

Shelton City Council Meeting Agenda September 3, 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. Vouchers numbered 111381 through 111413 and EFT payment numbers 589 through 610 in the total amount of \$97,900.75
- 2. Vouchers numbered 111427 through 111457 and EFT payment numbers 611 through 623 in the total amount of \$147,056.58
- 3. Payroll warrants numbered 3994 and 13186 through 13242. Warrants 111415 through 111426 in the amount of \$368,593.31
- 4. Resolution No. 1343-0824 Acceptance of Systemic Pedestrian Improvement Projects Grant
- 5. Resolution No. 1344-0824 Acceptance of Railway Crossing Removal Grant
- 6. Minutes:
 - Business Meeting of July 16, 2024
 - Study Session of July 23, 2024
 - Business Meeting of August 6, 2024
 - Study Session of August 13, 2024

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

The Council invites members of the public to provide comments on any City-related topic. 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 an Action item, please write the agenda item number on the list. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial *9 to use the "Raise Hand" feature. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, Staff will be directed to respond at an appropriate time.

E. Presentations

- 1. MCHS Museum Q2 LTAC Report Presented by Executive Director Liz Arbaugh
- 2. MCHS Museum Cruisin' Through Time Car Show LTAC Report Presented by Executive Director Liz Arbaugh
- 3. Department of Ecology Award for the WWTP Presented by Dainis Kleinbergs

F. Business Agenda (Study/No Action)

- Public Hearing Ordinance No. 2021-0824 Repeal of Building Height Limits Presented by Community & Economic Development Director Jae Hill
- 2. Public Hearing Ordinance No. 2022-0824 Shopping Cart Regulations Presented by Community & Economic Development Director Jae Hill

- 3. Resolution No. 1336-0624 Acceptance of Commerce Funds for Cross-Town Trail Design Presented by Community & Economic Development Director Jae Hill
- 4. Resolution No. 1338-0624 Acceptance of WSDOT Sandy Williams Connecting Communities Grant for Cross-Town Trail Design Presented by Community & Economic Development Director Jae Hill
- Resolution No. 1347-0824 On-Call Building Code Services Pool Presented by Community & Economic Development Director Jae Hill
- **G. Action Agenda** (Action/Public Comment Taken) No action items.

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – September 17, 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: <u>donna.nault@sheltonwa.gov</u> (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. 9/10	Study Session	Study Agenda	Packet Items Due:
6:00 p.m.		2025 Capital Improvement Projects (CIP)	9/6 @ noon
Tues. 9/17 5:45 p.m.	SMPD Meeting	Consent Agenda • Vouchers/Meeting Minutes Business Agenda • Action Agenda • Administration Report	Packet Items Due: 9/6 @ 5:00 p.m.
Tues. 9/17 6:00 p.m.	Regular Meeting	 Consent Agenda Vouchers/Payroll Warrants/Meeting Minutes Resolution No. 1336-0624 Acceptance of Commerce Funds for Cross-town Trail Design Resolution No. 1338-0624 Acceptance of WSDOT SWCC Grant for Cross-town Trail Design Presentations July Financial Status Report Business Agenda Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award Action Agenda Ordinance No. 2022-0824 Shopping Cart Regulations Resolution No. 1347-0824 Approval of On-Call Building Code Services Pool Resolution No. 1339-0624 Library Deck Project 	Packet Items Due: 9/6 @ 5:00 p.m.
Tues. 9/24 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 9/20 @ noon
Tues. 10/1 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda • Action Agenda • Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award Administration Report •	Packet Items Due: 9/20 @ 5:00 p.m.
Tues. 10/8	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.			10/4 @ noon
Tues. 10/15 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • White Cane Proclamation • August Financial Status Report Business Agenda • Action Agenda •	Packet Items Due: 10/4 @ 5:00 p.m.
Tues. 10/22 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/18 @ noon
Tues. 11/5 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda • Action Agenda • Ordinance No. 2021-0824 Height Limit Removal Administration Report •	Packet Items Due: 10/25 @ 5:00 p.m.
Tues. 11/12 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 11/7 @ noon
Tues. 11/19 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • September Financial Status Report Business Agenda • Action Agenda • Administration Report	Packet Items Due: 11/7 @ 5:00 p.m.

Other – TBD

- Resolution No. 1316-0124 ILA with Mason County for Reimbursable Work, Supplies and Services
- International Property Maintenance Code

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number <u>111381</u> through number <u>111413</u> and EFT payment numbers <u>589</u> through <u>610</u> in the total amount of <u>\$97,900.75</u> that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 16th of August, 2024. pucticel H. Hithens

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

Signed this ______ of ______, 2024.

Mayor Eric Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns

Shelton, WA

Check Register

Packet: APPKT03239 - AUGUST 16, 2024 AP PAYMENTS

By Check Number

SAIN OF						
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Ma	in-APBNK-Main					
005900	CAPITAL BUSINESS MACHINES	08/16/2024	EFT	0.00	246.31	589
VEN02285	CONSEJO COUNSELING & REFERRAL	08/16/2024	EFT	0.00	1,436.48	590
009231	DARREN PARSE	08/16/2024	EFT	0.00	300.00	591
009351	DELAGE LANDEN FINANCIAL SVCS	08/16/2024	EFT	0.00	63.53	592
023078	FASTENAL COMPANY	08/16/2024	EFT	0.00	521.03	593
VEN01406	FERGUSON WATERWORKS	08/16/2024	EFT	0.00	1,150.27	594
040960	GRAINGER	08/16/2024	EFT	0.00	242.74	
VEN02276	JAMES N DOCTER	08/16/2024	EFT	0.00	3,000.00	
194000	LEROY T. VALLEY	08/16/2024	EFT	0.00	107.97	
129030	MILES SAND & GRAVEL CO.	08/16/2024	EFT	0.00	1,068.27	
132235	MOUNTAIN MIST WATER	08/16/2024	EFT	0.00	18.11	
142952	NORTH CENTRAL LABORATORIES	08/16/2024	EFT	0.00	1,014.51	
151000	P. U. D. #3	08/16/2024	EFT	0.00	47,459.96	601
	Void	08/16/2024	EFT	0.00	0.00	
	Void	08/16/2024	EFT	0.00	0.00	603
VEN02532	PROFAST SUPPLY INC	08/16/2024	EFT	0.00	79.36	
163450	PURCHASE POWER	08/16/2024	EFT	0.00	1,263.50	
VEN02470				0.00	2,611.20	606
	SIMPLY CONTROLS	08/16/2024	EFT			
195599	STATE AUDITORS OFFICE	08/16/2024	EFT	0.00	1,112.80	607
189670	THE SHOPPER	08/16/2024	EFT	0.00	1,198.86	608
201520	TRAFFIC SAFETY SUPPLY CO.	08/16/2024	EFT	0.00	339.93	609
203900	WESMAR COMPANY, INC	08/16/2024	EFT	0.00	1,072.00	
000401	ΑΤ&Τ	08/16/2024	Regular	0.00		111381
002982	APP	08/16/2024	Regular	0.00	2,015.54	
VEN02340	BLT SHELTON PONY, LLC	08/16/2024	Regular	0.00		111383
VEN02601	BLU RIPPLE INC	08/16/2024	Regular	0.00	7,496.10	
098000	BUILDERS FIRSTSOURCE	08/16/2024	Regular	0.00	600.19	111385
VEN01239	CARY'S TIRE REPAIR	08/16/2024	Regular	0.00	909.60	111386
006400	CASCADE NATURAL GAS	08/16/2024	Regular	0.00	336.41	111387
007634	CITY OF FORKS	08/16/2024	Regular	0.00	696.85	111388
VEN02455	CREATION ORGANICS, LLC	08/16/2024	Regular	0.00	162.74	111389
009595	DEPT. OF LICENSING	08/16/2024	Regular	0.00	39.00	111390
VEN02460	FIRST CITIZENS BANK & TRUST CO	08/16/2024	Regular	0.00	516.19	111391
085995	LANGUAGE LINE SERVICES	08/16/2024	Regular	0.00	401.26	111392
VEN02490	LEAVI HINCHCLIFF	08/16/2024	Regular	0.00	19.54	111393
087799	LEMAY MOBILE SHREDDING	08/16/2024	Regular	0.00	17.11	111394
VEN02595	LIBERTY ASPHALT MAINTENANCE &	08/16/2024	Regular	0.00	9,887.18	111395
113004	MASON COUNTY - UTILITIES/WASTE	08/16/2024	Regular	0.00	57.75	111396
113000	MASON COUNTY TREASURER	08/16/2024	Regular	0.00	75.52	111397
114350	MASON GENERAL HOSPITAL	08/16/2024	Regular	0.00	98.00	111398
142300	NISQUALLY INDIAN TRIBE	08/16/2024	Regular	0.00	21.92	111399
144093	•	08/16/2024	Regular	0.00	1,495.20	
VEN02312	ODP BUSINESS SOLUTIONS LLC	08/16/2024	Regular	0.00		111401
903752	O'REILLY AUTO PARTS	08/16/2024	Regular	0.00		111402
VEN01351	OSCAR MATIAS PABLO	08/16/2024	Regular	0.00		111403
VEN02596	PETVET CARE CENTERS	08/16/2024	Regular	0.00		111404
187000	SHELTON-MASON COUNTY JOURNA			0.00		111405
187000			Regular Regular	0.00		111405
	SHELTON-MASON COUNTY JOURNA		Regular			111406
VEN01650	THURSTON MASON BEHAVIORAL HE	• •	Regular	0.00		
201300		08/16/2024	Regular	0.00		111408
202195	U.S. BANK N.ACUSTODY	08/16/2024	Regular	0.00		111409
VEN02544	VESTIS GROUP INC	08/16/2024	Regular	0.00		111410
203035	WASHINGTON ST. TREASURER	08/16/2024	Regular	0.00	4,583.95	
053987	WESTBAY NAPA AUTO PARTS	08/16/2024	Regular	0.00	987,29	111412

Vendor Number 220000

Vendor Name ZUMAR INDUSTRIES INC

Payment Date 08/16/2024

Payment Type Regular

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

Discount Amount Payment Amount Number 0.00

745.97 111413

	Bank Code APBNK-N	lain Summary		
	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	60	33	0.00	33,593.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	33	22	0.00	64,306.83
Virtual Payments	0	0	0.00	0.00
	93	55	0.00	97,900.75

	Virtual Payments	0	0	0.00	0.00						
	Fund Summary										
Fund	Name		Period	А	mount						
999	Pooled Cash		8/2024		900.75						
				97,	900.75						

.

Shelton, WA

Check Register Packet: APPKT03239 - AUGUST 16, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payme	nt Date	Payment	t Type Discou	int Amo	ount Payment A	nount	Number
Bank Code: APBNK-Ma									
005900 Payable #	CAPITAL BUSINESS N			EFT	Discount An			246.31	589
Account Num	Payable Type	Payable Date Account Name	Payable Descript Project Acco		Discount An		Payable Amount Dist Amount		
INV220367	Invoice	08/06/2024	CONTRACT# CN1		ttem Description	0.00	16.05		
001-112-000-		MUNI CT - Operating R		052-01	CONTRACT# CN1692-01	0.00	16.05		
INV220368		08/06/2024		142.01		0.00			
001-112-000-	Invoice	MUNI CT - Operating R	CONTRACT#CN31	142-01	CONTRACT#CN3142-01	0.00	27.23 27.23		
					CONTRACT#CN3142-01				
INV220369	Invoice	08/06/2024	CONTRACT# CN3	143-01		0.00	38.12		
001-112-000-	51251-4500	MUNI CT - Operating R	en		CONTRACT# CN3143-01		38.12		
<u>INV220370</u>	Invoice	08/06/2024	CONTRACT# CN3	144-01		0.00	38.12		
001-112-000-	51251-4500	MUNI CT - Operating R	en		CONTRACT# CN3144-01		38.12		
INV220371	Invoice	08/06/2024	CONTRACT# CN3	588-01		0.00	8.27		
001-112-000-	51251-4500	MUNI CT - Operating R	en 24-ITC		CONTRACT# CN3588-01		8.27		
INV221318	Invoice	08/06/2024	CONTRACT# CN2	621-01		0.00	93.40		
001-118-000-	52122-4500	PD PAT - Operating Ren	tal		CONTRACT# CN2621-01		93.40		
INV221319	Invoice	08/06/2024	CONTRACT# CN2	736-01		0.00	25.12		
001-118-000-	52122-4500	PD PAT - Operating Ren	tal		CONTRACT# CN2736-01		25.12		
VEN02285	CONSEJO COUNSELIN	NG & REFERRAL 08/16/2	2024	EFT		(0.00 1,4	136.48	590
Payable #	Payable Type	Payable Date	Payable Descript				Payable Amount		
Account Num		Account Name	Project Acco		Item Description		list Amount		
<u>2024-7</u>	Invoice	08/06/2024	JULY 2024 SERVIC	CES		0.00	1,436.48		
001-112-000-5	51251-4109	MUNI CT - Other Profes	ssi 24-ITC		JULY 2024 SERVICES		1,436.48		
009231	DARREN PARSE	08/16/2	2024	EFT		(0.00	300.00	591
Payable #	Payable Type	Payable Date	Payable Descripti		Discount An		Payable Amount	00.00	551
Account Numb		Account Name	Project Acco		Item Description		ist Amount		
INTERPRETATION	Invoice	08/08/2024	INTERPRETATION	08072024		0.00	300.00		
001-112-000-5	51251-4106	MUNI CT - Interpreter E	Ξx		INTERPRETATION0807202		300.00		
009351	DELAGE LANDEN FINA			EFT			0.00	63.53	592
Payable #	Payable Type	Payable Date	Payable Descripti				Payable Amount		
Account Numb		Account Name	Project Acco		Item Description		list Amount		
<u>82926279</u> 001-118-000-5	Invoice	08/10/2024	CONTRACT# 500-	50411706		0.00	63.53		
001-118-000-5		PD PAT - Operating Ren PD - Long Term Lease	tai		CONTRACT# 500-5041170 CONTRACT# 500-5041170		16.52 47.01		
001-118-000-0	<u>JJ121-7001</u>	PD - Long Term Lease			CONTRACT# 500-5041170		47.01		
023078	FASTENAL COMPANY	08/16/2	2024	EFT		(0.00	521.03	593
Payable #	Payable Type	Payable Date	Payable Descripti		Discount An		Payable Amount		
Account Numb	ber	Account Name	Project Acco	unt Key	Item Description	D	ist Amount		
WATUM226617	Invoice	08/06/2024	CUST# WATUM19	62 MRKNG	PNT, PURELL	0.00	210.20		
402-400-000-5	53580-3100	SEW SV MN - Office and	b		CUST# WATUM1962 MRK		210.20		
WATUM226618	Invoice	08/06/2024	CUST# WATUM11	47- FLNG T	OPLK 5/8-11	0.00	81.48		
401-000-000-5		WAT - Office and Opera			CUST# WATUM1147- FLNG	i	81.48		
WATUM226685	Invoice	08/07/2024	CUST# WATUM19	62 MISC SI	JPPLIES	0.00	229.35		
402-400-000-5		SEW SV MN - Office and			CUST# WATUM1962 MISC	0.00	229.35		
VEN01406	FERGUSON WATERW	ORKS 08/16/2	2024	EFT		(0.00 1,1	50.27	594

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

Vendor Number Vendor Name **Payment Date** Payment Type Discount Amount Payment Amount Number **Payable Description** Discount Amount Payable Amount Payable # Payable Type **Payable Date Item Description** Account Number Account Name **Project Account Key Dist Amount** 0048568 08/06/2024 CUST#2543 BASIN, CLMP, FLG RPKT, DCHLO 0.00 1,150.27 Invoice 401-000-000-53480-3100 WAT - Office and Operati CUST#2543 BASIN,CLMP,FL 1.150.27 040960 GRAINGER 08/16/2024 FFT 0.00 242.74 595 Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number **Project Account Key Item Description Dist Amount** Account Name ACCT# 839177342 GAS DNGR LBL, SAFETY 18.28 9200115831 Invoice 07/31/2024 0.00 503-000-000-54865-3105 EMR - Oper Supp-Parts-S ACCT# 839177342 GAS DN 18.28 07/31/2024 ACCT#839177342 CLEARNC CTN RFLCTV 15.66 9200403203 Invoice 0.00 503-000-000-54865-3105 EMR - Oper Supp-Parts-S ACCT#839177342 CLEARN 15.66 9200880285 07/31/2024 ACCT#839177342 PRESSURE GAUGE/199 0.00 208.80 Invoice 503-000-000-54865-3104 EMR - Oper Supp-Parts-E ACCT#839177342 PRESSU 208.80 VEN02276 3,000.00 596 JAMES N DOCTER 08/16/2024 FFT 0.00 Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount COURT FACILITATOR SRV 08/24** 08/01/2024 0.00 3,000.00 #2 Invoice 001-112-000-51251-4109 MUNI CT - Other Professi 24-ITC COURT FACILITATOR SRV 0 3.000.00 194000 LEROY T. VALLEY 08/16/2024 EFT 0.00 107.97 597 Payable # Payable Type **Payable Date Payable Description Discount Amount** Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount** 08/07/2024 SERVICE-HOSE/19935D 0.00 107.97 98196 Invoice 503-000-000-54865-3104 EMR - Oper Supp-Parts-E SERVICE-HOSE/19935D 107.97 129030 MILES SAND & GRAVEL CO. 0.00 1,068.27 598 08/16/2024 FFT Payable Date Payable Amount Pavable # Payable Type **Payable Description** Discount Amount Account Number Account Name **Project Account Key Dist Amount Item Description** CUST#050775 PEA GRAVEL,5/8-CSTC 0.00 1,068.27 2034612 08/06/2024 Invoice 404-000-000-53180-3100 STRM - Office and Operati CUST#050775 PEA GRAVEL 1,068.27 132235 MOUNTAIN MIST WATER 08/16/2024 0.00 18.11 599 EFT Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount** 08/13/2024 006145495 ACCT#088436 MUNI COURT 0.00 18.11 Invoice 001-112-000-51251-3100 MUNI CT - Office and Ope ACCT#088436 MUNI COUR 13.76 001-112-000-51251-4500 MUNI CT - Operating Ren ACCT#088436 MUNI COUR 4.35 142952 NORTH CENTRAL LABORATORIES 08/16/2024 EFT 0.00 1,014.51 600 Discount Amount Payable Amount Payable # Payable Type **Payable Date Payable Description** Account Number Account Name Project Account Key **Item Description Dist Amount** ACCT#42215 MISC SUPPLIES 572.15 507249 08/01/2024 0.00 Invoice 402-400-000-53580-3100 ACCT#42215 MISC SUPPLI SEW SV MN - Office and 572.15 08/02/2024 ACCT #42215 MISC SUPPLIES 0.00 442.36 507320 Invoice 402-400-000-53580-3100 SEW SV MN - Office and ACCT #42215 MISC SUPPLI 442.36 151000 0.00 P. U. D. # 3 08/16/2024 FFT 47,459,96 601

					T dek		551 10, 2024		
Vendor Number	Vendor Name		Paymer	nt Date	Paymer	nt Type Disco	ount Amount Payme	nt Amount	Number
Payable #	Payable Type	Payable	Date	Payable Description	on	Discount A	Amount Payable Am	ount	
Account Num	ber	Account Nam	е	Project Accou	nt Key	Item Description	Dist Amount		
101001 AUGUST	Invoice	08/06/2	024	101001 AUGUST 2	024		0.00 47,45	9.96	
001-140-000-	55430-4700	CD AN CTRL -	Utility Ser	vi		35199001 AUGUST 2024	273.16		
001-141-000-	57680-4700	PARKS - Utility	Services			32453001 AUGUST 2024	90.43		
001-141-000-	57680-4700	PARKS - Utility	Services			25911003 AUGUST 2024	115.58		
001-141-000-	and the second second	PARKS - Utility				82241001 AUGUST 2024			
001-141-000-		PARKS - Utility				30003001 AUGUST 2024			
001-142-000-	and the second second second second	FACIL CIVIC -				28249001 AUGUST 2024			
001-142-000-		FACIL LIB - Ut				35665001 AUGUST 2024	,		
001-142-000-		FACIL MUSM				27639001 AUGUST 2024			
101-000-000-		ST LGHT - Util				27839002 AUGUST 2024			
101-000-000-						27837001 AUGUST 2024			
Charles Section and the	the second s	ST LGHT - Util							
101-000-000-		ST TR CTL - Ut	5.272 CP			35337001 AUGUST 2024			
101-000-000-		ST TR CTL - Ut				109441001 AUGUST 202			
<u>101-000-000-</u>		ST TR CTL - Ut				109413001 AUGUST 202			
<u>101-000-000-</u>	and the second se	ST TR CTL - Ut				109397001 AUGUST 202			
101-000-000-		ST TR CTL - Ut				101097001 AUGUST 202			
101-000-000-	a structure for the second second	ST TR CTL - Ut				101001 AUGUST 2024	92.85		
101-000-000-		ST TR CTL - Ut				26197001 AUGUST 2024			
101-000-000-	54264-4700	ST TR CTL - Ut				101002 AUGUST 2024	57.96		
101-000-000-	54264-4700	ST TR CTL - Ut	ility Servio	ce		25911002 AUGUST 2024	109.08		
101-000-000-	54265-4700	ST PRK FAC - U	Jtility Serv	vic		26857001 AUGUST 2024	28.68		
101-000-000-	54270-4700	ST RD PRK - U	tility Servi	ce		250321001 AUGUST 202	4 66.59		
401-000-000-	53480-4700	WAT - Utility S	Services			26729001 AUGUST 2024	382.84		
401-000-000-	53480-4700	WAT - Utility S	Services			277201001 AUGUST 202	4 98.87		
401-000-000-	53480-4700	WAT - Utility S	Services			113939001 AUGUST 202	4 49.09		
401-000-000-	53480-4700	WAT - Utility S	Services			277201002 AUGUST 202	67.69		
401-000-000-	53480-4700	WAT - Utility S	Services			8511001 AUGUST 2024	93.86		
401-000-000-	53480-4700	WAT - Utility S	Services			25911001 AUGUST 2024	1,310.52		
401-000-000-	53480-4700	WAT - Utility S	Services			101149001 AUGUST 202	4 41.27		
401-000-000-	53480-4700	WAT - Utility S	Services			101155001 AUGUST 202	4 5,972.41		
401-000-000-	53480-4700	WAT - Utility S	Services			46051001 AUGUST 2024	115.58		
401-000-000-	53480-4700	WAT - Utility S	Services			45451001 AUGUST 2024	184.16		
401-000-000-	53480-4700	WAT - Utility S	Services			25913001 AUGUST 2024	67.47		
401-000-000-	53480-4700	WAT - Utility S	Services			35201001 AUGUST 2024	2,141.43		
401-000-000-	53480-4701	WAT - Utility S	ervices - S	Sh		26717001 AUGUST 2024	168.40		
402-300-000-	53580-4700	SEW CL MN -	Utility Ser	vi		47009001 AUGUST 2024	76.91		
402-300-000-	53580-4700	SEW CL MN -	Utility Ser	vi		18515001 AUGUST 2024	83.26		
402-300-000-	53580-4700	SEW CL MN -	Utility Serv	vi		85079001 AUGUST 2024	49.68		
402-400-000-		SEW SV MN -				259409001 AUGUST 2024			
402-400-000-		SEW SV MN -				30003002 AUGUST 2024			
402-400-000-	The second s	SEW SV MN -				26551001 AUGUST 2024			
402-640-000-		SEW SV SAT -				25911005 AUGUST 2024			
402-640-000-		SEW SV SAT -	,			252689001 AUGUST 2024			
404-000-000-	100 B 2003	STRM - Utility				85183001 AUGUST 2024			
-10+ 000 000	33100 4700	Straw Starty	Jervices			031030017000012024	40.00		
	Void		08/16/2	024	EFT		0.00	0.00	602
	Void		08/16/2		EFT		0.00	0.00	
VEN02532	PROFAST SUPPLY INC		08/16/2		EFT		0.00	79.36	
Payable #	Payable Type	Payable		Payable Descriptio		Discount A	mount Payable Am		
Account Num		Account Nam		Project Accou		Item Description	Dist Amount		
58616	Invoice	08/09/2		S.O. # 59376 MISC				9.36	
503-000-000-!		EMR - Office a				S.O. # 59376 MISC PARTS		5.50	
<u>303-000-000-</u>	34003 3100	Livin - Office a	na operat			5.0. # 55570 WIGC FARTS	, 79.50		
163450	PURCHASE POWER		08/16/2	024	EFT		0.00	1,263.50	605
	. Shernol I Owell		50, 10, 2		2		0.00	2,200.00	500

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

Check Register						Packet: APPKT032	39-AUGUST 16, 2024	AP PAYMEN
Vendor Number Payable #	Vendor Name Payable Type	Paym Payable Date	ent Date Payable Descript	Payment tion		Discount Amount ount Amount Pay	Payment Amount able Amount	Number
Account Nur	nber	Account Name	Project Acco	ount Key	Item Description	Dist A	mount	
8000900011367	D Invoice	07/25/2024	80009000113670	046 08/2024	1	0.00	1,263.50	
001-111-000	-51421-4200	FIN UB - Communicat	ion		800090001136704	6 08/20	419.84	
001-111-000	-51423-4200	FIN AC - Communicat	on		800090001136704		383.79	
001-142-000	-51890-4215	FACIL CIVIC - Commu	nica		800090001136704		459.87	
						,		
VEN02470	SIMPLY CONTROLS	08/16	/2024	EFT		0.00	2,611.20	606
Payable #	Payable Type	Payable Date	Payable Descript		Disco	ount Amount Pay		000
10 1000 • Perspective rest	and the second sec							
Account Nur		Account Name	Project Acco	-	Item Description		mount	
002113	Invoice	08/06/2024	CUST# 0001151 I	INSTALL VED		0.00	1,632.00	
402-400-000	-53580-4800	SEW SV MN - Repairs	and		CUST# 0001151 INS	STALL V 1,	632.00	
002114	Invoice	08/06/2024	CUST#0001151 P	ОМР МОТС	DRS SERVICE	0.00	979.20	
401-000-000	-53480-4800	WAT - Repairs and Ma	inte		CUST#0001151 PUI	MP MO	979.20	
102 000 000	33100 1000	in nepalisana m			0001101101		575120	
195599	STATE AUDITORS O	FFICE 08/16	/2024	EFT		0.00	1,112.80	607
		Payable Date			Disc			007
Payable #	Payable Type		Payable Descript			ount Amount Pay		
Account Nur		Account Name	Project Acco	•	Item Description		mount	
L162773	Invoice	08/12/2024	AUDIT# 66092 A1	TTESTATION		0.00	1,112.80	
001-111-000	-51423-4145	FIN AC - Professional	Serv		AUDIT# 66092 ATTI	ESTATIO 1,	112.80	
189670	THE SHOPPER	08/16	/2024	EFT		0.00	1,198.86	608
Payable #	Payable Type	Payable Date	Payable Descript	tion	Disco	ount Amount Pay	able Amount	
Account Nur	nber	Account Name	Project Acco	ount Key	Item Description	Dist A	mount	
62062	Invoice	07/17/2024	PUBLIC HEARING	SIGNS		0.00	123.06	
	-55860-4100	CD PLAN - Professiona			PUBLIC HEARING SI		123.06	
62348	Invoice	08/08/2024	FALL PROGRAM E	BROCHURES	•	0.00	1,075.80	
001-141-000	-57120-3100	REC - Office and Oper	atin		FALL PROGRAM BR	OCHUR 1,	009.17	
001-141-000	-57120-4200	REC - Communication			FALL PROGRAM BR	OCHUR	66.63	
201520	TRAFFIC SAFETY SU	PPLY CO. 08/16	/2024	EFT		0.00	339.93	609
Payable #	Payable Type	Payable Date	Payable Descript	tion	Disco	ount Amount Pay	able Amount	
Account Nur	nber	Account Name	Project Acco	ount Key	Item Description	Dist A	mount	
INV072717	Invoice	08/08/2024	CUST#C0000981	OBJECT MA	RKERS, ALUM	0.00	339.93	
101-000-000	-54264-3100	ST TR CTL - Office and	Ор		CUST#C0000981 OI	BJECT	339.93	
203900	WESMAR COMPAN	Y, INC 08/16	/2024	EFT		0.00	1,072.00	610
Payable #	Payable Type	Payable Date	Payable Descript	tion	Disco	ount Amount Pay	able Amount	
Account Nun		Account Name			Item Description			
324785	Invoice	08/07/2024	CUST #31175 SOI			0.00	1,072.00	
	-53480-3104	WAT - Office and Ope			CUST #31175 SODI		072.00	
401-000-000	-33480-3104	WAT - Office and Ope	au		CO21 #211/2 20Di	UNITE 1,	072.00	
000401	A T O T	09/10	/2024	Degular		0.00	F7.6F	111201
	AT&T Boughts Turns	08/16		Regular	Disco	0.00		111381
Payable #	Payable Type	Payable Date	Payable Descript			ount Amount Pay		
Account Nun		Account Name	Project Acco		Item Description		mount	
030 265 9923 00	Invoice	08/03/2024	030 265 9923 003	1 AUGUST 2	024	0.00	57.65	
402-400-000	-53580-4200	SEW SV MN - Commu	nica		030 265 9923 001 A	AUGUST	57.65	
002982	APP	08/16	/2024	Regular		0.00	2,015.54	111382
Payable #	Payable Type	Payable Date	Payable Descript	tion	Disco	ount Amount Pay	able Amount	
Account Nun	nber	Account Name	Project Acco	unt Key	Item Description	Dist A	mount	
24-156168	Invoice	08/07/2024	ACCT# AP750015			0.00	2,015.54	
	-58900-0001	EMR - Inventory-Gas			ACCT# AP7500158		015.54	
200 200 000								
VEN02340	BLT SHELTON PONY	, LLC 08/16	/2024	Regular		0.00	55264	111383
Payable #	Payable Type	Payable Date	Payable Descript	-	Dicco	ount Amount Pay		111000
Account Nun		•						
		Account Name	Project Acco		Item Description		mount	
<u>654204</u>	Invoice	08/06/2024	VIN#7347/MAINT			0.00	552.64	
001-118-000	-52122-4805	PD PAT - Repairs and N	lai		VIN#7347/MAINT,R	EPLACE	552.64	

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

	check Register									
	Vendor Number VENO2601	Vendor Name BLU RIPPLE INC	Payme 08/16/2	nt Date 2024	Payment Regular	Туре D		ount Payment / 0.00 7	Amount 7,496.10	
	Payable #	Payable Type	Payable Date	Payable Desc		Discou	int Amount	Payable Amoun	nt	
	• • • • • • • • • • • • • • • • • • •		Account Name		Account Key	Item Description		Dist Amount		
	Account Num			•	•	1			0	
	50727	Invoice	06/04/2024		ANTERS W/SEA		0.00	,	0	
	101-000-000-	54261-3500	ST S WALK - Small Tools	s/e cota st	ART DIST	CONCRETE PLANTERS	s w/s	7,496.10		
(098000	BUILDERS FIRSTSOUR	RCE 08/16/2	2024	Regular			0.00	600.19	111385
	Payable #	Payable Type	Payable Date	Payable Desc	ription	Discou	int Amount	Payable Amoun	nt	
	Account Num		Account Name	Project A		Item Description	I	Dist Amount		
	89369078	Invoice	07/17/2024	• • • • • • • • • • • • • • • • • • • •	B 60LB CONCRET	· · · ·	0.00	44.5	4	
						ACCT#671668 60LB C		44.54	-	
	101-000-000-	54261-3100	ST S WALK - Office and	U CUTASI	ART DIST	ACC1#071008 00LB (LUNC	44.54		
	89374756	Invoice	07/18/2024	ACCT#67166	B MISC SUPPLIES	5	0.00	22.7	3	
	101-000-000-	54261-3100	ST S WALK - Office and	O COTA ST	ART DIST	ACCT#671668 MISC 5	SUPPL	22.73		
			/ / /			_	0.00	262.2	0	
	<u>89399559</u>	Invoice	07/23/2024		B MISC SUPPLIES		0.00	363.2	0	
	101-000-000-	54261-3100	ST S WALK - Office and	O COTA ST	ART DIST	ACCT#671668 MISC 9	SUPPL	363.20		
	89400352	Invoice	07/23/2024	CUST#67166	B MISC SUPPLIES	5	0.00	114.1	8	
	101-000-000-!		ST S WALK - Office and		ART DIST	CUST#671668 MISC 5		114.18		
	101-000-000	54201-5100	51 5 WALK - Office and	U CUIASI	AIT DIST	C051#0710001005C3	JOILE	11.110		
	89402239	Invoice	07/23/2024	CUST#671668	B GALV USS FLAT	T WASH 5/8	0.00	55.5	4	
	101-000-000-	54261-3100	ST S WALK - Office and	O COTA ST	ART DIST	CUST#671668 GALV	USS FL	55.54		
,	VEN01239	CARY'S TIRE REPAIR	08/16/2	2024	Regular			0.00	909.60	111386
	Payable #	Payable Type	Payable Date	Payable Desc	-	Discou	int Amount	Payable Amour	nt	
			•		account Key	Item Description		Dist Amount		
	Account Numl		Account Name			5			0	
	32632	Invoice	08/07/2024		5 TIRES/19989D		0.00	909.6	U	
	503-000-000-	54865-3102	EMR - Oper Supplies-Pa	art		CUST#138635 TIRES/	/1998	909.60		
(006400	CASCADE NATURAL O	GAS 08/16/2	2024	Regular			0.00	336.41	111387
	Payable #	Payable Type	Payable Date	Payable Desc	ription	Discou	int Amount	Payable Amour	nt	
	Account Num	oor .	Assessment Names	Duclast						
			Account Name	Project P	Account Key	Item Description		Dist Amount		
	01912100003 ALL		Account Name	-	AUGUST2024	Item Description			5	
	01912100003 AU	Invoice	08/05/2024	01912100003	AUGUST2024		0.00	28.8	5	
	<u>01912100003 AU</u> <u>001-140-000-</u>	Invoice		01912100003	-	Item Description	0.00 ST202	28.8 28.85		
		Invoice 55430-4700	08/05/2024	01912100003 rvi	-		0.00	28.8		
	001-140-000-5	Invoice 55430-4700 Invoice	08/05/2024 CD AN CTRL - Utility Se	01912100003 rvi 07912100000	AUGUST2024		0.00 ST202 0.00	28.8 28.85		
	<u>001-140-000-</u> 07912100000 AU <u>001-142-000-</u>	Invoice 55430-4700 Invoice 57250-4700	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servio	01912100003 rvi 07912100000 ces	AUGUST2024	01912100003 AUGU	0.00 ST202 0.00 ST202	28.8 28.85 69.9 69.99	9	
	<u>001-140-000-</u> 07912100000 AU <u>001-142-000-</u> <u>31538372017 AU</u>	Invoice 55430-4700 Invoice 57250-4700 Invoice	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servic 08/05/2024	01912100003 rvi 07912100000 ces 31538372017	AUGUST2024	01912100003 AUGU 07912100000 AUGU	0.00 ST202 ST202 0.00	28.8 28.85 69.9 69.99 83.6	9	
	<u>001-140-000-</u> 07912100000 AU <u>001-142-000-</u>	Invoice 55430-4700 Invoice 57250-4700 Invoice	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servio	01912100003 rvi 07912100000 ces 31538372017	AUGUST2024	01912100003 AUGU	0.00 ST202 ST202 0.00	28.8 28.85 69.9 69.99	9	
	<u>001-140-000-</u> 07912100000 AU <u>001-142-000-</u> <u>31538372017 AU</u>	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servic 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi	AUGUST2024	01912100003 AUGU 07912100000 AUGU	0.00 ST202 ST202 0.00	28.8 28.85 69.9 69.99 83.6	9	
	001-140-000- 07912100000 AU 001-142-000- 31538372017 AU 402-400-000- 53617506497 AU	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servio 08/05/2024 SEW SV MN - Utility Se 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497	3 AUGUST2024) AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU	0.00 5T202 5T202 0.00 5T202 0.00	28.85 28.85 69.99 83.68 83.68	9	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servic 08/05/2024 SEW SV MN - Utility Se 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh	3 AUGUST2024 2 AUGUST2024 7 AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU	0.00 ST202 ST202 ST202 ST202 ST202	28.85 28.85 69.99 83.68 83.68 13.77 13.78	99 58 78	
	001-140-000- 07912100000 AU 001-142-000- 31538372017 AU 402-400-000- 53617506497 AU	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servio 08/05/2024 SEW SV MN - Utility Se 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh	3 AUGUST2024) AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU	81.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	28.85 28.85 69.99 83.68 83.68 13.7 13.78	99 58 78	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Servic 08/05/2024 SEW SV MN - Utility Se 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 7091210000/	3 AUGUST2024 2 AUGUST2024 7 AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU	81.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	28.85 28.85 69.99 83.68 83.68 13.77 13.78	99 58 78	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Se 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 7091210000/ Sh	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU	0.00 ST202 ST202 ST202 ST202 ST202 ST202	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16	99 88 88 6	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Ser 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007	3 AUGUST2024 2 AUGUST2024 7 AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU	\$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	28.85 28.85 69.99 83.68 13.7 13.78 15.10 15.16 13.7	99 88 88 6	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Se 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Se 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU	\$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16	99 88 88 6	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Ser 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU	\$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00 \$1.00	28.85 28.85 69.99 83.68 13.7 13.78 15.10 15.16 13.7	9 8 8 6 8	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 res 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008	3 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU	\$100 \$100 \$100 \$100 \$100 \$100 \$100 \$100	28.85 28.85 69.99 83.68 13.77 13.78 15.16 13.77 13.78	9 8 8 6 8	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU	0.00 ST202 0.00	28.85 28.85 69.99 83.68 13.7 13.78 15.16 13.78 97.39	9 8 6 8 8 99	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006	3 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024 7 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU	\$1202 \$1	28.85 28.85 69.99 83.68 13.7 13.78 15.16 13.7 13.78 97.39 13.7	9 8 6 8 8 99	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU	\$1202 \$1	28.85 28.85 69.99 83.68 13.7 13.78 15.16 13.78 97.39	9 8 6 8 8 99	
	001-140-000- 07912100000 AU 001-142-000- 31538372017 AU 402-400-000- 53617506497 AU 401-000-000- 7091210000/ AU 401-000-000- 80912100007 AU 401-000-000- 888112100008 AU 001-142-000- 90912100006 AU 401-000-000-	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Ser 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Ser 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006 Sh	 AUGUST2024 	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU	\$1202 \$1	28.85 28.85 69.99 83.68 13.7 13.78 15.16 13.7 13.78 97.39 13.7	9 88 66 78 89 78	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006 Sh	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU	0.00 ST202	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78	9 8 8 6 8 9 9 7 8 7 8 9 9 7 8 696.85	111388
(001-140-000- 07912100000 AU 001-142-000- 31538372017 AU 402-400-000- 53617506497 AU 401-000-000- 7091210000/ AU 401-000-000- 80912100007 AU 401-000-000- 888112100008 AU 001-142-000- 90912100006 AU 401-000-000-	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 51890-4715 Invoice 53480-4701	08/05/2024 CD AN CTRL - Utility Ser 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Ser 08/05/2024 WAT - Utility Services -	01912100003 rvi 07912100000 ces 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006 Sh	 AUGUST2024 Regular 	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU	0.00 ST202	28.85 28.85 69.99 83.68 13.7 13.78 15.16 13.7 13.78 97.39 13.7	9 8 8 6 8 9 9 7 8 7 8 9 9 7 8 696.85	111388
(001-140-000-1 07912100000 AU 001-142-000-1 31538372017 AU 402-400-000-1 53617506497 AU 401-000-000-1 7091210000/ AU 401-000-000-1 88912100007 AU 401-000-000-1 88112100008 AU 001-142-000-1 90912100006 AU 401-000-000-1	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 51890-4715 Invoice 53480-4701 CITY OF FORKS Payable Type	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 res 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006 Sh 2024 Payable Desc	 AUGUST2024 Regular 	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU	 N.00 ST202 <l< td=""><td>28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78</td><td>9 8 8 6 8 9 9 7 8 7 8 9 9 7 8 696.85</td><td>111388</td></l<>	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78	9 8 8 6 8 9 9 7 8 7 8 9 9 7 8 696.85	111388
(001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3 90912100006 AU 401-000-000-3 007634 Payable # Account Numb	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 51890-4715 Invoice 53480-4701 CITY OF FORKS Payable Type 547	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 res 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100006 Sh 2024 Payable Desc Project A	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 Regular ription Account Key	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU 90912100006 AUGU Discou Item Description	 N.00 ST202 <l< td=""><td>28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78</td><td>9 8 6 78 9 9 78 696.85 nt</td><td>111388</td></l<>	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78	9 8 6 78 9 9 78 696.85 nt	111388
(001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3 90912100006 AU 401-000-000-3 007634 Payable # Account Numl 3015	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 CITY OF FORKS Payable Type 597 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Service 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 res 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100008 Sh 2024 Payable Desc Project A ACCT#00109	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 Regular ription	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU 90912100006 AUGU Discou Item Description RD BILL JULY	0.00 ST202 0.00 ST202 ST202 0.00 ST202 ST202 0.00 ST202 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST	28.85 28.85 69.99 69.99 83.68 13.7 13.78 15.16 15.16 13.7 13.78 97.39 97.39 13.7 13.78	9 8 6 78 9 9 78 696.85 nt	111388
(001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3 90912100006 AU 401-000-000-3 007634 Payable # Account Numb	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 CITY OF FORKS Payable Type 597 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024	01912100003 rvi 07912100000 res 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100008 Sh 2024 Payable Desc Project A ACCT#00109	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 Regular ription Account Key	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU 90912100006 AUGU Discou Item Description	0.00 ST202 0.00 ST202 ST202 0.00 ST202 ST202 0.00 ST202 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST	28.85 28.85 69.99 83.68 83.68 13.7 13.78 15.16 13.7 13.78 97.39 97.39 13.7 13.78	9 8 6 78 9 9 78 696.85 nt	111388
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3 90912100006 AU 401-000-000-3 90912100006 AU 401-000-000-3 90912100006 AU 401-000-000-3 90912100006 AU 401-000-000-3 90912100006 AU 401-000-000-3 90912100006 AU	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 51890-4715 Invoice 53480-4701 CITY OF FORKS Payable Type Der Invoice 52360-4103	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 DET & COR - Profession	01912100003 rvi 07912100000 rss 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100008 Sh 2024 Payable Desc Project A ACCT#00109 nal	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 Regular ription ACCOUNT Key PRISONER BOAI	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU 90912100006 AUGU Discou Item Description RD BILL JULY	0.00 ST202 0.00 ST202 ST202 0.00 ST202 ST202 0.00 ST202 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST	28.85 28.85 69.99 69.99 83.68 13.7 13.78 15.16 15.16 13.7 13.78 97.39 97.39 13.7 13.78 0.00 Payable Amoun Dist Amount 696.85	99 88 66 89 78 696.85 nt 85	
	001-140-000-3 07912100000 AU 001-142-000-3 31538372017 AU 402-400-000-3 53617506497 AU 401-000-000-3 7091210000/ AU 401-000-000-3 80912100007 AU 401-000-000-3 88112100008 AU 001-142-000-3 90912100006 AU 401-000-000-3 007634 Payable # Account Numl 3015	Invoice 55430-4700 Invoice 57250-4700 Invoice 53580-4700 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 Invoice 53480-4701 CITY OF FORKS Payable Type 597 Invoice	08/05/2024 CD AN CTRL - Utility Service 08/05/2024 FACIL LIB - Utility Service 08/05/2024 SEW SV MN - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 FACIL CIVIC - Utility Ser 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 WAT - Utility Services - 08/05/2024 DET & COR - Profession	01912100003 rvi 07912100000 rss 31538372017 rvi 53617506497 Sh 70912100007 Sh 80912100007 Sh 88112100008 vic 90912100008 Sh 2024 Payable Desc Project A ACCT#00109 nal	AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 AUGUST2024 Regular ription Account Key	01912100003 AUGU 07912100000 AUGU 31538372017 AUGU 53617506497 AUGU 7091210000/ AUGU 80912100007 AUGU 88112100008 AUGU 90912100006 AUGU Discou Item Description RD BILL JULY	0.00 ST202 0.00 ST202 ST202 0.00 ST202 ST202 0.00 ST202 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST20 ST	28.85 28.85 69.99 69.99 83.68 13.7 13.78 15.16 15.16 13.7 13.78 97.39 97.39 13.7 13.78	99 88 66 89 78 696.85 nt 85	111388

Check Register Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS Vendor Number Discount Amount Payment Amount Number Vendor Name Payment Date **Payment Type** Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount **Project Account Key** Account Number Account Name **Item Description** Dist Amount PREMIUM GRADE GARDEN BLEND 07/24/2024 0.00 162.74 4268 Invoice PREMIUM GRADE GARDE 101-000-000-54261-3100 ST S WALK - Office and O COTA ST ART DIST 162.74 009595 DEPT. OF LICENSING 08/16/2024 0.00 39.00 111390 Regular Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description** Dist Amount SHP240036 08/07/2024 SHP240036 0.00 21.00 Invoice 657-000-000-58600-0007 **Concealed Pistol Permits** SHP240036 21.00 SHP240037 Invoice 08/09/2024 SHP240037 0.00 18.00 657-000-000-58600-0007 **Concealed Pistol Permits** SHP240037 18.00 VEN02460 FIRST CITIZENS BANK & TRUST CO 08/16/2024 0.00 516.19 111391 Regular Payable # **Payable Type Payable Description** Discount Amount Payable Amount **Pavable Date** Account Number **Item Description** Account Name **Project Account Key Dist Amount** CONTRACT# 900-0344406-000 45345287 Invoice 08/12/2024 0.00 516.19 001-112-000-51251-4500 **MUNI CT - Operating Ren** CONTRACT# 900-0344406-42.19 001-112-000-59112-7001 MUNI CT - Long Term Lea CONTRACT# 900-0344406-474.00 085995 LANGUAGE LINE SERVICES 08/16/2024 0.00 401.26 111392 Regular Discount Amount Payable Amount Payable # Payable Type **Payable Date Payable Description** Account Name Account Number **Project Account Key Dist Amount** Item Description 63.07 ACCT#9020514029 PHONE INTERPRETATI 11365346 Invoice 07/31/2024 0.00 001-112-000-51251-4106 **MUNI CT - Interpreter Ex** ACCT#9020514029 PHONE 63.07 07/31/2024 ACCT#9020943082 PHONE INTERPRETATI 271.17 11365380 0.00 Invoice ACCT#9020943082 PHONE 271.17 001-118-000-52122-4100 PD PAT - Professional Serv 11370392 Invoice 07/31/2024 ACCT#9020535356 PHONE INTERPRETATI 0.00 67.02 001-122-000-51593-4101 LEGAL - OPD Grant Public ACCT#9020535356 PHONE 67.02 VEN02490 **LEAVEHINCHCLIEF** 08/16/2024 0.00 19.54 111393 Regular Discount Amount Payable Amount Pavable # Payable Type **Payable Date Payable Description** Account Number Account Name **Project Account Key Item Description** Dist Amount AUGUST2024/REIMBURS 19.54 AUGUST2024/REI Invoice 08/14/2024 0.00 001-140-000-55430-3100 CD AN CTRL - Office and AUGUST2024/REIMBURS 19.54 087799 LEMAY MOBILE SHREDDING 08/16/2024 0.00 17.11 111394 Regular Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Kev** Item Description **Dist Amount** 08/01/2024 ACCT# 2185-952778-1166 MUNI COURT S 4851332S185 0.00 17.11 Invoice **MUNI CT - Other Professi** 001-112-000-51251-4109 ACCT# 2185-952778-1166 17.11 VEN02595 LIBERTY ASPHALT MAINTENANCE & 08/16/2024 Regular 0.00 9.887.18 111395 **Payable Description** Discount Amount Payable Amount Payable # **Payable Type Payable Date** Account Number Account Name **Project Account Key Item Description** Dist Amount 07/23/2024 COTA STREET STRIPING 0.00 9,887.18 Invoice 1 101-000-000-54230-4100 COTA STREET STRIPING ST RD WAY - Professional 9,887.18 113004 MASON COUNTY - UTILITIES/WASTE 08/16/2024 0.00 57.75 111396 Regular Payable # **Payable Type Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount** ACCT#SW-C035 TICKET 505422 57.75 007179 Invoice 08/01/2024 0.00 101-000-000-54230-3100 ST RD WAY - Office and O ACCT#SW-C035 TICKET 50 57.75 113000 MASON COUNTY TREASURER 08/16/2024 0.00 75.52 111397 Regular **Payable Description Payable Type** Discount Amount Payable Amount Payable # Payable Date Account Number Account Name **Project Account Key Item Description Dist Amount** JULY/2024 CVC FI Invoice 08/13/2024 JULY/2024 CVC FINES AND FORFEITS 0.00 75.52 657-000-000-58600-0005 **CVC Fines & Forfeits** JULY/2024 CVC FINES AND 75.52

Check Register Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS Vendor Number Vendor Name Payment Date Payment Type Discount Amount Payment Amount Number 114350 MASON GENERAL HOSPITAL 08/16/2024 Regular 0.00 98.00 111398 Pavable # Payable Type Payable Date **Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount ROUTINE VENIPUNCTURE** 4004149394 07/27/2024 0.00 49.00 Invoice 001-123-000-52360-4100 DET & COR - Prof Services ROUTINE VENIPUNCTURE 49.00 07/29/2024 **ROUTINE VENIPUNCTURE** 4004158640 Invoice 0.00 49.00 001-123-000-52360-4100 **DET & COR - Prof Services** ROUTINE VENIPUNCTURE 49.00 142300 NISQUALLY INDIAN TRIBE 08/16/2024 Regular 0.00 21.92 111399 Discount Amount Payable Amount Payable # Payable Type **Payable Date Payable Description** Account Number Account Name **Project Account Key** Item Description **Dist Amount** INMATE PHARM REIMBURS JUNE 2024 40620 06/30/2024 0.00 21.92 Invoice 001-123-000-52360-4100 DET & COR - Prof Services INMATE PHARM REIMBUR 21.92 144093 NORTHWEST PLAYGROUND EQUIP 08/16/2024 Regular 0.00 1,495,20 111400 Payable # Payable Type Payable Date **Payable Description** Discount Amount Payable Amount Account Number Account Name Project Account Key Item Description **Dist Amount** 54038 08/09/2024 6' BENCH W/BACK INGROUND DIAMOND 0.00 1,495.20 Invoice 302-000-000-59476-6000 CAP IMP - Parks Capital Pr 21-NCLIFFPARK 6' BENCH W/BACK INGRO 1.495.20 VEN02312 ODP BUSINESS SOLUTIONS LLC 08/16/2024 0.00 135.11 111401 Regular Discount Amount Payable Amount Pavable # Payable Type **Payable Date Payable Description Project Account Key** Item Description Dist Amount Account Number Account Name ACCT# 28972108 BRCHR HOLDERS 376905734001 07/27/2024 0.00 50.94 Invoice ACCT# 28972108 BRCHR H 001-111-000-51421-3100 FIN UB - Office and Opera 50.94 378622811001 08/01/2024 ACCT# 28972108 BNDRS, BNDR CLPS, POST 0.00 84.17 Invoice 401-000-000-53480-3100 WAT - Office and Operati ACCT# 28972108 BNDRS,B 84.17 0.00 903752 O'REILLY AUTO PARTS 08/16/2024 4.62 111402 Regular **Payable Description** Discount Amount Payable Amount **Payable Type Payable Date** Pavable # **Dist Amount** Account Number Account Name **Project Account Key Item Description** 3718-162891 08/09/2024 CUST#1371774 GLASS FUSE 0.00 4.62 Invoice 401-000-000-53480-3100 WAT - Office and Operati CUST#1371774 GLASS FUS 4.62 VEN01351 **OSCAR MATIAS PABLO** 08/16/2024 Regular 0.00 140.00 111403 Payable Type Payable # **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount** INTERPRETATION08072024 INTERPRETATION Invoice 08/07/2024 0.00 140.00 INTERPRETATION0807202 140.00 001-112-000-51251-4106 **MUNI CT - Interpreter Ex** VEN02596 PETVET CARE CENTERS 08/16/2024 Regular 0.00 67.72 111404 Payable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Project Account Key **Item Description Dist Amount** Account Number Account Name ACCT#59113 WHITE HUSKY/PARVO TEST 145522 05/31/2024 0.00 67.72 Invoice 001-140-000-55430-4100 CD AN CTRL - Professional ACCT#59113 WHITE HUSK 67.72 187000 SHELTON-MASON COUNTY JOURNA 08/16/2024 0.00 263.50 111405 Regular Payable # Payable Type Payable Date Payable Description Discount Amount Payable Amount Account Number Account Name **Project Account Key** Item Description **Dist Amount** 07/04/2024 NOTICE FOR WRP SEPA 0.00 263.50 125260 Invoice 001-140-000-55860-4100 CD PLAN - Professional Se NOTICE FOR WRP SEPA 263.50 187000 SHELTON-MASON COUNTY JOURNA 08/16/2024 0.00 263.50 111406 Regular Discount Amount Payable Amount Pavable # Payable Type Pavable Date **Payable Description** Account Number **Project Account Key** Dist Amount Account Name Item Description NOTICE FOR 3 HEARINGS 07/18/2024 0.00 263.50 125455 Invoice 001-140-000-55860-4100 CD PLAN - Professional Se NOTICE FOR 3 HEARINGS 263.50

Regular

VEN01650

THURSTON MASON BEHAVIORAL HE 08/16/2024

723.95 111407

0.00

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

Check Register Packet: APPKT03239-AUGUST 16, 2024 AP PAY						AP PAYME			
Vendor Number	Vendor Name	Payme	nt Date	Paymen	t Type Disco	unt An	nount Payment An	nount	Number
Payable #	Payable Type	Payable Date	Payable Descrip			mount	Payable Amount		
Account Num		Account Name	Project Acc		Item Description		Dist Amount		
LPE 2024 Q2	Invoice	08/01/2024	LPE 2024 Q2			0.00			
001-140-000-		CD CHEM DEP - GENER			LPE 2024 Q2	0.00	723.95		
001 140 000	50000 1100	CD CHEW DEF GENER					723.35		
201200		09/16/	0024	Dogular			0.00	02.01	111400
201300	TOZIER BROS INC.	08/16/2		Regular				93.01	111408
Payable #	Payable Type	Payable Date	Payable Descrip				Payable Amount		
Account Num	ber	Account Name	Project Acc		Item Description		Dist Amount		
471114	Invoice	07/23/2024	CUST# 20090 R	,	PNT	0.00	14.01		
101-000-000-	54261-3100	ST S WALK - Office and	O COTA ST AF	RT DIST	CUST# 20090 RST STP, SPI	3	14.01		
471120	Invoice	07/23/2024	CUST#20090 SP	RY PNT		0.00	14.95		
101-000-000-		ST S WALK - Office and			CUST#20090 SPRY PNT		14.95		
471379	Invoice	08/07/2024	CUST#20090 M	ISC ELBOW,C		0.00			
401-000-000-	53480-3100	WAT - Office and Opera	iti		CUST#20090 MISC ELBOV	V,	22.35		
471388	Invoice	08/07/2024	CUST#20090 ST	RAP RIGID 1	HOLE 3/4	0.00	1.73		
401-000-000-	53480-3100	WAT - Office and Opera	ti		CUST#20090 STRAP RIGID)	1.73		
471391	Invoice	08/07/2024	CUST#20090 48	SIN STEP IN EI		0.00			
001-141-000-	57680-3100	PARKS - Office and Ope	ra		CUST#20090 48IN STEP IN	1	39.97		
202195	U.S. BANK N.ACUS	FODY 08/16/2	2024	Regular			0.00	42.00	111409
Payable #	Payable Type	Payable Date	Payable Descrip	otion	Discount A	mount	Payable Amount		
Account Num	ber	Account Name	Project Acc	ount Key	Item Description		Dist Amount		
CUSTODY CHARG	Invoice	08/12/2024	CUSTODY CHAR	GES/JULY 20	24	0.00	42.00		
001-111-000-	51423-4102	FIN AC - Prof Services-E	la		CUSTODY CHARGES/JULY	2	42.00		
VEN02544	VESTIS GROUP INC	08/16/2	2024	Regular			0.00	86.91	111410
Payable #	Payable Type	Payable Date	Payable Descrip	-	Discount A	mount	Payable Amount		
Account Num		Account Name	•		Item Description		Dist Amount	•	
5120511893	Invoice	07/31/2024	CUST# 7921059	•	and a second	0.00			
402-400-000-		SEW SV MN - Miscellar		13 COVERAL	CUST# 792105973 COVER		43.98		
402-400-000-	55560-4500	SEW SV IVIN - IVIISCEIIdi	60		C021# / 921029/2 COVER		45.50		
5120516030	Invoice	08/07/2024	CUST# 7921059	72 COVERAL	_S, MAT, TOW	0.00	42.93		
401-000-000-	53480-4901	WAT - Miscellaneous - S	Sh		CUST# 792105972 COVER		42.93		
203035	WASHINGTON ST. TH	REASURER 08/16/2	2024	Regular			0.00 4,5	83.95	111411
Payable #	Payable Type	Payable Date	Payable Descrip	otion	Discount A	mount	Payable Amount		
Account Num		Account Name	Project Acc	ount Key	Item Description		Dist Amount		
JULY/2024 STATE	Invoice	08/13/2024	JULY/2024 STAT	TE FINES		0.00	4,583.95		
657-000-000-		State Fines & Forfeits			JULY/2024 STATE FINES		4,583.95		
007 000 000	30000 0000				50172021017112111120		1,000100		
053987	WESTBAY NAPA AUT	O PARTS 08/16/2	2024	Regular			0.00 9	87 29	111412
Payable #	Payable Type	Payable Date	Payable Descrip		Discount A	mount	Payable Amount	07.25	111412
Account Num		Account Name		ount Key	Item Description	nount	Dist Amount		
						0.00			
092535	Invoice	07/18/2024	ACCT#4296 30L	BREFRIGERA		0.00			
001-118-000-	52122-3110	PD PAT - Office & Opera	iti		ACCT#4296 30LB REFRIGE		250.46		
095173	Invoice	08/06/2024	ACCT#4296-CO	MBO SWITCH	/19922D	0.00	146.31		
503-000-000-	54865-3102	EMR - Oper Supplies-Pa	irt		ACCT#4296-COMBO SWIT		146.31		
005226	Invoice					0.00	0.26		
095326		08/07/2024	ACCT#4296 CAP	SCREW		0.00			
402-400-000-	53580-3100	SEW SV MN - Office and	3		ACCT#4296 CAP SCREW		8.36		
095389	Invoice	08/07/2024	ACCT#4296 1QT	HPGEAR OIL		0.00	45.67		
402-400-000-	53580-3100	SEW SV MN - Office and	Ł		ACCT#4296 1QT HPGEAR		45.67		
005 491	lawa ta a	08/08/2024	ACCT#420C EDN			0.00	205 60		
095481	Invoice	08/08/2024	ACCT#4296 FRN	п вкк кото,		0.00			
503-000-000-	54865-3102	EMR - Oper Supplies-Pa	irt		ACCT#4296 FRNT BRK RO		395.69		
095789	Invoice	08/09/2024	ACCT#4296- BA	TT CABLE, 18	MO WTY, CO	0.00	125.37		
401-000-000-	<u>53480-3100</u>	WAT - Office and Opera	ti		ACCT#4296- BATT CABLE,		125.37		
						0.00			
095965	Invoice	08/12/2024	ACCT#4296 OIL	FILIEK, KEAR		0.00			
503-000-000-	54865-3102	EMR - Oper Supplies-Pa	rt		ACCT#4296 OIL FILTER, RE		15.43		

Packet: APPKT03239-AUGUST 16, 2024 AP PAYMENTS

Vendor Number Vendor Name		Payme	Payment Date Pa		Payment Type Discoun		Payment Amount	Number
220000	ZUMAR INDUSTRIES	INC 08/16/2	2024	Regular		0.00	745.97	111413
Payable #	Payable Type	Payable Date	Payable Descripti	on	Discount Am	ount Pay	yable Amount	
Account Nu	mber	Account Name	Project Accou	int Key Ite	m Description	Dist A	Mount	
<u>48267</u>	Invoice	07/15/2024	CUST#000662 STE	EL BASE PLATE	S	0.00	745.97	
101-000-00	<u>0-54261-3100</u>	ST S WALK - Office and	O COTA ST ART	dist cu	IST#000662 STEEL BASE		745.97	

·	Bank Code APBNK-N	1ain Summary		
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	33	0.00	33,593.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	33	22	0.00	64,306.83
Virtual Payments	0	0	0.00	0.00
	93	55	0.00	97,900.75

.

.

Virtual Payments	0	0	0.00	0,00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	97,900.75
			97,900.75

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number <u>111427</u> through number <u>111457</u> and EFT payment numbers <u>611</u> through <u>623</u> in the total amount of <u>\$147,056.58</u> that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 23rd of August	, 2024. <u>Mulial Hithens</u> Finance Director
	Finance Director

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

Signed this ______ of _____, 2024.

Mayor Eric Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns



Shelton, WA

Check Register

Packet: APPKT03246 - AUGUST 23, 2024 AP PAYMENTS

By Check Number

AUNON						
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Ma	ain-APBNK-Main					
VEN02535	ALWAYS SAFE & LOCK INC	08/23/2024	EFT	0.00	553.00	611
009231	DARREN PARSE	08/23/2024	EFT	0.00	150.00	612
023078	FASTENAL COMPANY	08/23/2024	EFT	0.00	1,297.20	613
VEN01406	FERGUSON WATERWORKS	08/23/2024	EFT	0.00	13.46	614
040960	GRAINGER	08/23/2024	EFT	0.00	697.49	615
079581	KCDA PURCHASING COOPERATIVE	08/23/2024	EFT	0.00	314.87	616
194000	LEROY T. VALLEY	08/23/2024	EFT	0.00	1,94	617
132235	MOUNTAIN MIST WATER	08/23/2024	EFT	0.00	179.12	618
142965	NORTHSTAR CHEMICAL, INC	08/23/2024	EFT	0.00	5,075.83	619
VEN02532	PROFAST SUPPLY INC	08/23/2024	EFT	0.00	295.85	620
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	08/23/2024	EFT	0.00	2,563.00	621
VEN01578	SUMMIT LAW GROUP	08/23/2024	EFT	0.00	1,083.50	622
202392	VERIZON WIRELESS	08/23/2024	EFT	0.00	90.00	623
002982	APP	08/23/2024	Regular	0.00	2,381.53	111427
002509	APPLIED INDUSTRIAL	08/23/2024	Regular	0.00	251.85	111428
VEN02549	BARCOTT CONSTRUCTION LLC	08/23/2024	Regular	0.00	39,310.23	111429
005411	BUILDERS EXCHANGE OF WA INC	08/23/2024	Regular	0.00	45.00	111430
098000	BUILDERS FIRSTSOURCE	08/23/2024	Regular	0.00		111431
VEN02063	CARL TANNE	08/23/2024	Regular	0.00	150.00	111432
108679	CENTRAL MASON FIRE AND EMS	08/23/2024	Regular	0.00	7,582.00	111433
VEN01214	CINTAS CORPORATION	08/23/2024	Regular	0.00	36.24	111434
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	08/23/2024	Regular	0.00	23,439.00	111435
VEN02602	GABRIEL G PEDRO TERCERO	08/23/2024	Regular	0.00	10,100.00	111436
VEN01845	GOVERNMENTJOBS.COM, INC.	08/23/2024	, Regular	0.00	11,794.92	111437
VEN02509	HOUSE BROTHERS CONST INC	08/23/2024	Regular	0.00	95.00	111438
VEN02288	IRONCLAD COMPANY	08/23/2024	Regular	0.00	1,263.99	111439
903336	JAMES BELLEVILLE	08/23/2024	Regular	0.00	732,26	111440
114350	MASON GENERAL HOSPITAL	08/23/2024	Regular	0.00	98.00	111441
142300	NISQUALLY INDIAN TRIBE	08/23/2024	Regular	0.00	10,101.00	111442
149070	OLYMPIC REGION CLEAN AIR AGEN(08/23/2024	Regular	0.00	314.00	111443
VEN01351	OSCAR MATIAS PABLO	08/23/2024	Regular	0.00	350.00	111444
VEN02070	PAPE MACHINERY	08/23/2024	Regular	0.00	816.37	111445
155541	PARAMETRIX, INC.	08/23/2024	Regular	0.00	6,965.89	111446
164899	QWEST DBA CENTURYLINK	08/23/2024	Regular	0.00	1,045.47	111447
VEN02603	ROLLENE DOROTHEA RUSSELL	08/23/2024	Regular	0.00	250.00	111448
200985	THURSTON CO PUBLIC HEALTH	08/23/2024	Regular	0.00	672.00	111449
VEN01650	THURSTON MASON BEHAVIORAL HI	08/23/2024	Regular	0.00	7,429.50	111450
VEN02365	T-N-T SIGNS INC	08/23/2024	Regular	0.00	2,596.15	111451
201300	TOZIER BROS INC.	08/23/2024	Regular	0.00	161.17	111452
VEN02499	TRANSUNION RISK AND ALTERNATIV	08/23/2024	Regular	0.00		111453
VEN02599	USGS NATIONAL CENTER MS 270	08/23/2024	Regular	0.00	5,000.00	111454
VEN02544	VESTIS GROUP INC	08/23/2024	Regular	0.00	42.93	111455
203780	WATER MGMNT LABORATORIES INC	08/23/2024	Regular	0.00	1,069.00	111456

Vendor Number 053987

Vendor Name WESTBAY NAPA AUTO PARTS

Payment Date 08/23/2024

Payment Type Regular

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Discount Amount Payment Amount Number 0.00

261.33 111457

	Bank Code APBNK-N	lain Summary		
	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	51	31	0.00	134,741.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	22	13	0.00	12,315.26
Virtual Payments	0	0	0.00	0.00
	73	44	0.00	147,056.58

Virtual Payments	0	0	0.00	0.00
Fu	nd Summary			

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	147,056.58
			147,056.58

· ·

Shelton, WA

Packet: APPKT03246 - AUGUST 23, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payme	nt Date	Payment	t Type	Discount Amour	nt Payment Amo	ount	Number
Bank Code: APBNK-Ma VEN02535	ALWAYS SAFE & LOC		2024	EFT		0.0	00 EE:	3.00	C11
Payable #					Disco		Payable Amount	3.00	011
Account Num		Payable Date Account Name					t Amount		
322569		08/13/2024			Item Description		553.00		
	Invoice -53480-3100			I SHUP STA	CUST#7260 REKEY S				
401-000-000-	-35460-5100	WAT - Office and Opera	au		CUST#/200 REKET 5	SHOP 3	555.00		
009231	DARREN PARSE	08/23/	2024	EFT		0.0	00 150	0.00	612
Payable #	Payable Type	Payable Date	Payable Descrip	tion	Disco	unt Amount P	Payable Amount		
Account Num	ber	Account Name				Dist	t Amount		
INTERPRETATION	Invoice	08/02/2024	INTERPRETATIO	N08022024		0.00	150.00		
001-122-000-	51593-4101	LEGAL - OPD Grant Pub	blic		INTERPRETATION08	02202	150.00		
023078	FASTENAL COMPANY	(08/23/	2024	EFT		0.0	0 1.29	7.20	613
	Payable Type				Disco	unt Amount P	Payable Amount		
Account Num		Account Name	•				•		
WATUM226832	Invoice	08/16/2024	CUST#WATUM19	961- FLAP DI	SC, HAND SA	0.00	236.91		
	53480-3100	WAT - Office and Opera			CUST#WATUM1961		236.91		
WATUM226833	Invoice	08/16/2024	CUST#WATUM19	962-GLV,TP, (CPY PPR, SOA	0.00	447.85		
	53580-3100	SEW SV MN - Office an			CUST#WATUM1962		447.85		
WATUM226867	Invoice	08/14/2024	CUST#WATUM11	147-ANTI FO	G LENS WIPE	0.00	78.76		
401-000-000-	53480-3100	WAT - Office and Opera	ati		CUST#WATUM1147	-ANTI F	78.76		
WATUM226903	Invoice	08/15/2024	CUST# WATUM1	.962- MISC S	SUPPLIES	0.00	402.31		
402-400-000-	53580-3100	SEW SV MN - Office an	d		CUST# WATUM1962	2- MISC	402.31		
WATUM226904	Invoice	08/15/2024	CUST#WATUM19	961-GLV, SFT	Y GLSSES, WI	0.00	131.37		
401-000-000-	53480-3100	WAT - Office and Opera	ati		CUST#WATUM1961	-GLV, S	131.37		
VEN01406		/ORKS 08/23/				0.0		3.46	614
Payable #		Payable Date					Payable Amount		
Account Num		Account Name		-		Dist			
0050345	Invoice	08/13/2024	CUST#2543 6X16	5 ALL SS REP		0.00	379.47		
401-000-000-	53480-3100	WAT - Office and Opera			CUST#2543 6X16 AL				
<u>CM004339</u>		08/12/2024		6 INV 00485	68		-366.01		
401-000-000-	53480-3100	WAT - Office and Opera	ati		CUST#2543 ORIG IN	IV 0048	-366.01		
040960	GRAINGER	08/23/	2024	EFT		0.0	00 69.	7.49	615
Payable #	Payable Type	Payable Date		tion	Disco	unt Amount P	Payable Amount		
Account Num		Account Name				Dist			
9209590257	Invoice				RFLY/67799D	0.00	276.74		
503-000-000-		EMR - Oper Supplies-Pa			ACCT# 839177342 S		276.74		
9213807192	Invoice	08/13/2024	ACCT#83917734	2 VALVES/19	9914D	0.00	420.75		
503-000-000-		EMR - Oper Supp-Parts		2 1/12/20/1	ACCT#839177342 V		420.75		
			-						
079581	KCDA PURCHASING C	COOPERATIVE 08/23/	2024	EFT		0.0	00 314	4.87	616
Payable #	Payable Type	Payable Date	Payable Descript	tion	Disco	unt Amount P	Payable Amount		
Account Num		Account Name	Project Acco		Item Description		t Amount		
300800233	Invoice	08/15/2024	CUST#101367 CA	AN LINERS		0.00	314.87		
101-000-000-		ST RD WAY - Office and	0		CUST#101367 CAN I	LINERS	314.87		
194000	LEROY T. VALLEY	08/23/	2024	EFT		0.0	00	1.94	617

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Check Register					Pac	ket: APPKT032	46-AUGUST 23, 2024	AP PAYME
Vendor Number Payable #	Vendor Name Payable Type	Payme Payable Date	nt Date Payable Descri	Payment ption		ount Amount Amount Pay	Payment Amount yable Amount	Number
Account Nur	mber	Account Name	Project Ac	count Key	Item Description	Dist A	mount	
<u>98232</u>	Invoice	08/15/2024	ADAPTER 6400	X6X6		0.00	1.94	
503-000-000	0-54865-3100	EMR - Office and Oper	ati		ADAPTER 6400X6X6		1.94	
132235	MOUNTAIN MIST W	ATER 08/23/	2024	EFT		0.00	179.12	618
Payable #	Payable Type	Payable Date	Payable Descri		Discount	Amount Pay		010
Account Nur		Account Name	Project Ac	•	Item Description		mount	
006145490	Invoice	08/13/2024	ACCT#088436			0.00	63.67	
	0-53480-3100	WAT - Office and Oper			ACCT#088436 PW SHOP		54.97	
and a second second second	0-53480-4500	WAT - Operating Rent			ACCT#088436 PW SHOP	þ	8.70	
006145493	Invoice	08/13/2024	ACCT#0088436	POLICE		0.00	45.34	
001-118-000	0-52122-3100	PD PAT - Office and Op	era		ACCT#0088436 POLICE		40.99	
001-118-000	0-52122-4500	PD PAT - Operating Re	ntal		ACCT#0088436 POLICE		4.35	
006145494	Invoice	08/13/2024	ACCT# 088436	ADMIN		0.00	70.11	
001-130-000	0-51810-3100	HR - Office and Operat	ing		ACCT# 088436 ADMIN		61.41	
001-130-000	0-51810-4500	HR - Operating Rentals	5		ACCT# 088436 ADMIN		8.70	
142005			2024	EET		0.00	5,075.83	610
142965 Bayable #	NORTHSTAR CHEMIC Payable Type	CAL, INC 08/23/ Payable Date	Payable Descri	EFT	Discount	Amount Pay		019
Payable # Account Nur		Account Name	Project Ac	•	Item Description		mount	
288853	Invoice	08/07/2024	CUST#100472 S			0.00	5,075.83	
	0-53580-3100	SEW SV SAT - Office ar			CUST#100472 SODIUM		,075.83	
402 040 000	555566 5100	SEW SV SAT Office at					070100	
VEN02532	PROFAST SUPPLY INC	08/23/	2024	EFT		0.00	295.85	620
Payable #	Payable Type	Payable Date	Payable Descri	ption	Discount	Amount Pay	able Amount	
Account Nur	nber	Account Name	Project Ac	count Key	Item Description	Dist A	mount	
<u>58802</u>	Invoice	08/20/2024	SO# 59496 LEN	S CLEANING T	TISSUES	0.00	19.67	
503-000-000	0-54865-3100	EMR - Office and Oper	ati		SO# 59496 LENS CLEAN	IN	19.67	
<u>58803</u>	Invoice	08/20/2024	SO# 59584 PUS	SH TYPE RETAI	NER, NITRILE	0.00	276.18	
503-000-000	0-54865-3100	EMR - Office and Oper	ati		SO# 59584 PUSH TYPE F	RET	276.18	
183400	SCLALLIANCE- SHEA	CARR & JEWEL 08/23/	2024	EFT		0.00	2,563.00	621
Payable #	Payable Type	Payable Date	Payable Descri		Discount	Amount Pay	•	
Account Nur		Account Name	Project Ac	-	Item Description		mount	
77648	Invoice	08/08/2024	COTA STREET R	RESTRIPING PL	AN	0.00	2,563.00	
101-000-000)-54230-4100	ST RD WAY - Profession	nal 24-COTA S	T ART DIST	COTA STREET RESTRIPIN	IG 2,	.563.00	
							1 000 50	600
VEN01578	SUMMIT LAW GROU			EFT	D ¹	0.00	1,083.50	622
Payable #	Payable Type	Payable Date	Payable Descri	• (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		Amount Pay		
Account Nur		Account Name	Project Ac CLIENT# 20161		Item Description	0.00	1,083.50	
<u>156284</u> 001 130 000	Invoice	08/15/2024		-10 XL GEINER	CLIENT# 20161-10 XL GI		.083.50	
001-150-000	0-51810-4100	HR - Professional Servi	ces		CLIEINT# 20101-10 XL GI	_IN,	,083.30	
202392	VERIZON WIRELESS	08/23/	2024	EFT		0.00	90.00	623
Payable #	Payable Type	Payable Date	Payable Descri	ption	Discount	Amount Pay	able Amount	
Account Nur	nber	Account Name	Project Ac	count Key	Item Description	Dist A	mount	
9022366444	Invoice	08/16/2024	ACCT# WA1553	314 TOWER DI	UMP 24-5058	0.00	90.00	
001-118-000)-52122-4100	PD PAT - Professional S	erv		ACCT# WA155314 TOW	ER	90.00	
002982	APP	08/23/	2024	Regular		0.00	2,381.53	111427
Payable #	Payable Type	Payable Date	Payable Descri		Discount	Amount Pay		1117 <i>6/</i>
Account Nur		Account Name	Project Ac		Item Description	-	mount	
24-161842	Invoice	08/15/2024	ACCT# AP7500	-		0.00	2,381.53	
)-58900-0001	EMR - Inventory-Gas			ACCT# AP7500158 FUEL		381.53	
555 256 000		intentory dus				۷,		
002509	APPLIED INDUSTRIAL	08/23/	2024	Regular		0.00	251.85	111428

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Check Register					Packe	t: APPK	103246-AUGUST 23	, 2024	AP PAYMEN
Vendor Number Payable #	Vendor Name Payable Type	Paymer Payable Date	nt Date Payable Descriptio	Payment on			unt Payment Am Payable Amount	ount	Number
Account Num	ber	Account Name	Project Accou	unt Key	Item Description	D	ist Amount		
7030244996	Invoice	08/08/2024	CUST#1516342 AN	MI BEARING	S	0.00	251.85		
402-400-000-		SEW SV MN - Office and			CUST#1516342 AMI BEAF	1	251.85		
100 100	0000000000		-						
			024	Desular		0	20.21	10.22	11110
VEN02549	BARCOTT CONSTRUC			Regular				10.23	111429
Payable #	Payable Type	Payable Date	Payable Description	on	Discount A		Payable Amount		
Account Num	ber	Account Name	Project Accou	unt Key	Item Description	D	ist Amount		
4	Invoice	08/15/2024	SAFE ROUTES TO S	SCHOOL		0.00	39,310.23		
302-000-000-	59561-6300	CAP IMP - SIDEWALKS-	Co 22-SAFERTE2S	SCHOOL	SAFE ROUTES TO SCHOOL		39,310.23		
005411	BUILDERS EXCHANGE	OF WA INC 08/23/2	024	Regular		C).00 4	15.00	111430
Payable #	Payable Type	Payable Date	Payable Description	-	Discount A		Payable Amount		
Account Num		Account Name					ist Amount		
			Project Accou	•	Item Description				
<u>1077765</u>	Invoice	08/03/2024	CUST#2290 AMI P			0.00	45.00		
411-000-000-		WAT CAP - Construction			CUST#2290 AMI PROJECT		22.50		
412-000-000-	<u>59435-6300</u>	SEW CAP - Construction	a 21-AMR		CUST#2290 AMI PROJECT		22.50		
098000	BUILDERS FIRSTSOUF	RCE 08/23/2	.024	Regular		C	0.00 25	55.81	111431
Payable #	Payable Type	Payable Date	Payable Description	on	Discount A	mount	Payable Amount		
Account Num		Account Name	Project Accou		Item Description		ist Amount		
89358919	Invoice	07/16/2024	ACCT#671668 USG			0.00	28.29		
401-000-000-		WAT - Office and Opera		3112333112			28.29		
401-000-000-	33480-3100	WAT - Office and Opera	u		ACCT#671668 USG PLS3 J		20.29		
89514314	Invoice	08/13/2024	ACCT#671668 DEC	CK BRSH, 6P	PK SHT, MURI	0.00	40.25		
401-000-000-	53480-3100	WAT - Office and Opera	ti		ACCT#671668 DECK BRSH	,	40.25		
00514000		00/12/2024				0.00	21.70		
<u>89514888</u>	Invoice	08/13/2024	ACCT#671668-6 P	÷ .		0.00	21.76		
401-000-000-	53480-3100	WAT - Office and Opera	ti		ACCT#671668-6 PK SHT,S	N	21.76		
89515255	Invoice	08/13/2024	ACCT#671668- SH	OP BATHRO	OM SUPPLIE	0.00	85.66		
401-000-000-	53480-3100	WAT - Office and Opera	ti		ACCT#671668- SHOP BAT	н	85.66		
89518324	Invoice	08/13/2024	ACCT#671668 SPR	RAY PAINT,W	OOD STAKES	0.00	55.71		
101-000-000-	54230-3100	ST RD WAY - Office and	0		ACCT#671668 SPRAY PAIR	IT	55.71		
89520934	Invoice	08/14/2024	ACCT#671668 SHC	OP BATHRO	OM SUPPLIE	0.00	24.14		
401-000-000-		WAT - Office and Opera			ACCT#671668 SHOP BATH		24.14		
104 000 000	001000200	in a since and opera				•	2.112.1		
VEN02063	CARL TANNE	08/23/2	024	Regular			0.00 15	50.00	111432
Payable #	Payable Type	Pavable Date	Payable Description	0	Discount A		Payable Amount	0.00	111452
Account Num									
		Account Name	Project Accou		Item Description		ist Amount		
<u>0807-2024-SHELT</u>			INTERPRETATION	08072024		0.00			
001-112-000-	51251-4106	MUNI CT - Interpreter E	x 24-ITC		INTERPRETATION0807202	2	150.00		
108679	CENTRAL MASON FIR	E AND EMS 08/23/2	024	Regular		C	0.00 7,58	82.00	111433
Payable #	Payable Type	Payable Date	Payable Description	on	Discount A	mount	Payable Amount		
Account Num	ber	Account Name	Project Accou	int Key	Item Description	D	ist Amount		
1338	Invoice	07/23/2024			RCH 2024		1,585.00		
001-119-000-		FIRE PREV - Prof Svcs - I			FIRE MARSHAL SERVICES				
001-119-000-	52250-4105	FIRE FREV - FIUI SVLS - I	-11		FIRE WIARSHAL SERVICES		1,383.00		
1339	Invoice	07/23/2024	FIRE MARSHAL SEI	RVICES APR	RIL 2024	0.00	2,652.00		
001-119-000-	52230-4103	FIRE PREV - Prof Svcs - F	ir		FIRE MARSHAL SERVICES	A	2,652.00		
1240	1	07/22/2024			5 2024	0.00	2 (50.00		
	Invoice	07/23/2024	FIRE MARSHAL SEI	LAICE2 JON		0.00	2,650.00		
001-119-000-	52230-4103	FIRE PREV - Prof Svcs - I	·ır		FIRE MARSHAL SERVICES	1	2,650.00		
1341	Invoice	07/23/2024	FIRE MARSHAL SEI	RVICES MA	Y 2024	0.00	695.00		
001-119-000-		FIRE PREV - Prof Svcs - I			FIRE MARSHAL SERVICES		695.00		
VEN01214	CINTAS CORPORATIO	N 08/23/2	024	Regular		r	0.00	36 24	111434
		00/20/2		negalal.	D'			50.24	111404
	Payable Type	Payable Date	Payable Description				Payable Amount		
Account Num		Account Name		•			list Amount		
5225587588	Invoice	08/16/2024		IRST AID SU	JPPLIES	0.00	36.24		
001-118-000-	52122-3100	PD PAT - Office and Ope	ra		CUST#10690213 FIRST AI	D	36.24		

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Check Register							46-AUGUST 23, 2024	
Vendor Number	Vendor Name			nent Type	Discount An		Payment Amount	
VEN01281		UTILITY BILLS/PE 08/23/				0.00	23,439.00	111435
Payable #	Payable Type	Payable Date	Payable Description		count Amount			
Account Nur		Account Name	Project Account Key	Item Description	0.00		mount	
CITY BILL/AUGU		08/21/2024	CITY BILL/AUGUST 2024		0.00		23,439.00	
	0-52250-4700	FIRE FACIL - Utility Ser		CITY BILL/AUGUS			349.25	
	0-55430-4700	CD AN CTRL - Utility Se		CITY BILL/AUGUS			202.04	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS		2	90.56	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			121.23	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			460.03	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			104.09	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			84.77	
the second second second second	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			13.32	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			129.77	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			,659.78	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			355.78	
	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS		Ζ,	.021.52	
and the second second second	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			20.16	
The Party of the Party of	0-57680-4700	PARKS - Utility Service		CITY BILL/AUGUS			676.06	
	<u>0-57680-4700</u>	PARKS - Utility Service		CITY BILL/AUGUS			18.01	
	0-51890-4715	FACIL CIVIC - Utility Se		CITY BILL/AUGUS			169.88	
	0-51890-4715	FACIL CIVIC - Utility Se		CITY BILL/AUGUS			780.73	
	0-51890-4715	FACIL CIVIC - Utility Se		CITY BILL/AUGUS			,230.26	
	0-51890-4715	FACIL CIVIC - Utility Se		CITY BILL/AUGUS			151.78	
and the second	0-51890-4715	FACIL CIVIC - Utility Se		CITY BILL/AUGUS			55.37	
	0-57250-4700	FACIL LIB - Utility Servi		CITY BILL/AUGUS			,503.78	
	0-57530-4700	FACIL MUSM - Utility S		CITY BILL/AUGUS			228.51	
	0-54265-4700	ST PRK FAC - Utility Se		CITY BILL/AUGUS			159.50	
the second second second second	0-54270-4700	ST RD PRK - Utility Ser		CITY BILL/AUGUS			174.23	
	0-54270-4700	ST RD PRK - Utility Ser		CITY BILL/AUGUS			84.70	
and the second second	0-54270-4700	ST RD PRK - Utility Ser	vice	CITY BILL/AUGUS			84.70	
	0-53480-4700	WAT - Utility Services		CITY BILL/AUGUS			23.56	
	0-53480-4700	WAT - Utility Services		CITY BILL/AUGUS			17.95	
	0-53480-4700	WAT - Utility Services		CITY BILL/AUGUS			43.96	
	0-53480-4700	WAT - Utility Services		CITY BILL/AUGUS			18.15	
	0-53480-4700	WAT - Utility Services		CITY BILL/AUGUS			51.37	
	0-53480-4700	WAT - Utility Services	-	CITY BILL/AUGUS			17.85	
in standard in the standard sector in the standard	0-53480-4701	WAT - Utility Services -		CITY BILL/AUGUS			639.15	
	0-53480-4701	WAT - Utility Services -		CITY BILL/AUGUS			102.71	
	0-53480-4701	WAT - Utility Services -		CITY BILL/AUGUS			121.67	
	0-53480-4701	WAT - Utility Services -		CITY BILL/AUGUS			226.55	
	<u>D-53480-4701</u>	WAT - Utility Services -		CITY BILL/AUGUS			125.32	
	0-53580-4700	SEW CL MN - Utility Se		CITY BILL/AUGUS			17.85	
and the same second second	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS			29.59	
	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS			29.59	
	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS			74.56	
	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS		3,	.030.75	
Married Statistics (Sec. 20)	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS			22.14	
	0-53580-4700	SEW SV MN - Utility Se		CITY BILL/AUGUS			608.63	
	<u>D-53580-4700</u>	SEW OT MN - Utility Se		CITY BILL/AUGUST			47.20	
	<u>D-53580-4700</u>	SEW SV SAT - Utility Se		CITY BILL/AUGUST			20.64	
	0-53580-4700	SEW SV SAT - Utility Se		CITY BILL/AUGUS			557.24	
	0-53580-4700	SEW SV SAT - Utility Se		CITY BILL/AUGUS			18.05	
the second se	0-53580-4700	SEW SV SAT - Utility Se		CITY BILL/AUGUS			610.07	
404-000-000	0-53180-4700	STRM - Utility Services	;	CITY BILL/AUGUST	Г 2024		54.64	
				teres and the second				
VEN02602	GABRIEL G PEDRO T					0.00	10,100.00	111436
Payable #	Payable Type	Payable Date	Payable Description		count Amount			
Account Nur	nber	Account Name	Project Account Key	Item Description		Dist A	mount	

Payable #	Payable Type	Payable Date	Payable Description	Discount An	nount	Payable Amount
Account Num	ber	Account Name	Project Account Key	Item Description	D)ist Amount
BAILREFUND/AU	Invoice	08/16/2024	BAILREFUND/AUGUST2024	4A0084179	0.00	10,100.00
657-000-000-	58600-0010	Municipal Court Trust		BAILREFUND/AUGUST202		10,100.00

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS **Check Register** Vendor Number Vendor Name Payment Date Payment Type Discount Amount Payment Amount Number VEN01845 08/23/2024 11,794.92 111437 GOVERNMENTJOBS.COM, INC. Regular 0.00 Discount Amount Payable Amount Payable # Payable Type **Payable Date** Payable Description Account Number Account Name **Project Account Key** Item Description **Dist Amount** 01/01/2024 ONBOARD SUBSCRIPTION FEE 1/24-12/24 0.00 3,536.82 INV-37367 Invoice ONBOARD SUBSCRIPTION 3,536.82 001-130-000-51810-4100 **HR** - Professional Services INV-37368 05/19/2024 SUBSCR. FOR GOVERNMENTJOBS.COM 6/ 0.00 8,258.10 Invoice 001-130-000-51810-4100 HR - Professional Services SUBSCR. FOR GOVERNME 8,258.10 VEN02509 HOUSE BROTHERS CONST INC 08/23/2024 Regular 0.00 95.00 111438 Payable # Payable Type Pavable Date **Payable Description** Discount Amount Payable Amount **Dist Amount** Account Number Account Name **Project Account Key Item Description** SITE #2309 425 W COTA PORTA SERVICE 0.00 95.00 241929 Invoice 08/05/2024 FACIL CIVIC - Operating R SITE #2309 425 W COTA P 001-142-000-51890-4515 95.00 **VEN02288 IRONCLAD COMPANY** 08/23/2024 Regular 0.00 1,263.99 111439 Payable # Payable Type Payable Date **Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key** Item Description **Dist Amount** 08/13/2024 12 SEGMENT STEEL GUTTER BROOM SET/ 0.00 1.263.99 28904 Invoice 503-000-000-54865-3104 EMR - Oper Supp-Parts-E **12 SEGMENT STEEL GUTTE** 1,263.99 JAMES BELLEVILLE 903336 0.00 732.26 111440 08/23/2024 Regular Discount Amount Payable Amount Pavable # **Payable Type Payable Date** Payable Description Account Number **Project Account Key** Dist Amount Account Name Item Description DT INSTRUCTOR TRAINING/REIMBURS082 DT INSTRUCTOR Invoice 08/15/2024 0.00 732.26 DT INSTRUCTOR TRAINING 001-118-000-52140-4302 PD TRG - Travel-PD Opera 732.26 114350 08/23/2024 0.00 98.00 111441 MASON GENERAL HOSPITAL Regular Payable # **Payable Type Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description** Dist Amount **ROUTINE VENIPUNCTURE 4A0449948** 49.00 4004194309 08/05/2024 0.00 Invoice ROUTINE VENIPUNCTURE DET & COR - Prof Services 49.00 001-123-000-52360-4100 4004199231 08/06/2024 **ROUTINE VENIPUNCTURE 24-1-00209-0** 0.00 49.00 Invoice ROUTINE VENIPUNCTURE 49.00 001-123-000-52360-4100 **DET & COR - Prof Services** 142300 NISQUALLY INDIAN TRIBE 08/23/2024 0.00 10,101,00 111442 Regular Pavable # Payable Type **Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description** Dist Amount 40813 Invoice 07/31/2024 **INCARCERATION & BOOKING FEES JULY 2** 0.00 10.101.00 001-123-000-52360-4103 DET & COR - Professional **INCARCERATION & BOOKI** 10,101.00 149070 OLYMPIC REGION CLEAN AIR AGEN(08/23/2024 Regular 0.00 314.00 111443 Discount Amount Payable Amount Payable # **Payable Type Payable Date Payable Description** Account Number Account Name **Project Account Key** Item Description **Dist Amount** 08/01/2024 **REGISTRATION CLASSIFICATION 5** 0.00 314.00 26392 Invoice 402-640-000-53580-4101 **REGISTRATION CLASSIFICA** SEW SV SAT - Sludge Per 314.00 VEN01351 0.00 350.00 111444 **OSCAR MATIAS PABLO** 08/23/2024 Regular Discount Amount Payable Amount Payable # Payable Type **Payable Date Payable Description** Account Number Account Name **Project Account Key** Item Description **Dist Amount** 08/14/2024 **INTERPRETATION 08142024** 0.00 140.00 INTERPRETATION Invoice INTERPRETATION 0814202 140.00 001-112-000-51251-4106 **MUNI CT - Interpreter Ex** 24-ITC 210.00 INTERPRETATION Invoice 08/14/2024 INTERPRETATION08142024 0.00 001-112-000-51251-4106 MUNI CT - Interpreter Ex INTERPRETATION0814202 210.00 VEN02070 PAPE MACHINERY 08/23/2024 0.00 816.37 111445 Regular Pavable # **Payable Type Payable Date Payable Description** Discount Amount Payable Amount Account Number Account Name **Project Account Key Item Description Dist Amount** CUST#6128936 EQUIP#0232747 REPLACE 0.00 816.37 659353 08/07/2024 Invoice CUST#6128936 EQUIP#02 401-000-000-53480-4800 WAT - Repairs and Mainte 816.37

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Check Register					Pa	acket: APPKT032	46-AUGUST 23, 2024	AP PAYME
Vendor Number	Vendor Name	Payme	ent Date	Payment	t Type Di	scount Amount	Payment Amount	Number
155541	PARAMETRIX, INC.	08/23/	2024	Regular		0.00	6,965.89	111446
Payable #	Payable Type	Payable Date	Payable Desc	ription	Discour	nt Amount Pay	able Amount	
Account Nur	nber	Account Name	Project A	ccount Key	Item Description	Dist A	mount	
<u>58210</u>	Invoice	08/01/2024	SCADA SYSTE	M UPDATE-SEV	VER	0.00	6,965.89	
402-400-000)-53580-4100	SEW SV MN - Professio	onal		SCADA SYSTEM UPDA	TE-SE 6,	965.89	
164899	QWEST DBA CENTU	RYLINK 08/23/	2024	Regular		0.00	1,045.47	111447
Payable #	Payable Type	Payable Date	Payable Desc	ription	Discour	nt Amount Pay	able Amount	
Account Nur	nber	Account Name	Project A	ccount Key	Item Description	Dist A	mount	
333641982 JULY2	2 Invoice	07/28/2024	333641982 JU	JLY2024		0.00	1,045.47	
401-000-000	0-53480-4201	WAT - Communication	- S		333641982 JULY2024		219.96	
402-300-000)-53580-4200	SEW CL MN - Commu	nica		333641982 JULY2024		59.93	
	0-53580-4200	SEW SV MN - Commu	nica		333641982 JULY2024		375.24	
)-53580-4200	SEW SV MN - Commu	nica		333641982 JULY2024		146.41	
	0-53580-4200	SEW SV SAT - Commu			333641982 JULY2024		243.93	
102 010 000								
VEN02603	ROLLENE DOROTHE	A RUSSELL 08/23/	2024	Regular		0.00	250.00	111448
Payable #	Payable Type	Payable Date	Payable Desc	-	Discour	nt Amount Pay		
Account Nur		Account Name	• • • • • • • • • • • • • • • • • • •	account Key	Item Description		mount	
BAILREFUND/AU		08/16/2024	-	AUGUST2024 5	•	0.00	250.00	
	0-58600-0010	Municipal Court Trust	•	//0000120212	BAILREFUND/AUGUST		250.00	
037-000-000	<u></u>	wunicipal court must			DAILINEI OND/A00031	202	250.00	
200985	THURSTON CO PUB	IC HEALTH 08/23	2024	Regular		0.00	672 00	111449
Payable #	Payable Type	Payable Date	Payable Desc	0	Discour	nt Amount Pay		111-1-15
Account Nur		Account Name	1962 - C.	account Key	Item Description		mount	
LABFEESJULY202		08/12/2024	LABFEESJULY	-	Rein Description	0.00	672.00	
)-53480-4100	WAT - Professional Ser		2024	LABFEESJULY2024		672.00	
401-000-000	<u></u>	WAT - FIOLESSIONAL SEL	vic				072.00	
VEN01650		BEHAVIORAL HE 08/23/	2024	Regular		0.00	7,429.50	111450
Payable #	Payable Type	Payable Date	Payable Desc	-	Discour	nt Amount Pay		111450
Account Nur		Account Name	•	ccount Key	Item Description		mount	
INV-102309	Invoice	08/14/2024	•	ON PD CRISIS-	· .	0.00	7,429.50	
)-52122-4100	PD PAT - Professional S		ON PD CRISIS-	C-0025 SHELTON PD C		429.50	
001-110-000	5-52122-4100	FD FAI - FIOIESSIONALS	berv		C-0025 STILLION PD C	M313 7,	+25.50	
VEN02365	T-N-T SIGNS INC	08/23/	2024	Regular		0.00	2,596.15	111451
Payable #	Payable Type	Payable Date	Payable Desc	-	Discour	nt Amount Pay	•	111401
Account Nur		Account Name		ccount Key	Item Description	•	mount	
322-50566	Invoice	07/18/2024	STREET SIGNS	-	item bescription	0.00	2,596.15	
)-54290-4100	ST ADM - Prof Svcs/Ad		,	STREET SIGNS		596.15	
101-000-000	5-54250-4100	STADIO - FIOI SV(S/AU	vei		STREET STORS	2,	550.15	
201300	TOZIER BROS INC.	08/23/	2024	Regular		0.00	161.17	111452
Payable #	Payable Type	Payable Date	Payable Desc	0	Discour	nt Amount Pay		111102
Account Nun		Account Name		ccount Key	Item Description		mount	
471315	Invoice	08/03/2024	-	GRN POLY FENC	•	0.00	69.41	
)-57680-3100	PARKS - Office and Op		UNIT OLI TENC	CUST#20090 GRN POL		69.41	
471410	Invoice	08/08/2024		GFI ST RECPT TI		0.00	25.91	
001-141-000)-57680-3100	PARKS - Office and Op	era		CUST#20090 GFI ST RE	ECPT	25.91	
471431	Invoice	08/09/2024	CUST#20090	WATER PUTTY,	DAP CAULK	0.00	10.41	
001-142-000)-51890-3115	FACIL CIVIC - Office an			CUST#20090 WATER P	TTU	10.41	
471492	Invision					0.00	25.45	
471483	Invoice	08/13/2024		TAP CARDED, N			25.45	
402-400-000)-53580-3100	SEW SV MN - Office ar	iu		CUST#20090 TAP CAR			
471566	Invoice	08/19/2024	CUST#20090	SEALANT MARI	NE BLACK	0.00	29.99	
402-400-000)-53580-3100	SEW SV MN - Office ar	nd		CUST#20090 SEALANT	MA	29.99	

VEN02499 TRANSUNION RISK AND ALTERNATIV 08/23/2024

Regular

130.68 111453

0.00

Packet: APPKT03246-AUGUST 23, 2024 AP PAYMENTS

Спеск кедізтег					Facke		03240-A00031 23,	2024 AF FAIML
Vendor Number	Vendor Name	Payme	nt Date	Paymen	t Type Discou	int Amou	int Payment Ame	ount Number
Payable #	Payable Type	Payable Date	Payable Descript	ion	Discount Ar	nount	Payable Amount	
Account Num	lber	Account Name	Project Acco	unt Key	Item Description	Dis	st Amount	
6563122-202407-	Invoice	08/01/2024	ACCT#6563122 JU	JLY 2024 SE	RVICE	0.00	130.68	
001-118-000-	-52122-4100	PD PAT - Professional S	erv		ACCT#6563122 JULY 2024		130.68	
VEN02599	USGS NATIONAL CEN	NTER MS 270 08/23/	2024	Regular		0.	00 5,00	0.00 111454
Payable #	Payable Type	Payable Date	Payable Descript	ion	Discount Ar	nount	Payable Amount	
Account Num	iber	Account Name	Project Acco	unt Key	Item Description	Dis	st Amount	
91176609	Invoice	07/10/2024	CUST#600000846	58 AGREEM	ENT 24YGJFA	0.00	5,000.00	
402-640-000-	-53580-4800	SEW SV SAT - Repairs a	nd		CUST#6000008468 AGREE		2,500.00	
404-000-000-	-53180-4800	STRM - Repairs and Ma	aint		CUST#6000008468 AGREE		2,500.00	
VEN02544	VESTIS GROUP INC	08/23/		Regular				2.93 111455
Payable #	Payable Type	Payable Date	Payable Descript				Payable Amount	
Account Num	iber	Account Name	Project Acco		Item Description		st Amount	
<u>5120519997</u>	Invoice	08/14/2024	ACCT#792105972	2 COVERALL		0.00	42.93	
401-000-000-	-53480-4901	WAT - Miscellaneous -	Sh		ACCT#792105972 COVER/	1	42.93	
							00 1.00	0 00 111450
203780		BORATORIES INC 08/23/		Regular			-,	59.00 111456
Payable #	Payable Type	Payable Date	Payable Descript				Payable Amount	
Account Num		Account Name	Project Acco	-	Item Description		st Amount	
222302	Invoice	08/12/2024	ACCT# AS201R- T	ESTS 7/11 -		0.00	961.00	
402-400-000	-53580-4100	SEW SV MN - Professio	onal		ACCT# AS201R- TESTS 7/1		961.00	
222360	Invoice	08/14/2024	ACCT# AS201R- T	ESTS 7/15		0.00	108.00	
402-400-000-	-53580-4100	SEW SV MN - Professio	onal		ACCT# AS201R- TESTS 7/1		108.00	
053987	WESTBAY NAPA AUT	O PARTS 08/23/	2024	Regular		-		51.33 111457
Payable #	Payable Type	Payable Date	Payable Descript				Payable Amount	
Account Num	iber	Account Name	Project Acco		Item Description		st Amount	
095312	Invoice	08/07/2024	ACCT#4296 14M	M HEXBIT		0.00	36.63	
402-400-000	-53580-3100	SEW SV MN - Office an	d		ACCT#4296 14MM HEXBI	Г	36.63	
096150	Invoice	08/13/2024	ACCT#4296 FLD F	ILTER, REAF	VW MIR/199	0.00	107.40	
503-000-000-	-54865-3104	EMR - Oper Supp-Parts	s-E		ACCT#4296 FLD FILTER, RE		107.40	
096172	Invoice	08/13/2024	ACCT#4296 TAPE	BATTRY CI		0.00	21.17	
001-141-000		PARKS - Office and Ope		, barnar ci	ACCT#4296 TAPE, BATTRY		21.17	
					20 PT E 20 DT 10 00 20 3			
<u>096456</u>	Invoice	08/14/2024	ACCT#4296 GEAF	RWRENCH 1		0.00	53.19	
404-000-000	-53180-3100	STRM - Office and Ope	rati		ACCT#4296 GEARWRENC	Н	53.19	
<u>097161</u>	Invoice	08/20/2024	ACCT#4296 SPIN	ON FLUID F	FILTER/65849	0.00	42.94	
503-000-000	-54865-3104	EMR - Oper Supp-Parts	s-E		ACCT#4296 SPIN ON FLUI	D	42.94	

Bank Code APBNK-Main Summary

	Payable	Payment			
Payment Type	Count	Count	Discount	Payment	
Regular Checks	51	31	0.00	134,741.32	
Manual Checks	0	0	0.00	0.00	
Voided Checks	0	0	0.00	0.00	
Bank Drafts	0	0	0.00	0.00	
EFT's	22	13	0.00	12,315.26	
Virtual Payments	0	0	0.00	0.00	
	73	44	0.00	147,056.58	

Virtual Payments 0 0 0.00 0.00

	F		
Fund	Name	Period	Amount
999	Pooled Cash	• 8/2024	147,056.58 147,056.58

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered $\underline{3994}$ and $\underline{13186}$ through $\underline{13242}$. Warrants $\underline{111415}$ through $\underline{111426}$ in the amount of $\underline{\$36\$,593.31}$ and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this <u>Joth</u> of <u>Aug.</u>, 2024.

ructicel H. Hilliens

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

Signed this _____ of _____, 2024.

Mayor Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns

STOT SHELTON.		CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C4)				
Touch Date: 08/05/2024 Brief Date: 08/20/2024 Action Date: 09/03/2024			Department: Public Works Presented By: Jay Harris, Public Works Director			
APPROVED FOR COUNCIL PA			CKET:	Action Requ		Requested:
ROUT	E TO:	REVIE	WED:	PROGRAM/PROJECT TITLE: Grant Acceptance Systemic		Ordinance
\boxtimes	Dept. Head J.		O.H	Pedestrian Improvement Projects		
	Finance Director			ATTACHMENTS: - Resolution No. 1343-0824	\boxtimes	Resolution
	Attorney			- Application/Project Award Notice	\bowtie	Motion
\boxtimes	City Clerk					Other
City Manager						
DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION: Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signing,						

Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signing, pavement markings and curb ramps as needed. Evaluate signal phasing from permitted to protected or protected/permitted left-turn phasing.

Locations:

 Install rectangular rapid flashing beacons, curb extensions, street lighting, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed:

 a. Olympic Highway N and I Street

(Match monies for Olympic Highway North Road Re-Build Project)

2. Relocate crosswalk, install rectangular rapid flashing beacons, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed. Extend sidewalk from proposed crosswalk on Bellevue Ave. (MP 1.60) to Arcadia Ave. (MP 1.49).

a. Olympic Highway S and Bellevue Ave.

3. Install rectangular rapid flashing beacons and curb ramps as needed:

a. W. Railroad Ave. and 3rd St.

4. Evaluate existing traffic signal at W Railroad Avenue/7th Street to assess changing permitted left-turn phasing to protected or protected/permitted left-turn phasing: a. W. Railroad Ave. and 7th St.

Note: Project above includes associated ADA and utility work as needed.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council may elect not to accept these funds and to not proceed with these projects. These grant monies and projects would not be able to proceed, as intended and the grant money sent back to the granting agency.

BUDGET/FISCAL INFORMATION:

The grant funds awarded under this grant are \$1,295,000 in improving the intersections identified within the grant application (attached). The improvements at the intersection of "I" street and Olympic Highway North have been utilized and included as part of the Olympic Highway North TIB grant (\$3.65 million) award to improve Olympic Highway North from "C" Street to Wallace Kneeland Boulevard.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the Public Works Department with the City of Shelton.

STAFF RECOMMENDATION/MOTION: "I move to adopt Resolution No. 1343-0824 within the consent agenda at the September 3, 2024 Council meeting."

RESOLUTION NO. 1343-0824

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDS IN THE AMOUNT OF \$1,295,000 FOR PROPOSED SYSTEMIC PEDESTRIAN IMPROVEMENT PROJECTS

WHEREAS, the City applied for federal grant funds in 2022 in order to design and construct Systemic Pedestrian Improvement Projects throughout the City of Shelton; and

WHEREAS, these monies were awarded to the City as federal funds in the amount of \$1,295,000; and

WHEREAS, it makes the most sense for the City to utilize this appropriation in the design and construction of the associated improvements; and

WHEREAS, City staff are prepared to proceed with design and construction with these awarded resources.

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

1. The City Manager is authorized to accept grant funds in the amount of \$1,285,000 for the design and construction of Systemic Pedestrian Improvement Projects throughout the City of Shelton.

INTRODUCED on the 20th of August 2024 and **PASSED** by the City Council at its regular meeting on the 3rd of September 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



Transportation Building 310 Maple Park Avenue S.E. P.O. Box 47300 Olympia, WA 98504-7300 360-705-7000 TTY: 1-800-833-6388 www.wsdot.wa.gov

September 13, 2022

Mr. Jay Harris, PE Public Works Director City of Shelton 525 West Cota Street Shelton, Washington 98584

> Systemic Pedestrian Safety Improvements 2022 City Safety Selections Federal Funding

Dear Mr. Harris:

WSDOT is pleased to advise you that the above-mentioned safety project was recently selected to receive funding through the Highway Safety Improvement Program (HSIP). The federal funding is limited to the amount shown below:

Systemic Pedestrian Safety Improvements

\$1,295,000

Scope: See attached Project Summary – delivered as one contract. *NOTE:* The project is eligible for 100% HSIP funding, for all phases authorized prior to April 30, 2026. If any phase is not obligated by this date, remaining funding will be rescinded, and the agency will need to re-compete for funding or construct the project with local funds. Scope and funding modifications require prior approval from WSDOT Local Programs.

In order to meet state and federal requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs web page for detailed information, including: (<u>http://www.wsdot.wa.gov/localprograms/</u>)
 - Local Agency Guidelines (LAG) manual for the requirements regarding programming, authorization, reimbursement, etc.;
 - ✓ Projects utilizing federal funds must be included in your current Transportation Improvement Program (TIP) as a complete programmed project. Once your TIP amendment is approved, WSDOT will amend the Statewide Transportation Improvement Program (STIP);
 - ✓ Funding and billing forms;
 - ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is Shelton and your password is Shelt396. The password is case sensitive.
- If the project is not actively pursued, or becomes inactive (23 CFR 630), the project is at risk of being cancelled, and funds reprogrammed.
- FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

Jay Harris City of Shelton 2022 City Safety Selections September 9, 2022

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For assistance please contact John Ho, your Region Local Programs Engineer at 564.669.1018.

Sincerely,

Jay Drye, PE Director Local Programs

JD:st:ml Enclosure cc: John Ho, Olympic Region Local Programs Engineer, MS 47440

Project Summary

Program: 2022 City Safety Program Date: August 2022 Agency: City of Shelton

Project Title: Systemic Pedestrian Safety Improvements

Project Description: Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signal phasing improvements, and crosswalk improvements.

Detailed Project Description

Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signing, pavement markings and curb ramps as needed. Evaluate signal phasing from permitted to protected or protected/permitted left-turn phasing.

Locations:

1. Install rectangular rapid flashing beacons, curb extensions, street lighting, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed:

a. Olympic Highway N and I Street

2. Relocate crosswalk, install rectangular rapid flashing beacons, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed. Extend sidewalk from proposed crosswalk on Bellevue Ave. (MP 1.60) to Arcadia Ave. (MP 1.49).

- a. Olympic Highway S and Bellevue Ave.
- 3. Install rectangular rapid flashing beacons and curb ramps as needed:
 - a. W. Railroad Ave. and 3rd St.

4. Evaluate existing traffic signal at W Railroad Avenue/7th Street to assess changing permitted left-turn phasing to protected or protected/permitted left-turn phasing:

a. W. Railroad Ave. and 7th St.

Note: Project above includes associated ADA and utility work as needed.

Project Schedule (Estimated)

Project added to the STIP	7/23
Project agreement signed with WSDOT Local Programs	10/23
Begin PE (phase authorized by FHWA through WSDOT)	12/23
Community/stakeholder engagement complete	10/24
Environmental documents approved by WSDOT	12/24
Begin right-of-way (phase authorized by FHWA through WSDOT)	6/24
Right-of-Way completed (certification by FHWA through WSDOT)	12/24
Contract advertised	1/25
Contract awarded	3/25
Construction complete	6/25

Project Cost and Award Amount

Phase	Total Cost	Local Match	Amount Awarded
Preliminary Engineering	\$155,000	\$0	\$155,000
Right-of-Way	\$70,000	\$0	\$70,000
Construction	\$1,070,000	\$0	\$1,070,000
Total	\$1,295,000	\$0	\$1,295,000

* Project must obligate construction funds by April 30, 2025 to waive the 10% local match requirement.

If you agree to the project summary described above, please sign or electronically sign below and return to Ed Spilker at <u>Ed.Spilker@wsdot.wa.gov</u>.

Concurrence: I agree to the project summary described above.

Approving Authority Name (Print): _	fe Myfurt		
Approving Authority Signature:	JEFF NITEN	Date: _	8.31.22

2022 City Safety Program Application for Funding



Local Programs Division

Part 1: Agency Information

List the contact information for questions about the project(s) in this application:

- Agency name: City of Shelton
- Contact name: Ken Gill, PE
- Title: City Engineer
- Phone: 360-432-5144
- Email: Ken.Gill@sheltonwa.gov

List the city's regional or metropolitan planning organization name: Peninsula RTPO

WSDOT Region where the city is located: See <u>http://www.wsdot.wa.gov/LocalPrograms/regional.htm</u> for more information.

 \Box Northwest \Box Olympic \Box Southwest \Box North Central \Box South Central \Box Eastern

Describe the agency's progress toward meeting the following Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act requirements for the public right-of-way (e.g. Not started, % complete, complete)*:

- ADA/Section 504 Coordinator: Ken Gill/Ken.Gill@sheltonwa.gov
- Complaint/Grievance Procedures: Not Started
- Self-evaluation for the public right-of-way: Not Started
- Transition Plan or Compliance Planning Document (for the public right-of-way): Not Started
- Accessible pedestrian signal and pushbutton policy if a Transition Plan or Compliance Planning Document has not been completed and the jurisdiction uses or gets requests for accessible pedestrian signals and pushbuttons: <u>Not Started</u>

*This information will not be used to evaluate proposed projects. See Local Agency Guidelines Manual Chapter 29 for more information.

Part 2: Project Information

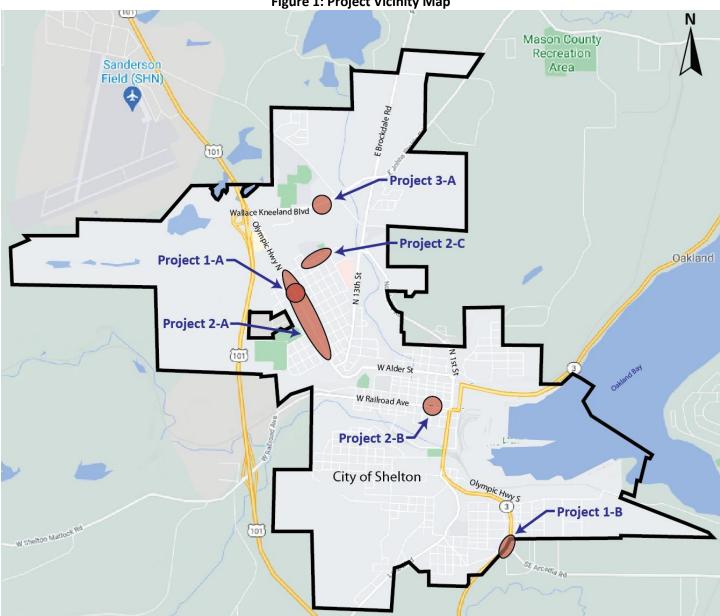


Figure 1: Project Vicinity Map

Project Title: Olympic Highway N at I Street Intersection Improvements (1-A in LRSP)

Districts the project falls within:

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Spot) Install pedestrian safety improvements, which will include:

- Curb extensions
 - Direction 1: Northbound
 - Direction 2: Southbound
- Enhanced Illumination
- ADA-compliant curb cuts and tactile warning strips
- Advanced pedestrian warning signs
 - Direction 1: Northbound
 - o Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing cross section data, is attached.

Project Schedule (Estimated milestones).

······································	
Project added to the Statewide Transportation Improvement Program (STIP)	July/2023
Project agreement signed with WSDOT Local Programs	Oct/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Community/stakeholder engagement complete	April/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	April/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	April/2024
Contract advertised	May/2024
Contract awarded	July/2024
Construction complete	Oct/2024

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$40,000	\$4,000	\$36,000
Right-of-Way (RW)	\$20,000	\$2,000	\$18,000
Construction (includes construction administration) (CN)	\$290,000	\$0	\$290,000
Total	\$350,000	\$6,000	\$344,000
Source(s) of matching funds: Streets Fund			

Limits of work: Olympic Highway N at I Street Intersection

Project in adopted plan?: Local Road Safety Plan, January 2022

Has this project had community/stakeholder engagement? \boxtimes Yes \square No

Coordination with other jurisdictions: N/A

Current Project Information: Is this a current project? \square No. \square Yes.

Crash data for Spot Location projects: List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. Olympic Highway N at I Street	E755037	2018
2. Olympic Highway N at I Street	EA43557	2020

Project Title: Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing Improvements (1-B in LRSP)

Districts the project falls within:

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Spot) Install pedestrian safety improvements, which will include:

- Sidewalk extension on the east side (northbound) between milepost 1.49 (Arcadia Avenue) and milepost 1.60 (Existing terminus of sidewalk and mid-block crossing location)
 - Direction 1: Northbound
- Relocation of mid-block crossing to milepost 1.58 (Bellevue Avenue), across the southern leg of the intersection
- Advanced pedestrian warning signs
 - Direction 1: Northbound
 - o Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing and proposed cross section data, is attached.

Project Schedule (Estimated milestones).

Project added to the Statewide Transportation Improvement Program (STIP)	Jan/2024
Project agreement signed with WSDOT Local Programs	April/2024
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	June/2024
Community/stakeholder engagement complete	Oct/2024
Environmental documents (required for every project) approved by WSDOT Local Programs	Dec/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	June/2024
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Dec/2024
Contract advertised	Jan/2025
Contract awarded	Mar/2025
Construction complete	June/2025

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire	Match	Amount requested
	phase	amount	from this program
Preliminary Engineering (PE)	\$60,000	\$6,000	\$54,000
Right-of-Way (RW)	\$50,000	\$5,000	\$45,000
Construction (includes construction administration) (CN)	\$500,000	\$0	\$500,000
Total	\$610,000	\$11,000	\$599,000
Source(s) of matching funds: Streets Fund	•	•	

Limits of work: Beginning: SR 3 MP 1.49

Ending: SR 3 MP 1.60

Project in adopted plan?: Local Road Safety Plan, January 2022

Has this project had community/stakeholder engagement? 🛛 Yes 🗆 No

Coordination with other jurisdictions: Coordination with WSDOT will be necessary for this project, as it is located on SR 3. The Olympic Region letter of concurrence is attached.

Current Project Information: Is this a current project? \boxtimes No. \square Yes.

Crash data for Spot Location projects: List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. Olympic Highway S (SR 3) at milepost 1.58	E949359	2019
2. Olympic Highway S (SR 3) at milepost 1.61	EA72254	2020

Project Title: Olympic Highway N Intersection Improvements (2-A in LRSP)

Districts the project falls within:

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Systemic) Install pedestrian safety improvements along Olympic Highway N at four stop-sign controlled intersections. These locations are:

- Olympia Highway N at J Street
- Olympic Highway N at G Street
- Olympic Highway North at E Street
- Olympic Highway N at C Street

Each location will include the improvements, unless otherwise noted:

• Curb extensions

.

- Direction 1: Northbound (except for Olympic Highway N at C Street)
- o Direction 2: Southbound
- Enhanced Illumination
- ADA-compliant curb cuts and tactile warning strips
 - Advanced pedestrian warning signs
 - Direction 1: Northbound
 - Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing cross section data, for each location is attached.

Project Schedule (Estimated milestones).

Project added to the Statewide Transportation Improvement Program (STIP)	April/2023
Project agreement signed with WSDOT Local Programs	July/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Sept/2023
Community/stakeholder engagement complete	Jan/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	Mar/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Sept/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Mar/2024
Contract advertised	April/2024
Contract awarded	June/2024
Construction complete	Oct/2024

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire	Match	Amount requested
	phase	amount	from this program
Preliminary Engineering (PE)	\$160,000	\$16,000	\$144,000
Right-of-Way (RW)	\$50,000	\$5,000	\$45,000
Construction (includes construction administration) (CN)	\$1,000,000	\$0	\$1,000,000
Total	\$1,210,000	\$21,000	\$1,189,000
Source(s) of matching funds: Streets Fund		•	•

Source(s) of matching funds: Streets Fund

Limits of work: Beginning: Olympic Highway N at J Street Ending: Olympic Highway N at C Street Project in adopted plan?: Local Road Safety Plan, January 2022

Has this project had community/stakeholder engagement?
Yes
No

Coordination with other jurisdictions: N/A

Current Project Information: Is this a current project? \boxtimes No. \square Yes.

Crash data for Spot Location projects: N/A

Project Title: W Railroad Avenue between 8th Street and 1st Street (**2-B** in LRSP) **Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Spot) Install pedestrian safety improvements, which will include:

- Evaluate existing traffic signal at W Railroad Avenue/7th Street to assess changing permitted left-turn phasing to protected left-turn phasing
 - Direction 1: Eastbound
 - Direction 2: Westbound
 - Direction 3: Northbound
 - Direction 4: Southbound
 - Install Rectangular Rapid Flashing Beacons at W Railroad Avenue/3rd Street for the east crosswalk

A concept plan, which includes the existing cross section data, is attached.

Project Schedule (Estimated milestones).

Project added to the Statewide Transportation Improvement Program (STIP)	Aug/2023
Project agreement signed with WSDOT Local Programs	Nov/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Jan/2024
Community/stakeholder engagement complete	April/2024
Environmental documents (required for every project) approved by WSDOT Local Programs	April/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Jan/2024
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	April/2024
Contract advertised	May/2024
Contract awarded	July/2024
Construction complete	Sept/2024

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire	Match	Amount requested
	phase	amount	from this program
Preliminary Engineering (PE)	\$25,000	\$2,500	\$22,500
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$75,000	\$0	\$75,000
Total	\$100,000	\$2,500	\$97,500
Source(s) of matching funds: Streets Fund			

Limits of work: W Railroad Avenue/3rd Street

Project in adopted plan?: Local Road Safety Plan, January 2022

Has this project had community/stakeholder engagement? 🛛 Yes 🗆 No

Coordination with other jurisdictions: N/A

Current Project Information: Is this a current project? \square No. \square Yes.

Crash data for Spot Location projects: List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. W Railroad Avenue/7 th Street	EA36680	2020

Project Title: E K Street at Mountain View Elementary School (2-C in LRSP)

Districts the project falls within:

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Spot) Install pedestrian safety improvements, which will include:

- Installation of a RRFB pedestrian crossing across K Street to the west side of King Street
- Remove existing curb extensions on north side of K Street at Callanan Street and realign existing crosswalk
- Consider in-street pedestrian crossing signs to manage school crossings

A concept plan, which includes the existing cross section data, is attached.

Project Schedule (Estimated milestones).

Project added to the Statewide Transportation Improvement Program (STIP)	July/2023
Project agreement signed with WSDOT Local Programs	Oct/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Community/stakeholder engagement complete	Mar/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	Mar/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Mar/2024
Contract advertised	April/2024
Contract awarded	June/2024
Construction complete	Sept/2024

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire	Match	Amount requested
	phase	amount	from this program
Preliminary Engineering (PE)	\$30,000	\$3,000	\$27,000
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$150,000	\$0	\$150,000
Total	\$180,000	\$3,000	\$177,000
Source(s) of matching funds: Streets Fund			

Source(s) of matching funds: Streets Fund

Ending: K Street/Callanan Street

Limits of work: Beginning: K Street/King Street Project in adopted plan?: Local Road Safety Plan, January 2022

Has this project had community/stakeholder engagement?
Yes
No

Coordination with other jurisdictions: N/A

Current Project Information: Is this a current project? \boxtimes No. \square Yes.

Crash data for Spot Location projects: List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Mountain View Elementary School was reconstructed in 2019, which has resulted in significant congestion on K Street during parent pick-up hours. The current condition did not exist for most of the five-year crash data period and no serious or fatal crashes were reported in that timeframe. Several "near-miss" crashes between students walking home crossing K Street and parent pick-up have been observed by Robert Herron, Shelton School District Director of Facilities Management and Construction.

Project Title: Wallace Kneeland Boulevard Mid-Block Crossing at Oakland Bay Junior High School (3-A in LRSP)

Districts the project falls within:

- State legislative district #(s): 35
- Congressional district #(s): 10

Description of Work: (Spot) Install pedestrian safety improvements, which will include:

• Perform an improvement alternatives study

As this is a future study no concept plan or cross section data is provided.

Project Schedule (Estimated milestones).

Project added to the Statewide Transportation Improvement Program (STIP)	Jan/2023
Project agreement signed with WSDOT Local Programs	April/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	N/A
Community/stakeholder engagement complete	Sept/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	N/A
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	N/A
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	N/A
Contract advertised	N/A
Contract awarded	N/A
Construction complete	N/A

Project Cost, Match Amount, and Requested Funding:

Phase	Cost of entire	Match	Amount requested
	phase	amount	from this program
Preliminary Engineering (PE)	\$50,000	\$5,000	\$45,000
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$0	\$0	\$0
Total	\$50,000	\$5,000	\$45,000
Source(s) of matching funds: Streets Fund		•	

Limits of work: Wallace Kneeland Boulevard/Oakland Bay Junior High School Driveway

Project in adopted plan?: Local Road Safety Plan, January 2022

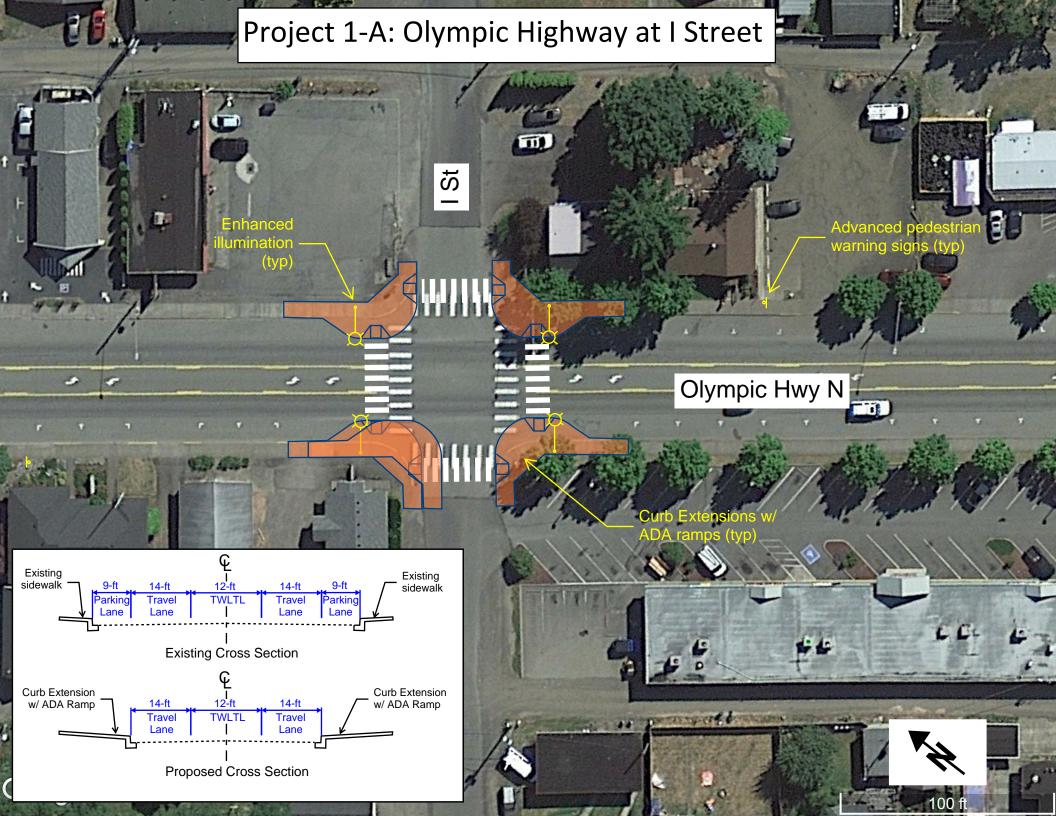
Has this project had community/stakeholder engagement? 🖾 Yes 🗆 No

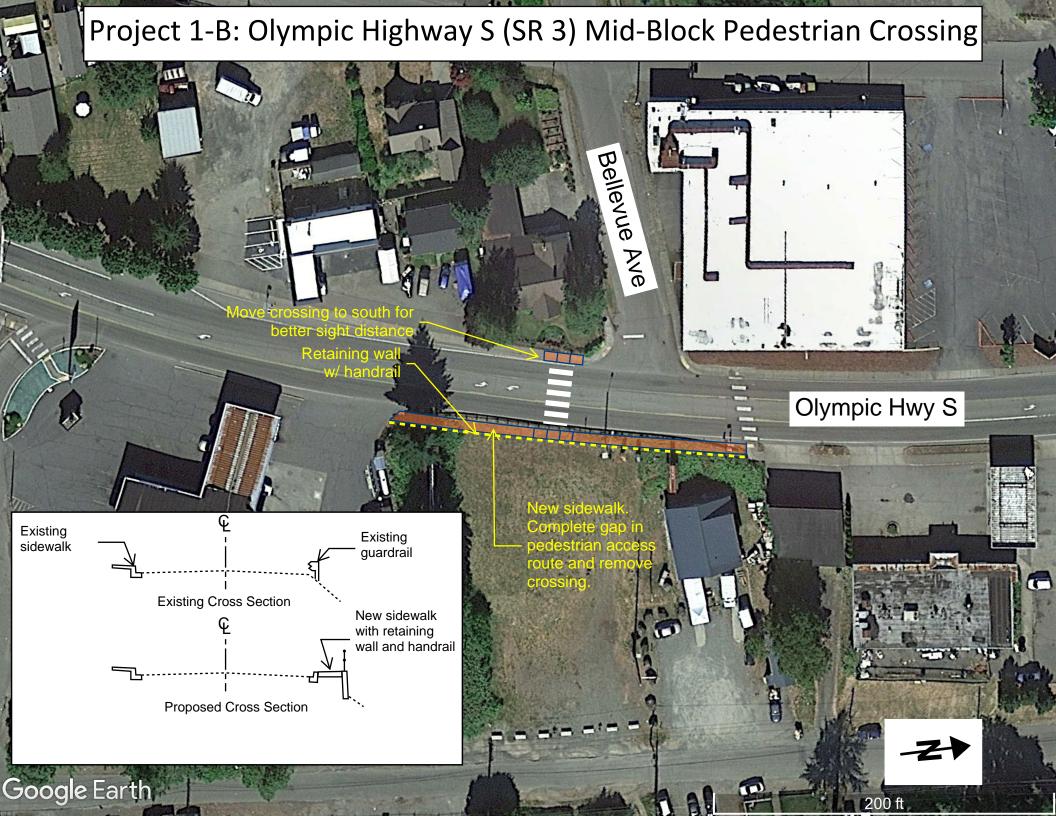
Coordination with other jurisdictions: N/A

Current Project Information: Is this a current project? \boxtimes No. \square Yes.

Crash data for Spot Location projects: List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

No serious or fatal injury crashes reported.







Olympic Region 7407 31st Ave NE, Lacey P.O. Box 47440 Olympia, WA 98504-7440 360-357-2600 / Fax 360-357-2601 TTY: 1-800-833-6388 www.wsdot.wa.gov

February 16, 2022

Mayor Eric Onisko City of Shelton 525 W Cota Street Shelton, Washington 98584

RE: SR 3 MP 1.60 CROSSWALK AND SIDEWALK SAFETY PROJECT 2022 City Safety Program Funding WSDOT Letter of Concurrence for City of Shelton Project

Dear Mayor Onisko:

On behalf of the Washington State Department of Transportation, I would like to express our support for the City of Shelton's proposed project to make safety improvements to SR 3 by extending the sidewalk on the east side of SR 3 south to Arcadia Avenue and relocating the crosswalk crossing SR 3 from north of the Bellevue Avenue intersection to south of that intersection.

Therefore, based on the conceptual information provided to us to date, WSDOT is in support of City of Shelton's request for 2022 City Safety Program funding provided that these improvements meet all applicable WSDOT design and construction requirements, including all applicable American with Disabilities Act (ADA) requirements, for any work that occurs on the SR 3 state highway system.

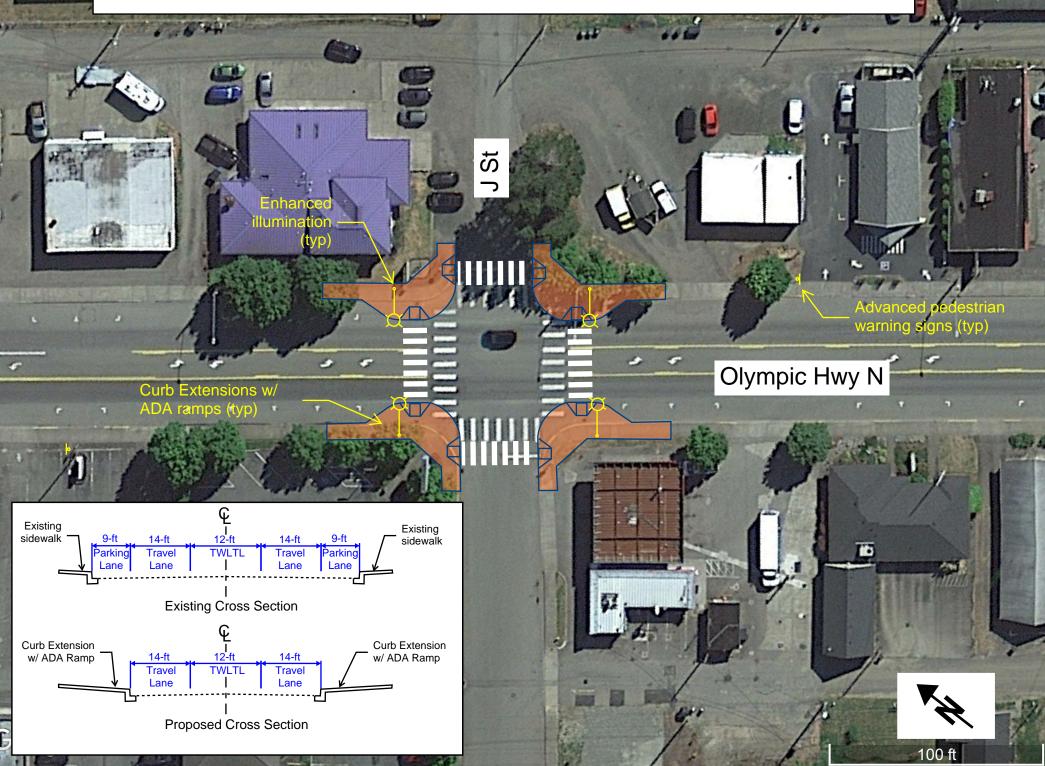
Thank you for the opportunity to express our support for this very worthwhile project that City of Shelton plans to construct. If you have any questions please contact me at (360) 357-2798 or email at <u>SchuelJ@wsdot.wa.gov</u>.

Sincerely,

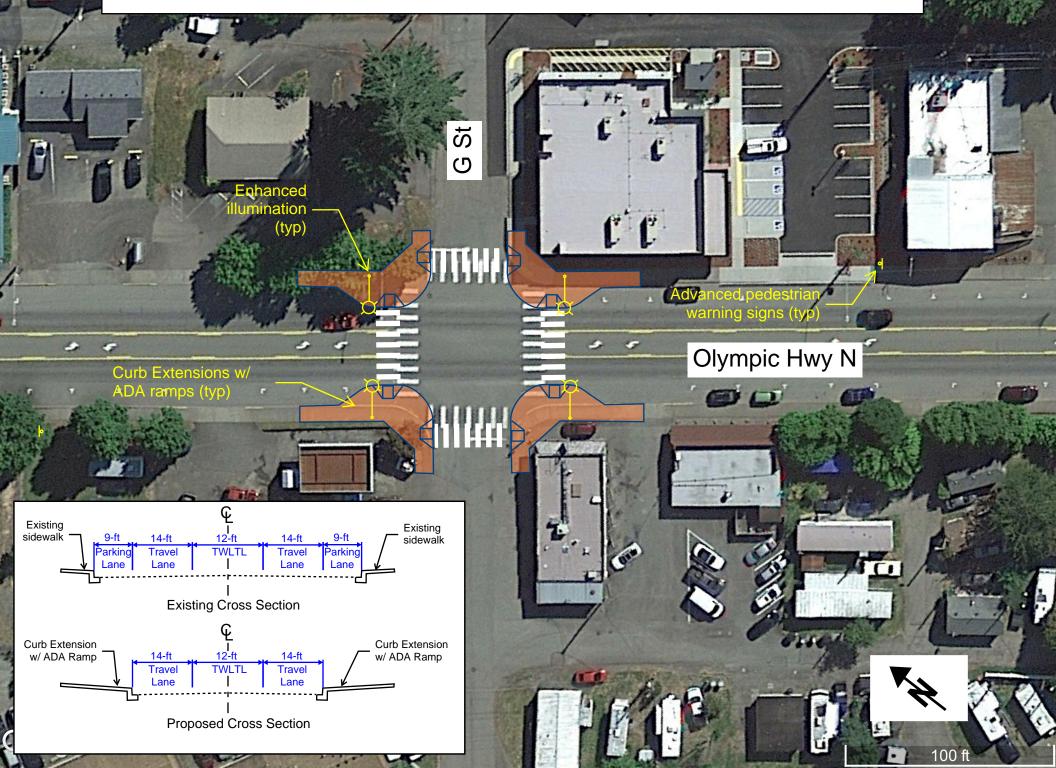
JoAnn Schueler, P.É. Assistant Region Administrator for Multimodal Development and Delivery

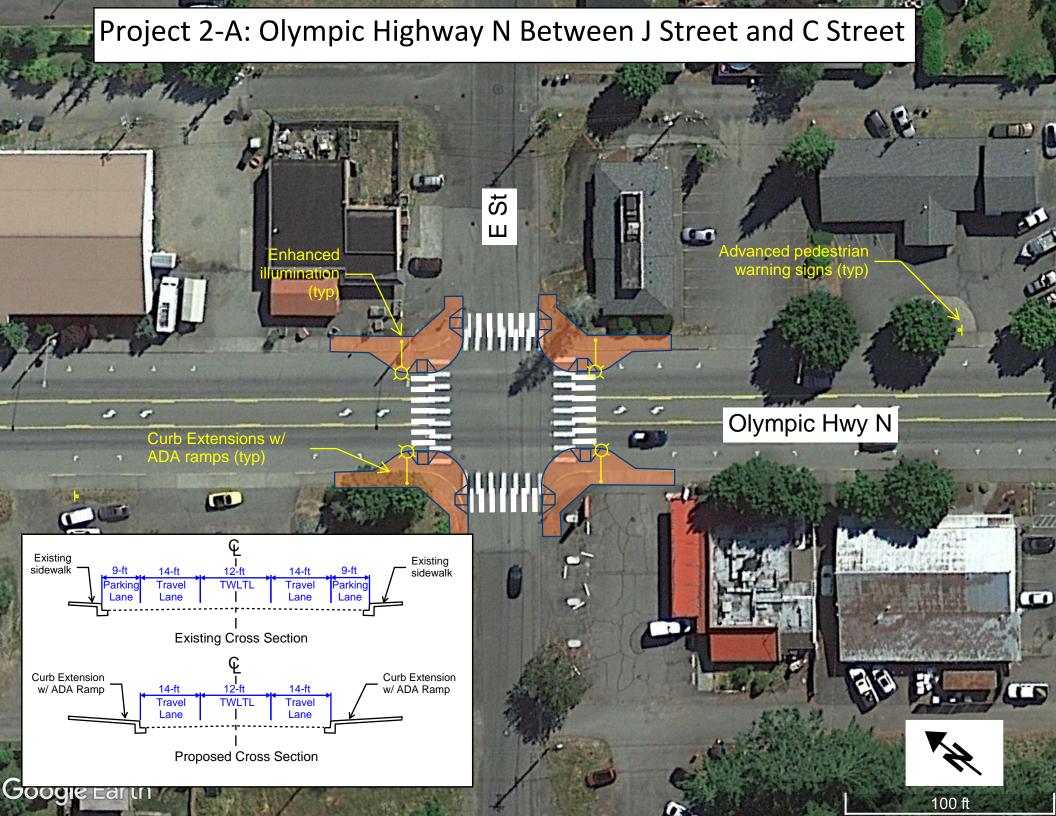
JS:arl

Project 2-A: Olympic Highway N Between J Street and C Street

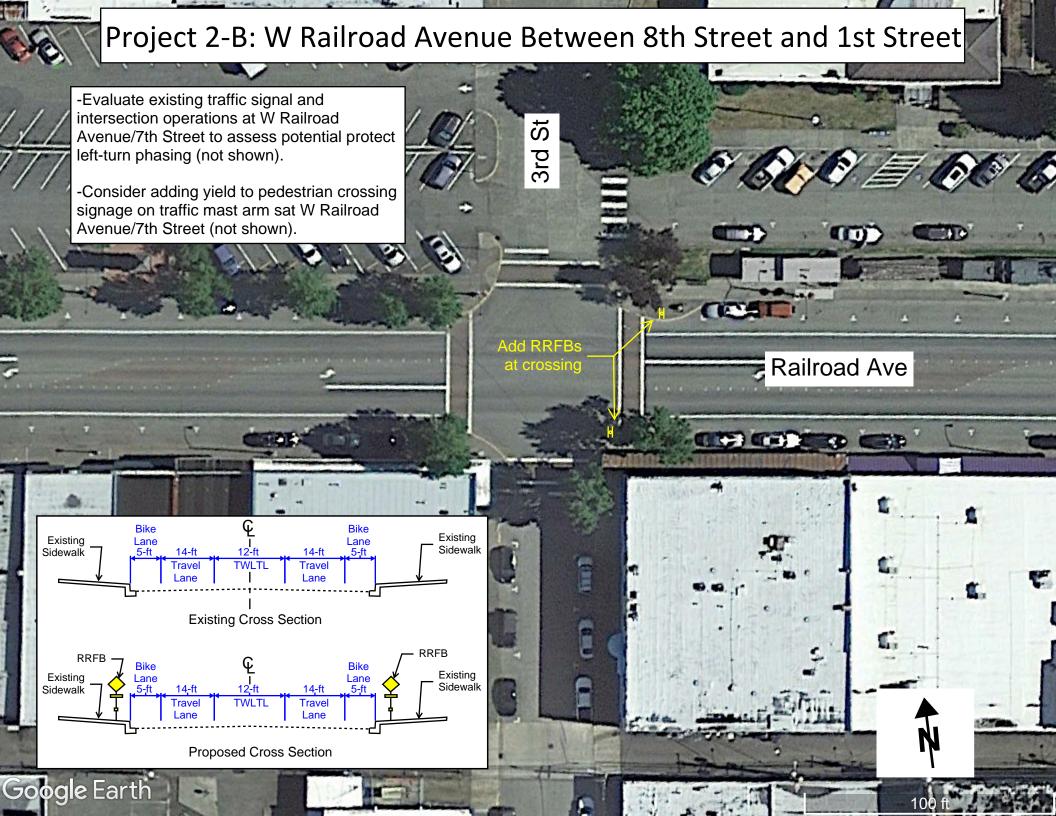


Project 2-A: Olympic Highway N Between J Street and C Street

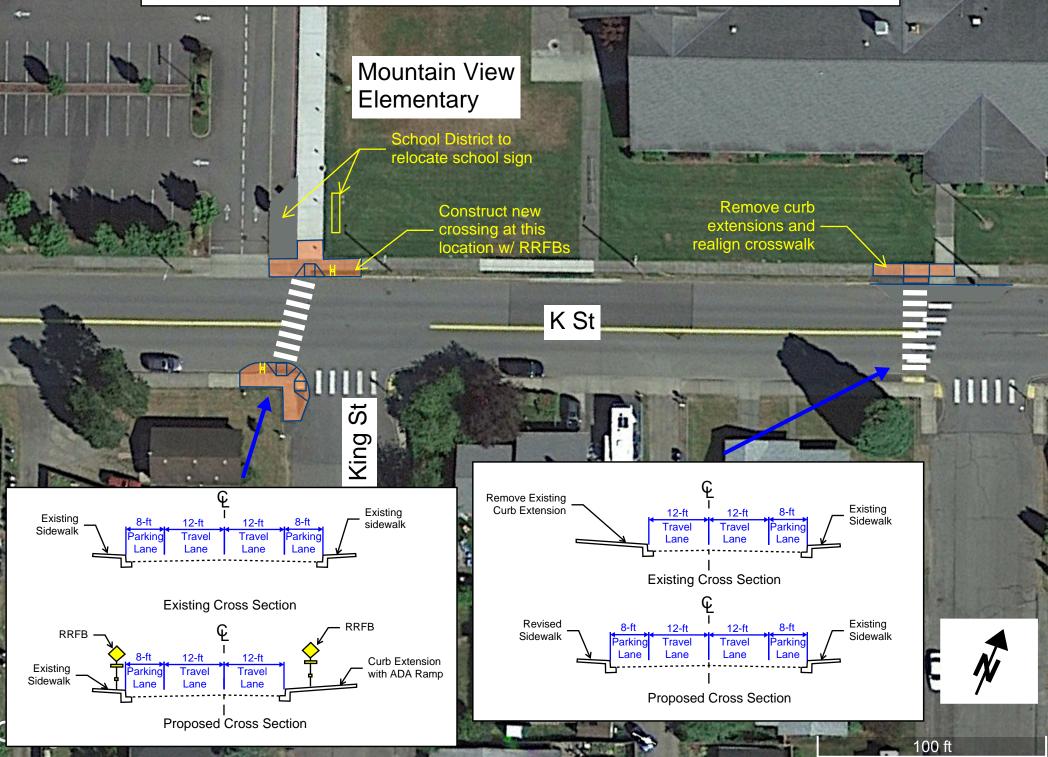












Local Road Safety Plan

City of Shelton Shelton, WA

Prepared For: City of Shelton

Prepared By: SCJ Alliance 8730 Tallon Lane NE, Suite 200 Lacey, WA 98516 360.352.1465

January 2022



Local Road Safety Plan

Project Information

Project:	Local Road Safety Plan
Prepared for:	City of Shelton 525 W. Cota Street
	Shelton, WA 98584

Reviewing Agency

Jurisdiction:	City of Shelton
---------------	-----------------

Project Representative

Prepared by:	SCJ Alliance 8730 Tallon Lane NE, Suite 200 Lacey, WA 98516 360.352.1465 scjalliance.com
Contact:	Ryan Shea, PTP, Senior Transportation Planner Eric Johnston, PE, Principal
Project Reference:	SCJ #615.0CA
	Path: N:\Projects\0615 City of Shelton\0615.0CA Local Road Safety Plan\04-Dels\2022-0228 Local Road Safety Plan.docx

Signature

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.



Enne Sylvester

Prepared by Ryan Shea, PTP and Anne Sylvester, PTE

Approved by Eric Johnston, PE

Table of Contents

1	ΙΝΤΙ	RODUCTION	1
	1.1	Purpose of the Study	1
	1.2	Analysis Methodology	1
	1.3	Study Area	1
	1.4	Report Content and Organization	2
2	ANA	ALYSIS OF HISTORIC CRASH DATA	4
	2.1	Severe Crashes	4
	2.2	Pedestrian and Bicycle Crashes	4
	2.3	Corridor Crashes	7
	2.4	Intersection Crashes	7
	2.5	Comparison with Western Washington	14
3	SELE	ECTION OF MOST COMMON RISK FACTORS	16
4	IDE	NTIFICATION OF HIGH PRIORITY LOCATIONS	17
	4.1	Selection of High Priority Locations based on Technical Analysis	17
	4.2	Local Input	
5	IDE	NTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS	20
	5.1	Olympic Highway N	
	5.2	Wallace Kneeland Boulevard	21
	5.3	N 7 th Street	22
	5.4	W Railroad Avenue	23
	5.5	S 1 st Street (SR 3)	24
	5.6	Olympic Highway S (SR 3)	25
	5.7	Additional Local Concern Locations	27
6	PRIC	ORITIZED LIST OF COUNTERMEASURES	

List of Tables

Table 1. Summary of Crash Data for 20 Highest Corridors	9
Table 2. Data Summary for Signalized Intersections with More than Five Crashes	11
Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes	12
Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes	15
Table 5. Countermeasure Prioritization and Cost Estimates	33

List of Figures

Figure 1. Study Area and Vicinity	3
Figure 2. 2016-2020 Crashes in Shelton	5
Figure 3. 2016-2020 Severe Crashes in Shelton	6
Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton	8
Figure 5. Priority Corridors and Local Safety Concern Locations	19
Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations	20
Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing	22
Figure 8. W Railroad Avenue Between 8 th Street and 1 st Street	23
Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing	26
Figure 10. Mountain View Elementary School	28
Figure 11. Westbound Pine Street approaching N 1 st Street	29
Figure 12. E Fir Street approaching Magnolia Avenue	30
Figure 13. N 13 th Street/Shelton Springs Road Intersection	31
Figure 14. Northcliff Road/Terrace Boulevard Intersection	32

This page intentionally left blank.

1 INTRODUCTION

The City of Shelton is actively pursuing improvements to reduce crashes and enhance safety for its multimodal transportation system. As part of that effort, the city has prepared this *Local Road Safety Plan* (LRSP) following the risk-based, data-driven analytical procedures outlined in guidance provided by the Washington State Department of Transportation (WSDOT) Local Programs Division. This guidance is designed to support WSDOT's efforts to implement the *Target Zero – Washington State Strategic Highway Safety Plan* which relies on a data-based approach that analyzes crash trends and contributing factors in the development of successful crash reduction strategies.

1.1 Purpose of the Study

The purpose of this plan is to improve safety for different modes of transportation along city streets through the analysis of crash data, identifying and prioritizing risk factors that impact safety and establishing and prioritizing engineering countermeasures and strategies that reduce the number and severity of crashes in the city.

1.2 Analysis Methodology

The Local Road Safety Plan follows the WSDOT's recommended approach for developing a prioritized list of engineering countermeasures. Analysis was conducted following a multi-step process that relied on five years of crash data (2016 through 2020). The multi-step process includes:

- 1. Evaluate crash data to identify crashes with a fatality and/or a serious injury and characterize crash types and locations that have an average of one crash or more per year.
- 2. Based on this data, identify key risk factors which contribute to the crashes identified in the city of Shelton and compared to an average of risk factors for Western Washington in the aggregate. Risk factors were categorized into three priority levels based on significance in relation to the reported severe crashes.
- 3. Select the most common risk factors and group these by priority level based on their significance in relation to the reported severe crashes.
- 4. Identify and score high priority crash locations.
- 5. Identify countermeasures to address the types of crashes in the high priority locations.
- 6. Develop a prioritized list of projects including both systemic and spot improvements and cost estimates.

1.3 Study Area

The study area for the Shelton Local Road Safety Plan includes the entire city of Shelton. The population of Shelton was 9,834 in 2010, growing to an estimated 10,390 by 2020¹. This data indicates that the population in Shelton grew by over 5.6 percent during the ten years between 2010 and 2020. The population of Mason County in 2010 was 60,699 of which Shelton represented 15.5 percent. By 2020,

¹ https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf

Mason County's population was estimated to increase to 65,650² of which Shelton was 15.8 percent indicating that Shelton is growing more rapidly than Mason County. Based on projections from the Washington Office of Financial Management, Shelton's population is expected to grow to approximately 85,000 by 2040, an increase of 29.5 percent³.

As the Mason County seat, Shelton is a governmental employment, health care and educational center for the county. Government is the largest employer in the county, followed by the service industry and retail industry. Shelton is also a bedroom community for persons employed in Bremerton, including the Kitsap Naval Base.

Figure 1 illustrates the boundaries of the City of Shelton and its general location in Western Washington. The figure also identifies key roadway corridors which include US 101, Wallace Kneeland Boulevard, Olympic Highway North, Alder Street, First Street, Railroad Avenue, SR 3 (which includes portions of Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South). US 101 serves as the major roadway connection between Shelton and the region, linking to the Aberdeen/Hoquiam area to the southwest and Olympia to the southeast. As a grade-separated state highway facility with limited access, crash data from US 101 has not been included in the analysis presented in this report. Both US 101 and SR 3 are freight and commuter routes.

1.4 Report Content and Organization

This report is organized into six chapters, the first of which is this Introduction. **Chapter 2** identifies and discusses historic crash data in the City of Shelton (2016 through 2020) with an emphasis on what are characterized as "severe" crashes. These include crashes that result in fatalities and/or serious injury. Chapter 2 also presents historic data for bicycle and pedestrian crashes in the city. Crash data is stratified by both corridors and intersections focusing on the top twenty corridors and intersections that averaged at least one crash per year. Chapter 2 also includes a summary of risk factors by number and percent for severe crashes in Shelton in comparison with Western Washington.

Chapter 3 documents the most common risk factors as identified through analysis of the crash data presented in Chapter 2. Risk factors were categorized into two priority levels based on significance in relation to the reported severe crashes.

Chapter 4 identifies high priority crash locations using the Level 1 risk factors identified in Chapter 3. Each risk factor is scored on a relative scale in terms of the number of crashes that are affected by these factors. Scoring criteria include Low number of crashes associated with a specific risk factor, medium number of crashes and High number of crashes. The low, medium, and high levels are given points which are assigned to each corridor and risk factor. Total points for each corridor are summed and corridors ranked based on this total.

² https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf
³ https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections17/GMA_2017_county_pop_proj
ections.pdf

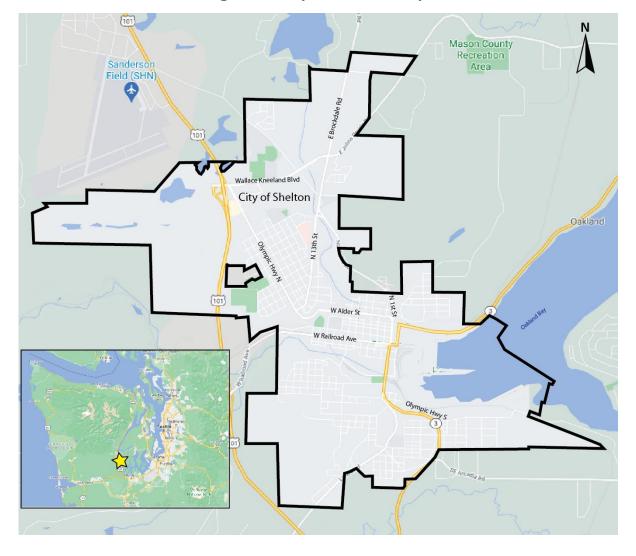


Figure 1. Study Area and Vicinity

Chapter 5 discusses the identification of countermeasures for each of the high priority corridors and local concern areas based on the likely effectiveness of the countermeasure in addressing the relevant types of crashes and risk factors at each location.

Chapter 6 presents a further refinement of the identification of countermeasures in the high priority corridors focusing on both systemic measures that can be implemented throughout the city and spot locations where specific countermeasures can be applied. For systemic improvements, applicable locations were identified, and planning level cost estimates were prepared. For spot improvements, the discussion focuses on specific activities that can be implemented at these priority locations along with planning level cost estimates.

2 ANALYSIS OF HISTORIC CRASH DATA

Historical crash data was obtained for the City of Shelton for the five-year time period from January 1, 2016 through December 31, 2020. Crash data is collected by WSDOT from all crash reports completed by responding law enforcement officials. Crash data includes information related to crash circumstances, locations, driver behaviors, contributing factors, and severity including degree of injury. This data can be used to identify the factors that most clearly indicate the reasons why a crash occurred and provide the basis for developing engineering, education, or enforcement countermeasures.

WSDOT crash data included all streets within the city limits of Shelton plus portions of SR 3 along Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South. As noted in the Introduction, US 101 through the city is not included in the database or the analysis conducted for this report as it is a limited access, grade-separated facility through the city.

During the five-year analysis period, there were a total of 832 crashes with 632 crashes occurring on City-operated streets and 200 crashes occurring on SR 3 which is operated by WSDOT. **Figure 2** presents a graphic image of these crashes by location. The more intense the colors in the figure, the greater the number of crashes that occurred during the five-year period. Of particular significance for the analysis presented in this report are severe crashes and those involving bicyclists and/or pedestrians. These crashes are discussed in the following sections and illustrated in Figures 3 and 4.

2.1 Severe Crashes

Of the 832 total crashes on Shelton streets, two crashes resulted in a fatality and 14 resulted in a serious injury. Fatalities represent a total of 0.02 percent of all crashes in the city, while serious injuries represent a total of 1.7 percent of citywide crashes. Fatal and serious injury crashes, referred to in this report as severe crashes, are the focus of the Local Road Safety Plan. Of the 16 severe crashes, four occurred on SR 3 within the city limits, three occurred on Olympic Highway North, and the remaining nine occurred on other streets. **Figure 3** shows the location of the 16 severe collisions during the five-year study period.

Seven severe crashes occurred at intersections, and four of those crashes occurred at intersections that do not have traffic signals. None of the seven intersections experienced more than one severe crash during the 2016-2020 study period. Figure 3 does not show crashes that occurred on US 101 as this is a limited access facility under the jurisdiction of WSDOT.

2.2 Pedestrian and Bicycle Crashes

There were 38 total crashes in Shelton during the study period which involved a pedestrian or bicyclist. Ten, or 26 percent, of these crashes resulted in a serious injury or a fatality, eight for pedestrians and two for bicyclists. This high percentage out of all bicycle and pedestrian crashes compares to the low percentage that severe crashes represent out of total citywide crashes - less than 2 percent. This high bicycle and pedestrian percentage is indicative of the much higher level of risk assumed by vulnerable bicyclists and pedestrians as they use the multimodal transportation system.

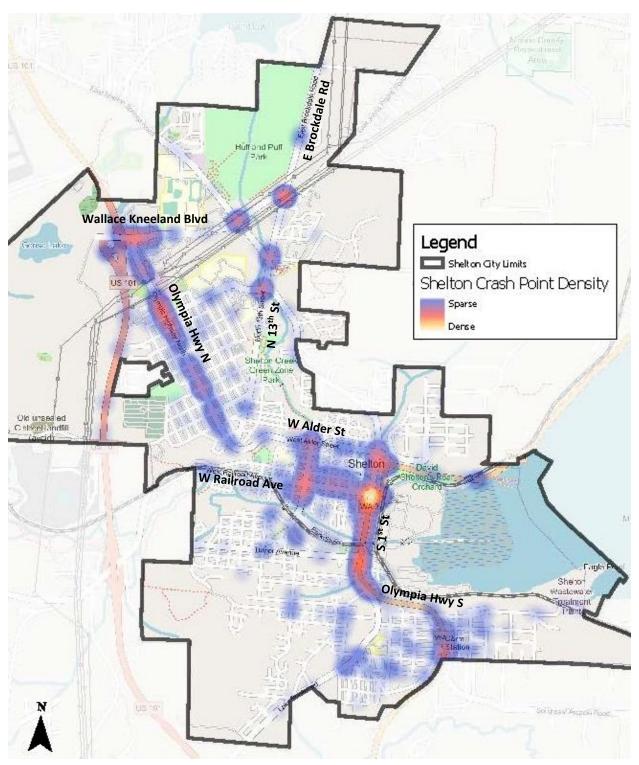


Figure 2. 2016-2020 Crashes in Shelton

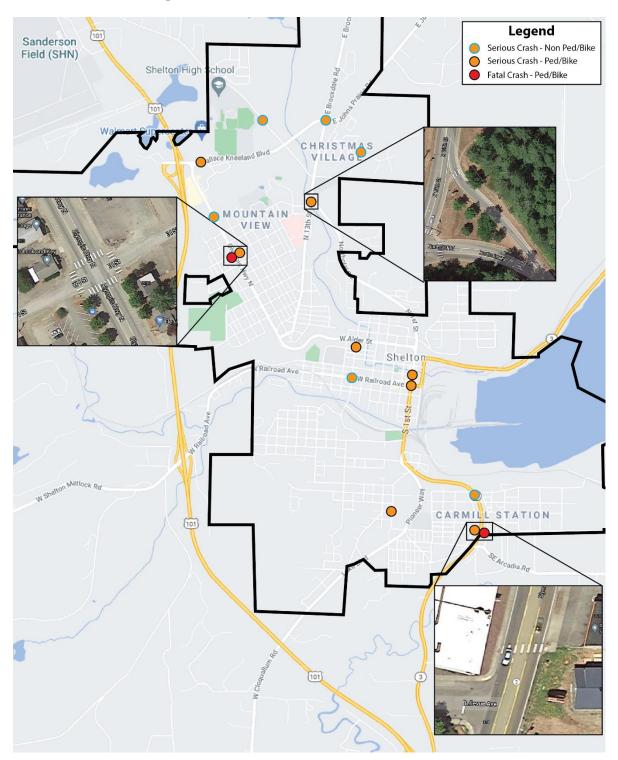


Figure 3. 2016-2020 Severe Crashes in Shelton

Figure 4 shows the location of the pedestrian and bicycle crashes. The locations where the most severe pedestrian and bicycle crashes occurred are:

- Olympic Highway North in the vicinity of I Street (one fatal crash and one serious injury crash both of which involved pedestrians)
- SR 3 in the vicinity of Bellevue Avenue (also one fatal crash and one serious injury crash both of which involved pedestrians)
- Serious injury pedestrian crashes also occurred on:
 - Wallace Kneeland Boulevard in the vicinity of Olympic Highway North
 - o 13th Street at Northcliff Road
 - SR 3 at Railroad Avenue
 - Seattle Avenue west of 2nd Street
- Serious injury bicyclist crashes also occurred on:
 - o 1st Street at Franklin Street
 - \circ 7th Street west of Pine Street

2.3 Corridor Crashes

The analysis of crash data included identification of the 20 street corridors within the city where the most crashes occurred. **Table 1** summarizes this data including both crashes by type and a description of key corridor characteristics such as segment length, functional classification, number of travel lanes and posted speed limit. As shown in the table, common crash types in the 20 highest corridors include rear end, sideswipe, right turns, head-on, hitting a parked vehicle, left turns, angles, hitting fixed objects, pedestrians, bicyclists (pedal cyclists) and "other".

South 1st Street led the list of corridors with the highest number of crashes – 116 in five years or an average of 23 per year over its 0.40-mile length between Mill Street and Railroad Avenue. This street is a portion of SR 3 through the heart of the city and designated as a Principal Arterial.

Olympic Highway North between Alder Street and Wallace Kneeland Boulevard experienced 115 crashes over five years with essentially the same annual average of 23 crashes per year. This corridor is a designated Principal Arterial and a total of 1.05 miles in length.

The corridor with the third highest number of crashes over the five-year period is **Olympic Highway South**, another portion of SR 3 through the city. This highway segment is 1.25 miles long between the south city limits and Mill Street and experienced 51 crashes over five years or about ten crashes per year.

2.4 Intersection Crashes

This section presents a discussion of severe crashes at intersections in the City of Shelton that occurred during the five-year analysis period. **Table 2** includes data for signalized intersections, while **Table 3** shows data for unsignalized intersections.

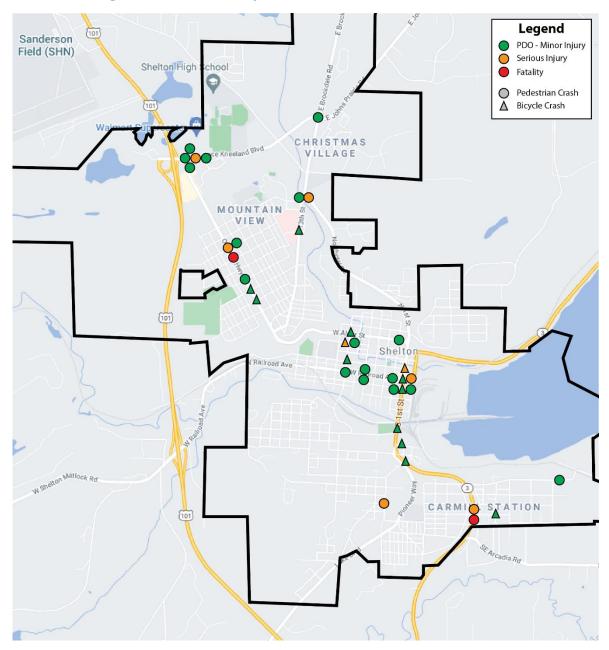


Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton

						Existing Crashes by Type											
Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
S 1 st Street (SR 3)	Mill Street to Railroad Avenue	0.40	Principal Arterial	2 Thru & TWLTL	25	66	2	2	1	1	8	20	9	3 (1)	3	1	116 (1)
Olympic Highway N	W Alder Street to E Wallace Kneeland Boulevard	1.05	Principal Arterial	2 thru & TWLTL	30	26	7	5	2	6	3	49 (1)	8	4 (2)	2	3	115 (3)
Olympic Highway S (SR 3)	City limits to Mill Street	1.25	Principal Arterial	2 Thru & TWLTL	30	16	6	1 (1)	1	1	2	12	7	2 (2)	1	2	51 (3)
Wallace Kneeland Boulevard	Olympic Highway N to Shelton Springs Road	0.55	Principal Arterial	4 thru & TWLTL	30	10	5	1	0	0	6	11	3	4 (1)	0	1	41 (1)
W Railroad Avenue	N 1 st Street/S First Street/E Railroad Avenue to Pacific Ct (City limits)	0.90	Principal Arterial	2 thru	25	11	2	0	0	6	5	7	3	3	0	4	41 (0)
N 1 st Street	Railroad Avenue to Moore Avenue	0.55	Principal Arterial	2 thru	25	6	1	1	1	1	6	14	2	0	1 (1)	3	36 (1)
N 7 th Street	W Railroad Avenue to W Alder Street	0.25	Major Collector	2 thru	25	2	1	1	0	3	4	14	0	2	2 (1)	0	29 (1)
E Brockdale Road	Wallace Kneeland Blvd/E Johns Prairie Rd/N 13th St to City limits	0.85	Minor Arterial	2 thru	30	7	1	0	0	0	0	11 (1)	3	0	0	0	22 (1)
E Pine Street (SR 3)	Front St to city limits	0.61	Principal Arterial	2 thru	35	4	4	0	1	0	1	0	1	0	0	2	15 (0)
W Cota Street	S 12th Street to S 1st Street	0.60		2 thru	25	1	1	0	0	5	2	7	1	0	0	1	18 (0)
W Alder Street	N 1 st Street to Olympic Highway N	0.70	Principal Arterial	3 thru	30	3	1	0	0	2	2	3	4	1	1	1	18 (0)

Table 1. Summary of Crash Data for 20 Highest Corridors

						Existing Crashes by Type											
Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
N 13 th Street	N 12th Street to Wallace Kneeland Boulevard/E Johns Prairie Road	1.25	Minor Arterial	2 thru & TWLTL	30	2	1	0	0	0	2	6	3	1	1	2	18 (0)
S 7 th Street	W Railroad Avenue to Highland Drive	0.25	Major Collector	2 thru	25	0	0		0	2	3 (1)	6	4	0	0	0	15 (1)
Northcliff Road	Moore Avenue/N 1st Street to N 13th Street	0.80	Major Collector	2 thru	30	4	1	1	0	0	0	0	5	2 (1)	0	2	15 (1)
E K Street	Olympic Highway North - N 13th Street	0.55	Major Collector	2 thru	25	3	0	1	0	1	3	1	3	0	0	0	12 (0)
N Front Street (SR 3)	E Railroad Avenue to E Pine Street	0.15	Principal Arterial	2 thru	25	1	0	0	0	0	5	5	0	0	0	0	11 (0)
W Franklin Street	N 1st Street to city limits	0.90		2 thru	25	1	0	0	0	2	2	4	1	0	0	1	11 (0)
E Railroad Avenue (SR 3)	N 1 st Street/S 1 St Street to N Front Street/S Front Street	0.05	Principal Arterial	4 thru	25	0	1	0	0	0	0	7	1	0	0	1	10 (0)
N Shelton Springs Road	N 13 th Street/Alpine Way to Tarragon Avenue (city limits)	0.85	Major Collector	2 Thru & TWLTL	30	2	0	0	0	0	1	4	3 (1)	0	0	0	10 (1)
E Arcadia Avenue	Pioneer Way to Olympic Highway S	0.35	Minor Arterial	2 thru	25	0	0	0	1	1	0	4	4	0	0	0	10 (0)
Total Crashes	-	-		-	-	165	34	12	7	31	55 (1)	186 (3)	65 (1)	22 (7)	11 (2)	16	612 (14)

Note: Numbers in brackets are severe crashes

Signalized Intersections	Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
1 st Street at Railroad Avenue	10	0	0	0	0	4	8	2	1 (1)	1	2	28 (1)
1 st Street at Cota Street	14	0	0	1	0	0	3	1	0	1	0	20 (0)
Wallace Kneeland Boulevard at Olympic Highway North	5	2	1	0	0	2	5	1	2	0	0	18 (0)
K Street at 13 th Street	4	0	0	0	0	4	3	1	2 (1)	0	2	16 (1)
Railroad Avenue at 7 th Street	1	2	0	0	1	5 (1)	6	0	1	0	0	16 (1)
1 st Street at Mill Street	11	1	0	0	0	0	2	0	0	1	0	15 (0)
Wallace Kneeland Boulevard at Shelton Springs Road	3	0	0	0	0	3	6	0	0	0	1	13 (0)
Olympic Highway North at K Street	4	1	1	0	0	1	4	1	0	0	0	12 (0)
Wallace Kneeland Boulevard at Kneeland Plaza Access	3	0	1	0	0	2	5	0	0	0	0	11 (0)
Olympic Highway South at Cascade Avenue	3	0	0	0	0	2	3	1	0	0	0	9 (0)
Total	58	6	3	1	1	23 (1)	45	7	6 (2)	3	5	158 (3)

Table 2. Data Summary for Signalized Intersections with More than Five Crashes

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.

Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes **Parked Vehicle** Total (Severe) **Fixed Object** Pedal cyclist Pedestrian Right Turn Sideswipe Rear-end Left Turn Angle Other **Unsignalized Intersections** Wallace Kneeland/Johns Prairie Road at Brockdale 10(1) 21 (1) Road/13th Street 1st Street at Pine Street 13 (0) 1st Street at Turner Avenue 12 (0) Front Street at Pine Street 11 (0) 1st Street at Alder Street 10 (0) 7th Street at Franklin Street 10 (0) Cota Street at 7th Street 10(0) Railroad Avenue at Front Street 9 (0) Brockdale Road at N 13th Street/Alpine Way 9 (0) 7th Street at Alder Street 8 (0) 1st Street at Grove Street 8 (0) 1st Street at Kneeland Street 7 (0) Olympic Highway North at J Street 7 (0) Wallace Kneeland Boulevard at SR 101 7 (0) Northbound Ramps

6 (0)

Olympic Highway North at E Street

Shelton Local Road Safety Plan

Unsignalized Intersections	Rear-end	Sideswipe	Right Turn	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
Railroad Avenue at 4 th Street	2	0	0	0	1	3	0	0	0	0	6 (0)
Railroad Avenue at 2 nd Street	1	0	0	1	0	3	0	1	0	0	6 (0)
Railroad Avenue at 5 th Street	1	0	1	0	1	1	0	2	0	0	6 (0)
1 st Street at Cedar Street	1	0	0	0	2	2	0	0	0	0	5 (0)
1 st Street at Franklin Street	1	1	1	0	0	1	0	0	1 (1)	0	5 (1)
7 th Street at Cedar Street	1	0	0	1	0	3	0	0	0	0	5 (0)
1 st Street at Park Street	1	0	0	0	2	1	0	0	1	0	5 (0)
Cota Street at 2 nd Street	0	0	0	0	2	1	1	0	0	1	5 (0)
Total	48	3	5	3	29	87 (1)	5	5	5 (1)	1	191 (2)

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.

Results of the analysis found that three signalized intersections along 1st Street experienced more than five total crashes with 28 at Railroad Avenue, 20 at Cota Street, and 15 at Mill Street. An additional three signalized intersections along Wallace Kneeland Boulevard experienced more than five crashes including 18 at Olympic Highway North, 13 at Shelton Springs Road, and 11 at Kneeland Plaza Access.

A significant share of the total crashes occurring at the signalized intersections included in Table 2 involved rear end collisions (37 percent). This was followed by angle crashes at 28 percent, and left turns at 15 percent.

The results of analysis at unsignalized intersections found that seven locations experienced ten or more crashes during the five-year period. The intersection of Wallace Kneeland Boulevard/Johns Prairie Road with Brockdale Road/13th Street experienced 21 total crashes for an average of over four per year. Eight unsignalized intersections along 1st Street experienced more than a total of five crashes.

It should be noted that crashes that occurred at intersections are included in the corridor data presented in section 2.3 for both the north/south corridors and the east/west corridors. This results in some double counting between corridors.

2.5 Comparison with Western Washington

The severe crashes in Shelton were reviewed to identify and characterize the risk factors associated with them. Based on available data from the records of the 16 severe crashes reported in Shelton, key crash factors were identified. In developing the list of crash factors that were most significant for Shelton city streets, consideration was given to both contributing causes and other features included in the crash record and on characteristics of the crash location. These risk factors are included in **Table 4** along with comparable information on the presence of these same risk factors averaged for the locations of severe crashes in Western Washington.

Crash Risk Factors	City of Shelton	Western Washington Cities
By Crash Type		
Hit Pedestrian	8 (50%)	26%
Entering at Angle	2 (13%)	12%
Hit Cyclist	2 (13%)	8%
Hit Fixed Object	2 (13%)	20%
By Light Condition		
Dark - Street Lights On	8 (50%)	36%
By Junction Relationship		
Not at Intersection & Not Related	8 (50%)	45%
At Intersection & Related	7 (44%)	39%
By Roadway Curvature		
Straight & Level	8 (50%)	58%
By Traffic Control		
No Traffic Control	11 (69%)	62%
Signal	4 (25%)	26%
By Posted Speed		
25 mph	6 (37%)	29%
30 mph	10 (63%)	22%
By Pedestrian Contributing Circumstances		
Inattentive Pedestrian (including likely)	6 (75%)	12%
Did not Grant ROW to Vehicle	1 (13%)	4%
By Facility Use (Pedestrian)		
Roadway	4 (50%)	10%
Marked Crosswalk	4 (50%)	8%

 Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes

Bold = Higher than the rest of Western Washington

Table 4 summarizes the crash factors present in severe crashes that were higher in the city of Shelton compared to other cities in Western Washington. As indicated in bold, many of the key crash factors in Shelton are occurring at higher levels than other Western Washington cities, especially those related to pedestrians.

3 SELECTION OF MOST COMMON RISK FACTORS

Based on the review severe crash data presented in Chapter 2, an analysis was conducted to identify the most common risk factors. Risk factors included crash type, contributing factors, roadway and intersection characteristics and driver/pedestrian behavior.

Based on guidance found in WSDOT's Target Zero – Washington Strategic Highway Safety Plan, the primary risk factors found in severe crashes were grouped into priority levels one and two. The levels are based on the percentage of traffic fatalities and serious injuries associated with each factor.

- **Priority Level 1:** Contributing risk factors that are involved in 25 percent or more of fatal or serious injury crashes
- **Priority Level 2:** Risk factors that are involved in less than 25 percent of fatal or serious injury crashes

From the data analysis, patterns arose showing several factors that were present in the fatal and serious injury collisions. The risk factors for Priority Levels 1 and 2 are listed below.

Priority Level 1: As indicated from the data in Table 4, risk factors that represent 25 percent of more of the severe crashes within the city include:

- Hitting pedestrians
- After dark but with illumination
- At or between intersections
- Along straight and level roadways with no traffic control
- In areas with both 25 and 30 mph speeds (the predominate speed limits within the city)
- Inattentive pedestrians (or pedestrians for which no contributing cause was identified in the crash report but for which inattention is a likely cause)
- Pedestrian crashes located along roadways and within crosswalks.

Priority Level 2: All other crash types and potential risk factors identified in Table 4 including:

- Angle crashes
- Turning crashes
- Hitting fixed objects
- Signalized intersections
- Failing to grant right of way.

4 IDENTIFICATION OF HIGH PRIORITY LOCATIONS

Severe crashes on streets in the city of Shelton are dominated by pedestrian crashes. Both fatal collisions during the five-year study period involved pedestrians including one on SR 3 and one on a city street. Out of all the risk factors identified under priority level 1, four specifically speak to pedestrians (crash type, inattentive pedestrian, failure to grant right of way, and pedestrian crashes along roadways or in marked crosswalks.

Additionally, several of the crashes that occurred under dark but illuminated conditions involved pedestrians, occurred in areas that were straight and level with no traffic control (i.e., located away from intersections) and largely in areas with 30 mph speeds. None of the crashes were reported to be related to speeding vehicles and speed measurements taken during this study at select locations indicated that speeds were only slightly higher than posted.

4.1 Selection of High Priority Locations based on Technical Analysis

Because risk factors associated with pedestrian and bicycle crashes are the highest Severe crash type in Shelton, this has been selected to determine to assess the roadway corridors. The locations of all bicycle and pedestrian crashes were used for determining priority roadway corridors. This information, shown in Figure 4, indicates the following roadway corridors should be high priority locations:

- Olympic Highway N
- W Railroad Avenue
- N 7th Street
- Wallace Kneeland Boulevard
- S 1st Street
- Olympic Highway S

4.2 Local Input

Concerns that have been raised by residents have also been taken into consideration. Eight concerns shared are described below:

- E Arcadia Avenue Vehicle speeding between Lake Boulevard and Olympic Highway S
- E K Street Mountain View Elementary School afternoon parent pick-up
- Wallace Kneeland Boulevard Oakland Bay Junior High School mid-block pedestrian crossing
- W Railroad Avenue Pedestrian crossing between 4th Street and 2nd Street
- Pine Street/N 1st Street Westbound Pine Street intersection sight distance
- E Fir Street Steep grade and gravel material between Otter Street and Magnolia Street
- N 13th Street/Shelton Springs Road South leg pedestrian crossing
- Northcliff Road/Terrace Boulevard North and south leg pedestrian crossings

Six of these concerns relate to pedestrian safety on roadways. Two of these roadways, W Railroad Avenue and Wallace Kneeland Boulevard, are registered as high priority locations while the other four roadways, E Arcadia Avenue, N 13th Street, E K Street, and Northcliff Road are included in the top 20 crash corridors described in Table 1 earlier in this report. However, based on technical review of all existing bicycle and pedestrian crashes, these four locations did not register as high priority locations. The remaining two concerns raised both have to do with vehicle sight distance.

Additional review of pedestrian-related crashes indicated that many occurred in areas with sidewalks, crosswalks, and bus stops and largely occurred adjacent to commercial development. None of these features would appear to contribute to incidence of pedestrian crashes but may be indicative of areas where a higher level of pedestrian activity is experienced resulting in a greater degree of exposure than other parts of the city.

Both E Arcadia Avenue and E K Street are located adjacent to or in close proximity to elementary schools, which generate higher levels of pedestrian activity at the beginning and end of each school day. While there were no recorded pedestrian or bicycle crashes within the last five years on either roadway, the proximity to higher levels of pedestrian activity and local concern for pedestrian safety indicate these roadways should be included as secondary priority locations.

The priority corridors are shown in Figure 5.

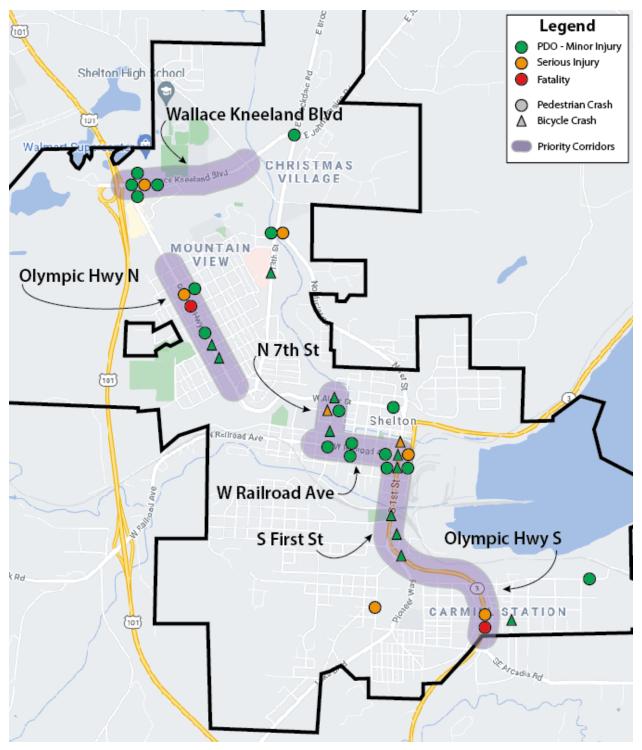


Figure 5. Priority Corridors and Local Safety Concern Locations

5 IDENTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS

A review of each high priority crash corridor and additional spot locations raised by local residents was performed to identify potential safety countermeasures. These countermeasures were selected based on a review of the specific crash data and existing roadway conditions, consultation with City staff, and a review of safety countermeasure resources from WSDOT and FHWA. Below is a description of each identified priority location, the issues specific to that location, and the selected countermeasures.

5.1 Olympic Highway N

Olympic Highway N between K Street and B Street has three vehicle travel lanes (two through and a center left) and on-street parking and sidewalks along both sides of the street. There are marked pedestrian crossings at the intersections of the roadway with K Street, J Street, I Street, G Street, E Street and C Street. With the exception of K Street, these crossing are located at unsignalized locations, which are highlighted in **Figure 6**.



Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations

The last five years of reported crash data included two bicycle crashes and four pedestrian crashes in this corridor, including one serious injury and one fatal crash, both involving pedestrians. The contributing cause for the pedestrian fatality was inattention on the part of the person walking. While not specifically listed, the serious injury pedestrian crash may have also been the result of walker inattention. Three of the six pedestrian crashes occurring in the corridor, including both severe crashes, happened at the I Street intersection. As noted above, this location is one of several uncontrolled intersections in the corridor with fully striped pedestrian crossings on each approach and adjacent commercial or pedestrian-generating land uses including hospital access, transit stops and other uses. While the specific land uses at this intersection may have contributed to the higher number of reported pedestrian crashes, it is assumed that the physical characteristics of this intersection are a factor. With several other intersections within the corridor sharing the same physical characteristics, multiple systemic improvements have been identified for this corridor.

Recommended Countermeasures:

- 1. Curb extensions on Olympic Highway N for all intersecting streets and enhanced illumination.
- 2. Development of ADA-compliant curb cuts with tactile warning strips.
- 3. High visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

These countermeasures are recommended at the I Street intersection specifically but are all also considered systemic improvements for the entire corridor.

5.2 Wallace Kneeland Boulevard

Wallace Kneeland Boulevard Between the US 101 interchange and Shelton Springs Road has primarily two travel lanes in each direction and a two-way left turn lane on the western portion of the road adjacent to existing commercial development. There were five reported pedestrian crashes in the last five years, with one serious injury crash, but no bicycle crashes. All five of the recorded pedestrian crashes on this corridor occurred in the western portion, largely at or near the two signalized intersections of Olympic Highway N and Bell Lane. A detailed review of each of these crashes indicate that no specific deficiency is apparent. Each crash has an independent cause and the causes for multiple crashes were attributed to the pedestrian.

This roadway corridor also includes one of the locally raised concerns, the mid-block pedestrian crossing serving the Oakland Bay Junior High School. This crossing provides a connection between the middle school and high school to the north and Mountain View Elementary School and residential properties to the south. There are crosswalks at the intersection on the school access road and on Wallace Kneeland Road. There are existing active pedestrian crossing signs (Rectangular Rapid Flashing Beacons or RRFBs) and an overhead pedestrian crossing sign with flashing yellow lights. Over the last five years there have been no reported pedestrian or bicycle crashes at this crossing. This existing crossing is shown in **Figure 7**.



Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing

Recommended Countermeasures:

- 1. Monitor pedestrian and bicycle safety at the Wallace Kneeland Boulevard/Olympic Highway N intersection.
- 2. Perform an improvement alternatives study for Wallace Kneeland Boulevard at the Oakland Bay Junior High School mid-block crossing, including a public outreach component.
- 3. Consider a midblock refuge island
- 4. Consider enhanced pedestrian signal treatment that would stop vehicular traffic.

5.3 N 7th Street

N 7th Street between W Alder Street and W Railroad Avenue has a single travel lane in each direction and on-street parking on both sides of the street. This corridor experienced three reported bicycle crashes, including one severe crash, and two reported pedestrian crashes in the last five years. A detailed review of each pedestrian and bicycle crash did not indicate any specific deficiencies on the corridor, however the presence of three bicycle crashes suggests that this may be a good candidate for enhanced bicycle treatments. The planned conversion of the former Simpson Logging Railroad that runs parallel to Park Street to a bicycle path and trail will provide a safe route between S 7th Street and Kneeland Park, which may only increase the bicycle volumes on N 7th Street. Recommended Countermeasures:

- 1. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors which could include 7th Street.
- 2. Consider enhanced bicycle treatments on 7th Street which may include designated bicycle lanes to enhance access to the future trail.

5.4 W Railroad Avenue

W Railroad Avenue between 8th Street and 1st Street has one travel lane in each direction, a two-way center left-turn lane, and on-street parking on both sides of the street. Curb extensions with ADA crossing warning strips have been provided along Railroad Avenue for many years along with street trees. In 2015, this corridor was improved by the city to provide high visibility, enhanced pedestrian amenities such as crosswalks with colored pavement, two-way left turn refuge areas, and attractive illumination. The corridor is shown in **Figure 8**.



Figure 8. W Railroad Avenue Between 8th Street and 1st Street

Between 2016 and 2020, this corridor experienced three pedestrian crashes between 7th Street and 2nd Street, while the intersection of Railroad Avenue and 1st Street had four pedestrian crashes, including one serious injury crash, and two bicycle crashes. Additionally, a vehicular serious injury crashes occurred at the intersection of Railroad Avenue with 7th Street.

The intersection of Railroad Avenue with 7th Street currently is controlled by a traffic signal and there are marked crosswalks on all four legs. As noted, there was one serious injury vehicular crash at this location and one of the non-severe pedestrian crashes also occurred here. Both the serious injury

vehicle crash and the pedestrian crash involved a vehicle making a left turn from 7th Street (one turning northbound and the other turning southbound). All four approaches currently operate with permissive left-turns, meaning all left-turning vehicles must yield to the opposing through traffic.

Pedestrian crashes also occurred at the intersection with 2nd Street (one involving a left turning vehicle), and 5th Street (two with one that involved a drunk driver). None of these crashes suggest a specific deficiency on the corridor.

This corridor does include one of the locally raised safety concerns. Previously the intersection of W Railroad Avenue and 4th Street operated under traffic signal control and provided a controlled pedestrian crossing to access the Post Office and other destinations in the core commercial area. The city removed this control a few years ago and while the vehicle operations at the intersection appear to be acceptable, there is concern about the loss of the protected pedestrian crossings that were a part of the traffic signal operation. Specific concern regarding pedestrians crossing W Railroad Avenue to reach the post office, located between N 2nd Avenue and N 3rd Avenue, was raised.

Recommended Countermeasures:

- 1. Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7th Street to determine if protected left-turn phasing could be implemented without a significant impact to the vehicle operations.
- 2. Consider adding yield to pedestrian crossing signage on the traffic signal mast arms.
- 3. As Railroad Avenue already has a good pedestrian environment with the curb extensions, ADA ramps and other pedestrian-supportive features, as well as signalization at the intersections with 1st and 5th Streets, consider installing an active pedestrian crossing signal at the intersection of W Railroad Avenue and 3rd Street which lies roughly midway between the two existing signalized crossings.

5.5 S 1st Street (SR 3)

S 1st Street between Railroad Avenue and Harvard Avenue has a single travel lane in each direction and a two-way left-turn lane. Near the center of this roadway corridor is the concrete trestle bridge crossing Goldsborough Creek, which narrows the street to two lanes and provides narrow, separated sidewalks on each side.

There were four reported pedestrian crashes in this corridor, including one serious injury crash, which all occurred at the Railroad Avenue intersection. There were also five reported bicycle crashes, two of which occurred at the Railroad Avenue intersection. Each of the six total crashes at Railroad Avenue were evaluated and were predominately found to be attributed to either a failure on the part of the bicycle or pedestrian to yield, a failure to use the striped crosswalks, or involving the influence of drugs/alcohol. There does not appear to be a specific pattern to the crashes and no obvious countermeasures. Given the high traffic volume at this intersection, it may be a candidate for roundabout control, which is considered a safer intersection treatment for bicycles and pedestrians due to reduced travel speeds, however, the right of way impacts of a roundabout may preclude its implementation.

The remaining three bicycle crashes occurred on S 1st Street between Park Street and Harvard Avenue, all south of the Goldsborough Creek bridge. Sufficient physical space to accommodate bicyclists on 1st Street in this area is an issue, particularly with the relatively high volume of truck traffic that uses this facility (1st Street in this area functions as SR 3). These crashes suggest the need for enhanced bicycle treatments perhaps off the 1st Street corridor. This would be particularly important to access the planned rails to trails conversion of the railroad line parallel to Park Street.

Recommended Countermeasures:

- 1. Evaluate the potential for roundabout control at Railroad Avenue/1st Street.
- 2. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors to address travel needs into and out of the downtown area and to access the proposed rails to trails conversion.

5.6 Olympic Highway S (SR 3)

Olympic Highway S between Harvard Avenue and Bellevue Avenue, which is at the city boundary of SR 3, provides one travel lane in each direction and primarily also provides a two-way left-turn lane. Between Harvard Street and Fairmount Avenue, which is a steep downhill drop from south to north, the two-way left-turn lane convers to a 2nd southbound travel lane. There were no bicycle crashes reported in this corridor but there were two reported pedestrian crashes, one a serious injury crash and the other a fatal crash, which were both located in the immediate vicinity of the mid-block pedestrian crossing between Cascade Avenue and Bellevue Avenue. Additionally, one of the six serious injury vehicle crashes occurred in this corridor, at the intersection of Olympic Highway S and Fairmount Avenue.

With both severe pedestrian crashes occurring in the immediate vicinity of the midblock crossing between Cascade Avenue and Bellevue Avenue, this crossing was evaluated. Olympic Highway S in the vicinity of the mid-block crossing is shown below in **Figure 9**.



Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing

As shown on Figure 6, there are currently protected pedestrian crossings of Olympic Highway S at both Cascade Avenue and Arcadia Avenue, which both operate under traffic signal control. These crossings are located approximately 700 feet apart, with the existing mid-block crossing located approximately 225 feet south of Cascade Avenue, just north of Bellevue Avenue. The Bordeaux Elementary School is

located on Bellevue Avenue west of Olympic Highway S and draws from households east of Olympic Highway S.

The crossing is currently located on a portion of Olympic Highway S with a vertical curve. The vertical curve crests near the Cascade Avenue intersection, which limits the available sight distance for vehicles travelling southbound on Olympic Highway S. The existing crossing does not provide direct overhead lighting and only provides an advance sign in the northbound direction. The existing sidewalk on the east side of Olympic Highway S extends south from Cascade Avenue and ends at the mid-block crossing.

As this is the only mid-block crossing within the corridor and is the only location with reported bicycle or pedestrian crashes, the recommended countermeasures are limited to this location.

Recommended Countermeasures:

- 1. Evaluate the viability of the mid-block crossing and if maintained:
 - Extend east sidewalk south to connect to Arcadia Avenue
 - Relocate mid-block crossing to the south side of Bellevue Avenue

5.7 Additional Local Concern Locations

Of the seven locally raised safety concerns, two of them have been covered in the priority corridor descriptions above. The remaining five concerns are evaluated below:

5.7.1 Arcadia Avenue – Vehicle speeding between Lake Boulevard and Olympic Highway S

Arcadia Avenue is an east/west minor arterial that runs from Lake Boulevard on the west end to the Puget Sound on the east end, well outside of the Shelton city limits. The identified area of concern is very near the western end of the roadway and is one block south of the Bordeaux Elementary School. In this area, the surrounding land uses are primarily residential, and there are multiple striped pedestrian crossings of Arcadia Avenue connecting the residential properties to the elementary school. There are currently no sidewalks provided on this portion of Arcadia Avenue and intermittent street lighting.

Recommended Countermeasures:

- 1. Collect vehicle speed data on Arcadia Avenue
- 2. Identify speed reduction strategies and coordinate with the local residents. These could include:
 - Mini roundabout(s)
 - Speed bumps/speed tables
 - Raised pedestrian crossings
- 3. Curb, gutter and sidewalk installation
- 4. Enhanced street lighting

5.7.2 E K Street – Mountain View Elementary School afternoon parent activity

The Mountain View Elementary School has recently completed a new school building, adjacent to the previous building. This new school was designed to provide more on-site vehicle storage for parent pickup, but currently there is still a substantial vehicle queue on K Street during the afternoons. This queue results in congestion for vehicles trying to travel on K Street and is creating an unsafe environment for children trying to cross K Street. The school and adjacent street network are shown on **Figure 10**.



Figure 10. Mountain View Elementary School

As shown on Figure 10, there are currently two pedestrian crosswalks on K Street, both based on the location and orientation the previous school building. The new school's primary path does not align with either crosswalk, which is across from King Street. Students have been observed crossing at King Street, even without a striped crosswalk. The previous main school entrance, across from N Callanan Street, provides a curb extension and a diagonal crossing to directly connect the school entrance path to the southwest corner of the E K Street/N Callanan Street intersection. With the new school location this curb extension prohibits the parent vehicle queue from advancing along the edge of the street, forcing vehicles to stay complete in the single westbound travel lane.

Recommended Countermeasures:

1. In cooperation with the school and school district, conduct an evaluation of access and on-site circulation and identify improvements that will accommodate the parent vehicle activity while reducing existing on-street conflicts and delays.

- 2. Consider installation of a pedestrian crossing at King Street.
- 3. Consider In-Street Pedestrian Crossing signs.
- 4. If supported by the evaluation of on-site access and circulation, consider removal of the curb extension at N Callanan Street and realign the existing crosswalk to be perpendicular to E K Street.

5.7.3 Pine Street/N 1st Street – Westbound Pine Street intersection sight distance

This is an existing four-way intersection that operates under two-way stop control for the Pine Street approaches. There is an existing building on the south side of Pine Street that extends the entire block between N 1st Street and N Front Street. This building, as shown in **Figure 11**, is very tight to the southeast corner of the intersection and limits the ability of stopped vehicles on Pine Street from seeing oncoming vehicles from northbound N 1st Street.



Figure 11. Westbound Pine Street approaching N 1st Street

Recommended Countermeasures:

1. Conduct a study of the intersection to determine if a different control type could operate acceptably and reduce the sight distance need.

5.7.4 E Fir Street – Steep grade and gravel material between Otter Street and Magnolia Avenue

E Fir Street is an existing city roadway that is part of the roadway grid network serving the Capitol Hill area of northeast Shelton. Between Otter Street and Magnolia Avenue this road is currently gravel and very steep, especially as it approaches Magnolia Avenue. This leads to access issues for City maintenance vehicles and concerns regarding sight distance due to frequent dust and from the gravel roadway surface. This approach is shown on **Figure 12**. There are several residential driveways accessing this portion of E Fir Street, but much of the adjacent property on the south side is undeveloped



Figure 12. E Fir Street approaching Magnolia Avenue

Recommended Countermeasures:

1. Upgrade the roadway surface chip seal or pavement. This could be developer driven if/when the adjacent property is developed.

5.7.5 N 13th Street/Shelton Springs Road – South leg pedestrian crossing

The N 13th Street at Shelton Springs Road/Alpine Way intersection is located in north Shelton, just south of Wallace Kneeland Boulevard and is close proximity to Olympia, Middle School, Mountain View Elementary School, and the Olympic College Shelton Campus. N 13th Street travels north/south and provides access to the neighborhoods along Olympic Highway N and, via Northcliff Road, access to downtown Shelton. This intersection currently operates under two-way stop control for the Shelton Springs Road and Alpine Way, with striped crosswalks on all four approaches. The intersection is shown in Figure 13.



Figure 13. N 13th Street/Shelton Springs Road Intersection

Concerns have been expressed for the south leg pedestrian crossing. This crossing is across the freeflowing N 13th Street roadway, and there are currently four travel lanes to cross. Additionally, it has been noted that vehicles waiting to make a left turn from northbound N 13th Street onto westbound Shelton Springs Road obstruct the visibility of the pedestrians for the two northbound through lanes, which has potentially contributed to some near miss crashes. Given the adjacent schools, this is a common crossing for kids to make during school hours.

Recommended Countermeasures:

- 1. Evaluate existing intersection operations to assess alternative control options, including all-way stop control, traffic signal control, and roundabout control.
- 2. Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

5.7.6 Northcliff Road/Terrace Boulevard – North and south leg pedestrian crossings

The Northcliff Road at Terrace Boulevard intersection is located in north Shelton, just south of Wallace Kneeland Boulevard and is close proximity to Olympic Middle School, Mountain View Elementary School, and the Olympic College Shelton Campus. N 13th Street travels north/south and provides access to the neighborhoods along Olympic Highway N and, via Northcliff Road, access to downtown Shelton. The intersection, and pedestrian crossings, are shown on **Figure 14**.

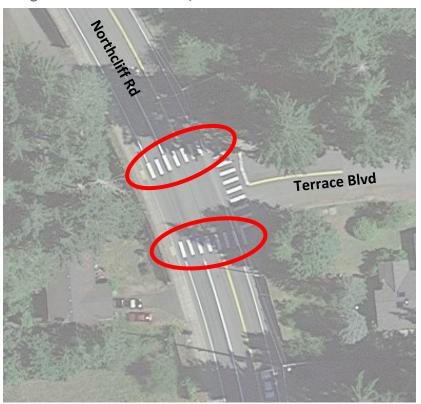


Figure 14. Northcliff Road/Terrace Boulevard Intersection

Concerns have been expressed regarding the safety of both Northcliff Road pedestrian crossings at this location. There are currently advance pedestrian signs north and south of the intersection as well as pedestrian crossing signs at each crosswalk. Northcliff Road is travelling uphill from south to north at this location, and the road has a horizontal curve immediately north of the intersection.

Recommended Countermeasures:

- 1. Monitor pedestrian and bicycle safety at the Northcliff Road/Terrace Boulevard intersection.
- 2. Perform a speed study for Northcliff Road at the Terrace Boulevard intersection.
- 3. Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.
- 4. Consider installation median refuge for the south crosswalk.

6 PRIORITIZED LIST OF COUNTERMEASURES

Based on the detailed evaluation of each priority corridor and local concern area the recommended systemic and spot countermeasures were assessed, and a prioritization was established. All of the recommended countermeasures we divided into three tiers:

- 1. Top Priorities
- 2. Additional Needs
- 3. Studies and Further Evaluation

This prioritization was based on the severity of the existing safety issue, the nature of the proposed countermeasure, and the cost of the proposed countermeasure. Planning level cost estimates have been prepared for each potential countermeasure. The estimates provided represent the cost of independent implementation. However, should multiple countermeasures be implemented at the same time, the collective cost would likely be lower. This grouping of improvements would apply to city-wide implementation of a single countermeasure, like advanced pedestrian signage across town, or if multiple different countermeasures were implemented at the same time in a single location. Many of the identified countermeasures would group together naturally, for example:

- High visibility pedestrian treatments, advance stop/yield lines, and advanced pedestrian signage could all group together or with any other pedestrian improvement
- New ADA Ramp and midblock pedestrian refuge or curb extension with possible RRFB installation.

The summary of proposed countermeasures, including the prioritization and estimated cost, are provided in **Table 5**.

#	Location	Improvement	Total Cost		
Tier 1 – Priority Improvements					
1-A	Olympic Highway N at I Street	 Install curb extensions Enhance illumination Develop ADA-compliant curb cuts and tactile warning strips Install advanced pedestrian crossing warning signs Install high visibility pedestrian treatments 	\$350,000		
1-B	Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing	 Extend east sidewalk south to connect to Arcadia Avenue Relocate mid-block crossing to the south side of Bellevue Avenue 	\$610,000		
Tier 2 – Additional Improvements					
2-A	Olympic Highway N Between K Street and B Street	 Install curb extensions Enhance illumination Develop ADA-compliant curb cuts and tactile warning strips Install advanced pedestrian crossing warning signs Install high visibility pedestrian treatments 	\$1,210,000		
2-В	W Railroad Avenue Between 8 th Street and 1 st Street	 Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7th Street to assess potential protected left-turn phasing Consider adding yield to pedestrian crossing signage on traffic signal mast arms at W Railroad Avenue/7th Street Install active pedestrian crossing signal at the intersection of W Railroad Avenue and 3rd Street 	\$100,000		
2-C	E K Street at Mountain View Elementary School	• Evaluate on-site circulation improvements to accommodate	\$180,000		

Table 5. Countermeasure Prioritization and Cost Estimates

		afternoon parent pick-up	
		 Consider installation a pedestrian crossing at King Street 	
		 If supported by on-site access/circulation analysis, consider removing existing curb extensions at N Callanan Street and realign existing crosswalk 	
		 Consider in-street pedestrian crossing signs 	
2-D	E Fir Street Between Otter Street and Magnolia Avenue	 Upgrade roadway surface to chip seal or pavement 	\$175,000
Tier	3 – Studies and Furthe	r Evaluation	
3-A	Wallace Kneeland Boulevard at Mid-Block Pedestrian Crossing	 Monitor pedestrian and bicycle safety Perform an improvement alternatives study 	\$50,000
3-В	S 1 st Street (SR 3) Between Railroad Avenue and Harvard Avenue	 Evaluate potential for roundabout control at Railroad Avenue and 1st Street Develop citywide bicycle route plan to connect with downtown and rails to trails project south of downtown 	\$4,100,000
3-C	Arcadia Avenue Between Lake Boulevard and Olympia Highway S	 Perform a speed study Consider installation of a mini roundabout Consider installation of speed bumps/speed tables/raised pedestrian crossings Consider installation of curb, gutter, and sidewalk Consider installation of enhanced illumination 	\$1,800,000
3-D	N 7 th Street Between W Alder Street and W Railroad Avenue	 Develop city-wide bicycle route plan, to include identification of specific bicycle corridors Consider enhanced bicycle treatments on 7th Street 	\$50,000
3-E	Pine Street at 1st Street Intersection Sight Distance	 Conduct an evaluation of the intersection to determine if a different control type could operate acceptably and reduce the sight distance needs 	\$2,000
3-F	N 13 th Street at Shelton Springs Road	 Evaluate existing intersection operations and assess alternative control options Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs 	\$60,000
3-G	Northcliff Road/Terrace Avenue Pedestrian Crossing	 Monitor pedestrian and bicycle safety Perform a speed study Consider installation of refuge island Consider installation of enhanced pedestrian signal treatment 	\$140,000

Application submittal checklist:

- Completed application form (One application per agency which includes all projects being considered for funding in priority order as reflected in the agency local road safety plan)
- Local Road Safety Plan/ Systemic Safety Plan
- $\hfill\square$ Cost estimates for each project being considered for funding
- □ Vicinity map showing the location(s) of each project
- □ Project conceptual plans
- □ Project cross sections
- □ Cross jurisdictional letter of concurrence (as applicable)

Submit completed application and required documents to <u>HLPGrants@wsdot.wa.gov</u>.

STUD SHELLOL - SHELLOL - SHELLOL			CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C5)			
Brief Date: 08/20/2024			Department: Public Works Presented By: Jay Harris, Public Works Director			
APPROVED FOR COUNCIL PA			CKET:		Action	Requested:
ROUT	E TO:	REVIE	WED:	PROGRAM/PROJECT TITLE: Grant Acceptance of Railway		Ordinance
	Dept. Head	J.(O.H	Crossing Removal	\boxtimes	Resolution
	Finance Director			ATTACHMENTS: - Resolution No. 1344-0824	_	
	Attorney			- Application/Project Award Notice	\boxtimes	Motion
	City Clerk					Other
	City Manager					

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Program: FHWA Safety Program (Section 130)

Agency: City of Shelton

Date: 12/15/2022

Project Title: SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure Project Number: To be assigned USDOT Crossing Number: 856745E (SR-3), 856746L (S 7th Street), and 856751H (Hulbert Road East) Project Description: Crossing Closures

Detailed Project Description:

Removing the existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards. Restoration will include repaving SR-3 and reestablishing vegetation and installing channelization and signing. Restoration of the roadway surface and installation of new sidewalk will provide a smoother passage for vehicles, pedestrians, and cyclists and will remove a potential hazard for wheelchairs, strollers, and bikes caused by the gap between the tracks and railroad panels.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council may elect not to accept these funds and to not proceed with these projects. These grant monies and projects would not be able to proceed, as intended and the grant money sent back to the granting agency.

BUDGET/FISCAL INFORMATION:

The project is slated to be fully funded by the awarded grant funds.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the Public Works Department with the City of Shelton.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1344-0824 within the consent agenda at the September 3, 2024 Council meeting."

RESOLUTION NO. 1344-0824

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FEDERAL FUNDS IN THE AMOUNT OF \$679,000 FOR PROPOSED RAILWAY LINE REMOVAL PROJECTS

WHEREAS, the City was awarded funds by the Rail-Highway Crossing (Section 130) Safety Program; and

WHEREAS, the projects (3 in total) consist of removing existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards; and

WHEREAS, it makes the most sense for the City to utilize this grant award in the design and improvements associated with removing these railways in the vicinity of State Route 3, South 7th Street and Hulbert Road East.

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

1. The City Manager is authorized to accept grant funds in the amount of \$679,000 for the design and construction of improvements in removing existing railways within the City of Shelton, as outlined within the attached grant materials.

INTRODUCED on the 20th of August 2024 and **PASSED** by the City Council at its regular meeting on the 3rd of September 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



 Transportation Building

 310 Maple Park Avenue S.E.

 P.O. Box 47300

 Olympia, WA 98504-7300

 360-705-7000

 TTY: 1-800-833-6388

 www.wsdot.wa.gov

February 22, 2023

Mr. Jay Harris, PE Public Works Director City of Shelton 525 West Cota Street Shelton, Washington 98584

SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure 2023 Rail-Highway Crossings Program Selections Federal Funding

Dear Mr. Harris:

WSDOT is pleased to advise you that the above-mentioned safety project was recently selected to receive funding through the Rail-Highway Crossings (Section 130) Safety Program. The federal funding is limited to the amount shown below:

SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure \$679,000

Scope: See attached Project Summary – delivered as one contract.

NOTE: The project is eligible for 100% Section 130 funding, for all phases authorized prior to September 10, 2026. If any phase is not obligated by this date, remaining funding will be rescinded, and the agency will need to re-compete for funding or construct the project with local funds. Scope and funding modifications require prior approval from WSDOT Local Programs.

In order to meet state and federal requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs web page for detailed information, including: (https://wsdot.wa.gov/business-wsdot/support-local-programs)
 - ✓ Local Agency Guidelines (LAG) manual for the requirements regarding programming, authorization, reimbursement, etc.;
 - ✓ Projects utilizing federal funds must be included in your current Transportation Improvement Program (TIP) as a complete programmed project. Once your TIP amendment is approved, WSDOT will amend the Statewide Transportation Improvement Program (STIP);
 - ✓ Funding and billing forms;

Mr. Jay Harris, PE City of Shelton February 22, 2023

- ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is Shelton and your password is Shelt396. The password is case sensitive.
- If the project is not actively pursued, or becomes inactive (23 CFR 630), the project is at risk of being cancelled, and funds reprogrammed.
- FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

If you have any questions, please contact your Region Local Programs Engineer, John Ho at John.Ho@wsdot.wa.gov or 564.669.1018.

Sincerely,

Jay Drye, PE

Director Local Programs

JD:km:cdm Enclosure

cc: Bek Ashby, Executive Board Chair, Pennisula RTPO John Ho, Olympic Region Local Programs Engineer Ken Gill, Shelton City Engineer

Project Summary

2022 Railway-Highway Crossing Program

(FHWA Section 130)

Program: FHWA Safety Program (Section 130) Agency: City of Shelton Date: 12/15/2022 Project Title: SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure Project Number: To be assigned USDOT Crossing Number: 856745E (SR-3), 856746L (S 7th Street), and 856751H (Hulbert Road East)

Project Description:

Crossing Closures

Detailed Project Description:

Removing the existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards. Restoration will include repaving SR-3 and reestablishing vegetation and installing channelization and signing. Restoration of the roadway surface and installation of new sidewalk will provide a smoother passage for vehicles, pedestrians, and cyclists and will remove a potential hazard for wheelchairs, strollers, and bikes caused by the gap between the tracks and railroad panels.

Project Schedule (Estimated):

Project added to the Statewide Transportation Improvement Program (STIP)	6/2023
Begin PE (PE authorized by WSDOT/FHWA)	12/2023
Environmental documents approved (required for every project)	1/2024
Right of way completed (certification, if required)	NA
Railroad contract	NA
Contract advertised for roadway work (if required)	5/2024
Contract awarded (must occur within two years of selection)	8/2024
Open to traffic	10/2024

Project Cost and Award Amount:

Total								
Phase	Amount requested	10% local match required	Local Match Source	Total Cost	Amount awarded			
Preliminary	\$170,787	\$5,000	City of	\$175,787				
Engineering			Shelton					
Right-of-Way	\$0	\$0		\$0				
Construction	\$502,622	\$0		\$502,622				
Total	\$674,000	\$0		\$679,000				

If you agree to the project summary described above, please sign or electronically sign below and return to Paul Snow at <u>Paul.Snow@wsdot.wa.gov</u>.

Concurrence: I agree to the project summary described above.

Approving Authority Name (Print): KEN GIM

Approving Authority Signature: ______Date: _____Date: _____Date: ______Date: _____Date: ______Date: ______Date: ______Date: ______Date: ______Date: ______Date: _____Date: ______Date: ______Date: ______Date: ______Date: ______Date: ______Date: ______Date: _______Date: ______Date: _____Date: ___



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes July 16, 2024 – 6:00 p.m. Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

<u>Councilmembers</u>: Mayor Eric Onisko Deputy Mayor Sharon Schirman George Blush Tom Gilmore Miguel Gutierrez Lyndsey Sapp Melissa Stearns <u>Personnel</u>: City Manager Mark Ziegler City Clerk Donna Nault Finance Director Mike Githens Capital Projects Manager Aaron Nix

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

None

CONSENT AGENDA

- 1. Vouchers numbered 111066 through 111094 and EFT payment numbers 466 through 480 in the total amount of \$160,277.59
- 2. Vouchers numbered 111101 through 111129 and EFT payment numbers 481 through 497 in the total amount of \$134,224.12

City Clerk Nault read the items on the consent agenda. A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to approve the consent agenda as read. Passed.

GENERAL PUBLIC COMME	NT (3-minute time limit)
In-Person:	Zoom:
Jackie Jewett	None
Dean Jewett	

There were some interactions between the Council and members of the public. Mayor Onisko asked if anyone wanted to make a motion to remove Councilmember Gutierrez from the meeting. Councilmember Gutierrez made a motion to remove himself from the meeting. The motion was seconded by Deputy Mayor Schirman. Passed.

PRESENTATIONS

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

Finance Director Githens presented an overview of the financial reports through the month of May. Discussion followed.

BUSINESS AGENDA

1. Resolution No. 1341-0724 Grant Acceptance for Wallace Kneeland Blvd/Shelton Springs Rd – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding accepting a grant for the Wallace Kneeland Blvd/Shelton Springs Rd intersection upgrades. Discussion followed.

A motion was made by Councilmember Gilmore and seconded by Councilmember Blush to place Resolution No. 1341-0724 on the consent agenda of the August 6, 2024 council meeting. Passed

ACTION AGENDA

No action items

ADMINISTRATION REPORT

1. City Manager Report

- The City will have a booth at the Chamber's Expo & Bite of Shelton this Friday
- Call from USPS to continue looking at the lease agreement for Post Office Park
- Fifth Tuesday on July 30th, 2024. There will be no city council meeting

NEW ITEMS FOR DISCUSSION

Councilmember Blush made a motion to suspend 20.38.030 Section A of the temporary sign code until December 31, 2024 so we have time for public input, and we can address some issues and concerns that our community members have. Councilmember Sapp seconded the motion. No public comment. Discussion followed. Councilmember Blush amended his motion to state that we suspend 20.38.030 Section A of the temporary sign code until we can get it in front of a committee and a study session as soon as our City Manager can get it arranged for public input. Mayor Onisko seconded the amended motion. Passed. The original motion was withdrawn.

ANNOUNCEMENT OF NEXT MEETING

Study Session – July 23, 2024 at 6:00 p.m. City Council Meeting – August 6, 2024 at 6:00 p.m.

MEETING ADJOURN

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

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes July 23, 2024 – 6:00 p.m. Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

<u>Councilmembers</u>: Mayor Eric Onisko Deputy Mayor Sharon Schirman George Blush Tom Gilmore Miguel Gutierrez (via Zoom) Lyndsey Sapp Melissa Stearns <u>Personnel</u>: City Manager Mark Ziegler City Clerk Donna Nault

<u>Guest:</u> Troy Nichols – Government Affairs Consultant

CALL TO ORDER

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

STUDY AGENDA

1. Annual Report – Presented by Troy Nichols of The Nichols Group Government Relations

Troy Nichols presented his annual report. Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 6:46 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes August 6, 2024 – 6:00 p.m. Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

<u>Councilmembers</u>: Mayor Eric Onisko Deputy Mayor Sharon Schirman George Blush Tom Gilmore Miguel Gutierrez Lyndsey Sapp Melissa Stearns <u>Personnel</u>: City Manager Mark Ziegler City Clerk Donna Nault Finance Director Mike Githens Superintendent Brent Armstrong Police Chief Chris Kostad

<u>Guest:</u> Deidre Peterson

CALL TO ORDER

Call to Order: 6:02 p.m. (due to technical difficulties) Pledge of Allegiance: Mayor Onisko Roll Call: City Clerk Nault – All Present

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

- Mason County Board of Health
- SMPD Blue Zone Grant
- Shelton Memorial Parks District

CONSENT AGENDA

- 1. Vouchers numbered 111157 through 111213 and EFT payment numbers 498 through 520 in the total amount of \$389,912.64
- 2. Vouchers numbered 111226 through 111257 and EFT payment numbers 521 through 541 in the total amount of \$226,166.12
- 3. Vouchers numbered 111258 through 111285 and EFT payment numbers 542 through 553 in the total amount of \$138,939.02 and bank drafts 00110379, DFT0001624 through DFT0001722 in the total amount of \$1,486,514.59
- 4. Payroll warrants numbered 3988 through 3990 and 12835 through 12939. Warrants 111130 through 111149 in the amount of \$529,012.10
- 5. Payroll warrants numbered 3991 and 12940 through 13038. Warrants 111214 through 111225 in the amount of \$389,968.13
- 6. Resolution No. 1341-0724 Grant Acceptance for Wallace Kneeland Blvd/Shelton Springs Road
- 7. Minutes:
 - Study Session of June 25, 2024
 - Business Meeting of July 2, 2024
 - Study Session of July 9, 2024

City Clerk Nault read the items on the consent agenda. A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to approve the consent agenda as read. Passed.

GENERAL PUBLIC COMMENT (3-minute time limit)

<u>In-Person</u>: Jackie Jewett Dean Jewett Kathy McDowell Susan Kirchoff Kathleen Blanchette Jasmine (no last name given) Jamie Ellertsen Marie Marbet

PRESENTATIONS

1. Shelton-Mason County Chamber Q1 LTAC Report – Presented by President/CEO Deidre Peterson

Zoom:

Colleen Carmichael

President/CEO Peterson presented her Quarter 1 LTAC report. No discussion.

BUSINESS AGENDA

1. Resolution No. 1342-0724 Contract Amendment No. 3 with Aspect Consulting for C Street Landfill Post-Cleanup Monitoring – Presented by Superintendent Brent Armstrong

Superintendent Armstrong presented information regarding a contract amendment with Aspect Consulting for the C Street landfill post-cleanup monitoring. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to place Resolution No. 1342-0724 on the August 20, 2024 council meeting action agenda for further consideration. Passed.

2. Contract with Flock Safety – Presented by Police Chief Chris Kostad

Chief Kostad presented information regarding a contract with Flock Safety. No discussion.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to place this item on the August 20, 2024 council meeting action agenda for further consideration. Passed.

 PUD Poles for Automatic License Plate Recognition (ALPR) Cameras – Presented by Police Chief Chris Kostad

Chief Kostad presented information regarding PUD poles for automatic license plate recognition (ALPR) cameras. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to place this PUD agreement on the August 20, 2024 council meeting action agenda for further consideration. Passed.

ACTION AGENDA

None

ADMINISTRATION REPORT

- 1. City Manager Report
 - Thank you to all involved in the Art Walk
 - Mayor, Deputy Mayor & Councilmember Gutierrez (budget sub-committee) met on August 5, 2024
 - LTAC grant period is now open, through August 31, 2024

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – August 13, 2024 at 6:00 p.m. City Council Meeting – August 20, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:58 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes August 13, 2024 – 6:00 p.m. Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

<u>Councilmembers</u>: Mayor Eric Onisko Deputy Mayor Sharon Schirman George Blush Tom Gilmore Miguel Gutierrez Lyndsey Sapp Melissa Stearns

<u>Personnel</u>: City Manager Mark Ziegler City Clerk Donna Nault Community & Economic Development Director Jae Hill

CALL TO ORDER

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

STUDY AGENDA

1. Height Limit Ordinance – Presented by Community & Economic Development Director Jae Hill

Community & Economic Development Director Hill presented information regarding the building height limit ordinance. Discussion followed.

2. Shopping Cart Regulations – Presented by Community & Economic Development Director Jae Hill

Community & Economic Development Director Hill presented information regarding shopping cart regulations. Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 6:35 p.m.

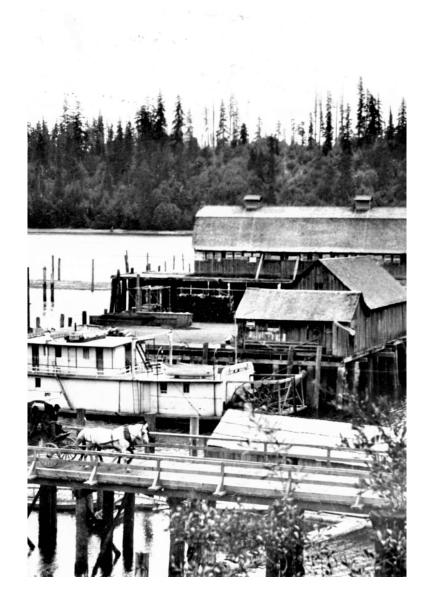
Mayor Eric Onisko

City Clerk Donna Nault

Mason County Historical Museum

Q2 2024 Report for the City of Shelton Lodging Tax Funds

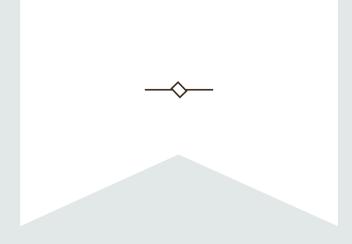
Liz Arbaugh, Executive Director

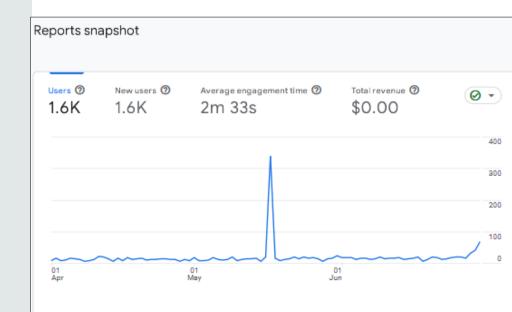


Total Museum Visitor Count – Quarter 2 – 2024

	Total Visitors	Local Visitors	>50 Miles	Out of State Visitors	Inter- national Visitors	Calls	Email /Web
April	127	92	25	10		15	6
May	215	127	48	38	2	28	9
June	305	189	67	45	4	38	21
Q2 Totals	647	408	140	93	6	81	36

WEBSITE TRAFFIC – GOOGLE ANALYTICS

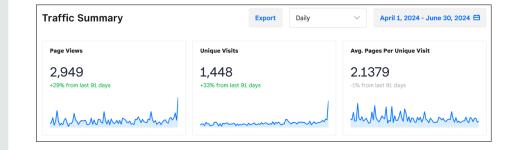


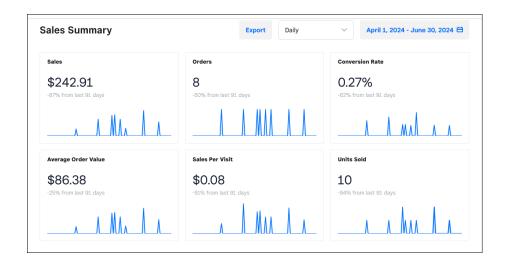


IICH PAGES AND SCREENS GET THE MOST VIEWS?	
Views by Page title and screen class	Ø •
PAGE TITLE AND SCREEN CLASS	VIEWS
Mason County Historical Society - Home	707
2024 Annual Car Show - Mason County Hist	455
Visit - Mason County Historical Society	170
Mason County Historical Society Membersh	128
Research - Mason County Historical Society	120
An Atlas of South Puget Sound Logging Rail	119
About - Mason County Historical Society	78

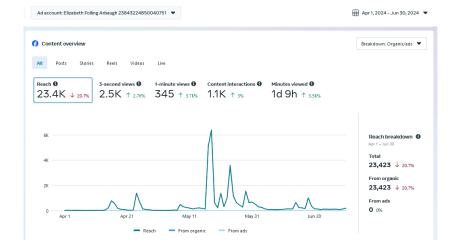
SQUARE

WEBSITE TRAFFIC AND SALES SUMMARIES





FACEBOOK INTERACTIONS



Title	Date published $\uparrow\downarrow$	Reach i 🦊	Likes and reactions
Tomorrow! Join us at the museum for the Historic Walking Tour le	Fri May 17, 1:28pm	12K	108
Wason County Historical Society Boost		Reach	Reactions
Our new exhibit 'The Early History of Mason County Forest Festiv	Fri May 24, 12:16pm	6.5K	55
Mason County Historical Society Boost		Reach	Reactions
What's next at the museum? 80 Years of Forest Festival -Opening	Tue Apr 16, 1:14pm	2.9K	45
Mason County Historical Society Boost		Reach	Reactions
Woo Hool We are proud to announce that we are a recipient of a	Tue May 21, 1:07pm	2.6K	86
Mason County Historical Society Boost		Reach	Reactions
Seems like a good time to show a photo of the tree at the Post Of	Wed Apr 24, 3:07pm	1.9K	14
Mason County Historical Society Boost		Reach	Reactions

2024

GRANTEE





ran Owned

JUNE 30,2024

OVER 300 CARS AND THOUSANDS OF VISITORS

Coper

Mason County Historical Society

Final Report "Cruisin Through Time" Car Show

- To: City Council, City of Shelton WA
- cc. Lodging Tax Advisory Committee
- From: Elizabeth Arbaugh, Executive Director Mason County Historical Society Museum

The "Cruisin' Through Time" Car Show took place on June 30, 2024. This was the second year the Mason County Historical Society partnered with the Shelton Downtown Merchants Association to produce the car show. It had been put on by the Friends of The Mason County Museum for 19 years prior to the pandemic and had been the primary fundraiser for the museum during that time.

This year's car show brought in over 300 classic cars, of which 267 were registered. In 2023, there were 146 cars registered. This year's car show brought over a thousand spectators supporting local businesses, shops and restaurants on a normally slow Sunday.

Of the registered participants, 33 were from distances greater than 50 miles, of which half could be expected to use commercial lodging. 48 were from outside Mason County, and the remaining 186 cars were from Mason County. Advertising for the car show was in the car show "Yellow Book," promotion through social media by both the Downtown Merchants and the Museum, and on the Museum website.

The "Cruisin' Through Time" Car Show had 29 local sponsors donating cash and items, and over 50 volunteers. Expenses for the event totaled over \$4700, with total revenue of \$10,250. Profits will be equally shared by the museum and by the Shelton Downtown Merchants Association.

	A SHELLOR A SHELLOR			CITY OF SHELTON COUNCIL BRIEFING REG (Agenda Item F1)		
Brief D	Date: 08/13/2024 Date: 09/03/2024 Date: 11/05/2024		Departn Present	nent: Community & Economic Deve ed By: Jae Hill, Director	elopment	
APPRO		IL PA	CKET:		Action	Requested:
ROUT	E TO:	REVIE	WED:		х	Ordinance
\square	Dept. Head	JBH		PROGRAM/PROJECT TITLE: Repeal of Building Height Limits		Resolution
	Finance Director			ATTACHMENTS:		
	Attorney			- Ordinance No. 2021-0824	\boxtimes	Motion
\boxtimes	City Clerk					Other
	City Manager	. <u> </u>				

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City Council has expressed the desire to increase the viability of development within City limits; as such, the Council has indicated that the elimination of height limits in all zones within City limits might help to increase the production of affordable and multifamily housing and increase the viability of development projects.

At its August 13, 2024 study session the Council received a presentation from Community and Economic Development staff that presented the attached ordinance. Council discussion confirmed that applicable building, fire, and life safety codes would regulate materials and general safety of buildings based on height and method of construction and that height limits would remain in place in the Airport Industrial zone and would similarly stay in place for wireless facilities and freestanding signs as well as certain accessory structures and uses. The ordinance presented to the Council at the August 13 meeting has been amended to include the Neighborhood Residential zoning district.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may adopt the ordinance as written, amend the ordinance, or leave height limits in place.

BUDGET/FISCAL INFORMATION:

Enforcement of the ordinance would be performed by existing staff.

PUBLIC INFORMATION REQUIREMENTS:

Notice of Public Hearing was published in the Shelton/Mason Journal on August 22, 2024

The proposed ordinance constitutes changes to the City's development regulations, which requires a 60-day review by the State Department of Commerce. Final action and adoption by Council can't occur until at least October 22, 2024; the next regular business meeting of the City Council is November 5, 2024.

STAFF RECOMMENDATION/MOTION:

"I move that we place Ordinance No. 2021-0824 on the action agenda at the November 5, 2024 regular Council meeting."

ORDINANCE NO. 2021-0824

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING TITLE 20 OF THE SHELTON MUNICIPAL CODE FOR THE PURPOSE OF ABOLISHING BUILDING HEIGHT LIMITS

WHEREAS, the development regulations in the Shelton Municipal Code (SMC) have long established height limits by zoning district; and

WHEREAS, current height limits are not tied by building code regulation to the applicable zoning codes; and

WHEREAS, the City Council desires to increase the production of affordable and multifamily housing in the City of Shelton; and

WHEREAS, the City Council also desires to increase the feasibility and viability of development projects throughout City limits for the purposes of economic development; and

WHEREAS, applicable building codes will still regulate the materials and safety of buildings based on height and method of construction; and

WHEREAS, height limits will remain in place in the Airport Industrial (AI) Zone to protect the utility of Sanderson Field; and

WHEREAS, height for properties located in the Airport Overlay Zone will still be regulated by the applicable flight path contours; and

WHEREAS, height limits for wireless facilities, freestanding signs, and accessory uses or structures shall still be regulated by the specific content of each applicable zoning district or supplementary regulations;

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

<u>Section 1</u>. Table 20.06.030(A) of the Shelton Municipal Code, pertaining to dimensional standards by zoning district, is amended as follows:

Table 20.06.030

A. General Considerations: Lot Size, Setbacks, Building Height and Size.

		ZONES	ZONES:											
		NR	AI	PS	MU	ME	CR-V	CR-G	DT	GC	CI	I	LI-C	PR-A
General:	Units:													
Design review?	yes or no	by use	yes ⁴	yes ⁵	У	n	У	у	у	yes ³	n	n	yes, where indicated	yes
Minimum lot size	square feet	varies	none	6,000	6,000	none	6,000	varies	none	none	none	none	6,000	6,000

	1	1	1	r		r	1	r –	r –	1				
Front yard, minimum	feet	10	0	10	15	10	10	10	0	0	0	0	10	10
Front yard, maximum	feet	none	none	none	none	none	none	none	10	none	none	none	none	none
Side yard	feet	5	0	10	10	5	5	5	0	0	0	0	5	5
Side yard on R-O-W	feet	7	0	10	10	10	10	10	0	0	0	0	7	7
Rear yard	feet	15	0	10	n/a	10	n/a	5	0	0	0	0	15	12
Rear yard, alley	feet	2	0	3	n/a	n/a	n/a	2	0	0	0	0	n/a	5
Building ground floor, maximum	square feet	n/a	none	none	6,000	n/a	6,000	n/a	none	none	none	none	3,000 ¹	3,000
Building size, maximum ²	square feet	n/a	none	none	9,000	n/a	15,000	n/a	none	none	none	none	12,000	12,000
Building height	feet/floor	30/2 <u>none</u>	45	60 none	35 <u>none</u>	35 none	35 none	n/a <u>none</u>	35/3 <u>none</u>	35/2 <u>none</u>	35/2 none	35/2 none	35/3 none	35/2 none
Building coverage	%	35	n/a	60	35/55	35	35/55	45	n/a	n/a	n/a	n/a	35/55	35/55
Development coverage	%	45	n/a	80	60/80	65	60/80	65	n/a	n/a	n/a	n/a	60/80	70
Outside storage?	yes or no	n/a	У	n	n	n	n	n/a	n	У	У	У	conditional use where specifically indicated	n

^{1.} Buildings up to 6,000 square feet ground floor may be allowed as a conditional use. See Section <u>20.44.330</u>.

^{2.} For purposes of calculating maximum building size, floor area in basements used for storage, mechanical equipment, and/or noncommercial or nonresidential uses shall not be included.

^{3.} Design review required only in portions of the GC zone within a designated gateway corridor per the comprehensive plan. For purposes of this section, the gateway corridor shall include all property within 100 feet of the public right-of-way concerned.

^{4.} Design standards shall be required for the gateway and neighborhood commercial districts of the Sanderson Field master plan. See Section <u>20.64.110</u>.

^{5.} Site plan review required for all new projects within the PS zoning district, with additional consideration given to ensure the project is sensitive to existing residences and commercial uses, reinforces the character of surrounding properties, and incorporates traditional forms and materials into the development. See Chapter <u>20.49</u>.

<u>Section 2</u>. Table 20.08.050, pertaining to dimensional standards in the NR Neighborhood Residential District, is amended as follows:

Minimum Lot Standards	With Alleys	Without Alleys			
Lot area	4,500 sq. ft. 6,000 sq. ft. for a corner lot	4,500 sq. ft. 6,000 sq. ft. for a corner lot			
Front yard	10 ft. 15 ft. for garages and carports to the entrance, side entry ex- empt				
Side yard	5 ft.				
Flanking street		es and carports , side entry ex-			
Rear yard	15 ft. (5 feet for a detached garage)	15 ft.			
Corner lots	each street fro back yard sett by owner at th application For lots under	backs at 10 ft. for ntage. Side and backs determined e time of permit 6,000 sq. ft. one setback shall be			
Building height	35 Feet None				
Development coverage	allowed for the an accessory of Section 20.08.	nent coverage is construction of dwelling unit per 020(B) as of the s code or June			
Lot width	30 ft.				
Street frontage/street access	Per IFC and IE	3C, Title 18			

<u>Section 3.</u> Table 20.09.050, pertaining to dimensional standards in the LI-C LOW INTENSITY COMMERCIAL DISTRICT, is amended as follows:

Minimum Standards	With Al- leys	Without Alleys
Lot area	4500 sq. ft.	6000 sq. ft.
Front yard	10 feet	10 feet
Side yard*	5 feet	5 feet

Flanking street	7 feet	7 feet					
Rear yard	15 feet (2 for garage)	15 feet					
Building cover- age**	35—55%	35— 55%					
Building height	35 feet <u>none</u>	35 feet <u>none</u>					
Develop- ment cov- erage**	60—80%	60— 80%					
* Side yards are measured from perimeter, not interior, lot lines in cases of multilot projects. ** Increased coverage permit- ted if through block access pro- vided.							

<u>Section 4</u>. SMC Section 20.09.080, pertaining to dimensional standards in the LI-C LOW INTENSITY COMMERCIAL DISTRICT, is amended as follows:

20.09.080 Development standards for commercial uses in LI-C district.

Low-intensity commercial uses shall be allowed in all low-intensity commercial (LI-C) zones subject to the following conditions:

A. Allowed uses within low-intensity commercial areas: see chart at Section <u>20.06.030</u> LI-C zone.

1. Uses similar to uses listed may be approved by the site plan review committee upon finding the use is consistent with the intent of this chapter and in the best interests of the surrounding neighborhood. Uses shall only be considered similar if they have similar noise, traffic, and artificial light impacts.

2. Uses other than those identified or described in subsection (A)(1) of this section are prohibited.

B. Community Environmental Performance Standards.

1. General Character. Developments in this district shall generally be characterized by small buildings, low traffic generation, considerable walk-in trade, moderate interior and exterior lighting, quiet operations, and little or no night activity. Operating hours shall be limited to the hours between six a.m. and ten p.m.

2. Storage. Outdoor storage shall be permitted only as a conditional use and shall meet the standards of notes 15(a), (b), and (c) in the matrix at Table 20.06.030.

C. Site Area. The size and shape of the sites shall be as follows:

1. Minimum lot size from the development of a site in this classification shall be six thousand square feet except that three-thousand-square-foot lots existing at the time of adoption of this chapter shall be legal building lots;

2. Where open space is provided, commercial uses shall be arranged around that open space. Where open space is not provided, arrangement of commercial uses around an intersection is required where possible or shall face each other across a street (strip development along one side of a street is strong discouraged). Other configurations may be deemed appropriate by the site plan review committee upon finding that the overall design fits the intent of this section.

D. Building Size <u>Dimensions</u>. The size <u>height</u>, setbacks, and other dimensional standards of the buildings shall be as follows: provided in Table 20.06.030(A)

1. Maximum gross floor area of building for single use: twelve thousand square feet; with a maximum of three thousand square feet being on the ground floor unless a larger amount is permitted as a conditional use per this chapter and Section <u>20.44.330</u>. In no case shall a second floor exceed the area of the ground floor;

2. Maximum building coverage: thirty-five to fifty-five percent;

- 3. Maximum development coverage: sixty to eighty percent;
- 4. Maximum building height: thirty-five feet;
- 5. Setbacks:
- a. Front: minimum ten feet,
- b. Rear: minimum fifteen feet,
- c. Side: minimum five feet, seven on a flanking street.

<u>Section 5.</u> SMC Section 20.10.070, pertaining to dimensional standards in the MU LOW INTENSITY MIXED USE DISTRICT, is amended as follows:

20.10.070 Lot, yard, and open space requirements.

A. Minimum lot size: six thousand square feet. Lots may contain more than one use and will be a shape and design appropriate to the zone and intended uses as determined by the city.

B. Front yard: minimum fifteen feet.

C. Side yard: minimum ten feet.

D. Rear yard: zero feet, except when property adjoins a land use district with greater setbacks, the setback of the adjacent use shall apply.

E. Maximum building coverage: thirty-five percent, however, this may be increased up to a maximum of fifty-five percent if the following bonus is used:

1. Projects providing a corridor that facilitates pedestrian access through the block or along a creek, lake, or other natural amenity: twenty percent bonus;

Note: This bonus is to be added to the base allowable building coverage.

F. Maximum development coverage: Maximum coverage by impervious surfaces shall be sixty percent, unless increased up to a maximum of eighty percent if the following bonus is used:

1. Projects providing a corridor that facilitates pedestrian access through the block or along a creek, lake, or other natural amenity: twenty percent bonus;

Note: This bonus is to be added to the base allowable impervious surface coverage. The provisions of the Shelton Municipal Code regarding stormwater runoff, parking, landscaping, and design requirements may further limit impervious surfaces.

G. Building height: not more than thirty-five feet. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 6</u>. SMC Section 20.12.060, pertaining to dimensional standards in the CR-V VALLEY COMMERCIAL/RESIDENTIAL MIX DISTRICT, is amended as follows:

20.12.060 Building height.

A. Building height: not more than thirty-five feet. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 7</u>. SMC Section 20.14.060, pertaining to dimensional standards in the CR-G GOOSE LAKE COMMERCIAL/RESIDENTIAL MIX DISTRICT, is amended as follows:

20.14.060 Building height.

Building height: not more than thirty-five feet. Building height requirements shall be as provided in Table 20.06.030(A).

Section 8. SMC Section 20.16.050, pertaining to dimensional standards in the PS—PUBLIC SERVICES DISTRICT, is amended as follows:

20.16.050 Building height.

A. Maximum building height: sixty feet. Exception: when buildings abut the public services overlay district boundary and/or residential uses, buildings shall not exceed thirty-five feet unless a buffer between the building and the required setback from the adjoining property line equivalent to or greater than the building height exceeding thirty-five feet is provided. Construction of buildings in excess of two stories and/or thirty-five feet in height may trigger nonconventional building and/or fire safety requirements. Any structures constructed within the overlay district are required to conform to the building and construction provisions within Title <u>18</u>. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 9</u>. SMC Section 20.20.060, pertaining to dimensional standards in the DT DOWNTOWN DISTRICT, is amended as follows:

20.20.060 Building height.

Maximum height for the DT district shall be as follows: three stories, but not to exceed forty feet for buildings, structures, and appurtenant facilities. Exception: If the DT zoned property directly abuts a less intense zoned property, the maximum building height shall not exceed thirty-five feet in height. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 10</u>. SMC Section 20.22.050, pertaining to dimensional standards in the ME MEDICAL/EDUCATIONAL DISTRICT, is amended as follows:

20.22.050 Maximum height.

Maximum height for the ME district shall be as follows: thirty-five feet for buildings, structures, and appurtenant facilities. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 11</u>. SMC Section 20.26.050, pertaining to dimensional standards in the GC GENERAL COMMERCIAL DISTRICT, is amended as follows:

20.26.050 Maximum height.

Maximum height for the GC district shall be as follows: not to exceed forty-five feet for buildings, structures, and appurtenant facilities. Exception: If the GC zoned property directly abuts a less intense zoned property, the maximum building height shall not exceed thirty-five feet in height. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 12</u>. SMC Section 20.28.050, pertaining to dimensional standards in the CI COMMERCIAL—INDUSTRIAL DISTRICT, is amended as follows:

20.28.050 Maximum height.

Maximum height for the CI district shall be as follows: none required, except when adjoining a more restrictive use district, the height required shall apply. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 13</u>. SMC Section 20.30,040, pertaining to dimensional standards in the I INDUSTRIAL DISTRICT, is amended as follows:

20.30.040 Maximum height.

Maximum height for the industrial district shall be as follows: none required, except when adjoining a more restrictive use district, the height required shall apply. Building height requirements shall be as provided in Table 20.06.030(A).

<u>Section 14</u>. SMC Section 20.44.170, pertaining to dimensional standards in the CU CONDITIONAL USES, is amended as follows:

20.44.170 Churches.

E. The height limitations of the pertinent use district need not be observed; however, if the height limitation of such use district is exceeded, then each side yard shall be equal in width to at least fifty percent of the height of the building, spires and towers excluded.

<u>Section 15.</u> This Ordinance shall take effect five days after approval and publication, as required by law.

Passed by the City Council at its regular meeting held on the 5th day of November 2024.

Mayor Eric Onisko

ATTEST:

City Clerk Donna Nault

	CSTOS SHELTOL 			CITY OF SHELTON COUNCIL BRIEFING REC (Agenda Item F2)		
Brief D	Date: 08/13/2024 Date: 09/03/2024 Date: 09/17/2024		Departn Present	nent: Community & Economic Deve ed By: Jae Hill, Director	lopment	
APPR	OVED FOR COUNC	IL PA	CKET:		Action	Requested:
ROUT	E TO:	REVIE			х	Ordinance
	Dept. Head	JBH		PROGRAM/PROJECT TITLE: Shopping Cart Regulations		Resolution
	Finance Director		<u> </u>	ATTACHMENTS: Ordinance No. 2022-0824	_	
	Attorney					Motion
\boxtimes	City Clerk					Other
	City Manager					

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City Council has expressed the desire to regulate shopping carts to minimize the removal of shopping carts from retail establishments and to encourage better monitoring and stewardship of shopping carts by local retailers within City limits. The Council has found that carts removed from the premises of a business and abandoned in various locations throughout the City can create conditions of blight, interfere with pedestrian and vehicular traffic on pathways, driveways, public and private streets, and pose other hazards and problems.

At its August 13, 2024 study session the Council received a presentation from Community and Economic Development staff outlining the general method for regulation of shopping carts utilized in other communities and received a draft ordinance intended to do the same within City limits. That ordinance was reviewed and amended by the City's legal counsel. The amendments shorten the ordinance, but it retains the same process and intended outcomes presented to the Council on August 13.

ANALYSIS/OPTIONS/ALTERNATIVES:

Enacting the ordinance, or a version of the ordinance, would likely result in less shopping cart related impacts throughout the City and give staff a more effective tool to work with local retailers to encourage better monitoring and stewardship of their shopping carts.

BUDGET/FISCAL INFORMATION:

Enforcement of the ordinance would be performed by existing staff.

PUBLIC INFORMATION REQUIREMENTS:

Notice of Public Hearing was published in the Shelton/Mason Journal on August 22, 2024

STAFF RECOMMENDATION/MOTION:

"I move that we place Ordinance No. 2022-0824 on the action agenda at the September 17, 2024 regular Council meeting".

ORDINANCE NO. 2022-0824

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADDING CHAPTER 8.30 TO THE SHELTON MUNICIPAL CODE RELATING TO REGULATION OF SHOPPING CARTS

WHEREAS, shopping carts that are removed from the premises of a business and left abandoned on public or private property throughout the City can create conditions of blight in the community, obstruct free access to sidewalks, streets and other rights-of-way, interfere with pedestrian and vehicular traffic on pathways, driveways, public and private streets, impede emergency services, or pose other dangers; and

WHEREAS, many jurisdictions located in the State of Washington have adopted regulations pertaining to shopping carts; and

WHEREAS, the City of Shelton regulates Public Health and Sanitation, including nuisances and littering, in Title 8 of the City's Municipal Code; and

WHEREAS, the City Council has requested adoption of regulations to prevent the theft and removal of shopping carts in the community;

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

Section 1. A new Chapter 8.30 of the Shelton Municipal Code, Shopping Cart Regulation, is added as follows:

Chapter 8.30 SHOPPING CART REGULATION

8.30.010 Definitions.

Except as otherwise expressly set forth herein, the following words and terms as used in this chapter shall have the following meanings:

A. "Identification sign" or "cart sign" means a clearly visible sign fastened to each cart that provides ownership information required by this chapter.

B. "Parking area" means a parking lot or other property provided by a retail establishment for the use of customers of said retail establishment for the parking of customer vehicles. The parking area of a retail establishment located in a multistore complex or a shopping center shall include the entire parking area used by the multistore complex or shopping center.

C. "Retail establishment" means any business located in the City of Shelton which offers or provides shopping carts for the use of the customers of such business regardless of whether such business is advertised or operated as a retail or wholesale business, and regardless of whether such business is open to the general public, is a private club or business, or is a membership store. D. "Security measures" means physical impediments or methods to prevent removal of shopping carts from the premises of the retail establishment including, but not limited to:

1. Electronically activated self-braking wheels;

2. Poles mounted to shopping carts, which prevent their removal from the interior of the retail establishment;

3. Bollards, chains, or other devices meant to prevent carts from leaving the retail establishment;

- 4. Utilization of a cart patrol and retrieval company;
- 5. Dedicated security personnel; and/or
- 6. Other measures deemed appropriate and effective by the Director.

E. "Shopping cart" or "cart" means a basket which is mounted on wheels, or a similar device generally used in a retail establishment by a customer for the purpose of transporting goods of any kind.

8.30.020 Shopping cart containment and retrieval required.

Every owner who provides shopping carts to customers for use on the premises of any retail establishment shall be responsible for the containment of such shopping carts to the premises of the business establishment and for the immediate retrieval of any lost, stolen, or abandoned shopping carts which have been removed from the premises of the retail establishment.

Businesses which are not exempt from the provisions of this chapter shall institute the following control measures to contain shopping carts on the site of the business.

A. *Employee Training.* The owner of the retail establishment shall ensure employees are aware of the requirements of this chapter and the provisions of state law prohibiting the unauthorized removal of shopping carts from the premises of the retail establishment.

B. *Measures to Contain Shopping Carts On Site.* The owner of the retail establishment must utilize security measures, as defined in this chapter, to contain shopping carts on business premises.

8.30.030 Shopping cart signage.

A. *Shopping Cart Identification Signs Required.* Each shopping cart made available for use by customers shall have a cart sign permanently affixed to it that includes the following information in accordance with RCW <u>9A.56.270</u>, as now enacted or hereafter amended:

1. Identifies the owner of the shopping cart or the name of the business establishment, or both;

2. Notifies the public of the procedure to be utilized for authorized removal of the cart from the premises;

3. Notifies the public that the unauthorized removal of the cart from the premises of the business or parking area of the retail establishment, or the unauthorized possession of the cart, is unlawful; and

4. Lists a current telephone number or address for returning carts removed from the premises or parking area to the owner or retailer.

B. *Notice to Customers.* Conspicuous signs warning customers that removal of shopping carts from the premises is prohibited by state and City law must be placed and maintained on the premises near all customer entrances and exits and throughout the premises, including the parking area.

8.30.040 Removal and collection by City.

The City may immediately remove or relocate lost, stolen, or abandoned carts from public spaces such as sidewalks and parks, from locations that would impede traffic flow or emergency services, and from private property at the request of the owner. Any cart with the required identification sign affixed thereto, which is not retrieved by the owner or the owner's agent within 72 hours of the notification by the City, may be disposed of at the City's discretion.

If a shopping cart does not have the required identification sign affixed thereto, City enforcement personnel are authorized to immediately retrieve the shopping cart from the public or private property and dispose of it without notice.

8.30.050 Fees.

A. The owner of a lost, stolen, or abandoned shopping cart that is relocated or otherwise disposed of by the City pursuant to this chapter shall be liable for a flat fee of \$100 per cart. Fees must be paid within 60 days of the date of the invoice provided by the City. Fees that are not timely paid may be referred to a collection agency or recovered by any lawful means.

B. Nothing contained herein shall be interpreted or construed as placing an affirmative obligation on the City to pick up and return lost, stolen, or abandoned shopping carts.

8.30.060 Exemptions.

The requirements of this chapter shall not apply to any retail establishment which provides a total of 15 or fewer shopping carts for use by customers of such business, or businesses containing less than 3000 square feet of retail area.

8.30.070 Illegal possession or accumulation of carts.

There is a rebuttable presumption that a shopping cart found abandoned somewhere off the premises was removed from the premises without the cart owner's consent.

A. Any person removing a shopping cart from the premises of an owner, without the written permission of the owner or the owner's authorized agent, shall be guilty of shopping cart theft, which is a misdemeanor pursuant to RCW $\underline{9A.56.270}$.

B. Anyone who knowingly possesses a shopping cart without the written permission of the owner is guilty of possession of stolen property in the third degree, which is a gross misdemeanor.

8.30.080 Additional relief authorized.

The City may seek other legal or equitable relief to enjoin any acts or practices or to abate any conditions that violate this chapter. All costs and expenses incurred by the City during abatement of such violations shall be assessed to the person(s) responsible for the condition, and responsibility for all costs and expenses is joint and several.

Section 2. This Ordinance shall take effect January 1, 2025.

Passed by the City Council at its regular meeting held on the 17th day of September, 2024.

Mayor Eric Onisko

ATTEST:

City Clerk Donna Nault

	STOT SHELLOF		CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)						
Brief D	Date: 06/24/2024 Date: 09/03/2024 Date: 09/17/2024	4		ment: Community & Economic Develop ted By: Jae Hill, Director	oment				
APPR		CIL PA	CKET:		Action	Requested:			
ROUTE TO: REV			WED:	PROGRAM/PROJECT TITLE: Acceptance of Washington State		Ordinance			
\boxtimes	Dept. Head	JE	3H	Commerce Department Funding for - Rail Trail Design	\bowtie	Resolution			
	Finance Director			ATTACHMENTS:					
Attorney				- Resolution No. 1336-0824 Shelton Grant Award Letter	\boxtimes	Motion			
\boxtimes	City Clerk			-		Other			
	City Manager								

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 2023, the City requested that the State legislature fund construction and design of the City's long-proposed rail trail. The legislature approved a smaller amount; \$206,000 was awarded in May 2024, of which the City will receive \$199,820 and the remainder is kept by the Department of Commerce for administration of the funds. The City will use this appropriation to design Phase 1 of the proposed Cross-Town Trail project—from Kneeland Park to US 101—with other funding being used for Phase 2 from Kneeland Park to the Shelton Yacht Club Marina.

The City seeks now to formally accept the funding from the Department of Commerce, contract with the state to receive the funding and begin soliciting proposals for planning and design of the trail.

ANALYSIS/OPTIONS/ALTERNATIVES:

Phase 1 of the project will be constructed 100% within the Simpson Timber Railroad right-of-way that was deeded to the City in 2017. This is arguably the easier phase of the proposed trail, as the abandoned rails will be removed and replaced with a compacted gravel surface by October 2024, and the Goldborough Creek crossing has an existing bridge.



Phase 1: Kneeland to Gateway Phase 2: Kneeland to Marina

BUDGET/FISCAL INFORMATION:

The project is slated to be fully funded by the awarded grant funds. Any excess funds can be utilized for project elements like right-of-way acquisition and construction.

Construction funding is not yet identified, but when the construction-level design is complete, the City will be able to build the trail as soon as funding is secured. This project is part of the City's Capital Improvement Program and the County's Comprehensive Economic Development Strategy (CEDS) list.

The City does not have the funding to complete this design project without the awarded funds.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the City's Community & Economic Development Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1336-0624 on the consent agenda at the September 17, 2024 Council meeting."

RESOLUTION NO. 1336-0624

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO ACCEPT \$199,820 FROM THE WASHINGTON STATE DEPARTMENT OF COMMERCE FOR RAIL TRAIL DESIGN

WHEREAS, the City has envisioned a rail trail on the Simpson Timber Railroad properties since the rail alignment was deeded to the City in 2017; and

WHEREAS, the City requested state funding for design and construction of the trail through the Washington State Legislature; and

WHEREAS, the City was awarded \$199,820 in the 2024 state supplemental budget to be disbursed by the state Department of Commerce for the purposes of hiring a consultant to conduct planning & design efforts and prepare construction drawings for the future trail;

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

1. The City Manager is authorized to accept grant funds in the amount of \$199,820 for the design of Phase 1 of the cross-town trail.

INTRODUCED on the 3rd of September 2024 and **PASSED** by the City Council at its regular meeting on the 17th of September 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

May 16, 2024

Jae Hill City of Shelton 525 West Cota Street Shelton, WA 98584

Dear Jae:

Congratulations! Governor Inslee recently signed the 2024 Supplemental State Capital Budget, which includes an appropriation of \$206,000 for the Shelton Multi-Use Trail 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 \$199,820.

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 <u>other</u> 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 longterm 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 March 29, 2024.
- 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).
- Additional details are available online within our <u>CCF Resource Toolkit</u>.

Please fill out the linked <u>Contract Readiness Survey</u> 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, Dylan Godsey, at 206-454-2257 or Dylan.Godsey@commerce.wa.gov.

Sincerely,

Addeline Craig, Managing Director Community Capital Facilities

STORE SHELLOOL · · · · · · · · · · · · · · · · · · ·	CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)			
Touch Date: 06/24/2024 Brief Date: 09/03/2024 Action Date: 09/17/2024	Department: Community & Economic Development Presented By: Jae Hill, Director			
APPROVED FOR COUNCIL PACKET: Action Reques			Requested:	
ROUTE TO: REVI	EWED: PROGRAM/PROJECT TITLE: Acceptance of WSDOT Sandy		Ordinance	
	BH Grant for Rail Trail Design	\boxtimes	Resolution	
Finance Director	ATTACHMENTS:	_		
Attorney	- Resolution No. 1338-0624 - Shelton Grant Award Letter	\boxtimes	Motion	
City Clerk			Other	
City Manager	 AM/PROJECT AND BACKGROUND INFORMATIC			

In November 2023, the City applied for a \$250,000 grant from the Washington State Department of Transportation's (WSDOT) Sandy Williams Connecting Communities (SWCC) program to fund construction level design of Phase 2 of the proposed Cross-Town Trail project. At the end of March 2024, the City was awarded \$275,000 for the Phase 2 design. The City seeks now to formally accept the grant from WSDOT, contract with the State to receive the funding, and begin soliciting proposals for planning and design of the trail.

ANALYSIS/OPTIONS/ALTERNATIVES:

Phase 2 of the project generally extends from Kneeland Park to the Shelton Yacht Club & Marina. The exact route is unknown, but crossings of State Highway 3 and Goldsborough Creek will be necessary before the trail can follow the Front Street right-of-way, head west through the Pear Orchard, and reach the Yacht Club. This segment is approximately 1.1 miles and can likely be constructed within existing city property or rights of way.



Phase 1: Kneeland to Gateway Phase 2: Kneeland to Marina

BUDGET/FISCAL INFORMATION:

The project is slated to be fully funded by the awarded grant funds. Any excess funds can be utilized for project elements like right-of-way acquisition and construction.

There is an element of risk, as this funding was established by the State's Climate Commitment Act. If repeal of the CCA is successful, unobligated funding may be in jeopardy, so getting the project underway as soon as possible is imperative.

Construction funding is not yet identified, but when the construction-level design is complete, the City will be able to build the trail as soon as funding is secured. This project is part of the City's Capital Improvement Program and the County's Comprehensive Economic Development Strategy (CEDS) list.

The City does not have the funding to complete this design project without the awarded funds.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the City's Community & Economic Development Department.

STAFF RECOMMENDATION/MOTION: "I move to place Resolution No. 1338-0624 on the consent agenda at the September 17, 2024 Council meeting."

RESOLUTION NO. 1338-0624

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO ACCEPT \$275,000 FROM THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR RAIL TRAIL DESIGN

WHEREAS, the City has envisioned a rail trail on the Simpson Timber Railroad properties since the rail alignment was deeded to the City in 2017; and

WHEREAS, the City applied for funding from the Washington State Department of Transportation's (WSDOT) Sandy Williams Connecting Communities (SWCC) Grant program to design an extension of that rail trail that connects to the Shelton Yacht Club & Marina; and

WHEREAS, the City was awarded \$275,000 to hire a consultant to conduct planning & design efforts and prepare construction drawings for the future trail;

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

1. The City Manager is authorized to accept grant funds in the amount of \$275,000 for the design of Phase 2 of the cross-town trail.

INTRODUCED on the 3rd of September 2024 and **PASSED** by the City Council at its regular meeting on the 17th of September 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



Transportation Building 310 Maple Park Avenue S.E. P.O. Box 47300 Olympia, WA 98504-7300 360-705-7000 TTY: 1-800-833-6388 www.wsdot.wa.gov

March 25, 2024

Mr. Jay Harris, PE Public Works Director City of Shelton 525 West Cota Street Shelton, WA 98584

RE: Cross-town Trail, Phase 2 2023-25 Connecting Communities Pilot Program State Funding

Dear Mr. Harris:

WSDOT is pleased to advise you that the above-mentioned project was selected to receive funding through the Connecting Communities Pilot program. The state funding is limited as shown below:

Cross-town Trail, Phase 2

\$275,000

Scope: See attached project summary.

In order to meet state requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of state fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs webpage for detailed authorization information, including: (<u>https://wsdot.wa.gov/business-wsdot/support-local-programs</u>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) amendments, as applicable;
 - ✓ Funding and billing forms;
 - ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is **Shelton** and your password is **Shelt396**. The password is case sensitive.
- On January 16, 2024, Governor Inslee issued Directive 24-01 "Use of Climate Commitment Act Branding in Agency Contracts." The directive compels agencies like WSDOT that administer Climate Commitment Act (CCA)-funded programs to require subrecipients to implement consistent branding and funding acknowledgements.

Mr. Jay Harris, PE City of Shelton March 25, 2024

> Therefore, you are required to use the governor's branding guidance for this CCAfunded project. If CCA is a portion of your project's overall funding, please also list other funding sources as applicable on your communications including webpages. It is important to note that there is no additional funding for this effort, so please do what is feasible relative to your grant award. The Governor's directive and related branding requirements are attached.

As a reminder, Local Programs encourages all agencies to submit monthly progress billings to ensure timely reimbursement of eligible expenditures.

If you have any questions, please contact your Region Local Programs Engineer, John Ho at John.Ho@wsdot.wa.gov or 564.669.1018.

Sincerely,

Jay Drye, PÉ Director Local Programs

JD:st:cdm

Attachment

cc: Ken Gill, Shelton City Engineer John Ho, Olympic Region Local Programs Engineer

Project Summary

Program:	Sandy Williams Connecting Communities Program
Date:	February 9, 2024
Agency:	City of Shelton
Project Title:	Cross-town Trail, Phase 2
Location:	City of Shelton, parallel to State Highway 3

If on a state route: (SR stands for state route, SRMP stands for state route milepost, ARM stands for accumulated route mileage)

SR:	SRMP start:	SRMP end:	ARM star:	ARM end:
3	2.43	3.50		

1. Summary Project Description Example:

The City of Shelton has been planning a 1.5 mile non-motorized trail along the defunct Simpson Timber Railroad alignment since the property was deeded to the City in 2015. The funding provided by the Sandy Williams Connecting Communities program will add a second phase another mile to the proposed trail—for a total of 2.5 miles. The vision for a 12-foot wide paved path across town will promote access to parks, schools, shopping, transit options, and nature along Goldborough Creek, the Oakland Bay waterfront, and the City's new Creative Arts District.

This funding will provide planning and design money for Phase Two of the project. We'll engage stakeholders, identify the route, plan for amenities, avoid obstacles, and design cross-sections.

2. Project Benefits for High Equity Needs residents:

The City of Shelton's median household income in 2021 was roughly \$48,000—which is 60% of the Mason County median of \$80,139. One in five Shelton residents over the age of 25 does not have a high school diploma. And though 92% of City residents identify as white or Caucasian, nearly 25% identify as Latino/Hispanic. The City has a substantial Guatemalan population, many of whom live adjacent to downtown and frequent the myriad of Latino-owned shops and restaurants within a four-block vicinity of the proposed trail alignment.

The combined trail will serve thousands of lower-income residents—many of whom do not have cars—in the downtown area, connecting the City's highest density residential areas with an elementary school, an alternative high school, the city's largest public playground, three of the City's five largest employers, and the waterfront. The trail will also run past a number of

affordable housing projects, including several homes along Park Street under construction by Habitat for Humanity. The trail will also serve two Park and Rides, and will provide access to within two blocks of the MTA Transit Center, which has bus connections to Bremerton and Olympia.

3. Community Engagement:

The City is still in the scoping action of this phase of the project; our planning process will determine how the trail will cross Goldsborough Creek, will determine the future alignment and trail amenities, and will identify opportunities for other pedestrian improvements adjacent/connected to the separated path.

We've already had a public briefing at City Council, which was recorded and shared with the public. We've had a few meetings with stakeholders and adjacent property owners, and those will continue. There's even been an article published in the local Shelton Mason Journal.

Our next steps include conducting outreach to potential trail users and adjacent property owners. We'll also speak with the Squaxin Tribe, who are vested in the waters of Oakland Bay and Goldsborough Creek for shellfish and salmon habitat. We intend on talking to civic groups in a "road show" style format, and also holding pop-up events on and near the trail to help the community envision what a trail could look like there!

Our targeted outreach for specific populations includes:

- schoolchildren (in-classroom planning charettes and the School District Office one block from the trail),
- seniors (at the Senior Center and skilled nursing facilities),
- the Latino community in Spanish language materials (through pop-up events at their downtown businesses near the trail), and
- downtown workers (at major employers like Mason County, Shelton Schools, and the Sierra Pacific mill).

Our contract design consultant will also assist the City with outreach and participatory design using online platforms.

4. Detailed Project Description

In 2015, the City of Shelton was deeded 1.5 miles of the defunct Simpson Timber Railroad from the western edge of the City through to Kneeland Park, the City's most heavily used park. The City has since been planning a trail network using this old rail line as a backbone.

In 2023, the City identified the possibility of extending the trail another mile from Kneeland Park to the Shelton Marina along Front Street and SR 3. This segment of the trail will follow the eastern boundary of the City's proposed Creative Arts District.



Phase 1: Western Gateway to Kneeland
 Phase 2: Kneeland to Marina (concept)

When connected with the other phase of the project, trail users would be able to access more than 2.5 miles of safe, separated, paved pathways for various non-motorized transportation options. The combined trail will serve thousands of residents in the downtown area, connecting the City's highest density residential areas with two schools, the park, three of the City's five largest employers, and the waterfront, which is currently inaccessible to pedestrians.

The conceptual vision for the trail is a twelve-foot wide separated pathway, with seating, lighting, and public art. It will provide safe crossings for three major streets, including Railroad Avenue and State Route 3.

The City and State own nearly all of the right of way necessary to complete the entirety of both phases of the project, but depending on final alignment, there may be impacts on one or two properties.

Phase One is a rail trail with separate environmental concerns; Phase Two will be constructed in existing, previously-impacted, and mostly impervious rights-of-way. The crossing of Goldsborough Creek may require further environmental review if a new or expanded bridge is necessary.

Traffic analysis for Phase Two will require traffic counts at the intersection of Park St and SR3 to determine how best to create a safe crossing for trail users at that location.

The \$200,000 funding awarded by this program for Phase Two will augment \$100,000 in City funds already allocated for design of Phase One. At the end of the planning and design process, the City will have preferred alignments and complete design documents for the entirely of the 2.5 mile trail project.

Finally, we hope to have historically and culturally significant public art, as well as interpretive signage, at key locations along the trail.

5. Project Schedule (Preliminary and Aspirational):

Begin Planning	March 2024
Planning Complete	September 2024
Begin PE	June 2024
Design Complete	December 2024
Environmental Documents Approved	March 2025
Right-of-Way Approved	complete
Estimated Contract Ad	December 2024
Estimated Contract Award Date	April 2025
Open to Users	August 2025

6. Project Cost and Award Amount:

Phase	Total Project Cost	Amount Requested	Amount Awarded
Grant Match			
Planning	\$25,000	\$25,000	\$25,000
Community Engagement	\$25,000	\$25,000	\$25,000
Preliminary Engineering	\$250,000	\$150,000	\$225,000
Right-of-Way	\$0	\$O	\$O
Construction	Future phase	Requested via state leg appropriation	
Total	\$300,000	\$200,000	\$275,000

If you agree to the project summary described above, please sign below and return it to <u>Clara</u> <u>Cheeves</u>

Concurrence: I agree with the project summary described above.

Approving Authority Name (Print): Jae Hill, Community & Economic Development Director

Approving Authority Signature:	:Jar Hil	
--------------------------------	----------	--

Date: 8 March 2024



STATE OF WASHINGTON — Office of Governor Jay Inslee —

DIRECTIVE OF THE GOVERNOR 24-01

Date:	January 16, 2024
То:	Executive and Small Cabinet Agencies
From:	Governor Jay Inslee
Subject:	Use of Climate Commitment Act Branding in Agency Contracts

As agencies begin deploying appropriations from the Climate Commitment Act (CCA), we are creating tools to ensure transparency about how CCA funding is being put to work across the state. One of the ways we can help people see CCA benefits in their own neighborhoods and communities is through consistent branding and funding acknowledgements.

Effective today, January 16, 2024, agency contracts related to CCA-funded programs and projects *must* include provisions consistent with the attached branding contract guidelines.

The CCA is supercharging state efforts to reduce pollution and keep our air clean. The projects and programs supported by the CCA provide Washingtonians more options for cleaner, healthier homes, schools, businesses and communities. Examples include keeping kids safe from asthma by switching to electric school buses and improving air ventilation systems in schools; helping thousands of families reduce utility bills by weatherizing their homes and upgrading to energy-efficient heat pumps; and creating clean energy jobs in solar, wind, clean hydrogen and other clean energy sectors.

The attached CCA branding contract guidelines are similar to the kinds of funding requirements often seen in federally-funded programs or other infrastructure funding programs.

For CCA-funded contracts that were executed *prior to* this effective date, agencies should evaluate on a case-by-case basis if amendments to include any or all of these requirements are feasible or justifiably infeasible.

I appreciate everyone's dedication and progress toward a cleaner, healthier, safer Washington for all.



Climate Commitment Act funding acknowledgments and branding: Contract guidelines for agencies

Last updated: January 16, 2024 Issued by Office of the Governor Pursuant to Directive 24-01

The Climate Commitment Act (CCA) is the centerpiece of the state's climate action efforts. Revenue from the program will support thousands of projects, programs and jobs that reduce pollution, and improve the health, safety, and resilience of neighborhoods and communities across Washington state.

To strengthen public awareness of how CCA funding is used, the Office of the Governor is directing state agencies that administer funding or manage a CCA-supported program to include CCA funding acknowledgement and branding provisions in funding or contract agreements.

The following guidance and sample contract language is intended to help agencies identify when and how to include requirements for funding acknowledgments and branding. These flowdown provisions apply to contractors, subcontractors, service providers and others doing business with the agency to implement a program that is receiving CCA funding. Such guidelines are similar to routine funding conditions from the federal government and will feel familiar to many agencies, particularly those who do federally-funded public works projects.

This guidance is effective January 16, 2024. For CCA-funded contracts that were executed prior to this effective date, agencies should evaluate on a case-by-case basis if amendments to include any or all of these requirements are feasible or justifiably infeasible.

Appendix A provides the official brand guide for "Climate Commitment Act" logo usage, signage guidelines, and access to high-resolution files. The brand guide is also available at climate.wa.gov/brandtoolkit. Please feel free to refer grantees and contractors to that web page.

Funding source acknowledgement

Administering agencies and all funding recipients, including sub-grantees and local agencies that receive CCA funding to supplement existing programs, must include recognition of CCA funding in alignment with this guidance.

The funding source acknowledgment should be used in related publications, websites, signage, invitations and other media-related and public-outreach products. This is the standard funding language to be used on websites and included in announcements, press releases, and publications:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

Logo and signage, decals, stickers

In addition to including a funding acknowledgement on websites and media or outreach materials, recipients must display the "Climate Commitment Act" logo if logos for other partnering organizations are included.

Logos must be printed on publicly-visible equipment and signage, as applicable and to the extent practical. If equipment and signage includes logos from other partners, it must also include a "Climate Commitment Act" logo. Likely examples include EV charging station signs, the side of an electric school bus, or the exterior surface of a heat pump.

Examples of applicable projects and programs

Large capital projects

Examples include but are not limited to large-scale or solar projects, shore power at ports, or retrofits on public buildings.

• Pre- and during construction project signs

If the project is installing pre-construction signage or will have signage up during construction, signage must include a CCA logo.

• Website information

If the project has a related website or webpage, it must include the funding acknowledgement. If the website or webpage includes logos for other project partners or funding sources, it must also include a CCA logo.

• Public outreach or promotional materials

Fliers, brochures, public meeting notices, and other similar education and outreach materials must include the funding acknowledgement. If materials include logos for other project partners, they must also include a CCA logo.

• Permanent signs

Once the project is complete, any prominent signage that will remain permanently within the footprint of the site must include a CCA logo.

Small capital projects

Examples include but are not limited to culvert projects along major roadways, community solar projects, new or upgraded EV charging stations, new or upgraded air quality monitoring stations.

• Pre- and during construction project signs

If the project is installing pre-construction signage or will have signage up during construction, it must include a CCA logo.

• Website information

If the project has a related website or webpage, it must include the funding acknowledgement. If the website or webpage includes logos for other project partners or funding sources, it must also include a CCA logo.

• Public outreach or promotional materials

Fliers, brochures, public meeting notices, and other similar education and outreach materials must include the funding acknowledgement. If materials include logos of other project partners, they must also include a CCA logo.

• Permanent signs

Once the project is complete, any prominent signage that will remain permanently within the footprint of the site must include a CCA logo.

Stationary projects or consumer incentive programs

Examples include but are not limited to weatherization or heat pump programs for homes or apartments, new electric school buses, free youth transit.

• Website information

If the project has a related website or webpage, it must include the funding acknowledgement. If the website or webpage includes logos for other project partners or funding sources, it must also include a CCA logo.

• Public outreach or promotional materials

Fliers, brochures, public meeting notices, and other similar education and outreach materials must include the funding acknowledgement. If materials include logos of other project partners, they must also include a CCA logo.

• **On-product**

Equipment such as heat pumps, updated electrical panels, zero-emission or electrichybrid vehicles including drayage trucks, buses or ferries, and other products or equipment purchased with CCA funding must include a CCA logo decal in a place that is generally visible to the consumer or user. This includes equipment installed in residential buildings as well as commercial, industrial and community buildings or settings.

Sample contract language

This sample contract language is a starting point. Please work with your contracts manager to ensure contract language is appropriate for the specific circumstances of your project or program. The intent and spirit of this contract language is to ensure the Climate Commitment Act is consistently and properly recognized as a source of funding, particularly to emphasize the benefit to the end user.

Section X.Y: Ensure coordinated Climate Commitment Act branding

[PROGRAM/PROJECT NAME] received funding from Washington's Climate Commitment Act (CCA). To strengthen public awareness of how CCA funding is used, the Office of the Governor is directing state agencies that administer funding or manage a CCA-supported program to ensure consistent branding and funding acknowledgments are used in all communications and included in funding agreements and contracts. The "Climate Commitment Act" logo and funding acknowledgment make it easy for consumers and the public to see how the state is using CCA funds to reduce climate pollution, create jobs, and improve public health and the environment, particularly for low-income and overburdened populations.

The following provisions apply to all contractors, subcontractors, service providers and others who assist CONTRACTOR in implementing [PROGRAM/PROJECT NAME].

Logo requirements. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at climate.wa.gov/brandtoolkit.

- Any PROGRAM/PROJECT website or webpage that includes logos from other funding partners.
- Any PROGRAM/PROJECT media or public information materials that include logos from other funding partners.
- On-site signage [for consumer-related projects or programs this could instead say something like: Decal placed on front of installed heat pump OR logo printed on delivery tag]

Funding source acknowledgement. This standard funding language must be used on websites and included in announcements, press releases and publications used for media-related activities, publicity and public outreach.

"The [PROGRAM/PROJECT] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at <u>www.climate.wa.gov</u>."

Appendix A: Official brand guide and toolkit

This brand guide and logo and font files are available online at climate.wa.gov/brandtoolkit.

To strengthen public awareness of how Climate Commitment Act (CCA) funding is put to work, state agencies and recipients of programs or projects funded by the CCA are directed to use a funding acknowledgement and/or logo.

The Climate Commitment Act logo is a symbol of the state's commitment to fighting climate change and pollution. The simple but powerful design conveys our progress towards a cleaner, zero emission future. The primary color palette is the three shades of green representing the Evergreen State's natural beauty and its commitment to environmental protection.

The funding acknowledgement provides standard language for websites, press releases, public outreach materials and other related promotional products.

The guidance below provides general information about funding acknowledgement language and logo usage. Funding recipients should refer to their contracts for information about if and when these requirements apply.

Funding acknowledgement

Administering agencies and all funding recipients, including sub-grantees and local agencies that receive CCA funding to supplement existing programs, must include recognition of CCA funding in alignment with this guidance.

The funding source acknowledgment should be used in project- or program-related publications, websites, signage, invitations, and other media-related and public-outreach products. The standard funding language to be used is:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-andinvest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

Logo usage

The logo should always be used in its entirety, with the wordmark and symbols together. The logo should not be altered in any way, including changing the colors, proportions or fonts.

The logo should be displayed on a white background. If a white background isn't possible, use the primary logo with the border or one of the approved white logos. The primary color palette is the shades of green, but it can also be used in black and white and/or gray scale as required.

The logo can be used in a variety of applications, including websites, social media, print materials, and signage. When using the logo in digital applications or printing for signage, it is important to use a high-resolution version of the logo file.



Primary with border & white background



Social media icon: For social media sites where a round icon is necessary or useful.



Grayscale logo: ONLY use the grayscale logo for black and white printing, limited color printing, or low-resolution displays.



White logo

While the primary CCA logo is always preferred, circumstances may necessitate using an alternative white logo. To ensure optimal visual impact, use only the listed logos with the black background or one of the approved CCA green hues.



Non-allowable logo modifications - DO NOT:

Squeeze, stretch, or condense logo out of proportion or reduce size smaller than 100px:



Retype or change the font in the logotype:



Combine with other elements:



Outline the logo:



Place logo on low contrasted background:



These are just a few examples of non-allowable modifications. For more information, please contact the Office of the Governor.

COLORS & FONTS

PRIMARY GREEN | Color codes for copy/paste on next page.

HEX: #005151	HEX: #027B5F	HEX: #07B14C
CMYK: 92, 49, 60, 35	CMYK: 87, 29, 72, 14	CMYK: 80, 0, 100, 0
RGB: 0, 81, 81	RGB: 2, 123, 95	RGB: 7, 177, 76
GRAYSCALE		
HEX: #000000	HEX: #585858	HEX: #A6A6A6
CMYK: 0, 0, 0, 100	CMYK: 0, 0, 0, 65	CMYK: 0, 0, 0, 35
RGB: 0, 0, 0	RGB: 88, 88, 88	RGB: 166, 166, 166

FONTS

TITLE FONT: OSALD REGULAR FUNDED BY WASHINGTON'S LOGO TYPE: POPPINS BOLD CLIMATE COMMITMENT ACT

	STOP SHE CON			CITY OF SHELTON COUNCIL BRIEFING REC (Agenda Item F5)	=	
Brief Date: 09/03/2024		tment: Community & Economic Development nted By: Jae Hill, Director				
APPROVED FOR COUNCIL PAC		CKET:	PROGRAM/PROJECT TITLE:	Action	Requested:	
ROUT	E TO:	REVIE	WED:	On-Call Building Services Pool		Ordinance
\boxtimes	Dept. Head	JE	3H	ATTACHMENTS: 01- Resolution No. 1347-0824	\boxtimes	Resolution
	Finance Director			02- Contract with Clarity Consulting 03- Contract with CodePros		Resolution
	Attorney		04- Contract with SAFEbuilt 05- Contract with West Coast Code		\boxtimes	Motion
\boxtimes	City Clerk			Consultants		Other
	City Manager					

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City has, for over a decade, held contracts with a number of firms to provide outside building services review. Typically, this outside review is used as a relief valve to augment staff review of projects when workloads are high, when specific skills or certifications are required for difficult projects, or to cover extended absences.

The City's previous pool contracts expired at the end of 2023 and the Building Official left City service in January 2024. An interim contract was signed with CodePros to cover the gap until a new Building Official could be hired and brought up to speed; CodePros has been handling all plan reviews and inspections since that time. In July 2024, the City hired a new Building Inspector who will be obtaining additional certifications to achieve his Building Official certification, so in the interim, commercial plan reviews and inspections will need to be performed by outside firms. The City is also anticipating at least 400 new housing units in the next year, so outside firms will be essential in workload balancing and moving permits along efficiently and quickly.

ANALYSIS/OPTIONS/ALTERNATIVES:

Without additional outside resources, the City will not be able to meet state-mandated permit review timelines or be responsive to permit applications. The only other alternative would be to hire additional staff in house, which has budgetary implications as well as difficulties with current labor market conditions.

BUDGET/FISCAL INFORMATION:

The contracts will be funded by the permit fees.

The use of on-call services isn't a fixed cost to the city, but is conducted on either a time & materials basis, or as a percentage of the plan review fees. Thusly, the use of on-call services dramatically reduces the revenue to the city from permit fees, but also prevents the city from having to hire additional staff who may not be needed after the reviews are complete.

If the City continues to see several hundred new homes per year, as is currently expected for 2025 through

2027, the CED department will have to also hire additional in-house staff.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this pool certification and contract award are available from the Community & Economic Development Department with the City of Shelton.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1347-0824 on the action agenda of the September 17, 2024 Council meeting."

RESOLUTION NO. 1347-0824

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON ESTABLISHING AN ON-CALL BUILDING SERVICES QUALIFIED POOL LIST AND AUTHORIZING THE CITY MANAGER TO CONTRACT WITH THE SELECTED FIRMS

WHEREAS, the City of Shelton's Community & Economic Development Department has need for outside building services to augment existing staff resources; and

WHEREAS, the City issued a Request for Qualifications (RFQ) soliciting services from interested and qualified firms; and

WHEREAS, a panel of City staff evaluated the five responses and has selected four qualified firms to be placed on the rotating pool list, wherein specific work orders will be assigned to firms on a rotating basis based on skills and availability;

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

- 1. The City hereby establishes an On-Call Building Services Pool with the firms of Clarity Consulting, CodePros, SAFEbuilt, and West Coast Code Consultants.
- 2. The City Manager is authorized to sign the contracts for services with the firms identified in the pool.

INTRODUCED on the 3rd of September 2024 and **PASSED** by the City Council at its regular meeting on the 17th of September 2024.

ATTEST:

Mayor Onisko

City Clerk Nault

CITY OF SHELTON

PROFESSIONAL SERVICES AGREEMENT

On-Call Building Services Pool Professional Services Agreement

THIS AGREEMENT, made and effective the 21st day of August, 2024 by and between the City of Shelton, Washington, ("City") and Clarity Consulting Engineers, PLLC, ("Consultant"), a Washington State professional limited liability company whose address is P.O. Box 523, 13013 Lala Cove Lane, Olalla, WA 98359.

WHEREAS, the City's Community & Economic Development Department (CED) desires to engage the Consultant to provide on-call plan review and inspection services; and

WHEREAS, Consultant represented, and by entering into this Agreement now represents, that it is fully qualified to execute the work to be performed hereunder.

NOW THEREFORE, the parties herein do mutually agree as follows:

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services described in *Exhibit A* – *Scope of Work*, attached hereto and incorporated herein by this reference. The Scope of Work so identified is hereafter referred to as "Work". Without a written directive of an authorized representative of the City, the Consultant shall not perform any services that are in addition to, or beyond the scope of, the Work. If the Consultant's proposal is attached as an exhibit, and if such proposal contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be completed by December 31st, 2025. The City may, upon mutual agreement with the Consultant but with the same terms and conditions herein, issue a written extension of the contract for twelve months until December 31st, 2026.

3. Compensation

- A. Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$50,000.00 without written approval by CED and City Manager. The Consultant shall be paid in such manner, as described in Exhibit B. The City shall not compensate the Consultant for invoices that exceed the maximum amount without a mutually agreed contract amendment executed prior to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.
- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit C or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be

reimbursed unless prior written approval has been obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section; 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.

- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Contracts, or 2) hours performed for Time & Materials Contracts. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. Method of Payment

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approved invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.

A completed Billing Voucher must accompany each invoice submitted.

- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to <u>accounts.payable@sheltonwa.gov</u>, or via postal mail addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

5. Ownership of Tangible Property, Intellectual Property, and Derivative Rights

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.
- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

On Call Services Pool Professional Services Agreement

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required, as specified in Exhibit A, to the person identified in Section 22 - Notices. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant's expense. All information, reports, and documents required under this Agreement shall be submitted not later than:

New and Remodel Single Family Home First Review 7 Working Days Subsequent Reviews 5 Working Days

New and Remodel Multi-Family Home First Review 15 Working Days Subsequent Reviews 7 Working Days

Commercial / Industrial Complex, Condominium < \$5 Million First Review 15 Working Days Subsequent Reviews 10 Working Days

Commercial / Industrial Complex, Condominium >\$5 Million First Review 20 Working Days Subsequent Reviews 15 Working Days

7. Changes

The City may, from time to time, unilaterally change the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an Amendment to the Agreement, and (c) become a part of this Agreement.

8. Independent Consultant

The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

9. Registration, Licensing, and Bonding

Consultant shall at all times maintain appropriate registration, licensing, and bonding applicable to professional services to be performed and pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to this Agreement).

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the

licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

10. Provisions of Facilities, Equipment, Personnel

The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement, unless otherwise provided herein.

11. Subletting/Assignment of Contracts

Consultant shall not sublet or assign any of the Work without the express, prior written consent of the City.

12. No Conflict of Interest

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

13. Compliance with Applicable Industry Standards, Laws, and Requirements

In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to, Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations, or requirements otherwise applicable to the services provided under this Agreement.

14. Certification Regarding Suspension, Debarment, Ineligibility, or Voluntary Exclusion

- A. Pursuant to 2 CFR 200.213, the Consultant, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Consultant is unable to certify, they must provide an explanation as to why they cannot prior to signing the agreement. The Consultant shall provide immediate written notice to the City if at any time the Consultant learns that its certification was erroneous or has become erroneous by reason of changed circumstances, or have received notice that they have been suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 2 CFR 180.
- B. The Consultant agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Pursuant to 2 CFR 180.330, the Consultant is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements. The Consultant agrees that it will include this clause without modification in all lower tier covered transactions.

15. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement 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 protected class.

16. Indemnification / Hold Harmless

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

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

- 1. <u>Automobile Liability</u> insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
- 2. <u>Commercial General Liability</u> insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- 3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
- 4. <u>Professional Liability</u> insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public

Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

17. Record Keeping and Reporting

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

18. Audits and Inspections

The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

19. Termination

This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate

this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.

20. Disputes

The Consultant shall present any disputed issue not resolved in accordance with this agreement in writing to the City Manager within 10 days. The decision of the City Manager or designee shall be final, subject to judicial review. The Mason County Superior Court shall have jurisdiction over disputes. In the event of litigation, each party shall bear its own costs and fees.

21. Entire Agreement

This Agreement and Exhibits A, B, C, & D contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

22. Notices

Notices shall be sent to the following addresses:

CITY OF SHELTON	Clarity Consulting Engineers, PLLC
Attn: Jae Hill	Attn: Hoyt D. Jeter
525 West Cota street	P.O. Box 523, 13013 Lala Cove Lane,
Shelton, WA 98584	Olalla, WA 98359
jae.hill@sheltonwa.gov	hoyt@clarityconsultingengineers.com

23. Authority to Obligate

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing and bind and obligate such party with respect to all provisions contained in this Agreement.

24. Counterparts

Original signatures transmitted and received via electronic transmission of a scanned document, (e.g. PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The City shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the City of Shelton and Clarity Consulting Engineers, PLLC have executed this Agreement as of the date first above written.

CITY OF SHELTON

Mark Ziegler City Manager **Clarity Consulting Engineers, PLLC**

Hoyt D. Jeter President

EXHIBIT A SCOPE OF WORK

Consultant shall provide building code plan review, or building code plan review and inspection services, to the City of Shelton on an on-call basis, subject to supervision and direction by the City's Community & Economic Development Director and/or their assignee. The general scope of services needed by the City of Shelton typically fall into the following categories:

 \cdot Review of submitted commercial and residential contract documents which consist of plans, specifications, and engineering data to determine whether the items comply with all applicable adopted state and local codes.

 \cdot Inspections of building construction for adopted code compliance in the City of Shelton.

EXHIBIT B COMPENSATION

The City shall pay the Consultant a sum equal to the number of hours actually worked, multiplied by the rate identified herein for the staff performing work as authorized, subject to the maximum stated in Paragraph 3(A) of this Agreement, as summarized and stated below. Upon prior notification to the City, the Consultant's actual hourly rates may adjust during the course of this agreement, however, such adjustments shall not affect the total compensation.

BUILDING CODE REVIEW FEE STRUCTURE

Commercial/Multi-Family Non-Structural Fire/Life Safety *and* Structural review only:

Valuation of Construction	Clarity Consulting Plan Review Fee (% of Building Department <u>Plan review</u> fee)	Hourly rate (Reviews in excess of 2)
\$1 to \$500,000	80%	\$110
\$500,001 to \$2,500,000	75%	\$110
\$2,500,001 and above	65%	\$110

Commercial/Multi-Family Non-Structural, Fire/Life Safety, Mechanical, LEED, Plumbing <u>or</u> Structural review only

Valuation of Construction	Clarity Consulting Plan Review Fee (% of Building Department Plan review fee)	Hourly rate (Reviews in excess of 2)
\$1 to \$500,000	75%	\$110
\$500,001 to \$2,500,000	65%	\$110
\$2,500,001 and above	55%	\$110

Single Family Residence Full Review

Clarity Consulting Plan Review Fee (% of Building Department <u>Permit</u> Fee)	Hourly rate (Reviews in Excess of 2)
50%	\$110

Fire Suppression and/or fire alarm review is based on hourly fees at a rate of \$110 per hour.

The Consultant shall provide a maximum of two rechecks without any additional fees.

The above fees include all labor, material, and expenses required for the completion of these services.

Hourly Rate Schedule

Personnel Description	Hourly Billing Rates
Professional Engineer	\$120
Architect	\$110
Certified Code Review Personnel	\$100
Fire Protection Engineer	\$110
Certified Inspector	\$85
Electrical Specialty	\$95
Permit Technician	\$60
Administration Support	\$45

If prevailing wages are required on a project, then CCE's rates will be adjusted to accommodate prevailing rate payroll rules.

In addition, CCE's rates will be adjusted to accommodate for overtime, evening, and night shift premiums with authorization by the City.

Personal vehicles used for inspections shall be billed mileage at the standard federal rate. The mileage shall only be from the city hall to the site for inspections.

Exhibit C – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (<u>https://www.gsa.gov/travel-resources</u>). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. <u>https://www.gsa.gov/travel-resources</u>	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel	Reimbursable only if required to fulfill a request of the City. Does	Receipt	No
Services Printing, copying	not include routine correspondence. Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub- Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

Office Address Mileage will be calculated from:

EXHIBIT D INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

- 1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the "effective date" noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
- 2. Individual Invoicing: In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
- 3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
- 4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - a. <u>Submittal Number</u> the sequential number of invoices submitted to date, including the current invoice.
 - b. <u>Consultant Information</u> Name, Mailing Address, Phone Number
 - c. <u>Contract Information</u> Title of the Contract/Project, and Contract Expiration Date.
 - d. <u>Reporting Period</u> shall be a *range between two specific dates* for which the invoice covers.
 - e. <u>Invoice Number</u> a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - f. Indicates whether the invoice submittal is the final billing for the Contract.
 - g. <u>Budget Summary</u> shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
- 5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title,* and *billing rate;* A listing by job title only is not acceptable.
- 6. **Time Sheet Detail:** Timesheet detail with comments (Diary Logs) are required for all time charged.
- 7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C *Reimbursable Expenses*, must be followed.
- 8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
- 9. **Rates:** It is the Consultant's responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
- 10. Invoice Submittal: The invoice package shall be submitted to <u>accounts.payabale@SheltonWA.gov</u>, or via postal mail or courier addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

City of Shelton BILLING VOUCHER

		Submittal No.:
Consultant:		Telephone: ()
Mailing Address:		
Project/Contract Title:		
Contract Number:	Contr	act Expiration:
Reporting Period:		and second of second research and the second s
Amount requested this inv	oice: \$	
		ice: (Attach Invoice)
Is this the final Invoice for	the Contract? 🛛 Yes	□ No
Authorized Signature		
BUDGET SUMMARY		
Total contract amount	\$	
Previous payments		
Current request	\$	
Total requested to date	\$	
Balance remaining	\$	
Note: If applicable, submit		
	For City Us	se Only
	ave reviewed the invoice an completed and/or received.	d have confirmed all services and deliverables charge
Project Manager/Reviewer Nam	ne	Project Manager/Review Signature Date

01/2024

CITY OF SHELTON

PROFESSIONAL SERVICES AGREEMENT

On-Call Building Services Pool Professional Services Agreement

THIS AGREEMENT, made and effective the 21st day of August, 2024 by and between the City of Shelton, Washington, ("City") and CodePros, ("Consultant"), a Washington State Limited Liability Corporation whose address is P.O. Box 185, Allyn, WA 98524.

WHEREAS, the City's Community & Economic Development Department (CED) desires to engage the Consultant to provide on-call plan review and inspection services; and

WHEREAS, Consultant represented, and by entering into this Agreement now represents, that it is fully qualified to execute the work to be performed hereunder.

NOW THEREFORE, the parties herein do mutually agree as follows:

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services described in *Exhibit A* – *Scope of Work*, attached hereto and incorporated herein by this reference. The Scope of Work so identified is hereafter referred to as "Work". Without a written directive of an authorized representative of the City, the Consultant shall not perform any services that are in addition to, or beyond the scope of, the Work. If the Consultant's proposal is attached as an exhibit, and if such proposal contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be completed by December 31st, 2025. The City may, upon mutual agreement with the Consultant but with the same terms and conditions herein, issue a written extension of the contract for twelve months until December 31st, 2026.

3. Compensation

- A. Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$50,000.00 without written approval by CED and City Manager. The Consultant shall be paid in such manner, as described in Exhibit B. The City shall not compensate the Consultant for invoices that exceed the maximum amount without a mutually agreed contract amendment executed prior to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.
- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit C or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not

be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section; 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.

- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Contracts, or 2) hours performed for Time & Materials Contracts. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. Method of Payment

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approved invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.

A completed Billing Voucher must accompany each invoice submitted.

- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to <u>accounts.payable@sheltonwa.gov</u>, or via postal mail addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

5. Ownership of Tangible Property, Intellectual Property, and Derivative Rights

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.
- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required, as specified in Exhibit A, to the person identified in Section 22 - Notices. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant's expense. All information, reports, and documents required under this Agreement shall be submitted not later than:

IRC Residential Projects- 10 working days

IBC Small Commercial Project (Valuation less than \$5M)-20 working days IBC Large Commercial Project (Valuation greater than \$5M)-30 working days Building Inspections Performed Next Day (for project support – 48 hours supplemental).

7. Changes

The City may, from time to time, unilaterally change the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an Amendment to the Agreement, and (c) become a part of this Agreement.

8. Independent Consultant

The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

9. Registration, Licensing, and Bonding

Consultant shall at all times maintain appropriate registration, licensing, and bonding applicable to professional services to be performed and pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to this Agreement).

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

10. Provisions of Facilities, Equipment, Personnel

The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement, unless otherwise provided herein.

11. Subletting/Assignment of Contracts

Consultant shall not sublet or assign any of the Work without the express, prior written consent of the City.

12. No Conflict of Interest

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a

project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

13. Compliance with Applicable Industry Standards, Laws, and Requirements

In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to, Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations, or requirements otherwise applicable to the services provided under this Agreement.

14. Certification Regarding Suspension, Debarment, Ineligibility, or Voluntary Exclusion

- A. Pursuant to 2 CFR 200.213, the Consultant, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Consultant is unable to certify, they must provide an explanation as to why they cannot prior to signing the agreement. The Consultant shall provide immediate written notice to the City if at any time the Consultant learns that its certification was erroneous or has become erroneous by reason of changed circumstances, or have received notice that they have been suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 2 CFR 180.
- B. The Consultant agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Pursuant to 2 CFR 180.330, the Consultant is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements. The Consultant agrees that it will include this clause without modification in all lower tier covered transactions.

15. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement 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 protected class.

16. Indemnification / Hold Harmless

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

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of

this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

- 1. <u>Automobile Liability</u> insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
- 2. <u>Commercial General Liability</u> insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- 3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
- 4. <u>Professional Liability</u> insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

17. Record Keeping and Reporting

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

18. Audits and Inspections

The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

19. Termination

This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.

20. Disputes

The Consultant shall present any disputed issue not resolved in accordance with this agreement in writing to the City Manager within 10 days. The decision of the City Manager or designee shall be final, subject to judicial review. The Mason County Superior Court shall have jurisdiction over disputes. In the event of litigation, each party shall bear its own costs and fees.

21. Entire Agreement

This Agreement and Exhibits A, B, C, & D contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be

deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

22. Notices

Notices shall be sent to the following addresses:

CITY OF SHELTON	CodePros, LLC
Attn: Jae Hill	Attn: Michael J. Barth, M.C.P.
525 West Cota Street	P.O. Box 185
Shelton, WA 98584	Allyn, WA 98524
jae.hill@sheltonwa.gov	mbarth@codeproswa.com

23. Authority to Obligate

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing and bind and obligate such party with respect to all provisions contained in this Agreement.

24. Counterparts

Original signatures transmitted and received via electronic transmission of a scanned document, (e.g. PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The City shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the City of Shelton and CodePros, LLC have executed this Agreement as of the date first above written.

CITY OF SHELTON

CodePros, LLC

Mark Ziegler City Manager Michael J. Barth Managing Member

EXHIBIT A SCOPE OF WORK

Consultant shall provide building code plan review, or building code plan review and inspection services, to the City of Shelton on an on-call basis, subject to supervision and direction by the City's Community & Economic Development Director and/or their assignee. The general scope of services needed by the City of Shelton typically fall into the following categories:

 \cdot Review of submitted commercial and residential contract documents which consist of plans, specifications, and engineering data to determine whether the items comply with all applicable adopted state and local codes.

 \cdot Inspections of building construction for adopted code compliance in the City of Shelton.

EXHIBIT B COMPENSATION

The City shall pay the Consultant a sum equal to the number of hours actually worked , multiplied by the rate identified herein for the staff performing work as authorized, subject to the maximum stated in Paragraph 3(A) of this Agreement, as summarized and stated below. Upon prior notification to the City, the Consultant's actual hourly rates may adjust during the course of this agreement, however, such adjustments shall not affect the total compensation.

CodePros' Plan Review Service Fees:

- Building Plan Review Service Fee (Commercial > \$1M)
- Building Plan Review Service Fee (Commercial = < \$1M)
- o Building Plan Review Service Fee (1-2 Family Residential)
- Attendance of Pre-Ap conference for projects > \$1M valuation
- Attendance of Pre-Ap conference for projects =<\$1M valuation

CodePros' Project Support Service Fees are as follows:

- Building Plan Review Fee 70% of jurisdiction's fee Building Permit Fee 70% of jurisdiction's fee Plumbing Permit Fee 70% of jurisdiction's fee Mechanical Permit Fee 70% of jurisdiction's fee Energy Permit Fee 70% of jurisdiction's fee Other Fees: • Supplemental On-Call building inspections \$ 95.00 per hour
 - Inspections outside of business hours
 - Investigative Services and/or testimony
 - Code Enforcement Activities (as requested by City)
 - Code consultation and/or code interpretation, not associated with plan review services \$ 95.00 per hour above
 - Analysis of alternate methods and/or materials
 - Structural engineering review by P.E. (projects<\$5M)
 - Structural engineering review by P.E. (projects>\$5M)

no charge \$95.00 per hour

65% of COS's review fee

70% of COS's review fee

75% of COS's review fee

- \$150.00 per hour, (2 hour minimum)
- \$175.00 per hour
- \$110.00 per hour
- \$ 95.00 per hour (actual costs)
- no additional charge

Exhibit C – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (<u>https://www.gsa.gov/travel-resources</u>). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. <u>https://www.gsa.gov/travel-resources</u>	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel	Reimbursable only if required to fulfill a request of the City. Does	Receipt	No
Services Printing, copying	not include routine correspondence. Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub- Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

Office Address Mileage will be calculated from: _____

EXHIBIT D INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

- 1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the "effective date" noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
- 2. **Individual Invoicing:** In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
- 3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
- 4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - a. <u>Submittal Number</u> the sequential number of invoices submitted to date, including the current invoice.
 - b. <u>Consultant Information</u> Name, Mailing Address, Phone Number
 - c. <u>Contract Information</u> Title of the Contract/Project, and Contract Expiration Date.
 - d. <u>Reporting Period</u> shall be a *range between two specific dates* for which the invoice covers.
 - e. <u>Invoice Number</u> a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - f. Indicates whether the invoice submittal is the final billing for the Contract.
 - g. <u>Budget Summary</u> shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
- 5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title,* and *billing rate;* A listing by job title only is not acceptable.
- 6. **Time Sheet Detail:** Timesheet detail with comments (Diary Logs) are required for all time charged.
- 7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C *Reimbursable Expenses*, must be followed.
- 8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
- 9. **Rates:** It is the Consultant's responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
- 10. Invoice Submittal: The invoice package shall be submitted to <u>accounts.payabale@SheltonWA.gov</u>, or via postal mail or courier addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

City of Shelton BILLING VOUCHER

		Submitta	al No.:
Consultant:		Telephone: ()
Mailing Address:			
Project/Contract Title:			
Contract Number:			
Reporting Period:			
Amount requested this inv	2012년 1월 - 19 8일 2012년 2019년 1월 18일 18일 2012년 18일 1월 18일 2012년 18일 2012년 1월 18일 2012년 18일 2012		
Invoice Number:			ach Invision)
Is this the final Invoice for			act invoice)
Authorized Signature			
BUDGET SUMMARY			
*			
Total contract amount			
Previous payments	10.00		
Current request	\$		
Total requested to date Balance remaining	\$\$		
Note: If applicable, submit	a separate voucher for e	ach Contract.	
	ave reviewed the invoice and l completed and/or received.	have confirmed all services a	and deliverables charged
Project Manager/Reviewer Nam	e	Project Manager/Review Sig	gnature Date

01/2024

CITY OF SHELTON

PROFESSIONAL SERVICES AGREEMENT

On-Call Building Services Pool Professional Services Agreement

THIS AGREEMENT, made and effective the 21st day of August, 2024 by and between the City of Shelton, Washington, ("City") and SAFEbuilt, LLC, ("Consultant"), a Washington State limited liability corporation whose address is 1621 114th Avenue SE, Suite 219, Bellevue, WA 98004.

WHEREAS, the City's Community & Economic Development Department (CED) desires to engage the Consultant to provide on-call plan review and inspection services; and

WHEREAS, Consultant represented, and by entering into this Agreement now represents, that it is fully qualified to execute the work to be performed hereunder.

NOW THEREFORE, the parties herein do mutually agree as follows:

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services described in *Exhibit A* – *Scope of Work*, attached hereto and incorporated herein by this reference. The Scope of Work so identified is hereafter referred to as "Work". Without a written directive of an authorized representative of the City, the Consultant shall not perform any services that are in addition to, or beyond the scope of, the Work. If the Consultant's proposal is attached as an exhibit, and if such proposal contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be completed by December 31st, 2025. The City may, upon mutual agreement with the Consultant but with the same terms and conditions herein, issue a written extension of the contract for twelve months until December 31st, 2026.

3. Compensation

- A. Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$50,000.00 without written approval by CED and City Manager. The Consultant shall be paid in such manner, as described in Exhibit B. The City shall not compensate the Consultant for invoices that exceed the maximum amount without a mutually agreed contract amendment executed prior to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.
- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit C or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not

be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section; 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.

- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Contracts, or 2) hours performed for Time & Materials Contracts. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. Method of Payment

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approved invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.

A completed Billing Voucher must accompany each invoice submitted.

- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to <u>accounts.payable@sheltonwa.gov</u>, or via postal mail addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

5. Ownership of Tangible Property, Intellectual Property, and Derivative Rights

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.
- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required, as specified in Exhibit A, to the person identified in Section 22 - Notices. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant's expense. All information, reports, and documents required under this Agreement shall be submitted not later than:

Plan Review Turnaround Times

Provide comments within the following timeframes:

Day 1 = first full business day after receipt of plans and all supporting documents.

Residential-first comments within 7 business days, second comments within 5 business days or less. **Tenant improvements**-first comments within 10 business days, second comments within 7 business days or less.

Commercial (up to \$2M valuation)-first comments within 10 business days, second comments within 7 business days or less.

Commercial (\$2M to \$5M valuation)-first comments within 15 business days, second comments within 10 business days or less.

Commercial (\$5M+ valuation)-first comments within 21 business days, second comments within 15 business days or less.

Stand-alone permits (plumbing, mechanical)-first comments within 5 business days, second comments 5 business days or less.

7. Changes

The City may, from time to time, unilaterally change the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an Amendment to the Agreement, and (c) become a part of this Agreement.

8. Independent Consultant

The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

9. Registration, Licensing, and Bonding

Consultant shall at all times maintain appropriate registration, licensing, and bonding applicable to professional services to be performed and pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to this Agreement).

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

10. Provisions of Facilities, Equipment, Personnel

The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement, unless otherwise provided herein.

11. Subletting/Assignment of Contracts

Consultant shall not sublet or assign any of the Work without the express, prior written consent of the City.

12. No Conflict of Interest

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

13. Compliance with Applicable Industry Standards, Laws, and Requirements

In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to, Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations, or requirements otherwise applicable to the services provided under this Agreement.

14. Certification Regarding Suspension, Debarment, Ineligibility, or Voluntary Exclusion

- A. Pursuant to 2 CFR 200.213, the Consultant, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Consultant is unable to certify, they must provide an explanation as to why they cannot prior to signing the agreement. The Consultant shall provide immediate written notice to the City if at any time the Consultant learns that its certification was erroneous or has become erroneous by reason of changed circumstances, or have received notice that they have been suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 2 CFR 180.
- B. The Consultant agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Pursuant to 2 CFR 180.330, the Consultant is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements. The Consultant agrees that it will include this clause without modification in all lower tier covered transactions.

15. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement 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 protected class.

16. Indemnification / Hold Harmless

Consultant shall defend, indemnify, and hold the Public Entity, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney

fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

- 1. <u>Automobile Liability</u> insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
- 2. <u>Commercial General Liability</u> insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- 3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
- 4. <u>Professional Liability</u> insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

17. Record Keeping and Reporting

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

18. Audits and Inspections

The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

19. Termination

This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.

20. Disputes

The Consultant shall present any disputed issue not resolved in accordance with this agreement in writing to the City Manager within 10 days. The decision of the City Manager or designee shall be final, subject to judicial review. The Mason County Superior Court shall have jurisdiction over disputes. In the event of litigation, each party shall bear its own costs and fees.

21. Entire Agreement

This Agreement and Exhibits A, B, C, & D contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

22. Notices

Notices shall be sent to the following addresses:

CITY OF SHELTON	SAFEbuilt, LLC
Attn: Jae Hill	Attn: Chris Giordano, CEO
525 West Cota street	1621 114 th Avenue SE, Suite 219
Shelton, WA 98584	Bellevue, WA 98004
jae.hill@sheltonwa.gov	ccampfield@safebuilt.com

23. Authority to Obligate

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing and bind and obligate such party with respect to all provisions contained in this Agreement.

24. Counterparts

Original signatures transmitted and received via electronic transmission of a scanned document, (e.g. PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The City shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the City of Shelton and SAFEbuilt, LLC have executed this Agreement as of the date first above written.

CITY OF SHELTON

SAFEbuilt, LLC

Mark Ziegler City Manager Chris Giordano CEO

EXHIBIT A SCOPE OF WORK

Consultant shall provide building code plan review, or building code plan review and inspection services, to the City of Shelton on an on-call basis, subject to supervision and direction by the City's Community & Economic Development Director and/or their assignee. The general scope of services needed by the City of Shelton typically fall into the following categories:

 \cdot Review of submitted commercial and residential contract documents which consist of plans, specifications, and engineering data to determine whether the items comply with all applicable adopted state and local codes.

 \cdot Inspections of building construction for adopted code compliance in the City of Shelton.

EXHIBIT B COMPENSATION

The City shall pay the Consultant a sum equal to the number of hours actually worked, multiplied by the rate identified herein for the staff performing work as authorized, subject to the maximum stated in Paragraph 3(A) of this Agreement, as summarized and stated below. Upon prior notification to the City, the Consultant's actual hourly rates may adjust during the course of this agreement, however, such adjustments shall not affect the total compensation.

1. FEE SCHEDULE

- Municipality and Consultant will review the Municipal Fee Schedule and valuation tables annually to discuss making adjustments to reflect increases in the costs incurred by Consultant to provide Services.
- ✓ Beginning January 01, 2025 and annually thereafter, the hourly and flat rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

\checkmark	Consultant fees for Services p	provided pursuant to this Agreement will be as follows:
--------------	--------------------------------	---

Service Fee Schedule:	Te
Inspection Services	\$110.00 per hour- one (1) hour minimum**
 Building, Mechanical, Plumbing, Energy Code 	
Plan Review Services – Residential & Commercial:	Plan review 60% of city plan review fee with initial
Initial plan review	review and 2 re-reviews. Then rate is \$120 per hr. w/
Up-to two (2) re-reviews	1 hr. min. and also same hourly rate for changes to previously approved plans.
 Additional Plan Review Fee – Residential & Commercial: After initial & two (2) re-reviews Other Building Plan Reviews not listed or changes to previously approved plans. Stand-alone mechanical or plumbing permits 	\$115.00 per hour – one (1) hour minimum
 Meetings of plans examiner outside of plan review % of fee plan review work. 	
Structural Engineering Plan Review	\$165.00 per hour – one (1) hour minimum
After Hours/Emergency Inspection Services	\$130.00 per hour – two (2) hour minimum
Structural Engineering Plan Review After Hours/Emergency Inspection Services **Hourly inspection time tracked will include roundtrin travel t	\$130.00 per hour – two (2) hour minimum

**Hourly inspection time tracked will include roundtrip travel time to and from/between Consultant's location and Municipality or first inspection site up to 1 hour away. Total time tracked will end when the inspector completes the last scheduled inspection or leaves Municipal office & travel time to & from Consultant's location up to 1 hour away each way. Time tracked will also include travel time between inspection sites and all administrative work related to inspection support.

Exhibit C – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (<u>https://www.gsa.gov/travel-resources</u>). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. <u>https://www.gsa.gov/travel-resources</u>	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel	Reimbursable only if required to fulfill a request of the City. Does	Receipt	No
Services Printing, copying	not include routine correspondence. Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub- Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

Office Address Mileage will be calculated from: _____

EXHIBIT D INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

- 1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the "effective date" noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
- 2. Individual Invoicing: In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
- 3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
- 4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - a. <u>Submittal Number</u> the sequential number of invoices submitted to date, including the current invoice.
 - b. <u>Consultant Information</u> Name, Mailing Address, Phone Number
 - c. <u>Contract Information</u> Title of the Contract/Project, and Contract Expiration Date.
 - d. <u>Reporting Period</u> shall be a *range between two specific dates* for which the invoice covers.
 - e. <u>Invoice Number</u> a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - f. Indicates whether the invoice submittal is the final billing for the Contract.
 - g. <u>Budget Summary</u> shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
- 5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title,* and *billing rate;* A listing by job title only is not acceptable.
- 6. Time Sheet Detail: Timesheet detail with comments (Diary Logs) are required for all time charged.
- 7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C *Reimbursable Expenses*, must be followed.
- 8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
- 9. **Rates:** It is the Consultant's responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
- 10. Invoice Submittal: The invoice package shall be submitted to <u>accounts.payabale@SheltonWA.gov</u>, or via postal mail or courier addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

City of Shelton BILLING VOUCHER

		Submitta	al No.:
Consultant:		Telephone: ()
Mailing Address:			
Project/Contract Title:			
Contract Number:			
Reporting Period:			
Amount requested this inv	2012년 1월 - 19 8일 2012년 2019년 1월 18일 18일 2012년 18일 1월 18일 2012년 18일 2012년 1월 18일 2012년 18일 2012		
Invoice Number:			ach Invision)
Is this the final Invoice for			acti involce/
Authorized Signature			
BUDGET SUMMARY			
*			
Total contract amount			
Previous payments	10.00		
Current request	\$		
Total requested to date Balance remaining	\$\$		
Note: If applicable, submit	a separate voucher for e	ach Contract.	
	ave reviewed the invoice and l completed and/or received.	have confirmed all services a	and deliverables charged
Project Manager/Reviewer Nam	e	Project Manager/Review Sig	gnature Date

01/2024

CITY OF SHELTON

PROFESSIONAL SERVICES AGREEMENT

On-Call Building Services Pool Professional Services Agreement

THIS AGREEMENT, made and effective the 21st day of August, 2024 by and between the City of Shelton, Washington, ("City") and West Coast Code Consultants "WC3" ("Consultant"), a Washington State S-Corporation whose address is 19109 36th Ave W, Suite 201, Lynnwood WA 98036.

WHEREAS, the City's Community & Economic Development Department (CED) desires to engage the Consultant to provide on-call plan review and inspection services; and

WHEREAS, Consultant represented, and by entering into this Agreement now represents, that it is fully qualified to execute the work to be performed hereunder.

NOW THEREFORE, the parties herein do mutually agree as follows:

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services described in *Exhibit A* – *Scope of Work*, attached hereto and incorporated herein by this reference. The Scope of Work so identified is hereafter referred to as "Work". Without a written directive of an authorized representative of the City, the Consultant shall not perform any services that are in addition to, or beyond the scope of, the Work. If the Consultant's proposal is attached as an exhibit, and if such proposal contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be completed by December 31st, 2025. The City may, upon mutual agreement with the Consultant but with the same terms and conditions herein, issue a written extension of the contract for twelve months until December 31st, 2026.

3. Compensation

- A. Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$50,000.00 without written approval by CED and City Manager. The Consultant shall be paid in such manner, as described in Exhibit B. The City shall not compensate the Consultant for invoices that exceed the maximum amount without a mutually agreed contract amendment executed prior to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.
- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit C or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to

the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section; 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.

- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Contracts, or 2) hours performed for Time & Materials Contracts. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. Method of Payment

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approved invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.

A completed Billing Voucher must accompany each invoice submitted.

- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to <u>accounts.payable@sheltonwa.gov</u>, or via postal mail addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

5. Ownership of Tangible Property, Intellectual Property, and Derivative Rights

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.
- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the

City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required, as specified in Exhibit A, to the person identified in Section 22 - Notices. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant's expense. All information, reports, and documents required under this Agreement shall be submitted not later than:

New Residential Construction, Additions, and Remodels: First review 10 days, second review 5-7 days.

New Commercial Construction, Multi-Family (> \$5 million): First review 15-20 days, second review 10 days.

New Commercial Construction (< \$5 million): First review 15-20 days, second review 10 days.

7. Changes

The City may, from time to time, unilaterally change the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an Amendment to the Agreement, and (c) become a part of this Agreement.

8. Independent Consultant

The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

9. Registration, Licensing, and Bonding

Consultant shall at all times maintain appropriate registration, licensing, and bonding applicable to professional services to be performed and pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to this Agreement).

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

10. Provisions of Facilities, Equipment, Personnel

The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement, unless otherwise provided herein.

11. Subletting/Assignment of Contracts

Consultant shall not sublet or assign any of the Work without the express, prior written consent of the City.

12. No Conflict of Interest

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

13. Compliance with Applicable Industry Standards, Laws, and Requirements

In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to, Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations, or requirements otherwise applicable to the services provided under this Agreement.

14. Certification Regarding Suspension, Debarment, Ineligibility, or Voluntary Exclusion

- A. Pursuant to 2 CFR 200.213, the Consultant, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Consultant is unable to certify, they must provide an explanation as to why they cannot prior to signing the agreement. The Consultant shall provide immediate written notice to the City if at any time the Consultant learns that its certification was erroneous or has become erroneous by reason of changed circumstances, or have received notice that they have been suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 2 CFR 180.
- B. The Consultant agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Pursuant to 2 CFR 180.330, the Consultant is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements. The Consultant agrees that it will include this clause without modification in all lower tier covered transactions.

15. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement 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 protected class.

16. Indemnification / Hold Harmless

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

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

- 1. <u>Automobile Liability</u> insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
- 2. <u>Commercial General Liability</u> insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- 3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
- 4. <u>Professional Liability</u> insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

17. Record Keeping and Reporting

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

18. Audits and Inspections

The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

19. Termination

This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate

this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.

20. Disputes

The Consultant shall present any disputed issue not resolved in accordance with this agreement in writing to the City Manager within 10 days. The decision of the City Manager or designee shall be final, subject to judicial review. The Mason County Superior Court shall have jurisdiction over disputes. In the event of litigation, each party shall bear its own costs and fees.

21. Entire Agreement

This Agreement and Exhibits A, B, C, & D contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

22. Notices

Notices shall be sent to the following addresses:

CITY OF SHELTON	West Coast Code Consultants, Inc.
Attn: Jae Hill	Attn: Ms. Martha (Marty) Gillis
525 West Cota street	19109 36th Ave W, Suite 207
Shelton, WA 98584	Lynnwood, WA 98036
jae.hill@sheltonwa.gov	martyg@wc-3.com

23. Authority to Obligate

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing and bind and obligate such party with respect to all provisions contained in this Agreement.

24. Counterparts

Original signatures transmitted and received via electronic transmission of a scanned document, (e.g. PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The City shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the City of Shelton and West Coast Code Consultants, Inc. have executed this Agreement as of the date first above written.

CITY OF SHELTON

West Coast Code Consultants, Inc.

Mark Ziegler City Manager Martha (Marty) Gillis CBO/Principal-In-Charge/NW Regional Manager

EXHIBIT A SCOPE OF WORK

Consultant shall provide building code plan review, or building code plan review and inspection services, to the City of Shelton on an on-call basis, subject to supervision and direction by the City's Community & Economic Development Director and/or their assignee. The general scope of services needed by the City of Shelton typically fall into the following categories:

 \cdot Review of submitted commercial and residential contract documents which consist of plans, specifications, and engineering data to determine whether the items comply with all applicable adopted state and local codes.

 \cdot Inspections of building construction for adopted code compliance in the City of Shelton.

EXHIBIT B COMPENSATION

The City shall pay the Consultant a sum equal to the number of hours actually worked, multiplied by the rate identified herein for the staff performing work as authorized, subject to the maximum stated in Paragraph 3(A) of this Agreement, as summarized and stated below. Upon prior notification to the City, the Consultant's actual hourly rates may adjust during the course of this agreement, however, such adjustments shall not affect the total compensation.

Our standard fees are a percentage of the City's plan review fees. Plan review includes the initial and second review.

Services not listed below may be negotiated:

BUILDING SERVICES	FIXED FEE AMOUNT
Complete Building Plan Review	65% of Plan Review Fees
3rd & Subsequent Plan Reviews with City Approval	\$135 / Hour
Revisions / Deferred Submittals	\$135 / Hour
Expedited Plan Review	150% of Regular Plan Review Fees
POSITION	HOURLY RATE
Building Official	\$145 / Hour
Engineer, Professional or Structural	\$140 - \$150 / Hour DOE
Plan Reviewer	\$135 / Hour
Permit Technician	\$98 / Hour
Education/Instructor	\$160 / Hour, \$1,500 per day

TABLE OF BILLING RATES

Miscellaneous:

* In no event shall WC3's complete building plan review fixed fee be less than \$300. A minimum flat fee charge of \$300 will be applied.

*All rates require a minimum charge of 1 hour.

*Education: Requires 1 hour of prep time for every 3 hours teaching time with a minimum charge of 1 hour. *All fees and rates are subject to annual review, periodic increases, and acceptance by the City.

Exhibit C – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (<u>https://www.gsa.gov/travel-resources)</u> . The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. <u>https://www.gsa.gov/travel-resources</u>	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel	Reimbursable only if required to fulfill a request of the City. Does	Receipt	No
Services Printing, copying	not include routine correspondence. Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub- Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

Office Address Mileage will be calculated from: _____

EXHIBIT D INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

- 1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the "effective date" noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
- 2. Individual Invoicing: In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
- 3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
- 4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - a. <u>Submittal Number</u> the sequential number of invoices submitted to date, including the current invoice.
 - b. <u>Consultant Information</u> Name, Mailing Address, Phone Number
 - c. <u>Contract Information</u> Title of the Contract/Project, and Contract Expiration Date.
 - d. <u>Reporting Period</u> shall be a *range between two specific dates* for which the invoice covers.
 - e. <u>Invoice Number</u> a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - f. Indicates whether the invoice submittal is the final billing for the Contract.
 - g. <u>Budget Summary</u> shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
- 5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title,* and *billing rate;* A listing by job title only is not acceptable.
- 6. **Time Sheet Detail:** Timesheet detail with comments (Diary Logs) are required for all time charged.
- 7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C *Reimbursable Expenses*, must be followed.
- 8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
- 9. **Rates:** It is the Consultant's responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
- 10. Invoice Submittal: The invoice package shall be submitted to <u>accounts.payabale@SheltonWA.gov</u>, or via postal mail or courier addressed to: City of Shelton Attn: Accounts Payable, 525 W Cota Street, Shelton, WA 98584.

City of Shelton BILLING VOUCHER

		Submittal No.:
Consultant:		Telephone: ()
Mailing Address:		
Contract Number:	Contrac	t Expiration:
Reporting Period:		
Amount requested this inv	oice: \$	
Invoice Number:	Date of Invoice	: (Attach Invoice)
Is this the final Invoice for	the Contract? 🛛 Yes 🗌	l No
Authorized Signature		
BUDGET SUMMARY		
Total contract amount	\$	
Previous payments		
Current request		
Total requested to date		
Balance remaining	\$	
Note: If applicable, submit		
	For City Use	Only
	ave reviewed the invoice and h completed and/or received.	ave confirmed all services and deliverables charged
Project Manager/Reviewer Nam	ne F	Project Manager/Review Signature Date

01/2024