



Shelton City Council Meeting Agenda  
January 21, 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 112220 through 112265 and EFT payment numbers 897 through 927 in the total amount of \$273,869.25
2. Vouchers numbered 112285 through 112309 and EFT payment numbers 928 through 940 in the total amount of \$284,077.86
3. Payroll warrants numbered 4021 through 4025 and 14060 through 14061. Warrants 112266 through 112284 in the amount of \$653,708.95
4. Payroll warrants numbered 112315 through 112316 in the amount of \$51,637.29
5. Parks Advisory Committee Reappointment
6. Arts Commission Reappointments
7. Resolution No. 1361-1124 Safe Routes to School Construction Final Acceptance
8. Minutes:
  - Business Meeting of December 3, 2024
  - Study Session of December 10, 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. Shelton Police Department Officer of the Year – Presented by Police Chief Chris Kostad
2. November Financial Status Report - Presented by Finance Director Mike Githens

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

1. Parks Advisory Committee Appointments – Presented by Parks & Recreation Supervisor Jordanne Krumpols

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

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

4. Ordinance No. 2028-1224 Repealing SMC 5.32 For-Hire Vehicles – Presented by City Manager Mark Ziegler
5. Council Board & Committee Assignments – Presented by City Manager Mark Ziegler

**H. Administration Reports**

1. City Manager Report

**I. New Items for Discussion**

**J. Announcement of Next Meeting – February 4, 2025 at 6:00 p.m.**

**K. Adjourn**

**Special Note for Virtual Public Participation**

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

The public can provide comments virtually by:

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

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

Your comments will be relayed directly to the Council.



# 2025 Looking Ahead

(Items and dates are subject to change)

Tues. 1/28 6:00 p.m.	Study Session	Study Agenda •	Packet Items Due: 1/24 @ noon
Tues. 2/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• Parks Advisory Committee Appointments</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1366-1224 WSDOT City Street Striping Contract</li> <li>• Resolution No. 1359-1124 Accepting Dumontet Lease Agreement</li> <li>• Resolution No. 1362-1124 Agreement for Systemic Ped. Safety &amp; Olympic Hwy North Improvements Design Services</li> <li>• Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 1/24 @ 5:00 p.m.
Tues. 2/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>• Presentation - Gas Station Heroin</li> </ul>	Packet Items Due: 2/7 @ noon
Tues. 2/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• Resolution No. 1359-1124 Accepting Dumontet Lease Agreement</li> </ul> Presentations <ul style="list-style-type: none"> <li>• December Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1366-1224 WSDOT City Street Striping Contract</li> <li>• Civic Center Rotating Art Gallery</li> <li>• Resolution No. 1362-1124 Agreement for Systemic Ped. Safety &amp; Olympic Hwy North Improvements Design Services</li> <li>• Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> </ul>	Packet Items Due: 2/7 @ 5:00 p.m.

		Administration Report •	
Tues. 2/25 6:00 p.m.	Study Session	Study Agenda • 2025 Work Plans	Packet Items Due: 2/21 @ noon
Tues. 3/4 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda • Public Hearing • Action Agenda • Administration Report •	Packet Items Due: 2/21 @ 5:00 p.m.
Tues. 3/11 6:00 p.m.	Study Session	Study Agenda •	Packet Items Due: 3/7 @ noon
Tues. 3/18 5:45 p.m.	SMPD Meeting	Consent Agenda • Vouchers/Meeting Minutes Business Agenda • Action Agenda • Administration Report •	Packet Items Due: 3/7 @ 5:00 p.m.
Tues. 3/18 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • January Financial Status Report Business Agenda • Public Hearing • Action Agenda • 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 • SPD Annual Report	Packet Items Due: 3/21 @ 5:00 p.m.
Tues. 4/1 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda • Public Hearing • Action Agenda • Administration Report •	Packet Items Due: 3/21 @ 5:00 p.m.

Other – TBD

Updated 1/13/2025



- 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 112220 through number 112265, EFT payment numbers 897 through 927 in the total amount of \$273,869.25 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 3rd of January, 2025.

  
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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
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: APPKT03393 - DECEMBER 30, 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						
003655	BATTERIES PLUS	01/03/2025	EFT	0.00	104.95	897
VEN02338	BHC CONSULTANTS LLC	01/03/2025	EFT	0.00	52,417.56	898
004914	BRADY TRUCKING	01/03/2025	EFT	0.00	300.00	899
VEN02063	CARL TANNE	01/03/2025	EFT	0.00	450.00	900
VEN02296	CENTURY WEST ENGINEERING CORP	01/03/2025	EFT	0.00	18,938.28	901
VEN02589	CIVILAIR ENGINEERS PLLC	01/03/2025	EFT	0.00	20,155.45	902
009351	DELAGÉ LANDEN FINANCIAL SVCS	01/03/2025	EFT	0.00	1,029.15	903
	**Void**	01/03/2025	EFT	0.00	0.00	904
VEN02319	DENALI WATER SOLUTIONS LLC	01/03/2025	EFT	0.00	4,862.46	905
023078	FASTENAL COMPANY	01/03/2025	EFT	0.00	1,052.70	906
023500	FERGUSON ENTERPRISES, INC.	01/03/2025	EFT	0.00	56.69	907
040960	GRAINGER	01/03/2025	EFT	0.00	218.92	908
VEN02140	HAGGARD & GANSON LLP	01/03/2025	EFT	0.00	3,190.00	909
079581	KCDA PURCHASING COOPERATIVE	01/03/2025	EFT	0.00	298.38	910
VEN01738	LEGACY TELECOMMUNICATIONS	01/03/2025	EFT	0.00	17,331.83	911
142952	NORTH CENTRAL LABORATORIES	01/03/2025	EFT	0.00	258.88	912
VEN02141	NORTHWEST CASCADE, INC.	01/03/2025	EFT	0.00	141.00	913
VEN02051	POINT EMBLEMS, LLC	01/03/2025	EFT	0.00	992.44	914
163450	PURCHASE POWER	01/03/2025	EFT	0.00	811.85	915
178231	SEAN CARNEY	01/03/2025	EFT	0.00	144.00	916
VEN02459	SECURITAS TECHNOLOGY CORPORA	01/03/2025	EFT	0.00	664.29	917
VEN02470	SIMPLY CONTROLS	01/03/2025	EFT	0.00	1,958.40	918
189670	THE SHOPPER	01/03/2025	EFT	0.00	871.75	919
201520	TRAFFIC SAFETY SUPPLY CO.	01/03/2025	EFT	0.00	1,559.83	920
VEN01877	TRANSPOGROUP	01/03/2025	EFT	0.00	9,130.70	921
VEN02642	UNITED HOME BUILDERS LLC	01/03/2025	EFT	0.00	21,989.81	922
VEN02643	UNITED HOME BUILDERS LLC.	01/03/2025	EFT	0.00	1,058.22	923
202392	VERIZON WIRELESS	01/03/2025	EFT	0.00	3,449.18	924
	**Void**	01/03/2025	EFT	0.00	0.00	925
VEN02437	WALTER E NELSON CO OF WESTERN	01/03/2025	EFT	0.00	1,905.23	926
203900	WESMAR COMPANY, INC	01/03/2025	EFT	0.00	814.01	927
000401	A T & T	01/03/2025	Regular	0.00	120.00	112220
VEN02340	BLT SHELTON PONY, LLC	01/03/2025	Regular	0.00	2,351.67	112221
024990	BRIDGESTONE RETAIL OPERATIONS,	01/03/2025	Regular	0.00	586.27	112222
098000	BUILDERS FIRSTSOURCE	01/03/2025	Regular	0.00	52.08	112223
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	01/03/2025	Regular	0.00	9,603.17	112224
008733	CRIMINAL JUSTICE TRAINING COMN	01/03/2025	Regular	0.00	1,245.00	112225
009250	DATEC, INC	01/03/2025	Regular	0.00	2,186.88	112226
009712	DEPT OF TRANSPORTATION	01/03/2025	Regular	0.00	19,453.09	112227
VEN02647	DNM & ASSOCIATES	01/03/2025	Regular	0.00	400.00	112228
VEN02622	ECONOLITE CONTROL PRODUCTS IN	01/03/2025	Regular	0.00	3,839.96	112229
VEN01592	EDGAR JERONIMO PABLO	01/03/2025	Regular	0.00	700.00	112230
VEN01299	GRAY & OSBORNE	01/03/2025	Regular	0.00	8,962.88	112231
045150	HACH COMPANY	01/03/2025	Regular	0.00	254.42	112232
045150	HACH COMPANY	01/03/2025	Regular	0.00	449.86	112233
045150	HACH COMPANY	01/03/2025	Regular	0.00	118.71	112234
VEN02509	HOUSE BROTHERS CONST INC	01/03/2025	Regular	0.00	95.00	112235
903391	KERN'S KITCHEN	01/03/2025	Regular	0.00	1,700.00	112236
VEN01821	KITSAP GARAGE DOOR CO	01/03/2025	Regular	0.00	245.00	112237
109750	MASON COUNTY DISTRICT COURT	01/03/2025	Regular	0.00	600.00	112238
VEN02299	MASON COUNTY FOREST FESTIVAL,	01/03/2025	Regular	0.00	10,000.00	112239
109200	MASON COUNTY HISTORICAL	01/03/2025	Regular	0.00	6,250.00	112240
VEN02312	ODP BUSINESS SOLUTIONS LLC	01/03/2025	Regular	0.00	72.42	112241
153500	PACIFIC LAMP & SUPPLY CO	01/03/2025	Regular	0.00	133.87	112242

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
155541	PARAMETRIX, INC.	01/03/2025	Regular	0.00	3,231.87	112243
VEN02623	PETROCARD, INC	01/03/2025	Regular	0.00	5,297.81	112244
162562	PUBLIC SAFETY TESTING INC.	01/03/2025	Regular	0.00	216.00	112245
166927	RAINIER LIGHTING & ELECTRICAL	01/03/2025	Regular	0.00	581.69	112246
903584	RIGHT SYSTEMS	01/03/2025	Regular	0.00	3,850.31	112247
186450	SHELTON LOCK & KEY	01/03/2025	Regular	0.00	312.27	112248
186500	SHELTON MASON COUNTY CHAMBE	01/03/2025	Regular	0.00	8,650.00	112249
187505	SHELTON SCHOOL DISTRICT	01/03/2025	Regular	0.00	280.00	112250
187000	SHELTON-MASON COUNTY JOURNA	01/03/2025	Regular	0.00	77.50	112251
187000	SHELTON-MASON COUNTY JOURNA	01/03/2025	Regular	0.00	77.50	112252
VEN02646	STOP STICK, LTD	01/03/2025	Regular	0.00	2,221.56	112253
197259	SUNSET AIR, INC.	01/03/2025	Regular	0.00	724.19	112254
201100	TITUS-WILL	01/03/2025	Regular	0.00	494.97	112255
201300	TOZIER BROS INC.	01/03/2025	Regular	0.00	169.45	112256
VEN02648	TRINA FLAHERTY	01/03/2025	Regular	0.00	350.00	112257
201957	ULINE	01/03/2025	Regular	0.00	807.26	112258
VEN02645	VAE INDUSTRIES CORPORATION	01/03/2025	Regular	0.00	2,437.48	112259
VEN02544	VESTIS GROUP INC	01/03/2025	Regular	0.00	81.30	112260
VEN02287	WARRIOR WOMAN LAW PLLC	01/03/2025	Regular	0.00	1,990.00	112261
203780	WATER MGMNT LABORATORIES INC	01/03/2025	Regular	0.00	1,640.68	112262
053987	WESTBAY NAPA AUTO PARTS	01/03/2025	Regular	0.00	201.56	112263
025951	WILLIAMS ARCHITECTURE	01/03/2025	Regular	0.00	4,584.50	112264
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	01/03/2025	Regular	0.00	15.11	112265

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	46	0.00	107,713.29
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	56	31	0.00	166,155.96
	<b>145</b>	<b>77</b>	<b>0.00</b>	<b>273,869.25</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	273,869.25
			<u>273,869.25</u>



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Bank Code: APBNK-Main-APBNK-Main						
003655	BATTERIES PLUS	01/03/2025	EFT	0.00	104.95	897
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">P78728951</a>	Invoice	12/17/2024	CLOCK TOWER/3.7V LIION	0.00	41.71	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CLOCK TOWER/3.7V LIION	41.71	
<a href="#">P78852030</a>	Invoice	12/20/2024	STOCK BATTERIES AA & D	0.00	63.24	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		STOCK BATTERIES AA & D	63.24	
VEN02338	BHC CONSULTANTS LLC	01/03/2025	EFT	0.00	52,417.56	898
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">21776</a>	Invoice	12/18/2024	ANGLESIDE PZ IMPROVEMENTS DESIGN &	0.00	42,811.25	
<a href="#">411-000-000-59434-4101</a>		WAT CAP - Exp-Prof Svcs-	23-UPPERANGLESIDEP	ANGLESIDE PZ IMPROVEM	42,811.25	
<a href="#">21777</a>	Invoice	12/18/2024	WATER SYSTEM PLAN SUPPLEMENTAL LET	0.00	7,801.25	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		WATER SYSTEM PLAN SUP	7,801.25	
<a href="#">21906</a>	Invoice	12/18/2024	WATER RESERVOIR STORAGE OPTIONS ST	0.00	812.56	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		WATER RESERVOIR STORA	812.56	
<a href="#">21907</a>	Invoice	12/18/2024	COFFEE CREEK WATER AVAILABILITY ANAL	0.00	992.50	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		COFFEE CREEK WATER AVA	992.50	
004914	BRADY TRUCKING	01/03/2025	EFT	0.00	300.00	899
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">20743</a>	Invoice	12/16/2024	YARD DEBRIS #28	0.00	100.00	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		YARD DEBRIS #28	100.00	
<a href="#">20744</a>	Invoice	12/16/2024	YARD DEBRIS #28	0.00	100.00	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		YARD DEBRIS #28	100.00	
<a href="#">20745</a>	Invoice	12/16/2024	YARD DEBRIS #28	0.00	100.00	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		YARD DEBRIS #28	100.00	
VEN02063	CARL TANNE	01/03/2025	EFT	0.00	450.00	900
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">DEC-2024-SHELT</a>	Invoice	12/19/2024	INTERPRETATION 12/4,12/11,12/18	0.00	450.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex	24-ITC	INTERPRETATION 12/4,12/	450.00	
VEN02296	CENTURY WEST ENGINEERING CORP	01/03/2025	EFT	0.00	18,938.28	901
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">249244</a>	Invoice	11/29/2024	WELL SITE BACK-UP GENERAT ELECT ANAL	0.00	12,648.28	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		WELL SITE BACK-UP GENE	12,648.28	
<a href="#">249340</a>	Invoice	10/25/2024	RAIL REMOVAL AND INTERIM TRAIL DESIG	0.00	6,290.00	
<a href="#">302-000-000-59562-4100</a>		CAP IMP - SPECIAL PURP	24-TRAIL INTERIM	RAIL REMOVAL AND INTER	6,290.00	
VEN02589	CIVILAIR ENGINEERS PLLC	01/03/2025	EFT	0.00	20,155.45	902



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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>240211</u>	Invoice	12/23/2024	SENIOR ENGINEERING SERVICES	0.00	20,155.45	
<u>001-115-000-51896-4100</u>		PW ENG - Professional Se		SENIOR ENGINEERING SER	11,793.75	
<u>302-000-000-59561-4101</u>		CAP IMP - CAP Streets/Si	23-DOWNTOWNTREE	SENIOR ENGINEERING SER	5,811.70	
<u>302-000-000-59562-4100</u>		CAP IMP - SPECIAL PURP	24-TRAIL INTERIM	SENIOR ENGINEERING SER	2,550.00	
009351	DELAGE LANDEN FINANCIAL SVCS	01/03/2025	EFT	0.00	1,029.15	903
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>83363226</u>	Invoice	12/21/2024	CONTRACT# 500-50265514	0.00	162.27	
<u>402-300-000-53580-4500</u>		SEW CL MN - Operating R		CONTRACT# 500-5026551	13.27	
<u>402-700-000-59135-7001</u>		SEW DEBT - Long Term Le		CONTRACT# 500-5026551	149.00	
<u>83363243</u>	Invoice	12/21/2024	CONTRACT# 500-50499914	0.00	162.27	
<u>401-000-000-53480-4500</u>		WAT - Operating Rentals		CONTRACT# 500-5049991	13.27	
<u>401-250-000-59134-7001</u>		WAT DEBT - Long Term Le		CONTRACT# 500-5049991	149.00	
<u>83367182</u>	Invoice	12/21/2024	CONTRACT# 500-50492834	0.00	271.17	
<u>001-111-000-51421-4500</u>		FIN UB - Operating Rental		CONTRACT# 500-5049283	6.65	
<u>001-111-000-51423-4500</u>		FIN AC - Operating Rental		CONTRACT# 500-5049283	6.65	
<u>001-111-000-59114-7001</u>		FIN - Long Term Lease		CONTRACT# 500-5049283	149.40	
<u>001-130-000-51810-4500</u>		HR - Operating Rentals		CONTRACT# 500-5049283	8.87	
<u>001-130-000-59117-7001</u>		HR - Long Term Lease		CONTRACT# 500-5049283	99.60	
<u>83367185</u>	Invoice	12/21/2024	CONTRACT# 500-50499916	0.00	271.17	
<u>001-115-000-51895-4500</u>		PW ADM - Operating Ren		CONTRACT# 500-5049991	10.42	
<u>001-115-000-59148-7001</u>		PW ADM - Long Term Lea		CONTRACT# 500-5049991	117.03	
<u>001-120-000-51310-4500</u>		C MGR - Operating Rental		CONTRACT# 500-5049991	1.11	
<u>001-120-000-59113-7001</u>		C MGR - Long Term Lease		CONTRACT# 500-5049991	12.45	
<u>001-140-000-55860-4500</u>		CD PLAN - Operating Rent		CONTRACT# 500-5049991	10.64	
<u>001-140-000-59158-7001</u>		CD - Long Term Lease		CONTRACT# 500-5049991	119.52	
<u>83374927</u>	Invoice	12/21/2024	CONTRACT# 500-50493254	0.00	162.27	
<u>401-000-000-53480-4500</u>		WAT - Operating Rentals		CONTRACT# 500-5049325	13.27	
<u>401-250-000-59134-7001</u>		WAT DEBT - Long Term Le		CONTRACT# 500-5049325	149.00	
	**Void**	01/03/2025	EFT	0.00	0.00	904
VEN02319	DENALI WATER SOLUTIONS LLC	01/03/2025	EFT	0.00	4,862.46	905
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV974225</u>	Invoice	12/19/2024	CUST# 599121378 TRANSPORTATION	0.00	4,862.46	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		CUST# 599121378 TRANSP	4,862.46	
023078	FASTENAL COMPANY	01/03/2025	EFT	0.00	1,052.70	906
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM230163</u>	Invoice	12/18/2024	CUST# WATUM1962 LYSOL	0.00	18.58	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST# WATUM1962 LYSOL	18.58	
<u>WATUM230166</u>	Invoice	12/18/2024	CUST# WATUM1961 GLOVES, SPRAY PAIN	0.00	24.40	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST# WATUM1961 GLOV	24.40	
<u>WATUM230195</u>	Invoice	12/18/2024	CUST# WATUM1961 MISC SUPPLIES	0.00	272.72	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST# WATUM1961 MISC	272.72	
<u>WATUM230211</u>	Invoice	12/19/2024	CUST# WATUM1962 MISC SUPPLIES	0.00	737.00	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST# WATUM1962 MISC	737.00	
023500	FERGUSON ENTERPRISES, INC.	01/03/2025	EFT	0.00	56.69	907
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>3299261</u>	Invoice	12/20/2024	CUST# 146629 VAC BRK REP KIT/STOCK	0.00	56.69	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST# 146629 VAC BRK RE	56.69	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
040960	GRAINGER	01/03/2025	EFT	0.00	218.92	908
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">9348110942</a>	Invoice	12/16/2024	ACCT# 839177342 URETHANE ADHESIVE/	0.00	218.92	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E	ACCT# 839177342 URETH		218.92	
VEN02140	HAGGARD & GANSON LLP	01/03/2025	EFT	0.00	3,190.00	909
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">606</a>	Invoice	01/02/2025	SHELT.001E GENERAL COUNSEL/LEGALDE	0.00	3,190.00	
<a href="#">001-122-000-51541-4100</a>		LEGAL - Professional Servi	SHELT.001E GENERAL COU		3,190.00	
079581	KCDA PURCHASING COOPERATIVE	01/03/2025	EFT	0.00	298.38	910
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">300824560</a>	Invoice	12/12/2024	CUST# 101367 CAN LINERS	0.00	298.38	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera	CUST# 101367 CAN LINERS		298.38	
VEN01738	LEGACY TELECOMMUNICATIONS	01/03/2025	EFT	0.00	17,331.83	911
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">242305520011</a>	Invoice	12/19/2024	900 EAST WALLACE KNEELAND BLVD	0.00	2,214.07	
<a href="#">401-000-000-53480-4800</a>		WAT - Repairs and Mainte	900 EAST WALLACE KNEEL		2,214.07	
<a href="#">242305520012</a>	Invoice	12/19/2024	1700 FAIRMOUNT AVE	0.00	3,372.80	
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and	1700 FAIRMOUNT AVE		3,372.80	
<a href="#">242305520013</a>	Invoice	12/19/2024	200 FRONT ST	0.00	2,665.60	
<a href="#">402-300-000-53580-4800</a>		SEW CL MN - Repairs and	200 FRONT ST		2,665.60	
<a href="#">242305520014</a>	Invoice	12/19/2024	10891 N US HWY 101	0.00	2,665.60	
<a href="#">402-640-000-53580-4800</a>		SEW SV SAT - Repairs and	10891 N US HWY 101		2,665.60	
<a href="#">242305520015</a>	Invoice	12/19/2024	1437 WEST HARVARD ST	0.00	1,898.56	
<a href="#">401-000-000-53480-4800</a>		WAT - Repairs and Mainte	1437 WEST HARVARD ST		1,898.56	
<a href="#">242305520016</a>	Invoice	12/19/2024	1000 W PINE STREET	0.00	2,257.60	
<a href="#">401-000-000-53480-4800</a>		WAT - Repairs and Mainte	1000 W PINE STREET		2,257.60	
<a href="#">242305520017</a>	Invoice	12/19/2024	100 TURNER AVE	0.00	2,257.60	
<a href="#">402-300-000-53580-4800</a>		SEW CL MN - Repairs and	100 TURNER AVE		2,257.60	
142952	NORTH CENTRAL LABORATORIES	01/03/2025	EFT	0.00	258.88	912
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">513023</a>	Invoice	12/12/2024	ACCT# 42215 SUPPLIES	0.00	258.88	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and	ACCT# 42215 SUPPLIES		258.88	
VEN02141	NORTHWEST CASCADE, INC.	01/03/2025	EFT	0.00	141.00	913
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0554590542</a>	Invoice	12/11/2024	CUST# 228916 799 W HARVARD AVE	0.00	141.00	
<a href="#">001-141-000-57680-4500</a>		PARKS - Operating Rental	CUST# 228916 799 W HAR		141.00	
VEN02051	POINT EMBLEMS, LLC	01/03/2025	EFT	0.00	992.44	914
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">17795</a>	Invoice	12/23/2024	POLICE STICKERS	0.00	992.44	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera	POLICE STICKERS		992.44	
163450	PURCHASE POWER	01/03/2025	EFT	0.00	811.85	915



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">8000-9000-1136</a>	Invoice	12/26/2024	8000-9000-1136-7046 DEC24	0.00	811.85	
<a href="#">001-111-000-51421-4200</a>		FIN UB - Communication		8000-9000-1136-7046 DEC	403.65	
<a href="#">001-111-000-51423-4200</a>		FIN AC - Communication		8000-9000-1136-7046 DEC	64.17	
<a href="#">001-142-000-51890-4215</a>		FACIL CIVIC - Communica		8000-9000-1136-7046 DEC	344.03	
178231	SEAN CARNEY	01/03/2025	EFT	0.00	144.00	916
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">DECEMBER 2024</a>	Invoice	01/02/2025	KIMUDO INSTRUCTOR/DECEMBER 2024	0.00	144.00	
<a href="#">001-141-000-57120-4100</a>		REC - Professional Service		KIMUDO INSTRUCTOR/DE	144.00	
VEN02459	SECURITAS TECHNOLOGY CORPORA	01/03/2025	EFT	0.00	664.29	917
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">6004736755</a>	Invoice	12/10/2024	CUST# 30086705 WET & DRY SPRINKLER	0.00	664.29	
<a href="#">001-142-000-51890-4115</a>		FACIL CIVIC - Professional		CUST# 30086705 WET &	664.29	
VEN02470	SIMPLY CONTROLS	01/03/2025	EFT	0.00	1,958.40	918
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">002179</a>	Invoice	12/24/2024	CUST# 0001151 TROUBLESHOOT RAS PU	0.00	1,958.40	
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and		CUST# 0001151 TROUBLES	1,958.40	
189670	THE SHOPPER	01/03/2025	EFT	0.00	871.75	919
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">63531</a>	Invoice	11/22/2024	KEYSTONE UTILITY	0.00	831.89	
<a href="#">411-000-000-59434-3100</a>		WAT CAP - Exp-Supplies	21-AMR	KEYSTONE UTILITY	415.94	
<a href="#">412-000-000-59435-3100</a>		SEW CAP - Oper Parts & S	21-AMR	KEYSTONE UTILITY	415.95	
<a href="#">63589</a>	Invoice	11/29/2024	PATCHSQUATCH DECALS	0.00	39.86	
<a href="#">101-000-000-54230-4900</a>		ST RD WAY - Miscellaneo		PATCHSQUATCH DECALS	39.86	
201520	TRAFFIC SAFETY SUPPLY CO.	01/03/2025	EFT	0.00	1,559.83	920
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV076868</a>	Invoice	12/18/2024	CUST# C000981 PAVEMENT MARKERS	0.00	849.42	
<a href="#">101-000-000-54261-3100</a>		ST S WALK - Office and O	24-COTA ST ART DIST	CUST# C000981 PAVEMEN	849.42	
<a href="#">INV076869</a>	Invoice	12/18/2024	CUST# C000981 FG 300 CHANNELIZER PO	0.00	710.41	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST# C000981 FG 300 CH	710.41	
VEN01877	TRANSGROUP	01/03/2025	EFT	0.00	9,130.70	921
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">33922</a>	Invoice	12/23/2024	ADA TRANSITION PLAN	0.00	9,130.70	
<a href="#">101-000-000-54261-4100</a>		ST S WALK - Professional		ADA TRANSITION PLAN	9,130.70	
VEN02642	UNITED HOME BUILDERS LLC	01/03/2025	EFT	0.00	21,989.81	922
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">#1</a>	Invoice	12/17/2024	WILLIAM G. REED LIBRARY DECK REPAIRS	0.00	21,989.81	
<a href="#">001-142-000-57250-4800</a>		FACIL LIB - Repairs and M	24-LIBRARY DECK REP	WILLIAM G. REED LIBRARY	21,989.81	
VEN02643	UNITED HOME BUILDERS LLC.	01/03/2025	EFT	0.00	1,058.22	923
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1</a>	Invoice	12/17/2024	WILLIAM G. REED LIB.DCK RPR/RETAINAG	0.00	1,058.22	
<a href="#">001-142-000-57250-4800</a>		FACIL LIB - Repairs and M	24-LIBRARY DECK REP	WILLIAM G. REED LIB.DCK	1,058.22	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202392	VERIZON WIRELESS	01/03/2025	EFT	0.00	3,449.18	924
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">6101675726</a>	Invoice	12/20/2024	ACCT# 972465947-00001		0.00	2,820.48
<a href="#">001-115-000-51895-4200</a>		PW ADM - Communicatio		ACCT# 972465947-00001		358.18
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		ACCT# 972465947-00001		1,532.37
<a href="#">001-130-000-51810-4200</a>		HR - Communication		ACCT# 972465947-00001		42.27
<a href="#">001-132-000-51888-4200</a>		IT - Communication		ACCT# 972465947-00001		8.94
<a href="#">001-140-000-52460-4200</a>		CD CODE - Communicatio		ACCT# 972465947-00001		62.29
<a href="#">001-140-000-55850-4200</a>		CD BLDG - Communicatio		ACCT# 972465947-00001		104.56
<a href="#">001-140-000-55860-4200</a>		CD PLAN - Communicatio		ACCT# 972465947-00001		20.02
<a href="#">001-141-000-57680-4200</a>		PARKS - Communication		ACCT# 972465947-00001		42.27
<a href="#">101-000-000-54264-4200</a>		ST TR CTL - Communicati		ACCT# 972465947-00001		42.27
<a href="#">401-000-000-53480-4200</a>		WAT - Communication		ACCT# 972465947-00001		211.35
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		ACCT# 972465947-00001		253.62
<a href="#">404-000-000-53180-4200</a>		STRM - Communication		ACCT# 972465947-00001		100.07
<a href="#">503-000-000-54865-4200</a>		EMR - Communication		ACCT# 972465947-00001		42.27
<a href="#">6101958781</a>	Invoice	12/23/2024	ACCT# 942084392-00001		0.00	628.70
<a href="#">001-110-000-51160-4200</a>		COUNCIL - Communicatio		ACCT# 942084392-00001		299.67
<a href="#">001-111-000-51423-4200</a>		FIN AC - Communication		ACCT# 942084392-00001		42.81
<a href="#">001-112-000-51251-4200</a>		MUNI CT - Communicatio	24-ITC	ACCT# 942084392-00001		42.81
<a href="#">001-112-000-51251-4200</a>		MUNI CT - Communicatio		ACCT# 942084392-00001		42.81
<a href="#">001-120-000-51310-4200</a>		C MGR - Communication		ACCT# 942084392-00001		42.81
<a href="#">001-121-000-51430-4200</a>		CLK REC - Communication		ACCT# 942084392-00001		42.81
<a href="#">001-140-000-55850-4200</a>		CD BLDG - Communicatio		ACCT# 942084392-00001		42.81
<a href="#">001-142-000-51830-4200</a>		FACIL - Communication		ACCT# 942084392-00001		72.17
**Void**		01/03/2025	EFT	0.00	0.00	925
VEN02437	WALTER E NELSON CO OF WESTERN	01/03/2025	EFT	0.00	1,905.23	926
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1018598</a>	Invoice	10/11/2024	CUST# 12400 MISC SUPPLIES		0.00	584.07
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI		372.19
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope		CUST# 12400 MISC SUPPLI		211.88
<a href="#">1028565</a>	Invoice	12/06/2024	CUST# 12400 MISC SUPPLIES		0.00	638.30
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI		316.51
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope		CUST# 12400 MISC SUPPLI		274.30
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST# 12400 MISC SUPPLI		47.49
<a href="#">1030151</a>	Invoice	12/13/2024	CUST# 12400 BLEACH, NITRILE GLOVES		0.00	107.72
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		CUST# 12400 BLEACH, NIT		107.72
<a href="#">1030153</a>	Invoice	12/13/2024	CUST# 12400 FOAM HAND WASH		0.00	70.60
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 12400 FOAM HAND		70.60
<a href="#">1031491</a>	Invoice	12/20/2024	CUST# 12400 MISC SUPPLIES		0.00	504.54
<a href="#">001-142-000-51830-3100</a>		FACIL - Office and Operati		CUST# 12400 MISC SUPPLI		48.15
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI		229.04
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope		CUST# 12400 MISC SUPPLI		97.39
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 12400 MISC SUPPLI		129.96
203900	WESMAR COMPANY, INC	01/03/2025	EFT	0.00	814.01	927
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">329003</a>	Invoice	12/18/2024	CUST# 31175 SODIUM HYPOCHLORITE		0.00	814.01
<a href="#">401-000-000-53480-3104</a>		WAT - Office and Operati		CUST# 31175 SODIUM HYP		814.01



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000401	A T & T	01/03/2025	Regular	0.00	120.00	112220
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">541797</a>	Invoice	12/20/2024	FILE CODE 4226308		120.00	
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		FILE CODE 4226308	120.00	
VEN02340	BLT SHELTON PONY, LLC	01/03/2025	Regular	0.00	2,351.67	112221
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">526973</a>	Invoice	12/05/2024	BUMPER,BRACKET,SCREWS/UNIT 480		70.32	
<a href="#">001-118-000-52122-3110</a>		PD PAT - Office & Operati		BUMPER,BRACKET,SCREW	70.32	
<a href="#">656940</a>	Invoice	12/13/2024	MAINTENANCE,RPLCD TPMS SENSOR/VIN		327.56	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE,RPLCD TP	327.56	
<a href="#">657126</a>	Invoice	12/19/2024	MAINTENANCE,WIPERS/VIN 7347		156.36	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE,WIPERS/VI	156.36	
<a href="#">657150</a>	Invoice	12/24/2024	REAR BRAKE REPLACED & MAINTEN/VIN		1,274.02	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		REAR BRAKE REPLACED &	1,274.02	
<a href="#">657153</a>	Invoice	12/21/2024	MAINTENANCE/VIN# 3818		84.71	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE/VIN# 3818	84.71	
<a href="#">657155</a>	Invoice	12/21/2024	MAINTENANCE/VIN 5172		84.71	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINTENANCE/VIN 5172	84.71	
<a href="#">657173</a>	Invoice	12/23/2024	MAINT/MOUNT&BALANCE 4 TIRES/ VIN 0		353.99	
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		MAINT/MOUNT&BALANCE	353.99	
024990	BRIDGESTONE RETAIL OPERATIONS,	01/03/2025	Regular	0.00	586.27	112222
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">180239</a>	Invoice	12/26/2024	TIRES/VIN# 4232		586.27	
<a href="#">001-118-000-52122-3110</a>		PD PAT - Office & Operati		TIRES/VIN# 4232	586.27	
098000	BUILDERS FIRSTSOURCE	01/03/2025	Regular	0.00	52.08	112223
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">99214251</a>	Invoice	12/18/2024	ACCT# 671668 TOILET SEAT CVR, BOLTS		19.82	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		ACCT# 671668 TOILET SEA	19.82	
<a href="#">99214445</a>	Invoice	12/18/2024	ACCT# 671668 DOOR KNOB		20.30	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		ACCT# 671668 DOOR KNO	20.30	
<a href="#">99218971</a>	Invoice	12/19/2024	ACCT# 671668 4X10 PVC PIPE		11.50	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT# 671668 4X10 PVC P	11.50	
<a href="#">99219041</a>	Invoice	12/19/2024	ACCT# 671668 3/4" PVC COUPLING		0.46	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT# 671668 3/4" PVC C	0.46	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	01/03/2025	Regular	0.00	9,603.17	112224

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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>DECEMBER/2024</u>	Invoice	12/20/2024	DECEMBER/2024 CITY BILLS	0.00	9,603.17	
<u>001-140-000-55430-4700</u>		CD AN CTRL - Utility Servi		DECEMBER/2024 CITY BILL	215.28	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		DECEMBER/2024 CITY BILL	90.56	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		DECEMBER/2024 CITY BILL	284.75	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		DECEMBER/2024 CITY BILL	13.32	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		DECEMBER/2024 CITY BILL	312.31	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		DECEMBER/2024 CITY BILL	484.68	
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		DECEMBER/2024 CITY BILL	169.88	
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		DECEMBER/2024 CITY BILL	716.35	
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		DECEMBER/2024 CITY BILL	151.78	
<u>001-142-000-57250-4700</u>		FACIL LIB - Utility Services		DECEMBER/2024 CITY BILL	579.08	
<u>001-142-000-57530-4700</u>		FACIL MUSM - Utility Serv		DECEMBER/2024 CITY BILL	129.42	
<u>101-000-000-54265-4700</u>		ST PRK FAC - Utility Servic		DECEMBER/2024 CITY BILL	159.50	
<u>101-000-000-54270-4700</u>		ST RD PRK - Utility Service		DECEMBER/2024 CITY BILL	84.70	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	17.95	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	19.56	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	43.96	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	23.56	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	18.81	
<u>401-000-000-53480-4700</u>		WAT - Utility Services		DECEMBER/2024 CITY BILL	51.37	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		DECEMBER/2024 CITY BILL	102.53	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		DECEMBER/2024 CITY BILL	639.15	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		DECEMBER/2024 CITY BILL	153.75	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		DECEMBER/2024 CITY BILL	103.42	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		DECEMBER/2024 CITY BILL	113.33	
<u>402-300-000-53580-4700</u>		SEW CL MN - Utility Servi		DECEMBER/2024 CITY BILL	17.85	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	29.59	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	608.63	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	2,696.20	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	74.56	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	29.59	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		DECEMBER/2024 CITY BILL	22.54	
<u>402-500-000-53580-4700</u>		SEW OT MN - Utility Servi		DECEMBER/2024 CITY BILL	47.20	
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		DECEMBER/2024 CITY BILL	20.64	
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		DECEMBER/2024 CITY BILL	562.97	
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		DECEMBER/2024 CITY BILL	759.76	
<u>404-000-000-53180-4700</u>		STRM - Utility Services		DECEMBER/2024 CITY BILL	54.64	
008733	CRIMINAL JUSTICE TRAINING COMM	01/03/2025	Regular	0.00	1,245.00	112225
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>201140464</u>	Invoice	12/11/2024	CUST# 22301-001 M.DERO	UOF/CDT I	0.00	1,150.00
<u>001-118-000-52140-3100</u>		PD TRG - Office and Oper		CUST# 22301-001 M.DERO	1,150.00	
<u>201140486</u>	Invoice	12/18/2024	ACCT 22301-001 TRAINING	12/9-13 BLAYL	0.00	95.00
<u>001-118-000-52140-3100</u>		PD TRG - Office and Oper		ACCT 22301-001 TRAINING	95.00	
009250	DATEC, INC	01/03/2025	Regular	0.00	2,186.88	112226
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>64821</u>	Invoice	12/27/2024	PO# 0905-24 THERMAL PRINT	BARCODE I	0.00	2,186.88
<u>001-118-000-52122-3500</u>		PD PAT - Small Tools/Equi		PO# 0905-24 THERMAL PR	2,186.88	
009712	DEPT OF TRANSPORTATION	01/03/2025	Regular	0.00	19,453.09	112227
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>RE-313-ATB10816</u>	Invoice	08/16/2021	JC8574 L 2019-2023 STRIPING	SHELTON	0.00	6,168.59
<u>101-000-000-54264-4801</u>		ST TR CTL - Repairs and M		JC8574 L 2019-2023 STRIPI	6,168.59	
<u>RE-313-ATB20815</u>	Invoice	08/15/2022	JC8574 L 2019-2023 STRIPING	SHELTON	0.00	13,284.50



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">101-000-000-54264-4801</a>		ST TR CTL - Repairs and M	JC8574 L 2019-2023 STRIP		13,284.50	
VEN02647	DNM & ASSOCIATES	01/03/2025	Regular	0.00	400.00	112228
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">DAMAGEDEPOSIT</a>	Invoice	12/30/2024	DAMAGEDEPOSITREFUND/DECEMBER202	0.00	400.00	
<a href="#">657-000-000-386000002</a>		Community Cntr Damage	DAMAGEDEPOSITREFUND		400.00	
VEN02622	ECONOLITE CONTROL PRODUCTS IN	01/03/2025	Regular	0.00	3,839.96	112229
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INV228534</a>	Invoice	12/18/2024	CUST# A21647 TRAFFIC CONTROL DEVICE	0.00	3,839.96	
<a href="#">101-000-000-54264-3100</a>		ST TR CTL - Office and Op	CUST# A21647 TRAFFIC CO		3,839.96	
VEN01592	EDGAR JERONIMO PABLO	01/03/2025	Regular	0.00	700.00	112230
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">742</a>	Invoice	12/28/2024	ITC PROGRAM 12/4,11,18 2024	0.00	700.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex	24-ITC	ITC PROGRAM 12/4,11,18	700.00	
VEN01299	GRAY & OSBORNE	01/03/2025	Regular	0.00	8,962.88	112231
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">1DEC24</a>	Invoice	12/04/2024	WATER LOSS EVALUATION	0.00	1,577.16	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		WATER LOSS EVALUATION	1,577.16	
<a href="#">47DEC24</a>	Invoice	12/04/2024	WELL 1 REHAB PP DESIGN SERVICES	0.00	7,385.72	
<a href="#">411-000-000-59434-6300</a>		WAT CAP - Construction	18-WELL1REHAB	WELL 1 REHAB PP DESIGN	7,385.72	
045150	HACH COMPANY	01/03/2025	Regular	0.00	254.42	112232
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">14301655</a>	Invoice	12/19/2024	ACCT# 341640 AMMONIA, NITRATE	0.00	254.42	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT# 341640 AMMONIA,	254.42	
045150	HACH COMPANY	01/03/2025	Regular	0.00	449.86	112233
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">14299643</a>	Invoice	12/17/2024	ACCT# 341640 DPD VIAL,BFR SOLN,M-FC	0.00	449.86	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT# 341640 DPD VIAL,B	449.86	
045150	HACH COMPANY	01/03/2025	Regular	0.00	118.71	112234
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">14300569</a>	Invoice	12/18/2024	ACCT# 341640 BUFFERED DILUTION WAT	0.00	118.71	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT# 341640 BUFFERED	118.71	
VEN02509	HOUSE BROTHERS CONST INC	01/03/2025	Regular	0.00	95.00	112235
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">244986</a>	Invoice	12/24/2024	SITE #2309 425 W COTA PORTA RENTAL	0.00	95.00	
<a href="#">001-142-000-51890-4515</a>		FACIL CIVIC - Operating R		SITE #2309 425 W COTA P	95.00	
903391	KERN'S KITCHEN	01/03/2025	Regular	0.00	1,700.00	112236
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">6918-17</a>	Invoice	12/19/2024	CATER EMPLOYEE BREAKFAST	0.00	1,700.00	
<a href="#">001-120-000-51310-3102</a>		C MGR - Employee Recog		CATER EMPLOYEE BREAKF	1,700.00	
VEN01821	KITSAP GARAGE DOOR CO	01/03/2025	Regular	0.00	245.00	112237

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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	
<a href="#">126127</a>	Invoice	12/20/2024	SERVICE CALL/DIAGNOSTICS	0.00	245.00	
<a href="#">001-119-000-52250-4100</a>		FIRE FACIL - Professional		SERVICE CALL/DIAGNOSTI	245.00	
109750	MASON COUNTY DISTRICT COURT	01/03/2025	Regular	0.00	600.00	112238
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">CONSULTATIOND</a>	Invoice	12/30/2024	PROBATION CONSULTATION ITC	0.00	600.00	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi	24-ITC	PROBATION CONSULTATIO	600.00	
VEN02299	MASON COUNTY FOREST FESTIVAL	01/03/2025	Regular	0.00	10,000.00	112239
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">LTAC2024GRANT</a>	Invoice	12/24/2024	LTAC2024GRANT	0.00	10,000.00	
<a href="#">108-000-000-57390-4101</a>		TRSM - Prof Serv-Forest H		LTAC2024GRANT	10,000.00	
109200	MASON COUNTY HISTORICAL	01/03/2025	Regular	0.00	6,250.00	112240
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">LTAC QTR3/2024</a>	Invoice	12/24/2024	LTAC QTR3/2024	0.00	6,250.00	
<a href="#">108-000-000-57390-4108</a>		TRSM - Prof Serv-Mason		LTAC QTR3/2024	6,250.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	01/03/2025	Regular	0.00	72.42	112241
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">402727328001</a>	Invoice	12/13/2024	ACCT# 28972108 FOLDERS,PAPER, MOUSE	0.00	50.67	
<a href="#">001-111-000-51421-3100</a>		FIN UB - Office and Opera		ACCT# 28972108 FOLDERS,	7.94	
<a href="#">001-111-000-51423-3100</a>		FIN AC - Office and Opera		ACCT# 28972108 FOLDERS,	42.73	
<a href="#">402728539001</a>	Invoice	12/14/2024	ACCT# 28972108 GEL WRISTREST	0.00	21.75	
<a href="#">001-111-000-51421-3100</a>		FIN UB - Office and Opera		ACCT# 28972108 GEL WRI	21.75	
153500	PACIFIC LAMP & SUPPLY CO	01/03/2025	Regular	0.00	133.87	112242
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">895913</a>	Invoice	12/20/2024	CUST# 23733-1 FLUOR LAMP	0.00	19.07	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 23733-1 FLUOR LA	19.07	
<a href="#">895998</a>	Invoice	12/19/2024	CUST# 23733-1 LEDS	0.00	114.80	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 23733-1 LEDS	114.80	
155541	PARAMETRIX, INC.	01/03/2025	Regular	0.00	3,231.87	112243
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">62771</a>	Invoice	12/23/2024	SCADA SERVICES-WATER DEPT	0.00	2,064.37	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		SCADA SERVICES-WATER D	2,064.37	
<a href="#">62772</a>	Invoice	12/23/2024	SCADA SERVICE- SEWER	0.00	1,167.50	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		SCADA SERVICE- SEWER	1,167.50	
VEN02623	PETROCARD, INC	01/03/2025	Regular	0.00	5,297.81	112244
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0540989-IN</a>	Invoice	12/18/2024	CUST# 20-0108487 FUEL	0.00	5,297.81	
<a href="#">503-250-000-58900-0001</a>		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	5,297.81	
162562	PUBLIC SAFETY TESTING INC.	01/03/2025	Regular	0.00	216.00	112245
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2024-1342</a>	Invoice	12/19/2024	Q4/2024 SUBSCRIPTION FEES POLICE	0.00	216.00	
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv		Q4/2024 SUBSCRIPTION F	216.00	



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
166927	RAINIER LIGHTING & ELECTRICAL	01/03/2025	Regular	0.00	581.69	112246
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">597271-1</a>	Invoice	12/12/2024	ACCT# 1001006 LAMPS RECYCLED		581.69	
<a href="#">001-119-000-52250-3100</a>			FIRE FACIL - Office and Op	ACCT# 1001006 LAMPS RE	145.42	
<a href="#">001-142-000-51890-3115</a>			FACIL CIVIC - Office and O	ACCT# 1001006 LAMPS RE	145.42	
<a href="#">001-142-000-57250-3100</a>			FACIL LIB - Office and Ope	ACCT# 1001006 LAMPS RE	145.42	
<a href="#">402-400-000-53580-3100</a>			SEW SV MN - Office and	ACCT# 1001006 LAMPS RE	145.43	
903584	RIGHT SYSTEMS	01/03/2025	Regular	0.00	3,850.31	112247
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SI-189791</a>	Invoice	12/19/2024	CUST# COS006 TRICERAT SIMPLIFY PRINTI		445.36	
<a href="#">001-132-000-51888-4100</a>			IT - Data Processing-Prof	CUST# COS006 TRICERAT S	445.36	
<a href="#">SI-189837</a>	Invoice	12/23/2024	CUST# COS MSFT MONTHLY BILLING		3,404.95	
<a href="#">001-132-000-51888-4100</a>			IT - Data Processing-Prof	CUST# COS MSFT MONTHL	3,404.95	
186450	SHELTON LOCK & KEY	01/03/2025	Regular	0.00	312.27	112248
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">7233</a>	Invoice	10/06/2024	SERVICE CALL- DEADBOLT		97.92	
<a href="#">001-141-000-57680-3100</a>			PARKS - Office and Opera	SERVICE CALL- DEADBOLT	97.92	
<a href="#">7253</a>	Invoice	11/12/2024	SERVICE CALL		103.37	
<a href="#">001-142-000-51890-3115</a>			FACIL CIVIC - Office and O	SERVICE CALL	103.37	
<a href="#">7276</a>	Invoice	12/10/2024	SERVICE CALL AND LABOR CHARGE LOCK I		110.98	
<a href="#">001-142-000-51890-4115</a>			FACIL CIVIC - Professional	SERVICE CALL AND LABOR	110.98	
186500	SHELTON MASON COUNTY CHAMBE	01/03/2025	Regular	0.00	8,650.00	112249
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">10991</a>	Invoice	11/25/2023	2024 ANNUAL MEMBERSHIP DUES		2,650.00	
<a href="#">001-120-000-51310-4900</a>			C MGR - Miscellaneous	2024 ANNUAL MEMBERSH	2,650.00	
<a href="#">LTAC QTR3/2024</a>	Invoice	12/24/2024	LTAC QTR3/2024		6,000.00	
<a href="#">108-000-000-57390-4100</a>			TRSM - Prof Serv-Chambe	LTAC QTR3/2024	6,000.00	
187505	SHELTON SCHOOL DISTRICT	01/03/2025	Regular	0.00	280.00	112250
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2025-029</a>	Invoice	12/18/2024	ADULT VOLLEYBALL OCT-NOV 2024		280.00	
<a href="#">001-141-000-57120-4500</a>			REC - Operating Rentals	ADULT VOLLEYBALL OCT-N	280.00	
187000	SHELTON-MASON COUNTY JOURNA	01/03/2025	Regular	0.00	77.50	112251
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">127657</a>	Invoice	12/26/2024	PUBLIC NOTICE S.M.C. PERMITTED USES		77.50	
<a href="#">001-110-000-51160-4100</a>			COUNCIL - Professional S	PUBLIC NOTICE S.M.C. PER	77.50	
187000	SHELTON-MASON COUNTY JOURNA	01/03/2025	Regular	0.00	77.50	112252
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">127658</a>	Invoice	12/26/2024	PUBLIC NOT S.M.C LICENSING FOR-HIRE V		77.50	
<a href="#">001-110-000-51160-4100</a>			COUNCIL - Professional S	PUBLIC NOT S.M.C LICENSI	77.50	
VEN02646	STOP STICK, LTD	01/03/2025	Regular	0.00	2,221.56	112253

## Check Register

Packet: APPKT03393-DECEMBER 30, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2024-34084</a>	Invoice	01/27/2025	STOP STICK KIT, PIRANHA	0.00	2,221.56	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		STOP STICK KIT, PIRANHA	1,121.67	
<a href="#">001-118-000-52122-3500</a>		PD PAT - Small Tools/Equi		STOP STICK KIT, PIRANHA	1,099.89	
197259	SUNSET AIR, INC.	01/03/2025	Regular	0.00	724.19	112254
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">123213</a>	Invoice	12/19/2024	CUST# CIT245 VFD DIAGNOSTICS/RESET	0.00	724.19	
<a href="#">001-142-000-51890-4115</a>		FACIL CIVIC - Professional		CUST# CIT245 VFD DIAGN	724.19	
201100	TITUS-WILL	01/03/2025	Regular	0.00	494.97	112255
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2727726</a>	Invoice	12/27/2024	HEADLAMP SWCH,DRVST PAD/CUSHCVR	0.00	494.97	
<a href="#">001-118-000-52122-3110</a>		PD PAT - Office & Operati		HEADLAMP SWCH,DRVST	494.97	
201300	TOZIER BROS INC.	01/03/2025	Regular	0.00	169.45	112256
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">473276</a>	Invoice	12/11/2024	CUST# 20090 TRIFLO LUBE, WALLPLATE	0.00	20.00	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST# 20090 TRIFLO LUBE	20.00	
<a href="#">473292</a>	Invoice	12/12/2024	CUST# 20090 EXTENSION CORD 10'	0.00	18.50	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 EXTENSION	18.50	
<a href="#">473453</a>	Invoice	12/23/2024	CUST# 20090 PROPANE	0.00	82.45	
<a href="#">503-000-000-54865-3200</a>		EMR - Gas & Oil Fleet		CUST# 20090 PROPANE	82.45	
<a href="#">473460</a>	Invoice	12/23/2024	CUST# 20090 BRASS BUSHING AND ADAP	0.00	15.84	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 BRASS BUSHI	15.84	
<a href="#">473484</a>	Invoice	12/27/2024	CUST# 20090 10X14 COVERALL TARP	0.00	31.35	
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		CUST# 20090 10X14 COVE	31.35	
<a href="#">473528</a>	Invoice	12/31/2024	CUST# 20090 NUTS AND BOLTS	0.00	1.31	
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		CUST# 20090 NUTS AND B	1.31	
VEN02648	TRINA FLAHERTY	01/03/2025	Regular	0.00	350.00	112257
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">ADOPTIONREFUN</a>	Invoice	12/26/2024	ADOPTIONREFUND/DECEMBER2024	0.00	350.00	
<a href="#">001-000-000-345230000</a>		GF - Animal Control - Ado		ADOPTIONREFUND/DECE	350.00	
201957	ULINE	01/03/2025	Regular	0.00	807.26	112258
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">186771018</a>	Invoice	12/11/2024	CUST# 5672395 AIR FRESHENER SPRAY	0.00	153.82	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST# 5672395 AIR FRESH	89.74	
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope		CUST# 5672395 AIR FRESH	38.46	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 5672395 AIR FRESH	25.62	
<a href="#">187219594</a>	Invoice	12/26/2024	CUST# 18745978 MISC SUPPLIES	0.00	653.44	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST# 18745978 MISC SU	653.44	
VEN02645	VAE INDUSTRIES CORPORATION	01/03/2025	Regular	0.00	2,437.48	112259
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">36004</a>	Invoice	12/04/2024	10X10 ALUMIUM FRAME TENT	0.00	2,437.48	
<a href="#">001-118-000-52122-3500</a>		PD PAT - Small Tools/Equi		10X10 ALUMIUM FRAME T	2,437.48	
VEN02544	VESTIS GROUP INC	01/03/2025	Regular	0.00	81.30	112260



## Check Register

Packet: APPKT03393-DECEMBER 30, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5120594671</a>	Invoice	12/18/2024	CUST# 792105973 COVERALLS, MAT,MOP,	0.00	38.33	
<a href="#">402-400-000-53580-4900</a>		SEW SV MN - Miscellaneous		CUST# 792105973 COVER	38.33	
<a href="#">5120598697</a>	Invoice	12/25/2024	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.97	
<a href="#">401-000-000-53480-4901</a>		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	
VEN02287	WARRIOR WOMAN LAW PLLC	01/03/2025	Regular	0.00	1,990.00	112261
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">558</a>	Invoice	12/27/2024	00693 ELMLUND	0.00	260.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00693 ELMLUND	260.00	
<a href="#">559</a>	Invoice	12/27/2024	00766-REID-PHILLIPS	0.00	250.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00766-REID-PHILLIPS	250.00	
<a href="#">560</a>	Invoice	12/27/2024	00791-PEREZ TOXTLE	0.00	100.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00791-PEREZ TOXTLE	100.00	
<a href="#">561</a>	Invoice	12/27/2024	00868- PABLO PABLO	0.00	130.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00868- PABLO PABLO	130.00	
<a href="#">562</a>	Invoice	12/27/2024	00833- STANLEY	0.00	90.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00833- STANLEY	90.00	
<a href="#">563</a>	Invoice	12/27/2024	00839- JANIS	0.00	30.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00839- JANIS	30.00	
<a href="#">564</a>	Invoice	12/27/2024	00523- DEAKINS	0.00	30.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00523- DEAKINS	30.00	
<a href="#">565</a>	Invoice	12/27/2024	00877-MACUIXTLE	0.00	500.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00877-MACUIXTLE	500.00	
<a href="#">566</a>	Invoice	12/27/2024	00898-RAMIREZ	0.00	310.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00898-RAMIREZ	310.00	
<a href="#">567</a>	Invoice	11/27/2024	00891-WORKMAN	0.00	60.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00891-WORKMAN	60.00	
<a href="#">568</a>	Invoice	12/27/2024	00638-WELLS	0.00	80.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00638-WELLS	80.00	
<a href="#">569</a>	Invoice	12/27/2024	00876-WEBSTER	0.00	150.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		00876-WEBSTER	150.00	
203780	WATER MGMNT LABORATORIES INC	01/03/2025	Regular	0.00	1,640.68	112262
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">225364</a>	Invoice	12/18/2024	ACCT# AS201R TESTS 11/18/24	0.00	1,176.68	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT# AS201R TESTS 11/1	1,176.68	
<a href="#">225497</a>	Invoice	12/26/2024	ACCT# AS201R TESTS 12/2 & 12/9	0.00	464.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT# AS201R TESTS 12/2	464.00	
053987	WESTBAY NAPA AUTO PARTS	01/03/2025	Regular	0.00	201.56	112263
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">112543</a>	Invoice	12/18/2024	ACCT# 4296 BATTERY, CORE DEPOSIT/199	0.00	157.41	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E		ACCT# 4296 BATTERY, COR	157.41	
<a href="#">113197</a>	Credit Memo	12/24/2024	CORE DEP/19945D ORIG INV #112543	0.00	-19.60	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E		CORE DEP/19945D ORIG I	-19.60	
<a href="#">113222</a>	Invoice	12/24/2024	ACCT# 4296 ENGINE OIL FILTER/73798D	0.00	20.52	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E		ACCT# 4296 ENGINE OIL FI	20.52	
<a href="#">113683</a>	Invoice	12/30/2024	ACCT# 4296 HVAC AIR ACTUATOR/19955	0.00	43.23	
<a href="#">503-000-000-54865-3102</a>		EMR - Oper Supplies-Part		ACCT# 4296 HVAC AIR ACT	43.23	

## Check Register

Packet: APPKT03393-DECEMBER 30, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
025951	WILLIAMS ARCHITECTURE	01/03/2025	Regular	0.00	4,584.50	112264
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2023046-07</a>	Invoice	12/13/2024	SECURE PARKING FOR POLICE	0.00	1,217.00	
<a href="#">302-000-000-59565-4100</a>		CAP IMP - PARKING FACILI	22-POLICE FENCING	SECURE PARKING FOR POLI	1,217.00	
<a href="#">2023047-06</a>	Invoice	12/13/2024	LIBRARY DECK REPAIRS	0.00	767.50	
<a href="#">001-142-000-57250-4800</a>		FACIL LIB - Repairs and M	24-LIBRARY DECK REP	LIBRARY DECK REPAIRS	767.50	
<a href="#">2024030-01</a>	Invoice	12/13/2024	CIVIC CENTER UPS SYSTEM DESIGN	0.00	2,600.00	
<a href="#">302-000-000-59418-4100</a>		CAP IMP - Central Service		CIVIC CENTER UPS SYSTEM	2,600.00	

VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	01/03/2025	Regular	0.00	15.11	112265
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PACKAGEID 1359</a>	Invoice	12/18/2024	WSP/TOXICOLOGYLAB/TACOMA/EVIDENC	0.00	15.11	
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		WSP/TOXICOLOGYLAB/TAC	15.11	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	46	0.00	107,713.29
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	56	31	0.00	166,155.96
	145	77	0.00	273,869.25

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash	1/2025	273,869.25
			<u>273,869.25</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 112285 through number 112309, EFT payment numbers 928 through 940 in the total amount of \$284,077.86 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 10th of January, 2025.

  
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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
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: APPKT03400 - JANUARY 10, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
003655	BATTERIES PLUS	01/10/2025	EFT	0.00	486.30	928
008300	CODE PUBLISHING COMPANY	01/10/2025	EFT	0.00	785.72	929
009231	DARREN PARSE	01/10/2025	EFT	0.00	300.00	930
020010	EVERGREEN RURAL WATER	01/10/2025	EFT	0.00	1,025.00	931
023078	FASTENAL COMPANY	01/10/2025	EFT	0.00	5.47	932
044700	GUARDIAN SECURITY SYSTEM	01/10/2025	EFT	0.00	62.29	933
VEN02564	JOHN R BONIN	01/10/2025	EFT	0.00	100.00	934
194000	LEROY T. VALLEY	01/10/2025	EFT	0.00	151.90	935
VEN01558	NORTHWEST CUSTOM TEES	01/10/2025	EFT	0.00	1,156.52	936
VEN02459	SECURITAS TECHNOLOGY CORPORA	01/10/2025	EFT	0.00	441.54	937
189670	THE SHOPPER	01/10/2025	EFT	0.00	2,330.66	938
VEN01972	THOMAS A FURRRER	01/10/2025	EFT	0.00	1,647.04	939
202919	WA CITIES INSUR AUTHORITY	01/10/2025	EFT	0.00	5,000.00	940
000050	AAA SEPTIC LLC	01/10/2025	Regular	0.00	100.00	112285
098000	BUILDERS FIRSTSOURCE	01/10/2025	Regular	0.00	24.80	112286
108679	CENTRAL MASON FIRE AND EMS	01/10/2025	Regular	0.00	177,422.73	112287
VEN01214	CINTAS CORPORATION	01/10/2025	Regular	0.00	215.32	112288
009573	DEPT OF ECOLOGY	01/10/2025	Regular	0.00	125.00	112289
009587	DEPT OF LABOR & INDUST	01/10/2025	Regular	0.00	174.30	112290
053992	HOOD CANAL COMMUNICATIONS	01/10/2025	Regular	0.00	5,340.19	112291
070966	JOHN HANCOCK LIFE INS CO	01/10/2025	Regular	0.00	1,286.98	112292
VEN02649	JOSHUA AARON SWEET	01/10/2025	Regular	0.00	500.00	112293
VEN02236	JUSTICE AV SOLUTIONS, INC.	01/10/2025	Regular	0.00	8,869.38	112294
098580	MACECOM	01/10/2025	Regular	0.00	57,006.40	112295
VEN01179	MATCO TOOLS	01/10/2025	Regular	0.00	564.05	112296
VEN01351	OSCAR MATIAS PABLO	01/10/2025	Regular	0.00	350.00	112297
VEN02623	PETROCARD, INC	01/10/2025	Regular	0.00	4,093.72	112298
VEN01912	POWERDMS, INC.	01/10/2025	Regular	0.00	598.95	112299
187000	SHELTON-MASON COUNTY JOURNA	01/10/2025	Regular	0.00	46.50	112300
187000	SHELTON-MASON COUNTY JOURNA	01/10/2025	Regular	0.00	99.00	112301
178252	TASCHNER LAW, PLLC	01/10/2025	Regular	0.00	12,940.00	112302
201300	TOZIER BROS INC.	01/10/2025	Regular	0.00	59.65	112303
201875	TYLER TECHNOLOGIES	01/10/2025	Regular	0.00	160.00	112304
VEN02544	VESTIS GROUP INC	01/10/2025	Regular	0.00	42.97	112305
VEN01983	WA LAW ENFORCEMENT INFORMA	01/10/2025	Regular	0.00	100.00	112306
202990	WAPRO	01/10/2025	Regular	0.00	75.00	112307
202900	WASH. ASSOC. OF SHERIFFS & POLI	01/10/2025	Regular	0.00	245.00	112308
053987	WESTBAY NAPA AUTO PARTS	01/10/2025	Regular	0.00	145.48	112309

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	25	0.00	270,585.42
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	15	13	0.00	13,492.44
	46	38	0.00	284,077.86

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	284,077.86
			<u>284,077.86</u>





Shelton, WA

# Check Register

Packet: APPKT03400 - JANUARY 10, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
003655	BATTERIES PLUS	01/10/2025	EFT	0.00	486.30	928
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">P79259927</a>	Invoice	01/06/2025	12V 18AH BATTERIES	0.00	547.68	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and			547.68	
<a href="#">P79272610</a>	Credit Memo	01/06/2025	ORIG INV P79259927	0.00	-61.38	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and			-61.38	
008300	CODE PUBLISHING COMPANY	01/10/2025	EFT	0.00	785.72	929
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">GCI0016385</a>	Invoice	12/31/2024	CUST# SH4639 MUNICIPAL CODE-WEB UP	0.00	785.72	
<a href="#">001-121-000-51130-4100</a>		CLK CD REV - Prof Service			785.72	
009231	DARREN PARSE	01/10/2025	EFT	0.00	300.00	930
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INTERPRETATION</a>	Invoice	01/08/2025	INTERPRETATION01082025	0.00	300.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex			300.00	
020010	EVERGREEN RURAL WATER	01/10/2025	EFT	0.00	1,025.00	931
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">4215</a>	Invoice	01/06/2025	SYSTEM MBRSHP DUES 1/25-1/26 J.SCHU	0.00	1,025.00	
<a href="#">401-000-000-53480-4900</a>		WAT - Miscellaneous			1,025.00	
023078	FASTENAL COMPANY	01/10/2025	EFT	0.00	5.47	932
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">WATUM230412</a>	Invoice	01/03/2025	CUST# WATUM1961 RUBBER GLOVE	0.00	5.47	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati			5.47	
044700	GUARDIAN SECURITY SYSTEM	01/10/2025	EFT	0.00	62.29	933
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">1567536</a>	Invoice	01/01/2025	CUST# 313901 FIRE ALARM SVC FEB2025	0.00	62.29	
<a href="#">001-142-000-57250-4100</a>		FACIL LIB - Professional Se			62.29	
VEN02564	JOHN R BONIN	01/10/2025	EFT	0.00	100.00	934
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">JUDGEPROTEM0</a>	Invoice	01/09/2025	JUDGEPROTEM01062025	0.00	100.00	
<a href="#">001-112-000-51251-4101</a>		MUNI CT - Judge Pro-Tem			100.00	
194000	LEROY T. VALLEY	01/10/2025	EFT	0.00	151.90	935
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">98679</a>	Invoice	01/07/2025	PARTS AND LABOR/00042D	0.00	151.90	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E			151.90	
VEN01558	NORTHWEST CUSTOM TEES	01/10/2025	EFT	0.00	1,156.52	936

## Check Register

Packet: APPKT03400-JANUARY 10, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1906</a>	Invoice	01/05/2025	BASKETBALL LEAGUE SHIRTS	0.00	1,156.52	
<a href="#">001-141-000-57120-3100</a>		REC - Office and Operatin			1,156.52	
VEN02459	SECURITAS TECHNOLOGY CORPORA	01/10/2025	EFT	0.00	441.54	937
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">6004730343</a>	Invoice	12/02/2024	CUST# 10674116 MONITORING SVC 1/25-	0.00	89.88	
<a href="#">001-142-000-57250-4100</a>		FACIL LIB - Professional Se		CUST# 10674116 MONITO	89.88	
<a href="#">6004730420</a>	Invoice	12/02/2024	CUST# 30091441 MONITORING SRV 1/25-	0.00	351.66	
<a href="#">001-140-000-55430-4100</a>		CD AN CTRL - Professional		CUST# 30091441 MONITO	351.66	
189670	THE SHOPPER	01/10/2025	EFT	0.00	2,330.66	938
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">63997</a>	Invoice	01/07/2025	B&O TAX REPORT ANNUAL MAILER	0.00	2,330.66	
<a href="#">001-111-000-51423-4100</a>		FIN AC - Professional Serv		B&O TAX REPORT ANNUAL	586.37	
<a href="#">001-111-000-51423-4200</a>		FIN AC - Communication		B&O TAX REPORT ANNUAL	1,744.29	
VEN01972	THOMAS A FURRER	01/10/2025	EFT	0.00	1,647.04	939
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JANUARY/2025</a>	Invoice	01/06/2025	JANUARY2025/COURT SECURITY SERVICE	0.00	1,647.04	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi		JANUARY2025/COURT SEC	1,647.04	
202919	WA CITIES INSUR AUTHORITY	01/10/2025	EFT	0.00	5,000.00	940
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">200338</a>	Invoice	01/01/2025	SMPD LIABILITY	0.00	5,000.00	
<a href="#">675-000-000-57120-4600</a>		Insurance		SMPD LIABILITY	950.00	
<a href="#">675-000-000-57680-4600</a>		Insurance		SMPD LIABILITY	4,050.00	
000050	AAA SEPTIC LLC	01/10/2025	Regular	0.00	100.00	112285
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">136791</a>	Invoice	01/01/2025	CUST# C2936 SHELTON SPRINGS COURSE	0.00	100.00	
<a href="#">001-141-000-57680-4576</a>		PARKS - Oper Rental-Huff		CUST# C2936 SHELTON SP	100.00	
098000	BUILDERS FIRSTSOURCE	01/10/2025	Regular	0.00	24.80	112286
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">99263325</a>	Invoice	01/06/2025	ACCT# 671668 TRI SAND SHT/59482D	0.00	24.80	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E		ACCT# 671668 TRI SAND S	24.80	
108679	CENTRAL MASON FIRE AND EMS	01/10/2025	Regular	0.00	177,422.73	112287
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JANUARY 2025</a>	Invoice	01/07/2025	JANUARY 2025/FIRE SERVICES	0.00	177,422.73	
<a href="#">001-119-000-52220-4103</a>		FIRE - Prof FF Services-Fir		JANUARY 2025/FIRE SERVI	127,640.15	
<a href="#">001-119-000-52221-4103</a>		EMS - Prof Services-Fire D		JANUARY 2025/FIRE SERVI	42,546.72	
<a href="#">001-119-000-52260-4100</a>		FIRE EQ - Professional Ser		JANUARY 2025/FIRE SERVI	4,777.53	
<a href="#">001-119-000-52260-4100</a>		FIRE EQ - Professional Ser		JANUARY 2025/FIRE SERVI	2,458.33	
VEN01214	CINTAS CORPORATION	01/10/2025	Regular	0.00	215.32	112288
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5247416214</a>	Invoice	01/03/2025	CUST# 10690213 FIRST AID SUPPLIES	0.00	215.32	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		CUST# 10690213 FIRST AI	215.32	



## Check Register

Packet: APPKT03400-JANUARY 10, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009573	DEPT OF ECOLOGY	01/10/2025	Regular	0.00	125.00	112289
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">GROUP APPLICAT</a>	Invoice	01/09/2025	GROUP APPLICATION FEES	J.SCHUFFENHA	0.00	125.00
<a href="#">402-400-000-53580-4907</a>		SEW SV MN - Miscellaneo		GROUP APPLICATION FEES		125.00
009587	DEPT OF LABOR & INDUST	01/10/2025	Regular	0.00	174.30	112290
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">357991</a>	Invoice	01/06/2025	ANNUAL OPERATING CERT	2/1/2025- 2/1	0.00	174.30
<a href="#">001-119-000-52250-4100</a>		FIRE FACIL - Professional		ANNUAL OPERATING CERT		174.30
053992	HOOD CANAL COMMUNICATIONS	01/10/2025	Regular	0.00	5,340.19	112291
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">11012443</a>	Invoice	01/01/2025	ACCT# 00017664-7		0.00	4,108.30
<a href="#">001-132-000-51888-4200</a>		IT - Communication		ACCT# 00017664-7		272.80
<a href="#">001-132-000-51888-4801</a>		IT - Repairs and Maintena		ACCT# 00017664-7		405.50
<a href="#">401-000-000-53480-4201</a>		WAT - Communication - S		ACCT# 00017664-7		1,575.00
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		ACCT# 00017664-7		1,855.00
<a href="#">11017830</a>	Invoice	01/01/2025	ACCT# 00003840-2		0.00	1,231.89
<a href="#">001-119-000-52250-4200</a>		FIRE FACIL - Communicati		ACCT# 00003840-2		101.64
<a href="#">001-120-000-51310-4200</a>		C MGR - Communication		ACCT# 00003840-2		0.12
<a href="#">001-130-000-51810-4200</a>		HR - Communication		ACCT# 00003840-2		40.77
<a href="#">001-140-000-55430-4200</a>		CD AN CTRL - Communica		ACCT# 00003840-2		32.29
<a href="#">001-142-000-51890-4215</a>		FACIL CIVIC - Communica		ACCT# 00003840-2		955.19
<a href="#">401-000-000-53480-4201</a>		WAT - Communication - S		ACCT# 00003840-2		101.76
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		ACCT# 00003840-2		0.12
070966	JOHN HANCOCK LIFE INS CO	01/10/2025	Regular	0.00	1,286.98	112292
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4005415513 JAN</a>	Invoice	12/15/2024	GROUP #03080 DOBIE, HAEFLIGER, LONG		0.00	1,286.98
<a href="#">502-000-000-51725-2032</a>		PR BEN - Ins-LongTrmCar		GROUP #03080 DOBIE, HA		363.01
<a href="#">611-000-000-51725-2032</a>		FF PEN - Ins-LongTrmCare		GROUP #03080 DOBIE, HA		923.97
VEN02649	JOSHUA AARON SWEET	01/10/2025	Regular	0.00	500.00	112293
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">BAILREFUND/JAN</a>	Invoice	01/07/2025	BAILREFUND/JANUARY2025	4A0041532	0.00	500.00
<a href="#">657-000-000-58600-0010</a>		Municipal Court Trust		BAILREFUND/JANUARY202		500.00
VEN02236	JUSTICE AV SOLUTIONS, INC.	01/10/2025	Regular	0.00	8,869.38	112294
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV-529977</a>	Invoice	12/16/2024	ACCT# 8890544 MAINTENANCE AGREEM		0.00	8,869.38
<a href="#">001-110-000-51160-4100</a>		COUNCIL - Professional S		ACCT# 8890544 MAINTEN		2,217.34
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi	24-ITC	ACCT# 8890544 MAINTEN		6,652.04
098580	MACECOM	01/10/2025	Regular	0.00	57,006.40	112295
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1025</a>	Invoice	01/01/2025	CUST# 73 1ST QTR 2025 USER FEES		0.00	57,006.40
<a href="#">001-118-000-52122-4104</a>		PD PAT - Professional Serv		CUST# 73 1ST QTR 2025 U		57,006.40
VEN01179	MATCO TOOLS	01/10/2025	Regular	0.00	564.05	112296

## Check Register

Packet: APPKT03400-JANUARY 10, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">207633</a>	Invoice	01/09/2025	CITY OF SHELTON 13PC 1/2	DR MM SKT S	0.00	564.05
<a href="#">503-000-000-54865-3500</a>		EMR - Small Tools/Equip		CITY OF SHELTON 13PC 1/2		564.05
VEN01351	OSCAR MATIAS PABLO	01/10/2025	Regular	0.00	350.00	112297
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INTERPRETATION</a>	Invoice	01/08/2025	INTERPRETATION01082025		0.00	350.00
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex		INTERPRETATION0108202		350.00
VEN02623	PETROCARD, INC	01/10/2025	Regular	0.00	4,093.72	112298
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0542098-IN</a>	Invoice	01/02/2025	CUST# 20-0108487 FUEL		0.00	4,093.72
<a href="#">503-250-000-58900-0001</a>		EMR - Inventory-Gas		CUST# 20-0108487 FUEL		4,093.72
VEN01912	POWERDMS, INC.	01/10/2025	Regular	0.00	598.95	112299
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV-127845</a>	Invoice	12/23/2024	A-40159 SOFTWARE 2025-2026		0.00	598.95
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv		A-40159 SOFTWARE 2025-		598.95
187000	SHELTON-MASON COUNTY JOURNA	01/10/2025	Regular	0.00	46.50	112300
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">127719</a>	Invoice	01/02/2025	LEGAL NOTICE AMENDING BUDGET FOR 2		0.00	46.50
<a href="#">001-110-000-51160-4100</a>		COUNCIL - Professional S		LEGAL NOTICE AMENDING		46.50
187000	SHELTON-MASON COUNTY JOURNA	01/10/2025	Regular	0.00	99.00	112301
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">3996SUBSCRIPTI</a>	Invoice	12/10/2024	POLICE/RECORDS2025SUBSCRIPTION		0.00	99.00
<a href="#">001-118-000-52122-4900</a>		PD PAT - Miscellaneous		POLICE/RECORDS2025SUB		99.00
178252	TASCHNER LAW, PLLC	01/10/2025	Regular	0.00	12,940.00	112302
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JANUARY/2025</a>	Invoice	01/06/2025	JANUARY2025/PUBLIC DEFENSE SERVICES		0.00	12,940.00
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		JANUARY2025/PUBLIC DEF		12,940.00
201300	TOZIER BROS INC.	01/10/2025	Regular	0.00	59.65	112303
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">473607</a>	Invoice	01/06/2025	CUST# 20090 MILKHOUSE HEATER		0.00	37.02
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 MILKHOUSE		37.02
<a href="#">473617</a>	Invoice	01/06/2025	CUST# 20090 HAND TRANSPLANTER, TRO		0.00	22.63
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST# 20090 HAND TRAN		22.63
201875	TYLER TECHNOLOGIES	01/10/2025	Regular	0.00	160.00	112304
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">025-490103</a>	Invoice	01/01/2025	UTILITY BILLING ONLINE MONTHLY FEE		0.00	160.00
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv		UTILITY BILLING ONLINE M		160.00
VEN02544	VESTIS GROUP INC	01/10/2025	Regular	0.00	42.97	112305

## Check Register

Packet: APPKT03400-JANUARY 10, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5120602876</a>	Invoice	01/01/2025	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.97	
<a href="#">401-000-000-53480-4901</a>		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	
VEN01983	WA LAW ENFORCEMENT INFORMAT	01/10/2025	Regular	0.00	100.00	112306
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4283</a>	Invoice	12/31/2024	MEMBERSHIP RENEWAL 2025 S. CHILDER	0.00	50.00	
<a href="#">001-118-000-52122-4900</a>		PD PAT - Miscellaneous		MEMBERSHIP RENEWAL 2	50.00	
<a href="#">4430</a>	Invoice	12/31/2024	MEMBERSHIP RENEWAL 2025 S.GANO	0.00	50.00	
<a href="#">001-118-000-52122-4900</a>		PD PAT - Miscellaneous		MEMBERSHIP RENEWAL 2	50.00	
202990	WAPRO	01/10/2025	Regular	0.00	75.00	112307
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">10595</a>	Invoice	11/10/2024	WAPRO MBRSH 12/24-11/25 S.CHILDER	0.00	25.00	
<a href="#">001-118-000-52122-4900</a>		PD PAT - Miscellaneous		WAPRO MBRSH 12/24-11	25.00	
<a href="#">10596</a>	Invoice	11/10/2024	2025 WAPRO MMBRSH 12/24-11/25 D.	0.00	25.00	
<a href="#">001-121-000-51430-4900</a>		CLK REC - Miscellaneous		2025 WAPRO MMBRSH 1	25.00	
<a href="#">10812</a>	Invoice	11/10/2024	WAPRO MBRSH 12/24-11/25 S.GANO	0.00	25.00	
<a href="#">001-118-000-52122-4900</a>		PD PAT - Miscellaneous		WAPRO MBRSH 12/24-11	25.00	
202900	WASH. ASSOC. OF SHERIFFS & POLI	01/10/2025	Regular	0.00	245.00	112308
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">DUES 2025-0028</a>	Invoice	01/09/2025	ACTIVE DUES CATEGORY D KOSTAD	0.00	245.00	
<a href="#">001-118-000-52140-4902</a>		PD TRG - Miscellaneous-		ACTIVE DUES CATEGORY D	245.00	
053987	WESTBAY NAPA AUTO PARTS	01/10/2025	Regular	0.00	145.48	112309
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">114752</a>	Invoice	01/08/2025	ACCT# 4296 AIR,FUEL,OIL FILTERS/19976	0.00	103.52	
<a href="#">503-000-000-54865-3104</a>		EMR - Oper Supp-Parts-E		ACCT# 4296 AIR,FUEL,OIL	103.52	
<a href="#">114900</a>	Invoice	01/09/2025	ACCT# 4296 RAIN-X, MICROFIBER, WREN	0.00	41.96	
<a href="#">503-000-000-54865-3100</a>		EMR - Office and Operati		ACCT# 4296 RAIN-X, MICR	41.96	

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	25	0.00	270,585.42
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	15	13	0.00	13,492.44
	<b>46</b>	<b>38</b>	<b>0.00</b>	<b>284,077.86</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	284,077.86
			<u>284,077.86</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 4021 through 4025 and 14060 through 14161. Warrants 112266 through 112284 in the amount of \$653,708.95 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 8th of January, 2025.

  
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 \_\_\_\_\_, 2025.

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

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

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

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

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


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

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

**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 112315 through 112316 in the amount of \$51,637.29 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 13th of January, 2025.

  
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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
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 C5)

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 of Renewal**

☐

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 1<sup>st</sup> of 2025.

### BUDGET/FISCAL INFORMATION:

N/A

### PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to approve the reappointment on the Shelton Parks Advisory Committee as part of the consent agenda."



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

Kathy  
McDowell





## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C6)

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:

**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:

Information is available from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

Staff recommends, "I move to approve the reappointments on the Shelton Arts Commission as part of the consent agenda."

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 C7)

Touch Date: 01/21/2025  
Brief Date: 01/21/2025  
Consent Agenda Date: 01/21/2025

Department: Public Works  
Presented By: Aaron Nix, Assistant Public Works Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:

☐

Ordinance

☒ Dept. Head

J.O.H.

**Safe Routes to School Construction  
Final Acceptance**

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☐ Attorney

- Resolution No.1361-1124

☒

Motion

☒ City Clerk

- Certificate of Final Acceptance

☐

Other

☐ City Manager

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

Throughout the month of December 2023, a public notice advertising an Invitation to Bid for construction of the Safe Routes to School project was placed in the Mason County Journal and the Seattle Daily Journal of Commerce. The City received 11 bids in response to the Invitation to Bid, which were opened on January 18, 2024, and on February 20, 2024, the Council passed Resolution No. 1296-1023, awarding the construction contract to Barcott Construction for their low, responsive, and responsible bid of \$669,891.

Throughout the course of the project, two change orders totaling \$86,738.92 were executed to allow for the addition and deletion of bid items and adjustment of bid item quantities in order to provide for additional rapid flashing beacons and additional paving work. The project achieved substantial completion on August 16, 2024, and achieved physical completion on August 22, 2024, after all punch list items were complete. The final amount paid to the contractor, including tax and retainage, will be \$756,629.92. A Certificate of Final Acceptance will be provided to the contractor for their records, following Council's acceptance and execution by the City Manager.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

The City was awarded \$681,245 in State funds, administered by WSDOT Local Programs, towards the construction phase of the project, and the remainder of the construction costs utilized a mix of REET 2 funds and Transportation Benefit District (TBD) funds, as approved in the 2024 Budget.

### PUBLIC INFORMATION REQUIREMENTS:

Information is available from the Public Works department.

### STAFF RECOMMENDATION/MOTION:

"I move to waive the three-touch rule and adopt Resolution No. 1361-1124 as part of the consent agenda."

SRTS Project During Construction (High School Crossing)



SRTS Project During Construction (Intersection of 7<sup>th</sup> and Franklin)



SRTS Project During Construction (Intersection of 9<sup>th</sup> and Franklin)





**RESOLUTION NO. 1361-1124**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON,  
ACCEPTING THE SAFE ROUTES TO SCHOOLS PEDESTRIAN IMPROVEMENT  
PROJECT AS FINAL AND COMPLETE**

**WHEREAS**, on February 20, 2024, following a formal competitive bidding process, the Shelton City Council passed Resolution No. 1296-1023, awarding a construction contract for the Safe Routes to School Pedestrian Improvement Project to Barcott Construction in the amount of \$669,891; and

**WHEREAS**, construction of the project commenced March 25, 2024; and

**WHEREAS**, throughout the course of the project, two change orders totaling \$86,738.92, including sales tax, were executed to allow for the addition and deletion of bid items and adjustment of bid item quantities in order to provide for additional rapid flashing beacons and additional paving work at 7<sup>th</sup> and Franklin; and

**WHEREAS**, the project was determined to have achieved physical completion by the project engineer on August 22, 2024; and

**WHEREAS**, the final amount paid to the Contractor, after tax and retainage, will be \$756,629.92; and

**WHEREAS**, all documentation required by the contract and required by law has been furnished by the contractor.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Shelton, Washington that the construction contractor's portion of the Safe Routes to School project is accepted as final and complete, and the City Manager is authorized to sign the Certificate of Final Acceptance.

**INTRODUCED AND PASSED** by the City Council of the City of Shelton on the 21st day of January 2025.

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

ATTEST:

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





## CERTIFICATE OF FINAL ACCEPTANCE

Barcott Construction, LLC  
Attn: Jeff Barcott  
PO Box 366  
Chehalis, WA 98532

Project Name: Safe Routes to School  
Project CIP Number: 22-SAFERTE2SCHOOL  
Contract Number: 2024-002  
Final Acceptance Date: December 17, 2024

This Certificate of Final Acceptance applies to all Work under the Contract for the Project referenced above. The CITY has completed final inspection of the Work and is satisfied that the Work has been completed in accordance with the Contract, the CONTRACTOR has provided to the CITY all documents required by the Contract, and the CONTRACTOR has fulfilled all of its obligations with regard to construction of the project according to the Contract. The Work is declared to be completed in full in accordance with the Contract on the Final Acceptance Date referenced above.

This triggers the claims (lien) filing periods referenced in RCW 39.08.030 and the retainage release periods referenced in RCW 60.28. The CITY will file a Notice of Completion of Public Works Contract with the Department of Revenue, Department of Employment Security, and Department of Labor & Industries. The retainage balance can be distributed after the claims filing periods expires and releases have been received from the Department of Revenue, Department of Employment Security, and Department of Labor & Industries, and all claims or liens have been resolved.

CITY OF SHELTON

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Mark Ziegler  
City Manager



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

City Council Meeting Minutes  
December 3, 2024 – 6:00 p.m.  
Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL**

#### **Councilmembers:**

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

#### **Personnel:**

City Manager Mark Ziegler  
City Clerk Donna Nault  
Judge Stephen Greer  
Court Administrator Dyan Smolinsky  
Community & Economic Development Director Jae Hill  
Finance Director Mike Githens

### **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 111956 through 111979 and EFT payment numbers 804 through 818 in the total amount of \$59,369.05
2. Vouchers numbered 112000 through 112032, EFT payment numbers 819 through 837 in the total amount of \$266,521.16 and bank draft numbers DFT0001754, DFT0001770, DFT0001771, DFT0001774 through DFT0001784 in the total amount of \$157,626.65
3. Payroll warrants numbered 4011 through 4013 and 13753 through 13850. Warrants 111985 through 111996 in the amount of \$361,599.87
4. Minutes:
  - Business Meeting of October 15, 2024
  - Study Session of October 22, 2024
5. Resolution No. 1354-1024 Amendment No. 1 to Work Order #BHC-24011 for Structural Design on Water Reservoir Vent Hoods
6. September Financial Status Report

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

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

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

Caryn Salapka  
Dean Jewett

#### **Zoom:**

Dave Redman

## **PRESENTATIONS**

### **1. Swearing-in Police Corporal**

Officer Gettle was promoted to Corporal. Mayor Onisko led him through the oath of office.

### **2. Innovating Justice Award – Presented by Judge Stephen Greer & Court Administrator Dyan Smolinsky**

Judge Greer and Court Administrator Smolinsky presented information about receiving the Innovative Justice Award.

## **BUSINESS AGENDA**

### **1. Resolution No. 1353-1024 2025 Legislative Agenda – Presented by City Manager Mark Ziegler & Community & Economic Development Director Jae Hill**

City Manager Ziegler & Community Development Director Hill presented information regarding the 2025 Legislative agenda. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to forward Resolution No. 1353-1024 to the December 17, 2024 action agenda. Passed.

### **2. Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement – Presented by Finance Director Mike Githens**

Finance Director Githens presented information regarding a fleet management master equity lease agreement. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to forward Resolution No. 1355-1124 to the December 17, 2024 action agenda. Passed.

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

## **PUBLIC HEARING**

### **1. Ordinance No. 2026-1024 2024 Budget Supplemental – Presented by Finance Director Mike Githens**

Finance Director Githens presented information regarding the 2024 supplemental budget. Discussion followed. No public testimony. City Clerk Nault provided a reading of Ordinance No. 2026-1024.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to forward Ordinance No. 2026-1024 to the December 17, 2024 council meeting for further consideration. Passed.

Mayor Onisko closed the public hearing and opened another public hearing.

(I fixed the spacing...item #2 was on the following page.)

### **2. Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services – Presented by City Manager Mark Ziegler**

City Manager Ziegler presented information regarding sales and use tax for housing related services. Discussion followed. Public testimony in person– Dean Jewett, Susan Kirchoff, Tamra Ingwaldson, Erin Martinache, and Jennifer Thompson. Public testimony via Zoom – Colleen Carmichael. City Clerk Nault provided a reading of Ordinance No. 2027-1024.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to forward Ordinance No. 2027-1024 to the December 17, 2024 action agenda for further consideration.

Mayor Onisko requested a roll call vote.

Councilmember Blush – No  
Councilmember Stearns – Yes  
Councilmember Gilmore – Yes  
Mayor Onisko – Yes  
Deputy Mayor Schirman – No  
Councilmember Sapp – No  
Councilmember Gutierrez – Yes

Motion passed.

Mayor Onisko closed the public hearing and resumed the regular meeting.

### **ACTION AGENDA**

1. Resolution No. 1360-1124 Labor Contracts – Shelton Employees Guild, IAMW Local 38 (Customer Service), & Shelton Police Guild – Presented by City Manager Ziegler

City Manager Ziegler presented information regarding labor contracts. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1360-1124.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to approve Resolution No. 1360-1124 as presented. Passed.

### **ADMINISTRATION REPORT**

1. City Manager Report
  - Volunteer recognition ceremony this evening
  - Christmas events this weekend

### **NEW ITEMS FOR DISCUSSION**

None

### **ANNOUNCEMENT OF NEXT MEETING**

Study Session – December 10, 2024 at 6:00 p.m.  
City Council Meeting – December 17, 2024 at 6:00 p.m.

### **MEETING ADJOURN**

Mayor Onisko adjourned the meeting at 7:34 p.m.

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Mayor Eric Onisko

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City Clerk Donna Nault



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

Study Session Minutes  
December 10, 2024 – 6:00 p.m.  
Civic Center & Virtual Platform

### **COUNCILMEMBERS AND PERSONNEL**

#### **Councilmembers:**

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

#### **Personnel:**

City Manager Mark Ziegler  
City Clerk Donna Nault  
Public Works Director Jay Harris  
Assistant Public Works Director Aaron Nix

### **CALL TO ORDER**

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

### **STUDY AGENDA**

1. Capital Projects Update – Presented by Public Works Director Jay Harris and Assistant Public Works Director Aaron Nix

Public Works Director Harris and Assistant Public Works Director Nix presented information regarding an update on current capital projects. Discussion followed.

### **EXECUTIVE SESSION**

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

The Council moved to an executive session at 7:20 p.m. They reconvened the regular meeting at 7:50 p.m.

### **NEW ITEMS FOR DISCUSSION**

- Deputy Mayor Schirman – Had some questions about TBD
- Councilmember Blush – Would like to discuss better hand protection for SPD.
- Councilmember Gutierrez – Would like to discuss a strategy to deal with the rising number of stray dogs and cats.

### **ADJOURN**

Mayor Onisko adjourned the meeting at 8:00 p.m.

---

Mayor Eric Onisko

---

City Clerk Donna Nault

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview

	2024 Budget	2024 thru November	2024 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	15,437,793	15,408,164	16,643,361	1,205,568	7.8%
Expenditures	15,565,271	12,787,089	15,286,529	278,742	1.8%
Net Revenues Less Expenditures	(127,478)	2,621,075	1,356,832	1,484,310	
Beginning Fund Balance	5,376,171		5,376,171		
Ending Fund Balance	5,248,693 33.7%		6,733,003 43.3%		
<u>Ending Fund Balance Breakdown:</u>					
Reserved - 20% of Budget	3,113,054		3,113,054		
Unreserved Fund Balance	2,135,639		3,619,949		
<b>Total Fund Balance</b>	<b>5,248,693</b>		<b>6,733,003</b>		

### Summary

2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2022 and 2023 amounts included in this report are unaudited.

Analysis through November shows an overall Positive budget variance of \$1.5 million.

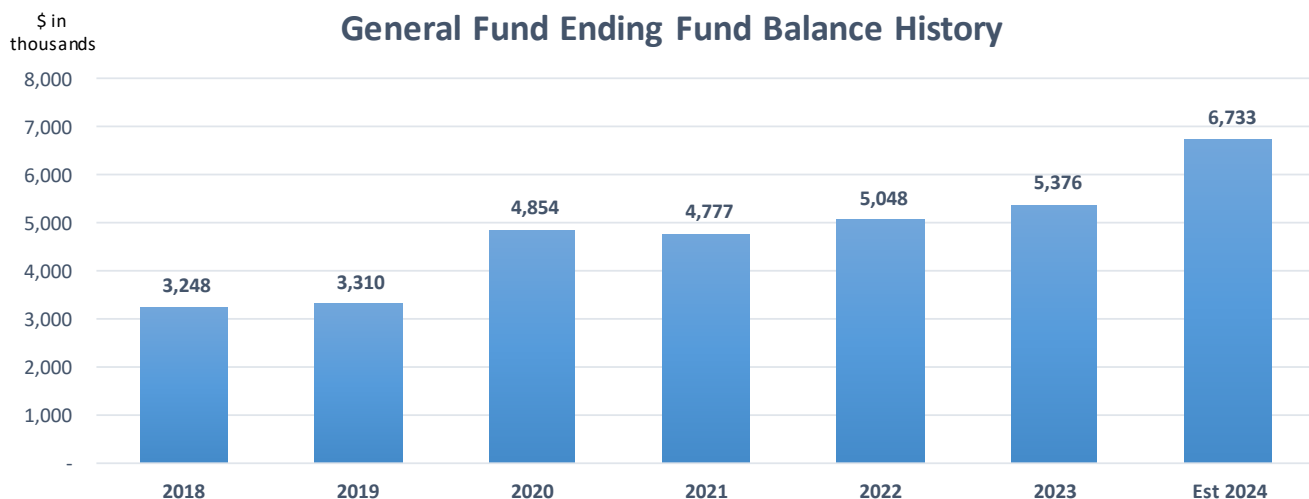
General Fund Reserves are estimated to end the year at \$6.7 million, or 43.3% of 2024 budgeted expenditures.

### Revenue Overview

Revenues are currently estimated to end the year approximately \$1.2 million, or 7.8% more than budgeted.

### Expenditure Overview

Expenditures are currently estimated to end the year approximately \$278 thousand, or 1.8% less than budgeted.





# November 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Revenues

Revenue Categories	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,997,899	2,823,559	2,834,419	(163,480)	-5.5%
Sales & Use	3,525,360	3,347,422	3,644,878	119,518	3.4%
City Utility	1,448,082	1,501,976	1,644,699	196,617	13.6%
Non-City Utility	1,341,400	1,191,964	1,278,591	(62,809)	-4.7%
Business & Occupation	1,308,110	1,273,442	1,402,876	94,766	7.2%
Other	53,930	79,646	84,384	30,454	56.5%
Licenses & Permits	295,050	380,257	412,591	117,541	39.8%
Intergovernmental Revenue	669,070	777,571	894,852	225,782	33.7%
Charges for Goods/Services	3,527,342	3,408,520	3,789,804	262,462	7.4%
Fines and Penalties	92,550	59,830	64,308	(28,242)	-30.5%
Miscellaneous Revenue	132,000	563,976	591,959	459,959	348.5%
Transfers In	47,000	-	-	(47,000)	-100.0%
<b>Total Revenues</b>	<b>15,437,793</b>	<b>15,408,164</b>	<b>16,643,361</b>	<b>1,205,568</b>	<b>7.8%</b>

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

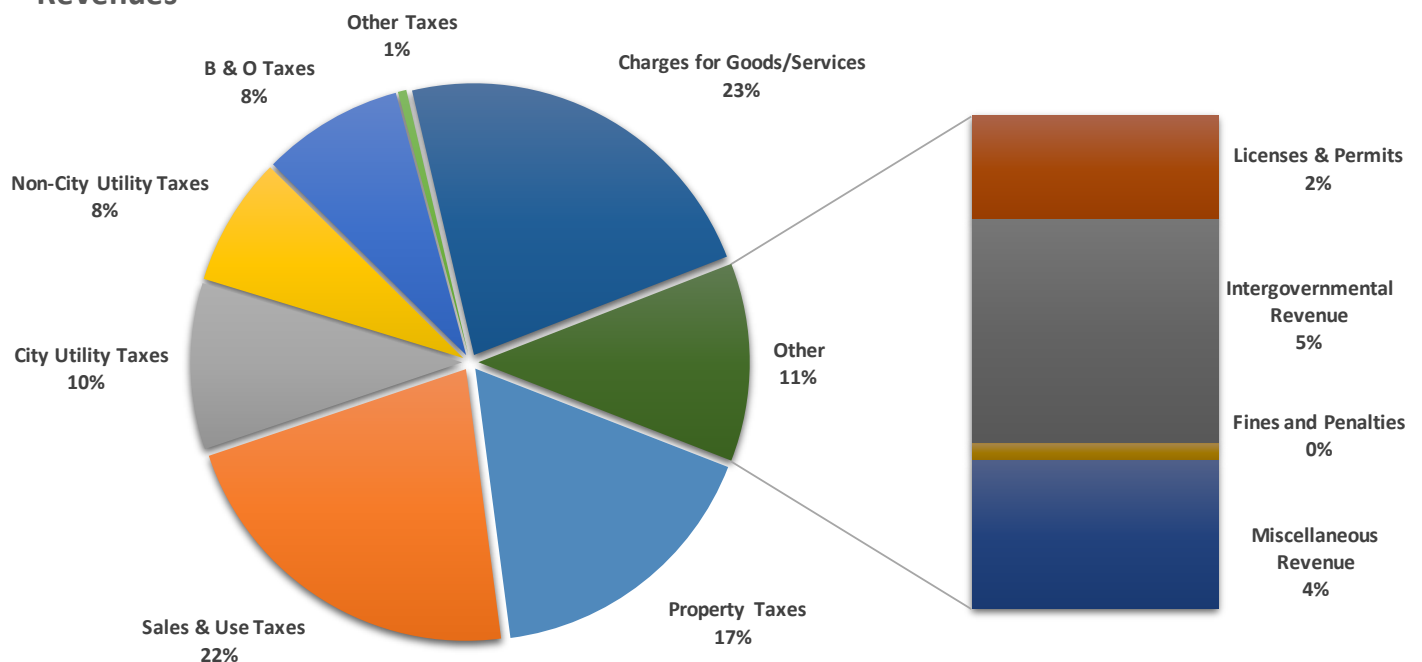
Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

**Intergovernmental:** Over budget due to Alternative Response and Criminal Justice Training grants.

**Miscellaneous:** Over budget due to abatement lein of \$36k and opioid settlement of \$149k.

#### 2024 Estimated General Fund Revenues



# November 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Expenditures

Department	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>City Clerk</b>	261,013	182,587	217,039	43,974	16.8%
<b>City Council</b>	75,963	61,096	67,978	7,985	10.5%
<b>City Manager</b>					
City Manager	450,094	386,896	423,546	26,548	5.9%
Legal	375,170	320,421	369,830	5,340	1.4%
Detentions/Corrections-Contract	504,390	137,017	280,000	224,390	44.5%
Human Resources	161,119	130,958	150,903	10,216	6.3%
Risk Management	124,367	135,150	141,452	(17,085)	-13.7%
<b>Community &amp; Economic Development</b>					
Animal Control	174,435	218,451	242,996	(68,561)	-39.3%
Code Enforcement	157,780	165,506	179,917	(22,137)	-14.0%
Community Development	757,066	575,067	740,176	16,890	2.2%
<b>Parks &amp; Facilities</b>					
Civic Center Activities	59,588	43,892	49,126	10,462	17.6%
Facility Services	747,243	568,458	681,587	65,656	8.8%
Parks & Recreation	666,958	555,761	632,780	34,178	5.1%
<b>Finance</b>					
Finance	1,421,224	1,206,379	1,333,193	88,031	6.2%
Information Technology	418,643	361,636	401,048	17,595	4.2%
<b>Fire &amp; Emergency Services</b>	2,583,353	2,269,782	2,484,400	98,953	3.8%
<b>Municipal Court</b>	730,375	688,739	768,771	(38,396)	-5.3%
<b>Non-Departmental</b>	826,530	631,425	1,394,781	(568,251)	-68.8%
<b>Police</b>	4,127,310	3,486,911	3,957,960	169,350	4.1%
<b>Public Works</b>	942,650	660,957	769,046	173,604	18.4%
<b>Total Expenditures</b>	<b>15,565,271</b>	<b>12,787,089</b>	<b>15,286,529</b>	<b>278,742</b>	<b>1.8%</b>

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

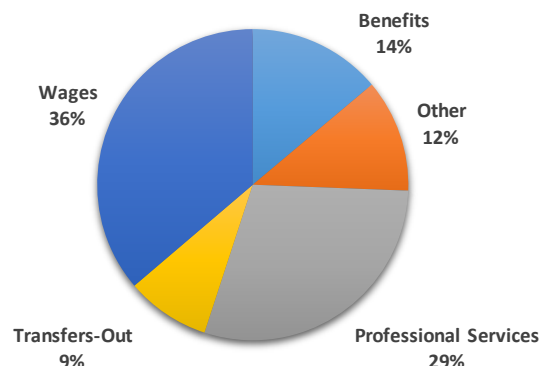
#### Variance Notes

**Detention/Corrections:** Jail fees are projected to remain below budget.

**Non-Departmental:** Transfer \$160k opioid funds & \$500k for future Enterprise lease payments to Capital Resources.

**Public Works:** Below budget due to open position during 2024.

### 2024 Estimated General Fund Expenditures



# November 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Year-to-Year

	2022 Actual	2023 Actual	2024 Budget	2024 thru November	2024 Est Actual
<b>Beginning Fund Balance</b>	<b>4,777,607</b>	<b>5,047,799</b>	<b>5,376,171</b>	<b>5,376,171</b>	<b>5,376,171</b>
<b>Revenues</b>					
Taxes:					
Property	2,546,998	2,788,309	2,997,899	2,823,559	2,834,419
Sales & Use	3,436,648	3,595,781	3,525,360	3,347,422	3,644,878
City Utility	1,474,584	1,528,927	1,448,082	1,501,976	1,644,699
Non-City Utility	1,205,659	1,290,740	1,341,400	1,191,964	1,278,591
Business & Occupation	985,461	802,272	1,308,110	1,273,442	1,402,876
Other	60,421	76,386	53,930	79,646	84,384
Licenses & Permits	306,329	306,906	295,050	380,257	412,591
Intergovernmental Revenue	2,147,469	592,006	669,070	777,571	894,852
Charges for Goods/Services	3,060,577	3,423,381	3,527,342	3,408,520	3,789,804
Fines and Penalties	51,581	49,639	92,550	59,830	64,308
Miscellaneous Revenue	260,291	397,855	132,000	563,976	591,959
Transfers In	128	87,712	47,000	-	-
<b>Total Revenues</b>	<b>15,536,147</b>	<b>14,939,914</b>	<b>15,437,793</b>	<b>15,408,164</b>	<b>16,643,361</b>
<b>Expenditures</b>					
<b>City Clerk</b>	238,028	226,373	261,013	182,587	217,039
<b>City Council</b>	77,768	63,480	75,963	61,096	67,978
<b>City Manager</b>					
City Manager	344,279	408,587	450,094	386,896	423,546
Legal	277,979	343,008	375,170	320,421	369,830
Detentions/Corrections-Contract	339,327	203,718	504,390	137,017	280,000
Human Resources	327,848	274,902	161,119	130,958	150,903
Risk Management	136,360	143,699	124,367	135,150	141,452
<b>Community &amp; Economic Development</b>					
Animal Control	83,700	104,441	174,435	218,451	242,996
Code Enforcement	81,285	175,504	157,780	165,506	179,917
Community Development	563,250	707,010	757,066	575,067	740,176
<b>Parks &amp; Facilities</b>					
Civic Center Activities	51,915	56,058	59,588	43,892	49,126
Facility Services	652,720	676,755	747,243	568,458	681,587
Parks & Recreation	575,245	620,303	666,958	555,761	632,780
<b>Finance</b>					
Finance	1,079,083	1,124,192	1,421,224	1,206,379	1,333,193
Information Technology	374,562	449,597	418,643	361,636	401,048
<b>Fire &amp; Emergency Services</b>	1,690,846	2,491,434	2,583,353	2,269,782	2,484,400
<b>Municipal Court</b>	666,977	744,467	730,375	688,739	768,771
<b>Non-Departmental</b>	3,194,929	1,338,292	826,530	631,425	1,394,781
<b>Police</b>	3,613,017	3,736,337	4,127,310	3,486,911	3,957,960
<b>Public Works</b>	896,836	723,386	942,650	660,957	769,046
<b>Total Expenditures</b>	<b>15,265,955</b>	<b>14,611,542</b>	<b>15,565,271</b>	<b>12,787,089</b>	<b>15,286,529</b>
Net Revenues less Expenditures	270,192	328,372	(127,478)	2,621,075	1,356,832
<b>Ending Fund Balance</b>	<b>5,047,799</b>	<b>5,376,171</b>	<b>5,248,693</b>	<b>7,997,246</b>	<b>6,733,003</b>
General Fund Reserves	5,047,799	5,376,171	5,248,693		6,733,003
based on same year actuals/budget	33.1%	36.8%	33.7%		44.0%

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Month-to-Month

	2022 thru November	2023 thru November	2024 thru November	2024 - 2023 Variance		% of Budget
Revenues						
Taxes:						
Property	2,533,076	2,774,096	2,823,559	49,463	1.8%	94.2%
Sales & Use	3,157,553	3,304,536	3,347,422	42,886	1.3%	95.0%
City Utility	1,359,871	1,398,905	1,501,976	103,071	7.4%	103.7%
Non-City Utility	1,132,598	1,206,882	1,191,964	(14,918)	-1.2%	88.9%
Business & Occupation	925,993	747,659	1,273,442	525,783	70.3%	97.3%
Other	56,126	73,338	79,646	6,308	8.6%	147.7%
Licenses & Permits	288,880	287,722	380,257	92,534	32.2%	128.9%
Intergovernmental Revenue	2,082,914	537,379	777,571	240,192	44.7%	116.2%
Charges for Goods/Services	2,835,326	3,211,732	3,408,520	196,788	6.1%	96.6%
Fines and Penalties	48,384	45,796	59,830	14,034	30.6%	64.6%
Miscellaneous Revenue	211,597	366,793	563,976	197,183	53.8%	427.3%
Transfers In	-	9,766	-	(9,766)		0.0%
Total Revenues	14,632,318	13,964,606	15,408,164	1,443,558	10.3%	99.8%
Expenditures						
City Clerk	212,429	208,977	182,587	(26,391)	-12.6%	70.0%
City Council	72,290	55,897	61,096	5,199	9.3%	80.4%
City Manager						
City Manager	337,118	378,197	386,896	8,699	2.3%	86.0%
Legal	245,712	289,718	320,421	30,703	10.6%	85.4%
Detentions/Corrections-Contrac	308,741	147,944	137,017	(10,928)	-7.4%	27.2%
Human Resources	296,644	268,107	130,958	(137,149)	-51.2%	81.3%
Risk Management	128,100	138,093	135,150	(2,943)	-2.1%	108.7%
Community & Economic Development						
Animal Control	76,866	87,598	218,451	130,854	149.4%	125.2%
Code Enforcement	50,218	164,127	165,506	1,379	0.8%	104.9%
Community Development	483,922	600,487	575,067	(25,420)	-4.2%	76.0%
Parks & Facilities						
Civic Center Activities	46,951	52,385	43,892	(8,493)	-16.2%	73.7%
Facility Services	596,974	571,100	568,458	(2,642)	-0.5%	76.1%
Parks & Recreation	525,941	569,403	555,761	(13,642)	-2.4%	83.3%
Finance						
Finance	939,335	1,046,299	1,206,379	160,079	15.3%	84.9%
Information Technology	340,252	306,454	361,636	55,182	18.0%	86.4%
Fire & Emergency Services	1,546,598	2,267,331	2,269,782	2,451	0.1%	87.9%
Municipal Court	610,588	680,040	688,739	8,700	1.3%	94.3%
Non-Departmental	2,197,961	136,521	631,425	494,904	362.5%	76.4%
Police	3,300,458	3,359,993	3,486,911	126,918	3.8%	84.5%
Public Works	799,868	660,875	660,957	82	0.0%	70.1%
Total Expenditures	13,116,966	11,989,548	12,787,089	797,541	6.7%	82.2%

This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through November which is 91.2% of the year.

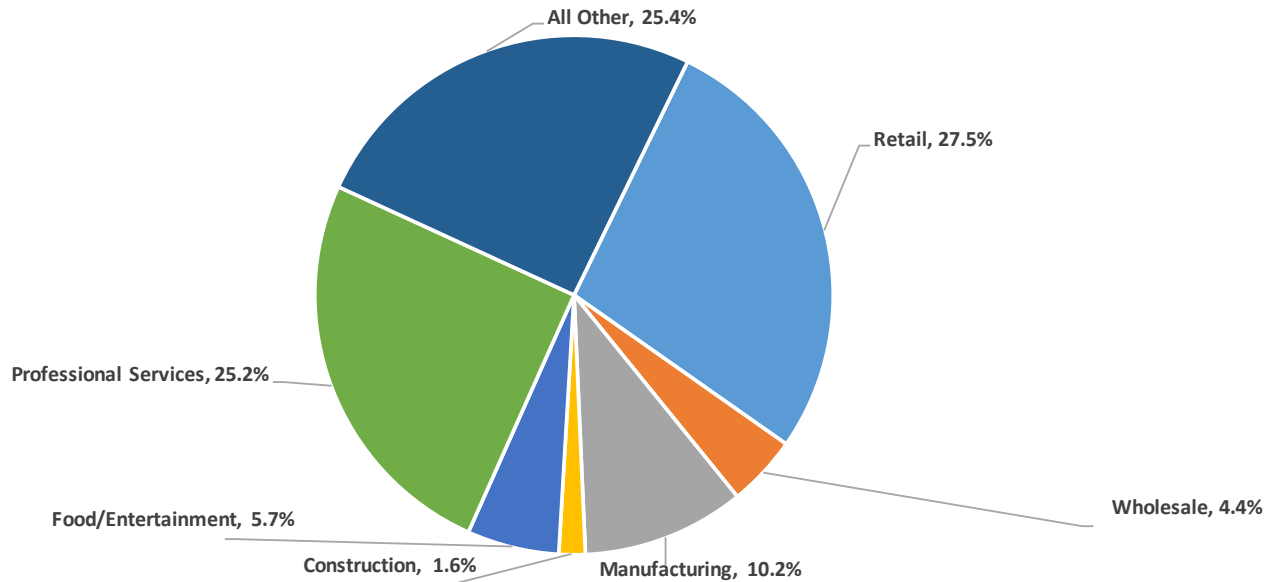


# November 2024 Monthly Financial Report

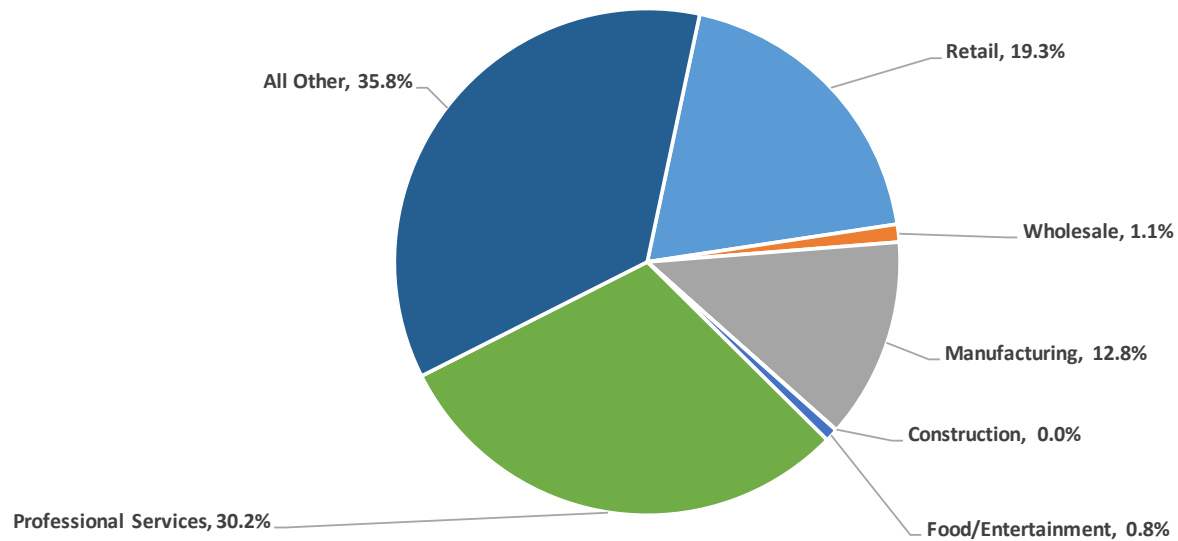
## City of Shelton, Washington

### Sales Tax Breakdown by Type

2024 thru November



November 2024



# November 2024 Monthly Financial Report

## City of Shelton, Washington

### Fund Balances

Fund	2024 Beginning Fund Balance	2024 Estimated Revenue	2024 Estimated Expenditure	2024 Estimated Fund Balance	\$ Change	% Change
<b>City-wide Fund Balances</b>						
General Fund	5,376,171	16,643,361	15,286,529	6,733,003	1,356,832	25.2%
Street Fund	697,708	1,682,561	1,829,502	550,767	(146,941)	-21.1%
Capital Resource Funds						
Real Estate Excise Tax -1	564,950	197,014	66,300	695,664	130,714	23.1%
Real Estate Excise Tax -2	785,498	199,284	75,000	909,782	124,284	15.8%
Transport Benefit District	1,527,227	102,782	952,000	678,009	(849,218)	-55.6%
Traffic Impact Fees	786,725	184,443	-	971,168	184,443	23.4%
General Resources	1,181,350	708,969	38,492	1,851,827	670,477	56.8%
Tourism Fund	81,739	66,593	81,050	67,282	(14,457)	-17.7%
Bond Fund	7,592	180,100	180,100	7,592	-	0.0%
Capital Improvement Fund	663,979	1,863,155	1,315,170	1,211,964	547,985	82.5%
Water Fund	2,485,233	3,762,728	4,293,624	1,954,337	(530,896)	-21.4%
Water Capital Fund	1,092,787	2,955,355	2,294,810	1,753,332	660,545	60.4%
Sewer Fund	4,439,434	7,571,877	7,698,880	4,312,432	(127,002)	-2.9%
Sewer Capital Fund	662,153	1,023,643	280,640	1,405,156	743,003	112.2%
Solid Waste Fund	294,543	142,632	157,109	280,065	(14,478)	-4.9%
Storm Drainage Fund	1,278,325	1,764,043	1,936,642	1,105,726	(172,599)	-13.5%
Storm Drainage Capital Fund	10,854	395,000	21,930	383,924	373,070	3437.2%
Payroll Benefits Fund	220,708	85,154	43,300	262,562	41,854	19.0%
Equipment Rental Fund	411,211	806,290	644,866	572,635	161,424	39.3%
Firefighters Pension Fund	387,414	25,080	55,956	356,538	(30,876)	-8.0%
Library Endowment Fund	128,936	1,700	-	130,636	1,700	1.3%
<b>City-wide Fund Totals</b>	<b>23,084,537</b>	<b>40,361,763</b>	<b>37,251,899</b>	<b>26,194,400</b>	<b>3,109,863</b>	<b>13.5%</b>

### City-Wide FTE by Fund

General Fund	2023 Revised	2024 Budget	Nov 30 Vacancies
City Council	7.00	7.00	-
Municipal Court	4.50	5.03	-
City Clerk*	2.00	1.50	-
City Manager	2.00	2.00	-
Human Resources	2.85	1.00	-
Information Technology	1.15	1.00	-
Finance	7.00	9.50	0.50
Public Works	5.10	4.60	1.00
Police	21.00	21.00	2.00
Community Development	5.85	5.85	-
Parks, Rec & Facilities	8.00	7.00	-
<b>Total General Fund</b>	<b>66.45</b>	<b>65.48</b>	<b>3.50</b>

Other City Funds	2023 Revised	2024 Budget	Nov 30 Vacancies
Street Operating	4.65	4.65	1.00
Water Utility	8.80	8.80	0.50
Sewer Utility	11.70	11.70	1.00
Storm Drainage Utility	7.60	7.60	0.50
Equip. Maint. & Rental	1.30	1.30	-
<b>Total Other Funds</b>	<b>34.05</b>	<b>34.05</b>	<b>3.00</b>
<b>Total City</b>	<b>100.50</b>	<b>99.53</b>	<b>6.50</b>

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>General Fund</b>					
Taxes	10,674,781	10,218,010	10,889,847	215,066	2.0%
Licenses & Permits	295,050	380,257	412,591	117,541	39.8%
Intergovernmental Revenue	669,070	777,571	894,852	225,782	33.7%
Charges for Goods/Services	3,527,342	3,408,520	3,789,804	262,462	7.4%
Fines and Penalties	92,550	59,830	64,308	(28,242)	-30.5%
Miscellaneous Revenue	132,000	563,976	591,959	459,959	348.5%
Transfers In	47,000	-	-	(47,000)	-100.0%
<b>Total Revenues</b>	<b>15,437,793</b>	<b>15,408,164</b>	<b>16,643,361</b>	<b>1,205,568</b>	<b>7.8%</b>
Wages	5,854,052	4,963,977	5,539,829	314,223	5.4%
Benefits	2,369,590	1,931,627	2,121,648	247,942	10.5%
Professional Services	4,664,168	3,742,192	4,496,427	167,741	3.6%
Transfers-Out	818,530	571,888	1,335,244	(516,714)	-63.1%
Other	1,858,931	1,577,404	1,793,381	65,550	3.5%
<b>Total Expenditures</b>	<b>15,565,271</b>	<b>12,787,089</b>	<b>15,286,529</b>	<b>278,742</b>	<b>1.8%</b>
<b>Net Revenues Less Expenditures</b>	<b>(127,478)</b>	<b>2,621,075</b>	<b>1,356,832</b>	<b>1,484,310</b>	
<b>Street Fund</b>					
Taxes	675,000	680,610	741,169	66,169	9.8%
Licenses & Permits	10,000	39,301	40,140	30,140	301.4%
Intergovernmental Revenue	199,000	177,501	197,797	(1,203)	-0.6%
Charges for Goods/Services	106,120	99,870	108,860	2,740	2.6%
Miscellaneous Revenue	1,500	32,680	32,865	31,365	2091.0%
Transfers In	790,000	520,000	561,730	(228,270)	-28.9%
<b>Total Revenues</b>	<b>1,781,620</b>	<b>1,549,961</b>	<b>1,682,561</b>	<b>(99,059)</b>	<b>-5.6%</b>
Wages	387,638	390,546	432,205	(44,567)	-11.5%
Benefits	180,622	173,451	190,350	(9,728)	-5.4%
Professional Services	397,440	129,680	229,260	168,180	42.3%
Other	921,058	857,379	977,687	(56,629)	-6.1%
<b>Total Expenditures</b>	<b>1,886,758</b>	<b>1,551,056</b>	<b>1,829,502</b>	<b>57,256</b>	<b>3.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(105,138)</b>	<b>(1,094)</b>	<b>(146,941)</b>	<b>(41,803)</b>	
<b>Capital Resources - Real Estate Excise Tax - 1 (REET-1)</b>					
Taxes	52,500	161,410	171,014	118,514	225.7%
Miscellaneous Revenue	-	25,270	26,000	26,000	
<b>Total Revenues</b>	<b>52,500</b>	<b>186,681</b>	<b>197,014</b>	<b>144,514</b>	<b>275.3%</b>
Transfers-Out	102,570	11,237	66,300	36,270	35.4%
<b>Total Expenditures</b>	<b>102,570</b>	<b>11,237</b>	<b>66,300</b>	<b>36,270</b>	<b>35.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>(50,070)</b>	<b>175,443</b>	<b>130,714</b>	<b>180,784</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Capital Resources - Real Estate Excise Tax - 2 (REET-2)</b>					
Taxes	52,500	156,943	166,284	113,784	216.7%
Miscellaneous Revenue	-	31,984	33,000	33,000	
<b>Total Revenues</b>	<b>52,500</b>	<b>188,927</b>	<b>199,284</b>	<b>146,784</b>	<b>279.6%</b>
Transfers-Out	90,000	75,000	75,000	15,000	16.7%
<b>Total Expenditures</b>	<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>15,000</b>	<b>16.7%</b>
<b>Net Revenues Less Expenditures</b>	<b>(37,500)</b>	<b>113,927</b>	<b>124,284</b>	<b>161,784</b>	

<b>Capital Resources -Transportation Benefit District (TBD)</b>					
Miscellaneous Revenue	-	38,713	40,000	40,000	
Transfers In	-	62,782	62,782	62,782	
<b>Total Revenues</b>	<b>-</b>	<b>101,495</b>	<b>102,782</b>	<b>102,782</b>	
Transfers-Out	832,000	632,000	952,000	(120,000)	-14.4%
<b>Total Expenditures</b>	<b>832,000</b>	<b>632,000</b>	<b>952,000</b>	<b>(120,000)</b>	<b>-14.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>(832,000)</b>	<b>(530,505)</b>	<b>(849,218)</b>	<b>(17,218)</b>	

<b>Capital Resources - Traffic Impact Fees (TIF)</b>					
Charges for Goods/Services	80,000	106,108	151,443	71,443	89.3%
Miscellaneous Revenue	-	32,251	33,000	33,000	
<b>Total Revenues</b>	<b>80,000</b>	<b>138,359</b>	<b>184,443</b>	<b>104,443</b>	<b>130.6%</b>
Transfers-Out	-	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Revenues Less Expenditures</b>	<b>80,000</b>	<b>138,359</b>	<b>184,443</b>	<b>104,443</b>	

<b>Capital Resources - General</b>					
Miscellaneous Revenue	-	48,692	49,969	49,969	
Transfers In	-	-	659,000	659,000	
<b>Total Revenues</b>	<b>-</b>	<b>48,692</b>	<b>708,969</b>	<b>708,969</b>	
Transfers-Out	23,000	-	38,492	(15,492)	-67.4%
<b>Total Expenditures</b>	<b>23,000</b>	<b>-</b>	<b>38,492</b>	<b>(15,492)</b>	<b>-67.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>(23,000)</b>	<b>48,692</b>	<b>670,477</b>	<b>693,477</b>	

#### Capital Resources Fund - General Notes

Transfer in from General Fund - \$160k Opioid funds and \$500k for future Enterprise lease payments.

<b>Tourism Fund</b>					
Taxes	48,000	57,835	62,593	14,593	30.4%
Miscellaneous Revenue	100	3,951	4,000	3,900	3900.0%
<b>Total Revenues</b>	<b>48,100</b>	<b>61,786</b>	<b>66,593</b>	<b>18,493</b>	<b>38.4%</b>
Professional Services	97,248	51,750	81,050	16,198	16.7%
<b>Total Expenditures</b>	<b>97,248</b>	<b>51,750</b>	<b>81,050</b>	<b>16,198</b>	<b>16.7%</b>
<b>Net Revenues Less Expenditures</b>	<b>(49,148)</b>	<b>10,036</b>	<b>(14,457)</b>	<b>34,691</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Bond Fund</b>					
Taxes	-	-	-	-	
Transfers In	180,100	42,550	180,100	-	0.0%
<b>Total Revenues</b>	<b>180,100</b>	<b>42,550</b>	<b>180,100</b>	<b>-</b>	<b>0.0%</b>
Other	180,100	42,550	180,100	-	0.0%
<b>Total Expenditures</b>	<b>180,100</b>	<b>42,550</b>	<b>180,100</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	
<b>Capital Improvement Fund</b>					
Intergovernmental Revenue	1,074,500	701,206	701,206	(373,294)	-34.7%
Charges for Goods/Services	20,000	130,457	130,457	110,457	552.3%
Transfers In	703,000	703,000	1,031,491	328,491	46.7%
<b>Total Revenues</b>	<b>1,797,500</b>	<b>1,534,664</b>	<b>1,863,155</b>	<b>65,655</b>	<b>3.7%</b>
Professional Services	-	77,741	84,810	(84,810)	
Other	1,797,500	1,060,280	1,230,360	567,140	1.3%
<b>Total Expenditures</b>	<b>1,797,500</b>	<b>1,138,021</b>	<b>1,315,170</b>	<b>482,330</b>	<b>26.8%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>396,642</b>	<b>547,985</b>	<b>547,985</b>	
<b>Water Fund</b>					
Charges for Goods/Services	3,206,210	3,294,626	3,600,413	394,203	12.3%
Miscellaneous Revenue	46,100	122,519	162,315	116,215	252.1%
<b>Total Revenues</b>	<b>3,252,310</b>	<b>3,417,144</b>	<b>3,762,728</b>	<b>510,418</b>	<b>15.7%</b>
Wages	741,496	650,546	709,690	31,806	4.3%
Benefits	303,167	274,542	299,520	3,647	1.2%
Professional Services	251,667	279,995	324,500	(72,833)	-28.9%
Transfers-Out	1,031,000	1,031,000	931,000	100,000	9.7%
Other	2,017,752	1,672,038	2,028,914	(11,162)	-0.6%
<b>Total Expenditures</b>	<b>4,345,082</b>	<b>3,908,121</b>	<b>4,293,624</b>	<b>51,458</b>	<b>1.2%</b>
<b>Net Revenues Less Expenditures</b>	<b>(1,092,772)</b>	<b>(490,977)</b>	<b>(530,896)</b>	<b>561,876</b>	
<b>Water Capital Fund</b>					
Intergovernmental Revenue	48,500	1,924,355	1,924,355	1,875,855	3867.7%
Transfers In	1,031,000	1,031,000	1,031,000	-	0.0%
<b>Total Revenues</b>	<b>1,079,500</b>	<b>2,955,355</b>	<b>2,955,355</b>	<b>1,875,855</b>	<b>173.8%</b>
Other	1,079,500	2,135,955	2,294,810	(1,215,310)	-112.6%
<b>Total Expenditures</b>	<b>1,079,500</b>	<b>2,135,955</b>	<b>2,294,810</b>	<b>(1,215,310)</b>	<b>-112.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>819,400</b>	<b>660,545</b>	<b>660,545</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



# November 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Sewer Fund</b>					
Charges for Goods/Services	6,757,539	6,608,263	7,317,069	559,530	8.3%
Miscellaneous Revenue	18,000	252,468	254,809	236,809	1315.6%
<b>Total Revenues</b>	<b>6,775,539</b>	<b>6,860,731</b>	<b>7,571,877</b>	<b>796,338</b>	<b>11.8%</b>
Wages	967,051	826,794	903,985	63,066	6.5%
Benefits	437,406	346,409	379,630	57,776	13.2%
Professional Services	422,085	494,940	595,310	(173,225)	-41.0%
Transfers-Out	1,294,000	1,294,000	894,000	400,000	30.9%
Other	4,815,614	4,287,470	4,925,955	(110,341)	-2.3%
<b>Total Expenditures</b>	<b>7,936,156</b>	<b>7,249,612</b>	<b>7,698,880</b>	<b>237,276</b>	<b>3.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(1,160,617)</b>	<b>(388,881)</b>	<b>(127,002)</b>	<b>1,033,615</b>	
<b>Sewer Capital Fund</b>					
Intergovernmental Revenue	5,216,500	74,351	129,643	(5,086,857)	-97.5%
Transfers In	1,294,000	1,294,000	894,000	(400,000)	-30.9%
<b>Total Revenues</b>	<b>6,510,500</b>	<b>1,368,351</b>	<b>1,023,643</b>	<b>(400,000)</b>	<b>-6.1%</b>
Other	6,510,500	174,386	280,640	6,229,860	95.7%
<b>Total Expenditures</b>	<b>6,510,500</b>	<b>174,386</b>	<b>280,640</b>	<b>6,229,860</b>	<b>95.7%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>1,193,965</b>	<b>743,003</b>	<b>743,003</b>	
<b>Solid Waste Fund</b>					
Intergovernmental Revenue	124,500	119,982	119,982	(4,518)	-3.6%
Miscellaneous Revenue	-	22,650	22,650	22,650	
<b>Total Revenues</b>	<b>124,500</b>	<b>142,632</b>	<b>142,632</b>	<b>18,132</b>	<b>14.6%</b>
Professional Services	42,000	33,743	36,810	5,190	12.4%
Other	134,438	120,263	120,299	14,139	10.5%
<b>Total Expenditures</b>	<b>176,438</b>	<b>154,006</b>	<b>157,109</b>	<b>19,329</b>	<b>11.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(51,938)</b>	<b>(11,374)</b>	<b>(14,478)</b>	<b>37,460</b>	
<b>Storm Drainage Fund</b>					
Intergovernmental Revenue	175,000	23,869	23,869	(151,131)	-86.4%
Charges for Goods/Services	1,583,130	1,509,476	1,681,965	98,835	6.2%
Miscellaneous Revenue	500	56,523	58,209	57,709	11541.7%
<b>Total Revenues</b>	<b>1,758,630</b>	<b>1,589,869</b>	<b>1,764,043</b>	<b>5,413</b>	<b>0.3%</b>
Wages	595,164	473,105	516,120	79,044	13.3%
Benefits	256,842	195,332	213,841	43,001	16.7%
Professional Services	123,090	56,180	61,300	61,790	50.2%
Transfers-Out	395,000	395,000	390,000	5,000	1.3%
Other	784,111	692,307	755,381	28,730	3.7%
<b>Total Expenditures</b>	<b>2,154,207</b>	<b>1,811,922</b>	<b>1,936,642</b>	<b>217,565</b>	<b>10.1%</b>
<b>Net Revenues Less Expenditures</b>	<b>(395,577)</b>	<b>(222,054)</b>	<b>(172,599)</b>	<b>222,978</b>	
<b>Storm Drainage Capital Fund</b>					
Intergovernmental Revenue	-	-	-	-	
Transfers In	395,000	395,000	395,000	-	0.0%
<b>Total Revenues</b>	<b>395,000</b>	<b>395,000</b>	<b>395,000</b>	<b>-</b>	<b>0.0%</b>
Other	395,000	20,101	21,930	373,070	94.4%
<b>Total Expenditures</b>	<b>395,000</b>	<b>20,101</b>	<b>21,930</b>	<b>373,070</b>	<b>94.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>374,899</b>	<b>373,070</b>	<b>373,070</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# November 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru November	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Payroll Benefits Fund</b>					
Charges for Goods/Services	40,000	45,706	50,144	10,144	25.4%
Miscellaneous Revenue	350	8,119	8,200	7,850	2242.9%
Transfers In	120,000	24,576	26,810	(93,190)	-77.7%
<b>Total Revenues</b>	<b>160,350</b>	<b>78,401</b>	<b>85,154</b>	<b>(75,196)</b>	<b>-46.9%</b>
Benefits	160,350	39,644	43,300	117,050	73.0%
<b>Total Expenditures</b>	<b>160,350</b>	<b>39,644</b>	<b>43,300</b>	<b>117,050</b>	<b>73.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>38,757</b>	<b>41,854</b>	<b>41,854</b>	

<b>Equipment Maint &amp; Rental Fund</b>					
Charges for Goods/Services	578,000	732,014	792,290	214,290	37.1%
Miscellaneous Revenue	5,000	13,840	14,000	9,000	180.0%
<b>Total Revenues</b>	<b>583,000</b>	<b>745,854</b>	<b>806,290</b>	<b>223,290</b>	<b>38.3%</b>
Wages	111,323	104,718	113,310	(1,987)	-1.8%
Benefits	53,852	49,350	53,850	2	0.0%
Professional Services	22,308	901	980	21,328	95.6%
Other	384,998	423,233	476,726	(91,728)	-23.8%
<b>Total Expenditures</b>	<b>572,481</b>	<b>578,203</b>	<b>644,866</b>	<b>(72,385)</b>	<b>-12.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>10,519</b>	<b>167,652</b>	<b>161,424</b>	<b>150,905</b>	

#### Equipment Maint & Rental Fund Notes

Patch Truck that was ordered in 2023 not received until 2024

<b>Firefighter's Pension Fund</b>					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	24,552	25,080	16,080	178.7%
Transfers In	50,000	-	-	(50,000)	-100.0%
<b>Total Revenues</b>	<b>59,100</b>	<b>24,552</b>	<b>25,080</b>	<b>(34,020)</b>	<b>-57.6%</b>
Benefits	80,600	50,876	55,956	24,644	30.6%
<b>Total Expenditures</b>	<b>80,600</b>	<b>50,876</b>	<b>55,956</b>	<b>24,644</b>	<b>30.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>(21,500)</b>	<b>(26,325)</b>	<b>(30,876)</b>	<b>(9,376)</b>	

#### Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2024.

<b>Library Endowment Fund</b>					
Miscellaneous Revenue	1,600	1,669	1,700	100	6.3%
<b>Total Revenues</b>	<b>1,600</b>	<b>1,669</b>	<b>1,700</b>	<b>100</b>	<b>6.3%</b>
Transfers-Out	24,000	-	-	24,000	100.0%
<b>Total Expenditures</b>	<b>24,000</b>	<b>-</b>	<b>-</b>	<b>24,000</b>	<b>100.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(22,400)</b>	<b>1,669</b>	<b>1,700</b>	<b>24,100</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



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

Touch Date: 01/6/2025  
Brief Date: 01/21/2025  
Action Date: 02/04/2025

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

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

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

PROGRAM/PROJECT TITLE:  
**Parks Advisory Committee  
Appointments**

ATTACHMENTS:  
**Letters of Interest**

- |                                     |            |
|-------------------------------------|------------|
| <input 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 Parks and Recreation Citizen Advisory Committee currently has two open positions. Tasks that the committee is responsible for include advising the Council on future parks and recreational resources, making recommendations on park use and regulations, serving as a liaison to the community, and assisting in comprehensive planning efforts.

Staff has advertised the openings through local media and the City's media outlets. Diane Zoren, city resident, will fill one position and Ted Kyllonen, city resident, will be filling the second position. Both have submitted a letter of interest. Diane will be filling a full-term (3 years), and Ted will be filling a partial term.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

N/A

### PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to forward the appointments for the Parks Advisory Committee to the February 4, 2025, consent agenda for further consideration."

Hello – please consider this my letter of interest in serving on the City of Shelton Parks Advisory Committee. I am retiring from Mason County and now have the time to serve my community in another way. I worked at Mason County 33+ years and for the last 3.5 years provided management to the Parks and Trails Department. I am a City of Shelton resident. Thank you for considering me for appointment.

Diane Zoren

[Dlz9140@aol.com](mailto:Dlz9140@aol.com)

113 W Delaware Street, Shelton

360-789-5967

My name is Ted Kyllonen. I am interested in being on the city park and recreations advisory board. I have spent 40 years in fast food. I was an assistant manager of 3 places, and I co-owned a place with my parents. I have knowledge of money and how a business is run.

I am interested in a single ecosystem. The land and the people are a part of this ecosystem. We need to find a way to work together with the city property for what is best for all. I live on top of Capital Hill and know. Working on the board I may be able to use some of my skills and ideas on how we can work together.

I would be honored to help on the advisory board helping in the City of Shelton.

Theodore Kyllonen  
1203 Forgarty Ave, Shelton  
[tyllonen@gmail.com](mailto:tyllonen@gmail.com)





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

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**

☐

Ordinance

☒

Resolution

☒

Motion

☐

None

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

**ATTACHMENTS:**

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

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

Catalyst Park located at 909 South 8<sup>th</sup> 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 approve Resolution No. 1357-1124 as presented."

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 8<sup>th</sup> 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 7<sup>th</sup> day of January 2025 and PASSED by the City Council as its regular meeting held on the 21<sup>st</sup> day of January 2025.

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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 8<sup>th</sup> 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

\_\_\_\_\_  
Mark Ziegler Date  
City of Shelton

\_\_\_\_\_  
Shawna Thompson Date  
Manager, Real Estate Services

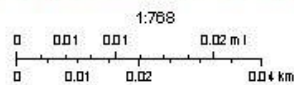
# EXHIBIT A

## 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, Carteglobe, and the GIS User Community

Mapen County WACIS Web Map Application  
Mapen, 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 G2)

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

Department: Public Works  
Presented By: Aaron Nix, Assistant Public Works Director

### APPROVED FOR COUNCIL PACKET:

/Action Requested:

#### ROUTE TO:

#### REVIEWED:

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

☐ Ordinance

☒ Dept. Head

J.O.H.

#### ATTACHMENTS:

☒ Resolution

☐ Finance Director

- Request for Qualifications (RFQ)

☐ Attorney

- RFQ Addendum and Q&A

☒ Motion

☒ City Clerk

- Firm & Category Matrix

- Template Contract No. 25-001.X-PSA

☐ Other

- Resolution No. 1363-1124

☐ City Manager

### 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 can be obtained from the Procurement & Contracts Administrator or the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to adopt Resolution No. 1363-1124 as presented".*

City of Shelton



# REQUEST FOR QUALIFICATIONS

**ON-CALL A&E CONSULTANT POOL**

**RFQ: 25-001**

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**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

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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](http://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](http://www.sheltonwa.gov)  
OMWBE – [www.omwbe.wa.gov](http://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](mailto: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](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  
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- 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
<b>TOTAL =</b>	<b>100</b>

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



RFQ: ON-CALL A&E CONSULTANT POOL  
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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 10<sup>th</sup> 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 remediating 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](mailto: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](mailto: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 ( <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a> ). 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. <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a>	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](mailto: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 <del>7</del> <u>13</u> , 2024 by 4:00 pm
SOQ Submittal Due	<del>November 18</del> <u>December 2</u> , 2024 by 1:00 pm
Notification of Shortlist (tentative)	<del>November 27</del> <u>December 11</u> , 2024
Interview of Short-Listed Consultants (as needed and determined by the City)	*December <del>12</del> <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, <del>including past performance with the City of Shelton.</del>	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
<b>TOTAL =</b>	<b>100</b>

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
<a href="#">RWD Landscape Architects</a>		✓													
<a href="#">Helix Design Group</a>	✓														
<a href="#">Gray &amp; Osborne, Inc</a>				✓				✓		✓		✓			✓
<a href="#">Keller Associates</a>			✓	✓	✓					✓		✓		✓	
<a href="#">SCJ Alliance</a>		✓			✓				✓	✓				✓	
<a href="#">Hultz BHU</a>						✓	✓								
<a href="#">Parametrix</a>			✓	✓		✓	✓								
<a href="#">Associated Earth Sciences, Inc.</a>											✓		✓		
<a href="#">Sitts &amp; Hill</a>	✓														✓
<a href="#">Williams Architecture</a>	✓														
<a href="#">Timmons Group</a>													✓		
<a href="#">RH2</a>					✓	✓		✓	✓		✓				
<a href="#">BHC Consultants</a>			✓					✓							

# 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 21<sup>st</sup> 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 10<sup>th</sup> 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 remediating 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](mailto: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](mailto: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 ( <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a> ). 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. <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a>	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](mailto: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
<a href="#">RWD Landscape Architects</a>		✓													
<a href="#">Helix Design Group</a>	✓														
<a href="#">Gray &amp; Osborne, Inc</a>				✓				✓		✓		✓			✓
<a href="#">Keller Associates</a>			✓	✓	✓					✓		✓		✓	
<a href="#">SCJ Alliance</a>		✓			✓				✓	✓				✓	
<a href="#">Hultz BHU</a>						✓	✓								
<a href="#">Parametrix</a>			✓	✓		✓	✓								
<a href="#">Associated Earth Sciences, Inc.</a>											✓		✓		
<a href="#">Sitts &amp; Hill</a>	✓														✓
<a href="#">Williams Architecture</a>	✓														
<a href="#">Timmons Group</a>													✓		
<a href="#">RH2</a>					✓	✓		✓	✓		✓				
<a href="#">BHC Consultants</a>			✓					✓							

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.
  - a. The City Manager is also authorized to execute Agreements with additional firms not currently identified in the Pool but previously deemed qualified under the RFQ process, provided such agreements are consistent with the existing contracts. Contract numbers for additional firms awarded under this provision will be assigned sequentially, and justification for adding the firm(s) to the Pool will be documented and retained in the Contract File.
3. The City Manager is authorized to negotiate terms and conditions in the Professional Services Agreement that may differ from the standard template, provided that such terms have been reviewed and approved by the City Attorney.
4. Task Orders may be issued as needed, consistent with the City's budget and delegated signing authority.

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

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Mayor Onisko

ATTEST:

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City Clerk Nault



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

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 approve Resolution No. 1367-1224 as presented."

**RESOLUTION NO. 1367-1224**

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

ATTEST:

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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



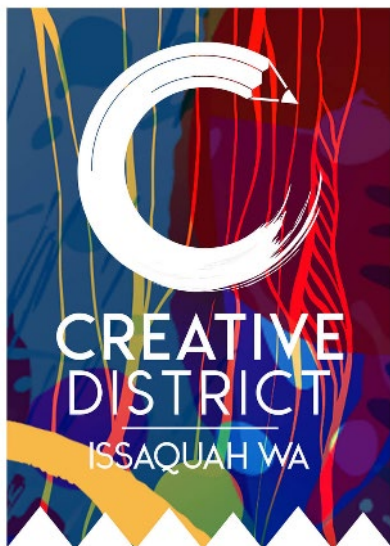
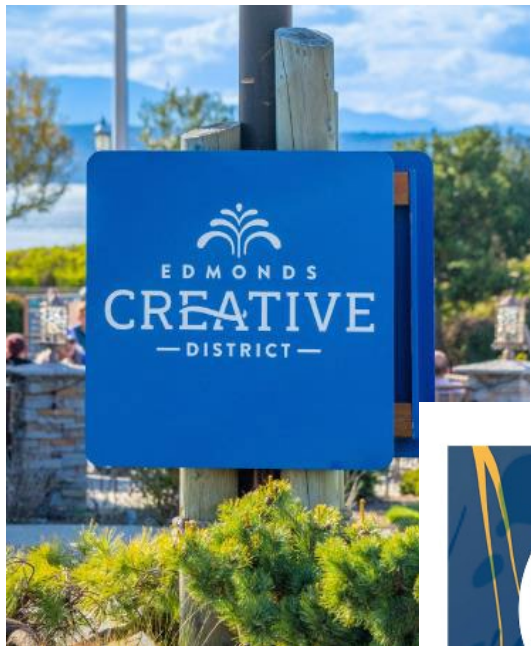


# Why make a Creative District?

- “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

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## 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



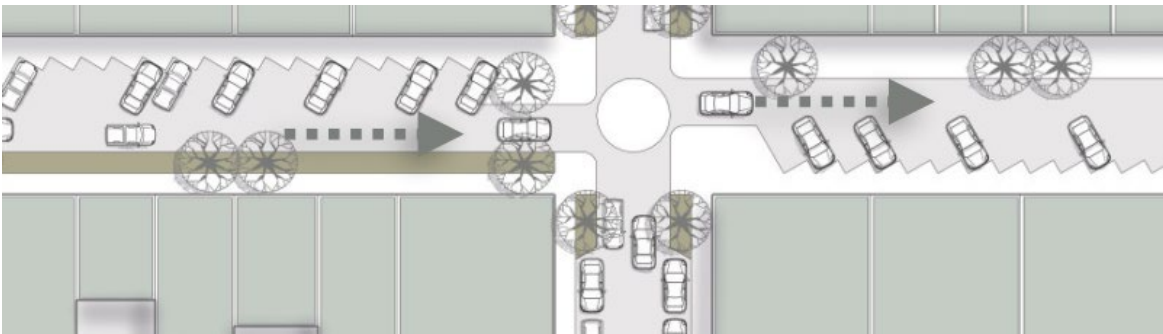
Asphalt Art



Bike Parking



Wayfinding

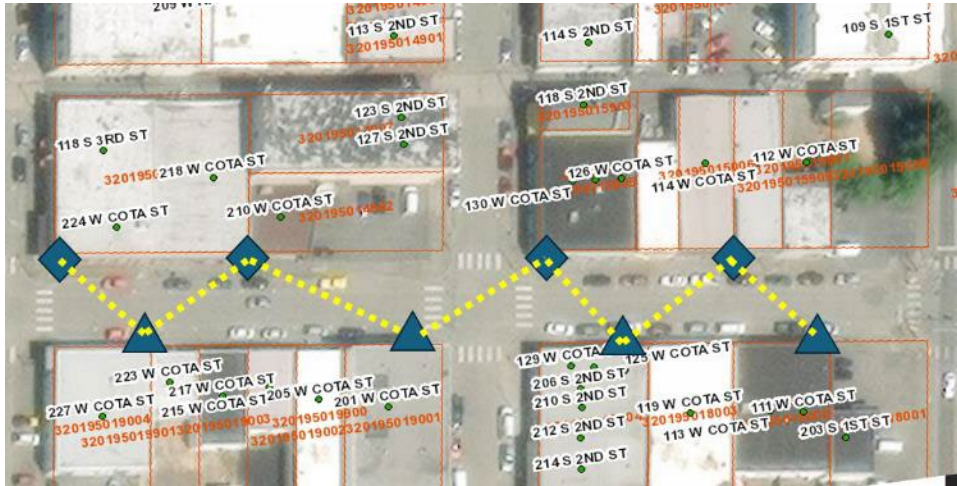


Traffic Calming



Stormwater & Seating



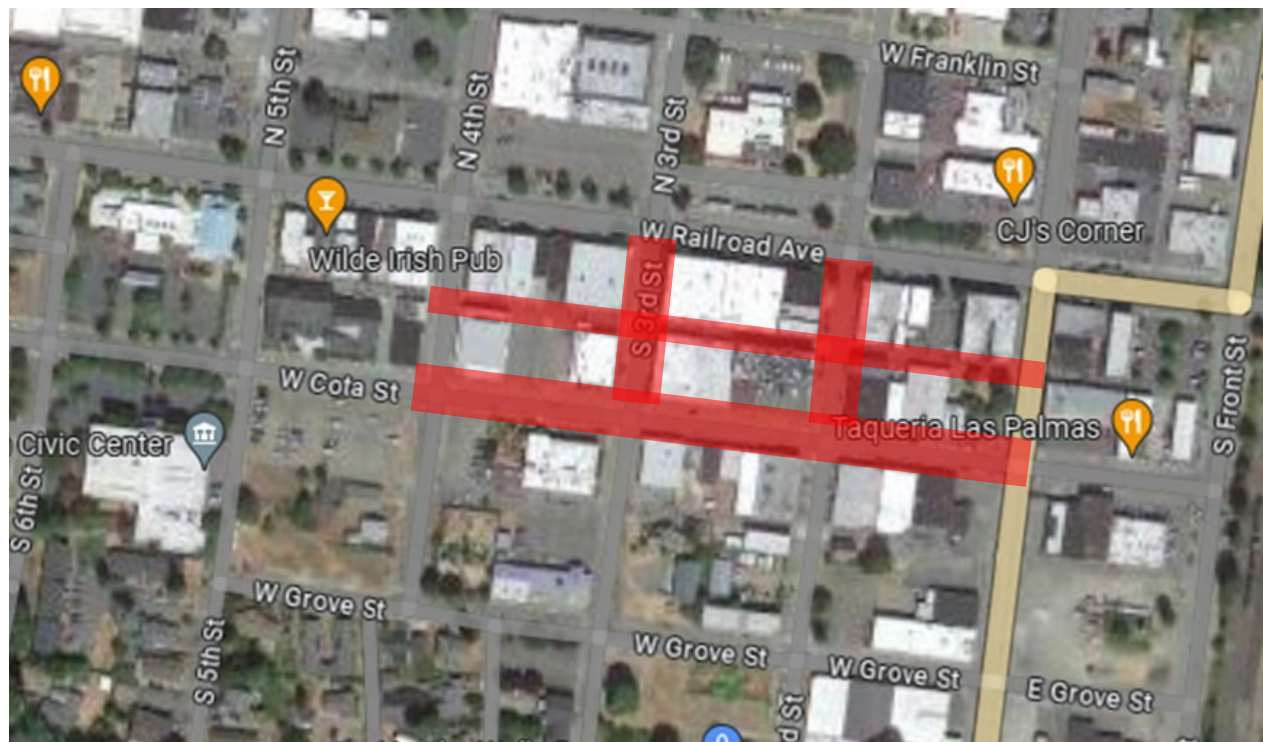






# Art Walk 2024 - Outreach Event

- Shelton Art Walk
  - Saturday 7/27/24
  - 4pm to 10pm
- 50+ vendor booths
- 20+ local businesses
- Cota, 2<sup>nd</sup>, 3<sup>rd</sup> 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

**2<sup>nd</sup> Annual Art Walk – July 2025!**

# Conclusion



Jae Hill, AICP, CFM

Community & Economic Development Director

City of Shelton

[jae.hill@sheltonwa.gov](mailto:jae.hill@sheltonwa.gov)

360-432-5176



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

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

☐ Resolution

ATTACHMENTS:  
**Ordinance No. 2028-1224**

☒ Motion

☐ Other

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

12/27/24

### 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's office.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Ordinance No. 2028-1224 as presented."



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 7<sup>th</sup> 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 21<sup>st</sup> day of January 2025.

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Mayor Eric Onisko

ATTEST:

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City Clerk Donna Nault



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

Touch Date: 01/07/2025  
Brief Date: 01/14/2025  
Action Date: 01/21/2025

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

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Council Board and Committee  
Assignments**

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

#### ATTACHMENTS:

**Draft list of Boards and  
Committees**

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

Councilmembers serve on external boards and committees to represent the City and the City's interests as well as sub-committees of the Council to work on specific matters for future Council consideration. Participation may be required via organizational bylaws, law or as established by the Council itself. Annually the Council determines the Councilmember assignments. These assignments were last updated on June 4, 2024.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may agree that Councilmembers will serve on boards and committees in the interim of approval of the assignments if a majority decision is not reached.

### BUDGET/FISCAL INFORMATION:

N/A

### PUBLIC INFORMATION REQUIREMENTS:

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

### STAFF RECOMMENDATION/MOTION:

Staff requests "I move to approve the amended 2025 Council board and committee assignments as presented".

Councilmember Boards and Committees 2025 DRAFT					
Councilmember	Meeting	Date	Contact	Time	Alternate Rep.
Eric Onisko	Lodging Tax Advisory Committee (LTAC)	September	City Clerk	Varies	
Sharon Schirman	Mason County Criminal Justice Working Team	3rd Wednesday	Keli Dunlap kdunlap@masoncountywa.gov (360) 427-9670 x849	7:30am	
Tom Gilmore	MACECOM Legislative and Governing Board	2nd Tuesday	Joe Schmit jschmit@macecom.org (360) 432-5140	3:00pm	
Melissa Stearns	Law Enforcement Officers & Fire Fighters (LEOFF) Board	1st Tuesday	Danielle Thompson dthompson@masoncountywa.gov (360) 427-9670 x419	8:00am	
Miguel Gutierrez	Mason County Board of Health Meeting	4th Tuesday-every other month		3:00pm	
Eric Onisko	Mason Transit Authority Board - Regular Meeting	3rd Tuesday	clerk@masontransit.org (360) 426-9434	4:00pm	
Eric Onisko	Mason Transit Authority Board - Joint Meeting	2nd Tuesday - Quarterly	clerk@masontransit.org (360) 426-9434	TBA	
George Blush	Peninsula Regional Transportation Planning Organization (PRTPO)	3rd Friday - Alternating months	Thera Black TheraB@PeninsulaRTPO.org (360) 878-0353	10:00am	
Melissa Stearns	Opioid Stakeholders Meeting	2nd Wednesday	Abe Gardner agardner@northmasonrfa.com (360) 801-9555	9:00am	
Lyndsey Sapp	Mason County Housing & Behavioral Health Advisory Board	4th Wednesday	Todd Parker tparker@masoncountywa.gov (360) 427-9670 x293	9:00am	
Miguel Gutierrez	Shelton Memorial Park Board	Quarterly	Melissa Fenton smp@cemetery.comcastbiz.net (360) 426-2152	4:00pm	
ALL	Shelton Metropolitan Park District Board (SMPD)	Quarterly	City Manager	5:45pm	
Blush, Gutierrez & Schirman	Council Sub-Committee on Homeless Response	Semi-monthly	City Manager	9:00am	
Gutierrez, Onisko & Schirman	Council Sub-Committee Finance/Budget	As needed	City Manager	TBA	