	991996.27
9NW-1F	35.65	696767.85	991994.32
9NW-1G	35.67	696774.44	992002.00
9NW-1H	35.16	696773.16	992009.81
9NW-1I	35.10	696769.00	992007.09
9NW-1J	35.34	696774.33	991975.43

- ### GENERAL NOTES
- 1) EOP ELEVATIONS REFERENCED IN THE PROFILE VIEWS REPRESENT THE ASPHALT ELEVATION AT THE EDGE OF PAVEMENT. ELEVATIONS ARE PROJECTED THROUGH INTERSECTIONS.
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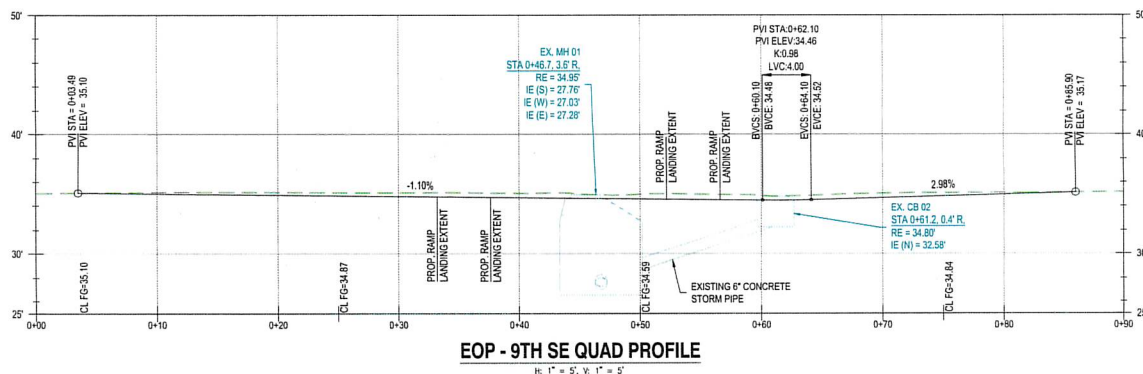


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POINT	ELEV.	NORTHING	EASTING
9SE-1A	34.85	696719.75	992050.28
9SE-1B	34.76	696722.18	992043.40
9SE-1C	34.71	696721.85	992038.94
9SE-1D	34.64	696719.63	992033.42
9SE-1E	35.15	696715.53	992039.52
9SE-1F	35.20	696715.69	992043.52
9SE-2A	34.64	696719.60	992033.39
9SE-2B	34.55	696714.04	992028.42
9SE-2C	34.50	696710.33	992027.01
9SE-2D	34.52	696702.83	992027.23
9SE-2E	35.00	696708.12	992033.18
9SE-2F	35.00	696711.88	992034.54
9SE-3A	35.07	696708.83	992068.91
9SE-3B	35.21	696703.48	992068.03
9SE-3C	35.15	696681.96	992030.14
9SE-3D	35.21	696681.05	992035.18
9SE-3E	35.20	696678.07	992028.61



GENERAL NOTES

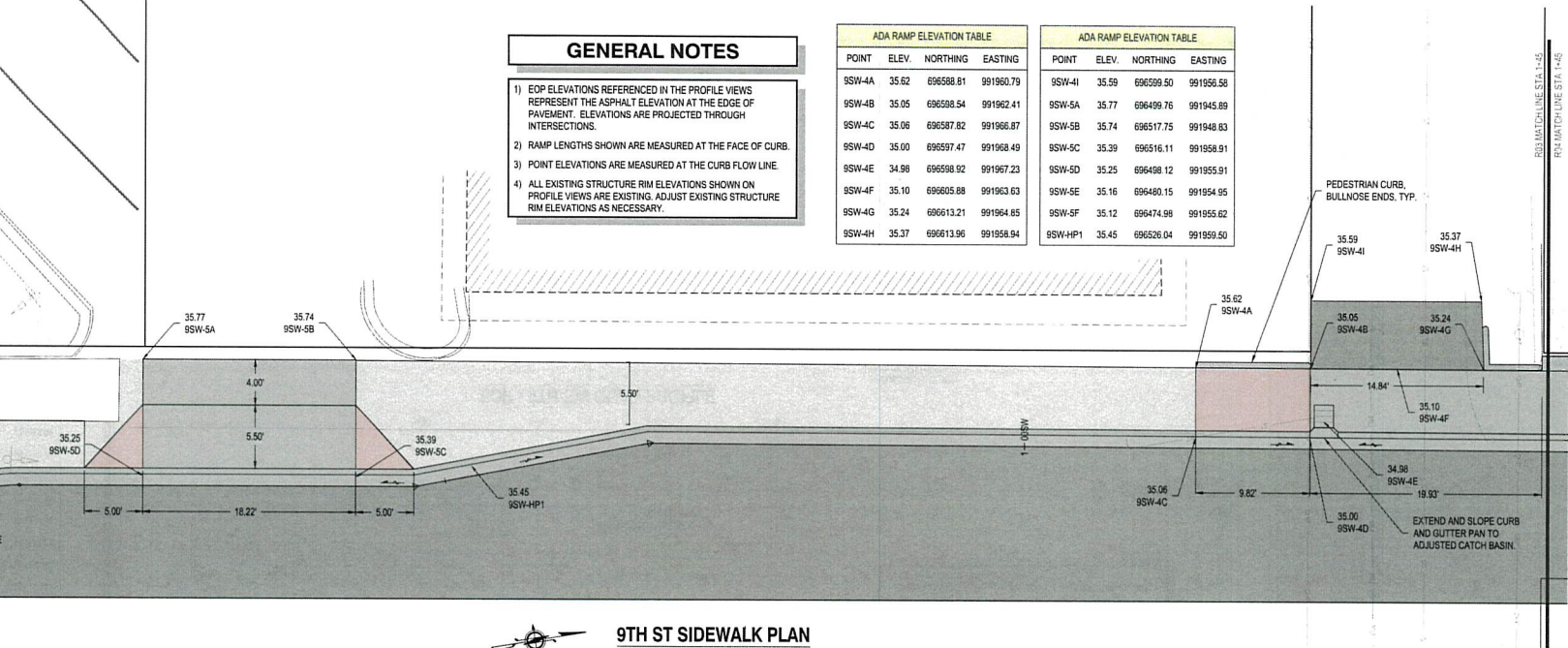
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ADA RAMP ELEVATION TABLE

POINT	ELEV.	NORTHING	EASTING
9SW-4A	35.62	696588.81	991960.79
9SW-4B	35.05	696588.54	991962.41
9SW-4C	35.06	696587.82	991966.87
9SW-4D	35.00	696597.47	991968.49
9SW-4E	34.98	696598.92	991967.23
9SW-4F	35.10	696605.88	991963.63
9SW-4G	35.24	696613.21	991964.85
9SW-4H	35.37	696613.96	991958.94

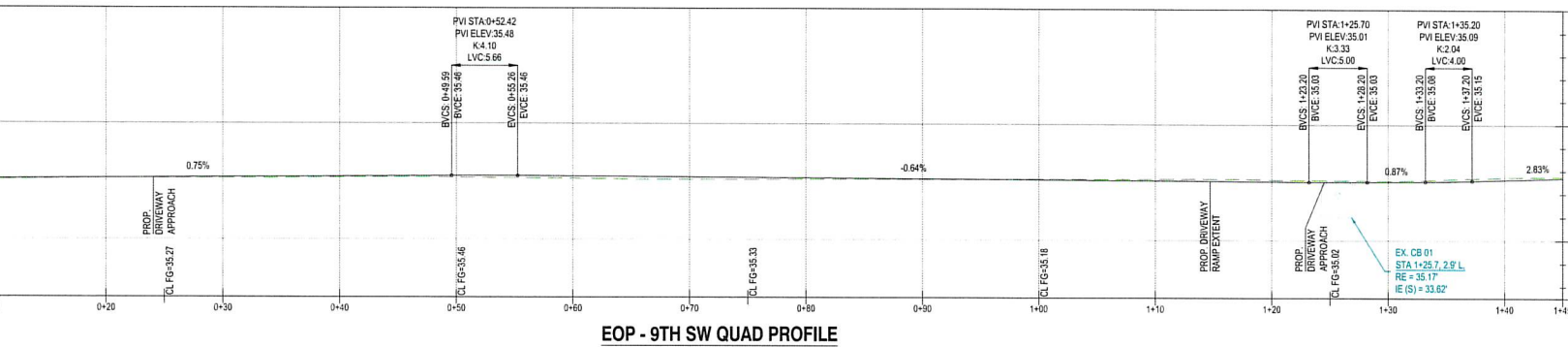
ADA RAMP ELEVATION TABLE

POINT	ELEV.	NORTHING	EASTING
9SW-4I	35.59	696599.50	991956.58
9SW-5A	35.77	696499.76	991945.89
9SW-5B	35.74	696517.75	991948.83
9SW-5C	35.39	696516.11	991958.91
9SW-5D	35.25	696498.12	991955.91
9SW-5E	35.16	696480.15	991954.95
9SW-5F	35.12	696474.98	991955.62
9SW-HP1	35.45	696526.04	991959.50



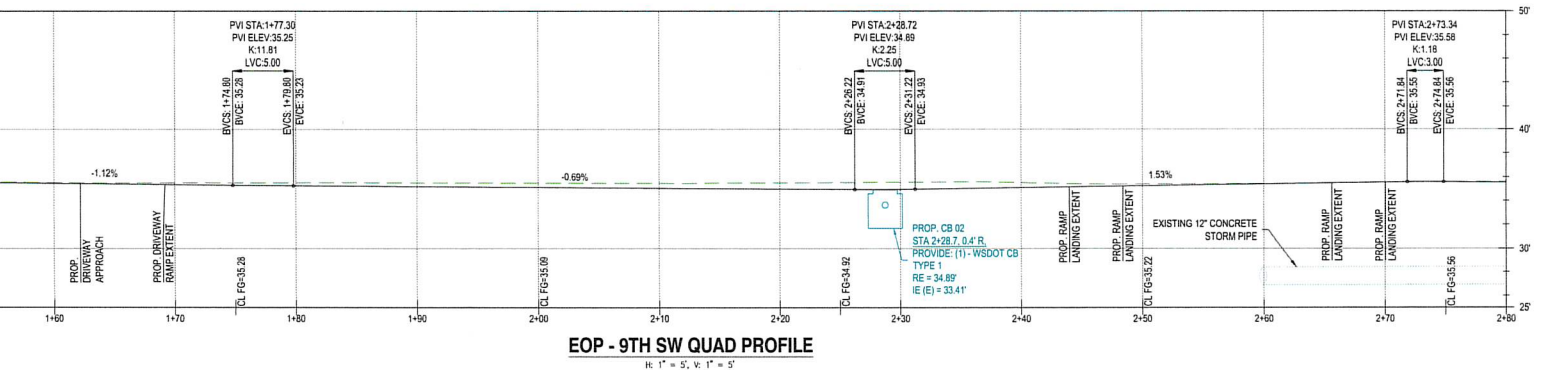
9TH ST SIDEWALK PLAN

1" = 5'

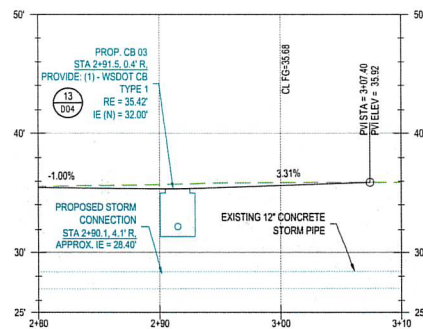


EOP - 9TH SW QUAD PROFILE

H: 1" = 5', V: 1" = 5'



EOP - 9TH SW QUAD PROFILE
H: 1" = 5', V: 1" = 5'



EOP - 9TH SW QUAD PROFILE
H: 1" = 5', V: 1" = 5'

GENERAL NOTES

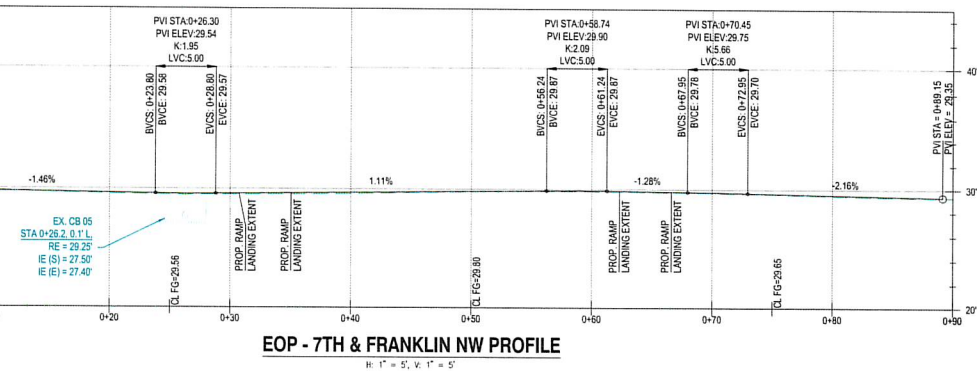
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- 2) RAMP LENGTHS SHOWN ARE MEASURED AT THE FACE OF CURB.
- 3) POINT ELEVATIONS ARE MEASURED AT THE CURB FLOW LINE.
- 4) ALL EXISTING STRUCTURE RIM ELEVATIONS SHOWN ON PROFILE VIEWS ARE EXISTING. ADJUST EXISTING STRUCTURE RIM ELEVATIONS AS NECESSARY.

STATION	EASTING
991991.42	
991995.10	
991995.74	
991994.32	
991987.99	
991987.35	
991992.78	
991988.08	
991984.25	
991975.88	
991981.96	
991985.67	
991948.68	
991947.78	
991969.10	
991970.27	
991975.29	
991974.13	
991972.86	
991978.47	

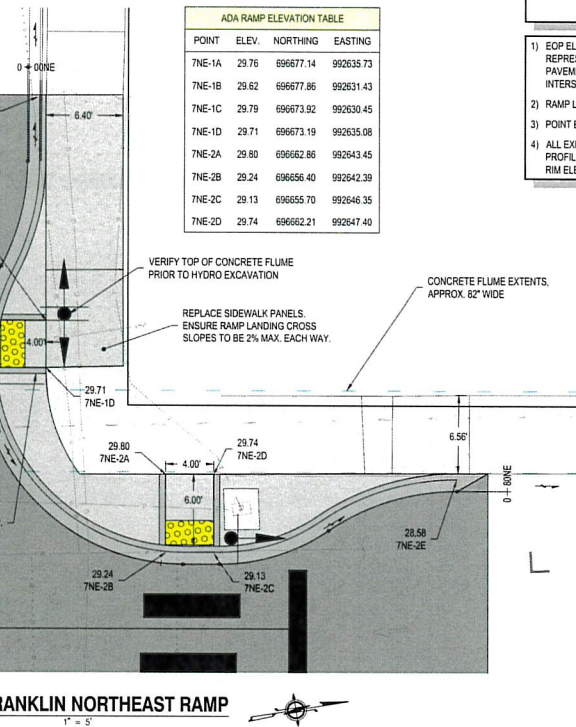
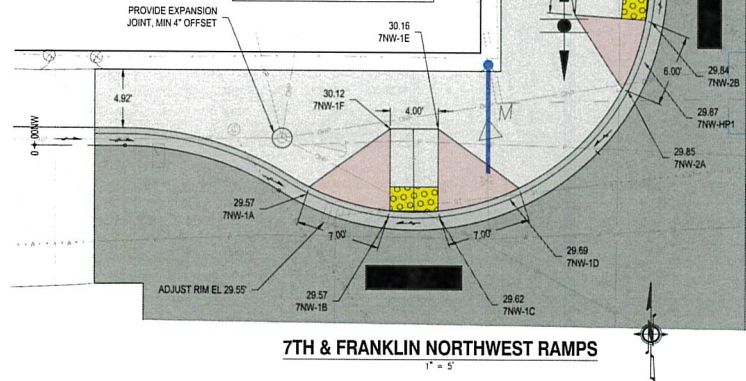
9TH & FRANKLIN SOUTHWEST RAMPS

1" = 5'

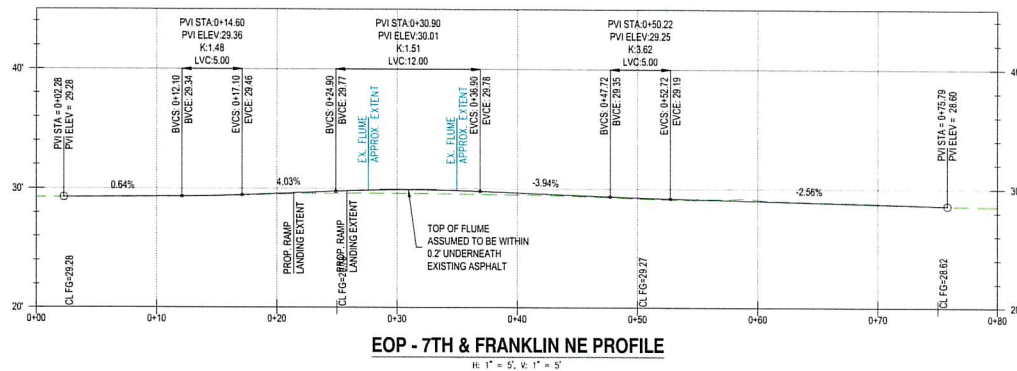


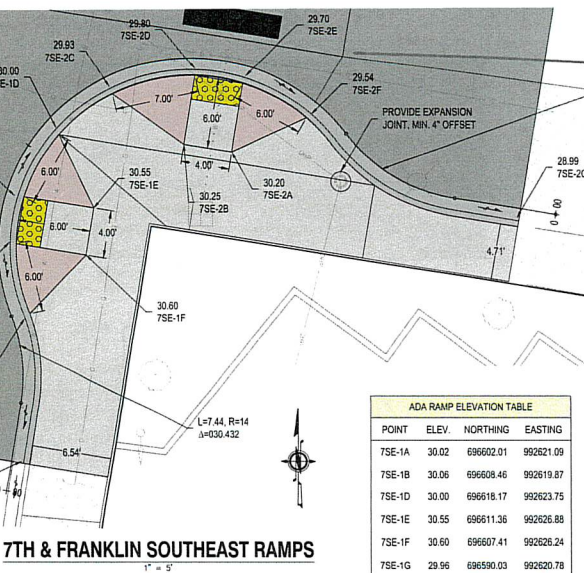


POINT	ELEV.	NORTHING	EASTING
7NW-1A	29.57	696670.35	992566.02
7NW-1B	29.57	696667.35	992572.46
7NW-1C	29.62	696666.64	992576.65
7NW-1D	29.69	696667.26	992582.89
7NW-1E	30.16	696674.06	992577.72
7NW-1F	30.12	696674.71	992573.78
7NW-2A	29.85	696674.71	992593.83
7NW-2B	29.84	696680.08	992596.67
7NW-2C	29.78	696684.25	992597.65
7NW-2D	29.68	696690.27	992597.49
7NW-2E	30.28	696685.59	992591.37
7NW-2F	30.28	696681.69	992590.46
7NW-2G	29.34	696706.08	992595.41
7NW-HP1	29.87	696676.94	992595.55



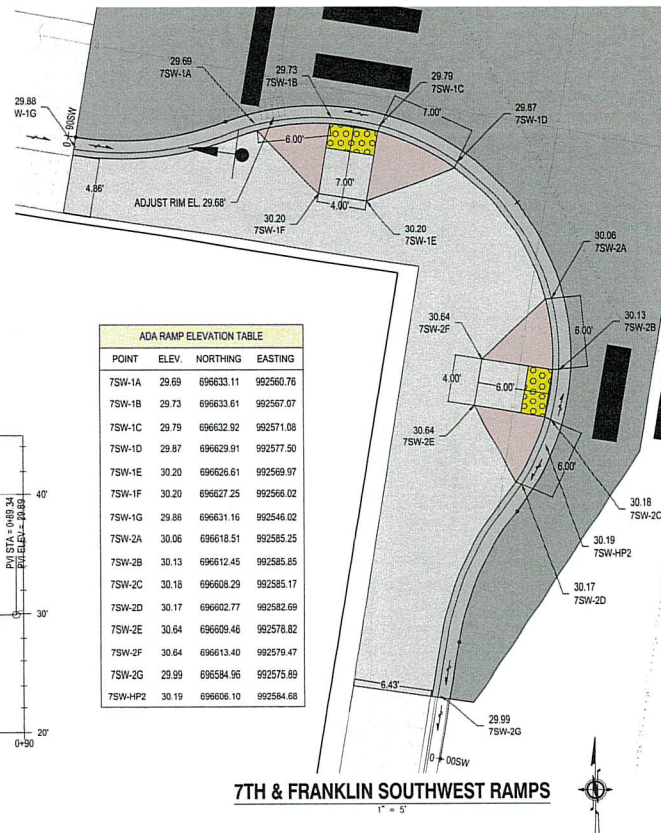
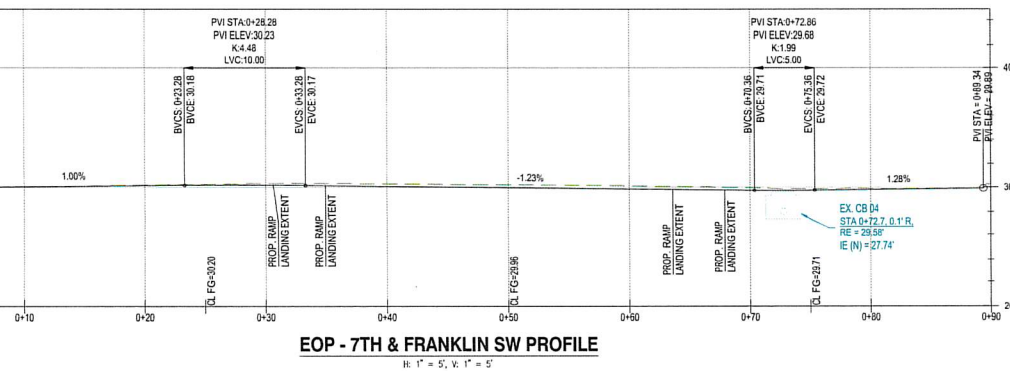
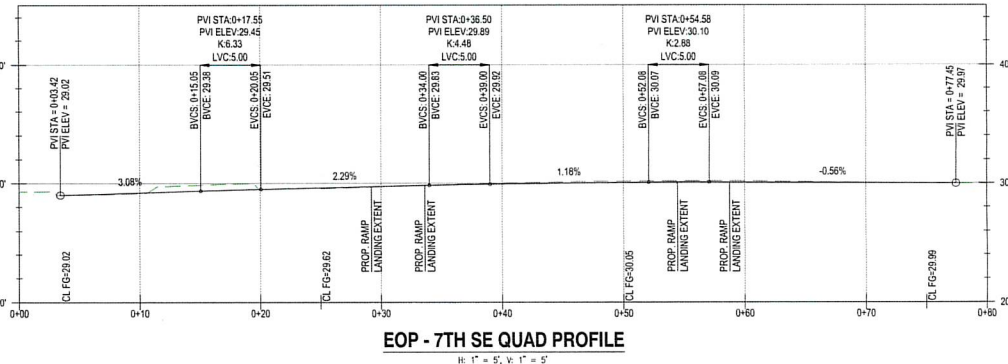
- GENERAL NOTES**
- 1) EOP ELEVATIONS REFERENCED IN THE PROFILE VIEWS REPRESENT THE ASPHALT ELEVATION AT THE EDGE OF PAVEMENT. ELEVATIONS ARE PROJECTED THROUGH INTERSECTIONS.
 - 2) RAMP LENGTHS SHOWN ARE MEASURED AT THE FACE OF CURB.
 - 3) POINT ELEVATIONS ARE MEASURED AT THE CURB FLOW LINE.
 - 4) ALL EXISTING STRUCTURE RIM ELEVATIONS SHOWN ON PROFILE VIEWS ARE EXISTING. ADJUST EXISTING STRUCTURE RIM ELEVATIONS AS NECESSARY.



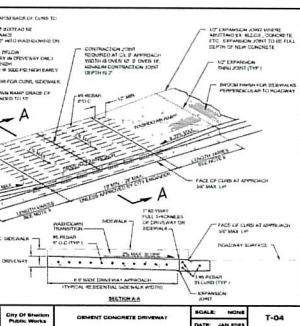
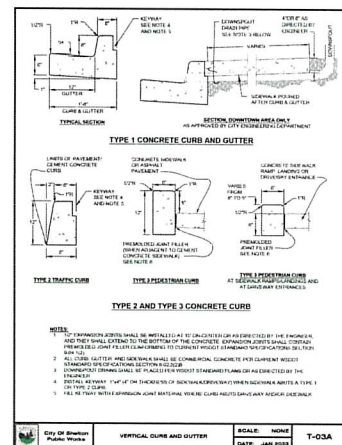
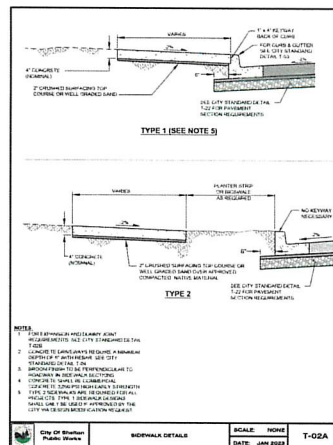
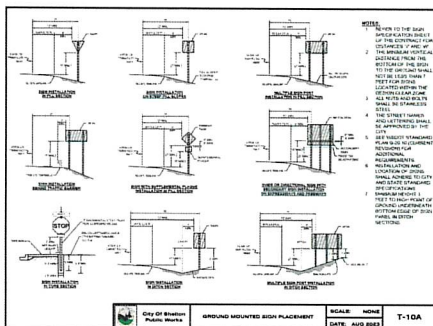
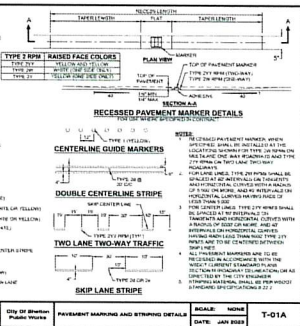


POINT	ELEV.	NORTHING	EASTING
7SE-1A	30.02	696602.01	992621.09
7SE-1B	30.06	696608.46	992619.87
7SE-1D	30.00	696616.17	992623.75
7SE-1E	30.55	696611.36	992626.88
7SE-1F	30.60	696607.41	992626.24
7SE-1G	29.96	696590.03	992620.78
7SE-2A	30.20	696616.08	992638.29
7SE-2B	30.25	696616.73	992634.35
7SE-2C	29.93	696621.62	992628.19
7SE-2D	29.80	696623.14	992635.29
7SE-2E	29.70	696622.51	992639.51
7SE-2F	29.54	696619.28	992644.93
7SE-2G	28.99	696610.56	992661.84
7SE-HP1	30.07	696612.44	992620.29

- GENERAL NOTES**
- 1) EOP ELEVATIONS REFERENCED IN THE PROFILE VIEWS REPRESENT THE ASPHALT ELEVATION AT THE EDGE OF PAVEMENT. ELEVATIONS ARE PROJECTED THROUGH INTERSECTIONS.
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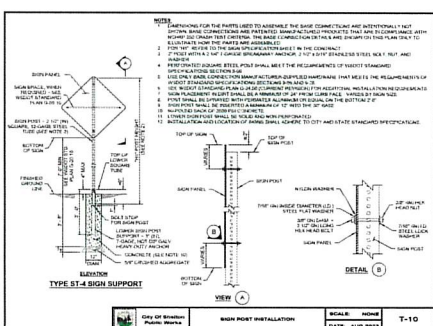
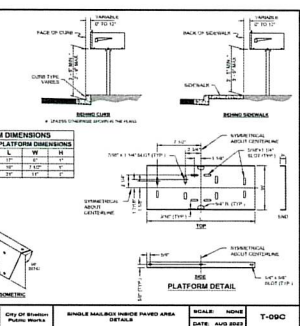
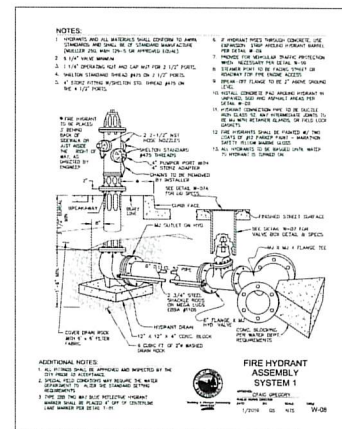
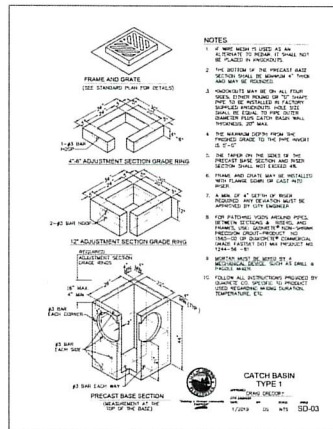
POINT	ELEV.	NORTHING	EASTING
7SW-1A	29.69	696633.11	992560.76
7SW-1B	29.73	696633.61	992567.07
7SW-1C	29.79	696632.92	992571.08
7SW-1D	29.87	696629.91	992577.50
7SW-1E	30.20	696626.61	992569.97
7SW-1F	30.20	696627.25	992566.02
7SW-1G	29.88	696631.16	992546.02
7SW-2A	30.06	696618.51	992585.25
7SW-2B	30.13	696612.45	992585.85
7SW-2C	30.18	696608.29	992585.17
7SW-2D	30.17	696602.77	992582.69
7SW-2E	30.64	696609.46	992578.82
7SW-2F	30.64	696613.40	992570.47
7SW-2G	29.99	696584.96	992575.89
7SW-HP2	30.19	696606.10	992584.68



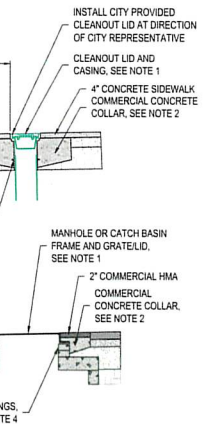
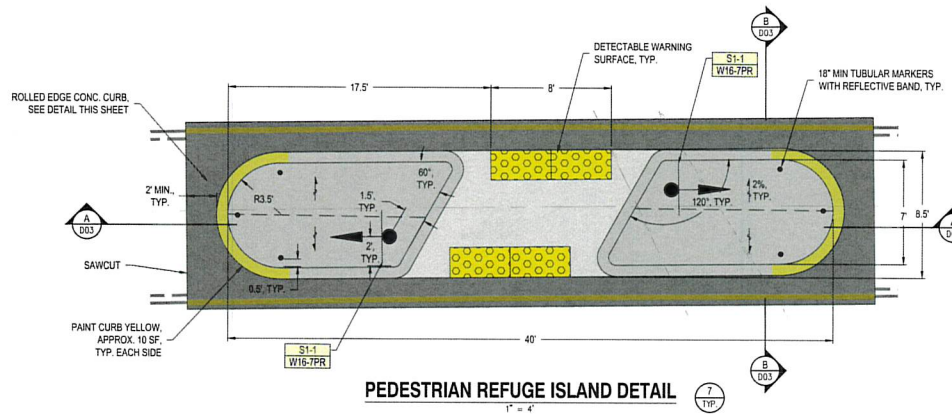
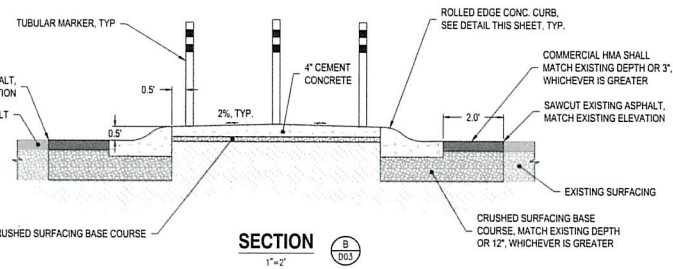
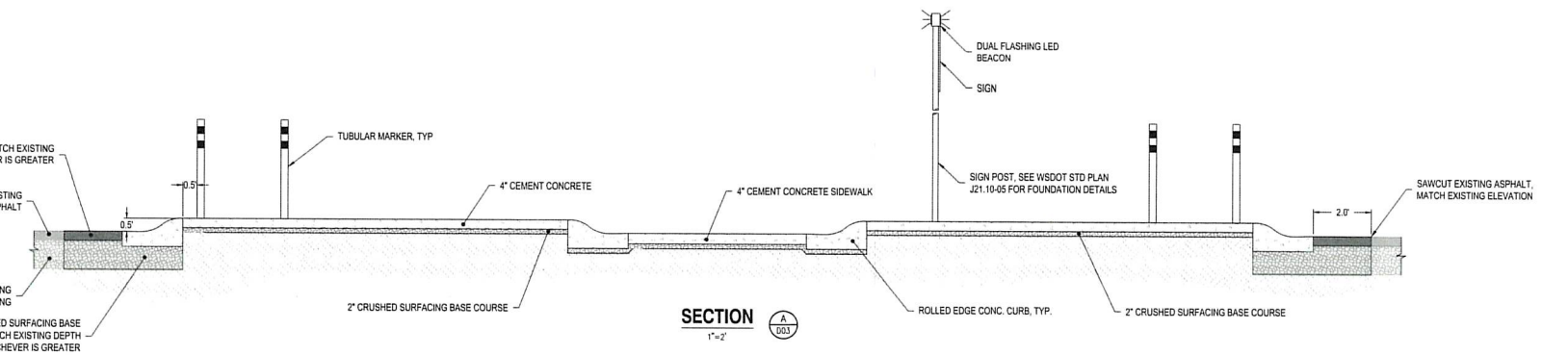
HMA CLASS 1/2 PG 58-22 MAY BE SUBSTITUTED FOR HMA CLASS 1/2 PG 64-22

	PRINCIPAL ARTERIAL	MINOR ARTERIAL	MAJOR COLLECTOR	MINOR COLLECTOR	LOCAL RESIDENTIAL	INDUSTRIAL	ALLEY
DEPTH OF TOP COURSE	8"	3"	4"	4"	3"	4"	3"
DEPTH OF BASE COURSE	3"	3"	3"	3"	3"	3"	3"
DEPTH OF SUBGRADE	10"	3"	14"	3"	10"	10"	10"
TOTAL DEPTH	20"	22"	20"	16.5"	16.5"	16.5"	16"

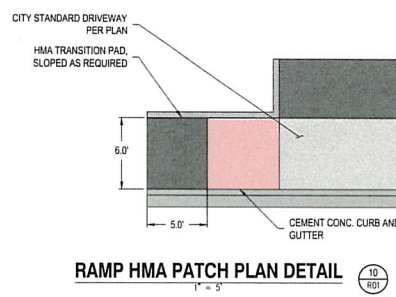
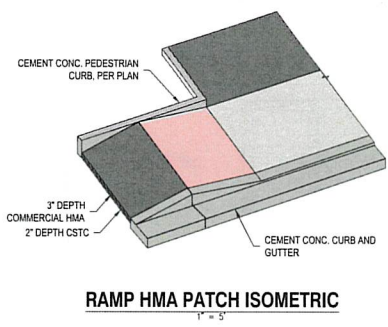
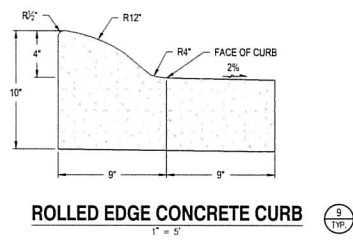
City of Houston Public Works | SCALE: 1/2" = 1'-0" | DATE: JAN 2003 | T-22

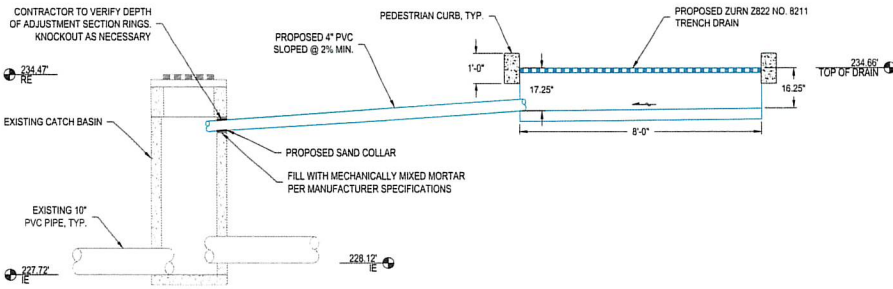




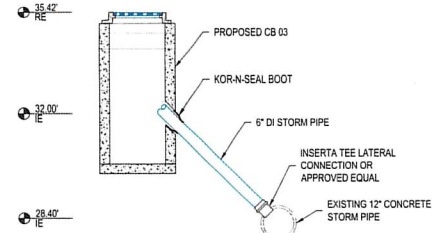


- GENERAL ADJUSTMENT NOTES**
- 1) THE HIGHEST POINT ON THE CASING, RING, OR COVER SHALL NOT PROTRUDE ABOVE ASPHALT/CONCRETE SURFACE AND NO MORE THAN 1/8" BELOW ASPHALT/CONCRETE SURFACE.
 - 2) COMMERCIAL CONCRETE COLLAR MUST BE CURED 3 DAYS PRIOR TO ASPHALT CAP PLACEMENT. TIME MAY BE REDUCED WITH ENGINEER APPROVAL.
 - 3) REMOVE ASPHALT AS NECESSARY IN CIRCULAR PATTERN WITH A MINIMUM OF 8 EDGES.
 - 4) USE PRECAST CONCRETE ADJUSTMENT RINGS PER WSDOT STANDARD PLANS TO RAISE THE FRAMES ON MANHOLES AND CATCH BASINS.
 - 5) PROVIDE ALL REQUIRED REPLACEMENT CASINGS AND ADJUSTMENT RINGS. LOWER AND RAISE UTILITY COMPONENTS AS REQUIRED FOR CONCRETE AND PAVING ACTIVITIES.

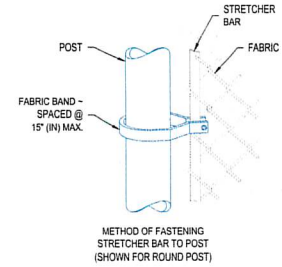
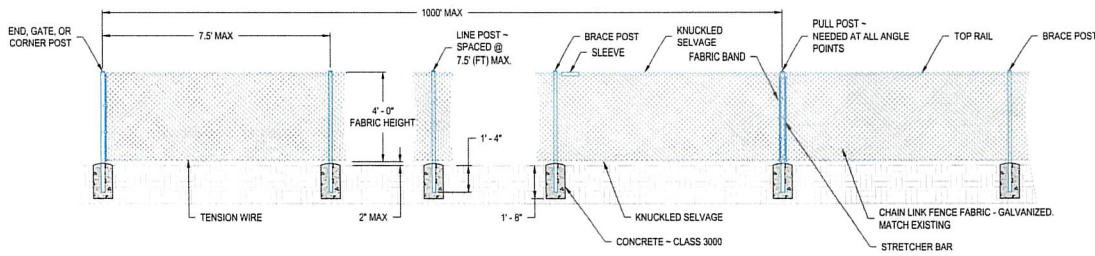




TRENCH DRAIN CONNECTION DETAIL (11) COT
NTS



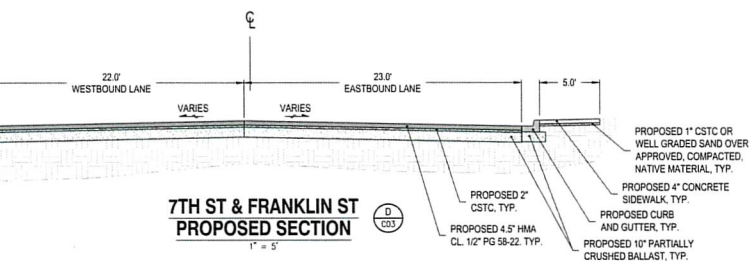
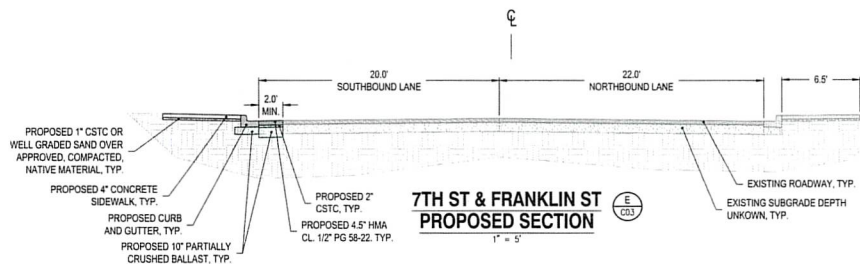
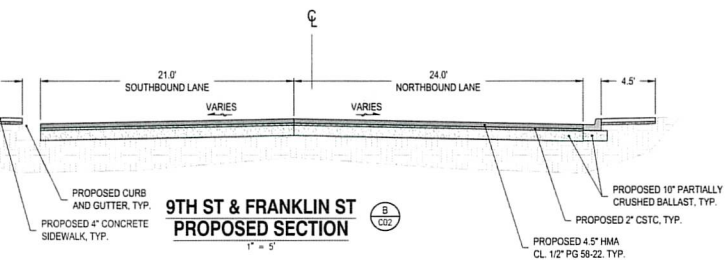
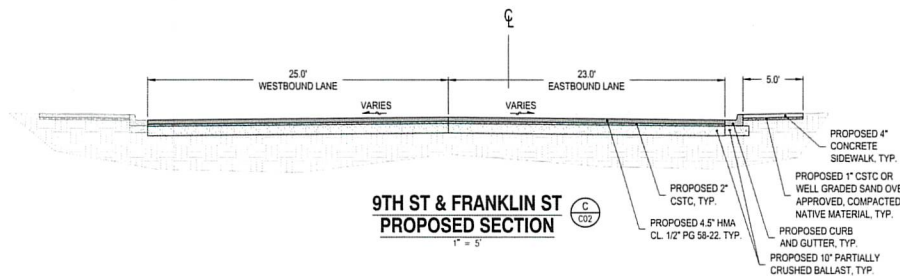
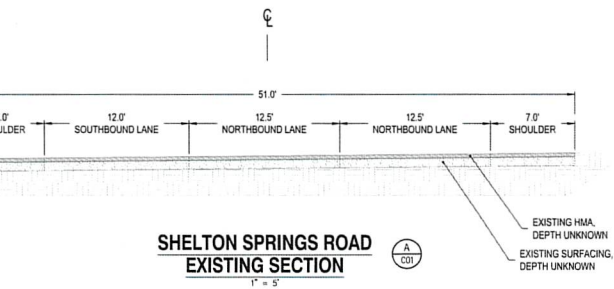
PROPOSED CATCH BASIN 3 DETAIL (13) R05
NTS



POST AND RAIL SPECIFICATIONS				
MEMBER	PIPE	CONC.		
	NOM. SIZE (SCH. 40)	SECTION	WEIGHT (LB./FT.)	
END, CORNER, OR PULL POST	2 1/2" DIAM.	(A)	5.10	
LINE OR BRACE POST	2" DIAM.	(B)	2.40	
BRACE OR TOP RAIL	1 1/2" DIAM.	(C)	1.35	
GATE POST	3 1/2" DIAM.			

SEGMENTAL WALL FENCING DETAILS (12) COT
NOT TO SCALE

- NOTES
- IN ADDITION TO MEETING THE COATING AND MATERIAL REQUIREMENTS OF SECTION 9-16 OF THE STANDARD SPECIFICATIONS, ALL FENCE AND GATE PARTS OF SHALL BE GALVANIZED TO MATCH EXISTING.
 - ALL CONCRETE POST BASES SHALL BE 10" (IN) MINIMUM DIAMETER.
 - TENSION WIRE SHALL BE PLACED WITHIN THE LIMITS OF THE FIRST FULL FABRIC WEAVE.
 - DETAILS ARE ILLUSTRATIVE AND SHALL NOT LIMIT HARDWARE DESIGN OR POST SELECTION OF ANY PARTICULAR FENCE TYPE.



BUFFER DATA										
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (FEET)	155	200	250	305	360	425	495	570	645	-
BUFFER VEHICLE ROLL AHEAD DISTANCE = R										
TRANSPORTABLE ATTENUATOR:							30 FEET MIN. TO 100 FEET MAX.			
MINIMUM HOST VEHICLE WEIGHT 15,000 LBS. THE MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATION.										
PROTECTIVE VEHICLE:										
MAY BE A WORK VEHICLE STRATEGICALLY LOCATED TO SHIELD THE WORK AREA.							NO SPECIFIED DISTANCE REQUIRED			

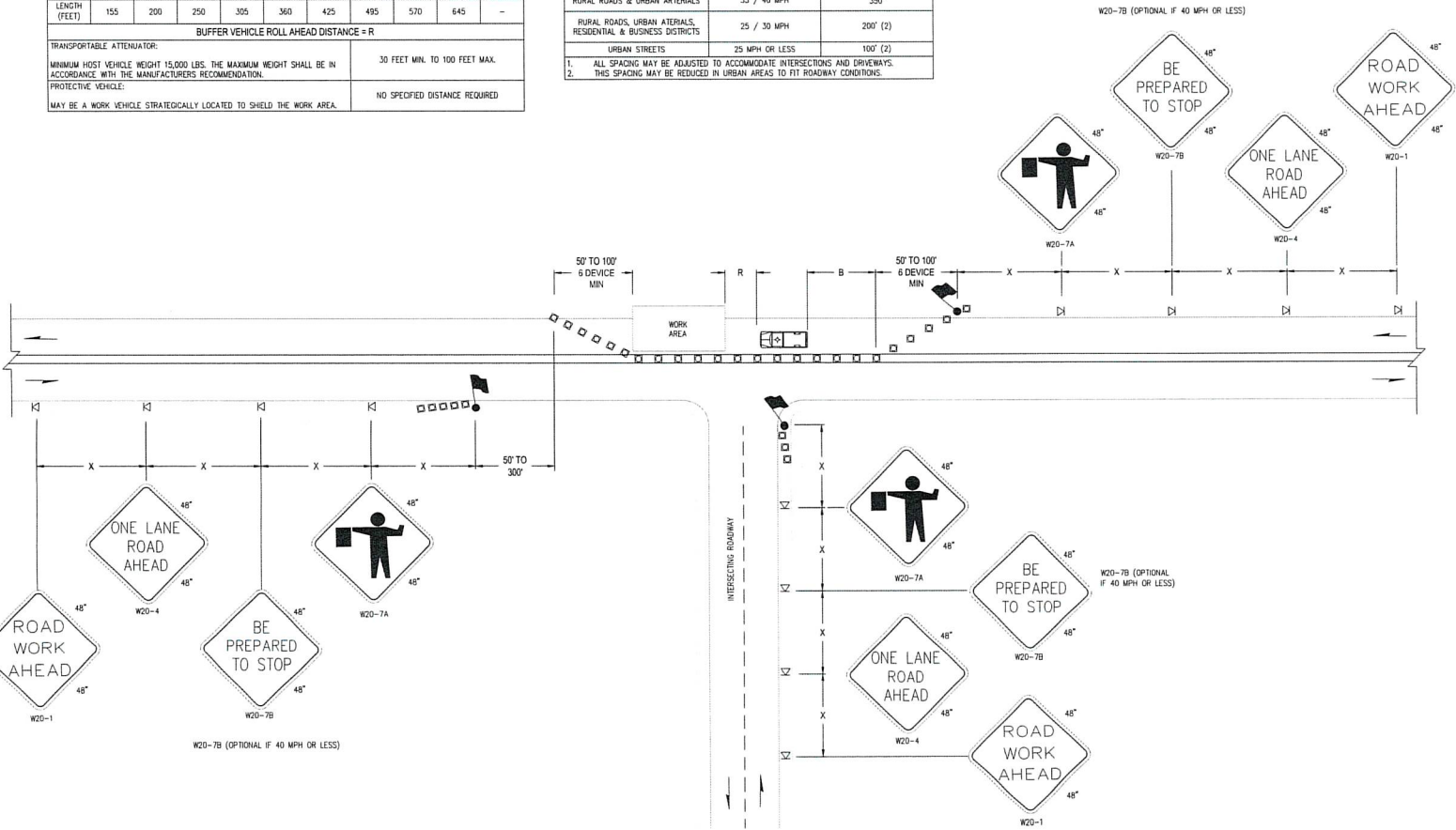
SIGN SPACING = X(1)		
RURAL HIGHWAYS	60 / 65 MPH	800'
RURAL ROADS	45 / 55 MPH	500'
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350'
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' (2)
URBAN STREETS	25 MPH OR LESS	100' (2)

1.

ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERSECTIONS AND DRIVEWAYS.

2.

THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.



NOTES:

- ALL SIGNS ARE BLACK ON ORANGE.
- EXTENDING THE CHANNELIZING DEVICE TAPER ACROSS SHOULDER IS RECOMMENDED.
- NIGHT WORK REQUIRES ADDITIONAL ROADWAY LIGHTING AT FLAGGING STATIONS. SEE THE STANDARD SPECIFICATIONS FOR ADDITIONAL DETAILS.
- SEE SPECIAL PROVISIONS FOR WORK HOUR RESTRICTIONS.

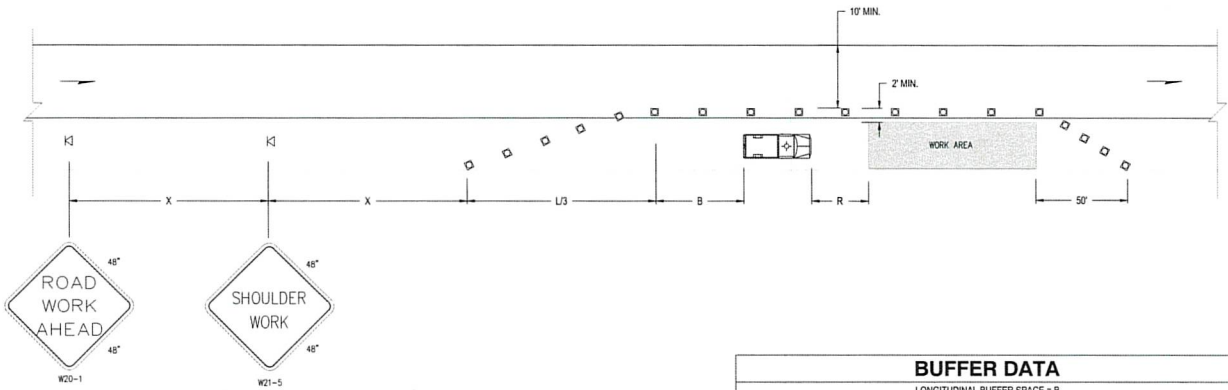
CHANNELIZATION DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
50 / 55	10 TO 20	80
35 / 45	10 TO 20	60
25 / 30	10 TO 20	40

ONE LANE, TWO WAY TRAFFIC
CONTROL WITH FLAGGERS
NOT TO SCALE

SIGN SPACING = X(1)		
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350'
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' (2)
URBAN STREETS	25 MPH OR LESS	100' (2)
1. ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERSECTIONS AND DRIVEWAYS. 2. THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.		

MINIMUM SHOULDER TAPER LENGTH = L/3 (FEET)										
SHOULDER WIDTH (FEET)	POSTED SPEED (MPH)									
	25	30	35	40	45	50	55	60	65	75
	8'	40	40	60	90	-	-	-	-	-
10'	40	60	90	90	-	-	-	-	-	-
USE A MINIMUM 3 DEVICES TAPER FOR SHOULDER LESS THAN 8'.										

CHANNELIZATION DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
35 / 40	30	60
25 / 30	20	40



- LEGEND
- K1 TEMPORARY SIGN LOCATION
- CHANNELIZING DEVICES
- PROTECTIVE VEHICLE

- NOTES:
1. DEVICE SPACING FOR THE DOWNSTREAM TAPER SHALL BE 20'.
2. ALL SIGNS ARE BLACK ON ORANGE.
3. NO FLAGGERS OR SPOTTERS.

BUFFER DATA										
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (FEET)	155	200	250	305	-	-	-	-	-	-
BUFFER VEHICLE ROLL AHEAD DISTANCE = R										
TRANSPORTABLE ATTENUATOR:								30 FEET MIN. TO 100 FEET MAX.		
MINIMUM HOST VEHICLE WEIGHT 15,000 LBS. THE MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATION.										
PROTECTIVE VEHICLE:								NO SPECIFIED DISTANCE REQUIRED		
MAY BE A WORK VEHICLE STRATEGICALLY LOCATED TO SHIELD THE WORK AREA.										

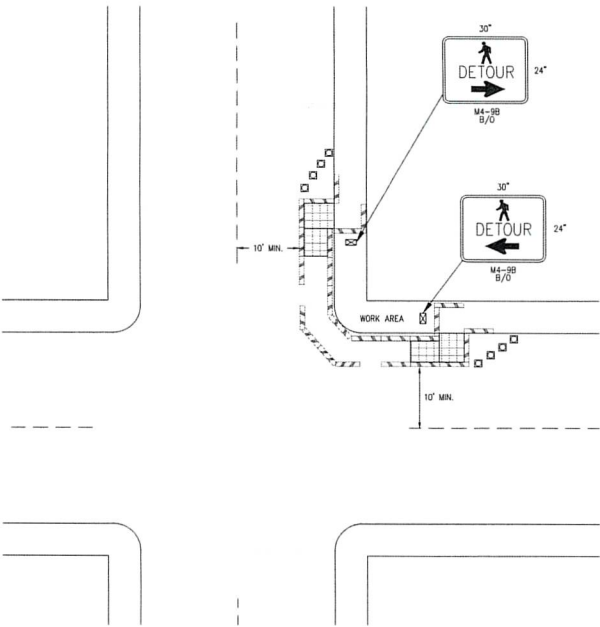
SHOULDER CLOSURE - LOW SPEED
(40 MPH OR LESS)

NOT TO SCALE

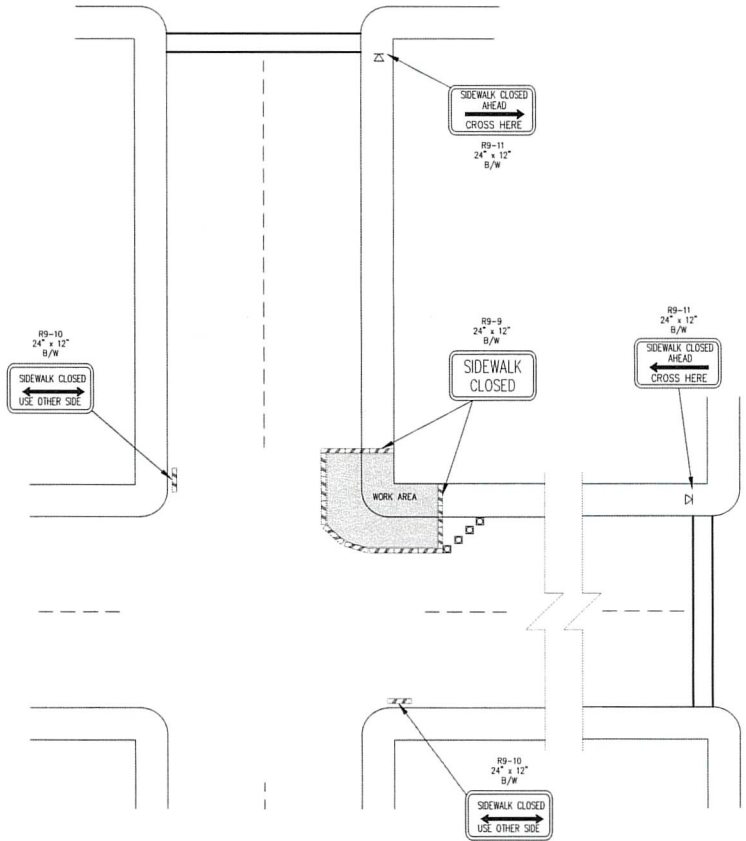
NO
PARKING

R8-3
24" x 30"
B/W

INSTALL ON TYPE 2 BARRICADES THROUGHOUT THE WORK
AREA 24 HOURS PRIOR TO IMPLEMENTING TRAFFIC
CONTROL.
PRIOR NOTIFICATION OF LOCAL LAW ENFORCEMENT
REQUIRED.



SIDEWALK DIVERSION



SIDEWALK DETOUR

- LEGEND
- TEMPORARY SIGN LOCATION
 - CHANNELIZING DEVICES
 - PEDESTRIAN CHANNELIZING DEVICES
 - TEMPORARY PEDESTRIAN RAMP FOR SIDEWALKS

- NOTES
- CONTROLS SHOWN ARE FOR PEDESTRIAN TRAFFIC ONLY.
 - A 60" PEDESTRIAN PATH WIDTH SHOULD BE MAINTAINED (48" IS THE MINIMUM).
 - CONTACT AND COORDINATE IMPACTED TRANSIT AGENCIES PRIOR TO IMPLEMENTING ANY CLOSURES.
 - SEE SHEET TC-52 FOR TEMPORARY PEDESTRIAN RAMP DETAILS.
 - ADA PEDESTRIAN FACILITIES MUST BE MAINTAINED, SEE STANDARD SPECIFICATION 1-10.2(1)B.
 - TEMPORARY PEDESTRIAN PUSH BUTTONS SHALL BE PLACED ON THE DIVERTED PATH WHEN EXISTING BUTTONS ARE NOT ACCESSIBLE TO PEDESTRIANS.

INTERSECTION PEDESTRIAN
TRAFFIC CONTROL
NOT TO SCALE



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 12/20/2023
Brief Date: 01/02/2024
Action Date: 01/16/2024

Department: Public Works
Presented By: Aaron Nix, Capital Projects Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

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

PROGRAM/PROJECT TITLE:
RH2 Amendment #1 for additional
design services for the Safe Routes to
School Project

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

ATTACHMENTS:
-Resolution No. 1308-1223
-RH2 SRTS Contract Amend. #1

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Previous Public Works staff were able to apply for and receive State grant monies from the Safe Routes to School Program as part of the State's effort to improve pedestrian safety in school zones around the State. City staff have proceeded with design for this project, which is nearing completion, and the project is scheduled to go out to bid in the first part of January 2024. A small amount of additional design money is needed for the consultant, RH2 Engineering, to evaluate comprehensively the existing roadway signage in the project areas for adherence to State standards for the sign locations and reflectivity standards, as well as the age of the existing infrastructure. Most of the project areas need some sign replacements and additional signage. This additional design work will ensure that the project signs meet current State standards, giving the public a higher quality product once the project is completed.

ANALYSIS/OPTIONS/ALTERNATIVES:

A comprehensive analysis of the existing signage should be completed in the school zones impacted by the crossing improvements associated with this project. The approval of additional project design funding will the design of the replacement of non-conforming signs within these school zone areas to be completed to help ensure the safety of school children and members of the public that drive in these areas.

BUDGET/FISCAL INFORMATION:

A majority of the funds associated with this project are grant funded, via a State appropriation of \$770,103 that includes both design and construction funds for the safety improvements. The original design contract was awarded by the city, via Resolution No. 1223-1223 in an amount not to exceed \$102,728. The amendment proposes an increase of \$19,970.22 to this contract for a total not to exceed of \$121,922.43.

PUBLIC INFORMATION REQUIREMENTS:

Materials, as it relates to this project, are in the process of being developed. Any information relevant to this project is available through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1308-1223 as presented."

RESOLUTION NO. 1308-1223

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO APPROVE AMENDMENT #1 TO THE CONTRACT FOR DESIGN
SERVICES ASSOCIATED WITH THE SAFE ROUTES TO SCHOOL CROSSING PROJECTS**

WHEREAS, the City of Shelton previously approved a design contract, utilizing RH2 Engineering for the preparation of plans and specifications, in support of the Safe Routes to School grant that the City was awarded in December of 2022; and

WHEREAS, design is nearing completion, but additional monies are needed in order to complete the design and add a signage plan for each of the project areas, as a portion of the current signs do not meet standards, and to ensure that the signage is in line with the Manual on Uniform Traffic Control Devices; and

WHEREAS, these additional services are outlined within Appendix A of this Resolution, as well as a cost estimate for these services, not to exceed a total project amount of \$121,922.43.

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

1. The City Manager is authorized to execute amendment #1 to the design contract with RH2 for additional design services in an amount not to exceed a total cost of \$121,922.43.
2. The City Manager is authorized to execute any additional contract change orders with RH2 up to 10% of the updated total design cost.

INTRODUCED on the 2nd of January 2024 and **PASSED** by the City Council at its regular meeting on the 16th of January 2024.

ATTEST:

Mayor Onisko

City Clerk Nault


**Washington State
Department of Transportation**

Supplemental Agreement Number <u>1</u>		Organization and Address RH2 Engineering, Inc. 300 Simon Street SE, Suite 5 East Wenatchee, WA 98802 Phone: (509) 886-2900	
Original Agreement Number			
Project Number	Execution Date	Completion Date December 31, 2024	
Project Title SRTS Crosswalk Improvements		New Maximum Amount Payable \$121,922.43	
Description of Work The City of Shelton (City) has requested that RH2 Engineering, Inc., (RH2) perform the engineering services for its Safe Routes to School (SRTS) project that includes Americans with Disabilities Act (ADA) compliant sidewalk ramp improvements and pedestrian actuated Rectangular Rapid Flashing Beacon (RRFB) crossings at three (3) locations in Shelton, Washington. This amendment provides a Scope of Work and Fee Estimate for additional work requested by the City.			

The Local Agency of City of Shelton

desires to supplement the agreement entered in to with RH2 Engineering, Inc.,

and executed on March 29, 2022 and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read: Refer to **Exhibit B - Scope of Work**

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No Change. December 31, 2024

III

Section V, PAYMENT, shall be amended as follows: Refer to **Exhibit D - Fee Estimate**

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: RH2 Engineering, Inc.

By: _____

Consultant Signature

Paul R. Cross, Executive Vice President

Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost	\$24,172.13	\$5,499.92	\$29,672.05
Overhead (Including Payroll Additives)	\$47,159.83	\$10,730.33	\$57,890.16
Direct Non-Salary Costs	\$22,160.00	\$1,815.00	\$23,975.00
Fixed Fee	\$8,460.25	\$1,924.97	\$10,385.22
Total	\$101,952.21	\$19,970.22	\$121,922.43

EXHIBIT B
Scope of Work
Amendment 1
City of Shelton
SRTS Crosswalk Improvements
December 2023

Background

The City of Shelton (City) has requested that RH2 Engineering, Inc., (RH2) perform the engineering services for its Safe Routes to School (SRTS) project that includes Americans with Disabilities Act (ADA) compliant sidewalk ramp improvements and pedestrian actuated Rectangular Rapid Flashing Beacon (RRFB) crossings at three (3) locations in Shelton, Washington. This amendment provides a Scope of Work and Fee Estimate for additional work requested by the City.

Design work and bidding services are anticipated to be completed in 2023, with construction anticipated to begin in the spring/summer of 2024. *Deliverables will be provided in electronic format (PDF) unless otherwise noted. All agency reviews will be performed and comments provided in a timely manner.*

Task 1 – School Zone Signage

Objective: Prepare a school zone signage plan for Evergreen Elementary and Shelton High School in accordance with the *Manual on Uniform Traffic Control Devices*.

Approach:

- 1.1 Prepare school zone signage plan.
- 1.2 Incorporate school zone signage plan into bid documents.
- 1.3 Prepare updated specifications with the school zone signage plan.

RH2 Deliverables:

- Updated bid documents with school zone signage plan incorporated.

Task 2 – Additional Design

Objective: Address City requested modifications to original Scope of Work.

Approach:

- 2.1 Design concrete driveway approach to Huff 'n' Puff Trail Parking Lot.
- 2.2 Design two (2) additional ADA ramps at N 7th Street and W Franklin Street.
- 2.3 Modify pavement and sidewalk restoration limits.

RH2 Deliverables:

- Updated plan sheets including the design elements developed in Task 2.

EXHIBIT D**Fee Estimate****Amendment No. 1****City of Shelton****SRTS Crosswalk Improvements****Dec-23**

Description		Principal	Project Engineer	Administrative Support	Total Hours	Total Labor	Total Expense	Total Cost
Classification		Professional VII	Professional I	Administrative III				
Task 1	School Zone Signage	20	30	2	52	\$ 9,546	\$ 715	\$ 10,261
1.1	Prepare school zone sign plan	10	6	-	16	\$ 3,690	\$ 165	\$ 3,855
1.2	Prepare signage plans	8	20	-	28	\$ 4,608	\$ 550	\$ 5,158
1.3	Prepare specifications	2	4	2	8	\$ 1,248	\$ -	\$ 1,248
Task 2	Additional Design	14	40	-	54	\$ 8,609	\$ 1,100	\$ 9,709
2.1	Design additional driveway	4	8	-	12	\$ 2,086	\$ 220	\$ 2,306
2.2	Design two additional ramps	8	24	-	32	\$ 5,044	\$ 660	\$ 5,704
2.3	Modify project restoration limits	2	8	-	10	\$ 1,479	\$ 220	\$ 1,699
PROJECT TOTAL		34	70	2	106	\$ 18,155	\$ 1,815	\$ 19,970.22

Exhibit D Continued
 Consultant Fee Determination - Negotiated Hourly Rate Consultant Agreement

City of Shelton
 SRTS Crosswalk Improvements
 Amendment No. 1

<u>Classification / Job Title</u>	<u>Hourly Rate</u>	<u>Overhead @ 195.10%</u>	<u>Profit @ 35.00%</u>	<u>Rate Per Hour</u>	x	<u>Labor Hours</u>	=	<u>Cost</u>
Professional I	\$ 33.00	\$ 64.38	\$ 11.55	\$ 108.93		70.0	\$	7,625.10
Professional II	\$ 37.00	\$ 72.19	\$ 12.95	\$ 122.14		0.0	\$	-
Professional III	\$ 41.00	\$ 79.99	\$ 14.35	\$ 135.34		0.0	\$	-
Professional IV	\$ 50.00	\$ 97.55	\$ 17.50	\$ 165.05		0.0	\$	-
Professional V	\$ 60.00	\$ 117.06	\$ 21.00	\$ 198.06		0.0	\$	-
Professional VI	\$ 74.00	\$ 144.37	\$ 25.90	\$ 244.27		0.0	\$	-
Professional VII	\$ 92.00	\$ 179.49	\$ 32.20	\$ 303.69		34.0	\$	10,325.46
Professional VIII	\$ 105.00	\$ 204.86	\$ 36.75	\$ 346.61		0.0	\$	-
Professional IX	\$ 137.00	\$ 267.29	\$ 47.95	\$ 452.24		0.0	\$	-
Administrative I	\$ 24.00	\$ 46.82	\$ 8.40	\$ 79.22		0.0	\$	-
Administrative II	\$ 27.00	\$ 52.68	\$ 9.45	\$ 89.13		0.0	\$	-
Administrative III	\$ 31.00	\$ 60.48	\$ 10.85	\$ 102.33		2.0	\$	204.66
Administrative IV	\$ 37.00	\$ 72.19	\$ 12.95	\$ 122.14		0.0	\$	-
Administrative V	\$ 59.00	\$ 115.11	\$ 20.65	\$ 194.76		0.0	\$	-
								\$ 18,155.22
<u>Reimbursables</u>	<u>Rate</u>	<u>Qty</u>						
CAD System Per Hour	\$27.50	66					\$	1,815.00
GIS System Per Hour	\$27.50	0					\$	-
CAD Plots Half Size	\$2.50	0					\$	-
CAD Plots Full Size	\$10.00	0					\$	-
CAD Plots Large	\$25.00	0					\$	-
In-house copies (each) 8.5" X 11" B&W	\$0.09	0					\$	-
In-house copies (each) 8.5" X 14" B&W	\$0.14	0					\$	-
In-house copies (each) 11" X 17" B&W	\$0.20	0					\$	-
In-house copies (color) (each) 8.5" X 11" Color	\$0.90	0					\$	-
In-house copies (color) (each) 8.5" X 14" Color	\$1.20	0					\$	-
In-house copies (color) (each) 11 X 17" Color	\$2.00	0					\$	-
Mileage	\$ 0.560	0					\$	-
								\$ 1,815.00
Subconsultant Costs:							\$	-
Subconsultant Markup:							\$	-
Total Subconsultant:							\$	-
Grand Total:								\$ 19,970.22

Prepared by:
 E. Howe



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

April 6, 2023

RH2 Engineering, Inc.
22722 29th Drive SE, Suite 210
Bothell, WA 98021

Subject: Acceptance FYE 2022 ICR – Audit Office Review

Dear Thad Vesely:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2022 Indirect Cost Rate (ICR) of 211.77% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

Schatzie Harvey

[Schatzie Harvey \(Apr 10, 2023 04:52 PDT\)](#)

SCHATZIE HARVEY, CPA
Contract Services Manager

Apr 10, 2023

SH:mya



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 12/20/2023
Brief Date: 01/02/2024
Action Date: 01/16/2024

Department: Public Works
Presented By: Aaron Nix, Capital Projects Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

☒ Dept. Head

J.O.H

Angleside Pressure Zone
Improvements Grant Acceptance

☐ Finance Director

ATTACHMENTS:

☐ Attorney

-Resolution No. 1309-1223
-State Grant Award Letter

☒ City Clerk

☐ City Manager

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

During the preparation of the Water Comprehensive Plan, the City became increasingly aware of fire flow and pressures issues associated with the water storage and distribution system within the Angleside Pressure Zone. BHC Consultants was hired from the City qualified pool list to help City Staff understand what these issues are and make recommendations on how to improve the system pressures and fire storage volume in the pressure zone. BHC recently completed the Angleside pressure zone pre-design report that outlines the needed short- and long-term improvements and associated project costs. The City was awarded last summer a direct appropriation by the Washington State Legislature for both final design and construction of the first phase of the water system improvements in the Angleside pressure zone to alleviate the identified pressure and storage volume issues.

ANALYSIS/OPTIONS/ALTERNATIVES:

The recently completed study by BHC indicates that short- and longer-term improvements are needed in order to alleviate fire flow and pressure issues within the Angleside pressure zone. All alternatives have been evaluated and will continue to be developed as design proceeds.

BUDGET/FISCAL INFORMATION:

The City is receiving \$1,800,000 from a direct appropriation by the Washington State Legislature in order to improve issues associated with water pressure and fire flow issues in the Angleside pressure zone. These monies will be utilized for design and construction of needed improvement, as outlined within the BHC pre-design report dated December of 2023.

PUBLIC INFORMATION REQUIREMENTS:

Materials, as it relates to this project, are in the process of being developed. Any information relevant to this project is available through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1309-1223, accepting grant funds from the Washington State Department of Commerce in order to fund the Angleside Pressure Zone Water Improvements, as identified within the 2024 approved budget."

RESOLUTION NO. 1309-1223

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDS IN THE AMOUNT OF \$1,850,000 FOR
PROPOSED IMPROVEMENTS TO THE ANGLESIDE PRESSURE ZONE WITHIN THE CITY OF SHELTON**

WHEREAS, the City tasked (February 2023) our on-call consultants BHC Consultants, LLC to analyze the existing angleside pressure zone storage/pumping system and complete a pre-design report of the needed improvements to allow for full development within the pressure zone; and

WHEREAS, the City was awarded a direct appropriation by the Washington State Legislature in July of 2023 in the amount of \$1,850,000 for funds to address system improvements in order to help alleviate these issues; and

WHEREAS, the pre-design report recently completed that identifying needed improvements to the Angleside water pressure zone system, staff would like to proceed with the first phase of the project, contingent on the City of Shelton accepting these grant funds for both design and construction of these improvements.

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

1. The City Manager is authorized to approve and execute a grant agreement with the Washington State Department of Commerce in the amount of \$1,850,000 for design and construction of improvements to the city's Angleside water pressure zone system.

INTRODUCED on the 2nd of January 2024 and **PASSED** by the City Council at its regular meeting on the 16th of January 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

July 1, 2023

Jay Harris
City of Shelton
525 West Cota Street
Shelton, WA 98584

Dear Jay:

Congratulations! Governor Inslee recently signed the 2023-25 State Capital Budget, which includes an appropriation of \$1,850,000 for the Angleside Reservoir Capacity Upgrades (Shelton) Project. The Department of Commerce, which will administer the project, will retain three percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, your net grant award will be \$1,800,000.

Prior to receiving funds, your organization will need to fulfill the following requirements:

- Provide documentation of your organization's financial ability to complete the project. All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans.
- For nonprofit grantees, any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date the date the facility becomes usable by the public, whichever is later. A lien on owned property is also required when receiving grants over \$250,000.
- Prevailing wages must be paid for all construction labor costs incurred as of May 16, 2023.
- Review by the Washington State Department of Archaeology and Historic Preservation and any affected Tribes (Governor's Executive Order 21-02).
- Your project may also need to comply with the state's green buildings standards (RCW 39.35D).

Please fill out the linked [Contract Readiness Survey](#) and submit at your earliest convenience. Also enclosed is a comprehensive set of contracting guidelines to assist you with the process. If you have any questions or need additional information, please contact your Project Manager, Cathy Brockmann, at (360) 764-0209 or cathy.brockmann@commerce.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony Hanson".

Tony Hanson, Deputy Assistant Director
Local Government Division

