



Shelton City Council Meeting Agenda
January 7, 2025 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 112099 through 112148 and EFT payment numbers 859 through 884 in the total amount of \$402,590.32
2. Vouchers numbered 112164 through 112195 and EFT payment numbers 885 through 896 in the total amount of \$154,632.17
3. Warrant numbered 112208 in the amount of \$141,750.36
4. Warrant numbered 112214 in the amount of \$21,793.47
5. Warrants numbered 112215 through 112216 in the amount of \$574.73
6. Payroll warrants numbered 4020 and 13954 through 14057. Warrants 112196 through 112207 in the amount of \$374,361.58
7. Resolution No. 1358-1124 Accepting MACECOM Lease Agreement
8. Minutes:
 - Business Meeting of November 19, 2024
 - Study Session of November 26, 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. Police Officer Swearing-in

F. Business Agenda (Study/No Action)

1. Parks Advisory Committee Reappointments – Presented by Parks & Recreation Supervisor Jordanne Krumpols
2. Arts Commission Reappointments – Presented by Parks & Recreation Supervisor Jordanne Krumpols
3. Resolution No. 1357-1124 Accepting Memorandum of Agreement with WSU Extension – Presented by Parks & Recreation Supervisor Jordanne Krumpols
4. Resolution No. 1363-1124 On-Call A&E Consultant Pool Agreements – Presented by Assistant Public Works Director Aaron Nix
5. Resolution No. 1367-1224 Establishing a Creative District - Presented by Community & Economic Development Director Jae Hill

G. Public Hearing (Public Testimony Taken)

1. Ordinance No. 2025-0924 2024 Revisions to Permitted Uses Matrix – Presented by Community & Economic Development Director Jae Hill
2. Ordinance No. 2028-1224 Repealing SMC 5.32 For-Hire Vehicles – Presented by City Manager Mark Ziegler

H. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1365-1224 Approval of Contract Amendment with SCJ Alliance – Presented by Community & Economic Development Director Jae Hill

I. Administration Reports

1. City Manager Report

J. New Items for Discussion

K. Announcement of Next Meeting – January 21, 2025 at 6:00 p.m.

L. Adjourn

Special Note for Virtual Public Participation

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

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 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.



2025 Looking Ahead

(Items and dates are subject to change)

Tues. 1/14 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Council Board and Committee Assignments 	Packet Items Due: 1/10 @ noon
Tues. 1/21 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Parks Advisory Committee Reappointments Arts Commission Reappointments Resolution No. 1361-1124 Safe Routes to School Construction Final Acceptance Presentations <ul style="list-style-type: none"> SPD Officer of the Year November Financial Status Report Business Agenda <ul style="list-style-type: none"> Resolution No. 1362-1124 Agreement for Systemic Ped. Safety & Olympic Hwy North Improvements Design Services Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval Resolution No. 1359-1124 Accepting Dumontet Lease Agreement Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. 1357-1124 Accepting Memorandum of Agreement with WSU Extension Resolution No. 1363-1124 On-Call A&E Consultant Pool Agreements Ordinance No. 2028-1224 Repealing SMC 5.32 For-Hire Vehicles Resolution No. 1367-1224 Establishing a Creative District Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 1/10 @ 5:00 p.m.
Tues. 1/28 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 1/24 @ noon
Tues. 2/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> Business Agenda <ul style="list-style-type: none"> Resolution No. 1366-1224 WSDOT City Street Striping Contract Public Hearing <ul style="list-style-type: none"> Action Agenda	Packet Items Due: 1/24 @ 5:00 p.m.

		<ul style="list-style-type: none"> Resolution No. 1362-1124 Agreement for Systemic Ped. Safety & Olympic Hwy North Improvements Design Services Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval Resolution No. 1359-1124 Accepting Dumontet Lease Agreement Administration Report	
Tues. 2/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Presentation - Gas Station Heroin 	Packet Items Due: 2/7 @ noon
Tues. 2/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> December Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. 1366-1224 WSDOT City Street Striping Contract Administration Report	Packet Items Due: 2/7 @ 5:00 p.m.
Tues. 2/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 2025 Work Plans 	Packet Items Due: 2/21 @ noon
Tues. 3/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> Business Agenda <ul style="list-style-type: none"> Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Administration Report	Packet Items Due: 2/21 @ 5:00 p.m.
Tues. 3/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 3/7 @ noon
Tues. 3/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> January Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix Administration Report	Packet Items Due: 3/7 @ 5:00 p.m.

Tues. 3/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none">SPD Annual Report	Packet Items Due: 3/21 @ 5:00 p.m.
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Other – TBD

- International Property Maintenance Code

DRAFT

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 112099 through number 112148, EFT payment numbers 859 through 884 in the total amount of \$402,590.32 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 13th of December, 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: APPKT03362 - DECEMBER 13, 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	12/13/2024	EFT	0.00	62.59	859
003655	BATTERIES PLUS	12/13/2024	EFT	0.00	157.58	860
005900	CAPITAL BUSINESS MACHINES	12/13/2024	EFT	0.00	1,116.15	861
	Void	12/13/2024	EFT	0.00	0.00	862
008450	COMMUNITY ACTION COUNCIL	12/13/2024	EFT	0.00	254.22	863
VEN02285	CONSEJO COUNSELING & REFERRAL	12/13/2024	EFT	0.00	6,646.29	864
009351	DELAGE LANDEN FINANCIAL SVCS	12/13/2024	EFT	0.00	309.01	865
VEN02319	DENALI WATER SOLUTIONS LLC	12/13/2024	EFT	0.00	7,305.84	866
023078	FASTENAL COMPANY	12/13/2024	EFT	0.00	1,192.82	867
VEN01406	FERGUSON WATERWORKS	12/13/2024	EFT	0.00	790.20	868
045000	H.D. FOWLER COMPANY	12/13/2024	EFT	0.00	841.18	869
VEN02494	HD SUPPLY, INC	12/13/2024	EFT	0.00	656.27	870
079581	KCDA PURCHASING COOPERATIVE	12/13/2024	EFT	0.00	14,897.73	871
142952	NORTH CENTRAL LABORATORIES	12/13/2024	EFT	0.00	1,024.02	872
151000	P. U. D. # 3	12/13/2024	EFT	0.00	54,186.41	873
	Void	12/13/2024	EFT	0.00	0.00	874
	Void	12/13/2024	EFT	0.00	0.00	875
158001	PITNEY BOWES	12/13/2024	EFT	0.00	446.47	876
VEN02459	SECURITAS TECHNOLOGY CORPORA	12/13/2024	EFT	0.00	669.74	877
195599	STATE AUDITORS OFFICE	12/13/2024	EFT	0.00	10,566.83	878
VEN02449	THE NICHOLS GROUP RELATIONS, LI	12/13/2024	EFT	0.00	3,000.00	879
189670	THE SHOPPER	12/13/2024	EFT	0.00	53.37	880
VEN01972	THOMAS A FURRER	12/13/2024	EFT	0.00	1,599.07	881
201148	TMG SERVICES, INC.	12/13/2024	EFT	0.00	5,253.15	882
202392	VERIZON WIRELESS	12/13/2024	EFT	0.00	3,021.72	883
VEN02437	WALTER E NELSON CO OF WESTERN	12/13/2024	EFT	0.00	84.01	884
000401	A T & T	12/13/2024	Regular	0.00	58.22	112099
VEN01660	ANDERSON APPRAISAL, INC.	12/13/2024	Regular	0.00	2,500.00	112100
VEN02639	ANDREA M WILBUR-SIGO	12/13/2024	Regular	0.00	2,000.00	112101
VEN02340	BLT SHELTON PONY, LLC	12/13/2024	Regular	0.00	387.96	112102
098000	BUILDERS FIRSTSOURCE	12/13/2024	Regular	0.00	1,593.77	112103
006400	CASCADE NATURAL GAS	12/13/2024	Regular	0.00	6,045.50	112104
108679	CENTRAL MASON FIRE AND EMS	12/13/2024	Regular	0.00	186,318.05	112105
VEN01214	CINTAS CORPORATION	12/13/2024	Regular	0.00	172.27	112106
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	12/13/2024	Regular	0.00	83.30	112107
008310	CODEPROS, LLC	12/13/2024	Regular	0.00	44,688.40	112108
VEN01309	CORINA WOOD	12/13/2024	Regular	0.00	163.22	112109
008751	CRYSTAL SPRINGS	12/13/2024	Regular	0.00	321.70	112110
009595	DEPT. OF LICENSING	12/13/2024	Regular	0.00	18.00	112111
VEN01592	EDGAR JERONIMO PABLO	12/13/2024	Regular	0.00	140.00	112112
VEN02425	HUMANE SOCIETY OF MASON COUN	12/13/2024	Regular	0.00	229.86	112113
VEN02487	INSLEE, BEST, DOEZIE & RYDER, P.S.	12/13/2024	Regular	0.00	2,006.00	112114
070966	JOHN HANCOCK LIFE INS CO	12/13/2024	Regular	0.00	1,286.98	112115
VEN02631	LAW, LYMAN, DANIEL, KAMERRER, I	12/13/2024	Regular	0.00	448.50	112116
090100	LES SCHWAB TIRES	12/13/2024	Regular	0.00	84.86	112117
113004	MASON COUNTY - UTILITIES/WASTE	12/13/2024	Regular	0.00	364.88	112118
VEN01755	MASON COUNTY GARBAGE	12/13/2024	Regular	0.00	420.10	112119
112400	MASON COUNTY TRANSIT	12/13/2024	Regular	0.00	590.00	112120
113000	MASON COUNTY TREASURER	12/13/2024	Regular	0.00	78.00	112121
VEN02074	MICHAEL T. SORENSEN	12/13/2024	Regular	0.00	1,747.28	112122
142300	NISQUALLY INDIAN TRIBE	12/13/2024	Regular	0.00	8,053.50	112123
VEN02312	ODP BUSINESS SOLUTIONS LLC	12/13/2024	Regular	0.00	153.93	112124
149046	OLYMPIC LOCK & KEY	12/13/2024	Regular	0.00	52.27	112125
150076	OWEN EQUIPMENT COMPANY	12/13/2024	Regular	0.00	669.77	112126

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02623	PETROCARD, INC	12/13/2024	Regular	0.00	3,220.82	112127
164899	QWEST DBA CENTURYLINK	12/13/2024	Regular	0.00	1,067.10	112128
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	77.50	112129
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	46.50	112130
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	31.00	112131
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	93.00	112132
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	46.50	112133
VEN02534	SUMMIT TOWING INC	12/13/2024	Regular	0.00	471.04	112134
178252	TASCHNER LAW, PLLC	12/13/2024	Regular	0.00	12,940.00	112135
VEN02199	TERMINIX PROCESSING CENTER	12/13/2024	Regular	0.00	1,834.00	112136
201300	TOZIER BROS INC.	12/13/2024	Regular	0.00	156.00	112137
903738	TRENCHLESS CONSTRUCTION	12/13/2024	Regular	0.00	750.00	112138
202195	U.S. BANK N.A.-CUSTODY	12/13/2024	Regular	0.00	42.00	112139
VEN02638	UPSTATE WHOLESALE SUPPLY INC	12/13/2024	Regular	0.00	196.02	112140
202340	UTILITIES UNDERGROUND LOCATIO	12/13/2024	Regular	0.00	52.80	112141
145325	VALVOLINE LLC	12/13/2024	Regular	0.00	148.99	112142
VEN02544	VESTIS GROUP INC	12/13/2024	Regular	0.00	81.30	112143
203035	WASHINGTON ST. TREASURER	12/13/2024	Regular	0.00	5,255.00	112144
203030	WASHINGTON STATE PATROL	12/13/2024	Regular	0.00	13.25	112145
203780	WATER MGMNT LABORATORIES INC	12/13/2024	Regular	0.00	1,039.00	112146
053987	WESTBAY NAPA AUTO PARTS	12/13/2024	Regular	0.00	165.57	112147
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	12/13/2024	Regular	0.00	51.94	112148

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	50	0.00	288,455.65
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	41	26	0.00	114,134.67
	133	76	0.00	402,590.32

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	402,590.32
			402,590.32



Shelton, WA

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Bank Code: APBNK-Main-APBNK-Main						
VEN02535	ALWAYS SAFE & LOCK INC	12/13/2024	EFT	0.00	62.59	859
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
325543	Invoice	12/05/2024	CUST# 7260 DUPLICATE KEYS	0.00	62.59	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 7260 DUPLICATE KE	62.59	
003655	BATTERIES PLUS	12/13/2024	EFT	0.00	157.58	860
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
P78476205	Invoice	12/09/2024	LITHIUM BATTERIES	0.00	157.58	
401-000-000-53480-3100		WAT - Office and Operati		LITHIUM BATTERIES	157.58	
005900	CAPITAL BUSINESS MACHINES	12/13/2024	EFT	0.00	1,116.15	861
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV240815	Invoice	12/09/2024	CONTRACT# CN3230-01	0.00	338.03	
001-111-000-51423-4500		FIN AC - Operating Rental		CONTRACT# CN3230-01	202.82	
001-130-000-51810-4500		HR - Operating Rentals		CONTRACT# CN3230-01	135.21	
INV240816	Invoice	12/09/2024	CBM CONTRACT #CN3370-01	0.00	484.68	
001-110-000-51160-4500		COUNCIL - Operating Ren		CONTRACT#CN3370-01	119.72	
001-111-000-51421-4500		FIN UB - Operating Rental		CONTRACT#CN3370-01	4.56	
001-111-000-51423-4500		FIN AC - Operating Rental		CONTRACT#CN3370-01	16.96	
001-115-000-51896-4500		PW ENG - Operating Rent		CONTRACT#CN3370-01	162.11	
001-120-000-51310-4500		C MGR - Operating Rental		CONTRACT#CN3370-01	5.48	
001-121-000-51430-4500		CLK REC - Operating Rent		CONTRACT#CN3370-01	1.36	
001-130-000-51810-4500		HR - Operating Rentals		CONTRACT#CN3370-01	0.44	
001-132-000-51888-4500		IT - Operating Rentals		CONTRACT#CN3370-01	19.39	
001-140-000-55860-4500		CD PLAN - Operating Rent		CONTRACT#CN3370-01	124.81	
001-141-000-57680-4500		PARKS - Operating Rental		CONTRACT#CN3370-01	13.47	
001-142-000-51830-4500		FACIL - Operating Rental		CONTRACT#CN3370-01	15.80	
001-143-000-57320-4500		COM CTR ARTS - Operatin		CONTRACT#CN3370-01	0.58	
INV240817	Invoice	12/09/2024	CONTRACT# CN3227-01	0.00	38.12	
401-000-000-53480-4501		WAT - Operating Rentals -		CONTRACT# CN3227-01	38.12	
INV240818	Invoice	12/09/2024	CONTRACT# CN3364-01	0.00	56.05	
401-000-000-53480-4501		WAT - Operating Rentals -		CONTRACT# CN3364-01	56.05	
INV240819	Invoice	12/09/2024	CONTRACT# CN1866-01	0.00	71.51	
402-400-000-53580-4500		SEW SV MN - Operating R		CONTRACT# CN1866-01	71.51	
INV240839	Invoice	12/09/2024	CONTRACT# CN1692-01	0.00	11.53	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN1692-01	11.53	
INV240840	Invoice	12/09/2024	CONTRACT# CN3142-01	0.00	27.23	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3142-01	27.23	
INV240841	Invoice	12/09/2024	CONTRACT# CN3143-01	0.00	44.26	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3143-01	44.26	
INV240842	Invoice	12/09/2024	CONTRACT# CN3144-01	0.00	38.12	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3144-01	38.12	
INV240843	Invoice	12/09/2024	CONTRACT# CN3588-01	0.00	6.62	
001-112-000-51251-4500		MUNI CT - Operating Ren 24-ITC		CONTRACT# CN3588-01	6.62	
	Void	12/13/2024	EFT	0.00	0.00	862
008450	COMMUNITY ACTION COUNCIL	12/13/2024	EFT	0.00	254.22	863

Check Register

Packet: APPKT03362-DECEMBER 13, 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	
241130SPD	Invoice	12/10/2024	FORENSIC INTERVIEWS/	OCT-NOV 24	0.00	200.00
001-118-000-52122-4100		PD PAT - Professional Serv		FORENSIC INTERVIEWS/ O		200.00
NOVEMBER/2024	Invoice	12/11/2024	SOS CONTRIBUTIONS/NOV 24		0.00	54.22
657-000-000-58600-0014		SOS Contributions		SOS CONTRIBUTIONS/NOV		54.22
VEN02285	CONSEJO COUNSELING & REFERRAL	12/13/2024	EFT	0.00	6,646.29	864
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2024-11	Invoice	12/10/2024	NOVEMBER/2024 SERVICES		0.00	6,646.29
001-112-000-51251-4109		MUNI CT - Other Professi	24-ITC	NOVEMBER/2024 SERVICE		6,646.29
009351	DELAGE LANDEN FINANCIAL SVCS	12/13/2024	EFT	0.00	309.01	865
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
83301371	Invoice	12/07/2024	CONTRACT# 500-50411706		0.00	309.01
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT# 500-5041170		16.52
001-118-000-59121-7001		PD - Long Term Lease		CONTRACT# 500-5041170		292.49
VEN02319	DENALI WATER SOLUTIONS LLC	12/13/2024	EFT	0.00	7,305.84	866
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV962502	Invoice	12/05/2024	CUST# 599121378 TRANSPORTATION		0.00	7,305.84
402-400-000-53580-4100		SEW SV MN - Professional		CUST# 599121378 TRANSP		7,305.84
023078	FASTENAL COMPANY	12/13/2024	EFT	0.00	1,192.82	867
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM229784	Invoice	12/03/2024	CUST# WATUM1869 MST CLN WIPES		0.00	78.76
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1869 MST		78.76
WATUM229833	Invoice	12/06/2024	CUST# WATUM1962 NITGLVS,CUTRESGLV,		0.00	346.75
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 NITGL		346.75
WATUM229840	Invoice	12/04/2024	CUST# WATUM1962 MISC SUPPLIES		0.00	708.44
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 MISC		708.44
WATUM229844	Invoice	12/06/2024	CUST# WATUM1961 BATTERY, GLOVE		0.00	58.87
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1961 BATT		58.87
VEN01406	FERGUSON WATERWORKS	12/13/2024	EFT	0.00	790.20	868
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0051293-1	Invoice	12/06/2024	CUST# 2543 SETTERS/2830		0.00	200.27
401-000-000-53480-3100		WAT - Office and Operati		CUST# 2543 SETTERS/2830		200.27
0052629	Invoice	12/06/2024	CUST# 2543 MULTI PURPOSE/2830,2810		0.00	589.93
401-000-000-53480-3100		WAT - Office and Operati		CUST# 2543 MULTI PURPO		589.93
045000	H.D. FOWLER COMPANY	12/13/2024	EFT	0.00	841.18	869
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
I6895585	Invoice	12/10/2024	CITY OF SHELTON # 194680 BASIN RISERS		0.00	841.18
404-000-000-53180-3100		STRM - Office and Operati		CITY OF SHELTON # 19468		841.18
VEN02494	HD SUPPLY, INC	12/13/2024	EFT	0.00	656.27	870
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV00546474	Invoice	11/19/2024	CUST# 925099 CHEMICAL DRUM PUMP		0.00	656.27
401-000-000-53480-3100		WAT - Office and Operati		CUST# 925099 CHEMICAL		656.27
079581	KCDA PURCHASING COOPERATIVE	12/13/2024	EFT	0.00	14,897.73	871

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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	
300822205	Invoice	11/26/2024	CUST# 101367 PAPER		0.00	130.26
001-115-000-51895-3100		PW ADM - Office and Ope		CUST# 101367 PAPER		28.66
001-115-000-51896-3100		PW ENG - Office and Ope		CUST# 101367 PAPER		27.35
001-140-000-55860-3100		CD PLAN - Office and Ope		CUST# 101367 PAPER		44.29
001-141-000-57120-3100		REC - Office and Operatin		CUST# 101367 PAPER		5.21
001-142-000-51830-3100		FACIL - Office and Operati		CUST# 101367 PAPER		19.54
001-143-000-57550-3100		COM CTR - Office and Op		CUST# 101367 PAPER		5.21
300824409	Invoice	12/11/2024	CUST# 101367 TABLES AND CHAIRS		0.00	14,767.47
001-142-000-51830-3100		FACIL - Office and Operati		CUST# 101367 TABLES AN		14,767.47
142952	NORTH CENTRAL LABORATORIES	12/13/2024	EFT		0.00	1,024.02 872
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
511854	Invoice	11/14/2024	ACCT# 42215 SUPPLIES		0.00	603.29
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215 SUPPLIES		603.29
512159	Invoice	11/21/2024	ACCT# 42215 TEST SUPPLIES		0.00	420.73
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215 TEST SUPPLI		420.73
151000	P. U. D. # 3	12/13/2024	EFT		0.00	54,186.41 873

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>101001 DECEMB</u>	Invoice	12/05/2024	101001 DECEMBER 2024	0.00	54,186.41	
<u>001-140-000-55430-4700</u>	CD AN CTRL - Utility Servi		35199001 DECEMBER 202		215.26	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		30003001 DECEMBER 202		146.66	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		32453001 DECEMBER 202		120.25	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		82241001 DECEMBER 202		77.42	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		25911003 DECEMBER 202		108.39	
<u>001-142-000-51890-4715</u>	FACIL CIVIC - Utility Servic		28249001 DECEMBER 202		3,096.27	
<u>001-142-000-57250-4700</u>	FACIL LIB - Utility Services		35665001 DECEMBER 202		724.04	
<u>001-142-000-57530-4700</u>	FACIL MUSM - Utility Serv		27639001 DECEMBER 202		715.02	
<u>101-000-000-54263-4700</u>	ST LGHT - Utility Services		27837001 DECEMBER 202		1,977.31	
<u>101-000-000-54263-4700</u>	ST LGHT - Utility Services		27839002 DECEMBER 202		10,129.34	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		35337001 DECEMBER 202		90.85	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109441001 DECEMBER 20		80.64	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109413001 DECEMBER 20		67.20	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109397001 DECEMBER 20		95.06	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101097001 DECEMBER 20		94.56	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		26197001 DECEMBER 202		91.36	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		25911002 DECEMBER 202		122.82	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101002 DECEMBER 2024		100.07	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101001 DECEMBER 2024		97.27	
<u>101-000-000-54265-4700</u>	ST PRK FAC - Utility Servic		26857001 DECEMBER 202		28.68	
<u>101-000-000-54270-4700</u>	ST RD PRK - Utility Service		250321001 DECEMBER 20		75.31	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		277201002 DECEMBER 20		158.97	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		8511001 DECEMBER 2024		87.95	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		101149001 DECEMBER 20		100.12	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		277201001 DECEMBER 20		178.54	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		25911001 DECEMBER 202		2,103.18	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		25913001 DECEMBER 202		126.83	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		26729001 DECEMBER 202		525.63	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		35201001 DECEMBER 202		2,332.14	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		113939001 DECEMBER 20		116.01	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		101155001 DECEMBER 20		4,885.84	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		45451001 DECEMBER 202		194.76	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		46051001 DECEMBER 202		168.51	
<u>401-000-000-53480-4701</u>	WAT - Utility Services - Sh		26717001 DECEMBER 202		140.15	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		18515001 DECEMBER 202		82.34	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		47009001 DECEMBER 202		76.12	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		85079001 DECEMBER 202		69.31	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		30003002 DECEMBER 202		1,838.31	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		26551001 DECEMBER 202		1,978.60	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		259409001 DECEMBER 20		15,100.98	
<u>402-640-000-53580-4700</u>	SEW SV SAT - Utility Servi		25911005 DECEMBER 202		73.70	
<u>402-640-000-53580-4700</u>	SEW SV SAT - Utility Servi		252689001 DECEMBER 20		5,527.74	
<u>404-000-000-53180-4700</u>	STRM - Utility Services		85183001 DECEMBER 202		66.90	
	Void	12/13/2024	EFT	0.00	0.00	874
	Void	12/13/2024	EFT	0.00	0.00	875
158001	PITNEY BOWES	12/13/2024	EFT	0.00	446.47	876
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>3320017411</u>	Invoice	11/29/2024	ACCT# 0016679919 9/24-12/24	0.00	446.47	
<u>001-142-000-51830-4500</u>	FACIL - Operating Rental		ACCT# 0016679919 9/24-		25.39	
<u>001-142-000-59118-7001</u>	FACIL - Long Term Lease -		ACCT# 0016679919 9/24-		421.08	
VEN02459	SECURITAS TECHNOLOGY CORPORA	12/13/2024	EFT	0.00	669.74	877

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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	
6004667472	Invoice	11/21/2024	CUST# 60086705 FIRE ALARM TEST	0.00	669.74	
001-142-000-51890-4115		FACIL CIVIC - Professional		CUST# 60086705 FIRE ALA	669.74	
195599	STATE AUDITORS OFFICE	12/13/2024	EFT	0.00	10,566.83	878
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1164888	Invoice	12/11/2024	AUDIT NO. 55759 22-23 ACCTABLT/FINA	0.00	10,566.83	
001-111-000-51423-4145		FIN AC - Professional Serv		AUDIT NO. 55759 22-23 A	10,566.83	
VENO2449	THE NICHOLS GROUP RELATIONS, LI	12/13/2024	EFT	0.00	3,000.00	879
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2320	Invoice	12/10/2024	GOVERNMENTAL CONSULTING SERVICES/	0.00	3,000.00	
001-120-000-51310-4100		C MGR - Professional Serv		GOVERNMENTAL CONSULT	3,000.00	
189670	THE SHOPPER	12/13/2024	EFT	0.00	53.37	880
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
63640	Invoice	12/04/2024	2025 ADOPTED BUDGET LABELS	0.00	16.34	
001-111-000-51423-3100		FIN AC - Office and Opera		2025 ADOPTED BUDGET L	16.34	
63698	Invoice	12/09/2024	TELEPHONIC WARRANT	0.00	37.03	
001-118-000-52122-3100		PD PAT - Office and Opera		TELEPHONIC WARRANT	37.03	
VENO1972	THOMAS A FURRER	12/13/2024	EFT	0.00	1,599.07	881
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DECEMBER/2024	Invoice	12/09/2024	DECEMBER/2024 COURT SECURITY SERVI	0.00	1,599.07	
001-112-000-51251-4109		MUNI CT - Other Professi		DECEMBER/2024 COURT S	1,599.07	
201148	TMG SERVICES, INC.	12/13/2024	EFT	0.00	5,253.15	882
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0052597-IN	Invoice	11/12/2024	CUST# 1908050 FIELD SERVICE	0.00	5,253.15	
402-640-000-53580-4100		SEW SV SAT - Professional		CUST# 1908050 FIELD SER	5,253.15	
202392	VERIZON WIRELESS	12/13/2024	EFT	0.00	3,021.72	883
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9979256684	Invoice	11/20/2024	ACCT# 972465947-00001	0.00	3,021.72	
001-115-000-51895-4200		PW ADM - Communicatio		ACCT# 972465947-00001	382.07	
001-118-000-52122-4200		PD PAT - Communication		ACCT# 972465947-00001	1,679.02	
001-130-000-51810-4200		HR - Communication		ACCT# 972465947-00001	42.27	
001-132-000-51888-4200		IT - Communication		ACCT# 972465947-00001	82.28	
001-140-000-52460-4200		CD CODE - Communicatio		ACCT# 972465947-00001	56.49	
001-140-000-55850-4200		CD BLDG - Communicatio		ACCT# 972465947-00001	98.76	
001-140-000-55860-4200		CD PLAN - Communicatio		ACCT# 972465947-00001	14.27	
001-141-000-57680-4200		PARKS - Communication		ACCT# 972465947-00001	42.27	
101-000-000-54264-4200		ST TR CTL - Communicati		ACCT# 972465947-00001	42.27	
401-000-000-53480-4200		WAT - Communication		ACCT# 972465947-00001	203.48	
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 972465947-00001	253.62	
404-000-000-53180-4200		STRM - Communication		ACCT# 972465947-00001	82.67	
503-000-000-54865-4200		EMR - Communication		ACCT# 972465947-00001	42.25	
VENO2437	WALTER E NELSON CO OF WESTERN	12/13/2024	EFT	0.00	84.01	884
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1026585	Invoice	11/22/2024	CUST# 12400 TOILET PAPER	0.00	68.45	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 12400 TOILET PAPE	68.45	

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1028577	Invoice	12/06/2024	CUST# 12400 URINAL BLOCKS	0.00	15.56	
402-400-000-53580-3100	SEW SV MN - Office and		CUST# 12400 URINAL BLO		15.56	
000401	A T & T	12/13/2024	Regular	0.00	58.22	112099
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
030 265 9923 00	Invoice	12/03/2024	030 265 9923 001 DEC24	0.00	58.22	
402-400-000-53580-4200	SEW SV MN - Communica		030 265 9923 001 DEC24		58.22	
VEN01660	ANDERSON APPRAISAL, INC.	12/13/2024	Regular	0.00	2,500.00	112100
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6510-24BAW	Invoice	12/02/2024	COMMERCIAL APPRAISAL EAGLEWOOD L	0.00	2,500.00	
401-000-000-53480-4100	WAT - Professional Servic		COMMERCIAL APPRAISAL		2,500.00	
VEN02639	ANDREA M WILBUR-SIGO	12/13/2024	Regular	0.00	2,000.00	112101
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002030	Invoice	11/20/2024	CREATIVE DISTRICT LOGO	0.00	2,000.00	
001-140-000-55860-4100	CD PLAN - Professional Se		CREATIVE DISTRICT LOGO		2,000.00	
VEN02340	BLT SHELTON PONY, LLC	12/13/2024	Regular	0.00	387.96	112102
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
527021	Invoice	12/09/2024	SEAT COVER ASSEMBLY/UNIT480	0.00	387.96	
001-118-000-52122-3110	PD PAT - Office & Operati		SEAT COVER ASSEMBLY/U		387.96	
098000	BUILDERS FIRSTSOURCE	12/13/2024	Regular	0.00	1,593.77	112103
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
99155657	Invoice	12/04/2024	ACCT# 671668 LUMBER	0.00	13.10	
001-141-000-57680-3100	PARKS - Office and Opera		ACCT# 671668 LUMBER		13.10	
99173386	Invoice	12/09/2024	CUST# 671668 MISC SUPPLIES/SHOP MAI	0.00	1,235.63	
401-000-000-53480-3100	WAT - Office and Operati		CUST# 671668 MISC SUPP		1,235.63	
99180337	Invoice	12/10/2024	CUST# 671668 LUMBER	0.00	295.83	
401-000-000-53480-3100	WAT - Office and Operati		CUST# 671668 LUMBER		295.83	
99180350	Invoice	12/10/2024	CUST# 671668 LUMBER	0.00	49.21	
401-000-000-53480-3100	WAT - Office and Operati		CUST# 671668 LUMBER		49.21	
006400	CASCADE NATURAL GAS	12/13/2024	Regular	0.00	6,045.50	112104
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
019 121 0000 3 D	Invoice	12/04/2024	019 121 0000 3 DEC24	0.00	279.45	
001-140-000-55430-4700	CD AN CTRL - Utility Servi		019 121 0000 3 DEC24		279.45	
079 121 0000 0 D	Invoice	12/04/2024	079 121 0000 0 DEC24	0.00	853.76	
001-142-000-57250-4700	FACIL LIB - Utility Services		079 121 0000 0 DEC24		853.76	
315 383 7201 7 D	Invoice	12/04/2024	315 383 7201 7 DEC24	0.00	2,436.97	
402-400-000-53580-4700	SEW SV MN - Utility Servi		315 383 7201 7 DEC24		2,436.97	
536 175 0649 7 D	Invoice	12/04/2024	536 175 0649 7 DEC 24	0.00	98.10	
401-000-000-53480-4701	WAT - Utility Services - Sh		536 175 0649 7 DEC 24		98.10	
709 121 0000 8 D	Invoice	12/04/2024	709 121 0000 8 DEC24	0.00	1,174.53	
401-000-000-53480-4701	WAT - Utility Services - Sh		709 121 0000 8 DEC24		1,174.53	
809 121 0000 7 D	Invoice	12/04/2024	809 121 0000 7 DEC24	0.00	79.02	
401-000-000-53480-4701	WAT - Utility Services - Sh		809 121 0000 7 DEC24		79.02	
881 121 0000 8 D	Invoice	12/04/2024	881 121 0000 8 DEC24	0.00	565.81	
001-142-000-51890-4715	FACIL CIVIC - Utility Servic		881 121 0000 8 DEC24		565.81	
909 121 0000 6 D	Invoice	12/04/2024	909 121 0000 6 DEC24	0.00	557.86	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-4701	WAT - Utility Services - Sh		909 121 0000 6 DEC24		557.86	
108679	CENTRAL MASON FIRE AND EMS	12/13/2024	Regular	0.00	186,318.05	112105
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1422	Invoice	11/27/2024	FIRE MARSHALL SERVICES/OCT 24	0.00	5,885.00	
001-119-000-52230-4103		FIRE PREV - Prof Svcs - Fir		FIRE MARSHALL SERVICES/	5,885.00	
1423	Invoice	11/27/2024	FIRE MARSHALL SERVICES/NOV 24	0.00	4,765.00	
001-119-000-52230-4103		FIRE PREV - Prof Svcs - Fir		FIRE MARSHALL SERVICES/	4,765.00	
DECEMBER/202	Invoice	12/10/2024	DECEMBER/2024 FIRE SERVICES	0.00	175,668.05	
001-119-000-52220-4103		FIRE - Prof FF Services-Fir		DECEMBER/2024 FIRE SE	126,324.15	
001-119-000-52221-4103		EMS - Prof Services-Fire D		DECEMBER/2024 FIRE SE	42,108.05	
001-119-000-52260-4100		FIRE EQ - Professional Ser		DECEMBER/2024 FIRE SE	4,777.52	
001-119-000-52260-4100		FIRE EQ - Professional Ser		DECEMBER/2024 FIRE SE	2,458.33	
VENO1214	CINTAS CORPORATION	12/13/2024	Regular	0.00	172.27	112106
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5243231209	Invoice	12/06/2024	CUST# 10690213 FIRST AID SUPPLIES	0.00	172.27	
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# 10690213 FIRST AI	172.27	
VENO1281	CITY OF SHELTON - UTILITY BILLS/PE	12/13/2024	Regular	0.00	83.30	112107
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-00001836	Invoice	12/10/2024	1000 W PINE	0.00	83.30	
401-000-000-53480-4701		WAT - Utility Services - Sh		1000 W PINE	83.30	
008310	CODEPROS, LLC	12/13/2024	Regular	0.00	44,688.40	112108
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHL-091324	Invoice	09/13/2024	SUPPLEMENTAL SERVICE FEES 4/24-8/24	0.00	44,688.40	
001-140-000-55850-4100		CD BLDG - Professional Se		SUPPLEMENTAL SERVICE F	44,688.40	
VENO1309	CORINA WOOD	12/13/2024	Regular	0.00	163.22	112109
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REIMBURSEMEN	Invoice	12/11/2024	REIMBURSE/DEC24 RACIALEQUITYTRAINC	0.00	163.22	
001-112-000-51251-4307		MUNI CT - Travel-Training		REIMBURSE/DEC24 RACIA	163.22	
008751	CRYSTAL SPRINGS	12/13/2024	Regular	0.00	321.70	112110
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24715526 12042	Invoice	12/04/2024	ACCT# 1032581724715526	0.00	237.85	
001-112-000-51251-3100		MUNI CT - Office and Ope		ACCT# 103258172471552	27.52	
001-112-000-51251-4500		MUNI CT - Operating Ren		ACCT# 103258172471552	4.36	
001-118-000-52122-3100		PD PAT - Office and Opera		ACCT# 103258172471552	61.55	
001-118-000-52122-4500		PD PAT - Operating Rental		ACCT# 103258172471552	4.36	
001-130-000-51810-3100		HR - Office and Operating		ACCT# 103258172471552	81.96	
001-130-000-51810-3100		HR - Office and Operating		ACCT# 103258172471552	-12.00	
001-130-000-51810-4500		HR - Operating Rentals		ACCT# 103258172471552	8.72	
001-140-000-55430-4500		CD AN CTRL - Operating R		ACCT# 103258172471552	4.36	
401-000-000-53480-3100		WAT - Office and Operati		ACCT# 103258172471552	48.30	
401-000-000-53480-4500		WAT - Operating Rentals		ACCT# 103258172471552	8.72	
24726383 12042	Invoice	12/04/2024	CUST# 10331092247 WWTP	0.00	83.85	
402-400-000-53580-4500		SEW SV MN - Operating R		CUST# 10331092247 WWT	83.85	
009595	DEPT. OF LICENSING	12/13/2024	Regular	0.00	18.00	112111

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP240050	Invoice	12/11/2024	SHP240050		0.00	18.00
657-000-000-58600-0007		Concealed Pistol Permits		SHP240050		18.00
VEN01592	EDGAR JERONIMO PABLO	12/13/2024	Regular	0.00	140.00	112112
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
736	Invoice	12/11/2024	INTERPRETATION11062024		0.00	140.00
001-112-000-51251-4106		MUNI CT - Interpreter Ex	24-ITC	INTERPRETATION1106202		140.00
VEN02425	HUMANE SOCIETY OF MASON COU	12/13/2024	Regular	0.00	229.86	112113
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2228424	Invoice	11/25/2024	BLUE/NEUTER,VACCINE,MICROCHIP		0.00	229.86
001-140-000-55430-4100		CD AN CTRL - Professional		BLUE/NEUTER,VACCINE,MI		229.86
VEN02487	INSLEE, BEST, DOEZIE & RYDER, P.S.	12/13/2024	Regular	0.00	2,006.00	112114
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
427461	Invoice	11/19/2024	CLIENT# 370859 HEARING EXAMINER		0.00	1,711.00
001-140-000-55860-4100		CD PLAN - Professional Se		CLIENT# 370859 HEARING		1,711.00
428658	Invoice	12/06/2024	CLIENT# 370859 HEARING EXAMINER		0.00	295.00
001-140-000-55860-4100		CD PLAN - Professional Se		CLIENT# 370859 HEARING		295.00
070966	JOHN HANCOCK LIFE INS CO	12/13/2024	Regular	0.00	1,286.98	112115
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4005415513	Invoice	12/15/2024	GROUP# 03080 DOBIE, HAEFLIGER, LONG		0.00	1,286.98
502-000-000-51725-2032		PR BEN - Ins-LongTrmCar		GROUP# 03080 DOBIE, HA		363.01
611-000-000-51725-2032		FF PEN - Ins-LongTrmCare		GROUP# 03080 DOBIE, HA		923.97
VEN02631	LAW, LYMAN, DANIEL, KAMERRER, i	12/13/2024	Regular	0.00	448.50	112116
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MICHELLE ENGLE	Invoice	11/30/2024	CLIENT ID: SHEL-001/NOV24		0.00	448.50
001-122-000-51541-4100		LEGAL - Professional Servi		CLIENT ID: SHEL-001/NOV		448.50
090100	LES SCHWAB TIRES	12/13/2024	Regular	0.00	84.86	112117
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
83200825916	Invoice	10/11/2024	CUST# S32-01440/TIRE REPAIR 59481D		0.00	84.86
001-118-000-52122-3110		PD PAT - Office & Operati		CUST# S32-01440/TIRE RE		84.86
113004	MASON COUNTY - UTILITIES/WASTE	12/13/2024	Regular	0.00	364.88	112118
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
007411	Invoice	12/02/2024	ACCT# SW-C021 TICKET# 532701		0.00	23.62
001-142-000-51890-3115		FACIL CIVIC - Office and O		ACCT# SW-C021 TICKET# 5		23.62
007412	Invoice	12/02/2024	ACCT# SW-C035 TKTS 529684,529685,532		0.00	341.26
101-000-000-54230-3100		ST RD WAY - Office and O		ACCT# SW-C035 TKTS 5296		341.26
VEN01755	MASON COUNTY GARBAGE	12/13/2024	Regular	0.00	420.10	112119
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
NOVEMBER/2024	Invoice	12/11/2024	NOVEMBER 2024 DEBT COLLECTION		0.00	420.10
657-000-000-58940-0000		Mason County Garbage C		NOVEMBER 2024 DEBT CO		420.10
112400	MASON COUNTY TRANSIT	12/13/2024	Regular	0.00	590.00	112120

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11266	Invoice	11/30/2024	CUST# CIT100/NOV GYM USE	0.00	590.00	
001-141-000-57120-4500		REC - Operating Rentals		CUST# CIT100/NOV GYM U	590.00	
113000	MASON COUNTY TREASURER	12/13/2024	Regular	0.00	78.00	112121
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
NOVEMBER/2024	Invoice	12/12/2024	CVC FINES & FORFEITS NOV 24	0.00	78.00	
657-000-000-58600-0005		CVC Fines & Forfeits		CVC FINES & FORFEITS NO	78.00	
VEN02074	MICHAEL T. SORENSEN	12/13/2024	Regular	0.00	1,747.28	112122
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
241204	Invoice	12/09/2024	TRAFFIC SIGNAL ANNUAL TESTING/CERTIF	0.00	1,747.28	
101-000-000-54264-4800		ST TR CTL - Repairs and M		TRAFFIC SIGNAL ANNUAL	1,747.28	
142300	NISQUALLY INDIAN TRIBE	12/13/2024	Regular	0.00	8,053.50	112123
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
41899	Invoice	11/30/2024	INMATE INCARCERATION FEES/NOV24	0.00	8,053.50	
001-123-000-52360-4103		DET & COR - Professional		INMATE INCARCERATION F	8,053.50	
VEN02312	ODP BUSINESS SOLUTIONS LLC	12/13/2024	Regular	0.00	153.93	112124
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
398113607001	Invoice	11/26/2024	ACCT# 28972108 INDEX CARDS	0.00	41.00	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 28972108 INDEX C	41.00	
398113920001	Invoice	11/26/2024	ACCT# 28972108 MISC OFFIC SUPPLIES	0.00	66.41	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 28972108 MISC OF	66.41	
398113921001	Invoice	11/26/2024	ACCT# 28972108 FILE CARDS, PENS	0.00	46.52	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 28972108 FILE CAR	46.52	
149046	OLYMPIC LOCK & KEY	12/13/2024	Regular	0.00	52.27	112125
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20155	Invoice	12/04/2024	KEY COPIES	0.00	52.27	
402-400-000-53580-3100		SEW SV MN - Office and		KEY COPIES	52.27	
150076	OWEN EQUIPMENT COMPANY	12/13/2024	Regular	0.00	669.77	112126
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00220469	Invoice	11/22/2024	ACCT# 35941 HUB ASSEM/19976D	0.00	669.77	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		ACCT# 35941 HUB ASSEM/	669.77	
VEN02623	PETROCARD, INC	12/13/2024	Regular	0.00	3,220.82	112127
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0539349-IN	Invoice	11/27/2024	CUST# 20-0108487 FUEL	0.00	3,220.82	
503-250-000-58900-0001		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	3,220.82	
164899	QWEST DBA CENTURYLINK	12/13/2024	Regular	0.00	1,067.10	112128

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
333641982 NOV2	Invoice	11/28/2024	333641982 NOV24	0.00	1,067.10	
401-000-000-53480-4201					225.19	
402-300-000-53580-4200					60.20	
402-400-000-53580-4200					384.20	
402-400-000-53580-4200					149.23	
402-640-000-53580-4200					248.28	
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	77.50	112129
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
127281	Invoice	11/28/2024	PO# 4901 LEGAL NOTES/2026-1024-24 B	0.00	77.50	
001-110-000-51160-4100		COUNCIL - Professional S		PO# 4901 LEGAL NOTES/2	77.50	
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	46.50	112130
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
127373	Invoice	12/05/2024	PO#4922 LEGAL NOTE AMENDING TITLE 2	0.00	46.50	
001-110-000-51160-4100		COUNCIL - Professional S		PO#4922 LEGAL NOTE AM	46.50	
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	31.00	112131
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
127376	Invoice	12/05/2024	PO# 4923 LEGAL NOTE ADOPTING BUDGE	0.00	31.00	
001-110-000-51160-4100		COUNCIL - Professional S		PO# 4923 LEGAL NOTE AD	31.00	
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	93.00	112132
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
127282	Invoice	11/28/2024	PO# 4902 LEGAL 2027-1024 SALES&USE T	0.00	93.00	
001-110-000-51160-4100		COUNCIL - Professional S		PO# 4902 LEGAL 2027-102	93.00	
187000	SHELTON-MASON COUNTY JOURNA	12/13/2024	Regular	0.00	46.50	112133
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
127377	Invoice	12/05/2024	PO#4924 LEGAL NOTE AD VALOREM TAXE	0.00	46.50	
001-110-000-51160-4100		COUNCIL - Professional S		PO#4924 LEGAL NOTE AD	46.50	
VEN02534	SUMMIT TOWING INC	12/13/2024	Regular	0.00	471.04	112134
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1781	Invoice	12/09/2024	TOW/KIA OPTIMA 24-511806	0.00	471.04	
001-118-000-52122-4100		PD PAT - Professional Serv		TOW/KIA OPTIMA 24-5118	471.04	
178252	TASCHNER LAW, PLLC	12/13/2024	Regular	0.00	12,940.00	112135
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DECEMBER/2024	Invoice	12/09/2024	DECEMBER 2024/PUBLIC DEFENSE SERVIC	0.00	12,940.00	
001-122-000-51593-4100		LEGAL - Public Defense/A		DECEMBER 2024/PUBLIC D	12,940.00	
VEN02199	TERMINIX PROCESSING CENTER	12/13/2024	Regular	0.00	1,834.00	112136
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
453859683	Invoice	11/18/2024	CUST# 13633877 1000 W PINE ST	0.00	109.70	
401-000-000-53480-4101		WAT - Professional Servic		CUST# 13633877 1000 W	109.70	
453859934	Invoice	11/18/2024	CUST# 13634151 811 S 15TH	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic		CUST# 13634151 811 S 15	73.49	
453859999	Invoice	11/18/2024	CUST# 13634132 1437 W HARVARD	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic		CUST# 13634132 1437 W	73.49	

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453860365	Invoice	11/18/2024	CUST# 13638789 553 BEAR	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13638789 553 BEA		73.49	
453860631	Invoice	11/18/2024	CUST# 13638825 907 W BIRCH	0.00	70.29	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13638825 907 W B		70.29	
453860847	Invoice	11/18/2024	CUST# 13634265 2001 N 13TH	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13634265 2001 N		73.49	
453860974	Invoice	11/18/2024	CUST# 13634026 2401 N SHELTON SPRIN	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13634026 2401 N S		73.49	
453861167	Invoice	11/18/2024	CUST# 13638814 100 MUNCASTER	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13638814 100 MU		73.49	
453861439	Invoice	11/18/2024	CUST# 13634102 900 WALLACE KNEELAN	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13634102 900 WAL		73.49	
453861812	Invoice	11/18/2024	CUST# 13632896 10891 N HWY 101	0.00	153.36	
402-640-000-53580-4100		SEW SV SAT - Professional	CUST# 13632896 10891 N		153.36	
453862097	Invoice	11/18/2024	CUST# 13638801 51 PUBLIC WORKS DR	0.00	73.49	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13638801 51 PUBLI		73.49	
453866323	Invoice	11/18/2024	CUST# 13638768 626 MAGNOLIA	0.00	70.29	
401-000-000-53480-4100		WAT - Professional Servic	CUST# 13638768 626 MAG		70.29	
453866372	Invoice	11/18/2024	CUST# 13959345 710 W ALDER	0.00	150.17	
001-142-000-57250-4100		FACIL LIB - Professional Se	CUST# 13959345 710 W A		150.17	
453866399	Invoice	11/18/2024	CUST# 13959313 427 W RAILROAD	0.00	150.17	
001-142-000-57530-4100		FACIL MUSM - Profession	CUST# 13959313 427 W R		150.17	
453866440	Invoice	11/18/2024	CUST# 13634000 311 S FRONT	0.00	73.49	
402-400-000-53580-4100		SEW SV MN - Professional	CUST# 13634000 311 S FR		73.49	
453866476	Invoice	11/18/2024	CUST# 13634073 100 TURNER	0.00	73.49	
402-400-000-53580-4100		SEW SV MN - Professional	CUST# 13634073 100 TUR		73.49	
453866665	Invoice	11/18/2024	CUST# 13632853 1701 FAIRMOUNT	0.00	244.95	
402-400-000-53580-4100		SEW SV MN - Professional	CUST# 13632853 1701 FAI		244.95	
454100437	Invoice	11/26/2024	CUST#13959326 122 W FRANKLIN	0.00	150.17	
001-119-000-52250-4100		FIRE FACIL - Professional	CUST#13959326 122 W FR		150.17	
201300	TOZIER BROS INC.	12/13/2024	Regular	0.00	156.00	112137
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
473177	Invoice	12/04/2024	CUST# 20090 BALL VALVE	0.00	9.05	
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 20090 BALL VALVE	9.05	
473185	Invoice	12/05/2024	CUST# 20090 PVC, BRASS	0.00	33.06	
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 20090 PVC, BRASS	33.06	
473189	Invoice	12/05/2024	CUST# 20090 MISC SUPPLIES	0.00	51.99	
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# 20090 MISC SUPPLI	51.99	
473200	Invoice	12/05/2024	CUST# 20090 PIPE INSULAT, GFI ST RECPT	0.00	42.55	
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 20090 PIPE INSULAT	42.55	
473251	Invoice	12/09/2024	CUST# 20090 NUTS AND BOLTS	0.00	4.03	
001-141-000-57680-3100		PARKS - Office and Opera		CUST# 20090 NUTS AND B	4.03	
473284	Invoice	12/11/2024	CUST# 20090 BLOW OFF DUSTER	0.00	15.32	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 20090 BLOW OFF D	15.32	
903738	TRENCHLESS CONSTRUCTION	12/13/2024	Regular	0.00	750.00	112138
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DEC2024/HYDRA	Invoice	12/03/2024	DEC2024/HYDRANTMETERDEPOSITREUN	0.00	750.00	
401-000-000-362100000		WAT - Equipment Rentals		DEC2024/HYDRANTMETER	750.00	
202195	U.S. BANK N.A.-CUSTODY	12/13/2024	Regular	0.00	42.00	112139

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CUSTODYCHARGE	Invoice	12/11/2024	CUSTODYCHARGES/NOV24		0.00	42.00
001-111-000-51423-4102		FIN AC - Prof Services-Ba		NOVEMBER/2024 MONTH		42.00
VEN02638	UPSTATE WHOLESALE SUPPLY INC	12/13/2024	Regular	0.00	196.02	112140
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV36291	Invoice	11/22/2024	BODY WORN CAMERAS		0.00	196.02
001-118-000-52122-3100		PD PAT - Office and Opera		BODY WORN CAMERAS		196.02
202340	UTILITIES UNDERGROUND LOCATIO	12/13/2024	Regular	0.00	52.80	112141
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4110228	Invoice	11/30/2024	ACCT# 100100 EXCAVATION	NOTIFIC/NOV	0.00	52.80
401-000-000-53480-4100		WAT - Professional Servic		ACCT# 100100 EXCAVATIO		17.60
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# 100100 EXCAVATIO		17.60
404-000-000-53180-4105		STRM - Professional Servi		ACCT# 100100 EXCAVATIO		17.60
145325	VALVOLINE LLC	12/13/2024	Regular	0.00	148.99	112142
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
345458	Invoice	12/11/2024	MAINTENANCE, WIPERS/VIN9619 69992D		0.00	148.99
001-118-000-52122-4805		PD PAT - Repairs and Mai		MAINTENANCE, WIPERS/V		148.99
VEN02544	VESTIS GROUP INC	12/13/2024	Regular	0.00	81.30	112143
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120582321	Invoice	11/27/2024	CUST# 792105973 COVERALLS, MAT,MOP,		0.00	38.33
402-400-000-53580-4900		SEW SV MN - Miscellaneous		CUST# 792105973 COVER		38.33
5120586704	Invoice	12/04/2024	ACCT# 792105972 COVERALLS, MAT, TOW		0.00	42.97
401-000-000-53480-4901		WAT - Miscellaneous - Sh		ACCT# 792105972 COVER		42.97
203035	WASHINGTON ST. TREASURER	12/13/2024	Regular	0.00	5,255.00	112144
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
NOVEMBER/2024	Invoice	12/12/2024	STATE FINES/NOV 24		0.00	5,255.00
657-000-000-58600-0006		State Fines & Forfeits		STATE FINES/NOV 24		5,255.00
203030	WASHINGTON STATE PATROL	12/13/2024	Regular	0.00	13.25	112145
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
12502621	Invoice	12/05/2024	ACCT# WA0230400 BACKGROUND CHECK		0.00	13.25
001-118-000-52122-3100		PD PAT - Office and Opera		ACCT# WA0230400 BACKG		13.25
203780	WATER MGMNT LABORATORIES INC	12/13/2024	Regular	0.00	1,039.00	112146
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
225154	Invoice	12/10/2024	ACCT# AS201R TESTS 11/7, 11/12, 11/13		0.00	324.00
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 11/7,		324.00
225194	Invoice	12/11/2024	ACCT# AS201R TESTS 11/14, 11/18		0.00	715.00
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 11/1		715.00
053987	WESTBAY NAPA AUTO PARTS	12/13/2024	Regular	0.00	165.57	112147
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
111866	Invoice	12/12/2024	ACCT# 4296 BATTERY, CORE DEPOSIT		0.00	165.57
404-000-000-53180-3100		STRM - Office and Operati		ACCT# 4296 BATTERY, COR		165.57
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	12/13/2024	Regular	0.00	51.94	112148

Check Register

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		
PACKAGEID 1350	Invoice	12/11/2024	WSPCRIMELAB/EVIDENCE	0.00	21.21	
001-118-000-52122-4200		PD PAT - Communication	WSPCRIMELAB/EVIDENCE		21.21	
PACKAGEID13442	Invoice	12/04/2024	WSPCRIMELAB/TOXICOLOGYLAB EVIDENC	0.00	30.73	
001-118-000-52122-4200		PD PAT - Communication	WSPCRIMELAB/TOXICOLO		30.73	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	50	0.00	288,455.65
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	41	26	0.00	114,134.67
	133	76	0.00	402,590.32

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	402,590.32
			<u>402,590.32</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 112164 through number 112195, EFT payment numbers 885 through 896 in the total amount of \$154,632.17 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 20th of December, 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: APPKT03374 - DECEMBER 20, 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						
005900	CAPITAL BUSINESS MACHINES	12/20/2024	EFT	0.00	173.34	885
VENO2063	CARL TANNE	12/20/2024	EFT	0.00	150.00	886
009231	DARREN PARSE	12/20/2024	EFT	0.00	300.00	887
023078	FASTENAL COMPANY	12/20/2024	EFT	0.00	321.89	888
VENO1406	FERGUSON WATERWORKS	12/20/2024	EFT	0.00	1,211.59	889
079581	KCDA PURCHASING COOPERATIVE	12/20/2024	EFT	0.00	132.90	890
VENO1428	MOORING TECH, INC.	12/20/2024	EFT	0.00	261.36	891
142965	NORTHSTAR CHEMICAL, INC	12/20/2024	EFT	0.00	5,075.83	892
151000	P. U. D. # 3	12/20/2024	EFT	0.00	4,254.08	893
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	12/20/2024	EFT	0.00	5,450.97	894
195599	STATE AUDITORS OFFICE	12/20/2024	EFT	0.00	278.20	895
VENO1578	SUMMIT LAW GROUP	12/20/2024	EFT	0.00	6,336.68	896
VENO1393	APGN INC.	12/20/2024	Regular	0.00	1,632.00	112164
024990	BRIDGESTONE RETAIL OPERATIONS,	12/20/2024	Regular	0.00	1,215.28	112165
098000	BUILDERS FIRSTSOURCE	12/20/2024	Regular	0.00	2,456.84	112166
009595	DEPT. OF LICENSING	12/20/2024	Regular	0.00	21.00	112167
VENO2460	FIRST CITIZENS BANK & TRUST CO	12/20/2024	Regular	0.00	516.19	112168
VENO1612	GENSCO, INC.	12/20/2024	Regular	0.00	1,447.69	112169
VENO2425	HUMANE SOCIETY OF MASON COUN	12/20/2024	Regular	0.00	456.72	112170
064940	J & I POWER EQUIPMENT INC	12/20/2024	Regular	0.00	67.60	112171
VENO2284	JARED FORD	12/20/2024	Regular	0.00	1,000.00	112172
082265	KITSAP CO SHERIFF DEPT	12/20/2024	Regular	0.00	412.81	112173
VENO1938	MASON COUNTY JAIL	12/20/2024	Regular	0.00	53,380.84	112174
112000	MASON COUNTY SHERIFF DEPT	12/20/2024	Regular	0.00	50.55	112175
114350	MASON GENERAL HOSPITAL	12/20/2024	Regular	0.00	49.00	112176
114420	MASON TRANSIT AUTHORITY	12/20/2024	Regular	0.00	590.00	112177
VENO2640	MICHELE LEWIS	12/20/2024	Regular	0.00	400.00	112178
VENO2634	NATIONAL ASSOCIATION FOR PRESI	12/20/2024	Regular	0.00	300.00	112179
VENO2312	ODP BUSINESS SOLUTIONS LLC	12/20/2024	Regular	0.00	202.36	112180
VENO2623	PETROCARD, INC	12/20/2024	Regular	0.00	3,083.33	112181
161080	PROFORCE	12/20/2024	Regular	0.00	23,494.61	112182
VENO2523	RAH INTERMEDIATE, LLC	12/20/2024	Regular	0.00	242.81	112183
VENO2641	RAMIRO ORDONEZ AGUILAR	12/20/2024	Regular	0.00	1,000.00	112184
903584	RIGHT SYSTEMS	12/20/2024	Regular	0.00	25,532.36	112185
196341	STEVEN R. BUZZARD	12/20/2024	Regular	0.00	375.00	112186
200985	THURSTON CO PUBLIC HEALTH	12/20/2024	Regular	0.00	864.00	112187
201300	TOZIER BROS INC.	12/20/2024	Regular	0.00	483.46	112188
VENO2544	VESTIS GROUP INC	12/20/2024	Regular	0.00	124.27	112189
VENO2287	WARRIOR WOMAN LAW PLLC	12/20/2024	Regular	0.00	2,775.00	112190
202900	WASH. ASSOC. OF SHERIFFS & POLI	12/20/2024	Regular	0.00	975.00	112191
203035	WASHINGTON ST. TREASURER	12/20/2024	Regular	0.00	5,255.01	112192
203780	WATER MGMNT LABORATORIES INC	12/20/2024	Regular	0.00	482.00	112193
203780	WATER MGMNT LABORATORIES INC	12/20/2024	Regular	0.00	1,004.00	112194

Check Register

Packet: APPIKT03374-DECEMBER 20, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
053987	WESTBAY NAPA AUTO PARTS	12/20/2024	Regular	0.00	795.60	112195

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	32	0.00	130,685.33
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	14	12	0.00	23,946.84
	81	44	0.00	154,632.17

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	154,632.17
			<u>154,632.17</u>



Shelton, WA

Check Register

Packet: APPKT03374 - DECEMBER 20, 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						
005900	CAPITAL BUSINESS MACHINES	12/20/2024	EFT	0.00	173.34	885
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV241734	Invoice	12/09/2024	CONTRACT# CN2621-01	0.00	137.44	
001-118-000-52122-4500		PD PAT - Operating Rental			137.44	
INV241735	Invoice	12/09/2024	CONTRACT# CN2736-01	0.00	35.90	
001-118-000-52122-4500		PD PAT - Operating Rental			35.90	
VEN02063	CARL TANNE	12/20/2024	EFT	0.00	150.00	886
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1216-2024-SHELT	Invoice	12/17/2024	INTERPRETATION12172024	0.00	150.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION1217202	150.00	
009231	DARREN PARSE	12/20/2024	EFT	0.00	300.00	887
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	12/13/2024	INTERPRETATION12132024	0.00	150.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION1213202	150.00	
INTERPRETATION	Invoice	12/19/2024	INTERPRETATION12182024	0.00	150.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION1218202	150.00	
023078	FASTENAL COMPANY	12/20/2024	EFT	0.00	321.89	888
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM230037	Invoice	12/12/2024	CUST# WATUM1961 MISC SUPPLIES	0.00	321.89	
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1961 MISC	321.89	
VEN01406	FERGUSON WATERWORKS	12/20/2024	EFT	0.00	1,211.59	889
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0064309	Invoice	12/13/2024	CUST# 2545 SENSUS METER	0.00	1,211.59	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 2545 SENSUS METE	1,211.59	
079581	KCDA PURCHASING COOPERATIVE	12/20/2024	EFT	0.00	132.90	890
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300824544	Invoice	12/11/2024	CUST# 101367 MISC OFFICE SUPPLIES	0.00	132.90	
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# 101367 MISC OFFIC	132.90	
VEN01428	MOORING TECH, INC.	12/20/2024	EFT	0.00	261.36	891
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
81873	Invoice	09/20/2024	CUST# C13227 FINGERPRINT READERS	0.00	261.36	
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# C13227 FINGERPRI	261.36	
142965	NORTHSTAR CHEMICAL, INC	12/20/2024	EFT	0.00	5,075.83	892
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
299651	Invoice	12/13/2024	CUST# 100472 SODIUM HYPOCHLORITE	0.00	5,075.83	
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 100472 SODIUM HY	5,075.83	
151000	P. U. D. # 3	12/20/2024	EFT	0.00	4,254.08	893

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Packet: APPKT03374-DECEMBER 20, 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	
16508	Invoice	10/16/2024	ACCT# 283 LIGHT POLE REPLACE #23-S05	0.00	4,254.08	
101-000-000-54230-4100		ST RD WAY - Professional		ACCT# 283 LIGHT POLE RE	4,254.08	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	12/20/2024	EFT	0.00	5,450.97	894
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
79249	Invoice	12/06/2024	2025 COMP PLAN & EIS	0.00	5,450.97	
001-140-000-55870-4100		CD ECON DEV - EDC-Profe		2025 COMP PLAN & EIS	5,450.97	
195599	STATE AUDITORS OFFICE	12/20/2024	EFT	0.00	278.20	895
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1165336	Invoice	12/11/2024	AUDIT# 52568 ACCOUNTABILITY AUDIT 2	0.00	278.20	
675-000-000-57120-4100		Professional Svcs / Adver		AUDIT# 52568 ACCOUNTA	55.64	
675-000-000-57680-4100		Services-City Chg		AUDIT# 52568 ACCOUNTA	222.56	
VEN01578	SUMMIT LAW GROUP	12/20/2024	EFT	0.00	6,336.68	896
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
159406	Invoice	12/18/2024	CLIENT# 20161-10 JXL GENERAL LABOR	0.00	6,336.68	
001-130-000-51810-4100		HR - Professional Services		CLIENT# 20161-10 JXL GEN	6,336.68	
VEN01393	APGN INC.	12/20/2024	Regular	0.00	1,632.00	112164
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20627	Invoice	12/11/2024	10-0015 SHELTON/CORE DIAGNOSTIC	0.00	1,632.00	
402-400-000-53580-4800		SEW SV MN - Repairs and		10-0015 SHELTON/CORE D	1,632.00	
024990	BRIDGESTONE RETAIL OPERATIONS,	12/20/2024	Regular	0.00	1,215.28	112165
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
180075	Invoice	12/12/2024	NEW TIRES/VIN 9619	0.00	1,215.28	
001-118-000-52122-3110		PD PAT - Office & Operati		NEW TIRES/VIN 9619	1,215.28	
098000	BUILDERS FIRSTSOURCE	12/20/2024	Regular	0.00	2,456.84	112166
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
75736862	Invoice	12/04/2024	ACCT# 671668 MISC SUPPLIES/SHP MAIN	0.00	2,371.96	
401-000-000-53480-3100		WAT - Office and Operati		ACCT# 671668 MISC SUPP	2,371.96	
99185110	Invoice	12/11/2024	ACCT# 671668 PAINT SUPPLIES	0.00	84.88	
401-000-000-53480-3100		WAT - Office and Operati		ACCT# 671668 PAINT SUPP	84.88	
009595	DEPT. OF LICENSING	12/20/2024	Regular	0.00	21.00	112167
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP240051	Invoice	12/13/2024	SHP240051	0.00	21.00	
657-000-000-58600-0007		Concealed Pistol Permits		SHP240051	21.00	
VEN02460	FIRST CITIZENS BANK & TRUST CO	12/20/2024	Regular	0.00	516.19	112168
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
46116622	Invoice	12/12/2024	CONTRACT# 900-0344406-000	0.00	516.19	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# 900-0344406-	42.19	
001-112-000-59112-7001		MUNI CT - Long Term Lea		CONTRACT# 900-0344406-	474.00	
VEN01612	GENSCO, INC.	12/20/2024	Regular	0.00	1,447.69	112169

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Packet: APPKT03374-DECEMBER 20, 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	
859063815	Invoice	12/10/2024	CUST# 31310 PLEATED FILTER	0.00	43.37	
001-140-000-55430-3100		CD AN CTRL - Office and		CUST# 31310 PLEATED FIL	43.37	
859063817	Invoice	12/10/2024	CUST# 31310 PLEATED/CARBON FILTERS	0.00	256.37	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 31310 PLEATED/CA	256.37	
859063819	Invoice	12/10/2024	CUST# 31310 PLEATED FILTERS	0.00	260.24	
001-142-000-57250-3100		FACIL LIB - Office and Ope		CUST# 31310 PLEATED FIL	260.24	
859063821	Invoice	12/10/2024	CUST# 31310 PLEATED FILTERS	0.00	409.39	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 31310 PLEATED FIL	409.39	
859063823	Invoice	12/10/2024	CUST# 31310 PLEATED FILTER	0.00	53.45	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 31310 PLEATED FIL	53.45	
859072323	Invoice	12/11/2024	CUST# 31310 EXACT/PLEATED FILTERS	0.00	342.83	
001-119-000-52250-3100		FIRE FACIL - Office and Op		CUST# 31310 EXACT/PLEAT	342.83	
859072325	Invoice	12/11/2024	CUST# 31310 EXACT	0.00	82.04	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 31310 EXACT	82.04	
VEN02425	HUMANE SOCIETY OF MASON COUN	12/20/2024	Regular	0.00	456.72	112170
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2235182	Invoice	12/15/2024	HONEY & ROSIE/SPAY,VACCINES	0.00	456.72	
001-140-000-55430-4100		CD AN CTRL - Professional		HONEY & ROSIE/SPAY,VACC	456.72	
064940	J & I POWER EQUIPMENT INC	12/20/2024	Regular	0.00	67.60	112171
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
798596	Invoice	12/13/2024	CUST# 15090 MISC PARTS, ENGINE OIL	0.00	67.60	
001-112-000-52360-3100		COM SVC - Office and Op		CUST# 15090 MISC PARTS,	67.60	
VEN02284	JARED FORD	12/20/2024	Regular	0.00	1,000.00	112172
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
TUITIONREIMBU	Invoice	12/16/2024	TUITIONREIMBURSEMENT/DECEMBER24	0.00	1,000.00	
001-118-000-52122-4920		PD PAT - Misc-Education		TUITIONREIMBURSEMENT	1,000.00	
082265	KITSAP CO SHERIFF DEPT	12/20/2024	Regular	0.00	412.81	112173
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2024-16	Invoice	11/26/2024	2024 FALL EVOC NON PIT/PIT	0.00	412.81	
001-118-000-52140-3100		PD TRG - Office and Oper		2024 FALL EVOC NON PIT/	412.81	
VEN01938	MASON COUNTY JAIL	12/20/2024	Regular	0.00	53,380.84	112174
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
Q3/2024	Invoice	12/16/2024	Q3 2024/BOOKING FEES	0.00	53,380.84	
001-123-000-52360-4103		DET & COR - Professional		Q3 2024/BOOKING FEES	53,380.84	
112000	MASON COUNTY SHERIFF DEPT	12/20/2024	Regular	0.00	50.55	112175
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1003	Invoice	12/10/2024	INMATE MEDICAL/OCT-NOV 2024	0.00	50.55	
001-123-000-52360-4100		DET & COR - Prof Services		INMATE MEDICAL/OCT-NO	50.55	
114350	MASON GENERAL HOSPITAL	12/20/2024	Regular	0.00	49.00	112176
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4004844202	Invoice	11/30/2024	ROUTINE VENIPUNCTURE #4A0898336	0.00	49.00	
001-123-000-52360-4100		DET & COR - Prof Services		ROUTINE VENIPUNCTURE	49.00	

Check Register

Packet: APPKT03374-DECEMBER 20, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
114420	MASON TRANSIT AUTHORITY	12/20/2024	Regular	0.00	590.00	112177
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11266	Invoice	11/30/2024	CUST# CIT100 NOVEMBER GYM USE	0.00	590.00	
001-141-000-57120-4500		REC - Operating Rentals		CUST# CIT100 NOVEMBER	590.00	
VEN02640	MICHELE LEWIS	12/20/2024	Regular	0.00	400.00	112178
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DAMAGEDEPOSIT	Invoice	12/14/2024	DAMAGEDEPOSITREFUND/DECEMBER24	0.00	400.00	
657-000-000-386000002		Community Cntr Damage		DAMAGEDEPOSITREFUND	400.00	
VEN02634	NATIONAL ASSOCIATION FOR PRESI	12/20/2024	Regular	0.00	300.00	112179
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MEMBERSHIPDU	Invoice	12/19/2024	MEMBERSHIPDUES/2025 DYAN SMOLINS	0.00	150.00	
001-112-000-51251-4900		MUNI CT - Miscellaneous		MEMBERSHIPDUES/2025	150.00	
MEMBERSHIPDU	Invoice	12/19/2024	MEMBERSHIPDUES/2025 KRISTINA HOW	0.00	150.00	
001-112-000-51251-4900		MUNI CT - Miscellaneous		MEMBERSHIPDUES/2025	150.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	12/20/2024	Regular	0.00	202.36	112180
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
400331924001	Invoice	12/04/2024	CUST# 28972108 PENS	0.00	11.64	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 28972108 PENS	11.64	
400332579901	Invoice	12/03/2024	ACCT# 28972108 DESKPAD, PLANNER	0.00	92.55	
401-000-000-53480-3100		WAT - Office and Operati		ACCT# 28972108 DESKPAD	92.55	
401340177001	Invoice	12/05/2024	ACCT# 28972108 OFFICE SUPPLIES	0.00	98.17	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 28972108 OFFICE S	98.17	
VEN02623	PETROCARD, INC	12/20/2024	Regular	0.00	3,083.33	112181
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0540105-IN	Invoice	12/05/2024	CUST# 20-0108487 FUEL	0.00	3,083.33	
503-250-000-58900-0001		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	3,083.33	
161080	PROFORCE	12/20/2024	Regular	0.00	23,494.61	112182
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
706853	Invoice	12/11/2024	CUST# 009361 PO#20240612-001/RIFLES	0.00	21,269.58	
001-118-000-52122-3505		PD PAT - Inventoried-Smal		CUST# 009361 PO#202406	21,269.58	
707155	Invoice	12/13/2024	CUST# 009361 RIFLESCOPE	0.00	2,225.03	
001-118-000-52122-3500		PD PAT - Small Tools/Equi		CUST# 009361 RIFLESCOPE	2,225.03	
VEN02523	RAH INTERMEDIATE, LLC	12/20/2024	Regular	0.00	242.81	112183
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV297708	Invoice	12/12/2024	CUST# 5381369 DISINFECTANT, WIPES	0.00	242.81	
001-140-000-55430-3100		CD AN CTRL - Office and		CUST# 5381369 DISINFECT	242.81	
VEN02641	RAMIRO ORDONEZ AGUILAR	12/20/2024	Regular	0.00	1,000.00	112184
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUND/DEC	Invoice	12/16/2024	BAILREFUND 4A0023205	0.00	500.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUND 4A0023205	500.00	
BAILREFUND/DEC	Invoice	12/16/2024	BAILREFUND 4A0023171	0.00	500.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUND 4A0023171	500.00	
903584	RIGHT SYSTEMS	12/20/2024	Regular	0.00	25,532.36	112185

Check Register

Packet: APPKT03374-DECEMBER 20, 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	
SI-189550	Invoice	11/27/2024	CUST# COS006 CITRIX SUPPORT 12/24-12	0.00	3,300.14	
001-132-000-51888-4100		IT - Data Processing-Prof		CUST# COS006 CITRIX SUP	3,300.14	
SI-189594	Invoice	12/04/2024	CUST# COS006 FIREWALL/SUPP 1YR END	0.00	9,798.02	
001-132-000-51888-4100		IT - Data Processing-Prof		CUST# COS006 FIREWALL/	9,798.02	
SI-189677	Invoice	12/11/2024	CUST# COS006 MANAGED SERVICES	0.00	12,434.20	
001-132-000-51888-4100		IT - Data Processing-Prof		CUST# COS006 MANAGED	12,434.20	
196341	STEVEN R. BUZZARD	12/20/2024	Regular	0.00	375.00	112186
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUDGEPROTEM/1	Invoice	12/16/2024	JUDGEPROTEM/12162024	0.00	225.00	
001-112-000-51251-4101		MUNI CT - Judge Pro-Tem		JUDGEPROTEM/12162024	225.00	
JUDGEPROTEM1	Invoice	12/18/2024	JUDGEPROTEM12182024	0.00	150.00	
001-112-000-51251-4101		MUNI CT - Judge Pro-Tem		JUDGEPROTEM12182024	150.00	
200985	THURSTON CO PUBLIC HEALTH	12/20/2024	Regular	0.00	864.00	112187
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEES/NOVEM	Invoice	12/09/2024	LABFEES/NOVEMBER2024	0.00	864.00	
401-000-000-53480-4100		WAT - Professional Servic		LABFEES/NOVEMBER2024	864.00	
201300	TOZIER BROS INC.	12/20/2024	Regular	0.00	483.46	112188
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
473304	Invoice	12/12/2024	CUST# 20090 NUTS, BOLTS, NUTSETTER,S	0.00	44.91	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 NUTS, BOLTS	44.91	
473305	Invoice	12/12/2024	CUST# 20090 BRASS	0.00	34.28	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 BRASS	34.28	
473345	Invoice	12/16/2024	CUST# 20090 4 CF PERLITE COARSE	0.00	330.95	
404-000-000-53180-3100		STRM - Office and Operati		CUST# 20090 4 CF PERLITE	330.95	
473351	Invoice	12/16/2024	CUST# 20090 PROPANE TANK	0.00	23.22	
503-000-000-54865-3200		EMR - Gas & Oil Fleet		CUST# 20090 PROPANE TA	23.22	
473366	Invoice	12/17/2024	CUST# 20090 APPL CORD, 3M TAPE	0.00	50.10	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 APPL CORD,	50.10	
VEN02544	VESTIS GROUP INC	12/20/2024	Regular	0.00	124.27	112189
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120586698	Invoice	12/04/2024	ACCT# 792105973 COVERALLS,MAT,MOP,	0.00	38.33	
402-400-000-53580-4900		SEW SV MN - Miscellaneo		ACCT# 792105973 COVER	38.33	
5120590608	Invoice	12/11/2024	ACCT# 792105972 COVERALLS, MAT, TOW	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		ACCT# 792105972 COVER	42.97	
5120594677	Invoice	12/18/2024	CUST# 792105972 COVERALLS, MAT,TOW	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	
VEN02287	WARRIOR WOMAN LAW PLLC	12/20/2024	Regular	0.00	2,775.00	112190
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
438	Invoice	11/29/2024	00693- ELMLUND	0.00	300.00	
001-122-000-51593-4100		LEGAL - Public Defense/A		00693- ELMLUND	300.00	
485	Invoice	08/28/2024	00833- STANLEY	0.00	1,015.00	
001-122-000-51593-4100		LEGAL - Public Defense/A		00833- STANLEY	1,015.00	
539	Invoice	11/26/2024	00868- PABLO PABLO	0.00	210.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00868- PABLO PABLO	210.00	
540	Invoice	11/26/2024	00833-STANLEY	0.00	70.00	

Check Register

Packet: APPKT03374-DECEMBER 20, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-122-000-51593-4101		LEGAL - OPD Grant Public	00833-STANLEY		70.00	
541	Invoice	11/26/2024	00872- ALEXANDER	0.00	50.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00872- ALEXANDER		50.00	
542	Invoice	11/26/2024	00864- COOPER	0.00	110.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00864- COOPER		110.00	
543	Invoice	11/26/2024	00523-DEAKINS	0.00	50.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00523-DEAKINS		50.00	
544	Invoice	11/26/2024	00839-JANIS	0.00	50.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00839-JANIS		50.00	
545	Invoice	11/26/2024	00718-LANPHIER	0.00	200.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00718-LANPHIER		200.00	
546	Invoice	11/26/2024	00860-MOTTET YOUNGLOVE	0.00	70.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00860-MOTTET YOUNGLO		70.00	
547	Invoice	11/26/2024	00693-ELMLUND	0.00	490.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00693-ELMLUND		490.00	
548	Invoice	11/26/2024	00791-PEREZ TOXTLE	0.00	160.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	00791-PEREZ TOXTLE		160.00	
202900	WASH. ASSOC. OF SHERIFFS & POLICE	12/20/2024	Regular	0.00	975.00	112191
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DUES2024-00884	Invoice	11/29/2024	ASSOCIATE DUES PATTON	0.00	75.00	
001-118-000-52140-3100		PD TRG - Office and Oper		ASSOCIATE DUES PATTON	75.00	
INV032387	Invoice	11/29/2024	SHEL00300 CONFERENCE REG. PATTON/D	0.00	900.00	
001-118-000-52140-3100		PD TRG - Office and Oper		SHEL00300 CONFERENCE	900.00	
203035	WASHINGTON ST. TREASURER	12/20/2024	Regular	0.00	5,255.01	112192
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
NOVEMBER/ 202	Invoice	12/20/2024	STATE FINES/ NOV 24	0.00	5,255.01	
657-000-000-58600-0006		State Fines & Forfeits		STATE FINES/ NOV 24	5,255.01	
203780	WATER MGMNT LABORATORIES INC	12/20/2024	Regular	0.00	482.00	112193
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
225279	Invoice	12/17/2024	ACCT# AS201R TESTS 12/2/2024	0.00	482.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 12/2	482.00	
203780	WATER MGMNT LABORATORIES INC	12/20/2024	Regular	0.00	1,004.00	112194
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
225142	Invoice	12/10/2024	ACCT# AS4819R TESTS 11/14	0.00	1,004.00	
401-000-000-53480-4100		WAT - Professional Servic		ACCT# AS4819R TESTS 11/	1,004.00	
053987	WESTBAY NAPA AUTO PARTS	12/20/2024	Regular	0.00	795.60	112195
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
111508	Invoice	12/09/2024	ACCT# 4296 MOTOR OIL/DIESEL EX. FLUID	0.00	375.47	
503-000-000-54865-3101		EMR - Vehicle Supplies		ACCT# 4296 MOTOR OIL/D	225.28	
503-000-000-54865-3103		EMR - Vehicle Supp-EM&		ACCT# 4296 MOTOR OIL/D	150.19	
111835	Invoice	12/12/2024	ACCT# 4296 POWERATED BELTS	0.00	116.52	
001-142-000-51890-3115		FACIL CIVIC - Office and O		ACCT# 4296 POWERATED	116.52	
111934	Invoice	12/12/2024	ACCT# 4296 WIPERS/UNIT 88	0.00	303.61	

Check Register

Packet: APPKT03374-DECEMBER 20, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-118-000-52122-3110		PD PAT - Office & Operati	ACCT# 4296 WIPERS/UNIT		303.61	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	32	0.00	130,685.33
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	14	12	0.00	23,946.84
	81	44	0.00	154,632.17

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	154,632.17
			<u>154,632.17</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 warrant numbered 112208 in the amount of \$141,750.36 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 20th of December, 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



Shelton, WA

Check Register

Packet: APPKT03376 - DECEMBER 20, 2024 REISSUE CHECK
#112081 AWC

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01084	ASSOCIATION OF WASHINGTON CIT	12/10/2024	Regular	0.00	141,750.36	112208
	Void	12/10/2024	Regular	0.00	0.00	112209

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	1	0.00	141,750.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	40	2	0.00	141,750.36

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	141,750.36
			<u>141,750.36</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 warrants numbered 112214 in the amount of \$21,793.47 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 24 of December, 2024.



Deputy 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



Shelton, WA

Check Register

Packet: APPKT03384 - DECEMBER 24, 2024 DCP PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01099	DEPARTMENT OF RETIREMENT	12/24/2024	Regular	0.00	21,793.47	112214

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	1	0.00	21,793.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	1	0.00	21,793.47

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	21,793.47
			<u>21,793.47</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 warrants numbered 112215 through 112216 in the amount of \$574.73 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 24th of December, 2024.

Deputy Deni Schmitz
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



Shelton, WA

Check Register

Packet: APPKT03381 - PYPKT02136 - DECEMBER 1-15 2024
PAYROLL CORRECTION

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01776	City of Shelton-PFMLA Taxes	12/24/2024	Regular	0.00	18.14	112215
VEN01081	CITY OF SHELTON-WITHHOLDINGS	12/24/2024	Regular	0.00	556.59	112216

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	574.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	2	0.00	574.73


Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	574.73
			<u>574.73</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 4020 and 13954 through 14057. Warrants 112196 through 112207 in the amount of \$374,361.58 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 20th of December, 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 COUNCIL BRIEFING REQUEST (Agenda Item C3)

Touch Date: 11/22/2024
Brief Date: 12/17/2024
Action Date: 01/07/2025

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Accepting MACECOM Lease

☐

Ordinance

☐ Dept. Head

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☐ Attorney

- Resolution No. 1358-1124
- Lease Agreement

☒

Motion

☒ City Clerk

☐

None

☒ City Manager

12/27/24

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City will be entering into a Lease Agreement with MACECOM for the use of 2,472 sq. ft. in the Civic Center building for the purpose of MACECOM operations. MACECOM will pay the City a monthly base rent, plus additional monthly rates by the 1st day of each month.

As part of the Lease Agreement the City will maintain the premises in compliance with all applicable building codes and regulations, in good repair and condition.

The Lease Agreement term is January 1, 2025, through December 31, 2025. MACECOM plans to terminate this agreement during 2025 due to them relocating. No specific date has been determined at this time. City and MACECOM staff will be putting together a 'Move Out Plan' in early 2025 with more in-depth information regarding infrastructure, equipment, cleaning and repair of the area.

BUDGET/FISCAL INFORMATION:

MACECOM will pay rent of \$1,085.97 per month, plus an addition of \$3,936.90 per month for additional rates. Additional rates include utility costs, building maintenance and custodial services, supplies, communications, uninterrupted power supply and generator costs. The amounts were based off of 2023 actual costs, hours and 2025 staff rates.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Parks, Recreation and Facilities division.

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to approve Resolution No. 1358-1124 as part of the consent agenda."

RESOLUTION NO. 1358-1124

A RESOLUTION OF THE COUNIL OF THE CITY OF SHELTON, WASHINGTON ACCEPTING
A LEASE AGREEMENT WITH MACECOM

WHEREAS, the Landlord leases to Tenant 2,472 square feet of space located in the City of Shelton Civic Center building, 525 W. Cota Street, Shelton, WA, for the purpose of MACECOM operations; and

WHEREAS, the Tenant shall pay Landlord, as rent, \$1,085.97 per month in base rent, plus \$3,936.90 per month in Additional Rates; and

WHEREAS, rent shall be payable monthly by the 1st day of each month; and

WHEREAS, Landlord shall, unless herein specified to the contrary, maintain the premises in compliance with all applicable building codes and regulations, in good repair and tenantable condition during the continuance of this Agreement; and

WHEREAS, this Lease Agreement shall be effective from January 1, 2025, to December 31, 2025, unless terminated by either Party.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, allowing the City Manager to sign and execute the lease agreement with MACECOM.

INTRODUCED on the 17th day of December 2024 and PASSED by the City Council at its regular meeting held on the 7th day of January 2025.

Mayor Onisko

ATTEST:

City Clerk Nault

MACECOM Facilities Lease

THIS LEASE AGREEMENT, hereinafter referred to as “Agreement,” is made and entered into by and between the City of Shelton, a municipal corporation hereinafter called “Landlord” and MACECOM (Mason County Emergency Communications), hereinafter called “Tenant.”

WITNESSETH: The parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

1. Leased Property. Landlord hereby leases to Tenant 2,472 square feet of space located in the City of Shelton Civic Center building, 525 W. Cota Street, Shelton, Washington, 98584 for the purpose of MACECOM operations.

2. Rent. The Tenant shall pay Landlord, as rent, \$1,085.97 per month in base rent (“Rent”) in 2025. The Rent shall increase by three percent (3%) annually for the term of this agreement. 2026 Rent will be \$1,118.55 and 2027 Rent will be \$1,152.11. Additional rates of \$3,936.90 per month will also be paid as described in Paragraph 4 of this Agreement.

Rent shall be payable monthly by the 1st day of each month. Additional Rates, calculated on a yearly basis, shall be payable in monthly installments by the 1st day of each month.

3. Term. This Agreement shall be effective from January 1, 2025 to December 31, 2025 unless terminated by either Party. The Parties shall have the right to extend this Agreement for additional terms (“Renewal Term”) by mutual agreement. Each Renewal Term shall be on the same terms and conditions as set forth herein unless the Parties mutually agree otherwise. The Parties anticipate that MACECOM will terminate this Agreement before the end of 2025 to relocate to a new space. Upon termination, MACECOM shall follow the ‘Move Out Plan,’ that will be determined and agreed upon between both Parties come January 2025.

4. Additional Rates. Landlord shall furnish to Tenant utilities (water, sewer, and solid waste collection), electrical power, electrical backup power, information technology and communications infrastructure (such as phone lines and Internet access), parking for personnel, and maintenance and custodial services. (hereinafter “Additional Rates.”). Additional Rates shall be charged as set forth on Attachment A to this Agreement. The Landlord may adjust the Additional Rates on January 1st of each year to cover increased costs to the Landlord. The prior year’s monthly Additional Rates will be paid during the current contract year until the new rates are established. Any adjustment made to the Additional Rates will be back billed or credited for those months at the time the new rates are set.

5. Maintenance and inspections. Landlord shall, unless herein specified to the contrary, maintain the premises in compliance with all applicable building codes and regulations, in good repair and tenantable condition during the continuance of this Agreement, except in case of damage arising from the negligence or intentional acts of the Tenant or Tenant's employees, which damage shall be repaired at the Tenant's expense. For the purpose of so maintaining the premises, the Landlord reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building. For the purpose of maintenance and custodial services, the Leased Property shall have equivalent priority as it would have had if it were being used for the Landlord's operations.

6. Tenant Improvements. The Tenant may not structurally alter, improve, add to, or physically modify the premises in any fashion without the prior written consent of the Landlord. Should the Tenant desire that any tenant improvements be made to the premises, the Tenant shall make a written request to the Landlord. If the tenant improvement is acceptable to the Landlord, the Landlord may install the improvement, subject to any procurement, public bidding, or prevailing wages laws that may apply. The Tenant shall compensate the Landlord for the costs of the improvements. Following termination of the Lease, all tenant improvements shall become the property of the Landlord.

7. Default. Should the Tenant default on this Agreement by failing to pay base rent, Additional Rates, or for the cost of tenant improvements, the Landlord may terminate the Agreement after giving thirty (30) days written notice to the Tenant. Provided, however, that the Tenant may avoid termination by paying all past-due amounts within thirty (30) days of receiving the termination notice.

8. Notice of defects in Property. The Tenant shall give the Landlord prompt notice of any defects or dangerous conditions in the premises that require non-routine custodial or maintenance services.

9. Insurance.

Indemnification / Hold Harmless

Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City . It is further specifically and expressly understood that the indemnification provided herein

constitutes the Lessee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by the Lessee and City. The provisions of this section shall survive the expiration or termination of this Lease.

A. Insurance Term

The Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased Premises.

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. Tenant's membership in Washington Cities Insurance Authority, a self-insured municipal risk pool, satisfies this requirement.
2. Property insurance shall be written on an all risk basis.

A. Minimum Amounts of Insurance

The Lessee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

B. Other Insurance Provisions

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

C. Acceptability of Insurers

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

D. Verification of Coverage

The Lessee shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Lessee.

E. Waiver of Subrogation

Lessee and City hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

F. City's Property Insurance

City shall purchase and maintain during the term of the lease all-risk property insurance covering the building for its full replacement value without any coinsurance provisions.

G. Notice of Cancellation

The Lessee shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance

Failure on the part of the Lessee to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days' notice to the Lessee to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.

I. City Full Availability of Lessee Limits

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

10. This Agreement may not be assigned.

11. This Agreement shall be construed in accordance with the laws of the State of Washington.

12. All notices, requests, demands and communications hereunder shall be communicated to the following representatives as follows:

City of Shelton
Attn: City Manager
525 W. Cota Street
Shelton, WA 98584
Phone: 360.432.5194

For City of Shelton:

Date: _____

City Manager

MACECOM
Attn: Director of MACECOM
P. O. Box 209
Shelton, WA 98584
Phone: 360.432.5140

For MACECOM:

Date: _____

Director

Attachment A
Additional Rates
MACECOM Facilities Lease
2025

Utility Costs: \$1,508.43/month

Billed at previous year actual cost

Formula: % of floor space weighted by hours used. 24 hours/7 days per week
 MACECOM sq. ft – 2,472 -- 7.7%
 Civic Center sq. ft. – 31,813
 2023 utility costs - \$78,360.76/12 months x .077 x 3(24hrs)

Minor building maintenance and custodial services:
 \$1,946.33/month

Billed at previous year actual staff hours and current year indirect staff costs

Formula: Number of hours spent cleaning/minor building maintenance and cleaned
floor space
 2023 Custodial hours – 290 x average custodial hourly rate
 2023 Maintenance hours- 100 x average maint. worker and facilities hourly
 rate

Supplies \$253.93/month

Billed at previous year actual costs.

Formula: % of floor space weighted by hours used. 24 hrs./7 days per week
 2023 costs - \$13,191.11/12 months x .077 x 3(24hrs)

Communications: \$104.26/month

Billed at previous year actual costs

Formula: % of telephone costs expensed to Facilities
 2023 communications costs - \$16,249.02 / 12 x .077

Uninterrupted power supply and generator costs at Civic Center:

Monthly maintenance: 2 hours x 71% of maintenance worker rate =
\$81.11/month

Repairs/fuel and unscheduled maintenance at 71% of actual costs, invoiced separately as costs are incurred

Generator costs at 827 S 15th Street:

\$42.84/month

Formula: regular maintenance 45 minutes monthly @ maintenance worker rate

Repairs/fuel and unscheduled maintenance at 100% of actual costs, invoiced separately as costs are incurred

TOTAL \$3,936.90/month



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
November 19, 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 (Zoom)

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Capital Projects Manager Aaron Nix
Parks & Recreation Supervisor Jordanne Krumpols
Finance Director Mike Githens
Community & Economic Director Jae Hill

Guests:

Liz Arbaugh – Mason County Historical Society
Deidre Peterson – Shelton-Mason County Chamber of Commerce

CALL TO ORDER

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

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 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

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

GENERAL PUBLIC COMMENT (3-minute time limit)

Zoom:

Dave Redman

In-Person:

Mike Olsen

PRESENTATIONS

1. MCHS Museum Q3 LTAC Report – Presented by Executive Director Liz Arbaugh

Executive Director Arbaugh presented her Quarter 3 LTAC report. No discussion.

2. Shelton-Mason County Chamber Q3 LTAC Report – Presented by President/CEO Deidre Peterson

President/CEO Peterson presented her Quarter 3 LTAC report. No discussion.

BUSINESS AGENDA

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

Capital Projects Manager Nix presented information regarding a work order for structural design on water reservoir vent hoods. No discussion.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to place Resolution No. 1354-1024 on the December 3, 2024 council meeting consent agenda for further consideration. Passed.

ACTION AGENDA

1. Civic Center Rotating Art Gallery – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding the rotating art gallery. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to approve Shelton Arts Commission's recommendations for placement in the Civic Center rotating art gallery. Passed.

Mayor Onisko recessed from the regular meeting and opened a public hearing.

2. Public Hearing #2 Ordinance No. 2023-0924 2025 Budget – Presented by Finance Director Mike Githens

Finance Director Githens presented information regarding the 2025 budget. No discussion. No public testimony. City Clerk Nault provided a reading of Ordinance No. 2023-0924.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to adopt Ordinance No. 2023-0924 as presented. Passed.

Mayor Onisko closed the public hearing and opened another public hearing

3. Public Hearing #2 Ordinance No. 2024-0924 Ad Valorem Taxes – Presented by Finance Director Mike Githens

Finance Director Githens presented information regarding the 2025 ad valorem taxes. No discussion. No public testimony. City Clerk Nault provided a reading of Ordinance No. 2024-0924.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to adopt Ordinance No. 2024-0924 as presented. Passed.

Mayor Onisko closed the public hearing and resumed the regular meeting

4. Resolution No. 1348-0924 Master Fee Schedule Update – Presented by Finance Director Mike Githens

Finance Director Githens presented information regarding an update to the master fee schedule. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1348-0924.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to adopt Resolution No. 1348-0924 as presented. Passed.

5. Ordinance No. 2021-0824 Height Limit Removal – Presented by Community & Economic Development Director Jae Hill

Community & Economic Director Hill presented information regarding building height limit removal. Discussion followed. No public comment. City Clerk Nault provided a reading of Ordinance No. 2021-0824.

A motion was made by Councilmember Gutierrez and was seconded by Councilmember Blush to adopt Ordinance No. 2021-0824 as presented. Passed.

6. Resolution No. 1356-1124 Approving Legal Defense Costs – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding approving legal defense costs. Deputy Mayor Schirman took over this agenda item. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1356-1124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush. Mayor Onisko abstained from voting. Passed.

ADMINISTRATION REPORT

1. City Manager Report

- Public Works staff are prepared for the upcoming windstorm
- The Civic Center parking lot is closed for the month of December
- A meeting was held last night for the Creative District.

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – November 26, 2024 at 6:00 p.m.

City Council Meeting – December 3, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:43 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes
November 26, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Schirman (Zoom)
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
Capital Projects Manager Aaron Nix

CALL TO ORDER

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

STUDY AGENDA

1. ADA Transition Plan Discussion – Presented by Public Works Director Jay Harris & Capital Projects Manager Aaron Nix

Public Works Director Harris and Capitol Projects Manager Nix presented information regarding the ADA transition plan. Discussion followed.

NEW ITEMS FOR DISCUSSION

Mayor Onisko – Would like to look into placing more porta potties in public spaces
Councilmember Stearns – Would like to discuss Cota Street parking issues

ADJOURN

Mayor Onisko adjourned the meeting at 6:47 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 11/12/2024
Brief Date: 01/07/2025
Action Date: 01/21/2025

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:
Parks Advisory Reappointment

ATTACHMENTS:
- Letter for Renewal

12/27/24

☐

Ordinance

☐

Resolution

☒

Motion

☐

None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

As of December 31, 2024, the Shelton Parks Advisory Committee will have three openings. One slot will be filled by Kathy McDowell who submitted a letter of interest for reappointment on the committee. Kathy filled a partial term previously and will be committing to another 3-year term.

We are looking to fill two vacancies come the 1st of 2025.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to forward the reappointment on the Shelton Parks Advisory Committee to the January 21, 2025, consent agenda for further consideration."



I am accepting
the 3 yr. term
for
Park Board.

Kathy
McDowell



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

Touch Date: 11/12/2024
Brief Date: 01/07/2025
Action Date: 01/21/2025

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

12/27/24

PROGRAM/PROJECT TITLE:

Arts Commission Reappointments

ATTACHMENTS:

- Renewal Letters

☐

Ordinance

☐

Resolution

☒

Motion

☐

None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

As of December 31, 2024, the Shelton Arts Commission has two openings. Stan Yantis and Robin Bishop have submitted letters of interest for reappointment on the commission. Both Stan and Robin have served previous full and half terms on the Arts Commission. They will be serving a 4-year term.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to forward the reappointments on the Shelton Arts Commission to the January 21, 2025, consent agenda for further consideration."

Shelton Arts Commission

Term Renewal

Please take this written communication as my request to be able to continue to serve another term on the Shelton Arts Commission as a resident of Mason County.

Sincerely,

Robin Bishop

Shelton Arts Commission

I would very much like to stay on the Arts Commission. I look forward to our meetings and helping at Empty Bowls.

Sincerely,

Stan Yantis



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 11/19/2024
Brief Date: 01/07/2025
Action Date: 01/21/2025

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Memorandum of Agreement for
Catalyst Park**

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

12/24/24

ATTACHMENTS:

- **Resolution No. 1357-1124**
- **Memorandum of Agreement**

☐

Ordinance

☒

Resolution

☒

Motion

☐

None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Catalyst Park located at 909 South 8th Street has hosted the WSU Cooperative Extension of Mason County demonstration and food bank gardens since 2010. This revised Memorandum of Agreement (MOA) is to clearly state the responsibilities of both parties regarding use of the property and operations.

WSU Extension will be paying for their utilities (water and electricity), maintaining current and new structures, all garden beds, irrigation, and volunteers. The City will oversee general maintenance outside of the Demonstration Garden including mowing and weed eating and oversee the porta-potty onsite.

WSU Extension's mission is to demonstrate environmentally sound gardening techniques, provide hands-on experience with Master Gardener volunteers, educate the public in science-based horticulture, and provide a focal point for public use and enjoyment of the City's facility.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Parks & Recreation department.

STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to place Resolution No. 1357-1124 on to the January 21st action agenda for further consideration."

RESOLUTION NO. 1357-1124

A RESOLUTION OF THE COUNIL OF THE CITY OF SHELTON, WASHINGTON ACCEPTING
THE MEMORANDUM OF AGREEMENT WITH WSU EXTENSION FOR THE OPERATIONS OF
THE CATAYLST PARK DEMONSTRATION GARDEN

WHEREAS, the Garden, located on property owned by the City, is approximately 1.15 acres in size and is located at 909 South 8th Street, Shelton, WA, Mason County Parcel Number 32019-55-12001; and

WHEREAS, the Garden is intended to demonstrate gardening techniques, provide hands-on experience with WSU Master Gardener volunteers, educate the public, and provide a focal point for public use and enjoyment of the City's facility; and

WHEREAS, WSU volunteers will develop and maintain the garden beds, irrigation, sheds and greens houses, and general operations within the Demonstration Garden, while the City will provide and pay for all routine maintenance mowing and weed eating; and

WHEREAS, this agreement will be in effect until terminated by either party.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, authorizing the City Manager to sign and enter into the Memorandum of Agreement.

INTRODUCED on the 7th day of January 2025 and PASSED by the City Council as its regular meeting held on the 21st day of January 2025.

Mayor Onisko

ATTEST:

City Clerk Nault

**MEMORANDUM OF AGREEMENT
FOR A DEMONSTRATION GARDEN**

I. INTRODUCTION

This Memorandum of Agreement (“MOA”) is entered into between Washington State University, an institution of higher education and agency of the state of Washington (“WSU”), by and through its Mason County Extension Unit (“WSU Extension”), and City of Shelton (“City”). The above entities are individually referred to as a “Party” and collectively referred to as the “Parties”.

II. PURPOSE

This MOA sets forth the guidelines for the Parties’ operation of the Catalyst Park Demonstration Garden (the “Garden”) on property owned by City, as further described in Section V herein.

III. GUIDING PRINCIPLES

All parties agree to follow the concepts and principles set forth in Exhibit A attached hereto and incorporated herein, which were jointly prepared by WSU Extension and City.

IV. MISSION

In furtherance of WSU’s educational mission, the Garden is intended to:

- a. Demonstrate environmentally sound gardening techniques based on WSU research;
- b. Provide hands-on experience for WSU Master Gardener volunteers;
- c. Educate the public, including youth, in science-based horticulture and related topics;
and
- d. Provide a focal point for public use and enjoyment of the City’s facility.

V. LOCATION

The Garden, located on property owned by the City, is approximately 1.15 acres in size and is located at 909 South 8th Street Shelton, WA 98584, Parcel Number 32019-55-12001 (the “Premises”). The parties agree that the location and identification specifications for the Premises are an accurate identification of the Garden (see Exhibit A).

VI. DURATION AND TERMINATION

This MOA shall take effect when authorized representatives of all parties have signed, and it shall remain in effect until terminated by either party. Either party may terminate this MOA upon not less than ninety (90) days prior written notice to the other party. Upon termination by either Party, WSU Extension shall remove fixtures it has installed on the property, including sheds, greenhouses, and raised beds, as defined pursuant to Section XI below. The parties agree that the Garden shall continue to be operated under the terms of this MOA so long as the following basic criteria are met:

- A. WSU Extension and City promote and enact WSU Extension Master Gardener Program educational goals on the Premises;
- B. The WSU Master Gardeners maintain the Garden so that it presents a positive public image;
- C. The City continues to own the land;
- D. The Parties fulfill their obligations under this MOA and no Party terminates it as provided above; and
- E. The property is accessible and available for public use and enjoyment and at no time will WSU Extension or WSU Master Gardener volunteers deny access to individuals outside of the fenced areas of the Garden.

VII. AMENDMENTS

This MOA may be amended or supplemented by mutual consent of the Parties. Such amendments or supplements shall not be binding unless they are in writing and signed by personnel authorized to bind each of the Parties.

VIII. PROVISION OF LAND

In consideration for the services the WSU Master Gardener Program will provide to manage the Garden, the City shall provide WSU Extension the use of the Premises described in Paragraph V herein for the Garden at no cost to WSU. In consideration for the use of the Premises, WSU Master Gardener Program volunteers shall organize and promote educational use and enjoyment of the Garden in the best interests of the general public, and consistent with the City's and WSU Extension's mission.

IX. PROVISION OF UTILITIES

WSU Extension shall pay for all utilities at the Garden. The water and electricity shall use the existing connections to the water and power supplies at the Premises. If one or both of those connections must be modified to provide reasonably adequate service to the Garden, the cost and plan for such modifications to water or electric lines will be the responsibility and at the cost of WSU Extension, subject to the City's approval under its public works standards. The City shall maintain and pay the cost of public road access to the Garden.

X. RESTROOM FACILITIES

Provision and maintenance of portable restroom facilities for the volunteers, visitors and others attending or working in the Garden will be provided by the City.

XI. STRUCTURES

Plans for all new structures and for modification of existing structures on the Premises must be presented to authorized representatives of City for approval, which shall include the City Manager or designee. The City must approve the plan before modification or construction of the structure can commence. For the purpose of this subsection, "structures" shall include signage, garden fencing, and gates. The City will install appropriate and clearly visible signage containing the City's rules for usage of public parks. WSU Extension will provide, at their expense, signage specific to the demonstration garden including operations, use, education and identification. The final decision on any structural improvements will be made by the Parties in a separately negotiated amendment to this MOA as needed, such amendment to include at a minimum the costs to be borne by each party for construction of the improvements, who shall own the improvements.

XII. MAINTENANCE OF GARDEN AND STRUCTURES

The WSU Master Gardener volunteers will develop and maintain the Garden in a manner acceptable to WSU Extension and the City. The City shall provide and pay for all routine maintenance of the Premises, such as mowing the turf outside and around the Garden in accordance with the City's ordinary and usual mowing schedule. The parties agree that before WSU Extension or other public service or educational groups may build new demonstration sites outside of the current footprint of the Garden, all parties shall review and approve the proposals on a case-by-case basis. The Garden shall at all times be maintained in a manner that makes it reasonably safe for the public, visitors, volunteers, and employees. The parties jointly shall make the final determination of whether the

Garden is adequately maintained. WSU Master Gardener volunteers shall not utilize or operate any City equipment to care and/ or maintain the Garden.

Structures owned and operated by WSU Extension for the purposes of operation of the Garden shall be maintained and free of damage and defects that may cause injury or harm to the public or WSU Master Gardener volunteers.

XIII. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this MOA shall continue to be the employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

XIV. DISPUTES:

Disputes regarding the development and/or maintenance of the Garden under this MOA shall be brought to the attention of the Shelton City Manager or designee, the WSU Extension Director and/or Master Gardener Coordinator, and WSU Extension's representative designated for this purpose for resolution. The Parties may mutually elect to seek mediation to resolve disputes. In the event a dispute is not resolved, the Parties reserve all legal rights.

XV. RECORDS MAINTENANCE

The parties to this MOA shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by any party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of all parties, other personnel duly authorized by any of the parties, the Office of the State Auditor, and federal officials so authorized by law. All records relevant to this MOA shall be retained for the period of time required by the applicable records retention schedules. All parties mentioned above shall have full access and the right to examine any of these materials during this period.

XVI. COMPLIANCE WITH LAWS

All parties shall comply with all federal, state and local laws, rules, and regulations in carrying out this MOA. All parties agree that there will be no discrimination in the performance of this Agreement on the basis of race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation (including gender identity), age, genetic history, honorably discharged veteran or military status, the presence of any

sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

XVII. INDEMNITY AND INSURANCE

Each Party shall, to the extent allowed by law, defend, indemnify, and hold harmless the other Party from all claims of damages, including attorney fees, arising out of their respective obligations and performance of this agreement. Each Party shall carry sufficient liability insurance to secure this obligation

XVIII. AGREEMENT APPROVAL

Each party represents and warrants that all necessary approvals for this MOA have been obtained and the persons whose signatures appear below have the authority necessary to execute this MOA on behalf of the parties indicated. This MOA is subject to the approval of the Shelton City Council.

APPROVED:

WASHINGTON STATE UNIVERSITY

City

Vicki McCracken Date
Associate Dean, WSU Extension

Jordanne Krumpols Date
City of Shelton

Shawna Thompson Date
Manager, Real Estate Services

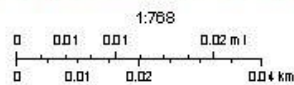
EXHIBIT A

Catalyst Park



8/29/2022, 1:42:35 PM

- ☐ County Boundary
- ☐ No Filled
- Site Address (Zoom in to 1:3,000)
- ☐ Tax Parcels (Zoom in to 1:30,000)



Source: Esri, DeLorme, GeoEye, (Geo), and the GIS User Community

Mapzen County WACGIS Web Map Application
Mapzen, Microsoft

Garden Exhibits at Catalyst:

- Sustainable vegetable production techniques
- Drought tolerant landscaping
- Gardening for pollinators and beneficial insect habitat
- Landscaping with native plants
- Herb gardens
- Fruit orchard and espalier apple tree
- Community garden raised beds featuring six different construction methods (all wood, all cinder block, cinder block and wood, galvanized and wood, galvanized stock tanks, ADA-accessible tables)
- Tomato frames
- Annual and perennial vegetable crops
- Reduce, Reuse, Recycle: Growing in recycled containers
- Use of landscape cloth for weed control and water conservation
- Use of mulch for water conservation
- Drip irrigation systems to reduce water use

Garden Access/Hours:

- WSU Master Gardeners are on-site Tuesdays and Saturday mornings, from approximately 9AM-12PM, April through October.
- Entire park outside of fencing is open year-round, dawn to dusk.

Public Classes:

- Monthly workshops during the growing season.
- Tuesday and Saturday morning work parties (9AM-12PM, April through October) are open to members of the public for volunteering and education.



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 11/25/2024
Brief Date: 01/07/2025
Action Date: 01/21/2025

Department: Public Works
Presented By: Aaron Nix

APPROVED FOR COUNCIL PACKET:

/Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
On-Call A&E Consultant Pool PSA's

☐ Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☒ City Manager

12/30/24

ATTACHMENTS:

- Request for Qualifications (RFQ)
- RFQ Addendum and Q&A
- Firm & Category Matrix
- Template Contract No. 25-001.X-PSA
- Resolution No. 1363-1124

☒ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City occasionally requires supplemental professional architecture and engineering (A&E) services to support City staff in all departments with designs, feasibility studies, traffic studies, and other specialized services. The uniform requirements of RCW 39.80 need to be followed when procuring professional architecture and engineering (A&E) contracts, regardless of the anticipated contract dollar amount. Unlike other types of contracts which are awarded to the lowest responsible bidder, A&E contracts are awarded primarily based on qualifications, known as qualification-based selection (QBS). Due to the lengthy, time-consuming process to acquire A&E services, City staff has chosen to develop a pool of consultants covering 15 different categories of work. Once the category pools are established, work can be assigned to a consultant via task order, rather than completing the full A&E process each time a need arises.

During October and November, staff solicited proposals from consulting firms interested in providing on-call services to the city. The city received 23 Statements of Qualifications (SOQs) in response to the Request for Qualifications (RFQ), of which 22 were deemed responsive - one firm submitted for categories of work that did not align with those defined in the City's RFQ and was unable to be evaluated. The responsive SOQs were evaluated using a 100-point scale per evaluator, based on the criteria outlined in the RFQ. Many firms submitted for multiple categories of work, resulting in each staff evaluator reviewing and scoring 67 separate proposals.

After completing the evaluations and ranking firms in each work category based on the criteria outlined in the RFQ, staff identified categories with anticipated high demand or specialized needs that would benefit from additional coverage. While the initial plan was to offer contracts to the top two firms in each category, staff recommends expanding this to the top three ranked firms for those high demand categories. This approach ensures the City can maintain flexibility and adequate capacity to respond effectively to anticipated workloads. Overall, staff recommends awarding contracts to thirteen firms, as detailed in the attached *Firm & Category Matrix*.

The standard Professional Services Agreement (PSA) that will be offered to each firm is attached as *Template Contract No. 25-001.X-PSA*. The 'X' serves as a placeholder, and each firm will be assigned a unique contract number upon award, ranging from 25-001.1-PSA through 25-001.13-PSA, corresponding to the thirteen firms recommended for contracts. This agreement outlines the terms, conditions, and expectations for the on-call services and will serve as the template for all contracts awarded under this program.

Once a firm is under contract, work will be assigned by Task Orders, prepared and issued for each distinct project. Task Orders will only be assigned as budget allows and will be executed following the City signing authority.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council has the option to reject the contracts and rely on staff, or when needed, have staff follow the formal RFQ process for any A&E professional services that may be needed. This option is not recommended as the current staff level and workload has the potential to create a situation where staff may not be able to respond in as timely a manner as desired to multiple smaller projects. This would be further complicated by not having an on-call contract in place, as the process to prepare, advertise, review, and then award a contract can take several weeks to months. With this on-call contract pool in place, staff can quickly secure A&E services assistance within as little as 48 hours to one week, to support the City's needs.

BUDGET/FISCAL INFORMATION:

There is no immediate impact to the budget as the contracts are structured to not guarantee a minimum level of work or compensation. With this provision, only A&E services anticipated in the current budget, or those approved through modification of the budget, would be supported by these contracts. Task Orders issued for assignments that exceed the City Manager's signing authority will be brought to Council for consideration.

PUBLIC INFORMATION REQUIREMENTS:

Information for this can be obtained from the Procurement & Contracts Administrator or the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to forward this item to the January 21st action agenda for further consideration".*

City of Shelton



REQUEST FOR QUALIFICATIONS

ON-CALL A&E CONSULTANT POOL

RFQ: 25-001

RFQ Due Date: November 18, 2024 by 04:00 p.m.

RFQ Submittal: City of Shelton, Attn: Brooke Kilts

525 W Cota Street | Shelton, WA 98584

CITY OF SHELTON
REQUEST FOR QUALIFICATIONS

CONTRACT NAME: On-Call A&E Consultant Pool
CONTRACT NO.: 25-001-PSA
RESPONSES DUE: November 18, 2024– No later than 04:00 PM

Public notice is hereby given that the City of Shelton has issued a Request for Qualifications for the above-named contract, with responses due no later than the date and time given above.

The City of Shelton is seeking Statements of Qualifications (SOQ) from professional architectural and engineering firms interested in providing services to the city on an on-call, as-needed basis. The city's intent is to develop a roster of multiple firms experienced in providing on-call services in one or more of the following disciplines/categories: Architectural & Structural Design & Engineering; Landscape Architecture; Civil Engineering – Water; Civil Engineering – Wastewater & Stormwater; Traffic & Transportation Engineering; Electrical Engineering; Mechanical Engineering (including HVAC systems); Construction Engineering, Management, and Inspection; Planning/Environmental; Private Development Permit Review & Assistance; Geotechnical & Geological Engineering; Project Management Services; GIS Services; CAD Services; Survey & Mapping.

This roster will support a variety of projects, ranging from capital improvement initiatives to routine maintenance and day-to-day operational needs.

Complete details and all submittal requirements are available on the City of Shelton's website under RFP and Bid Opportunities at www.sheltonwa.gov.

Title VI Statement:

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

Published: Seattle Daily Journal of Commerce 10/24/24, 10/31/24, and 11/7/24
Posted: City of Shelton Website – www.sheltonwa.gov
OMWBE – www.omwbe.wa.gov

END OF SECTION

CITY OF SHELTON
REQUEST FOR QUALIFICATIONS
ON-CALL A&E CONSULTANT POOL
RFQ: 25-001

The following content is provided in this Request for Qualifications (RFQ) to assist statement preparation.

- SECTION 1. GENERAL INFORMATION
 - 1.01 Background and Purpose
 - 1.02 Schedule
 - 1.03 RFQ Inquiries and Communications
 - 1.04 Contract Term
 - 1.05 Public Records
 - 1.06 Recycled Products
 - 1.07 Confirmation of Business Organization
 - 1.08 Federal, state, and Local Requirements

- SECTION 2. SCOPE OF SERVICES
 - 2.01 General
 - 2.02 Category Specific Scopes of Work
 - 2.03 Assignments of Work

- SECTION 3. SUBMITTAL REQUIREMENTS, EVALUATION, AND AWARD
 - 3.01 Submittal Requirements
 - 3.02 Statement Contents
 - 3.03 Statement Withdrawal
 - 3.04 Rejection or Acceptance of Statements
 - 3.05 Incurred Costs
 - 3.06 Evaluation Criteria
 - 3.07 Evaluation and Award Process

- SECTION 4. ATTACHMENTS
 - A Confirmation of Business Organization
 - B Pro-Forma Contract

SECTION 1. GENERAL INFORMATION:

1.01 Background and Purpose

The City of Shelton, located in Mason County, Washington, is a vibrant and growing community known for its rich history and scenic beauty. Nestled in the lush Pacific Northwest, Shelton is the county seat and the only incorporated city within the county. With a population of approximately 10,500 residents, the city serves as a hub for regional commerce, government, and community activities.

Shelton has deep roots in the timber industry, with its economy historically tied to logging and forest products. Today, the city is diversifying its economic base while still honoring its natural resource heritage.

The city's geographical location provides easy access to both the Olympic Mountains and Puget Sound, making it an attractive destination for outdoor enthusiasts. Shelton is dedicated to maintaining a high quality of life for its residents by providing essential municipal services and actively planning for growth and development. Shelton is committed to enhancing infrastructure, promoting sustainable development, and improving public services as it looks to the future, while it prioritizes long-term infrastructure improvements, environmental stewardship, and the well-being of its community.

This RFQ for on-call architectural and engineering services aligns with the city's mission to maintain and enhance its public infrastructure through partnerships with experienced professionals capable of delivering quality and efficient architectural and engineering solutions. The purpose of this RFQ is to solicit a list of qualified future partners in various potential areas of expertise.

1.02 Schedule

Event	Date
RFQ Release	October 24, 2024
Inquiries Deadline	November 5, 2024 by 4:00 pm
Responses to Inquiries Posted	November 7, 2024 by 4:00 pm
SOQ Submittal Due	November 18, 2024 by 4:00 pm
Notification of Shortlist (tentative)	November 27, 2024
Interview of Short-Listed Consultants (as needed and determined by the City)	*December 12, 2024
Council Award	*January 21, 2025

*These dates are approximate and subject to change

1.03 RFQ Inquiries and Communications

Interested parties must direct all communications regarding this RFQ to Procurement & Contracts Administrator, Brooke Kilts, via email to brooke.kilts@sheltonwa.gov. In your email subject line, reference 'On-Call A&E Services Pool RFQ 25-001'. Response to inquiries cannot be guaranteed unless received by email prior to the inquiries deadline noted in the schedule. All written answers to questions received prior to the deadline will be posted to the City of Shelton website located at: https://www.sheltonwa.gov/business_development/rfp_and_bid_opportunities.php

The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

Unauthorized contact regarding the RFQ with other City staff may result in disqualification. Any oral communication will be considered unofficial and non-binding on the City.

1.04 Multiple Awards, Contract Term, and Re-Qualification

The City intends to award multiple contracts as a result of this RFQ, with the goal of developing a pool of qualified consultants, ideally two per Category of work. This will ensure that when needs arise, the city has multiple pre-approved, qualified and dependable consultants to choose from, enabling flexibility and efficient project execution.

An initial Contract Term of three years will be offered, with two optional one-year extensions upon mutual written agreement.

In December of each contract year, firms currently on the consultant pool will be asked to re-submit qualifications. The city can choose to terminate pool categories at any time, re-assign consultants to other pool categories, or add previously qualified consultants to the pool at any time.

1.05 Public Records

Any material submitted shall become the property of the City and shall not be returned. During the evaluation of statements and selection of the Consultant, the statements shall be confidential. After the selection process has been completed, the statements shall be open to public inspection. Statements should not contain any information that the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFQ, each page containing confidential information should be clearly marked, "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS". The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public record request for such information shall be at the proposer's expense.

1.06 Recycled Products Statement

Consultants shall use recyclable products to the maximum extent economically feasible in the preparation of the Statement, and the selected Consultant shall continue the same practice in the performance of the contract work.

1.07 Confirmation of Business Organization

The Consultant shall identify the business organization under which it operates (form provided in RFQ as Attachment A). Partnerships and joint ventures will list each member's name, address, business license number, tax ID number, telephone number, and email address on a separate sheet of paper attached to the proposal. This page will not be included in your total page count. Failure to complete and include this form in your submittal may be considered non-responsive.

1.08 Federal, State, and Local Requirements

The selected Consultant shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract. In addition, the Consultant agrees to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The American with Disabilities Act of 1990
- d. All regulations and administrative rules established pursuant to the foregoing laws; and
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations.

The City of Shelton hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises, women-owned firms, and veteran-owned firms, will be afforded full opportunity to submit a statement of qualifications in response

to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap, or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

SECTION 2. SCOPE OF SERVICES:

2.01 General

The City has ongoing needs for professional services across multiple departments, including Public Works, Facilities, Parks, and Planning. These needs include emergencies, private development projects, repairs, renovations, capital construction projects, and supplemental internal staffing. The city aims to establish a pool of on-call consultants from which to draw as these needs arise.

Some tasks will require licensed professionals, such as Professional Engineer or Registered Architect. When required by the city, the selected Consultant shall provide proof of such license or registration to practice in the State of Washington.

The City is seeking prime consultants for each of the categories listed below. The City is not requesting comprehensive teams or prime/subconsultant combinations. Proposers may submit qualifications for one or more categories. While we have outlined the potential areas of work for each category, the City reserves the right to assign additional work that is not explicitly listed but falls within the consultant's licensed or certified capabilities.

2.02 Category Specific Scopes of Work

Category 1 - Architectural & Structural Design & Engineering

Services, in addition to design, may include preparation of schematics, recommendations, design reports, plans and specifications, and cost estimates. These services could be for facility repairs, upgrades, expansions, and/or new facility construction, and may involve preliminary work, such as identifying and assisting with related permits, as well as acting as project architect/project manager during design and construction. LEED experience is desirable.

Planning and design work may include:

- Facilities space programming and facilities design development
- Office retrofit and improvements
- Structural analyses and upgrades
- Architectural elevations and floor plans
- Roofing systems
- Building exterior refurbishments
- Pedestrian bridges

All designs must meet ADA requirements and all applicable building codes, energy efficiency and green building design incorporated as appropriate. Other related tasks and duties may be assigned as necessary.

Category 2 – Landscape Architecture

This category involves professional services for a variety of projects including, street projects, trails and other non-motorized projects, open spaces, parks, and facilities.

Work performed through this category may include site planning and/or landscape design of trails, public parks, open spaces, streetscapes, and other facilities. Work may also include

preparation of operating and maintenance plans, cost-estimating for budget purposes, preparation of conceptual designs, preparation of master plans, preparation of detailed design drawings and technical specifications, and/or construction support services. Projects may focus on large or small spaces with “hard” (built) and “soft” (planted) materials and will address sustainability and ease of maintenance.

Related, supportive, or stand-alone projects may include:

- Landscape design for public infrastructure and facilities
- Trails and Bikeways
- Tree Replacements/Streetscapes
- Irrigation design
- Sustainable landscape design
- Design of rain gardens or green roofs for the purpose of stormwater management
- Parks and open spaces
- Recreational/ Playgrounds
- Urban design, city squares, pedestrian plazas, festival streets

Category 3 – Civil Engineering – Water

This category involves professional services related to the conveyance, pumping, storage, and treatment of municipal water.

Work performed through this category may include review, analysis, feasibility, and/or design of existing or new infrastructure, facilities, systems, and processes. The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and plans and specifications for projects involved with the replacement, rehabilitation, extension, improvements, maintenance, or emergency repairs of water facilities or infrastructure. Water systems supply and distribution modeling experience is desirable.

Category 4 – Civil Engineering – Wastewater and Stormwater

This category involves professional services related to the conveyance, pumping, storage, and treatment of municipal wastewater, and collection, conveyance, treatment, and flow-control of stormwater.

Work performed through this category may include review, analysis, feasibility, and/or design of existing or new infrastructure, facilities, systems, and processes. The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and plans and specifications for projects involved in the replacement, rehabilitation, extension, improvements, maintenance, or emergency repairs of wastewater and stormwater facilities or infrastructure.

Wastewater collection and treatment system plant and process modeling is desirable.

Assignments of work may include assisting staff with development of reports, outlines, timelines, and other plans or work related to the compliance and reporting requirements under the city’s NPDES Permit.

Category 5 –Traffic & Transportation Engineering

This category includes engineering and design services related to streets and roadways, trails, bikeway, pedestrian, and multi-modal facilities, including traffic signal, streetlighting, beacons, and roadside safety elements; traffic analyses and simulation; traffic control plans and studies; support for preliminary work such as feasibility studies, conceptual design, and funding application assistance; third-party review of traffic impact analyses.

Other elements in this category may include:

- Street and Utilities- Rehabilitation

- Traffic engineering evaluations and design
- Transportation planning including travel demand modeling and traffic impact fee programs consultation.
- Guardrail and barrier design
- Roadside safety analysis and mitigation
- Corridor analysis and planning
- Arterial and residential street traffic calming
- Signal operations and design
- Signing and channelization
- Sidewalks/ADA Compliance
- Bikeways/Bike Routes

Category 6 – Electrical Engineering

This category includes services to assist with the design, evaluation, and troubleshooting of electrical systems in city buildings and infrastructure, including water and sewer facilities. The consultant will support city staff with electrical design services, ensuring all projects comply with applicable codes and standards while providing additional technical expertise when required.

Work in this category may include, but is not limited to:

- Lighting plans
- Communication systems
- Security systems
- Provide electrical layout for building renovations, ensuring integration with existing systems and infrastructure
- Design and specify lighting systems (interior and exterior), including energy-efficient and sustainable options, where appropriate
- Ensure compliance with local, state, and national codes, including the National Electrical Code, building codes, and energy codes
- Evaluate existing electrical systems in city facilities and provide recommendations for upgrades, repairs, or replacement
- Provide energy audits and load calculations to ensure optimal system performance and recommend energy-saving measures
- Develop and assess emergency power systems, including backup generators and uninterrupted power supply (UPS) systems
- Prepare detailed construction documents, including electrical plans, diagrams, and specifications for electrical components and systems
- Develop specifications for electrical equipment, including wiring, transformers, panels, switchgear, lighting fixtures, and controls
- Prepare bid packages for electrical installations or upgrades and assist with the evaluation of contractor bids and submittals
- Coordinate with city staff and other consultants to ensure electrical designs are properly integrated into overall project designs
- Provide project support and oversight, including conducting on-site inspections to verify that electrical installations comply with design documents and applicable codes
- Provide emergency troubleshooting and repair recommendations for electrical issues in city facilities, and assist city staff in addressing electrical emergencies, such as power outages, equipment failures, or safety concerns by offering temporary solutions and permanent fixes.

Category 7 - Mechanical Engineering (including HVAC systems)

This category includes services to support various city projects, including the design, maintenance, and improvement of mechanical and HVAC systems in city facilities. The consultant(s) will assist with the design, evaluation, and implementation of HVAC and mechanical systems in city buildings, ensuring compliance with all relevant codes and standards, and ensuring that city staff have access to additional technical expertise when required.

Work in this category may include, but not be limited to:

- Evaluate existing mechanical, plumbing, and HVAC systems in city facilities, including treatment and pumping systems, and recommend improvements or replacements to increase energy efficiency, functionality, and lifespan
- Perform field inspections and site visits to assess equipment conditions, system performance, and compliance with codes and standards
- Provide energy modeling and analysis to identify opportunities for energy conservation measures in HVAC systems
- Develop construction drawings and specifications for mechanical and HVAC system designs, including plans, details, and material specifications
- Assist city staff with bid packages and review of contractor proposals
- Provide project support and oversight
- Provide emergency troubleshooting and repair recommendations for urgent issues that arise in city facilities

Category 8 – Construction Engineering, Management, and Inspection

This category includes construction management and/or inspection services for various City projects. Projects may include street and roadway rehabilitation; sidewalks; extension or rehabilitation of stormwater, sewer, or water mains; facility renovation or construction; trails or multimodal pathway rehabilitation; or other capital projects.

Construction Management services for transportation shall be performed in accordance with the Washington State Department of Transportation Construction Manual and the Washington State Department of Transportation Local Agency Guidelines (LAG). Management may include, but is not limited to, managing the construction contract; monitoring the contractor's construction budget, schedule, and progress; performing constructability review; providing quality assurance inspection services during construction; review and processing of contractor submittals and requests for information (RFI); managing the construction change authorization process; maintaining project progress and cost reporting documentation; developing and maintaining a project communication program and procedures; verifying acceptance testing of constructed components; verifying punch list completion; and documenting final completion including record documents.

Construction Management for other disciplines will conform with the best practices of the specific disciplines.

The CM shall assist the City in receiving and disposing of claims, including merit and entitlement; negotiation and settlement procedures; dispute resolution procedures; and other expertise and guidance as necessary.

Category 9 – Planning, Environmental, and Permitting Services

This category requires certified environmental planners/scientists and other technical expertise necessary to address a potential wide range of planning and environmental issues as they pertain to both public (city) and private development. General planning and permitting support is needed to assist the city in identifying potential issues or areas of concern, provide guidance or develop

mitigation plans, and assist with permit application and submittal to ensure all environmental and regulatory requirements are met.

It is crucial that Consultants in this category have experience working with the Army Corps of Engineers, Department of Ecology, and the Washington State Department of Fish and Wildlife.

Work assignments may include, but are not limited to:

- Identify permit requirements
- Plan and/or manage NEPA/SEPA EA/EIS studies and processes
- Provide discipline support for Cultural Resource and Archaeological Assessments
- Wetlands delineation and analysis
- Shoreline protection
- Stormwater management
- Air quality
- Noise analysis/studies
- SEPA Compliance reviews

Category 10 – Private Development Permit Review & Assistance

This category requires a licensed Professional Engineer to review and evaluate private development permit applications and submittals, as they pertain to the Public Works Department. Work may include, but is not limited to:

- Review civil plans and associated documents submitted for private development projects, including site plans, grading plans, drainage reports, stormwater management plans, and utility designs
- Review of technical documents submitted by applicants, such as traffic impact analyses or geotechnical reports, and drafting formal responses
- Ensure compliance with city codes, regulations, and Public Works Department standards, including stormwater management, erosion control, utility design, street design, and any other applicable guidelines
- Evaluate potential impacts of private development on public infrastructure, such as roads, water, and sewer systems
- Provide written feedback to applicants regarding necessary changes or improvements to submitted plans
- Coordination with city departments such as Planning, Building, and Fire to ensure private development projects meet all relevant requirements and standards
- Attend meeting with city staff, developers, and other stakeholders as needed to discuss project concerns and facilitate resolution of issues.
- Offer advice and recommendations on infrastructure improvements and modifications to accommodate private developments while protecting public assets

Category 11 – Geotechnical and Geological/Hydrogeologic Engineering

Work in this category may include investigation and/or testing of subsurface conditions and materials for various projects or preliminary/feasibility needs and drafting reports documenting results; evaluation, assessment, and/or monitoring of site conditions; geotechnical support services during construction of capital projects; other tasks and duties within the scope of this field of study may be assigned as necessary. Access and experience to/with quality materials and testing companies and laboratories is required.

Category 12 – Project Management Services

This category includes project management services for various City projects, either individually as assigned or overall. Consultants may provide or supplement City staff with project management services including, but not limited to:

RFQ: ON-CALL A&E CONSULTANT POOL
25-001-PSA

- Project planning, scoping, and RFQ/RFP development
- Consultant management
- Estimating
- Scheduling
- Project execution
- Project documentation
- Regulatory coordination
- Project controls
- Project risk management and mitigation
- Monitoring
- Change management
- Billing review
- Audit support
- Project evaluation and lessons learned
- Project closeout
- Public/Community Outreach Coordination
- Constructability review
- Construction Management Support
- Assist with creation or revision of internal project processes or project documents

Category 13 – GIS Services

This category is to provide Geographic Information System (GIS) services to supplement city staff. These services will support various city departments and projects, including mapping and spatial data analysis for infrastructure, land use, and other city planning and engineering activities.

Services in this category for may include, but are not limited to:

- Create and update GIS maps for the city, including base maps, zoning maps, utility maps, and other thematic maps required by the city
- Maintain and update spatial databases related to public infrastructure, land use, transportation, environmental resources, and city assets
- Assist with the integration of GIS data from various sources, ensuring data accuracy and consistency with city standards
- Provide spatial analysis and modeling services for city projects, such as analyzing land use patterns, utility networks, flood zones, and other geographic data
- Develop custom GIS tools and applications as needed to support specific city functions, such as permitting, asset management, or emergency response

Category 14 – CAD Services

This category is to provide Computer-Aided Design (CAD) services to supplement city staff. These services will support various city departments and projects, including mapping and CAD drafting for infrastructure, land use, and other city planning and engineering activities.

Services in this category may include, but are not limited to:

- Provide CAD drafting services for city engineering and planning projects, including the design of streets, water and sewer systems, stormwater infrastructure, and other city projects
- Create and revise construction drawings based on field measurements, survey data, and design specifications provided by city staff or other contracted consultants
- Generate as-built drawings for completed projects to ensure accurate records of city infrastructure and assets
- Assist with CAD file management, ensuring drawings are properly organized, archived, and compliant with city standards

- Develop document archive and library management system
- Support 3D modeling and visualization for specific projects for internal use or in community engagement events, enabling others to better understand proposed developments or infrastructure changes
- Presentation and Graphics Support

Category 15 – Survey and Mapping

This category is to provide survey and mapping services to support various city department and projects or needs. Work may include review, analysis, and/or creating legal descriptions, easements, topographic and ALTA surveys, filing records of survey, lot line adjustment surveys, and construction staking. Selected firms should have experience/capabilities in photogrammetric/LiDAR Control, , 3D Modeling, hydrographic surveys, roadway and alignment design and construction layout surveys, right of way and boundary analysis and legal description, and GPS surveys.

2.02 Assignments of Work

When determining which Consultant from a Category Pool will be assigned a Work Order, the following criteria will be considered:

- Experience and qualifications for the work;
- Responsiveness, availability, and capacity;
- Ability to meet the schedule;
- Staff experience, unique knowledge, specialized expertise, and dedication to superior client service;
- Quality of work;
- Approach to the work

The city may select Consultants for a Work Order directly or through a competitive process, such as Request for Proposals from one, several, or all Consultants assigned to Categories applicable to the need.

Some tasks will require negotiation between the City and Consultant. City reserves the right to cease negotiations and begin negotiations with another Consultant, in the event negotiations are not successful.

SECTION 3. SUBMITTAL REQUIREMENTS, EVALUATION, AND AWARD:

3.01 Submittal Requirements

Consultants are required to submit four (4) printed copies of their response and one (1) electronic copy on a flash drive. All documents required to be submitted shall be enclosed in a sealed envelope clearly addressed on the outside as follows:

City of Shelton
Attention: Brooke Kilts
SOQ Submittal – On-Call A&E Consultant Pool RFQ 25-001
525 West Cota Street
Shelton, WA 98584

The submittal should clearly identify the Category(s) of work addressed in the Submittal. Consultant shall submit their SOQ on 8 ½ x 11” pages, using a minimum of 11-point font, single-spaced formatting. Proposals shall be stapled or comb bound. Please do not coil bind.

The maximum total number of pages allowed for each required section is provided in Section 3.02 Statement Content. If pages are double-sided, each side will count as one (1) page. The Confirmation of Business Organization page shall be at the end of the proposal.

Submittals are due to the City of Shelton prior to the date and time stated in Section 1.02-Schedule. Submittals that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions. The City of Shelton relies on the city's own computer system clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Statement. Statements may be hand-delivered or mailed. *Fax and email submissions WILL NOT be accepted and will be considered non-responsive to this RFQ.*

3.02 Statement Contents

Statements of Qualifications are to address the items requested below and in the order presented.

A. Submittal Cover Page (1 Page)-Must Clearly identify the Category of the Submittal

B. Cover Letter (1 Page)

- An introduction to the firm and a brief background of the firm's capabilities
- Clearly identify the single contact person, including name, title, email address, mailing address, and phone number, for whom correspondence regarding the SOQ should be directed to
- Identify any real or perceived conflicts of interests, inclusive of the primary and key staff members
- A clear list of the categories for which proposals are being submitted.
- A duly authorized officer, employee, or agent of the Consultant must sign the Cover Letter

C. Firm Overview (1 Page)

Provide an overview of the firm, including:

- The size of the firm.
- A summary of the corporate organizational structure.
- Location and size of corporate headquarters.
- Location and size of the branch of offices at which work may be performed.
- Clearly indicate which office will have the primary responsibility for providing these services and/or execution of the work.

D. Team, Experience, Qualifications, and Past Performance (2 Pages)

If proposing for multiple Categories, the page limit and the items below **apply per category**.

- Identify the Primary team member and key team members who may work on tasks assigned under the category, including working titles, degrees, certificates, licenses, and technical expertise. Describe the roles and responsibilities of each team member.
- Provide an organizational chart demonstrating the relationship and hierarchy of the team described above. Identify team members by name, position, and discipline.
- Identify potential areas of potential subconsultant involvement
- Include resumes of the Primary and key team members. Resumes will not be included in the page count for this section and are limited to one single-sided page per individual.
- Describe each team member's qualifications and experience related to the Category scope. List three projects or contracts in which similar or equal services were provided for a municipality or public entity, stating some of the key challenges and how each was resolved. Please provide at least three references that may be contacted to assist in the City's evaluation, including a brief summary of work performed and the name, title, organization, e-mail, and telephone number for each reference. References should be recent, within the last two years or current clients.

- Provide a table or list that summarizes the current major assignments and workload of all key team members, percentage of time committed to each current assignment, and anticipated end date of major assignments. Also include a statement demonstrating the team's dedication to meeting the needs of the City and if/how that might be effected by competing assignments outside of those directed by the City.
- Describe the measures that the firm/team will use to keep assignments of work on track to deliver a quality product in a timely manner.

E. Confirmation of Business Organization Form (Attachment A)

3.03 Statement Withdrawal

Any Statement may be withdrawn at any time before the "Statement Due" date and time specified in Section 1.02 Schedule by providing a written request for the withdrawal to the city. A duly authorized representative of the firm shall execute the request. Withdrawal will not prejudice the right of the proposer to file a new Statement on this or future projects.

3.04 Rejection or Acceptance of Statements of Qualifications

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all of the proposals or portions thereof.
- c. Base award with due regard to quality and timeliness of services, experience, compliance with the RFQ, and other factors as may be necessary under such circumstances.
- d. Reject all statements and re-advertise at the City's sole discretion.

3.05 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their Statement of Qualifications.

3.06 Evaluation Criteria

The City will select consultants through a Qualifications Based Selection ("QBS") procedure in accordance with RCW 39.80.

Evaluation of the SOQ's will be based on the following criteria for each category of work being proposed as well as the overall accuracy, completeness, legibility, and coherency of the SOQ (overall maximum 100 points available).

EVALUATION CRITERIA	MAXIMUM SCORE
Demonstrated competence and qualifications of the team for the proposed category.	35
Past experience and demonstrated success applicable to the category scope, including past performance with the City of Shelton.	35
The capacity and availability of the team to provide the City with the on-call services. References relative to the issue	20
Accuracy, completeness, legibility, and coherency of the SOQ	10
TOTAL =	100

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their statements. Additionally, the City may reject or accept any or all statements or parts thereof, submitted in response to this RFQ.

3.07 Evaluation and Award Process

An evaluation team will review the SOQs and evaluate all of the responses based on the evaluation criteria listed above. The City may request clarifications or additional information, if

RFQ: ON-CALL A&E CONSULTANT POOL
25-001-PSA

needed. A selection may be made based on the SOQs and initial evaluation criteria alone. Alternatively, Consultants determined to be the most qualified through the initial evaluation phase (short-listed) may be invited to participate in interviews. Evaluation of the short-listed Consultants will be based on a combination of reference checks and interviews.

The two highest scoring Consultants in each Category of work will be offered a Contract, and as such, this may result in consultants being awarded a Contract covering multiple Categories. The selected Consultants will be expected to enter into the city's Standard Professional Services Agreement, set forth in Attachment B.

The City reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the City.

ATTACHMENT A
CONFIRMATION OF BUSINESS ORGANIZATION FORM

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- ☐ a corporation incorporated under the laws of the State of Washington
- ☐ an individual doing business as _____
- ☐ a partnership (identify all partners on a separate page, attached)
- ☐ a joint venture (identify all joint ventures on a separate page, attached)
- ☐ other (please specify)_____

Proposer or Company Name

Washington UBI #

Address of Proposer

Federal Tax ID #

Telephone Number

Signature

Email

Printed Name and Title

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ATTACHMENT B
PRO FORMA PROFESSIONAL SERVICES AGREEMENT

CITY OF SHELTON

ON-CALL PROFESSIONAL SERVICES AGREEMENT

ON-CALL A&E CONSULTANT POOL

Contract No. 25-001.X-PSA

THIS AGREEMENT, made and effective the [Day] day of [Month], 20xx by and between the City of Shelton, Washington, ("City") and [Consultant Name], ("Consultant"), whose principal office is located at [Address].

WHEREAS, The City determined the need to have [Service Type] services performed on an on-call, as needed basis; and

WHEREAS, the City opened proposals submitted in response to the Request for Qualifications on [Month] Day, 20XX and selected [Consultant Name] following review of proposals received; and

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

WHEREAS, the services provided herein are professional services as described below:

- ☐ RCW 18.08 – Architects
- ☐ RCW 18.43 – Engineers
- ☐ RCW 18.43 – Land Surveyors
- ☐ RCW 18.96 – Land Landscape Architects

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

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide [type of service] services on an on-call, as needed basis in the category(ies) of work and in the manner defined in *Exhibit A – Scope and Assignment of Work*, attached hereto and incorporated herein by this reference.

If the Consultant's fee schedule is attached as an exhibit, and if such fee schedule contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be in effect until January 31, 2028. Two optional one-year extensions may be authorized upon mutual, written agreement by both parties.

3. Compensation

- A. This Agreement does not guarantee any amount of work for the Consultant, therefore, no minimum level of compensation will be guaranteed. Total cumulative compensation, for all Task Orders assigned, including reimbursable expenses, shall not exceed a maximum of \$200,000. Compensation will be based on the Consultant's Fee Schedule, shown in *Exhibit B*, attached hereto and incorporated herein by this reference, and completed services rendered under each approved individual Task Order. The City will not pay for time or materials associated with development of scope & budget proposals, whether it results in an approved Task Order or not. The City shall not compensate the Consultant for invoices that exceed the Contract or Task Order maximum amount without a mutually agreed Contract or Task Order amendment executed prior

to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.

- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered on approved Task Orders and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the assigned Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in *Exhibit C – Reimbursable Expenses* or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section or exceed an assigned Task Order value; 3) the expense was not clearly defined or identified in the scope & budget prepared for an individual Task Order; or 4) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.
- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Task Orders, or 2) hours performed for Time & Materials Task Orders. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. **Method of Payment**

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

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D – On-call Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.
A completed Billing Voucher must accompany each invoice submitted.
- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C – Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to PW.Invoices@sheltonwa.gov, or via postal mail addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

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

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property

shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not “work made for hire” within the terms of this Agreement.

- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. **Submission of Reports and Other Documents**

The Consultant shall submit all reports and other documents required to the Project Manager identified in the assigned Task Order. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant’s expense.

7. **Changes**

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

8. **Independent Consultant**

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

9. **Registration, Licensing, and Bonding**

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

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

10. **Provisions of Facilities, Equipment, Personnel**

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

11. **Subletting/Assignment of Contracts**

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

12. No Conflict of Interest

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

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

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

14. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.

15. Indemnification / Hold Harmless

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

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

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

insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

16. Record Keeping and Reporting

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

17. Audits and Inspections

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

18. Termination

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

19. Disputes

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

20. Entire Agreement

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

21. Notices

Notices regarding individual Task Orders shall be directed to the Project Manager and Consultant Representative identified within the approved Task Order.

Notices regarding this Agreement shall be directed to the following:

CITY OF SHELTON
Attn: Brooke Kilts
525 West Cota street
Shelton, WA 98584
Brooke.Kilts@sheltonwa.gov

COMPANY NAME
Attn: _____
Street Address
City/State/Zip
Email Address

22. **Authority to Obligate**

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

23. **Counterparts**

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

IN WITNESS WHEREOF, the City of Shelton and [Consultant Name] have executed this Agreement as of the date first above written.

CITY OF SHELTON

CONSULTANT

Mark Ziegler
City Manager

[Name]
[Title]
Signatory's Professional Registration No. (WA):

Approved as to form 03/2024

Registered in accordance with:
☐ RCW 18.08 – Architects
☐ RCW 18.43 – Engineers
☐ RCW 18.43 – Land Surveyors
☐ RCW 18.96 – Land Scape Architects

EXHIBIT A

SCOPE & ASSIGNMENT OF WORK

1. The Consultant shall provide professional services to the City in categories of:
 - a. [enter specific categories]
2. **Definitions**
 - A. *On-Call Contract* – The mutually binding legal agreement between the Consultant and the City which retains the Consultant to provide services on an as-needed basis, via authorized Task Order(s), and obligates the City to pay for those services. The Contract includes the original Agreement, all Amendments, and Attachments.
 - B. *Task/Work Order* – The document that memorializes agreement between the Consultant and the City, in accordance with the terms of the On-Call Contract. Task Orders are executed for defined work packages under the On-Call Contract. Also can be referred to as a Work Order.
 - C. *Contract Manager* – City staff member responsible for managing the On-Call Contract.
 - D. *Project Manager* – City staff member responsible for managing a specific Task Order.
 - E. *Consultant Representative* – The Consultant staff member responsible for managing a specific Task Order.
 - F. *Consultant Signatory* – The Consultant staff member(s) delegated the authority to provide signature approval for Task Orders under the On-Call Contract.
3. **Task Order Proposals**

The Project Manager will request the consultant provide a fee proposal for the scope of work desired by the City. The City will not pay for time or materials associated with development of fee proposals. Task Order proposals shall be submitted by the Consultant Representative to the City's Project Manager, in writing, within five (5) working days of a request, or such other time frame mutually agreed upon between the Parties. Proposals shall include the following as directed by the City as to either a Lump Sum or Time and Materials Proposal:

 - A. Lump Sum Proposal
 - a) Description of Task Order scope and deliverables, including all inclusions and exclusions to the scope.
 - b) Indicate portion of total dollar amount tied to certain phases and/or specific deliverables.
 - c) Total dollar amount
 - OR
 - B. Time and Materials Proposal
 - a) Description of Task Order scope and deliverables.
 - b) Consultant's Personnel Titles and Rates as negotiated in the Contract.
 - c) Hours per person per task.
 - d) Sub-tier consultant scope and deliverables (when applicable).
 - e) Anticipated reimbursable costs following guidelines outlined in Exhibit C - Reimbursable Expenses.
 - f) Total proposal with Not to Exceed dollar amount.
4. **Task Order Assignment**

If the City wishes to proceed with the scope and fee proposed, the City Contract Administrator will then draft the Task Order with a unique Task Order Number, assigned by the City, and provide the Task Order to Consultant for review and approving signature. Upon return of the partially executed Task Order to the City Contract Administrator, the final signature will be placed, following appropriate City policy. Authorization to proceed with a task will be granted with the return of a fully executed Task Order document to the Consultant, and the executed Task Order will become part of

this Contract as if set forth with the initial execution of this Contract. The Consultant will then be authorized to bill for services performed under the scope until the approved scope is complete or terminated. Without an approved (fully executed) Task Order received from the City, the Consultant shall not perform any services.

5. Task Order Amendments

Amendments are necessary when the Consultant Representative becomes aware of the potential to exceed the authorized amount or when scope changes are requested by the City Project Manager. Consultant Representative shall provide a proposal detailing all changes, per 3A and 3B above. Consultant Representative shall not proceed with out-of-scope work until a Task Order Amendment is fully executed, following appropriate City Policy, and provided by the Contract Manager.

6. Task Order Termination

The City may terminate the Task Order at its convenience, with or without cause. In such case, the Consultant shall be paid for all work performed and reasonable expenses properly incurred in connection with the termination.

EXHIBIT B

COMPENSATION

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

[INSERT RATE SHEET]

Exhibit C – Reimbursable Expenses

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

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (https://www.gsa.gov/travel-resources). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. https://www.gsa.gov/travel-resources	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel Services	Reimbursable only if required to fulfill a request of the City. Does not include routine correspondence.	Receipt	No
Printing, copying	Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 10% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub-Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

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

Office Address Mileage will be calculated from: _____

EXHIBIT D

ON-CALL INVOICING REQUIREMENTS

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

The following are guidelines which the City requires all on-call consultants to follow when preparing invoices.

1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the “effective date” noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
2. **Individual Invoicing and Invoice Package:** In the case of multiple Task Order assignments, each Task Order shall be invoiced separately. Individual Invoice Packages shall contain the following:
 - a. **Cover Letter Report:** A cover letter summarizing the work completed for the Task Order during the invoice period, deliverables provided during the invoice period, and forthcoming milestones and/or deliverables.
 - b. **Invoice:** Consultant Representative shall submit detailed invoices that clearly define the amount being billed as follows:
 - i. For Lump Sum Task Orders: Percentage of work complete, percentage of completed work billed.
 - ii. For Time and Materials Task Orders: List the amount being billed by task, if applicable. Under each task, include a list of all people that worked on the project during the invoice period by *name, job title, billing rate, and hours charged*, and all expenses itemized, in accordance with the Contract.
 - c. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - i. Submittal Number - the sequential number of invoices submitted to date, including the current invoice.
 - ii. Consultant Information – Name, Mailing Address, Phone Number
 - iii. Contract Information – Title of the On-Call Contract & Category, and Contract Expiration Date.
 - iv. Task Order Information – The Task Order Number assigned by the City and title of the Task Order
 - v. Reporting Period - shall be a *range between two specific dates* for which the invoice covers.
 - vi. Invoice Number - a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - vii. Indicate whether the invoice submittal is the final billing for the Task Order.
 - viii. Budget Summary – shows the total Task Order Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
3. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C - *Reimbursable Expenses*, must be followed.
4. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses.
5. **Rates:** It is the Consultant’s responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
6. **Invoice Submittal:** The invoice package shall be submitted to PW.Invoices@SheltonWA.gov, or via postal mail or courier addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

City of Shelton
BILLING VOUCHER
For On-Call A&E Consultant Pool Services

Submittal No.: _____

Consultant: _____ Telephone: () _____

Mailing Address: _____

Contract Number: _____ Contract Expiration: _____

Task Order Number and Title: _____

Reporting Period: _____

Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____ (Attach Invoice)

Is this the final invoice for the Task Order? ☐ Yes ☐ No

Authorized Signature

BUDGET SUMMARY

Total Task Order budget \$ _____

Previous payments \$ _____

Current request \$ _____

Total requested to date \$ _____

Balance remaining \$ _____

Note: If applicable, submit a separate voucher for each Approved Task Order.

For City Use Only

- ☐ Approved for payment. I have reviewed the invoice and have confirmed all services and deliverables charged on this invoice have been completed and/or received.

Project Manager/Reviewer Name

Project Manager/Review Signature

Date

10/2024



ADDENDUM NO. 1
ON-CALL A&E CONSULTANT POOL
RFQ #25-001

ISSUED THIS DATE: November 13, 2024

NOTICE TO ALL PROSPECTIVE CONSULTANTS:

This Addendum serves to modify the Request for Qualifications (RFQ) issued on October 24, 2024. Please note the following changes:

ITEM 1: Extension of Submittal Due Date

The due date for the submission of Statements has been extended and as such, the schedule identified in Section 1.02 is amended as follows (changes are in red; added text is italicized and underlined, deleted text is shown as strike out):

Event	Date
RFQ Release	October 24, 2024
Inquiries Deadline	November 5, 2024 by 4:00 pm
Responses to Inquiries Posted	November 7 <u>13</u> , 2024 by 4:00 pm
SOQ Submittal Due	November 18 <u>December 2</u> , 2024 by 1:00 pm
Notification of Shortlist (tentative)	November 27 <u>December 11</u> , 2024
Interview of Short-Listed Consultants (as needed and determined by the City)	*December 12 <u>18</u> , 2024
Council Award	*January 21, 2025

ITEM 2: Revision/clarification to Evaluation Criteria

Section 3.06, Evaluation Criteria, is amended as follows (changes are in red; added text is italicized and underlined, deleted text is shown as strike out):

The City will select consultants through a Qualifications Based Selection (“QBS”) procedure in accordance with RCW 39.80.

Evaluation of the SOQ’s will be based on the following criteria for each category of work being proposed as well as the overall accuracy, completeness, legibility, and coherency of the SOQ (overall maximum 100 points available). Information obtained through reference checks or previous performance with the City of Shelton may be considered when evaluating.

EVALUATION CRITERIA	MAXIMUM SCORE
Demonstrated competence and qualifications of the team for the proposed category.	35
Past experience and demonstrated success applicable to the category scope, including past performance with the City of Shelton.	35
The capacity and availability of the team to provide the City with the on-call services.	20
Accuracy, completeness, legibility, and coherency of the SOQ	10
TOTAL =	100

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their statements. Additionally, the City may reject or accept any or all statements or parts thereof, submitted in response to this RFQ.



CITY OF SHELTON

Question & Answer #1

Released 11/13/24

RFQ #25-001 On-Call A&E Consultant Pool

This document is posted to capture the questions received during the question & answer period for Contract #25-001-PSA, *On-Call A&E Consultant Pool*. This document is the official response to the questions received.

Questions or responses included in this document require changes to the solicitation document. The solicitation has been updated and posted to the City's Website as *Addendum No. 1*, which includes an extension of the Submittal Due Date and a revision/clarification to the Evaluation Criteria.

No.	Question	Response	Did this change the solicitation?
1	Is the City interested in smaller, service-focused consultants, or are the City's needs broader and better supported by larger firms?	We encourage firms of any size to submit for this opportunity; the emphasis is on the depth of expertise per individual category, rather than breadth across all categories. Each of the 15 scope categories represents a distinct area of expertise, and firms are encouraged to apply for categories where they feel they are strongest and are able to demonstrate proficiency and experience. Firms may submit qualifications for any combination of categories – from just one to all 15 – based on their strengths. Our goal is to select the most proficient firms in each category, ensuring a diverse and skilled pool of firms to pull from as needs arise.	No
2	Related to teaming partners; we understand that the City is not requesting comprehensive teams, but if we have a firm that we typically team with to complete a component of work necessary for design of a project, say electrical/instrumentation engineering, are we able to include them in our proposal, and if not, does the City plan to pair firms as needed on projects?	For this RFQ, the submittal should focus solely on your Firm's qualifications, experience, and capabilities. Each firm will be evaluated based on its own ability to provide the primary services required in each category. If your firm is selected and awarded a contract, you will have the opportunity to propose a detailed scope and budget for each specific Work Order. At that point, if your firm requires support from a subconsultant to fulfill components of that Work Order, you may propose including them as part of your Work Order Proposal. This is to ensure that each selected firm meets the core qualifications for the scope of work they are contracted to perform, while still allowing flexibility to incorporate additional expertise when necessary.	No
3	We see that past performance with the City is included in the evaluation criteria. Does this mean that those firms that have worked with the City will be scored higher than those that have not?	The City welcomes submittals from all qualified firms, including those that have not previously worked with the City. While any relevant past experience with the City may be considered as part of the evaluation process, this does not imply a preference for firms with previous City experience. The intent is to evaluate all firms equitably based on their qualifications, experience, and ability to meet the scope requirements. New firms are strongly encouraged to apply and will be given full and fair consideration alongside firms with prior experience working with the City.	Yes

Firm	#1 - Architectural & Structural Design & Engineering	#2 - Landscape architecture	#3 - Civil Eng. - Water	#4 - Civil Eng. - Wastewater & Stormwater	#5 - Traffic & Transportation Engineering	#6 - Electrical Engineering	#7 - Mechanical Engineering (Inc. HVAC Systems)	#8 - Construction Engineering, Management, and Inspection	#9 - Planning, Environmental, and Permitting Services	#10 - Private Development Permit Review & Assistance	#11 - Geotechnical and Geological/Hydrogeologic Engineering	#12 - Project Management Services	#13 - GIS Services	#14 - CAD Services	#15 - Survey & Mapping
RWD Landscape Architects		✓													
Helix Design Group	✓														
Gray & Osborne, Inc				✓				✓		✓		✓			✓
Keller Associates			✓	✓	✓					✓		✓		✓	
SCJ Alliance		✓			✓				✓	✓				✓	
Hultz BHU						✓	✓								
Parametrix			✓	✓		✓	✓								
Associated Earth Sciences, Inc.											✓		✓		
Sitts & Hill	✓														✓
Williams Architecture	✓														
Timmons Group													✓		
RH2					✓	✓		✓	✓		✓				
BHC Consultants			✓					✓							

CITY OF SHELTON

ON-CALL PROFESSIONAL SERVICES AGREEMENT

ON-CALL A&E CONSULTANT POOL

Contract No. 25-001.X-PSA

THIS AGREEMENT, made and effective the 21st day of January, 2025, by and between the City of Shelton, Washington, ("City") and **[Consultant Name]**, ("Consultant"), whose principal office is located at **[insert address]**.

WHEREAS, The City determined the need to have professional services performed on an on-call, as needed basis; and

WHEREAS, the City opened proposals submitted in response to the Request for Qualifications on December 2, 2024 and selected **[Consultant Name]** following review of proposals received; and

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

WHEREAS, the services provided herein are professional services as described below:

- ☐ RCW 18.08 – Architects
- ☐ RCW 18.43 – Engineers
- ☐ RCW 18.43 – Land Surveyors
- ☐ RCW 18.96 – Land Scape Architects

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

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services on an on-call, as needed basis in the category(ies) of work and in the manner defined in *Exhibit A – Scope and Assignment of Work*, attached hereto and incorporated herein by this reference.

If the Consultant's fee schedule is attached as an exhibit, and if such fee schedule contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and shall be in effect until January 31, 2028. Two optional one-year extensions may be authorized upon mutual, written agreement by both parties.

3. Compensation

- A. This Agreement does not guarantee any amount of work for the Consultant, therefore, no minimum level of compensation will be guaranteed. Total cumulative compensation, for all Task Orders assigned, including reimbursable expenses, shall not exceed a maximum of \$300,000. Compensation will be based on the Consultant's Fee Schedule, shown in *Exhibit B*, attached hereto and incorporated herein by this reference, and completed services rendered under each approved individual Task Order. The City will not pay for time or materials associated with development of scope & budget proposals, whether it results in an approved Task Order or not. The City shall not compensate the Consultant for invoices that exceed the Contract or Task Order maximum amount without a mutually agreed Contract or Task Order amendment executed prior

to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.

- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered on approved Task Orders and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the assigned Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in *Exhibit C – Reimbursable Expenses* or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section or exceed an assigned Task Order value; 3) the expense was not clearly defined or identified in the scope & budget prepared for an individual Task Order; or 4) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.
- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Task Orders, or 2) hours performed for Time & Materials Task Orders. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. **Method of Payment**

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

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D – On-call Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.
A completed Billing Voucher must accompany each invoice submitted.
- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C – Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to PW.Invoices@sheltonwa.gov, or via postal mail addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

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

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property

shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not “work made for hire” within the terms of this Agreement.

- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required to the Project Manager identified in the assigned Task Order. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant’s expense.

7. Changes

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

8. Independent Consultant

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

9. Registration, Licensing, and Bonding

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

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

10. Provisions of Facilities, Equipment, Personnel

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

11. Subletting/Assignment of Contracts

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

12. No Conflict of Interest

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

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

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

14. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.

15. Indemnification / Hold Harmless

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

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

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

insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

16. Record Keeping and Reporting

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

17. Audits and Inspections

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

18. Termination

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

19. Disputes

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

20. Entire Agreement

This Agreement and Exhibits A, B, C, and D, pages 1 to 13 inclusive, contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

21. Notices

Notices regarding individual Task Orders shall be directed to the Project Manager and Consultant Representative identified within the approved Task Order.

Notices regarding this Agreement shall be directed to the following:

CITY OF SHELTON
Attn: Brooke Kilts
525 West Cota street
Shelton, WA 98584
Brooke.Kilts@sheltonwa.gov

[CONSULTANT NAME]
Attn:
Street Address
City, State Zip
[email address](#)

22. Authority to Obligate

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

23. Counterparts

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

IN WITNESS WHEREOF, the City of Shelton and Gray & Osborne, Inc. have executed this Agreement as of the date first above written.

CITY OF SHELTON

[CONSULTANT NAME]

Mark Ziegler
City Manager

[Signatory Name]
[Signatory Title]

Signatory's Professional Registration No. (WA):

Approved as to form 03/2024

Registered in accordance with:

- ☐ RCW 18.08 – Architects
- ☐ RCW 18.43 – Engineers
- ☐ RCW 18.43 – Land Surveyors
- ☐ RCW 18.96 – Land Scape Architects

EXHIBIT A

SCOPE & ASSIGNMENT OF WORK

1. The Consultant shall provide professional services to the City in categories of:

- a. [scope category]

2. **Definitions**

- A. *On-Call Contract* – The mutually binding legal agreement between the Consultant and the City which retains the Consultant to provide services on an as-needed basis, via authorized Task Order(s), and obligates the City to pay for those services. The Contract includes the original Agreement, all Amendments, and Attachments.
 - B. *Task/Work Order* – The document that memorializes agreement between the Consultant and the City, in accordance with the terms of the On-Call Contract. Task Orders are executed for defined work packages under the On-Call Contract. Also can be referred to as a Work Order.
 - C. *Contract Manager* – City staff member responsible for managing the On-Call Contract.
 - D. *Project Manager* – City staff member responsible for managing a specific Task Order.
 - E. *Consultant Representative* – The Consultant staff member responsible for managing a specific Task Order.
 - F. *Consultant Signatory* – The Consultant staff member(s) delegated the authority to provide signature approval for Task Orders under the On-Call Contract.

3. **Task Order Proposals**

The Project Manager will request the consultant provide a fee proposal for the scope of work desired by the City. The City will not pay for time or materials associated with development of fee proposals. Task Order proposals shall be submitted by the Consultant Representative to the City's Project Manager, in writing, within five (5) working days of a request, or such other time frame mutually agreed upon between the Parties. Proposals shall include the following as directed by the City as to either a Lump Sum or Time and Materials Proposal:

- A. Lump Sum Proposal

- a) Description of Task Order scope and deliverables, including all inclusions and exclusions to the scope.
 - b) Indicate portion of total dollar amount tied to certain phases and/or specific deliverables.
 - c) Total dollar amount

OR

- B. Time and Materials Proposal

- a) Description of Task Order scope and deliverables.
 - b) Consultant's Personnel Titles and Rates as negotiated in the Contract.
 - c) Hours per person per task.
 - d) Sub-tier consultant scope and deliverables (when applicable).
 - e) Anticipated reimbursable costs following guidelines outlined in Exhibit C - Reimbursable Expenses.
 - f) Total proposal with Not to Exceed dollar amount.

4. **Task Order Assignment**

If the City wishes to proceed with the scope and fee proposed, the City Contract Administrator will then draft the Task Order with a unique Task Order Number, assigned by the City, and provide the Task Order to Consultant for review and approving signature. Upon return of the partially executed Task Order to the City Contract Administrator, the final signature will be placed, following appropriate City policy. Authorization to proceed with a task will be granted with the return of a fully

executed Task Order document to the Consultant, and the executed Task Order will become part of this Contract as if set forth with the initial execution of this Contract. The Consultant will then be authorized to bill for services performed under the scope until the approved scope is complete or terminated. Without an approved (fully executed) Task Order received from the City, the Consultant shall not perform any services.

5. Task Order Amendments

Amendments are necessary when the Consultant Representative becomes aware of the potential to exceed the authorized amount or when scope changes are requested by the City Project Manager. Consultant Representative shall provide a proposal detailing all changes, per 3A and 3B above. Consultant Representative shall not proceed with out-of-scope work until a Task Order Amendment is fully executed, following appropriate City Policy, and provided by the Contract Manager.

6. Task Order Termination

The City may terminate the Task Order at its convenience, with or without cause. In such case, the Consultant shall be paid for all work performed and reasonable expenses properly incurred in connection with the termination.

EXHIBIT B

COMPENSATION

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

Exhibit C – Reimbursable Expenses

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

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (https://www.gsa.gov/travel-resources). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. https://www.gsa.gov/travel-resources	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel Services	Reimbursable only if required to fulfill a request of the City. Does not include routine correspondence.	Receipt	No
Printing, copying	Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 10% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub-Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

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

Office Address Mileage will be calculated from: _____

EXHIBIT D

ON-CALL INVOICING REQUIREMENTS

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

The following are guidelines which the City requires all on-call consultants to follow when preparing invoices.

1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the “effective date” noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
2. **Individual Invoicing and Invoice Package:** In the case of multiple Task Order assignments, each Task Order shall be invoiced separately. Individual Invoice Packages shall contain the following:
 - a. **Cover Letter Report:** A cover letter summarizing the work completed for the Task Order during the invoice period, deliverables provided during the invoice period, and forthcoming milestones and/or deliverables.
 - b. **Invoice:** Consultant Representative shall submit detailed invoices that clearly define the amount being billed as follows:
 - i. For Lump Sum Task Orders: Percentage of work complete, percentage of completed work billed.
 - ii. For Time and Materials Task Orders: List the amount being billed by task, if applicable. Under each task, include a list of all people that worked on the project during the invoice period by *name, job title, billing rate, and hours charged*, and all expenses itemized, in accordance with the Contract.
 - c. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - i. Submittal Number - the sequential number of invoices submitted to date, including the current invoice.
 - ii. Consultant Information – Name, Mailing Address, Phone Number
 - iii. Contract Information – Title of the On-Call Contract & Category, and Contract Expiration Date.
 - iv. Task Order Information – The Task Order Number assigned by the City and title of the Task Order
 - v. Reporting Period - shall be a *range between two specific dates* for which the invoice covers.
 - vi. Invoice Number - a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - vii. Indicate whether the invoice submittal is the final billing for the Task Order.
 - viii. Budget Summary – shows the total Task Order Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
3. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C - *Reimbursable Expenses*, must be followed.
4. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses.
5. **Rates:** It is the Consultant’s responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
6. **Invoice Submittal:** The invoice package shall be submitted to PW.Invoices@SheltonWA.gov, or via postal mail or courier addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

City of Shelton
BILLING VOUCHER
For On-Call A&E Consultant Pool Services

Submittal No.: _____

Consultant: _____ Telephone: () _____

Mailing Address: _____

Contract Number: _____ Contract Expiration: _____

Task Order Number and Title: _____

Reporting Period: _____

Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____ (Attach Invoice)

Is this the final invoice for the Task Order? ☐ Yes ☐ No

Authorized Signature

BUDGET SUMMARY

Total Task Order budget \$ _____

Previous payments \$ _____

Current request \$ _____

Total requested to date \$ _____

Balance remaining \$ _____

Note: If applicable, submit a separate voucher for each Approved Task Order.

For City Use Only

- ☐ Approved for payment. I have reviewed the invoice and have confirmed all services and deliverables charged on this invoice have been completed and/or received.

Project Manager/Reviewer Name

Project Manager/Review Signature

Date

10/2024

RESOLUTION NO. 1363-1124

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE AWARD OF CONTRACTS FOR ON-CALL ARCHITECTURE AND ENGINEERING CONSULTING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACTS

WHEREAS, the City of Shelton occasionally requires supplemental professional architecture and engineering (A&E) services to support City staff with designs, feasibility studies, traffic studies, and other specialized services; and

WHEREAS, the City conducted a competitive Request for Qualifications (RFQ) process in compliance with the uniform requirements of RCW 39.80, to establish a pool of qualified A&E consultants for on-call services in fifteen (15) categories of work; and

WHEREAS, the City received twenty-three (23) Statements of Qualifications (SOQs) in response to the RFQ, of which twenty-two (22) were deemed responsive and evaluated based on the criteria outlined in the RFQ; and

WHEREAS, City staff have identified thirteen (13) consulting firms, ranked in each category and in accordance with the evaluation process, to establish a pool of on-call consultants for various categories of work; and

WHEREAS, to ensure adequate capacity and flexibility to meet the anticipated high demand for services, the City recommends awarding contracts to the top three ranked firms in certain high-demand categories; and

WHEREAS, the contracts will not guarantee a minimum level of work or compensation, and Task Orders will only be issued as budget allows and in accordance with the City's signing authority.

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

1. The City Council hereby awards on-call consulting services contracts to the following firms for the categories of work indicated:

Firm	Architectural & Structural Design & Engineering	Landscape architecture	Civil Eng. - Water	Civil Eng. - Wastewater & Stormwater	Traffic & Transportation Engineering	Electrical Engineering	Mechanical Engineering (Inc. HVAC Systems)	Construction Engineering, Management, and Inspection	Planning, Environmental, and Permitting Services	Private Development Permit Review & Assistance	Geotechnical and Geological/Hydrogeologic Engineering	Project Management Services	GIS Services	CAD Services	Survey & Mapping
RWD Landscape Architects		✓													
Helix Design Group	✓														
Gray & Osborne, Inc				✓				✓		✓		✓			✓
Keller Associates			✓	✓	✓					✓		✓		✓	
SCJ Alliance		✓			✓				✓	✓				✓	
Hultz BHU						✓	✓								
Parametrix			✓	✓		✓	✓								
Associated Earth Sciences, Inc.											✓		✓		
Sitts & Hill	✓														✓
Williams Architecture	✓														
Timmons Group													✓		
RH2					✓	✓		✓	✓		✓				
BHC Consultants			✓					✓							

2. The City Manager is authorized to execute the Professional Services Agreements for each awarded firm, with contract numbers assigned as 25-001.1-PSA through 25-001.13-PSA.
3. Task Orders may be issued as needed, consistent with the City's budget and delegated signing authority.

INTRODUCED on the 7th day of January 2025 and **PASSED** by the City Council at its regular meeting held on the 21st day of January 2025.

Mayor Onisko

ATTEST:

City Clerk Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F5)

Touch Date: 12/27/2024
Brief Date: 01/07/2025
Action Date: 01/21/2025

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Creative District

☐

Ordinance

☒ Dept. Head

JBH

☐ Finance Director

ATTACHMENTS:

☒

Resolution

☐ Attorney

- Resolution No. 1367-1224
- PowerPoint Presentation

☒

Motion

☒ City Clerk

☐

Other

☒ City Manager

12/27/24

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 2015, Forterra conducted a planning process that culminated in a Downtown Vision Plan. Within that Plan was a concept to activate underutilized Cota Street through the creation of an Arts District. In early 2023, that item was placed on the Community & Economic Development Department Work Plan for continued development and action.

In December 2023, CED Director Hill contacted the Washington State Arts Commission's Creative Districts Program and began the application process. An organizing committee was recruited from among the business and arts communities. The project was selected by Blue Zones and Choice Regional Health Network for initial funding, which conducted a design charrette for Cota Street that led to the redesigned streetscape and overhead lighting present today. The physical improvements were mostly in place before the highly successful 2024 Arts Walk in July which saw over 3200 visitors, as well as 80 vendors and supporting businesses.

Since the Arts Walk, the Organizing Committee has conducted additional outreach, including bringing on the Timberland Regional Library as a partner and holding a well-attended Artists Forum on November 18. The Committee has also procured a logo from renowned local artist Andrea Wilbur-Sigo.

The Creative District Organizing Committee is preparing to submit an application to ArtsWA in January to formally request acknowledgement of the City's district. One of the required application materials is documentation of support from the local government, in the form of a resolution.

This proposed resolution expresses the Council's support for the creation of the Shelton Creative District and establishes the boundary of the district. Per ArtsWA regulations, a district must be contiguous, distinct, and easily definable, measuring less than two square miles. The Committee proposes that the boundaries be from Park Street on the South, to Birch Street on the North, Front Street on the East, and the Rail Trail to the Southwest—essentially the boundary of Downtown Shelton. ArtsWA requires that the district be uniquely branded with wayfinding and signage, so it's important to optimize the size of the district. It's also important to include Kneeland Park, Loop Field, the Library, and other potential venues, as well as the City's two historic districts.



The red line indicates the proposed boundary of the District. The yellow stars indicate some (not all) current and future creative businesses, venues for arts activities, and organizational partners. The orange solid line indicates the future Cross-town Trail, and the orange dashed lines indicate a potential alignment for Phase Two of the trail.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may approve the resolution, or alter it or the District boundaries, or reject it outright.

BUDGET/FISCAL INFORMATION:

There is no cost to starting an informal Creative District. A state-certified District must show an operating budget, much of which is in-kind contribution through the City or donations through regional partners. Once certified by ArtsWA, the District will be eligible for a start up operational grant of \$10,000 and a capital grant of \$50,000, in addition to other technical support and funding as offered by the state.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward Resolution No. 1367-1224 to the January 21, 2025 meeting."

RESOLUTION NO. 1365-1224

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
ESTABLISHING THE SHELTON CREATIVE DISTRICT**

WHEREAS, the City of Shelton is “the hub of Mason County’s creative economy”; and

WHEREAS, the City has identified establishment of an Arts District as a goal for economic development since the 2015 Downtown Vision Plan; and

WHEREAS, the State of Washington’s Arts Commission has a Certified Creative District Program which recognizes arts districts around the state; and

WHEREAS, the State Creative District Certification brings with it opportunities for grant funding; and

WHEREAS, the City of Shelton, the Downtown Merchants Association, Blue Zones, the Timberland Regional Library, and many other organizations, businesses, and individuals have contributed to development of the proposed Creative District; and

WHEREAS, these partners have conducted design workshops, an artist forum, and a signature Arts Walk event in 2024; and

WHEREAS, the City has provided significant financial support through staff time and the recent improvements to the Cota Street experience; and

WHEREAS, the Council of the City of Shelton believes strongly in support for the District’s mission statement of “Providing Access to the Arts for All”;

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

1. The City hereby expresses its continued support for the Organizing Committee’s efforts; and
2. The City supports application for the ArtsWA Certified Creative District status; and
3. The City establishes the boundaries of the Shelton Creative District as shown on Exhibit A;

INTRODUCED on the 7th of January 2025 and **PASSED** by the City Council at its regular meeting on the 21st of January 2025.

ATTEST:

Mayor Onisko

City Clerk Nault

Exhibit A: Creative District Boundaries





Shelton Creative District

**Updates to Council
January 7, 2025**



What is a Creative District?

- Celebrates art and artisans
- Washington State Arts Commission certification
 - \$10,000 startup operating grant
 - Up to \$50,000 in capital project funding for small-scale projects
 - Technical assistance, training, and networking
- No additional regulations required



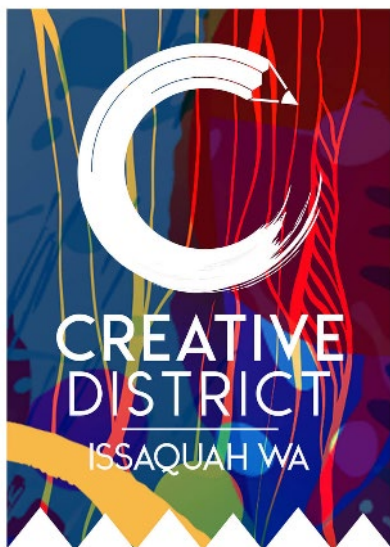


Why make a Creative District?

- “Cota Street Arts District” from the 2015 Downtown Vision
- Selected as one of Blue Zones’ four Mason County projects
- Benefits (from ArtsWA):
 - Promote your community’s creative identity
 - Grow jobs in the creative sector
 - Increase tourism and bring new visitors
 - Attract artists, start-ups, and creative businesses
 - Create opportunities for affordable housing. This may include live/work and maker spaces for artists.



Application Process



- Gather team
 - Downtown business owners, arts community leaders, event organizers, community advocates
- Develop a plan
- Conduct outreach
- Apply for certification
 - Application period opens July 1
- Begin activities



Partners

- Blue Zones: \$5,000 sponsorship, provided landscape architects (UrbsWorks) for charrette, providing bike parking
- PUD3: Installing power poles and guy wires for catenary lights
- Marmo Gallery: Hosted charrette, running event website
- Shelton Downtown Merchants & Shelton-Mason Chamber

Steering Team:

Amy Cooper

Deidre Peterson

Julie Knott

Stephen Buettler

Isa Radojcic

Tiana Dunbar

Jae Hill

Contributors:

Rachel Hansen

Matthew Melendez

Glenhelen Smither

Sid Becholdt

Erica Adams

Pat Denny



Timeline

- 2015 - Downtown Vision Plan
- 2022, Fall - City Work Plan
- 2023, Summer - Blue Zones
- 2023, Fall - Began application process
- 2024, Spring – Steering Committee established
- 2024, Spring – Design charette
- 2024, Summer – Chewelah Conference
- 2024, Summer – Art Walk
- 2024, Fall – Artist Forum
- 2025, Winter – Application to be submitted!









Design Charette

- April 1, 2024 workshop
 - City staff
 - Business owners
 - Arts enthusiasts
 - Elected officials
 - Blue Zones
 - UrbsWorks (consultant)



Design Concepts



Lighting & Trees



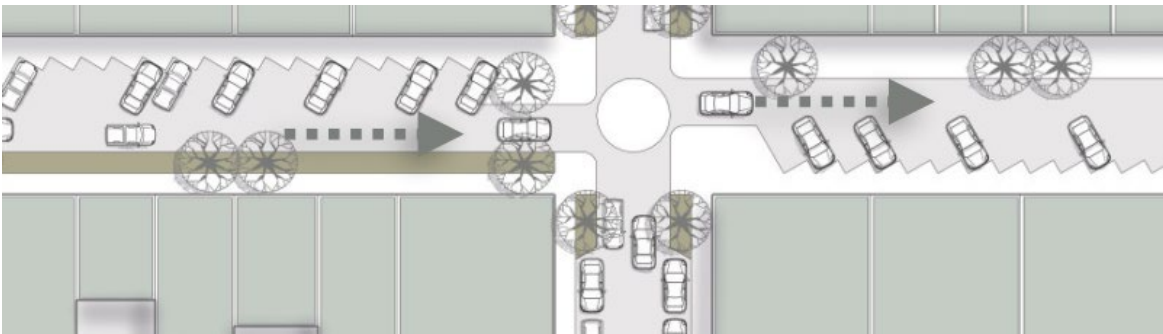
Asphalt Art



Bike Parking



Wayfinding



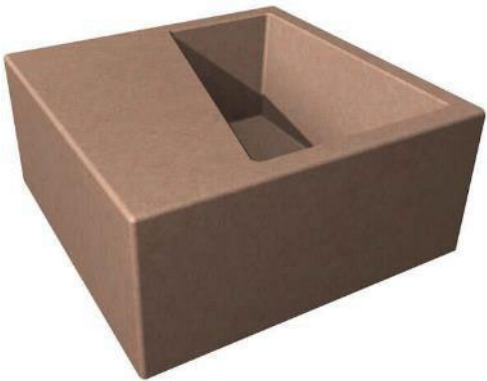
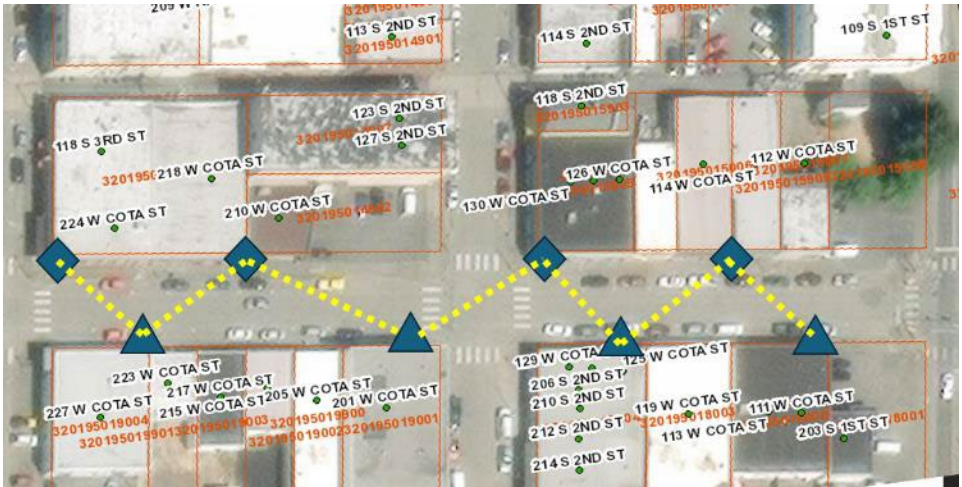
Traffic Calming



Stormwater & Seating



Temporary Improvements



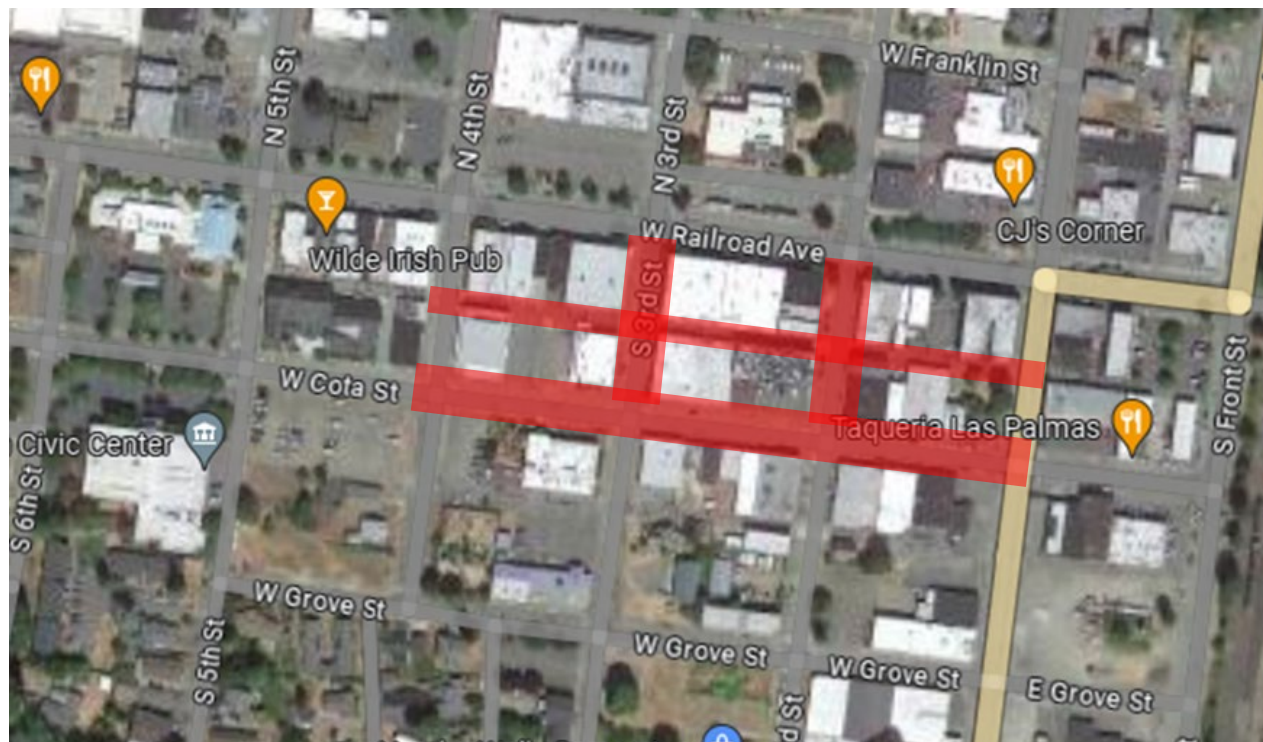
From inspiration on April 1 to built by July 27!





Art Walk 2024 - Outreach Event

- Shelton Art Walk
 - Saturday 7/27/24
 - 4pm to 10pm
- 50+ vendor booths
- 20+ local businesses
- Cota, 2nd, 3rd closures
- Live music & stage
- 3200+ attendees





Guiding Principles

Mission

Providing access to the arts for all.

Vision

Downtown Shelton will be the hub of
Mason County's creative economy



Draft Goals

Artistic Empowerment: *We believe in creating opportunities that empower artists to thrive creatively and economically, fostering a sustainable living wage for those who live, work, and showcase within the district.*

Collaboration and Innovation: *We foster collaboration across the five core disciplines—visual, literary, performing, culinary, and makers arts—encouraging innovation and creative exploration in every form.*

Economic Growth Through Creativity: *We recognize the arts as a vital engine for economic development, helping to transform our town into a dynamic, creative destination that benefits residents and visitors alike.*

Community Connection: *We are dedicated to strengthening the bond between artists and the community, making art accessible and engaging for all.*

Sustainability and Heritage: *We are committed to preserving the unique character and heritage of our town while promoting sustainable practices within the creative community.*

Cultural Inclusivity: *We celebrate diversity in all its forms, welcoming artists and audiences from varied backgrounds and perspectives to enrich the creative fabric of our district.*

Accessibility: *We strive to make art and cultural experiences available to all, regardless of economic, social, or physical barriers.*



What's Next?

Quarterly “Art Strolls” in Spring and Fall 2025

2nd Annual Art Walk – July 2025!

Conclusion



Jae Hill, AICP, CFM

Community & Economic Development Director

City of Shelton

jae.hill@sheltonwa.gov

360-432-5176



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 12/27/2024
Brief Date: 01/07/2025
Action Date: 03/18/2025

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 checked="" type="checkbox"/>	City Manager	<u>12/27/24</u>

PROGRAM/PROJECT TITLE:
Revising Permitted Uses

ATTACHMENTS:
- Ordinance No. 2025-0924

<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 City's Municipal Code contains a list of more than 100 permitted uses in Table 20.06.030 of the Zoning Code. The list includes a number of outdated uses such as "video tape sales and rentals" which no longer exist in town or uses which are so specific such as "Enameling or metal coating, galvanizing, electroplating" or "boat building" that they might exclude similar manufacturing or industrial uses. "Enterprises providing indoor entertainment and recreation" as a use could be so broad as to not having any meaning at all, with possible activities ranging from quiet mini-golf to moderately loud theatres to very loud indoor go-karting.

Staff proposes reducing the list to a much more manageable set of general classifications, which correspond to the occupancy ratings of the International Building Code. In doing so, "Barber/beauty shop", "Banks, other financial institutions", "Medical and dental offices", and other uses are all just classified as "Business", while all the varieties of retail uses in the code-- Antique store, Convenience store, Florist, Gallery, General Merchandise store, Gift store, Hardware store, etc.--all just become "Mercantile" uses.

Having such a narrowly described list prohibits anything that's not very clearly on the list, which stifles innovation and can be a barrier to emerging industries. Staff are also often confronted with situations that aren't clear--the recent opening of a record store (a Mercantile class occupancy) with a proposed recording studio (a Business occupancy) inside prompted questions about the recording studio not being a specifically allowed use, despite live music being performed at venues all throughout the downtown. Another proposed use, a flexible-use space which could be used as a market one day or event venue the next, doesn't clearly meet any of the code definitions, despite there being a demand for such uses in the downtown area.

Staff is also cleaning up the related table notes. There are 19 such notes below the table, and while several of them can be consolidated or removed, a few related to design standards in the Low-Intensity Commercial (LIC) Zoning District should be moved to the Design Review section of that Chapter, 20.09.

Finally, though definitions of these broad occupancy classes are contained in the International Building Code, and related codes, Staff will add a section to 20.02, General Provisions and Administration, to clarify.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may adopt the ordinance as written, amend the ordinance, or reject this proposal.

BUDGET/FISCAL INFORMATION:

Enforcement of the ordinance would be performed by existing staff. These changes would slightly reduce staff time by simplifying approvals, while also encouraging new businesses, potentially increasing city revenues.

PUBLIC INFORMATION REQUIREMENTS:

Notice of Public Hearing was published in the Shelton Mason Journal on December 26, 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 cannot occur until at least March 7, 2025; the first available meeting after that date will be March 18, 2025.

STAFF RECOMMENDATION/MOTION:

"I move to place Ordinance No. 2025-0924 on the action agenda of the March 18, 2025 meeting."

ORDINANCE NO. 2025-0924

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON AMENDING CHAPTER 20.06 OF THE SHELTON MUNICIPAL CODE RELATED TO PERMITTED USES

WHEREAS, the development regulations in the Shelton Municipal Code (SMC) have historically separated uses by very specific classifications; and

WHEREAS, among the more than one hundred enumerated uses, some are outdated based on old technologies, and some are not present in the community; and

WHEREAS, some uses are so specific as to preclude innovative concepts or new emerging industries; and

WHEREAS, the City Council desires to increase the economic vitality of the community by encouraging new businesses and easing their approval process; and

WHEREAS, the City already regulates most uses by broad occupancy classifications, as described in the International Building Code, for building permit purposes, and can easily do the same for land use planning purposes;

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

Section 1. Table 20.06.030.B “Permitted and Conditional Land Uses (“y” Permitted, “n” Not Permitted, “cu” Conditional Use).” of the SMC and all associated table notes shall be repealed and replaced with a new Table 20.06.030.B and new table notes as follows:

B. Permitted and Conditional Land Uses

	ZONES:												
	NR	AI ¹	PS	MU	ME	CR-V	CR-G	DT	GC	CI	I	LI-C	PR-A
General Land Uses:													
Assembly (such as restaurants, churches, bars, meeting halls, theatres, etc.)	NC ³		CU	Y	N	Y	Y	Y	Y	N	N	Y	CU
Business	NC ³		CU	Y	N	Y	Y	Y	Y	N	N	Y	Y

	ZONES:												
	NR	AI ¹	PS	MU	ME	CR-V	CR-G	DT	GC	CI	I	LI-C	PR-A
(such as professional services, doctor and dentist offices, escape rooms, etc.)													
Educational (such as schools, colleges, etc.)	CU		Y	N	Y	CU	CU	CU	N	N	N	CU	CU
Factory and Industrial (such as manufacturing, brewing, distilling, etc.)	N		N	N	N	N	N	A ²	A ²	Y	Y	N	N
High Hazard (such as fuel depots, explosives storage, etc.)	N		N	N	N	N	N	N	N	N	Y	N	N
Institutional (such as hospitals, nursing homes, etc.)	N		CU	N	Y	Y	Y	N	N	N	N	Y	Y
Mercantile/Retail (such as storefronts, galleries, etc.)	NC ³		N	Y	N	Y	Y	Y	Y	N	N	Y	Y
Low-Density Residential: 1-4 Dwelling Units per lot, and Accessory Dwellings	Y		N	Y	N	Y	Y	N	Y	N	N	Y	Y
Medium-Density Residential: 5+ Dwelling Units per lot, Townhomes, Apartments, Condominiums	PUD		N	Y	N	Y	Y	Y ⁸	Y ⁸	N	N	Y	CU
Storage, indoor	N		N	N	N	N	N	N	Y	Y	N	CU	N
Storage, outdoor (no junk or salvage)	N		N	N	N	N	N	N	N	Y	Y	CU	N
Utility and Miscellaneous	CU		Y	CU	CU	CU	CU	CU	CU	CU	CU	CU	N
Restricted Land Uses:													
Group home	Y		N	Y	N	Y	Y	CU	N	N	N	Y	Y
Rooming house	CU		Y	Y	Y	Y	CU	Y	CU	N	N	N	Y
Day care center	NC ³		Y	Y	Y	Y	Y	N	N	N	N	Y	CU
Drive-thru or drive-in business (such as restaurants, coffee shops, pharmacies, etc.)	N		N	Y ⁴	Y	Y ⁴	Y ⁴	Y ⁵	Y	Y	Y	N	N

	ZONES:												
	NR	AI ¹	PS	MU	ME	CR-V	CR-G	DT	GC	CI	I	LI-C	PR-A
Auto-oriented business (such as gas stations, carwash, repairs, sales, etc.)	N		N	Y ⁴	Y	N	N	CU ⁵	Y	Y	Y	N	N
Mineral extraction	N		N	N	N	N	N	N	N	Y	Y	N	N
Recreational vehicle park or campground	CU		N	CU	N	N	N	N	CU	N	N	N	N
Outdoor agriculture, not to include animals or grazing	A		A	N	N	N	N	N	N	N	N	N	N
Freighting and truck yards, warehousing	N		N	N	N	N	N	N	N	Y	Y	N	N
Bed and breakfast inns	CU		N	Y	N	Y	Y	Y	N	N	N	Y	CU
Sexually oriented business	N		N	N	N	N	N	N	Y ⁷	N	N	N	N
Marijuana producer, processor, and/or researcher, state-licensed	N		N	N	N	N	N	N	N	Y	Y	N	N
Marijuana retail outlet, state-licensed	N		N	N	N	N	N	N	Y	Y	N	N	N
Planned unit development, Chapter 20.32	Y		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N

N = Not Permitted; Y = Permitted; CU = Conditional Use Permit Required; PUD = Planned Unit Development; A = Accessory Use; NC = Neighborhood Commercial District, see note 3

¹ Uses shall be in conformance with the Sanderson Field master plan and consistent with the functions and uses intended within the land use district where the use is proposed. All proposed site improvements, buildings, and uses shall be in compliance with the airport overlay zoning regulations (Mason County Chapter 17.60, City of Shelton Chapter [20.70](#)).

² "A" denotes Accessory to a Principal Use, such as a microbrewery with a mercantile or assembly component.

³ "NC" denotes that a Conditional Use as part of a Neighborhood Commercial district, and subject to the Neighborhood Commercial design review as well as the NC portion of the Conditional Use chapter.

⁴ Allowed if within 300 feet of direct access (via on or off ramp) to a Washington State or United States highway.

⁵ Allowed if parcel is located with frontage along First Street/Olympic Highway South.

⁶ Allowed as a conditional use in the Downtown (DT) Zone on parcels south of Grove Street and east of Second Street.

⁷ Subject to location limitations set forth in SMC [20.35.040](#).

⁸ Multifamily dwelling units may only occupy the upper floor(s) of a commercial building.

Section 2. 20.09.080.B shall be amended as follows:

2. "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.~~ All outdoor storage shall be screened from residential uses across Adams or Jefferson Streets, that lights shall be situated so as to not shine or reflect across Adams or Jefferson Streets, and hours of operation shall be limited from 8:00 a.m. to 6:00 p.m.

Section 3. Section 20.09.080, related to design review standards in the Low Intensity-Commercial (LI-C) Zoning District shall be amended as follows:

G. Design Review. All requirements of section 20.64.130 SMC for LI-C areas shall be satisfied. Design review is required to assure that size of the buildings do not project noise or activity which would disrupt the residential uses across Adams and Jefferson Streets, that landscaping reflects the protection of residential character of properties across Adams and Jefferson Streets, and that structures reflect the residential style (wood frame, pitched roofs with overhangs), rather than institutional style (flat roof, modular look) of development.

Section 4. Section 20.02.078, describing the Occupancy Classifications, shall be added as follows:

20.02.078 Occupancy Classifications.

A. Occupancies. The City recognizes the occupancy classifications of the most recently adopted version of the International Building Code for the purposes of determining general land use categories.

1. Assembly Occupancy: Used for gatherings of people, such as restaurants, theaters, nightclubs, churches, or auditoriums.
2. Business Occupancy: Includes offices, banks, and outpatient medical offices, and professional services.
3. Educational Occupancy: Refers to schools and educational institutions.
4. Factory and Industrial Occupancy: For manufacturing and industrial processes.
5. High Hazard Occupancy: Includes places with high fire or explosion risks.
6. Institutional Occupancy: Used for hospitals, nursing homes, and similar facilities.
7. Mercantile Occupancy: Includes retail stores and shops.

B. Mixed Occupancy. When two or more occupancy classifications are located in the same structure, if the primary use and secondary uses are not physically separated by fire-rated walls, they must be calculated together under the more restrictive occupancy requirements; if meeting the physical separation requirements of the International Building Code, International Fire Code, and other applicable codes, then their areas may be calculated separately.

Section 5. This Ordinance shall take effect five days after approval and publication, as required by law.

Introduced to the City Council at its regular meeting on the 7th day of January 2025. Passed by the City Council at its regular meeting held on the 18th day of March 2025.

Mayor Eric Onisko

ATTEST:

City Clerk Donna Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: **12/17/2024**
Brief Date: **01/07/2025**
Action Date: **01/21/2025**

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Repeal Shelton Municipal Code
Chapter 5.32 For-Hire Vehicles**

☒ Ordinance

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

12/27/24

ATTACHMENTS:
Ordinance No. 2028-1224

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Shelton Municipal Code Chapter 5.32 establishes the licensing requirements placed on taxis and for-hire vehicles in the City. This licensing requirement presents several administrative difficulties, it is time consuming, and difficult to manage.

The Shelton Police Department uses an assigned Originating Agency Number (ORI) to send messages and exchange criminal justice information with other Law enforcement Agencies. A recent audit conducted by the Washington State Patrol for ACCESS certification requires a separate ORI for fingerprinting services for non-criminal justice inquires as the current code requires for all licensed drivers. The Shelton Police Department will have to request an alternate ORI number to follow ACCESS protocol if we wish to continue for-hire licensing under SMC Chapter 5.32.

It is inefficient for the Shelton Police Department to continue this licensing service as the limited revenue received does not substantiate the budgetary cost as it relates to personnel time involved to process these requests. Also, the Washington State Department of Licensing administers a licensing program for taxis and for-hire vehicles, meaning a city license is redundant, and local for-hire vehicles have been complying with the state licensing process.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward Ordinance No. 2028-1224 to the January 21st Council meeting for further consideration."

ORDINANCE NO. 2028-1224

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, REPEALING CHAPTER 5.32 OF THE
SHELTON MUNICIPAL CODE RELATING TO LICENSING OF FOR-HIRE VEHICLES

WHEREAS, Shelton Municipal Code Chapter 5.32 requires a city-issued license for for-hire vehicles and operators including taxis; and

WHEREAS, Chapter 5.32 was adopted in 1989 and last amended in 2005; and

WHEREAS, the licensing program is administered through multiple City departments including Police and Finance; and

WHEREAS, the Washington State Department of Licensing requires a license for for-hire operators, and to obtain a license, operators must meet DOL requirements such as carrying minimum amounts of insurance; and

WHEREAS, the public benefit of requiring a city-issued license for-hire vehicles is outweighed by the burden of administering the program.

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

Section 1. Chapter 5.32 of the Shelton Municipal Code, pertaining to for-hire vehicles, is repealed in its entirety.

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 the effectiveness of the remaining portions of this ordinance.

Effective Date. This ordinance shall take effect five days after its passage and publication.

INTRODUCED the 7th day of January 2025

Adopted by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 21st day of January 2025.

Mayor Eric Onisko

ATTEST:

City Clerk Donna Nault



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item H1)

Touch Date: 12/27/2024
Action Date: 01/07/2025

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Contract Amendment

☐

Ordinance

☒ Dept. Head

JBH

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

12/27/24

ATTACHMENTS:

- Resolution No. 1365-1224
- Contract Amendment No 1
- Original Contract for Services
- Scope of Work

☒

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City engaged SCJ Alliance to perform work necessary to prepare the City's 2025 Comprehensive Plan Update, in a contract amount of \$169,489, to be paid from a mix of \$125,000 in State grant funds and the City's general fund. In 2023, the State adopted HB 1181 which requires cities planning under the Growth Management Act to add a "Climate Element" to their Comprehensive Plans. The City was non-competitively awarded \$150,000 in early 2024 to undertake this mandated work after contracting with the Washington State Department of Commerce.

The City's particular approach to the Climate Element is to focus on hazard resilience for the community, and to integrate hazard resilience into the other elements of the plan as well. SCJ will perform this work as part of the Comprehensive Plan Update, pursuant to the attached Scope of Work and the deadlines established by Commerce. The Climate Element will be complete by December 31, 2025, on the same timeline as the rest of the Comp Plan.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may adopt the contract amendment, amend, or reject it outright. Without engaging a contract for services to complete the assigned work, the City would not be able to complete the mandated climate planning work and therefore would not be able to adopt—and the State would not certify—the 2025 Comprehensive Plan, which also puts the remaining \$62,500 grant funding for the Comp Plan at risk.

BUDGET/FISCAL INFORMATION:

One hundred percent of the \$150,000 authorized by the contract is provided by a grant from the Washington State Department of Commerce.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to approve Resolution No. 1365-1224 as presented."

RESOLUTION NO. 1365-1224

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING A CONTRACT AMENDMENT FOR COMPREHENSIVE PLANNING SERVICES**

WHEREAS, the City of Shelton's ("City") Community & Economic Development Department is required complete the periodic update of the City's Comprehensive Plan ("Update") as required by RCW 36A.70; and

WHEREAS, the City contracted with Shea, Carr & Jewell, Inc., ("SCJ"), on September 5, 2023 to provide contract services to support the Update; and

WHEREAS, the Washington State Legislature passed HB 1181, requiring inclusion of a Climate Element in the Update, and has awarded the City \$150,000 in grant funds to; and

WHEREAS, the original not-to-exceed amount of \$169,489 did not anticipate this additional work or funding;

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

1. The City hereby issues Amendment 1 to the original contract to add Exhibit D, an additional Scope of Work for climate and resilience planning; and,
2. The City adds an additional \$150,000 to the contract for the work described in Exhibit D; and,
3. The City Manager is authorized to sign the contract amendment.

INTRODUCED on the 7th of January 2025 and **PASSED** by the City Council at its regular meeting on the 7th of January 2025.

ATTEST:

Mayor Onisko

City Clerk Nault

City of Shelton
Contract for Services
Amendment No. 1 to Contract

The City of Shelton desires to amend the agreement entered into with SCJ Alliance executed on September 5, 2023 and identified as Contract for Services.

The City needs to modify the contract to allow for a higher contract limit to incorporate a body of work mandated by Washington State HB 1181, related to climate planning and hazard resilience. The City has entered into a grant funding contract with the Washington State Department of Commerce to pay \$150,000 toward integrating climate and hazard mitigation into the current Comprehensive Plan Update process, which is due to Commerce by December 31, 2025.

All provisions in the basic agreement remain in effect except as expressly modified by this amendment as follows:

Section 1. Scope of Services to be Performed by Consultant. The Consultant shall perform an update to the City of Shelton's Comprehensive Plan, as described in Exhibit "A", and to the Plan's Climate Element as described in Exhibit "D", both attached hereto and incorporated herein by this reference as if fully set forth in this contract.

Section 6. Compensation and Invoicing. The Consultant shall provide the services at a cost not to exceed \$169,489.00 in accordance with Exhibit A, Scope of Work; the Consultant shall separately track and invoice for services provided with Exhibit D, Scope of Work, at a cost not to exceed \$150,000. If additional task authorizations are issued, a new scope and budget will be requested.

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

Contractor Signature

City of Shelton

Print Name and Title

Print Name and Title

Date

Date

CONTRACT FOR SERVICES

City of Shelton and SCJ Alliance Comprehensive Plan Update

This Agreement is entered into by and between the City of Shelton, Washington, ("the City") and Shea, Carr & Jewell, Inc. (dba SCJ Alliance), ("the Consultant"), whose principal office is located at 8730 Tallon Lane NE, Suite 200, Lacey, WA 98516.

WHEREAS, the City is required by the State of Washington's Growth Management Act to conduct periodic updates of the City's Comprehensive Plan; and

WHEREAS, the Consultant has a strong record of performing similar land-use planning work for multiple jurisdictions; and

WHEREAS, the Consultant was selected by a panel of City staff after a competitive bidding process; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to the following terms and conditions;

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform an update to the City of Shelton's Comprehensive Plan, as described in **Exhibit "A"** attached hereto and incorporated herein by this reference as if fully set forth in this contract.
2. **Compliance with Applicable Industry Standards, Laws and Requirements.** In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations or requirements otherwise applicable to the services provided under this Agreement.
3. **Registration, Licensing and Bonding.** Consultant shall at all times maintain appropriate registration, licensing and bonding applicable to professional services to be performed pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to the terms of this Agreement).
4. **Time Devoted.** The Consultant shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should Client require additional services not included under this Agreement, the Consultant shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this

Agreement, and shall be compensated for such additional services as agreed between the Parties.

5. **Provisions of Facilities, Equipment, Personnel.** The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.
6. **Compensation and Invoicing.** The Consultant shall provide the services at a cost not to exceed **\$169,489.00** in accordance with Exhibit A, Scope of Work. If additional task authorizations are issued, a new scope and budget will be requested.

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice as well as the form titled, Exhibit "B", attached hereto and incorporated herein by this reference. The Consultant shall provide an activity report with each invoice highlighting services provided during the billing period, upcoming activities, and emerging management issues.

The Consultant shall complete and return Exhibit "C", Tax Identification Number, to the City prior to or along with the first billing voucher submittal. The Consultant is required to have a City Business license and no payment will be made until one is obtained.

7. **Provisions for Changes in Scope of Consultant Services.** The Consultant agrees to perform those services described in Exhibit "A" attached hereto. Unless modified in writing and agreed to by both parties, the duties of the Consultant shall not be construed to exceed those services. The City and the Consultant agree that if additional duties are to be performed by the Consultant in the prosecution of this work, the Consultant shall submit an additional or supplemental work program and upon the City's approval, shall be compensated on the same terms of this contract as previously stated, or in a manner mutually agreed upon by both parties.
8. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date of the last signature affixed hereto and ending **June 30, 2025**, unless sooner terminated under the provisions hereinafter specified.
9. **Ownership and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The City shall hold the Consultant harmless for the City's use of the documents, drawings, specifications, and other materials outside of the project intended.
10. **Independent Consultant.** The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect

to the Consultant or any employee of the Consultant.

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

11. Indemnification / Hold Harmless

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

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

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

12. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

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

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

15. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.

16. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

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

18. **Notices.** The designated project representative for the City of Shelton is:

Jae Hill
Community & Economic Development Director
City of Shelton
525 West Cota Street
Shelton, Washington 98584
Phone number: (360) 432-5176
Email: jae.hill@sheltonwa.gov

Notices to the City shall be sent to the address noted above.

The designated project representative for the Consultant is Aaron Qualls; notices to the Consultant shall be sent to the following address:

Aaron Qualls
Project Manager
SCJ Alliance
108 N Washington, Suite 238
Phone number: (509) 835-3770
Email: aaron.qualls@scjalliance.com

19. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Mason County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
20. **Representation of Consultant.** The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A". In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

CONTRACT SIGNATURES

DATED this 5th day of September 2023

CITY OF SHELTON

By: 
Mark Ziegler, City Manager

SCJ ALLIANCE

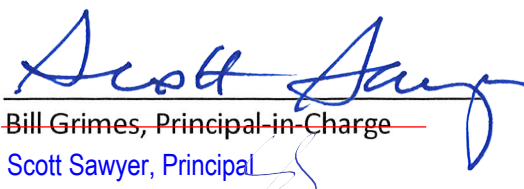
By: 
~~Bill Grimes, Principal in Charge~~
Scott Sawyer, Principal

EXHIBIT A

Scope of Work City of Shelton 2025 Comprehensive Plan Update and EIS

This comprehensive plan update must integrate an EIS update and several previously completed planning efforts, including the Shoreline Master Plan, Hazard Mitigation Plan, PROS Plan, and the Water Comprehensive Plan Update. It will also require a development regulations audit in consideration of newly passed legislation by Washington State. This is an important opportunity to knit together what the City has been working on recently to produce a unified, consistent, and effective policy framework and collaboration with the County on housing will be a key part of this work, as well.

We understand City staff will be a key partner in this effort, and we look forward to working with various departments, associated boards, and commissions to ensure this plan is both compelling and useful. Our approach will be inclusive, transparent, memorable, technically solid, and intuitive.

Most importantly, this process provides an opportunity to hear from your community on what matters and craft a future vision for economic prosperity, housing attainability, historic downtown vitalization, and what we hear matters from stakeholders. The Shelton community must be meaningfully involved throughout this effort. Public engagement is the core of our practice, and we look forward to providing innovative, fun, and meaningful engagement opportunities during all phases of this update.

SCJ has also recently contracted with Mason County to update its comprehensive plan—providing a unique opportunity for us to coordinate outreach efforts, ensure consistency and coordination among both jurisdictions, and offer cost efficiencies.

Phase 1: Project Management, Documentation, and Communications

The consultant team will begin the project by meeting with SCJ and Shelton staff to review the project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will cover project communication protocols, including providing team members with the information needed to deal effectively with issues, including whom to inform of a specific issue and whom to contact for assistance.

The consultant team will participate in monthly check-in calls with the City's project manager and will provide monthly progress reports documenting the status of both scope progress and budget expenditure.

Deliverables:

- Kickoff meeting with staff
- Participation in monthly check-in calls, monthly invoices, and progress reports

Phase 2: Understanding

This work establishes a baseline of understanding for Shelton and an assessment of the existing comprehensive plan's policy for compliance with current (and recent) GMA requirements. Although a revised GMA checklist does not yet exist where new legislation is considered, we

have already produced our own giving us a head start for the City of Shelton. This phase will also produce a detailed project engagement schedule, identifying specific engagement opportunities and establishing a first-generation project calendar in close consultation with City staff.

2.1 Demographics Report

SCJ will work directly with City staff in updating the plan's demographic information. This task will also include compiling data for base map layers.

2.2 Policy Framework

This task includes reviewing and analyzing existing plans and other relevant planning documents. SCJ will compile this information into a single and cohesive reference document, evaluating the existing comprehensive plan's policy framework and "mashing up" policy guidance from other recent policy documents and the Regional Transportation Planning Organization (RTPO). This will establish a comprehensive and current policy framework, allowing for a quick and intuitive understanding and evaluation of the community's current policy environment. This will also be a living document, keeping track of policy initiatives as they emerge and providing comparisons to what is already on the books.

2.3 Comprehensive Plan Engagement Schedule

In this task, SCJ will create a project schedule integrating the comprehensive plan and EIS update, working with staff to understand the process needs for each and designing points of intersection where appropriate. This task ensures our collective efforts are compatible, consistent, and complimentary. The detailed project schedule will identify milestones for internal coordination with City Departments, community outreach, and anticipated touchpoints with the Steering Committee and City Council. This task will identify community engagement events and techniques for each step in the process. We will work with you to design a program (see Phase 5) to build upon Shelton's existing community engagement tools and ensure transparency and effectiveness. We also look forward to how we may maximize engagement efforts and minimize costs through tandem efforts with Mason County's Comprehensive Plan update.

Deliverables:

- Demographics memo
- Plan and policy inventory
- Process schedule, with engagement strategy
- Policy Framework

Phase 3: Comprehensive Plan Update

This phase of work prepares the comprehensive plan periodic update, revising its structure, narrative, and policy to comply with new statutory and regional requirements and advance the community's pursuit of its vision. The plan will also incorporate work produced for the transportation element, ensuring policy compatibility with strategically targeted and consistent implementation actions.

3.1 Projections and Land Use Needs Analysis

We will review your existing land use environment and compare it to population forecasts and policy guidance from OFM, the Department of Commerce, and Mason County. We will work with you to understand how land use may need to adjust to hit growth targets and achieve the type, mix, and scale of development envisioned.

3.2 GMA Checklist, Evaluation, and Update of the Existing Policy Framework

SCJ will apply GMA checklist elements (using our own or any revised checklist provided by Commerce) to evaluate the required updates to the comprehensive plan and Shelton's existing development regulations. We will also assess how the city's goals match the results of early community conversations that identify issues and opportunities—using the policy framework to target policy revision requirements and opportunities specifically. SCJ is also underway with Mason County's Comprehensive Plan update. This provides a unique opportunity to provide seamless coordination between both jurisdictions with respect to the housing element, climate element, and urban growth area revisions.

3.3 Vision: Applied

We will review, vet, and refine Shelton's vision to reflect community concerns and aspirations. We may use a scenario-based approach to visioning or focus on amending the one now adopted, working with you to discern the most helpful method. Our approach will conform to your guidance for equity in engagement, ensuring the emerging vision benefits from as broad a set of perspectives as possible. We will make this vision spatial in nature, emphasizing the community's diversity in character, hope, and need.

3.4 Scenarios

We will work with staff to develop land use scenarios, addressing potential land use changes and policy consequences of each. These scenarios will be the basis for detailed community conversation and inform the accompanying SEPA/EIS work, creating a direct bridge between the comprehensive plan and its integrated environmental impact statement.

3.5 Plan Drafting

We will rewrite the comprehensive plan to respond to the updated vision, technical analysis, regional considerations, and community suggestions. We will review those areas in town which may intensify and become more complex, including the potential new multi-family zone. We will ensure transportation, transit, utilities, and policy adequately support them. The plan will conform to GMA content requirements but may also be structured differently than the current plan. We will work with you to determine the best possible format, potentially orienting the plan for an "online first" publication and building it on HTML protocols.

3.6 Implementation

We will create an implementation table, linking each attainable with applicable plan policies to underscore the relationships between proposed actions and the planning basis for each.

3.7 Zoning Amendments

This task dedicates approximately 40 hours of our time to audit your development regulations and, as possible, draft specific code amendments to tackle the highest compliance or strategic implementation priorities. The City may wish to consider the adoption of any new multi-family

zone in tandem with the comprehensive plan to ensure predictability for the community. We will work with you in this task to prioritize code amendments, conceptualize their direction, draft text edits, and consider the magnitude of other changes necessary to achieve plan objectives.

Deliverables:

- Land use analysis and targeted change areas
- GMA checklist and policy framework
- Draft spatial vision
- Planning scenarios
- Draft comprehensive plan
- Draft implementation table
- Priority zoning amendments

Phase 4: State Environmental Policy Act (SEPA) Consultation

This process is consistent with the Washington Administrative Code's guidance for developing, vetting, and certifying an integrated comp plan/EIS, ensuring the process can accommodate and effectively integrate an EIS into the comprehensive plan if required.

4.1 Background and Scoping

The scope and level of environmental review will match the degree of detail and transformation the comprehensive plan anticipates. We will work with the City to define the scope of environmental analysis, including an integrated environmental impact statement (EIS) as part of our initial scope. We will prepare a Determination of Significance and begin the EIS scoping process, coordinating with the City to determine if the EIS will be prepared as an addendum to existing EIS material if it will be a supplemental EIS, or if it will be a full EIS for integration into the plan.

4.2 Preparing the EIS

We have allocated a limited number of hours now for this task. Understanding the actual EIS scope will be determined as part of the process and in response to the complexity of the planning alternatives chosen to be evaluated. We believe the EIS can also be integrated into the comprehensive plan, consolidating the SEPA and plan review into a single process and resulting in some preparation efficiencies. We will revisit this work item with staff after the Determination of Significance is issued and the City understands the environmental work ahead.

4.3 Completing the FEIS

As with Task 4.2, we have assigned hours to this task but will need to confirm their adequacy once the draft plan/EIS is issued, and comments are received. The Final Environmental Impact Statement (FEIS) effort will include preparing responses to those comments and making edits as appropriate to the EIS material integrated into the comprehensive plan.

Deliverables:

- Determination of Non-Significance and SEPA checklist
- Determination of Significance and scoping notice

Phase 5: Community Engagement Strategy and Adoption

The best plans are supported by the communities that will live by them and be responsible for their implementation. This phase of work describes the types of engagement activities we expect to design, inform, or run, ensuring the Shelton community has an effective voice in this plan's development, priorities, and commitments.

5.1 Orientation Interviews

We believe a set of orientation interviews soon after starting work is key to focusing our effort on the topics and issues most relevant in the community's eyes. These interviews invite community members into the process. We propose devoting up to three days for these conversations by meeting with people one-on-one virtually, by phone, or, if possible, in person.

5.2 Steering Committee Updates

We believe a Steering Committee will prove helpful in generating community involvement, and we have included updates as part of our proposed scope. We will work with you to identify the Committee's role and scope of activities and prepare them for involvement.

5.3 Public Outreach Events (up to 8)

We will design and participate in multiple outreach events. We have included up to eight (8) public events here, preparing materials in advance as appropriate to support them. When possible, we will coordinate public engagement with other City events, presenting materials pertaining to the comprehensive plan update and related planning efforts. We expect to refine the public engagement and outreach events once we have agreed upon an overall strategy, creating a progressive, inclusive, transparent, and compelling engagement series to inform the community and support plan initiatives. Events may include a storefront studio or other multi-day charrette-style activity, community workshops, or open-mic open houses, depending on the outreach approach we agree upon during the project planning phase. At your preference, we may also look for opportunities to time some of our engagement efforts with parallel efforts for the county with the goal of maximizing the community's opportunity to help shape the future vision of Shelton.

5.4 Project Website and Social Media

We will coordinate with the City on its website and social media platforms, developing content as appropriate to announce events and describe project progress. We will also develop at least one online community questionnaire to explore community preferences and sort through planning alternatives.

5.5 Steering Committee and City Council

We anticipate preparing for and attending up to eight public work sessions or hearings with the Steering Committee and City Council, tracking recommended changes to the comprehensive plan as requested, and then producing a final document upon plan adoption.

Deliverables:

- Up to 20 orientation interviews and summary report
- Up to eight public events
- Project website and social media
- Up to six Steering Committee and City Council meetings

EXHIBIT B

City of Shelton
Billing Voucher

To: City of Shelton
525 West Cota
Shelton, Washington 98584
Phone: (360) 426-9731
FAX: (360) 426-7746

Submittal No.: _____

Consultant: _____ Telephone: () _____

Mailing Address: _____

Project Title: _____

Contract Expiration: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Is this the final invoice for this Contract? ☐ Yes ☐ No

Invoice Number: _____ Date of Invoice: _____ (Attach Invoice)

Authorized Signature

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Total requested this contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each project, which is funded by your City of Shelton contract.

For Department Use Only

Director of Public Works

Date: _____

EXHIBIT C

CITY OF SHELTON
525 West Cota Street
Shelton, WA 98584
Phone: (360) 426-9731
FAX: (360) 426-7746

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shelton, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business.

Please complete the following information request form and return it to the City of Shelton before or along the submittal of the first billing voucher.

Please check the appropriate category:

☒ Corporation ☐ Partnership ☐ Government Agency
☐ Individual/Proprietor ☐ Other (please explain)

Tax Identification #: 20-4834444

UBI #: 602 612 261

Print Name: Scott Sawyer

Print Title: Principal

Business Name: Shea, Carr & Jewell, Inc. (dba SCJ Alliance)

Business Address: 8730 Tallon Lane NE, Suite 200, Lacey, WA 98516

Business Phone: 360-352-1465

Business e-mail: scott.sawyer@scjalliance.com

Scott Sawyer
Authorized Signature (required)

September 14, 2023
Date



Exhibit D
Scope of Work
2025 Periodic Comprehensive Plan Update and EIS
City of Shelton, WA

Prepared For: Jae Hill, Community and Economic Development Director, City of Shelton

Prepared By: Kirsten Peterson, Senior Project Manager

Date Prepared: December 10, 2024

Introduction:

SCJ Alliance is pleased to present the following scope of work to support contract Amendment No. 1 for the City of Shelton 2025 Periodic Comprehensive Plan Update and EIS. These services will support development of the City's required Climate Resilience Element in response to the award of a Department of Commerce Climate Planning Grant, Contract #24-63610-159.

Phase 6 Climate Planning—Resilience Sub-Element

Task 1 Initiate Project

Complete the *Initiate Project* tasks described in the Department of Commerce Climate Planning Grant Contract, anticipated to include:

- Form Climate Policy Advisory Team
- Establish engagement strategy

Task 2 Explore Climate Impacts

Complete the *Explore Climate Impacts* tasks described in the Department of Commerce Climate Planning Grant Contract, anticipated to include:

- Identify community assets
- Explore hazards and changes in the climate
- Pair assets and hazards and describe exposure and consequences
- Identify priority climate hazards

Task 3 Audit Plans and Policies

Complete the *Audit Plans & Policies* tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Review existing Comprehensive Plan, Hazard Mitigation Plan and Relevant Infrastructure System Plans for climate gaps and opportunities
- Determine next step; for each climate hazard identified in Task 3.1.4, complete Climate Workbook questionnaire

Task 4 Assess Vulnerability and Risk

Complete the *Assess Vulnerability & Risk* tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Assess sensitivity of community assets
- Assess adaptive capacity of community assets
- Characterize vulnerability of community assets
- Characterize risk of community assets (for medium/high vulnerability assets)
- Decide course of action for identified risks

Task 5 Pursue Pathways

Complete the *Pursue Pathways* tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Adapt/expand existing goals where possible and develop new goals where needed
- Adapt/expand existing policies where possible and develop new policies where needed
- Identify policy co-benefits

Task 6 Integrate Goals and Policies

Complete the *Audit Plans & Policies* tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Review and finalize resilience goals and policies
- Prepare ordinance and initiate 60-day Commerce review
- Consult with partners and stakeholders
- Conduct open house/public hearing before City Council

Task 7 Adoption Process

Complete the *Audit Plans & Policies* tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Steering Committee and City Council Meeting
- Ordinance Adoption of Climate Resilience Sub-Element

Phase 6 Conditions and Assumptions

1. The final scope of work will follow the Department of Commerce's Climate Planning Grant contract with the City of Shelton. Significant changes to the scope or deliverables initiated by the Department of Commerce may require adjustments to the schedule and/or budget.
2. SCJ Alliance is flexible in completing this scope of work. Minor changes and adjustments can be made upon request received in writing. Changes may require an adjustment to the schedule and/or budget allocations.

Phase 6 Deliverables

- Climate Element Workbook (five in-progress updates and one final workbook)
- Public Participation Plan—Environmental Justice Section
- Draft Climate Element with Resilience Goals and Policies
- Adopted Climate Element with Resilience Goals and Policies

Budget

This Amendment No. 1 scope of work will be completed on a time and materials basis, not to exceed **\$150,000**.