



Shelton City Council  
Meeting Agenda  
November 19, 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 111865 through 111887 and EFT payment numbers 773 through 781 in the total amount of \$130,560.38
2. Vouchers numbered 111913 through 111955 and EFT payment numbers 782 through 803 in the total amount of \$330,176.80
3. Payroll warrants numbered 4005 through 4010 and 13649 through 13752. Warrants 111888 through 111906 in the amount of \$532,488.04
4. Minutes:
  - Business Meeting of October 1, 2024
  - Study Session of October 8, 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 Q3 LTAC Report – Presented by Executive Director Liz Arbaugh
2. Shelton-Mason County Chamber Q3 LTAC Report – Presented by President/CEO Deidre Peterson

**F. Business Agenda (Study/No Action)**

1. Resolution No. 1354-1024 Work Order for Structural Design on Water Reservoir Vent Hoods – Presented by Capital Projects Manager Aaron Nix

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

1. Civic Center Rotating Art Gallery – Presented by Parks & Recreation Supervisor Jordanne Krumpols
2. Public Hearing #2 Ordinance No. 2023-0924 2025 Budget – Presented by Finance Director Mike Githens
3. Public Hearing #2 Ordinance No. 2024-0924 2025 Ad Valorem Taxes – Presented by Finance Director Mike Githens
4. Resolution No. 1348-0924 Master Fee Schedule Update – Presented by Finance Director Mike Githens
5. Ordinance No 2021-0824 Height Limit Removal – Presented by Community & Economic Development Director Jae Hill
6. Resolution No 1356-1124 Approving Legal Defense Costs – Presented by City Manager Mark Ziegler

**H. Administration Reports**

1. City Manager Report

**I. New Items for Discussion**

**J. Announcement of Next Meeting – December 3, 2024 at 6:00 p.m.**

**K. Adjourn**

**Special Note for Virtual Public Participation**

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

The public can provide comments virtually by:

Email: [donna.nault@sheltonwa.gov](mailto:donna.nault@sheltonwa.gov) (before 4:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 4:00pm the day of the meeting)

Your comments will be relayed directly to the Council.



# 2024/25 Looking Ahead

(Items and dates are subject to change)

Tues. 11/26 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>• ADA Transition Plan</li> </ul>	Packet Items Due: 11/22 @ noon
Tues. 12/3 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• Resolution No. 1354-1024 Work Order for Structural Design on Water Reservoir Vent Hoods</li> </ul> Presentations <ul style="list-style-type: none"> <li>• Corporal Swearing-in</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> <li>• Resolution No. 1353-1024 2025 Legislative Agenda</li> <li>• Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>• Public Hearing Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix</li> <li>• Public Hearing Ordinance No. 2026-1024 2024 Budget Supplemental</li> <li>• Public Hearing Ordinance No. 2027-1024 Sales &amp; Use Tax for Housing Related Services</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Administration Report</li> </ul>	Packet Items Due: 11/22 @ 5:00 p.m.
Tues. 12/10 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>• Capital Projects Update</li> </ul>	Packet Items Due: 12/6 @ noon
Tues. 12/17 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• </li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• </li> </ul> Administration Report <ul style="list-style-type: none"> <li>• </li> </ul>	Packet Items Due: 12/6 @ 5:00 p.m.
Tues. 12/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• October Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• </li> </ul>	Packet Items Due: 12/6 @ 5:00 p.m.

		Public Hearing • Action Agenda <ul style="list-style-type: none"> <li>Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> <li>Ordinance No. 2026-1024 2024 Budget Supplemental</li> <li>Ordinance No. 2027-1024 Sales &amp; Use Tax for Housing Related Services</li> <li>Resolution No. 1353-1024 2025 Legislative Agenda</li> <li>Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement</li> </ul> Administration Report •	
Tues. 12/24 6:00 p.m.	Study Session	<b>CANCELLED – Christmas Eve</b>	N/A
Tues. 1/7/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>October Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix</li> </ul> Administration Report •	Packet Items Due: 12/27 @ 5:00 p.m.
Tues. 1/14/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 1/10 @ noon
Tues. 1/21/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>November Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report •	Packet Items Due: 1/10 @ 5:00 p.m.
Tues. 1/28/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 1/24 @ noon

Other – TBD

- 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 111865 through number 111887, EFT payment numbers 773 through 781 in the total amount of \$130,560.38 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 1st of November, 2024.

  
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: APPKT03319 - NOVEMBER 1, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN02535	ALWAYS SAFE & LOCK INC	11/01/2024	EFT	0.00	455.36	773
009351	DELAGE LANDEN FINANCIAL SVCS	11/01/2024	EFT	0.00	162.27	774
023078	FASTENAL COMPANY	11/01/2024	EFT	0.00	39.61	775
045000	H.D. FOWLER COMPANY	11/01/2024	EFT	0.00	740.61	776
VEN02276	JAMES N DOCTER	11/01/2024	EFT	0.00	119.94	777
132235	MOUNTAIN MIST WATER	11/01/2024	EFT	0.00	61.69	778
142965	NORTHSTAR CHEMICAL, INC	11/01/2024	EFT	0.00	5,200.96	779
VEN01558	NORTHWEST CUSTOM TEES	11/01/2024	EFT	0.00	130.68	780
VEN02470	SIMPLY CONTROLS	11/01/2024	EFT	0.00	1,824.58	781
VEN02065	ANACONDA NETWORKS	11/01/2024	Regular	0.00	41.38	111865
VEN02340	BLT SHELTON PONY, LLC	11/01/2024	Regular	0.00	1,858.22	111866
098000	BUILDERS FIRSTSOURCE	11/01/2024	Regular	0.00	169.94	111867
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	11/01/2024	Regular	0.00	2.32	111868
VEN02622	ECONOLITE CONTROL PRODUCTS IN	11/01/2024	Regular	0.00	3,839.96	111869
028029	FRED HOLMES TREE SERVICE, LLC	11/01/2024	Regular	0.00	2,766.75	111870
039760	GOOD TO GO	11/01/2024	Regular	0.00	4.95	111871
053992	HOOD CANAL COMMUNICATIONS	11/01/2024	Regular	0.00	5,156.90	111872
VEN01296	JEREMY PAWLOSKE	11/01/2024	Regular	0.00	112.50	111873
070966	JOHN HANCOCK LIFE INS CO	11/01/2024	Regular	0.00	1,286.98	111874
082632	KRISTINA L. HOWARD	11/01/2024	Regular	0.00	176.20	111875
085075	LAKESIDE INDUSTRIES	11/01/2024	Regular	0.00	1,744.51	111876
144093	NORTHWEST PLAYGROUND EQUIP	11/01/2024	Regular	0.00	1,005.31	111877
VEN02312	ODP BUSINESS SOLUTIONS LLC	11/01/2024	Regular	0.00	296.18	111878
903584	RIGHT SYSTEMS	11/01/2024	Regular	0.00	3,404.95	111879
VEN01624	STEPHEN GREER	11/01/2024	Regular	0.00	94.20	111880
196341	STEVEN R. BUZZARD	11/01/2024	Regular	0.00	300.00	111881
VEN01894	SWIFTCOMPLY US OPCO INC.	11/01/2024	Regular	0.00	7,940.00	111882
201100	TITUS-WILL	11/01/2024	Regular	0.00	1,200.22	111883
201300	TOZIER BROS INC.	11/01/2024	Regular	0.00	158.23	111884
201875	TYLER TECHNOLOGIES	11/01/2024	Regular	0.00	88,942.19	111885
VEN02544	VESTIS GROUP INC	11/01/2024	Regular	0.00	82.79	111886
VEN02287	WARRIOR WOMAN LAW PLLC	11/01/2024	Regular	0.00	1,240.00	111887

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	49	23	0.00	121,824.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	12	9	0.00	8,735.70
AP Automation	0	0	0.00	0.00
	61	32	0.00	130,560.38

AP Automation	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	130,560.38
			<u>130,560.38</u>



Shelton, WA

# Check Register

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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN02535	ALWAYS SAFE & LOCK INC	11/01/2024	EFT	0.00	455.36	773
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">324663</a>	Invoice	10/29/2024	CUST# 7260 MASTER REKEYABLE LOCKS	0.00	455.36	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST# 7260 MASTER REKE	455.36	
009351	DELAGE LANDEN FINANCIAL SVCS	11/01/2024	EFT	0.00	162.27	774
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">83181195</a>	Invoice	10/20/2024	CONTRACT# 500-50493254	0.00	162.27	
<a href="#">401-000-000-53480-4500</a>		WAT - Operating Rentals		CONTRACT# 500-5049325	13.27	
<a href="#">401-250-000-59134-7001</a>		WAT DEBT - Long Term Le		CONTRACT# 500-5049325	149.00	
023078	FASTENAL COMPANY	11/01/2024	EFT	0.00	39.61	775
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">WATUM228639</a>	Invoice	10/22/2024	CUST#WATUM1962 BLEACH	0.00	39.61	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST#WATUM1962 BLEA	39.61	
045000	H.D. FOWLER COMPANY	11/01/2024	EFT	0.00	740.61	776
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">16861753</a>	Invoice	10/24/2024	JOB# RECLAIMED FOREST- NYLON COATE	0.00	740.61	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		JOB# RECLAIMED FOREST-	740.61	
VEN02276	JAMES N DOCTER	11/01/2024	EFT	0.00	119.94	777
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">REIMBURSE/OCT</a>	Invoice	10/30/2024	REIMBURSE/OCT24 WSADCP CONFERENC	0.00	119.94	
<a href="#">001-112-000-51251-4307</a>		MUNI CT - Travel-Training	24-ITC	REIMBURSE/OCT24 WSAD	119.94	
132235	MOUNTAIN MIST WATER	11/01/2024	EFT	0.00	61.69	778
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">006262103</a>	Invoice	10/23/2024	ACCT# 088436 MUNI COURT	0.00	13.76	
<a href="#">001-112-000-51251-3100</a>		MUNI CT - Office and Ope		ACCT# 088436 MUNI COU	13.76	
<a href="#">006262105</a>	Invoice	10/23/2024	ACCT#088436 POLICE	0.00	27.37	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		ACCT#088436 POLICE	27.37	
<a href="#">006262116</a>	Invoice	10/23/2024	ACCT# 088436 PW SHOP	0.00	20.56	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		ACCT# 088436 PW SHOP	20.56	
142965	NORTHSTAR CHEMICAL, INC	11/01/2024	EFT	0.00	5,200.96	779
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">295624</a>	Invoice	10/23/2024	CUST# 100472 SODIUM HYPOCHLORITE	0.00	5,200.96	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		CUST# 100472 SODIUM HY	5,200.96	
VEN01558	NORTHWEST CUSTOM TEES	11/01/2024	EFT	0.00	130.68	780
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">1867</a>	Invoice	10/29/2024	VOLLEYBALL CHAMPION SHIRTS	0.00	130.68	
<a href="#">001-141-000-57120-3100</a>		REC - Office and Operatin		VOLLEYBALL CHAMPION S	130.68	

## Check Register

Packet: APPKT03319-NOVEMBER 1, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02470	SIMPLY CONTROLS	11/01/2024	EFT	0.00	1,824.58	781
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">002158</a>	Invoice	10/24/2024	CUST# 0001151 UV STATION TROUBLESH	0.00	816.00	
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and		CUST# 0001151 UV STATIO	816.00	
<a href="#">002161</a>	Invoice	10/24/2024	CUST# 0001151 INSTALL QUICK CONNECT	0.00	1,008.58	
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and		CUST# 0001151 INSTALL Q	1,008.58	
VEN02065	ANACONDA NETWORKS	11/01/2024	Regular	0.00	41.38	111865
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">8716</a>	Invoice	08/09/2024	RMA# AN-1286-ST REPAIR RETURN	0.00	41.38	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		RMA# AN-1286-ST REPAIR	41.38	
VEN02340	BLT SHELTON PONY, LLC	11/01/2024	Regular	0.00	1,858.22	111866
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">655625</a>	Invoice	10/14/2024	MAINTENANCE,REPLACE DOOR LOCK/VIN	0.00	830.16	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE,REPLACE D	830.16	
<a href="#">655693</a>	Invoice	10/14/2024	MAINTENANCE/VIN# 4587	0.00	84.77	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE/VIN# 4587	84.77	
<a href="#">655718</a>	Invoice	10/17/2024	MAINT,SPARK PLUG,COIL,GASKET/VIN# 67	0.00	943.29	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINT,SPARK PLUG,COIL,G	943.29	
098000	BUILDERS FIRSTSOURCE	11/01/2024	Regular	0.00	169.94	111867
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">89898993</a>	Invoice	10/23/2024	ACCT# 671668 LUMBER	0.00	34.48	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		ACCT# 671668 LUMBER	34.48	
<a href="#">89899709</a>	Invoice	10/23/2024	ACCT# 671668 LUMBER	0.00	74.01	
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		ACCT# 671668 LUMBER	74.01	
<a href="#">89917428</a>	Invoice	10/28/2024	ACCT# 671668 PAINT SUPPLIES	0.00	61.45	
<a href="#">001-142-000-51830-3100</a>		FACIL - Office and Operati		ACCT# 671668 PAINT SUPP	61.45	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	11/01/2024	Regular	0.00	2.32	111868
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">CITY BILL /FINAL</a>	Invoice	10/24/2024	CITY BILL/FINAL OCTOBER 2024	0.00	0.64	
<a href="#">001-141-000-57680-4700</a>		PARKS - Utility Services		CITY BILL/FINAL OCTOBER	0.64	
<a href="#">CITY BILL/ FINAL</a>	Invoice	10/24/2024	CITY BILL/FINAL OCTOBER 2024	0.00	1.04	
<a href="#">001-141-000-57680-4700</a>		PARKS - Utility Services		CITY BILL/FINAL OCTOBER	1.04	
<a href="#">CITY BILL/FINAL</a>	Invoice	10/24/2024	CITY BILL/FINAL OCTOBER 2024	0.00	0.64	
<a href="#">402-640-000-53580-4700</a>		SEW SV SAT - Utility Servi		CITY BILL/FINAL OCTOBER	0.64	
VEN02622	ECONOLITE CONTROL PRODUCTS IN	11/01/2024	Regular	0.00	3,839.96	111869
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV226865</a>	Invoice	10/07/2024	CONTROLLER FOR WALLACE/SPRING LIGH	0.00	3,839.96	
<a href="#">101-000-000-54264-3500</a>		ST TR CTL - Small Tools/Eq		CONTROLLER FOR WALLAC	3,839.96	
028029	FRED HOLMES TREE SERVICE, LLC	11/01/2024	Regular	0.00	2,766.75	111870
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">203</a>	Invoice	10/17/2024	TRE REMOVAL SERVICE	0.00	2,766.75	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		TRE REMOVAL SERVICE	1,383.38	
<a href="#">401-000-000-53480-4101</a>		WAT - Professional Servic		TRE REMOVAL SERVICE	1,383.37	
039760	GOOD TO GO	11/01/2024	Regular	0.00	4.95	111871

## Check Register

Packet: APPKT03319-NOVEMBER 1, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">111314435</a>	Invoice	10/12/2024	CUST# 15412119/ 73791D	0.00	4.95	
<a href="#">001-118-000-52140-4302</a>		PD TRG - Travel-PD Opera		CUST# 15412119/ 73791D	4.95	
053992	HOOD CANAL COMMUNICATIONS	11/01/2024	Regular	0.00	5,156.90	111872
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">10991281</a>	Invoice	11/01/2024	ACCT# 00017664-7 NOVEMBER 2024	0.00	4,088.30	
<a href="#">001-132-000-51888-4200</a>		IT - Communication		ACCT# 00017664-7 NOVE	252.80	
<a href="#">001-132-000-51888-4801</a>		IT - Repairs and Maintena		ACCT# 00017664-7 NOVE	405.50	
<a href="#">401-000-000-53480-4201</a>		WAT - Communication - S		ACCT# 00017664-7 NOVE	1,575.00	
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		ACCT# 00017664-7 NOVE	1,855.00	
<a href="#">10996601</a>	Invoice	11/01/2024	NOVEMBER 2024	0.00	1,068.60	
<a href="#">001-119-000-52250-4200</a>		FIRE FACIL - Communicati		NOVEMBER 2024	101.55	
<a href="#">001-120-000-51310-4200</a>		C MGR - Communication		NOVEMBER 2024	0.12	
<a href="#">001-130-000-51810-4200</a>		HR - Communication		NOVEMBER 2024	40.74	
<a href="#">001-140-000-55430-4200</a>		CD AN CTRL - Communica		NOVEMBER 2024	32.26	
<a href="#">001-142-000-51890-4215</a>		FACIL CIVIC - Communica		NOVEMBER 2024	792.14	
<a href="#">401-000-000-53480-4201</a>		WAT - Communication - S		NOVEMBER 2024	101.67	
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		NOVEMBER 2024	0.12	
VEN01296	JEREMY PAWLOSKI	11/01/2024	Regular	0.00	112.50	111873
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">15</a>	Invoice	10/29/2024	INVESTIGATIVE WORK CASE# 55005C	0.00	52.50	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		INVESTIGATIVE WORK CAS	52.50	
<a href="#">17</a>	Invoice	10/29/2024	INVESTIGATIVE WORK CASE# 4A0097132	0.00	60.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		INVESTIGATIVE WORK CAS	60.00	
070966	JOHN HANCOCK LIFE INS CO	11/01/2024	Regular	0.00	1,286.98	111874
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4005380407</a>	Invoice	10/30/2024	GROUP# 03080 DOBIE,HAEFLIGER,LONGA	0.00	1,286.98	
<a href="#">502-000-000-51725-2032</a>		PR BEN - Ins-LongTrmCar		GROUP# 03080 DOBIE,HA	363.01	
<a href="#">611-000-000-51725-2032</a>		FF PEN - Ins-LongTrmCare		GROUP# 03080 DOBIE,HA	923.97	
082632	KRISTINA L. HOWARD	11/01/2024	Regular	0.00	176.20	111875
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">REIMBURSE/OCT</a>	Invoice	10/30/2024	REIMBURSE/OCT24 WSADCP	0.00	176.20	
<a href="#">001-112-000-51251-4307</a>		MUNI CT - Travel-Training	24-ITC	REIMBURSE/OCT24 WSAD	176.20	
085075	LAKESIDE INDUSTRIES	11/01/2024	Regular	0.00	1,744.51	111876
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">293393</a>	Invoice	10/12/2024	CUST# 101048 ASPHALT	0.00	1,744.51	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 101048 ASPHALT	1,744.51	
144093	NORTHWEST PLAYGROUND EQUIP	11/01/2024	Regular	0.00	1,005.31	111877
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">54569</a>	Invoice	10/25/2024	32 GALLON RECEPTACLE, LINER, DOME LI	0.00	1,005.31	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		32 GALLON RECEPTACLE, LI	1,005.31	
VEN02312	ODP BUSINESS SOLUTIONS LLC	11/01/2024	Regular	0.00	296.18	111878
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">387931672001</a>	Invoice	10/16/2024	ACCT# 28972108 POSTAGE SEAL Solutio	0.00	37.02	
<a href="#">001-142-000-51890-3110</a>		FACIL CIVIC - Office & Op		ACCT# 28972108 POSTAGE	37.02	

## Check Register

Packet: APPKT03319-NOVEMBER 1, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">387933370001</a>	Invoice	10/14/2024	ACCT# 28972108 PAPER, FOLDERS	0.00	233.03	
<a href="#">001-111-000-51421-3100</a>			FIN UB - Office and Opera	ACCT# 28972108 PAPER, F	69.50	
<a href="#">001-111-000-51423-3100</a>			FIN AC - Office and Opera	ACCT# 28972108 PAPER, F	128.78	
<a href="#">001-130-000-51810-3100</a>			HR - Office and Operating	ACCT# 28972108 PAPER, F	34.75	
<a href="#">387933372001</a>	Invoice	10/15/2024	ACCT# 28972108 PLEASE APPROVE STAM	0.00	26.13	
<a href="#">001-111-000-51423-3100</a>			FIN AC - Office and Opera	ACCT# 28972108 PLEASE A	26.13	
903584	RIGHT SYSTEMS	11/01/2024	Regular	0.00	3,404.95	111879
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SI-188946</a>	Invoice	10/18/2024	CUST# COS006 MSFT MONTHLY BILL	0.00	3,404.95	
<a href="#">001-132-000-51888-4100</a>		IT - Data Processing-Prof		CUST# COS006 MSFT MON	3,404.95	
VEN01624	STEPHEN GREER	11/01/2024	Regular	0.00	94.20	111880
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">REIMBURSE/OCT</a>	Invoice	10/30/2024	REIMBURSE/OCT24 WSADCP	0.00	94.20	
<a href="#">001-112-000-51251-4307</a>		MUNI CT - Travel-Training	24-ITC	REIMBURSE/OCT24 WSAD	94.20	
196341	STEVEN R. BUZZARD	11/01/2024	Regular	0.00	300.00	111881
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JUDGEPROTEM1</a>	Invoice	10/28/2024	JUDGEPROTEM10282024	0.00	150.00	
<a href="#">001-112-000-51251-4101</a>		MUNI CT - Judge Pro-Tem		JUDGEPROTEM10282024	150.00	
<a href="#">JUDGEPROTEM0</a>	Invoice	10/30/2024	JUDGEPROTEM0CT3024	0.00	150.00	
<a href="#">001-112-000-51251-4101</a>		MUNI CT - Judge Pro-Tem		JUDGEPROTEM0CT3024	150.00	
VEN01894	SWIFTCOMPLY US OPCO INC.	11/01/2024	Regular	0.00	7,940.00	111882
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV-9175</a>	Invoice	06/30/2023	SAAS-BACKFLOWSERVICES	0.00	7,940.00	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		SAAS-BACKFLOWSERVICES	7,940.00	
201100	TITUS-WILL	11/01/2024	Regular	0.00	1,200.22	111883
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">3513541/1</a>	Invoice	10/10/2024	ELECTRICAL BODY&LUBE OIL&FILTER/442	0.00	1,200.22	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		ELECTRICAL BODY&LUBE O	1,200.22	
201300	TOZIER BROS INC.	11/01/2024	Regular	0.00	158.23	111884
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">472560</a>	Invoice	10/23/2024	CUST# 20090 DRYWALL, FLY PAPER	0.00	10.32	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 DRYWALL, FL	10.32	
<a href="#">472615</a>	Invoice	10/28/2024	CUST# 20090 SPRING BRACE RAKE	0.00	50.55	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST# 20090 SPRING BRA	50.55	
<a href="#">472627</a>	Invoice	10/29/2024	CUST# 20090 WOOD CULTIVATORS	0.00	97.36	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST# 20090 WOOD CULTI	97.36	
201875	TYLER TECHNOLOGIES	11/01/2024	Regular	0.00	88,942.19	111885
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">025-468794</a>	Credit Memo	06/13/2024	ERP PRO TAX, UTILITIES ANNUAL FEES& H	0.00	-4,080.00	
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv		ERP PRO TAX, UTILITIES AN	-4,080.00	
<a href="#">025-468856</a>	Credit Memo	06/13/2024	ERP PRO UTILITIES ANNUAL FEES CREDIT	0.00	-813.75	
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv		ERP PRO UTILITIES ANNUA	-813.75	
<a href="#">025-483449</a>	Invoice	11/01/2024	CUST# 48155 RENEWAL ENERG	0.00	43,231.71	
<a href="#">001-115-000-51896-4100</a>		PW ENG - Professional Se		CUST# 48155 RENEWAL E	11,971.86	
<a href="#">001-121-000-51430-4100</a>		CLK REC - Professional Ser		CUST# 48155 RENEWAL E	3,325.52	

Check Register

Packet: APPKT03319-NOVEMBER 1, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">001-140-000-52460-4100</a>		CD CODE - Professional S	CUST# 48155 RENEWAL E	3,325.52		
<a href="#">001-140-000-55850-4100</a>		CD BLDG - Professional Se	CUST# 48155 RENEWAL E	16,627.58		
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST# 48155 RENEWAL E	6,651.03		
<a href="#">404-000-000-53180-4105</a>		STRM - Professional Servi	CUST# 48155 RENEWAL E	1,330.20		
<a href="#">025-483797</a>	Invoice	11/01/2024	CUST# 48155 RENEWAL FIN&UTIL12/24-1	0.00	50,444.23	
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv	CUST# 48155 RENEWAL FI	10,082.83		
<a href="#">001-111-000-51423-4100</a>		FIN AC - Professional Serv	CUST# 48155 RENEWAL FI	30,996.54		
<a href="#">001-140-000-52460-4100</a>		CD CODE - Professional S	CUST# 48155 RENEWAL FI	5,739.16		
<a href="#">001-141-000-57680-4100</a>		PARKS - Professional Servi	CUST# 48155 RENEWAL FI	382.61		
<a href="#">101-000-000-54230-4100</a>		ST RD WAY - Professional	CUST# 48155 RENEWAL FI	2,496.08		
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST# 48155 RENEWAL FI	346.17		
<a href="#">402-300-000-53580-4100</a>		SEW CL MN - Professional	CUST# 48155 RENEWAL FI	72.88		
<a href="#">404-000-000-53180-4105</a>		STRM - Professional Servi	CUST# 48155 RENEWAL FI	327.96		
<a href="#">025-484095</a>	Invoice	11/01/2024	CUST#48155 UTILITY BILLING MONTHLY F	0.00	160.00	
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv	CUST#48155 UTILITY BILLI	160.00		
VEN02544	VESTIS GROUP INC	11/01/2024	Regular	0.00	82.79	111886
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5120557354</a>	Invoice	10/16/2024	CUST# 792105973 COVERALLS,MAT,MOP,	0.00	39.86	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST# 792105973 COVER	39.86	
<a href="#">5120561501</a>	Invoice	10/23/2024	CUST# 792105972 COVERALLS, MAT, TOW	0.00	42.93	
<a href="#">401-000-000-53480-4901</a>		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.93	
VEN02287	WARRIOR WOMAN LAW PLLC	11/01/2024	Regular	0.00	1,240.00	111887
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">519</a>	Invoice	10/24/2024	00791 PEREZ TOXTLE	0.00	300.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00791 PEREZ TOXTLE	300.00	
<a href="#">520</a>	Invoice	10/24/2024	00839 JANIS	0.00	150.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00839 JANIS	150.00	
<a href="#">521</a>	Invoice	10/24/2024	00848 LEWIS	0.00	20.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00848 LEWIS	20.00	
<a href="#">522</a>	Invoice	10/24/2024	00523 DEAKINS	0.00	170.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00523 DEAKINS	170.00	
<a href="#">523</a>	Invoice	10/24/2024	00766 REID PHILLIPS	0.00	50.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00766 REID PHILLIPS	50.00	
<a href="#">524</a>	Invoice	10/24/2024	00627 O'DONNELL	0.00	180.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00627 O'DONNELL	180.00	
<a href="#">525</a>	Invoice	10/24/2024	00860 MOTTET YOUNGLOVE	0.00	50.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00860 MOTTET YOUNGLO	50.00	
<a href="#">526</a>	Invoice	10/24/2024	00872 ALEXANDER	0.00	100.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00872 ALEXANDER	100.00	
<a href="#">527</a>	Invoice	10/24/2024	00864 COOPER	0.00	220.00	

Check Register

Packet: APPKT03319-NOVEMBER 1, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		00864 COOPER		220.00	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	49	23	0.00	121,824.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	12	9	0.00	8,735.70
AP Automation	0	0	0.00	0.00
	<b>61</b>	<b>32</b>	<b>0.00</b>	<b>130,560.38</b>

AP Automation	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	130,560.38
			<u>130,560.38</u>

## VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 111913 through number 111955, EFT payment numbers 782 through 803 in the total amount of \$330,176.80 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 8th of November, 2024.

  
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: APPKT03329 - NOVEMBER 8, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
001480	ALPINE PRODUCTS INC.	11/08/2024	EFT	0.00	787.09	782
VEN02535	ALWAYS SAFE & LOCK INC	11/08/2024	EFT	0.00	32.72	783
005900	CAPITAL BUSINESS MACHINES	11/08/2024	EFT	0.00	833.39	784
	**Void**	11/08/2024	EFT	0.00	0.00	785
009231	DARREN PARSE	11/08/2024	EFT	0.00	112.50	786
023078	FASTENAL COMPANY	11/08/2024	EFT	0.00	561.43	787
023500	FERGUSON ENTERPRISES, INC.	11/08/2024	EFT	0.00	29.72	788
VEN01406	FERGUSON WATERWORKS	11/08/2024	EFT	0.00	1,905.88	789
040960	GRAINGER	11/08/2024	EFT	0.00	471.06	790
044700	GUARDIAN SECURITY SYSTEM	11/08/2024	EFT	0.00	62.29	791
VEN02140	HAGGARD & GANSON LLP	11/08/2024	EFT	0.00	5,142.50	792
079581	KCDA PURCHASING COOPERATIVE	11/08/2024	EFT	0.00	730.82	793
132235	MOUNTAIN MIST WATER	11/08/2024	EFT	0.00	47.93	794
142952	NORTH CENTRAL LABORATORIES	11/08/2024	EFT	0.00	1,403.99	795
151000	P. U. D. # 3	11/08/2024	EFT	0.00	51,987.59	796
	**Void**	11/08/2024	EFT	0.00	0.00	797
	**Void**	11/08/2024	EFT	0.00	0.00	798
163450	PURCHASE POWER	11/08/2024	EFT	0.00	1,212.75	799
VEN01972	THOMAS A FURRRER	11/08/2024	EFT	0.00	1,599.07	800
202392	VERIZON WIRELESS	11/08/2024	EFT	0.00	3,182.47	801
VEN02437	WALTER E NELSON CO OF WESTERN	11/08/2024	EFT	0.00	738.56	802
203900	WESMAR COMPANY, INC	11/08/2024	EFT	0.00	1,072.00	803
000050	AAA SEPTIC LLC	11/08/2024	Regular	0.00	100.00	111913
002900	ASPHALT ZIPPER, INC.	11/08/2024	Regular	0.00	71.14	111914
004385	BAZE BLACK STAR LLC	11/08/2024	Regular	0.00	260.64	111915
VEN02340	BLT SHELTON PONY, LLC	11/08/2024	Regular	0.00	5,315.39	111916
098000	BUILDERS FIRSTSOURCE	11/08/2024	Regular	0.00	85.98	111917
VEN02063	CARL TANNE	11/08/2024	Regular	0.00	600.00	111918
006400	CASCADE NATURAL GAS	11/08/2024	Regular	0.00	2,905.42	111919
108679	CENTRAL MASON FIRE AND EMS	11/08/2024	Regular	0.00	190,708.30	111920
009595	DEPT. OF LICENSING	11/08/2024	Regular	0.00	18.00	111921
159001	FERGUSON ENTERPRISES LLC #3325	11/08/2024	Regular	0.00	251.34	111922
VEN02460	FIRST CITIZENS BANK & TRUST CO	11/08/2024	Regular	0.00	147.02	111923
080980	GILLIARDI LOGGING & CONSTRUCTI	11/08/2024	Regular	0.00	2,849.61	111924
VEN02505	GUNDERSON LAW OFFICE, PLLC	11/08/2024	Regular	0.00	10,000.00	111925
VEN02509	HOUSE BROTHERS CONST INC	11/08/2024	Regular	0.00	95.00	111926
VEN02425	HUMANE SOCIETY OF MASON COUN	11/08/2024	Regular	0.00	237.15	111927
903336	JAMES BELLEVILLE	11/08/2024	Regular	0.00	834.98	111928
085075	LAKESIDE INDUSTRIES	11/08/2024	Regular	0.00	2,284.18	111929
085995	LANGUAGE LINE SERVICES	11/08/2024	Regular	0.00	227.63	111930
087799	LEMAY MOBILE SHREDDING	11/08/2024	Regular	0.00	17.11	111931
109750	MASON COUNTY DISTRICT COURT	11/08/2024	Regular	0.00	800.00	111932
108850	MASON COUNTY GARBAGE CO.-A V	11/08/2024	Regular	0.00	4,744.29	111933
VEN02077	NATURAL SELECTION FARMS, INC.	11/08/2024	Regular	0.00	810.00	111934
144504	NSI LAB SOLUTIONS, INC	11/08/2024	Regular	0.00	230.00	111935
VEN02627	ODILIA CALMO MATIAS	11/08/2024	Regular	0.00	400.00	111936
VEN02312	ODP BUSINESS SOLUTIONS LLC	11/08/2024	Regular	0.00	72.19	111937
VEN02624	OPENAI LLC	11/08/2024	Regular	0.00	21.78	111938
VEN02623	PETROCARD, INC	11/08/2024	Regular	0.00	15,549.80	111939
114040	PETTYJOHN ENTERPRISES, LLC	11/08/2024	Regular	0.00	40.00	111940
164899	QWEST DBA CENTURYLINK	11/08/2024	Regular	0.00	1,049.89	111941
903584	RIGHT SYSTEMS	11/08/2024	Regular	0.00	869.28	111942
178231	SEAN CARNEY	11/08/2024	Regular	0.00	188.00	111943
187000	SHELTON-MASON COUNTY JOURNA	11/08/2024	Regular	0.00	186.00	111944

## Check Register

Packet: APPKT03329-NOVEMBER 8, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
187000	SHELTON-MASON COUNTY JOURNA	11/08/2024	Regular	0.00	186.00	111945
178252	TASCHNER LAW, PLLC	11/08/2024	Regular	0.00	12,940.00	111946
201300	TOZIER BROS INC.	11/08/2024	Regular	0.00	512.90	111947
202340	UTILITIES UNDERGROUND LOCATIO	11/08/2024	Regular	0.00	63.36	111948
VEN02544	VESTIS GROUP INC	11/08/2024	Regular	0.00	81.23	111949
202900	WASH. ASSOC. OF SHERIFFS & POLK	11/08/2024	Regular	0.00	320.00	111950
203030	WASHINGTON STATE PATROL	11/08/2024	Regular	0.00	13.25	111951
203780	WATER MGMNT LABORATORIES INC	11/08/2024	Regular	0.00	2,012.00	111952
203780	WATER MGMNT LABORATORIES INC	11/08/2024	Regular	0.00	99.00	111953
053987	WESTBAY NAPA AUTO PARTS	11/08/2024	Regular	0.00	18.49	111954
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	11/08/2024	Regular	0.00	46.69	111955

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	43	0.00	258,263.04
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	28	22	0.00	71,913.76
AP Automation	0	0	0.00	0.00
	116	65	0.00	330,176.80

AP Automation	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	330,176.80
			<u>330,176.80</u> ✓



Shelton, WA

# Check Register

Packet: APPKT03329 - NOVEMBER 8, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
001480	ALPINE PRODUCTS INC.	11/08/2024	EFT	0.00	787.09	782
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">TM-228139</a>	Invoice	10/15/2024	ADA SIGNS/SIGN SUPPLIES	0.00	787.09	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		ADA SIGNS/SIGN SUPPLIES	787.09	
VEN02535	ALWAYS SAFE & LOCK INC	11/08/2024	EFT	0.00	32.72	783
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">324716</a>	Invoice	10/31/2024	CUST# 7260 KEYS, KEY RINGS AND TAGS	0.00	32.72	
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		CUST# 7260 KEYS, KEY RIN	32.72	
005900	CAPITAL BUSINESS MACHINES	11/08/2024	EFT	0.00	833.39	784
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV235732</a>	Invoice	11/06/2024	CONTRACT #CN3230-01	0.00	300.20	
<a href="#">001-110-000-51423-4500</a>		FIN AC - Operating Rental		CONTRACT #CN3230-01	180.12	
<a href="#">001-130-000-51810-4500</a>		HR - Operating Rentals		CONTRACT #CN3230-01	120.08	
<a href="#">INV235733</a>	Invoice	11/06/2024	CBM CONTRACT #CN3370-01	0.00	389.36	
<a href="#">001-110-000-51160-4500</a>		COUNCIL - Operating Ren		CONTRACT#CN3370-01	96.17	
<a href="#">001-111-000-51421-4500</a>		FIN UB - Operating Rental		CONTRACT#CN3370-01	3.66	
<a href="#">001-111-000-51423-4500</a>		FIN AC - Operating Rental		CONTRACT#CN3370-01	13.63	
<a href="#">001-115-000-51896-4500</a>		PW ENG - Operating Rent		CONTRACT#CN3370-01	130.25	
<a href="#">001-120-000-51310-4500</a>		C MGR - Operating Rental		CONTRACT#CN3370-01	4.40	
<a href="#">001-121-000-51430-4500</a>		CLK REC - Operating Rent		CONTRACT#CN3370-01	1.09	
<a href="#">001-130-000-51810-4500</a>		HR - Operating Rentals		CONTRACT#CN3370-01	0.35	
<a href="#">001-132-000-51888-4500</a>		IT - Operating Rentals		CONTRACT#CN3370-01	15.57	
<a href="#">001-140-000-55860-4500</a>		CD PLAN - Operating Rent		CONTRACT#CN3370-01	100.26	
<a href="#">001-141-000-57680-4500</a>		PARKS - Operating Rental		CONTRACT#CN3370-01	10.82	
<a href="#">001-142-000-51830-4500</a>		FACIL - Operating Rental		CONTRACT#CN3370-01	12.69	
<a href="#">001-143-000-57320-4500</a>		COM CTR ARTS - Operatin		CONTRACT#CN3370-01	0.47	
<a href="#">INV235734</a>	Invoice	11/06/2024	CONTRACT# CN3227-01	0.00	38.12	
<a href="#">401-000-000-53480-4501</a>		WAT - Operating Rentals -		CONTRACT# CN3227-01	38.12	
<a href="#">INV235735</a>	Invoice	11/06/2024	CONTRACT# CN3364-01	0.00	47.60	
<a href="#">401-000-000-53480-4501</a>		WAT - Operating Rentals -		CONTRACT# CN3364-01	47.60	
<a href="#">INV235736</a>	Invoice	11/06/2024	CONTRACT# CN1866-01	0.00	58.11	
<a href="#">402-400-000-53580-4500</a>		SEW SV MN - Operating R		CONTRACT# CN1866-01	58.11	
	**Void**	11/08/2024	EFT	0.00	0.00	785
009231	DARREN PARSE	11/08/2024	EFT	0.00	112.50	786
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INTERPRETATION</a>	Invoice	11/04/2024	INTERPRETATION1030204	0.00	112.50	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		INTERPRETATION1030202	112.50	
023078	FASTENAL COMPANY	11/08/2024	EFT	0.00	561.43	787
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">WATUM229052</a>	Invoice	10/31/2024	CUST# WATUM1961 MISC SUPPLIES	0.00	296.03	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# WATUM1961 MISC	296.03	
<a href="#">WATUM229053</a>	Invoice	10/31/2024	CUST# WATUM1962 MISC SUPPLIES	0.00	265.40	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">402-400-000-53580-3100</a>	SEW SV MN - Office and		CUST# WATUM1962 MISC		265.40	
023500	FERGUSON ENTERPRISES, INC.	11/08/2024	EFT	0.00	29.72	788
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">3129536</a>	Invoice	10/22/2024	CUST# 146629 URINAL KIT	0.00	29.72	
<a href="#">401-000-000-53480-3100</a>	WAT - Office and Operati		CUST# 146629 URINAL KIT		29.72	
VEN01406	FERGUSON WATERWORKS	11/08/2024	EFT	0.00	1,905.88	789
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0055979</a>	Invoice	11/01/2024	CUST# 2543 METER BOXES	0.00	1,905.88	
<a href="#">401-000-000-53480-3100</a>	WAT - Office and Operati		CUST# 2543 METER BOXES		1,905.88	
040960	GRAINGER	11/08/2024	EFT	0.00	471.06	790
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">9282177089</a>	Invoice	10/15/2024	ACCT# 839177342 FIRST AID SUPPLIES	0.00	51.79	
<a href="#">402-400-000-53580-3100</a>	SEW SV MN - Office and		ACCT# 839177342 FIRST AI		51.79	
<a href="#">9282177105</a>	Invoice	10/15/2024	ACCT# 839177342 DETERGENT	0.00	419.27	
<a href="#">402-400-000-53580-3100</a>	SEW SV MN - Office and		ACCT# 839177342 DETERG		419.27	
044700	GUARDIAN SECURITY SYSTEM	11/08/2024	EFT	0.00	62.29	791
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">1546118</a>	Invoice	11/01/2024	CUST# 313901 FIRE ALARM SERVICE/DEC	0.00	62.29	
<a href="#">001-142-000-57250-4100</a>	FACIL LIB - Professional Se		CUST# 313901 FIRE ALAR		62.29	
VEN02140	HAGGARD & GANSON LLP	11/08/2024	EFT	0.00	5,142.50	792
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">590</a>	Invoice	11/01/2024	SHELT.001E GENERAL COUNCEL/LEGAL O	0.00	5,142.50	
<a href="#">001-122-000-51541-4100</a>	LEGAL - Professional Servi		SHELT.001E GENERAL COU		5,142.50	
079581	KCDA PURCHASING COOPERATIVE	11/08/2024	EFT	0.00	730.82	793
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">300818225</a>	Invoice	10/31/2024	CUST# 101367 OFFICE SUPPLIES	0.00	730.82	
<a href="#">001-118-000-52122-3100</a>	PD PAT - Office and Opera		CUST# 101367 OFFICE SUP		730.82	
132235	MOUNTAIN MIST WATER	11/08/2024	EFT	0.00	47.93	794
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">006262104</a>	Invoice	10/23/2024	ACCT# 088436 ADMIN	0.00	40.98	
<a href="#">001-130-000-51810-3100</a>	HR - Office and Operating		ACCT# 088436 ADMIN		40.98	
<a href="#">006262118</a>	Invoice	10/23/2024	ACCT# 088436 ANIMAL CONTROL	0.00	6.95	
<a href="#">001-140-000-55430-3100</a>	CD AN CTRL - Office and		ACCT# 088436 ANIMAL CO		6.95	
142952	NORTH CENTRAL LABORATORIES	11/08/2024	EFT	0.00	1,403.99	795
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">510625</a>	Invoice	10/17/2024	ACCT# 42215 SUPPLIES	0.00	911.02	
<a href="#">402-400-000-53580-3100</a>	SEW SV MN - Office and		ACCT# 42215 SUPPLIES		911.02	
<a href="#">510691</a>	Invoice	10/18/2024	ACCT# 42215 SUPPLIES	0.00	492.97	
<a href="#">402-400-000-53580-3100</a>	SEW SV MN - Office and		ACCT# 42215 SUPPLIES		492.97	
151000	P. U. D. # 3	11/08/2024	EFT	0.00	51,987.59	796

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">101001 NOVEMB</a>	Invoice	11/06/2024	101001 NOVEMBER 2024	0.00	51,987.59	
<a href="#">001-140-000-55430-4700</a>	CD AN CTRL - Utility Servi		35199001 NOVEMBER 202		216.71	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		30003001 NOVEMBER 202		134.09	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		32453001 NOVEMBER 202		97.72	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		82241001 NOVEMBER 202		77.18	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		25911003 NOVEMBER 20		113.16	
<a href="#">001-142-000-51890-4715</a>	FACIL CIVIC - Utility Servic		28249001 NOVEMBER 202		3,032.49	
<a href="#">001-142-000-57250-4700</a>	FACIL LIB - Utility Services		35665001 NOVEMBER 202		782.45	
<a href="#">001-142-000-57530-4700</a>	FACIL MUSM - Utility Serv		27639001 NOVEMBER 202		486.40	
<a href="#">101-000-000-54263-4700</a>	ST LGHT - Utility Services		27837001 NOVEMBER 202		1,929.07	
<a href="#">101-000-000-54263-4700</a>	ST LGHT - Utility Services		27839002 NOVEMBER 202		10,134.85	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		35337001 NOVEMBER 202		92.41	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		109441001 NOVEMBER 20		83.20	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		109413001 NOVEMBER 20		69.36	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		109397001 NOVEMBER 20		96.51	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		101097001 NOVEMBER 20		96.03	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		26197001 NOVEMBER 202		93.91	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		25911002 NOVEMBER 20		121.96	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		101002 NOVEMBER 2024		100.22	
<a href="#">101-000-000-54264-4700</a>	ST TR CTL - Utility Service		101001 NOVEMBER 2024		98.22	
<a href="#">101-000-000-54265-4700</a>	ST PRK FAC - Utility Servic		26857001 NOVEMBER 202		28.68	
<a href="#">101-000-000-54270-4700</a>	ST RD PRK - Utility Service		250321001 NOVEMBER 20		77.88	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		277201002 NOVEMBER 2		143.80	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		8511001 NOVEMBER 202		95.92	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		45451001 NOVEMBER 202		192.34	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		277201001 NOVEMBER 20		144.75	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		25911001 NOVEMBER 202		1,865.06	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		101155001 NOVEMBER 20		4,970.45	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		113939001 NOVEMBER 20		93.30	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		25913001 NOVEMBER 202		101.06	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		101149001 NOVEMBER 20		98.18	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		46051001 NOVEMBER 202		170.27	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		26729001 NOVEMBER 202		421.78	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		35201001 NOVEMBER 202		1,855.35	
<a href="#">401-000-000-53480-4701</a>	WAT - Utility Services - Sh		26717001 NOVEMBER 202		151.92	
<a href="#">402-300-000-53580-4700</a>	SEW CL MN - Utility Servi		18515001 NOVEMBER 202		84.23	
<a href="#">402-300-000-53580-4700</a>	SEW CL MN - Utility Servi		47009001 NOVEMBER 202		76.98	
<a href="#">402-300-000-53580-4700</a>	SEW CL MN - Utility Servi		85079001 NOVEMBER 202		71.47	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		30003002 NOVEMBER 202		598.07	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		26551001 NOVEMBER 202		1,746.16	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		259409001 NOVEMBER 20		15,611.32	
<a href="#">402-640-000-53580-4700</a>	SEW SV SAT - Utility Servi		25911005 NOVEMBER 20		74.71	
<a href="#">402-640-000-53580-4700</a>	SEW SV SAT - Utility Servi		252689001 NOVEMBER 20		5,390.52	
<a href="#">404-000-000-53180-4700</a>	STRM - Utility Services		85183001 NOVEMBER 202		67.45	
	**Void**	11/08/2024	EFT	0.00	0.00	797
	**Void**	11/08/2024	EFT	0.00	0.00	798
163450	PURCHASE POWER	11/08/2024	EFT	0.00	1,212.75	799
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">8000-9000-1136-</a>	Invoice	10/25/2024	8000-9000-1136-7046 OCT/24	0.00	1,212.75	
<a href="#">001-111-000-51421-4200</a>	FIN UB - Communication		8000-9000-1136-7046 OCT		463.68	
<a href="#">001-111-000-51423-4200</a>	FIN AC - Communication		8000-9000-1136-7046 OCT		282.90	
<a href="#">001-142-000-51890-4215</a>	FACIL CIVIC - Communica		8000-9000-1136-7046 OCT		466.17	
VEN01972	THOMAS A FURRER	11/08/2024	EFT	0.00	1,599.07	800

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">COURT SECURITY</a>	Invoice	11/01/2024	COURT SECURITY SERVICE/NOVEMBER 24	0.00	1,599.07	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi		COURT SECURITY SERVICE/	1,599.07	
202392	VERIZON WIRELESS	11/08/2024	EFT	0.00	3,182.47	801
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">9976824593</a>	Invoice	10/20/2024	ACCT# 972465947-00001	OCT 24	0.00	3,182.47
<a href="#">001-115-000-51895-4200</a>		PW ADM - Communicatio	ACCT# 972465947-00001		338.16	
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication	ACCT# 972465947-00001		1,718.84	
<a href="#">001-130-000-51810-4200</a>		HR - Communication	ACCT# 972465947-00001		42.27	
<a href="#">001-132-000-51888-4200</a>		IT - Communication	ACCT# 972465947-00001		82.28	
<a href="#">001-140-000-52460-4200</a>		CD CODE - Communicatio	ACCT# 972465947-00001		42.27	
<a href="#">001-140-000-55850-4200</a>		CD BLDG - Communicatio	ACCT# 972465947-00001		124.55	
<a href="#">001-140-000-55860-4200</a>		CD PLAN - Communicatio	ACCT# 972465947-00001		40.01	
<a href="#">001-141-000-57680-4200</a>		PARKS - Communication	ACCT# 972465947-00001		42.27	
<a href="#">101-000-000-54264-4200</a>		ST TR CTL - Communicati	ACCT# 972465947-00001		42.27	
<a href="#">401-000-000-53480-4200</a>		WAT - Communication	ACCT# 972465947-00001		253.62	
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica	ACCT# 972465947-00001		253.62	
<a href="#">404-000-000-53180-4200</a>		STRM - Communication	ACCT# 972465947-00001		160.04	
<a href="#">503-000-000-54865-4200</a>		EMR - Communication	ACCT# 972465947-00001		42.27	
VEN02437	WALTER E NELSON CO OF WESTERN	11/08/2024	EFT	0.00	738.56	802
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1019746</a>	Invoice	10/18/2024	CUST# 12400 TISSUE PPR, TILE & GROUT		0.00	674.92
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 12400 TISSUE PPR,		674.92
<a href="#">1022594</a>	Invoice	11/01/2024	CUST# 12400 TILE & GROUT RENOVATOR		0.00	63.64
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 12400 TILE & GROU		63.64
203900	WESMAR COMPANY, INC	11/08/2024	EFT	0.00	1,072.00	803
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">327828</a>	Invoice	11/05/2024	CUST# 31175 SODIUM HYPOCHLORITE		0.00	1,072.00
<a href="#">401-000-000-53480-3104</a>		WAT - Office and Operati		CUST# 31175 SODIUM HYP		1,072.00
000050	AAA SEPTIC LLC	11/08/2024	Regular	0.00	100.00	111913
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">134874</a>	Invoice	11/01/2024	CUST# C2936 SHELTON SPRINGS COURSE		0.00	100.00
<a href="#">001-141-000-57680-4576</a>		PARKS - Oper Rental-Huff		CUST# C2936 SHELTON SP		100.00
002900	ASPHALT ZIPPER, INC.	11/08/2024	Regular	0.00	71.14	111914
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV/2024/1544</a>	Invoice	10/24/2024	12 BUTTON REMOTE STICKER KIT		0.00	71.14
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		12 BUTTON REMOTE STICK		71.14
004385	BAZE BLACK STAR LLC	11/08/2024	Regular	0.00	260.64	111915
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">27942</a>	Invoice	10/28/2024	INSTALL SUPPLIED GRAPHICS		0.00	260.64
<a href="#">302-000-000-59421-6000</a>		CAP IMP - Police Capital P	24-NEWEQUIP-POLICE	INSTALL SUPPLIED GRAPHI		260.64
VEN02340	BLT SHELTON PONY, LLC	11/08/2024	Regular	0.00	5,315.39	111916
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">655706</a>	Invoice	11/04/2024	TPMS SENSORS, TRANSMISSION WORK/VI		0.00	2,478.41
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		TPMS SENSORS, TRANSMI		2,478.41

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">655921</a>	Invoice	10/28/2024	REAR,FRNT BRK RPLCD/BELT RPLCD/VIN3	0.00	2,836.98	
<a href="#">001-118-000-52122-4805</a>	PD PAT - Repairs and Mai		REAR,FRNT BRK RPLCD/BE		2,836.98	
098000	BUILDERS FIRSTSOURCE	11/08/2024	Regular	0.00	85.98	111917
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">89961419</a>	Invoice	11/05/2024	ACCT# 671668 HYDRAULIC WTR STP,CNCR	0.00	85.98	
<a href="#">001-142-000-57250-3100</a>	FACIL LIB - Office and Ope		ACCT# 671668 HYDRAULIC		85.98	
VEN02063	CARL TANNE	11/08/2024	Regular	0.00	600.00	111918
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1030-2024-SHELT</a>	Invoice	11/04/2024	INTERPRETATION OCTOBER 2/9/16/23/30	0.00	600.00	
<a href="#">001-112-000-51251-4106</a>	MUNI CT - Interpreter Ex	24-ITC	INTERPRETATION OCTOBE		600.00	
006400	CASCADE NATURAL GAS	11/08/2024	Regular	0.00	2,905.42	111919
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">01912100003 NO</a>	Invoice	11/01/2024	01912100003 NOVEMER 24	0.00	119.31	
<a href="#">001-140-000-55430-4700</a>	CD AN CTRL - Utility Servi		01912100003 NOVEMER 2		119.31	
<a href="#">07912100000 NO</a>	Invoice	11/01/2024	07912100000 NOVEMBER 24	0.00	359.79	
<a href="#">001-142-000-57250-4700</a>	FACIL LIB - Utility Services		07912100000 NOVEMBER		359.79	
<a href="#">31538372017 NO</a>	Invoice	11/01/2024	31538372017 NOVEMBER 24	0.00	1,980.46	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		31538372017 NOVEMBER		1,980.46	
<a href="#">53617506497 NO</a>	Invoice	11/01/2024	53617506497 NOVEMBER 24	0.00	23.38	
<a href="#">401-000-000-53480-4701</a>	WAT - Utility Services - Sh		53617506497 NOVEMBER		23.38	
<a href="#">70912100008 NO</a>	Invoice	11/01/2024	70912100008 NOVEMBER 24	0.00	134.40	
<a href="#">401-000-000-53480-4701</a>	WAT - Utility Services - Sh		70912100008 NOVEMBER		134.40	
<a href="#">80912100007 NO</a>	Invoice	11/01/2024	80912100007 NOVEMBER 24	0.00	31.60	
<a href="#">401-000-000-53480-4701</a>	WAT - Utility Services - Sh		80912100007 NOVEMBER		31.60	
<a href="#">88112100008 NO</a>	Invoice	11/01/2024	88112100008 NOVEMBER 24	0.00	218.01	
<a href="#">001-142-000-51890-4715</a>	FACIL CIVIC - Utility Servic		88112100008 NOVEMBER		218.01	
<a href="#">90912100006 NO</a>	Invoice	11/01/2024	90912100006 NOVEMBER 24	0.00	38.47	
<a href="#">401-000-000-53480-4701</a>	WAT - Utility Services - Sh		90912100006 NOVEMBER		38.47	
108679	CENTRAL MASON FIRE AND EMS	11/08/2024	Regular	0.00	190,708.30	111920
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1387</a>	Invoice	09/30/2024	FIRE MARSHAL FEES/AUGUST 2024	0.00	3,150.00	
<a href="#">001-119-000-52230-4103</a>	FIRE PREV - Prof Svcs - Fir		FIRE MARSHAL FEES/AUG		3,150.00	
<a href="#">FIRE SERVICES/N</a>	Invoice	11/01/2024	FIRE SERVICES/NOVEMBER 2024	0.00	187,558.30	
<a href="#">001-119-000-52220-4103</a>	FIRE - Prof FF Services-Fir		FIRE SERVICES/NOVEMBER		135,241.84	
<a href="#">001-119-000-52221-4103</a>	EMS - Prof Services-Fire D		FIRE SERVICES/NOVEMBER		45,080.61	
<a href="#">001-119-000-52260-4100</a>	FIRE EQ - Professional Ser		FIRE SERVICES/NOVEMBER		4,777.52	
<a href="#">001-119-000-52260-4100</a>	FIRE EQ - Professional Ser		FIRE SERVICES/NOVEMBER		2,458.33	
009595	DEPT. OF LICENSING	11/08/2024	Regular	0.00	18.00	111921
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SHP240047</a>	Invoice	11/04/2024	SHP240047	0.00	18.00	
<a href="#">657-000-000-58600-0007</a>	Concealed Pistol Permits		SHP240047		18.00	
159001	FERGUSON ENTERPRISES LLC #3325	11/08/2024	Regular	0.00	251.34	111922
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0273950</a>	Invoice	10/25/2024	CUST# 1143 66 INCH MARKING FLAG	0.00	251.34	
<a href="#">401-000-000-53480-3100</a>	WAT - Office and Operati		CUST# 1143 66 INCH MAR		251.34	

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VEN02460	FIRST CITIZENS BANK & TRUST CO	11/08/2024	Regular	0.00	147.02	111923
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">45865125</a>	Invoice	11/02/2024	CONTRACT# 900-0349761-000		147.02	
<a href="#">001-112-000-51251-4500</a>		MUNI CT - Operating Ren	24-ITC	CONTRACT# 900-0349761-	12.02	
<a href="#">001-112-000-59112-7001</a>		MUNI CT - Long Term Lea	24-ITC	CONTRACT# 900-0349761-	135.00	
080980	GILLIARDI LOGGING & CONSTRUCTI	11/08/2024	Regular	0.00	2,849.61	111924
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">22597</a>	Invoice	10/02/2024	MULTI TKTS 3/4 MINUS RETAIL		1,778.03	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		MULTI TKTS 3/4 MINUS RE	444.51	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		MULTI TKTS 3/4 MINUS RE	444.51	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		MULTI TKTS 3/4 MINUS RE	444.51	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		MULTI TKTS 3/4 MINUS RE	444.50	
<a href="#">22897</a>	Invoice	10/28/2024	MULTI TKTS DRY FILL/ 3/4 MINUS RETAIL		1,071.58	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		MULTI TKTS DRY FILL/ 3/4	267.90	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		MULTI TKTS DRY FILL/ 3/4	267.90	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		MULTI TKTS DRY FILL/ 3/4	267.90	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		MULTI TKTS DRY FILL/ 3/4	267.88	
VEN02505	GUNDERSON LAW OFFICE, PLLC	11/08/2024	Regular	0.00	10,000.00	111925
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1430</a>	Invoice	11/01/2024	PROSECUTION SVC/OCTOBER 24		10,000.00	
<a href="#">001-122-000-51545-4101</a>		LEGAL - Prof Serv - Prosec		PROSECUTION SVC/OCTOB	10,000.00	
VEN02509	HOUSE BROTHERS CONST INC	11/08/2024	Regular	0.00	95.00	111926
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">243939</a>	Invoice	10/30/2024	CUST# 2309 PORTA RENTAL		95.00	
<a href="#">001-142-000-51890-4515</a>		FACIL CIVIC - Operating R		CUST# 2309 PORTA RENTA	95.00	
VEN02425	HUMANE SOCIETY OF MASON COU	11/08/2024	Regular	0.00	237.15	111927
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2219602</a>	Invoice	10/28/2024	ROO- SPAY, VACCINES, MICROCHIP, MEDS		237.15	
<a href="#">001-140-000-55430-4100</a>		CD AN CTRL - Professional		ROO- SPAY, VACCINES, MIC	237.15	
903336	JAMES BELLEVILLE	11/08/2024	Regular	0.00	834.98	111928
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">REIMBURSE/NOV</a>	Invoice	11/04/2024	REIMBURSE/NOV24 DT INSTRUCTOR TRAI		834.98	
<a href="#">001-118-000-52140-4302</a>		PD TRG - Travel-PD Opera		REIMBURSE/NOV24 DT IN	834.98	
085075	LAKESIDE INDUSTRIES	11/08/2024	Regular	0.00	2,284.18	111929
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">295100</a>	Invoice	10/26/2024	CUST# 101048 ASPHALT/TACK BUCKET		1,322.65	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		CUST# 101048 ASPHALT/T	1,322.65	
<a href="#">295101</a>	Invoice	10/26/2024	CUST# 101048 ASPHALT/TACK BUCKET		961.53	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 101048 ASPHALT/T	961.53	
085995	LANGUAGE LINE SERVICES	11/08/2024	Regular	0.00	227.63	111930
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">11428942</a>	Invoice	10/31/2024	ACCT# 9020514029 PHONE INTERPRETATI		69.55	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex		ACCT# 9020514029 PHON	69.55	
<a href="#">11431771</a>	Invoice	10/31/2024	ACCT# 9020943082 PHONE INTERPRETATI		138.58	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv	ACCT# 9020943082 PHON		138.58	
<a href="#">11446649</a>	Invoice	10/31/2024	ACCT# 9020535356 PHONE INTERPRETATI	0.00	19.50	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public	ACCT# 9020535356 PHON		19.50	
087799	LEMAY MOBILE SHREDDING	11/08/2024	Regular	0.00	17.11	111931
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">48629165185</a>	Invoice	11/01/2024	ACCT# 2185-952778-1166 NOV24	0.00	17.11	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi	ACCT# 2185-952778-1166		17.11	
109750	MASON COUNTY DISTRICT COURT	11/08/2024	Regular	0.00	800.00	111932
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PROBATION CON</a>	Invoice	10/31/2024	PROBATION CONSULTATION/OCTOBER 20	0.00	800.00	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi	24-ITC	PROBATION CONSULTATIO	800.00	
108850	MASON COUNTY GARBAGE CO.-A W	11/08/2024	Regular	0.00	4,744.29	111933
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">83249715149</a>	Invoice	11/01/2024	ACCT# 2149-30135 NOV24	0.00	313.73	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv	ACCT# 2149-30135 NOV24		313.73	
<a href="#">83250465149</a>	Invoice	11/01/2024	ACCT# 2149-30714 NOV24	0.00	133.38	
<a href="#">001-142-000-57250-4700</a>		FACIL LIB - Utility Services	ACCT# 2149-30714 NOV24		133.38	
<a href="#">83251435149</a>	Invoice	11/01/2024	ACCT# 2149-56141 NOV24	0.00	39.90	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv	ACCT# 2149-56141 NOV24		39.90	
<a href="#">83260085149</a>	Invoice	11/01/2024	ACCT# 2149-204368 NOV24	0.00	36.92	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi	ACCT# 2149-204368 NOV2		36.92	
<a href="#">83260265149</a>	Invoice	11/01/2024	ACCT# 2149-204402 NOV24	0.00	171.12	
<a href="#">402-640-000-53580-4700</a>		SEW SV SAT - Utility Servi	ACCT# 2149-204402 NOV2		171.12	
<a href="#">83262095149</a>	Invoice	11/01/2024	ACCT# 2149-204783 NOV24	0.00	221.51	
<a href="#">001-119-000-52250-4700</a>		FIRE FACIL - Utility Service	ACCT# 2149-204783 NOV2		221.51	
<a href="#">83265075149</a>	Invoice	11/01/2024	ACCT# 2149-205337 NOV24	0.00	1,163.39	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi	ACCT# 2149-205337 NOV2		1,163.39	
<a href="#">83266505149</a>	Invoice	11/01/2024	ACCT# 2149-205584 NOV24	0.00	36.92	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi	ACCT# 2149-205584 NOV2		36.92	
<a href="#">83271745149</a>	Invoice	11/01/2024	ACCT# 2149-206560 NOV24	0.00	55.38	
<a href="#">001-142-000-57530-4700</a>		FACIL MUSM - Utility Serv	ACCT# 2149-206560 NOV2		55.38	
<a href="#">83272885149</a>	Invoice	11/01/2024	ACCT# 2149-206771 NOV24	0.00	684.49	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv	ACCT# 2149-206771 NOV2		684.49	
<a href="#">83274965149</a>	Invoice	11/01/2024	ACCT# 2149-207155 NOV24	0.00	342.24	
<a href="#">001-142-000-57250-4700</a>		FACIL LIB - Utility Services	ACCT# 2149-207155 NOV2		342.24	
<a href="#">83276115149</a>	Invoice	11/01/2024	ACCT# 2149-207356 NOV24	0.00	55.38	
<a href="#">001-140-000-55430-4700</a>		CD AN CTRL - Utility Servi	ACCT# 2149-207356 NOV2		55.38	
<a href="#">83276775149</a>	Invoice	11/01/2024	ACCT# 2149-207565 NOV24	0.00	1,345.13	
<a href="#">001-141-000-57680-4700</a>		PARKS - Utility Services	ACCT# 2149-207565 NOV2		403.54	
<a href="#">101-000-000-54230-4700</a>		ST RD WAY - Maint - Utili	ACCT# 2149-207565 NOV2		188.32	
<a href="#">401-000-000-53480-4700</a>		WAT - Utility Services	ACCT# 2149-207565 NOV2		188.32	
<a href="#">402-300-000-53580-4700</a>		SEW CL MN - Utility Servi	ACCT# 2149-207565 NOV2		188.32	
<a href="#">404-000-000-53180-4700</a>		STRM - Utility Services	ACCT# 2149-207565 NOV2		188.32	
<a href="#">503-000-000-54865-4700</a>		EMR - Utility Services	ACCT# 2149-207565 NOV2		188.31	
<a href="#">83276785149</a>	Invoice	11/01/2024	ACCT# 2149-207568 NOV24	0.00	92.28	
<a href="#">001-141-000-57680-4700</a>		PARKS - Utility Services	ACCT# 2149-207568 NOV2		15.38	
<a href="#">101-000-000-54230-4700</a>		ST RD WAY - Maint - Utili	ACCT# 2149-207568 NOV2		15.38	
<a href="#">401-000-000-53480-4700</a>		WAT - Utility Services	ACCT# 2149-207568 NOV2		15.38	
<a href="#">402-300-000-53580-4700</a>		SEW CL MN - Utility Servi	ACCT# 2149-207568 NOV2		15.38	
<a href="#">404-000-000-53180-4700</a>		STRM - Utility Services	ACCT# 2149-207568 NOV2		15.38	

## Check Register

Packet: APPKT03329-NOVEMBER 8, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">503-000-000-54865-4700</a>	EMR - Utility Services		ACCT# 2149-207568 NOV2		15.38	
<a href="#">83277455149</a>	Invoice	11/01/2024	ACCT# 2149-209143 NOV24	0.00	52.52	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		ACCT# 2149-209143 NOV2		52.52	
VENO2077	NATURAL SELECTION FARMS, INC.	11/08/2024	Regular	0.00	810.00	111934
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">7764</a>	Invoice	10/24/2024	BIOSOLIDS SEPTEMBER 2024	0.00	810.00	
<a href="#">402-400-000-53580-4100</a>	SEW SV MN - Professional		BIOSOLIDS SEPTEMBER 20		810.00	
144504	NSI LAB SOLUTIONS, INC	11/08/2024	Regular	0.00	230.00	111935
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">443698</a>	Invoice	10/24/2024	CUST# 21545 TESTS	0.00	230.00	
<a href="#">402-400-000-53580-4100</a>	SEW SV MN - Professional		CUST# 21545 TESTS		230.00	
VENO2627	ODILIA CALMO MATIAS	11/08/2024	Regular	0.00	400.00	111936
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">DAMAGEDDEPREF</a>	Invoice	11/04/2024	DAMAGEDDEPREFUND/NOV24	0.00	400.00	
<a href="#">657-000-000-386000002</a>	Community Cntr Damage		DAMAGEDDEPREFUND/NO		400.00	
VENO2312	ODP BUSINESS SOLUTIONS LLC	11/08/2024	Regular	0.00	72.19	111937
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">389491111001</a>	Invoice	10/03/2024	ACCT# 28972108 LAMINATING POUCH	0.00	72.19	
<a href="#">401-000-000-53480-3100</a>	WAT - Office and Operati		ACCT# 28972108 LAMINAT		72.19	
VENO2624	OPENAI LLC	11/08/2024	Regular	0.00	21.78	111938
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">88FCA553-0003</a>	Invoice	10/31/2024	CHATGPT PLUS SUBSCRIPTION 11/24	0.00	21.78	
<a href="#">001-130-000-51810-4100</a>	HR - Professional Services		CHATGPT PLUS SUBSCRIPTI		21.78	
VENO2623	PETROCARD, INC	11/08/2024	Regular	0.00	15,549.80	111939
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0535939-IN</a>	Invoice	10/11/2024	CUST# 20-0108487 FUEL	0.00	6,729.61	
<a href="#">503-250-000-58900-0001</a>	EMR - Inventory-Gas		CUST# 20-0108487 FUEL		6,729.61	
<a href="#">0536459-IN</a>	Invoice	10/22/2024	CUST# 20-0108487 FUEL	0.00	2,788.73	
<a href="#">503-250-000-58900-0001</a>	EMR - Inventory-Gas		CUST# 20-0108487 FUEL		2,788.73	
<a href="#">0536655-IN</a>	Invoice	10/21/2024	CUST# 20-0108487 FUEL	0.00	2,993.21	
<a href="#">503-250-000-58900-0001</a>	EMR - Inventory-Gas		CUST# 20-0108487 FUEL		2,993.21	
<a href="#">0537242-IN</a>	Invoice	10/31/2024	CUST# 20-0108487 FUEL	0.00	3,038.25	
<a href="#">503-250-000-58900-0001</a>	EMR - Inventory-Gas		CUST# 20-0108487 FUEL		3,038.25	
114040	PETTYJOHN ENTERPRISES, LLC	11/08/2024	Regular	0.00	40.00	111940
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">3674</a>	Invoice	11/01/2024	FLOWER POTS	0.00	40.00	
<a href="#">101-000-000-54230-3100</a>	ST RD WAY - Office and O		FLOWER POTS		40.00	
164899	QWEST DBA CENTURYLINK	11/08/2024	Regular	0.00	1,049.89	111941

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Packet: APPKT03329-NOVEMBER 8, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">333641982 OCTO</a> Invoice		10/28/2024	333641982 OCTOBER 24	0.00	1,049.89	
<a href="#">401-000-000-53480-4201</a>					222.81	
<a href="#">402-300-000-53580-4200</a>					60.05	
<a href="#">402-400-000-53580-4200</a>					375.95	
<a href="#">402-400-000-53580-4200</a>					146.69	
<a href="#">402-640-000-53580-4200</a>					244.39	
903584	RIGHT SYSTEMS	11/08/2024	Regular	0.00	869.28	111942
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SI-188999</a> Invoice		10/25/2024	CUST# COS006 LG 23.8 LED MONITORS	0.00	869.28	
<a href="#">001-132-000-51888-3100</a>		IT - Office and Operating		CUST# COS006 LG 23.8 LE	869.28	
178231	SEAN CARNEY	11/08/2024	Regular	0.00	188.00	111943
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">KIMUDO INSTRU</a> Invoice		11/07/2024	KIMUDO INSTRUCTOR/OCTOBER 2024	0.00	188.00	
<a href="#">001-141-000-57120-4100</a>		REC - Professional Service		KIMUDO INSTRUCTOR/OC	188.00	
187000	SHELTON-MASON COUNTY JOURNA	11/08/2024	Regular	0.00	186.00	111944
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">126826</a> Invoice		10/21/2024	PO#4860 LEGAL NOTICES SMPD BUDGET	0.00	186.00	
<a href="#">001-110-000-51160-4100</a>		COUNCIL - Professional S		PO#4860 LEGAL NOTICES S	186.00	
187000	SHELTON-MASON COUNTY JOURNA	11/08/2024	Regular	0.00	186.00	111945
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">126825</a> Invoice		10/21/2024	PO# 4859 LEGAL NOTICE 2025 BUDGET &	0.00	186.00	
<a href="#">001-110-000-51160-4100</a>		COUNCIL - Professional S		PO# 4859 LEGAL NOTICE 2	186.00	
178252	TASCHNER LAW, PLLC	11/08/2024	Regular	0.00	12,940.00	111946
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PUBLIC DEFENSE</a> Invoice		11/01/2024	PUBLIC DEFENSE SERVICE/NOV 2024	0.00	12,940.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		PUBLIC DEFENSE SERVICE/	12,940.00	
201300	TOZIER BROS INC.	11/08/2024	Regular	0.00	512.90	111947
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">472322</a> Invoice		10/07/2024	CUST# 20090 PADLOCKS	0.00	96.44	
<a href="#">503-000-000-54865-3105</a>		EMR - Oper Supp-Parts-S		CUST# 20090 PADLOCKS	96.44	
<a href="#">472340</a> Invoice		10/08/2024	CUST# 20090 SHOVELS	0.00	91.76	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST# 20090 SHOVELS	91.76	
<a href="#">472359</a> Invoice		10/09/2024	CUST# 20090 PROPANE TANK	0.00	25.91	
<a href="#">503-000-000-54865-3200</a>		EMR - Gas & Oil Fleet		CUST# 20090 PROPANE TA	25.91	
<a href="#">472375</a> Invoice		10/09/2024	CUST# 20090 FOAM ROLLER COVER	0.00	8.35	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 FOAM ROLLE	8.35	
<a href="#">472587</a> Invoice		10/25/2024	CUST# 20090 ENGINE OIL, NUTS AND BOL	0.00	47.36	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 20090 ENGINE OIL,	47.36	
<a href="#">472647</a> Invoice		10/30/2024	CUST# 20090 NUTS AND BOTLS, MEND BR	0.00	23.41	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 20090 NUTS AND B	23.41	
<a href="#">472674</a> Invoice		11/01/2024	CUST# 20090 SLDG HMR,RIP HMRS	0.00	92.14	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 20090 SLDG HMR,R	92.14	
<a href="#">472719</a> Invoice		11/04/2024	CUST# 20090 ENGINE OIL,BAR & CHAIN	0.00	67.26	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		CUST# 20090 ENGINE OIL,	67.26	

## Check Register

Packet: APPKT03329-NOVEMBER 8, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">472727</a>	Invoice	11/05/2024	CUST# 20090 CONCRETE FILLR, CEMENT T	0.00	49.94	
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope	CUST# 20090 CONCRETE FI		49.94	
<a href="#">472729</a>	Invoice	11/05/2024	CUST# 20090 LED BULB GREEN 8W	0.00	10.33	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O	CUST# 20090 LED BULB GR		10.33	
202340	UTILITIES UNDERGROUND LOCATIO	11/08/2024	Regular	0.00	63.36	111948
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4100227</a>	Invoice	10/31/2024	ACCT# 100100 SHELTO1/OCT24	0.00	63.36	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		ACCT# 100100 SHELTO1/O	21.12	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT# 100100 SHELTO1/O	21.12	
<a href="#">404-000-000-53180-4105</a>		STRM - Professional Servi		ACCT# 100100 SHELTO1/O	21.12	
VEN02544	VESTIS GROUP INC	11/08/2024	Regular	0.00	81.23	111949
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5120561493</a>	Invoice	10/23/2024	CUST# 792105973 COVERALLS,MAT,MOP,	0.00	38.30	
<a href="#">402-400-000-53580-4900</a>		SEW SV MN - Miscellaneous		CUST# 792105973 COVER	38.30	
<a href="#">5120565663</a>	Invoice	10/30/2024	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.93	
<a href="#">401-000-000-53480-4901</a>		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.93	
202900	WASH. ASSOC. OF SHERIFFS & POLIC	11/08/2024	Regular	0.00	320.00	111950
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">DUES 2024-0027</a>	Invoice	01/15/2024	SHEL00300-ACTIVE DUES CATEGORY D/KO	0.00	245.00	
<a href="#">001-118-000-52140-3100</a>		PD TRG - Office and Oper		SHEL00300-ACTIVE DUES C	245.00	
<a href="#">DUES 2024-0077</a>	Invoice	10/15/2024	SHEL00300-AFFILIATE DUES/GANO	0.00	75.00	
<a href="#">001-118-000-52140-3100</a>		PD TRG - Office and Oper		SHEL00300-AFFILIATE DUE	75.00	
203030	WASHINGTON STATE PATROL	11/08/2024	Regular	0.00	13.25	111951
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">12502501</a>	Invoice	11/04/2024	ACCT# WA0230400	0.00	13.25	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		ACCT# WA0230400	13.25	
203780	WATER MGMNT LABORATORIES INC	11/08/2024	Regular	0.00	2,012.00	111952
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">223894</a>	Invoice	11/28/2024	ACCT# AS201R TESTS 10/7/24	0.00	356.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT# AS201R TESTS 10/7	356.00	
<a href="#">224224</a>	Invoice	10/31/2024	ACCT# AS201R TESTS 10/1, 10/2	0.00	1,656.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT# AS201R TESTS 10/1,	1,656.00	
203780	WATER MGMNT LABORATORIES INC	11/08/2024	Regular	0.00	99.00	111953
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">224060</a>	Invoice	10/30/2024	ACCT# AS4819R TESTS 10/3	0.00	99.00	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		ACCT# AS4819R TESTS 10/	99.00	
053987	WESTBAY NAPA AUTO PARTS	11/08/2024	Regular	0.00	18.49	111954
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">107619</a>	Invoice	11/05/2024	ACCT# 4296 CAR AIR FRESHENER	0.00	9.80	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		ACCT# 4296 CAR AIR FRES	9.80	
<a href="#">107662</a>	Invoice	11/05/2024	ACCT# 4296 STARTING FLUID	0.00	8.69	
<a href="#">001-118-000-52122-3110</a>		PD PAT - Office & Operati		ACCT# 4296 STARTING FLU	8.69	
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	11/08/2024	Regular	0.00	46.69	111955

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Packet: APPKT03329-NOVEMBER 8, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PACKAGEID 1319</a>	Invoice	10/29/2024	WSP CRIME LAB		0.00	15.50
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		WSP CRIME LAB		15.50
<a href="#">PACKAGEID 1320</a>	Invoice	10/31/2024	WSP CRIME LAB/ EVIDENCE		0.00	6.26
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		WSP CRIME LAB/ EVIDENC		6.26
<a href="#">PACKAGEID 1322</a>	Invoice	11/04/2024	WSP TOXICOLOGY/CRIME LAB		0.00	24.93
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		WSP TOXICOLOGY/CRIME L		24.93

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	43	0.00	258,263.04
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	28	22	0.00	71,913.76
AP Automation	0	0	0.00	0.00
	116	65	0.00	330,176.80

AP Automation	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	330,176.80
			<u>330,176.80</u>

### VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered 4005 through 4010 and 13649 through 13752. Warrants 111888 through 111906 in the amount of \$532,488.04 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 5th of November, 2024.

  
Finance Director

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

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2024.

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

\_\_\_\_\_  
Deputy Mayor Sharon Schirman

\_\_\_\_\_  
Councilmember George Blush

\_\_\_\_\_  
Councilmember Tom Gilmore

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

\_\_\_\_\_  
Councilmember Lyndsey Sapp

\_\_\_\_\_  
Councilmember Melissa Stearns



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

City Council Meeting Minutes  
October 1, 2024 – 6:00 p.m.  
Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL**

#### **Councilmembers:**

Mayor Eric Onisko  
Deputy Mayor Sharon Schirman  
George Blush  
Tom Gilmore  
Miguel Gutierrez  
Lyndsey Sapp  
Melissa Stearns

#### **Personnel:**

City Manager Mark Ziegler  
City Clerk Donna Nault  
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**

Mason County Housing and Behavioral Health Advisory Board – Councilmember Sapp

### **CONSENT AGENDA**

1. Vouchers numbered 111564 through 111618 and EFT payment numbers 662 through 685 in the total amount of \$397,303.18
2. Resolution No. 1349-0924 Civic Center Exterior Final Acceptance

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)**

#### **In-Person:**

Kathy McDowell  
Susan Kirchoff

#### **Zoom:**

None

### **PRESENTATIONS**

1. White Cane Awareness Proclamation

Councilmember Gutierrez read the proclamation. Discussion followed. Bill Scholl explained the history of White Cane Awareness Day.

### **BUSINESS AGENDA**

1. Water Meter Upgrades Installation (AMI) Project Bid Update – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented updates regarding bids for the water meter upgrade installation project. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Sapp to place this item on the October 15, 2024 council meeting action agenda for further consideration. Passed.

### **ACTION AGENDA**

None

### **ADMINISTRATION REPORT**

#### **1. City Manager Report**

- Newly paved streets on Capitol Hill
- Planning a facilities tour for Council soon
- Legislative meeting was held last week
- Olympic Heights development should be starting preliminary construction in the near future
- State Auditor held an entrance conference today
- Virtual public comments

### **NEW ITEMS FOR DISCUSSION**

Thoughts and prayers to those affected by Hurricane Helene.

### **ANNOUNCEMENT OF NEXT MEETING**

Study Session – October 8, 2024 at 6:00 p.m.

City Council Meeting – October 15, 2024 at 6:00 p.m.

### **MEETING ADJOURN**

Mayor Onisko adjourned the meeting at 6:30 p.m.

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Mayor Eric Onisko

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City Clerk Donna Nault



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

Study Session Minutes  
October 8, 2024 – 6:00 p.m.  
Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL**

#### **Councilmembers:**

Mayor Eric Onisko  
Deputy Mayor Sharon Schirman  
George Blush  
Tom Gilmore  
Miguel Gutierrez  
Lyndsey Sapp  
Melissa Stearns

#### **Personnel:**

City Manager Mark Ziegler  
City Clerk Pro Tem Danielle Dedmon  
Public Works Director Jay Harris

### **CALL TO ORDER**

Call to Order: 6:00 p.m.  
Roll Call: City Clerk Pro Tem Dedmon – All Present

### **STUDY AGENDA**

1. Lead Service Line Discussion – Presented by Public Works Director Jay Harris

Public Works Director Harris presented information regarding the lead service line. Discussion followed.

2. Affordable Housing Funding Options – Presented by City Manager Mark Zeigler

City Manager Zeigler presented information regarding affordable housing funding options. Discussion followed.

### **NEW ITEMS FOR DISCUSSION**

Mayor Onisko – Would like to discuss the school zone in front of Olympic College and how to improve pedestrian safety.

City Manager Zeigler – Would like to remind everyone that starting next week, with the October 15, 2024 Council meeting, pre-registration will be required for Zoom.

### **ADJOURN**

Mayor Onisko adjourned the meeting at 7:05 p.m.

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Mayor Eric Onisko

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City Clerk Donna Nault

# Mason County Historical Society Museum

Q3 2024 Lodging Tax Report for  
the City of Shelton

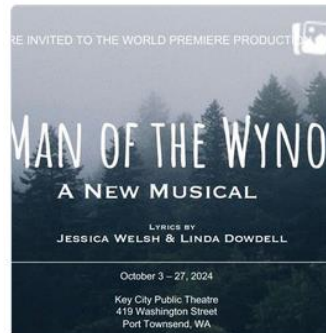
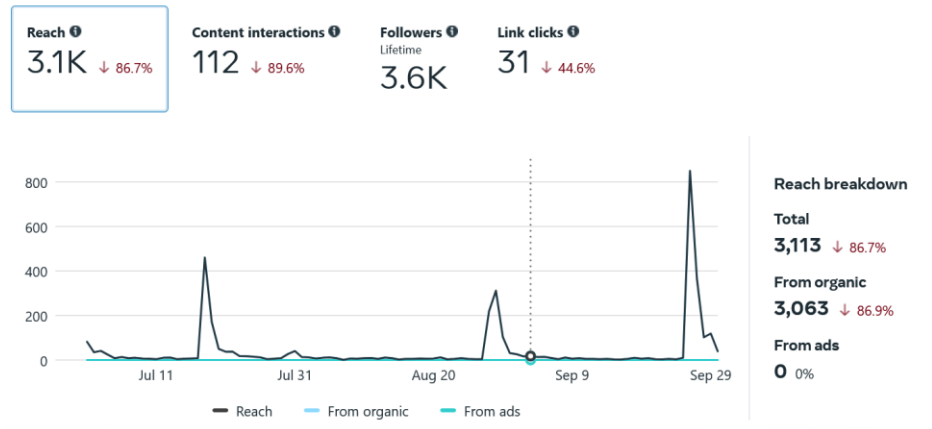
Liz Arbaugh, Executive Director



## Total Museum Visitor Count – Quarter 3 – 2024

	Total Visitors	Local Visitors	>50 Miles	Out of State Visitors	Inter- national Visitors	Calls	Email/ Web
July	517	420	44	43	10	32	10
August	285	205	27	45	8	32	24
September	227	180	20	25	2	25	18
Q3 Totals	1029	805	91	113	20	81	52

# FACEBOOK INTERACTIONS



**We heard this was in  
the works, but can't...**

Thu Sep 26, 12:48pm

👍 1.4K    ❤️ 40  
💬 7    ➡️ 3



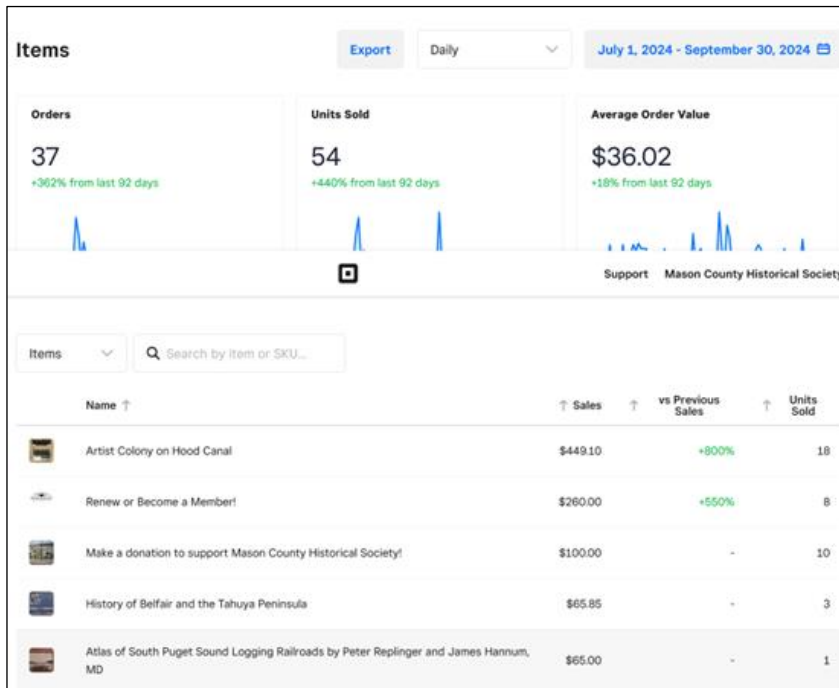
**Happy to see our own  
Mike Fredson and th...**

Thu Jul 18, 1:01pm

👍 814    ❤️ 32  
💬 0    ➡️ 4

# Square

## Website Traffic and Sales Summaries



# Google Analytics – July1 – Sept 30, 2024

## WHERE DO YOUR NEW USERS COME FROM?

New users by

First user primary channel group (Default Channel Group)▼

Organic Search

Direct

Referral

Organic Social

Jul 1 -  
NEW U:  
Organ

Ecommerce purchases: Item name					Custom Jul 1 - Sep 30, 2024
Item name	Items viewed	Items added to cart	Items purchased	Item revenue	
Total	0	0	50	\$0.00	100% of total
1 Artist Colony on Hood Canal	0	0	16	\$0.00	
2 Make a donation to support Mason County Historical Society!	0	0	10	\$0.00	
3 Renew or Become a Member!	0	0	9	\$0.00	
4 History of Belfair and the Tahuya Peninsula	0	0	4	\$0.00	
5 Moon by Issa Card	0	0	3	\$0.00	
6 Atlas of South Puget Sound Logging Railroads by Peter Replinger and James Hannum, MD	0	0	1	\$0.00	
7 Beastman	0	0	1	\$0.00	

All Users

Add comparison +

Custom Jul 1 - Sep 30, 2024

## Reports snapshot

Active users

1.8K

New users

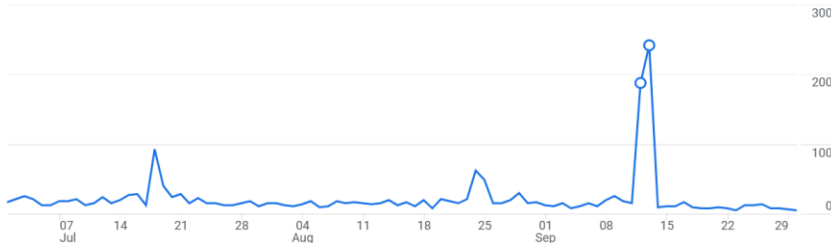
1.8K

Average engagement time per active user

1m 04s

Total revenue

\$0.00



**NOW & THEN**  
**From the 1920s through 1952,**  
**an elite artist colony**  
**thrived along Hood Canal**



COURTESY MICHAEL FREDSON / THE SEATTLE TIMES  
 appear in their costumes in the recent Kit-Kat Frolic and annual colony affair," according to the June 1, 1924, Seattle Times. Behind them and in front of a Japanese-style torii gate runs the predecessor of Highway 106 east of the town of Union.

**THEN:** In May 1924, Orre Nobles (center right, hand on stone pillar) and others at Olympus Manor "appear in their costumes in the recent Kit-Kat Frolic and annual colony affair," according to the June 1, 1924, Seattle Times. Behind them and in front of a Japanese-style torii gate runs the predecessor of Highway 106 east of the town of Union.

**NOW:** Near an abandoned and shaded stone pillar on property now owned by Blue Heron Resort, author Michael Fredson stands along an overgrown path near what was Olympus Manor, which burned down in 1952. For more info, visit [MichaelFredson.com](http://MichaelFredson.com).



CLAY EALS

**By Clay Eals /**  
**Special to The Seattle Times**

**BEAUTY AND STORIES** abound here. We're near Union, a wisp of a logging town formerly called Union City that sought to be our state's capital. On a sunny just west of Alderbrook Resort near the corner of Hood Canal, this spot sparkles. The scene overflows with deep-blue w countess trees and snow-kissed Olympi mountains, a genuine Washington stat But abandoned beneath the natural sy evidence of a century-old center of c tiny but potent, a coterie of urban e calling itself an artist colony. ▶

The Seattle Times

# Mason County History in the Seattle Times

An article in the July 21, 2024  
 Seattle Times "Pacific  
 Magazine" featured local  
 historian and writer Mike  
 Fredson and the story of the  
 Artist Colony on Hood  
 Canal.



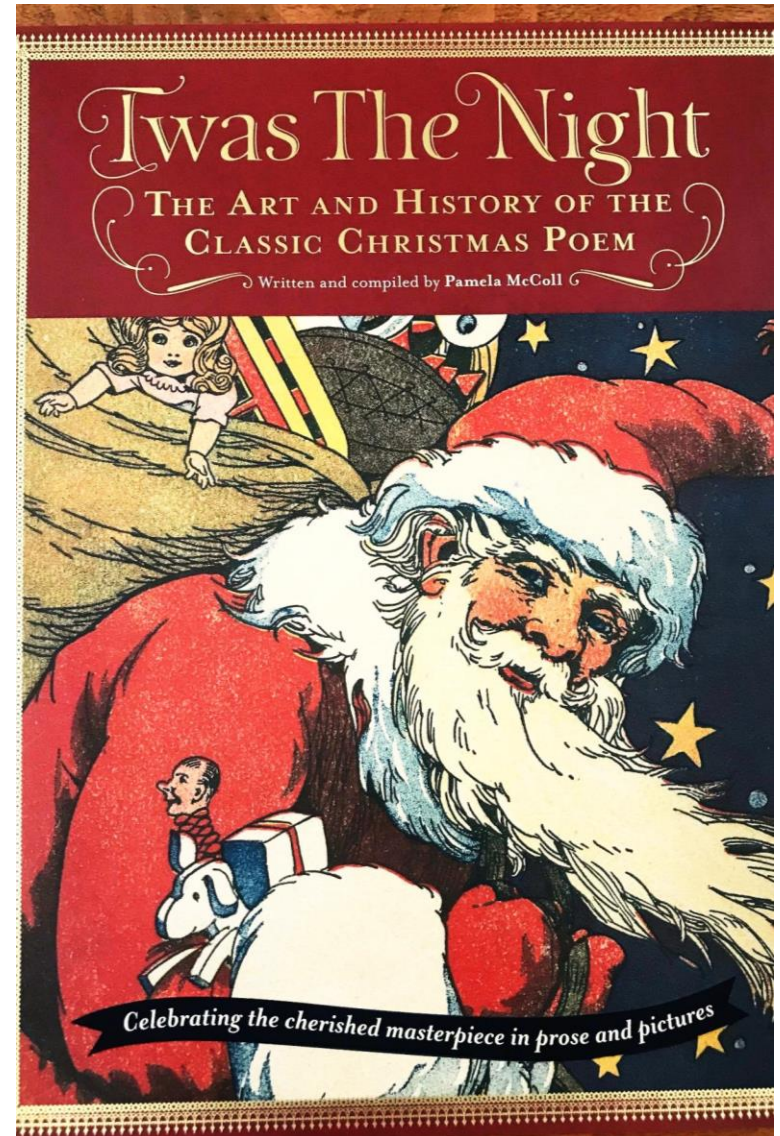


NEW EXHIBIT:

THE ART AND  
ARTISTRY OF  
CLARENCE  
BEAUCHAMP



SATURDAY,  
NOVEMBER 23,  
2024, 2:00 PM  
MASON COUNTY  
HISTORICAL  
SOCIETY  
MUSEUM





*3rd Quarter 2024*

# VISITOR INFORMATION SERVICES UPDATE

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



# Year to Date, July - September

Passes

Maps

	2024	2023	2019	Increase over 2023	Increase over 2019
Interagency	170	132	178	28.79%	-4.49%
Forest Annual	58	47	87	23.40%	-33.33%
Discover Annual	75	79	90	-5.06%	-16.67%
Discover Day	5	4	3	25.00%	66.67%
NW Forest Day	138	109	27	26.61%	411.11%
Christmas	0	0	0	0.00%	0.00%
US Forest Map	18	18	21	0.00%	-14.29%
Mt. Skok Map	17	12	43	41.67%	-60.47%
Brothers Map	3	5	22	-40.00%	-86.36%
EV Map	3	6	14	-50.00%	-78.57%
NatGeo Map	5	7	1	-28.57%	400.00%
Visitors	4364	3981	1844	9.62%	136.66%
Phone Calls	409	359	317	13.93%	29.02%

## VISITOR INFORMATION CENTER Services

The total number of visitors served in 3Q 2024 was moderately increased compared to the same period last year.

Phone calls during 3Q have remained stable. When the Hoodspout Visitor Center is closed or busy, calls are forwarded to the Chamber office to ensure we can assist visitors and potential tourists. Calls were also up slightly this quarter compared to last year.

While some categories of maps saw a decrease in sales that, by percentage, seems alarming it actually represents a minor decrease in count.

This year, the quantity of maps and recreational passes, were about the same although we struggled to secure certain inventory: Interagency/America the Beautiful was often out of stock even for our NPS partners.

# FACEBOOK

## Chamber of Commerce Page

The **Shelton-Mason Chamber of Commerce** page effectively shares business news, community events, points of interest, and information on current issues.

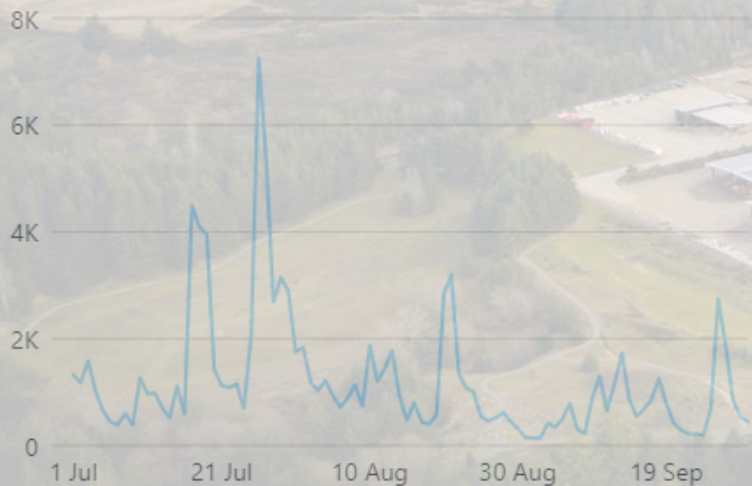
**Total followers**  
**5,813**

**Total Quarter Reach**  
**177,348**

### Reach

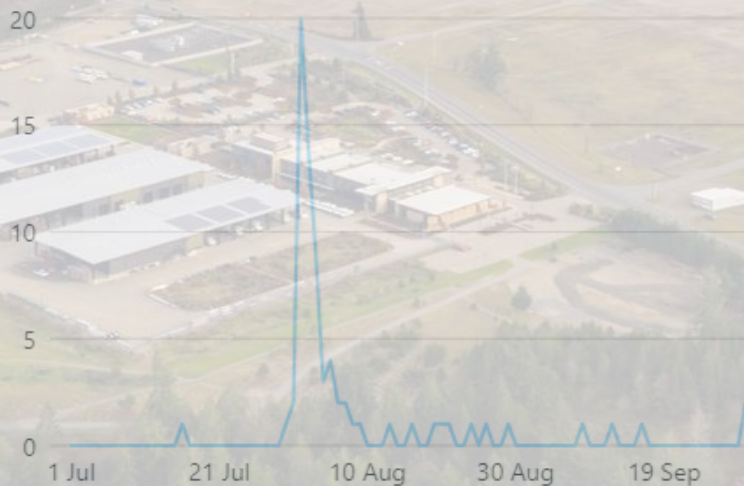
#### Facebook reach ⓘ

39.5K ↑ 15.3%



#### Instagram reach ⓘ

72 ↓ 75.5%



## Hood Canal Visitor Center Page

The **Hood Canal Visitor Center** page offers tourism information, highlighting activities and attractions in the Hood Canal region. It includes recommendations for things to do, such as hiking and kayaking as well as places to visit, including the City of Shelton, Mason County, Washington State Parks, and Olympic National Park.

### Location

### Towns/cities

### Countries

Shelton, WA, US	2,260
Olympia, WA, US	269
Union, WA, US	143
Belfair, WA, US	126
Grapeview, WA, US	118



## Shelton Caboose Visitor Information Center

[Website](#) [Directions](#) [Save](#)

4.6 ★★★★★ 7 Google reviews  
Historical landmark in Shelton, Washington

**Address:** 230 W Railroad Ave, Shelton, WA 98584  
**Hours:** Open · Closes 1 PM · Reopens 2 PM  
**Phone:** (360) 426-2021

 **Kadionna Jolie**  
13 reviews · 24 photos  
★★★★★ Apr 10, 2023  
I love these train museums  
I'll be coming back again 🚫🖤❤️

# GOOGLE LANDING PAGE Analytics and Traffic

## Top Three Queries:

- Attractions
- Visitor Center
- Aberdeen Visitor Center

## Google My Business

### 1,746

👁 People viewed your Business Profile  
📉 -16.2% (vs Jul 2023–Sep 2023)

#### Platform and device breakdown

Platform and devices that people used to find your profile

1,390 · 80%
Google Maps – mobile
243 · 14%
Google Search – mobile
63 · 4%
Google Search – desktop
50 · 3%
Google Maps – desktop

### 932

🔍 Searches showed your Business Profile in the search results  
📉 -21.2% (vs Jul 2023–Sep 2023)

#### Searches breakdown

Search terms that showed your Business Profile in the search results

1. attractions	482
2. visitor center	450
3. aberdeen visitor center	< 15
4. caboose	< 15
5. day trips from shelton wa	< 15

[See more](#)

# EXPANDED HOURS AND SPECIAL EVENT SUPPORT

This summer, the Chamber has utilized a college intern to extend visitor information center services beyond regular contracted hours.

By staffing the visitor centers during downtown events and festivals, we are able to augment the service we offer and ensure that visitors receive timely and valuable information.

This initiative supports our commitment to providing an excellent visitor experience and enriches the intern's experience with real-world skills in hospitality and public relations.





*3rd Quarter 2024*

# VISITOR INFORMATION SERVICES UPDATE

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



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

Touch Date: 10/28/2024  
Brief Date: 11/19/2024  
Action Date: 12/03/2024

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

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Reservoir Structural Design for Vent Hoods**

☐

Ordinance

☒ Dept. Head

JOH

☐ Finance Director

#### ATTACHMENTS:

☒

Resolution

☐ Attorney

**01\_Resolution No. 1354-1024**

☒

Motion

☒ City Clerk

**02\_Amendment #1**

☐

Other

☐ City Manager

**03\_Original Task Work Order**

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

In early 2024, City staff were made aware of a Department of Health requirement that the older City water reservoirs need to be retrofitted with upgraded vent hoods & screens to prevent contaminants from potentially entering the reservoirs. All older style vent hoods are required to be replaced to meet current venting/screening standards, for which 4 of the 5 reservoirs in the city are not compliant and need to be upgraded by January 1, 2026 (DOH required). The 4 reservoirs are 50+ years old, the city does not have as-built plans or structural calculations for the structures. To complete a design for the upgrades, the city will need a structural engineer to measure the existing reservoir vent openings and other structural elements to ensure that expanding the vent hole in the top of the reservoirs will not reduce the structural integrity of the facilities and their ability to hold water. The original task order for this project assumed that formal structural analysis was not needed to proceed with the design of the upgrades, and for safety purposes a structural analysis is needed to complete the design of the new hood vents.

The original consultant work order authorized the work to proceed, with a not to exceed amount of \$20,715. To complete the design work, an additional \$17,110 is needed for the as-built measurements and structural calculations, with a new not to exceed amount of \$37,825.00. Approval by the City Council is needed as the new amount surpasses the City Manager's \$30,000 spending authorization threshold.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The replacement of these vent hoods is required by DOH and are not an optional replacement project. To complete the project design, the structures will need to be analyzed by a structural engineer to ensure that the new venting systems meet DOH current standards and the structural integrity is not compromised at the reservoir facilities.

### BUDGET/FISCAL INFORMATION:

Staff have budgeted \$100,000 (2024) and \$150,000 (2025) to complete the design and installation of 4 vent hoods on 4 reservoirs within the City of Shelton.

PUBLIC INFORMATION REQUIREMENTS:

All materials are available and can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No.1354-1024 onto the consent agenda at the Council's December 3, 2024 meeting for further consideration."

**RESOLUTION 1354-1024**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
AUTHORIZING THE CITY MANAGER TO APPROVE A PUBLIC WORKS ON-CALL  
CONSULTANT ROSTER WORK ORDER FOR PROVIDING THE CITY STRUCTURAL  
CALCULATIONS IN DESIGNING REQUIRED VENT HOODS ON OUR WATER  
RESERVOIRS**

**WHEREAS**, the City of Shelton has received correspondence from the Washington State Department of Health to replace 4 older style vents hoods associated with older water reservoirs within the City of Shelton, by January 1, 2026; and

**WHEREAS**, the City entered into a work order agreement (March 2024) with BHC Consultants to design required modifications to the City's reservoir vents, located on 4 older reservoirs within the City's water service area; and

**WHEREAS**, the City does not have certified as-builts or the original construction documents associated with the 4 reservoirs to complete formal structural calculations for the design of the retrofitting work for the required venting system for each of the reservoirs; and

**WHEREAS**, the original work order was set at a not to exceed amount of \$20,715 and where an additional amount of \$17,110 is needed in order to correctly as-built and provide structural analysis for each of these reservoirs in a new amount not to exceed \$37,825.00.

**THEREFORE, BE IT RESOLVED** by the City of Shelton, Washington, that the City Manager is hereby authorized to execute a work order for the identified tasks in the attached scope/fee with BHC Consultants (On-Call Consultant) in the completion of the design in retrofitting 4 City of Shelton water utility reservoirs in meeting DOH venting requirements, and authorized to execute any change orders up to 20% of the new not to exceed amount.

**INTRODUCED** on the 19<sup>th</sup> of November 2024 and **PASSED** by the City Council under the consent agenda at its regular meeting on the 3<sup>rd</sup> of December 2024.

ATTEST:

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

\_\_\_\_\_  
City Clerk Nault



<b>Work Order BHC-24011 Amendment No. 1</b>
<b>Date:</b> December 3, 2024
<b>Task:</b> Reservoir Roof Retrofit Design – Amendment No. 1
<b>To:</b> BHC Consultants, LLC
<b>Scope of Work:</b> In addition to the scope defined in the original Work Order, BHC Consultants will also gather reservoir roof and vent support asbuilt data and prepare a report of the findings, as well as complete structural analysis on four water reservoirs, as described in Exhibit A, attached hereto.
<b>Original Budget:</b> \$20,715.00 <b>Budget increased by this Amendment No. 1:</b> \$17,110 <b>New Not To Exceed Amount:</b> \$37,825.00

Task Order Contact Information	
City of Shelton	BHC Consultants, LLC
<b>Name:</b> Mike Albaugh	<b>Name:</b> Ryan Hale, PE
<b>Phone:</b> 360.490.1279	<b>Phone:</b> 206.505.3400
<b>Email Address:</b> mike.albaugh@sheltonwa.gov	<b>Email Address:</b> rhale@bhccconsultants.com

Approving Signatures	
<b>City of Shelton:</b>	<b>Date:</b>
Mark Ziegler, City Manager	
<b>BHC Consultants, LLC:</b>	<b>Date:</b>
Cameron Ochiltree, Executive Vice President	

This work shall be done according to the contractual agreement titled, *On-Call Qualified Pool List, Water System Conveyance, Pumping, and Storage* between City of Shelton and BHC Consultants, LLC dated February 10, 2021.

*Invoices pertaining to assigned Work Orders shall be accompanied by a completed Billing Voucher, referencing the Work Order Number (located at the top of this form), and shall be submitted via email to [PW.Invoices@sheltonwa.gov](mailto:PW.Invoices@sheltonwa.gov).*

# EXHIBIT A

## On-Call Qualified Pool List – Water Systems Conveyance, Pumping and Storage

### Reservoir Roof Vents Retrofits Design

#### Scope of Work

#### Work Order No. BHC-24011 – Amendment # 1

The general provisions and clauses of the On-Call agreement executed February 10<sup>th</sup>, 2021 between the City of Shelton (“City”) and BHC Consultants, LLC (“BHC”) shall be in full force and effect for this Task Order Assignment.

**Project Title:** Reservoir Roof Vents Retrofits Design

**Maximum Amount Payable:** Initial Authorization \$20,715  
Revised through Amendment Request \$37,825 (see attached Exhibit A-1)

**Completion Date:** January, 2025

#### Description of Work:

BHC has been working on the original work order since City authorization in March 2024. The City has expressed a desire to evaluate the structural capacity of the Mountain View, Angleside, High School, and Capital Hill Tanks to support proposed reservoir roof vent retrofits. The City’s latest Department of Health (DOH) Sanitary Survey identified four reservoir roof vents that do not meet current DOH requirements for shrouds and screening. The original Work Order included developing final design documents for the replacement of the four existing reservoir roof vents with roof vents that meet the DOH shroud and screening requirements. The design documents have been reviewed by the City and have been finalized, pending design changes prompted by the structural analysis. As directed by the City, this amendment proposal seeks to capture the unscoped reservoir asbuilding efforts and structural analysis.

Under this Amendment No. 1 Scope of Work (SOW) Evergreen Coating Engineers, LLC (ECE) will gather the roof plate thicknesses of each reservoir around the roof vent utilizing an ultrasonic steel thickness gage. Coating samples will be gathered of the exterior coatings and tested for RCRA 8 Total Metals Content, with the exception of mercury which is not known to be a metal of concern in reservoir coating systems. The High School tank requires the dimensions of the center column and inner rafter ring to be obtained. This data will be gathered by floating the reservoir in a raft. BHC will use the gathered as-built roof plate thicknesses, center column, and inner rafter ring dimensions to evaluate the existing tank roof structural capacities to support the proposed roof vent retrofit designs in the original work order.

Local jurisdictional approval from the City’s building department, as well as preparation and approval of a project design report by DOH, are assumed to not be required and are not included in this SOW. Environmental permitting and cultural resource investigations are not included in this SOW.

## SCOPE OF SERVICES

The anticipated levels of effort for the additional scope of work identified in the Description of Work are summarized in the table below. The associated fees for the additional work are broken down by labor classification and totaled in Exhibit A.

### **Task 1 – Project Management, Quality Assurance/Quality Control (QA/QC) - Design**

Project management occurs throughout the duration of the as-building and analysis phase, with anticipated delivery of a final structural evaluation memo and structural calculations package within 2 months of Notice to Proceed. Efforts include:

- Project Initiation. Project initiation, including amendment execution and authorization; project update within accounting/invoicing software and appropriate web hosted applications; internal kickoff efforts with the BHC project team to review scope, milestones, deliverables, project communications, documentation, and available information.
- Client Communications, Team Coordination, Budget Monitoring and Invoicing. Ongoing client communications, BHC team coordination/technical direction, progress and budget monitoring, and invoicing.
- QA/QC Program. Senior internal QA/QC review of the deliverables in different stages of the project in advance of delivery to the City.

### **Task 2 – Asbuilt Data Gathering and Report**

ECE will visit the four tanks to gather roof and support asbuilt data and prepare a report of the findings. ECE will gather the roof plate thicknesses of each reservoir around the roof vent utilizing an ultrasonic steel thickness gage. Coating samples will be gathered of the exterior coatings and tested for RCRA 8 Total Metals Content, with the exception of mercury which is not known to be a metal of concern in reservoir coating systems. The High School tank requires the dimensions of the center column and inner rafter ring to be obtained. This data will be gathered by floating the reservoir in a raft. ECE will prepare a memorandum with the asbuilt data included and exterior coating sample test results attached for BHC. See attached Exhibit B-1 Task 1 for ECE's scope and budget.

### **Task 3 – Structural Analysis and Memo**

BHC will use the gathered as-built roof plate thicknesses, center column, and inner rafter ring dimensions from ECE in Task 2 to evaluate the existing tank roof structural capacities to support the proposed roof vent retrofit designs in the original Work Order SOW. Methods for evaluation may include comparative loading analysis and/or computer modeling of the roof. BHC will prepare a structural evaluation memo and structural calculations package for submittal to the City.

## ASSUMPTIONS

Management time is based on a 2-month duration to collect asbuilt data and perform the structural analysis.

ECE will visit the following reservoirs for this scope of work:

- |                                      |   |
|--------------------------------------|---|
| ▪ Mountain View: 65' tall, 40' diam. | Design: self-supporting dome                |
| ▪ Angleside: 66' tall, 34' diam.     | Design: self-supporting dome                |
| ▪ High School: 24' tall, 60' diam.   | Design: rafters and a single center column. |
| ▪ Capital Hill: 70' tall, 23' diam.  | Design: self-supporting dome                |

Site visits are conducted in one day. City or BHC will provide a hole watch while ECE is inside of the High School reservoir. Available information requested from the City will be provided in a timely manner and will be assumed to be current, accurate and reflective of existing system conditions.

All other assumptions under the original authorization remain valid.

## SCHEDULE

BHC will undertake to complete the SOW based on the milestones listed below, assuming notice to proceed is provided by November 1, 2024:

- Site visits for asbuilt data gathering and report in November 2024.
- Delivery of a final structural evaluation memo and structural calculations package by the end of 2024.

## DELIVERABLES

- A memorandum from ECE with the asbuilt data included and exterior coating sample test results attached in PDF electronic format.
- A final structural evaluation memo and structural calculations package from BHC in PDF electronic format.
- Monthly invoicing.

Authorization Date: \_\_\_\_\_

BHC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT A-1 BUDGET SPREADSHEET City of Shelton On-Call Qualified Pool List – Water Systems Conveyance, Pumping and Storage Work Order No. BHC 24001 – Reservoir Roof Vents Retrofit Design Amendment No. 1 – Reservoir Roof Vent Asbulting and Structural Analysis											
Task No.	Task Description	QA/QC <i>Kelsey</i>	PM <i>Hale</i>	Structural <i>Dahl</i>	Proj Admin <i>Coughlin</i>	Clerical <i>McElwain</i>	BHC Total Labor		Subconsultant Fees	Direct Expenses and 10% Sub Markup	TOTAL COST
		Hourly Billing Rate: \$255	\$175	\$255	\$135	\$130	Hours	Cost			
1	PROJECT MANAGEMENT, QA/QC										
	Project Initiation		1		1	1	3	\$440			\$440
	Client Communications, Team Coordination, Budget Monitoring and Invoicing		3		2		5	\$795			\$795
	Quality Assurance/Quality Control Program	2					2	\$510			\$510
TASK SUBTOTAL, HOURS		2	4	0	3	1	10				
TASK SUBTOTAL, LABOR COST		\$510	\$700	\$0	\$405	\$130		\$1,745	\$0	\$0	\$1,745
2	ASBUILT DATA GATHERING AND REPORT										
	Asbuilt Data Gathering and Report		12				12	\$2,100	\$5,250	\$675	\$8,025
	TASK SUBTOTAL, HOURS	0	12	0	0	0	12				
	TASK SUBTOTAL, LABOR COST	\$0	\$2,100	\$0	\$0	\$0		\$2,100	\$5,250	\$675	\$8,025
3	STRUCTURAL ANALYSIS AND MEMO										
	Structural Analysis and Memo		4	24		4	32	\$7,340			\$7,340
							0	\$0			\$0
							0	\$0			\$0
							0	\$0			\$0
TASK SUBTOTAL, HOURS		0	4	24	0	4	32				
TASK SUBTOTAL, LABOR COST		\$0	\$700	\$6,120	\$0	\$520		\$7,340	\$0	\$0	\$7,340
TOTAL DIRECT LABOR AND OVERALL COST		2	20	24	3	5	54	\$11,185	\$5,250	\$675	\$17,110
OVERALL WORK ORDER AMENDED BUDGET REQUEST										\$37,825	

## EXHIBIT B-1

### SCOPE OF WORK

#### BHC Consultants

#### Evergreen Coating Engineers, LLC

### City of Shelton

#### Reservoir Roof Vent Asbuilding

### Project Overview

The Project consists of gathering information as described within this scope of work in order to assist BHC Consultants, LLC (BHC) with a project to replace the roof vents on four reservoirs within the City of Shelton's (City) system. Evergreen Coating Engineers, LLC (ECE) is also including an optional task to provide a condition assessment of the reservoirs as well.

#### Task 1 – Asbuilt Data Gathering and Report

ECE visit the following reservoirs for this scope of work:

- Mountain View: 65' tall, 40' diam. Design: self-supporting dome
- Angleside: 66' tall, 34' diam. Design: self-supporting dome
- HighSchool: 24' tall, 60' diam. Design: rafters and a single center column.
- Capital Hill: 70' tall, 23' diam. Design: self-supporting dome

ECE will gather the roof plate thicknesses of each reservoir around the roof vent utilizing an ultrasonic steel thickness gage. Coating samples will be gathered of the exterior coatings and tested for RCRA 8 Total Metals Content, with the exception of mercury which is not known to be a metal of concern in reservoir coating systems. The HighSchool tank requires the dimensions of the center column and inner rafter ring to be obtained. This data will be gathered by floating the reservoir in a raft.

**Deliverables:** A memorandum with the data included and exterior coating sample test results attached.

#### **Assumptions:**

Site visits are conducted in one day. City or BHC provides a hole watch while ECE is inside of the HighSchool reservoir.

### OPTIONAL CONDITION ASSESSMENT TASKS

#### Task 2 – Condition Assessment Data Gathering

ECE will review any existing data the City has including previous condition assessments or dive videos.

ECE will perform a condition assessment which will consist of the following components:

- Visual inspection of the interior coatings above the waterline and exterior coating condition;
- Gathering photographs of access, site, and other reservoir features;

**Deliverables:** None.

**Assumptions:**

Site visits are conducted in one day at the time of the Task 1 site visits. Adhesion testing and interior coating sample testing for RCRA 8 metals are not included.

**Task 3 – Condition Assessment Report**

Condition assessment report shall provide a description of the data collected from the site visit, provide recommendations for improvements, and anticipated planning level cost estimates for those recommendations.

**Deliverables:** Draft and Final Reports in PDF format.

**Assumptions:**

One virtual meeting is assumed to discuss the results of the condition assessment report.

**Exhibit B-2**  
**CITY OF SHELTON**  
**Reservoir Roof Vent Asbuilding**

Tasks		Hours
<b>Task 1</b>	<b>Asbuilt Data Gathering and Report</b>	
	Site visits, sample testing, and Report	20
Total Estimated Hours:		20
Billing Rate:		\$ 230
<b>Total Labor Cost:</b>		<b>\$ 4,600</b>
<b>Expenses:</b>		
	Mileage @ current IRS rate	\$ 150
	Exterior coating sample testing	\$ 500
<b>Total Expenses:</b>		<b>\$ 650</b>
<b>TOTAL ESTIMATED COST: Asuilt Data Gathering</b>		<b>\$ 5,250</b>

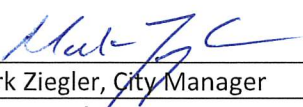
<b>Task 2</b>	<b>Optional - Condition Assessment Data Gathering</b>	
	Existing data review and site visit material preparation	2
	Condition assessments	3
<b>Task 3</b>	<b>Optional - Condition Assessment Report</b>	
	Draft Report	32
	Final Report	4
Total Estimated Hours:		41
Billing Rate:		\$ 230
<b>Total Labor Cost:</b>		<b>\$ 9,430</b>
<b>Expenses: None</b>		
<b>TOTAL ESTIMATED COST: Optional Tasks</b>		<b>\$ 9,430</b>

**TOTAL ESTIMATED COST: Asbuilt Data and Optional Tasks**      **\$ 14,680**



<b>Work Order BHC-24011</b>
<b>Date:</b> March 20, 2024
<b>Task:</b> Reservoir Roof Vent Retrofit Design
<b>To:</b> BHC Consultants, LLC
<b>Scope of Work:</b> BHC Consultants will develop final design documents for the replacement of reservoir roof vents on the Mountain View, Angleside, High School, and Capital Hill Water Tanks that meet the Dept. of Health shroud and screening requirements, as described in Exhibit A, attached hereto.
<b>Budget:</b> \$20,715.00 NTE

Task Order Contact Information	
<i>City of Shelton</i>	<i>BHC Consultants, LLC</i>
<b>Name:</b> Mike Albaugh	<b>Name:</b> Ryan Hale, PE
<b>Phone:</b> 360.490.1279	<b>Phone:</b> 206.505.3400
<b>Email Address:</b> mike.albaugh@sheltonwa.gov	<b>Email Address:</b> rhale@bhccconsultants.com

Approving Signatures	
<b>City of Shelton:</b>  Mark Ziegler, City Manager	<b>Date:</b> 3/25/24
<b>BHC Consultants, LLC:</b> Cameron Ochiltree <small>Digitally signed by Cameron Ochiltree Contact Info: cameron.ochiltree@bhccconsultants.com Date: 2024.03.22 15:23:12-07'00'</small>	<b>Date:</b> 03/22/2024
Cameron Ochiltree, Executive Vice President	

This work shall be done according to the contractual agreement titled, *On-Call Qualified Pool List, Water System Conveyance, Pumping, and Storage* between City of Shelton and BHC Consultants, LLC dated February 10, 2021.

*Invoices pertaining to assigned Work Orders shall be accompanied by a completed Billing Voucher, referencing the Work Order Number (located at the top of this form), and shall be submitted via email to [PW.Invoices@sheltonwa.gov](mailto:PW.Invoices@sheltonwa.gov).*

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **City of Shelton**

#### **On-Call Qualified Pool List – Water Systems Conveyance, Pumping and Storage**

#### **Work Order No. BHC-24011 – Reservoir Roof Vent Retrofits Design**

#### **Statement of Understanding**

The general provisions and clauses of the On-Call agreement executed February 10, 2021 between the City of Shelton (City) and BHC Consultants, LLC (BHC) shall be in full force and effect for this Task Order Assignment. This Scope of Work is a result of the City's latest Department of Health (DOH) Sanitary Survey, which identified four reservoir roof vents required to be retrofit or replaced to meet current DOH requirements for sanitary protection.

**Project Title:** Reservoir Roof Vent Retrofits Design.

**Maximum Amount Payable:** \$20,715 (see breakdown within attached Exhibit B).

**Completion Date:** December 31, 2024.

#### **Description of Work**

The City's latest Department of Health (DOH) Sanitary Survey identified four reservoir roof vents that do not meet current DOH requirements for shrouds and screening. The screens are located on the side of the vents and do not have a shroud cover, so they do not have protection from rain splatter and dust. DOH is requiring retrofit or replacement of the roof vents to meet the current standards for sanitary protection. The reservoir vents requiring retrofit or replacement include those installed on the Mountain View, Angleside, High School, and Capital Hill Tanks.

Under this Scope of Work (SOW), BHC will develop final design documents for the replacement of the four existing reservoir roof vents with roof vents that meet the DOH shroud and screening requirements. The design documents will include demolition details, standard roof vent riser and roof vent details, technical specifications for the roof vent riser, roof vent, and reservoir coating touchup. The project will not be publicly advertised and bid and will be completed by engaging a contractor from its small works roster.

Local jurisdictional approval from the City's building department, as well as preparation and approval of a project design report by DOH, are assumed to not be required and are not included in this SOW. Environmental permitting and cultural resource investigations are not included in this SOW.

#### **Scope of Services**

##### **Task 1 – Project Management, Quality Assurance/Quality Control (QA/QC) - Design**

Project management occurs throughout the duration of the design phase, with anticipated delivery of final

design documents within 4 months of Notice to Proceed. Efforts include:

- Project Initiation. Project initiation, including task order execution and authorization; project setup within accounting/invoicing software and appropriate web hosted applications; internal kickoff efforts with the BHC project team to review scope, milestones, deliverables, project communications, documentation, and available information.
- Client Communications, Team Coordination, Budget Monitoring and Invoicing. Ongoing client communications, BHC team coordination/technical direction, progress and budget monitoring, and invoicing.
- QA/QC Program. Senior internal QA/QC review of the deliverables in different stages of the project in advance of delivery to the City.

### **Task 2 – Design Review Workshop**

One (1) workshop will be scheduled and conducted after Notice-to-Proceed. The workshop will include up to two (2) representatives from BHC. Efforts include:

- 90% Design Workshop. BHC will conduct a virtual 90% design review workshop via Microsoft Teams to review and incorporate comments received from City staff, discuss impacts to the plans and specifications and establish the schedule for final document production and transmittal to contractors.

### **Task 3 – Design Document Preparation**

BHC will prepare drawings and specifications for the proposed improvements. BHC will prepare 90% and Final submittals for review by the City, address City comments on each and produce a final set of documents for construction. Design document preparation will include the following activities.

- Drawing Preparation. Time budgeted for preparation of the drawings is based on using photos provided by the City and existing record drawings to develop a complete plan set for the design documents.
- General Drawings:
  - Prepare general drawings. The following is a list of anticipated drawings, which is the basis of the budget estimate:
    1. G1 Cover Sheet, Index of Drawings, and Vicinity Maps
    2. G2 Legends, Designations, and Abbreviations
- Reservoir Appurtenance Demolition and Replacement Drawings:
  - Photos provided by the City and existing record drawings will be used to develop the roof vent demolition and replacement details. Time budgeted for preparation of the drawings is based on marking up photos and existing record drawings. The following is a list of anticipated drawings, which is the basis of the budget estimate:
    3. R1 Mountain View Tank Details
    4. R2 Angleside Tank Details
    5. R3 Highschool Tank Details
    6. R4 Capital Hill Tank Details

- Prepare Bid Specifications. The City standard small works roster bidding forms will be furnished by the City for the project and are assumed to not require alteration by BHC. The 90% specifications will be in Construction Specifications Institute (CSI) format and will include drafts of the technical specifications. The following is a list of anticipated specifications, which is the basis of the engineering budget estimate:
 

1. 01100	Summary of Work
2. 05500	Miscellaneous Metal Fabrications
3. 09970	Reservoir Surface Preparation and Painting
4. 13211	Steel Reservoir Appurtenances
- Provide electronic PDF copies of the 90% and 100% submittal drawings and specifications to the City. Comments from the City on the 90% submittal will be incorporated into the final design documents. Final drawings and specifications will be provided as electronically signed PDF files.

## ASSUMPTIONS

- Management time is based on a 4-month duration to prepare design documents.
- Available information requested from the City will be provided in a timely manner and will be assumed to be current, accurate and reflective of existing system conditions.
- All four vents and vent risers will be replaced with Newlin's or T Bailey style vents. The maximum inlet and outlet flows from the reservoirs can be obtained from the hydraulic model with minimal effort. Maximum inlet flows will be determined with all potential sources to the reservoir on, and maximum outlet flows will be determined by modeling a water main break at the base of the reservoir or downhill from the reservoir, whichever is greater.
- Design details will include photos of the existing roof vents for demolition, standard details for the new roof vent riser, and standard details for the new roof vent.
- Specifications will include a technical specification for the roof vent, a technical specification for the metals and welding, and a technical specification for the reservoir coating repairs.
- Budgetary contractor cost has been shared, and additional cost estimating excluded.
- Structural analysis of the existing reservoirs will not be included to assess additional loading due to the vent installation.
- Permits and a DOH project report and construction document review is not required.
- Small works roster will be used to bid with City provided bid forms.
- The scope is through design and bidding. The City will facilitate soliciting and receiving bids from contactors. A total of four (4) hours are assumed for bid support to respond to contractor questions.
- Services during construction are not included in the scope.

## Schedule

BHC will undertake to complete the SOW based on the milestones listed below, assuming notice to proceed is provided by March 1, 2024:

- Submittal of the 90% design package (drawings and specifications) in June 2024.
- Submittal of the final design documents (stamped and signed drawings and specifications) in July 2024.
- Construction will take place from August 2024 to August 2025, two reservoirs per year.

## Deliverables

- 90% Drawings and Specifications.
  - Drawings will be submitted in PDF format.
  - Specifications will be submitted in PDF and Microsoft Word format.
- Issued For Construction Drawings, and Specifications:
  - Drawings will be submitted in PDF format.
  - Specifications will be submitted in PDF and Microsoft Word format.
- Monthly invoicing.

Authorization Date: \_\_\_\_\_

BHC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT A  
BUDGET SPREADSHEET  
City of Shelton On-Call Qualified Pool List – Water Systems Conveyance, Pumping and Storage  
Work Order No. BHC-24011 – Reservoir Roof Vents Retrofit Design

Task No.	Task Description	QA/QC <i>Kelsey</i>	PM <i>Hale</i>	Structural <i>Dahl</i>	Staff Eng. <i>Garcia/Thim</i>	CAD Mgr. <i>Simon/Osloe</i>	CAD Drafter <i>Castillo</i>	Proj Admin <i>Coughlin</i>	Clerical <i>McElwain</i>	BHC Total Labor		TOTAL COST
		Hourly Billing Rate:								Hours	Cost	
1	PROJECT MANAGEMENT, QA/QC											
	Project Initiation		4					2	2	8	\$1,230	\$1,230
	Client Communications, Team Coordination, Budget Monitoring and Invoicing		12					8		20	\$3,180	\$3,180
	Quality Assurance/Quality Control Program	3								3	\$765	\$765
TASK SUBTOTAL, HOURS		3	16	0	0	0	0	10	2	31		
TASK SUBTOTAL, LABOR COST		\$765	\$2,800	\$0	\$0	\$0	\$0	\$1,350	\$260		\$5,175	\$5,175
2	DESIGN REVIEW WORKSHOP											
	90% Design Review Workshop	1	2							3	\$605	\$605
	TASK SUBTOTAL, HOURS	1	2	0	0	0	0	0	0	3		
	TASK SUBTOTAL, LABOR COST	\$255	\$350	\$0	\$0	\$0	\$0	\$0	\$0		\$605	\$605
3	DESIGN DOCUMENT PREPARATION											
	General Discipline Drawings (2)		2		4	1	4			11	\$1,710	\$1,710
	Civil Discipline Drawings (4)		16	4	4	1	28			53	\$8,660	\$8,660
	Specifications		8	1	4				4	17	\$2,775	\$2,775
	Package Submittal to City/Bid Support		8						3	11	\$1,790	\$1,790
TASK SUBTOTAL, HOURS		0	34	5	12	2	32	0	7	92		
TASK SUBTOTAL, LABOR COST		\$0	\$5,950	\$1,275	\$1,800	\$360	\$4,640	\$0	\$910		\$14,935	\$14,935
TOTAL DIRECT LABOR AND OVERALL COST		4	52	5	12	2	32	10	9	126	\$20,715	\$20,715



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 09/17/2024  
Brief Date: 11/19/2024  
Action Date: 11/19/2024

Department: Parks, Recreation & Facilities  
Presented By: Jordanne Krumpols

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- ☐ Dept. Head \_\_\_\_\_
- ☐ Finance Director \_\_\_\_\_
- ☐ Attorney \_\_\_\_\_
- ☒ City Clerk \_\_\_\_\_
- ☐ City Manager \_\_\_\_\_

PROGRAM/PROJECT TITLE:  
**Rotating Art Gallery**

ATTACHMENTS:  
**Copies of chosen artwork**

- ☐ Ordinance
- ☐ Resolution
- ☒ Motion
- ☐ Other

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

The Shelton Arts Commission is recommending the latest installation of the civic center rotating art gallery project. As approved by the City Council, the civic center rotating art gallery policy and procedure has been followed with the following tasks:

1. Call for Artist – The call for artists were distributed to local artists through press releases, art organizations, and galleries. The deadline for artist submittals was November 1, 2024. Five artists submitted proposals for the gallery.
2. The Shelton Arts Commission met on November 5, 2024, to jury the submittals.
3. On November 19, 2024, the Shelton Arts Commission is presenting the recommended art to the City Council for approval. Upon approval, the art will be installed on December 3, 2024, and in place through February 28, 2025.

The selected artists and work includes:

ARTIST	MEDIUM	TITLES
Dennis Gough	Watercolor	Iconic, Burst of Joy, New Arrivals, Turbulence at the Cape, The Storm Hits
Elizabeth Jacobsen	Digital Photography	Miss Mason, Miss Oakland, Miss Arcadia, Miss Ellinor
Larry Harbaugh	Wood Carving	Bufflehead Ducks, Longtail Ducks, Red Breast Mergansers, Pintail Drake, Northern Shoveler Drake
Tammy Green	Ink & Watercolor	Barn Find – Front, Barn Find-Side
Tom Rehder	Silver/Color Gyclee Print	Mt. Rainier from Tipsoo Lake, Ritzville Wheat & Hay Fields, Salmon Spawn Up Cranberry Creek, Northern Lights at Hood Canal

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to approve Shelton Arts Commission's recommendations for placement in the Civic Center Rotating Art Gallery."

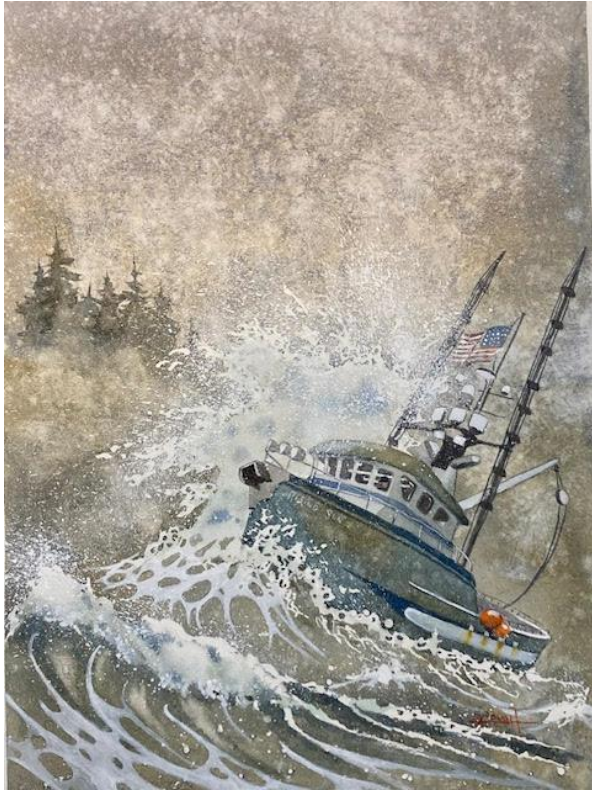
## Dennis Gough



Iconic



New Arrivals



The Storm Hits



Turbulence at the Cape



Burst of Joy

## Elizabeth Jacobsen



Miss Arcadia



Miss Ellinor



Miss Mason



Miss Oakland

## Larry Harbaugh



Bufflehead Ducks



Longtail Ducks



Northern Shoveler



Pintail Drake



Red Breast Mergansers

## Tammy Green



Barn Find – Front



Barn Find – Side

**Tom Rehder**



Mt. Rainier from Tipsoo Lake



Northern Lights at Hood Canal



Salmon Spawning Up Cranberry Creek



Ritzville Wheat & Hay Fields



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 09/25/2024  
Brief Date: 11/05/2024  
Action Date: 11/19/2024

Department: Finance  
Presented By: Mike Githens

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

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

PROGRAM/PROJECT TITLE:

**2025 Budget**

ATTACHMENTS:

**- Ordinance No. 2023-0924**

**- 2025 Proposed Budget**



Ordinance



Resolution



Motion



Other

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

This ordinance will adopt the City's 2025 annual budget and provide the mechanism for the City to expend funds for the purposes established in the budget. The budget totals \$46,115,096 with a General Fund appropriation of \$17,042,051. The appropriation for operating expenses is at the Fund Level and will lapse at the end of the year. The ordinance also, as provided by RCW, adopts a continuing appropriation for all capital projects appropriated in the adopted budget. With the continuing appropriation, capital project budgets do not lapse at the end of the year rather, the budget remains in place until project completion. As with operating budgets, the budget for capital projects cannot exceed the budgeted amount. The budget for 2025 must be adopted by the end of this calendar year.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council must adopt an annual budget in order for operations to continue in the new fiscal year.

### BUDGET/FISCAL INFORMATION:

The City's Manager's proposed budget was provided to Council on November 5<sup>th</sup> and is available online for anyone that would like to view it.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Ordinance No. 2023-0924 as presented."

## **ORDINANCE NO. 2023-0924**

### **AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADOPTING THE BUDGET FOR THE CALENDAR YEAR 2025**

**WHEREAS**, a copy of the proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City of Shelton for the calendar year 2025 has been placed on file with the City Clerk; and

**WHEREAS**, notice was published that the City Council of the City of Shelton would meet on the 5<sup>th</sup> day of November 2024, at approximately 6:00 PM, and on the 19<sup>th</sup> day of November 2024, at approximately 6:00 PM for the purpose of holding a public hearing on the 2025 proposed budget and giving the public an opportunity to be heard upon said budget; and

**WHEREAS**, tax estimates and the proposed 2025 budget for the City of Shelton have been prepared and filed as provided by law, and the proposed budget has been printed and distributed; and

**WHEREAS**, notice was published that the City Council of the City of Shelton would meet on November 19<sup>th</sup>, 2024 to adopt the 2025 budget at its regular meeting open to the public; and

**WHEREAS**, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Shelton for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for and sufficient to meet the various needs of the City during calendar year 2025.

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

#### **Section 1.**

The 2025 Budget for the City of Shelton, Washington, for the calendar year 2025, as summarized in Exhibit “A” to this Ordinance is hereby adopted in the amounts and for the purposes established in that budget as the final budget for the period beginning January 1, 2025 and ending December 31, 2025.

#### **Section 2.**

This Ordinance, as provided in RCW 35A.33.150, adopts continuing appropriations for all Capital Projects in the adopted 2025 budget.

#### **Section 3.**

Budgeted resources, including fund balances supporting the budgeted expense appropriations for each separate fund of the City of Shelton, Washington, for the calendar year 2025 are set forth and summarized in Exhibit “B” to this Ordinance.

#### **Section 4.**

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

**Section 5.**

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

**Section 6.**

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

INTRODUCED the 5<sup>th</sup> day of November 2024.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19<sup>th</sup> day of November 2024.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

AUTHENTICATED:

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

City of Shelton 2025 Budget  
Exhibit A

Fund	2025 Proposed Expenditures
<b>City-wide Expenditures</b>	
General Fund	\$ 17,042,051
Street Fund	2,377,749
<b>Capital Resource Funds</b>	
Real Estate Excise Tax -1	317,512
Real Estate Excise Tax -2	654,000
Transportation Benefit District	535,000
Traffic Impact Fees	-
General Resources	23,000
Tourism Fund	97,000
Bond Fund	181,300
Capital Improvement Fund	6,017,072
Water Fund	4,233,864
Sewer Fund	8,452,254
Solid Waste Fund	50,000
Storm Drainage Fund	2,263,176
Water Capital Fund	763,500
Sewer Capital Fund	1,303,500
Storm Drainage Capital Fund	272,500
Payroll Benefits Fund	160,350
Equipment Rental Fund	1,260,668
Firefighters's Pension Fund	80,600
Library Endowment Fund	30,000
<b>Total Expenditures</b>	<b>\$ 46,115,096</b>

City of Shelton 2025 Budget  
Exhibit B

Fund	Estimated Beginning Fund Balance	2025 Proposed Revenue	2025 Proposed Expenditures	Proposed Ending Fund Balance	\$ Change	% Change
<b>City-wide Expenditures</b>						
General Fund	\$ 6,127,937	\$ 15,910,784	\$ 17,042,051	\$ 4,996,670	(1,131,267)	-18.5%
Street Fund	498,340	2,166,620	2,377,749	287,211	(211,129)	-42.4%
<b>Capital Resource Funds</b>						
Real Estate Excise Tax -1	623,380	52,500	317,512	358,368	(265,012)	-42.5%
Real Estate Excise Tax -2	861,498	52,500	654,000	259,998	(601,500)	-69.8%
Transportation Benefit District	890,053	-	535,000	355,053	(535,000)	-60.1%
Traffic Impact Fees	874,307	80,000	-	954,307	80,000	9.2%
General Resources	1,197,319	-	23,000	1,174,319	(23,000)	-1.9%
Tourism Fund	53,889	48,100	97,000	4,989	(48,900)	-90.7%
Bond Fund	7,592	173,708	181,300	-	(7,592)	-100.0%
Capital Improvement Fund	715,592	6,017,072	6,017,072	715,592	-	0.0%
Water Fund	1,530,728	3,813,910	4,233,864	1,110,774	(419,954)	-27.4%
Sewer Fund	3,697,433	7,058,105	8,452,254	2,303,284	(1,394,149)	-37.7%
Solid Waste Fund	272,034	36,939	50,000	258,973	(13,061)	-4.8%
Storm Drainage Fund	912,965	1,805,794	2,263,176	455,583	(457,382)	-50.1%
Water Capital Fund	1,804,848	763,500	763,500	1,804,848	-	0.0%
Sewer Capital Fund	2,149,893	1,303,500	1,303,500	2,149,893	-	0.0%
Storm Drainage Capital Fund	77,374	272,500	272,500	77,374	-	0.0%
Payroll Benefits Fund	255,509	160,350	160,350	255,509	-	0.0%
Equipment Rental Fund	511,035	787,500	1,260,668	37,867	(473,168)	-92.6%
Firefighters's Pension Fund	344,760	59,100	80,600	323,260	(21,500)	-6.2%
Library Endowment Fund	130,536	1,600	30,000	102,136	(28,400)	-21.8%
<b>Total Expenditures</b>	<b>\$ 23,537,022</b>	<b>\$ 40,564,082</b>	<b>\$ 46,115,096</b>	<b>\$ 17,986,008</b>	<b>(5,551,014)</b>	<b>-23.6%</b>



November 8, 2024

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

The fiduciary duty to develop and implement a balanced budget is a paramount responsibility of municipal government. This effort does not come lightly to the staff of the City of Shelton. As challenging as it is to meet community service expectations, legal requirements, and state and federal mandates, I believe the 2025 budget is formulated to further the Council's Strategic 2022-2025 Goals. Following an adopted 2024 budget that realized staffing and service reductions, the 2025 budget will rely on general fund balance to focus on core general fund services such as maintaining a viable workforce, public safety, and asset management.

Not diminished are the critical services of enterprise funds to provide safe, clean drinking water and wastewater treatment. The coming year will see a continued focus on bringing water storage issues to a resolution and intentional prioritization of future planning and maintenance and operation efforts to avoid future service connection limitations.

With stabilizing inflation and easing supply chain delays I am optimistic that operating costs will level out to a certain extent. The general fund starts in a very positive position and allows for fund balance investments to maintain and minimally grow services in 2025. This is not a sustainable practice and ongoing due diligence, and sound financial practices coupled with private investments will foster fiscal health.

General fund investments in public safety include the implementation of a license plate recognition software to serve as a force multiplier in the identification of stolen vehicles, amber and silver alerts, and aid in investigative practices throughout the City. With one officer currently in the academy and another open position that will be recruited at the beginning of the year, the staffing issues of the past several years are eased. The budget also emphasizes the replacement of three patrol vehicles, tactical equipment and additional training for a SWAT officer.

Maintaining the City's assets across all funds is a focus in 2025. The allocation of one FTE adds a custodian eliminated in 2023 to the facilities department, ensuring buildings for the public and staff are safe and clean. Other investments prioritized to maintain and prolong the life of assets include HVAC replacements in the museum and library, HVAC duct cleaning and fire alarm panel replacement in the civic center.

Street projects include the rebuilding of Olympic Hwy. North from C Street to Wallace Kneeland Blvd., downtown sidewalk replacement and repairs, and \$150,000 in local paving projects prioritized by the newly completed pavement condition index study and funded through the Transportation Benefit District.

Security measures will be added across many City facilities in 2025, focusing on critical infrastructure such as wells and water reservoirs, wastewater treatment plants, and public safety buildings.

Allocating utility funds while seeking supplemental grants to address deficient water storage and conveyance is important to the City meeting housing demands and anticipated growth. Managed and planned residential growth can benefit our current residents if appropriately regulated to minimize impacts on utilities, traffic, schools, environment, etc. Residential growth can distribute the burden of utility infrastructure to a larger base and lead to investment in the commercial sector that provides jobs and additional sales and business and operations taxes for general fund services.

The proposed 2025 budget, subject to review and approval by City Council, totals \$46.1 million, an increase of \$2.1 million or 4.8% from the 2024 adopted budget. The proposed budget includes a General Fund allocation of \$17.0 million which is \$1,476,780 or 9.5% more than the adopted 2024 General Fund budget.

The proposed budget as presented is a thoughtful effort to meet community expectations and improve the quality of life for our residents while demonstrating fiscal stewardship.

Respectfully,

Mark Ziegler  
City Manager  
City of Shelton, WA

## City of Shelton 2025 Budget

## Exhibit A

<b>Fund</b>	<b>2025 Proposed Expenditures</b>
<b><u>City-wide Expenditures</u></b>	
General Fund	\$ 17,042,051
Street Fund	2,377,749
Capital Resource Funds	
Real Estate Excise Tax -1	317,512
Real Estate Excise Tax -2	654,000
Transportation Benefit District	535,000
Traffic Impact Fees	-
General Resources	23,000
Tourism Fund	97,000
Bond Fund	181,300
Capital Improvement Fund	6,017,072
Water Fund	4,233,864
Sewer Fund	8,452,254
Solid Waste Fund	50,000
Storm Drainage Fund	2,263,176
Water Capital Fund	763,500
Sewer Capital Fund	1,303,500
Storm Drainage Capital Fund	272,500
Payroll Benefits Fund	160,350
Equipment Rental Fund	1,260,668
Firefighters's Pension Fund	80,600
Library Endowment Fund	30,000
<b>Total Expenditures</b>	<b>\$ 46,115,096</b>

# BUDGET OVERVIEW

## City of Shelton 2025 Budget

### Exhibit B

Fund	Estimated Beginning Fund Balance	2025 Proposed Revenue	2025 Proposed Expenditures	Proposed Ending Fund Balance	\$ Change	% Change
<b>City-wide Expenditures</b>						
General Fund	\$ 6,127,937	\$ 15,910,784	\$ 17,042,051	\$ 4,996,670	(1,131,267)	-18.5%
Street Fund	498,340	2,166,620	2,377,749	287,211	(211,129)	-42.4%
<b>Capital Resource Funds</b>						
Real Estate Excise Tax -1	623,380	52,500	317,512	358,368	(265,012)	-42.5%
Real Estate Excise Tax -2	861,498	52,500	654,000	259,998	(601,500)	-69.8%
Transportation Benefit District	890,053	-	535,000	355,053	(535,000)	-60.1%
Traffic Impact Fees	874,307	80,000	-	954,307	80,000	9.2%
General Resources	1,197,319	-	23,000	1,174,319	(23,000)	-1.9%
Tourism Fund	53,889	48,100	97,000	4,989	(48,900)	-90.7%
Bond Fund	7,592	173,708	181,300	-	(7,592)	-100.0%
Capital Improvement Fund	715,592	6,017,072	6,017,072	715,592	-	0.0%
Water Fund	1,530,728	3,813,910	4,233,864	1,110,774	(419,954)	-27.4%
Sewer Fund	3,697,433	7,058,105	8,452,254	2,303,284	(1,394,149)	-37.7%
Solid Waste Fund	272,034	36,939	50,000	258,973	(13,061)	-4.8%
Storm Drainage Fund	912,965	1,805,794	2,263,176	455,583	(457,382)	-50.1%
Water Capital Fund	1,804,848	763,500	763,500	1,804,848	-	0.0%
Sewer Capital Fund	2,149,893	1,303,500	1,303,500	2,149,893	-	0.0%
Storm Drainage Capital Fund	77,374	272,500	272,500	77,374	-	0.0%
Payroll Benefits Fund	255,509	160,350	160,350	255,509	-	0.0%
Equipment Rental Fund	511,035	787,500	1,260,668	37,867	(473,168)	-92.6%
Firefighters's Pension Fund	344,760	59,100	80,600	323,260	(21,500)	-6.2%
Library Endowment Fund	130,536	1,600	30,000	102,136	(28,400)	-21.8%
<b>Total Expenditures</b>	<b>\$ 23,537,022</b>	<b>\$ 40,564,082</b>	<b>\$ 46,115,096</b>	<b>\$ 17,986,008</b>	<b>(5,551,014)</b>	<b>-23.6%</b>

## City-Wide FTE by Fund

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
General Fund					
City Council	7.00	7.00	7.00	7.00	7.00
Municipal Court	4.50	4.50	4.50	5.03	5.03
City Clerk	2.00	2.00	2.00	1.50	1.50
City Manager	2.00	2.00	2.00	2.00	2.00
Human Resources	2.85	2.85	2.85	1.00	1.00
Information Technology	1.15	1.15	1.15	1.00	1.00
Finance	9.05	9.00	7.00	9.50	9.00
Public Works	5.10	5.10	5.10	4.60	4.60
Police	23.00	21.00	21.00	21.00	21.00
Community Development	3.80	5.85	5.85	5.85	5.85
Parks, Rec & Facilities	9.00	9.00	8.00	7.00	8.35
Total General Fund	69.45	69.45	66.45	65.48	66.33
Other City Funds					
Street Operating	4.65	4.65	4.65	4.65	4.65
Water Utility	8.40	8.80	8.80	8.80	8.80
Sewer Utility	11.30	11.70	11.70	11.70	11.55
Storm Drainage Utility	7.50	7.60	7.60	7.60	7.90
Equip. Maint. & Rental	1.20	1.30	1.30	1.30	1.30
Total Other Funds	33.05	34.05	34.05	34.05	34.20
Grand Total City	102.50	103.50	100.50	99.53	100.53

## GENERAL FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24
<b>Beginning Fund Balance</b>	<b>5,047,799</b>	<b>5,376,171</b>	<b>5,376,171</b>	<b>6,127,937</b>	<b>751,766</b>

## FUNDING SOURCES

Taxes	10,082,416	10,674,781	10,799,450	10,898,173	223,392
Licenses & Permits	306,906	295,050	318,640	297,750	2,700
Intergovernmental Revenue	592,006	669,070	816,024	807,170	138,100
Charges for Goods/Service	3,423,381	3,527,342	3,527,610	3,250,346	(276,996)
Fines & Penalties	49,639	92,550	62,760	46,550	(46,000)
Miscellaneous Revenue	397,855	132,000	486,953	134,170	(53,200)
Transfers In	87,712	47,000	47,000	476,625	429,625
<b>Total Revenues</b>	<b>14,939,914</b>	<b>15,437,793</b>	<b>16,058,437</b>	<b>15,910,784</b>	<b>472,991</b>

## EXPENDITURES BY DEPARTMENT

<b>City Clerk</b>	226,373	261,013	233,989	296,566	35,553
<b>City Council</b>	63,480	75,963	73,460	83,801	7,838
<b>City Manager</b>					
City Manager	408,587	450,094	449,132	489,921	39,827
Legal	343,008	375,170	365,025	328,170	(47,000)
Detentions/Corrections-Contract	203,718	504,390	375,000	504,390	-
Human Resources	274,902	161,119	160,120	189,046	27,927
Risk Management	143,699	124,367	142,302	152,862	28,495
<b>Community &amp; Economic Development</b>	986,955	1,089,281	1,239,961	1,280,786	191,505
<b>Parks &amp; Facilities</b>					
Civic Center Activities	56,058	59,588	57,227	62,069	2,481
Facility Services	676,755	747,243	870,612	1,305,833	558,590
Parks & Recreation	620,303	666,958	654,226	771,708	104,750
<b>Finance</b>					
Finance	1,124,192	1,421,224	1,373,325	1,421,270	46
Information Technology	449,597	418,643	397,823	472,071	53,428
<b>Fire &amp; Emergency Services</b>	2,491,434	2,583,353	2,516,560	2,637,997	54,644
<b>Municipal Court</b>					
Community Restitution	124,990	137,452	133,718	136,870	(582)
Court Services	619,476	592,923	617,576	616,177	23,254
<b>Non-Departmental</b>	1,338,292	826,530	756,618	705,721	(120,809)
<b>Police</b>	3,736,337	4,127,310	4,086,218	4,652,598	525,288
<b>Public Works</b>	723,386	942,650	803,779	934,195	(8,455)
<b>Total Expenditures</b>	<b>14,611,542</b>	<b>15,565,271</b>	<b>15,306,671</b>	<b>17,042,051</b>	<b>1,476,780</b>
<b>Ending Fund Balance</b>					
	<b>5,376,171</b>	<b>5,248,693</b>	<b>6,127,937</b>	<b>4,996,670</b>	
<b>Change in Fund Balance</b>					
	<b>328,372</b>	<b>(127,478)</b>	<b>751,766</b>	<b>(1,131,267)</b>	

# GENERAL FUND

## GENERAL FUND REVENUE SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
<b>Taxes:</b>						
Property	2,788,309	2,997,899	2,997,899	3,050,179	52,280	1.7%
Sales & Use	3,595,781	3,525,360	3,543,380	3,526,879	1,519	0.0%
City Utility	1,528,927	1,448,082	1,540,500	1,483,463	35,381	2.4%
Non-City Utility	1,290,740	1,341,400	1,327,170	1,357,020	15,620	1.2%
Business & Occupation	802,272	1,308,110	1,315,000	1,427,732	119,622	9.1%
Other	76,386	53,930	75,501	52,900	(1,030)	-1.9%
Licenses & Permits	306,906	295,050	318,640	297,750	2,700	0.9%
Intergovernmental Revenue	592,006	669,070	816,024	807,170	138,100	20.6%
Charges for Goods/Services	3,423,381	3,527,342	3,527,610	3,250,346	(276,996)	-7.9%
Fines and Penalties	49,639	92,550	62,760	46,550	(46,000)	-49.7%
Miscellaneous Revenue	397,855	132,000	486,953	134,170	(53,240)	-32.0%
Transfers In	87,712	47,000	47,000	476,625	429,625	
<b>Total Revenues</b>	<b>14,939,914</b>	<b>15,437,793</b>	<b>16,058,437</b>	<b>15,910,784</b>	<b>472,991</b>	<b>3.1%</b>

## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

All activities for the City Clerk's office are budgeted together in this area. The increase of 13.6% from the 2025 budget is attributed to inflationary and rate increases for salary and benefits.

## CITY CLERK

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

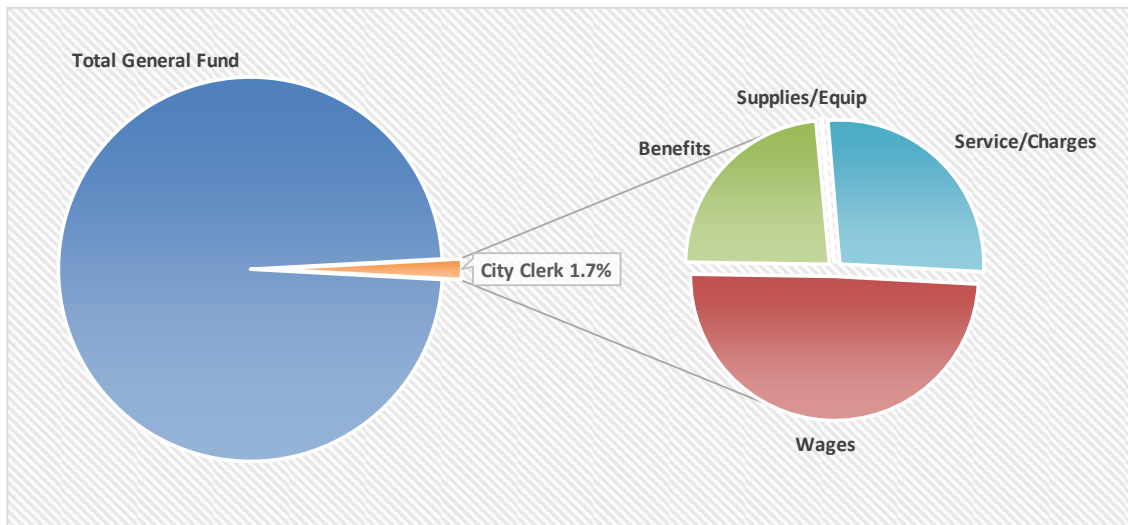
General Fund Resources	226,373	261,013	233,989	296,566	35,553	13.6%
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### EXPENDITURES BY DIVISION

City Clerk	115,863	128,122	117,066	151,230	23,108	18.0%
Election Costs	24,709	22,000	24,709	22,000	-	0.0%
Recording Services	85,802	110,891	92,214	123,336	12,445	11.2%
<b>Total Expenditures</b>	<b>226,373</b>	<b>261,013</b>	<b>233,989</b>	<b>296,566</b>	<b>35,553</b>	<b>13.6%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	129,487	121,767	120,310	146,470	24,703	20.3%
Benefits	55,997	58,342	57,960	68,928	10,586	18.1%
Supplies/Equip	0	570	50	570	-	0.0%
Service/Charges	40,889	80,334	55,669	80,598	264	0.3%
<b>Total Expenditures</b>	<b>226,373</b>	<b>261,013</b>	<b>233,989</b>	<b>296,566</b>	<b>35,553</b>	<b>13.6%</b>



### STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
City Clerk	1.00	1.00	1.00	1.00	1.00
Admin Support Assistant	1.00	1.00	1.00	0.50	0.50
<b>Total City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>

## MISSION STATEMENT

The City of Shelton strives to build a strong community and quality of life.

## DEPARTMENT SUMMARY

The City Council is comprised of seven at-large members elected to each serve four-year terms. The Council serves as the legislative body and represents the residents of the City of Shelton in the following:

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

Every two years, councilmembers will appoint one member of the Council to serve as Mayor. The Mayor serves as the presiding officer at Council meetings and is the ceremonial leader of Shelton. The Mayor has no executive or administrative authority. Once a Mayor has been selected, the Council may then appoint a Deputy Mayor.

The City of Shelton operates under the Council-Manager form of government. The Council will appoint a City Manager who is responsible for administrative functions of the City, including the daily operations of City government, personnel functions, and preparing the City budget. The City Manager is directly accountable to the City Council.

## BUDGET HIGHLIGHTS

The City Council budget increases by \$7,838 or 10.3% from the 2024 budget. The budget includes one-time expenses for increased election costs that will take place in 2025.

## CITY COUNCIL

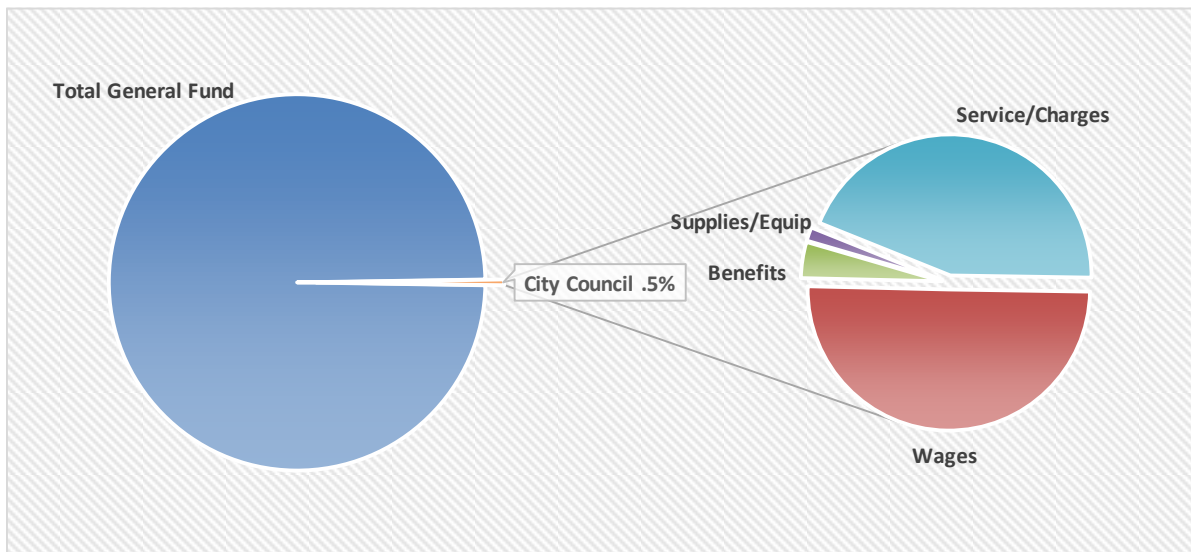
	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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## FUNDING SOURCES

General Fund Resources	63,480	75,963	73,460	83,801	7,838	10.3%
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## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	42,000	42,000	44,250	42,000	-	0.0%
Benefits	3,465	3,473	3,660	3,470	(3)	-0.1%
Supplies/Equip	83	1,320	3,130	1,320	-	0.0%
Service/Charges	17,932	29,170	22,420	37,011	7,841	26.9%
<b>Total Expenditures</b>	<b>63,480</b>	<b>75,963</b>	<b>73,460</b>	<b>83,801</b>	<b>7,838</b>	<b>10.3%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Councilmember	7.00	7.00	7.00	7.00	7.00
Total City Council	7.00	7.00	7.00	7.00	7.00

## MISSION STATEMENT

The City Manager will provide Council and staff with the leadership to implement best practices to achieve adopted goals and deliver quality services to the community, promote cooperation among the Council, staff and citizens in developing City policies and building a sense of community.

## DEPARTMENT SUMMARY

The City Manager is appointed by the City Council as the chief administrative officer. The City Clerk, Communications Specialist and Human Resources Manager are incorporated into the office. The City Manager is responsible to the Mayor and Council for the proper administration of all City business including policy advice, daily operations of city government, personnel functions including the power to appoint and remove employees and preparation of the annual city budget, enforce all City ordinances, resolutions, franchise agreements, leases, contracts, permits, and encourage and support regional and intergovernmental cooperation.

## BUDGET HIGHLIGHTS

The City Manager Department budget increases by \$49,249 or 3.0%. Projects and programs funded for 2025 include \$30,000 for contract grant writing services, diversity, equity and inclusion facilitation and training, and a non-represented staff compensation study.

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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## FUNDING SOURCES

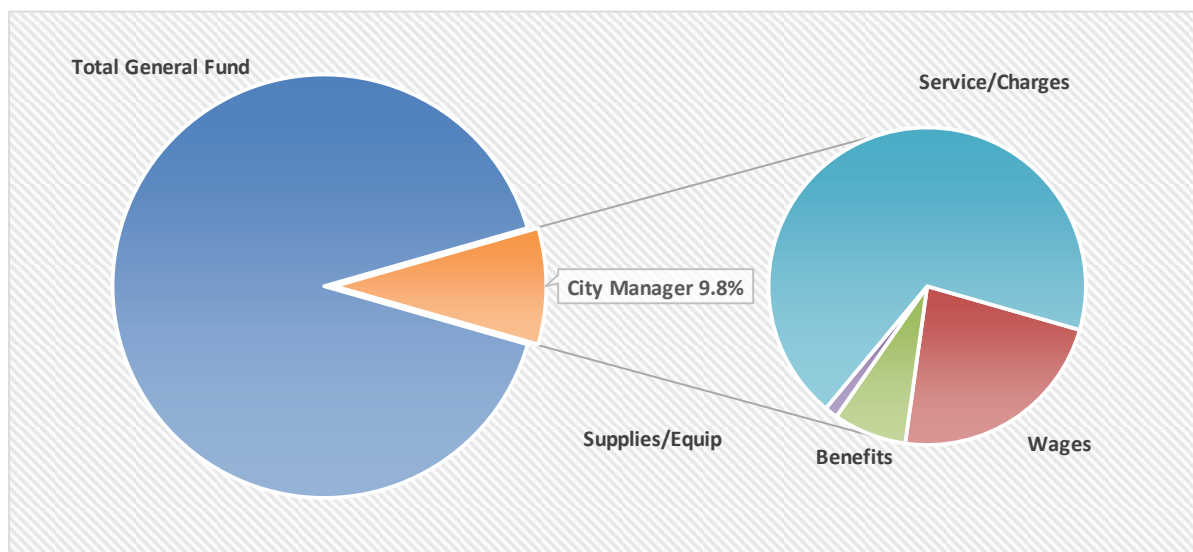
<b>General Fund Resources</b>	<b>1,373,913</b>	<b>1,615,140</b>	<b>1,491,580</b>	<b>1,664,389</b>	<b>49,249</b>	<b>3.0%</b>
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## EXPENDITURES BY DIVISION

City Manager	408,587	450,094	449,132	489,921	39,827	8.8%
Legal	343,008	375,170	365,025	328,170	(47,000)	-12.5%
Detention & Corrections	203,718	504,390	375,000	504,390	-	0.0%
Human Resources	274,902	161,119	160,120	189,046	27,927	17.3%
Risk Management	143,699	124,367	142,302	152,862	28,495	22.9%
<b>Grand Total</b>	<b>1,373,913</b>	<b>1,615,140</b>	<b>1,491,580</b>	<b>1,664,389</b>	<b>49,249</b>	<b>3.0%</b>

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	490,572	359,028	378,540	377,875	18,847	5.2%
Benefits	160,811	120,254	124,910	123,822	3,568	3.0%
Supplies/Equip	6,671	7,310	7,420	22,310	15,000	205.2%
Service/Charges	715,859	1,128,548	980,710	1,140,382	11,834	1.0%
<b>Grand Total</b>	<b>1,373,913</b>	<b>1,615,140</b>	<b>1,491,580</b>	<b>1,664,389</b>	<b>49,249</b>	<b>3.0%</b>



# STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Manager*	-	-	-	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total City Manager</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

\*As of 2024 HR position moved to City Manager from former Administrative Services Department

## MISSION STATEMENT

**Planning/Building:** The Community & Economic Development Department will promote a safe, vibrant, and prosperous community through sound planning principles and consistent code implementation while providing customer service that is prompt, accurate, and courteous.

## DEPARTMENT SUMMARY

**Long Range Planning** - Creating forward-looking plans in cooperation with the community for guiding the growth and vision of Shelton. Promoting economic development activities that include grant application, business development and retention, and infrastructure planning.

**Current Planning** – Reviewing applications for development ranging from single-family homes to new businesses to large subdivisions. Ensuring compliance with State statutes, local regulations, and environmental guidelines.

**Building Safety** - Reviewing structural and architectural plans to ensure a safely built community in compliance with Shelton Municipal Code and internationally-accepted building codes. Issuing permits and conducting inspections.

**Code Enforcement** - Ensuring a clean and safe community through proactive engagement with residents to resolve nuisances and code violations. Abating hazardous situations and

**Animal Control** – Caring for stray, impounded, and abandoned animals at the City’s Animal Shelter and conducting investigations related to animal aggression, neglect, and cruelty.

## BUDGET HIGHLIGHTS

The Community & Economic Development Department budget increases by \$191,505 or 17.6%. In addition to changes in salaries and benefits and an appropriation for abatement of hazardous structures and nuisances, this budget also includes funding the true cost of providing around-the-clock animal care at the City’s Animal Shelter as well as funds necessary to upskill the largely newer workforce—of the department’s eight employees, only three have more than five years of direct experience in their roles.

## COMMUNITY & ECONOMIC DEVELOPMENT

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

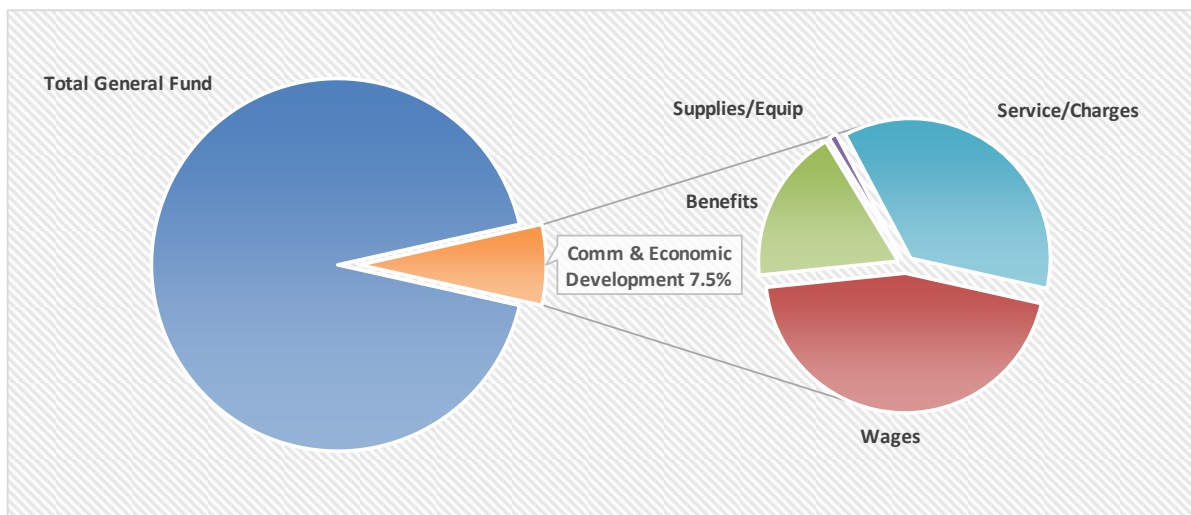
General Fund Resources	986,955	1,089,281	1,239,961	1,280,786	191,505	17.6%
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### EXPENDITURES BY DIVISION

Animal Control	104,441	174,435	255,146	230,936	56,501	
Code Enforcement	175,504	157,780	179,087	171,693	13,913	8.8%
Community Development	707,010	757,066	805,728	878,157	121,091	16.0%
<b>Total Expenditures</b>	<b>986,955</b>	<b>1,089,281</b>	<b>1,239,961</b>	<b>1,280,786</b>	<b>191,505</b>	<b>17.6%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	528,554	551,772	587,000	574,985	23,213	4.2%
Benefits	195,706	228,790	208,550	229,777	987	0.4%
Supplies/Equip	6,247	5,400	13,530	11,900	6,500	120.4%
Service/Charges	256,449	303,319	430,881	464,124	160,805	53.0%
<b>Total Expenditures</b>	<b>986,955</b>	<b>1,089,281</b>	<b>1,239,961</b>	<b>1,280,786</b>	<b>191,505</b>	<b>17.6%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Community & Economic Development Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Permit Coordinator	0.80	0.85	0.85	0.85	0.85
Code Enforcement Officer	-	-	-	1.00	1.00
Senior Code Enforcement Officer	-	1.00	1.00	-	-
Animal Control Officer	-	-	-	1.00	1.00
Animal Control Tech/Code Enforce Officer	-	1.00	1.00	-	-
<b>Total Community Development</b>	<b>3.80</b>	<b>5.85</b>	<b>5.85</b>	<b>5.85</b>	<b>5.85</b>

## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Finance Department budget increases by \$53,474 or 2.9%. The budget increase is primarily in IT for the replacement of computers that have exceeded their useful life. There is also a small increase that includes changes for salary and benefits as well as a small inflationary increase for professional services

### **Information Technology**

The City's IT Department supports internal customers by providing responsive, efficient, and forward-thinking information technology services. The IT Department is an internal services department that provides technology implementation and support to all departments and programs at the City of Shelton. Services provided include:

- IT Administration
- Telecommunications Support
- System Administration
- Applications Support
- Help Desk Support
- Network Support
- IT Security

### **Finance**

The Finance Department ensures sound management of the City's financial practices, that the City is conforming with legal and professional standards and provides for the short and long-term financial needs of the city while ensuring its continued sound fiscal management practices. Staff provide objective analysis and consulting to internal and external users for the best use of

limited city resources to achieve City Council strategic goals and objectives. The Finance Department provides for the following services:

- Accounting including financial reporting, audit and budget development and monitoring
- Accounts Payable (paying the City's vendors)
- Procurement and Contract Management
- Grant Financial Management and Reporting
- Payroll
- Accounts Receivable (billing and tracking amounts owed to the City)
- Treasury Management
- Utility Billing
- Customer Service

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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## FUNDING SOURCES

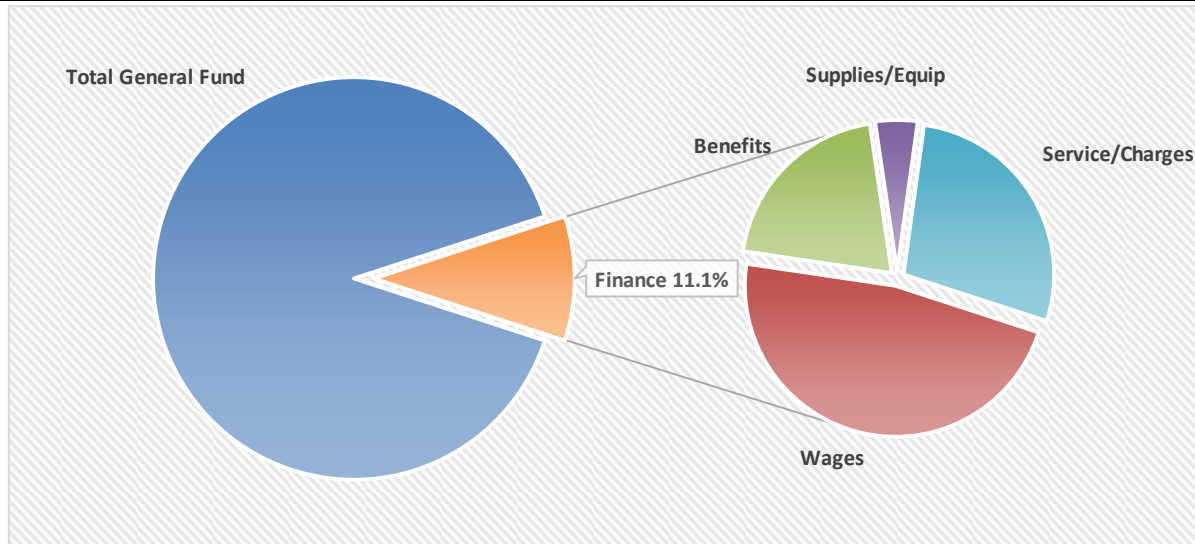
General Fund Resources	1,573,789	1,839,867	1,771,148	1,893,341	53,474	2.9%
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## EXPENDITURES BY DIVISION

Accounting	711,198	984,145	909,812	971,155	(12,990)	-1.3%
Utility Billing	412,994	437,079	463,513	450,115	13,036	3.0%
Information Technology	449,597	418,643	397,823	472,071	53,428	12.8%
<b>Total Expenditures</b>	<b>1,573,789</b>	<b>1,839,867</b>	<b>1,771,148</b>	<b>1,893,341</b>	<b>53,474</b>	<b>2.9%</b>

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	793,897	916,054	872,880	896,195	(19,859)	-2.2%
Benefits	335,656	404,342	370,380	384,768	(19,574)	-4.8%
Supplies/Equip	24,671	29,358	23,550	85,858	56,500	192.5%
Service/Charges	419,566	490,113	504,338	526,520	36,407	7.4%
<b>Total Expenditures</b>	<b>1,573,789</b>	<b>1,839,867</b>	<b>1,771,148</b>	<b>1,893,341</b>	<b>53,474</b>	<b>2.9%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Finance Director	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00	1.00
Budget Coordinator & Grants Administrator	1.00	1.00	1.00	1.00	1.00
Procurement & Contracting Coordinator	-	-	-	1.00	1.00
Information Technology Support Administrator*				1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00	-
Customer Service Specialist	2.00	2.00	1.00	1.50	2.00
Permit Coordinator	0.05	-	-	-	-
Accountant Analyst	3.00	3.00	2.00	3.00	3.00
<b>Total Finance</b>	<b>9.05</b>	<b>9.00</b>	<b>7.00</b>	<b>10.50</b>	<b>10.00</b>

\*As of 2024 IT position moved to Finance from former Administrative Services Department

## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Fire & Emergency Services Department budget increases by \$54,644 or 2.1%. The annual expenditure for the City for Fire & Emergency Medical Services is based on the City's assessed value and Fire District rates as determined by the Mason County Assessor's Office plus a flat fee for Fire Marshall services. The City contracts with Central Mason Fire & EMS to provide fire and EMS services within the City limits of Shelton.

## FIRE & EMERGENCY SERVICES DEPARTMENT

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

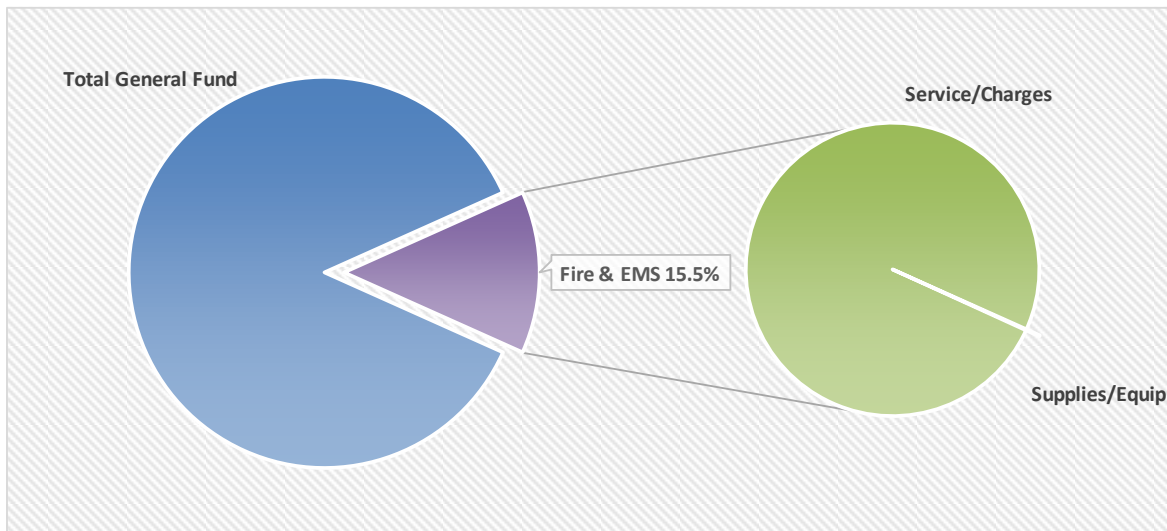
<b>General Fund Resources</b>	<b>2,491,434</b>	<b>2,583,353</b>	<b>2,516,560</b>	<b>2,637,997</b>	<b>54,644</b>	<b>2.1%</b>
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### EXPENDITURES BY DIVISION

Facilities	42,160	34,460	131,850	47,793	13,333	38.7%
Fire/EMS	2,449,274	2,548,893	2,384,710	2,590,204	41,311	1.6%
<b>Total Expenditures</b>	<b>2,491,434</b>	<b>2,583,353</b>	<b>2,516,560</b>	<b>2,637,997</b>	<b>54,644</b>	<b>2.1%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Supplies/Equip	5,419	3,150	3,270	3,150	-	0.0%
Service/Charges	2,486,015	2,580,203	2,513,290	2,634,847	54,644	2.1%
<b>Total Expenditures</b>	<b>2,491,434</b>	<b>2,583,353</b>	<b>2,516,560</b>	<b>2,637,997</b>	<b>54,644</b>	<b>2.1%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Municipal Court budget increases by \$22,672 or 3.1%. The budget includes a COLA adjustment and benefit costs increases due to rate changes.

## MUNICIPAL COURT

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

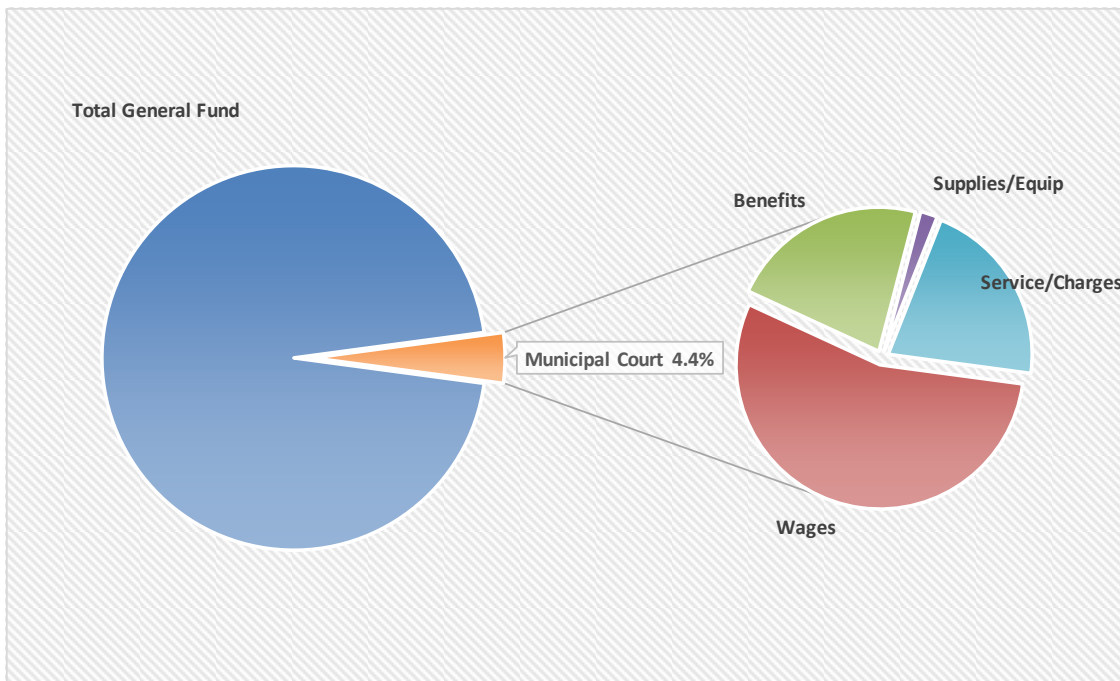
General Fund Resources	744,467	730,375	751,294	753,047	22,672	3.1%
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### EXPENDITURES BY DIVISION

Community Restitution	124,990	137,452	133,718	136,870	(582)	-0.4%
Court Services	619,476	592,923	617,576	616,177	23,254	3.9%
<b>Total Expenditures</b>	<b>744,467</b>	<b>730,375</b>	<b>751,294</b>	<b>753,047</b>	<b>22,672</b>	<b>3.1%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	376,597	398,779	413,646	412,247	13,468	3.4%
Benefits	145,995	166,189	158,540	167,332	1,143	0.7%
Supplies/Equip	13,125	5,729	15,178	14,406	8,677	151.5%
Service/Charges	208,749	159,678	163,930	159,062	(616)	-0.4%
<b>Total Expenditures</b>	<b>744,467</b>	<b>730,375</b>	<b>751,294</b>	<b>753,047</b>	<b>22,672</b>	<b>3.1%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Municipal Judge	0.50	0.50	0.50	0.63	0.63
Court Administrator	1.00	1.00	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00
Judicial Specialist	-	1.00	1.00	1.00	1.00
Sr. Judicial Specialist	-	1.00	1.00	1.00	1.00
Office Assistant				0.40	0.40
Legal Process Assistant	2.00	-	-	-	-
Total Municipal Court	4.50	4.50	4.50	5.03	5.03

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 budget includes:

- ❖ \$125,821 for debt obligations on the limited tax general obligation bonds for the Fire Station;
- ❖ \$120,000 to fully fund the obligations of the Payroll Benefits Fund (see Payroll Benefits Fund page for more information);
- ❖ \$50,000 to fully fund the obligations of the Firefighter's Pension Fund (see Firefighter's Pension Fund page for more information);
- ❖ \$400,000 as supplemental funding for on-going street operations;
- ❖ \$9,900 Fire insurance benefit payment transferred to Firefighters Pension Fund.

## NON-DEPARTMENTAL

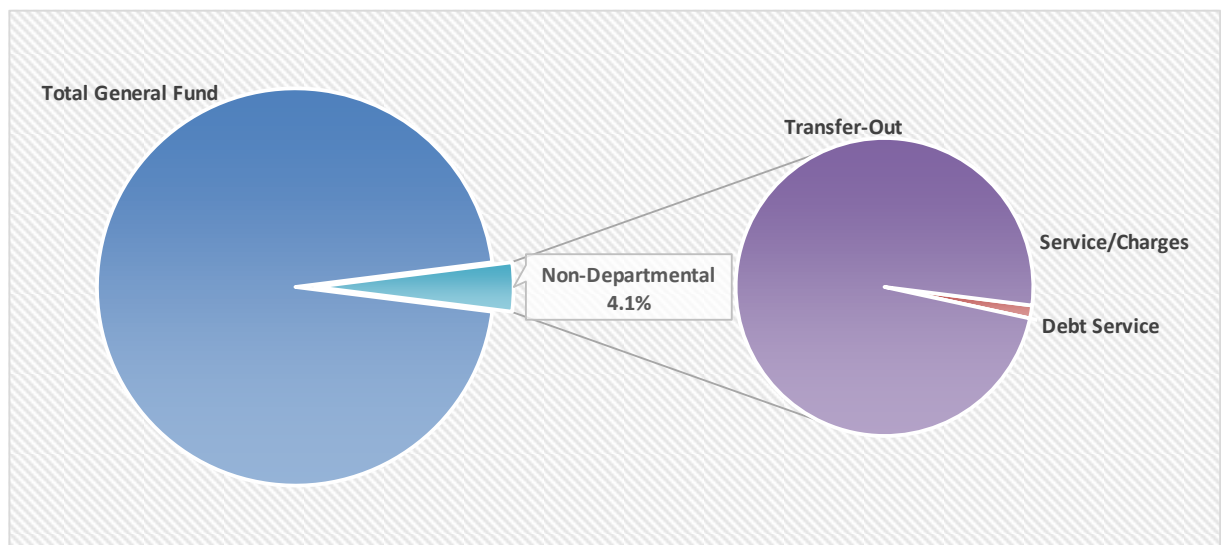
	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

General Fund Resources	1,359,741	826,530	756,618	705,721	(120,809)	-14.6%
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### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Service/Charges	56,337	8,000	17,828	9,900	1,900	23.8%
Debt Service	21,494	-	-	-	-	-
Transfer-Out	1,281,910	818,530	738,790	695,821	(122,709)	-15.0%
<b>Total Expenditures</b>	<b>1,359,741</b>	<b>826,530</b>	<b>756,618</b>	<b>705,721</b>	<b>(120,809)</b>	<b>-14.6%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

**Recreation Services** - Building community and improving health through sports leagues, classes and activities for all ages and demographics.

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

## BUDGET HIGHLIGHTS

The Parks, Recreation & Facilities Department budget increases by \$625,821 or 42.5%. The increase is largely due to facilities projects that include repairs and maintenance to City owned facilities and an increase of 1.0 FTE in facilities for custodial services. The budget increase also includes changes for salary and benefits as well as a small inflationary increase for professional services.

## PARKS, RECREATION & FACILITIES

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

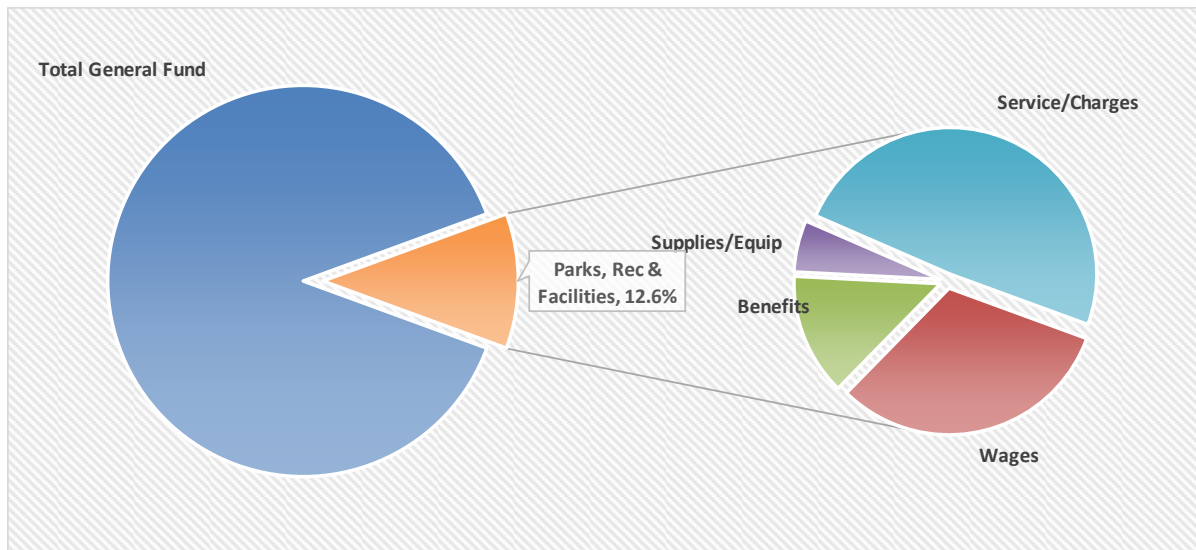
<b>General Fund Resources</b>	<b>1,353,116</b>	<b>1,473,789</b>	<b>1,582,065</b>	<b>2,139,610</b>	<b>665,821</b>	<b>45.2%</b>
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### EXPENDITURES BY DIVISION

Civic Center Activities	56,058	59,588	57,227	62,069	2,481	4.2%
Facility Services	676,755	747,243	870,612	1,305,833	558,590	74.8%
Parks & Recreation	620,303	666,958	654,226	771,708	104,750	15.7%
<b>Total Expenditures</b>	<b>1,353,116</b>	<b>1,473,789</b>	<b>1,582,065</b>	<b>2,139,610</b>	<b>665,821</b>	<b>45.2%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	584,884	558,649	577,118	679,575	120,926	21.6%
Benefits	245,581	233,024	224,050	288,106	55,082	23.6%
Supplies/Equip	80,000	85,130	86,454	122,340	37,210	43.7%
Service/Charges	442,651	596,986	694,443	1,049,589	452,603	75.8%
<b>Total Expenditures</b>	<b>1,353,116</b>	<b>1,473,789</b>	<b>1,582,065</b>	<b>2,139,610</b>	<b>665,821</b>	<b>45.2%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Assistant PW Director	-	-	-	-	0.35
Parks, Rec & Facilities Director	1.00	1.00	1.00	-	-
Crew Lead Parks/Facilities	1.00	-	-	-	-
Field Supervisor	-	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	-	-
Parks and Recreation Supervisor				1.00	1.00
Assistant Crew Lead Parks/Facilities	1.00	-	-	-	-
Assistant Field Supervisor	-	1.00	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Custodial Worker	2.00	2.00	1.00	1.00	2.00
<b>Total Parks, Rec &amp; Facilities</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>7.00</b>	<b>8.35</b>

## MISSION STATEMENT

Our mission is to provide excellent service and protection through leadership and partnership with the community. Protecting the community is at the core of what we do, but we also provide a variety of traditional and non-traditional services. We will accomplish our mission by being leaders in the community and working together with the public to make Shelton a great place to live and work.

## DEPARTMENT SUMMARY

The Shelton Police Department is comprised of 19 sworn positions and 2 civilian employees. These positions include Chief of Police, Police Captain, Sergeants, Corporals, Detectives, Patrol Officers, and Records/Evidence Clerks. The Shelton Police Department has been an accredited agency since 2018 through the Washington Association of Sheriffs and Police Chiefs (WASPC). Our accreditation signifies that we conform to the best policies, procedures, and law enforcement practices and that we demonstrate it daily to provide quality law enforcement services to the Shelton community.

## BUDGET HIGHLIGHTS

The budget for the Police Department in 2025 increases by \$525,288 or 12.7%. The budget maintains police staffing levels for 2025. The budget includes salary and benefit increases for COLA adjustments and medical, dental, and other rate increases. The 2025 budget includes additional budget for replacement of police vehicles, additional training, taser replacement and other equipment updates and replacement.

## POLICE DEPARTMENT

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

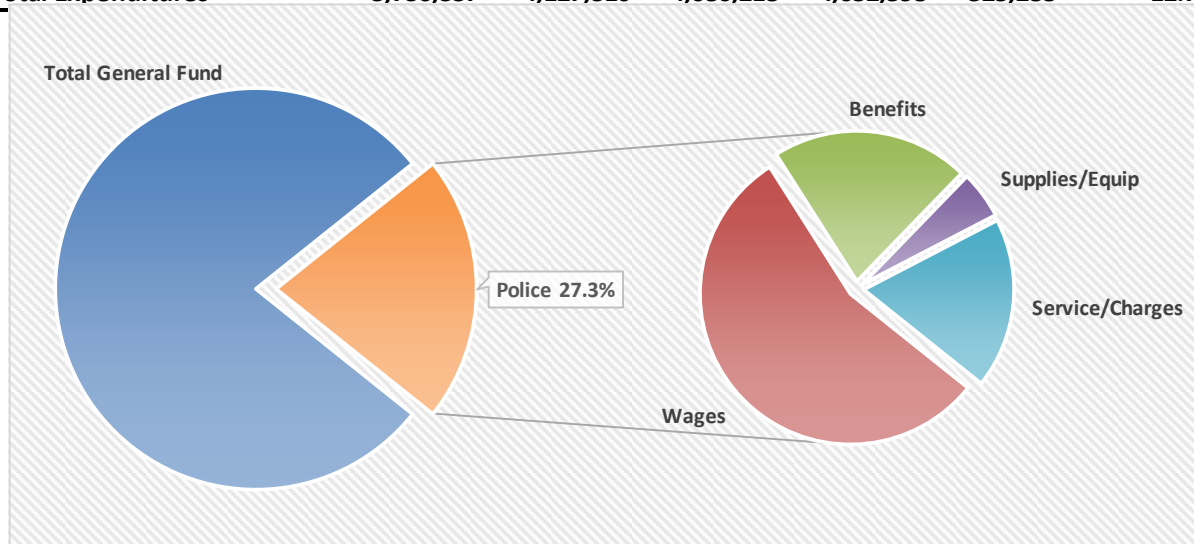
<b>General Fund Resources</b>	<b>3,736,337</b>	<b>4,127,310</b>	<b>4,086,218</b>	<b>4,652,598</b>	<b>525,288</b>	<b>12.7%</b>
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### EXPENDITURES BY DIVISION

Administration	391,370	407,349	428,127	431,563	24,214	5.9%
Investigations	464,525	529,130	367,394	562,188	33,058	6.2%
Patrol	2,665,074	2,918,329	3,017,033	3,346,913	428,584	14.7%
Records	197,383	211,032	224,844	226,188	15,156	7.2%
SRO	4,656	6,730	-	-	(6,730)	-100.0%
Training	13,329	54,740	48,820	85,746	31,006	56.6%
<b>Total Expenditures</b>	<b>3,736,337</b>	<b>4,127,310</b>	<b>4,086,218</b>	<b>4,652,598</b>	<b>525,288</b>	<b>12.7%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	2,196,845	2,382,701	2,341,084	2,571,164	188,463	7.9%
Benefits	795,194	944,220	863,881	989,667	45,447	4.8%
Supplies/Equip	190,318	201,894	185,670	238,479	36,585	18.1%
Service/Charges	553,980	598,495	695,583	853,288	254,793	42.6%
<b>Total Expenditures</b>	<b>3,736,337</b>	<b>4,127,310</b>	<b>4,086,218</b>	<b>4,652,598</b>	<b>525,288</b>	<b>12.7%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	-	1.00	1.00	1.00	1.00
Sergeant - Detective	1.00	1.00	1.00	1.00	-
Sergeant - Patrol	2.00	4.00	4.00	4.00	4.00
Detective	1.00	2.00	2.00	2.00	2.00
Corporal Officer - Patrol	-	-	-	-	2.00
Police Officer	11.00	9.00	9.00	9.00	9.00
School Resource Officer	1.00	1.00	1.00	1.00	-
Evidence Records Clerk	2.00	1.00	1.00	1.00	1.00
Senior Evidence Records Clerk	-	1.00	1.00	1.00	1.00
Animal Control Tech/Code Enforce Officer	1.00	-	-	-	-
Senior Code Enforcement Officer	1.00	-	-	-	-
Lieutenant	2.00	-	-	-	-
<b>Total Police Department</b>	<b>23.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

The Public Works Department oversees the maintenance and improvement of Shelton's infrastructure, including streets, sidewalks, water service, wastewater treatment, storm drainage, and fleet management. These systems focus on transportation, water treatment and delivery, stormwater quality and quantity, and wastewater collection and disposal. The Water, Sewer, Storm Drainage, and Solid Waste funds are classified as enterprise funds and are detailed further in the proprietary fund section. Additionally, the Public Works Division within the General Fund encompasses Administration and Engineering.

## BUDGET HIGHLIGHTS

The Public Works 2025 Department Budget reflects a decrease of \$8,455 or -0.9%.

## PUBLIC WORKS

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
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### FUNDING SOURCES

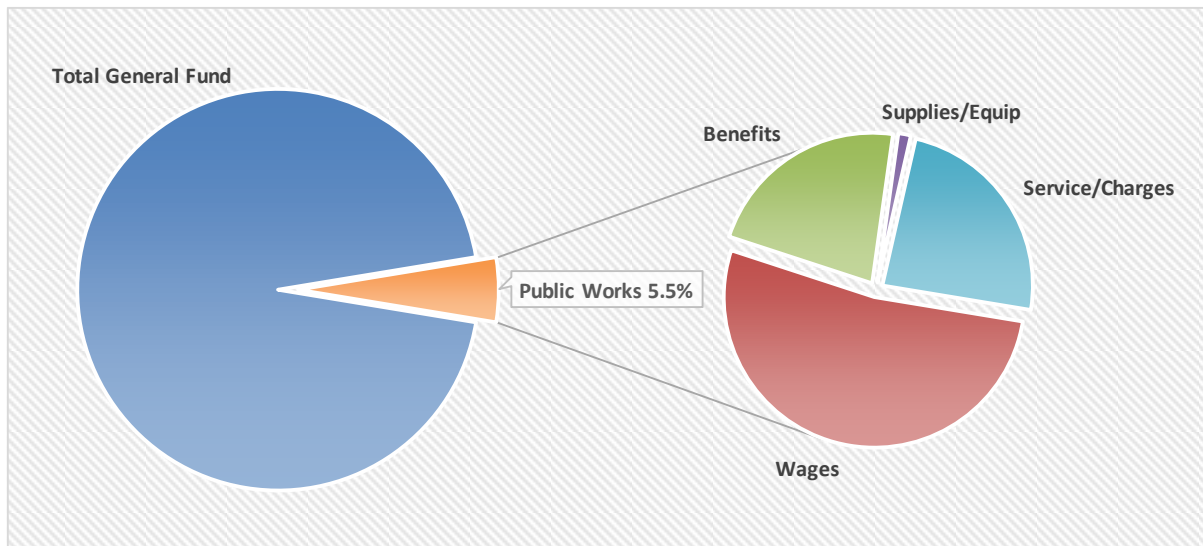
General Fund Resources	723,386	942,650	803,779	934,195	(8,455)	-0.9%
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### EXPENDITURES BY DIVISION

Administration	354,193	363,783	354,960	336,537	(27,246)	-7.5%
Engineering	369,193	578,867	448,819	597,658	18,791	3.2%
<b>Total Expenditures</b>	<b>723,386</b>	<b>942,650</b>	<b>803,779</b>	<b>934,195</b>	<b>(8,455)</b>	<b>-0.9%</b>

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	401,701	523,302	386,640	489,762	(33,540)	-6.4%
Benefits	164,019	210,956	162,980	207,335	(3,621)	-1.7%
Supplies/Equip	8,212	9,770	5,730	12,580	2,810	28.8%
Service/Charges	149,453	198,622	248,429	224,518	25,896	13.0%
<b>Total Expenditures</b>	<b>723,386</b>	<b>942,650</b>	<b>803,779</b>	<b>934,195</b>	<b>(8,455)</b>	<b>-0.9%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Public Works Director	1.00	1.00	1.00	1.00	1.00
Assistant PW Director	-	-	-	-	1.00
City Engineer	1.00	1.00	1.00	1.00	-
Senior Engineer	1.00	1.00	1.00	-	-
Senior Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Tech 2	-	-	-	-	1.00
Admin Support Assistant	-	-	-	0.50	0.50
Administrative Manager	1.00	1.00	1.00	-	-
Capital Projects Manager	-	-	-	1.00	-
Permit Coordinator	0.10	0.10	0.10	0.10	0.10
<b>Total Public Works</b>	<b>5.10</b>	<b>5.10</b>	<b>5.10</b>	<b>4.60</b>	<b>4.60</b>

## MISSION STATEMENT

To provide and maintain streets and sidewalks within the City of Shelton that allow for safe and efficient vehicle and multi-modal transportation system.

## DEPARTMENT SUMMARY

The Street Department is tasked with constructing and maintaining Shelton's transportation and mobility assets, including roadways, alleys, and rights-of-way. Their maintenance activities encompass patching, paving, grading gravel roads and parking strips, crack sealing, chip sealing, roadside mowing, street sweeping, street trees, street signs, and maintaining sidewalks and pedestrian paths.

## BUDGET HIGHLIGHTS

The Street Fund budget for 2025 increases by \$490,991 or 26.0%. The proposed budget for 2025 includes increases to fund items such as liability insurance and cost adjustments per the indirect cost plan for central, IT, and public administration services. A fund transfer to the Capital Improvement Fund in the amount of \$89,000 is for a new maintenance yard.

The City is allocating \$495,000 of TBD (Transportation Benefit District) Funds for the Transportation Comprehensive Plan update report, Chip seal and paving maintenance projects in partnership with Mason County, signage improvements, thermoplastic street markings application, and sidewalk replacement. The City is also allocating \$200,000 of REET 2 funds for downtown area street repairs.

The General Fund supports Street Fund activities in the amount of \$400,000 in FY 2025.

## STREET FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	432,336	697,708	697,708	498,340		

## FUNDING SOURCES

Taxes	732,126	675,000	675,000	675,000	-	
Licenses & Permits	18,190	10,000	25,000	10,000	-	
Intergovernmental Revenue	206,667	199,000	191,873	199,000	-	0.0%
Charges for Goods/Service	66,723	106,120	109,350	106,120	-	0.0%
Miscellaneous Revenue	10,524	1,500	27,865	81,500	80,000	5333.3%
Transfer In	1,066,696	790,000	690,000	1,095,000	305,000	
<b>Total Revenues</b>	<b>2,100,926</b>	<b>1,781,620</b>	<b>1,719,088</b>	<b>2,166,620</b>	<b>385,000</b>	<b>21.6%</b>

## EXPENDITURES BY DIVISION

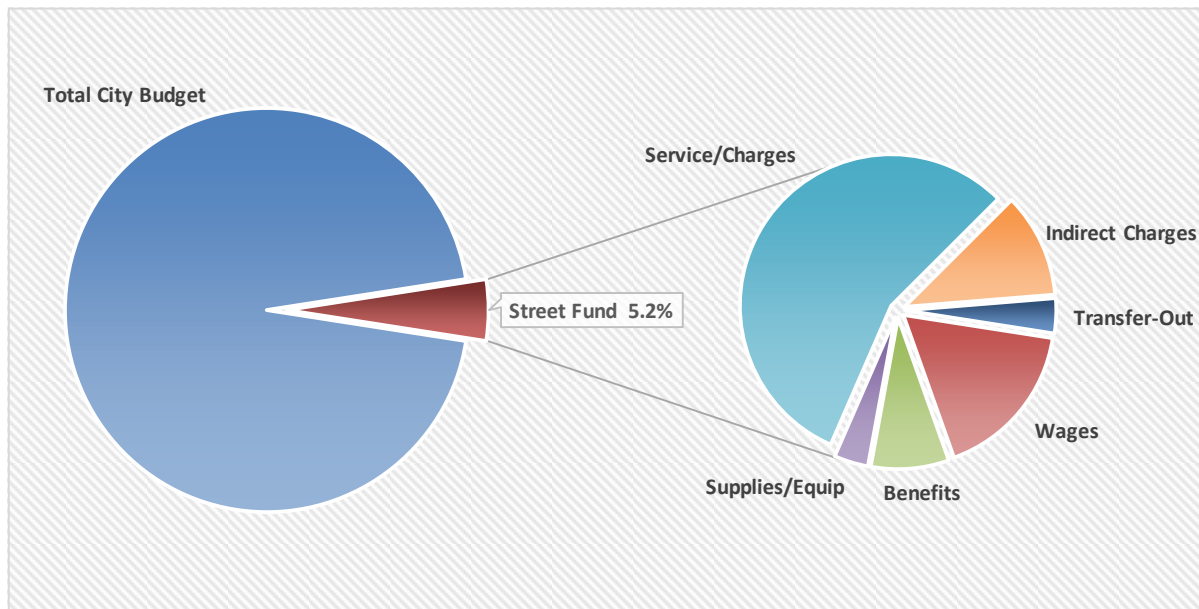
Maint Adm & Overhead	614,743	715,723	725,295	751,098	35,375	4.9%
Parking Facilities	2,231	1,190	2,290	1,190	-	0.0%
Roadside	138,617	274,425	228,789	282,965	8,540	3.1%
Roadway	256,871	436,511	454,257	874,362	437,851	100.3%
Sidewalks	2,640	100,300	145,794	36,350	(63,950)	-63.8%
Snow and Ice Control	23,039	18,698	27,013	18,939	241	1.3%
Special Purpose Paths	-	-	-	11,000	11,000	
Street Cleaning	29,175	42,064	28,047	51,486	9,422	22.4%
Street Lighting	143,519	136,500	135,410	136,500	-	0.0%
Traffic Control Devices	99,721	161,347	171,561	124,859	(36,488)	-22.6%
Transfer-Out	525,000	-	-	89,000	89,000	
<b>Total Expenditures</b>	<b>1,835,554</b>	<b>1,886,758</b>	<b>1,918,456</b>	<b>2,377,749</b>	<b>490,991</b>	<b>26.0%</b>

Ending Fund Balance	697,708	592,570	498,340	287,211
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Change in Fund Balance	265,372	(105,138)	(199,368)	(211,129)
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## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	339,567	387,638	440,930	406,674	19,036	4.9%
Benefits	154,179	180,622	195,130	198,267	17,645	9.8%
Supplies/Equip	55,792	64,970	96,440	86,970	22,000	33.9%
Service/Charges	455,475	948,310	880,746	1,330,985	382,675	40.4%
Indirect Charges	305,541	305,218	305,210	265,853	(39,365)	-12.9%
Transfer-Out	525,000	-	-	89,000	89,000	
<b>Total Expenditures</b>	<b>1,835,554</b>	<b>1,886,758</b>	<b>1,918,456</b>	<b>2,377,749</b>	<b>490,991</b>	<b>26.0%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40	0.40
Field Supervisor - Streets	1.00	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Streets	-	1.00	1.00	1.00	1.00
Heavy Equipment Operator	-	1.00	1.00	1.00	1.00
Sr. Heavy Equipment Operator	-	0.25	0.25	0.25	0.25
Operator	1.25	-	-	-	-
Truck Driver	1.00	-	-	-	-
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
<b>Total Street Fund</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>

## FUND SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 budget includes the following transfers out of REET 1 resources:

- ❖ \$47,887 for 2020 refunding bond payment – Bond Fund
- ❖ \$40,000 for Library, Civic Center & Fire Station elevator oil changes – General Fund
- ❖ \$50,000 for Museum ductless unit replacements – General Fund
- ❖ \$32,000 for Library building HVAC – General Fund
- ❖ \$16,000 for Animal Shelter HVAC – General Fund
- ❖ \$15,000 for Municipal Court & Police automatic doors – General Fund
- ❖ \$116,625 for Library Deck repairs – General Fund

## CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 1 FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	505,896	564,950	564,950	623,380		

## FUNDING SOURCES

Taxes	168,147	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	19,474	-	21,000	-	-	
<b>Total Revenues</b>	<b>187,622</b>	<b>52,500</b>	<b>161,000</b>	<b>52,500</b>	<b>-</b>	<b>0.0%</b>

## EXPENDITURES BY DIVISION

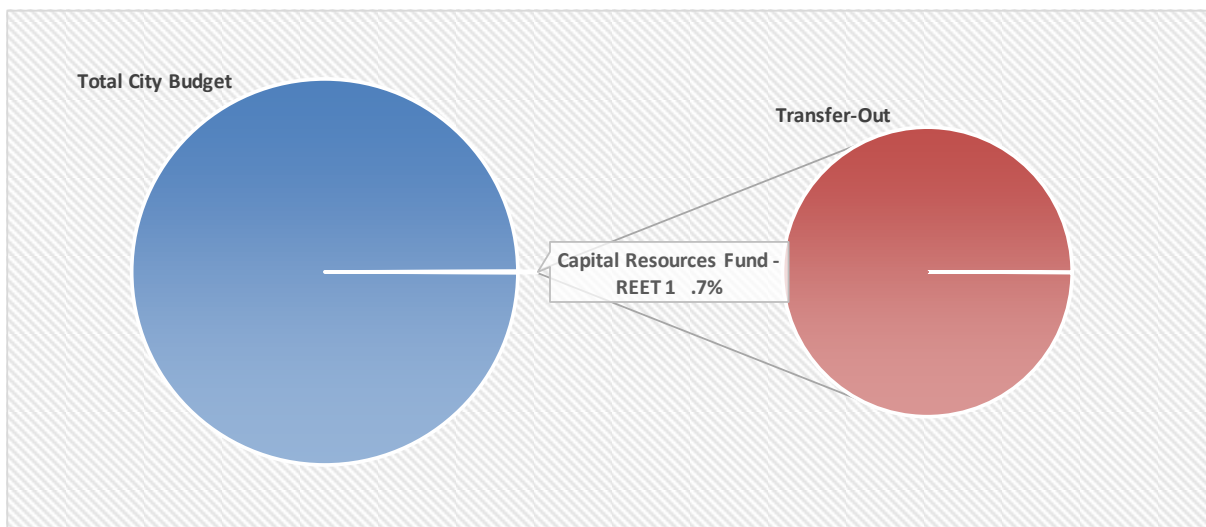
Transfers-Out	128,568	102,570	102,570	317,512	214,942	209.6%
<b>Total Expenditures</b>	<b>128,568</b>	<b>102,570</b>	<b>102,570</b>	<b>317,512</b>	<b>214,942</b>	<b>209.6%</b>

Ending Fund Balance	564,950	514,880	623,380	358,368
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Change in Fund Balance	59,054	(50,070)	58,430	(265,012)
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## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Transfer-Out	128,568	102,570	102,570	317,512	214,942	209.6%
<b>Total Expenditures</b>	<b>128,568</b>	<b>102,570</b>	<b>102,570</b>	<b>317,512</b>	<b>214,942</b>	<b>209.6%</b>



## FUND SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 budget includes the following transfers out of REET 2 resources:

- ❖ \$37,000 for Civic Center Fire Alarm Panel – General Fund
- ❖ \$110,000 for Civic Center Fire Alarm Device – General Fund
- ❖ \$7,000 for Library Duct Cleaning – General Fund
- ❖ \$200,000 for Downtown Street Repairs – Street Fund
- ❖ \$300,000 for Secure Police Parking – Capital Improvement Fund

## CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 2 FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	592,438	785,498	785,498	861,498		

## FUNDING SOURCES

Taxes	168,147	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	24,912	-	26,000	-	-	
<b>Total Revenues</b>	<b>193,060</b>	<b>52,500</b>	<b>166,000</b>	<b>52,500</b>	<b>-</b>	<b>0.0%</b>

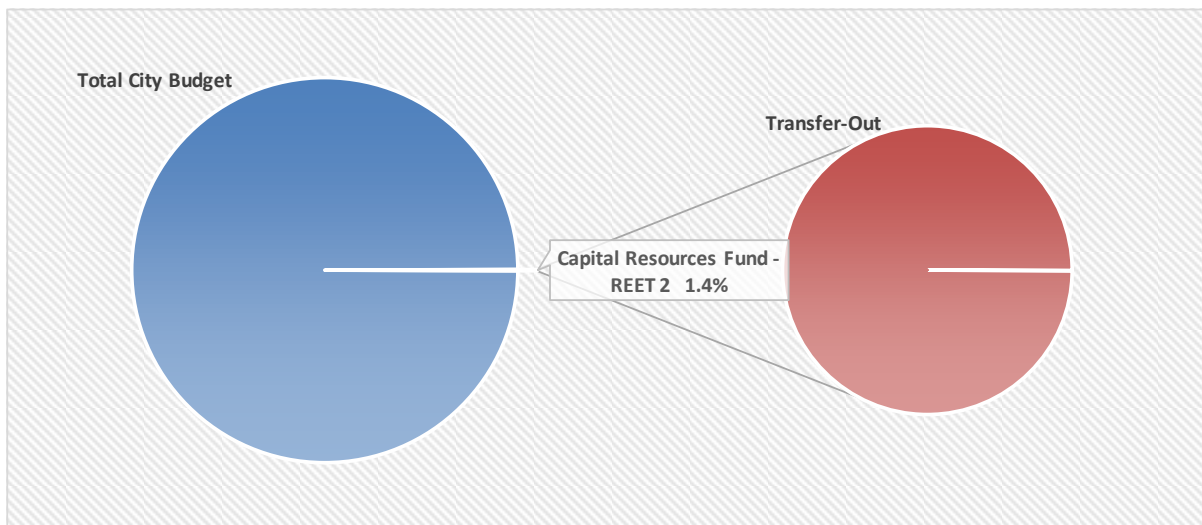
## EXPENDITURES BY DIVISION

Transfers-Out	-	90,000	90,000	654,000	564,000	
<b>Total Expenditures</b>	<b>-</b>	<b>90,000</b>	<b>90,000</b>	<b>654,000</b>	<b>564,000</b>	

Ending Fund Balance	785,498	747,998	861,498	259,998		
Change in Fund Balance	193,060	(37,500)	76,000	(601,500)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Transfer-Out	-	90,000	90,000	654,000	564,000	
<b>Total Expenditures</b>	<b>-</b>	<b>90,000</b>	<b>90,000</b>	<b>654,000</b>	<b>564,000</b>	



## FUND SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 Adopted budget includes the following transfers out of TBD resources:

- ❖ \$90,000 Street Operations Non-Motorized Comprehensive Plan – Street Fund
- ❖ \$100,000 Chip Seal Project Partnership with Mason County – Street Fund
- ❖ \$150,000 Mason County in-house paving – Street Fund
- ❖ \$20,000 Signage Improvement Plan – Street Fund
- ❖ \$10,000 Thermoplastic Application – Street Fund
- ❖ \$25,000 for Sidewalk Replacement Program – Street Fund
- ❖ \$100,000 for Street Operations – Street Fund
- ❖ \$40,000 for Oakland Bay Jr High School Crosswalk design – Capital Improvement Fund

**CAPITAL RESOURCES - TRANSPORTATION BENEFIT DISTRICT FUND SUMMARY**

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	1,540,535	1,527,228	1,527,228	890,054		

**FUNDING SOURCES**

Miscellaneous Revenue	52,786	-	32,000	-	-	
Transfer In	525,000	-	62,826	-	-	100.0%
<b>Total Revenues</b>	<b>577,786</b>	<b>-</b>	<b>94,826</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

**EXPENDITURES BY DIVISION**

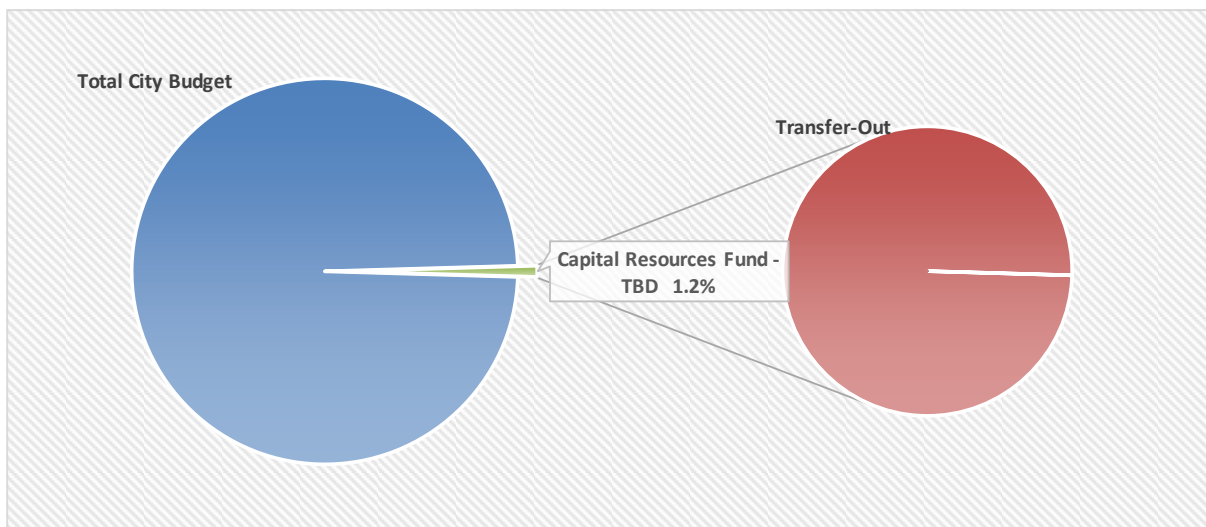
Transfers-Out	591,092	832,000	732,000	535,000	(297,000)	-35.7%
<b>Total Expenditures</b>	<b>591,092</b>	<b>832,000</b>	<b>732,000</b>	<b>535,000</b>	<b>(297,000)</b>	<b>-35.7%</b>

Ending Fund Balance	1,527,228	695,228	890,054	355,054
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Change in Fund Balance	(13,307)	(832,000)	(637,175)	(535,000)
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**EXPENDITURES BY CATEGORY**

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Transfer-Out	591,092	832,000	732,000	535,000	(297,000)	-35.7%
<b>Total Expenditures</b>	<b>591,092</b>	<b>832,000</b>	<b>732,000</b>	<b>535,000</b>	<b>(297,000)</b>	<b>-35.7%</b>



## FUND SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 Adopted budget includes the following transfers out of TIF resources:

- ❖ No transfers out for 2025

## CAPITAL RESOURCES - TRAFFIC IMPACT FEES FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	706,764	786,725	786,725	874,307		

## FUNDING SOURCES

Charges for Goods/Services	53,379	80,000	61,000	80,000	-	0.0%
Miscellaneous Revenue	26,582	-	26,582	-	-	
Transfer In	-	-	-	-	-	100.0%
<b>Total Revenues</b>	<b>79,961</b>	<b>80,000</b>	<b>87,582</b>	<b>80,000</b>	<b>-</b>	<b>0.0%</b>

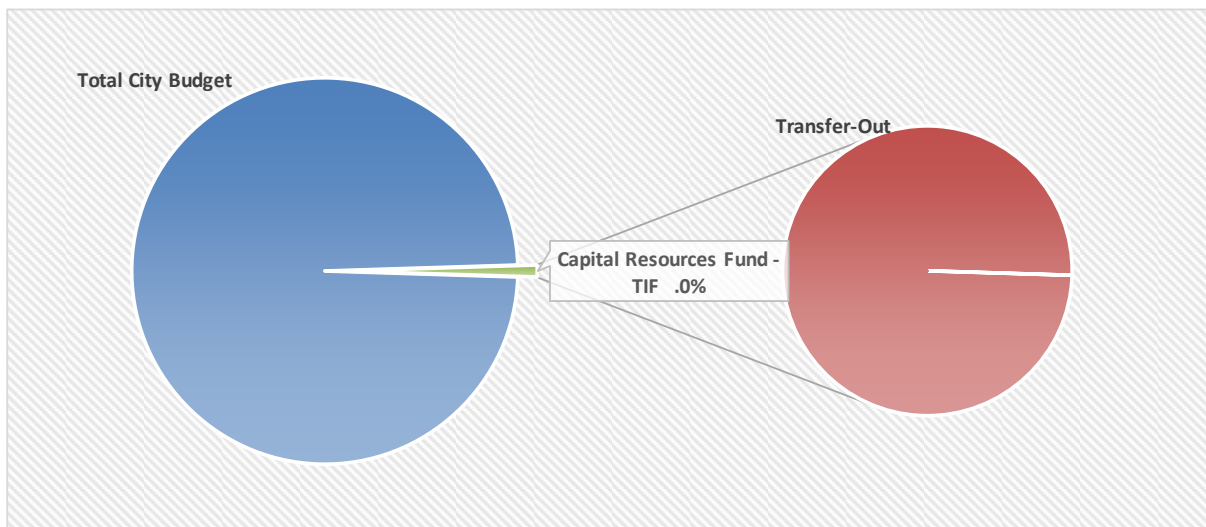
## EXPENDITURES BY DIVISION

Transfers-Out	-	-	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Ending Fund Balance	786,725	866,725	874,307	954,307		
Change in Fund Balance	79,961	80,000	87,582	80,000		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Transfer-Out	-	-	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	



## FUND SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 Adopted budget includes the following transfers out:

- ❖ \$23,000 of General Resources for Library Deck Repair – General Fund

## CAPITAL RESOURCES - GENERAL RESOURCES FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	1,222,689	1,181,350	1,181,350	1,220,319		

## FUNDING SOURCES

Intergovernmental Revenue	302,944	-	-	-	-	
Miscellaneous Revenue	36,128	-	38,969	-		
Transfer In	560,364	-	-	-	-	100.0%
<b>Total Revenues</b>	<b>899,437</b>	<b>-</b>	<b>38,969</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

## EXPENDITURES BY DIVISION

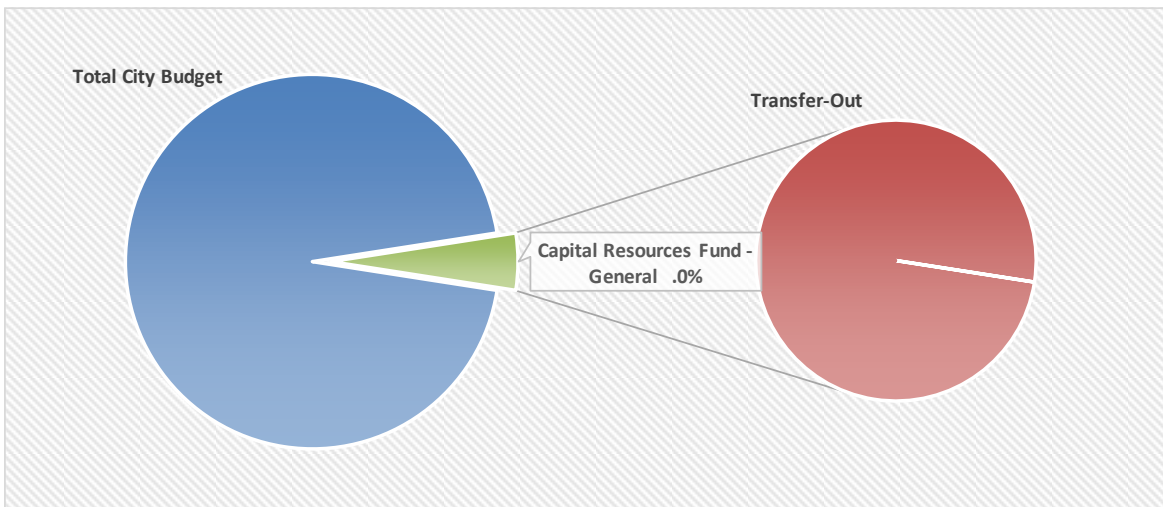
Veteran's Village	302,944	-	-	-	-	
Transfers-Out	637,832	23,000	-	23,000	-	0.0%
<b>Total Expenditures</b>	<b>940,776</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>	<b>-</b>	<b>0.0%</b>

Ending Fund Balance                      1,181,350      1,158,350      1,220,319      1,197,319

Change in Fund Balance                      (41,339)      (23,000)      38,969      (23,000)

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Veteran's Village	302,944	-	-	-	-	
Transfer-Out	637,832	23,000	-	23,000	-	0.0%
<b>Total Expenditures</b>	<b>940,776</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>	<b>-</b>	<b>0.0%</b>



## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Tourism Fund budget decreases by \$248 or -0.3% from the 2024 appropriation. The funding allocations equal \$97,000 for 2025 activities/events are:

- ❖ Bluegrass from the Forest (Kristmas Town Kiwanis) - \$8,000
- ❖ Mason County Forest Festival Association - \$12,000
- ❖ Christmas Town Marketing & Events (NW Event Organizers) - \$12,000
- ❖ Overlook Park Mural Installation (NW Event Organizers) - \$2,000
- ❖ Shelton-Mason County Chamber of Commerce - \$18,000
- ❖ Museum/Visitors Center (Mason County Historical Society) - \$20,000
- ❖ Creative District Branding and Wayfinding (City of Shelton) – \$10,500
- ❖ Shelton Art Walk (Shelton Downtown Merchants) - \$5,000
- ❖ Cookie Stroll (Shelton Downtown Merchants) - \$1,000
- ❖ Event Power Box for Cota Street Parking Lot (NW Event Organizers) - \$6,500
- ❖ Oysterfest (Skookum Rotary Club) - \$2,000

## TOURISM FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	91,844	81,739	81,739	53,889		

## FUNDING SOURCES

Taxes	65,556	48,000	50,000	48,000	-	0.0%
Miscellaneous Revenue	3,589	100	3,200	100	-	0.0%
<b>Total Revenue</b>	<b>69,145</b>	<b>48,100</b>	<b>53,200</b>	<b>48,100</b>	<b>-</b>	<b>0.0%</b>

## EXPENDITURES BY DIVISION

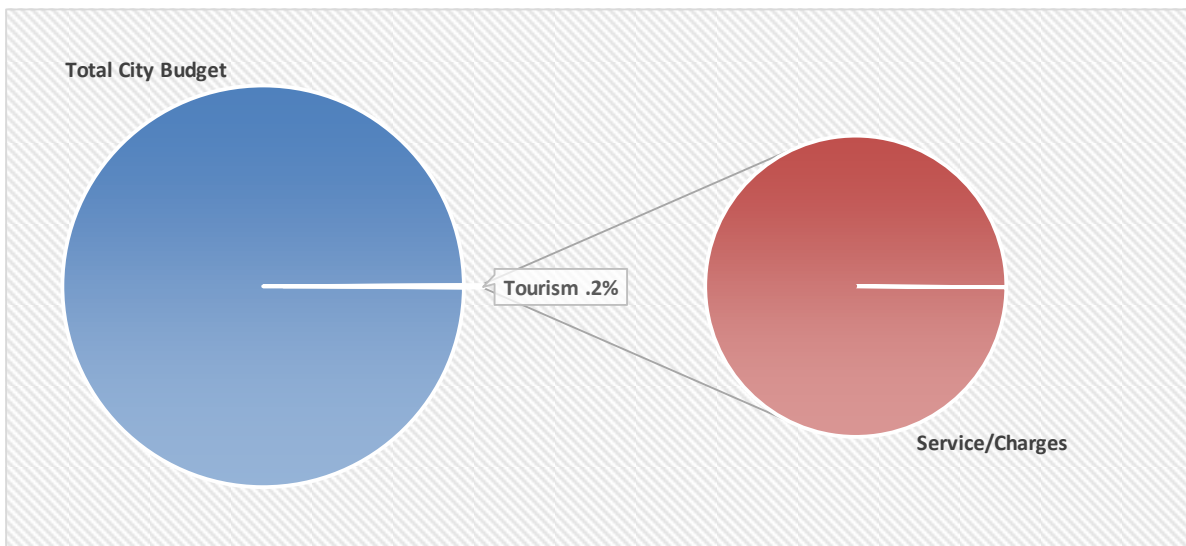
Tourism	79,250	97,248	81,050	97,000	(248)	-0.3%
<b>Total Expenditures</b>	<b>79,250</b>	<b>97,248</b>	<b>81,050</b>	<b>97,000</b>	<b>(248)</b>	<b>-0.3%</b>

Ending Fund Balance	81,739	32,591	53,889	4,989
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Change in Fund Balance	(10,105)	(49,148)	(27,850)	(48,900)
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## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Service/Charges	79,250	97,248	81,050	97,000	(248)	-0.3%
<b>Total Expenditures</b>	<b>79,250</b>	<b>97,248</b>	<b>81,050</b>	<b>97,000</b>	<b>(248)</b>	<b>-0.3%</b>



## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The 2025 budget reflects an increase of \$1,200 from 2024. The Bond Fund is utilized for paying the portion of the 2020 Refunding Bond which replaced the 2011A and 2011B LTGO Fire Station Bonds.

## BOND FUND

### BOND FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	7,592	7,592	7,592	7,592		

### FUNDING SOURCES

Taxes	-	-	-	-	-	0.0%
Transfer In	183,900	180,100	180,100	173,708	(6,392)	-3.5%
<b>Total Revenue</b>	<b>183,900</b>	<b>180,100</b>	<b>180,100</b>	<b>173,708</b>	<b>(6,392)</b>	<b>-3.5%</b>

### EXPENDITURES BY DIVISION

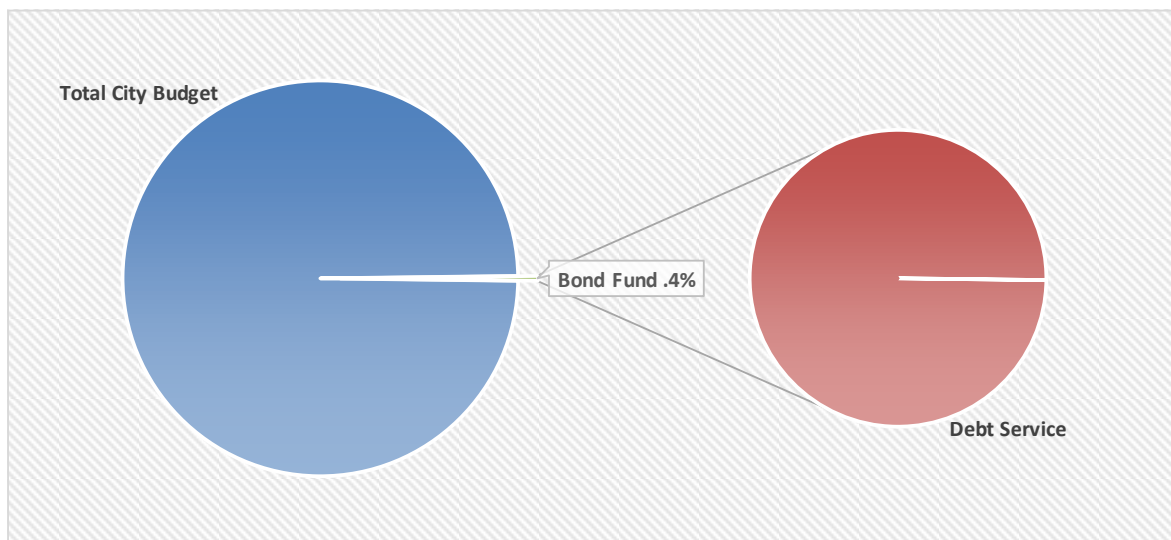
Bond Fund	183,900	180,100	180,100	181,300	1,200	0.7%
<b>Total Expenditures</b>	<b>183,900</b>	<b>180,100</b>	<b>180,100</b>	<b>181,300</b>	<b>1,200</b>	<b>0.7%</b>

Ending Fund Balance                      7,592                      7,592                      7,592                      0

Change in Fund Balance                      0                      -                      -                      (7,592)

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Debt Service	183,900	180,100	180,100	181,300	1,200	0.7%
<b>Total Expenditures</b>	<b>183,900</b>	<b>180,100</b>	<b>180,100</b>	<b>181,300</b>	<b>1,200</b>	<b>0.7%</b>



## DEPARTMENT SUMMARY

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

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

## BUDGET HIGHLIGHTS

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

Capital projects included in the Capital Improvement Fund for 2025 are:

### **Street/Transportation:**

- ❖ Olympic Highway North - "C" St. to Wallace Kneeland Grind-Inlay - \$3,688,752  
Funding Sources: State TIB Grant - \$3,688,752
- ❖ Maintenance Division Yard Purchase - \$89,000  
Funding Sources: Street Fund - \$89,000
- ❖ Oakland Bay Jr High School Crosswalk Design - \$40,000  
Funding Sources: TBD - \$40,000
- ❖ Wallace Kneeland/Shelton Springs Intersection Improvements - \$1,000,000  
Funding Sources: State WSDOT Grant - \$1,000,000
- ❖ Systemic Pedestrian Safety Improvements - \$154,500  
Funding Sources: State WSDOT Grant - \$154,500

### **Police:**

- ❖ Secure Parking Lot - \$300,000  
Funding Sources: REET 2 - \$300,000

**Parks:**

- ❖ Crosstown Trail – Kneeland Park to US 101 - \$449,820  
Funding Source: State DOC Grant-\$199,920, Mason County .09 funds-\$150,000 and SMPD - \$100,000
- ❖ Crosstown Trail – Kneeland Park to Marina - \$275,000  
Funding Source: State WSDOT Grant-\$275,000
- ❖ Northcliff Neighborhood Park Improvements Phase II - \$20,000  
Funding Source: SMPD - \$20,000

## CAPITAL IMPROVEMENT FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	860,451	663,979	663,979	715,593		

## FUNDING SOURCES

Intergovernmental Revenue	830,214	1,074,500	956,980	5,468,072	4,393,572	408.9%
Charges for Goods/Service	18,155	20,000	130,457	120,000	100,000	500.0%
Transfer In	783,664	703,000	703,000	429,000	(274,000)	-39.0%
<b>Total Revenue</b>	<b>1,632,033</b>	<b>1,797,500</b>	<b>1,790,437</b>	<b>6,017,072</b>	<b>4,219,572</b>	<b>234.7%</b>

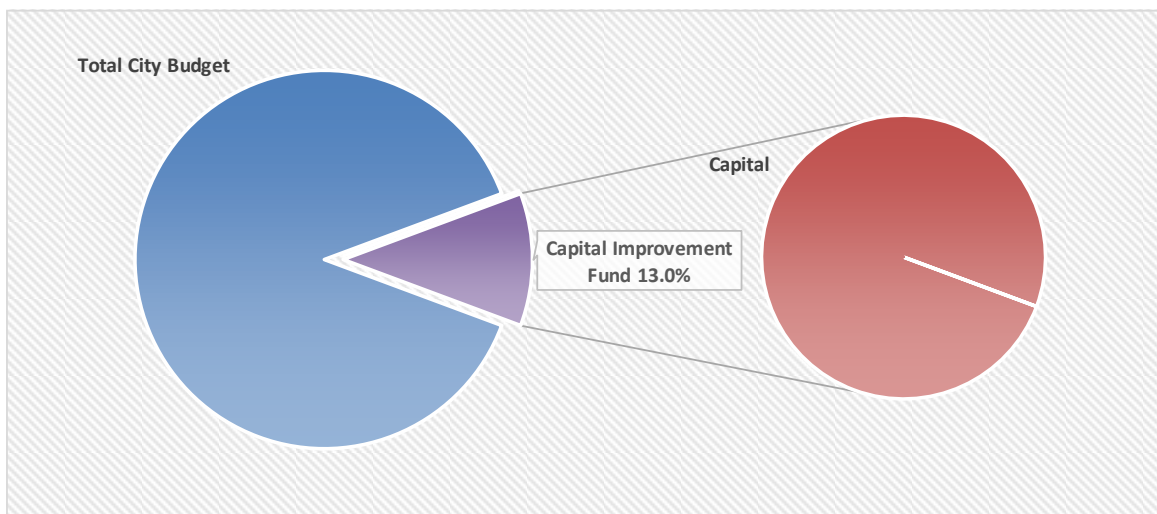
## EXPENDITURES BY DIVISION

Capital	1,818,260	1,797,500	1,675,998	6,017,072	4,219,572	234.7%
Transfer Out	10,244	-	62,826	-	-	
<b>Grand Total</b>	<b>1,828,505</b>	<b>1,797,500</b>	<b>1,738,824</b>	<b>6,017,072</b>	<b>4,219,572</b>	<b>234.7%</b>

Ending Fund Balance	663,979	663,979	715,593	715,593		
Change in Fund Balance	(196,472)	-	51,613	-		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Supplies/Equip	-	-	-	-	-	
Service/Charges	141,374	-	113,816	833,820	833,820	
Capital	1,665,630	1,797,500	1,583,388	5,183,252	3,385,752	188.4%
Indirect Charges	21,500	-	41,620	-	-	
<b>Grand Total</b>	<b>1,828,505</b>	<b>1,797,500</b>	<b>1,738,824</b>	<b>6,017,072</b>	<b>4,219,572</b>	<b>234.7%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

The Water Utility Fund operates, maintains, and improves Shelton's water distribution system, ensuring safe, high-quality potable water for all users. The Water Department manages three wells, four booster pump stations, and five reservoirs with a combined capacity of 2,227,000 gallons. The distribution system includes 316,133 feet of potable mainline piping, 4,815 feet of non-potable piping, 956 valves, 598 fire hydrants, and 3,888 water service meters. The Department monitors and regulates water use to meet city demands and maintain emergency reservoir storage. Revenue primarily comes from service charges, with additional funds from system development fees, lease revenue, investment interest, and grant funds.

## BUDGET HIGHLIGHTS

The Water Fund budget decreases by \$111,218 or -2.6%. The proposed budget for 2025 includes increases to fund items such as removal, testing and part replacements as needed on the Well three pump, liability insurance, vehicle leases for three pickups, and credit card processing fees. A fund transfer to the Water Capital Fund in the amount of \$513,500, refer to the Water Capital Fund page for a list of the 2025 capital projects.

## WATER FUND

### WATER FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	2,003,551	2,485,233	2,485,233	1,530,728		

### FUNDING SOURCES

Charges for Goods/Service	3,153,568	3,206,210	3,312,464	3,617,810	411,600	12.8%
Miscellaneous Revenue	934,610	46,100	121,631	196,100	150,000	325.4%
<b>Total Revenue</b>	<b>4,088,177</b>	<b>3,252,310</b>	<b>3,434,096</b>	<b>3,813,910</b>	<b>561,600</b>	<b>17.3%</b>

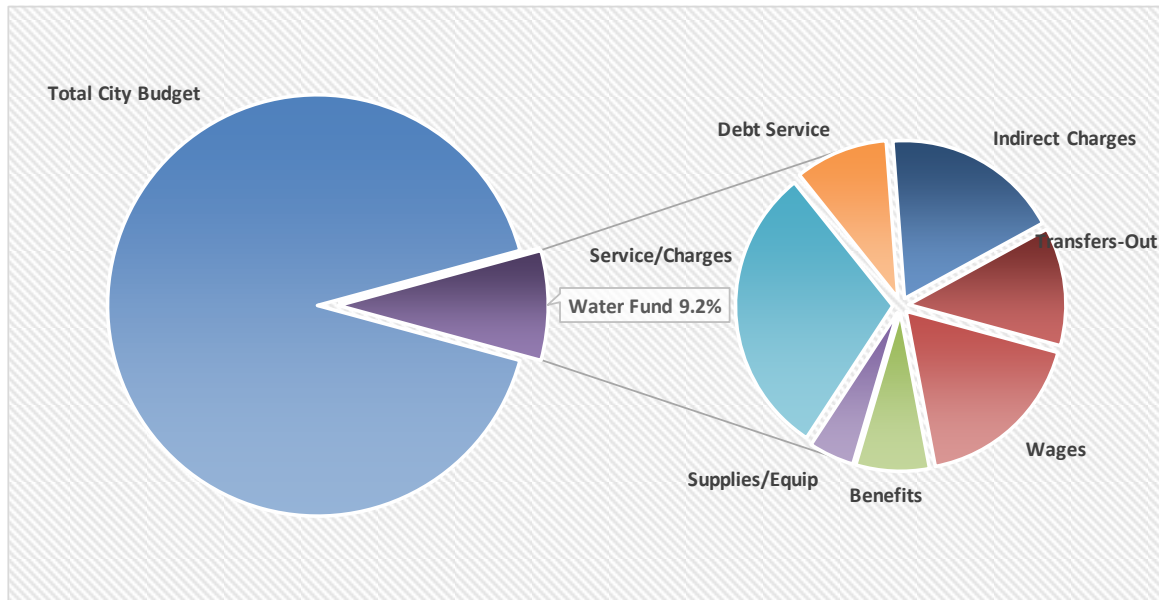
### EXPENDITURES BY DIVISION

Water Operations	3,606,495	4,345,082	4,388,601	4,233,864	(111,218)	-2.6%
<b>Total Expenditures</b>	<b>3,606,495</b>	<b>4,345,082</b>	<b>4,388,601</b>	<b>4,233,864</b>	<b>(111,218)</b>	<b>-2.6%</b>

Ending Fund Balance	2,485,233	1,392,461	1,530,728	1,110,774		
Change in Fund Balance	481,682	(1,092,772)	(954,505)	(419,954)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	677,214	741,496	727,850	754,624	13,128	1.8%
Benefits	278,191	303,167	302,343	319,363	16,196	5.3%
Supplies/Equip	187,636	198,250	194,120	198,250	-	0.0%
Service/Charges	861,709	858,723	836,703	1,269,473	410,750	47.8%
Capital	-	-	73,886	-	-	
Debt Service	374,942	368,859	372,129	405,522	36,663	9.9%
Indirect Charges	692,415	843,587	850,570	773,132	(70,455)	-8.4%
Transfers-Out	534,387	1,031,000	1,031,000	513,500	(517,500)	-50.2%
<b>Total Expenditures</b>	<b>3,606,495</b>	<b>4,345,082</b>	<b>4,388,601</b>	<b>4,233,864</b>	<b>(111,218)</b>	<b>-2.6%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40	0.40
Field Supervisor - Water	1.00	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Water	1.00	1.00	1.00	1.00	1.00
Water Quality Specialist	1.00	1.00	1.00	1.00	1.00
Water Quality Specialist in Training	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	-	0.50	0.50	0.50	0.50
Sr. Heavy Equipment Operator	-	2.50	2.50	2.50	2.50
Operator	2.50	-	-	-	-
Truck Driver	0.50	-	-	-	-
Maintenance Worker	0.50	0.50	0.50	0.50	0.50
Public Works Technician	0.50	0.50	0.50	0.50	0.50
GIS & Asset Management Technician	-	0.40	0.40	0.40	0.40
<b>Total Water Fund</b>	<b>8.40</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

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

Capital projects included for 2025 are:

- Automated Meter Infrastructure - \$295,000 from operations
- Maintenance Division Yard Purchase; \$38,500 from operations
- Well One pump/motor and VFD replacement - \$180,000 from operations
- Well One 150 kw Standby diesel generator - \$250,000; FEMA grant

### WATER CAPITAL FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	1,042,911	1,092,787	1,092,787	1,804,848		

### FUNDING SOURCES

Intergovernmental Revenue	190,459	48,500	1,923,121	250,000	201,500	100.0%
Transfer In	534,387	1,031,000	1,031,000	513,500	(517,500)	100.0%
<b>Total Revenue</b>	<b>724,846</b>	<b>1,079,500</b>	<b>2,954,121</b>	<b>763,500</b>	<b>(316,000)</b>	<b>100.0%</b>

### EXPENDITURES BY DIVISION

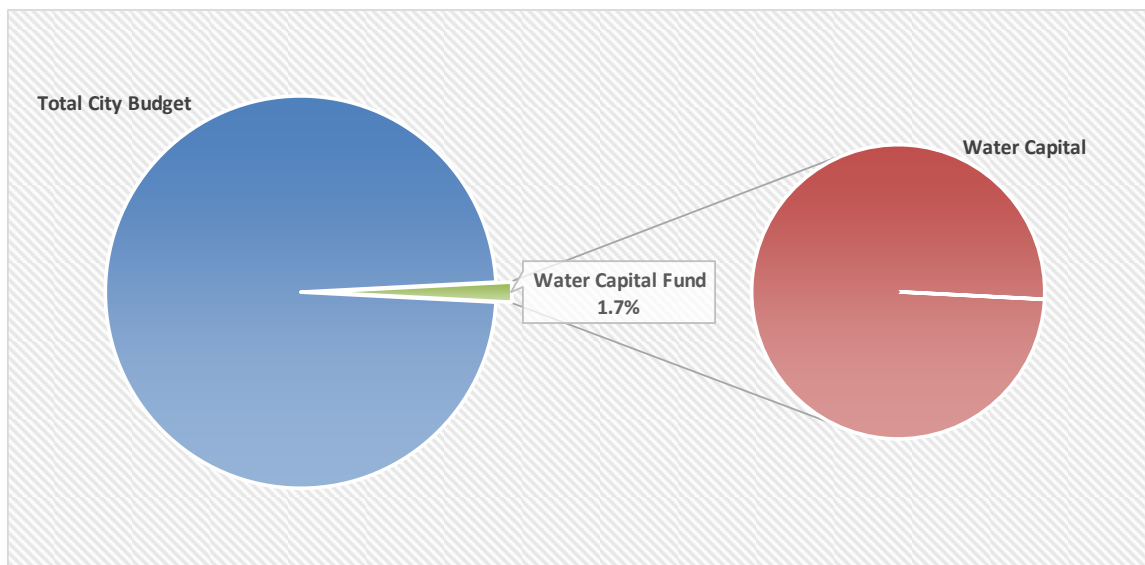
Water Capital	674,970	1,079,500	2,242,060	763,500	(316,000)	100.0%
<b>Total Expenditures</b>	<b>674,970</b>	<b>1,079,500</b>	<b>2,242,060</b>	<b>763,500</b>	<b>(316,000)</b>	<b>100.0%</b>

Ending Fund Balance                      1,092,787      1,092,787      1,804,848      1,804,848

Change in Fund Balance                      49,876                      -                      712,061                      -

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Water Capital	674,970	1,079,500	2,242,060	763,500	(316,000)	100.0%
<b>Total Expenditures</b>	<b>674,970</b>	<b>1,079,500</b>	<b>2,242,060</b>	<b>763,500</b>	<b>(316,000)</b>	<b>100.0%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

The Sewer Utility Fund supports the operation and maintenance of Shelton's sewer system, ensuring safe wastewater disposal and treatment for residents. The collection system includes 213,364 feet of gravity sewer, 9,592 feet of force main sewer, and 1,104 manholes, with wastewater transported via five lift stations to two treatment plants, the Main Wastewater Treatment Plant (Oakland Bay) and the Water Reclamation Plant (Sanderson Field). Both treatment facilities conduct regular testing to meet or exceed state regulations that prevent harmful discharges into Oakland Bay and ensuring safe reclaimed water use. Funding primarily comes from service charges and some local/state/federal grant funding for capital projects.

## BUDGET HIGHLIGHTS

The Sewer Fund budget increases by \$516,098 or 6.5%. The proposed budget for 2025 includes increases to fund items such as removing the Front Street pipe, an assessment of the condition of 18" steel force main to the treatment plant, liability insurance, pump and mixer replacements, and credit card processing fees. A fund transfer to the Sewer Capital Fund in the amount of \$1,303,500, refer to the Sewer Capital Fund page for a list of the 2025 capital projects.

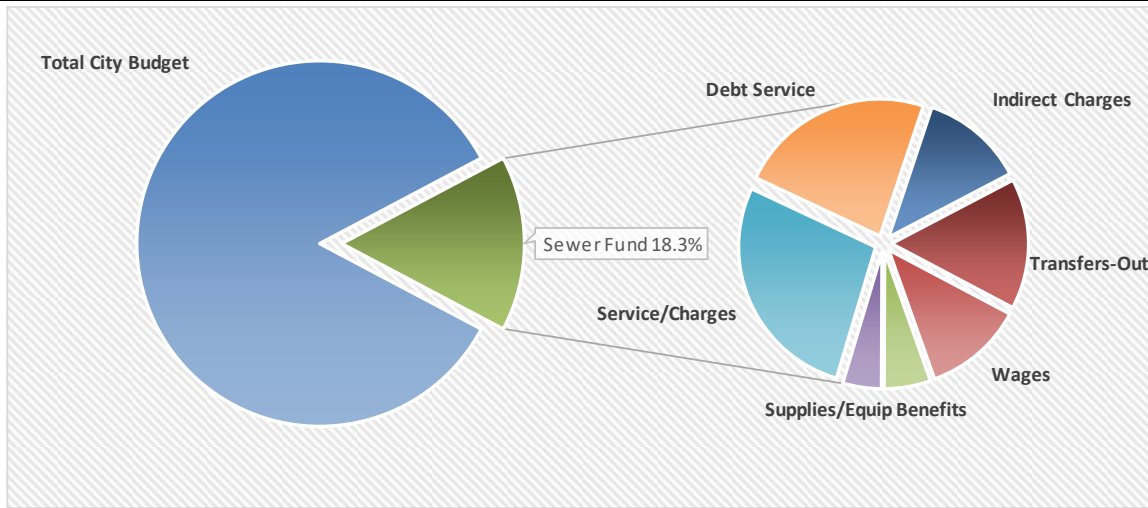
## SEWER FUND

### SEWER FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
<b>Beginning Fund Balance</b>	<b>4,162,000</b>	<b>4,439,434</b>	<b>4,439,434</b>	<b>3,697,433</b>		
<b>FUNDING SOURCES</b>						
Intergovernmental Revenue	90,594	-	82,270	-	-	
Charges for Goods/Service	6,783,491	6,757,539	6,967,820	7,040,105	282,566	4.2%
Miscellaneous Revenue	97,454	18,000	152,189	18,000	-	0.0%
<b>Total Revenue</b>	<b>6,971,539</b>	<b>6,775,539</b>	<b>7,202,278</b>	<b>7,058,105</b>	<b>282,566</b>	<b>4.2%</b>
<b>EXPENDITURES BY DIVISION</b>						
Collection-Main	296,139	281,065	306,217	845,437	564,372	200.8%
Services- Main	1,914,187	2,012,808	2,026,351	2,145,485	132,677	6.6%
Other-Main	513,511	594,998	537,609	629,496	34,498	5.8%
Collection -Satellite Plant	26,518	-	1,560	-	-	
Services -Satellite Plant	363,782	465,920	438,233	523,826	57,906	12.4%
Other-Satellite Plant	97,701	56,625	84,759	58,949	2,324	4.1%
Sewer Operations	3,482,267	4,524,740	4,549,550	4,249,061	(275,679)	-6.1%
<b>Total Expenditures</b>	<b>6,694,106</b>	<b>7,936,156</b>	<b>7,944,279</b>	<b>8,452,254</b>	<b>516,098</b>	<b>6.5%</b>
<b>Ending Fund Balance</b>	<b>4,439,434</b>	<b>3,278,817</b>	<b>3,697,433</b>	<b>2,303,284</b>		
<b>Change in Fund Balance</b>	<b>277,434</b>	<b>(1,160,617)</b>	<b>(742,001)</b>	<b>(1,394,149)</b>		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	865,226	967,051	936,590	999,369	32,318	3.3%
Benefits	368,232	437,406	390,465	464,007	26,601	6.1%
Supplies/Equip	351,419	335,860	316,910	385,860	50,000	14.9%
Service/Charges	1,552,668	1,610,369	1,708,284	2,312,230	701,861	43.6%
Capital	42,261	-	22,750	-	-	
Debt Service	2,177,467	2,141,739	2,143,800	1,955,648	(186,091)	-8.7%
Indirect Charges	992,269	1,149,731	1,131,480	1,031,640	(118,091)	-10.3%
Transfers-Out	344,564	1,294,000	1,294,000	1,303,500	9,500	0.7%
<b>Total Expenditures</b>	<b>6,694,106</b>	<b>7,936,156</b>	<b>7,944,279</b>	<b>8,452,254</b>	<b>516,098</b>	<b>6.5%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Assistant PW Director	-	-	-	-	0.35
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50	-
Field Supervisor - Sewer/Storm	0.50	1.50	1.50	1.50	1.50
Assistant Field Supervisor - Sewer/Storm	-	1.50	1.50	1.50	1.50
Waste Water Treatment Plant Tech III	1.00	2.00	2.00	2.00	2.00
Waste Water Treatment Plant Tech II	1.00				
Waste Water Treatment Plant Tech I	-	2.00	2.00	2.00	2.00
GIS & Asset Management Technician	-	0.40	0.40	0.40	0.40
Operator Tech III	2.00	-	-	-	-
Waste Water Treatment Plant Tech in Trng	2.00	-	-	-	-
Sr. Heavy Equipment Operator	-	1.80	1.80	1.80	1.80
Operator	1.50	-	-	-	-
Truck Driver	0.80	-	-	-	-
Maintenance Worker	1.50	1.50	1.50	1.50	1.50
Public Works Technician	0.50	0.50	0.50	0.50	0.50
<b>Total Sewer Fund</b>	<b>11.30</b>	<b>11.70</b>	<b>11.70</b>	<b>11.70</b>	<b>11.55</b>

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

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

Capital projects included for 2025 are:

- Automated Meter Infrastructure - \$295,000
- Yearly Pavement Preservation - \$75,000
- Maintenance Division Yard Purchase; \$133,500
- Reclaimed Tank - \$800,000

## SEWER CAPITAL FUND

### SEWER CAPITAL FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	1,317,368	662,152	662,152	2,149,892		

### FUNDING SOURCES

Intergovernmental Revenue	87,296	2,848,500	2,848,500	-	(2,848,500)	100.0%
Miscellaneous Revenue	-	2,368,000	-	-		
Transfer In	344,564	1,294,000	1,294,000	1,303,500	9,500	100.0%
<b>Total Revenue</b>	<b>431,860</b>	<b>6,510,500</b>	<b>4,142,500</b>	<b>1,303,500</b>	<b>(5,207,000)</b>	<b>100.0%</b>

### EXPENDITURES BY DIVISION

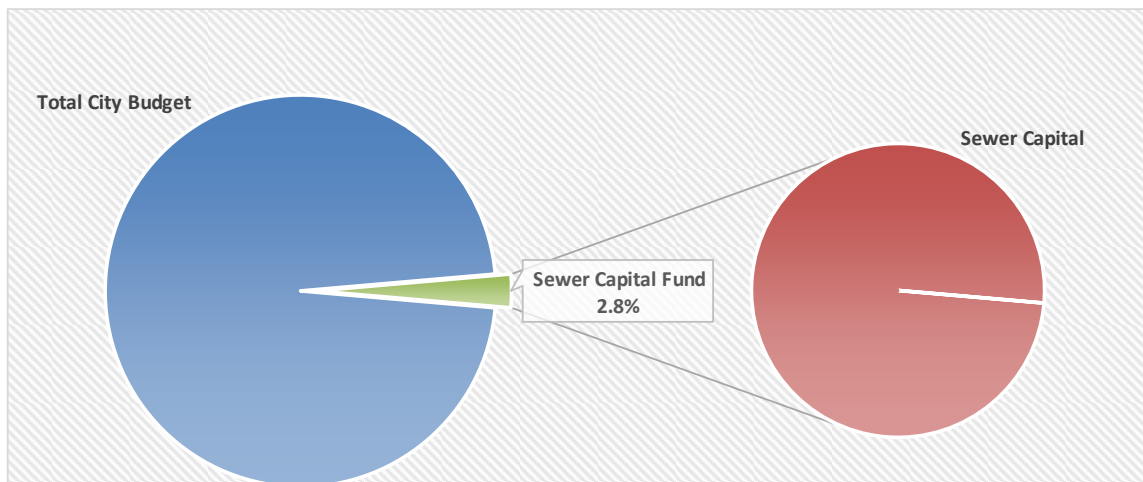
Sewer Capital	1,087,076	6,510,500	2,654,760	1,303,500	(5,207,000)	100.0%
<b>Total Expenditures</b>	<b>1,087,076</b>	<b>6,510,500</b>	<b>2,654,760</b>	<b>1,303,500</b>	<b>(5,207,000)</b>	<b>100.0%</b>

Ending Fund Balance                      662,152              662,152              2,149,892              2,149,892

Change in Fund Balance                      (655,216)                      -              1,487,740                      -

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Sewer Capital	1,087,076	6,510,500	2,654,760	1,303,500	(5,207,000)	100.0%
<b>Total Expenditures</b>	<b>1,087,076</b>	<b>6,510,500</b>	<b>2,654,760</b>	<b>1,303,500</b>	<b>(5,207,000)</b>	<b>100.0%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

The Solid Waste Utility Fund accounted for the operation of refuse and recycling collection. The City contracted with Mason County Garbage & Recycling in 2017 for solid waste services. The fund remains open to account for the monitoring costs that follow the cleanup of the C Street landfill completed in the Spring of 2023.

## BUDGET HIGHLIGHTS

All funds collected will be restricted for landfill closeout and subsequent yearly costs for closeout monitoring and reporting to the Department of Ecology.

## SOLID WASTE FUND

### SOLID WASTE FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	955,208	294,543	294,543	272,034		

### FUNDING SOURCES

Intergovernmental Revenue	2,090,996	124,500	124,500	36,939	(87,561)	-70.3%
Charges for Goods/Service	128	-	420	-	-	
Miscellaneous Revenue	15,651	-	8,010	-	-	
<b>Total Revenue</b>	<b>2,106,774</b>	<b>124,500</b>	<b>132,930</b>	<b>36,939</b>	<b>(87,561)</b>	<b>-70.3%</b>

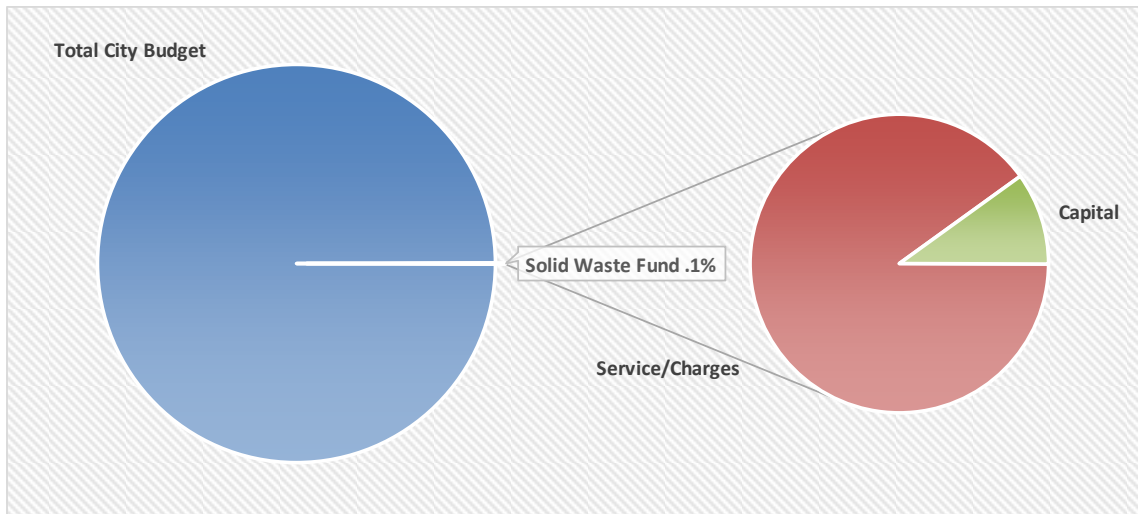
### EXPENDITURES BY DIVISION

Solid Waste Operations	2,767,439	176,438	155,439	50,000	(126,438)	-71.7%
<b>Total Expenditures</b>	<b>2,767,439</b>	<b>176,438</b>	<b>155,439</b>	<b>50,000</b>	<b>(126,438)</b>	<b>-71.7%</b>

Ending Fund Balance	294,543	242,605	272,034	258,973		
Change in Fund Balance	(660,665)	(51,938)	(22,509)	(13,061)		

### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Service/Charges	260,232	42,000	35,030	45,000	3,000	7.1%
Capital	2,486,000	129,938	119,929	-	(129,938)	-100.0%
Indirect Charges	21,207	4,500	480	5,000	500	
<b>Grand Total</b>	<b>2,767,439</b>	<b>176,438</b>	<b>155,439</b>	<b>50,000</b>	<b>(126,438)</b>	<b>-71.7%</b>



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

The Storm Drainage Utility Fund manages and maintains Shelton's storm drainage facilities, which include 158,400 feet of stormwater piping, 42,240 feet of roadside ditches, 191 storm drain manholes, and 1,950 storm drain grates. Proper maintenance helps mitigate the effects of heavy rainfall and protects water quality. Shelton operates under the Department of Ecology's Phase Two Stormwater permit. Revenue for this fund primarily comes from monthly service charges.

## BUDGET HIGHLIGHTS

The Storm Drainage Fund budget increases by \$108,969 or 5.1%. The adopted budget for 2025 includes increases to fund items such as a stormwater comprehensive plan update, liability insurance, professional services, street sweeping costs, and a vehicle lease. A fund transfer to the Storm Capital Fund in the amount of \$272,500, refer to the Stormwater Capital Fund page for a list of the 2025 capital projects.

## STORM DRAINAGE FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	612,365	1,278,325	1,278,325	912,965		

## FUNDING SOURCES

Intergovernmental Revenue	47,673	175,000	34,970	175,000	-	0.0%
Charges for Goods/Service	1,673,834	1,583,130	1,656,285	1,630,294	47,164	3.0%
Miscellaneous Revenue	122,213	500	44,690	500	-	0.0%
<b>Total Revenue</b>	<b>1,843,720</b>	<b>1,758,630</b>	<b>1,735,945</b>	<b>1,805,794</b>	<b>47,164</b>	<b>2.7%</b>

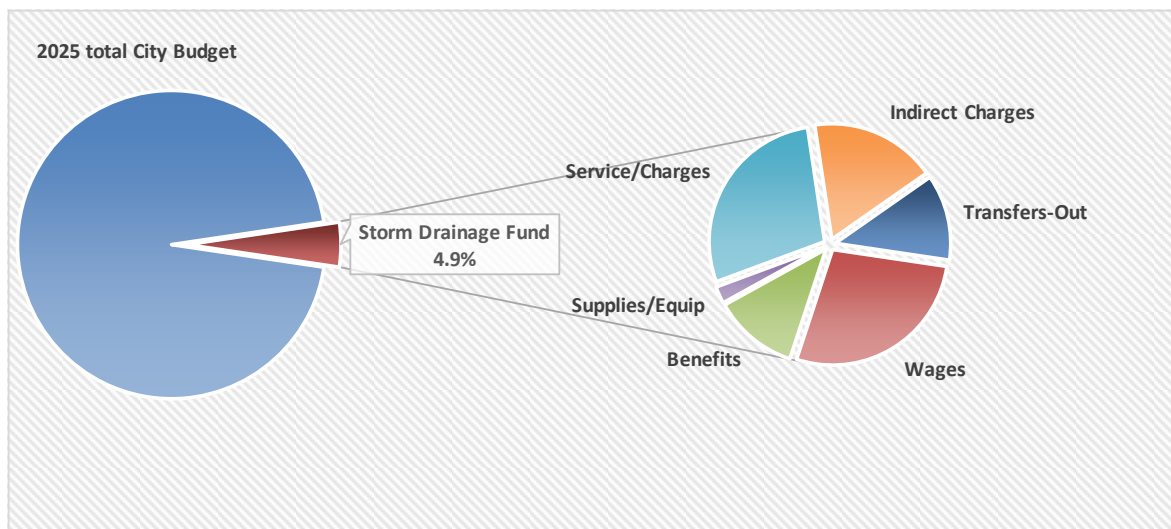
## EXPENDITURES BY DIVISION

Storm Operations	1,177,760	2,154,207	2,101,306	2,263,176	108,969	5.1%
<b>Total Expenditures</b>	<b>1,177,760</b>	<b>2,154,207</b>	<b>2,101,306</b>	<b>2,263,176</b>	<b>108,969</b>	<b>5.1%</b>

Ending Fund Balance	1,278,325	882,748	912,965	455,583		
Change in Fund Balance	665,960	(395,577)	(365,360)	(457,382)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	391,213	595,164	539,030	627,291	32,127	5.4%
Benefits	166,230	256,842	220,835	269,883	13,041	5.1%
Supplies/Equip	54,787	53,900	81,050	53,900	-	0.0%
Service/Charges	223,491	421,835	428,520	639,686	217,851	51.6%
Capital	1,925	-	-	-	-	-
Indirect Charges	340,114	431,466	436,870	399,916	(31,550)	-7.3%
Transfers-Out	-	395,000	395,000	272,500	(122,500)	-31.0%
<b>Total Expenditures</b>	<b>1,177,760</b>	<b>2,154,207</b>	<b>2,101,306</b>	<b>2,263,176</b>	<b>108,969</b>	<b>5.1%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Assistant PW Director	-	-	-	-	0.30
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50	-
Engineering Tech 2	-	-	-	-	0.50
Field Supervisor - Sewer/Storm	0.50	0.50	0.50	0.50	0.50
Assistant Field Supervisor - Sewer/Storm	-	0.50	0.50	0.50	0.50
GIS & Asset Management Technician	-	0.10	0.10	0.10	0.10
Heavy Equipment Operator	-	0.50	0.50	0.50	0.50
Sr. Heavy Equipment Operator	-	3.45	3.45	3.45	3.45
Operator	3.75	-	-	-	-
Truck Driver	0.70	-	-	-	-
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Permit Coordinator	0.05	0.05	0.05	0.05	0.05
Stormwater Technician	1.00	1.00	1.00	1.00	1.00
<b>Total Storm Drainage Fund</b>	<b>7.50</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.90</b>

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

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

Capital projects included for 2025 are:

- Emergency Water Station - \$50,000
- Yearly Pavement Preservation - \$200,000
- Maintenance Division Yard Purchase; \$22,500

## STORM DRAINAGE CAPITAL FUND

### STORM DRAINAGE CAPITAL FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	185,194	10,854	10,854	77,374		

### FUNDING SOURCES

Intergovernmental Revenue	80,000	-	-	-		
Transfer In	-	395,000	395,000	272,500	(122,500)	100.0%
<b>Total Revenue</b>	<b>80,000</b>	<b>395,000</b>	<b>395,000</b>	<b>272,500</b>	<b>(122,500)</b>	<b>100.0%</b>

### EXPENDITURES BY DIVISION

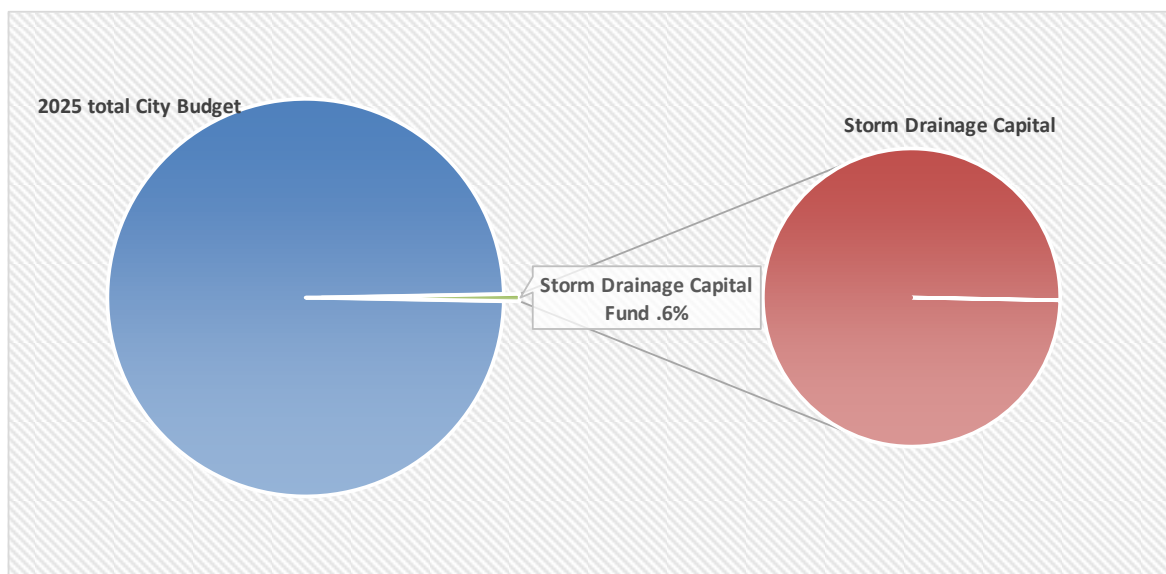
Storm Drainage Capital	254,340	395,000	328,480	272,500	(122,500)	100.0%
<b>Total Expenditures</b>	<b>254,340</b>	<b>395,000</b>	<b>328,480</b>	<b>272,500</b>	<b>(122,500)</b>	<b>100.0%</b>

Ending Fund Balance	10,854	10,854	77,374	77,374
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Change in Fund Balance	(174,340)	-	66,520	-
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### EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Storm Drainage Capital	254,340	395,000	328,480	272,500	(122,500)	100.0%
<b>Total Expenditures</b>	<b>254,340</b>	<b>395,000</b>	<b>328,480</b>	<b>272,500</b>	<b>(122,500)</b>	<b>100.0%</b>



## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Payroll Benefits Fund reflects no change in the City's assumption of resources needed for 2025.

## PAYROLL BENEFITS FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	196,855	220,708	220,708	255,509		

## FUNDING SOURCES

Charges for Goods/Service	50,151	40,000	50,580	40,000	-	0.0%
Miscellaneous Revenue	6,331	350	6,238	350	-	0.0%
Transfer In	27,675	120,000	90,260	120,000	-	0.0%
<b>Total Revenue</b>	<b>84,157</b>	<b>160,350</b>	<b>147,078</b>	<b>160,350</b>	-	0.0%

## EXPENDITURES BY DIVISION

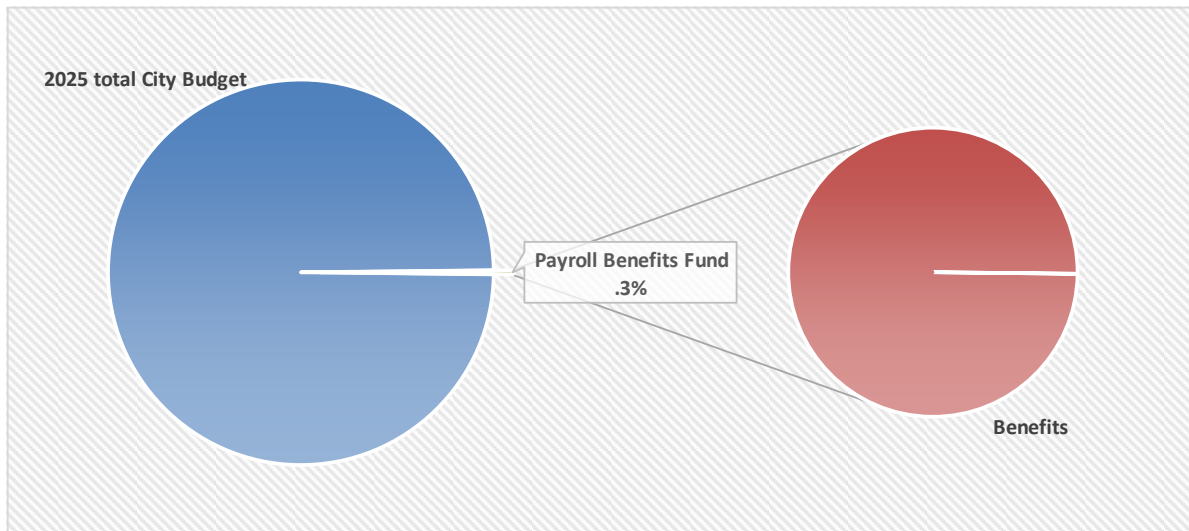
Payroll Benefits	60,304	160,350	112,278	160,350	-	0.0%
<b>Total Expenditures</b>	<b>60,304</b>	<b>160,350</b>	<b>112,278</b>	<b>160,350</b>	-	0.0%

Ending Fund Balance                      220,708                      220,708                      255,509                      255,509

Change in Fund Balance                      23,853                      -                      34,801                      -

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Benefits	60,304	160,350	112,278	160,350	-	0.0%
<b>Total Expenditures</b>	<b>60,304</b>	<b>160,350</b>	<b>112,278</b>	<b>160,350</b>	-	0.0%



## MISSION STATEMENT

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

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Equipment Maintenance and Rental fund includes a FY 2025 Budget of \$15,000 for a financial consultant to complete a rate study evaluating the current and future rates charged to various funds served by the Department for ongoing new and equipment replacement purchases. The Budget also includes \$15,000 for an emergency radio system study.

Equipment purchases budgeted for 2025 are:

- Backhoe loader - \$240,000
- Crack Sealing Machine - \$95,000
- Hook Lift Truck with Accessories - \$305,000

## EQUIPMENT MAINTENANCE &amp; RENTAL FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	564,289	411,211	411,211	511,035		

## FUNDING SOURCES

Charges for Goods/Service	682,100	578,000	770,990	782,500	204,500	35.4%
Miscellaneous Revenue	13,825	5,000	11,500	5,000	-	0.0%
<b>Total Revenue</b>	<b>695,924</b>	<b>583,000</b>	<b>782,490</b>	<b>787,500</b>	<b>204,500</b>	<b>35.1%</b>

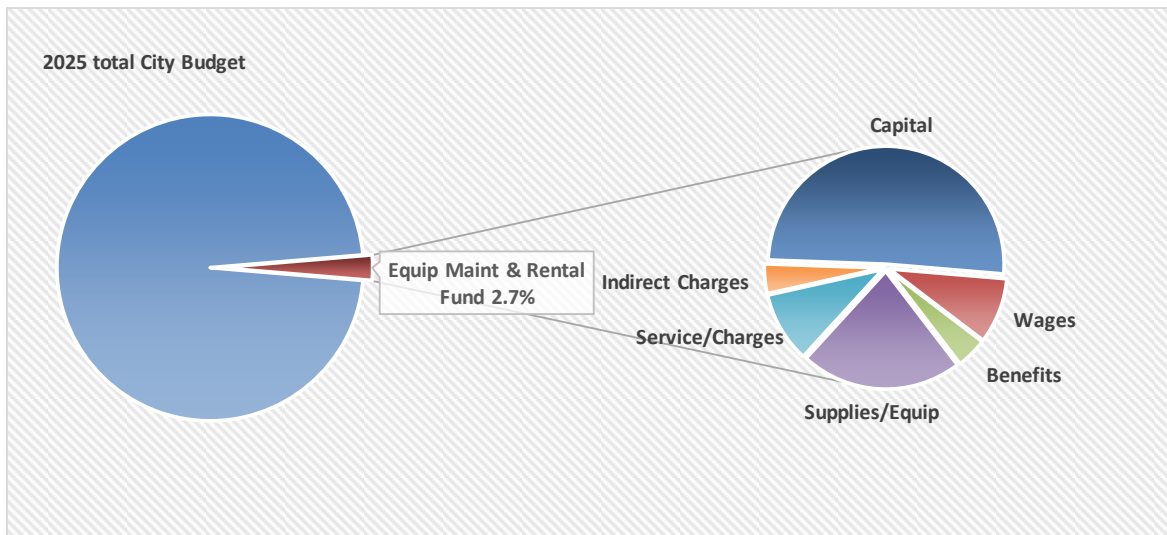
## EXPENDITURES BY DIVISION

Equipment Maint & Rental	849,002	572,481	682,666	1,260,668	688,187	120.2%
<b>Total Expenditures</b>	<b>849,002</b>	<b>572,481</b>	<b>682,666</b>	<b>1,260,668</b>	<b>688,187</b>	<b>120.2%</b>

Ending Fund Balance	411,211	421,730	511,035	37,867		
Change in Fund Balance	(153,078)	10,519	99,824	(473,168)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Wages	107,244	111,323	115,740	113,766	2,443	2.2%
Benefits	51,462	53,852	55,000	53,601	(251)	-0.5%
Supplies/Equip	266,131	279,580	245,585	279,580	-	0.0%
Service/Charges	55,213	83,068	73,226	122,519	39,451	47.5%
Inventory	-	-	-	-	-	-
Capital	322,089	-	148,455	640,000	640,000	
Indirect Charges	46,864	44,658	44,660	51,202	6,544	14.7%
<b>Total Expenditures</b>	<b>849,002</b>	<b>572,481</b>	<b>682,666</b>	<b>1,260,668</b>	<b>688,187</b>	<b>120.2%</b>



## STAFFING

	2022 Actual	2023 Actual	2023 Supl Budget	2024 Actual	2025 Proposed
Superintendent - Streets/Water/EM&R	0.20	0.20	0.20	0.20	0.20
GIS & Asset Management Technician	-	0.10	0.10	0.10	0.10
Master Mechanic	1.00	1.00	1.00	1.00	1.00
<b>Total Equipment Maint &amp; Rental</b>	<b>1.20</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>

## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Firefighters Pension Fund budget for 2025 reflects no change.

## FIREFIGHTER'S PENSION FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	426,890	387,414	387,414	344,760		

## FUNDING SOURCES

Taxes	-	100	-	100	-	0.0%
Miscellaneous Revenue	23,908	9,000	23,080	9,000	-	0.0%
Transfer In	-	50,000	-	50,000	-	0.0%
<b>Total Revenue</b>	<b>23,908</b>	<b>59,100</b>	<b>23,080</b>	<b>59,100</b>	<b>-</b>	<b>0.0%</b>

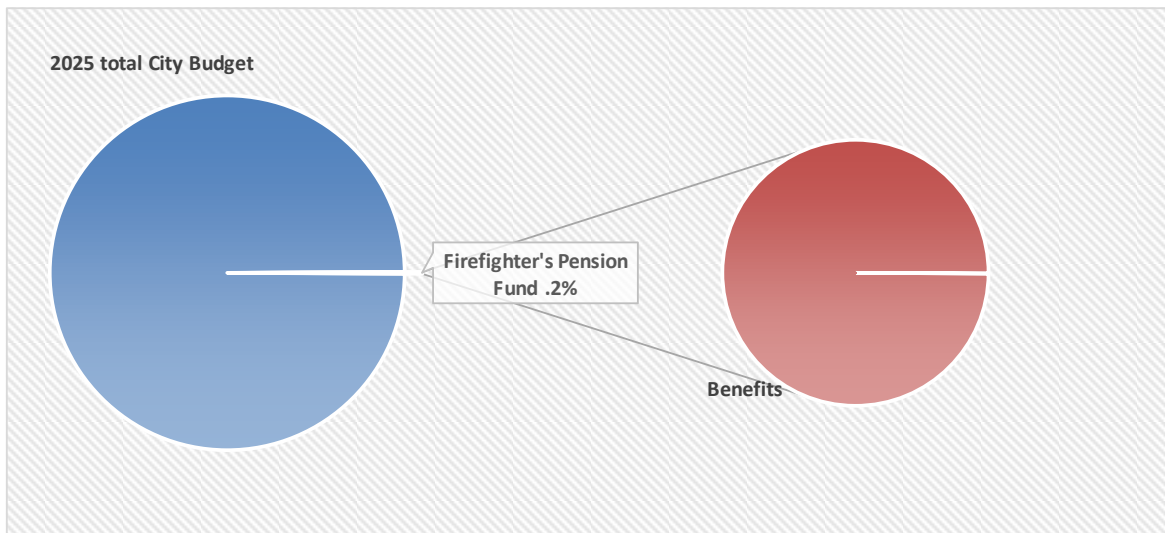
## EXPENDITURES BY DIVISION

Firefighters Pension	63,384	80,600	65,734	80,600	-	0.0%
<b>Total Expenditures</b>	<b>63,384</b>	<b>80,600</b>	<b>65,734</b>	<b>80,600</b>	<b>-</b>	<b>0.0%</b>

Ending Fund Balance	387,414	365,914	344,760	323,260		
Change in Fund Balance	(39,476)	(21,500)	(42,654)	(21,500)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Benefits	63,384	80,600	65,734	80,600	-	0.0%
<b>Total Expenditures</b>	<b>63,384</b>	<b>80,600</b>	<b>65,734</b>	<b>80,600</b>	<b>-</b>	<b>0.0%</b>



## DEPARTMENT SUMMARY

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

## BUDGET HIGHLIGHTS

The Library Endowment Fund budget for 2025 reflects an increase of \$6,000. The \$30,000 will be used for a portion of the cost of the Library Deck Repairs. This portion of the budget allocation is being used to repair the deck along with funds from a Grant through the Department of Commerce, City of Shelton funds and Timberland Regional Library funds.

## LIBRARY ENDOWMENT FUND SUMMARY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Beginning Fund Balance	122,928	128,936	128,936	130,536		

## FUNDING SOURCES

Miscellaneous Revenue	6,008	1,600	1,600	1,600	-	0.0%
<b>Total Revenue</b>	<b>6,008</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>-</b>	<b>0.0%</b>

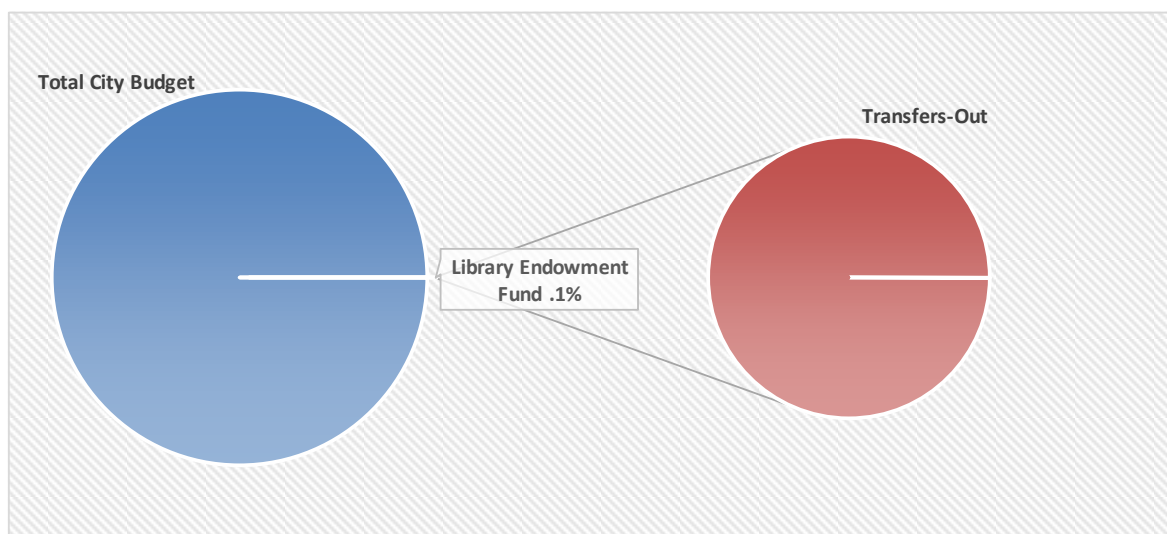
## EXPENDITURES BY DIVISION

Library Endowment	-	24,000	-	30,000	6,000	25.0%
<b>Total Expenditures</b>	<b>-</b>	<b>24,000</b>	<b>-</b>	<b>30,000</b>	<b>6,000</b>	<b>25.0%</b>

Ending Fund Balance	128,936	106,536	130,536	102,136		
Change in Fund Balance	6,008	(22,400)	1,600	(28,400)		

## EXPENDITURES BY CATEGORY

	2023 Actual	2024 Budget	2024 YE Estimate	2025 Proposed Budget	\$ Change 25 - 24	% Change 25 - 24
Transfers-Out	-	24,000	-	30,000	6,000	25.0%
<b>Total Expenditures</b>	<b>-</b>	<b>24,000</b>	<b>-</b>	<b>30,000</b>	<b>6,000</b>	<b>25.0%</b>





## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G3)

Touch Date: 09/25/2024  
Brief Date: 11/05/2024  
Action Date: 11/19/2024

Department: Finance  
Presented By: Mike Githens

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- |                                     |                  |            |
|-------------------------------------|------------------|------------|
| <input type="checkbox"/>            | Dept. Head       | _____      |
| <input checked="" type="checkbox"/> | Finance Director | 10/01/2024 |
| <input type="checkbox"/>            | Attorney         | _____      |
| <input checked="" type="checkbox"/> | City Clerk       | 10/23/2024 |
| <input checked="" type="checkbox"/> | City Manager     | 10/14/2024 |

PROGRAM/PROJECT TITLE:  
**2025 Regular and EMS Ad  
Valorem Taxes**  
ATTACHMENTS:  
**Ordinance No. 2024-0924**

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

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

The ordinance to set the regular and EMS levies for collection in 2025. This ordinance will levy the statutory maximum ad valorem tax by increasing levy collections by 1% from the highest lawful levy amount plus new construction and State assessed utilities property which are legally allowed add-ons beyond the 1% statutory regulation.

Property tax collections are allowed to increase by the lower of 1% or the Implicit Price Deflator (IPD). The IPD for calculating the increase on 2025 property tax collections is 2.57%, higher than the statutory limit of 1%. RCW 8.55.0101 allows taxing districts, when the IPD is less than 1%, to collect up to the statutory 1% maximum if the City Council approves legislation finding a substantial need for the tax district to collect the full 1%. Because the IPD is above 1%, there is no requirement to find substantial need.

This ordinance is scheduled to be heard again at the November 19<sup>th</sup> Council meeting for the second public hearing. The Council will also consider the 2025 proposed budget for adoption at that time.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The 2025 budget has been developed utilizing the 1% increase in the property tax levy rate.

### BUDGET/FISCAL INFORMATION:

Without utilizing the 1% increase in the property tax levy, greater utilization of the ending fund balance will be required for the General Fund.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Ordinance No. 2024-0924 as presented."

**ORDINANCE NO. 2024-0924**

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, SETTING THE  
AMOUNT OF THE ANNUAL AD VALOREM TAXES IN THE CITY OF SHELTON FOR  
CALENDAR YEAR 2025**

**WHEREAS**, the City Council of the City of Shelton held properly noticed public hearings on November 5, 2024 and November 19, 2024 to consider the General Fund revenues and expenses for the 2025 budget; and

**WHEREAS**, the City Council of the City of Shelton held a properly noticed public hearing on November 5, 2024 and November 19, 2024 to consider the City of Shelton's Ad Valorem (Property) taxes for the 2025 calendar year, pursuant to RCW 84.55.120; and

**WHEREAS**, the City of Shelton's highest lawful regular levy amount from the previous year was \$2,262,892.13; and

**WHEREAS**, the City of Shelton's highest lawful EMS levy amount from the previous year was \$575,972.63; and

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

**WHEREAS**, the City Council, after duly considering all relevant evidence and testimony presented, determined that the City of Shelton requires a regular levy in the amount of \$2,297,282.41, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interests; and

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

**Section 1.**

A levy is authorized to be collected in 2025, with an increase in the City's 2024 highest lawful levy of the statutory 1% for collections in 2025, resulting in a dollar amount increase of \$28,322.73 or 1.24827% from the previous year's regular levy. The levy will be used to for the purpose of paying the general expenses of the City of Shelton municipal government and is calculated:

2024 Highest Lawful Levy	\$ 2,262,892.13
2024 Regular Levy	\$ 2,268,959.68
2025 Limit Factor of 1% on Highest Lawful Levy	\$ 2,285,521.05
<b><i>Dollar Increase from 2024 Regular Levy</i></b>	<b><i>\$ 16,561.37</i></b>
<b><i>Percent Increase from 2024 Regular Levy</i></b>	<b><i>0.72991%</i></b>
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 11,761.36
Estimated State Assessed Property	\$ -
<b>2025 Regular Property Tax</b>	<b>\$ 2,297,282.41</b>
<b><i>Dollar Increase Including add-ons</i></b>	<b><i>\$ 28,322.73</i></b>
<b><i>Percent Increase Including add-ons</i></b>	<b><i>1.24827%</i></b>

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2025 levy amounts provided to the City of Shelton.

## Section 2.

An EMS levy is authorized to be collected in 2025, with an increase in the levy for collections in 2025, resulting in a levy amount of \$584,725.97 which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interests. The levy will be used for the purpose of paying the Fire and EMS expenses of the City of Shelton municipal government.

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2025 levy amounts provided to the City of Shelton.

2024 Highest Lawful Levy	\$ 575,972.63
2024 Regular Levy	\$ 577,238.94
2025 Limit Factor of 1% on Highest Lawful Levy	\$ 581,732.36
<b><i>Dollar Increase from 2024 Regular Levy</i></b>	<b><i>\$ 4,493.42</i></b>
<b><i>Percent Increase from 2024 Regular Levy</i></b>	<b><i>0.77843%</i></b>
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 2,993.61
Estimated State Assessed Property	\$ -
<b>2025 EMS Property Tax</b>	<b>\$ 584,725.97</b>
<b><i>Dollar Increase Including add-ons</i></b>	<b><i>\$ 7,487.03</i></b>
<b><i>Percent Increase Including add-ons</i></b>	<b><i>1.29704%</i></b>

### Section 3.

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

### Section 4.

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

INTRODUCED the 5th day of November 2024.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 19th day of November 2024.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

AUTHENTICATED:

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



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G4)

Touch Date: 10/01/2024  
Brief Date: 11/05/2024  
Action Date: 11/19/2024

Department: Finance  
Presented By: Mike Githens

### APPROVED FOR COUNCIL PACKET:

PROGRAM/PROJECT TITLE:  
**2025 Master Fee Schedule**

Action Requested:

### ROUTE TO:

### REVIEWED:

### ATTACHMENTS:

<input checked="" type="checkbox"/>	Dept. Head	<u>10/02/2024</u>
<input checked="" type="checkbox"/>	Finance Director	<u>10/01/2024</u>
<input type="checkbox"/>	Attorney	_____
<input checked="" type="checkbox"/>	City Clerk	<u>10/16/2024</u>
<input checked="" type="checkbox"/>	City Manager	<u>10/16/2024</u>

- **Resolution No. 1348-0924**  
- **Exhibit A 2025 Master Fee Schedule**  
- **Attachment B 2025 Transportation Impact Fee Schedule**

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

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

This resolution updates the City's Master Fee Schedule for 2025. The City annually updates fees to incorporate changes in the cost to provide certain City services, update services provided for a fee/charge, and eliminate any fees for services that may no longer be relevant.

Fees and charges for services such as animal licensing, parks and recreation, code enforcement, building and development, and permitting are established under the general guiding principle that these fees/charges may be set at a level that recovers all the direct and indirect costs associated with the activity, including administrative overhead.

Utility rates, utility system charges, and utility service fees are set to recover the cost of operating the utility systems, in addition to charging for replacing equipment and adding or expanding facilities to meet regulations, future service demands and setting aside for unforeseen events such as natural disasters. Revenues for fees and charges must meet the expenses of the system, in addition to setting aside reserves, to keep the utility operating in a fiscally responsible manner. Utility rates incorporate the utility's portion of indirect costs. Upon adoption of the 2025 fee schedule, updated rates, charges and fees will go into effect January 1, 2025.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The updated fees and charges for services are set at a level to recover costs associated with the activities and services described in the master fee schedule. If the fees and charges are not updated, cuts would have to be made in order to operate the outlined services and activities provided to citizens.

### BUDGET/FISCAL INFORMATION:

2025 budgets have been prepared with the updated fees/charges for services included in projected revenue.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1348-0924 as presented."

**RESOLUTION NO. 1348-0924**

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON  
UPDATING AND ESTABLISHING THE CITY'S MASTER FEE SCHEDULE  
FOR FISCAL YEAR 2025**

**WHEREAS**, it is the general policy of the city to establish fees that are reflective of the cost of services provided by the city; and

**WHEREAS**, it is best practice for the City's Master Fee Schedule to be updated annually to reflect changes in the cost for certain City services.

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

**Section 1. Public Interest.** The City Council for the City of Shelton, Washington finds that it is in the public interest to amend and supersede the previously adopted Master Fee Schedule to address costs associated with providing services.

**Section 2. Supersede previous Resolutions.** This resolution inclusive of Exhibit "A", and Attachment "B" attached hereto shall supersede in its entirety Resolution No. 1294-0923 approved by the Shelton City Council and set the City's 2025 Master Fee Schedule.

**Section 3. Adjustments.** The Shelton City Council amends the Master Fee Schedule to include Exhibits "A" and Attachment "B".

**Section 4. Effective date.** This resolution shall be in full force and effect on January 1, 2025.

**INTRODUCED AND PASSED** by the City Council of the City of Shelton on this 19th day of November 2024.

ATTEST:

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

\_\_\_\_\_  
City Clerk Nault



**City of Shelton**  
**525 Cota Street**  
**Shelton, Washington 98584**  
**Master Fee Schedule-effective January 1, 2025**  
**RESOLUTION NO. 1348-0924**

<b>General Government.....</b>	<b>pg. 2</b>
<b>Civic Center.....</b>	<b>pg.3</b>
<b>Parks and Recreation.....</b>	<b>pg. 4</b>
<b>Police Department.....</b>	<b>pg.4</b>
<b>Community Development.....</b>	<b>pg. 5</b>
<b>Animal Shelter.....</b>	<b>pg. 4</b>
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**Type of Permit**

**Fee**

**General Government**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total.\*\***

**\*\*\*Where applicable to certain fees**

Annual Report	\$10.00
Documents provided at Public Hearings	\$0.00 (within one year)
Audio Reproduction (when requested within one year of hearing). *Other than Police	\$10.00 (requested after one year of hearing date)
Video Reproduction * Other than Police	\$10.00
Copies	\$0.15 per page
Scanned copies to electronic format	\$0.10 per page
Files or attachments for electronic delivery	\$0.05 per four (4) attachments
Gigabyte of electronic records for transmission	\$0.10 per gigabyte
Storage media, container, envelope, postage and delivery charge	Actual Cost
R.C.W. 42.56.120 (2) (b) (c) and (e)	
New and renewal of Business License	\$50.00
Sexually Oriented Business License	\$100.00
Sexually Oriented Manager or Entertainer	\$50.00
Taxi Operator License (per operator)	\$40.00
Taxi Vehicle License (per vehicle)	\$40.00
Returned Check charge	\$40.00
VISA/MC chargeback	\$35.00
Special Event Permit	\$35.00 (A late fee of \$25.00 will be added for applications received less than 25 business days prior to the event.)
Special Event Services (barricades, garbage, service, all set-up/take-down): <b>Tier I</b> -Community Event – Open to the general public <b>Tier II</b> -Ticketed and age restricted event	\$25.00 (per event, per service) Actual city costs billed



Displays on City message boards	\$35.00
Map Reproduction	Color 36 x 48 \$18.00 Color 24 x 36 \$12.00 Special Order 36 x 48 \$30.00 Special Order 24 x 36 \$20.00 Black Line \$1.00 (Per square foot)

### ***Civic Center Rental***

Damage Deposit	\$400.00
Kitchen	\$75.00
Black drapery	\$2.00 (per 10-foot section)
Staging	\$20.00 (use of 1 – 4 sections)
Equipment Rental	TV \$10.00
Meeting rooms	\$30.00 per hour for each 600 sq. ft.
Main meeting room	\$100.00 per hour
50% reduction in room rental for local government and non-profits during regular business hours	

### ***Parks and Recreation***

Parks Master Plan	\$20.00
Ballfields and Playfields (Callahan Park/Loop Field.	Field Rental \$25.00 per hour Softball Field preparation \$50.00 each field
City recreation programs	Actual cost of program
Refunds	Before first class: %100 Before second class: %80 Before third class: %50 After third class: No refunds
Picnic Shelters	\$17.50 per hour. Plus applicable fees for garbage, labor, misc.



Commercial Park (Use by individual, company, corporation, business or similar for the purposes of selling, distributing, or promotion.	\$30.00 per hour
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### ***Police Department***

Fingerprints	\$15.00
Video Reproduction	\$10.00 Plus \$.50 per minute for redaction
Audio Reproduction	\$10.00
Weapons Permit	\$48.00
Weapons Permit renewal	\$32.00
Weapons Permit renewal – late application	\$42.00
Weapons Permit – replacement	\$10.00
Weapons Dealer Permit	\$125.00
Excess Alarm fee	\$25.00 after three (3) false alarms

### ***Community Development – Animal Shelter***

Adoption Fees –	
Puppies (under 1 year)	\$500.00
Adolescent dogs (1-2 years)	\$350.00
Small dogs (adults under 21 lbs.)	\$300.00
Other adult dogs	\$100.00
Adoption Fees –	
Kittens (under one year)	\$150.00
Adult Cats	\$75.00
Animal License (Yearly)	\$30.00
Animal License (Microchipped Pet Lifetime)	\$100.00
Spayed or Neutered (Yearly)	\$25.00
Service Dogs (Yearly)	No fee
Senior citizen 65 yrs. and older (Yearly)	\$15.00



Surrender of Dog - City residents only	\$80.00
Animal Impound (City residents)	First impoundment \$100.00 Second impoundment \$150.00 Third and subsequent impoundment \$200.00 All impound fees shall also be charged unpaid animal license fees.
Boarding fee	\$30.00 per/day
Lost license or (transfer of license)	\$5.00(\$10.00)
Non-resident animal impound fee	First impoundment \$150.00 Second impoundment \$200.00 Third and subsequent impoundment \$250.00

### **Community Development – Code Enforcement**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Infraction Issued Fees including site visit(s), photos, file creation, documentation, etc. Plus itemized fees to include attorney costs, additional tracked staff time and costs, title searches, service, court filing fees, which may be included in the city request for abatement cost reimbursement per R.C.W. 35.21.955	\$514.00 minimum
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### **Community Development – Planning**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Address Assignment	\$100.00
Annexation	\$1,200.00 plus \$40.00 per acre or fraction thereof.
Appeal to the Hearing Examiner	\$1,000.00
Boundary Line Adjustment	\$315.00
Comprehensive Plan Amendment	\$2,600.00
Comprehensive Plan document	\$35.00
Conditional Use Permit/Special Use Permit	\$2,700.00
SEPA	\$300.00



EIS	\$1,400.00 plus consultant costs
Fence	\$75.00 residential \$180.00 commercial
Forest Practices Application	\$350.00
Plat/Binding Site Plan	Preliminary: \$3,300.00 plus \$40.00 per lot Extension: \$200.00 Final: \$500.00 Administrative Amendments: \$200.00 Public Hearing Amendments: \$1,500.00
Planned Unit Development	Preliminary: \$3,000.00 plus \$25.00 per lot Extension: \$200.00 Final: \$500.00 plus \$30.00 per lot Administrative Amendments: \$200.00 Public Hearing Amendments: \$1,500.00
Parcel combination	\$320.00
Pre-submittal conference	\$150.00
RV/Tent Occupancy Application	\$45.00
Short Plat	\$920.00
Site Plan Review	\$1,200.00
Site Plan amendment	\$110.00
Variance Permit	\$2,700.00
Zone Change	\$2,400.00
Zoning Letter	\$45.00
Zoning Ordinance Text Amendment	\$435.00
Signs	\$50.00 when no building permit required \$55.00 per square foot valuation with building permit
<i>Shoreline Specific applications</i>	
Shoreline Management Program document	\$35.00
Shoreline Statement of Exemption	\$170.00
Substantial Development Permit	\$560.00 Public Hearing Required: \$2,300.00
Shoreline Conditional Use Permit	\$2,300.00
Shoreline Variance	\$2,300.00



## Community Development – Building

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

After Hours Inspections (Regular business hours 8am to 5pm Monday through <del>Friday</del> .Thursday)	\$140 per hour (one-hour minimum)
Re-inspection fee	\$140.00 per hour (one hour minimum)
Inspections for which no fee is specifically indicated.	\$140.00 per hour (one hour minimum)
Additional plan review required for plan changes.	\$140.00 per hour (one hour minimum)
Note: For the building fees above, or the total; hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. Actual costs include administrative and overhead costs.	
Building Valuation  *NOTE: all footnotes of Building Valuation Data as published by ICC shall apply	1) New construction, and remodels greater than 50%: of "R" occupancies The City of Shelton will utilize the International Code Council's "Building Valuation Data Table" as published in the latest August edition of the Building Safety Journal. The square footage valuations from this table will be implemented on the first day of September following publication and remain in force through August of the following year. 2) Private garages, storage buildings, green houses and similar structures shall be valued as Utility, Miscellaneous 3) Remodels less than 50% shall be valued at 50% of the table value from the ICC Building Valuation Data for occupancy specified.
Bulkheads/Retaining wall(s)	\$140.00 per lineal foot
Building Permit  NOTE: Washington State surcharge applies:	Valuation: \$1.00 to \$500.00: <b>\$24.00</b> \$501.00 to \$2,000.00: <b>\$24.00 and \$3.00 per</b>



\$25.00 Commercial, \$6.50 Residential.	<p><b>each additional \$100 or fraction thereof and including \$2,000</b></p> <p><b>\$2,001.00 to \$40,000.00: \$69.00 and \$11.00 for each additional \$1,000 or fraction thereof to and including \$40,000</b></p> <p><b>\$40,001.00 to \$100,000.00: \$487.00 and \$9.00 for each additional \$1,000 or fraction thereof to and including \$100,000</b></p> <p><b>\$100,001.00 to \$500,000.00: \$1,027.00 and \$7.00 for each additional \$1,000 or fraction thereof to and including \$500,000</b></p> <p><b>\$500,001.00 to \$1,000,000.00: \$3,827.00 and \$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000</b></p> <p><b>\$1,000,001.00 to \$5,000,000.00: \$6,327.00 and \$3.00 for each additional \$1,000 or fraction thereof to and including \$5,000,000</b></p> <p><b>\$5,000,001 and over: \$18,327 and \$1.00 for each additional \$1,000 or fraction thereof to and including \$5,000,001</b></p>
Minimum Building Permit fee	\$140.00
Early Foundation Permit/Early start agreement (Early foundation permit for commercial/industrial building will be deducted from permit fee upon full submittal.	25% of building permit fee
Demolition permit	\$280.00 plus State surcharge
Reroof – residential only	\$280.00
Reroof –commercial per square valuation is used to determine valuation	<p><b>\$280.00 per square -</b> Class A&amp;B (hotmap/torchdown)</p> <p><b>\$280.00 per square -</b> Composition( roll/3 tab)</p> <p><b>\$420.00 per square -</b> Composition with plywood replacement</p> <p><b>\$300.00 per square - Metal</b></p> <p><b>\$275.00 per square - Shake</b></p>



	<b>\$300.00 per square</b> - Shingle
Windows	\$140.00
Reissuance/Reinstate of expired permit in same code cycle	\$280.00
Stock Plans	FULL PERMIT FEE PLUS 50% of the plan review fee
Solid Fuel/Gas insert	\$140.00
Hearing Examiner appeal	\$500.00
Investigation fee	\$140.00 per hour (two hour minimum)
Mechanical Permit	<p>Each mechanical permit: <b>\$140.00</b></p> <p><b>FURNACE:</b></p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW): <b>\$20.00</b></p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3 kW): <b>\$20.00</b></p> <p>For the installation or relocation of each floor furnace, including vent: <b>\$20.00</b></p> <p>For the installation or relocation of each suspended heater, recessed wall heater on floor-mounted unit heater: <b>\$20.00</b></p> <p><b>Appliance Vents:</b></p> <p>For the installation, relocation or replacement of each appliance vent and not included in an appliance permit: <b>\$20.00</b></p>



	<p><b>Repairs or Additions:</b> For the repair of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code: <b>\$20.00</b></p> <p><b>Boilers, Compressors, and Absorption Systems:</b>  For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW): <b>\$20.00</b></p> <p>For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW): <b>\$40.00</b></p> <p>For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW): <b>\$40.00</b></p> <p>For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW): <b>\$60.00</b></p> <p>For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW): <b>\$100.00</b></p> <p><b>Air Handlers:</b> For each air-handling unit to and including</p>
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	<p>10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto: <b>\$20.00</b></p> <p>Note: This fee does not apply to an air-handling unit, which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code for each air-handling unit over 10,000 cfm (4719 L/s): <b>\$20.00</b></p> <p><b>Evaporative Coolers:</b> For each evaporative cooler: <b>\$20.00</b></p> <p><b>Ventilation and Exhaust:</b> For each ventilation fan connected to a single duct: <b>\$20.00</b></p> <p>For each ventilation system which is not portion of any heating or air-conditioning system authorized by a permit: <b>\$20.00</b></p> <p>For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood: <b>\$20.00</b></p> <p>For the installation or relocation of each commercial or industrial-type incinerator: <b>\$100.00</b></p> <p><b>Miscellaneous:</b> For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table: <b>\$20.00</b></p>
Mobile/Manufactured Home set-up	<p>Individual Lot: \$1,600.00 PLUS REVIEW FEE Park Set: \$800.00 PLUS REVIEW FEE</p>
Mobile Home Title Eliminations	\$140.00



Plan Review	65% of Permit fee
Plumbing Permit	<p>Each permit: <b>\$140.00</b></p> <p><i>NOTE: Unit Fee Schedule in addition to above</i></p> <p>For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping, and backflow protection therefore): <b>\$20.00</b></p> <p>For each building sewer and each trailer park sewer: <b>\$20.00</b></p> <p>Rainwater systems per drain (inside building): <b>\$40.00</b></p> <p>For each water heater and/or vent: <b>\$20.00</b></p> <p>For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps: <b>\$20.00</b></p> <p>For each installation, alteration or repair of water piping and/or water treating equipment, each: <b>\$20.00</b></p> <p>For each repair or alteration of drainage or vent piping, each fixture: <b>\$20.00</b></p> <p>For each lawn sprinkler system on any one meter including backflow protection devices therefore: <b>\$20.00</b></p> <p>For each backflow protective device other than atmospheric type vacuum breakers:</p> <ul style="list-style-type: none"> <li>• 2-inch (51 mm) diameter and smaller: <b>\$20.00</b></li> <li>• over 2-inch (51 mm) diameter: <b>\$40.00</b></li> </ul> <p>Atmospheric-type vacuum breakers:</p> <ul style="list-style-type: none"> <li>• Up to 3: <b>\$20.00</b></li> <li>• Over 3 each: <b>\$10.00</b></li> </ul>



Propane Tanks and Piping (above and below ground)	<ul style="list-style-type: none"> <li>\$280.00 per tank</li> </ul>
Refund:	<p>No permit fee refund will be allowed once any work has begun on a project. In order to request a refund of a permit fee, the request shall be addressed to the Building Official in writing and shall be received at the City of Shelton finance department within 180 days of the date of issuance of the permit; any refund request received after 180 days of the date of permit issuance shall automatically be denied. At the discretion of the Building Official, refund requests may be approved or denied based on the status of a project. All approved refunds shall be limited to 50% of the total permit fees paid. Refund requests shall only be considered for building, plumbing and mechanical permit fees. Refunds shall not include any plan review fees.</p>

### **Fire – Development Review**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Commercial Site Plans	\$390.00
Subdivision or Planned Residential Development	\$328.00
Pre-Application Conference	\$95.00
Other Land Use Application	\$264.00

### **Fire – Alarm Fees**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Fire Alarm System - Minor Alteration	\$100.00
Fire Alarm Zoned System - One Zone	\$296.00
Each Additional Zone	\$136.00
Fire Alarm Addressable System - 1 to 20 Devices	\$296.00
Each Additional Device	\$4.00



### **Fire – Suppression**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Commercial Cooking Extinguishing System/Protection	\$252.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems	\$372.00
Fire Hydrant - Witnessed Flow Test (1-4) Hydrants	\$100.00
Fire Hydrant - Each Additional Hydrant	\$40.00
Fire Sprinkler - Alteration to Existing System(s) (>4 heads)	\$200.00
Fire Sprinkler - New System - NFPA 13 (2 inspections)	\$472.00
NFPA 13 - Each Additional Riser	\$472.00
Fire Sprinkler - New System - NFPA 13D (Single Family)	\$200.00
Fire Sprinkler - New System - NFPA 13R (Per Building)	\$390.00
Other Extinguishing Systems	\$372.00
Standpipe System	\$200.00
Underground Fire Sprinkler Mains (2 inspections)	\$252.00

### **Fire – Other**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Fireworks Display	\$208.00
Investigation Fee (work started without a permit)	Double Permit Fee
Other Plan Reviews or Permits Required by the IFC and/or Municipal Code \$100.00 Per Hour Review + \$100.00 per Hour Inspection	Calculated
Re-inspection Fees	\$100.00
Revision to Plan Previously Submitted - \$100.00 per Hour	Calculated
Use of Consultant for Plan Review and Inspection	Actual Cost
Tents/Temporary Membrane (greater than 400 SF)	\$100.00

### **Public Works – Engineering and Permitting**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Right-of-Way and Obstruction Permits	Class 1: Short term maintenance: \$45.00
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(SMC Chapter 12.20)	<p>Class 2: Temporary Construction: \$65.00, plus review and inspection fees Reissuance/Reinstatement \$65.00</p> <p>Class 3: Fixture and Encroachment: \$65.00; Sidewalk café, add \$280.00/hr review fee; \$65.00 annual renewal fee</p> <p>Class 4: Heavy Right-of-Way Use: \$65.00, plus review and inspection fees Reissuance/Reinstatement \$65.00</p>
Public Improvement Civil Plan Review Fee	3% of Estimated Cost of Public Improvements, \$250 minimum
Public Improvement Inspection Fee	3% of Estimated Cost of Public Improvements, \$125 minimum
<b>Land Use Development Review Fees</b>	
Public Works Planning Review, Partition, Subdivision, and Planned Unit Development.	Base Fee (Lots 2-19) \$330.00 Additional (Lots after 19, per lot) - \$15.00
Public Works Final Plat Review, Partition, and Subdivision.	Base Fee (Lots 2-19) \$330.00 Additional (Lots after 19, per lot/parcel) - \$15.00
Public Works Development Review for Public Improvements on Commercial, Industrial, institutional zone, and Multifamily Developments.	Base Fee (1 <sup>st</sup> Acre) \$470.00 Additional (Per Acre after First Acre) - \$15.00
Public or Private Utility Work (Gas, Cable, Phone, Electric)	\$150 Application Fee, includes first two hours review and first two inspections.
Fee for Work in Right of Way without Permits	\$250.00 plus standard permit fee
Utility Connection Application Permit Fee	
a. Water & Reclaimed Water Connections	\$170.00 plus applicable Meter and GFC
b. Sewer & Storm Drainage Connections	\$65.00 plus applicable GFC
ESC, Grading, and Stormwater:	
Single Family	\$150.00, Includes Review and Inspection
All other Sites	\$320.00, Includes first four hours review and first two inspections.
Re-Inspection Fee	\$100.00 Per Hour
Additional Plan Review	\$100.00 Per Hour
Contracted Consultant for Plan Review or Inspection	Contract Consultant fees
Special Development Studies: Traffic Impact Reports, Hydrology studies, and similar.	Contract Consultant fees
Design Modification Request (DMR)	\$150.00
Traffic Impact Fee	\$4,818.64 for SFR/varies based on use. Per SMC 17.12. See 2025 Attachment B for complete schedule.
Fee in lieu of Right of Way Chip Sealing	\$1.25/SF
Fee in lieu of Right of Way Sidewalk Addition	\$8.00/SF



(Square Foot)	
Fee in lieu of Right of Way AC Overlay (Square Foot/inch of asphalt overlay)	\$0.75 SF/1" Overlay \$0.1.50 SF/2" Overlay \$2.25SF/3" Overlay
Local Road Base rock (includes excavation, haul off, CSBC, CSTC and compaction)	\$4.50 SF
Fee in lieu of Right of Way Curb and Gutters (Per Lineal Foot)	\$25.00/LF
Latecomer Agreement	\$280.00
Right-of-Way vacation	\$500.00
Sidewalk Café/Boundary Marker Fee	\$15.00/each

Note: Fee in lieu numbers based on average costs for these items on recent capital improvement projects for the City of Shelton.

### **Stormwater**

#### **Stormwater Monthly Charges**

Class of Service	Unit	2025	2026				
Single-Family	1 ESU	\$18.94	\$19.51				
Duplex	2 ESUs		\$34.67	\$35.71	\$36.78	\$37.88	\$39.02
All Other Developed Parcels	Per ESU rounded to the nearest tenth		\$17.33	\$17.85	\$18.39	\$18.94	\$19.51

Note: 1 ESU = 2,900 square feet of impervious surface area. All other developed parcels: minimum of 1 ESU

#### **Stormwater GFC-**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Class of Service	Unit: \$534.48 per ESU
Single-Family	1 ESU
Duplex	2 ESUs
All Other Developed Parcels	Per ESU rounded to the nearest tenth (Minimum of 1 ESU)

Note: 1 ESU = 2,900 square feet of impervious surface area.

Illicit Connection Civil Penalty - \$150 per incident, per day that the illicit connection remains (SMC 13.02.120 (C)).

### **Sewer**

#### **Sewer Service Monthly Charges –**



<b><u>Monthly Sewer Rates</u></b>	<b><u>2025</u></b>
<b><u>Schedule 1: Single-family residential and duplex</u></b>	
A. <u>Basic Charge (per meter)</u>	<u>\$59.12</u>
B. <u>Consumption Charge (per cubic foot)</u>	<u>\$0.1184</u>
<b><u>Schedule 2: Single-family residential and duplex without water service</u></b>	
<u>Flat Monthly Rate (per unit)</u>	<u>\$151.78</u>
<b><u>Schedule 3: Triplex, multifamily, mobile home and trailer parks</u></b>	
A. <u>Basic Charge (per dwelling unit)</u>	<u>\$59.12</u>
B. <u>Consumption Charge (per cubic foot over 460 c. f. per unit)</u>	<u>\$0.1278</u>
<b><u>Schedule 4: Commercial</u></b>	
A. <u>Monthly Base Charge based on consumption (per account):</u>	
<u>0 – 1,000 cubic feet</u>	<u>\$71.64</u>
<u>1,001 cubic feet – 2,000 cubic feet</u>	<u>\$107.15</u>
<u>2,000+ cubic feet</u>	<u>\$148.65</u>
B. <u>Consumption Charge (per cubic foot)</u>	<u>\$0.1280</u>
<b><u>Schedule 5: Hotel/Motel</u></b>	
A. <u>Basic Charge (per unit)</u>	<u>\$10.83</u>
B. <u>Consumption Charge (per cubic foot over 84 c. f. per unit)</u>	<u>\$0.1280</u>
<b><u>Schedule 6: Industrial</u></b>	<u>Case by case basis</u>
<b><u>Schedule 7: Regional Plan Partners</u></b>	<u>Based on</u>
<i>Washington State Patrol, Washington State Department of Corrections</i>	<u>agreements</u>

### Sewer Connection GFC

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$8,080.00



1"	2.50	\$20,200.00
1.5"	5.00	\$40,400.00
2"	8.00	\$64,640.00
3"	16.00	\$129,280.00
4"	25.00	\$202,000.00
6"	50.00	\$404,000.00
8"	80.00	\$646,400.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above (e.g. Tiny Homes).

### Biosolids

Class A Biosolids Fertilizer, per bag	Fee set by City Manager
<u>Receiving Hauled Biosolids Sludge:</u>	
Sludge up to 1.5% Total Suspended Solids	\$0.120 per gallon
Sludge 1.6% to 3% Total Suspended Solids	\$0.141 per gallon
Sludge 3.1% to 6% Total Suspended Solids	\$0.163 per gallon

### Reclaimed Water Connection

***\*\* Technology Fee set at 4% of the applicable permit fee \*\****

***\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\****

***\*\*\* Meter charges for reclaimed water are included as part of the water section. \*\*\****

### Reclaimed Water Service Monthly Charges

Each account that is served shall pay the following monthly reclaimed water meter charge:

Meter Size	2025 Commercial
¾- inch	\$14.03
1-inch	\$17.31
1 ¼ - inch	\$20.49
1 ½ -inch	\$23.63
2-inch	\$34.55
2 ½ -inch	N/A
3-inch	\$88.43



4-inch	\$122.17
6-inch	\$201.48
8-inch	\$294.53
10-inch	\$451.72
12-inch	\$703.07

### **Monthly Reclaimed Water Consumption Charge –**

In addition to the monthly reclaimed water meter charge, each service shall pay a consumption charge of \$0.01915 for each cubic foot of reclaimed water consumed in a month. Under the provisions of the regional water and wastewater plan, the city provides reclaimed water services to the Washington State Patrol and the Washington Corrections Center under a separate utility service agreement approved by the council. Rates and charges for reclaimed water services applicable to the regional plan partners will be set forth in the agreement.

### **Water**

***\*\* Technology Fee set at 4% of the applicable permit fee\*\****

***\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\****

### **Water/Reclaimed Water Connection Meter Charge**

Meter Size	Meter Cost	Installation Fee	Inspection Fee
3/4" meter	\$505.00	\$150.00	N/A
1" meter	\$563.00	\$150.00	N/A
1.5" meter	Contractor Purchase	Contractor install	See note
2" meter	Contractor Purchase	Contractor install	See note
3" meter	Contractor Purchase	Contractor install	See note
4" meter	Contractor Purchase	Contractor install	See note
6" meter	Contractor Purchase	Contractor install	See note
Above 6" meter	Contractor Purchase	Contractor install	See note

Note: Inspection fee is the Public Improvement Inspection Fee. Meter cost includes cost for meter transceiver unit (MXU, \$170.00).

### **Water System Connection GFC**

***\*\* Technology Fee set at 4% of the applicable permit fee\*\****

***\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\****

Water Meter Size	Weighting Factor	Fee
------------------	------------------	-----



3/4"	1.00	\$3,030.00
1"	2.50	\$7,575.00
1.5"	5.00	\$15,150.00
2"	8.00	\$24,240.00
3"	16.00	\$48,480.00
4"	25.00	\$75,750.00
6"	50.00	\$151,500.00
8"	80.00	\$242,400.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above. (e.g., Tiny Homes)
- No GFC charge associated with Reclaimed Water System.
- **Water Service Monthly Charges –**
- Schedule 1: Each account that is served shall pay the following monthly water meter charge:

#### Schedule 1 - 2025

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



### **Monthly Water Service Consumption Charge –**

In addition to the meter charge established in Schedule 1 above, each service shall pay the following rate for each cubic foot of water consumed in a month:

<b>Monthly Water Rates</b>	<b>2025</b>
<b>Schedule 2: Single-Family Residential</b> Consumption Charge for First 600 c.f. Consumption Charge for 601-1,500 c.f. Consumption Charge for 1,500+ c.f.	\$0.0448 \$0.0537 \$0.0667
<b>Schedule 3: Multifamily (including duplexes, triplexes, mobile home parks and trailer parks)</b> Multifamily Consumption Charge per c.f.	\$0.0521
<b>Schedule 4: Commercial (including government, industrial, hotel/motel)</b> Commercial Consumption Charge per c.f.	\$0.0513
<b>Schedule 5: Irrigation</b> Irrigation Consumption Charge per c.f.	\$0.0667
<b>Schedule 6: Wholesale Rate</b> Wholesale Consumption Rate per c.f.	\$0.0463
<b>Schedule 7: Standby Fire Protection Service</b>	See City Code
<b>Schedule 8: Regional Plan Partners</b> <i>Port of Shelton Johns Prairie, Washington State Patrol, Washington State Department of Corrections</i>	Based on agreements

### **Bulk Water and Hydrant Use Permits**

**\*\* Technology Fee set at 4% of the applicable permit fee\*\***

**\*\* If payment is made by credit card a processing fee of 2% will be added to the total. \*\***

Annual Hydrant Water Use Permit	\$72.00
Application Fee	Or prorated at \$6/mo if issued in the 4 <sup>th</sup> quarter



Hydrant Meter, Gate Valve, and Wrench Deposit and Rental Fee	\$750.00 refundable deposit \$100 per month rental fee
Hydrant Water Billing and Water Use Charge and PWM Hydrant Load/Use Charge	\$45.00 quarterly billing charge, plus commercial water consumption charge per SMC 15.28.050
Water Filling Fee by City of Shelton Staff	\$25.00 per fill
Fee for connection to hydrant without permit/meter	\$1,000.00

#### Misc. Water Fees and Charges

Water Turn Off for Non-Payment	\$100.00
Reconnect Fee For Non-Payment	\$20.00
Water Disconnect:  Regular Office Hours *Emergency After Hours  *Disconnects after hours are for emergencies only; scheduled plumbing maintenance or repairs that requires City Staff to disconnect water is to occur during City business hours only.	 \$0.00 \$150.00
Water Reconnect:  Regular Business Hours *Emergency After Hours  *Reconnects after hours are for emergencies only; scheduled plumbing maintenance or repairs that requires City Staff to reconnect water is to occur during City business hours only.	 \$0.00 \$150.00
Fee for unauthorized connection/disconnection of water service.	\$500.00
Fee for tampering with water meter, cutting lock, etc.	\$150.00 per instance
Shut-off Door Hanger Fee	\$20.00 each occurrence
Delinquent Fee	\$10.00 each occurrence

# Attachment B

## Transportation Impact Fee Schedule - 2025

Land Uses	ITE Land Use Code	Unit of Measure	Basic Trip Rate PM Peak Trips/Unit <sup>(1)</sup>	New Trips Percent	New Trip Rate <sup>(2)</sup>	Fee Per Unit <sup>(3)</sup>
Cost per New Trip Generated:						<b>\$4,770.93</b>
<b>Residential</b>						
Single Family (Detached)	210	dwelling	1.01	100%	1.01	\$4,818.64
Multifamily – Apartment	220	dwelling	0.62	100%	0.62	\$2,957.98
Low-Rise Apartment (1-2 Floors)	221	occupied dwelling	0.58	100%	0.58	\$2,767.14
Multifamily – Condominium/Townhouse	230	dwelling	0.52	100%	0.52	\$2,480.88
Mobile Home Park	240	dwelling	0.59	100%	0.59	\$2,814.85
Senior Adult Housing – Detached	251	dwelling	0.26	100%	0.26	\$1,240.44
Senior Adult Housing – Attached	252	occupied dwelling	0.11	100%	0.11	\$524.80
Congregate Care	253	dwelling	0.17	100%	0.17	\$811.06
Assisted Living	254	bed	0.22	100%	0.22	\$1,049.60
Recreational Homes	260	dwelling	0.26	100%	0.26	\$1,240.44
<b>Industrial</b>						
Light Industrial	110	1,000 sf GFA	0.98	100%	0.98	\$4.68
Industrial Park	130	1,000 sf GFA	0.86	100%	0.86	\$4.10
Warehousing	150	1,000 sf GFA	0.47	100%	0.47	\$2.24
Mini-Warehouse	151	1,000 sf GFA	0.26	100%	0.26	\$1.24
<b>Commercial-Services</b>						
Hotel	310	room	0.59	100%	0.59	\$2,814.85
Motel	320	room	0.47	100%	0.47	\$2,242.34
Walk-in Bank (4a)	911	1,000 sf GFA	33.15	53%	17.57	\$83.83
Drive-In Bank	912	1,000 sf GFA	45.74	60%	27.44	\$130.91
Day Care Center	565	1,000 sf GFA	13.18	100%	13.18	\$62.88
Quick Lubrication Vehicle Shop (4b)	941	servicing position	5.19	57%	2.96	\$14,121.95
Automobile Care Center (4b)	942	1,000 sf GFA	3.38	57%	1.93	\$9.21
Gasoline/Service Station	944	VFP	13.86	58%	8.04	\$38,358.28
Service Station/ Minimart	945	VFP	13.38	44%	5.89	\$28,100.78
Service Station/ Minimart/Carwash (4c)	946	VFP	13.33	44%	5.87	\$28,005.36
Carwash (4a)	947	stall	5.54	53%	2.94	\$14,026.53
Movie Theater	444	seat	0.07	100%	0.07	\$333.97
Health/Fitness Club	492	1,000 sf GFA	4.05	100%	4.05	\$19.32
<b>Commercial-Institutional</b>						
Elementary School (5)	520	1,000 sf GFA	n/a	100%	n/a	n/a
Middle/Junior High School	522	1,000 sf GFA	1.19	100%	1.19	\$5.68
High School	530	1,000 sf GFA	0.97	100%	0.97	\$4.63
Community/Junior College	540	Student	0.12	100%	0.12	\$572.51
College/University	550	Student	0.21	100%	0.21	\$1,001.90
Church	560	1,000 sf GFA	0.66	100%	0.66	\$3.15
Hospital	610	1,000 sf GFA	1.18	100%	1.18	\$5.63
Nursing Home	620	1,000 sf GFA	0.42	100%	0.42	\$2.00
<b>Commercial-Restaurant</b>						
Quality Restaurant	931	1,000 sf GFA	7.49	80%	5.99	\$28.58
High-Turnover (Sit-down) Restaurant	932	1,000 sf GFA	10.92	57%	6.22	\$29.68
Fast Food Restaurant w/o Drive-thru	933	1,000 sf GFA	26.15	50%	13.08	\$62.40
Fast Food Restaurant with Drive-thru	934	1,000 sf GFA	34.64	50%	17.32	\$82.63
Tavern/Drinking Place	936	1,000 sf GFA	11.34	65%	7.37	\$35.16

Land Uses	ITE Land Use Code	Unit of Measure	Basic Trip Rate PM Peak Trips/Unit <sup>(1)</sup>	New Trips Percent	New Trip Rate <sup>(2)</sup>	Fee Per Unit <sup>(3)</sup>
<b>Commercial-Office</b>						
General Office Building	710	1,000 sf GFA	1.49	100%	1.49	\$7.11
Medical-Dental Office/Clinic	720	1,000 sf GFA	3.72	100%	3.72	\$17.75
<b>Commercial-Retail</b>						
Retail Shopping Center						
up to 49,999 sf	820	1,000 sf GLA	9.98	50%	4.99	\$23.81
50,000-99,999 sf	820	1,000 sf GLA	6.9	55%	3.80	\$18.13
100,000-199,999 sf	820	1,000 sf GLA	5.45	60%	3.27	\$15.60
200,000-299,999 sf	820	1,000 sf GLA	4.58	65%	2.98	\$14.22
300,000-399,999 sf	820	1,000 sf GLA	4.09	70%	2.86	\$13.64
400,000 sf and over	820	1,000 sf GLA	3.75	75%	2.81	\$13.41
Automobile Parts Sales	843	1,000 sf GFA	5.98	57%	3.41	\$16.27
Car Sales – New/Used (4d)	841	1,000 sf GFA	2.64	75%	1.98	\$9.45
Convenience Market	851	1,000 sf GFA	52.41	39%	20.44	\$97.52
Discount Club (4e)	861	1,000 sf GFA	4.24	77%	3.26	\$15.55
Electronic Superstore	863	1,000 sf GFA	4.5	60%	2.70	\$12.88
Toy Superstore (4f)	864	1,000 sf GFA	4.99	66%	3.29	\$15.70
Furniture Store	890	1,000 sf GFA	0.46	47%	0.22	\$1.05
Hardware/Paint Store	816	1,000 sf GFA	4.84	74%	3.58	\$17.08
Home Improvement Superstore	862	1,000 sf GFA	2.45	52%	1.27	\$6.06
Nursery/Garden Center (4d)	817	1,000 sf GFA	3.8	75%	2.85	\$13.60
Pharmacy/Drugstore w/o Drive-thru	880	1,000 sf GFA	8.42	47%	3.96	\$18.89
Pharmacy/Drugstore w/Drive-thru	881	1,000 sf GFA	8.62	51%	4.40	\$20.99
Supermarket	850	1,000 sf GFA	10.45	64%	6.69	\$31.92
Tire Store	848	1,000 sf GFA	4.15	72%	2.99	\$14.27
Tire Superstore (4g)	849	1,000 sf GFA	2.11	72%	1.52	\$7.25
Video Rental Store (4a)	896	1,000 sf GFA	13.6	53%	7.21	\$34.40
Free-Standing Discount Superstore	813	1,000 sf GFA	3.87	72%	2.79	\$13.31
Free-Standing Discount Store	815	1,000 sf GFA	5.06	83%	4.20	\$20.04

Source: ITE "Trip Generation 7<sup>th</sup> Edition"

GFA = Gross Floor Area  
GLA = Gross Leasable Area  
VFP = Vehicle Fuling Position

<sup>(1)</sup> The New Trip Percentage reduces the average trip rate based on average pass-by trip percentages published in the ITE Trip Generation Handbook (2<sup>nd</sup> Edition, 2004)

<sup>(2)</sup> For uses with the unit of measure in "1000 sf GFA" or "1000 sf GLA" the trip rate is given as trips per 1000 square feet

<sup>(3)</sup> For uses with the unit of measure in "1000 sf GFA" or "1000 sf GLA" the impact fee is given as dollars per square foot

<sup>(4)</sup> No pass-by rate are available. Pass-by rates were estimated from other similar uses:

Code	Land Use
4a	Drive-in Bank (912)
4b	Auto Parts Sales (843)
4c	Gasoline/Service Station w/Convenience Market (945)
4d	No data available. 25% estimated pass-by
4e	Discount Supermarket (854)
4f	Electronic Superstore (863)
4g	Tire Store (848)

<sup>(5)</sup> No average PM peak hour trip rate available. Need to perform own PM peak hour traffic count for the identified land use to calculate impact fee.

Refer to SMC 17.12.015(7) for Transportation Impact fee for uses located within the downtown core; fees charged shall be subject to a reduced trip factor resulting in a fifteen (15) percent fee reduction. The downtown core is interpreted as the properties west of Front Street, south of Cedar Street, east of 7th Street, with the southern limit extending to include properties with frontage on Cota Street between 7th and Front Street.



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G5)

Touch Date: 08/13/2024  
Brief Date: 09/03/2024  
Action Date: 11/19/2024

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

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

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

PROGRAM/PROJECT TITLE:  
Repeal of Building Height Limits

ATTACHMENTS:  
- Ordinance No. 2021-0824

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

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

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 couldn't occur until at least October 22, 2024. No comment was received from Commerce.

### STAFF RECOMMENDATION/MOTION:

"I move to approve Ordinance No. 2021-0824 as presented."

## 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:

**Section 1.** 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:												
		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 <sup>4</sup>	yes <sup>5</sup>	y	n	y	y	y	yes <sup>3</sup>	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
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 <sup>1</sup>	3,000
Building size, maximum <sup>2</sup>	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 none	45	60 none	35 none	35 none	35 none	n/a none	35/3 none	35/2 none	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	y	n	n	n	n	n/a	n	y	y	y	conditional use where specifically indicated	n

<sup>1.</sup> Buildings up to 6,000 square feet ground floor may be allowed as a conditional use. See Section [20.44.330](#).

<sup>2.</sup> 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.

<sup>3.</sup> 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.

<sup>4.</sup> Design standards shall be required for the gateway and neighborhood commercial districts of the Sanderson Field master plan. See Section [20.64.110](#).

<sup>5.</sup> 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 [20.49](#).

**Section 2.** 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 exempt	
Side yard	5 ft.	
Flanking street	7 ft. 15 ft. for garages and carports to the entrance, side entry exempt	
Rear yard	15 ft. (5 feet for a detached garage)	15 ft.
Corner lots	Corner lot setbacks at 10 ft. for each street frontage. Side and back yard setbacks determined by owner at the time of permit application For lots under 6,000 sq. ft. one street frontage setback shall be 7 ft.	
Building height	<del>35 Feet</del> None	
Development coverage	50% 60% development coverage is allowed for the construction of an accessory dwelling unit per Section 20.08.020(B) as of the adoption of this code or June 16, 2021	
Lot width	30 ft.	
Street frontage/street access	Per IFC and IBC, Title 18	

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

Table 20.09.050

Minimum Standards	With Alleys	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	<del>35 feet</del> <u>none</u>	<del>35 feet</del> <u>none</u>
Develop- ment cov- erage**	60—80%	60— 80%
<p>* Side yards are measured from perimeter, not interior, lot lines in cases of multilot projects.</p> <p>** Increased coverage permitted if through block access provided.</p>		

**Section 4.** 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 [20.06.030](#) 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 strongly 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 Dimensions. The size height, 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 20.44.330. 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.~~

**Section 5.** 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).

**Section 6.** 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).~~

**Section 7.** 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 18. Building height requirements shall be as provided in Table 20.06.030(A).~~

**Section 9.** 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).~~

**Section 10.** 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).~~

**Section 11.** 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).~~

**Section 12.** 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).~~

**Section 13.** 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).~~

**Section 14.** 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.~~

**Section 15.** 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 19th day of November 2024.

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Mayor Eric Onisko

ATTEST:

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City Clerk Donna Nault



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G6)

Touch Date: 11/05/2024  
Brief Date: 11/19/2024  
Action Date: 11/19/2024

Department: Executive  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

#### PROGRAM/PROJECT TITLE:

Approval of Legal Defense for Mayor

#### ATTACHMENTS:

- Resolution No. 1356-1124

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

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

The City of Shelton and Mayor Onisko were served a summons on October 1, 2024 regarding the non-issuance of a building permit by Knockfierna LLC. The applicant failed to provide the City with information and materials necessary for the City to process the application verifying applicable building and fire code compliance. Staff have been working with the applicant since 2017 to find resolution. The claims against the Mayor are frivolous because the Mayor has no authority over the permitting processes.

Under Shelton Municipal Code Chapter 2.82 city officials are entitled to legal defense at City expense when they have acted in good faith. Councils' approval of Resolution No. 1356-1124 formalizes the legal representation and costs associated with the claims against the Mayor borne by the City and covered by Washington Cities Insurance Authority.

### ANALYSIS/OPTIONS/ALTERNATIVES:

None

### BUDGET/FISCAL INFORMATION:

Total cost to be determined as the suit progresses through legal channels.

### PUBLIC INFORMATION REQUIREMENTS:

N/A

### STAFF RECOMMENDATION/MOTION:

"I move to approve Resolution No. 1356-1124 as presented."

**RESOLUTION NO. 1356-1124**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
APPROVING LEGAL DEFENSE FOR MAYOR ONISKO IN THE MATTER OF  
KNOCKFIERNA LLC vs. THE CITY OF SHELTON**

**WHEREAS**, an applicant for a building permit, Knockfierna LLC, failed to provide city staff with information and materials necessary for the city to process its permit application; and

**WHEREAS**, after failing to receive the information after numerous requests, city staff expired the application; and

**WHEREAS**, rather than cooperate with the process, the applicant sued the city; and

**WHEREAS**, the applicant joined Mayor Eric Onisko as a defendant in the lawsuit; and

**WHEREAS**, the claims against the Mayor are frivolous because the Mayor has no authority over the permitting process; and

**WHEREAS**, the city's insurer, Washington Cities Insurance Authority (WCIA), is covering the city's defense costs; and

**WHEREAS**, under Chapter 2.82 of the Shelton Municipal Code, city officials are entitled to a defense at city expense when they have acted in good faith; and

**WHEREAS**, the City Council agrees that legal representation and costs associated with the claims against the Mayor shall be borne by the City and covered, as appropriate, by WCIA.

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

Pursuant to SMC 2.82.020, Mayor Onisko shall be provided with a fully funded defense against any and all claims against him raised in Knockfierna LLC vs. City of Shelton.

**INTRODUCED** and passed by the City Council at its regular meeting on the 19<sup>th</sup> of November 2024.

ATTEST:

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Mayor Onisko

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City Clerk Nault