Shelton City Council
Meeting Agenda
November 15, 2022 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 107746 through 107754 in the total amount of $40,570.29
2. Vouchers numbered APA001512 through APA001539 in the total amount of $490,941.67
3. Vouchers numbered 107756 through 107766 in the total amount of $7,643.79
4. Vouchers numbered APA001540 through APA001597 in the total amount of $102,432.36
5. Minutes:
   - Business Meeting of October 18, 2022
   - Study Session of October 25, 2022
6. September Financial Status Report

D. Presentations
1. Mason County Historical Society Museum 3rd Quarter LTAC Report – Presented by Director Liz Arbaugh
2. Overlook Park Murals LTAC Report – Presented by Rachel Hansen

E. General Public Comment (3-minute time limit)
*The City Council invites members of the public to provide comment on any topic at this time. To make comments in person, please sign in on the public comment sheet and keep an instruction card. If you would like to comment on a Business or Action item, please list the agenda item number on the list. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial *9 to use the "Raise Hand" feature. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, Staff will be directed to respond at an appropriate time.*

F. Business Agenda (Study/No Action/Public Comment Taken)
1. Community Calendar Policy – Presented by Communications Specialist Mary Ricker
2. Public Hearing Ordinance No. 1994-0922 Park & Open Space Area Requirements for Residential Subdivisions – Presented by Parks & Facilities Director Mark Ziegler
3. Public Hearing Ordinance No. 1995-1022 Updates to SMC-Code Enforcement – Presented by Community & Economic Development Director Jae Hill
4. Jail Outsourcing to Nisqually Correctional Facility – Presented by Police Chief Carole Beason

G. Action Agenda (Action/Public Comment Taken)
1. Civic Center Rotating Art Gallery – Presented by Parks & Facilities Director Mark Ziegler
2. Public Hearing Ordinance No. 1991-0922 2023 Budget – Presented by Finance Director Mike Githens
3. Public Hearing Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes – Presented by Finance Director Mike Githens
4. Resolution No. 1246-1022 C Street Landfill Cleanup Construction Contract Award – Presented by Public Works Administrative Manager Brooke Kilts

5. Resolution No. 1248-1122 Declaration of Emergency for the Wastewater Treatment Plant RAS Pump – Presented by Superintendent Brent Armstrong

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – December 6, 2022 at 6:00 p.m.

K. Adjourn

Special Note for Virtual Public Participation

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

The public can provide comments virtually by:
Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)
Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)
Join the Zoom meeting by clicking on the link posted on the City Council's webpage

Your comments will be relayed directly to the Council.

2022/23 Looking Ahead

(Items and dates are subject to change)

Tues. 11/22 6:00 p.m.	Study Session	Study Agenda • Homelessness Task Force Recommendations • No sit/No lie	Packet Items Due: 11/18 @ noon
Tues. 12/6 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Pacific Coast Shellfish Growers Assn. • Great Bend Center for Music LTAC Report Business Agenda • Resolution No. xxxx-xxxx DOC Grant Acceptance for Well 1 Rehab • Resolution No. xxxx-xxxx Well 1 Rehab Design Contract Amend. No. 3 • Resolution No. xxxx-xxxx DOC Grant Acceptance for WWTP Reclaimed Tank • Resolution No. xxxx-xxxx WWTP Reclaimed Tank Design Contract Amend. No. 2 • Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption Action Agenda • Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land • Community Calendar Policy • Ordinance No. 1995-1022 Updates to Shelton Municipal Code - Code Enforcement • Nisqually Jail Contract Administration Report •	Packet Items Due: 11/23 @ 5:00 p.m.
Tues. 12/6 After regular meeting	Special Meeting	Executive Session • Performance of a Public Employee	N/A
Tues. 12/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/9 @ noon
Tues. 12/20 5:45 p.m.	SMPD Meeting	Consent Agenda • Vouchers/Meeting Minutes Business Agenda • Action Agenda • Administration Report •	Packet Items Due: 12/9 @ 5:00 p.m.
Tues. 12/20	Regular Meeting	Consent Agenda	Packet Items Due:

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6:00 p.m.		• Vouchers/Payroll Warrants/Meeting Minutes • October Financial Status Report Business Agenda • Action Agenda • Administration Report •	12/9 @ 5:00 p.m.
Tues. 12/27 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/23 @ noon
Tues. 1/3/23 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Business Agenda • Resolution No. XXXX-XXXX Master Fee Schedule Update • Ordinance No. 1996-1022 Council Protocol Manual Revisions • Resolution No. xxxx-xxxx Local Road Safety Plan Project Approval and Authorization • Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award • Resolution No. xxxx-xxxx Consultant Contract Amend No 1 for Brockdale Road Improvement Project Action Agenda • Resolution No. XXXX-XXXX Master Fee Schedule Update • Resolution No. xxxx-xxxx DOC Grant Acceptance for Well 1 Rehab • Resolution No. xxxx-xxxx Well 1 Rehab Design Contract Amend. No. 3 • Resolution No. xxxx-xxxx DOC Grant Acceptance for WWTP Reclaimed Tank • Resolution No. xxxx-xxxx WWTP Reclaimed Tank Design Contract Amend. No. 2 • Ordinance No. 1968-0321 Water Comp Plan Adoption Administration Report •	Packet Items Due: 12/23 @ 5:00 p.m.
Tues. 1/10 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 1/6 @ noon
Tues. 1/17 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes • November Financial Status Report Business Agenda • Action Agenda • Resolution No. XXXX-XXXX Master Fee Schedule Update • Ordinance No. 1996-1022 Council Protocol Manual Revisions	

DRAFT

		• Resolution No. xxxx-xxxx Local Road Safety Plan Project Approval and Authorization • Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award • Resolution No. xxxx-xxxx Consultant Contract Amend No 1 for Brockdale Road Improvement Project Administration Report •	

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- More Standing Committees by the Council
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement

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 107746 through number 107754 in the total amount of $40,570.29 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 27th of October, 2022.

Michael H. Gathers
Finance Director of Financial Services

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 _____, 2022.

_____
Mayor Eric Onisko

_____
Deputy Mayor Joe Schmit

_____
Councilmember James Boad

_____
Councilmember Miguel Gutierrez

_____
Councilmember Kathy McDowell

_____
Councilmember Deidre Peterson

_____
Councilmember Sharon Schirman

Shelton, WA

Check Register

Packet: APPKT02490 - OCTOBER 28, 2022 MANUAL AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	10/28/2022	Regular	0.00	14,659.74	107746
009595	DEPT. OF LICENSING	10/28/2022	Regular	0.00	18.00	107747
018001	EMPLOYMENT SECURITY DEPT	10/28/2022	Regular	0.00	11,746.52	107748
018001	EMPLOYMENT SECURITY DEPT	10/28/2022	Regular	0.00	8.62	107749
VEN01905	LEANDRA SHARP	10/28/2022	Regular	0.00	132.00	107750
VEN02359	MAX FRANKLIN	10/28/2022	Regular	0.00	184.00	107751
VEN01883	MICHELLE SUTHERLAND	10/28/2022	Regular	0.00	165.21	107752
151000	P. U. D. # 3	10/28/2022	Regular	0.00	13,356.20	107753
VEN02360	WASHINGTON FATHERHOOD COUN	10/28/2022	Regular	0.00	300.00	107754

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	9	0.00	40,570.29
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	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	24	**9**	**0.00**	**40,570.29**

	Virtual Payments	0	0	0.00	0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	40,570.29
			40,570.29

Shelton, WA

Check Register

Packet: APPKT02490 - OCTOBER 28, 2022 MANUAL AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	10/28/2022	Regular	0.00	14,659.74	107746

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
FINALBILLSOCT20	Invoice	10/25/2022	FINALBILLSOCT2022	0.00	955.56
001-119-000-52250-4700	Utility Services		FINALBILLSOCT2022		2.38
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		2.32
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		113.46
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		2.32
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		2.43
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		778.90
001-141-000-57680-4700	Utility Services-Park		FINALBILLSOCT2022		14.19
001-142-000-51890-4715	Utility Services-Civic Ctr		FINALBILLSOCT2022		2.32
101-000-000-54270-4700	Utility Services-Roadside		FINALBILLSOCT2022		18.62
101-000-000-54270-4700	Utility Services-Roadside		FINALBILLSOCT2022		18.62
OCTOBER/2022	Invoice	10/24/2022	OCTOBER/2022	0.00	13,704.18
001-118-000-55430-4700	Utility Services-Animal Sh		OCTOBER/2022		142.68
001-119-000-52250-4700	Utility Services		OCTOBER/2022		243.35
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		554.43
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		72.14
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		86.20
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		12.56
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		330.83
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		3,095.85
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		1,298.01
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		333.74
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		30.82
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		109.61
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		18.77
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		1,796.12
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		16.53
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		85.34
001-141-000-57680-4700	Utility Services-Park		OCTOBER/2022		349.13
001-142-000-51890-4715	Utility Services-Civic Ctr		OCTOBER/2022		143.02
001-142-000-51890-4715	Utility Services-Civic Ctr		OCTOBER/2022		72.14
001-142-000-51890-4715	Utility Services-Civic Ctr		OCTOBER/2022		696.95
001-142-000-51890-4715	Utility Services-Civic Ctr		OCTOBER/2022		144.67
001-142-000-57250-4700	Utility Services-Library		OCTOBER/2022		807.00
001-142-000-57530-4700	Utility Services-Museum		OCTOBER/2022		211.64
101-000-000-54265-4700	Utility Services		OCTOBER/2022		150.31
101-000-000-54270-4700	Utility Services-Roadside		OCTOBER/2022		72.14
101-000-000-54270-4700	Utility Services-Roadside		OCTOBER/2022		116.39
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		48.41
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		16.28
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		37.44
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		15.51
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		22.20
401-000-000-53480-4700	Utility Services-Water		OCTOBER/2022		15.20
401-000-000-53480-4701	Utility Services - Shop		OCTOBER/2022		87.40
401-000-000-53480-4701	Utility Services - Shop		OCTOBER/2022		602.30
401-000-000-53480-4701	Utility Services - Shop		OCTOBER/2022		138.96
401-000-000-53480-4701	Utility Services - Shop		OCTOBER/2022		115.45
402-300-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		15.20
402-400-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		573.55
402-400-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		126.63
402-400-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		25.21
402-400-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		25.21
402-400-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		68.27
402-500-000-53580-4700	Utility Services-Sewer Ma		OCTOBER/2022		42.86
402-640-000-53580-4700	Utility Services-Sewer Sat		OCTOBER/2022		520.94

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
402-640-000-53580-4700	Utility Services-Sewer Sat		OCTOBER/2022		17.57	
402-640-000-53580-4700	Utility Services-Sewer Sat		OCTOBER/2022		132.40	
402-640-000-53580-4700	Utility Services-Sewer Sat		OCTOBER/2022		15.33	
404-000-000-53180-4700	Utility Services		OCTOBER/2022		51.49	
009595	DEPT. OF LICENSING	10/28/2022	Regular	0.00	18.00	107747
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
SHP220046	Invoice	10/24/2022	JESSE WAYNE EVANS	0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		JESSE WAYNE EVANS		18.00	
018001	EMPLOYMENT SECURITY DEPT	10/28/2022	Regular	0.00	11,746.52	107748
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
QTR3/2022PFML	Invoice	09/30/2022	QTR3/2022PFMLA	0.00	11,746.52	
657-000-000-58930-0000	PFMLA Taxes		QTR3/2022PFMLA		11,746.52	
018001	EMPLOYMENT SECURITY DEPT	10/28/2022	Regular	0.00	8.62	107749
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
Q3/2022UI	Invoice	09/30/2022	Q3/2022UI	0.00	8.62	
502-000-000-51778-2000	Payment to Claimants-Un		Q3/2022UI		8.62	
VEN01905	LEANDRA SHARP	10/28/2022	Regular	0.00	132.00	107750
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
AWCCONFERENC	Invoice	10/27/2022	AWCCONFERENCEREIMB	0.00	132.00	
001-130-000-51810-4307	Travel-Training		AWCCONFERENCEREIMB		132.00	
VEN02359	MAX FRANKLIN	10/28/2022	Regular	0.00	184.00	107751
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
ACCISCONFEREN	Invoice	10/20/2022	ACCISCONFERENCE2022	0.00	184.00	
001-132-000-51888-4300	Travel/Training - Informati		ACCISCONFERENCE2022		184.00	
VEN01883	MICHELLE SUTHERLAND	10/28/2022	Regular	0.00	165.21	107752
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
ALLHANDSTRAIN	Invoice	10/27/2022	REIMBURSEMENT- ALL HANDS MEETING	0.00	43.21	
001-120-000-51310-3102	Employee Recognition		REIMBURSEMENT- ALL HA		43.21	
WCIAMEETINGRE	Invoice	10/27/2022	WCIAMEETINGREIMB	0.00	122.00	
001-130-000-51810-4307	Travel-Training		WCIAMEETINGREIMB		122.00	
151000	P. U. D. # 3	10/28/2022	Regular	0.00	13,356.20	107753
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**	**Project Account Key**	**Item Description**		**Dist Amount**	
101002OCT22	Invoice	10/19/2022	101002OCT22	0.00	82.12	
101-000-000-54264-4700	Utility Services		101002OCT22		82.12	
101097001OCT2	Invoice	10/18/2022	101097001OCT22	0.00	83.69	
101-000-000-54264-4700	Utility Services		101097001OCT22		83.69	
101149001OCT2	Invoice	10/19/2022	101149001OCT22	0.00	55.72	
401-000-000-53480-4700	Utility Services-Water		101149001OCT22		55.72	
101155001OCT2	Invoice	10/18/2022	101155001OCT22	0.00	5,883.10	
401-000-000-53480-4700	Utility Services-Water		101155001OCT22		5,883.10	
109397001OCT2	Invoice	10/18/2022	109397001OCT22	0.00	84.52	
101-000-000-54264-4700	Utility Services		109397001OCT22		84.52	
109413001OCT2	Invoice	10/18/2022	109413001OCT22	0.00	59.76	
101-000-000-54264-4700	Utility Services		109413001OCT22		59.76	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
113939001OCT2	Invoice	10/17/2022 113939001OCT22		0.00	59.93	
401-000-000-53480-4700	Utility Services-Water		113939001OCT22		59.93	
252689001OCT2	Invoice	10/19/2022 252689001OCT22		0.00	4,746.26	
402-640-000-53580-4700	Utility Services-Sewer Sat		252689001OCT22		4,746.26	
25911001OCT22	Invoice	10/18/2022 25911001OCT22		0.00	1,945.68	
401-000-000-53480-4700	Utility Services-Water		25911001OCT22		1,945.68	
25913001OCT22	Invoice	10/18/2022 25913001OCT22		0.00	88.92	
401-000-000-53480-4700	Utility Services-Water		25913001OCT22		88.92	
26197001OCT22	Invoice	10/18/2022 26197001OCT22		0.00	79.58	
101-000-000-54264-4700	Utility Services		26197001OCT22		79.58	
82241001OCT22	Invoice	10/17/2022 82241001OCT22		0.00	68.23	
001-141-000-57680-4700	Utility Services-Park		82241001OCT22		68.23	
85079001OCT22	Invoice	10/17/2022 85079001OCT22		0.00	62.18	
402-300-000-53580-4700	Utility Services-Sewer Ma		85079001OCT22		62.18	
85183001OCT22	Invoice	10/17/2022 85183001OCT22		0.00	56.51	
404-000-000-53180-4700	Utility Services		85183001OCT22		56.51	

VEN02360	WASHINGTON FATHERHOOD COUN	10/28/2022	Regular	0.00	300.00	107754

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
DEPOSITREFUND	Invoice	10/24/2022	DAMAGE DEPOSIT REFUND	0.00	300.00
657-000-000-386000002		Community Cntr Damage		DAMAGE DEPOSIT REFUN	300.00

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	9	0.00	40,570.29
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	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	24	**9**	**0.00**	**40,570.29**

	Virtual Payments	0	0	0.00	0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	40,570.29
			40,570.29

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 APA001512 through number APA001539 in the total amount of $490,941.67 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 27th of October, 2022.

Michael A. Sheltens
Finance Director of Financial Services

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 _____, 2022.

_____
Mayor Eric Onisko

_____
Deputy Mayor Joe Schmit

_____
Councilmember James Boad

_____
Councilmember Miguel Gutierrez

_____
Councilmember Kathy McDowell

_____
Councilmember Deidre Peterson

_____
Councilmember Sharon Schirman

Shelton, WA

Check Register

Packet: APPKT02491 - OCTOBER 28, 2022 AP AUTOMATION PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
2901	ASPECT CONSULTING, LLC	10/28/2022	Virtual Pay	0.00	17,060.75	APA001512
VEN02340	BLT SHELTON PONY, LLC	10/28/2022	Virtual Pay	0.00	78.07	APA001513
VEN02311	BlueTarp Financial Inc	10/28/2022	Virtual Pay	0.00	392.59	APA001514
098000	BUILDERS FIRSTSOURCE	10/28/2022	Virtual Pay	0.00	42.32	APA001515
006233	CAROLLO ENGINEERS	10/28/2022	Virtual Pay	0.00	1,508.85	APA001516
009351	DELAGE LANDEN FINANCIAL SVCS	10/28/2022	Virtual Pay	0.00	595.16	APA001517
009422	DELL MARKETING L.P.	10/28/2022	Virtual Pay	0.00	1,409.24	APA001518
009573	DEPT OF ECOLOGY	10/28/2022	Virtual Pay	0.00	89.63	APA001519
023108	FCS GROUP	10/28/2022	Virtual Pay	0.00	675.00	APA001520
VEN01406	FERGUSON WATERWORKS	10/28/2022	Virtual Pay	0.00	88,519.68	APA001521
VEN01299	GRAY & OSBORNE	10/28/2022	Virtual Pay	0.00	32,998.32	APA001522
VEN02337	JONES & JONES ARCHITECTS AND LA	10/28/2022	Virtual Pay	0.00	1,223.94	APA001523
VEN01286	MASON CONSERVATION DISTRICT	10/28/2022	Virtual Pay	0.00	1,443.76	APA001524
VEN02330	MILES RESOURCES LLC	10/28/2022	Virtual Pay	0.00	326,511.60	APA001525
132235	MOUNTAIN MIST WATER	10/28/2022	Virtual Pay	0.00	30.97	APA001526
VEN02361	NATIONAL PELRA	10/28/2022	Virtual Pay	0.00	2,545.00	APA001527
VEN02362	RADIA INC PS	10/28/2022	Virtual Pay	0.00	96.80	APA001528
168450	RH2 ENGINEERING INC	10/28/2022	Virtual Pay	0.00	5,338.54	APA001529
903584	RIGHT SYSTEMS	10/28/2022	Virtual Pay	0.00	4,102.63	APA001530
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	10/28/2022	Virtual Pay	0.00	1,941.00	APA001531
187000	SHELTON-MASON COUNTY JOURNA	10/28/2022	Virtual Pay	0.00	540.00	APA001532
VEN01877	TRANSPOGROUP	10/28/2022	Virtual Pay	0.00	1,388.75	APA001533
201875	TYLER TECHNOLOGIES	10/28/2022	Virtual Pay	0.00	1,248.00	APA001534
145325	VALVOLINE LLC	10/28/2022	Virtual Pay	0.00	2.43	APA001535
202900	WASH. ASSOC. OF SHERIFFS & POLI	10/28/2022	Virtual Pay	0.00	75.00	APA001536
203900	WESMAR COMPANY, INC	10/28/2022	Virtual Pay	0.00	1,018.37	APA001537
053987	WESTBAY NAPA AUTO PARTS	10/28/2022	Virtual Pay	0.00	49.79	APA001538
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	10/28/2022	Virtual Pay	0.00	15.48	APA001539

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	40	28	0.00	490,941.67
	40	**28**	**0.00**	**490,941.67**

	Virtual Payments	40	28	0.00	490,941.67

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	490,941.67
			490,941.67

Shelton, WA

Check Register

Packet: APPKT02491 - OCTOBER 28, 2022 AP AUTOMATION PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
2901	ASPECT CONSULTING, LLC	10/28/2022	Virtual Pay	0.00	17,060.75	APA001512

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
48434	Invoice	10/21/2022	C ST LANDFILL CONST. PLANNING	0.00	17,060.75

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
403-000-000-53780-4103	Prof Services - "C" Street	"C" St. Landfill	C ST LANDFILL CONST. PLA	17,060.75

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02340	BLT SHELTON PONY, LLC	10/28/2022	Virtual Pay	0.00	78.07	APA001513

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
639408	Invoice	10/19/2022	ACCT#S55003 VIN#3914 MAINT	0.00	78.07

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-118-000-52122-4805	Repairs and Maintenance		ACCT#S55003 VIN#3914 M	78.07

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02311	BlueTarp Financial Inc	10/28/2022	Virtual Pay	0.00	392.59	APA001514

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
50880391	Invoice	09/26/2022	INV#50880391 SNOW PLOW	0.00	392.59

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
503-300-000-59448-6400	Equipment/Vehicles	22-EM&RNEWEQUIP	INV#50880391 SNOW PLO	392.59

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
098000	BUILDERS FIRSTSOURCE	10/28/2022	Virtual Pay	0.00	42.32	APA001515

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
86331660	Invoice	10/19/2022	ACCT#671668 CONCRETE MIX	0.00	42.32

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
101-000-000-54230-3100	Office and Operating		ACCT#671668 CONCRETE	42.32

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
006233	CAROLLO ENGINEERS	10/28/2022	Virtual Pay	0.00	1,508.85	APA001516

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
FB28430	Invoice	10/11/2022	PROJECT#10669A00M WATER COMP PLA	0.00	1,508.85

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
401-000-000-53480-4102	Prof Serv-Water Comp Pl	Water System Compre	PROJECT#10669A00M WA	1,508.85

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009351	DELAGE LANDEN FINANCIAL SVCS	10/28/2022	Virtual Pay	0.00	595.16	APA001517

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
77940176	Invoice	10/22/2022	CONTRACT# 500-50265514	0.00	162.12

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
402-400-000-53580-4500	Operating Rentals		CONTRACT# 500-5026551	162.12

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
78011637	Invoice	10/24/2022	CONTRACT#25532691	0.00	270.92

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-115-000-51896-4500	Operating Rentals		CONTRACT#25532691	127.33
001-122-000-51530-4500	Operating Rentals		CONTRACT#25532691	13.55
001-140-000-55860-4500	Operating Rentals		CONTRACT#25532691	130.04

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
78011660	Invoice	10/24/2022	CONTRACT#25536642	0.00	162.12

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
401-000-000-53480-4501	Operating Rentals - Shop		CONTRACT#25536642	162.12

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009422	DELL MARKETING L.P.	10/28/2022	Virtual Pay	0.00	1,409.24	APA001518

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
10623567444	Invoice	10/20/2022	CUST#8933147 WORKSTATION	0.00	1,409.24

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-115-000-51896-3500	Small Tools/Equipment		CUST#8933147 WORKSTAT	1,409.24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009573	DEPT OF ECOLOGY	10/28/2022	Virtual Pay	0.00	89.63	APA001519

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	
INV002266	Invoice	10/31/2022	ACCT# 1T000517 ECY-013546	0.00	89.63	
403-000-000-53780-4103		Prof Services - "C" Street	"C" St. Landfill	ACCT# 1T000517 ECY-0135	89.63	
023108	FCS GROUP	10/28/2022	Virtual Pay	0.00	675.00	APA001520
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3484-22210062	Invoice	10/21/2022	EM&R STUDY OCT 2022	0.00	675.00	
001-111-000-51423-4100		Professional Services/Adv		EM&R STUDY OCT 2022	337.50	
503-000-000-54865-4101		Professional Services/Adv		EM&R STUDY OCT 2022	337.50	
VEN01406	FERGUSON WATERWORKS	10/28/2022	Virtual Pay	0.00	88,519.68	APA001521
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1127800-2	Invoice	10/14/2022	CUST#75310 AMI PROJECT	0.00	88,519.68	
411-000-000-59434-3100		Water Capital Exp-Supplie	21-AMR	CUST#75310 AMI PROJECT	44,259.84	
412-000-000-59435-3100		Sewer-Capital Exp-Oper P	21-AMR	CUST#75310 AMI PROJECT	44,259.84	
VEN01299	GRAY & OSBORNE	10/28/2022	Virtual Pay	0.00	32,998.32	APA001522
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
35OCT22	Invoice	10/10/2022	WESTERN GATEWAY CONST.	0.00	31,089.31	
302-000-000-59530-6300		CAPITAL IMPROVEMENT-	18-WGATE (formerly)	WESTERN GATEWAY CONS	14,611.98	
411-000-000-59434-6300		Construction	18-WGATE (formerly)	WESTERN GATEWAY CONS	13,368.40	
414-000-000-59431-6300		Construction	18-WGATE (formerly)	WESTERN GATEWAY CONS	3,108.93	
37OCT22	Invoice	10/10/2022	ENGINEERING SERVICES SEP-OCT 2022	0.00	1,909.01	
001-115-000-51896-4100		Professional Services/Adv		ENGINEERING SERVICES SE	214.67	
001-115-000-51896-4100		Professional Services/Adv		ENGINEERING SERVICES SE	107.34	
101-000-000-54230-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES SE	47.91	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	ENGINEERING SERVICES SE	429.34	
401-000-000-53480-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES SE	47.91	
401-000-000-53480-4100		Professional Services/Adv		ENGINEERING SERVICES SE	966.02	
402-400-000-53580-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES SE	47.91	
404-000-000-53180-4105		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES SE	47.91	
VEN02337	JONES & JONES ARCHITECTS AND L/	10/28/2022	Virtual Pay	0.00	1,223.94	APA001523
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5	Invoice	10/20/2022	DOWNTOWN TREE REPLACEMENT	0.00	1,223.94	
101-000-000-54230-4100		Professional Services/Adv		DOWNTOWN TREE REPLA	1,223.94	
VEN01286	MASON CONSERVATION DISTRICT	10/28/2022	Virtual Pay	0.00	1,443.76	APA001524
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4160	Invoice	10/11/2022	GRANT INVOICING QTR 2 CUST#50	0.00	1,443.76	
404-000-000-53180-4100		Prof Serv-Stormwater Im		GRANT INVOICING QTR 2 C	1,443.76	
VEN02330	MILES RESOURCES LLC	10/28/2022	Virtual Pay	0.00	326,511.60	APA001525
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PAYESTIMATE3OC	Invoice	10/20/2022	PAY ESTIMATE 3 WEST. GATEWAY	0.00	326,511.60	
302-000-000-59530-6300		CAPITAL IMPROVEMENT-	18-WGATE (formerly)	PAY ESTIMATE 3 WEST. GAT	3,944.00	
302-000-000-59561-6300		SIDEWALKS-Construction	18-WGATE (formerly)	PAY ESTIMATE 3 WEST. GAT	56,940.43	
411-000-000-59434-6300		Construction	18-WGATE (formerly)	PAY ESTIMATE 3 WEST. GAT	175,151.35	
414-000-000-59431-6300		Construction	18-WGATE (formerly)	PAY ESTIMATE 3 WEST. GAT	90,475.82	
132235	MOUNTAIN MIST WATER	10/28/2022	Virtual Pay	0.00	30.97	APA001526

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	
005028856	Invoice	10/20/2022	ACCT#088436 ADMIN	0.00	30.97	
001-130-000-51810-3100	Office and Operating		ACCT#088436 ADMIN		30.97	
VEN02361	NATIONAL PELRA	10/28/2022	Virtual Pay	0.00	2,545.00	APA001527
1119	Invoice	10/12/2022	MICHELLE S REGISTRATION ACADEMY II	0.00	299.00	
001-130-000-51810-4907	Miscellaneous-Training		MICHELLE S REGISTRATION		299.00	
1174	Invoice	10/18/2022	LEANDRA S REGISTRATION ACADEMY II	0.00	299.00	
001-130-000-51810-4907	Miscellaneous-Training		LEANDRA S REGISTRATION		299.00	
1228	Invoice	10/25/2022	MICHELLE S ANNUAL CONFERENCE	0.00	849.00	
001-130-000-51810-4907	Miscellaneous-Training		MICHELLE S ANNUAL CON		849.00	
1243	Invoice	10/26/2022	LEANDRA S NEGOTIATION PROCESS REGIS	0.00	249.00	
001-130-000-51810-4907	Miscellaneous-Training		LEANDRA S NEGOTIATION		249.00	
1244	Invoice	10/26/2022	LEANDRA S ANNUAL CONFERENCE	0.00	849.00	
001-130-000-51810-4907	Miscellaneous-Training		LEANDRA S ANNUAL CONF		849.00	
VEN02362	RADIA INC PS	10/28/2022	Virtual Pay	0.00	96.80	APA001528
Z9UFA7UOCT22	Invoice	08/21/2022	BLAKE LANPHERE MASON GENERAL HOSP	0.00	96.80	
001-123-000-52360-4100	Prof Services-Prisoner Me		BLAKE LANPHERE MASON		96.80	
168450	RH2 ENGINEERING INC	10/28/2022	Virtual Pay	0.00	5,338.54	APA001529
87976	Invoice	10/24/2022	SRTS CROSSWALK IMPR. SERVICES	0.00	2,290.39	
302-000-000-59561-4101	CAPITAL Streets/Sidewalk	22-SAFERTE2SCHOOL	SRTS CROSSWALK IMPR. S		2,290.39	
87977	Invoice	10/20/2022	BROCKDALE RD RESURFACE SERVICES	0.00	3,048.15	
302-000-000-59530-4101	CAPITAL Streets/Road-Pro	22-BROCKDALE PAVIN	BROCKDALE RD RESURFAC		3,048.15	
903584	RIGHT SYSTEMS	10/28/2022	Virtual Pay	0.00	4,102.63	APA001530
SI-177766	Invoice	10/13/2022	CUST#COS006 MSFT CSP LICENSING	0.00	4,102.63	
001-132-000-51888-4100	Data Processing-Prof Svcs		CUST#COS006 MSFT CSP LI		4,102.63	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	10/28/2022	Virtual Pay	0.00	1,941.00	APA001531
68468	Invoice	07/06/2022	COFFEE CREEK TIA REVIEW	0.00	1,182.00	
001-115-000-51896-4100	Professional Services/Adv	20-COFFEECRK	COFFEE CREEK TIA REVIEW		1,182.00	
69548	Invoice	10/06/2022	COFFEE CREEK TIA REVIEW	0.00	759.00	
001-115-000-51896-4100	Professional Services/Adv	20-COFFEECRK	COFFEE CREEK TIA REVIEW		759.00	
187000	SHELTON-MASON COUNTY JOURNA	10/28/2022	Virtual Pay	0.00	540.00	APA001532
116202	Invoice	10/06/2022	C ST LANDFILL BIDS	0.00	540.00	
403-000-901-59437-6300	Landfill Closeout	"C" St. Landfill	C ST LANDFILL BIDS		540.00	
VEN01877	TRANSPOGROUP	10/28/2022	Virtual Pay	0.00	1,388.75	APA001533
29010	Invoice	10/18/2022	CITY PRK LOT DESIGN SERVICES	0.00	1,388.75	
302-000-000-59565-4100	PARKING FACILITIES-Profe	19-CITYPRKLOT	CITY PRK LOT DESIGN SERV		1,388.75	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
201875	TYLER TECHNOLOGIES	10/28/2022	Virtual Pay	0.00	1,248.00	APA001534

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
025-398449	Invoice	11/01/2022	CUST#48155 UTILITY BILLING NOV 2022	0.00	160.00
001-111-000-51421-4100	Professional Services/Adv		CUST#48155 UTILITY BILLI		160.00
025-399032	Invoice	11/01/2022	CUST#48155 TYLER U MAINT 2022-2023	0.00	1,088.00
001-111-000-51423-4100	Professional Services/Adv		CUST#48155 TYLER U MAI		155.42
001-112-000-51250-4109	Other Professional Servic		CUST#48155 TYLER U MAI		155.43
001-115-000-51895-4100	Prof Srvcs/Advertising-P		CUST#48155 TYLER U MAI		155.43
001-118-000-52122-4100	Patrol-Professional Servic		CUST#48155 TYLER U MAI		155.43
001-120-000-51310-4100	Professional Services/Adv		CUST#48155 TYLER U MAI		155.43
001-130-000-51810-4100	Professional Services/Adv		CUST#48155 TYLER U MAI		155.43
001-140-000-55850-4100	Professional Services/Adv		CUST#48155 TYLER U MAI		155.43

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
145325	VALVOLINE LLC	10/28/2022	Virtual Pay	0.00	2.43	APA001535

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
226103	Invoice	05/03/2022	65851D OIL CHANGE/MAINT	0.00	101.71
001-118-000-52122-4805	Repairs and Maintenance		65851D OIL CHANGE/MAI		101.71
236767	Invoice	07/22/2022	ACCT#684808 LIC#69988D OIL CHANGE/	0.00	105.96
001-118-000-52122-4805	Repairs and Maintenance		ACCT#684808 LIC#69988D		105.96
CREDITS2022	Credit Memo	10/26/2022	CREDIT ON ACCT-MISAPPLIED/DUPE PAY	0.00	-205.24
001-118-000-52122-4805	Repairs and Maintenance		CREDIT ON ACCT-MISAPPLI		-205.24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202900	WASH. ASSOC. OF SHERIFFS & POLI(	10/28/2022	Virtual Pay	0.00	75.00	APA001536

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
DUES202200709	Invoice	10/13/2022	DUES 2022 SAM GANO	0.00	75.00
001-118-000-52122-4900	Miscellaneous		DUES 2022 SAM GANO		75.00

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
203900	WESMAR COMPANY, INC	10/28/2022	Virtual Pay	0.00	1,018.37	APA001537

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
304366	Invoice	10/19/2022	CUST#31175 SODIUM HYPOCHLORITE	0.00	1,018.37
401-000-000-53480-3104	Office and Operating-Chl		CUST#31175 SODIUM HYP		1,018.37

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
053987	WESTBAY NAPA AUTO PARTS	10/28/2022	Virtual Pay	0.00	49.79	APA001538

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description		Dist Amount
010274	Invoice	10/19/2022	ACCT#4296 RADIATOR HOSE WELL3	0.00	49.79
401-000-000-53480-3100	Office and Operating		ACCT#4296 RADIATOR HO		49.79

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	10/28/2022	Virtual Pay	0.00	15.48	APA001539

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGEID#9100	Invoice	10/20/2022	GULLOTTO WALLET	0.00	15.48	
001-118-000-52122-4200		Communication		GULLOTTO WALLET	15.48	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	40	28	0.00	490,941.67
	40	**28**	**0.00**	**490,941.67**

	Virtual Payments	40	28	0.00	490,941.67

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	490,941.67
			490,941.67

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 107756 through number 107766 in the total amount of $7,643.79 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 November, 2022.

Michael G. Gilliland
Finance Director of Financial Services

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 _____, 2022.

_____
Mayor Eric Onisko

_____
Deputy Mayor Joe Schmit

_____
Councilmember James Boad

_____
Councilmember Miguel Gutierrez

_____
Councilmember Kathy McDowell

_____
Councilmember Deidre Peterson

_____
Councilmember Sharon Schirman

Shelton, WA

Check Register

Packet: APPKT02499 - NOVEMBER 4, 2022 MANUAL AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
008450	COMMUNITY ACTION COUNCIL	11/04/2022	Regular	0.00	70.68	107756
009595	DEPT. OF LICENSING	11/04/2022	Regular	0.00	18.00	107757
VEN02276	JAMES N DOCTER	11/04/2022	Regular	0.00	164.76	107758
VEN01959	JUSTIN WHITLEY	11/04/2022	Regular	0.00	10.00	107759
VEN01512	KIM KILMER	11/04/2022	Regular	0.00	12.00	107760
082632	KRISTINA L. HOWARD	11/04/2022	Regular	0.00	164.76	107761
113000	MASON COUNTY TREASURER	11/04/2022	Regular	0.00	56.86	107762
151000	P. U. D. # 3	11/04/2022	Regular	0.00	67.96	107763
VEN01624	STEPHEN GREER	11/04/2022	Regular	0.00	126.76	107764
202392	VERIZON WIRELESS	11/04/2022	Regular	0.00	3,342.04	107765
203035	WASHINGTON ST. TREASURER	11/04/2022	Regular	0.00	3,609.97	107766

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	11	0.00	7,643.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	11	**11**	**0.00**	**7,643.79**

	Virtual Payments	0	0	0.00	0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2022	7,643.79
			7,643.79

Shelton, WA

Check Register

Packet: APPKT02499 - NOVEMBER 4, 2022 MANUAL AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
008450	COMMUNITY ACTION COUNCIL	11/04/2022	Regular	0.00	70.68	107756

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
OCT/2022	Invoice	10/31/2022	OCT 2022 SOS	0.00	70.68

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0014	SOS Contributions		OCT 2022 SOS	70.68

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009595	DEPT. OF LICENSING	11/04/2022	Regular	0.00	18.00	107757

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
SHP220047	Invoice	11/01/2022	JACK HOWARD SMOTHERMAN	0.00	18.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0007	Concealed Pistol Permits		JACK HOWARD SMOTHER	18.00

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02276	JAMES N DOCTER	11/04/2022	Regular	0.00	164.76	107758

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
WADCPCONFERE	Invoice	11/02/2022	WADCPCONFERENCE2022	0.00	164.76

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-112-000-51250-4307	Travel-Training	22 - ITC	WADCPCONFERENCE2022	164.76

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01959	JUSTIN WHITLEY	11/04/2022	Regular	0.00	10.00	107759

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
WITNESSFEEOCT	Invoice	10/28/2022	WITNESSFEEOCT2022	0.00	10.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-112-000-51250-4104	Witness Expenses		WITNESSFEEOCT2022	10.00

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01512	KIM KILMER	11/04/2022	Regular	0.00	12.00	107760

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
WAPROCONFERE	Invoice	10/28/2022	WAPROCONFERENCE2022	0.00	12.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-111-000-51421-4907	Miscellaneous-Utility-Trai		WAPROCONFERENCE2022	12.00

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
082632	KRISTINA L. HOWARD	11/04/2022	Regular	0.00	164.76	107761

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
WADCPCONFERE	Invoice	11/02/2022	WADCPCONFERENCE2022	0.00	164.76

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-112-000-51250-4307	Travel-Training	22 - ITC	WADCPCONFERENCE2022	164.76

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
113000	MASON COUNTY TREASURER	11/04/2022	Regular	0.00	56.86	107762

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
OCT/2022CVC	Invoice	10/31/2022	OCT/2022CVC	0.00	56.86

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0005	CVC Fines & Forfeits		OCT/2022CVC	56.86

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
151000	P. U. D. # 3	11/04/2022	Regular	0.00	67.96	107763

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
109441001OCT2	Invoice	10/25/2022	109441001OCT22	0.00	67.96

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
101-000-000-54264-4700	Utility Services		109441001OCT22	67.96

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01624	STEPHEN GREER	11/04/2022	Regular	0.00	126.76	107764

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
WADCPCONFERE	Invoice	11/02/2022	WADCPCONFERENCE2022	0.00	126.76

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-112-000-51250-4307	Travel-Training	22 - ITC	WADCPCONFERENCE2022	126.76

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202392	VERIZON WIRELESS	11/04/2022	Regular	0.00	3,342.04	107765

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
9918700129	Invoice	10/20/2022	ACCT#972465947 OCT 2022	0.00	3,342.04
001-115-000-51895-4200		Communication		ACCT#972465947 OCT 202	333.30
001-118-000-52122-4200		Communication		ACCT#972465947 OCT 202	1,978.62
001-130-000-51810-4200		Communication		ACCT#972465947 OCT 202	124.09
001-132-000-51888-4200		Communication		ACCT#972465947 OCT 202	124.09
001-140-000-55850-4200		Communication		ACCT#972465947 OCT 202	139.60
001-140-000-55860-4200		Communication		ACCT#972465947 OCT 202	48.78
001-141-000-57680-4200		Communication		ACCT#972465947 OCT 202	42.04
101-000-000-54264-4200		Communications		ACCT#972465947 OCT 202	42.04
401-000-000-53480-4200		Communication		ACCT#972465947 OCT 202	168.16
402-400-000-53580-4200		Communication		ACCT#972465947 OCT 202	294.28
503-000-000-54865-4200		Communication		ACCT#972465947 OCT 202	47.04

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
203035	WASHINGTON ST. TREASURER	11/04/2022	Regular	0.00	3,609.97	107766

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
OCT/2022	Invoice	10/31/2022	OCT 2022 STATE FINES	0.00	3,609.97
657-000-000-58600-0006		State Fines & Forfeits		OCT 2022 STATE FINES	3,609.97

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	11	0.00	7,643.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	11	**11**	**0.00**	**7,643.79**

	Virtual Payments	0	0	0.00	0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2022	7,643.79
			7,643.79

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 APA001540 through number APA001597 in the total amount of $102,432.36 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 November, 2022.

Michael G. Githerio

Finance Director of Financial Services

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 _____, 2022.

_____
Mayor Eric Onisko

_____
Deputy Mayor Joe Schmit

_____
Councilmember James Boad

_____
Councilmember Miguel Gutierrez

_____
Councilmember Kathy McDowell

_____
Councilmember Deidre Peterson

_____
Councilmember Sharon Schirman

Shelton, WA

Check Register

Packet: APPKT02498 - NOVEMBER 4, 2022 AP AUTOMATION PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01748	ALLEGIANCE COMPRESSOR SERVICE	11/04/2022	Virtual Pay	0.00	299.20	APA001540
002520	ARAMARK	11/04/2022	Virtual Pay	0.00	266.72	APA001541
VEN02364	ARMSTRONG, JULIE RAE	11/04/2022	Virtual Pay	0.00	600.00	APA001542
003655	BATTERIES PLUS	11/04/2022	Virtual Pay	0.00	46.60	APA001543
VEN02340	BLT SHELTON PONY, LLC	11/04/2022	Virtual Pay	0.00	795.28	APA001544
VEN01879	BRADLEY AIR COMPANY	11/04/2022	Virtual Pay	0.00	2,339.20	APA001545
098000	BUILDERS FIRSTSOURCE	11/04/2022	Virtual Pay	0.00	200.34	APA001546
VEN02063	CARL TANNE	11/04/2022	Virtual Pay	0.00	140.00	APA001547
007570	CIT	11/04/2022	Virtual Pay	0.00	429.77	APA001548
008300	CODE PUBLISHING COMPANY	11/04/2022	Virtual Pay	0.00	268.76	APA001549
VEN01706	CONTROLLED F.O.R.C.E. INC.	11/04/2022	Virtual Pay	0.00	670.00	APA001550
008733	CRIMINAL JUSTICE TRAINING COMM	11/04/2022	Virtual Pay	0.00	4,212.00	APA001551
VEN02363	CYBULSKI, SABER	11/04/2022	Virtual Pay	0.00	250.00	APA001552
009231	DARREN PARSE	11/04/2022	Virtual Pay	0.00	360.00	APA001553
VEN02319	DENALI WATER SOLUTIONS LLC	11/04/2022	Virtual Pay	0.00	1,451.16	APA001554
VEN01592	EDGAR JERONIMO PABLO	11/04/2022	Virtual Pay	0.00	640.00	APA001555
023078	FASTENAL COMPANY	11/04/2022	Virtual Pay	0.00	1,311.80	APA001556
159001	FERGUSON ENTERPRISES LLC #3325	11/04/2022	Virtual Pay	0.00	227.99	APA001557
VEN01406	FERGUSON WATERWORKS	11/04/2022	Virtual Pay	0.00	28,984.32	APA001558
040960	GRAINGER	11/04/2022	Virtual Pay	0.00	221.34	APA001559
044700	GUARDIAN SECURITY SYSTEM	11/04/2022	Virtual Pay	0.00	153.18	APA001560
045000	H.D. FOWLER COMPANY	11/04/2022	Virtual Pay	0.00	7,915.42	APA001561
045150	HACH COMPANY	11/04/2022	Virtual Pay	0.00	329.12	APA001562
VEN02140	HAGGARD & GANSON LLP	11/04/2022	Virtual Pay	0.00	5,142.50	APA001563
053992	HOOD CANAL COMMUNICATIONS	11/04/2022	Virtual Pay	0.00	5,344.91	APA001564
VEN01427	JAMES MCCABE	11/04/2022	Virtual Pay	0.00	12.65	APA001565
VEN02276	JAMES N DOCTER	11/04/2022	Virtual Pay	0.00	2,000.00	APA001566
087799	LEMAY MOBILE SHREDDING	11/04/2022	Virtual Pay	0.00	47.59	APA001567
113004	MASON COUNTY - UTILITIES/WASTE	11/04/2022	Virtual Pay	0.00	121.09	APA001568
108850	MASON COUNTY GARBAGE CO.-A W	11/04/2022	Virtual Pay	0.00	3,914.85	APA001569
VEN02114	METROPOLITAN TRANSPORTATION	11/04/2022	Virtual Pay	0.00	1,000.00	APA001570
132235	MOUNTAIN MIST WATER	11/04/2022	Virtual Pay	0.00	165.24	APA001571
VEN01558	NORTHWEST CUSTOM TEES	11/04/2022	Virtual Pay	0.00	22.79	APA001572
VEN02312	ODP BUSINESS SOLUTIONS LLC	11/04/2022	Virtual Pay	0.00	351.26	APA001573
VEN01963	OLYMPIA VETERINARY SPECIALISTS	11/04/2022	Virtual Pay	0.00	410.05	APA001574
VEN01351	OSCAR MATIAS PABLO	11/04/2022	Virtual Pay	0.00	220.00	APA001575
018240	OVIVO USA, LLC	11/04/2022	Virtual Pay	0.00	3,042.53	APA001576
159300	POLYDYNE, INC.	11/04/2022	Virtual Pay	0.00	4,237.29	APA001577
163450	PURCHASE POWER	11/04/2022	Virtual Pay	0.00	776.75	APA001578
165704	R & D SUPPLY	11/04/2022	Virtual Pay	0.00	1,532.71	APA001579
166927	RAINIER LIGHTING & ELECTRICAL	11/04/2022	Virtual Pay	0.00	78.34	APA001580
174052	SAN DIEGO POLICE EQUIPMENT CO,	11/04/2022	Virtual Pay	0.00	2,310.42	APA001581
008948	SEATTLE DAILY JOURNAL OF COMM	11/04/2022	Virtual Pay	0.00	772.80	APA001582
186500	SHELTON MASON COUNTY CHAMBE	11/04/2022	Virtual Pay	0.00	7,337.00	APA001583
188025	SHELTON VETERINARY HOSPITAL	11/04/2022	Virtual Pay	0.00	688.46	APA001584
187000	SHELTON-MASON COUNTY JOURNA	11/04/2022	Virtual Pay	0.00	1,050.00	APA001585
VEN01899	SILVERIO PABLO	11/04/2022	Virtual Pay	0.00	600.00	APA001586
196341	STEVEN R. BUZZARD	11/04/2022	Virtual Pay	0.00	120.00	APA001587
178252	TASCHNER LAW, PLLC	11/04/2022	Virtual Pay	0.00	1,500.00	APA001588
VEN02199	TERMINIX PROCESSING CENTER	11/04/2022	Virtual Pay	0.00	1,175.17	APA001589
189670	THE SHOPPER	11/04/2022	Virtual Pay	0.00	6.94	APA001590
201300	TOZIER BROS INC.	11/04/2022	Virtual Pay	0.00	277.13	APA001591
202308	USABLUEBOOK	11/04/2022	Virtual Pay	0.00	535.05	APA001592
202340	UTILITIES UNDERGROUND LOCATIO	11/04/2022	Virtual Pay	0.00	63.21	APA001593

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
203086	WABO	11/04/2022	Virtual Pay	0.00	304.18	APA001594
VEN01420	WASHINGTON CRANE & HOIST CO,	11/04/2022	Virtual Pay	0.00	3,606.72	APA001595
203780	WATER MGMNT LABORATORIES INC	11/04/2022	Virtual Pay	0.00	911.00	APA001596
053987	WESTBAY NAPA AUTO PARTS	11/04/2022	Virtual Pay	0.00	641.53	APA001597

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	126	58	0.00	102,432.36
	126	**58**	**0.00**	**102,432.36**

	Virtual Payments	126	58	0.00	102,432.36

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2022	102,432.36
			102,432.36

Shelton, WA

Check Register

Packet: APPKT02498 - NOVEMBER 4, 2022 AP AUTOMATION PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01748	ALLEGIANCE COMPRESSOR SERVICE	11/04/2022	Virtual Pay	0.00	299.20	APA001540

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
1444	Invoice	10/26/2022	COMPRESSOR MAINTENANCE	0.00	299.20

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-119-000-52250-4100	Professional Services/Adv		COMPRESSOR MAINTENA	299.20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
002520	ARAMARK	11/04/2022	Virtual Pay	0.00	266.72	APA001541

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
5120104690	Invoice	10/12/2022	ACCT#792105973 COVERALLS, MATS, TO	0.00	62.42

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
402-400-000-53580-4900	Miscellaneous		ACCT#792105973 COVERA	62.42

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
5120108517	Invoice	10/19/2022	ACCT#792105972 COVERALLS, MATS, TO	0.00	70.94

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
401-000-000-53480-4901	Miscellaneous - Shop		ACCT#792105972 COVERA	70.94

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
5120108529	Invoice	10/19/2022	ACCT#792105973 COVERALLS, MATS, TO	0.00	62.42

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
402-400-000-53580-4900	Miscellaneous		ACCT#792105973 COVERA	62.42

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
5120113354	Invoice	10/26/2022	ACCT# 792105972 MATS, TOWELS, COVER	0.00	70.94

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
401-000-000-53480-4901	Miscellaneous - Shop		ACCT# 792105972 MATS, T	70.94

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02364	ARMSTRONG, JULIE RAE	11/04/2022	Virtual Pay	0.00	600.00	APA001542

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
BAILREFUND5386	Invoice	10/28/2022	BAILREFUND53867C	0.00	200.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0010	Municipal Court Trust		BAILREFUND53867C	200.00

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
BAILREFUND8Z09	Invoice	10/28/2022	BAILREFUND8Z0974719	0.00	200.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0010	Municipal Court Trust		BAILREFUND8Z0974719	200.00

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
BAILREFUND9Z03	Invoice	10/28/2022	BAILREFUND9Z0357280	0.00	200.00

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
657-000-000-58600-0010	Municipal Court Trust		BAILREFUND9Z0357280	200.00

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
003655	BATTERIES PLUS	11/04/2022	Virtual Pay	0.00	46.60	APA001543

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
P56309702	Invoice	10/25/2022	CUST#3604325193 BATTERIES	0.00	46.60

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
101-000-000-54264-3100	Office and Operating		CUST#3604325193 BATTE	46.60

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02340	BLT SHELTON PONY, LLC	11/04/2022	Virtual Pay	0.00	795.28	APA001544

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
637838	Invoice	08/18/2022	ACCT#S55003 UNIT 80 MAINT	0.00	231.51

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-118-000-52122-4805	Repairs and Maintenance		ACCT#S55003 UNIT 80 MA	231.51

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
638366	Invoice	09/14/2022	ACCT#S55003 62980D MAINT	0.00	484.07

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-118-000-52122-4805	Repairs and Maintenance		ACCT#S55003 62980D MAI	484.07

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
639115	Invoice	10/06/2022	ACCT# S55003 UNIT 791 MAINT	0.00	79.70

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
001-118-000-52122-4805	Repairs and Maintenance		ACCT# S55003 UNIT 791 M	79.70

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01879	BRADLEY AIR COMPANY	11/04/2022	Virtual Pay	0.00	2,339.20	APA001545

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
5952	Invoice	10/26/2022	REPAIR ELECTRIC HEATERS	0.00	2,339.20

Account Number	Account Name	Project Account Key	Item Description	Dist Amount
402-400-000-53580-4100	Professional Services/Adv		REPAIR ELECTRIC HEATERS	2,339.20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
098000	BUILDERS FIRSTSOURCE	11/04/2022	Virtual Pay	0.00	200.34	APA001546

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	
62146842	Credit Memo	10/20/2022	ACCT#671668 EXPANSION JOINT	0.00	-6.84	
404-000-000-53180-3100		Office and Operating		ACCT#671668 EXPANSION	-6.84	
86281903	Invoice	10/11/2022	ACCT#671668 SCREWS, LUMBER	0.00	56.41	
404-000-000-53180-3100		Office and Operating		ACCT#671668 SCREWS, LU	56.41	
86316015	Invoice	10/17/2022	ACCT#671668 PRESSURE CAP, LUMBER	0.00	54.69	
402-400-000-53580-3100		Office and Operating		ACCT#671668 PRESSURE C	54.69	
86336374	Invoice	10/20/2022	ACCT#671668 3 OUTLET T TYPE	0.00	6.19	
401-000-000-53480-3100		Office and Operating		ACCT#671668 3 OUTLET T	6.19	
86346274	Invoice	10/21/2022	ACCT#671668 LUMBER	0.00	89.89	
001-141-000-57680-3100		Office and Operating		ACCT#671668 LUMBER	89.89	
VEN02063	CARL TANNE	11/04/2022	Virtual Pay	0.00	140.00	APA001547
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1019-2022SHELT	Invoice	10/19/2022	10/19/22 INTERPRETATION	0.00	140.00	
001-112-000-51250-4106		Interpreter Expenses	22 - ITC	10/19/22 INTERPRETATIO	140.00	
007570	CIT	11/04/2022	Virtual Pay	0.00	429.77	APA001548
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
40997052	Invoice	10/18/2022	CUST#2000176406 COPIER	0.00	429.77	
001-112-000-51250-4500		Operating Rentals		CUST#2000176406 COPIER	429.77	
008300	CODE PUBLISHING COMPANY	11/04/2022	Virtual Pay	0.00	268.76	APA001549
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GC0009020	Invoice	10/31/2022	CUST#SH4639 MUNI CODE WEB UPDATE	0.00	268.76	
001-110-000-51160-4100		Professional Services/Adv		CUST#SH4639 MUNI CODE	268.76	
VEN01706	CONTROLLED F.O.R.C.E. INC.	11/04/2022	Virtual Pay	0.00	670.00	APA001550
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10254	Invoice	06/24/2022	DEROCHE RECERTIFICATION	0.00	670.00	
001-118-000-52140-3100		Office and Operating-Trai		DEROCHE RECERTIFICATIO	670.00	
008733	CRIMINAL JUSTICE TRAINING COMM	11/04/2022	Virtual Pay	0.00	4,212.00	APA001551
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
201137060	Invoice	10/17/2022	ACCT#22301001 WILLIAM GANO TRAININ	0.00	4,212.00	
001-118-000-52140-3100		Office and Operating-Trai		ACCT#22301001 WILLIAM	4,212.00	
VEN02363	CYBULSKI, SABER	11/04/2022	Virtual Pay	0.00	250.00	APA001552
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUNDOCT	Invoice	10/28/2022	BAILREFUNDOCT2022	0.00	250.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUNDOCT2022	250.00	
009231	DARREN PARSE	11/04/2022	Virtual Pay	0.00	360.00	APA001553
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	10/18/2022	INTERPRETATION10182022	0.00	120.00	
001-112-000-51250-4106		Interpreter Expenses		INTERPRETATION1018202	120.00	
INTERPRETATION	Invoice	11/02/2022	INTERPRETATION11022022	0.00	240.00	
001-112-000-51250-4106		Interpreter Expenses		INTERPRETATION1102202	240.00	
VEN02319	DENALI WATER SOLUTIONS LLC	11/04/2022	Virtual Pay	0.00	1,451.16	APA001554

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	
INV357964	Invoice	10/19/2022	CUST#599121378 TRANSPORTATION	0.00	1,451.16	
402-400-000-53580-4100	Professional Services/Adv		CUST#599121378 TRANSP		1,451.16	
VEN01592	EDGAR JERONIMO PABLO	11/04/2022	Virtual Pay	0.00	640.00	APA001555
34	Invoice	11/02/2022	MAM INTERPRETATION	0.00	420.00	
001-112-000-51250-4106	Interpreter Expenses	22 - ITC	MAM INTERPRETATION		420.00	
INTERPRETATION	Invoice	10/21/2022	INTERPRETATION8312022	0.00	110.00	
001-112-000-51250-4106	Interpreter Expenses		INTERPRETATION8312022		110.00	
INTERPRETATION	Invoice	10/29/2022	INTERPRETATION09292022	0.00	110.00	
001-112-000-51250-4106	Interpreter Expenses		INTERPRETATION0929202		110.00	
023078	FASTENAL COMPANY	11/04/2022	Virtual Pay	0.00	1,311.80	APA001556
WATUM207633	Invoice	09/21/2022	CUST#WATUM1961 MISC	0.00	210.83	
401-000-000-53480-3100	Office and Operating		CUST#WATUM1961 MISC		210.83	
WATUM208305	Invoice	10/18/2022	CUST#WATUM1962 GLOVES, LIGHT	0.00	438.17	
402-400-000-53580-3100	Office and Operating		CUST#WATUM1962 GLOVE		438.17	
WATUM208390	Invoice	10/20/2022	CUST#WATUM1962 MISC SUPPLIES	0.00	351.24	
402-400-000-53580-3100	Office and Operating		CUST#WATUM1962 MISC		351.24	
WATUM208578	Invoice	10/28/2022	CUST#WATUM1961 MISC SUPPLIES	0.00	144.55	
401-000-000-53480-3100	Office and Operating		CUST#WATUM1961 MISC		144.55	
WATUM208579	Invoice	10/28/2022	CUST#WATUM1962 MISC SUPPLIES	0.00	167.01	
402-400-000-53580-3100	Office and Operating		CUST#WATUM1962 MISC		167.01	
159001	FERGUSON ENTERPRISES LLC #3325	11/04/2022	Virtual Pay	0.00	227.99	APA001557
0224760	Invoice	10/19/2022	CUST#1143 TUBE CUTTER	0.00	227.99	
401-000-000-53480-3100	Office and Operating		CUST#1143 TUBE CUTTER		227.99	
VEN01406	FERGUSON WATERWORKS	11/04/2022	Virtual Pay	0.00	28,984.32	APA001558
1127800-3	Invoice	10/28/2022	CUST#75310 AMI PROJECT	0.00	28,984.32	
411-000-000-59434-3100	Water Capital Exp-Supplie	21-AMR	CUST#75310 AMI PROJECT		14,492.16	
412-000-000-59435-3100	Sewer-Capital Exp-Oper P	21-AMR	CUST#75310 AMI PROJECT		14,492.16	
040960	GRAINGER	11/04/2022	Virtual Pay	0.00	221.34	APA001559
9474980563	Invoice	10/11/2022	ACCT#839177342 CORE BIT 2 IN CARBIDE	0.00	221.34	
402-300-000-53580-3100	Office and Operating		ACCT#839177342 CORE BI		221.34	
044700	GUARDIAN SECURITY SYSTEM	11/04/2022	Virtual Pay	0.00	153.18	APA001560
1275606	Invoice	08/19/2022	CUST#313901 MAINTENANCE	0.00	153.18	
001-142-000-51890-4115	Professional Serv/Adverti		CUST#313901 MAINTENA		153.18	
045000	H.D. FOWLER COMPANY	11/04/2022	Virtual Pay	0.00	7,915.42	APA001561

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	
I6245860	Invoice	10/18/2022	ACCT#194680 METER VALVE	0.00	1,247.37	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT#194680 METER VAL	1,247.37	
I6245863	Invoice	10/18/2022	ACCT#194680 METER SETTER, COUPLING	0.00	935.70	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT#194680 METER SETT	935.70	
I6245865	Invoice	10/18/2022	ACCT#194680 STOCK	0.00	207.92	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT#194680 STOCK	207.92	
I6252740	Invoice	10/25/2022	ACCT#194680 MV225	0.00	3,537.19	
401-000-000-53480-4800		Repairs and Maintenance		ACCT#194680 MV225	3,537.19	
I6252741	Invoice	10/25/2022	ACCT#194680 1" SERVICE	0.00	1,406.43	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT#194680 1" SERVICE	1,406.43	
I6252743	Invoice	10/25/2022	ACCT#194680 ACCESSORIES KIT	0.00	366.78	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT#194680 ACCESSORIE	366.78	
I6252744	Invoice	10/25/2022	ACCT#194680 WATER METER WRENCH	0.00	214.03	
401-000-000-53480-3100		Office and Operating		ACCT#194680 WATER MET	214.03	
045150	HACH COMPANY	11/04/2022	Virtual Pay	0.00	329.12	APA001562
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13308313	Invoice	10/27/2022	ACCT#341640 AMPULES	0.00	329.12	
402-400-000-53580-3100		Office and Operating		ACCT#341640 AMPULES	329.12	
VEN02140	HAGGARD & GANSON LLP	11/04/2022	Virtual Pay	0.00	5,142.50	APA001563
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300	Invoice	11/01/2022	SHELT.001A GENERAL COUNSEL	0.00	5,142.50	
001-122-000-51530-4100		Professional Services/Adv		SHELT.001A GENERAL COU	5,142.50	
053992	HOOD CANAL COMMUNICATIONS	11/04/2022	Virtual Pay	0.00	5,344.91	APA001564
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10766023	Invoice	11/01/2022	ACCT#00017664-7 NOV 2022	0.00	4,268.30	
001-132-000-51888-4200		Communication		ACCT#00017664-7 NOV 20	188.85	
001-132-000-51888-4200		Communication		ACCT#00017664-7 NOV 20	63.95	
001-132-000-51888-4200		Communication		ACCT#00017664-7 NOV 20	180.00	
001-132-000-51888-4200		Communication		ACCT#00017664-7 NOV 20	270.00	
001-132-000-51888-4801		Repairs and Maintenance		ACCT#00017664-7 NOV 20	405.50	
401-000-000-53480-4201		Communication - Shop		ACCT#00017664-7 NOV 20	180.00	
401-000-000-53480-4201		Communication - Shop		ACCT#00017664-7 NOV 20	1,260.00	
402-400-000-53580-4200		Communication		ACCT#00017664-7 NOV 20	180.00	
402-400-000-53580-4200		Communication		ACCT#00017664-7 NOV 20	1,540.00	
10766045	Invoice	11/01/2022	ACCT#00003840-2 NOV 2022	0.00	1,076.61	
001-118-000-55430-4200		Communication		ACCT#00003840-2 NOV 20	32.47	
001-119-000-52250-4200		Communication		ACCT#00003840-2 NOV 20	102.00	
001-120-000-51310-4200		Communication		ACCT#00003840-2 NOV 20	0.12	
001-130-000-51810-4200		Communication		ACCT#00003840-2 NOV 20	41.07	
001-142-000-51890-4215		Communication-Civic Cen		ACCT#00003840-2 NOV 20	798.71	
401-000-000-53480-4201		Communication - Shop		ACCT#00003840-2 NOV 20	102.12	
402-400-000-53580-4200		Communication		ACCT#00003840-2 NOV 20	0.12	
VEN01427	JAMES MCCABE	11/04/2022	Virtual Pay	0.00	12.65	APA001565
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WITNESSFEEOCT	Invoice	10/18/2022	WITNESSFEEOCT2022	0.00	12.65	
001-112-000-51250-4104		Witness Expenses		WITNESSFEEOCT2022	12.65	
VEN02276	JAMES N DOCTER	11/04/2022	Virtual Pay	0.00	2,000.00	APA001566

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	
10	Invoice	11/02/2022	COURT FACILITATOR SERVICES NOV 2022	0.00	2,000.00	
001-112-000-51250-4109	Other Professional Servic	22 - ITC	COURT FACILITATOR SERVI		2,000.00	
087799	LEMAY MOBILE SHREDDING	11/04/2022	Virtual Pay	0.00	47.59	APA001567
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
4769624S185	Invoice	11/01/2022	ACCT#2185-952778-1166	0.00	47.59	
001-112-000-51250-4900	Miscellaneous		ACCT#2185-952778-1166		47.59	
113004	MASON COUNTY - UTILITIES/WASTE	11/04/2022	Virtual Pay	0.00	121.09	APA001568
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
005958	Invoice	09/30/2022	CUST# SW-C022 LANDFILL CHARGES	0.00	121.09	
402-400-000-53580-3100	Office and Operating		CUST# SW-C022 LANDFILL		121.09	
108850	MASON COUNTY GARBAGE CO.-A W	11/04/2022	Virtual Pay	0.00	3,914.85	APA001569
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
7348089S149	Invoice	11/01/2022	ACCT#2149-30135	0.00	315.78	
001-142-000-51890-4715	Utility Services-Civic Ctr		ACCT#2149-30135		315.78	
7348169S149	Invoice	11/01/2022	ACCT#2149-30714	0.00	120.92	
001-142-000-57250-4700	Utility Services-Library		ACCT#2149-30714		120.92	
7348274S149	Invoice	11/01/2022	ACCT#2149-56141	0.00	36.00	
001-142-000-51890-4715	Utility Services-Civic Ctr		ACCT#2149-56141		36.00	
7349217S149	Invoice	11/01/2022	ACCT#2149-204368	0.00	32.30	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-204368		32.30	
7349235S149	Invoice	11/01/2022	ACCT#2149-204402	0.00	149.63	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT#2149-204402		149.63	
7349440S149	Invoice	11/01/2022	ACCT#2149-204783	0.00	193.68	
001-119-000-52250-4700	Utility Services		ACCT#2149-204783		193.68	
7349775S149	Invoice	11/01/2022	ACCT#2149-205337	0.00	1,406.71	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-205337		1,406.71	
7349928S149	Invoice	11/01/2022	ACCT#2149-205584	0.00	32.30	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-205584		32.30	
7350522S149	Invoice	11/01/2022	ACCT#2149-206560	0.00	48.42	
001-142-000-57530-4700	Utility Services-Museum		ACCT#2149-206560		48.42	
7350651S149	Invoice	11/01/2022	ACCT#2149-206771	0.00	598.53	
001-142-000-51890-4715	Utility Services-Civic Ctr		ACCT#2149-206771		598.53	
7350895S149	Invoice	11/01/2022	ACCT#2149-207155	0.00	299.26	
001-142-000-57250-4700	Utility Services-Library		ACCT#2149-207155		299.26	
7351022S149	Invoice	11/01/2022	ACCT#2149-207351	0.00	48.42	
001-118-000-55430-4700	Utility Services-Animal Sh		ACCT#2149-207351		48.42	
7351093S149	Invoice	11/01/2022	ACCT#2149-207565	0.00	504.88	
001-141-000-57680-4700	Utility Services-Park		ACCT#2149-207565		151.46	
101-000-000-54230-4700	Road & Street Maint - Util		ACCT#2149-207565		70.68	
401-000-000-53480-4700	Utility Services-Water		ACCT#2149-207565		70.68	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-207565		70.68	
404-000-000-53180-4700	Utility Services		ACCT#2149-207565		70.68	
503-000-000-54865-4700	Equip Maint & Rental - U		ACCT#2149-207565		70.70	
7351094S149	Invoice	11/01/2022	ACCT#2149-207568	0.00	78.00	
001-141-000-57680-4700	Utility Services-Park		ACCT#2149-207568		13.00	
101-000-000-54230-4700	Road & Street Maint - Util		ACCT#2149-207568		13.00	
401-000-000-53480-4700	Utility Services-Water		ACCT#2149-207568		13.00	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-207568		13.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
404-000-000-53180-4700	Utility Services		ACCT#2149-207568		13.00	
503-000-000-54865-4700	Equip Maint & Rental - U		ACCT#2149-207568		13.00	
7351174S149 Invoice		11/01/2022	ACCT#2149-209143	0.00	50.02	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-209143		50.02	
VEN02114	METROPOLITAN TRANSPORTATION	11/04/2022	Virtual Pay	0.00	1,000.00	APA001570
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4926-AR12769	Invoice	11/02/2022	STREETSAVER ANNUAL SUBSCRIPTION	0.00	1,000.00	
101-000-000-54230-3100		Office and Operating		STREETSAVER ANNUAL SU	1,000.00	
132235	MOUNTAIN MIST WATER	11/04/2022	Virtual Pay	0.00	165.24	APA001571
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
005004779	Invoice	10/06/2022	ACCT#088436 ADMIN	0.00	83.47	
001-130-000-51810-3100		Office and Operating		ACCT#088436 ADMIN	74.77	
001-130-000-51810-4500		Operating Rentals		ACCT#088436 ADMIN	8.70	
005028855	Invoice	10/20/2022	ACCT#088436 MUNI COURT	0.00	6.26	
001-112-000-51250-3100		Office and Operating		ACCT#088436 MUNI COUR	6.26	
005028857	Invoice	10/20/2022	ACCT#088436 POLICE	0.00	30.97	
001-118-000-52122-3100		Office and Operating		ACCT#088436 POLICE	30.97	
005028867	Invoice	10/20/2022	ACCT#088436 PW SHOP	0.00	44.54	
401-000-000-53480-3100		Office and Operating		ACCT#088436 PW SHOP	44.54	
VEN01558	NORTHWEST CUSTOM TEES	11/04/2022	Virtual Pay	0.00	22.79	APA001572
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1480	Invoice	10/27/2022	EMBROIDERED SHIRTS	0.00	22.79	
001-112-000-52360-3100		Office and Operating		EMBROIDERED SHIRTS	22.79	
VEN02312	ODP BUSINESS SOLUTIONS LLC	11/04/2022	Virtual Pay	0.00	351.26	APA001573
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
272018664001	Invoice	10/14/2022	ACCT#28972108 USB	0.00	82.23	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 USB	82.23	
272018857001	Invoice	10/12/2022	ACCT#28972108 MISC SUPPLIES	0.00	204.11	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 MISC SUP	204.11	
272018860001	Invoice	10/12/2022	ACCT#28972108 CARD HOLDERS	0.00	64.92	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 CARD HO	64.92	
VEN01963	OLYMPIA VETERINARY SPECIALISTS	11/04/2022	Virtual Pay	0.00	410.05	APA001574
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
532147	Invoice	06/26/2022	CUST#220818 EMERGENCY ASSESSMENT	0.00	410.05	
001-118-000-55430-4100		Professional Services/Adv		CUST#220818 EMERGENC	410.05	
VEN01351	OSCAR MATIAS PABLO	11/04/2022	Virtual Pay	0.00	220.00	APA001575
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	11/02/2022	INTERPRETATION11022022	0.00	220.00	
001-112-000-51250-4106		Interpreter Expenses		INTERPRETATION1102202	220.00	
018240	OVIVO USA, LLC	11/04/2022	Virtual Pay	0.00	3,042.53	APA001576
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8483814	Invoice	10/14/2022	ACCT#101108 GEARMOTOR ASSEMBLY	0.00	3,042.53	
402-400-000-53580-4800		Repairs and Maintenance		ACCT#101108 GEARMOTO	3,042.53	
159300	POLYDYNE, INC.	11/04/2022	Virtual Pay	0.00	4,237.29	APA001577

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	
1685931	Invoice	10/20/2022	CUST#100860 CLARIFLOC	0.00	4,237.29	
402-400-000-53580-3100	Office and Operating		CUST#100860 CLARIFLOC		4,237.29	
163450	PURCHASE POWER	11/04/2022	Virtual Pay	0.00	776.75	APA001578
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
80009000113670	Invoice	10/25/2022	8000900011367046OCT22	0.00	776.75	
001-111-000-51421-4200	Communication		8000900011367046OCT22		376.00	
001-111-000-51423-4200	Communication		8000900011367046OCT22		199.00	
001-142-000-51890-4215	Communication-Civic Cen		8000900011367046OCT22		201.75	
165704	R & D SUPPLY	11/04/2022	Virtual Pay	0.00	1,532.71	APA001579
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
244420	Invoice	10/10/2022	CUST# 60CS18 CLEANING SUPPLIES	0.00	960.33	
001-141-000-57680-3100	Office and Operating		CUST# 60CS18 CLEANING		463.35	
001-142-000-51890-3115	Office and Operating-Civi		CUST# 60CS18 CLEANING		248.48	
001-142-000-57250-3100	Office and Operating		CUST# 60CS18 CLEANING		248.50	
244479	Invoice	10/14/2022	CUST# 60CS18 CLEANING SUPPLIES	0.00	572.38	
001-141-000-57680-3100	Office and Operating		CUST# 60CS18 CLEANING		362.82	
001-142-000-51830-3100	Office and Operating		CUST# 60CS18 CLEANING		209.56	
166927	RAINIER LIGHTING & ELECTRICAL	11/04/2022	Virtual Pay	0.00	78.34	APA001580
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
565594-1	Invoice	10/24/2022	ACCT#1001006 LED BULBS	0.00	78.34	
001-141-000-57680-3100	Office and Operating		ACCT#1001006 LED BULBS		78.34	
174052	SAN DIEGO POLICE EQUIPMENT CO,	11/04/2022	Virtual Pay	0.00	2,310.42	APA001581
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
654079	Invoice	10/07/2022	ACCT#842 AMMO	0.00	2,310.42	
001-118-000-52122-3100	Office and Operating		ACCT#842 AMMO		2,310.42	
008948	SEATTLE DAILY JOURNAL OF COMM	11/04/2022	Virtual Pay	0.00	772.80	APA001582
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
3382946	Invoice	10/25/2022	ACCT#3028 BROCKDALE RD RESURFACE	0.00	772.80	
302-000-000-59530-6300	CAPITAL IMPROVEMENT-	22-BROCKDALE PAVIN	ACCT#3028 BROCKDALE R		772.80	
186500	SHELTON MASON COUNTY CHAMBE	11/04/2022	Virtual Pay	0.00	7,337.00	APA001583
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
LTACQTR3/2022	Invoice	11/02/2022	LTACQTR3/2022	0.00	7,337.00	
108-000-000-57390-4100	Prof Serv-Chamber		LTACQTR3/2022		7,337.00	
188025	SHELTON VETERINARY HOSPITAL	11/04/2022	Virtual Pay	0.00	688.46	APA001584
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description		Dist Amount	
651447	Invoice	09/23/2022	ACCT#37249 ARLO	0.00	380.00	
001-118-000-55430-4100	Professional Services/Adv		ACCT#37249 ARLO		380.00	
651606	Invoice	09/28/2022	ACCT# 37249 DOG SPAY	0.00	308.46	
001-118-000-55430-4100	Professional Services/Adv		ACCT# 37249 DOG SPAY		308.46	
187000	SHELTON-MASON COUNTY JOURNA	11/04/2022	Virtual Pay	0.00	1,050.00	APA001585

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	
116228	Invoice	10/20/2022	BROCKDALE RD RESURFACING PROJECT	0.00	1,050.00	
302-000-000-59530-6300		CAPITAL IMPROVEMENT-	22-BROCKDALE PAVIN	BROCKDALE RD RESURFACI	1,050.00	
VEN01899	SILVERIO PABLO	11/04/2022	Virtual Pay	0.00	600.00	APA001586
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DAMAGEDEPOSIT	Invoice	11/01/2022	DAMAGEDEPOSITOCT2022	0.00	600.00	
657-000-000-386000002		Community Cntr Damage		DAMAGEDEPOSITOCT2022	600.00	
196341	STEVEN R. BUZZARD	11/04/2022	Virtual Pay	0.00	120.00	APA001587
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUDGEPROTEM1	Invoice	10/27/2022	JUDGEPROTEM10272022	0.00	120.00	
001-112-000-51250-4101		Judge Pro-Tem		JUDGEPROTEM10272022	120.00	
178252	TASCHNER LAW, PLLC	11/04/2022	Virtual Pay	0.00	1,500.00	APA001588
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11	Invoice	11/02/2022	PUBLIC DEFENDER NOV 2022	0.00	1,500.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		PUBLIC DEFENDER NOV 20	1,500.00	
VEN02199	TERMINIX PROCESSING CENTER	11/04/2022	Virtual Pay	0.00	1,175.17	APA001589
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
426198386	Invoice	10/21/2022	CUST#13632896 10891 N HWY 101	0.00	140.35	
402-640-000-53580-4100		Professional Services/Adv		CUST#13632896 10891 N	140.35	
426198874	Invoice	10/21/2022	CUST#13638801 51 PUBLIC WORKS DR	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638801 51 PUBLI	65.30	
426199491	Invoice	10/21/2022	CUST#13634026 2401 N SHELTON	0.00	65.37	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634026 2401 N S	65.37	
426199786	Invoice	10/21/2022	CUST#13638814 100 MUNCASTER DR	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638814 100 MUN	65.30	
426200397	Invoice	10/21/2022	CUST#13634265 2001 N 13TH ST	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634265 2001 N 1	65.28	
426200790	Invoice	10/21/2022	CUST#13638825 907 W BIRCH ST	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638825 907 W BI	65.28	
426201391	Invoice	10/21/2022	CUST#13633877 1000 W PINE ST	0.00	97.70	
401-000-000-53480-4100		Professional Services/Adv		CUST#13633877 1000 W P	97.70	
426201742	Invoice	10/21/2022	CUST#13638768 626 MAGNOLIA AVE	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638768 626 MAG	65.28	
426201986	Invoice	10/21/2022	CUST#13638789 553 BEAR ST	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638789 553 BEAR	65.30	
426202421	Invoice	10/21/2022	CUST#13634000 311 S FRONT ST	0.00	65.37	
402-400-000-53580-4100		Professional Services/Adv		CUST#13634000 311 S FR	65.37	
426202686	Invoice	10/21/2022	CUST#13634073 100 TURNER AVE	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634073 100 TUR	65.30	
426204048	Invoice	10/21/2022	CUST#13632853 1701 FAIRMOUNT AVE	0.00	218.67	
402-400-000-53580-4100		Professional Services/Adv		CUST#13632853 1701 FAIR	218.67	
426204575	Invoice	10/21/2022	CUST#13634132 1437 W HARVARD ST	0.00	65.37	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634132 1437 W H	65.37	
426204714	Invoice	10/21/2022	CUST#13634151 811 S 15TH ST	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634151 811 S 15T	65.30	
189670	THE SHOPPER	11/04/2022	Virtual Pay	0.00	6.94	APA001590

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	
54132	Invoice	09/15/2022	PERMANENT MARKERS	0.00	6.94	
401-000-000-53480-3100		Office and Operating		PERMANENT MARKERS	6.94	
201300	TOZIER BROS INC.	11/04/2022	Virtual Pay	0.00	277.13	APA001591
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
460071	Invoice	10/26/2022	CUST#20090 NUTS & BOLTS	0.00	5.30	
001-141-000-57680-3100		Office and Operating		CUST#20090 NUTS & BOLT	5.30	
460077	Invoice	10/26/2022	CUST#20090 HOSE SHUTOFF	0.00	9.78	
402-400-000-53580-3100		Office and Operating		CUST#20090 HOSE SHUTO	9.78	
460095	Invoice	10/27/2022	CUST#20090 GRAFITTI REMOVER	0.00	24.31	
001-141-000-57680-3100		Office and Operating		CUST#20090 GRAFITTI RE	24.31	
460155	Invoice	10/31/2022	CUST#20090 PROPANE TANK	0.00	89.42	
401-000-000-53480-3100		Office and Operating		CUST#20090 PROPANE TA	89.42	
460161	Invoice	10/31/2022	CUST#20090 CABLE TIES, EXT CORD, STAP	0.00	100.22	
001-142-000-51890-3115		Office and Operating-Civi		CUST#20090 CABLE TIES, E	100.22	
460166	Invoice	10/31/2022	CUST#20090 FOGGER, CMPND, PASTE	0.00	48.10	
402-400-000-53580-3100		Office and Operating		CUST#20090 FOGGER, CM	48.10	
202308	USABLUEBOOK	11/04/2022	Virtual Pay	0.00	535.05	APA001592
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
148524	Invoice	10/19/2022	CUST#925099 CHLORINE REAGENT SET	0.00	535.05	
401-000-000-53480-3100		Office and Operating		CUST#925099 CHLORINE R	535.05	
202340	UTILITIES UNDERGROUND LOCATIO	11/04/2022	Virtual Pay	0.00	63.21	APA001593
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2100226	Invoice	10/31/2022	ACCT#100100 EXCAVATION NOTIFICATION	0.00	63.21	
401-000-000-53480-4100		Professional Services/Adv		ACCT#100100 EXCAVATIO	21.07	
402-400-000-53580-4100		Professional Services/Adv		ACCT#100100 EXCAVATIO	21.07	
404-000-000-53180-4100		Prof Serv-Stormwater Im		ACCT#100100 EXCAVATIO	21.07	
203086	WABO	11/04/2022	Virtual Pay	0.00	304.18	APA001594
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
43276	Invoice	09/14/2022	CODE BOOKS	0.00	304.18	
001-140-000-55850-3100		Office and Operating		CODE BOOKS	304.18	
VEN01420	WASHINGTON CRANE & HOIST CO,	11/04/2022	Virtual Pay	0.00	3,606.72	APA001595
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0048896-IN	Invoice	10/25/2022	CUST# COS5SW ANNUAL INSPECTION	0.00	3,606.72	
402-400-000-53580-4800		Repairs and Maintenance		CUST# COS5SW ANNUAL I	3,606.72	
203780	WATER MGMNT LABORATORIES INC	11/04/2022	Virtual Pay	0.00	911.00	APA001596
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
206964	Invoice	10/24/2022	ACCT# AS201R 10/03 TESTS	0.00	515.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT# AS201R 10/03 TEST	515.00	
206965	Invoice	10/24/2022	ACCT#AS201R 10/04 TEST	0.00	30.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 10/04 TEST	30.00	
207105	Invoice	10/28/2022	ACCT#AS201R 10/03 TESTS	0.00	366.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 10/03 TEST	366.00	
053987	WESTBAY NAPA AUTO PARTS	11/04/2022	Virtual Pay	0.00	641.53	APA001597

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	
008122	Invoice	10/04/2022	ACCT#4296 CLEANING WIPES	0.00	5.92	
404-000-000-53180-3100		Office and Operating		ACCT#4296 CLEANING WI	5.92	
010925	Invoice	10/24/2022	ACCT#4296 UNIT 480 BRAKE PARTS	0.00	562.99	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 UNIT 480 BRA	562.99	
011695	Invoice	10/30/2022	ACCT#4296 UNIT 791 WIPERS, CLEANERS	0.00	72.62	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 UNIT 791 WIP	72.62	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	126	58	0.00	102,432.36
	126	**58**	**0.00**	**102,432.36**

	Virtual Payments	126	58	0.00	102,432.36

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2022	102,432.36
			102,432.36

CITY OF SHELTON, WASHINGTON - CITY COUNCIL
City Council Meeting Minutes
October 18, 2022 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

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

Personnel:
City Manager Jeff Niten
City Clerk Donna Nault
City Engineer Ken Gill
Stormwater Technician Kenny Oberg

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Councilmember McDowell
Roll Call: City Clerk Nault – All present

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 107682 through 107688 in the total amount of $24,712.61
2. Vouchers numbered APA001348 through APA001381 in the total amount of $37,309.67
3. Vouchers numbered 107714 through 107725 in the total amount of $30,402.52
4. Vouchers numbered APA001382 through APA001425 in the total amount of $186,202.79
5. Payroll warrants numbered 3917 through 3919 and 9137 through 9178 and 9179 through 9284. Warrants 107469 through 107488 in the amount of $860,889.86
6. Payroll warrants numbered 3920 through 3921 and 9285 through 9326 and 9327 through 9431. Warrants 107539 through 107558 in the amount of $859,366.01
7. Payroll warrants numbered 3922 and 9432 through 9472 and 9473 through 9582. Warrants 107613 through 107633 in the amount of $914,322.17
8. August Financial Status Report

A motion was made by Councilmember Gutierrez and seconded by Councilmember McDowell to approve the Consent Agenda as published. Passed.

GENERAL PUBLIC COMMENT

In-Person:
Dean Jewett
Jackie Jewett
Athena Ayres

Zoom:
Colleen Carmichael

Mayor Onisko recessed from the regular meeting and opened a Public Hearing.

DRAFT

BUSINESS AGENDA

1. Public Hearing Ordinance No. 1993-0922 Amending SMC Chapter 13.02 Related to Stormwater Regulation – Presented by City Engineer Ken Gill and Stormwater Technician Kenny Oberg

   Stormwater Technician Oberg discussed the Western Washington Phase II Municipal Stormwater Permit and a source control inspection program. Discussion followed. No public testimony. City Clerk Nault provided the reading of Ordinance No. 1993-0922.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to forward Ordinance No. 1993-0922 to the November 1, 2022 Council Meeting Action Agenda. Passed.

Mayor Onisko closed the Public Hearing and resumed the regular meeting.

ACTION AGENDA

1. LTAC Grant Recommendations – Presented by City Manager Jeff Niten

   City Manager Niten reviewed the Lodging Tax Advisory Committee's 2023 tourism grant fund recommendations. No discussion. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to accept the Lodging Tax Advisory Committee's recommendations for the 2023 tourism grants. Passed.

ADMINISTRATION REPORT – City Manager Jeff Niten

- Event - Spotlight Shelton
- Code Enforcement Division moved from Police Department to Community Development Department
- Review Looking Ahead

NEW ITEMS FOR DISCUSSION

Portable Toilets Downtown

ANNOUNCEMENT OF NEXT MEETING

Study Session – October 25, 2022 at 6:00 p.m.
City Council Meeting – November 1, 2022 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:45 p.m.

_____ _____

Mayor Eric Onisko City Clerk Donna Nault

DRAFT

CITY OF SHELTON, WASHINGTON - CITY COUNCIL
Study Session Special Meeting Minutes
October 25, 2022 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:
Mayor Eric Onisko
Deputy Mayor Joe Schmit
James Boad
Miguel Gutierrez
Kathy McDowell (Zoom)
Sharon Schirman (Zoom)

Personnel:
City Manager Jeff Niten
City Clerk Donna Nault
Public Works Director Jay Harris
City Engineer Ken Gill

CALL TO ORDER

Call to Order: 6:00 p.m.
Roll Call: Absent: Councilmember Deidre Peterson

STUDY AGENDA

1. Water Comprehensive Plan Update – Presented by City Engineer Ken Gill

An update of the Water System Comprehensive Plan was provided. Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 6:19 p.m.

_____ _____
Mayor Eric Onisko City Clerk Donna Nault

DRAFT

September 2022 Monthly Financial Report
City of Shelton, Washington

General Fund Overview

	2022 Revised Budget	2022 thru September	2022 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	15,123,340	11,742,676	15,400,030	276,690	1.8%
Expenditures	16,456,074	11,121,878	15,648,940	807,134	4.9%
Net Revenues Less Expenditures	(1,332,734)	620,797	(248,910)	1,083,824	
Beginnning Fund Balance	4,777,350		4,777,350		
Ending Fund Balance	3,444,616		4,528,440		
	20.9%		27.5%		
Ending Fund Balance Breakdown:					
Reserved - 20% of Budget	3,291,215		3,291,215		
Unreserved Fund Balance	153,401		1,237,225		
Total Fund Balance	**3,444,616**		**4,528,440**		

Summary

2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2020 and 2021 amounts included in this report are unaudited.

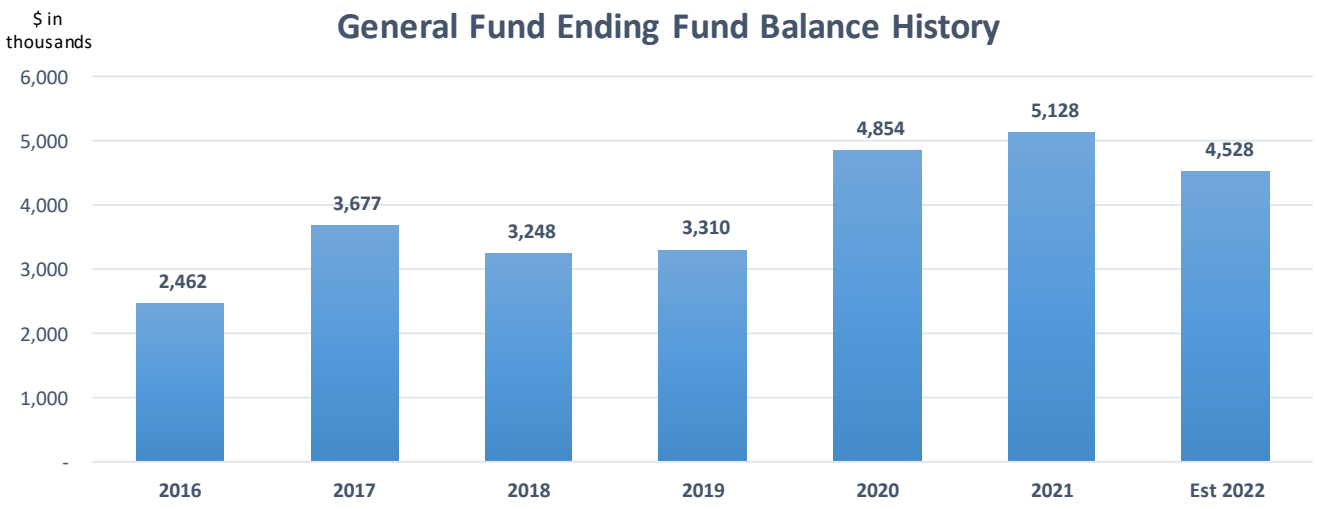
Analysis through Sepember shows an overall positive budget variance of $1.1 million.
General Fund Reserves are estimated to end the year at $4.5 million, or 27.5% of 2022 budgeted expenditures.

Revenue Overview

Revenues are currently estimated to end the year approximately $277 thousand, or 1.8% higher than budgeted.

Expenditure Overview

Expenditures are currently estimated to end the year approximately $807 thousand, or 4.9% lower than budgeted.



September 2022 Monthly Financial Report
City of Shelton, Washington

General Fund Overview - Revenues

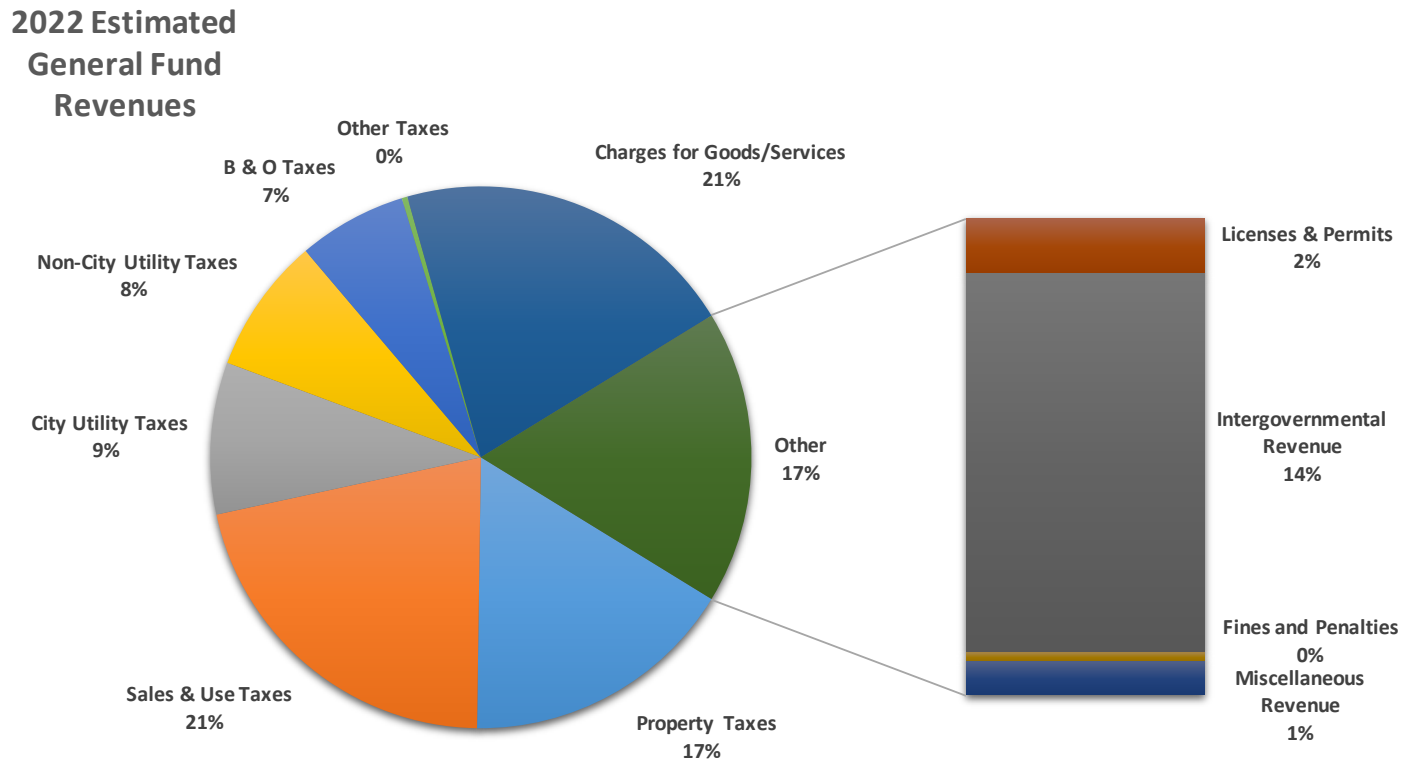
Revenue Categories	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,535,900	1,440,815	2,535,900	-	0.0%
Sales & Use	3,353,860	2,525,939	3,292,920	(60,940)	-1.8%
City Utility	1,225,750	1,099,807	1,395,770	170,020	13.9%
Non-City Utility	1,301,400	949,493	1,249,430	(51,970)	-4.0%
Business & Occupation	997,500	792,699	1,000,000	2,500	0.3%
Other	40,430	40,985	51,870	11,440	28.3%
Licenses & Permits	296,900	244,306	306,850	9,950	3.4%
Intergovernmental Revenue	1,963,910	2,044,685	2,141,260	177,350	9.0%
Charges for Goods/Services	3,201,890	2,394,696	3,176,180	(25,710)	-0.8%
Fines and Penalties	92,550	40,746	54,330	(38,220)	-41.3%
Miscellaneous Revenue	113,250	168,504	195,520	82,270	72.6%
Total Revenues	**15,123,340**	**11,742,676**	**15,400,030**	**276,690**	**1.8%**

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

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

Variance Notes

City Utility: Estimated to be over budget due to June 2021 solid waste utility tax payment that wasn't received until 2022
Miscellaneous: Over budget due to Police Department donations and AWC insurance refund



September 2022 Monthly Financial Report
City of Shelton, Washington

General Fund Overview - Expenditures

Department	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Administrative Services					
Human Resources	326,340	247,016	333,280	(6,940)	-2.1%
Information Technology	372,880	260,129	380,970	(8,090)	-2.2%
Risk Management	132,980	111,576	139,310	(6,330)	-4.8%
City Clerk	272,641	178,774	247,670	24,971	9.2%
City Council	73,540	61,991	81,320	(7,780)	-10.6%
City Manager					
City Manager	423,350	280,625	387,790	35,560	8.4%
Legal	345,870	198,787	289,300	56,570	16.4%
Detentions/Corrections-Contract	430,740	256,975	373,880	56,860	13.2%
Community Dev, Parks, Facilities					
Civic Center Activities	72,070	37,112	50,590	21,480	29.8%
Community Development	649,618	440,875	640,420	9,198	1.4%
Facility Services	675,460	469,177	677,390	(1,930)	-0.3%
Parks & Recreation	750,700	402,652	626,620	124,080	16.5%
Finance	1,218,630	742,776	1,098,150	120,480	9.9%
Fire & Emergency Services	1,652,740	1,264,073	1,682,250	(29,510)	-1.8%
Municipal Court	740,230	504,839	674,340	65,890	8.9%
Non-Departmental	3,460,293	2,220,062	3,293,030	167,263	4.8%
Police	3,921,664	2,779,792	3,779,100	142,564	3.6%
Public Works	936,328	664,650	893,530	42,798	4.6%
Total Expenditures	**16,456,074**	**11,121,878**	**15,648,940**	**807,134**	**4.9%**

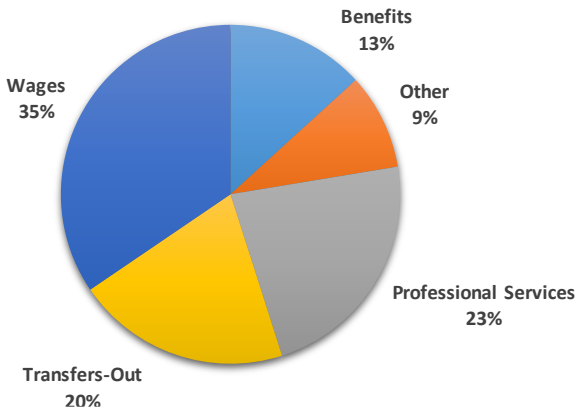
**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

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

Parks Department is below budget due to position not filled until late in year.

2022 Estimated General Fund Expenditures



September 2022 Monthly Financial Report
City of Shelton, Washington

General Fund Year-to-Year

	2020 Actual	2021 Actual	2022 Revised Budget	2022 thru September	2022 Est Actual
Beginning Fund Balance	**3,295,980**	**4,853,568**	**4,777,350**	**4,777,350**	**4,777,350**
Revenues					
Taxes:					
Property	2,495,035	2,502,891	2,535,900	1,440,815	2,535,900
Sales & Use	3,195,310	3,368,713	3,353,860	2,525,939	3,292,920
City Utility	1,182,935	1,241,561	1,225,750	1,099,807	1,395,770
Non-City Utility	1,138,999	1,165,125	1,301,400	949,493	1,249,430
Business & Occupation	810,806	980,007	997,500	792,699	1,000,000
Other	42,140	56,304	40,430	40,985	51,870
Licenses & Permits	344,354	281,260	296,900	244,306	306,850
Intergovernmental Revenue	1,191,866	2,240,637	1,963,910	2,044,685	2,141,260
Charges for Goods/Services	2,968,830	2,904,696	3,201,890	2,394,696	3,176,180
Fines and Penalties	85,070	78,453	92,550	40,746	54,330
Miscellaneous Revenue	281,387	141,622	113,250	168,504	195,520
Total Revenues	**13,736,732**	**14,961,268**	**15,123,340**	**11,742,676**	**15,400,030**
Expenditures					
Administrative Services					
Human Resources	259,988	259,811	326,340	247,016	333,280
Information Technology	811,857	279,243	372,880	260,129	380,970
Risk Management	95,234	115,849	132,980	111,576	139,310
City Clerk+	69,707	198,328	272,641	178,774	247,670
City Council	161,137	100,744	73,540	61,991	81,320
City Manager					
City Manager	429,282	385,264	423,350	280,625	387,790
Legal	315,307	286,726	345,870	198,787	289,300
Detentions/Corrections-Contract	331,015	314,238	430,740	256,975	373,880
Community Dev, Parks, Facilities					
Civic Center Activities	44,892	50,348	72,070	37,112	50,590
Community Development	551,607	547,944	649,618	440,875	640,420
Facility Services	516,129	524,991	675,460	469,177	677,390
Parks & Recreation	376,383	521,872	750,700	402,652	626,620
Finance	939,517	928,469	1,218,630	742,776	1,098,150
Fire & Emergency Services	1,626,514	1,560,701	1,652,740	1,264,073	1,682,250
Municipal Court	498,380	528,267	740,230	504,839	674,340
Non-Departmental	1,029,993	4,252,217	3,460,293	2,220,062	3,293,030
Police	3,451,151	3,482,542	3,921,664	2,779,792	3,779,100
Public Works	671,052	699,932	936,328	664,650	893,530
Total Expenditures	**12,179,144**	**15,037,485**	**16,456,074**	**11,121,878**	**15,648,940**
Net Revenues less Expenditures	1,557,588	(76,217)	(1,332,734)	620,797	(248,910)
Ending Fund Balance	**4,853,568**	**4,777,350**	**3,444,616**	**5,398,147**	**4,528,440**
General Fund Reserves	4,853,568	4,777,350	3,444,616		4,528,440
based on same year actuals/budget	39.9%	31.8%	20.9%		28.9%

+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revison costs.

September 2022 Monthly Financial Report
City of Shelton, Washington

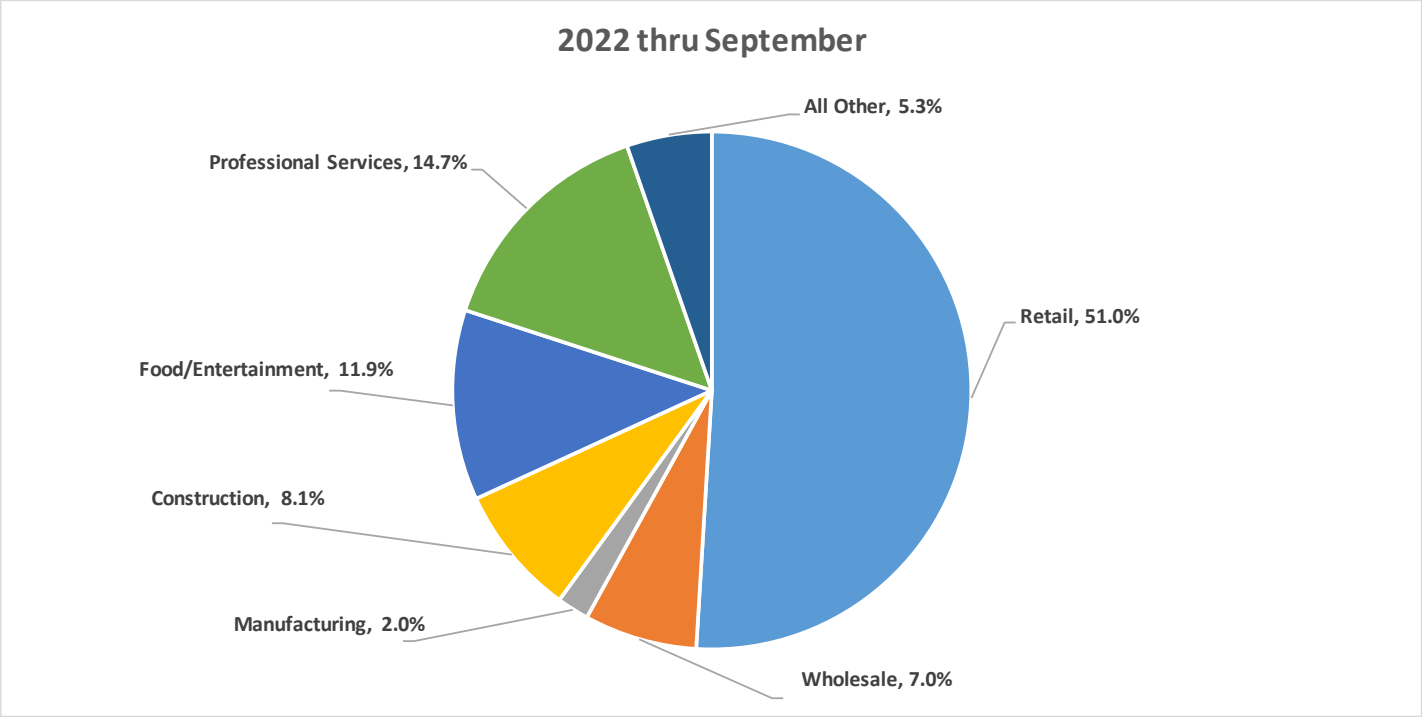
General Fund Month-to-Month

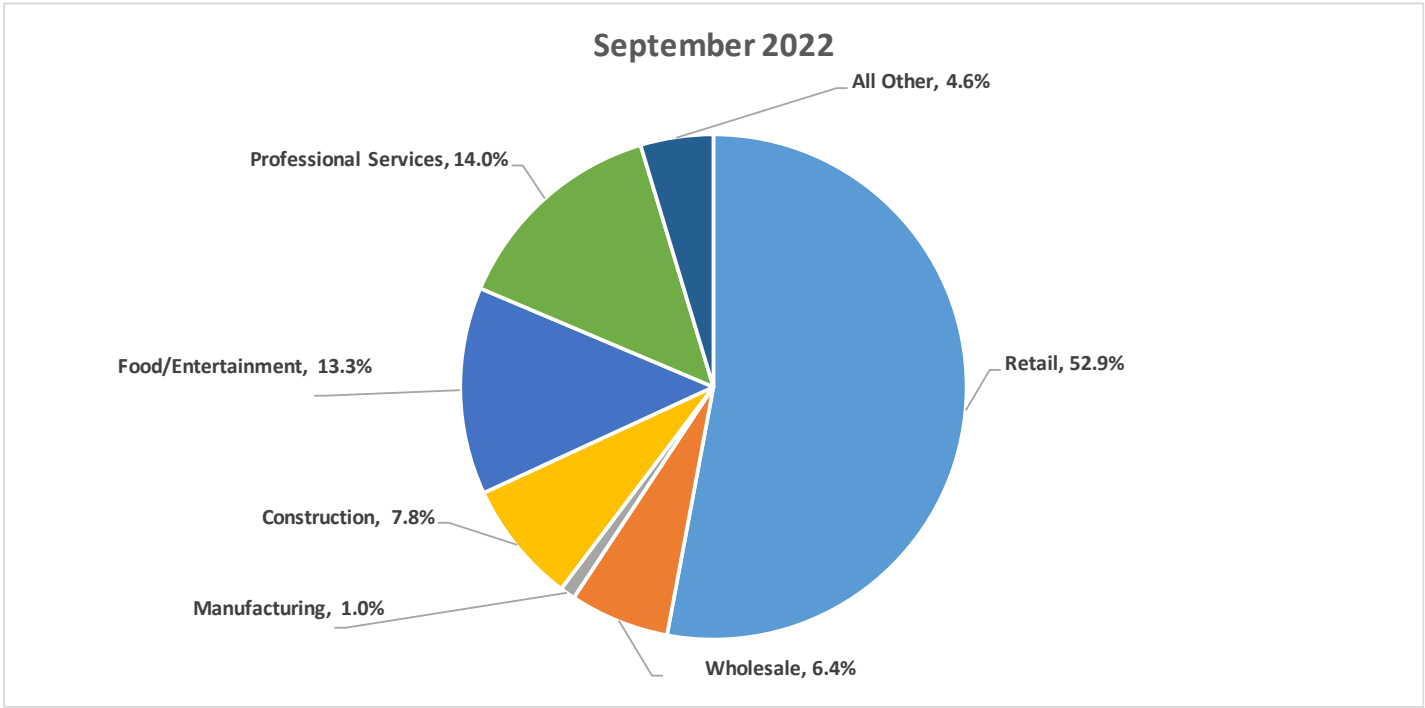
	2020 thru September	2021 thru September	2022 thru September	2022 - 2021 Variance		% of Budget
Revenues						
Taxes:						
Property	1,418,008	1,755,076	1,440,815	(314,261)	-17.9%	56.8%
Sales & Use	2,366,818	2,529,038	2,525,939	(3,099)	-0.1%	75.3%
City Utility	876,023	894,810	1,099,807	204,997	22.9%	89.7%
Non-City Utility	886,118	899,125	949,493	50,368	5.6%	73.0%
Business & Occupation	601,786	786,785	792,699	5,915	0.8%	79.5%
Other	27,650	35,812	40,985	5,174	14.4%	101.4%
Licenses & Permits	240,997	206,675	244,306	37,631	18.2%	82.3%
Intergovernmental Revenue	544,293	1,924,884	2,044,685	119,801	6.2%	104.1%
Charges for Goods/Services	2,235,757	2,137,400	2,394,696	257,296	12.0%	74.8%
Fines and Penalties	63,509	56,987	40,746	(16,241)	-28.5%	44.0%
Miscellaneous Revenue	188,530	108,201	168,504	60,303	55.7%	148.8%
Total Revenues	**9,449,489**	**11,334,792**	**11,742,676**	**407,884**	**3.6%**	**77.6%**
Expenditures						
Administrative Services						
Human Resources	198,695	190,623	247,016	56,393	29.6%	75.7%
Information Technology	228,468	202,361	260,129	57,768	28.5%	69.8%
Risk Management	82,283	94,242	111,576	17,333	18.4%	83.9%
City Clerk+	53,862	141,888	178,774	36,886	26.0%	65.6%
City Council	120,433	75,285	61,991	(13,294)	-17.7%	84.3%
City Manager						
City Manager	299,764	282,832	280,625	(2,207)	-0.8%	66.3%
Legal	236,060	199,391	198,787	(604)	-0.3%	57.5%
Detentions/Corrections-Contract	251,629	233,561	256,975	23,414	10.0%	59.7%
Community Dev, Parks, Facilities						
Civic Center Activities	33,968	38,715	37,112	(1,603)	-4.1%	51.5%
Community Development	419,822	398,235	440,875	42,640	10.7%	67.9%
Facility Services	379,476	388,059	469,177	81,118	20.9%	69.5%
Parks & Recreation	266,288	386,706	402,652	15,946	4.1%	53.6%
Finance	668,811	765,257	742,776	(22,481)	-2.9%	61.0%
Fire & Emergency Services	1,201,085	1,174,820	1,264,073	89,253	7.6%	76.5%
Municipal Court	366,603	395,837	504,839	109,002	27.5%	68.2%
Non-Departmental	238,225	2,579,766	2,220,062	(359,704)	-13.9%	64.2%
Police	2,558,983	2,638,891	2,779,792	140,901	5.3%	70.9%
Public Works	573,783	473,943	664,650	190,707	40.2%	71.0%
Total Expenditures	**8,178,240**	**10,660,410**	**11,121,878**	**461,468**	**4.3%**	**67.6%**

+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revison costs.

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 September which is 75.0% of the year.

Sales Tax Breakdown by Type





Fund Balances

Fund	2022 Beginning Fund Balance	2022 Estimated Revenue	2022 Estimated Expenditure	2022 Estimated Fund Balance	$ Change	% Change
City-wide Fund Balances						
General Fund	4,777,350	15,400,030	15,648,940	4,528,440	(248,910)	-5.2%
Street Fund	423,415	1,901,240	1,986,890	337,765	(85,650)	-20.2%
Capital Resource Funds						
Real Estate Excise Tax -1	356,027	183,400	46,830	492,597	136,570	38.4%
Real Estate Excise Tax -2	395,753	183,500	-	579,253	183,500	46.4%
Transport Benefit District	1,302,997	506,500	385,390	1,424,107	121,110	9.3%
Traffic Impact Fees	997,437	100,290	414,100	683,627	(313,810)	-31.5%
General Resources	1,649,409	2,242,390	2,674,330	1,217,469	(431,940)	-26.2%
Tourism Fund	89,620	59,675	65,758	83,537	(6,083)	-6.8%
Bond Fund	7,618	177,380	177,300	7,698	80	1.1%
Capital Improvement Fund	879,714	1,651,340	1,387,940	1,143,114	263,400	29.9%
Water Fund	1,650,758	2,854,060	2,817,980	1,686,838	36,080	2.2%
Water Capital Fund	1,146,128	1,687,344	1,162,740	1,670,732	524,604	45.8%
Sewer Fund	3,664,095	6,878,580	6,425,430	4,117,245	453,150	12.4%
Sewer Capital Fund	1,308,976	810,000	1,190,410	928,566	(380,410)	-29.1%
Solid Waste Fund	1,015,514	65,970	215,200	866,284	(149,230)	-14.7%
Storm Drainage Fund	391,777	1,426,970	1,260,810	557,937	166,160	42.4%
Storm Drainage Capital Fund	25,871	413,000	413,000	25,871	-	0.0%
Payroll Benefits Fund	167,652	113,440	90,730	190,362	22,710	13.5%
Equipment Rental Fund	593,494	672,250	887,700	378,044	(215,450)	-36.3%
Firefighters Pension Fund	479,800	11,830	74,180	417,450	(62,350)	-13.0%
Library Endowment Fund	122,099	650	-	122,749	650	0.5%
City-wide Fund Totals	**21,445,504**	**37,339,839**	**37,325,658**	**21,459,685**	**14,181**	**0.1%**

September 2022 Monthly Financial Report
City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
General Fund					
Taxes	9,454,840	6,849,739	9,525,890	71,050	0.8%
Licenses & Permits	296,900	244,306	306,850	9,950	3.4%
Intergovernmental Revenue	1,963,910	2,044,685	2,141,260	177,350	9.0%
Charges for Goods/Services	3,201,890	2,394,696	3,176,180	(25,710)	-0.8%
Fines and Penalties	92,550	40,746	54,330	(38,220)	-41.3%
Miscellaneous Revenue	113,250	168,504	195,520	82,270	72.6%
Total Revenues	**15,123,340**	**11,742,676**	**15,400,030**	**276,690**	**1.8%**
Wages	5,650,500	3,902,045	5,400,630	249,870	4.4%
Benefits	2,311,350	1,522,535	2,069,620	241,730	10.5%
Professional Services	3,629,306	2,450,746	3,551,200	78,106	2.2%
Transfers-Out	3,397,793	2,121,270	3,193,710	204,083	6.0%
Other	1,467,125	1,125,282	1,433,780	33,345	2.3%
Total Expenditures	**16,456,074**	**11,121,878**	**15,648,940**	**807,134**	**4.9%**
Net Revenues Less Expenditures	**(1,332,734)**	**620,797**	**(248,910)**	**1,083,824**	
Street Fund					
Taxes	675,000	513,557	665,000	(10,000)	-1.5%
Licenses & Permits	5,500	11,671	13,000	7,500	136.4%
Intergovernmental Revenue	214,000	158,860	198,710	(15,290)	-7.1%
Charges for Goods/Services	56,120	41,340	55,120	(1,000)	-1.8%
Miscellaneous Revenue	1,500	34,899	34,900	33,400	2226.7%
Transfers In	934,510	-	934,510	-	0.0%
Total Revenues	**1,886,630**	**760,326**	**1,901,240**	**14,610**	**0.8%**
Wages	336,610	244,150	325,520	11,090	3.3%
Benefits	159,370	113,436	151,270	8,100	5.1%
Professional Services	174,990	182,363	243,150	(68,160)	-39.0%
Transfers-Out	500,000	-	500,000	-	0.0%
Other	825,240	587,079	766,950	58,290	7.1%
Total Expenditures	**1,996,210**	**1,127,028**	**1,986,890**	**9,320**	**0.5%**
Net Revenues Less Expenditures	**(109,580)**	**(366,702)**	**(85,650)**	**23,930**	
Capital Resources - Real Estate Excise Tax - 1 (REET-1)					
Taxes	52,500	150,490	180,000	127,500	242.9%
Miscellaneous Revenue	-	3,195	3,400	3,400	
Total Revenues	**52,500**	**153,684**	**183,400**	**130,900**	**249.3%**
Transfers-Out	46,830	11,999	46,830	-	0.0%
Total Expenditures	**46,830**	**11,999**	**46,830**	**-**	**0.0%**
Net Revenues Less Expenditures	**5,670**	**141,685**	**136,570**	**130,900**	

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

City-Wide Overview - Revenues & Expenditures

Fund	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Capital Resources - Real Estate Excise Tax - 2 (REET-2)					
Taxes	52,500	150,490	180,000	127,500	242.9%
Miscellaneous Revenue	-	3,473	3,500	3,500	
Total Revenues	**52,500**	**153,963**	**183,500**	**131,000**	**249.5%**
Total Expenditures	**-**	**-**	**-**	**-**	
Net Revenues Less Expenditures	**52,500**	**153,963**	**183,500**	**131,000**	
Capital Resources -Transportation Benefit District (TBD)					
Miscellaneous Revenue	-	6,306	6,500	6,500	
Transfers In	500,000	-	500,000	-	0.0%
Total Revenues	**500,000**	**6,306**	**506,500**	**6,500**	**1.3%**
Transfers-Out	385,390	385,390	385,390	-	0.0%
Total Expenditures	**385,390**	**385,390**	**385,390**	**-**	**0.0%**
Net Revenues Less Expenditures	**114,610**	**(379,084)**	**121,110**	**6,500**	
Capital Resources - Traffic Impact Fees (TIF)					
Charges for Goods/Services	80,000	94,890	94,890	14,890	18.6%
Miscellaneous Revenue	-	4,770	5,400	5,400	
Total Revenues	**80,000**	**99,660**	**100,290**	**20,290**	**25.4%**
Transfers-Out	414,100	414,100	414,100	-	0.0%
Total Expenditures	**414,100**	**414,100**	**414,100**	**-**	**0.0%**
Net Revenues Less Expenditures	**(334,100)**	**(314,440)**	**(313,810)**	**20,290**	
Capital Resources - General					
Intergovernmental Revenue	445,780		445,780	-	0.0%
Miscellaneous Revenue	-	7,798	8,000	8,000	
Transfers In	1,488,610	1,788,613	1,788,610	300,000	20.2%
Total Revenues	**1,934,390**	**1,796,411**	**2,242,390**	**308,000**	**15.9%**
Transfers-Out	2,139,500	2,139,500	2,139,500	-	0.0%
Other	534,830	89,049	534,830	-	0.0%
Total Expenditures	**2,674,330**	**2,228,549**	**2,674,330**	**-**	**0.0%**
Net Revenues Less Expenditures	**(739,940)**	**(432,138)**	**(431,940)**	**308,000**	
Tourism Fund					
Taxes	48,000	45,452	59,000	11,000	22.9%
Miscellaneous Revenue	100	571	675	575	575.0%
Total Revenues	**48,100**	**46,022**	**59,675**	**11,575**	**24.1%**
Professional Services	65,758	33,789	65,758	-	0.0%
Total Expenditures	**65,758**	**33,789**	**65,758**	**-**	**0.0%**
Net Revenues Less Expenditures	**(17,658)**	**12,234**	**(6,083)**	**11,575**	

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

City-Wide Overview - Revenues & Expenditures

Fund	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Bond Fund					
Taxes	-	79	80	80	
Transfers In	177,300	46,150	177,300	-	0.0%
Total Revenues	**177,300**	**46,229**	**177,380**	**80**	**0.0%**
Other	177,300	46,150	177,300	-	0.0%
Total Expenditures	**177,300**	**46,150**	**177,300**	**-**	**0.0%**
Net Revenues Less Expenditures	**-**	**79**	**80**	**80**	
Capital Improvement Fund					
Intergovernmental Revenue	1,974,310	55,898	519,300	(1,455,010)	-73.7%
Charges for Goods/Services	59,000	-	59,000	-	0.0%
Transfers In	1,403,043	1,073,043	1,073,040	(330,003)	-23.5%
Total Revenues	**3,436,353**	**1,128,941**	**1,651,340**	**(1,785,013)**	**-51.9%**
Professional Services	-	93,325	124,430	(124,430)	
Other	3,136,353	557,938	1,263,510	1,872,843	1.3%
Total Expenditures	**3,136,353**	**651,262**	**1,387,940**	**1,748,413**	**55.7%**
Net Revenues Less Expenditures	**300,000**	**477,679**	**263,400**	**(36,600)**	
Water Fund					
Charges for Goods/Services	2,596,210	2,112,320	2,687,780	91,570	3.5%
Miscellaneous Revenue	46,100	143,008	166,280	120,180	260.7%
Total Revenues	**2,642,310**	**2,255,329**	**2,854,060**	**211,750**	**8.0%**
Wages	591,090	396,872	555,680	35,410	6.0%
Benefits	259,560	174,908	233,200	26,360	10.2%
Professional Services	103,940	120,668	159,240	(55,300)	-53.2%
Transfers-Out	172,844	172,844	172,840	4	0.0%
Other	1,692,520	1,107,751	1,697,020	(4,500)	-0.3%
Total Expenditures	**2,819,954**	**1,973,043**	**2,817,980**	**1,974**	**0.1%**
Net Revenues Less Expenditures	**(177,644)**	**282,286**	**36,080**	**213,724**	
Water Capital Fund					
Intergovernmental Revenue	1,050,000	-	-	(1,050,000)	**-100.0%**
Transfers In	1,687,344	1,687,344	1,687,344	-	0.0%
Total Revenues	**2,737,344**	**1,687,344**	**1,687,344**	**(1,050,000)**	**-38.4%**
Other	2,737,344	780,040	1,162,740	1,574,604	57.5%
Total Expenditures	**2,737,344**	**780,040**	**1,162,740**	**1,574,604**	**57.5%**
Net Revenues Less Expenditures	**-**	**907,304**	**524,604**	**524,604**	

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

September 2022 Monthly Financial Report
City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Sewer Fund					
Intergovernmental Revenue	-	16,381	16,380	16,380	
Charges for Goods/Services	6,234,660	4,939,006	6,401,250	166,590	2.7%
Miscellaneous Revenue	133,000	343,078	460,950	327,950	246.6%
Total Revenues	**6,367,660**	**5,298,465**	**6,878,580**	**510,920**	**8.0%**
Wages	788,100	569,042	814,160	(26,060)	-3.3%
Benefits	369,070	264,888	353,180	15,890	4.3%
Professional Services	339,000	232,773	310,380	28,620	8.4%
Transfers-Out	153,928	410,000	410,000	(256,072)	-166.4%
Other	4,800,050	3,647,339	4,537,710	262,340	5.5%
Total Expenditures	**6,450,148**	**5,124,042**	**6,425,430**	**24,718**	**0.4%**
Net Revenues Less Expenditures	**(82,488)**	**174,423**	**453,150**	**535,638**	
Sewer Capital Fund					
Intergovernmental Revenue	2,050,000	-	-	(2,050,000)	-100.0%
Transfers In	553,928	810,000	810,000	256,072	46.2%
Total Revenues	**2,603,928**	**810,000**	**810,000**	**256,072**	**9.8%**
Other	2,603,928	701,981	1,190,410	1,413,518	54.3%
Total Expenditures	**2,603,928**	**701,981**	**1,190,410**	**1,413,518**	**54.3%**
Net Revenues Less Expenditures	**-**	**108,019**	**(380,410)**	**(380,410)**	
Solid Waste Fund					
Intergovernmental Revenue	600,000	53,127	59,450	(540,550)	-90.1%
Miscellaneous Revenue	-	5,446	6,520	6,520	
Total Revenues	**600,000**	**58,573**	**65,970**	**(534,030)**	**-89.0%**
Professional Services	300,000	84,302	112,400	187,600	62.5%
Other	986,540	2,100	102,800	883,740	89.6%
Total Expenditures	**1,286,540**	**86,402**	**215,200**	**1,071,340**	**83.3%**
Net Revenues Less Expenditures	**(686,540)**	**(27,829)**	**(149,230)**	**537,310**	
Storm Drainage Fund					
Intergovernmental Revenue	25,000	2,016	4,830	(20,170)	-80.7%
Charges for Goods/Services	1,537,340	1,093,492	1,415,640	(121,700)	-7.9%
Miscellaneous Revenue	500	5,384	6,500	6,000	1200.0%
Total Revenues	**1,562,840**	**1,100,893**	**1,426,970**	**(135,870)**	**-8.7%**
Wages	491,780	215,855	317,810	173,970	35.4%
Benefits	217,980	95,123	126,810	91,170	41.8%
Professional Services	93,230	30,978	73,400	19,830	21.3%
Transfers-Out	95,035	95,035	188,000	(92,965)	-97.8%
Other	583,810	418,883	554,790	29,020	5.0%
Total Expenditures	**1,481,835**	**855,874**	**1,260,810**	**221,025**	**14.9%**
Net Revenues Less Expenditures	**81,005**	**245,019**	**166,160**	**85,155**	
Storm Drainage Capital Fund					
Transfers In	320,035	320,035	413,000	92,965	29.0%
Total Revenues	**320,035**	**320,035**	**413,000**	**92,965**	**29.0%**
Other	320,035	3,874	413,000	(92,965)	-29.0%
Total Expenditures	**320,035**	**3,874**	**413,000**	**(92,965)**	**-29.0%**
Net Revenues Less Expenditures	**-**	**316,161**	**-**	**-**	

Storm Drainage Capital Fund Notes

Cota Street Parking Lot project is above budget. Additional costs will be in supplemental budget with transfer from operations.

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

City-Wide Overview - Revenues & Expenditures

Fund	2022 Revised Budget	2022 thru September	2022 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Payroll Benefits Fund					
Charges for Goods/Services	40,000	34,324	45,770	5,770	14.4%
Miscellaneous Revenue	350	977	1,100	750	214.3%
Transfers In	160,650	24,953	66,570	(94,080)	-58.6%
Total Revenues	**201,000**	**60,254**	**113,440**	**(87,560)**	**-43.6%**
Benefits	201,000	44,354	90,730	110,270	54.9%
Total Expenditures	**201,000**	**44,354**	**90,730**	**110,270**	**54.9%**
Net Revenues Less Expenditures	**-**	**15,900**	**22,710**	**22,710**	
Payroll Benefits Fund Notes					
Revenues & Expenditures: Estimated expenditures for benefits have decreased and transfers in are adjusted accordingly.					
Equipment Maint & Rental Fund					
Intergovernmental Revenue	-	-	-	-	
Charges for Goods/Services	578,000	515,434	668,910	90,910	15.7%
Miscellaneous Revenue	5,000	2,507	3,340	(1,660)	-33.2%
Total Revenues	**583,000**	**517,941**	**672,250**	**89,250**	**15.3%**
Wages	95,210	71,356	95,140	70	0.1%
Benefits	46,890	34,523	46,030	860	1.8%
Professional Services	36,510	23,088	30,780	5,730	15.7%
Other	713,840	450,873	715,750	(1,910)	-0.3%
Total Expenditures	**892,450**	**579,840**	**887,700**	**4,750**	**0.5%**
Net Revenues Less Expenditures	**(309,450)**	**(61,899)**	**(215,450)**	**94,000**	
Firefighter's Pension Fund					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	12,000	11,283	11,830	(170)	-1.4%
Transfers In	80,000	-	-	(80,000)	-100.0%
Total Revenues	**92,100**	**11,283**	**11,830**	**(80,270)**	**-87.2%**
Benefits	97,100	54,127	74,180	22,920	23.6%
Professional Services	5,000	-	-	5,000	100.0%
Total Expenditures	**102,100**	**54,127**	**74,180**	**27,920**	**27.3%**
Net Revenues Less Expenditures	**(10,000)**	**(42,844)**	**(62,350)**	**(52,350)**	
Firefighters Pension Fund Notes					
Revenues: Current estimate does not include a transfer-in from general fund in 2022.					
Library Endowment Fund					
Miscellaneous Revenue	1,600	638	650	(950)	-59.4%
Total Revenues	**1,600**	**638**	**650**	**(950)**	**-59.4%**
Total Expenditures	**-**	**-**	**-**	**-**	
Net Revenues Less Expenditures	**1,600**	**638**	**650**	**(950)**	

**2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.*

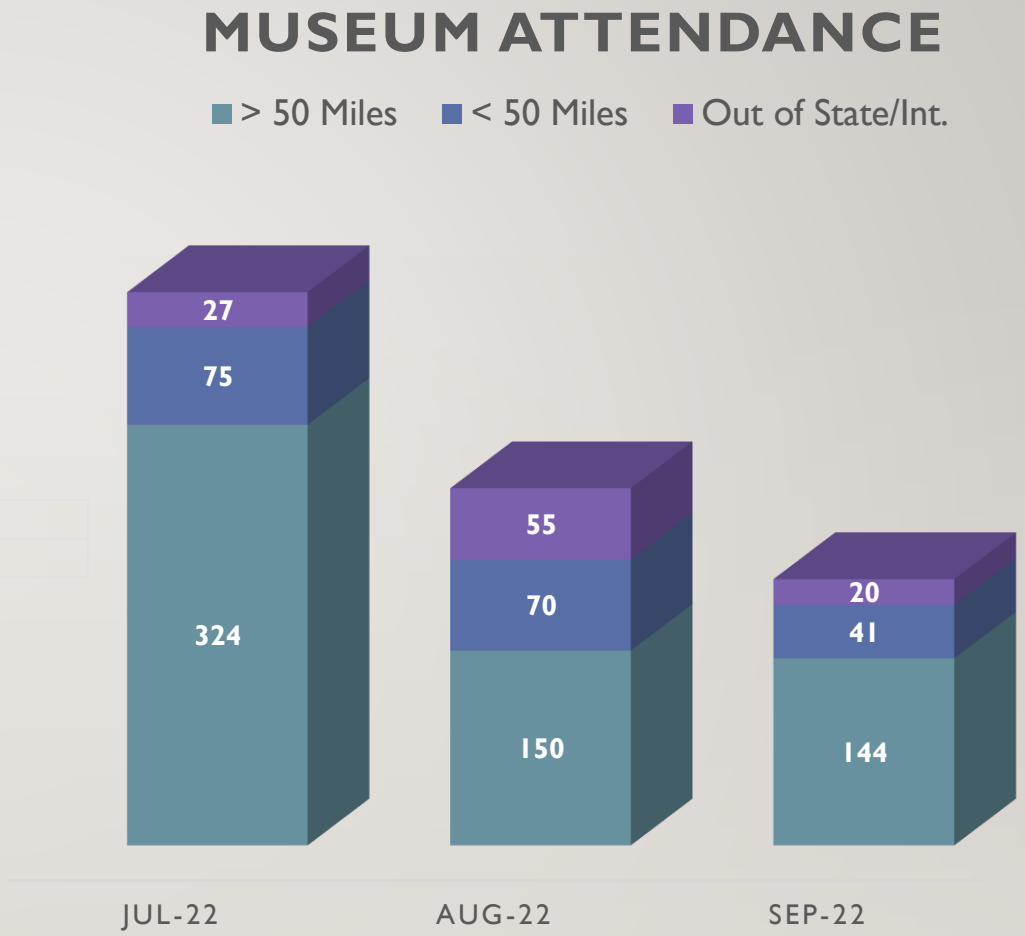
MASON COUNTY HISTORICAL MUSEUM

LODGING TAX REPORT - THIRD QUARTER 2022

ELIZABETH ARBAUGH, EXECUTIVE DIRECTOR

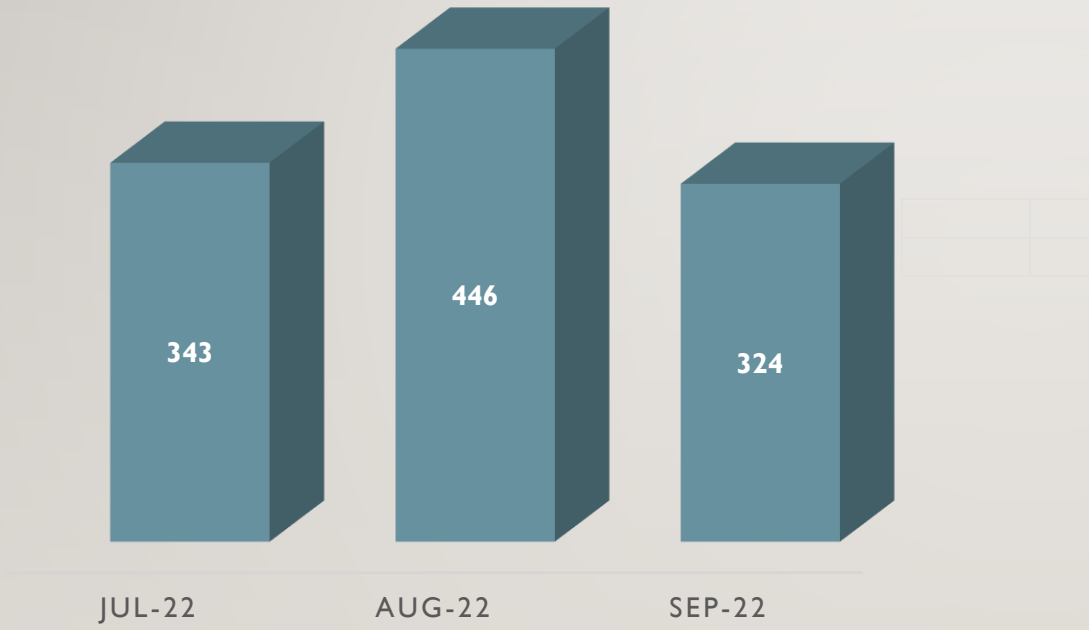
QUARTER 3 - 2022

	< 50 Miles	>50 Miles	Out of State/ International	Total
July	324	75	27	426
August	150	70	55	275
September	144	41	20	205
			Q 3 total in-person visits	**906**



WEBSITE TRAFFIC

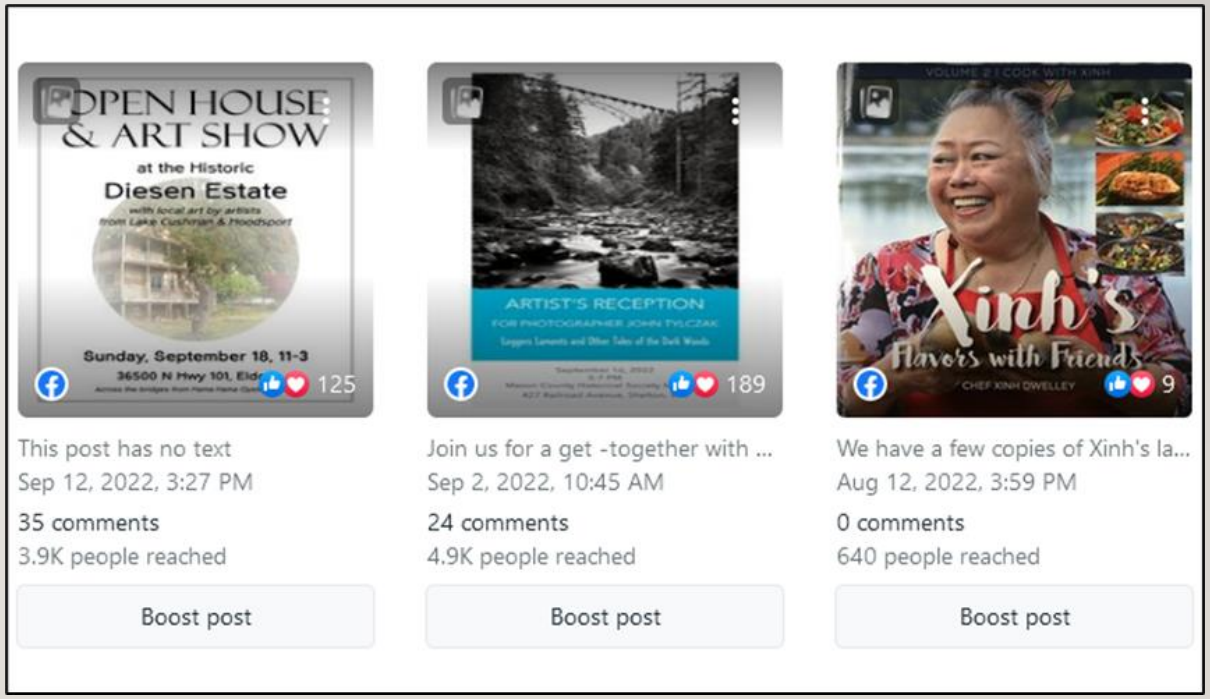
WWW.MASONCOUNTYHISTORICALSOCIETY.ORG



- 1113 Unique Users for 3rd quarter of 2022.
- $1600 in online sales of memberships, local history books and donations.
- Online sales were 137 % higher than previous quarter.

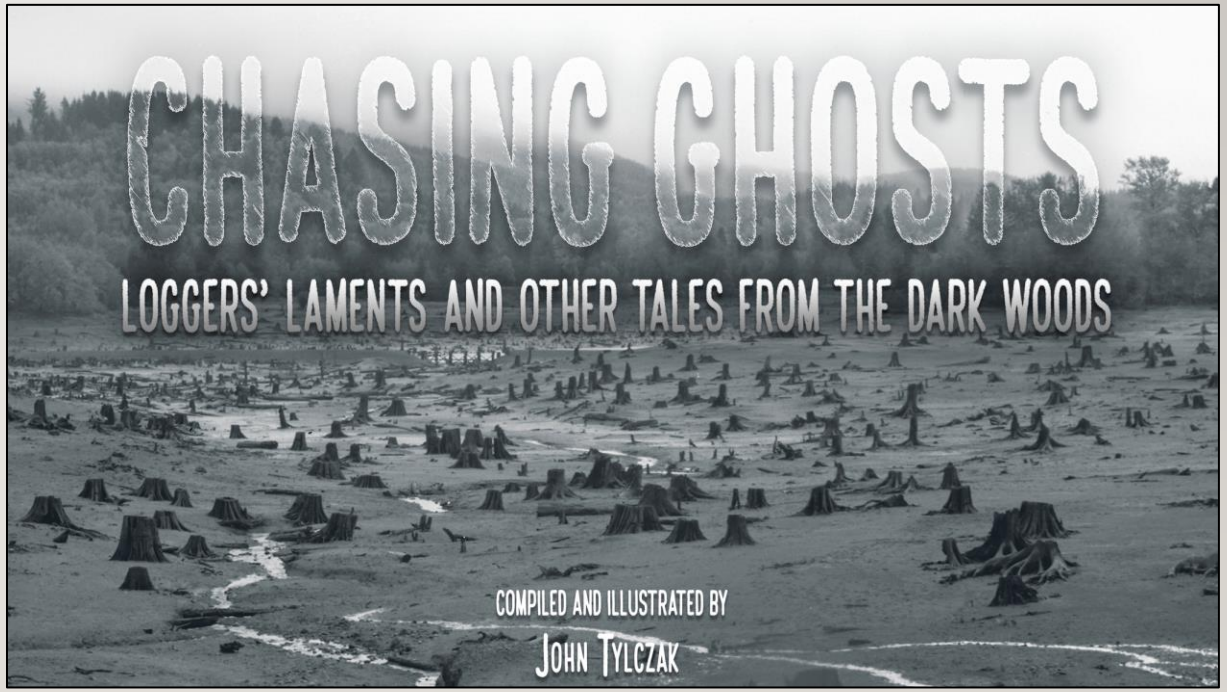
THE MASON COUNTY HISTORICAL MUSEUM HAS 3316 FOLLOWERS ON FACE BOOK

The latest three Face Book posts reached just under 10,000 people with 800 engagements.



THE MUSEUM HOSTED A RECEPTION FOR PHOTOGRAPHER JOHN TYLZCAK ON SEPTEMBER 15, 2022

- Special events at the museum bring both local residents and visitors from outside the area to dine locally and stay overnight.
- The museum plans on several special exhibits a year to highlight unique aspects of the collection.
- These events bring a new audiences to museum.



IMPRESSIONS OF HOOD CANAL –
ART OF THE DALBY FAMILY AND FRIENDS

OPENING NOVEMBER 15, 2022

- This exhibit will focus on the paintings of the artist of Ethel Dalby (1893-1980)
- It will include the work of her son, painter Fritz Dalby, granddaughter Valerie Johnson and other artists of the period, Waldo Chase, Orre Nobles and Edgar Forkner.
- This collection of 17 paintings were a gift of Charles Johnson, formerly of Union.

THE HISTORICAL SOCIETY CAR SHOW WILL RETURN IN JUNE 2023

- This signature event has brought thousands of people to downtown Shelton for 19 years.
- The car show has been the primary fundraiser for the museum for 19 years.
- It will be a joint venture with the Salish Sea Rotary Club of Mason County.

THANK YOU FOR YOUR CONTINUED SUPPORT OF THE MASON COUNTY HISTORICAL SOCIETY MUSEUM.

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F1)

Touch Date: 11/07/2022
Brief Date: 11/15/2022
Action Date: 12/6/2022

Department: Executive

Presented By: Mary Ricker, Communications Specialist

APPROVED FOR COUNCIL PACKET:

ROUTE TO: **REVIEWED:**

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

PROGRAM/PROJECT TITLE:
Community Calendar Policy

ATTACHMENTS:
Proposed Community Calendar Policy

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:
Staff have identified a need for a special event/community events calendar for residents, visitors, and businesses to be able to access curated community event information in one place. We regularly receive phone calls from individuals looking for event information, and field requests from event organizers for assistance with informing the public about what is going on around town.

The proposed community calendar would be hosted on the City's website. An interested community member would complete a brief event request form (also available on the City website) which would then be reviewed by City staff. Criteria for "acceptable" and "unacceptable" events would also be publicly available and used for review by City staff. Event applicants would be notified via email when the event is posted, or if their application has been rejected.

ANALYSIS/OPTIONS/ALTERNATIVES:
N/A

BUDGET/FISCAL INFORMATION:
N/A

PUBLIC INFORMATION REQUIREMENTS:
None

STAFF RECOMMENDATION/MOTION:
"I move to forward the Proposed Community Calendar Policy to the Action Agenda for the December 6 Council meeting for further consideration."

POLICY AND PROCEDURE

SUBJECT:	GROUP:	NUMBER:
Community Calendar Policy	Administration	
EFFECTIVE DATE:	**SUPERSEDES:**	
PREPARED BY: Mary Ricker	**APPROVED BY:**	

1.0 PURPOSE:

The purpose of this policy is to establish a standard operating procedure and posting guidelines/procedures for a community events calendar for the City of Shelton.

2.0 DEPARTMENTS AFFECTED:

All departments.

3.0 REFERENCES:

None.

4.0 POLICY:

There is a need in our community for a special/community events calendar for residents, visitors, and businesses to be able to access curated community event information in one place. Community events are an integral part of Shelton—from major events like the Mason County Forest Festival and Christmastown USA to smaller events from organizations like the EDC, Chamber of Commerce, and Shelton School District.

5.0 PROCEDURE:

Any interested community member will complete the event request form, available on the City of Shelton's website. Event applicants must include a first and last name, phone number, and e-mail address. Anonymous postings are not permitted.

Submitted event request forms will be reviewed by City staff. Events must be submitted no later than fourteen (14) calendar days prior to the event date. City staff will review requests within seven (7) days of submission.

Providing the event request matches required criteria, City staff will approve the posting. Event applicant is notified via e-mail when the event is posted on the City of Shelton Community Calendar.

The City will reserve the right to make changes or corrections to any requested posting as deemed necessary.

Acceptable Events

Events submitted to the community calendar must meet the following criteria:

1) Be open to the general public for attendance

2) Be physically located within the Shelton Urban Growth Boundary

3) Must meet at least one of the following criteria:

- Organized or funded by another government agency;
- Organized by a City-affiliated group;
- An organization identified as eligible for City funding or community groups;
    - Funded in full, or in part, by the City;
    - Sponsored by the City
- Organized by a charitable organization with a registered charitable number and operating within the City;
- Organized by a service club operating within the City that performs work which benefits City residents;
- Organized by a business improvement area for general promotional purposes;
- Located in a facility owned or leased by the City;
- Is an appropriate, family-safe community event that is not-for-profit and open to all members of the public (all-ages).

Unacceptable Events

Events submitted for posting containing any of the following shall not be approved for posting:

1) Profane language or content

2) Sexual content or links to sexual content

3) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability, immigration status, or sexual orientation

4) Solicitations of commerce (ex: yard sales, sidewalk sales, grand openings, etc.)

5) Election and political advocacy

6) Information that may tend to compromise the safety or security of the public or public systems

7) Content that violates a legal ownership interest of any other party

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F2)

Touch Date: 10/18/2022
Brief Date: 11/15/2022
Action Date: 12/06/2022

Department: Parks, Recreation and Facilities

Presented By: Mark Ziegler

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:		**REVIEWED:**
☒	Dept. Head	_____
☐	Finance Director	_____
☒	Attorney	_____
☒	City Clerk	_____
☐	City Manager	_____

PROGRAM/PROJECT TITLE:
Park and Open Space Requirements for Residential Subdivisions

ATTACHMENTS:
Ordinance No. 1994-0922

☒	Ordinance
☐	Resolution
☒	Motion
☐	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:
Current Shelton Municipal Code language is vague as to the specific standards to provide parks and open space for residential subdivisions. Through the Washington State Environmental Policy Act the City is required to review and assess the impacts of development and require mitigation of such impacts. These impacts are often seen in traffic, utilities, and environmental concerns, but parks and open space are also impacted as residential growth occurs. As this growth occurs the City and Park District are not able to meet the adopted standards without supplemental funding and/or requiring the mitigation from developers.

The proposed revisions better align with the adopted Parks, Recreation, Open Space, and Trails Plan. Codifying the 5 acres per 1,000 residential standard and the typical improvements that would be seen in neighborhood parks provide for certainty to the developers and City alike. The newly created parks would typically be operated and managed through a Homeowners Association.

ANALYSIS/OPTIONS/ALTERNATIVES:
None

BUDGET/FISCAL INFORMATION:
None

PUBLIC INFORMATION REQUIREMENTS:
SEPA determination and Washington State Dept. of Commerce 60-day review.

STAFF RECOMMENDATION/MOTION:
Staff recommends: "I move to forward Ordinance No. 1994-0922 to the December 6th action agenda for further consideration."

ORDINANCE NO. 1994-0922

AN- ORDINANCE OF THE CITY OF SHELTON, WASHINGTON AMENDING SECTIONS 19.16.040 AND 19.27.010 OF THE SHELTON MUNICIPAL CODE RELATING TO PARK AND OPEN SPACE AREA REQUIREMENTS FOR RESIDENTIAL SUBDIVISIONS

WHEREAS, RCW 58.17.110 requires property owners who subdivide their land to make adequate provision for parks and recreation; and

WHEREAS, clearer standards are needed to establish what will satisfy the requirement to make adequate provision for parks and recreation; and

WHEREAS, the City is required to plan under Chapter 36.70A RCW, the Growth Management Act; and

WHEREAS, this ordinance is consistent with the City's Parks, Recreation, Open Space and Trails Plan, which is an element of the City's Comprehensive Plan; and

WHEREAS, in accordance with RCW 36.70A.106 and WAC 365-196-630, a notice of intent to adopt the proposed new development regulations was sent to the State of Washington Department of Commerce and to other state agencies on November 3, 2022 to allow for a sixty-day review and comment period, which comment period ended prior to adoption of this ordinance; and

WHEREAS, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act (Chapter 43.21CRCW), pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance (DNS) was issued on November 23, 2022; and

WHEREAS, the Parks and Recreation Citizens Advisory Committee was briefed on the proposed code amendment on September 10, 2022 and approved a motion supporting adoption of the proposed amendments; and

WHEREAS, the City Council reviewed the proposed code amendment at the October 18, 2022 City Council meeting; and

WHEREAS, the proposed code amendments were approved by the City Council on February 16, 2021; and

WHEREAS, the City Council finds that the provisions of this ordinance are in the best interest of and protect the health, safety, and welfare of the residents of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHELTON, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 19.16.040C(18) of the Shelton Municipal Code is hereby amended and is to read as follows:

18. Provisions for Parks and Open Space. The subdivider shall make adequate provision for playgrounds, parks and recreation. This shall be demonstrated by including a minimum amount of park space

equivalent to five acres per 1,000 residents to reside in the subdivision, based on the average family size as indicated in the most recent census. The preliminary plat shall show the location, size, and proposed improvements of all park facilities to be included in the plat. The first up to two acres of park space must be designated for active recreation uses such as playgrounds, sport courts, fields sufficient in size to allow for sports and active play, community gardens, and multi-use trails meeting WSDOT standards. If a subdivider is required, due to the number of residents in the subdivision, to designate more than two acres, the remainder of the designated area may, at the subdivider's option, be designated for active recreation or for passive recreational uses like walking, hiking, picnicking, and birdwatching. Parkland proposed for passive recreational uses shall include usable features such as unpaved trails, picnic tables, and/or landscaped areas with benches.

All parks and open space areas proposed for active use shall be located in an accessible and usable portion of the site (not within waterways, steep slopes, wetlands, or other critical areas, except as allowed by SMC Chapter 21.64) and be of adequate size, slope, and dimensions to provide usable amenities. Parks shall be owned in common and managed by a homeowners' association (or equivalent body), provided that upon mutual agreement of the subdivider and the City of Shelton, ownership and maintenance responsibility may be assumed by the City.

~~The subdivider shall provide the location, size, and proposed improvements of all active use and/or passive use parkland to be included in the plat. The proposed parkland amount shall be equal to or greater than five acres per one thousand residents to reside in the development based on the average family size as indicated in the most recent census. The park is required to be owned and managed by a homeowners' association (or equivalent body) or the city of Shelton. All parks proposed to be dedicated to the city of Shelton for ownership and maintenance shall be designed and built to city of Shelton standards. All parks and open space areas proposed for active use are to be located in a usable portion of the site (not within waterways, steep slopes, wetlands, or other critical areas, except as allowed by Chapter 21.64) and be of adequate dimensions to provide a usable amenity to the residents of the subdivision and/or city of Shelton;~~

Section 2. Section 19.27.010 of the Shelton Municipal Code is hereby amended and is to read as follows:

19.27.010 Compliance with city parks and recreation standards.

As a condition of receiving final plat approval, the park improvements identified on the plat map pursuant to SMC 19.16.040(C)(18) shall be fully constructed or bonded consistent with RCW 58.17.130.

~~Subdivisions shall be required to comply with current city parks and recreation standards and assessments~~

Section 3.

The Legislature having given authority over the budget to the City Council, this shall take effect five days after its approval and publication as required by law.

INTRODUCED the 15th[t] day of November 2022.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 17th day of January 2023.

Passed this _____ day of _____ 2023.

_____

Eric Onisko, Mayor

AUTHENTICATED:

_____

Donna Nault, City Clerk

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F3)

Touch Date: 10/25/2022
Brief Date: 11/15/2022
Action Date: 12/06/2022

Department: Community & Economic Development

Presented By: Jae Hill, Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:		**REVIEWED:**		
☒	Dept. Head	_____	PROGRAM/PROJECT TITLE: Amending Title 8 of the Shelton Municipal Code related to public nuisances	☒ Ordinance
☐	Finance Director	_____		☐ Resolution
☒	Attorney	_____	ATTACHMENTS: Ordinance 1995-1022	☒ Motion
☒	City Clerk	_____		☐ Other
☐	City Manager	_____		

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:
Ordinance 1995-1022 seeks to amend Title 8 of the Shelton Municipal Code related to public nuisances. The ordinance:
-Makes all listed nuisances punishable by a civil infraction instead of a misdemeanor. Code enforcement officers cannot issue misdemeanors, but can issue infractions, so this change will result in more enforcement. Fireworks, illegal camping, and other offenses remain misdemeanors elsewhere in Title 8, and can be issued by the Police Department.
-Removes an outdated and unused provision of Title 8 referring to a Health Officer—which we do not have.
-Removes duplicate entries for dead animals as offenses.
-Specifically assigns code enforcement duties to the Community and Economic Development Department.

ANALYSIS/OPTIONS/ALTERNATIVES:
Without revising these code sections, our Code Enforcement Officers will not be able to issue citations or conduct their work.

BUDGET/FISCAL INFORMATION:
No change in expenses or budgeting. This doesn't change current practices, just the authorizations under the law.

PUBLIC INFORMATION REQUIREMENTS:
City Clerk Donna Nault coordinated posting of the Public Notice to be printed in the Shelton Mason County Journal on November 3, 2022.

STAFF RECOMMENDATION/MOTION:
Staff requests a first reading of Ordinance No. 1995-1022 and: "I move to forward Ordinance No. 1995-1022 to the December 6, 2022 Action Agenda for further consideration".

ORDINANCE 1995-1022

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING TITLE 8 OF THE SHELTON MUNICIPAL CODE RELATED TO PUBLIC NUISANCES

WHEREAS, the City of Shelton is a noncharter code city within the State of Washington; and

WHEREAS, the City has adopted a Municipal Code to further the goals of a safe, healthy, and clean community; and

WHEREAS, the City Council wishes to update and streamline the Shelton Municipal Code provisions on public nuisances.

NOW, THEREFORE the Shelton City Council ordains as follows:

Section 1. Chapter 8.04 [Health Officer] of the Shelton Municipal Code is repealed.

Section 2. Chapter 8.16 [Dead Animals] of the Shelton Municipal Code is repealed.

Section 3. Chapter 8.70 [Public nuisances] of the Shelton Municipal Code is amended as follows:

A. Public Nuisances Defined. A public nuisance is a thing, act, omission to act, occupation, or use of property which shall unreasonably annoy, injure, or endanger the safety, health, comfort, or repose of the public; or shall unlawfully interfere with, obstruct, or render dangerous for public use a public park, square, street, alley, or highway; or shall render the public insecure in life or in use of property. Public nuisances include, but are not limited to, the following:

1. Ponds or pools of stagnant water;

2. Carcasses of animals not buried or destroyed within twenty-four hours after death;

3. Garbage cans which are not fly- and water-tight, or are left open to the elements;

4. Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities;

5. All nuisance vegetation, including: dead, diseased, infested or dying trees; any tree, shrub or foliage which is apt to damage or impair streets, sidewalks, sewers, utilities, or other public improvements or impede visibility on public rights-of-way; vines or climbing plants growing into or over any appliance or facility provided for fire protection purposes;

6. The existence of any trash, spilled garbage, waste, accumulation of lawn or yard trimmings or other offensive matter, except in a controlled compost process;

7. Any litter, unless it is kept in approved covered bins or galvanized receptacles;

8. All buildings, walls and other structures which have been damaged by fire, decay or otherwise so as to endanger the safety of the public, consistent with SMC 17.08.034.B;

9. All places, other than those zoned and licensed as wrecking yards or repair shops, used, or maintained for the storage of unlicensed vehicles or for wrecking or disassembling of vehicles or machinery of any kind; or storage of any parts thereof except within an enclosed garage or building. For the purposes of this chapter, all vehicles not bearing a current vehicle license within ninety days of the beginning of any license year shall be deemed unlicensed, and the restrictions in this chapter shall not apply to any resident repairing a licensed vehicle registered in his name; provided, no more than one vehicle may be under repair at a time within the front yard, and during such time all body and mechanical parts and tools shall be stored in a neat and orderly manner not in public view;

10. Highly flammable or explosive liquids, solids or gases unless stored in bulk above ground. Tanks or drums of fuel directly connected with heating devices or appliances located on the same lot as the tanks or drums of fuel are excluded from this provision;

11. Outdoor storage of fuel containers and construction materials unless screened from view of the adjacent property by a fence, greenbelt, or wall. Construction materials stored outside for up to sixty days as part of an active construction project are excluded from this provision;

12. Any marijuana business, facility or operation that does not have a state license pursuant to RCW Title 69. This includes, but is not limited to, any marijuana production, processing, retail, or research business, facility, or operation;

13. Growing, keeping, processing, and/or producing marijuana in a manner that is not in compliance with RCW Title 69 or Chapter 314-55 WAC, including, but not limited to, activities prohibited by RCW 69.51A.260, such as growing more than the authorized number of plants or engaging in an aforementioned activity in a manner that can be readily seen by normal unaided vision or readily smelled from a public place or the private property of another;

14. Odors detected beyond the premises of the building of a marijuana producer or processor, even if the facility is operating under an approved ventilation plan;

15. Any medical marijuana cooperatives, as established in RCW 69.51A.250, notwithstanding a state license or other recognition pursuant to RCW Title 69;

16. Camping or encampments that lack sufficient sanitation facilities, or that result in visible, dangerous, or unsanitary accumulation of camping paraphernalia, abandoned belongings, garbage, and/or human waste.

B. ((~~Nuisance Abatement~~)) Penalty. Nuisances shall constitute a ((~~misdemeanor~~)) civil infraction, which may be charged against the property owner, occupant, or other person responsible for the nuisance. Prior to charging a ((~~misdemeanor~~)) civil infraction, the person(s) responsible for the nuisance shall be given notice and a reasonable opportunity to abate the nuisance. A first violation shall constitute a Class 2 civil infraction under RCW 7.80.120. A second violation within the same thirty days, or the failure to resolve the first violation within thirty days, shall constitute a Class 1 civil infraction under RCW 7.80.120. Nuisances unresolved within thirty days of the second civil infraction shall constitute a misdemeanor.

C. Duty for Enforcement. Enforcement, resolution, and prosecution of the nuisances listed in this chapter shall be the responsibility of the community and economic development director and/or their designee(s), in cooperation with law enforcement officers as necessary.

((C)) D. Nuisance Abatement. Nuisances may be abated by the city consistent with RCW 35.21.955. Abatement by the city shall result in cleanup costs being recorded as a tax and property lien against the property. Following a nuisance abatement, the city may immediately dispose of any belongings, objects, or substances that are dangerous, toxic, obviously trash, or broken beyond repair. The city shall store useable personal property for purposes of reclaiming for sixty days.

((D)) E. Voluntary Correction. Prior to, in lieu of, or in conjunction with other remedies for nuisances, the city may enter into voluntary correction agreements with a violator. Such voluntary correction agreements shall set forth a reasonable period of time for the violator to abate the nuisance and may give the city permission to enter the property and abate the nuisance if voluntary abatement does not occur.

Section 4. This Ordinance shall take effect five days after its passage and publication as required by law.

INTRODUCED the 15th day of November 2022.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 6th day of December 2022.

Passed this _____ day of _____ 2022.

_____

Eric Onisko, Mayor

AUTHENTICATED:

_____

Donna Nault, City Clerk

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F4)

Touch Date: 11/02/2022
Brief Date: 11/15/2022
Action Date: 12/06//2022

Department: Police

Presented By: Carole Beason

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:		**REVIEWED:**
☒	Dept. Head	CB
☐	Finance Director	
☐	Attorney	
☒	City Clerk	
☒	City Manager	

PROGRAM/PROJECT TITLE:
Jail Outsourcing to Nisqually Correctional Facility

ATTACHMENTS:
- Nisqually Contract

☐	Ordinance
☐	Resolution
☒	Motion
☐	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Historically, the City of Shelton has contracted with the Mason County Sheriff's Office (MCSO) for jail services. The City of Shelton currently pays MCSO for 7 guaranteed beds on a daily basis. Five of the seven beds are reserved for arrestees who are only being charged with violations that would be adjudicated in Municipal Court. Many times, officers encounter individuals who have committed Municipal Court violations and have pending matters in either District or Superior Court and as such cannot be booked into jail unless one of two "any beds" are open. The limitations on how our guaranteed beds can be utilized, coupled with staffing and/or facility challenges within MCSO have made it difficult for the Police Department to hold offenders accountable for their actions. Being able to hold offenders accountable and confine them to jail when necessary is critical to the safety of our community. The Shelton Police Department has been working with the Nisqually Correctional Facility to enter into a contract for jail services in an effort to alleviate and/or eliminate the challenges we face booking prisoners into MCSO jail.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Shelton Police Department has met with MCSO staff on numerous occasions to discuss issues related to jail bookings but staffing and facility limitations continue to be problematic. Nisqually Correctional Facility is the next closest facility that is able and willing to accept Shelton Police Department bookings.

BUDGET/FISCAL INFORMATION:

The Nisqually Correctional Facility will bill the City of Shelton for jail services on a $130.00 "per diem" basis per inmate with no guaranteed beds. Members of the Shelton Police Department will have to transport arrestees to Nisqually Correctional Facility which will increase fuel/vehicle use costs. If the City of Shelton successfully enters into a contract with Nisqually Correctional Facility, we will be renegotiating a similar "per diem" contract with MCSO which will eliminate the daily recurring costs of guaranteed beds.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward the Nisqually Correctional Facility Contract to the Action Agenda on Dec. 6th for further consideration".

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G1)

Touch Date: 11/15/2022
Brief Date: 11/15/2022
Action Date: 11/15/2022

Department: Parks & Facilities

Presented By: Mark Ziegler

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:		**REVIEWED:**
☒	Dept. Head	
☐	Finance Director	
☐	Attorney	
☒	City Clerk	
☐	City Manager	

PROGRAM/PROJECT TITLE:
Rotating Art Gallery

ATTACHMENTS:
Copies of the chosen artwork

☐	Ordinance
☐	Resolution
☒	Motion
☐	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Shelton Arts Commission is recommending the latest installation of the Civic Center Rotating Art Gallery project. As approved by the City Council, the Civic Center Rotating Art Gallery policy and procedure has been followed with the following tasks:

1. Call for Artists – The call for artists was distributed to local artists through press releases, art organizations, and galleries. The deadline for artist submittals was October 28, 2022. Five artists submitted proposals for the gallery.
2. The Shelton Arts Commission met on November 1, 2022, to jury the submittals.
3. On November 15, 2022, the Shelton Arts Commission is presenting the recommended art to the City Council for approval. Upon approval, the art will be installed on November 29, 2022, and in place through February 28, 2023.

The selected artist and work include:

ARTIST	MEDIUM	TITLES
Todd Parker	Photography	Bike, Door & Rock
Pat Denney	Varies	Gig Harbor View, Humpbacks, Mustang, & The Right Hat
Tom Rehder	Color Print	Seattle, Mt. Saint Helens, Mt. Rainier, Lake Cushman & Puget Sound

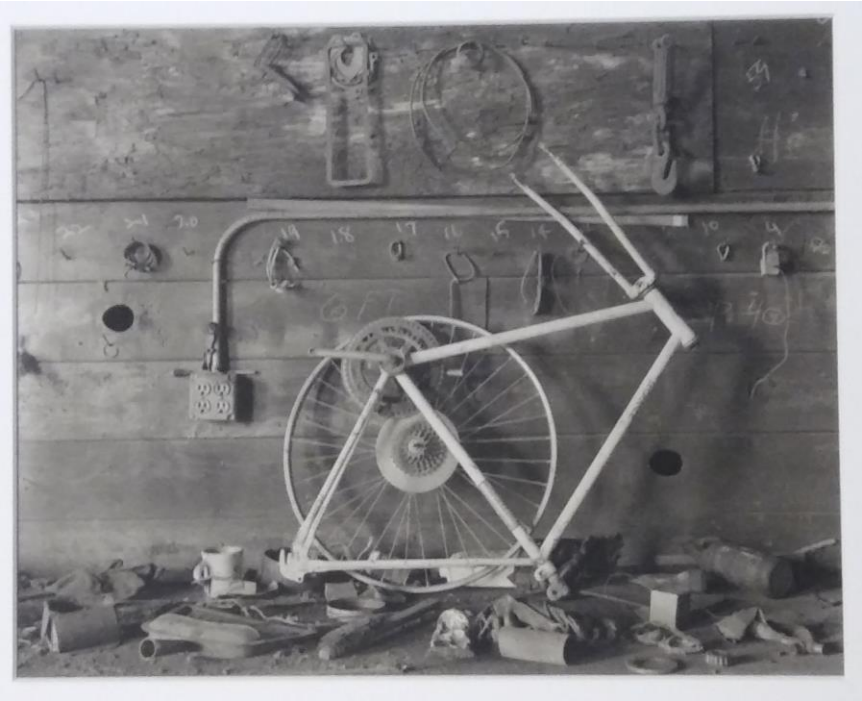
ANALYSIS/OPTIONS/ALTERNATIVES:
N/A

BUDGET/FISCAL INFORMATION:
N/A

PUBLIC INFORMATION REQUIREMENTS:
N/A

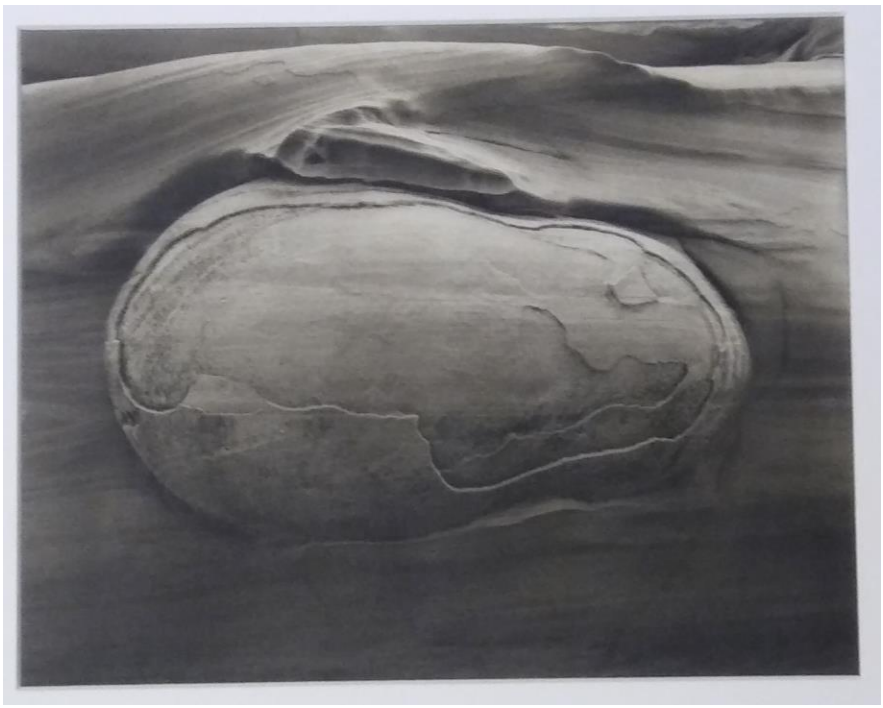
STAFF RECOMMENDATION/MOTION:
Staff recommends: “I move to approve the Shelton Arts Commission’s recommendations for placement in the Civic Center Rotating Art Gallery.”

Todd Parker



Bike

Door

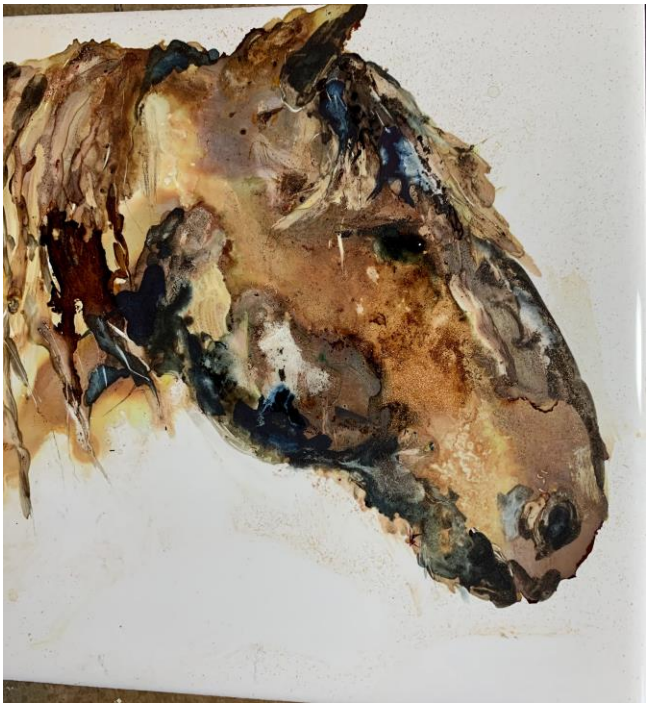


Rock

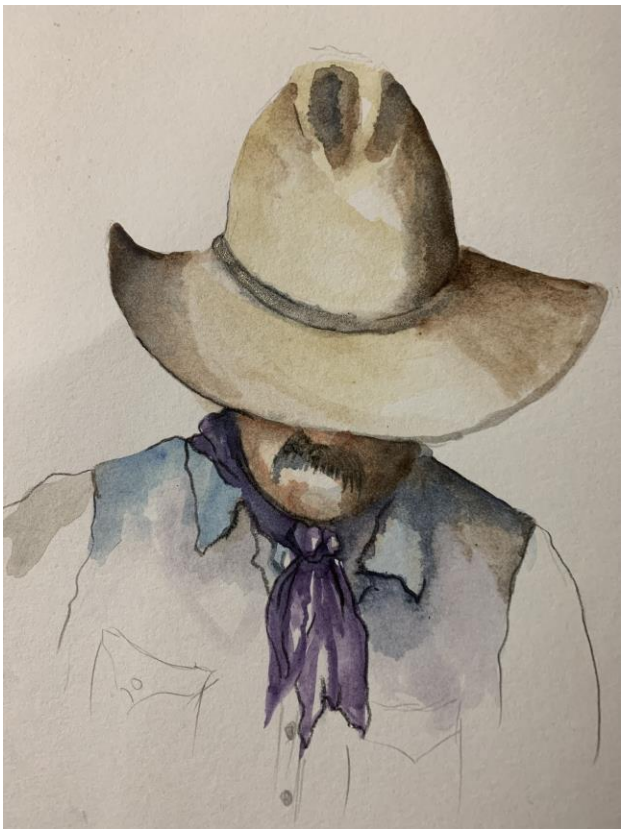
Pat Denney

Gig Harbor View

Humpbacks



Mustang



The Right Hat

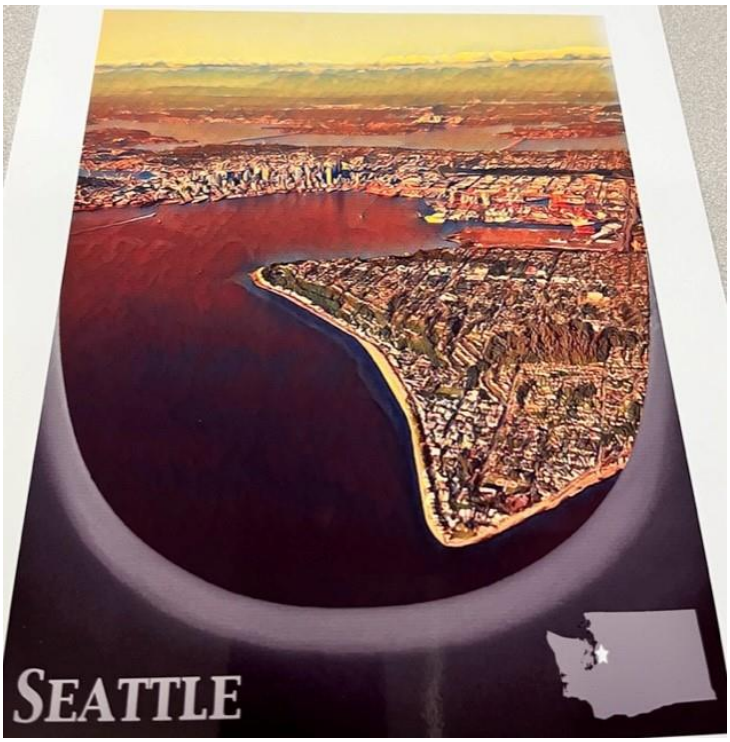
Tom Rehder

Lake Cushman

Mt. Rainier

Mt. Saint Helens

Puget Sound



Seattle

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G2)

Touch Date: 09/19/2022
Brief Date: 11/01/2022
Action Date: 11/15/2022

Department: Finance

Presented By: Mike Githens

APPROVED FOR COUNCIL PACKET:

ROUTE TO:		**REVIEWED:**
☐	Dept. Head	
☒	Finance Director	
☒	Attorney	
☒	City Clerk	
☒	City Manager	

PROGRAM/PROJECT TITLE:
2023 Budget
ATTACHMENTS:
Ordinance No. 1991-0922
2023 Proposed Budget

Action Requested:

☒	Ordinance
☐	Resolution
☒	Motion
☐	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:
This Ordinance will adopt the City's 2023 Annual Budget and provide the mechanism for the City to expend funds for the purposes established in the budget. The budget totals $40,492,117 with a General Fund appropriation of $15,94,791. The appropriation for operating expenses is at the Fund Level and lapse at the end of the year. The Ordinance also, as provided by RCW, adopts a continuing appropriation for all capital projects appropriated in the adopted budget. With the continuing appropriation capital project budgets do not lapse at the end of the year rather, the budget remains in place until project completion. As with operating budgets, the budget for capital projects cannot exceed the budgeted amount. The budget for 2023 must be adopted by the end of this calendar year.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:
The City's Manager's proposed budget was provided to Council on October 4th, November 1st, and November 15th and is available online for anyone that would like to view it.

PUBLIC INFORMATION REQUIREMENTS:
Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:
"I move that we adopt Ordinance No. 1991-0922, approving the City's 2023 budget."

ORDINANCE NO. 1991-0922

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, ADOPTING THE BUDGET FOR THE CALENDAR YEAR 2023

WHEREAS, a copy of the proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City of Shelton for the calendar year 2023 has been placed on file with the City Clerk; and

WHEREAS, notice was published that the City Council of the City of Shelton would meet on the 4th day of October, 2022 at approximately 6:00 PM, and on the 1st day of November, 2022 at approximately 6:00 PM, and on the 15th day of November, 2022 at approximately 6:00 PM for the purpose of holding a public hearing on the 2023 proposed budget and giving the public an opportunity to be heard upon said budget; and

WHEREAS, tax estimates and the proposed 2023 budget for the City of Shelton have been prepared and filed as provided by law, and the proposed budget has been printed and distributed; and

WHEREAS, notice was published that the City Council of the City of Shelton would meet on November 15, 2022 to adopt the 2023 budget at its regular meeting open to the public; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Shelton for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for and sufficient to meet the various needs of the City during calendar year 2023.

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

Section 1.

The 2023 Budget for the City of Shelton, Washington, for the calendar year 2023, as summarized in Exhibit "A" to this Ordinance is hereby adopted in the amounts and for the purposes established in that budget as the final budget for the period beginning January 1, 2023 and ending December 31, 2023.

Section 2.

This Ordinance, as provided in RCW 35A.33.150, adopts continuing appropriations for all Capital Projects in the adopted 2023 budget.

Section 3.

Budgeted resources, including fund balances supporting the budgeted expense appropriations for each separate fund of the City of Shelton, Washington, for the calendar year 2023 are set forth and summarized in Exhibit "B" to this Ordinance.

Section 4.

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

Section 5.

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

Section 6.

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

INTRODUCED the 4th day of October 2022.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 15th day of November 2022.

Passed this _____ day of _____ 2022.

_____
Eric Onisko, Mayor

AUTHENTICATED:

_____
Donna Nault, City Clerk

City of Shelton 2023 Budget
Exhibit A

Fund	2023 Proposed Expenditures
City-wide Expenditures	
General Fund	$15,949,791
Street Fund	2,066,825
Capital Resource Funds	
Real Estate Excise Tax -1	128,574
Real Estate Excise Tax -2	30,000
Transportation Benefit District	779,500
Traffic Impact Fees	100,000
General Resources	654,000
Tourism Fund	68,000
Bond Fund	183,900
Capital Improvement Fund	2,824,585
Water Fund	3,505,951
Sewer Fund	7,030,664
Solid Waste Fund	1,906,410
Storm Drainage Fund	1,617,991
Water Capital Fund	1,340,000
Sewer Capital Fund	1,042,000
Storm Drainage Capital Fund	80,000
Payroll Benefits Fund	160,350
Equipment Rental Fund	918,976
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	**$40,492,117**

City of Shelton 2023 Budget
Exhibit B

Fund	Estimated Beginning Fund Balance	2023 Proposed Revenue	2023 Proposed Expenditures	Proposed Ending Fund Balance	$ Change	% Change
City-wide Expenditures						
General Fund	$ 4,528,440	$14,417,470	$15,949,791	$ 2,996,119	(1,532,321)	-33.8%
Street Fund	298,015	2,068,316	2,066,825	299,506	1,491	0.5%
Capital Resource Funds						
Real Estate Excise Tax -1	482,297	52,500	128,574	406,223	(76,074)	-15.8%
Real Estate Excise Tax -2	569,053	52,500	30,000	591,553	22,500	4.0%
Transportation Benefit District	1,423,807	525,000	779,500	1,169,307	(254,500)	-17.9%
Traffic Impact Fees	678,637	80,000	100,000	658,637	(20,000)	-2.9%
General Resources	1,215,669	-	654,000	561,669	(654,000)	-53.8%
Tourism Fund	77,462	48,100	68,000	57,562	(19,900)	-25.7%
Bond Fund	7,738	183,900	183,900	7,738	-	0.0%
Capital Improvement Fund	1,133,643	2,824,585	2,824,585	1,133,643	-	0.0%
Water Fund	1,699,174	2,962,310	3,505,951	1,155,533	(543,641)	-32.0%
Sewer Fund	4,005,895	6,463,320	7,030,664	3,438,551	(567,344)	-14.2%
Solid Waste Fund	866,284	1,392,918	1,906,410	352,792	(513,492)	-59.3%
Storm Drainage Fund	471,287	1,562,840	1,617,991	416,136	(55,151)	-11.7%
Water Capital Fund	892,312	1,340,000	1,340,000	892,312	-	0.0%
Sewer Capital Fund	901,664	1,042,000	1,042,000	901,664	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	187,532	160,350	160,350	187,532	-	0.0%
Equipment Rental Fund	362,624	583,000	918,976	26,648	(335,976)	-92.7%
Firefighters's Pension Fund	407,760	59,100	80,600	386,260	(21,500)	-5.3%
Library Endowment Fund	122,609	1,600	24,000	100,209	(22,400)	-18.3%
Total Expenditures	**$20,357,773**	**$35,899,809**	**$40,492,117**	**$15,765,465**	**(4,592,308)**	**-22.6%**

October 19, 2022

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

The development of the city's recommended budget is one of the most important, challenging, and exciting responsibilities of city leadership. The proposed 2023 budget, subject to review and approval by City Council, totals $40.3 million, a decrease of $3.8 million or 8.7% from the 2022 revised budget. The proposed budget includes a General Fund allocation of $15.1 million which is approximately $1.3 million or 7.9% less than the revised 2022 General Fund budget. A primary reason for the decrease is the end of ARPA (American Rescue Plan Act) dollars in 2023. The proposed budget was built using the Council's Strategic 2022-2025 Goals to guide decisions and reflects our shared commitment to providing valuable government services in a cost-effective and efficient manner.

The 2023 budget process was difficult. Providing and maintaining services in a cost-effective way in an economic environment that shows month over month of high inflation and increased demands on city services, with little revenue growth, remains a very challenging budget environment. As with previous years, the General Fund started the budget process in a deficit position because expenditures annually increase at a rate that exceeds revenue growth. Many factors are causing concern for the future stability of the overall economy and city budget:

- The pace of inflation has accelerated and the federal government began raising interest rates after an extended period of historically low rates.
- Supply chain issues, from material sourcing to manufacturing to distribution, continue to be ever changing.
- Aging infrastructure for which replacement costs increase at a rate greater than budgeted for.

Beyond these questions, estimating and establishing our 2023 revenues are further complicated by:

- Supply chain disruption causing delays in development and operations throughout the area, from obtaining parts and supplies, to increased costs.
- Russia's invasion of Ukraine has brought economic sanctions that also impact the US economy, particularly oil prices.
- Recruiting and mitigating talent loss that has resulted from a very competitive labor market. These factors are increasing the costs for the city to remain a competitive employer.

As a result of these factors and others, the City's General Fund revenue budget for 2023 is lower than 2022 adopted revenues. With this reduction in the revenue budget, department requests for expense budget increases for expansion or creation of programs for residents were, for the most part unable to

be funded with projected resources. That being said, the General Fund is maintaining all FTE positions with no reductions.

This budget supports the many core services our community relies upon, such as clean drinking water, public safety, parks, paths and other outdoor spaces, communications, maintenance of facilities, and overall it continues to fund and prioritize maintenance to ensure safety and the long-term investment of asset replacement. The City's highest priority is public safety and we are pleased to have a continued partnership with the Shelton School District to place a School Resource Officer in Shelton Schools.

The City's budget philosophy is to develop realistic revenues for the upcoming year and fit expenses within those revenue estimates. In cases where fund balance is being utilized to balance budgeted expenses, a thoughtful determination was made by comparing the current level of fund balance to the minimum level of fund balance necessary based on cash flows and any contingency requirements for those funds. Furthermore, the use of fund balance is restricted to pay for one-time expenses such as capital, major maintenance projects, or stand-alone contract services and is not used for on-going operations.

The City of Shelton, like most other government entities, is facing a budget sustainability issue where expenses increase each year at a pace that exceeds growth in revenues. The 2023 budget as presented is balanced, but we will need to consider new and different revenue approaches in order to continue to provide the full complement of city services.

The 2023 budget includes some general capital improvements including three crosswalk/sidewalk projects, railroad track crossing removal, signalized intersection upgrade studies, Olympic Highway North roadway maintenance, Wallace Kneeland roadway overlay, and Northcliff Neighborhood Park improvements funded by Shelton Metropolitan Park District.

The proposed budget as presented is a carefully planned document for how the City of Shelton is spending limited resources. The recommendations about how to allocate funding demonstrate fiscal stewardship. The recommendations reflect shared values, advance community and council priorities, attempt to address critical and emerging needs, and improve the quality of life for our residents.

Respectfully,

Jeff Niten
City Manager
City of Shelton, WA

City of Shelton 2023 Budget

Exhibit A

Fund	2023 Proposed Expenditures
City-wide Expenditures	
General Fund	$15,949,791
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Payroll Benefits Fund	160,350
Equipment Rental Fund	918,976
Firefighters's Pension Fund	80,600
Library Endowment Fund	24,000
Total Expenditures	**$40,492,117**

City of Shelton 2023 Budget

Exhibit B

Fund	Estimated Beginning Fund Balance	2023 Proposed Revenue	2023 Proposed Expenditures	Proposed Ending Fund Balance	$ Change	% Change
City-wide Expenditures						
General Fund	$ 4,528,440	$14,417,470	$15,949,791	$ 2,996,119	(1,532,321)	-33.8%
Street Fund	298,015	2,068,316	2,066,825	299,506	1,491	0.5%
Capital Resource Funds						
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Transportation Benefit District	1,423,807	525,000	779,500	1,169,307	(254,500)	-17.9%
Traffic Impact Fees	678,637	80,000	100,000	658,637	(20,000)	-2.9%
General Resources	1,215,669	-	654,000	561,669	(654,000)	-53.8%
Tourism Fund	77,462	48,100	68,000	57,562	(19,900)	-25.7%
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Sewer Fund	4,005,895	6,463,320	7,030,664	3,438,551	(567,344)	-14.2%
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Water Capital Fund	892,312	1,340,000	1,340,000	892,312	-	0.0%
Sewer Capital Fund	901,664	1,042,000	1,042,000	901,664	-	0.0%
Storm Drainage Capital Fund	25,871	80,000	80,000	25,871	-	0.0%
Payroll Benefits Fund	187,532	160,350	160,350	187,532	-	0.0%
Equipment Rental Fund	362,624	583,000	918,976	26,648	(335,976)	-92.7%
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Library Endowment Fund	122,609	1,600	24,000	100,209	(22,400)	-18.3%
Total Expenditures	**$20,357,773**	**$35,899,809**	**$40,492,117**	**$15,765,465**	**(4,592,308)**	**-22.6%**

GENERAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**4,853,568**	**4,777,350**	**4,777,350**	**4,599,291**	**(178,059)**	**-3.7%**
FUNDING SOURCES						
Taxes	9,314,601	9,454,840	9,512,380	9,996,165	541,325	5.7%
Licenses & Permits	281,260	296,900	322,680	301,900	5,000	1.7%
Intergovernmental Revenue	2,240,637	1,963,910	1,979,180	576,300	(1,387,610)	-70.7%
Charges for Goods/Service	2,904,696	3,201,890	3,160,360	3,159,306	(42,584)	-1.3%
Fines & Penalties	78,453	92,550	54,660	92,550	-	0.0%
Miscellaneous Revenue	141,622	113,250	161,020	113,250	(53,200)	-32.0%
Transfers In	-	-	-	178,000	178,000	
Total Revenues	**14,961,269**	**15,123,340**	**15,190,280**	**14,417,470**	**(705,870)**	**-4.7%**
EXPENDITURES BY DEPARTMENT						
Administrative Services						
Human Resources	259,811	326,340	328,474	324,573	(1,767)	-0.5%
Information Technology	279,243	372,880	373,008	411,911	39,031	10.5%
Risk Management	115,849	132,980	130,577	141,666	8,686	6.5%
City Clerk	198,328	272,641	255,773	273,030	389	0.1%
City Council	100,744	73,540	77,325	70,438	(3,102)	-4.2%
City Manager						
City Manager	385,264	423,350	365,706	412,609	(10,741)	-2.5%
Legal	286,726	345,870	248,233	328,170	(17,700)	-5.1%
Detention & Corrections	314,238	430,740	343,491	1,137,280	706,540	164.0%
Community Dev, Parks, Facilities						
Civic Center Activities	50,348	72,070	52,828	81,540	9,470	13.1%
Community Development	547,944	649,618	597,027	1,024,445	374,827	57.7%
Facility Services	524,991	675,460	693,320	951,009	275,549	40.8%
Parks & Recreation	521,872	750,700	571,425	744,723	(5,977)	-0.8%
Finance	928,469	1,218,630	1,055,956	1,245,350	26,720	2.2%
Fire & Emergency Services	1,560,701	1,652,740	1,687,636	2,195,161	542,421	32.8%
Municipal Court						
Community Restitution	108,850	134,470	122,497	136,769	2,299	1.7%
Court Services	419,417	605,760	543,595	573,340	(32,420)	-5.4%
Non-Departmental	4,252,219	3,460,293	3,302,760	944,566	(2,515,727)	-72.7%
Police	3,482,542	3,921,664	3,696,720	3,968,131	46,467	1.2%
Public Works	699,932	936,328	921,988	985,081	48,753	5.2%
Total Expenditures	**15,037,487**	**16,456,074**	**15,368,339**	**15,949,791**	**(506,283)**	**-3.1%**
Ending Fund Balance	**4,777,350**	**3,444,616**	**4,599,291**	**3,066,969**		
Change in Fund Balance	**(76,218)**	**(1,332,734)**	**(178,059)**	**(1,532,321)**		

GENERAL FUND REVENUE SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Taxes:						
Property	2,502,891	2,535,900	2,535,900	2,846,400	310,500	12.2%
Sales & Use	3,368,713	3,353,860	3,242,270	3,515,360	161,500	4.8%
City Utility	1,241,561	1,225,750	1,332,120	1,276,600	50,850	4.1%
Non-City Utility	1,165,125	1,301,400	1,295,740	1,301,400	-	0.0%
Business & Occupation	980,007	997,500	1,055,000	1,007,475	9,975	1.0%
Other	56,304	40,430	51,350	48,930	8,500	21.0%
Licenses & Permits	281,260	296,900	322,680	301,900	5,000	1.7%
Intergovernmental Revenue	2,240,637	1,963,910	1,979,180	576,300	(1,387,610)	-70.7%
Charges for Goods/Services	2,904,696	3,201,890	3,160,360	3,159,306	(42,584)	-1.3%
Fines and Penalties	78,453	92,550	54,660	92,550	-	0.0%
Miscellaneous Revenue	141,622	113,250	161,020	113,250	(53,240)	-32.0%
Transfers In	-	-	-	178,000	178,000	
Total Revenues	**14,961,269**	**15,123,340**	**15,190,280**	**14,417,470**	**(705,870)**	**-4.7%**

MISSION STATEMENT

To strive to be a department of excellence that is a valued resource to the City by fostering innovative business solutions, collaboration, professional ethics, integrity, trust, open communication, and stewardship of all city resources.

DEPARTMENT SUMMARY

The City of Shelton Administrative Services Department includes the functions of Human Resources, Risk Management, Payroll, and Information Technology. The department endeavors to promote an equitable and engaging work environment so employees can do their best work and make a difference for the people and community we serve. The Department focuses on providing high quality services to all City employees and departments and works collaboratively with department leaders to align policies, practices, and programs citywide to fulfill the vision of workforce equity and excellence.

BUDGET HIGHLIGHTS

The Administrative Services Department was formally created as part of the 2020 budget and includes the budgets and functions of the Human Resources and Information Technology departments. The budget increases by $45,950 or 5.5% from the 2022 budget. The increase is largely due to service contracts for professional services and licensing from Right Systems, which includes Office 365, managed services and backups and security for all City funds and departments. Other changes are attributed to inflationary increases for services as well as COLA adjustments to salary and rate changes for benefit it costs.

FUNDING SOURCES

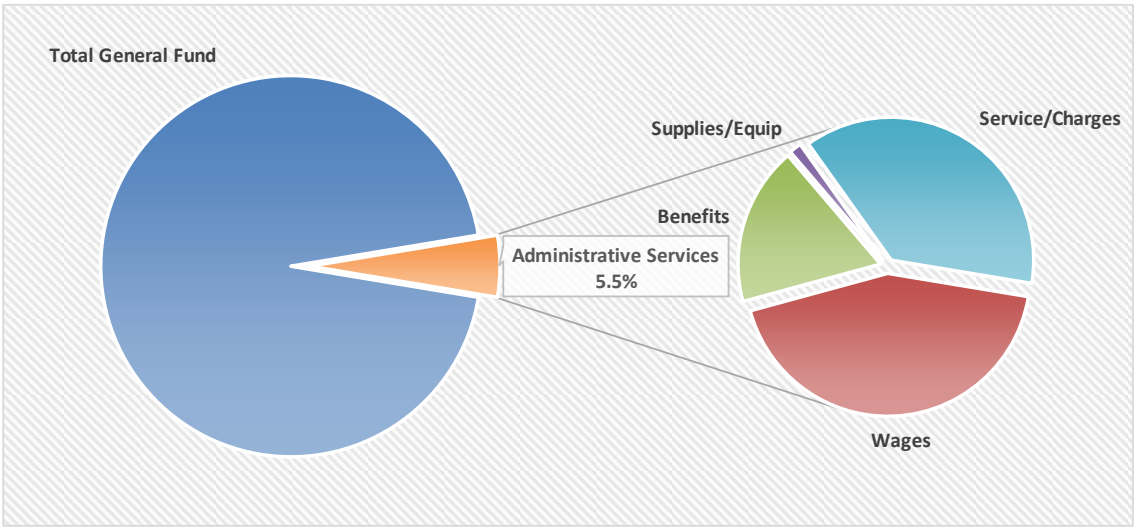
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**654,904**	**832,200**	**832,059**	**878,150**	**45,950**	**5.5%**

EXPENDITURES BY DIVISION

Human Resources	259,811	326,340	328,474	324,573	(1,767)	-0.5%
Information Technology	279,243	372,880	373,008	411,911	39,031	10.5%
Risk Management	115,849	132,980	130,577	141,666	8,686	6.5%
Total Expenditures	**654,904**	**832,200**	**832,059**	**878,150**	**45,950**	**5.5%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	303,567	356,950	350,699	379,115	22,165	6.2%
Benefits	114,457	133,770	130,211	157,716	23,946	17.9%
Supplies/Equip	11,797	16,940	14,685	12,160	(4,780)	-28.2%
Service/Charges	225,084	324,540	336,464	329,158	4,618	1.4%
Total Expenditures	**654,904**	**832,200**	**832,059**	**878,150**	**45,950**	**5.5%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Administrative Director	-	1.00	1.00	1.00
Human Resources Manager	1.00	-	-	-
Information Technology Support Administrator	-	-	-	1.00
Information Technology Manager	1.00	1.00	1.00	
Network IT Technician	1.00	1.00	-	-
Human Resources Analyst	1.00	1.00	1.00	
Senior Human Resources Analyst	-	-	-	1.00
Payroll & Benefits Coordinator	1.00	1.00	-	-
Human Resources Technician	-	-	1.00	1.00
Total Administrative Services	5.00	5.00	4.00	4.00

MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

All City Clerk activities are budgeted together. Previously the City Clerk was part of the City Council, City Manager, and Finance Departments budget and actuals. The small increase of 0.1% from the 2022 budget is attributed to inflationary and rate increases for salary and benefits and a reduction in election costs since 2023 is not an election year.

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22

FUNDING SOURCES

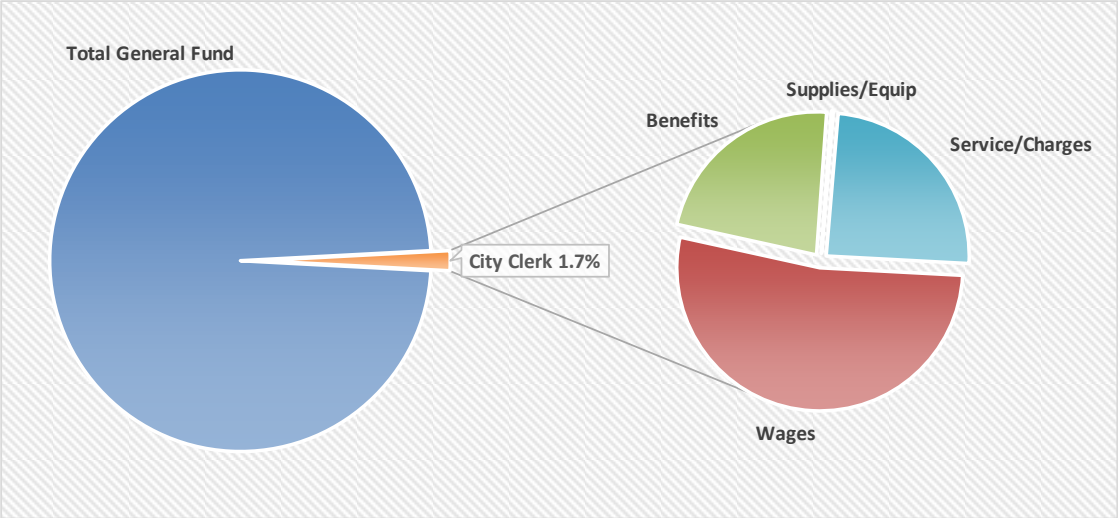
General Fund Resources	**198,328**	**272,641**	**255,773**	**273,030**	**389**	**0.1%**

EXPENDITURES BY DIVISION

City Clerk	100,123	128,540	121,402	135,742	7,202	5.6%
Election Costs	28,105	40,860	40,106	21,900	(18,960)	-46.4%
Recording Services	70,099	103,241	94,265	115,387	12,146	11.8%
Total Expenditures	**198,328**	**272,641**	**255,773**	**273,030**	**389**	**0.1%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	121,812	135,050	130,360	143,603	8,553	6.3%
Benefits	44,698	59,630	55,727	61,966	2,336	3.9%
Supplies/Equip	9	540	500	570	30	5.6%
Service/Charges	31,808	77,421	69,186	66,890	(10,531)	-13.6%
Total Expenditures	**198,328**	**272,641**	**255,773**	**273,030**	**389**	**0.1%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
City Clerk	-	1.00	1.00	1.00
Admin Support Assistant	-	1.00	1.00	1.00
Total City Clerk		**2.00**	**2.00**	**2.00**

As of 2021 City Clerk and Admin Support Assistant positions are accounted for in City Clerk Department

MISSION STATEMENT

To build a safe, vibrant community for life, work, growth and recreation.

DEPARTMENT SUMMARY

The City Council members are the elected legislative body that serves and represents the residents of the City of Shelton in the following:

a) developing and prioritizing strategic issues;
b) establishing policies and regulations for future growth and development;
c) adopting the annual budget;
d) representing the City on regional boards and commissions;
e) appointing and evaluating performance of the City Manager

BUDGET HIGHLIGHTS

The City Council budget decreases by $3,102 or 4.2% from the 2022 budget. The budget includes changes for salary and benefits as well as a small inflationary increase for professional services.

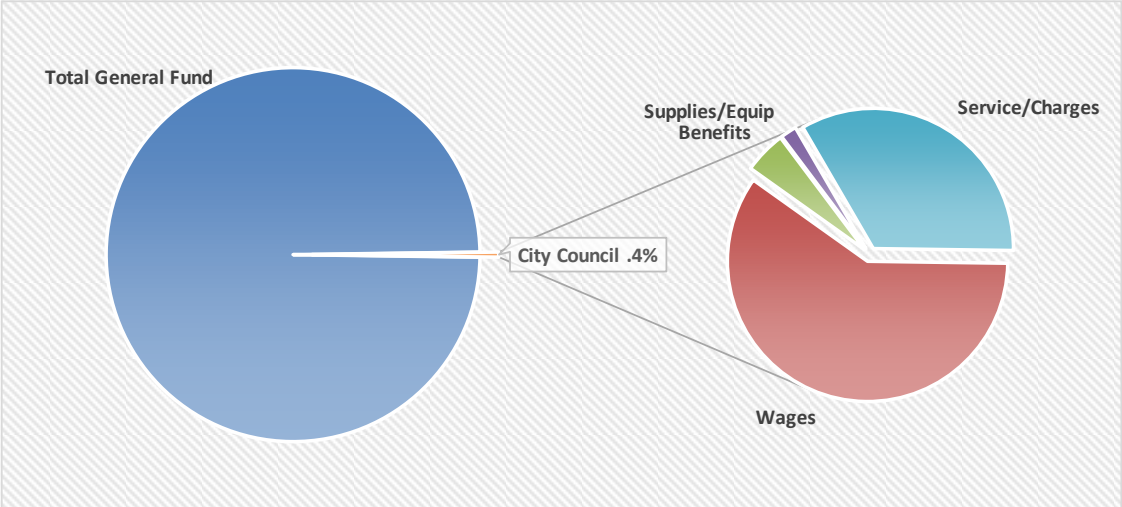
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22

FUNDING SOURCES

General Fund Resources	**100,744**	**73,540**	**77,325**	**70,438**	**(3,102)**	**-4.2%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	56,640	42,000	43,915	42,000	-	0.0%
Benefits	25,455	3,450	5,422	3,448	(2)	0.0%
Supplies/Equip	752	1,260	1,064	1,320	60	4.8%
Service/Charges	17,897	26,830	26,924	23,670	(3,160)	-11.8%
Total Expenditures	100,744	73,540	77,325	70,438	(3,102)	-4.2%



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Councilmember (new Council position)	4.00	6.00	7.00	7.00
Councilmember (former Commission)	3.00	1.00	-	-
City Clerk	0.40	-	-	-
Admin Support Assistant	0.40	-	-	-
Total City Council	7.80	7.00	7.00	7.00

MISSION STATEMENT

The City Manager is appointed by the City Council as the chief administrative officer for the City of Shelton. The City Manager is responsible to the Mayor and Council for the proper administration of all City business.

DEPARTMENT SUMMARY

Key objectives include reporting and make recommendations to the Mayor and Council about the needs of the City. Administering and enforcing all City ordinances, resolutions, franchise agreements, leases, contracts, permits, and other City business. Organizing City department and administrative structure. Preparing and administering the annual City budget. Encouraging and supporting regional and intergovernmental cooperation. Promoting cooperation among the Council, staff and citizens in developing City policies and building a sense of community. Providing council and staff with leadership and advice while implementing best practices to achieve adopted goals and deliver quality services to the community. Administering economic development, and other special programs for the City.

BUDGET HIGHLIGHTS

The City Manager Department budget increases by $678,099 or 56.5%. The budget for the City Manager also includes the Legal and Detention and Corrections contracts which the City Manager oversees. The budget increase includes changes for salary and benefits as well as a small inflationary increase for professional services. The largest amount of increase is budget for jail services directly related to City Council's Strategic Goal of Community Safety. This is a one-year budget commitment, utilizing General Fund Balance if needed.

FUNDING SOURCES

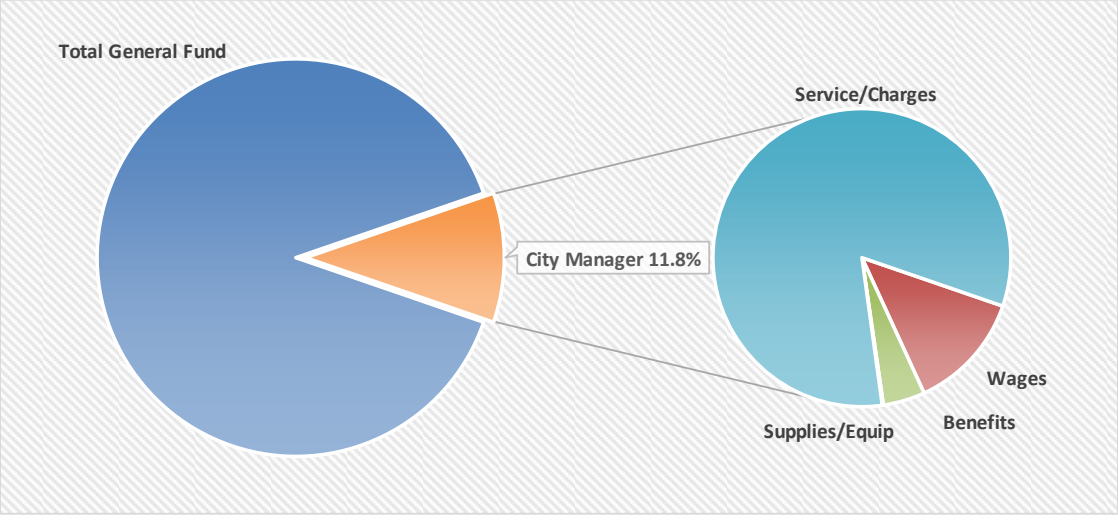
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**986,228**	**1,199,960**	**957,430**	**1,878,059**	**678,099**	**56.5%**

EXPENDITURES BY DIVISION

City Manager	385,264	423,350	365,706	412,609	(10,741)	-2.5%
Legal	286,726	345,870	248,233	328,170	(17,700)	-5.1%
Detention & Corrections	314,238	430,740	343,491	1,137,280	706,540	164.0%
Grand Total	**986,228**	**1,199,960**	**957,430**	**1,878,059**	**678,099**	**56.5%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	232,145	231,100	228,924	241,867	10,767	4.7%
Benefits	74,039	82,560	73,640	85,361	2,801	3.4%
Supplies/Equip	4,212	2,260	1,398	2,380	120	5.3%
Service/Charges	675,832	884,040	653,468	1,548,450	664,410	75.2%
Grand Total	**986,228**	**1,199,960**	**957,430**	**1,878,059**	**678,099**	**56.5%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
City Manager	1.00	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	-	-	-
Homeless Resource Coordinator	1.00	-	-	-
City Clerk	0.20	-	-	-
Admin Support Assistant	0.20	-	-	-
Total City Manager	**4.40**	**2.00**	**2.00**	**2.00**

As of 2021 City Clerk and Admin Support Assistant positions are accounted for in City Clerk Department

MISSION STATEMENT

Planning/Building: The Community Development Department will strive to bring the community's vision of Shelton to reality and proactively facilitate growth through sound planning principals and consistent code implementation and provide prompt, accurate, courteous customer service.

DEPARTMENT SUMMARY

Long Range Planning - Creating plans in cooperation with the community for guiding the growth and vision of Shelton.

Current Planning - Reviewing development applications for code compliance in accordance with the Shelton Municipal Code including environmental.

Building Permits - Reviewing structural and architectural plans to ensure a safe built community in compliance with Shelton Municipal Code.

BUDGET HIGHLIGHTS

The Community & Economic Development Department budget increases by $374,827 or 57.7%. The increase is largely due to the City moving the Code Enforcement and Animal Control activities from the Police Department. The budget increase also includes changes for salary and benefits as well as a small inflationary increase for professional services.

FUNDING SOURCES

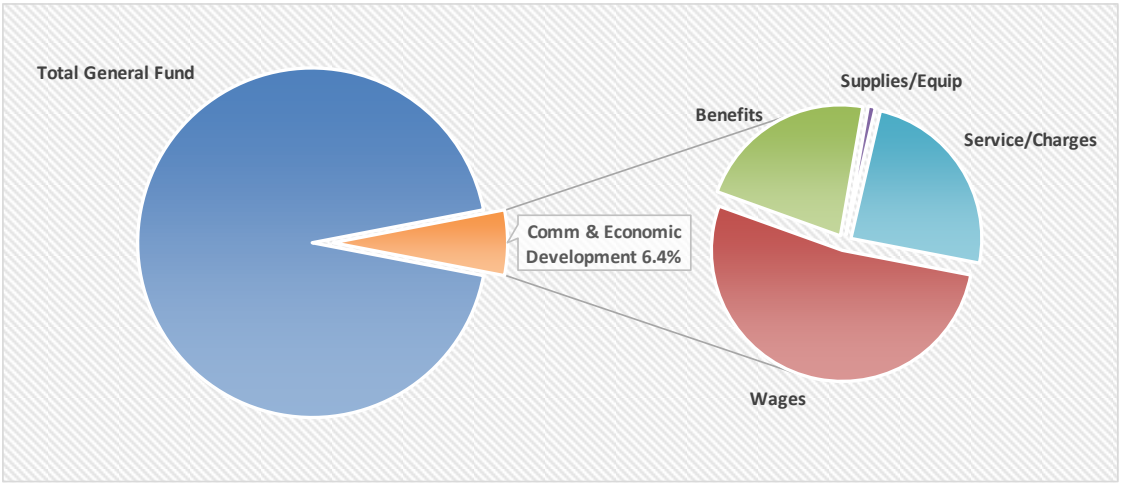
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**547,944**	**649,618**	**597,027**	**1,024,445**	**374,827**	**57.7%**

EXPENDITURES BY DIVISION

Animal Control	-	-	-	77,902	77,902	
Code Enforcement	97,284	33,890	71,443	207,783	173,893	513.1%
Community Development	450,660	615,728	525,583	738,760	123,032	20.0%
Total Expenditures	**547,944**	**649,618**	**597,027**	**1,024,445**	**374,827**	**57.7%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	336,183	360,060	323,509	537,379	177,319	49.2%
Benefits	135,343	134,530	121,777	228,235	93,705	69.7%
Supplies/Equip	3,108	7,400	6,300	8,940	1,540	20.8%
Service/Charges	73,310	147,628	145,441	249,890	102,262	69.3%
Total Expenditures	**547,944**	**649,618**	**597,027**	**1,024,445**	**374,827**	**57.7%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Community Dev/Parks & Rec Director	0.65	0.65	-	-
Community & Economic Development Director	-	-	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Permit Coordinator	0.80	0.80	0.80	0.85
Senior Code Enforcement Officer	-	-	-	1.00
Animal Control Tech/Code Enforce Officer	0.50	0.50	-	1.00
Total Community Development	**3.95**	**3.95**	**3.80**	**5.85**

MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The Finance Department budget increases by $26,720 or 2.2%. The budget increase includes changes for salary and benefits as well as a small inflationary increase for professional services

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22

FUNDING SOURCES

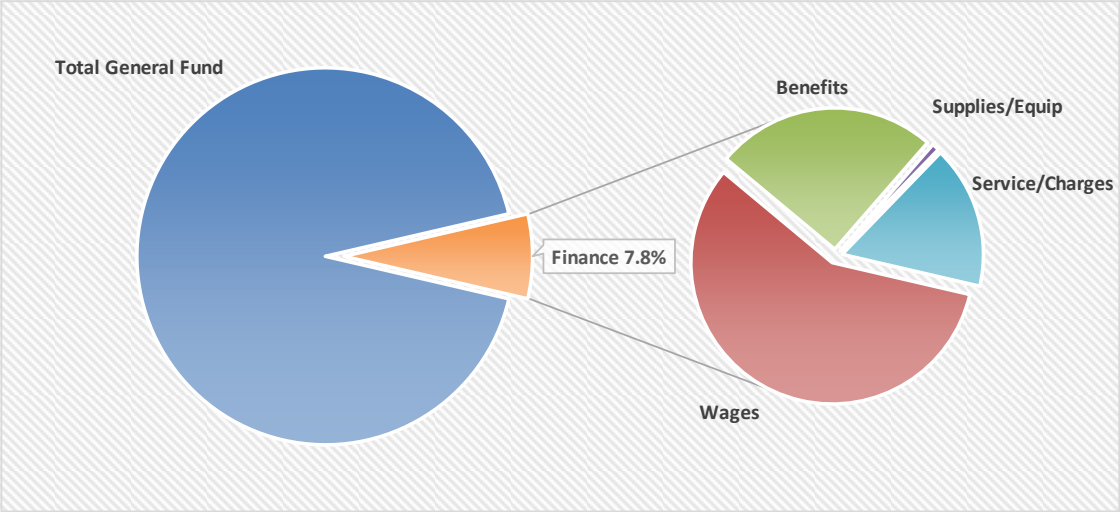
General Fund Resources	**928,469**	**1,218,630**	**1,055,956**	**1,245,350**	**26,720**	**2.2%**

EXPENDITURES BY DIVISION

Accounting	572,504	785,450	655,489	783,816	(1,634)	-0.2%
Utility Billing	355,965	433,180	400,467	461,534	28,354	6.5%
Total Expenditures	**928,469**	**1,218,630**	**1,055,956**	**1,245,350**	**26,720**	**2.2%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	560,789	675,800	576,000	715,104	39,304	5.8%
Benefits	257,219	316,150	269,590	315,798	(352)	-0.1%
Supplies/Equip	9,113	11,720	9,970	10,460	(1,260)	-10.8%
Service/Charges	101,348	214,960	200,396	203,988	(10,972)	-5.1%
Total Expenditures	**928,469**	**1,218,630**	**1,055,956**	**1,245,350**	**26,720**	**2.2%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	-	-
Deputy Finance Director	-	-	1.00	1.00
Finance Specialist	1.00	1.00	-	-
Budget Coordinator & Grants Administrator	-	-	1.00	1.00
Staff Accountant	-	-	-	-
Accounting Assistant	1.00	-	1.00	1.00
Customer Service Specialist	2.00	2.00	2.00	2.00
City Clerk	0.40	-	-	-
Permit Coordinator	0.05	0.05	0.05	-
Admin Support Assistant	0.40	-	-	-
Accountant Analyst	3.00	3.00	3.00	3.00
Total Finance	**9.85**	**8.05**	**9.05**	**9.00**

MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The Fire & Emergency Services Department budget increases by $542,421 or 32.8.%. The annual expenditure for the City for Fire & EMS Services is based on the City's assessed value and Fire District rates as determined by the Mason County Assessor's Office plus a flat fee for Fire Marshall services.

FUNDING SOURCES

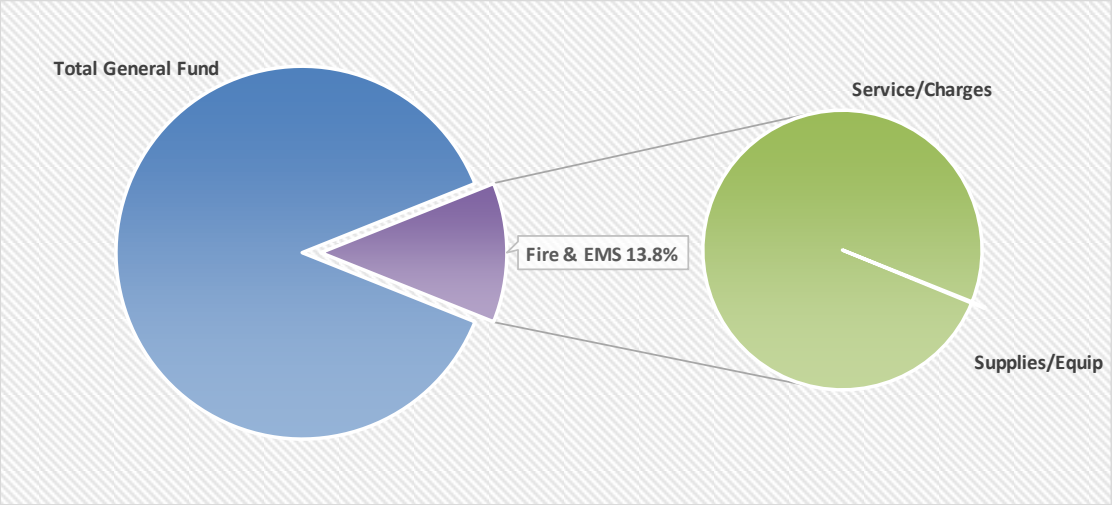
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**1,560,701**	**1,652,740**	**1,687,636**	**2,195,161**	**542,421**	**32.8%**

EXPENDITURES BY DIVISION

Facilities	15,418	38,300	47,040	34,860	(3,440)	-9.0%
Fire/EMS	1,545,283	1,614,440	1,640,596	2,160,301	545,861	33.8%
Total Expenditures	**1,560,701**	**1,652,740**	**1,687,636**	**2,195,161**	**542,421**	**32.8%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Supplies/Equip	2,425	5,100	1,664	3,150	(1,950)	-38.2%
Service/Charges	1,558,276	1,647,640	1,685,972	2,192,011	544,371	33.0%
Total Expenditures	**1,560,701**	**1,652,740**	**1,687,636**	**2,195,161**	**542,421**	**32.8%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The Municipal Court budget decreases by $30,122 or 4.1%. There is a reduction of expenses due to a Grant expiring and that amount is reducing the overall Municipal Court budget. The budget does include a COLA adjustment and benefit costs increases due to rate changes.

FUNDING SOURCES

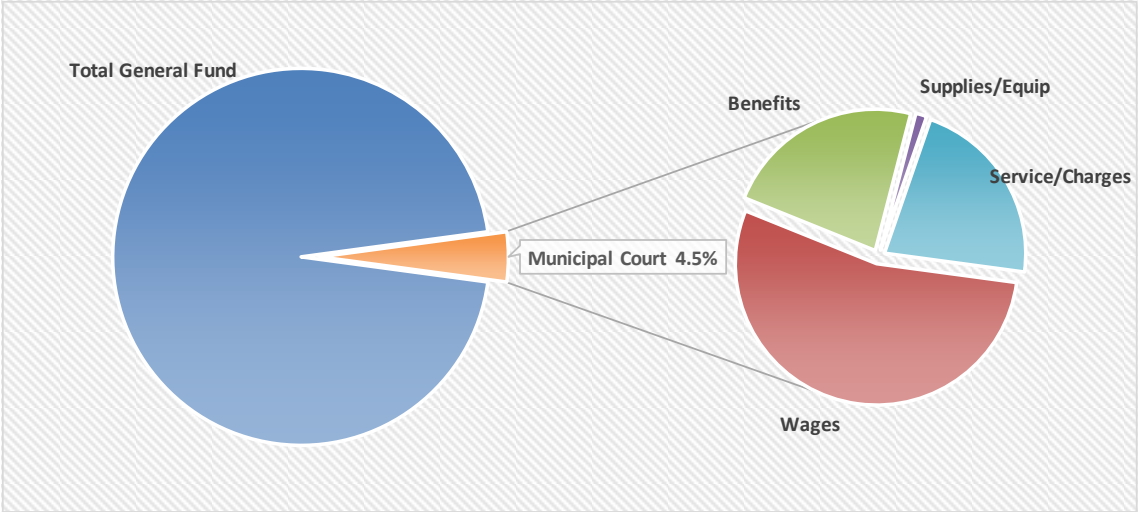
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**528,267**	**740,230**	**666,092**	**710,108**	**(30,122)**	**-4.1%**

EXPENDITURES BY DIVISION

Community Restitution	108,850	134,470	122,497	136,769	2,299	1.7%
Court Services	419,417	605,760	543,596	573,340	(32,420)	-5.4%
Total Expenditures	**528,267**	**740,230**	**666,092**	**710,108**	**(30,122)**	**-4.1%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	322,093	353,860	350,860	383,208	29,348	8.3%
Benefits	137,584	159,280	151,204	162,893	3,613	2.3%
Supplies/Equip	5,652	9,585	8,380	8,989	(596)	-6.2%
Service/Charges	62,938	217,505	155,648	155,018	(62,487)	-28.7%
Total Expenditures	**528,267**	**740,230**	**666,092**	**710,108**	**(30,122)**	**-4.1%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Municipal Judge	0.50	0.50	0.50	0.50
Court Administrator	1.00	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Judicial Specialist	-	-	-	1.00
Sr. Judicial Specialist	-	-	-	1.00
Legal Process Assistant	2.00	2.00	2.00	-
Total Municipal Court	4.50	4.50	4.50	4.50

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes:

- $135,326 for debt obligations on the 2011 LTGO for the Fire Station;
- $120,000 to fully fund the obligations of the Payroll Benefits Fund (see Payroll Benefits Fund page for more information);
- $50,000 to fully fund the obligations of the Firefighter's Pension Fund (see Firefighter's Pension Fund page for more information);
- $566,696 as supplemental funding for on-going street operations;
- $43,050 for the annual subscription for the OpenGov system; and,
- $21,494 for principal and interest payments related to the HVAC lease.
- $8,000 Fire insurance benefit payment transferred to Firefighters Pension Fund.

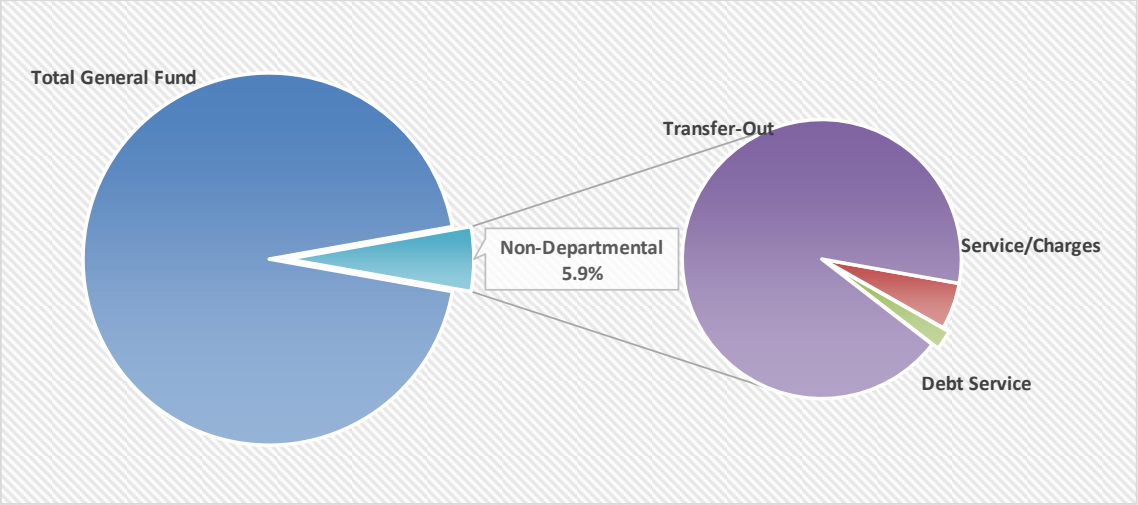
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22

FUNDING SOURCES

General Fund Resources	**4,252,526**	**3,460,293**	**3,302,760**	**944,566**	**(2,515,727)**	**-72.7%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Service/Charges	8,296	41,000	51,540	51,050	10,050	24.5%
Capital	90,921	-	-	-	-	
Debt Service	21,680	21,500	21,500	21,494	(6)	0.0%
Transfer-Out	4,131,629	3,397,793	3,229,720	872,022	(2,525,771)	-74.3%
Total Expenditures	**4,252,526**	**3,460,293**	**3,302,760**	**944,566**	**(2,515,727)**	**-72.7%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

Recreation Services - Building community and improving health through seasonal camps, classes and activities for all ages and demographics.

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

BUDGET HIGHLIGHTS

The Parks, Recreation & Facilities Department budget increases by $279,042 or 18.6%. The increase is largely due to facilities services projects that include repairs and maintenance to City owned facilities. The budget increase also includes changes for salary and benefits as well as a small inflationary increase for professional services.

FUNDING SOURCES

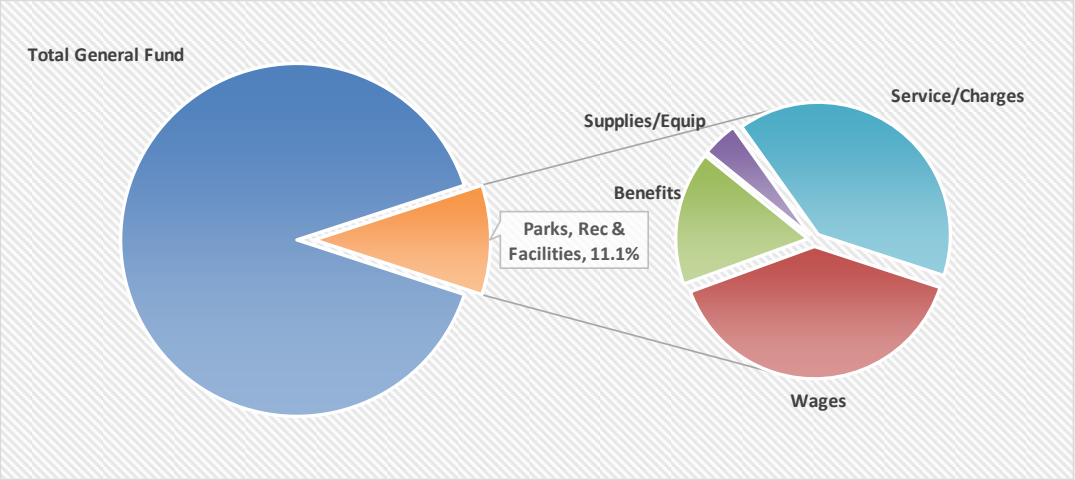
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
General Fund Resources	**1,097,211**	**1,498,230**	**1,317,573**	**1,777,272**	**279,042**	**18.6%**

EXPENDITURES BY DIVISION

Civic Center Activities	50,348	72,070	52,828	81,540	9,470	13.1%
Facility Services	524,991	675,460	693,320	951,009	275,549	40.8%
Parks & Recreation	521,872	750,700	571,425	744,723	(5,977)	-0.8%
Total Expenditures	**1,097,211**	**1,498,230**	**1,317,573**	**1,777,272**	**279,042**	**18.6%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	472,054	644,290	539,690	700,890	56,600	8.8%
Benefits	221,999	272,280	234,694	290,843	18,563	6.8%
Supplies/Equip	56,679	82,740	84,578	77,130	(5,610)	-6.8%
Service/Charges	346,479	498,920	458,611	708,410	209,490	42.0%
Total Expenditures	**1,097,211**	**1,498,230**	**1,317,573**	**1,777,272**	**279,042**	**18.6%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Community Dev/Parks & Rec Director	0.35	0.35	-	-
Parks, Rec & Facilities Director	-	-	1.00	1.00
Crew Lead Parks/Facilities	1.00	1.00	1.00	-
Field Supervisor	-	-	-	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Assistant Crew Lead Parks/Facilities	1.00	1.00	1.00	-
Assistant Field Supervisor	-	-	-	1.00
Maintenance Worker	3.00	3.00	3.00	3.00
Custodial Worker	2.00	2.00	2.00	2.00
Total Parks, Rec & Facilities	**8.35**	**8.35**	**9.00**	**9.00**

MISSION STATEMENT

The Mission of the Shelton Police Department (SPD) is to provide excellent service and protection through leadership and partnership with the community. All decisions reflect this Mission and coincide with our core values of Loyalty, Dedication, Respect, Service, Honor, Integrity, and Personal Courage.

DEPARTMENT SUMMARY

SPD is comprised of Administration, Patrol, Detectives, School Resource Officers, Records/Evidence, Animal Control/Code Enforcement and Volunteers. Police officers in the 21st century wear many different hats that their professional predecessors didn't. With more legal mandates and responsibilities, also come un-funded training requirements. In 2022, SPD will continue its endeavor to have the most professional, well educated, and trained police force for the community we serve. This will require up to date training in use of force, de-escalation, crisis intervention, patrol tactics, officer wellness, and emergency vehicle operations. Training will be a 2023 budget priority.

BUDGET HIGHLIGHTS

The budget for the Police Department in 2023 increases by $46,467 or 1.2%. The budget includes no staffing changes for 2023. The budget includes salary and benefit increases for COLA adjustments and medical, dental, and other rate increases. The budget also has decreases in Animal Control and Code Enforcement as those activities have moved to the Community and Economic Development Department.

FUNDING SOURCES

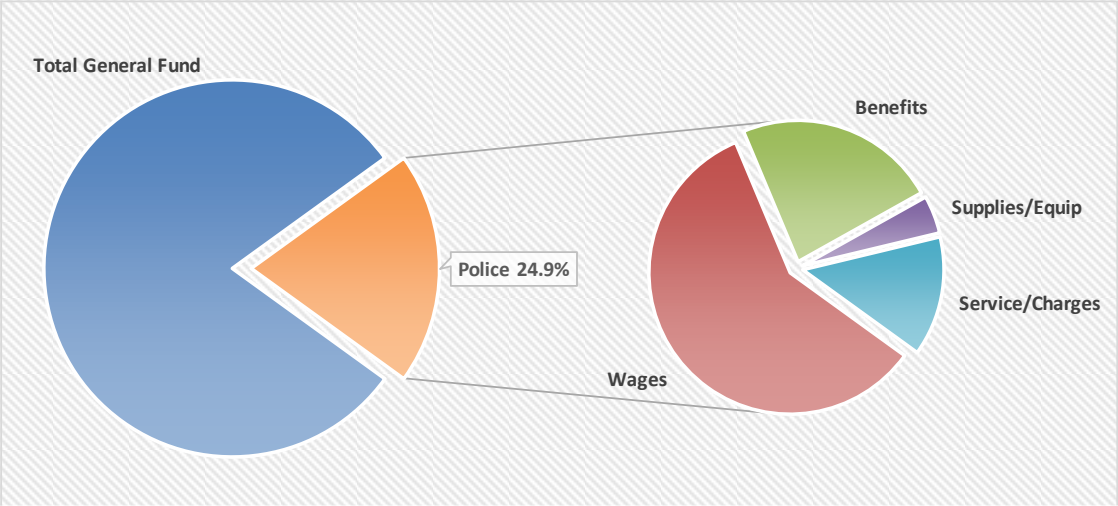
	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Law Enforcement Services	73,610	219,600	-	21,900	(197,700)	-90.0%
General Fund Resources	3,408,932	3,702,064	3,696,720	3,946,231	244,167	6.6%
General Fund Resources	**3,482,542**	**3,921,664**	**3,696,720**	**3,968,131**	**46,467**	**1.2%**

EXPENDITURES BY DIVISION

Administration	201,038	191,650	344,980	380,794	189,144	98.7%
Animal Control	71,796	64,260	74,750	-	(64,260)	-100.0%
Investigations	476,026	636,200	494,380	511,792	(124,408)	-19.6%
Patrol	2,417,346	2,478,084	2,331,310	2,653,018	174,934	7.1%
Records	167,698	194,910	184,250	207,189	12,279	6.3%
SRO	129,973	155,860	137,630	163,597	7,737	5.0%
Code Enforcement	-	151,420	118,560	-	(151,420)	-100.0%
Training	18,666	49,280	10,860	51,740	2,460	5.0%
Total Expenditures	**3,482,542**	**3,921,664**	**3,696,720**	**3,968,131**	**46,467**	**1.2%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	2,090,978	2,321,180	2,249,730	2,330,310	9,130	0.4%
Benefits	800,932	933,510	806,630	920,897	(12,613)	-1.4%
Supplies/Equip	141,316	145,720	174,850	172,894	27,174	18.6%
Service/Charges	449,315	521,254	465,510	544,030	22,776	4.4%
Total Expenditures	**3,482,542**	**3,921,664**	**3,696,720**	**3,968,131**	**46,467**	**1.2%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Police Chief	1.00	1.00	1.00	1.00
Police Captain	-	-	-	1.00
Sergeant - Detective	1.00	1.00	1.00	1.00
Sergeant - Patrol	2.00	2.00	2.00	4.00
Detective	1.00	1.00	1.00	2.00
Corporal Officer - Patrol (SRO)	1.00	1.00	1.00	-
Police Officer	10.00	11.00	11.00	9.00
School Resource Officer	2.00	0.00	0.00	1.00
Evidence Records Clerk	2.00	2.00	2.00	1.00
Senior Evidence Records Clerk	-	-	-	1.00
Animal Control Tech/Code Enforce Officer	0.50	0.50	1.00	-
Senior Code Enforcement Officer	-	-	1.00	-
Lieutenant	2.00	2.00	2.00	-
Total Police Department	**22.50**	**21.50**	**23.00**	**21.00**

MISSION STATEMENT

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

DEPARTMENT SUMMARY

The Public Works Department is responsible for the maintenance and improvement of the City's infrastructure, including streets, sidewalks, water service, wastewater treatment, storm drainage, and fleet/equipment. These systems that serve the public focus on transportation and mobility, water treatment/delivery, storm water quality/quantity, and wastewater collection/disposal.

The Water, Sewer, Storm Drainage, and Solid Waste funds are enterprise funds and are discussed further in the proprietary fund section. The Public Works Division within the General Fund include Administration and Engineering

BUDGET HIGHLIGHTS

The Public Works 2023 Budget reflects an increase of $48,753 or 5.2%. The increase is primarily due to salary and benefit increases for COLA adjustments and medical, dental, and other rate increases.

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22

FUNDING SOURCES

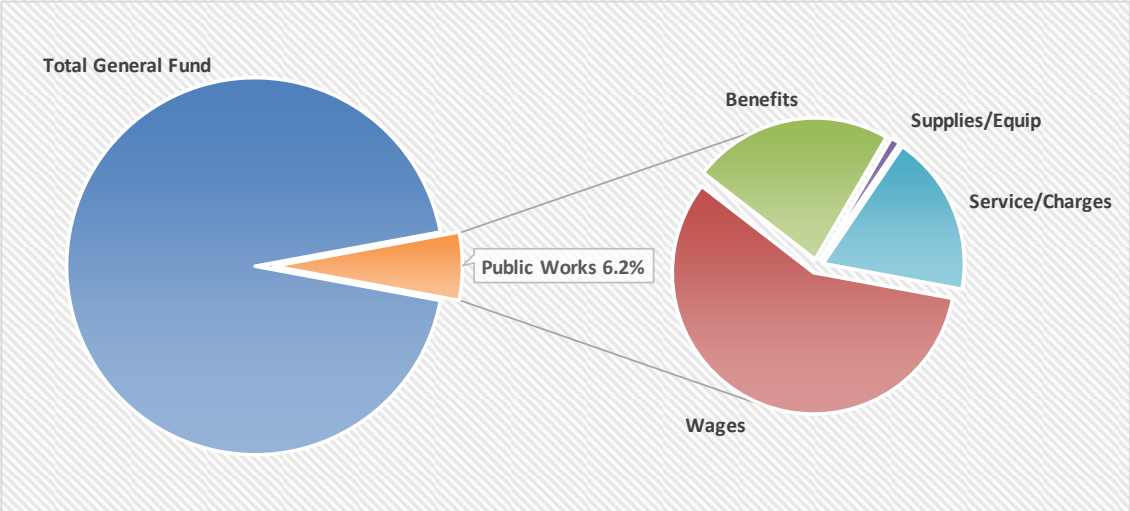
General Fund Resources	**699,932**	**936,328**	**921,988**	**985,081**	**48,753**	**5.2%**

EXPENDITURES BY DIVISION

Administration	315,987	405,728	405,018	422,416	16,688	4.1%
Engineering	383,945	530,600	516,970	562,666	32,066	6.0%
Total Expenditures	**699,932**	**936,328**	**921,988**	**985,081**	**48,753**	**5.2%**

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	344,662	530,210	530,210	567,028	36,818	6.9%
Benefits	147,420	216,190	197,667	225,941	9,751	4.5%
Supplies/Equip	8,589	15,020	10,941	10,580	(4,440)	-29.6%
Service/Charges	199,260	174,908	183,170	181,532	6,624	3.8%
Total Expenditures	**699,932**	**936,328**	**921,988**	**985,081**	**48,753**	**5.2%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Public Works Director	1.00	1.00	1.00	1.00
City Engineer	0.50	0.50	1.00	1.00
Sr Associate Civil Engineer	1.00	1.00	0.00	0.00
Associate Civil Engineer	-	-	-	-
Senior Engineer	-	-	1.00	1.00
Senior Inspector			1.00	1.00
Engineering Technician	1.00	-	-	-
Administrative Manager	1.00	1.00	1.00	1.00
Permit Coordinator	0.10	0.10	0.10	0.10
Total Public Works	**4.60**	**3.60**	**5.10**	**5.10**

MISSION STATEMENT

To provide and maintain streets and sidewalks within the City of Shelton that allow for safe and efficient transportation.

DEPARTMENT SUMMARY

The Street department is responsible for constructing and maintaining transportation and mobility assets including roadways, alleys and right of ways within the City of Shelton. Maintenance includes patching, paving, grading gravel roads and parking strips, crack sealing, chip sealing, roadside mowing, street sweeping and pedestrian path maintenance.

BUDGET HIGHLIGHTS

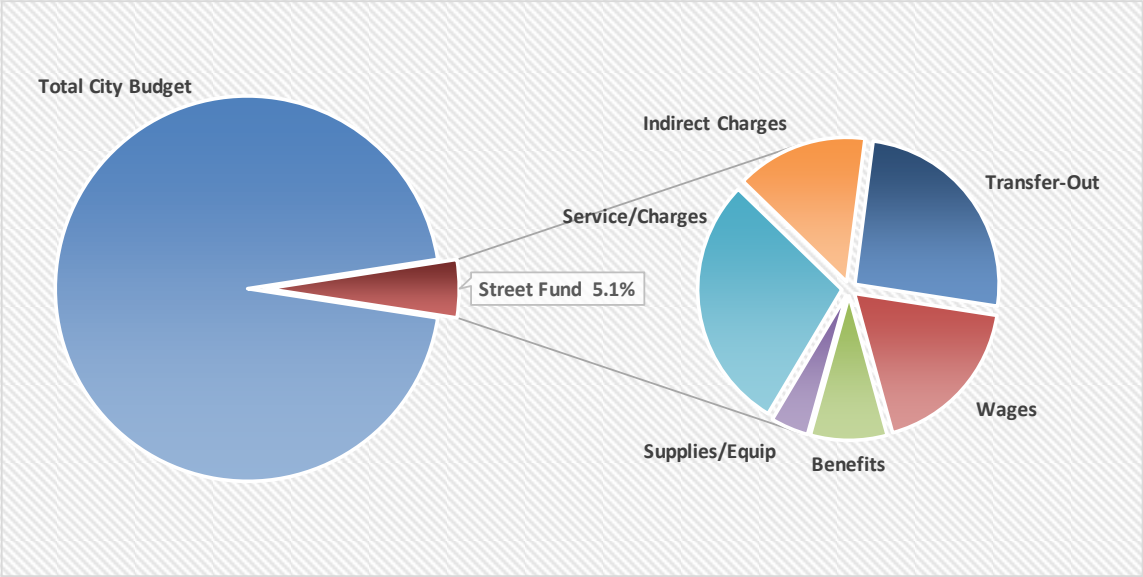
The Street Fund budget for 2023 increases by $70,615 or 3.5%. The City is expending $500,000 of American Rescue Plan Act (ARPA) for street maintenance. The City is also using $30,000 of TBD funds and $30,000 of REET2 funds for ADA transition planning. The General Fund supports Street Fund activities in the amount of $566,696 for 2023.

STREET FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**1,005,320**	**423,415**	**423,415**	**319,085**		
FUNDING SOURCES						
Taxes	687,474	675,000	669,830	675,000	-	
Licenses & Permits	16,129	5,500	16,611	10,000	4,500	
Intergovernmental Revenue	211,320	214,000	202,038	199,000	(15,000)	-7.0%
Charges for Goods/Service	55,149	56,120	55,120	56,120	-	0.0%
Miscellaneous Revenue	1,304	1,500	13,186	1,500	-	0.0%
Transfer In	1,354,026	934,510	934,510	1,126,696	192,186	
Total Revenues	**2,325,402**	**1,886,630**	**1,891,295**	**2,068,316**	**181,686**	**9.6%**
EXPENDITURES BY DIVISION						
Maint Adm & Overhead	583,094	660,960	628,606	707,873	46,913	7.1%
Parking Facilities	784	1,130	2,029	1,190	60	5.3%
Roadside	112,747	221,670	79,629	161,874	(59,796)	-27.0%
Roadway	325,519	299,450	507,300	333,193	33,743	11.3%
Sidewalks	1,146	11,000	3,703	11,550	550	5.0%
Snow and Ice Control	29,092	15,050	41,950	16,411	1,361	9.0%
Special Purpose Paths	1,265	10,710	2,000	11,250	540	5.0%
Street Cleaning	19,391	40,250	7,731	45,621	5,371	13.3%
Street Lighting	155,142	130,000	130,000	136,500	6,500	5.0%
Traffic Control Devices	94,995	105,990	92,677	116,364	10,374	9.8%
Transfer-Out	1,584,133	500,000	500,000	525,000	25,000	5.0%
Total Expenditures	**2,907,307**	**1,996,210**	**1,995,625**	**2,066,825**	**70,615**	**3.5%**
Ending Fund Balance	**423,415**	**313,835**	**319,085**	**320,576**		
Change in Fund Balance	**(581,905)**	**(109,580)**	**(104,330)**	**1,491**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	328,340	336,610	362,632	378,475	41,865	12.4%
Benefits	153,286	159,370	165,022	177,470	18,100	11.4%
Supplies/Equip	49,934	83,280	64,338	87,470	4,190	5.0%
Service/Charges	511,664	637,310	623,993	592,870	(44,440)	-7.0%
Capital	-	-	-	-	-	
Indirect Charges	279,950	279,640	279,640	305,541	25,901	9.3%
Transfer-Out	1,584,133	500,000	500,000	525,000	25,000	5.0%
Total Expenditures	**2,907,307**	**1,996,210**	**1,995,625**	**2,066,825**	**70,615**	**3.5%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40
Field Supervisor - Streets	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Streets	-	-	-	1.00
Heavy Equipment Operator	-	-	-	1.00
Sr. Heavy Equipment Operator	-	-	-	0.25
Operator	1.25	1.25	1.25	-
Truck Driver	1.00	1.00	1.00	-
Maintenance Worker	1.00	1.00	1.00	1.00
Senior Inspector	-	0.25	-	-
Total Street Fund	**4.65**	**4.90**	**4.65**	**4.65**

FUND SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 budget includes the following transfers out of REET 1 resources:

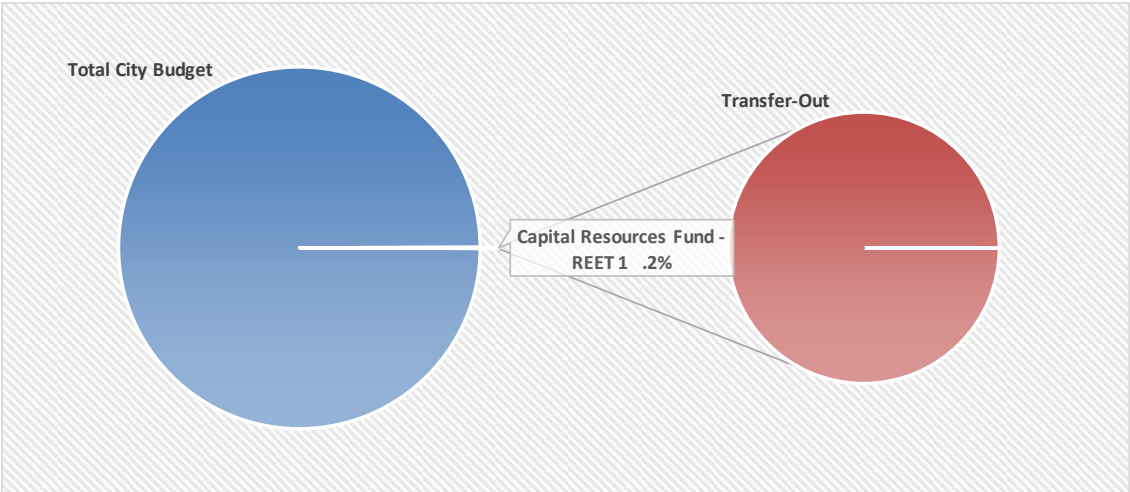
- $48,574 for 2020 refunding bond payment – Bond Fund
- $80,000 for Downtown Street Tree and Sidewalk – Capital Projects Fund

CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 1 FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**356,027**	**356,027**	**451,697**		
FUNDING SOURCES						
Taxes	194,874	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	55	-	2,500	-	-	
Transfer In	207,648	-	-	-	-	100.0%
Total Revenues	**402,577**	**52,500**	**142,500**	**52,500**	**-**	**0.0%**
EXPENDITURES BY DIVISION						
Transfers-Out	46,549	46,830	46,830	128,574	81,744	174.6%
Total Expenditures	**46,549**	**46,830**	**46,830**	**128,574**	**81,744**	**174.6%**
Ending Fund Balance	**356,027**	**361,697**	**451,697**	**375,623**		
Change in Fund Balance	**356,027**	**5,670**	**95,670**	**(76,074)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfer-Out	46,549	46,830	46,830	128,574	81,744	174.6%
Total Expenditures	**46,549**	**46,830**	**46,830**	**128,574**	**81,744**	**174.6%**



FUND SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 budget includes the following transfers out of REET 2 resources:

- $30,000 ADA Transition Plan – Street Fund

CAPITAL RESOURCES - REAL ESTATE EXCISE TAX 2 FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**395,753**	**395,753**	**538,253**		

FUNDING SOURCES

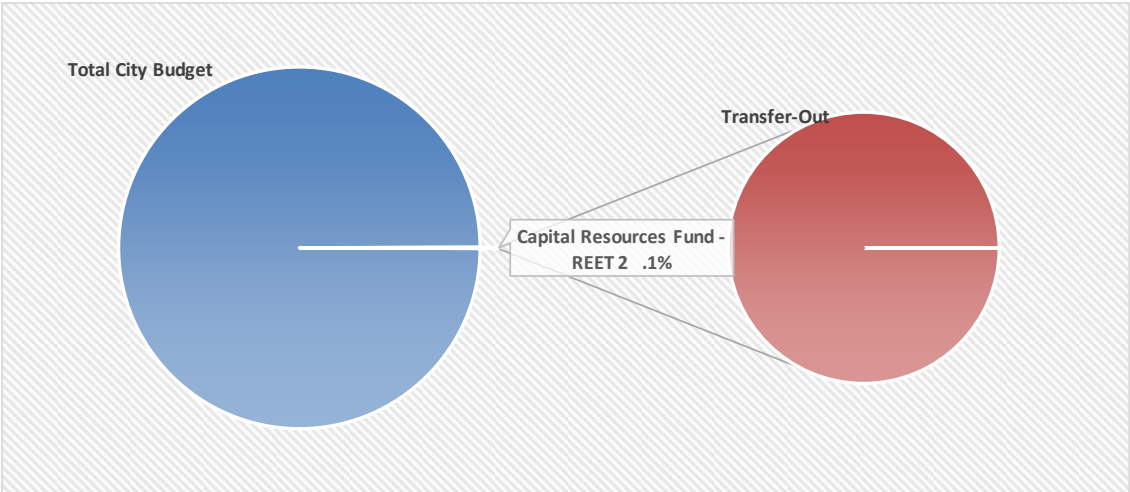
Taxes	194,874	52,500	140,000	52,500	-	0.0%
Miscellaneous Revenue	57	-	2,500	-	-	
Transfer In	200,822	-	-	-	-	100.0%
Total Revenues	**395,753**	**52,500**	**142,500**	**52,500**	**-**	**0.0%**

EXPENDITURES BY DIVISION

Transfers-Out	-	-	-	30,000	30,000	
Total Expenditures	**-**	**-**	**-**	**30,000**	**30,000**	
Ending Fund Balance	**395,753**	**448,253**	**538,253**	**560,753**		
Change in Fund Balance	**395,753**	**52,500**	**142,500**	**22,500**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfer-Out	-	-	-	30,000	30,000	
Total Expenditures	**-**	**-**	**-**	**30,000**	**30,000**	



FUND SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out of TBD resources:

- $19,500 Road Safety Plan – Capital Projects Fund
- $80,000 Western Gateway – Capital Projects Fund
- $300,000 Olympic Highway North – Capital Projects Fund
- $100,000 Front Street Paving – Capital Projects Fund
- $200,000 Overlay Wallace Kneeland – Capital Projects Fund
- $50,000 Signalized Intersection Upgrades – Capital Projects Fund
- $30,000 ADA Transition Plan – Street Fund

CAPITAL RESOURCES - TRANSPORTATION BENFIT DISTRICT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**1,302,997**	**1,302,997**	**1,421,357**		

FUNDING SOURCES

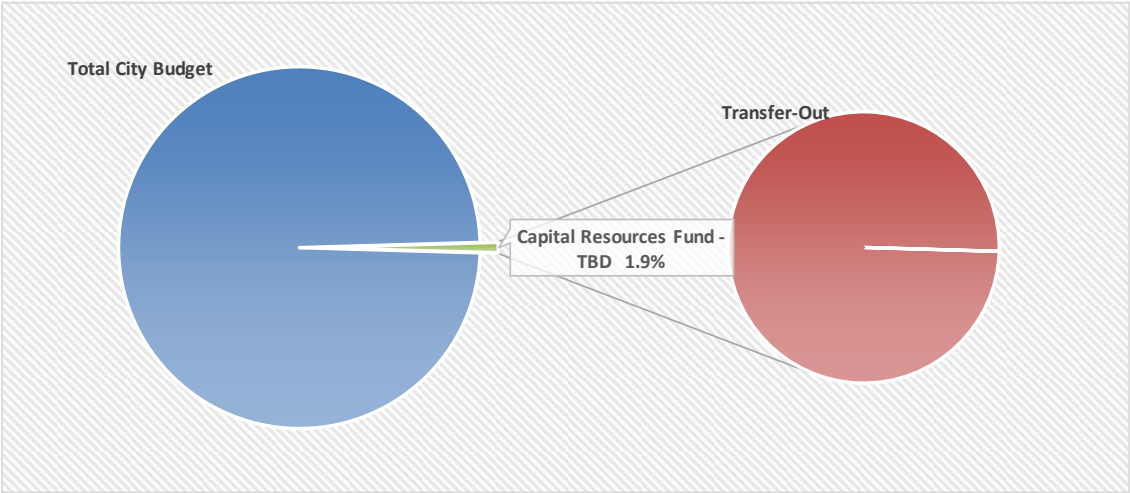
Miscellaneous Revenue	279	-	3,750	-	-	
Transfer In	1,316,743	500,000	500,000	525,000	25,000	100.0%
Total Revenues	**1,317,022**	**500,000**	**503,750**	**525,000**	**25,000**	**5.0%**

EXPENDITURES BY DIVISION

Transfers-Out	14,026	385,390	385,390	779,500	394,110	102.3%
Total Expenditures	**14,026**	**385,390**	**385,390**	**779,500**	**394,110**	**102.3%**
Ending Fund Balance	**1,302,997**	**1,417,607**	**1,421,357**	**1,166,857**		
Change in Fund Balance	**1,302,997**	**114,610**	**118,360**	**(254,500)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfer-Out	14,026	385,390	385,390	779,500	394,110	102.3%
Total Expenditures	**14,026**	**385,390**	**385,390**	**779,500**	**394,110**	**102.3%**



FUND SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out of TIF resources:

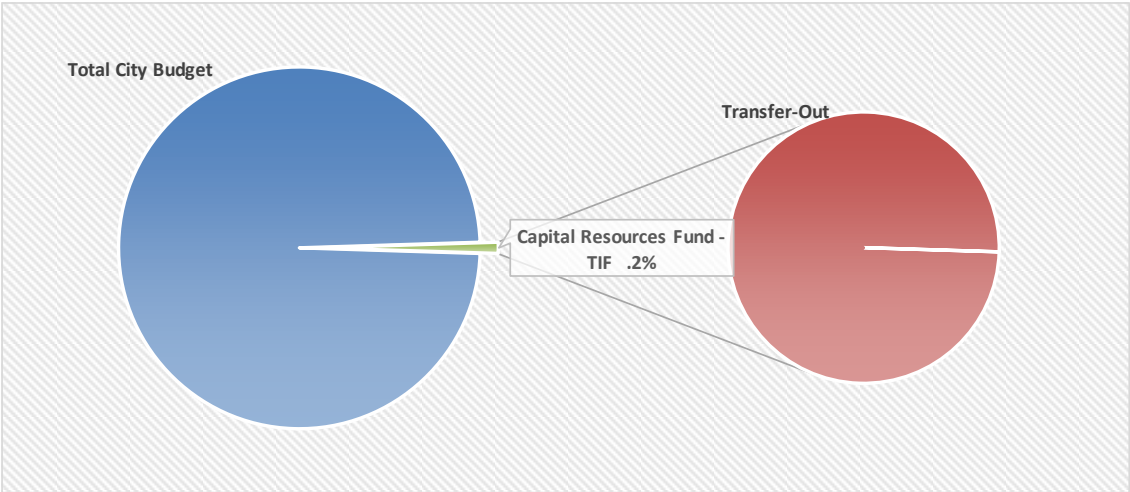
- $100,000 Signalized Intersection Upgrades – Capital Projects Fund

CAPITAL RESOURCES - TRAFFIC IMPACT FEES FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**997,437**	**997,437**	**626,837**		
FUNDING SOURCES						
Charges for Goods/Services	7,471	80,000	40,000	80,000	-	0.0%
Miscellaneous Revenue	175	-	3,500	-	-	
Transfer In	989,791	-	-	-	-	100.0%
Total Revenues	**997,437**	**80,000**	**43,500**	**80,000**	**-**	**0.0%**
EXPENDITURES BY DIVISION						
Transfers-Out	-	414,100	414,100	100,000	(314,100)	
Total Expenditures	**-**	**414,100**	**414,100**	**100,000**	**(314,100)**	
Ending Fund Balance	**997,437**	**663,337**	**626,837**	**606,837**		
Change in Fund Balance	**997,437**	**(334,100)**	**(370,600)**	**(20,000)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfer-Out	-	414,100	414,100	100,000	(314,100)	
Total Expenditures	**-**	**414,100**	**414,100**	**100,000**	**(314,100)**	



FUND SUMMARY

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

BUDGET HIGHLIGHTS

The 2023 Proposed budget includes the following transfers out:

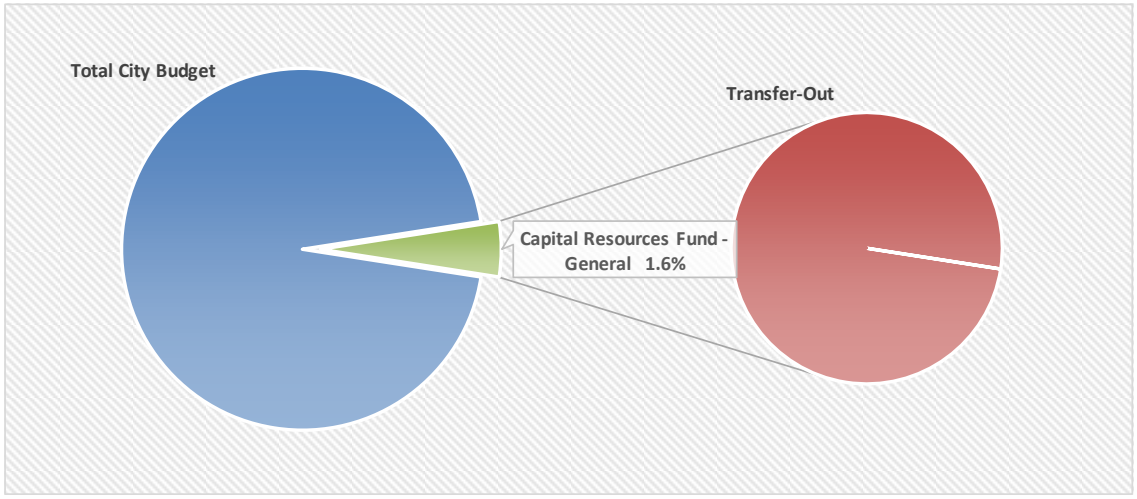
- $500,000 of ARPA funds for Street Maintenance – Street Fund
- $23,000 of General Resources for Library Deck Repair – General Fund
- $106,000 of General Resources for Civic Center Exterior Painting – General Fund
- $25,000 of General Resources for Access Control – General Fund

CAPITAL RESOURCES - GENERAL RESOURCES FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**1,158,486**	**1,649,409**	**1,649,409**	**911,969**		
FUNDING SOURCES						
Taxes	50,854	-	-	-	-	
Intergovernmental Revenue	-	445,780	445,780	-	(445,780)	
Charges for Goods/Service	47,667	-	-	-	-	
Miscellaneous Revenue	982	-	2,500	-		
Transfer In	2,063,614	1,488,610	1,488,610	-	(1,488,610)	100.0%
Total Revenues	**2,163,117**	**1,934,390**	**1,936,890**	**-**	**(1,934,390)**	**-100.0%**
EXPENDITURES BY DIVISION						
Transfers-Out	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%
Total Expenditures	**1,672,193**	**2,674,330**	**2,674,330**	**654,000**	**(2,020,330)**	**-75.5%**
Ending Fund Balance	**1,649,409**	**909,469**	**911,969**	**257,969**		
Change in Fund Balance	**490,923**	**(739,940)**	**(737,440)**	**(654,000)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfer-Out	1,672,193	2,674,330	2,674,330	654,000	(2,020,330)	-75.5%
Total Expenditures	**1,672,193**	**2,674,330**	**2,674,330**	**654,000**	**(2,020,330)**	**-75.5%**



DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The proposed Tourism Fund budget increases by $2,242 or 3.4% from the 2022 appropriation. The funding allocations proposed equal $68,000 for 2023 activities/events are:

- Mason County Historical Society Museum - $18,000
- Mason County Historical Society Downtown Car Show - $2,000
- Kristmas Town Kiwanis – Bluegrass from the Forest - $9,000
- Mason County Forest Festival - $12,000
- NW Event Organizers/Outlook Park Murals Town 2020 – $3,000
- NW Event Organizers ChristmasTown Marketing Events - $13,000
- PNW Raised Events Cinco Rocks - $3,500
- PNW Raised Events School House Rocks - $3,500
- Shelton Downtown Merchants Shop Shelton First - $4,000

TOURISM FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**93,406**	**89,620**	**89,620**	**76,401**		

FUNDING SOURCES

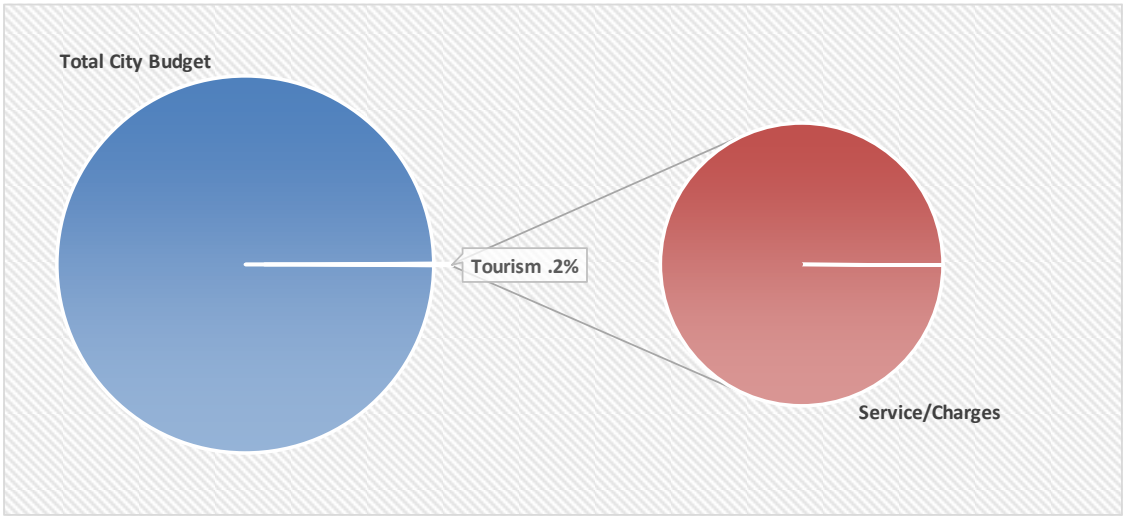
Taxes	56,450	48,000	52,240	48,000	-	0.0%
Miscellaneous Revenue	67	100	299	100	-	0.0%
Total Revenue	**56,517**	**48,100**	**52,539**	**48,100**	**-**	**0.0%**

EXPENDITURES BY DIVISION

Tourism	60,303	65,758	65,758	68,000	2,242	3.4%
Total Expenditures	**60,303**	**65,758**	**65,758**	**68,000**	**2,242**	**3.4%**
Ending Fund Balance	**89,620**	**71,962**	**76,401**	**56,501**		
Change in Fund Balance	**(3,786)**	**(17,658)**	**(13,219)**	**(19,900)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Service/Charges	60,303	65,758	65,758	68,000	2,242	3.4%
Total Expenditures	**60,303**	**65,758**	**65,758**	**68,000**	**2,242**	**3.4%**



DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

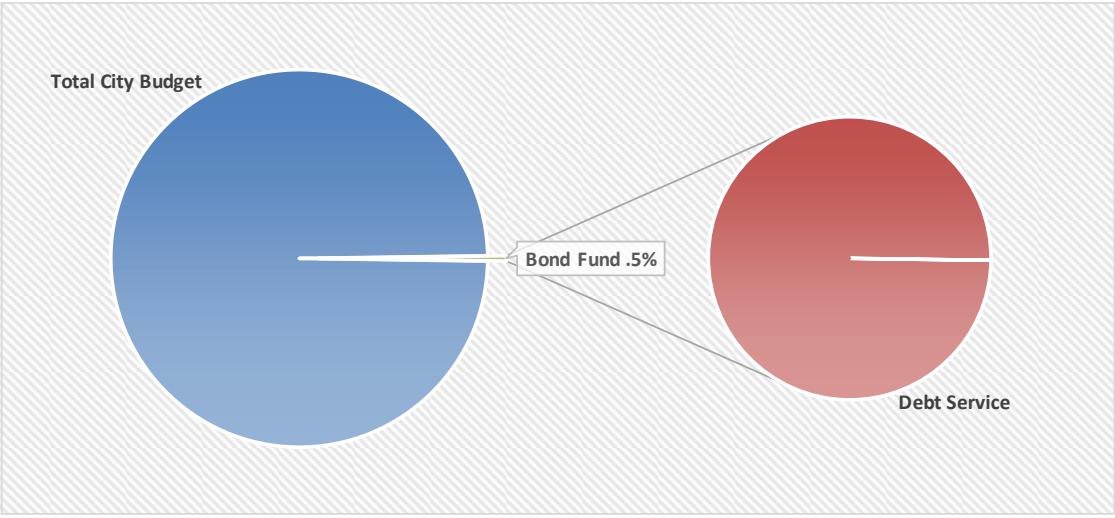
The 2023 Proposed budget reflects an increase of $6,600 from 2022. The Bond Fund is utilized for paying the portion of the 2020 Refunding Bond which replaced the 2011A and 2011B LTGO Fire Station Bonds

BOND FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**7,420**	**7,618**	**7,618**	**7,723**		
FUNDING SOURCES						
Taxes	198	-	105	-	-	0.0%
Bond Proceeds	-	-	-	-		
Transfer In	179,036	177,300	177,300	183,900	6,600	3.7%
Total Revenue	**179,234**	**177,300**	**177,405**	**183,900**	**6,600**	**3.7%**
EXPENDITURES BY DIVISION						
Bond Fund	179,036	177,300	177,300	183,900	6,600	3.7%
Total Expenditures	**179,036**	**177,300**	**177,300**	**183,900**	**6,600**	**3.7%**
Ending Fund Balance	**7,618**	**7,618**	**7,723**	**7,723**		
Change in Fund Balance	**198**	**-**	**105**	**-**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Debt Service	179,036	177,300	177,300	183,900	6,600	3.7%
Total Expenditures	**179,036**	**177,300**	**177,300**	**183,900**	**6,600**	**3.7%**



DEPARTMENT SUMMARY

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

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

BUDGET HIGHLIGHTS

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

Capital projects included in the Capital Improvement Fund for 2023 are:

Street/Transportation:

- Local Road Safety- three crosswalk/sidewalk projects - $1,160,000
  Funding Sources: TBD-$19,500; WSDOT-$1,140,500

- Railroad Track Crossing Removal - $400,000
  Funding Sources: WSDOT-$400,000

- Olympic Highway North - $300,000
  Funding Sources: TBD-$300,000

- Western Gateway - $80,000
  TBD-$80,000

- Signalized Intersection Upgrades - $150,000
  TBD-$50,000; TIF-$100,000

- Design Downtown Street Tree & Sidewalk - $80,000
  REET 1-$80,000

- Front Street Paving - $100,000
  TBD-$100,000

- Wallace Kneeland Overlay - $504,585
  TBD-$200,000; Mason County STBG-$304,585

Parks:

- Northcliff Neighborhood Park Improvements - $50,000
  Funding Source: SMPD-$50,000

CAPITAL IMPROVEMENT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**433,300**	**879,714**	**879,714**	**434,671**		

FUNDING SOURCES

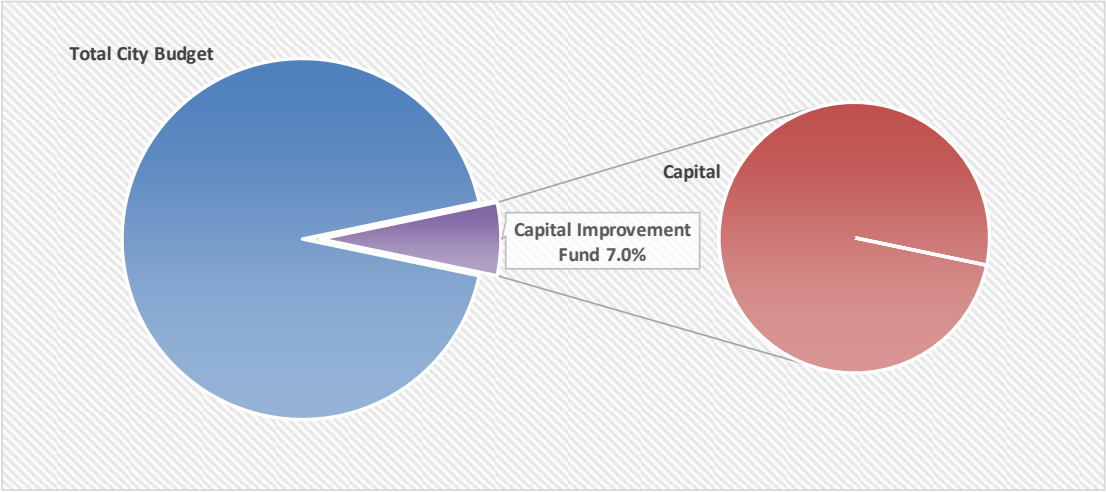
Intergovernmental Revenue	6,006	1,974,310	1,156,175	1,845,085	(129,225)	-6.5%
Charges for Goods/Service	-	59,000	59,000	50,000	(9,000)	-15.3%
Transfer In	1,971,993	1,403,043	1,403,043	929,500	(473,543)	-33.8%
Total Revenue	**1,977,999**	**3,436,353**	**2,618,218**	**2,824,585**	**(611,768)**	**-17.8%**

EXPENDITURES BY DIVISION

Capital	669,129	3,136,353	3,063,261	2,824,585	(311,768)	-9.9%
Transfer Out	862,456	-	-	-	-	
Grand Total	**1,531,585**	**3,136,353**	**3,063,261**	**2,824,585**	**(311,768)**	**-9.9%**
Ending Fund Balance	**879,714**	**1,179,714**	**434,671**	**434,671**		
Change in Fund Balance	**446,414**	**300,000**	**(445,043)**	**-**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Supplies/Equip	-	-	-	-	-	
Service/Charges	132,163	30,000	254,839	-	(30,000)	-100.0%
Capital	534,856	3,106,353	2,782,989	2,824,585	(281,768)	-9.1%
Transfer Out	862,456	-	-	-	-	
Indirect Charges	2,109	-	25,433	-	-	
Grand Total	**1,531,585**	**3,136,353**	**3,063,261**	**2,824,585**	**(311,768)**	**-9.9%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

The Water Utility Fund is used to operate, maintain, and improve the water distribution system to provide for the delivery of safe, high-quality water for all City water users. The Water Department maintains and services three wells, four booster pump stations, and five City reservoirs that store a total of 2,227,000 gallons of high-quality drinking water. The Department also operates and maintains the potable (safe drinking water) and non-potable (not of drinking quality but safe for other uses) water distribution system. This system is comprised of 316,133 linear feet of potable mainline piping, 4,815 linear feet of non-potable mainline piping, 956 valves, 598 fire hydrants, and 4,125 water service meters. The Water Department constantly monitors and regulates water use and production City-wide to ensure it is able to meet the demands of the City while maintaining reserves necessary for fire flow storage for emergency needs. Revenue is primarily from charges for service with additional funding from system development fees, lease revenue, and investment interest.

BUDGET HIGHLIGHTS

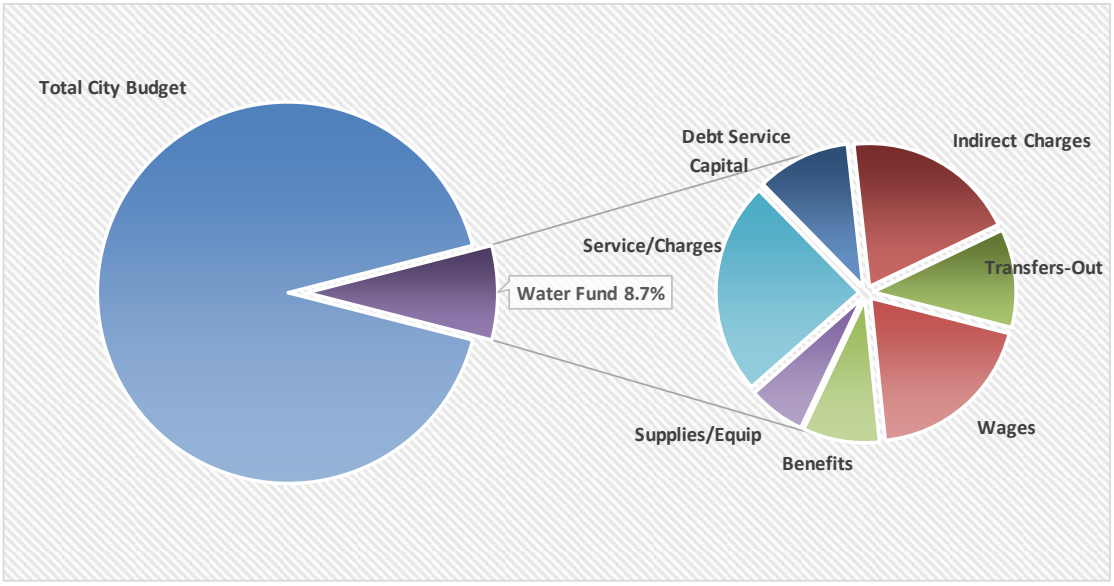
The Water Fund budget increases by $685,997 or 24.3%. The Proposed Budget for 2023 includes a transfer to the Water Capital Fund of $390,000. Please refer to Water Capital Fund page for a list of the 2023 capital projects. Increases include professional services for water reservoir storage options report, water reservoir cleaning and inspection, program fees for Asset Management program and shop maintenance and improvements. The Water Fund also reflects an increase of FTE of .40 for the Water Fund share of GIS & Asset Management Technician.

WATER FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**2,543,017**	**1,650,758**	**1,650,758**	**1,927,013**		
FUNDING SOURCES						
Intergovernmental Revenue	2,939	-	-	-	-	
Charges for Goods/Service	2,912,340	2,596,210	2,959,510	2,916,210	320,000	12.3%
Miscellaneous Revenue	36,470	46,100	133,634	46,100	-	0.0%
Total Revenue	**2,951,750**	**2,642,310**	**3,093,144**	**2,962,310**	**320,000**	12.1%
EXPENDITURES BY DIVISION						
Water Operations	3,844,009	2,819,954	2,816,889	3,505,951	685,997	24.3%
Total Expenditures	**3,844,009**	**2,819,954**	**2,816,889**	**3,505,951**	**685,997**	**24.3%**
Ending Fund Balance	**1,650,758**	**1,473,114**	**1,927,013**	**1,383,372**		
Change in Fund Balance	**(892,259)**	**(177,644)**	**276,255**	**(543,641)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	457,137	591,090	560,000	679,387	88,297	14.9%
Benefits	196,901	259,560	252,810	300,269	40,709	15.7%
Supplies/Equip	155,871	188,830	170,200	228,250	39,420	20.9%
Service/Charges	598,966	538,830	586,860	847,370	308,540	57.3%
Capital	27,635	-	4,447	-	-	
Debt Service	373,226	387,840	387,840	371,367	(16,473)	-4.2%
Indirect Charges	662,564	680,960	681,888	689,308	8,348	1.2%
Transfers-Out	1,371,567	172,844	172,844	390,000	217,156	125.6%
Total Expenditures	**3,843,866**	**2,819,954**	**2,816,889**	**3,505,951**	**685,997**	**24.3%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.40	0.40	0.40	0.40
Field Supervisor - Water	1.00	1.00	1.00	1.00
Assistant Field Supervisor - Water	1.00	1.00	1.00	1.00
Water Quality Specialist	1.00	1.00	1.00	1.00
Water Quality Specialist in Training	1.00	1.00	1.00	1.00
Heavy Equipment Operator	-	-	-	0.50
Sr. Heavy Equipment Operator	-	-	-	2.50
Operator	2.50	2.50	2.50	-
Truck Driver	0.50	0.50	0.50	-
Maintenance Worker	1.00	1.00	0.50	0.50
Public Works Technician	-	-	0.50	0.50
GIS & Asset Management Technician	-	-	-	0.40
Senior Inspector	-	0.25		
Total Water Fund	**8.40**	**8.65**	**8.40**	**8.80**

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

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

Capital projects included for 2023 are:

- Automated Meter Infrastructure - $75,000
  Funding Source: Water Rates

- Pipe Replacement, Well 1 to High School Tank - $950,000
  Funding Source: Department of Commerce Direct Appropriation

- Upper Angleside Pressure Zone - $200,000
  Funding Source: Water Rates

- Risk & Resilience Initial Funding - $15,000
  Funding Source: Water Rates

- Emergency Generator Receptacle - $30,000
  Funding Source: Water Fund

- Mid-Size 4x4 Pickup - $45,000
  Funding Source: Water Rates

- New Zero Turn Mower & Trailer - $25,000
  Funding Source: Water Rates

WATER CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**1,146,128**	**1,146,128**	**1,297,045**		

FUNDING SOURCES

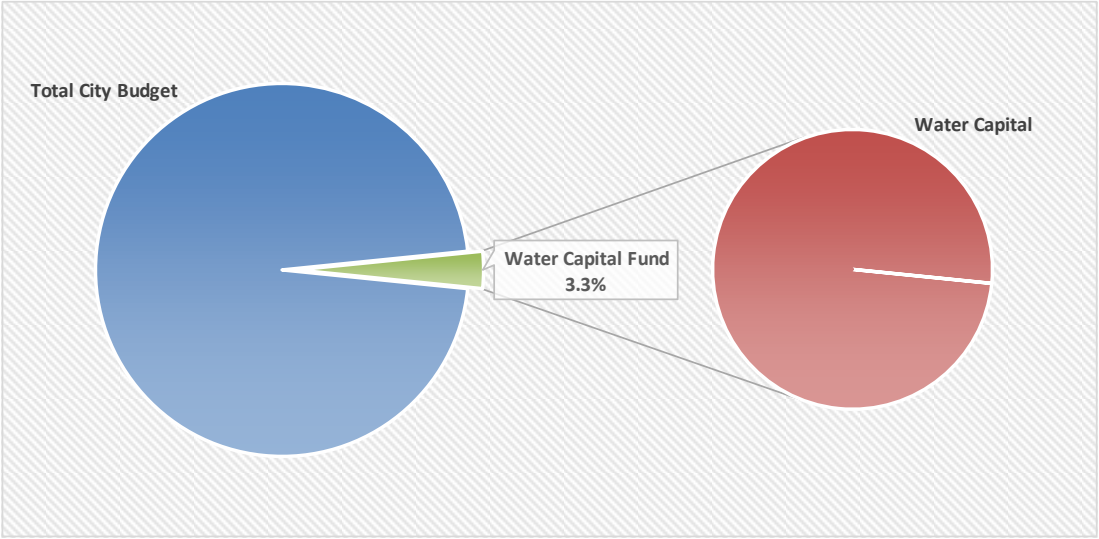
Intergovernmental Revenue	-	1,050,000	1,050,000	950,000	(100,000)	100.0%
Transfer In	1,310,000	1,687,344	1,687,344	390,000	(1,297,344)	100.0%
Total Revenue	**1,310,000**	**2,737,344**	**2,737,344**	**1,340,000**	**(1,397,344)**	100.0%

EXPENDITURES BY DIVISION

Water Capital	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%
Total Expenditures	**163,872**	**2,737,344**	**2,586,427**	**1,340,000**	**(1,397,344)**	**100.0%**
Ending Fund Balance	**1,146,128**	**1,146,128**	**1,297,045**	**1,297,045**		
Change in Fund Balance	**1,146,128**	**-**	**150,917**	**-**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Water Capital	163,872	2,737,344	2,586,427	1,340,000	(1,397,344)	100.0%
Total Expenditures	**163,872**	**2,737,344**	**2,586,427**	**1,340,000**	**(1,397,344)**	**100.0%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

The Sewer Utility Fund is used to operate, maintain, and improve the City's sewer system to provide for the safe disposal and treatment of wastewater for the residents of the City of Shelton. The City's sewer collection system is comprised of 213,364 linear feet of gravity sewer piping, 9,592 linear feet of force sewer piping, and 1,104 manholes. The piping is either gravity-fed or pumped by one of the five wastewater lift stations, to one of the City's two wastewater treatment plants, the Main Wastewater Treatment Plant and the Water Reclamation (Satellite) Plant. Both wastewater plants conduct multiple tests on a daily, monthly, and yearly basis to verify the City meets or exceeds State requirements and regulations, in order to prevent unwanted discharge into Oakland Bay and ensure safe discharge of reclaimed water to customers and the spray field infiltration system. Revenue for this fund is primarily from charges for service.

BUDGET HIGHLIGHTS

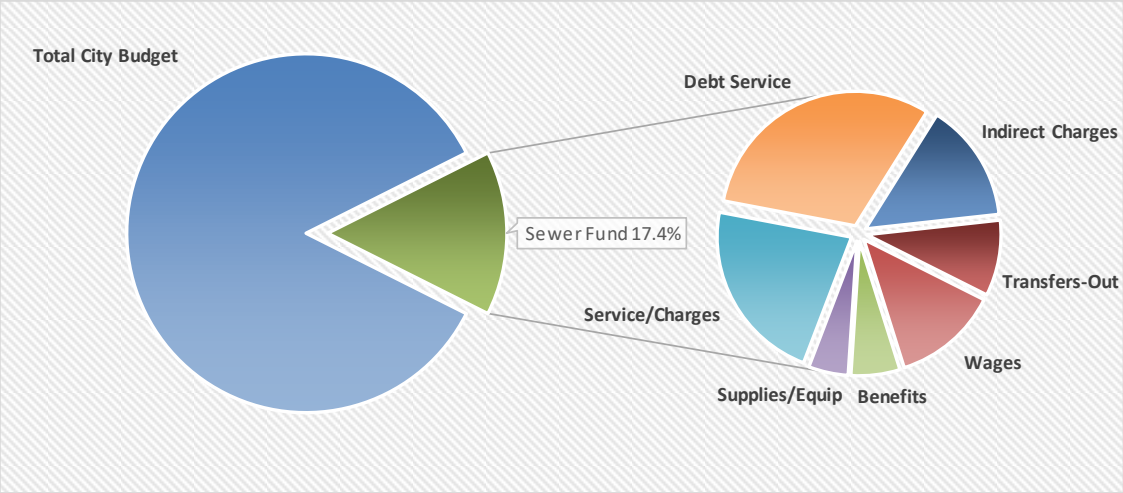
The Sewer Fund budget increases by $580,516 or 9.0%. The Proposed Budget for 2023 includes a transfer to the Sewer Capital Fund of $642,000. Please refer to Sewer Capital Fund page for a list of the 2023 capital projects. Increases include professional services for a force main inspection report, Basin 4 rehab pre-design report and a biosolids treatment and management report. The fund also reflects an increase of FTE of .40 for the Sewer Fund share of GIS & Asset Management Technician.

SEWER FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**4,557,689**	**3,664,095**	**3,664,095**	**3,875,105**		
FUNDING SOURCES						
Intergovernmental Revenue	13,403	-	5,726	-	-	
Charges for Goods/Service	6,594,304	6,234,660	6,473,986	6,330,320	95,660	1.5%
Miscellaneous Revenue	24,759	133,000	167,540	133,000	-	0.0%
Total Revenue	**6,632,466**	**6,367,660**	**6,647,252**	**6,463,320**	**95,660**	**1.5%**
EXPENDITURES BY DIVISION						
Collection Main	271,004	257,150	261,890	273,658	16,508	6.4%
Other Main	558,463	431,110	482,228	481,757	50,647	11.7%
Service Main	1,465,062	1,663,530	1,612,922	1,945,773	282,243	17.0%
Sewer Operations	4,835,988	3,555,508	3,562,910	3,765,622	210,114	5.9%
Coalition	-	27,450	27,450	28,820	1,370	5.0%
Services -Satellite Plant	315,910	433,250	406,692	441,444	8,194	1.9%
Other Satellite Plant	79,634	82,150	82,150	93,590	11,440	13.9%
Total Expenditures	**7,526,061**	**6,450,148**	**6,436,242**	**7,030,664**	**580,516**	**9.0%**
Ending Fund Balance	**3,664,095**	**3,581,607**	**3,875,105**	**3,307,761**		
Change in Fund Balance	**(893,594)**	**(82,488)**	**211,010**	**(567,344)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	666,031	788,100	768,390	896,320	108,220	13.7%
Benefits	289,562	369,070	389,020	414,151	45,081	12.2%
Supplies/Equip	287,582	324,630	324,630	335,860	11,230	3.5%
Service/Charges	1,413,200	1,355,000	1,333,452	1,557,980	202,980	15.0%
Capital	263,585	-	7,402	-	-	
Debt Service	1,952,638	2,305,290	2,305,290	2,175,351	(129,939)	-5.6%
Indirect Charges	810,292	1,154,130	1,154,130	1,009,001	(145,129)	-12.6%
Transfers-Out	1,843,170	153,928	153,928	642,000	488,072	317.1%
Total Expenditures	**7,526,061**	**6,450,148**	**6,436,242**	**7,030,664**	**580,516**	**9.0%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50
Field Supervisor - Sewer/Storm	0.50	0.50	0.50	1.50
Assistant Field Supervisor - Sewer/Storm	-	-	-	1.50
Waste Water Treatment Plant Tech III	1.00	1.00	1.00	2.00
Waste Water Treatment Plant Tech II	1.00	1.00	1.00	
Waste Water Treatment Plant Tech I	-	-	-	2.00
GIS & Asset Management Technician	-	-	-	0.40
Operator Tech III	2.00	2.00	2.00	-
Waste Water Treatment Plant Tech in Trng	1.00	2.00	2.00	-
Sr. Heavy Equipment Operator	-	-	-	1.80
Operator	1.50	1.50	1.50	-
Truck Driver	0.80	0.80	0.80	-
Maintenance Worker	2.00	2.00	2.00	2.00
Senior Inspector	-	0.25	-	-
Total Sewer Fund	**10.30**	**11.55**	**11.30**	**11.70**

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

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

Capital projects included for 2023 are:

- Automated Meter Infrastructure - $75,000
  Funding Source: Sewer Rates

- WRP Reclaimed Water Tank Design - 300,000
  Funding Source: Sewer Rates

- MBR Plant Headworks Upgrade - $400,000
  Funding Source: Legislative Grant

- Front Street Overflow & Pipe Removal Design - $90,000
  Funding Source: Sewer Rate

- New Camera Van - $177,000
  Funding Source: Sewer Rates

SEWER CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance		**1,308,976**	**1,308,976**	**3,295,677**		

FUNDING SOURCES

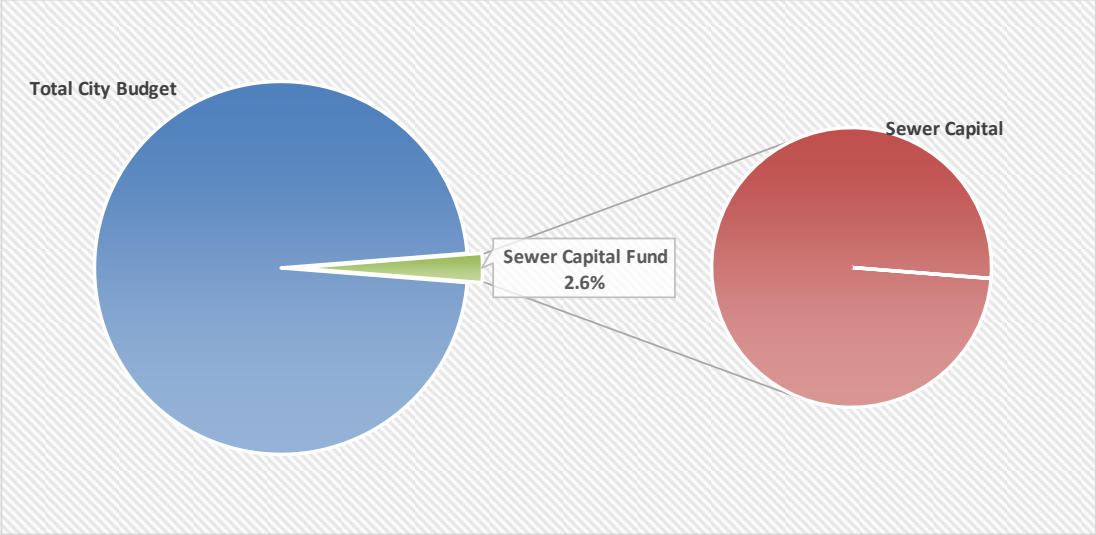
Intergovernmental Revenue	-	2,050,000	2,050,000	400,000	(1,650,000)	100.0%
Transfer In	1,843,170	553,928	553,928	642,000	88,072	100.0%
Total Revenue	**1,843,170**	**2,603,928**	**2,603,928**	**1,042,000**	**(1,561,928)**	100.0%

EXPENDITURES BY DIVISION

Sewer Capital	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%
Total Expenditures	**534,194**	**2,603,928**	**617,227**	**1,042,000**	**(1,561,928)**	**100.0%**
Ending Fund Balance	**1,308,976**	**1,308,976**	**3,295,677**	**3,295,677**		
Change in Fund Balance	**1,308,976**	**-**	**1,986,701**	**-**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Sewer Capital	534,194	2,603,928	617,227	1,042,000	(1,561,928)	100.0%
Total Expenditures	**534,194**	**2,603,928**	**617,227**	**1,042,000**	**(1,561,928)**	**100.0%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

The Solid Waste Utility Fund accounted for the operation of refuse and recycling collection. The City contracted with Mason County in 2017 for solid waste services. The fund remains open to account of the cleanup of the C Street landfill.

BUDGET HIGHLIGHTS

All funds collected will be restricted for landfill closeout costs.

SOLID WASTE FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**1,017,458**	**1,015,514**	**1,015,514**	**(178,891)**		

FUNDING SOURCES

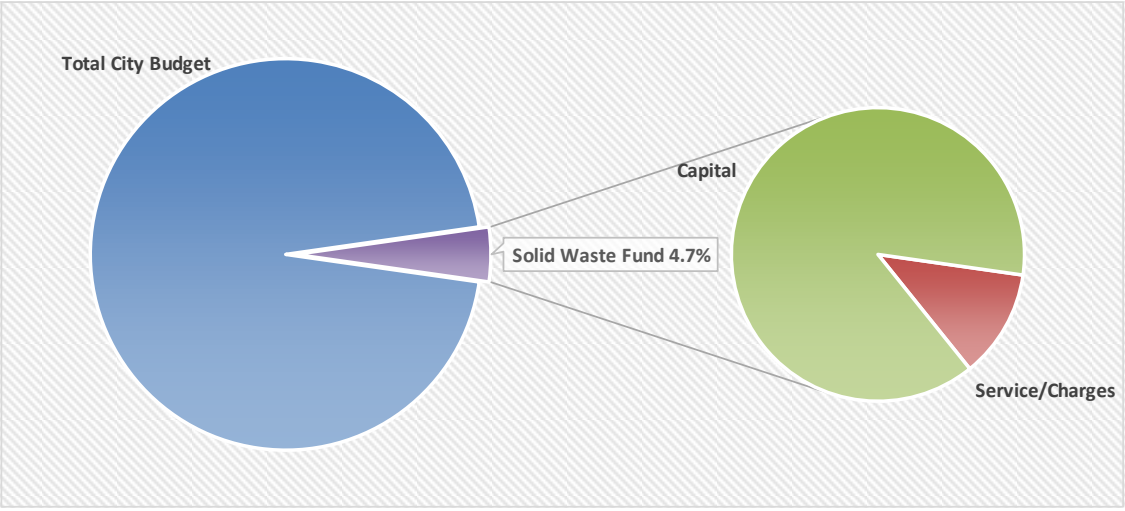
Intergovernmental Revenue	17,767	600,000	41,955	1,392,918	792,918	132.2%
Charges for Goods/Service	22	-	23	-	-	
Miscellaneous Revenue	771	-	2,901	-	-	
Total Revenue	**18,560**	**600,000**	**44,879**	**1,392,918**	**792,918**	**132.2%**

EXPENDITURES BY DIVISION

Solid Waste Operations	20,504	1,286,540	1,239,284	1,906,410	619,870	48.2%
Total Expenditures	20,504	1,286,540	1,239,284	1,906,410	619,870	48.2%
Ending Fund Balance	**1,015,514**	**328,974**	**(178,891)**	**(692,383)**		
Change in Fund Balance	**(1,944)**	**(686,540)**	**(1,194,406)**	**(513,492)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Inventory	-	-	-	-	-	
Service/Charges	20,291	300,000	250,243	228,185	(71,815)	-23.9%
Capital	-	986,540	986,540	1,668,225	681,685	69.1%
Indirect Charges	213	-	2,501	10,000	10,000	
Grand Total	**20,504**	**1,286,540**	**1,239,284**	**1,906,410**	**619,870**	**48.2%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

The Storm Drainage Utility Fund provides for the maintenance and operation of the City's storm drainage facilities which consists of 158,400 linear feet of stormwater piping, 42,240 linear feet of roadside ditches, 191 storm drain manholes, and 1,950 storm drain grates. Proper maintenance of the drainage facilities reduces the impact of heavy rain or prolonged wet weather conditions and protects water quality. Revenue for this fund is primarily from charges for services.

BUDGET HIGHLIGHTS

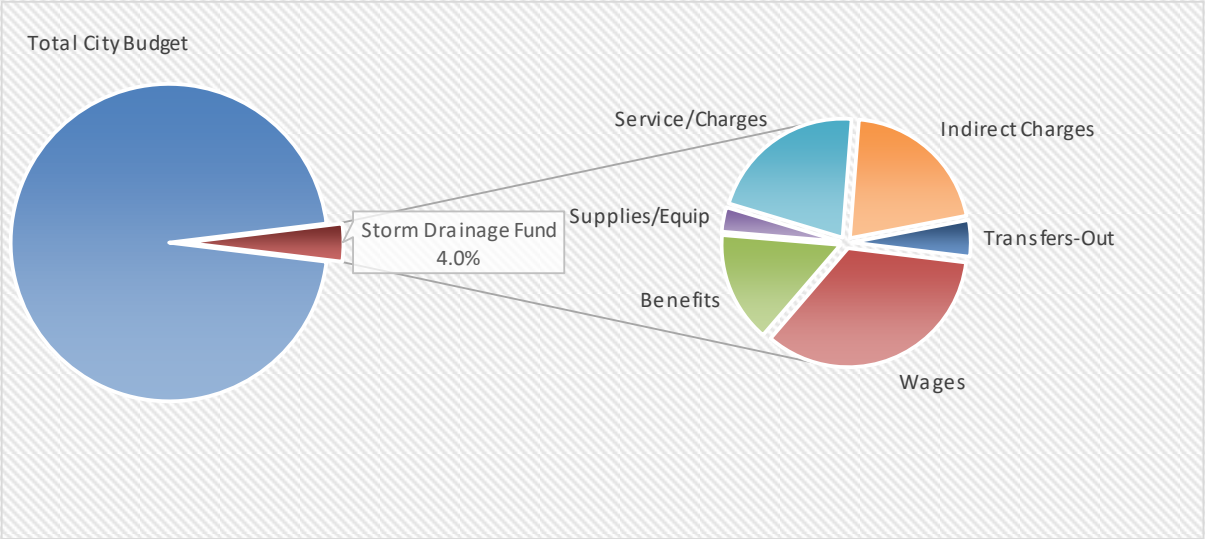
The Storm Drainage Fund budget increases by $136,156 or 9.2%. The Proposed Budget for 2023 includes a transfer to the Storm Water Capital Fund of $80,000. Please refer to Storm Water Capital Fund page for a list of the 2023 capital projects. Increases include professional services for Bonney Glen Storm Lift Station pre-design. The fund also reflects an increase of FTE of .10 for the Storm Water Fund share of GIS & Asset Management Technician.

STORM DRAINAGE FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**380,739**	**391,777**	**391,777**	**331,407**		
FUNDING SOURCES						
Intergovernmental Revenue	75,935	25,000	25,000	25,000	-	0.0%
Charges for Goods/Service	860,939	1,537,340	1,483,965	1,537,340	-	0.0%
Miscellaneous Revenue	287	500	1,866	500	-	0.0%
Total Revenue	**937,161**	**1,562,840**	**1,510,831**	**1,562,840**	**-**	**0.0%**
EXPENDITURES BY DIVISION						
Storm Operations	926,122	1,481,835	1,571,201	1,617,991	136,156	9.2%
Total Expenditures	**926,122**	**1,481,835**	**1,571,201**	**1,617,991**	**136,156**	**9.2%**
Ending Fund Balance	**391,777**	**472,782**	**331,407**	**276,256**		
Change in Fund Balance	**11,038**	**81,005**	**(60,370)**	**(55,151)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	256,160	491,780	491,780	556,387	64,607	13.1%
Benefits	114,570	217,980	200,800	242,846	24,866	11.4%
Supplies/Equip	19,193	51,340	40,136	53,900	2,560	5.0%
Service/Charges	199,831	274,960	297,122	348,900	73,940	26.9%
Capital	-	-	-	-	-	
Indirect Charges	301,368	350,740	353,363	335,958	(14,782)	-4.2%
Transfers-Out	35,000	95,035	188,000	80,000	(15,035)	-15.8%
Total Expenditures	**926,122**	**1,481,835**	**1,571,201**	**1,617,991**	**136,156**	**9.2%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Sewer/Storm	0.50	0.50	0.50	0.50
City Engineer	0.50	0.50	-	-
Field Supervisor - Sewer/Storm	0.50	0.50	0.50	0.50
Assistant Field Supervisor - Sewer/Storm	-	-	-	0.50
GIS & Asset Management Technician	-	-	-	0.10
Heavy Equipment Operator	-	-	-	0.50
Sr. Heavy Equipment Operator	-	-	-	3.45
Operator	3.75	3.75	3.75	-
Truck Driver	0.70	0.70	0.70	-
Maintenance Worker	1.00	1.00	1.00	1.00
Permit Coordinator	0.05	0.05	0.05	0.05
Stormwater Technician	-	-	1.00	1.00
Senior Inspector	-	0.25	-	-
Total Storm Drainage Fund	**7.00**	**7.25**	**7.50**	**7.60**

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

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

Capital projects included for 2023 are:

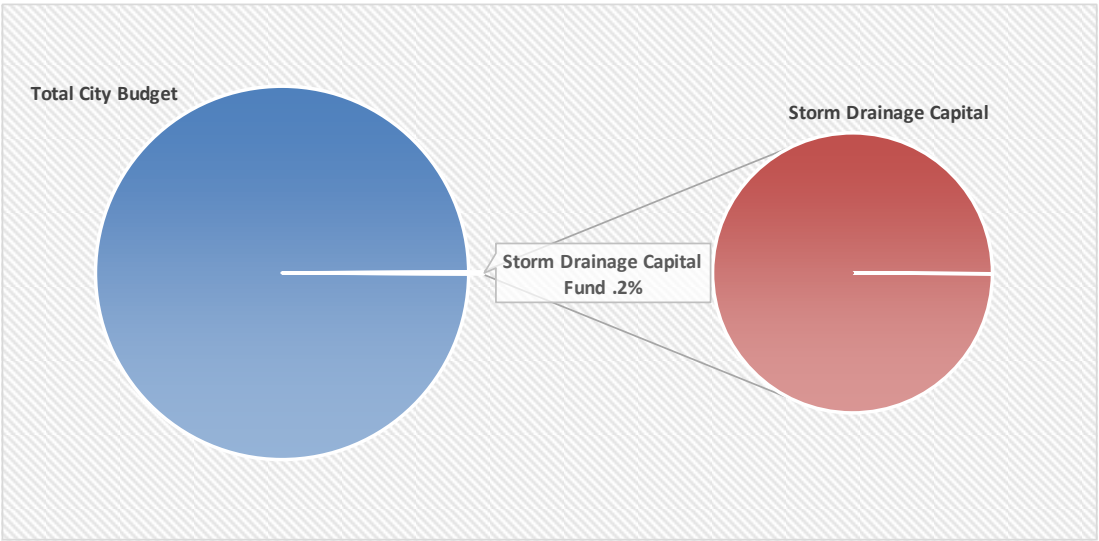
- New Camera Van - $80,000
  Funding Source: Storm Rates

STORM DRAINAGE CAPITAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance			**25,871**	**25,871**		
FUNDING SOURCES						
Transfer In	35,000	320,035	413,000	80,000	(240,035)	100.0%
Total Revenue	**35,000**	**320,035**	**413,000**	**80,000**	**(240,035)**	100.0%
EXPENDITURES BY DIVISION						
Storm Drainage Capital	9,129	320,035	413,000	80,000	(240,035)	100.0%
Total Expenditures	**9,129**	**320,035**	**413,000**	**80,000**	**(240,035)**	**100.0%**
Ending Fund Balance	**25,871**	-	**25,871**	**25,871**		
Change in Fund Balance	**25,871**	-	-	-		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Storm Drainage Capital	9,129	320,035	413,000	80,000	(240,035)	100.0%
Total Expenditures	**9,129**	**320,035**	**413,000**	**80,000**	**(240,035)**	**100.0%**



DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

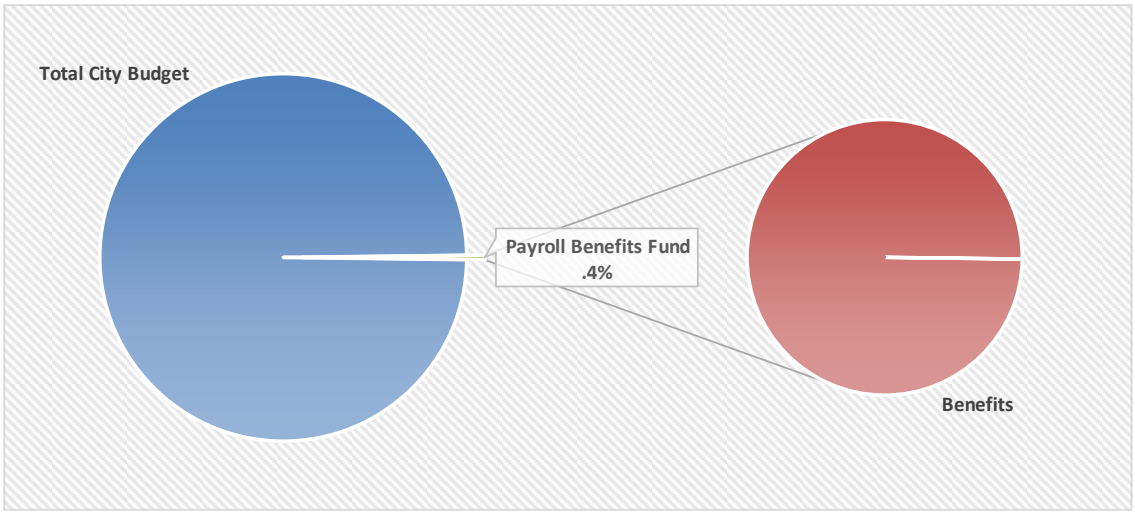
The Payroll Benefits Fund decreases by $40,650 or 20.2%. The changes reflect the City's assumption of resources needed for 2023.

PAYROLL BENEFITS FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**147,891**	**167,652**	**167,652**	**185,652**		
FUNDING SOURCES						
Charges for Goods/Service	42,905	40,000	45,500	40,000	-	0.0%
Miscellaneous Revenue	277	350	600	350	-	0.0%
Transfer In	27,314	160,650	36,000	120,000	(40,650)	-25.3%
Total Revenue	**70,496**	**201,000**	**82,100**	**160,350**	(40,650)	-20.2%
EXPENDITURES BY DIVISION						
Payroll Benefits	50,735	201,000	64,100	160,350	(40,650)	-20.2%
Total Expenditures	**50,735**	**201,000**	**64,100**	**160,350**	**(40,650)**	**-20.2%**
Ending Fund Balance	**167,652**	**167,652**	**185,652**	**185,652**		
Change in Fund Balance	**19,761**	**-**	**18,000**	**-**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Benefits	51,439	201,000	64,100	160,350	(40,650)	-20.2%
Total Expenditures	**51,439**	**201,000**	**64,100**	**160,350**	**(40,650)**	**-20.2%**



MISSION STATEMENT

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

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The Equipment Maintenance and Rental fund is scheduled to purchase $365,000 in new equipment in 2023. The fund also reflects an increase of FTE of .10 for the EM&R share of GIS & Asset Management Technician.

Capital purchases included for 2023 are:

- Fueling Station Repairs - $20,000
  Funding Source: EM&R fund balance

- New Patch Truck w/ attachments - $280,000
  Funding Source: EM&R fund balance

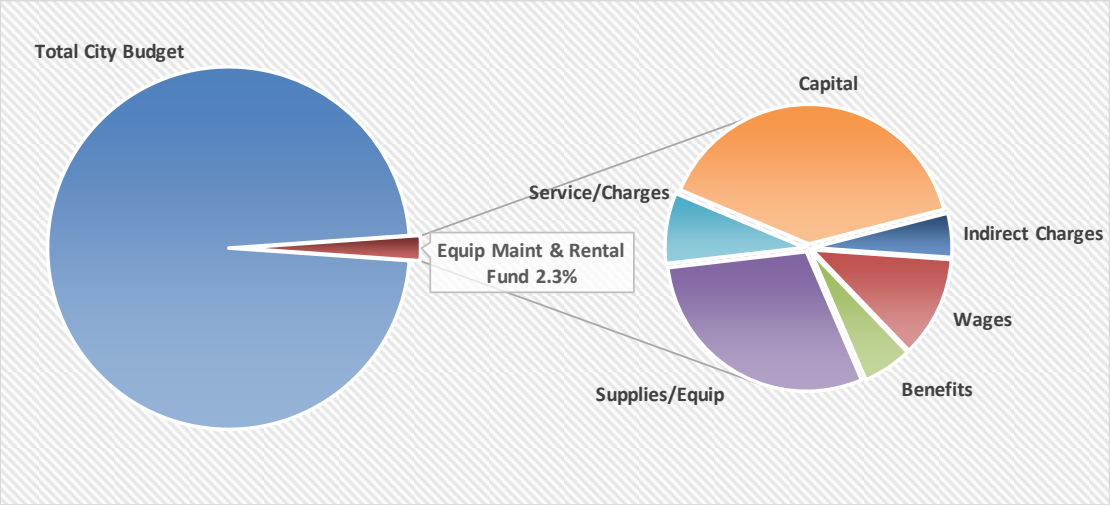
- New ¾ Ton 4x4 Pickup - $65,000
  Funding Source: EM&R fund balance

EQUIPMENT MAINTENANCE & RENTAL FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**763,950**	**593,494**	**593,494**	**315,985**		
FUNDING SOURCES						
Intergovernmental Revenue	84	-	-	-		
Charges for Goods/Service	589,123	578,000	578,000	578,000	-	0.0%
Miscellaneous Revenue	10,751	5,000	5,000	5,000	-	0.0%
Total Revenue	**599,959**	**583,000**	**583,000**	**583,000**	-	0.0%
EXPENDITURES BY DIVISION						
Equipment Maint & Rental	770,415	892,450	860,509	918,976	26,526	3.0%
Total Expenditures	**770,415**	**892,450**	**860,509**	**918,976**	**26,526**	**3.0%**
Ending Fund Balance	**593,494**	**284,044**	**315,985**	**(19,991)**		
Change in Fund Balance	**(170,456)**	**(309,450)**	**(277,509)**	**(335,976)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Wages	90,848	95,210	95,323	107,565	12,355	13.0%
Benefits	46,131	46,890	46,890	51,899	5,009	10.7%
Supplies/Equip	198,311	259,600	273,031	272,580	12,980	5.0%
Service/Charges	39,602	94,360	65,464	75,068	(19,292)	-20.4%
Inventory	8,940	-	6,797	-	-	
Capital	335,902	349,500	326,114	365,000	15,500	4.4%
Indirect Charges	50,680	46,890	46,890	46,864	(26)	-0.1%
Total Expenditures	**770,415**	**892,450**	**860,509**	**918,976**	**26,526**	**3.0%**



STAFFING

	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
Superintendent - Streets/Water/EM&R	0.20	0.20	0.20	0.20
GIS & Asset Management Technician	-	-	-	0.10
Master Mechanic	1.00	1.00	1.00	1.00
Total Equipment Maint & Rental	**1.20**	**1.20**	**1.20**	**1.30**

DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

The Firefighters Pension Fund budget for 2023 reflects a decrease of $21,500 or 21.1%. The changes reflect the City's assumption of resources needed for 2023.

FIREFIGHTER'S PENSION FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**539,841**	**479,800**	**479,800**	**503,297**		

FUNDING SOURCES

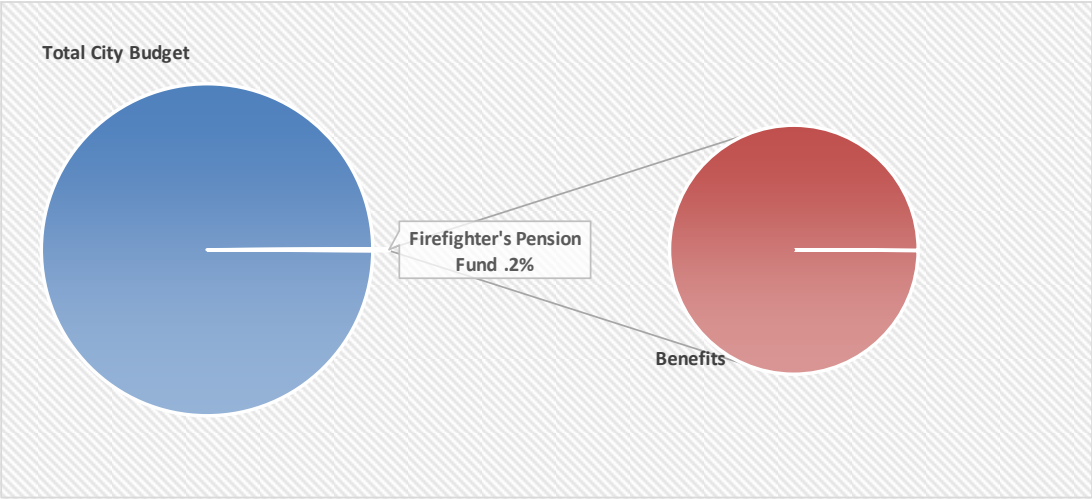
Taxes	-	100	-	100	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	
Miscellaneous Revenue	8,674	12,000	10,827	9,000	(3,000)	-25.0%
Transfer In	-	80,000	80,000	50,000	(30,000)	-37.5%
Total Revenue	**8,674**	**92,100**	**90,827**	**59,100**	**(33,000)**	**-35.8%**

EXPENDITURES BY DIVISION

Firefighters Pension	68,715	102,100	67,330	80,600	(21,500)	-21.1%
Total Expenditures	**68,715**	**102,100**	**67,330**	**80,600**	**(21,500)**	**-21.1%**
Ending Fund Balance	**479,800**	**469,800**	**503,297**	**481,797**		
Change in Fund Balance	**(60,041)**	**(10,000)**	**23,497**	**(21,500)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Benefits	68,715	97,100	67,330	80,600	(16,500)	-17.0%
Service/Charges	-	5,000	-	-	(5,000)	-100.0%
Total Expenditures	**68,715**	**102,100**	**67,330**	**80,600**	(21,500)	-21.1%



DEPARTMENT SUMMARY

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

BUDGET HIGHLIGHTS

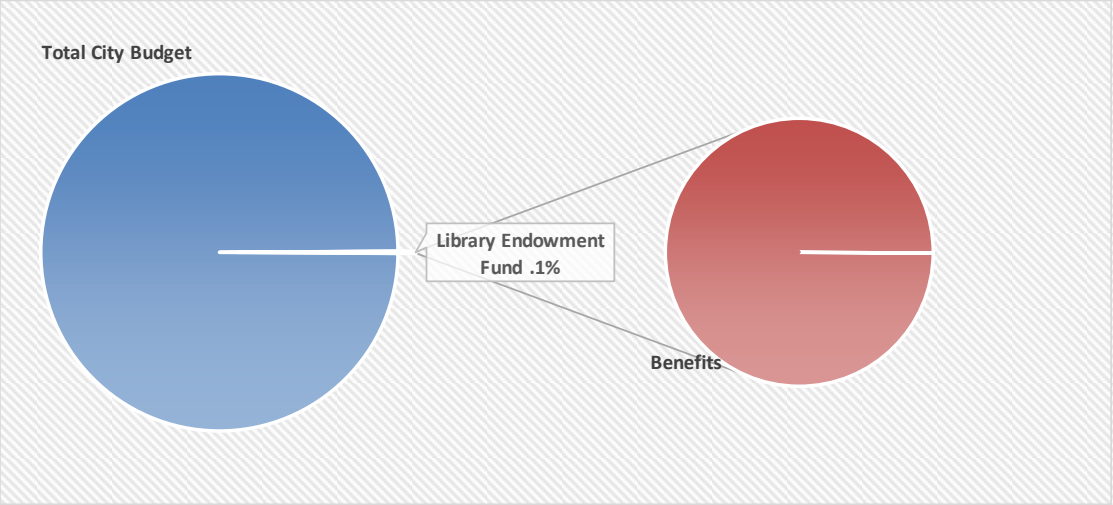
The Library Endowment Fund budget for 2023 reflects an increase of $24,000. The $24,000 will be used for a portion of the cost of the Library Deck Repairs. The funds will only be used if the City receives a Department of Commerce grant.

LIBRARY ENDOWMENT FUND SUMMARY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Beginning Fund Balance	**120,023**	**120,552**	**120,552**	**121,132**		
FUNDING SOURCES						
Miscellaneous Revenue	529	1,600	580	1,600	-	0.0%
Total Revenue	**529**	**1,600**	**580**	**1,600**	**-**	**0.0%**
EXPENDITURES BY DIVISION						
Library Endowment	-	-	-	24,000	24,000	
Total Expenditures	**-**	**-**	**-**	**24,000**	**24,000**	
Ending Fund Balance	**120,552**	**122,152**	**121,132**	**98,732**		
Change in Fund Balance	**529**	**1,600**	**580**	**(22,400)**		

EXPENDITURES BY CATEGORY

	2021 Actual	2022 Budget	2022 YE Estimate	2023 Proposed Budget	$ Change 23 - 22	% Change 23 - 22
Transfers-Out	-	-	-	24,000	24,000	
Total Expenditures	**-**	**-**	**-**	**24,000**	24,000	



CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G3)

Touch Date: 10/20/2022
Brief Date: 11/01/2022
Action Date: 11/15/2022

Department: Finance

Presented By: Mike Githens

APPROVED FOR COUNCIL PACKET:

ROUTE TO: **REVIEWED:**

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

PROGRAM/PROJECT TITLE:
2023 Regular and EMS Ad Valorem Taxes

ATTACHMENTS:
Ordinance No. 1992-0922

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:
Ordinance to set the regular and EMS levies for collection in 2023. This Ordinance will levy the statutory maximum Ad Valorem Tax by increasing levy collections by 1% from the highest lawful levy amount plus new construction and State assessed property which are legally allowed add-ons beyond the 1% statutory regulation.

Property tax collections are allowed to increase by the lower of 1% or the Implicit Price Deflator (IPD). The IPD for calculating the increase on 2023 property tax collections is 6.457%, higher than the statutory limit of 1%. RCW 8.55.0101 allows taxing districts, when the IPD is less than 1%, to collect up to the statutory 1% maximum if the City Council approves legislation finding a substantial need for the tax district to collect the full 1%.

This Ordinance is scheduled to be heard again at the November 15th Council meeting for the second public hearing. The Council will also consider the 2023 proposed budget.

ANALYSIS/OPTIONS/ALTERNATIVES:
The 2023 budget has been developed utilizing the 1% increase in the property tax levy rate.

BUDGET/FISCAL INFORMATION:
N/A

PUBLIC INFORMATION REQUIREMENTS:
Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:
"I move that we approve Ordinance No. 1992-0922 as presented."

ORDINANCE NO. 1992-0922

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAXES IN THE CITY OF SHELTON FOR CALENDAR YEAR 2023

WHEREAS, the City Council of the City of Shelton held properly noticed public hearings on October 4, 2022 and November 1, 2022 to consider the General Fund revenues and expenses for the 2023 budget; and

WHEREAS, the City Council of the City of Shelton held a properly noticed public hearing on November 1, 2022 and November 15, 2022 to consider the City of Shelton's Ad Valorem (Property) taxes for the 2023 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the City of Shelton's highest lawful regular levy amount from the previous year was $2,195,050.80; and

WHEREAS, the City of Shelton's highest lawful EMS levy amount from the previous year was $324,328.38; and

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

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, determined that the City of Shelton requires a regular levy in the amount of $2,234,276.29, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interests; and

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

Section 1.

A levy is authorized to be collected in 2023, with an increase in the City's 2022 highest lawful levy of the statutory 1% for collections in 2023, resulting in a dollar amount increase of $39,225.49 or 1.78700% from the previous year's regular levy. The levy will be used to for the purpose of paying the general expenses of the City of Shelton municipal government and is calculated:

2022 Highest Lawful Levy	$ 2,195,050.80
2022 Regular Levy	$ 2,195,050.80
2023 Limit Factor of 1% on Highest Lawful Levy	$ 2,217,001.31
Dollar Increase from 2022 Regular Levy	***$ 21,950.51***
Percent Increase from 2022 Regular Levy	***1.00000%***
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	$ 15,787.08
Estimated State Assessed Property	$ 1,487.90
2023 Regular Property Tax	**$ 2,234,276.29**
Dollar Increase Including add-ons	*$ 39,225.49*
Percent Increase Including add-ons	*1.78700%*

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2023 levy amounts provided to the City of Shelton.

Section 2.

An EMS levy is authorized to be collected in 2023, with an increase in the levy for collections in 2023, resulting in a levy amount of $565,766.12 and this amount is exclusive of new construction, state utilities and refunds. The levy will be used to for the purpose of paying towards Fire and EMS expenses of the City of Shelton municipal government. 2024 is the first year of a six-year voter-approved EMS levy.

This Ordinance reserves unutilized levy from any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2023 levy amounts provided to the City of Shelton.

Section 3.

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

Section 4.

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

INTRODUCED the 1st day of November 2022.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 15th day of November 2022.

Passed this _____ day of _____ 2022.

_____
Eric Onisko, Mayor

AUTHENTICATED:

_____
Donna Nault, City Clerk

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G4)

Touch Date: 09/29/2022
Brief Date: 11/0120/22
Action Date: 11/15/2022

Department: Public Works

Presented By: Brooke Kilts

APPROVED FOR COUNCIL PACKET:

ROUTE TO: **REVIEWED:**

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

PROGRAM/PROJECT TITLE:
C Street Landfill Cleanup Construction Contract Award

ATTACHMENTS:
- Resolution No. 1246-1022
- Bid Tabulation

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Under the State Model Toxics Control Act (MTCA), the Department of Ecology (ECY) mandated the closure of the City's C Street Landfill. The process initiated in 2015 when the City and ECY worked together to determine requirements and steps necessary to effectively close the landfill in accordance with the MTCA. Following completion of a remedial investigation and feasibility study, an engineering design report was drafted and approved by the Department of Ecology, allowing staff to go out to bid for the cleanup construction.

The attached Invitation to Bid was advertised in the Shelton-Mason County Journal and Seattle Daily Journal of Commerce, and full bid documents were posted to Builder's Exchange of Western Washington and on the City's Bidding Opportunities webpage.

Ten bids were received and opened at the October 26th bid opening, with Brumfield Construction, Inc. having the lowest responsive and responsible bid of $1,390,187.17, as shown on the attached Bid Tabulation.

ANALYSIS/OPTIONS/ALTERNATIVES:

Although the cleanup construction is a requirement of the Agreed Order, mandated by the Department of Ecology, Council has the option to reject all bids and direct staff to re-bid the project. Staff does not recommend this as the low bid came in a little over $850,000 less than the Engineer's Estimate, and inflation surges we have experienced the past few years indicates the cost of the project will only increase.

BUDGET/FISCAL INFORMATION:

In 2015, the City was awarded a Toxics Cleanup Oversight Remedial Action Grant from the Department of Ecology in the amount of $815,000. The ECY grant has paid for the activities completed thus far, with approximately $440,000 in State funds remaining, which will be enough to initiate construction of the site. The City was later notified the project would be allocated $500,000 through the State 2020 Supplemental Budget, and in 2021, the City was awarded an additional $900,000 ECY Grant. All funds awarded for the project have a 25% City match requirement which is paid out of the City's Solid Waste fund.

Following completion of engineering design for the project, a revised Engineer's Estimate was prepared, and the project spending estimate was updated, revealing a deficit of approximately $395,000. Staff then reached out to the Department of Ecology to portray the project's current funding status and express the need for additional funds. Staff was recently informed by the Department of Ecology that their pleas were successful and

ECY was able to locate and allocate the needed funds towards the project; this will be accounted for in the new Funding Agreement that will be drafted and brought to Council once funds in the current grant get expended. The table below illustrates the cost of construction (contract cost plus 20% for contingency), including construction management, and one-year of post-construction O&M, and the current funding status.

Cleanup Cost Estimate - Updated 11/1/22	Anticipated Costs	Ecology Share	Local Match
Construction (Direct + Indirect) & Post-Construction	$ 1,881,460	$ 1,411,095	$ 470,365
O&M (1-year post-construction)	$ 74,700	$ 56,025	$ 18,675
Total	**$ 1,956,160**	**$ 1,467,120**	**$ 489,040**

Funding		
Current Grant Remaining	$ 439,583	$ 146,528
2020 Supplemental Funding	$ 500,000	$ 166,667
21-23 Funding	$ 900,000	$ 300,000
Approved Additional ECY Funds	$ 395,368	$ 131,789
Current Funding/Match Totals	**$ 2,234,951**	**$ 613,194**

The Department of Ecology grants will reimburse for the first year of post-construction costs, but the City is obligated to continue monitoring and maintenance for 5 years following completion of construction, as mandated by Agreed Order No. DE 19541. Below is a list of the activities and in which year each will occur, for the 5 years following construction. Any fund balance remaining after the first year of construction, will be allocated towards the required post-construction activities.

Activity	Year				
	1	2	3	4	5
Post-Construction Monitoring & Reporting (Year 1)	✓	-	-	-	-
Annual topographic survey in Years 1 through 5	✓	✓	✓	✓	✓
Quarterly inspections and informal reporting in Years 2 and 3	-	✓	✓	-	-
Semi-annual inspections and informal reporting in Years 4 and 5	-	-	-	✓	✓
Semi-annual groundwater sampling and informal reporting in Years 2 through 5	-	✓	✓	✓	✓
Annual maintenance and formal reporting	✓	✓	✓	✓	✓
5-year reviews with Ecology	-	-	-	-	✓

PUBLIC INFORMATION REQUIREMENTS:

Further information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff requests a reading of Resolution No. 1246-1022 and: *"I move to approve Resolution Number 1246-1022 as presented".*

RESOLUTION NO. 1246-1022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A PUBLIC WORKS CONTRACT WITH BRUMFIELD CONSTRUCTION, INC. FOR COMPLETION OF THE C STREET LANDFILL CLEANUP CONSTRUCTION PROJECT

WHEREAS, an Invitation to Bid for the C Street Landfill Cleanup Construction Project was advertised in the Shelton-Mason County Journal and Seattle Daily Journal of Commerce the first two weeks of October, as well as posted to Builder's Exchange of Washington and the City's website through almost the full month of October; and

WHEREAS, the City received ten bids in response to the solicitation, which were opened on October 26, 2022; and

WHEREAS, Brumfield Construction, Inc. had the lowest responsive and responsible bid of $1,390,187.17; and

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

1. The City Manager is authorized to execute a Public Works Contract and any change orders necessary with Brumfield Construction, Inc. for completion of the C Street Landfill Cleanup Construction project.
2. The Public Works Director is authorized to execute change orders up to 10 percent of the original contract amount.

Passed by the City Council at its regular meeting held on the 15th day of November 2022.

ATTEST: _____ Mayor Onisko

_____
City Clerk Nault

C STREET LANDFILL CLEANUP CONSTRUCTION
BID TABULATION FORM
Bids Due: 10/26/2022, 1:00 PM

				Engineer's Estimate		Brumfield Construction		Tucci & Sons		DP Excavation		Active Construction	
BID ITEM	Description	Approx. Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Submittals per lump sum	1	LS	$10,900.00	$10,900.00	$5,000.00	$5,000.00	$11,000.00	$11,000.00	$10,000.00	$10,000.00	$150.00	$150.00
2	Contractor Mobilization/Demobilization per lump sum	1	LS	$52,000.00	$52,000.00	$100,000.00	$100,000.00	$220,000.00	$220,000.00	$20,000.00	$20,000.00	$169,000.00	$169,000.00
3	Surveying and Utility Locates per lump sum	1	LS	$3,856.87	$3,856.87	$22,000.00	$22,000.00	$27,000.00	$27,000.00	$60,000.00	$60,000.00	$30,938.31	$30,938.31
4	Clearing and Grubbing per square foot	215,830	SF	$0.18	$38,849.40	$0.25	$53,957.50	$0.15	$32,374.50	$0.41	$88,490.30	$0.40	$86,332.00
5	Excavate Solid Waste Beyond Landfill Parcel per cubic yard	2,370	CY	$13.40	$31,758.00	$4.00	$9,480.00	$54.00	$127,980.00	$13.08	$30,999.60	$7.50	$17,775.00
6	Source, Place, and Compact Excavation Backfill per cubic yard	2,370	CY	$37.05	$87,808.50	$4.00	$9,480.00	$14.00	$33,180.00	$12.90	$30,573.00	$7.50	$17,775.00
7	Subgrade Perparation, Grading, Compacting per square foot	167,900	SF	$0.04	$6,716.00	$2.00	$335,800.00	$0.15	$25,185.00	$0.38	$63,802.00	$0.15	$25,185.00
8	Geotextile Anchor Trench per linear foot	1,610	LF	$2.12	$3,413.20	$8.00	$12,880.00	$10.00	$16,100.00	$15.52	$24,987.20	$7.50	$12,075.00
9	Supply and Install Geotextile Isolation Barrier per square foot	191,900	SF	$0.70	$134,330.00	$0.25	$47,975.00	$0.25	$47,975.00	$0.20	$38,380.00	$0.25	$47,975.00
10	Source, Place, and Compact Foundation Layer per cubic yard	11,480	CY	$37.05	$425,334.00	$12.50	$143,500.00	$9.00	$103,320.00	$21.77	$249,919.60	$36.00	$413,280.00
11	Supply, Place, and Compact Imported Low Permeability Soil per cubic yard	12,340	CY	$62.81	$775,075.40	$18.00	$222,120.00	$34.00	$419,560.00	$28.36	$349,962.40	$31.00	$382,540.00
12	Supply and Place Vegetated Topsoil per cubic yard	7,100	CY	$45.31	$321,701.00	$29.00	$205,900.00	$36.00	$255,600.00	$42.25	$299,975.00	$38.00	$269,800.00
13-A	Protect and Extend Existing Monitoring Wells per each	2	EA	$2,000.00	$4,000.00	$750.00	$1,500.00	$4,500.00	$9,000.00	$4,000.00	$8,000.00	$5,050.00	$10,100.00
13-B	Decommission and Replace Existing Monitoring Wells per each	2	EA	$6,000.00	$12,000.00	$1,500.00	$3,000.00	$4,500.00	$9,000.00	$10,000.00	$20,000.00	$24,000.00	$48,000.00
14	Permanent Stabilization - Hydroseeding per square foot	215,830	SF	$0.11	$23,741.30	$0.20	$43,166.00	$0.20	$43,166.00	$0.23	$49,640.90	$0.17	$36,691.10
15	Fencing per linear foot	1,690	LF	$64.21	$108,514.90	$28.00	$47,320.00	$40.00	$67,600.00	$41.42	$69,999.80	$40.00	$67,600.00
16	Gate per each	2	EA	$1,271.29	$2,542.58	$3,600.00	$7,200.00	$3,600.00	$7,200.00	$12,500.00	$25,000.00	$3,600.00	$7,200.00
17	Signage per each	8	EA	$87.82	$702.56	$312.50	$2,500.00	$300.00	$2,400.00	$750.00	$6,000.00	$740.00	$5,920.00
18	Erosion and Sediment Control per lump sum	1	LS	$24,000.00	$24,000.00	$8,500.00	$8,500.00	$25,000.00	$25,000.00	$800.00	$800.00	$44,600.00	$44,600.00
			Sub-Total Bid		$2,067,243.71		$1,281,278.50		$1,482,640.50		$1,446,529.80		$1,692,936.41
			Washington State Sales Tax 8.5%		$175,715.72		$108,908.67		$126,024.44		$122,955.03		$143,899.59
			Total Bid		$2,242,959.43		$1,390,187.17		$1,608,664.94		$1,569,484.83		$1,836,836.00

DENOTES MATHEMATICAL ERROR OCCURRED ON ORIGINAL BID.

C STREET LANDFILL CLEANUP CONSTRUCTION
BID TABULATION FORM
Bids Due: 10/26/2022, 1:00 PM

				Engineer's Estimate		Glacier Environmental		Olson Brothers Excav.		Midway Underground		Miles Resources		Sterling Breen Crushing		Clean Harbors Env.	
BID ITEM	Description	Approx. Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Submittals per lump sum	1	LS	$10,900.00	$10,900.00	$6,500.00	$6,500.00	$3,500.00	$3,500.00	$6,500.00	$6,500.00	$155,500.00	$155,500.00	$85,350.00	$85,350.00	$16,266.46	$16,266.46
2	Contractor Mobilization/Demobilization per lump sum	1	LS	$52,000.00	$52,000.00	$236,375.00	$236,375.00	$127,130.32	$127,130.32	$185,000.00	$185,000.00	$80,500.00	$80,500.00	$243,000.00	$243,000.00	$40,291.40	$40,291.40
3	Surveying and Utility Locates per lump sum	1	LS	$3,856.87	$3,856.87	$30,490.00	$30,490.00	$29,200.00	$29,200.00	$35,000.00	$35,000.00	$26,970.00	$26,970.00	$35,000.00	$35,000.00	$34,950.00	$34,950.00
4	Clearing and Grubbing per square foot	215,830	SF	$0.18	$38,849.40	$0.15	$32,374.50	$0.75	$161,872.50	$1.50	$323,745.00	$0.10	$21,583.00	$0.35	$75,540.50	$0.43	$92,806.90
5	Excavate Solid Waste Beyond Landfill Parcel per cubic yard	2,370	CY	$13.40	$31,758.00	$16.11	$38,180.70	$12.00	$28,440.00	$60.00	$142,200.00	$6.85	$16,234.50	$31.00	$73,470.00	$17.84	$42,280.80
6	Source, Place, and Compact Excavation Backfill per cubic yard	2,370	CY	$37.05	$87,808.50	$16.11	$38,180.70	$12.00	$28,440.00	$16.00	$37,920.00	$5.25	$12,442.50	$30.00	$71,100.00	$19.70	$46,689.00
7	Subgrade Perparation, Grading, Compacting per square foot	167,900	SF	$0.04	$6,716.00	$0.45	$75,555.00	$0.20	$33,580.00	$0.25	$41,975.00	$0.56	$94,024.00	$0.45	$75,555.00	$0.14	$23,506.00
8	Geotextile Anchor Trench per linear foot	1,610	LF	$2.12	$3,413.20	$11.26	$18,128.60	$3.15	$5,071.50	$7.00	$11,270.00	$7.85	$12,638.50	$17.20	$27,692.00	$18.28	$29,430.80
9	Supply and Install Geotextile Isolation Barrier per square foot	191,900	SF	$0.70	$134,330.00	$0.24	$46,056.00	$0.20	$38,380.00	$1.00	$191,900.00	$0.20	$38,380.00	$0.27	$51,813.00	$0.71	$136,249.00
10	Source, Place, and Compact Foundation Layer per cubic yard	11,480	CY	$37.05	$425,334.00	$14.94	$171,511.20	$15.00	$172,200.00	$18.00	$206,640.00	$11.25	$129,150.00	$14.10	$161,868.00	$60.39	$693,277.20
11	Supply, Place, and Compact Imported Low Permeability Soil per cubic yard	12,340	CY	$62.81	$775,075.40	$44.34	$547,155.60	$93.58	$1,154,777.20	$35.00	$431,900.00	$81.25	$1,002,625.00	$67.50	$832,950.00	$92.10	$1,136,514.00
12	Supply and Place Vegetated Topsoil per cubic yard	7,100	CY	$45.31	$321,701.00	$38.94	$276,474.00	$64.25	$456,175.00	$60.00	$426,000.00	$46.15	$327,665.00	$37.80	$268,380.00	$63.75	$452,625.00
13-A	Protect and Extend Existing Monitoring Wells per each	2	EA	$2,000.00	$4,000.00	$15,480.77	$30,961.54	$500.00	$1,000.00	$1,000.00	$2,000.00	$15,740.00	$31,480.00	$1,650.00	$3,300.00	$1,724.39	$3,448.78
13-B	Decommission and Replace Existing Monitoring Wells per each	2	EA	$6,000.00	$12,000.00	$67,623.00	$135,246.00	$610.00	$1,220.00	$7,500.00	$15,000.00	$56,350.00	$112,700.00	$2,500.00	$5,000.00	$22,840.91	$45,681.82
14	Permanent Stabilization - Hydroseeding per square foot	215,830	SF	$0.11	$23,741.30	$0.05	$10,791.50	$0.20	$43,166.00	$0.20	$43,166.00	$0.11	$23,741.30	$0.21	$45,324.30	$0.25	$53,957.50
15	Fencing per linear foot	1,690	LF	$64.21	$108,514.90	$42.53	$71,875.70	$40.00	$67,600.00	$43.00	$72,670.00	$38.55	$65,149.50	$41.00	$69,290.00	$61.64	$104,171.60
16	Gate per each	2	EA	$1,271.29	$2,542.58	$3,792.19	$7,584.38	$3,550.00	$7,100.00	$4,000.00	$8,000.00	$3,465.00	$6,930.00	$3,625.00	$7,250.00	$4,111.37	$8,222.74
17	Signage per each	8	EA	$87.82	$702.56	$535.00	$4,280.00	$300.00	$2,400.00	$260.00	$2,080.00	$435.00	$3,480.00	$300.00	$2,400.00	$171.30	$1,370.40
18	Erosion and Sediment Control per lump sum	1	LS	$24,000.00	$24,000.00	$51,623.47	$51,623.47	$31,000.00	$31,000.00	$6,500.00	$6,500.00	$42,630.00	$42,630.00	$56,000.00	$56,000.00	$32,713.90	$32,713.90
			Sub-Total Bid		$2,067,243.71		$1,829,343.89		$2,392,252.52		$2,189,466.00		$2,203,823.30		$2,190,282.80		$2,994,453.30
			Washington State Sales Tax 8.5%		$175,715.72		$155,494.23		$203,341.46		$186,104.61		$187,324.98		$186,174.04		$254,528.53
			Total Bid		$2,242,959.43		$1,984,838.12		$2,595,593.98		$2,375,570.61		$2,391,148.28		$2,376,456.84		$3,248,981.83

DENOTES MATHEMATICAL ERROR OCCURRED ON ORIGINAL BID.

CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G5)

Touch Date: 11/03/2022 Brief Date: N/A Action Date: 11/15/2022	Department: Public Works Presented By: Brent Armstrong

APPROVED FOR COUNCIL PACKET:

ROUTE TO:		**REVIEWED:**
☐	Dept. Head	
☐	Finance Director	
☐	Attorney	
☒	City Clerk	
☒	City Manager	

PROGRAM/PROJECT TITLE:
Declaration of Emergency for the WWTP RAS Pump

ATTACHMENTS:
- Resolution No. 1248-1122

Action Requested:

☐	Ordinance
☒	Resolution
☒	Motion
☐	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Main Wastewater Treatment Plant has two Return Activated Sludge (RAS) Pumps for Clarifier #3 that alternate, each running for 24 hours, returning the settled solids back to the head of the plant (Anoxic Basins) where they merge with the incoming waste from the collection system to begin the process again.

One of the RAS Pumps had failed, relying on the one remaining pump to run continuously while staff solicited quotes for a new pump. Due to the estimated cost of the replacement pump, the solicitation had to be done through the lengthy formal competitive bidding process, which took place throughout September and the first part of October. The vendor awarded the Contract had a 70-day lead time for being able to supply the pump to the City, meanwhile, increased rain events have caused the one remaining pump to work harder, resulting in complete failure occurring on 11/02/2022.

Proper operation of Clarifier 3 is crucial during large flows into the plant, and the future forecast rainstorms will intensify flows and increase the risk of the Plant not being in compliance with its discharge permit.

Staff has placed a portable pump into service as a temporary solution, and after calling multiple vendors to find a pump that can be delivered as soon as possible, staff was able to locate a pump with only a three-week lead-time. The City Manager executed a purchase order to Owens Pump & Equipment Company on 11/3/2022 for the needed pump.

BUDGET/FISCAL INFORMATION:

The purchase order issued under emergency status to Owens Pump & Equipment was in the amount of $26,533.06, and although not a part of this emergency procurement, the purchase to replace the first RAS pump failure was through Granich Engineered Products at a cost of $24,131.84.

There is a $10,000 insurance deductible, per pump, so the ultimate cost to the City will be $20,000, to be secured from the Sewer Utility Fund. Due to the two different estimated time frames for delivery of the pumps, it is likely that the cost of one of the pumps will come out of the 2022 Budget, within existing budget authority, and the other out of the 2023 Budget. Staff will remain cognizant of these unanticipated costs and continue to observe expenditures to ensure that the ending fund balance is maintained at or above 20% of the year's budgeted expenses.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff requests a reading of Resolution No. 1248-1122 and: *"I move to adopt Resolution Number 1248-1122 as presented".*

RESOLUTION NO. 1248-1122

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON DECLARING AN EMERGENCY RELATED TO THE FAILURE OF RETURN ACTIVATED SLUDGE (RAS) PUMPS AT THE MAIN WASTEWATER TREATMENT PLANT AND WAIVING FORMAL COMPETITIVE BIDDING

WHEREAS, the Main Wastewater Treatment Plant uses two alternating Return Activated Sludge (RAS) Pumps in Clarifier 3 in order to return settled solids back to the Anoxic Basins for additional treatment; and

WHEREAS, one of the RAS Pumps had failed, relying on the one remaining pump to run constantly; and

WHEREAS, in September and October, City Staff solicited quotes for a new RAS Pump through a formal competitive bidding process, to replace the one that failed; and

WHEREAS, the vendor awarded the contract has a 70-day lead time for being able to supply the pump; and

WHEREAS, increased rains have caused the one remaining pump to work harder, resulting in complete failure on 11/02/22; and

WHEREAS, staff has placed a portable pump into service as a temporary solution, while seeking quotes from multiple vendors trying to locate a pump with the shortest lead-time; and

WHEREAS, staff was able to locate a pump with a three-week lead-time and on 11/3/22, the City Manager executed a Purchase Order to Owens Pump & Equipment Company for the needed pump.

WHEREAS, RCW 39.04.280(3) allows for an emergency to be declared when there are "…unforeseen circumstances beyond the control of the municipality that… (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken"; and

WHEREAS, RCW 39.04.280 allows a municipality to waive the competitive bidding process allowing award of contracts necessary to address the emergency situation; and

WHEREAS, due to the recent and unexpected loss of the Wastewater Treatment Plant RAS Pump for Clarifier 3, and threat of contamination or the inability to adequately treat municipal wastewater, staff sees no alternative but to declare this an emergency.

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

1. Pursuant to RCW 39.04.280, an emergency is hereby declared for the above stated reasons.
2. Because of the existence of an emergency, the formal bidding requirements are hereby waived.
3. Staff is hereby authorized and directed to proceed with the purchase of the RAS Pump for Clarifier 3, as well as other equipment necessary and related to the emergency.

INTRODUCED and **PASSED** by the City Council of the City of Shelton on this 15th day of November 2022.

ATTEST: _____ Mayor Onisko

_____
City Clerk Nault