

Regular Council Meeting

AGENDA

Page

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

5. Presentations

Recognition of Police Officer Oran Thompson (Mayor/B. Sheehan).

6. Oath of Office

Promotional Ceremony for Police Sergeant Wade Nelson and Police Lieutenant Larry Holt (Mayor/B. Sheehan);

7. Public Comments

8. Approval of the Consent Agenda Items

3-7 a. Regular Council Meeting Minutes - February 9, 2016;

8-20 b. Claims Vouchers List - February 23, 2016 (K. Henry).

9. Discussion Items

21-23 a. Review and Finalize Agency Liaison Positions (Mayor/E. Larsen);

24-28 b. 2015 Water Quality Report (G. Lim).

10. Mayor's Report

11. City Administrator's Report

12. Council Reports

13. Department Reports

29-62 a. Updates for Building, Community Development, Public Works, Parks/Recreation and Tourism, Finance, Police, Fire, and City Clerk Departments.

14. Unfinished Business

63-78 a. Resolution amending the DuPont Facility Use and Reservation Policies (A. Walker);

15. New Business

79-80 a. Resolution for the Appointment of DuPont Representative to the Pierce County Regional Council (E. Larsen/Mayor).

16. Public Comments

17. Council Comments

18. Executive Session

19. Adjournment

Regular Council Meeting - March 8, 2016 @ 7PM

Council Study Session (WSDOT Update, Emergency Management,
Socrata Update, and Council Districts) - March 15, 2016 @ 6PM

19. Adjournment

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City of DuPont
1700 Civic Drive
DuPont, Washington 98237

Agenda Item # 8a.
City Council Regular Meeting Minutes
Tuesday, February 9, 2016
7:00 PM

Call To Order: Mayor Courts called the meeting to order at 7:00 PM.

Roll Call: Those present were: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Michael Gorski and Matt Helder.

Those present were: City Administrator Danek, City Attorney Karg, Finance Director Henry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, City Clerk Larsen and Executive Assistant Ongoco.

Pledge of Allegiance: Mayor Courts led the flag salute.

Approval of the Agenda:

A motion was made and seconded to approve the agenda (Coffey/Gasak); 7/0 motion carried unanimously.

Presentations:

Tree Board Briefing

Public Works Director Lim introduced Tree Board members Michael Farley, Jeff Brownell and Chair Kyle McCreary, and Kevin McFarland, arborist from Sound Urban Forestry, that were present.

Tree Board Chair McCreary reported in great detail the work done by the Tree Board on the Tree Care Guidelines, feedback on the Palisade Sidewalk and Tree Pilot Projects including the selection criteria of trees and potential cost savings to go with planting seedlings, the "Neighborwoods" (Tree Nursery) project to be located near the Fire Department, nursery; and future project on the Center Drive median utilizing sustainable varieties.

It was discussed that the Tree Board take into consideration the canopy of trees once they matured and the planting width size (i.e. sidewalk vs. street side); and how this project would be funded. Mayor Courts and City Council expressed their appreciation for the extensive work that the Tree Board and contributions of Councilmembers Estep and Gorski on this effort.

Appointments:

Appointing Eve Robinson to serve an unexpired term on the Tourism Board through April 30, 2017.

A motion was made and seconded to approve the appointment of Eve Robinson to serve an unexpired term on the Tourism Board through April 30, 2017 (Coffey/Gasak); 7/0 motion carried unanimously.

Election of Deputy Mayor

Mayor Courts opened the floor for nominations for the position of Deputy Mayor.

Councilmember Helder nominated Eric Corp for the Deputy Mayor position. Seconded by Councilmember Coffey.

Councilmember Gasak nominated Roger Westman for the Deputy Mayor position. Seconded by Councilmember Estep.

There being no other nominations, the nominees spoke about their desire to be considered for the position of Deputy Mayor.

* * * * *

Roll call vote was taken for Eric Corp to serve as Deputy Mayor and the motion failed 3/4, with Councilmembers Estep, Gasak Gorski and Westman voting "Nay."

* * * * *

Roll call vote was taken and motion carried 4/3 for Roger Westman to serve as Deputy Mayor, with Councilmembers Coffey, Corp and Helder voting "Nay."

Proclamations:

Proclamation declaring February 7 through April 29, 2016 as "Pierce County READS" in the City of DuPont.

Customer Experience Manager Jaime Prothro presented the Mayor and City Council each with a book written by this year's featured author, Sherman Alexi, instead of a specific novel. She then spoke of the Pierce County Library System's building of a strategic plan and need for community feedback until March 31st.

Mayor Courts read the proclamation promoting "Pierce County READS."

Public Comments:

Margaret Farnsworth, 804 Haskell Street, read her comments expressing her concerns on how final decision is made on a certain issue without enough time for City Council to review all of the citizens' input. She asked that the ordinance adopted on December 8, 2015 relative to farm animals into residential community be revoked. She then presented three covenants protecting DuPont land for Historic Village (1950), for El Rancho Madrona and for DuPont Terrace when they were both built, from farm animals.

Approval of Consent Agenda Items:

- Regular Council Meeting Minutes – January 26, 2016;
- Claims Vouchers List – February 9, 2016;
- Awarding the bid and Authorizing the Execution of a Contract with H.W. Lochner Inc. for the Design Phase of the Wilmington Drive Overlay Project;
- Authorizing the Execution of an Agreement with The Humane Society for Tacoma and Pierce County relative to Animal Shelter Services for the City;
- Authorizing the Offer of Settlement with the Washington State Department of Retirement Services.

A motion was made and seconded to approve the Consent Agenda (Coffey/Westman) 7/0 motion carried.

Discussion Items

Review and Concurrence of Water and Storm Water Capital Projects for the period 2016-2020.

Public Works Director Lim explained the list of Water and Storm Water capital improvement projects in response to the Council discussion from the workshop which includes scoping and design efforts under the Water project lists. He then noted that more time is needed to review the onsite chlorination and MIOX system (Water) and emphasized that it is more cost effective to move forward with the Bob's Hollow Lane Sale Rehabilitation project (Storm Water) in 2016 together with the grant funded Edmond Village Swale Rehabilitation and Center Drive/Sequalitchew Creek Ditch Rehabilitation.

Councilmember Coffey noted prior Council discussion about using the Historic Village well to do irrigation for the three parks and asked for viability and cost information prior to decommissioning.

Councilmember Estep asked Council's support to move forward with the Bob's Hollow project this year in order to provide for cleaner water entering Edmond marsh.

City Administrator Danek indicated that City staff would proceed with the 2016 projects presented to the Council tonight and will present to the Council their respective contracts.

Mayor's Report:

Mayor Courts reported on the following:

- Pierce Transit is not going to pursue re-annexing with DuPont. He added that State Representative Dick Muri is introducing a House Bill 2816 to allow DuPont to present a ballot measure to the citizens, which, if approved would allow for 6/10th of a percent sales tax for public transportation;
- Pierce County Regional Council (PCRC) annual general assembly on February 25, 2016, 6:00 PM – 9:00 PM to be held at The HomeCourse;
- Recognize Police Department promotions – Ofc. Wade Nelson will be promoted to Sergeant and Sgt; Larry Holt will be promoted to Lieutenant;

- Closure on a 2013 tragedy with the conviction of Dwayne Coward on the death of his 2-month old baby..

City Administrator’s Report:

City Administrator Danek reported on the following:

- Thanked Representative Dick Muri helped with the grant application for the museum; and nonsubmittal of a charging station grant;
- Two PPGA golf championship events;
- Burglary incidents as reported by Chief Sheehan at Hoffman Hill and actively looking for leads and high profile patrolling;
- Nisqually jail services contract has been signed;
- Coffee with the Chief at Forza this Friday, February 21, 2016;
- Future Agenda items: for Council workshop regarding street trees and sidewalks and potential litigation, capital works projects briefs for staffing positions; Visitor Readiness report, Council retreat;

Council Reports:

Councilmember Helder clarified that he cannot lobby issues of the City for ethical reasons. He then spoke about Patriot Athletic League asking him to coach this year and encourage someone from the public to volunteer.

Unfinished Business:

Ordinance amending Ordinance No. 15-980, authorizing the Issuance of Limited Tax General Obligation Bonds of the City – Second Reading.

A motion was made and seconded to adopt the Ordinance amending Ordinance No. 15-980, authorizing the issuance of Limited Tax General Obligation Bonds of the City. (Westman/Coffey); 7/0 motion carried unanimously.

New Business:

Resolution declaring Certain Property as Surplus and authorizing its Disposal.

A motion was made and seconded to adopt a Resolution declaring certain property as surplus and authorizing its disposal as presented (Estep/Gorski); 7/0 motion carried unanimously.

* * * * *

Mayor Courts asked to provide information on how much we are able to recoup from the sale of surplus property.

Public Comment:

Renee Buck, 301 Brandywine Avenue, sought clarification on the time of the upcoming Coffee with the Chief (which will be in the morning).

Council Comment:

Councilmember Corp spoke about the Association of Washington Cities (AWC) “City Action Days” he attended where he met other cities’ councilmembers, and that he looks forward to other AWC events. He thanked Councilmember Helder for giving him a quick State Capitol tour. He then asked City Administrator Danek for more information on a Pierce Transit open house or town hall meeting on future transportation issues. He indicated that he plans to attend the Feb 25th PCRC annual meeting. He also encouraged citizens to attend the Safe Streets Sinclair/Hoffman Hill neighborhood watch meeting on Feb. 11th, 6:00 PM – 8:00 PM. He spoke about citizens asking about prominence of hotel businesses within the City and that City staff may want to consider providing a Zoning and Development 101 informational presentation to citizens.

Councilmember Gorski indicated that the first Transportation Benefit District (TBD) meeting for 2016 needs to be scheduled. City Administrator Danek proposed that the TBD meeting be held on February 23, 2016 at 6:00 PM..

Councilmember Coffey spoke about the AWC “City Action Days” workshop she attend. She indicated that both legislation she has concerns with relative to bypassing the marijuana ban at counties and cities, and the utility rates 6% ceiling, *died*.

Executive Session:

Mayor Courts announced that the Council will recess into Executive Session at 8:20 PM for approximately 45 minutes to discuss potential litigation, per RCW 42.30.110(1)(i); and collective bargaining, per RCW 42.30.140(4)(a), and that no other business will be discussed after the executive session. At 9:05 PM, it was announced that the Executive Session was extended for an additional 20 minutes. At 9:26 PM, Mayor Courts reconvened the regular meeting.

Adjournment:

Mayor Courts adjourned the meeting at 9:27 P.M.

City of DuPont:

Mike Courts, Mayor

Attest:

Erin Larsen, City Clerk

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Payroll

Pay Type Register

User: khenry
 Printed: 02/17/2016 - 2:51PM
 Check Date Range: All
 Period Date Range: 02/01/2016 to 02/15/2016
 Batch Info: All
 Pay Types: AD, BC, BF, BV, C, CA, CC, CF, CM, CR, CU, CV, DR, DT, FA, FC, FF, FH, FL, FM, FO, FP, FS, FS2, FT, FV, H, HF, HO, JD, KC, KD, KF, L2, L3, L4, L5, LD, LG, LGFix, MC, MD, MI, OC, OCB, OF, OFM, OHF, OLT, OMD, OO, OOC, OS, OSC, OSE, OSV, OT, OTR, OTW, PA, PD, PI, R, RD, RF, RS, RT, RT-OT, S, SB, SF, SH, SV, TF, U, V, VC, VF, VO, VP,

City of DuPont
 1700 Civic Drive
 DuPont, WA 98327
 (253) 964-8121

Agenda Item # 8b.



Department	Pay Type	Description	Hours	Amount
A1				
	FH	Floating Holiday	20.00	623.24
	H	Holiday	36.00	1,400.26
	LG	Longevity Pay	0.00	135.63
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	382.00	14,507.90
	S	Sick	3.00	80.61
	V	Vacation	11.00	295.57
		Department Total	452.00	17,445.59
BLDG1				
	H	Holiday	16.00	591.12
	LG	Longevity Pay	0.00	158.10
	R	Regular	157.00	5,785.17
	V	Vacation	3.00	126.03
		Department Total	176.00	6,660.42
F1				
	BC	BANK COMP TIME	0.50	0.00
	C	Comp Time Used	1.00	22.91
	H	Holiday	48.00	1,327.52
	OT	Overtime	3.00	116.28
	R	Regular	462.00	12,817.60
	S	Sick	4.00	102.28
	U	Unpaid Hours	9.00	0.00
	V	Vacation	4.00	102.28
		Department Total	531.50	14,488.87
F2				
	BF	Bank Comp Time - Fire	10.00	0.00
	CC	Comp Cash Out	13.00	365.43
	FS	Firefighter EMT Special	0.00	708.93
	FS2	Firefighter 2 Specialty P	0.00	515.80
	H	Holiday	12.00	561.72
	HF	Holiday - HO-OT	3.00	228.38
	HO	Holiday Pay	48.00	1,973.04
	KD	Kelly Day	96.00	0.00
	LG	Longevity Pay	0.00	621.41
	OC	On Call / Out of Class	0.00	150.00

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Department	Pay Type	Description	Hours	Amount
	OCB	OT for Call Back	120.00	4,452.00
	OF	Overtime - Fire	16.00	505.92
	OSC	OT for Shift Coverage	24.00	1,012.08
	OT	Overtime	2.00	66.39
	R	Regular	1,155.70	31,525.96
	RT	Retro Pay	47.25	197.03
	S	Sick	126.00	3,271.62
	V	Vacation	20.00	984.20
	VC	Vacation Cash Out - auto	14.50	407.60
Department Total			1,707.45	47,547.51

Agenda Item # 8b.

P1

BC	BANK COMP TIME	2.75	0.00	
CM	Community Resource O	0.00	54.08	
CR	Crime Response Unit 2%	0.00	143.14	
CV	Commercial Vehicle 2%	0.00	85.74	
DT	Detective 5%	0.00	163.46	
FA	Firearms Instructor 2%	0.00	141.96	
FH	Floating Holiday	34.50	1,181.28	
FT	Field Training Officer 3'	0.00	439.65	
H	Holiday	16.00	633.68	
LG	Longevity Pay	0.00	622.84	
MC	Metro Collision Team 1'	0.00	42.88	
OC	On Call / Out of Class	0.00	150.00	
OCB	OT for Call Back	3.00	166.68	
OSC	OT for Shift Coverage	55.50	2,617.83	
OT	Overtime	34.75	1,668.77	
OTR	OT for Training/Training	9.50	458.57	
R	Regular	856.50	28,896.11	
S	Sick	46.00	1,360.61	
V	Vacation	42.00	1,352.82	
VC	Vacation Cash Out - auto	17.67	664.31	
Department Total			1,118.17	40,844.41

PW1

BC	BANK COMP TIME	7.25	0.00	
C	Comp Time Used	3.50	85.86	
H	Holiday	96.00	2,717.76	
LG	Longevity Pay	0.00	618.39	
OC	On Call / Out of Class	0.00	600.00	
OHF	OT On Holiday - DEA	3.00	140.28	
OO	Opt Out of Medical Ins	0.00	402.38	
OOC	OT for PW On-Call	3.00	140.28	
OT	Overtime	3.00	124.89	
R	Regular	900.50	25,683.47	
S	Sick	50.00	1,283.50	
V	Vacation	6.00	124.78	
Department Total			1,072.25	31,921.59
Report Total			5,057.37	158,908.39

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Payroll

Deduction Register - Totals Only

User: khenry
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 Period End Range: 02/01/2016 to 02/15/2016
 Batch Info: All
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City of DuPont
 1700 Civic Drive
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Agenda Item # 8b.



	<u>Amount</u>
D2r: AWC-Dental Plan E (Employer)	3,799.37
DORL2R: LEOFF 2 - EMPLOYER	4,310.96
DORP1R: PERS 1 - EMPLOYER	320.21
DORP2R: PERS 2 - EMPLOYER	6,863.22
DORP3R: PERS 3D - EMPLOYER	1,018.62
ESD1: UNEMPLOYMENT	306.63
FICAR: FICA Employer Portion	7,043.27
IAFER1: IAFF- Nationwide 457- 1% Match	262.65
IAFFER: IAFF Nationwide 457 - ER	2,280.13
ICMAR1: ICMA Employer 1% matching	641.10
ICMA-R: ICMA--EMPLOYER %	1,763.63
L&I-ER: L&I - Employer	4,545.85
L1: AWC - LIFE	240.00
LIX: Life Ins - Exempt	116.10
M4: Group Health \$10 CoPay	7,653.90
M5: AWCHealthFirst HSA	32,278.66
M5-C: AWCHealthFirst HSA Correction	-1,701.94
MEDIR: Medicare Employer Portion	2,308.45
T1: AWC - LTD	891.53
V1: AWC - Vision	1,300.95
WDEN: Willamette Dental	1,072.46
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Report Total:	77,315.75
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CLAIMS VOUCHER APPROVAL

We hereby certify that the goods and/or services charged on the vouchers listed on the following pages have been furnished to the best of our knowledge. We further certify the following pages of claims to be valid and correct.

City Administrator

Finance Director

We, the undersigned Council members of the DuPont City Council, DuPont, Washington, do hereby certify that the voucher-check numbers 31802 through 31869 are approved for payment in the amount of \$141,460.24 this 23rd day of February 2016.

Mayor

Councilmember

City of DuPont
1700 Civic Drive
DuPont, Washington 98327
253-964-8121 phone
253-964-3554 fax

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Accounts Payable

Checks by Date - Detail by Check Date

User: khenry
Printed: 2/17/2016 2:44 PM

City of DuPont
1700 Civic Drive
DuPont, WA 98327
(253) 964-8121

Agenda Item # 8b.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
31802	UB*01505 101154-000	John & Megan Abbott refund credit balance	02/04/2016	85.00
Total for Check Number 31802:				85.00
31803	UB*01510 111740-000	Kevin Ahn refund credit balance	02/04/2016	150.11
Total for Check Number 31803:				150.11
31804	UB*01511 113106-000	Matthew Akinlosotu Carl-Math Internation: refund credit balances	02/04/2016	246.05
Total for Check Number 31804:				246.05
31805	UB*01499 000397-000	NOREEN DOLS refund credit balance	02/04/2016	141.63
Total for Check Number 31805:				141.63
31806	UB*01513 113373-000	Ehouse Development LLC refund credit balance	02/04/2016	42.83
Total for Check Number 31806:				42.83
31807	UB*01498 000042-000	WAYNE EVERETT refund credit balance	02/04/2016	69.49
Total for Check Number 31807:				69.49
31808	UB*01502 002818-006	Johnny Fisher refund credit balance	02/04/2016	6.06
Total for Check Number 31808:				6.06
31809	UB*01501	Ryan Gist refund credit balance	02/04/2016	17.27
Total for Check Number 31809:				17.27
31810	UB*01503 101029-000	Michael & Jenny Grayum refund credit balance	02/04/2016	97.71
Total for Check Number 31810:				97.71
31811	UB*01508 107705-000	Sammy & April Martinez refund credit balance	02/04/2016	25.98
Total for Check Number 31811:				25.98
31812	UB*01509 111461-000	Randy or Irene McClendon refund credit balance	02/04/2016	460.20

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31812:	460.20
31813	UB*01500 001621-000	Don Mellor refund credit balance	02/04/2016	107.86
			Total for Check Number 31813:	107.86
31814	UB*01506 105900-001	Teesook Miyazono refund credit balance	02/04/2016	129.34
			Total for Check Number 31814:	129.34
31815	UB*01507 107661-000	Kathleen Phelan refund credit balance	02/04/2016	22.42
			Total for Check Number 31815:	22.42
31816	UB*01497 000026-000	FELIX RODRIQUEZ refund credit balance	02/04/2016	55.00
			Total for Check Number 31816:	55.00
31817	UB*01504 101040-000	Jeremy & Jaclyn Shope refund credit balance	02/04/2016	98.09
			Total for Check Number 31817:	98.09
31818	UB*01512 113318-000	Meen Young and Smith refund credit balance	02/04/2016	19.30
			Total for Check Number 31818:	19.30
31819	DUPONT	City of DuPont	02/04/2016	
		1305 - 301 Louviers		52.47
		103728-002 - 1700 Civic Domestic		1,303.45
		103728-003 - 1700 Civic Fireline		59.10
		103728-004 - 1780 Civic Police		665.92
		51 - Museum Domestic		139.40
		102790-001 - 1695 Burnshide/HH Well		150.90
		53 - 303 Barksdale Ave		105.00
		108857-000 Stormwater cleaning		105.00
		103728-004 - 1780 Civic -Fire		958.28
		103728-005 - 1780 Civic Fireline -Police		24.23
		103728-005 - 1780 Civic Fireline - Fire		34.87
		99 - 303 Louviers		33.14
		99 - 303 Louviers		24.86
		99 - 303 Louviers		82.85
		99 - 303 Louviers		24.85
		2668-007 Powderworks Park Storm		512.55
		1305 - 301 Louviers		174.90
		1305 - 301 Louviers		52.47
		1305 - 301 Louviers		69.96
		1306 - City Reservoir		153.00
		112968-000 Clocktower restroom		105.00
		1307-303 Barksdale stormwater		122.40
		2668 - 1350 Foreman Rd - Stormwater		267.75
		2668-001 Bell Hill Reservoir - Storm		183.60
		2668-005 - Powderworks Domestic		335.30
			Total for Check Number 31819:	5,741.25

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 2/4/2016:	7,515.59
31820	UB*01516	Eric Kreil	02/05/2016	72.75
			Total for Check Number 31820:	72.75
31821	ub*01519 112249-000	Aaron & Melissa Adams deposit refund	02/05/2016	51.69
			Total for Check Number 31821:	51.69
31822	UB*01517 111740-000	Kevin Ahn deposit refund	02/05/2016	100.00
			Total for Check Number 31822:	100.00
31823	UB*01521 113236-000	Danielle Breitbard deposit refund	02/05/2016	53.25
			Total for Check Number 31823:	53.25
31824	UB*01523 107216-001	John Dabrowski deposit refund	02/05/2016	48.67
			Total for Check Number 31824:	48.67
31825	ub*01525 107947-000	Theodore & Mary Grace Difuntorum deposit refund	02/05/2016	51.69
			Total for Check Number 31825:	51.69
31826	ub*01515 109797-000	Alex & Michelle Hughes deposit refund	02/05/2016	46.47
			Total for Check Number 31826:	46.47
31827	UB*01524 107614-000	Clayton & Tracy Mitchell deposit refund	02/05/2016	48.67
			Total for Check Number 31827:	48.67
31828	UB*01520	Darriel and Lagimaina Porchea deposit refund	02/05/2016	51.69
			Total for Check Number 31828:	51.69
31829	UB*01514 108816-000	Carolyn Rhem-Williams deposit refund	02/05/2016	50.14
			Total for Check Number 31829:	50.14
31830	ub*01518 112206-000	Mike and Jill Saunders deposit refund	02/05/2016	50.14
			Total for Check Number 31830:	50.14
31831	ub*01522	Steve Smith deposit refund	02/05/2016	67.50
			Total for Check Number 31831:	67.50

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Agenda Item # 8b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
31832	ahbl 97002	AHBL, Inc	02/05/2016	570.00
Total for Check Number 31832:				570.00
31833	BWN 10220 10220 10251 CM10046	BrightWire Networks, LLC	02/05/2016	2,443.78 128.25 1,640.25 58.75 -155.58
Total for Check Number 31833:				4,115.45
31834	CARLINGT 02.03.2016	Dave Carlington	02/05/2016	52.00
Total for Check Number 31834:				52.00
31835	CARQ 381708	Carquest	02/05/2016	8.25
Total for Check Number 31835:				8.25
31836	PWF 104144	CLL Holdings Inc. Water Purification System	02/05/2016	87.04
Total for Check Number 31836:				87.04
31837	DANEKT	Thomas E Danek	02/05/2016	307.35
Total for Check Number 31837:				307.35
31838	ELIEFFC 01.20.2016	Cindy Elieff	02/05/2016	359.82
Total for Check Number 31838:				359.82
31839	ETTINGER January 2015	Pearle C Ettinger, Jr. Karate instruction	02/05/2016	1,680.00
Total for Check Number 31839:				1,680.00
31840	HEMLEY 0032379-IN	Hemley's Septic Tank Cleaning, Inc Monthly Portable Toilet Rental	02/05/2016	128.95
Total for Check Number 31840:				128.95
31841	HERMANSC	Hermanson Company LLP	02/05/2016	341.72
Total for Check Number 31841:				341.72
31842	PCASSESS 011922-401-0 011922-401-0 0119271008 0119271008 0119274007 0119274007	Pierce County Assessor-Treas	02/05/2016	7,012.37 25,186.22 238.25 747.81 20,120.08 6,410.25

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Agenda Item # 8b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31842:	59,714.98
31843	PCBGT&F CI-211080	Pierce County Budget & Finance	02/05/2016	5,041.25
			Total for Check Number 31843:	5,041.25
31844	PITNEY 28977189.01	Pitney Bowes Global Financial Svs LLC Postage Meter #28977189	02/05/2016 28977189	2,020.99
			Total for Check Number 31844:	2,020.99
31845	QUITSE	Eric Quitslund	02/05/2016	800.00
			Total for Check Number 31845:	800.00
31846	ROBBLEES 18606 90685	Robblee's Total Security Inc.	02/05/2016	2,739.53 139.41
			Total for Check Number 31846:	2,878.94
31847	WHISTLE 306648 306648 3506 3506 61536 61536 61594 61594 61665 61665	Whistle Workwear	02/05/2016	127.99 128.00 137.09 137.08 128.11 128.11 137.96 137.97 137.96 137.96
			Total for Check Number 31847:	1,338.23
			Total for 2/5/2016:	80,137.63
31848	CB-CARD 0070 0070 0077 0646 1311 3412 3412 3412 8718 8718 9605 9605 9605	Card Services/ Columbia Bank Table cloth rolls - P&R AmazonPrime Membership National Fire Codes Subscription Service & NFF Cell phone cases - PD Payment by phone fee - Admin Adobe Pro subscription - PD Pocket code books for officers - PD Office supplies - PD Advertising on Constant Contact - Museum Seahawks Rally - P & R Street sweeper replacement lamps - PW CESCL Re-certification training - PW Map printing - PW	02/12/2016	82.68 99.00 1,480.00 195.78 5.00 16.31 215.76 10.74 87.04 370.87 33.72 225.00 293.76
			Total for Check Number 31848:	3,115.66
31849	FIRSTBC 1170 5468	First Bankcard Seahawks Rally rental van - P & R Business lunch mtg - Mayor	02/12/2016	164.05 42.83

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
	9371	Uniform cleaning - PD		25.24
Total for Check Number 31849:				232.12
31850	FRFC SETTLEMENT	Trust Account of FRF&C on behalf of Mich Settlement for Michael Pohl	02/12/2016	30,000.00
Total for Check Number 31850:				30,000.00
31851	FLEET	Wright Express FSC/ WEX Bank	02/12/2016	
	43888234	Fuel - Fire		562.75
	43888234	Fuel - Police		1,947.33
	43888234	Fuel - PW		381.80
	43888234	Fuel - PW		190.90
	43888234	Fuel - PW		190.90
	43888234	Fuel - PW		190.90
	43888234	Fuel - Building		27.02
Total for Check Number 31851:				3,491.60
31852	DAVINCI	Kymerlie Bradshaw	02/12/2016	
	REFUND 02/2016	Rental refund - Facility schedule conflict		120.00
	REFUND 02/2016	Rental deposit refund - Facility schedule conflict		215.00
Total for Check Number 31852:				335.00
31853	CARQ	Carquest	02/12/2016	
	8583-271389	Silicone sealant, 3v batteries - PW		29.35
Total for Check Number 31853:				29.35
31854	DUPONT	City of DuPont	02/12/2016	
	0174794	Annual Fire Inspection & Permits - 301 Louviers		69.00
	0174795	Annual Fire Inspection - 303 Louviers		40.00
Total for Check Number 31854:				109.00
31855	CODEPUB	Code Publishing Inc	02/12/2016	
	52032	Municipal code updates		438.46
Total for Check Number 31855:				438.46
31856	COMCAST	Comcast	02/12/2016	
	35 013 0327571	Museum High Speed Internet	8498 35 013 0327571	86.22
Total for Check Number 31856:				86.22
31857	DLXFORMS	Deluxe Business Forms	02/12/2016	
	2036187064	Accounts payable checks		668.94
Total for Check Number 31857:				668.94
31858	TACGOOD	Goodwill of the Olympics & Rainier Regio	02/12/2016	
	IN0060628	General Custodial - Tues/Thurs		1,166.00
Total for Check Number 31858:				1,166.00
31859	LANDCARE	LandCare USA LLC	02/12/2016	
	8068781	LandCare - Center Drive 43%	Cust #249593	2,468.32
	8068781	LandCare - Center Drive 57%	Cust #249593	3,271.97
	8068781	LandCare - McNeil Street	Cust #249593	1,146.75
	8068781	LandCare - McLeod Circle	Cust #249593	189.31

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31859:	7,076.35
31860	LEMAY	Harold Lemay Enterprises	02/12/2016	
	7144746	301 Louviers		45.18
	7144746	301 Louviers		13.55
	7144746	301 Louviers		18.08
	7144746	301 Louviers		13.55
	7144757	2180-678258-001 1700 Civic Dr	2180-678258-001	256.60
	7144773	2180-688334 1775 Bob's Hollow	2180-688334	262.13
			Total for Check Number 31860:	609.09
31861	ORKIN	Orkin Pest Control, Inc.	02/12/2016	
	107128117	301 Louviers pest control		12.91
	107128117	301 Louviers pest control		43.03
	107128117	301 Louviers pest control		12.91
	107128117	301 Louviers pest control		17.21
			Total for Check Number 31861:	86.06
31862	SABOED REIMB 02/2016	Daniel Saboe Reimbursement for Car Licensing fees - 83 Dipl	02/12/2016	
				49.70
			Total for Check Number 31862:	49.70
31863	SITECRAF 26466	SiteCrafting Inc Web Host- www.ci.dupont.wa.us	02/12/2016	
				55.00
			Total for Check Number 31863:	55.00
31864	ARCH	Spok Inc	02/12/2016	
	Z3669640B	PW pager		5.92
	Z3669640B	PW pager		7.90
	Z3669640B	PW pager		5.92
	Z3669640B	PW pager		19.74
			Total for Check Number 31864:	39.48
31865	SDN DP0216	Systems Design West LLC Ambulance Billing Services	02/12/2016 DP0415	
				355.39
			Total for Check Number 31865:	355.39
31866	UULC	Utilities Underground Loc Ctr	02/12/2016	
	6010121	Excavation notifications		10.78
	6010121	Excavation notifications		10.78
			Total for Check Number 31866:	21.56
31867	VERIZON	Verizon Wireless	02/12/2016	
	9759130470	Police Air Cards		364.56
	9759130470	Public Works Air Cards		30.04
	9759130470	Fire Dept Air Card		10.02
	9759130470	Mayor's Phone	342042808-00001	593.48
	9759130470	Legal Svcs Air Card		10.04
	9759130470	PW Grant Funded Air Cards		40.08
	9759130470	Parks & Rec Air Card		10.02
			Total for Check Number 31867:	1,058.24
31868	WAHEALTH	Wa State Dept of Health	02/12/2016	

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Agenda Item # 8b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20500P	2016 Operating Permit Fee & Operator Certifica		4,636.80
			Total for Check Number 31868:	4,636.80
31869	WTRMG 146846	Water Management Lab, Inc. Water testing	02/12/2016	147.00
			Total for Check Number 31869:	147.00
			Total for 2/12/2016:	53,807.02
			Report Total (68 checks):	141,460.24



MEETING DATE: **Agenda Item # 9a.** February 23, 2016

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Council Liaison Positions

Department: Administration	Discussion Date: 01/25/16
Originator: Staff	First Reading Date:
Assigned to: Erin Larsen, City Clerk	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

Attached is a list of current Council liaisons and the agencies, commissions and/or groups they represent. With new members on the Council it has created some vacancies. This is an opportunity for Councilmembers to express their desire to serve as a liaison to a particular agency or group and also to review the list to see if there are any additional groups we need to connect with or remove from our list.

RECOMMENDATION:

Staff recommends review of the list and direction of who will serve in which position.

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DuPont City Council Board/Agency/Liaison Positions Agenda Item # 9a.

1. Deputy Mayor
 - Roger Westman
2. DuPont Business Association (DBA)-(2 positions)
 - Roger Westman
 - ~~Kathy Trotter~~
3. Economic Development Board
 - Penny Coffey
4. JBLM Community Connector Liaison (2-positions)
 - Penny Coffey
 - Mike Courts
5. Lodging Tax Committee Members (2 positions)
 - Roger Westman, Chair
 - ~~Kathy Trotter~~
6. Park & Recreation Agency Liaison
 - Shawna Gasak
7. Pierce County Small Cities and Towns
 - ~~Michael Grayum~~
8. Pierce County Regional Council (PCRC) Liaison
 - Mike Courts
9. Planning Agency Liaison
 - Roger Westman
10. Puget Sound Regional Council (PSRC) Liaison
 - Mike Courts
11. Steilacoom School Board Liaison
 - Penny Coffey

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DuPont City Council Board/Agency/Liaison Positions Agenda Item # 9a.

12. Transportation Benefit District (2 positions)

- ~~Mike Courts, President~~
- Mike Gorski, Vice President

13. Tree Board Liaison

- Andy Estep

14. Tourism Board Member

- ~~Kathy Trotter~~

15. Tribe Liaison

- ~~Michael Grayum~~

16. Youth Council

- Shawna Gasak



Agenda Item # 9b.

MEETING DATE: February 23, 2016

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

2015 Water Quality Report (also known as Consumer Confidence Report) Read Ahead Copy

Department: Public Works	Date of First Reading:
Originator: Staff	Date of Second Reading:
Assigned to: Gus Lim, Public Works Director	Date of Public Hearing:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		General
Additional Required		Grant

DETAILED SUMMARY STATEMENT:

Background:

1. Water Quality Reports are required by the 1996 Safe Drinking Water Act Amendments and Subpart B of Part 7 of Chapter 246-290 WAC.
2. The annual water quality report is from the Public Water System to its customers. The primary purpose of the report is to summarize water quality data that the water system already collects. It will also include information on compliance, source water, and required educational information.
3. The report tells people where their water comes from and what the water system does to deliver safe drinking water to their homes. It also tells them what contaminants, if any, are in their drinking water and how these contaminants could affect their health.
4. Deliver report to customers and Dept. of Health, January 1 to July 1 of each year.

Discussion:

Attached report is highlighted to show updates/changes from last year's report. Updated reference websites/addresses, water quality data table, and lead/copper info.

Schedule:

1. Post onto City Website Wednesday 2/24/16
2. Website Address of the Water Quality Report listed into Utility Bill 2/24/16
3. Utility Bills mailed out 2/29/16

RECOMMENDATION:

This is a read ahead copy of the report prior to publishing.

City of DuPont

DuPont, WA...A Rich History and a Vibrant Future

2015 Water Quality Report

Agenda Item # 9b.



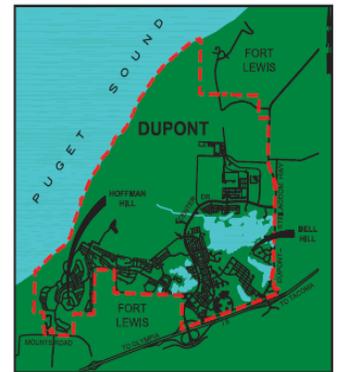
Drinking Water Quality Annual Report

We are very pleased to present the 2015 Water Quality Report to our water system customers. Our constant goal is to provide you with a safe, dependable supply of drinking water. As part of our continued commitment to ensuring the quality of your water, we want to keep you informed about the drinking water and services we have delivered to you during the past year (January 1, 2015, through December 31, 2015). We are proud that your drinking water meets or exceeds all Federal and State requirements.

Your City's Water System

The City of DuPont (Water System ID 20500) currently uses groundwater from five (5) wells for its public water supply. The City's water supply wells are located at Bell Hill (3) and Hoffman Hill (2), as shown on the map to the right. Bell Hill Wells 1 and 3 draw water from the Red Salmon Springs Aquifer; Bell Hill Well 2 draws water from the deeper undifferentiated Outwash/Lakewood Glacier Aquifer. Hoffman Hill Wells 1 and 2 draw water from the Red Salmon Springs Aquifer. Additional booster pumps were placed into service in 2003 to provide adequate pressure to customers on Hoffman Hill. All City wells access deep aquifers, making them less susceptible to contaminants.

The City has two active storage reservoirs: A 3.0 million-gallon reservoir at Hoffman Hill, and a 1.0 million-gallon reservoir at Bell Hill. The only treatment used on DuPont's groundwater sources is the addition of small amounts of chlorine to provide disinfection.



Water Quality Protection Programs

The City of DuPont is committed to supplying its customers with high-quality and aesthetically-pleasing drinking water. The City has adopted the following practices to ensure that the drinking water provided meets or exceeds all federal and state standards.

- 1995 Washington State Department of Health Water Source Assessment. Our water system sources have a low susceptibility to potential sources of contamination. Additional information is on file at the Public Works Department and can be found online at www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/SourceWaterProtection/Assessment.aspx.
- 2011 Water System Comprehensive Plan. The City prepared a comprehensive analysis of all aspects of the water system, identifying current and future plans to continue to provide high-quality drinking water to its customers. This plan, which includes a Water Conservation Program, has been approved by the Washington State Department of Health. A copy of the plan is on file at the Public Works Department.
- 2011 Wellhead Protection Program. The City is in the process of implementing a program that sets protective boundaries around the City's wells. This program will identify potential contamination sources around the wells and will provide notification of these sites to City residents.
- 2013 Washington State Department of Health Sanitary Survey. Overall operation and maintenance of the facilities are excellent. Improvements have been made to provide additional protection for the emergency wells and facilities. The full report is on file in the Public Works Department.
- Cross Connection Control Program. The City of DuPont is aggressively protecting our water supply from contamination with its "Cross Connection Control Program". It ensures that used or contaminated water does not re-enter the water system. This program assures that customers take proper precautions to prevent this from happening, by inspecting and testing backflow devices as well as assuring plumbing codes are properly followed. For DuPont water customers that are regulated by this program, we will contact you when backflow assembly tests and inspections are due. More detailed information is available by contacting the Public Works Department.

What is a Cross Connection?

A cross-connection is any temporary or permanent connection between a public water system or a consumer's potable (i.e., drinking) water system and any source or system containing non-potable water or other substances. An example is the piping between a public water system or potable water system and an auxiliary water system, cooling system, or irrigation system. The City welcomes input from its residents on methods to protect and conserve its water supply and can provide additional information 2015 Water Quality Report (G. Lim).

about ways you can help protect groundwater. Residents with input on water issues or this report may contact the DuPont Public Works Department at City Hall, 912-5381.

Water Quality Monitoring Requirements

The City of DuPont routinely monitors for contaminants in your drinking water as required by Federal and State laws. Some of the monitoring and sampling frequencies are shown below. The City is currently in compliance with all existing water quality monitoring requirements. The second table below shows the results of our monitoring for the period of **January 1 to December 31, 2015**, or from the last set when sampling occurred. All drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some contaminants. It is important to remember that the presence of these contaminants does not necessarily pose a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency’s Safe Drinking Water Hotline at 1-800-426-4791.

We are proud that your drinking water exceeds all Federal and State requirements. Through our monitoring and testing the EPA has determined that your water is **SAFE**.

Contaminant Type	Monitoring Requirements (1)
Bacteriological Contaminants	10 samples per month in the distribution system
Inorganic Chemicals	1 sample every three years at each well
Lead and Copper	20 samples every three years at selected residents’ taps
Volatile Organic Chemicals	1 sample every three years at each well
Synthetic Organic Chemicals	The City currently has a monitoring waiver for synthetic organic chemicals because its previous sample recorded no detections. The normal monitoring period required is 1 sample every 3 years at each well.
Radionuclides	1 sample every 4 years at each well
Trihalomethanes	1 sample quarterly from each of our 2 water treatment facilities, collected at the far end of the distribution system

(1) Increased monitoring is required for any chemicals detected above an “Action Level” or a “MCL.”

Water Quality Data

Constituent	Highest Level Allowed (MCL)	Highest Level Detected	Ideal Goal (MGLG)	Regulation Met?	Potential Source of Contaminant	Location	Date
Regulated At The Groundwater Sources							
Arsenic*	0.01 ppm	0.005 ppm	0	Yes	natural deposits	Bell Hill Well #2	10/21/13
Manganese**	0.05 ppm	0.24 ppm	n/a	Yes	natural deposits	Bell Hill Well #2	10/21/13
Iron ***	0.3 ppm	0.24 ppm	n/a	Yes	natural deposits	Bell Hill Well #2	10/21/13
Sodium***	n/a	9.0 ppm	n/a	Yes	natural deposits	Bell Hill Well #2	10/21/13
Barium	2.0 ppm	1.28 ppm	2.0 ppm	Yes	natural deposits	Bell Hill Well #3	9/18/12
Mercury	0.002 ppm	0.0005 ppm	0.002 ppm	Yes	natural deposits	Bell Hill Well #3	9/18/12
Nitrate	10 ppm	1.0 ppm	10 ppm	Yes	natural deposits	Hoffman Hill Well #1	10/26/15
Regulated At The Distribution System							
Total Trihalomethane	80 ppm	0.018 ppm	n/a	Yes	By-product of disinfection	4301 Pioneer Ave.	7/27/15
Regulated At The Consumer’s Tap							
Lead & Copper Required every 3 years	90% of taps Sampled must be below the Action Level	90% of Taps samples were					
Lead	0.015 ppm	0.002 ppm	0	Yes	Corrosion of household plumbing	34 Sites	2013
Copper	1.3 ppm	0.15 ppm	1.3 ppm	Yes	Corrosion of household plumbing	34 Sites	2013

* While our drinking water meets EPA’s standard for arsenic, it does contain low levels of naturally occurring arsenic. EPA’s standard balances the current understanding of arsenic’s possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

** As manganese has regularly exceeded the secondary MCL in Bell Hill Well #2, the City remedies this problem either by not using the well or by mixing the high manganese water with water from other wells to lower the concentration of manganese. Manganese is monitored for aesthetic reasons and has no ill health effects associated with it.

*** Secondary Maximum Contaminant Level (SMCL): These standards are developed to protect the aesthetic qualities of drinking water and are not health based.

Note: Lead and Copper 90th Percentile: Out of every 10 samples, 9 were at or below this level. The table does not include the other 59 volatile organic chemicals and 55 synthetic organic chemicals we tested for — including many industrial chemicals, herbicides and pesticides — but did not find.

Maximum contaminant level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum contaminant level goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Part per million (ppm): One part per million, or one milligram per liter (mg/L) corresponds to one penny in \$10,000, or one penny in a million pennies.

Secondary MCLs: MCLs based on factors other than health effects, such as taste and aesthetics.

2015 Water Quality Report (G. Lim).

MCLs are set at very stringent levels. To understand the possible health effects described for many regulated contaminants, a person would generally have to drink 2 liters of water every day at the MCL level over their lifetime to have a one-in-a-million chance of having the described health effect.

General Health Effects Information



Groundwater-sourced drinking water travels through the ground, dissolving naturally occurring minerals, and it can pick up substances resulting from the presence of animals or human activity. To ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Contaminants that may be present include microbes, inorganic and organic chemicals, pesticides and herbicides, and radioactive materials.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDs or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA and Centers for Disease Control guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

The City of DuPont’s aquifer sources do not contain lead or copper. However, lead and copper can leach into residential water from building plumbing systems. Lead and copper monitoring is conducted at homes categorized as high risk. Compliance is determined on a regional basis. The City is in compliance with all Federal and State lead and copper monitoring requirements. **We sampled 34 sites in 2013.**

In Washington State, lead in drinking water comes primarily from materials and components used in household plumbing. The more time water has been sitting in pipes, the more dissolved metals, such as lead, it may contain. Elevated levels of lead can cause serious health problems, especially in pregnant women and young children. To help reduce potential exposure to lead: for any drinking water tap that has not been used for 6 hours or more, flush water through the tap until the water is noticeably colder before using for drinking or cooking. You can use the flushed water for watering plants, washing dishes, or general cleaning. Only use water from the cold-water tap for drinking, cooking, and especially for making baby formula. Hot water is likely to contain higher levels of lead. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water is available from EPA’s Safe Drinking Water Hotline at 1-800-426-4791 or online at www.epa.gov/safewater/lead.

Thank you for allowing us to continue providing your household with clean, quality water. In order to maintain a safe and dependable water supply we are required to make periodic improvements that will benefit all of our customers. These improvements are sometimes reflected as rate structure adjustments. We thank you for your continued support and understanding.

We at the City of DuPont Public Works Department work around the clock to provide top quality water to every household. We ask that all our customers help us protect our water sources, through individual stewardship and conservation.

Please contact the City of DuPont Public Works Department at 912-5381 or visit our website at www.dupontwa.gov if you have additional questions. We constantly monitor for various contaminants in the water supply to meet all regulatory requirements.

Where can I find out more information about my drinking water?

Additional questions or comments about the City’s water supply, or other general drinking water issues, can be directed to the following contacts:

City of DuPont	1700 Civic Drive, DuPont, WA 98327	(253) 912-5381
Environmental Protection Agency	Safe Drinking Water Hotline	(800) 426-4791
Washington State Department of Health	Northwest Drinking Water Operations 20425 72nd Ave. South, Building 2, Suite 310 Kent, WA 98032-2358	(253) 395-6750

How can I get more involved in decisions affecting my drinking water?

The DuPont City Council regularly meets at 7:00 PM at the DuPont City Hall on the second and fourth Tuesday of each month.

Is bottled water cleaner and safer than tap water?

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contamination does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environment Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Who regulates bottled water?

The Federal Food and Drug Administration regulate contaminants in bottled water and is responsible for providing the same levels of public health protection.

Why is chlorine added to my water?

Pursuant to state and federal laws, very small amounts of chlorine are added to your water as a disinfecting agent to protect you from disease-causing microorganisms. If you are bothered by the chlorine taste, keep a pitcher of tap water in the refrigerator. The chlorine will dissipate rapidly if the water is allowed to sit for a time.

Is fluoride added to our drinking water?

No, the City does not add fluoride to its drinking water supply.

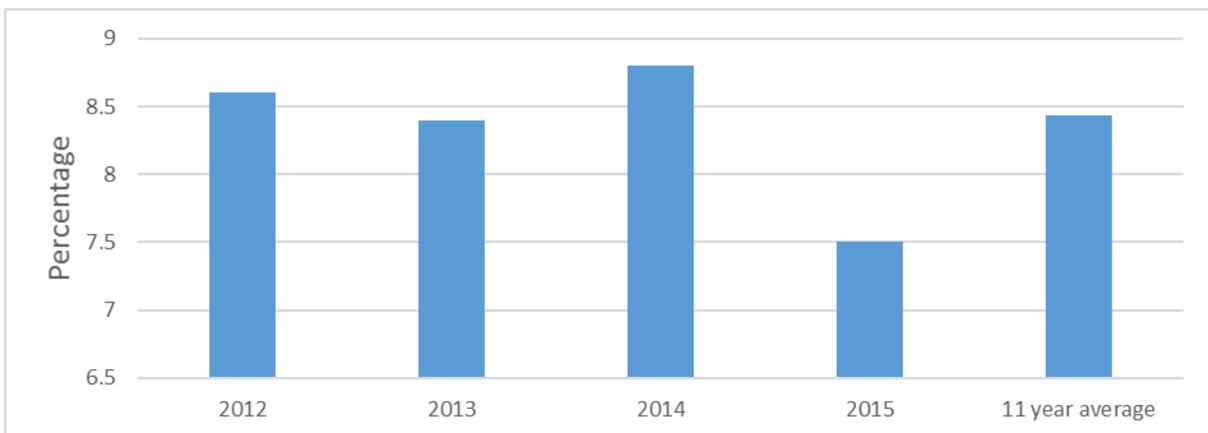
Water Use Efficiency Performance Report

In 2003, the Washington State Legislature passed the Municipal Water Law to address the increasing demand on our state's water resources. The law established that all water suppliers must use water more efficiently to help them meet future demands. The State Department of Health has been directed to adopt an enforceable Water Use Efficiency (WUE) program intended to achieve a high level of stewardship among all water suppliers, contribute to long-term supply reliability and public health concerns, and ensure efficient operation and management of water systems. We are proud to report we have been implementing many of the new requirements. Below is a summary of our goals.

- 1. Water savings goals.
 - o Unauthorized water use is less than 10% of water production
 - o Leak detection and repair program is implemented
 - o Public education efforts
 - o Large area landscape management
- 2. Action steps for achieving goals.
 - o Aggressively seek out unauthorized water use
 - o Repair leaks once detected
 - o Educate the public through newsletters, pamphlets, and the City's website
 - o Implement landscape management through the use of a weather station and computer-controlled irrigation timing. This system has been in use for several years. As new parks come on line, they are incorporated into the management system.

The table below shows percentage of unauthorized withdrawals or unaccounted-for water.

Our goal is to have less than 10% unaccounted-for water



For information on water conservation, go to

<http://www.dupontwa.gov/index.aspx?nid=243>



Department of Community Development Report for January 2016

Planning Commission Work Program - Upcoming:

- Planning Commission meetings will now be held once a month on the 2nd Monday at 6:00 PM of each month. Both Eric Corp and Debra Conn have resigned from the Commission making two new positions available. Interviews were scheduled for January's meeting.
- The Planning Commission is anticipating work beginning on the development regulations associated with the Comprehensive Plan Update. This will include amendments to both the Zoning Code and Environmentally Sensitive Areas.

Project Status:

- Barksdale Station: Home 2 Suites (86,945 sf, 140 unit) – Site work and construction is well under way.
- DuPont Station: Fairfield Inn and Suites (49,580 sf, 90 unit) – Construction begun just before the new year.
- Williamson Lot 10 (Intersection of DuPont Steilacoom Road and Center Drive) – Construction is well underway for an approximately 36,000 sf warehouse /shell building similar to the existing structure onsite.
- Hoffman Hill Division 4 multi-family (Burnside Place) construction continues with four buildings nearing completion and the fifth structure is under construction.
- Commercial interior tenant improvements underway or approved for permit issuance include multiple Intel facility remodels.

Building Permit Fees & Inspections – For the Month of January 2016

- \$10,071 in revenue from permits / plan review.
- 11 permits were issued this month.
- 47 inspections were performed.



Public Works Department
Water, Stormwater, Streets, Parks, Rec., Facilities

1700 Civic Drive
DuPont, WA 98327
Ph 253.912.5381 Fax 253.964.1455

Monthly Activity Report for January 2016

Public Works Department – Operations and Maintenance Activity Summary

Highlights

Water test data from 2015 has been reviewed in preparation for publishing the 2015 Water Quality Report (also known as Consumer Confidence Report). This report will be published at the end of February on the city's website. Links to this website will be included in the end of February utility bill.

Preparations for Spring/Summer work are underway with designs in development. The following is a list of projects that will execute this Spring/Summer.

1. Museum Roof and Siding. Recently awarded, work performance between March – May.
2. Off Leash Fencing at Powderworks Park. Completing design and layout for Spring completion.
3. Water line replacement in the Historic Village in the areas of Barksdale AVE/Penniman ST and Barksdale AVE by Iafrazi Park and Union 76.
4. Water pump upgrades at Bell Hill and Hoffman Hill.
5. Storm Water Facilities upgrades at Edmond Village by Cospier ST and Mitchell AVE, Center DR by Sequelitchew DR, and Palisade Village by Bobs Hollow LN and Hammond AVE.
6. Storm Water pump replacement at Edmond Village by Cospier ST and Mitchell AVE.
7. Street Overlay on Wilmington DR between Barksdale AVE and Palisade BLVD. Design Consultant has been selected and design underway.

Sidewalk and Street Trees inspection completed throughout the city to score and prioritize damaged sections. Future repairs pending full plan development.

Supported the Seahawks community rally with flag framing, stage and communications set up, shuttle service, and retrograde/clean up afterwards.

In support of City Facilities we have a new HVAC vendor on board: Hermanson. They will provide preventative maintenance 4X year, as well as trouble call support. Also from Staples/Georgia Pacific, the city facilities will receive new bathroom paper (enmotion) and soap dispensers (foam dispensing). The Civic Center buildings will receive "no touch" dispensers and the park restrooms will receive "single pull" dispensers.

Water Quality

All required monthly water samples have been taken in the DuPont Water System and all samples have come back as negative, indicating no presence of bacterial contamination in the City's water system. Monthly and routine water system samples are part of our ongoing water quality monitoring helping to ensure our system continues meeting drinking water standards.

Water Production

The DuPont water system pumped 20,213,800 gallons during the month. This represents an increase of 247,000 gallons from the previous month of December 2015. As a comparison to the previous year, January 2016 records show consumption was 18,144,300 gallons.

Water System Projects and Planning

Staff continues to inspect water tanks monthly,

We continue to support engineering in getting information for our upcoming water projects.

Our staff is working with the Contractors at Home 2 Suites in testing and energizing their Water system, the main line extension has been completed and the Contractors is in the process of finishing up with the service lines.

Streets, Trails & Storm Drainage

Staff completed 13 locates during the month due to construction related activities. This essential work is in protecting our utilities and part of ongoing national efforts to minimize damage to all underground utilities.

*Planning a fence or other improvements to your property? **Call before you dig!*** Call the Underground Utility Locate Service: **811**, at least 2 business days prior to digging near where utilities may be located.

Public Works crews completed 5 work orders during the month in various operational areas, and heavily focused on clearing curbs and storm basins. We also made numerous message board changes for notification of various meetings, events and activities. Check the City's website for upcoming activities.

Our Street Sweeper continues the sweeping of leaves and will continue throughout the season until completely removed, during the month of January our Sweeper logged in 85.1 lane miles, used 50 gallons of water, picked up 8 yards of material and used \$173.16 in fuel costs.

Staff continues with pruning street trees for sight and safety concerns.

Staff continues to respond to small storm events that damaged several trees that required crews to safely remove from the street strip, staff focused on City owned trees only, we continue with clean up and calls about cracked branches and suspect trees located on City Property.

Staff has been applying De-icing material during work shifts and has been called out for Snow & Ice the 1st weekend of January.

Did you know - street light outages can be reported directly to PSE online through the City's website?

You'll be asked to provide the street pole number and nearby address if possible to expedite repairs.

Our staff responded to various Street tree issues and sidewalk problems throughout the City, during the last week a small Storm pushed through damaging a few trees, these areas have been identified and taken care of according to current policy

Parks and Facilities

'See something, say something!' You may have recently seen or heard this reminder. In cooperation with the Police Department, we are asking citizens to contact City Hall or our Police to report vandalism, damage, tagging or other issues if found so we can track problem areas and quickly address these areas.

BE A RESPONSIBLE OWNER; please keep dogs on a leash, pick up after your pets, carry waste bags, and properly dispose of pet waste into receptacles. Remember, "Puget Sound Starts Here". Thank you.

We continue to maintain the DuPont PowderWorks parks facilities.

Staff continues to support the various special events throughout the City is setup and take down of tents, Tables and Chairs.

	<p align="center"> Parks & Recreation Tourism & Museum January 2106 1700 Civic Drive DuPont, WA 98327 Ph 253.912.5245 Fax 253.964.1455 </p>
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DuPont Museum

January 2016 Museum Statistics

Within 50 Miles	51
Outside 50 Miles	4
Out of State	9
Total Visitors	64

The museum hosted several volunteers who diligently worked to renovate some of the museum's displays. The Huggins House display was repainted, new lighting was installed and a more period appropriate rug has been ordered.

Upcoming Museum Events:

February 28th 2:00 PM "Camp Lewis Centennial and Ft. Lewis History" lecture by Eric Flint, Ft. Lewis Museum Director

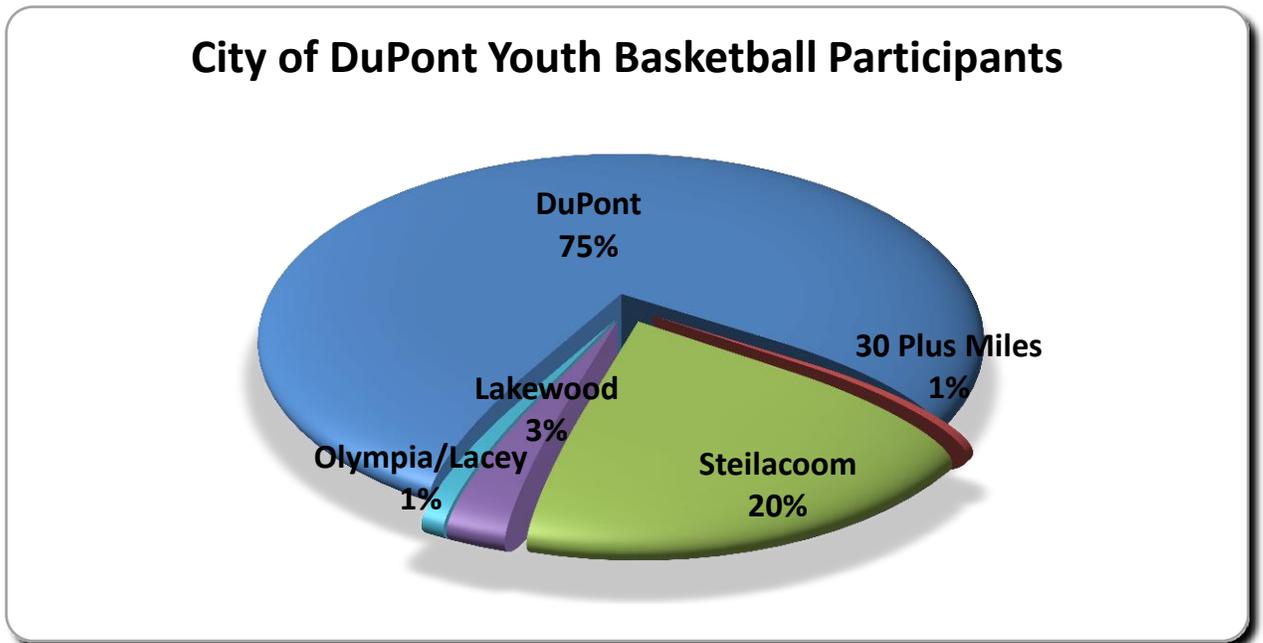
Ultimate Seahawks Rally

The City of DuPont Ultimate Seahawk Rally was held on January 8th at The Home Course and was a huge success. Television crews and approximately 500 visitors joined forces to cheer on the Seahawks. The true costs of the event were reported to Council at a January meeting.

We were able to track our social media presence the week prior to the event which was fascinating to watch. We averaged 1,616 readers per post and our "likes" increased by 141.7%. During the week of the event, our Facebook page reached 13,020 readers, which was an increase of 337.4%.

Youth Basketball

Our Youth Basketball program is in full swing. Games and practices are occurring Monday thru Saturday in all 5 schools within the Steilacoom Historical School District. Schedules have been planned and updated through TEAMSIDELINE which has helped families access the calendar quickly and efficiently. While youth basketball continues to be a difficult program to coordinate, our families seem flexible and willing to adjust to any unforeseen scheduling conflicts. Conflicts occur every year, simply due to the fact that we do not control the facilities. This year's program has gone much smoother than year's past. An exit survey will be distributed to families in mid March to capture customer satisfaction. Youth basketball is serving families from the below locations:



New Facebook Page

Parks, Recreation and Tourism have launched their own Facebook page. Visit us on Facebook at "City of DuPont Events, Recreation & Tourism" We think you will like what you see.

Parks & Recreation Community Meetings

The Park Agency will host two Community Meetings to engage with the community on the future of recreation in DuPont. These meetings are part of the overall recreation review the Council has asked for. Community Meetings are planned for the following days:

March 7th 6:30PM

March 9th 11:00AM

2016 Shamrock Walk

Advertising efforts have begun for our Annual Shamrock Walk that is scheduled for Saturday, March 12. Watch for advertising through the following avenues:

No Cost Advertising	Paid Advertising
The News Tribune	Seattle, Renton and Tukwila Weekly
South Sound Magazine	South Sound and Seattle Parent Map-
The Olympian	Suburban Times
South Sound Talk	
The Suburban Times	
Pierce County Events Calendar	
Patriots Landing	
Washington Military Guide	
KOMO, KIRO, KING	
Flyers in Local Schools & Utility Bills	
Posters in DuPont and Neighboring Towns	
Readerboards, Social Media, City Website	

Upcoming Meetings & Events

February 29th 7PM Park Agency Meeting

March 10th 6:30 First Responders AUSA Basketball Game Steilacoom High School

March 12th 7AM-10AM Pancakes for Pups Off Leach Fundraiser, McNamara's

March 26th Bunny Breakfast, The Home Course

March 26th Annual ROA Easter Egg Hunt

FINANCE DEPARTMENT

ACCOUNTING & BUDGET*CENTRAL SERVICES*INFORMATION SYSTEMS

TO: Mike Courts, City Council
 FROM: Katie Henry, Finance Director
 RE: Report for the Month of January 2016
 DATE: February 23, 2016

Accounting & Utility Stats:

- Financial Status Report Attached
- New Business License applications processed: 36
- Accounts Payable and Receivable:
 1. Bills Paid for All Departments: \$920,320.72
 2. Accounts Billed for Reimbursable Services: \$6,651.92
 3. Amount Collected: \$7,184.52

Utilities:

- New Accounts Established: 0 total (0 new construction, 0 new residents)
- Utility Bills:

Utility Bills:	0	Shut Off Notices:	13
Final Bills:	60	Adjustments:	0
Past Due Notices:	0		
- Online bill pay by month

	2015	No. Pmts		Total paid
January		276		\$29,100.88
February		68		\$5,854.03
March		460		\$49,591.46
April		134		\$15,212.96
May		545		\$57,324.18
June		163		\$19,942.08
July		594		\$71,555.62
August		151		\$17,713.07
September		653		\$94,082.35
October		200		\$31,508.92
November		672		\$84,956.62
December		179		\$21,873.38
Total YTD		4095		\$498,715.55
	2016	No. Pmts		Total paid
January		726 record high		\$83,479.59

Agenda Item # 13a.

Surplus:

- We began selling surplus items through Public Surplus, an online auction company in August 2015. Below is the report of all the collections through the end of January 2016.

Date	Item Description	Amount
8/20/2015	Toughbook Laptops lot	\$ 960.00
8/21/2015	Toughbook Laptops lot	790.00
8/26/2015	Toughbook Laptops lot	160.00
9/18/2015	Toughbook Laptop	20.50
9/26/2015	Toughbook Laptop	5.00
9/28/2015	Toughbook Laptop	5.50
10/25/2015	Radar gun	125.00
10/25/2015	Portable security system	200.00
11/3/2015	2001 Ford Expedition	1,875.00
11/30/2015	2007 Ford Police Interceptor	1,225.00
12/3/2015	2004 Police Interceptor	2,000.00
1/1/2016	2007 Ford Police Interceptor	1,226.00
1/1/2016	Radar gun	51.55
1/4/2016	TV and VCR	20.00
1/4/2016	2004 Police Interceptor	1,526.00
1/4/2016	VCR	5.00
1/4/2016	Panasonic Shoulder Camera	20.00
1/12/2016	Kawasaki Motorcycle	1,900.00
1/19/2016	Kawasaki Motorcycle	2,026.00
1/19/2016	Projector	57.00
	Total since start of program	\$ 14,197.55

Finance Services Update:

Financial Condition Update

With beginning fund balances higher than initially budgeted, the City starts the year out in a good financial position. Revenues for the month of January met expectations with no areas of concern. In addition to this several payments adding up to more than \$70,000 that were delinquent as of the end of 2015 have been received. Reimbursements from the state for personnel and equipment during the wild fires during the summer of 2015 are just now starting to come in which will add nearly \$20,000 more in general fund revenues.

Highlights of General Fund revenues include:

- **Sales Tax** – Sales tax for the month of January are right on budgeted amounts. We continued to see a decline in revenues related to construction but expect those to increase as the weather improves and construction on the hotels and other projects in the City picks up.

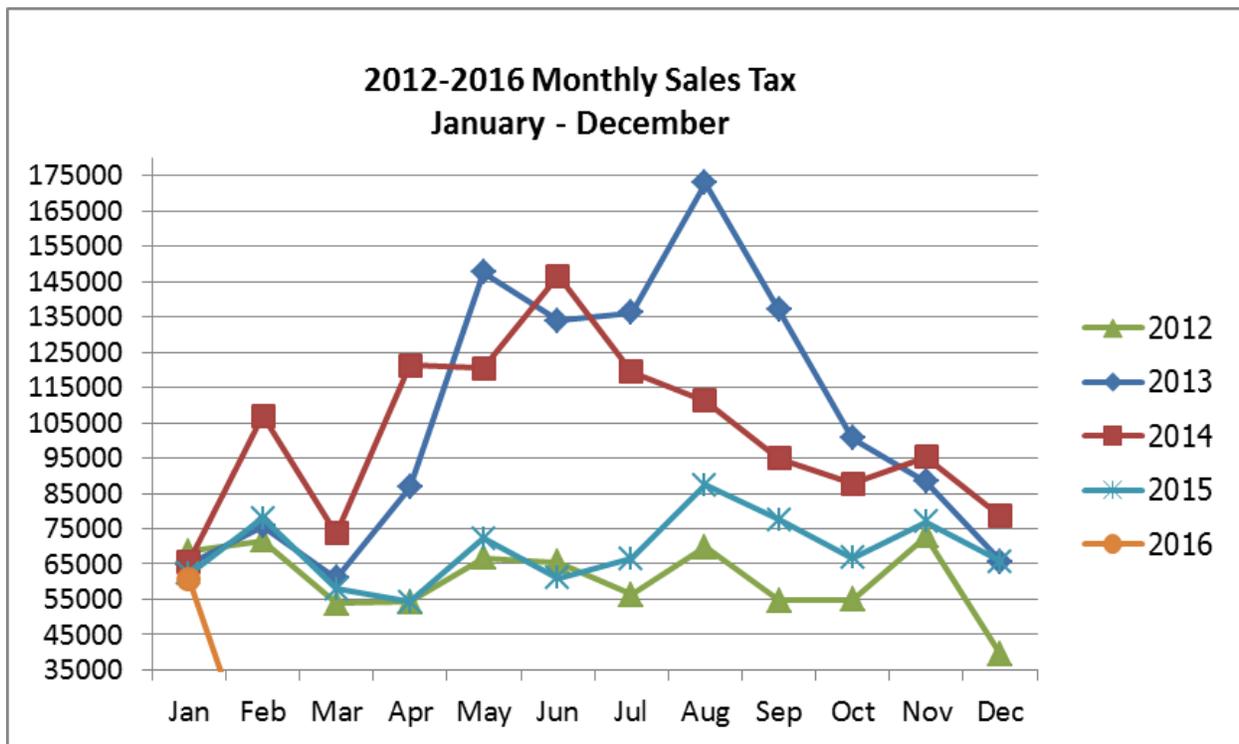
Agenda Item # 13a.

The following tables and graph show monthly sales tax collections for 2015 and 2016 by month and by business sector.

City of DuPont Actual Monthly Sales Tax Receipts

Month	Sales Tax Receipts		Dollar Change	Percent Change
	2015	2016		
January	62,311	60,589	(1,722)	-2.8%
Total	62,311	60,589	(1,722)	-2.8%

As shown below, sales tax revenues in January vary little. It is therefore impossible to draw a conclusion at this time for how the remainder of the year will go. The graph below will become more helpful as the year goes on.



City of DuPont Actual Sales Tax Receipts

Business Sector Group	YTD as of January		Dollar Change	Percent Change	Percent of Total	
	2015	2016			2015	2016
Services	8,344	10,496	2,152	25.8%	13.4%	17.3%
Contracting	15,796	9,110	(6,686)	-42.3%	25.4%	15.0%
Communications	4,344	3,836	(508)	-11.7%	7.0%	6.3%
Auto/Gas Retail	1,704	1,593	(111)	-6.5%	2.7%	2.6%
Gen Merch/Misc Retail	2,559	1,458	(1,101)	-43.0%	4.1%	2.4%
Retail Eating/Drinking	11,162	11,693	531	4.8%	17.9%	19.3%
Other Retail	6,932	7,231	299	4.3%	11.1%	11.9%
Wholesale	4,417	5,872	1,455	32.9%	7.1%	9.7%
Miscellaneous	7,053	9,300	2,247	31.9%	11.3%	15.3%
Total	62,311	60,589	(1,722)	-2.8%	100.0%	100.0%

- **B&O Taxes** – Business and Occupation (B&O) taxes are collected on a gross receipts basis and, for certain types of businesses, a square footage basis as well. Combined revenues from both gross receipts B&O tax and square footage B&O tax meet our expectations for January.
- **Permit revenues** – These remain negligible for the month of January. (In February however in addition to the usual small permits we issued one permit for nearly \$34,000).
- **Lodging Tax** – Although not in the General Fund, lodging tax revenues are important to the general fund.... Revenue for October 2015 remains higher than the last few years at nearly \$16,000, with year-to-date receipts up \$15,652 over the same time last year.
- **REET** – REET revenue for January and February has fallen below recent years. In each of 2013, 2014, and 2015 there was a large sale of real estate property that impacted revenues at the beginning of the year. This is not the case for 2016 and revenues are a bit behind projections. We do not expect this to have a significant impact for the year as whole but we will keep watching this revenue source closely.

Department Update

A number of projects were started or continued to be worked on in January and into February by the Finance Director and staff including:

- Completed the 2016 budget book.
- Worked with the underwriter and bond attorney to prepare the preliminary Official Statement for the refunding of the second portion of the Civic Center debt
- Bond rating call
- Filing of annual payroll taxes.
- Preparation of W-2's.
- Continued surplusung machinery and equipment including several police cars and motorcycles as well as smaller equipment like printers, cell phones, laptops, etc. This will continue throughout the year as we work on refining the City's inventory process and work on keeping all equipment up to date and functional.

**CITY OF DUPONT
2016 YEAR TO DATE FINANCIAL REPORT
January**

FUND/DEPARTMENT	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING FUND BALANCE
		Budget	YTD Actual	% Collected	Budget	YTD Actual	% Expended	
General Fund								
001 Mayor/Council	-	-	-	-	117,646	10,692	9.09%	-
002 City Administrator	-	-	-	-	431,649	34,755	8.05%	-
003 Legal Services	-	-	-	-	120,987	2,927	2.42%	-
004 Accounting & Finance Services	-	-	-	-	236,508	30,986	13.10%	-
005 Central Services & Information Technology	-	-	-	-	98,316	10,922	11.11%	-
007 Police Department	-	-	-	-	1,999,911	168,784	8.44%	-
008 Fire Department	-	-	-	-	1,820,223	186,510	10.25%	-
010 Building	-	-	-	-	482,412	26,271	5.45%	-
011 Planning	-	-	-	-	276,121	20,468	7.41%	-
012 Parks	-	-	-	-	233,803	10,789	4.61%	-
013 Museum	-	-	-	-	40,327	4,966	12.31%	-
014 Facilities	-	-	-	-	206,849	21,984	10.63%	-
015 Greenways	-	-	-	-	165,447	6,796	4.11%	-
016 Recreation & Community Events	-	-	-	-	151,463	10,389	6.86%	-
017 Tourism	-	-	-	-	123,313	7,681	6.23%	-
099 Non-Departmental & Transfers	-	-	-	-	1,613,589	66,908	4.15%	-
Subtotal General Fund	\$ 1,211,171	\$ 8,010,438	\$ 527,685	6.59%	\$ 8,118,564	\$ 621,828	7.66%	\$ 1,117,028
Reserves								
002 Revenue Stabilization Fund	160,105	43,100	53	0.12%	-	-	-	160,158
003 Contingency Reserve Fund	80,053	22,050	26	0.12%	-	-	-	80,079
Subtotal Reserves	\$ 240,158	\$ 65,150	\$ 79	0.12%	\$ -	\$ -	\$ -	\$ 240,237
Special Revenue Funds								
101 Street	36,332	906,540	15,276	1.69%	900,794	23,811	2.64%	27,798
102 Street Depreciation	567,317	600	2,936	489.32%	69,072	-	0.00%	570,253
103 Hotel/Motel Tax	209,882	133,920	11,747	8.77%	190,550	6,261	3.29%	215,368
104 Public Safety Mitigation	278,364	147,249	91	0.06%	138,142	-	0.00%	278,455
107 Glacier NW Settlement	617,373	1,000	203	20.29%	-	-	-	617,576
150 Donation Fund	3,090	5	1	20.20%	-	-	0.00%	3,091
160 Drug Fund	9,313	15	27	177.53%	-	-	0.00%	9,340
Subtotal Special Revenue Funds	\$ 1,721,671	\$ 1,189,329	\$ 30,280	2.55%	\$ 1,298,558	\$ 30,072	2.32%	\$ 1,721,880

Updates for Building, Community Development, Public Works, Parks/Recreation and Tourism, Finance,

Agenda Item # 13a.

**CITY OF DUPONT
2016 YEAR TO DATE FINANCIAL REPORT
January**

Debt Service Funds								
202 UTGO Debt Service	1,001	913,568	0	0.00%	914,016	-	0.00%	1,001
203 LID Debt Service	-	-	-	-	-	-	0.00%	-
Subtotal Debt Service Funds	\$ 1,001	\$ 913,568	\$ 0	0.00%	\$ 914,016	\$ -	0.00%	\$ 1,001
Capital Improvement Fund								
301 Capital Projects	183,877	300,200	17,958	6%	356,835	-	0.00%	201,834
Subtotal Capital Improvement Fund	\$ 183,877	\$ 300,200	\$ 17,958	5.98%	\$ 356,835	\$ -	0.00%	\$ 201,834
Enterprise Funds								
401 Water Utility	3,592,238	2,340,850	256,874	10.97%	2,636,120	90,931	3.45%	3,758,181
403 Stormwater Utility	2,271,480	1,509,400	186,147	12%	1,264,291	48,207	3.81%	2,409,420
Subtotal Enterprise Funds	\$ 5,863,718	\$ 3,850,250	\$ 443,021	11.51%	\$ 3,900,411	\$ 139,138	3.57%	\$ 6,167,601
Internal Service Fund								
501 Equipment Replacement	1,320,538	321,950	3,533	1.10%	112,804	-	0.00%	1,324,071
Subtotal Internal Service Fund	\$ 1,320,538	\$ 321,950	\$ 3,533	1.10%	\$ 112,804	\$ -	0.00%	\$ 1,324,071
Fiduciary Fund								
631 Transportation Benefit District	33,440	90,020	7,416	8.24%	83,815	1,200	1.43%	39,656
Subtotal Fiduciary Fund	\$ 33,440	\$ 90,020	\$ 7,416	8.24%	\$ 83,815	\$ 1,200	1.43%	\$ 39,656
Total Budget	\$ 10,575,573	\$ 14,740,905	\$ 1,029,972	6.99%	\$ 14,785,003	\$ 792,237	5.36%	\$ 10,813,307



DuPont Police Department

1780 Civic Drive, Suite 100

DuPont, WA 98327

Office (253) 964-7060 Fax (253) 964-8491

Police Department Monthly Report For January 2016

Crime Trends

Below are the Calls for Service (CFS) totals for the month of January. The number of CFS for January of the previous year as well as December are also listed.

<i>Calls for Service (CFS)</i>	<i>January 2016</i>	<i>December 2015</i>	<i>January 2015</i>
Total CFS	710	551	604
DuPont CFS	624	505	509

Officers made 368 traffic stops in January, issued 297 warnings and 50 tickets, which was an increase from December by 36 traffic stops, 98 warnings and 4 tickets. Monthly statistics show that the officers continue to be proactive and there are no significant trends.

Response times for priority calls increased in January but were still below average. We constantly strive to lower the response times and this will continue to be our goal for 2016.

Investigative Information

- 9 High profile pending cases
 - Fraud – 2
 - Extortion - 1
 - Child Luring – 1
 - Weapons Violation – 1

Investigative Information (continued)

Possible Rape – 1
Burglary (Business) – 1
Suicides – 2

Approximately 10 open cases.

Community Policing Updates

The Seahawks Rally, held at the Home Course in January, went very smoothly and was a great success. The planning and assistance from the other departments was outstanding. Our main goal for this event was the safety and security of the people in attendance. No incidents were reported.

Department Updates

The Lieutenant's test was held on January 27th. The panel consisted of Chief John Cheesman of Fircrest P.D., Chief Kelly Busey of Gig Harbor P.D. and Deputy Chief Dave McDonald of Puyallup P.D. Sergeant Larry Holt was selected for the position, which created an opening for Sergeant. Officer Wade Nelson was chosen as the permanent Sergeant. The public swearing in of both Lieutenant and Sergeant will be held at the Council Meeting on Tuesday, February 23, 2016.

Chief Sheehan attended the funeral of Retired Lakewood Police Chief Larry Saunders. Sergeant Saboe was also present, serving on the Honor Guard for the ceremony. Chief Saunders will be sadly missed.

Police Recruit Anthony Chung is doing well at the police academy and continues to report his progress to the department weekly. The graduation date for Class 729 has been revised and is now set for Monday, May 11, 2016.

Police Intern Wyatt Gustason completed the background process and has been hired on as a DuPont Police Reserve Officer. Wyatt will be performing various tasks for the department and will receive monthly training at Fife Police Department alongside their Reserve Officers until he can attend the Reserve Academy in the fall of 2016.

Officer Dana Smitley has resigned from the department and has moved on to another agency. This will slow the training and implementation of the Community Resources Officer (CRO) position, but we are currently working to fill two officer positions and will be conducting oral boards for lateral officers the first week of March.

Department Updates (continued)

As of January 1, 2016, the DuPont Police Department has become a full service agency with South Sound 911 (SS911). We are currently undergoing a transition in our Records Department which includes converting records from paper to electronic format to be maintained and disseminated by SS911. This transition will further bring our department up to current practices and recordkeeping standards.

Upcoming Events

Sergeant Wade Nelson will be participating and representing our department in the Hoops for Heroes Basketball game, Thursday, March 10th at 6:30 p.m. at Steilacoom High School. With Chief Sheehan as the team manager, First Responders will compete against soldiers to benefit the DuPont Chapter of the Association of the United States Army (AUSA). We encourage everyone to come and support our local heroes and enjoy the game.

Coffee with the Chief will resume on Thursday, March 24th. Come join Chief Bob Sheehan for coffee and conversation from 5:00 p.m. to 7:00 p.m. at Forza Coffee Co., 1520 Wilmington Drive in DuPont.



Traffic Violations and Arrests – January 2016

Violation Description

Infraction Traffic

TOTAL NUMBER OF TRAFFIC VIOLATIONS ISSUED:
TOTAL NUMBER OF TRAFFIC WARNINGS GIVEN:
TOTAL NUMBER OF WRITTEN PARKING WARNINGS GIVEN:

50
297
3

Misdemeanor (Includes Cite and Release)

Felony

TOTAL ARRESTS

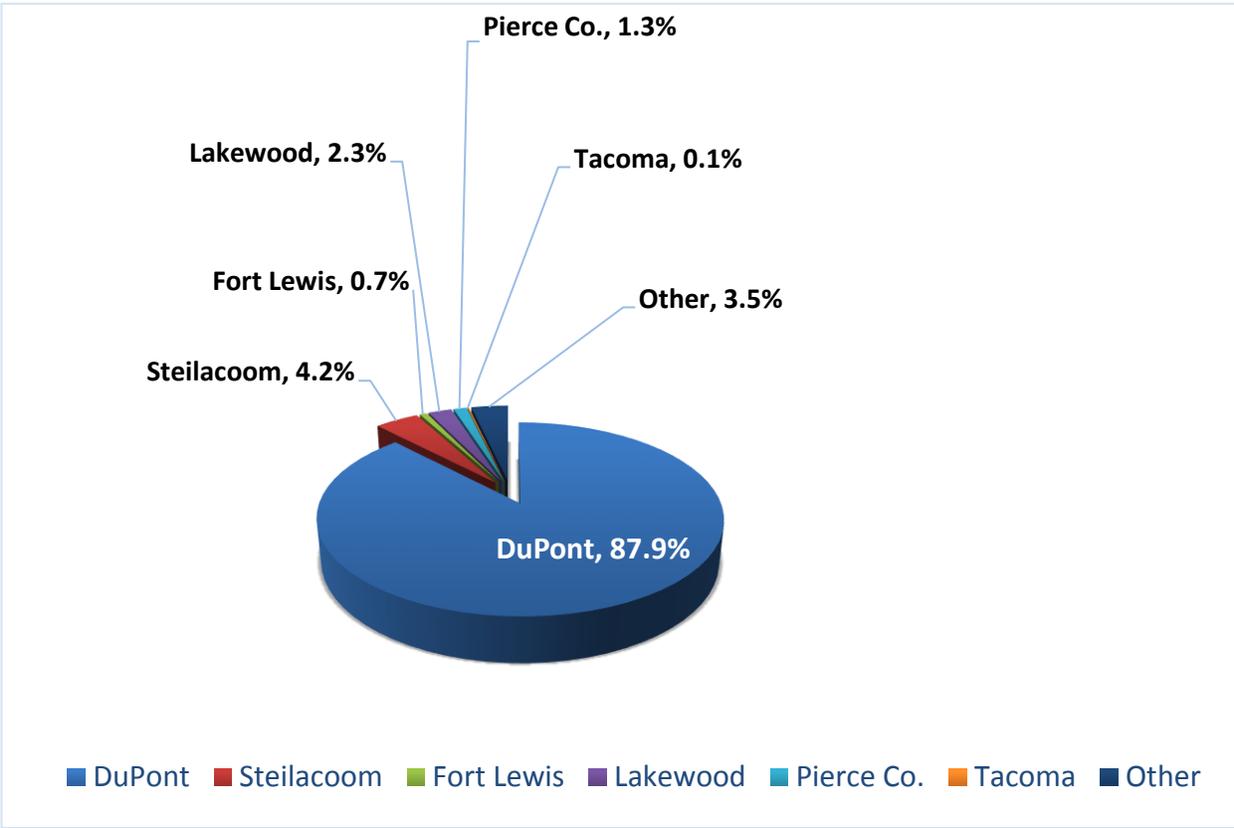
TOTAL NUMBER OF ARRESTS:

48 2 50

DPD JURISDICTION TOTALS - JANUARY 2016



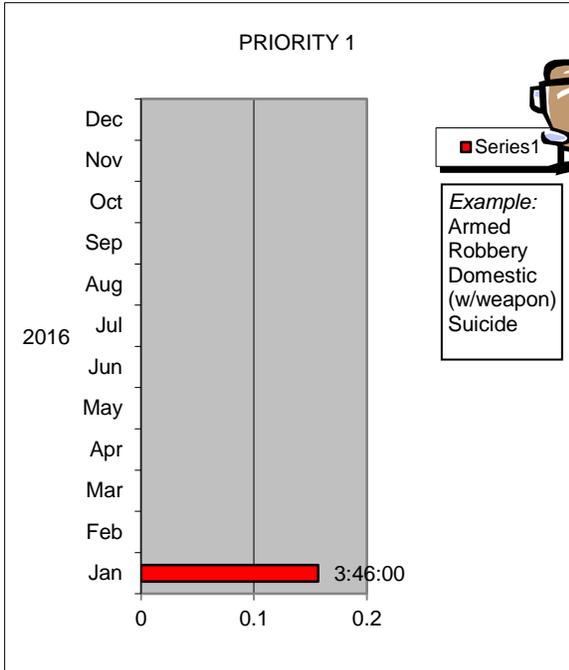
Jurisdiction	Count	Percentage
DuPont	624	87.9%
Steilacoom	30	4.2%
Fort Lewis	5	0.7%
Lakewood	16	2.3%
Pierce Co.	9	1.3%
Tacoma	1	0.1%
Other	25	3.5%
Total	710	100.0%



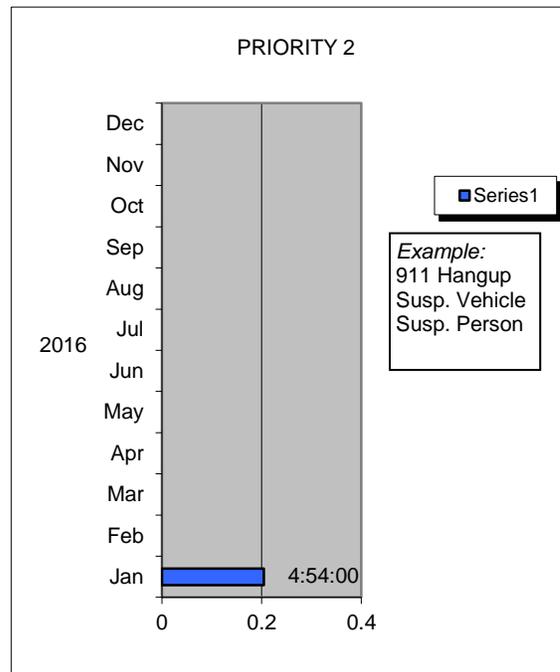


Response Times:

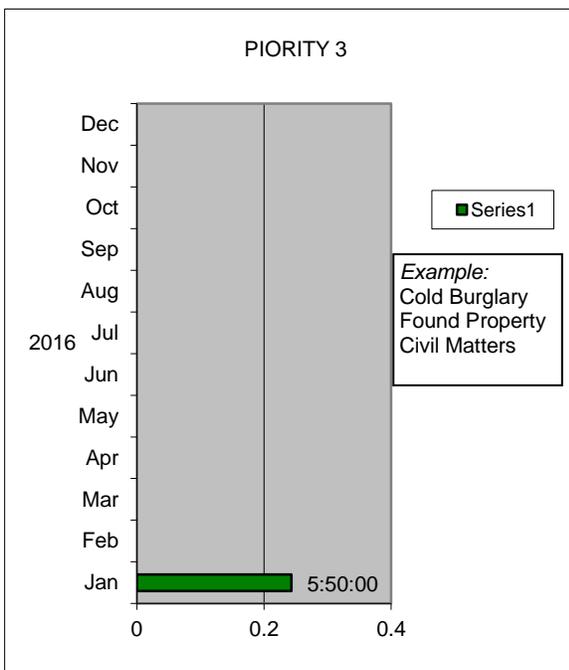
The response time to calls for service is a critical component of our service delivery. We have three categories of calls for service: priority one, two and three. Priority one calls are emergency calls where there is a potential for serious injury or loss of life. Priority two calls are those that are less serious but require immediate attention. A priority three call is one that does not need immediate attention and is usually handled when officers have time available. Response times can vary greatly due to the number of officers working, ongoing higher priority activity or drive time. The chart below compares our 2016 monthly response times with the 2015 average. This information is used to review manpower, officer availability and activity levels. *Our response time is measured from the time the officer receives the call until the time he arrives.*



2015 Average 3:50



2015 Average 4:25



2015 Average 7:29

**Calls for Service (CFS)
by Reporting District (RD)
January 2016**



Please refer to the *Jurisdiction Summary* for total calls including outside jurisdictional calls.

**REPORTING DISTRICT
(RD)**

DuPont

- | | |
|-----------------------|------------------------|
| 801 Historic Village | 807 Hoffman Hill |
| 802 El Rancho Madrona | 808 Bell Hill |
| 803 Palisade | 809 Warehouse District |
| 804 Edmond Village | 810 Glacier Mine |
| 805 DuPont Station | 811 Civic Center |
| 806 Yehle Village | 812 Golf Course |
| | *Other (See below) |

***OTHER includes proactive calls by a DuPont officer which did not occur within the city limits of DuPont.**

Calls for Service (CFS) by Reporting District (RD) January 2016



Reporting District (RD)

Call Type	801	802	803	804	805	806	807	808	809	810	811	812	OTHER	Grand Total
911 HANG-UP/OPEN LINE	1										1			2
ABANDONED VEHICLE											1		1	2
ABUSE - CHILD OR ADULT				2			1				1			4
AGENCY ASSIST			1			1							1	3
ANIMAL AT LARGE					1									1
ANIMAL COMPLAINT (GENERAL)		1			2	3					1			7
BURGLARY ALARM - COMMERCIAL					3	1								4
BURGLARY ALARM - RESIDENTIAL			1	1		3	2		1		1			9
CHECK/CREDIT CARD FRAUD	1													1
CITIZEN ASSIST	1				1						1			3
CITIZEN FLAG DOWN													1	1
CIVIL CHILD CUSTODY					1									1
COMMERCIAL BURGLARY					1									1
DISABLED VEHICLE IN ROADWAY	4		1	1	3		1		2				9	21
DISORDERLY - NEIGHBOR DISPUTE											1			1
DISORDERLY - VERBAL ALTERCATION	2						1			1				4
DUI			1		2		1							4
DV - PHYSICAL					1	1								2
DVV - VERBAL DOMESTIC	1			1		1	1							4
EXTORTION						1								1
FIRE (CALL TRANSFERRED TO FIRE PSAP)							1							1
FIREWORKS			1											1
FOLLOW UP							1				1		2	4
FOUND PROPERTY	1					1	2				1			5
FRAUD/FORGERY	2		1								1			4
HAZARD - MISCELLANEOUS				1									1	2
HAZARD - SIGN/SIGNAL							1	1						2
HAZARD - TRAFFIC						1								1
INCORRIGIBLE JUVENILE				1			1							2
INFORMATION FOR BOTH POLICE AND FIRE											1			1
INFORMATION FOR POLICE	1		3	2	2	1	5				1			15
JUVENILE PROBLEM (GENERAL)				1										1
LITTERING						2								2

Calls for Service (CFS) by Reporting District (RD) January 2016



Reporting District (RD)

Call Type	801	802	803	804	805	806	807	808	809	810	811	812	OTHER	Grand Total
LOST PROPERTY	1													1
MEDICAL AID (CALL TRANSFERRED TO FIRE PSAP)	1	1				1	1							4
MISCELLANEOUS	1						1				4			6
MVC - HIT & RUN							1							1
MVC - NON INJURY					1		1		2				2	6
NARCOTICS ACTIVITY				1		1								2
NOISE COMPLAINT	1					1								2
OFF-DUTY												1		1
OVERDOSE						1								1
PARKING PROBLEM	1			1	1	1	3							7
PARTY - ADULT						1	1							2
PERSON WITH WEAPON					1		1							2
PHONE MESSAGE FOR OFFICER					2						7			9
RESIDENTIAL BURGLARY ~ JUST OCCURRED							1							1
RUNAWAY			1				1				1			3
SECURITY CHECK	1	7				3				1	2	3		17
SUBJECT STOP	1				2	1							1	5
SUBJECT STOP - SUBJECT IN VEHICLE													1	1
SUICIDE THREAT					1									1
SUSPICIOUS - PERSON			1	1		2	2							6
SUSPICIOUS - PROWLER										1				1
SUSPICIOUS - VEHICLE	3	6	2	3	8	2	2						13	39
THEFT							1							1
THEFT - FROM VEHICLE				1		2								3
TRAFFIC COMPLAINT (RECKLESS VEHICLE)	1			1			1		1					4
TRAFFIC STOP	71		27	46	71	26	3	8	14	1	22		79	368
UNWANTED LOITERER	1													1
UNWANTED PERSON	2													2
VANDALISM						1								1
WARRANT SERVICE/SUBJ WITH WARR				1							1			2
WELFARE CHECK	1		1		5									7
Grand Total	100	15	41	65	109	59	38	9	20	5	48	4	111	624

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/1/2016 0:48	600100130	Traffic - DUI / Driving Under the Influence - Liquor	807	Officer arrested a subject for DUI. Passenger also transported to hospital for alcohol poisoning.
1/1/2016 4:57	600100473	Traffic - DUI / Driving Under the Influence - Liquor	268	Officer arrested a subject for Physical Control DUI.
1/1/2016 14:07	600100988	All Other Offenses - Non-Criminal	801	Officers responded to a Verbal Domestic call at a local residence. Argument was verbal only and parties were separated and moved along.
1/2/2016 2:20	600200149	Traffic Offense - Arrest	805	Officer arrested a subject for DUI, DWLS/R 3rd and Failure to Transfer Title.
1/2/2016 18:35	600201162	Traffic - DUI / Driving Under the Influence - Liquor	803	Officer arrested a subject for DUI.
1/3/2016 0:03	600300004	Traffic - DUI / Driving Under the Influence - Liquor	805	Officer arrested a subject for DUI.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/3/2016 15:30	600300927	Hunting / Fishing / Wildlife Violation	804	Officer responded to a local pond where he retrieved five beaver traps and a small animal trap.
1/5/2016 23:32	600501858	Family / Domestic Offense - Nonviolent / Interfering	807	Police were dispatched to contact a subject by phone reference a verbal argument he had with his wife before leaving their house. The call was cleared with an incident report.
1/6/2016 13:00	600601004	All Other Offenses - Non-Criminal	17	A school official reported inappropriate conduct.
1/6/2016 22:01	600601815	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver cited and released for DWLS/R 3RD and violation of ignition interlock.
1/7/2016 0:26	600700027	Traffic - Driving Suspended / Revoked / DWLS / DWLR	15	Driver cited and released for DWLS/R 3RD.
1/7/2016 1:45	600700110	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	Driver cited and released for DWLS/R 3RD.
1/7/2016 12:50	600700840	CPS Information Only	805	Officers went to a local address for a welfare check.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/7/2016 19:23	600701517	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver cited and released for DWLS/R 3RD.
1/7/2016 20:10	600701580	Traffic - Driving Suspended / Revoked / DWLS / DWLR	808	Driver was cited and released for DWLS/R 3RD.
1/8/2016 8:59	600800441	Traffic - Hit and Run - Non Injury	803	Officer responded to a hit and run in front of a local residence.
1/8/2016 12:01	600800706	All Other Offenses - Non-Criminal	802	Officer responded to a local residence for a complaint of a suspicious vehicle.
1/8/2016 20:01	600801539	Traffic - Driving Suspended / Revoked / DWLS / DWLR	811	Officer stopped a vehicle for speeding. The driver was found to be DWLS/R 3rd. Driver was cited for both.
1/9/2016 1:53	600900143	Traffic - DUI / Driving Under the Influence - Liquor	805	Officer arrested a subject for DUI.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/9/2016 12:22	600900679	BURGLARY ALARM - RESIDENTIAL	806	Officer responded to a local residence for a burglar alarm. It was determined to be false.
1/9/2016 15:45	600900985	Criminal Arrest Warrant	804	Officer pulled vehicle over for speeding. The driver's status showed an active DV warrant out of Lakewood. Driver was transferred over to Lakewood officers.
1/10/2016 11:37	601000546	Burglary (Other)	807	Officer responded to a report of an attempted burglary at a local residence.
1/10/2016 13:18	601000667	Destruction / Damage / Vandalism of Property - Private	806	Officer responded to a local residence for a report of a vandalism.
1/11/2016 12:00	602800738	Theft / Larceny From a Building	803	Property manager reported a stolen household appliance.
1/12/2016 3:13	601200137	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	DWLS/R 3rd.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/12/2016 3:45	601200166	Mental - includes Voluntary/Involuntary Commits	801	Subject taken to hospital under involuntary treatment act.
1/12/2016 18:33	601201446	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver cited and released for DWLS/R 3RD.
1/12/2016 23:51	601201920	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	A vehicle was stopped after a routine records check of the license plate showed the registered owner's driver status to be DWLS 3rd.
1/13/2016 2:05	601300121	Traffic - Driving Suspended / Revoked / DWLS / DWLR	804	Driver cited and released for DWLS/R 3RD.
1/13/2016 22:20	601301760	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	Driver cited and released for DWLS/R 3RD.
1/14/2016 4:02	601400205	Traffic Offense - Citation	809	Driver cited and released for failure to transfer title within 45 days.
1/14/2016 17:00	601401371	Suicide - Attempted	806	Officers responded to a suicide attempt.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/14/2016 19:29	601401618	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.
1/14/2016 22:13	601401861	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.
1/14/2016 22:40	601401896	Traffic - Driving Suspended / Revoked / DWLS / DWLR	15	Driver cited and released for DWLS/R 3RD.
1/15/2016 12:00	601500816	Drug - Paraphernalia	806	A student was caught with drugs on campus.
1/15/2016 17:00	602800674	Destruction / Damage / Vandalism of Property	804	Victim reported theft from construction site.
1/15/2016 19:09	601501456	Traffic - Driving Suspended / Revoked / DWLS / DWLR	15	Driver cited and released for DWLS/R 3RD.
1/15/2016 22:17	601501760	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.

Monthly Written Report Synopses - January 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/16/2016 2:18	601600143	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.
1/16/2016 6:33	601600300	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Officer conducted a traffic stop. Driver of vehicle had a suspended license and was cited and released.
1/16/2016 8:41	601600402	Mental - includes Voluntary/Involuntary Commits	805	Officer responded to a report of a man down in a parking lot. Later determined that the individual would be involuntary committed for their own safety.
1/16/2016 16:25	601601018	Assault - Nonaggravated (Simple) Family	268	Officers responded to a report of a verbal DV. One suspect arrested for assault 4/DV.
1/17/2016 4:53	601700260	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	Driver cited and released for DWLS/R 3RD.
1/17/2016 9:36	601700434	Burglary - Forced Entry - Non Residence	805	Officer responded to a local business for a report of a burglary.



Monthly Written Report Synopses - January 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
1/18/2016 9:16	601800434	Criminal Arrest Warrant	268	Officer conducted a check of a suspicious vehicle. The driver had a warrant and was booked later into jail for the warrant.
1/18/2016 11:31	601800610	All Other Offenses - Non-Criminal	804	Officer responded to a verbal DV at a local residence.
1/18/2016 14:16	601800862	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Officer stopped a vehicle. The driver was found to be DWLS 3rd, was cited and released and the vehicle was towed.



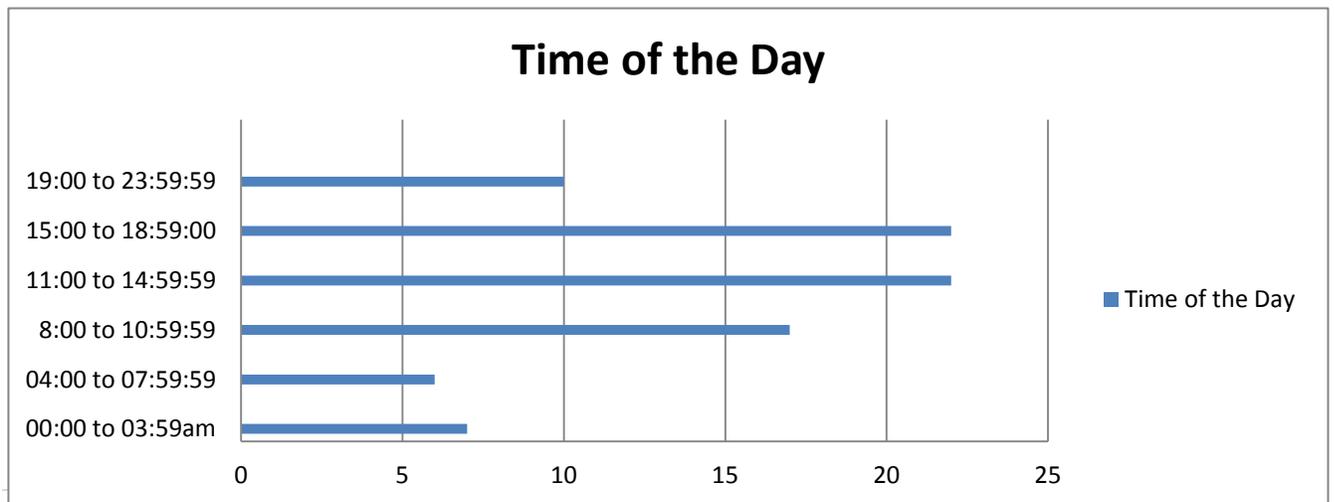
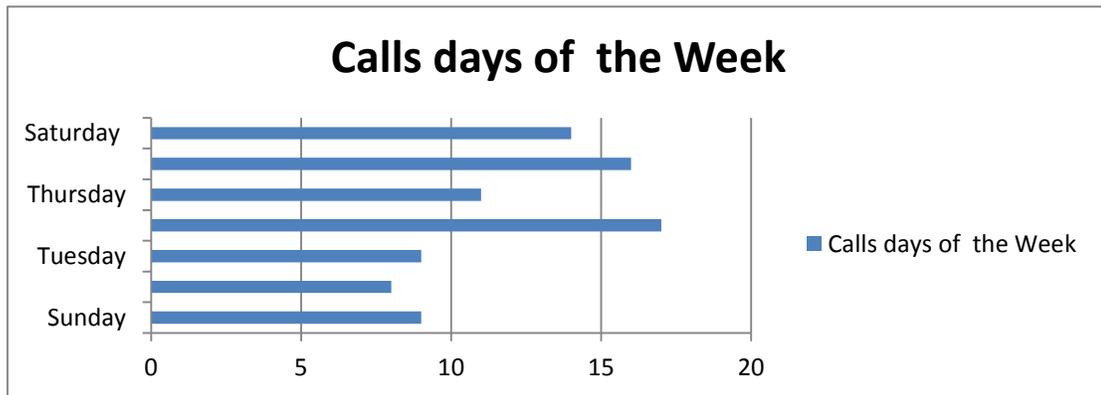
January Monthly Report-2016

Incident type	2015 Responses	2016 Responses	Dollar Loss
Fire	0	2	\$1000
EMS/Rescue	42	62	NA
Hazardous Condition	1	1	NA
Service Calls	9	6	*\$170,000
Severe Weather	0	0	NA
False Alarm/Good Intent	5	13	NA
Total	57	84	\$171.000

**Note; as the result of a broken residential sprinkler line break*

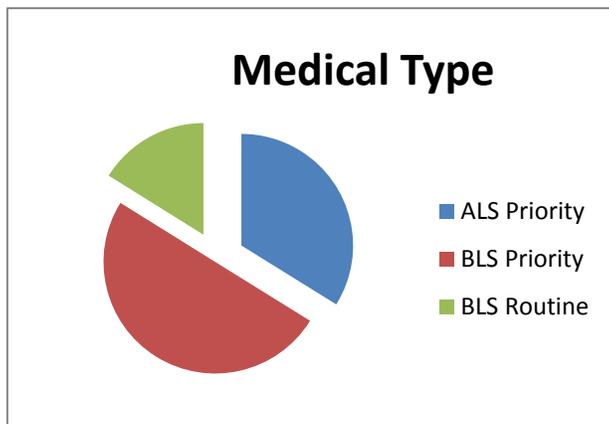
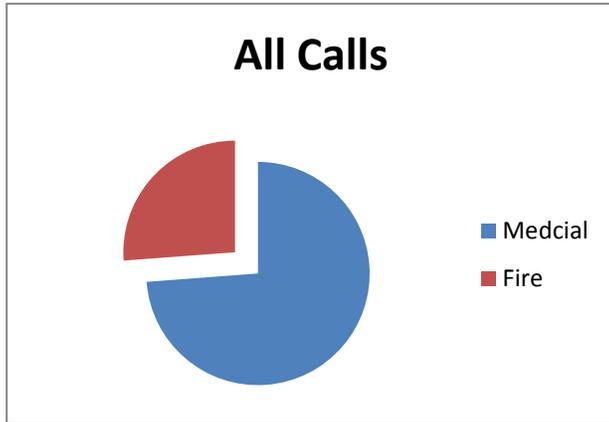
Priority Types

Priority-1 (ALS)	Priority-2 (BLS)	Routine-3 (BLS)	Engine Responses
21- 33.83%	31-50%	10-16.12%	22-26.19%



Agenda Item # 13a.

Response by Districts



District	2015 Responses	2016 Responses
49-100 (off Mounts exit) Unincorporated Pierce County	0	1
49-801 Historic Village	6	9
49-802 El Rancho Madrona	0	1
49-803 Palisade	4	7
49-804 Edmond Village	0	2
49-805 DuPont Station	11	14
49-806 Yehle Village	22	23
49-807 Hoffman Hill	5	10
49-808 Bell Hill	1	0
49-809 Warehouse District	5	7
49-810 Glacier Mine/Creekside	0	1
49-811 Civic Center	3	9
49-812 Golf Course	0	0
Total	57	84

Response Times for DuPont Fire Department Units

City of DuPont	Time Standard	Average	Percent
Dispatch to En-Route	120 seconds	114.80 seconds	63.09%
En-Route to On Scene	360 seconds	228.34 seconds	90.47%
Time from Dispatch to On Scene	480 seconds	342.90 seconds	83.33%

NFPA-1710 Time	Time Standard	Average	Percent
Dispatch to En-Route	80 seconds	114.80 seconds	48.80%
En-Route to On Scene	240 seconds	228.34 seconds	67.85%
Time from Dispatch to On Scene	340 seconds	342.90 seconds	51.89%

Monthly Activity Report

Responses/Operations:

- ✓ The City of DuPont Fire Department responded to 84 calls for service in January, an increase of 47.36% from January 2015. The responses are broken down on page one (1) under Priority Types. ALS (Advanced Life Support) arrival times are still on average of 19 minutes ranging from 12 Minutes to 32 Minutes.
- ✓ 2015-2016 Inspections assigned to the shifts are near completion.

Training/Recruitment:

- ✓ Probationary testing of our newest Firefighter will be completed in February
- ✓ Captain Strausbaugh will hold a reserve orientation on February 20th

Public Activities:

- ✓ Shifts participated in one public event for the Boy Scouts Pinewood derby.

Basic Disaster Supplies Kit:

- ✓ Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- ✓ Medications
- ✓ Food, at least a three-day supply of non-perishable food
- ✓ Manual can opener for food
- ✓ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- ✓ Flashlight and extra batteries
- ✓ First aid kit
- ✓ Whistle to signal for help
- ✓ Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- ✓ Moist towels garbage bags and plastic ties for personal sanitation
- ✓ Wrench or pliers to turn off utilities
- ✓ Cell phone with chargers, inverter or solar charger
- ✓ Items to care for home pets

Other helpful tools can be found at, <http://www.ready.gov/>



City Clerk Department
 1700 Civic Drive
 DuPont, WA 98327
 Ph 253.964.8121 Fax 253.964.1455
Public Records Requests 2016

PDR #	DATE	NAME	REQUEST	STATUS	Initial Response # Days*	Provided Record # Days*
15-73	12/10/2015	Jade Anderson Connor	Ross Mathison emails	Processing	0	
15-74	12/10/2015	Jade Anderson Connor	Ross Mathison personnel records	Provided Install 1 Processing Install 2	0	
16-1	1/7/2015	Kevin Heller	Fire Dept Report & Transport Info	Closed	0	2
16-2	1/20/2016	Bennett McKenzie AESDD	Creekside Bldg Permits and CofO	Closed 1/25/16		3
16-3	1/22/2016	Williams-Combs PZR	Creekside Bldg Permits and CofO Fire Code Violations	Closed 1/28/16		4
16-4	1/28/2016	Dennis Willis	Fire Department Report	Closed 2/8/16	0	3
16-5	1/29/2016	Anne Mickatavage	Demolition and Building Permits, Zoning, underground tanks 2750 Williamson	Closed 2/4/16	0	4
16-6	2/1/2016	Susan Bennett	Employee health care benefits and records	Closed 2/18/16	3	12
16-7	2/5/2016	Laura Maeda	Fire Department Report	Closed 2/18/16		8
16-8	2/17/2016	Denise Dhane	1200 station Drive Building permit records, site plans, inspections, engineering, plumbing & electrical	On hold per requestor Call March 2		
16-9	2/18/16	Jade Anderson Connor	Ross Mathison Resume, Job Application, other job offer documents	Processing		
				Average Days	0.50	5.14

* Number of days is calculated as business days and does not count the day the request was received



MEETING DATE: **Agenda Item # 14a.**
 February 23, 2016

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Facility Use Policy

Department: Parks and Recreation	Date of First Reading: 11/10/15
Originator: Staff	Date of Second Reading:
Assigned to: Amy Walker, Coordinator	Date of Public Hearing:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		General
Additional Required		Grant

DETAILED SUMMARY STATEMENT:

Staff updated the Council on the Facility Use Policy at the November 10, 2015 meeting. Council provided feedback on the fee chart and user categories. Staff has made the appropriate changes.

RECOMMENDATION:

Staff recommends adopting the resolution.

CITY OF DuPONT
WASHINGTON
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF DuPONT AMENDING THE CITY
OF DUPONT FACILITY USE AND RESERVATION POLICIES**

WHEREAS, the City of DuPont desires to update the Facility Use and Reservation Policy; and,

WHEREAS, a definition will be added for non-profit groups, a section will be added for facility attendant requirements, and rental fees will be updated appropriately for the new requirement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DuPONT THAT:

Section 1. The City of DuPont Facility Use and Reservations Policies are amended as contained in the attached Exhibit "A."

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23RD DAY OF FEBRUARY, 2016.

CITY OF DuPONT

Mike Courts, Mayor

ATTEST/AUTHENTICATED:

Erin Larsen, City Clerk

Approved as to form:

Gordon P. Karg, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:
Date Posted:



City of DuPont

Facility Use and Reservation Policies

User Guidelines and Information

...
**City of DuPont Policies Relating to Reservation and Use of the
Community Center and Civic Center** **Agenda Item # 14a.**

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Supplemental Facility Use Policies

Alcohol Use Policy & Requirements	http://dupontwa.gov/DocumentCenter/View/752
Volunteer Rental Points	http://dupontwa.gov/documentcenter/view/751

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General Policy Statement **Agenda Item # 14a.**

The City's Community Center and Civic Center are available to reserve and use for public and private activities, events, and functions. Priority scheduling for use of facilities will be given to meetings, events and programs that are sponsored or co-sponsored by the City of DuPont.

This document establishes general policies and guidelines for the reservation and use of the Community Center facility, located at 303 Barksdale Avenue and Civic Center located at 1700 Civic Drive.

Definitions

"Applicant" refers to the individual completing and signing a City of DuPont facility, park, or sports field reservation application for use by themselves or by a group.

"Director" refers to the City Administrator, or designee.

"Facility or Facilities" refers to the City of DuPont Community Center building and related grounds, located at 303 Barksdale Avenue, DuPont, WA as well as the Civic Center located at 1700 Civic Drive, DuPont, WA.

"DuPont Resident" refers to any individual who resides within the City of DuPont municipal boundaries.

"Non-DuPont Resident or Non-Resident" refers to any individual who resides outside the City of DuPont municipal boundaries.

"DuPont Community Group" is any organization based in the City of DuPont whose major purpose is to provide support and service to the community, is open in membership to DuPont residents, has an adult DuPont resident as a board member, and the membership majority is based in the DuPont area.

"User" will include any group, organization or individual who uses space in City owned facilities.

"Religious Group" is any religious group or organization, recognized by the State of Washington as a 501 (c) (3), whose purpose is to teach or promote any specific religion.

"Non Profit Groups" refers to any group with non-profit status. For example religious institutions, service clubs, etc.

...

General Community Center and Civic Center Reservation/Use ~~Agenda~~ Agenda Item # 14a.

The Community Center and Civic Center provide available space for use for both public and private purposes. Available meeting areas of the facility may be reserved and/or designated for a scheduled use following approval of reservation application and payment of applicable fees and deposits.

- A. Based on the type of event, number of participants, and other conditions, a Special Event Permit may also be required. This separate permit will outline special conditions for use including any special liability insurance requirements, extra security or staff support, applicable fees and/or other protective measures that may be required.
- B. City of DuPont meetings, activities, programs and events will take precedence over non-City uses for scheduling of the Community Center and Civic Center facilities. Other non-City functions and use reservations may be scheduled based on facility availability and on a first come first come served basis.
- C. Facility use reservation times must include time for users to set-up, take-down and clean the facility being used.
- D. The applicant and all facility users shall comply with the terms and conditions of the City's facility use policies, requirements and conditions, and must ensure compliance with all other City codes and ordinances.
- E. The City of DuPont reserves the right to cancel a reservation in the case of damage or disrepair of the facility or for other unforeseen factors or circumstances as may arise.

Violations of the City's Community Center and Civic Center facility use policies or City codes and ordinances may result in the immediate revocation of the reservation agreement and immediate termination of the privilege to use City facilities. No refund of deposits or fees, or for time left on the reservation will be granted when terminated for such causes.

User Priority

The Community Center and Civic Center facilities are an important resource for the City in conducting its business and for the community to use. Activities that have a natural relationship to the City's core business or that contribute to the livability, health or economic vitality of the DuPont community are also a priority. To help us equitably address demand for Community Center and Civic Center facilities, we have established categories of users and determined their priority:

- A. City of DuPont City Council and City departments need to have the opportunity to conduct their business. Official government meetings to conduct City business and city-sponsored or co-sponsored meetings and trainings will have the first priority in scheduling for use of the facility.
- B. Regional and Other Governmental These support the City's core business and civic purpose. They also keep us tied to and engaged with our broader governmental community.
- C. Activities and Community Programs After City business needs have been met, the Community Center and Civic Center become an important resource for the DuPont community in supporting recreational activities and community programs. City-sponsored or co-sponsored activities and programs are given higher priority over other non-City uses or functions.

...

- D. Other The Community Center and Civic Center facilities are available for use for all purposes and purposes functions subject to scheduling availability, applicable rental fees and deposits, and compliance with the City's facility use policies. **Agenda Item # 14a**

Availability

We have established availability guidelines to ensure use of Community Center and Civic Center facilities doesn't diminish the City's ability to deliver services to the public and to provide equal access to users.

- A. Limitations on recurring meetings Recurring bookings may tie up space and scheduling, making the facility unavailable to others. It also inhibits our ability to conduct City business, activities and programs. Therefore, recurring reservations for non-City uses will be considered on a case-by-case basis only. All recurring reservation requests must be re-submitted every 90 days.
- B. Facilities must be reserved and applications complete at least 5 days in advance of the planned use This allows equal access to facilities for all users and gives us the opportunity to accommodate City business needs.
- C. Facilities are available on an "as-is" basis Our facilities are available in their standard configurations and are not staffed to provide assistance with set-up or clean-up. Should your meeting require a special room configuration, onsite security, or other City resources, we may charge additional fees to cover staff time. (See fees and deposits below for additional information). Reservations cannot extend past 2:00 a.m. Overnight requests will be considered on a case-by-case basis.
- D. Applicants must be 18 years of age or older The applicant must be present throughout the entire use of the facility. The person signing the Facility Rental Application, the applicant, is considered to be the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adult supervision.
- E. Age restriction in EOC The EOC shares a lobby with the police department. For security reasons, use of the EOC by groups with participants under the age of 18 is not permissible. For groups where the predominant users are adults, the activity will generally be allowed. Applicants should check with the City to ensure that use of the EOC is suitable for their group.

Application Procedures

- A. Facility reservation forms are available at City Hall, or available to download from the City's website (www.dupontwa.gov). To reserve, schedule, or view a facility and/or pay fees, please contact City staff during regular business hours (8-5, M-F). It is recommended that reservations be made at least 30 days prior to the event. All applicants must be 18 years or older and must be present at all times during the usage of City facilities. All minors must have adequate adult supervision. **All reservations over 50 guests, activities impacting City streets or services, or requiring special set up or planning may also require a separate Special Event Permit. (See "Special Events")**
- B. Facility reservation forms will contain the following information: applicant name, address, phone number, organization name, date and time requested, areas requested, applicable fees and deposit amounts, other information particular to function or activity, number of people, special requirements (as applicable), and hold harmless and liability statement.
- C. All application requirements must be met and all fees must be paid 5 days prior to approval and confirmation for reservation and use of the facility.

Special Events

Special events often require significant coordination and have broader impacts to Community Center and Civic Center facilities and City services. We consider special event to be activities that require significant advance planning and that typically have 50+ attendees for activities such as (but not limited to) fairs, festivals, markets, auctions, dances, entertainment, exhibitions, and motion picture filming. For these types of functions and uses, applicants may also need to obtain a separate Special Event Permit approval from the City.

Denial/Appeal

An application for reservation and use of the facility may be denied or cancelled if the Director feels that the requirements are not satisfied by the applicant, or in the Director's judgment, time scheduling, capacity, or other factors conflict with the interest of City sponsored programs or facilities, or for concerns with facility security or maintenance, or participant safety. Appeals can be made to the Director.

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Community Center and Civic Center Rental/Use Fees and Deposits Agenda Item # 14a.

- A. A list of fees is contained in the table below. Government agencies are exempt from the basic room rental fees, however, tables and chairs, attendant fees or other direct costs to the City of DuPont will be charged.
- B. Payment of applicable facility use fees and deposits must be made at the time of application (or with prior approval, no later than five (5) business days prior to the scheduled date of use) to confirm your reservation. Checks must be made payable to the City of DuPont. Applications are not considered complete and will not be considered until all requirements (insurance, delivery arrangements, decorating placements, etc.) are met.
- C. A security deposit for damage and cleaning is required to complete a reservation for use of Community Center and Civic Center facilities (see below for minimum security deposit amounts). The City may require larger security deposits due to the nature or size of an event. If required, the larger deposit amount must be paid to complete the reservation.
- D. Organizations, groups or individuals using facilities or grounds on a regular basis may request the City carry a security deposit on account. If a group, organization or individual wishes to use the City facilities on an ongoing basis (more than 3 consecutive months) a long term agreement may need to be reached between the City and the group, organization or individual interested in the facility.
- E. Depending on the nature or character of a proposed function, the City may require general liability insurance coverage. If required, the applicant shall provide a certificate of insurance in the minimum amount of \$1,000,000 per occurrence naming the City as additionally insured to complete the application.
- F. Applicants may be assessed additional fees for staff time whenever functions or activities require special City services or support or when City services are required beyond normal hours of operation.

Facility Attendant Requirements and Fee

- A. Facility Attendants are responsible for opening and securing buildings and rooms and being available to assist with facilities. Attendants are not required to set-up, tear-down or clean the facility after use.
- B. The City requires and will assign a Facility Attendant for use of any City facility after-hours or at events where alcohol will be present.
- C. The Emergency Operations Center (EOC) is adjacent to the Police Department and shares an entry. For the safety and security of your group, use of the Emergency Operations Center (EOC) at any time requires an attendant. Depending on impact to City operations, some governmental uses of the EOC during normal business hours may be exempt from the attendant fee with prior approval.
- D. Groups accompanied by a City ID holder who agrees to act as the attendant may use City facilities without paying the attendant fee.
- E. Attendant fees are \$15 per hour.

Agenda Item # 14a.

	Community Center Room One	Community Center Room Two	Council Chambers	EOC (all attendees 18 or Older)
Group 1	Attendant fee when applicable	Attendant fee when applicable	Attendant fee when applicable	Attendant fee when applicable
	\$200 Deposit	\$200 Deposit	\$200 Deposit	\$200 Deposit
	\$15 Key Deposit	\$15 Key Deposit	\$75 per hour*, two hour minimum	\$75 per hour*, two hour minimum
Group 2	\$80 first 2 hours, \$40 each additional hour	\$20 first 2 hours, \$10 each additional hour	Facility Attendant when applicable	Facility Attendant when applicable
	\$40 kitchen use fee	\$45 for tables and chairs		
	\$45 for tables and chairs	Facility Attendant fee when applicable		
	Facility Attendant fee when applicable			
Group 3	\$200 Deposit	\$200 Deposit	\$200 Deposit	\$200 Deposit
	\$15 Key Deposit	\$15 Key Deposit	\$90 per hour*, two hour minimum	\$90 per hour*, two hour minimum
	\$95 first 2 hours, \$50 each additional hour	\$25 first 2 hours, \$15 each additional hour	Facility Attendant when applicable	Facility Attendant when applicable
	\$50 kitchen use fee	\$60 for tables and chairs		
	\$60 for tables and chairs	Facility Attendant fee when applicable		
	Facility Attendant fee when applicable			

Group 1: Government Agencies, official City of DuPont events, public programming increasing civic participation, and Non-profit groups (holding 501(c) (3) certification) are exempt from facility use fees.

Group 2: Residents of DuPont, including individuals, business owners, and private clubs.

Group 3: Non-residents, including business owners, individuals, and private clubs.

*Civic Center fee provides up to 80 chairs and 10 round tables.

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Cancellation, Changes and Refunds

Agenda Item # 14a.

- A. All reservation cancellations must be made in writing (email is acceptable) a minimum of 5 days prior to your event (special events must be cancelled a minimum of 14 days in advance). If you do not cancel in advance, please note:
 - a. We will refund 50% of the applicable rental fees paid unless it is a same day cancellation. If it is a same day cancellation, the rental fees paid will not be refunded.
 - b. If a damage deposit has been assessed, it will be refunded in full as long as the reservation is cancelled prior to your meeting or special event date.
 - c. You may be denied future use of the facility.

- B. The City may cancel your meeting or event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety.
 - a. In such circumstances, the City will generally refund your facility rental fees deposits, but it may do so at its sole discretion.
 - b. The City reserves the right to cancel your meeting or event if it becomes necessary for the City to use the space for City business purposes and will refund all fees. The City will attempt to give you reasonable notice of the cancellation.

Security Deposit Refunds

- A. Security deposits are 100% refundable and will be refunded within 30 days of the meeting or event date provided the following conditions are met:
 - a. The space was left in a clean and orderly manner.
 - b. The space was left in the condition in which it was rented.
 - c. Use of the facility did not exceed the scheduled time.
 - d. Additional City staff time was not required as a result of use of the facility.
 - e. All furniture and equipment is present and undamaged.
 - f. All rules and procedures governing City of DuPont facility use were met.

- B. If the above conditions were not met, the security deposit will not be refunded in full. If the cost of cleaning and/or repair of the facility exceed the amount of the security and damage deposit provided, you will be billed for those additional costs. Custodial service and costs for repairs and/or replacement of materials will be billed according to the full cost incurred by the City plus a 15% administrative charge.

Time & Date Changes

Meeting or special event time and/or date change requests are accepted in writing (email is okay) a minimum of 5 days prior (14 days for special events) to the event. Approval of the change is subject to facility availability. All applicable fees and deposits must be paid in full at the time the change is made.

Applicant/User Responsibilities

Applicant/user shall complete the facility reservation application form and provide payment of all applicable use fees and deposits and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City codes and ordinances.

- A. Applicant is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of fees and charges, and (3)

*Facility Use and Reservation Policy
City of DuPont*

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... damage or loss to equipment, property or grounds which may be incurred by the user or the user's activity.

- B. Applicant/user groups will be responsible for set-up, break down and general clean-up of their space. Removal and proper disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of the event. (Civic Center garbage may be deposited in waste receptacle at Civic Center building)
- C. The City of DuPont generally does not store articles or supplies associated with a special use. In some cases, we can hold smaller items for short periods of time. Please coordinate during the application process if needed.
- D. The City of DuPont is not responsible for loss or theft of articles stored or left in a facility.
- E. Applicant and/or the group using a facility is responsible for any and all loss or damage to facilities, equipment or grounds. If loss or damage occurs, the City will obtain estimates and bill the group or individual for the lowest qualifying estimate amount. If cleaning or facility repairs are needed as a result of an event and can be performed by City staff, the total hourly staff charges for services will be assessed against the deposit or billed to the user. Up to a 15 percent (15%) administrative charge may be added to the costs for such cleaning or repairs.
- F. All rental/use fees (including security deposits) will be forfeited if an activity is terminated by the City before the end of the scheduled time due to excessive noise or unlawful or disorderly activities.
- G. Applicant/user agrees to indemnify, defend and hold harmless the City of DuPont, its officials, employees and volunteers from and against all claims, suits, actions or liabilities for injury or death of a person, including injury or death to any employees of user/applicant or subcontractors, or for loss or damage to property which arises out of the use of the facilities or its adjoining walkways or from activity, work or things done, permitted, or suffered by, in or about the facility, except only such injury to persons or damages as shall have been occasioned by the sole negligence of the City of DuPont.

Set-up & Takedown for Reservations

Generally our spaces are set in open configurations. Meeting spaces can be configured with optional table and chair layouts. Extra tables and chairs are available as provided in the fees chart above. Space set-ups are partially dictated by Fire and Building codes associated with maximum occupancies and ingress/egress routes. Room configurations will leave exits open, and you may not borrow furnishings from other rooms. The City will not be liable for any personal injuries, damage to personal property, or damage to the facility and its furnishings resulting from your set-up and takedown activities.

Maximum Occupancy

All of our meeting rooms and spaces have maximum occupancies established. Fire and building codes prevent us from allowing users to exceed these occupancies. Exceeding the established occupancy for the space puts your meeting or special event at risk of being terminated. Occupancy maximums may change depending on how the space is configured, therefore it is advisable to discuss any special needs with the City as part of your planning.

Deliveries & Storage

- A. You must arrange for deliveries to occur during your reservation period and you must be available on-

... site to receive them unless other arrangements have been made with our staff. **Agenda Item # 14a.**

- B. Our staff is not authorized to receive and sign for your deliveries, Due to space and security concerns, they cannot store items. If you plan to have items delivered, discuss the details with our staff during the application process.
- C. Consult with us regarding designated delivery areas and access considerations.

Parking

- A. Community Center 18 spaces are available on-site in front of and behind the Community Center. Additional on-street parking and overflow parking may also be available on a first-come, first-serve basis. All vehicles must be parked legally. If you are concerned with parking availability, our staff can provide you with area parking information that may suit your needs.
- B. Civic Center City Hall and the EOC share a large parking lot with 129 spaces.

Food & Beverages

Food and beverages are welcome in our facilities but only the Community Center has a kitchen to warm or refrigerate foods. If renting space at the Community Center and you plan to use the kitchen, we must be notified in advance and kitchen use fees will be assessed.

- A. Catering You may use the caterer of your choice. Applicants are responsible for ensuring that any areas used have been cleaned and that food and food service equipment has been removed. If not, they will be billed for cleaning services (unless other arrangements have been made with our staff). The following requirements apply to catered events:
 - a. Catering business and contact information must be submitted to us a minimum of 14 days prior to the meeting or special event date, and they must hold a City business license.
 - b. A certificate of insurance from the caterer naming the City of DuPont as an additional insured with \$1 million General Liability Coverage must be submitted to us a minimum of 14 days prior to the meeting or special event date.
- B. Alcoholic Beverages All requests to serve alcohol must be approved in advance by the City in accordance with State law and the City's policies for serving of alcohol in City facilities. In addition, a \$500 deposit must be paid in order to serve alcohol. (See alcohol policies at <http://dupontwa.gov/DocumentCenter/View/752>)

Rented Equipment

We must be notified in advance if you intend to bring equipment into our facilities. If a rental company will be providing and delivering furnishings and/or equipment, we require they provide a certificate of insurance naming the City of DuPont as an additional insured with \$1 million General Liability Coverage. The certificate must be submitted with the application.

Lighting

Meeting rooms are generally well lit and some have exterior windows. Of those with windows, closeable mini blinds are usually installed. Rooms that do not have mini blinds (such as the main meeting area in the Community Center) are to be used as is. Covering building or door windows, even temporarily, is not allowed unless you have received prior approval.

Decorations/Presentation Materials

With approval, you may bring freestanding decorations and presentation materials into the facility. Please discuss your needs with City staff prior to your event; an application is not complete without prior coordination.

Notes:

- A. Applicant is responsible for removing decorations and presentation materials at the conclusion of your use.
- B. At all times, the use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and materials to walls and furnishings. With prior approval, the use of non-marking painters tape or fastening systems specifically designed to not damage walls may be acceptable. All tape must be removed when taking down decorations.
- C. Signage, notices, and decorations are not to be placed on room doors, windows, on top of existing signage, or on public area walls/corridors.
- D. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
- E. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed.
- F. Stand-alone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
- G. Fog/smoke machines, pottery kilns, uncontained candles (see Flammable Materials), dance wax, incense, etc. are not allowed. Additionally, dry ice, rice, birdseed, glitter products, confetti, silly string, and other similar materials are not allowed.

Flooring: Luxury Vinyl Plank (LVP)

The City has installed LVP flooring in the meeting and common areas of the Community Center facility. As such, we require that it be treated with the utmost care. Please note the following:

- A. Do not drag items across the floor. Furnishings, boxes, and equipment must be lifted and carried across the floor when moved or transported across the floor on rubber-wheeled carts.
- B. Some heavy equipment and furnishings (such as pianos) can damage the floor and are not allowed unless you have prior approval.
- C. Stages, large podiums, etc. must be placed on approved pads to protect the floor.
- D. Activities involving sharp objects, liquids, paint, or other substances that could damage the floor are not allowed. Adhering objects to the floor with tape that may be difficult to remove or mark the floor is not allowed.

Signage

Generally, any exterior signage or temporary banners to be used will require prior approval from the City. Small

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freestanding signage may be used inside in our facility or near the entry way if **Agenda Item # 14a.** appearance, and are located at pre-determined locations. Interior signs may not be attached to doors, walls, on top of our existing signs or structural components.

Flammable Materials

The use of flammable materials is regulated by the City of DuPont's Fire Code. Open flames, grills, portable heaters or flaming food is not permitted at indoor facilities. Fuel canisters for warming food, including tea light candles that are completely self-contained in a flame resistant holder that will not tip over, are allowed. You may be required to provide a fire extinguisher if using these items. Depending on the nature of their use, limited types of candles may be allowed with prior City approval. Fireworks are prohibited all facilities.

Tobacco

City of DuPont indoor facilities are smoke and tobacco free. Please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of the building per Washington state law (see [RCW 70.160](#)). The City of DuPont reserves the right to take steps to ensure compliance with the law including terminating your event if compliance is not obtained. You are responsible for leaving outdoor areas clear of all smoking debris at the conclusion of your event. Failure to do so will result in a cleaning charge deducted from your damage deposit and/or you may be denied future use of City facilities.

Animals

No animals of any type are permitted on the premises without prior approval from the City. Actively working service animals do not need prior coordination.

Selling Items

If you plan to sell items at your event, you are required to hold a City of DuPont Business License and obtain prior approval from the City. Items for sale will be pre-approved: we reserve the right to deny the sale of items we deem to be a public nuisance, potentially damaging to our facilities, or not family friendly.

Technology & Other Equipment

We do not have personal computers, projectors, or other electronic equipment available at the facility for your use. Users must provide such items if needed. Governmental agencies may request to borrow equipment from the City if it is available. The request must be coordinated during the application process.

City Codes & Ordinances

City of DuPont Codes & Ordinances apply and are enforced at all City of DuPont facilities. The City has regulations governing sound and noise levels, animals, parking, vehicle access, etc. Approval for use of City facilities requires that users be respectful and responsible stewards while in the facility.

The City of DuPont reserves the right to terminate your meeting or event if it perceives a risk to the safety of persons or property, if you are not complying with our facility use guidelines, or members of the group are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the police that your meeting or event is being terminated, you and your guests must leave the premises immediately. You will not receive a refund of your rental fee and may be denied future use of the facility.

DuPont Municipal Code
Chapter 10.02
Community Center and Civic Center

Agenda Item # 14a.

10.02.010 Policies

The City of DuPont may permit persons and groups to use the City of DuPont Facilities located at 303 Barksdale Avenue (Community Center) and 1700 Civic Drive (Civic Center) for public and private functions, subject to the provisions of this chapter and the following guidelines:

- (a) No smoking, use of alcohol (unless prior authorization has been obtained from the City in accordance with the facility use policies pertaining to serving of alcohol at City facilities as adopted by the City Council), or unlawful activity will be permitted;
- (b) Building occupancy is limited to the number posted by the Building Official;
- (c) Scheduling of dates for the use of the Community Center and Civic Center Facilities shall be the responsibility of the City Administrator or designee;
- (d) The City may reject any application for use of the Community Center and Civic Center if the anticipated use would, in the judgment of the City Administrator or designee, violate the provisions or intent of this chapter;
- (e) Reasonable policies and procedures for use of the Community Center and Civic Center Facilities shall be posted from time to time by the City Administrator.

10.02.020 Reservations, fees, charges, and deposits.

A group or private individual seeking to use the Community Center and Civic Center Facilities must apply to reserve the Facilities at least five days prior to the planned date of use, and at the time of application for reservation must pay the applicable rental fees and deposits as established in the then-applicable City Fee Schedule for Services.

Damage and cleanup deposits are refundable after inspection of the premises following use, but all or any part of such deposits may be withheld by the City at the discretion of the City Administrator or designee to cover the cost of cleaning or repair of damage to the premises. If damage occurs that exceeds the amount of the damage deposit, then renter is responsible for any and all additional costs.

10.02.040 Indemnification.

By using or occupying the Community Center, Civic Center or any part of either facility, under the authority of this chapter, the user agrees to hold harmless and indemnify the City, its agents and employees against any claims of any nature arising from the use or occupation of the Community Center or Civic Center. If the City Administrator or designee deems it reasonably necessary, the user may be required to post a bond or provide insurance naming the City as an additional insured, in order to give effect to the undertaking required herein.



MEETING DATE: **Agenda Item # 15a.**
 February 23, 2016

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Appointment of Pierce County Regional Council (PCRC) DuPont Representative

Department: Administration	Discussion Date: 02/23/16
Originator: Staff	First Reading Date:
Assigned to: Erin Larsen, City Clerk	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		General
Additional Required		General

DETAILED SUMMARY STATEMENT:

Council discussed liaison positions to agency's and regional groups in January. PCRC needs to have a representative appointed by resolution. Mayor Courts has stepped up to serve the City as our Representative.

RECOMMENDATION:

Approve the Resolution appointing Mayor Courts as the PCRC representative.

CITY OF DuPONT
WASHINGTON

Agenda Item # 15a.

RESOLUTION NO. _____

**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE
PIERCE COUNTY REGIONAL COUNCIL**

WHEREAS, the Pierce County Regional Council (PCRC) was created to ensure planning between Pierce County and its cities and towns was accomplished in a coordinated, consistent manner; and

WHEREAS, PCRC is comprised of elected officials from Pierce County, each of its 23 cities and towns, and the Port of Tacoma; and

WHEREAS, the primary responsibility of the PCRC is to ensure that the Growth Management Act requirements are coordinated within the County and the region; and

WHEREAS, the Countywide coordination is accomplished through the implementation of the Pierce County Countywide Planning Policies; and

WHEREAS, the regional coordination is accomplished by this group acting as a sub-regional council to the Puget Sound Regional Council (PSRC); and

WHEREAS, PCRC requires each jurisdiction to formally appoint an elected official representative to the Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DuPONT, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Mayor Mike Courts is hereby appointed as the City of DuPont representative on the Pierce County Regional Council.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23RD DAY OF FEBRUARY, 2016.

CITY OF DuPONT

Mike Courts, Mayor

ATTEST/AUTHENTICATED:

Erin Larsen, City Clerk

Approved as to form:

Gordon P. Karg, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: