

## AGENDA

Page

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

**5. Presentations**

- 3-14 a. Recreation Program Review (A. Walker);  
15-19 b. Fourth of July Event Action Plan Update (A. Walker/L. Holt);  
c. Safety Fair Action Plan Update (L. Creekmore).

**6. Appointments**

- a. Reappointing Carol Estep (Citizen-At-Large), Mark Horace (Lodging), Rebecca Howson (DuPont Historical Society), and Dorothy Wilhelm (Regional/Local Business) to the Tourism Board for additional two-year terms through April 30, 2018 (Mayor);  
b. Appointing Francisca Beaver and Ray Conn to the DuPont Business Association positions of the Tourism Board for two-year terms through April 30, 2018 (Mayor).

**7. Public Comments**

**8. Approval of the Consent Agenda Items**

- 20-25 a. Regular Council Meeting Minutes - April 12, 2016;  
26-43 b. Claims Vouchers List - April 19, 2016 (P. Barry);

**9. Discussion Items**

- 44-64 a. Memorial Policy Amendment to include the Honorary Naming of Streets (G. Lim).

**10. Mayor's Report**

**11. City Administrator's Report**

**12. Council Reports**

**13. Department Reports**

- 65-84 a. Updates for Building, Community Development, Public Works, Parks/Recreation and Tourism, Finance, Police, Fire, and City Clerk Departments.

**14. Unfinished Business**

- 85-92 a. Ordinance adopting the 2016 First Quarter Budget Amendments - Second Reading (P. Barry).

**15. New Business**

**16. Public Comments**

**17. Council Comments**

**18. Adjournment**

**18. Adjournment**

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The City of DuPont  
Recreation Strategic  
Business  
Plan

February 2016

**A Message from Amy Walker, Event & Recreation Coordinator**

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It is with great thoughtfulness that I present a comprehensive Strategic Business Plan to the Mayor, City Council and citizens of DuPont. This plan is the result of community input, Council and Park Agency recommendations, careful examination of the 2014 Parks and Recreation Master Plan, and my personal analysis of the desires of our citizens.

This strategic plan was created with the needs of the entire community in mind and it will be reviewed annually to ensure that it continues to reflect those needs and that budget requests are aligned with the presented plan.

As the City of DuPont matures, it is imperative that Parks & Recreation grows at a parallel rate. Our city has been nationally recognized for its award winning events. We have much to be proud of in our past accomplishments. We have learned from our mistakes and continuously strive to improve.

The City has invested countless hours in developing a well thought out, comprehensive Parks Master Plan. It is time to implement that plan and this document represents our implementation roadmap. We have survived economic turmoil and have continued to provide quality programs for our citizens, despite our economic challenges. We strive to make data driven decisions that are in alignment with our Parks Master Plan.

Parks & Recreation relies heavily on our strong partnerships and dedicated volunteers. We encourage these partnerships to continue to flourish to help DuPont be the best it can be. Our volunteers are the heart and soul of what we do on a daily basis. Simply put, there is nothing **wrong** with Parks & Recreation that cannot be fixed with what is **right** in our organization.

Lastly, I would like to thank those who have contributed to this plan. Your experience, forward thinking and insights will help Parks & Recreation develop into its own stand-alone department to continue to serve the needs of our community for years to come.

Our vision is clear, our purpose well defined.

Respectfully submitted,

*Amy Walker*

**Background:** (Key events, milestones, decisions in City of DuPont's Park and Recreation's history.)

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1. The responsibility for managing the Parks and Recreation function, including maintaining city-owned parks and facilities, was assigned to **the Public Works Department**.
2. **In 2007** the City Council authorized the creation of The City of DuPont Parks, Recreation, and Open Space Plan to identify and prioritize parks and recreation improvement opportunities. Based on strong community involvement, the plan presented a vision for a walkable and accessible recreation system that reflected community priorities, expanded recreation opportunities, and incorporated the city's unique cultural history and identity.
3. **In 2007** the Event & Recreation Coordinator position was created and reported to the Director of Public Works. This position was and continues to be funded at 25 hours per week. The remaining 15 hours per week have been allocated to Tourism.
4. **In 2009**, recreation and events were low on the city's priority list due to the economic recession. Parks and Recreation strived to be self-sustaining in order to maintain the current level of service. Fundraising events such as the Annual Parks & Recreation Auction, The Shamrock Walk, etc. were established to increase recreation revenues.
5. Under the new direction of the current City Administrator and Finance Director, the Recreation Coordinator was directed to track any and all hours worked. Overtime and compensation time began to accrue.
6. Staff approached Council in **2014 and 2015** for additional Parks & Recreation staffing. Council directed staff to facilitate a full review of recreation programming.
7. **In 2014**, the City Council authorized an update to the 2007 Master Plan with the objectives to: (1) support and carry forward the efforts of the existing plan, (2) reflect those parks and facilities completed since its adoption, and (3) serve as a framework to guide the city in updating its comprehensive plans. The updated master plan established goals, objectives, recommendations, and actions for the ongoing development, preservation, and maintenance of parks, trails, facilities, and open space. The plan also provided a financing strategy for the implementation of capital and non-capital facilities plan that would benefit the community.
8. **The 2014 updated Parks and Recreation Master Plan** included a community survey and community workshops to identify *current* community needs and interests. The following are the results as they relate to recreation:
  - a. Community survey findings: (Pages 21-31, Parks Master Plan)
    - i. 96% of respondents said parks, recreation services & open spaces are somewhat to very important to their quality of life. (74% indicated very important.)
    - ii. Primary reasons people use parks:
      1. 42% attend special events/concerts
      2. 41% participate in family activities
      3. 30% play sports
      4. 36% picnic and general leisure activities
    - iii. Reasons for not using parks:
      1. 32% lack of facilities

## **Agenda Item # 5a.**

- 2. 13% don't know what is available (points to need for PR/marketing/communication)
- iv. When funds are available, which of the following facilities should have priority?
  - 1. 37% community center/indoor space for activities
  - 2. 37% swimming pool
- v. What types of cultural programs should have priority?
  - 1. 78% concerts in park
  - 2. 62% community arts festivals & special events
  - 3. 28% performing arts programs
- vi. How important are special events?
  - 1. 85% of respondents identified special events & rec programs as somewhat to very important
- b. Community workshop themes that relate to recreation (March 2014)
  - i. Participants expressed a desire for programming that targets different ages, abilities and recreation interests
  - ii. Participants stated that DuPont should seek partnership to provide services. Many participants noted there are numerous opportunities to partner with other agencies and groups to maximize public benefits. (E.g. School District, Nisqually Tribe, NW Landing ROA/COA, Joint Base Lewis-McChord.)
- 9. While the Parks and Recreation Master Plan was very comprehensive it was not translated into an actionable implementation plan.
- 10. In January 2016 the Recreation Coordinator position was reassigned to the Police Department reporting to the Chief of Police for 6 Months in an effort to: (1) bring more structure to the recreation function, including the creation of a strategic plan that incorporated recreation priorities identified in the updated Master Plan, (2) establish an updated special event process and ordinance, and, (3) provide leadership mentoring.

**Assumptions:** *(This plan is based on the following assumptions.)*

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1. The need for recreation programs and services within DuPont will increase over time.
2. The structure for managing all of the parks and recreation assets, programs, and services will be clarified, including reporting relationships, role responsibilities, decision making authority, and key partnerships.
3. There will be separate but integrated strategic business plans for all entities that impact the successful management of the City of DuPont's parks and recreation, including Recreation, Public Works, Tourism, Museum, and Police.
4. DuPont City Council will allocate the resources needed to build and sustain effective and efficient recreation operations and services that reflect community priorities.
5. City funding will be used on those parks and recreation assets, programs, services, that serve the highest number of participants. *(2014 Parks & Recreation Master Plan, p. 86: "In general, fees for programs that provide high individual benefit and low community benefit should be set to recover all costs or even turn a profit. Programs with high community benefit should be highly subsidized. In addition, development of the fee structure should address scholarships and affordability to ensure access.")*
6. Balancing the equitable distribution of recreation services and programs to accommodate all age groups and abilities is a high priority.
7. A community center will be considered based on the program needs identified by the community.
8. An off-leash dog park will be created to accommodate community demand and interest.

# City of DuPont Recreation Department Planning Process

NOW

FUTURE (2020)



**CONSTANT**  
*(Our Foundation)*

**Recreation Mission:** To build a healthy community through people, programs and partnerships while creating lasting memories for generations to come.

**Recreation Core Values:** Respect • Integrity • Accountability • Stewardship • Innovation

**Agenda Item # 5a.**

### City of DuPont Recreation Mission: *(Why we exist; our reason for being.)*

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To build a healthy community through people, programs and partnerships while creating lasting memories for generations to come.

### City of DuPont Recreation Beliefs and Core Values

*(These guide our behaviors, decisions, and actions.)*

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#### Beliefs:

*We believe a dynamic recreation system....*

- ✓ Contributes to economic development.
- ✓ Revitalizes communities.
- ✓ Helps to create safer neighborhoods.
- ✓ Helps children learn and grow.
- ✓ Improves public and environmental health.
- ✓ Promotes tourism.

#### Core Values:

- **Safety:** We are committed to the health and well-being of all of our stakeholders and are dedicated to providing a safe and secure environment and preventing injuries
- **Integrity:** We believe that acting with integrity is the foundation of everything we do and the basis of public trust. We hold ourselves to the highest ethical standards. We earn credibility by doing the right thing, being open and honest.
- **Diversity and Accessibility:** We highly value each individual's significance and contribution. We consistently treat others with courtesy and dignity. We are sensitive to the needs of all our residents and visitors and assure everyone feels welcome and has the chance to participate in recreational opportunities.
- **Accountability:** We hold ourselves accountable for our behaviors, actions and results. We take responsibility for our performance and are willing to admit and learn from our mistakes.
- **Service:** The residents and visitors of DuPont are our customers. Our goal is to provide high quality and excellent value programs and services that exceed our customers' expectations. We are committed to being highly responsive to the changing needs within our community.
- **Teamwork/Partnership:** Our success depends on our ability to partner and perform well with others. We understand the strength of professional relationships, cooperation, collaboration, and camaraderie.
- **Stewardship:** We understand that the community trusts us to be good guardians of the community's resources and prudent fiscal managers. We are committed to managing community assets wisely and working to build and preserve a sustainable community. We

consider the various tradeoffs between short-term gain for the longer-term care, protection, and preservation of resources.

- **Innovation and Continuous Improvement:** We encourage new ideas to improve the department's effectiveness. We value input that challenges our current ways of doing business in order to better deliver our programs and services. We are committed to learning from other park district's practices.

### City of DuPont Recreation Vision: *(Our desired end-state.)*

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- A vibrant, active, engaged, healthy community
- Our desired outcomes:
  - ✓ DuPont's economy boosted (a thriving economy)
  - ✓ New businesses attracted
  - ✓ Increased tourism
  - ✓ Community health improved
  - ✓ Happiness increased (stress reduced)
  - ✓ Increased sense of community pride and connection
  - ✓ Family unity built/increased
  - ✓ Community connection increased

### City of DuPont Recreation's Strategic Priorities and Goals

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*The broad strategies or priority areas the department will focus on for the next three to five years to address critical issues and close the gap between our current state and future vision. They answer the question where do we need to focus our time and energy to fulfill our mission and achieve our vision. These priorities serve as the guideposts for setting annual goals.*

#### 1. **Strategic Priority: Create strong and responsive management infrastructure and systems.**

- 1) **Goal:** Identify organization structure, roles, reporting relationships, and staffing levels necessary to support a high performing parks and recreation function, *(2014 Parks & Recreation Master Plan, p.74, "Transition to a Parks and Recreation Division or Department.")*
- 2) **Goal:** Define core role responsibilities of all entities and positions that affect the delivery of effective recreation services and programs. *(2014 Parks & Recreation Master Plan, p. 46, e.g. "Parks Agency is the forum for public discussion of park and recreation issues.")*
- 3) **Goal:** Develop/document recreation policies and procedures to assure excellence, consistency, and professionalism of recreation operations and services. *(2014 Parks & Recreation Master Plan, p.75.)*

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- 4) **Goal:** Pursue accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA) to assure the City of DuPont's standards are consistent with best practices in the industry. (Goal 2019)
- 5) **Goal:** Create reliable data collection systems to track and improve recreation operations, programs and services.
- 6) **Goal:** Create and implement key performance indicators (KPIs) to track overall performance and effectiveness of recreation.
- 7) **Goal:** Identify ways to better utilize labor saving technology to support *recreation programming, services and events* (2014 Parks & Recreation Master Plan, e.g. online registration process p.70, p. 76.)
- 8) **Goal:** Encourage staff growth and development to assure competent and professional recreation staff and skill sets to meet community needs. (2014 Parks & Recreation Master Plan, p. 46.)

### 2. **Strategic Priority: Enhance and develop high quality recreational services, programs and events.**

- 1) **Goal:** Assess effectiveness of current programs and services to assure they are meeting residents' needs and interests.
- 2) **Goal:** Identify new opportunities for increased programming that targets different ages, abilities, and recreation interests. (2014 Parks & Recreation Master Plan, p. 33. P. 85.)
- 3) **Goal:** Identify programs to maximize trail usage and activities.
- 4) **Goal:** Create reliable methods to regularly monitor community demand for additional recreation services. (2014 Parks & Recreation Master Plan, p.44.)
- 5) **Goal:** Create service, program, and event evaluation protocols in terms of cost, revenue, participation levels, and participant feedback. (2014 Parks & Recreation Master Plan, p. 33. P. 86.)
- 6) **Goal:** Identify activities and programs that recognize and leverage DuPont's rich cultural and historical identity. (2014 Parks & Recreation Master Plan, p. 45.)
- 7) **Goal:** Identify/monitor the need for indoor and outdoor recreation facilities with the capacity to support increased recreational programming. (2014 Parks & Recreation Master Plan, p. 44, p. 72.).

### 3. **Strategic Priority: Improve the department's financial health and viability.**

- 1) **Goal:** Clarify/agree upon a sustainable recreation's funding model.
- 2) **Goal:** Identify new funding/revenue sources to assure continuation and expansion of high value recreation services and activities, e.g. grants, user fees, rentals revenue, donations, sponsorships, corporate partnerships (2014 Parks & Recreation Master Plan, p. 76.)
- 3) **Goal:** Create method for identifying sponsorships for key events.
- 4) **Goal:** Assess effectiveness of current fee structure and make recommendations for improvements to the fee structure. (2014 Parks & Recreation Master Plan, p.86: "In general, fees for programs that provide high individual benefit and low community benefit should

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*be set to recover all costs or even turn a profit. Programs with high community benefit should be highly subsidized. In addition, development of the fee structure should address scholarships and affordability to ensure access.”)*

- 5) **Goal:** Pursue new sources for revenue for operations and capital improvements. (2014 Parks & Recreation Master Plan, p. 76.)
- 6) **Goal:** Explore cost savings options through joint purchasing and joint contracting. (2014 Parks & Recreation Master Plan, p.78-79.)
- 7) **Goal:** Create reliable budget reporting system for collecting and tracking recreation costs and revenues. (2014 Parks & Recreation Master Plan, p.46, p. 76.)
- 8) **Goal:** Establish cost recovery goals for each major programming area. (2014 Parks & Recreation Master Plan, p.86.)

#### **4. Strategic Priority: Strengthen community relations, involvement and support.**

- 1) **Goal:** Create a robust volunteer program.
- 2) **Goal:** Clarify Parks Agency role. (2014 Parks & Recreation Master Plan, p.46: “Support the park’s agency as the forum for public discussion of recreation issues.”)
- 3) **Goal:** Create a regular and reliable system for gathering public input/feedback in recreation issues, planning and improvement.
- 4) **Goal:** Implement a neighborhood park improvement program. (2014 Parks & Recreation Master Plan, p.80.)

#### **5. Strategic Priority: Create strong network of partnerships to maximize/further leverage local resources for recreation.** (2014 Parks & Recreation Master Plan, p. 47, p. 84.)

- 1) **Goal:** Assess effectiveness of current partnerships (including duplication of recreation opportunities.)
- 2) **Goal:** Coordinate with the Residential Owners Association (ROA) and local businesses on funding and other ways to support parks, facilities, and recreational programs. (2014 Parks & Recreation Master Plan, p. 47.)
- 3) **Goal:** Pursue partnerships with regional entities such as YMCA, Boys & Girls Club, Girl Scouts, Boy Scouts, Nisqually Tribe, Joint Base Lewis-McChord, and private or nonprofit groups to meet the growing demand for recreational programs and services. (2014 Parks & Recreation Master Plan, p. 47.)
- 4) **Goal:** Identify ways to continue to partner with DuPont Historical Museum to offer interpretative, educational, or cultural learning activities and events. (2014 Parks & Recreation Master Plan, p.72.)
- 5) **Goal:** Identify method for identifying and maintaining high quality service providers.
- 6) **Goal:** Identify opportunities for joint use of public facilities to maximize usage and reduce costs. (2014 Parks & Recreation Master Plan, p.73.)
- 7) **Goal:** Explore opportunities for contracted resources for grant writing and other resources necessary to run recreation programs and services. (2014 Parks & Recreation Master Plan, p.79.)

**6. Strategic Priority: Strengthen recreation's public relations and marketing efforts.**

- 1) Goal:** Identify ways to increase public awareness of park and recreation programs, services, events, and resources. *(2014 Parks & Recreation Master Plan, p.75.)*
- 2) Goal:** Create/expand/improve recreation website and seasonal recreation guide.
- 3) Goal:** Develop recreation logo to create a strong identity and brand.





DuPont Police Department

1780 Civic Dr
DuPont, WA. 98327
Office (253) 964-7060 Fax (253) 964-8491

TO: Chief Bob Sheehan
FROM: LT. Larry Holt
Date: April 26, 2016
SUBJECT: July 4, 2016 Update

Date..... July 4th, 2016
Times..... 7:00 am to 2:00 pm (Parade / Clock Tower Park)
7:00 pm to 11:00 pm (Fireworks Show)
Incident Commander..... LT Larry Holt – DuPont Police (253) 314-4073
Event Coordinator ..... Amy Walker – DuPont Police (253) 405-9698
Fire Department Rep..... TBA – DuPont Fire Department (253) 377-5061
Location..... Clock Tower Park – 1401 Palisade Blvd
Communications..... LPD Event Channel 11 ?
Briefing..... July 1st, 2016

GENERAL INFORMATION

This year's 4th of July celebration will include the following:
Historical Society Pancake Breakfast 8AM-10AM
July 4th Parade 10AM
Carnival at Clocktower Park 11AM-2PM
Fireworks at Patriot's Landing from approximately 7PM-10PM

General Control Objectives:

Provide a safe and fun filled environment for all participants, volunteers, observers and citizens at all event sites.

Weather forecast:

**General Safety Message:**

1. Manage vehicle and pedestrian traffic with crowd control at all events.
2. Start fireworks education / awareness on May 14, 2016 at Safe Fair.
3. Fireworks patrols starting July 3<sup>rd</sup> at Noon thru July 4<sup>th</sup> at Midnight.

**INCIDENT ACTION PLAN FOR THE PARADE AND CLOCK TOWER PARK EVENT:**

**Parade Route:**

The parade will start at Barksdale Ave and Haskell Street in the Historical Village. Participants of the parade will line up on Haskell Street to DuPont Ave. It will continue down DuPont Ave to Repauno St. Overflow will continue down Repauno St to Barksdale Ave.

The Parade will start at approximately 10AM down Haskell Street to McDonald Ave; Left on McDonald to Thompson Street; Left on Thompson Street to Thompson Circle where it will end at Clocktower Park.

**Temporary intersection closures during the parade:**

- Barksdale Ave / Forcite St -
- Barksdale Ave / Repauno St -
- Barksdale Ave / Haskell ST -
- Haskell St / Richmond Ave -
- Alley way on Haskell between Richmond Ave / Palisade Blvd - **Cones**
- Haskell St / Palisade Blvd -
- Alley way on Haskell St between Palisade Blvd / McDonald Ave - **Cones**
- Haskell St / McDonald Ave -
- McDonald Ave / Heath Court -
- McDonald Ave / Thompson St -
- Thompson Circle / Ross Ave - **Cones**
- Thompson Circle / Palisade Blvd -
- Palisade Blvd / Higgins -
- 

**The following intersections will remain closed after the conclusion of the Parade until 1400:**

1. Palisade Blvd / Thompson Circle
2. Palisade Blvd / Higgins
3. Thompson Circle / Thompson St
4. Thompson Circle / Ross Ave

## ***Agenda Item # 5b.***

### **Police Department:**

Friday July 1<sup>st</sup> assist Parks and Recreation and Public Works with no parking signs for parade.  
Coordinate volunteers and staff for parade route closures.  
Facilitate EOC

### **Fire Department:**

Set up Trailer for EOC, time and location to be determined.

### **Parks and Recreation:**

Coordinate daytime activities at Clocktower Park  
Advertising  
Coordinate Volunteer Groups and Organizations

### **Public Works:**

Beautify and prepare Clocktower Park  
Turn off chimes and irrigation at Clocktower Park  
Set up sound system  
Extra trash cans  
Cones and barricades at intersections for parade  
No Parking Signs on parade route

## **INCIDENT ACTION PLAN FOR THE FIREWORKS SHOW:**

### **General Information:**

Starting at 7:00 pm McNeil St will be temporarily closed from Garry Oaks to Bob's Hollow Lane for the 2016 Fireworks Show presented by Patriots Landing and the Commercial Owner's Association. Traffic heading up McNeil St will be diverted right onto Garry Oaks down to Bob's Hollow Lane, left onto Bob's Hollow Lane back to McNeil Street. Traffic coming out on McNeil St will be diverted left onto Bob's Hollow lane to Center Drive.

### **Temporary Road closures:**

McNeil St / Garry Oaks  
McNeil St / Bob's Hollow Lane

### **Police Department:**

Friday July 1<sup>st</sup>, Set up "No Parking" signs on McNeil St between Bob's Hollow and Marshall Pl  
July 4<sup>th</sup> 7 pm officers will close McNeil St

### **Fire Department:**

Engine 25 and Brush Truck on scene for Fireworks Show

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***Agenda Item # 5b.***

DRAFT



**City Council Regular Meeting Minutes  
Tuesday, April 12, 2016  
7:00 PM**

**Call To Order:** Mayor Courts called the meeting to order at 7:03 PM.

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

A motion was made and seconded to excuse Deputy Mayor Roger Westman (Gasak/Helder); 6/0 motion carried.

Those present were: City Administrator Danek, City Attorney Karg, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, Parks & Recreation Coordinator Walker, Tourism & Museum Coordinator Rice, City Clerk Larsen and Executive Assistant Ongoco.

**Pledge of Allegiance:** Mayor Courts led the flag salute.

**Approval of the Agenda:**

Mayor Courts indicated that a new Resolution is being added on the agenda under New Business relative to authorizing the City to make application to the Pierce County Lodging Tax Advisory Committee for funding.

A motion was made and seconded to approve the agenda as amended (Coffey/Gasak); the motion carried unanimously, 6/0.

**Presentations:**

Tree City USA Award presented by Washington State Department of Natural Resources

Mary Verner, representative of the State Department of Natural Resources, presented the Mayor, on behalf of the City, an award for being a Tree City community for the seventh year. She summarized how the City, one of 87 in the State, exceedingly met standards and also acknowledged Councilmember Estep's involvement.

Pierce County Briefing on the Cascadia Subduction Zone and Cascadia Rising Exercise

Police Chief Sheehan introduced Lowell Porter, Pierce County Department of Emergency Management (PCDEM), who briefed the Mayor and City Council regarding the Cascadia Subduction Zone (CSZ) Earthquake information where the CSZ fault line is part of the Pacific Rim Ring of Fire or "faults, which runs 800 miles from British Columbia to Northern California. He then talked how FEMA came up with modeling factors that, based

## **Agenda Item # 8a.**

on their study, would to provide significant general impacts (i.e. deaths, shelter needs, transport system damage, critical infrastructure lifelines, and public safety facilities) to the area; as well as where ground shaking will be felt most, tsunami inundation areas, and more specifically the degree of tsunami, liquefaction land slide impacts would likely be in Pierce County. He announced that there will be a Cascadia Rising 2016 Exercise on June 7-10, 2016 coordinated among various federal, state and local agencies together with private and nonprofit agencies, including outreach, exercise design, the role of PCDEM staff as facilitators and coordinators, and its timeline focusing on critical transportation, operational communication, and mass care capabilities to functional exercise and after action plan.

Councilmember Gasak asked that the presentation be linked or provided through the City's website and thanked Mr. Porter for his presentation.

Councilmember Estep asked what DuPont's role is specifically relative to said exercise. Police Chief Sheehan replied the City's role would be on the communications piece utilizing the Hamm radios of various departments in time for said exercise. He added that there will be additional discussion with Council on DuPont's emergency plans as well as field trips to the different emergency facilities.

Councilmember Helder thanked Mr. Porter for the information and asked the type of public outreach being planned leading up to the June exercise.

Mayor Courts acknowledged, while said topic is sobering, the importance of said information.

### Unveiling of the City of DuPont Tourism Website

Parks and Recreation Coordinator Walker spoke about the new DuPont Tourism website is a project that was budgeted for this year. She noted that the website also provided links to hotels, restaurants, historic sites, trails, and other key interests and noted that there is no additional cost to maintain.

Tourism Coordinator Rice then showed the various features of the DuPont Tourism website at [www.visitdupont.com](http://www.visitdupont.com), and highlighted the type of branding (i.e. "eat, play and stay" or "play, visit, adventure") and better upgrade from the previous website. She asked the City Council for their feedback.

Councilmember Coffey asked whether there is a link to and from the City's website, and thanked staff for their work.

### **Proclamations:**

#### Proclamation celebrating April 20, 2016 as the 144<sup>th</sup> Anniversary Celebration of Arbor Day.

Mayor Courts read a proclamation celebrating April 20, 2016 as the 144<sup>th</sup> Anniversary Celebration of Arbor Day.

**Public Comments:**

*David Bungert, 2702 McArthur Street*, summarized the various planning involved leading up to the final City's 2015 Comprehensive Plans and 2014 Parks Master Plan documents. He asked the City Council to ask how much tax dollars have been spent on staff, consultants, interviews, printing costs, open house, etc. to create those documents. He added that the City staff create a citizen summary of said plans and questioned the proposed \$11,000 Studio Cascade additional professional services.

*Charleen Fuller, 1815 Miller Drive*, expressed her support on a new community center that would hold more event attendees, in addition to the wonderful parks.

*Mark Brinkhaus, 1922 Nelson Street*, as a sports coach and health/fitness educator, expressed the need for a parks and recreation community center and believed that "fit families are happy families" and want to be part of exploring such possibility.

**Approval of Consent Agenda Items:**

- Regular Council Meeting Minutes – March 22, 2016;
- Claims Vouchers List – April 12, 2016;
- Resolution authorizing the Police Chief to enter into a Pierce County Metro Canine (K-9) Unit Interlocal Agreement;
- Resolution authorizing the Mayor to enter into a Purchase Agreement with Pump Tech, a Sole Source Supplier, in the amount of \$65,656.99, for Upgraded Pumps for the Hoffman Hills Booster Station.

A motion was made and seconded to approve the Consent Agenda (Coffey/Estep); motion carried unanimously, 6/0.

**Discussion Items**

None.

**Mayor's Report:**

Mayor Courts reported on the following:

- He welcomed new Finance Director Paula Barry and read her job history spanning over 18 years of municipality experience;
- Meeting held yesterday relative to golf tourism with *Stay and Play* packages was well attended by representatives from various organizations as an economic development endeavor due to the City's strategic location. A "Packaging" Committee (to be led by City Administrator Danek) and Advertising Committee (to be led by Tourism Coordinator Rice) have been set up as a start to bring more tourism and businesses with great regional impacts.

**City Administrator's Report:**

City Administrator Danek reported on the following:

- Welcomed new Finance Director Barry;
- Planning Director recruitment process;
- Museum roof and siding renovations have been completed; and noted additional State grant of \$22,000 which State Representative Muri help acquire for additional upgrades;
- Introduced Drew Estep of Scout Troop 71 who spoke about his Eagle Scout project which was to build bird houses to promote 'watchable wildlife' in DuPont and had set up a total of 55 of them at various DuPont parks. He then presented the City Council, the Mayor, Police Chief and City Administrator with a bird house.

**Council Reports:**

Councilmember Corp spoke about the Planning Commission meeting he attended last night where the Commission is lining up the Comprehensive Plan with the Growth Management Act and will begin work on the Critical Areas Ordinance, assisted by Studio Cascade. He asked City staff to put up the schedule presented at that meeting on the City's website.

Councilmember Estep reported that the fence has been installed and there were 425 bare root trees planted by 25 great volunteers on March 26<sup>th</sup> as part of the "Neighborwoods" program. Mayor Courts thanked him for his undertaking.

**Unfinished Business:**

None.

**New Business:**

Resolution recommending the Naming of Tract I Park to Pola Andre Park.

A motion was made and seconded to approve a Resolution recommending the naming of Tract I Park to "Pola Andre Park" (Coffey/Gorski); motion carried unanimously, 6/0.

Resolution selecting a Representative from the Cities and Town within the Pierce County Regional Council boundary to fill Position 2 on the Zoo and Trek Authority Board for a three-year term.

Mayor Courts opened the floor for nominations for a Representative to fill Position 2 on the Zoo and Trek Authority (ZTA) Board.

Councilmember Coffey nominated Denise McCluskey for Position 2 on the ZTA Board. Seconded by Councilmember Helder.

Councilmember Corp nominated Heather Chadko for Position 2 on the ZTA Board. Seconded by Councilmember Estep.

There were no other nominations.

\* \* \* \* \*

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**Agenda Item # 8a.**

Roll call vote was taken for Denise McCluskey to serve for Position 2 on the ZTA Board and the motion failed 4/2, with Councilmembers Corp, Estep, Gasak and Gorski voting "Nay."

\* \* \* \* \*

Roll call vote was taken for Heather Chadko to serve for Position 2 on the ZTA Board as follows: AYE vote: Councilmembers Corp, Estep, Gasak and NAY vote: Councilmembers Coffey, Gorski, Helder; with Mayor Courts breaking the tie by voting AYE for Heather Chadko; motion passes 4-3, selecting Heather Chadko as representative from the Cities and Town within the Pierce County Regional Council boundary to fill Position 2 on the Zoo and Trek Authority Board for a three-year term.

Ordinance adopting the 2016 First Quarter Budget Adjustments – First Reading.

Finance Director Barry presented certain miscellaneous, housekeeping and carry-forward fund balances ending 2015 to adjust beginning 2016 fund balances budget, which included funds that would be transferred to reserves. She summarized the different adjustments that need to be made for Revenues and Expenditures.

City Administrator Danek highlighted story behind an AED donation to the Fire Department; and also reminded the City Council stormwater and water positions were figured into the budget which should not affect utility rates.

Councilmember Corp asked for clarification regarding the appropriations for Studio Cascade contract (slight increase, and covered by salary savings); and off-leash area (mainly fundraising and donations).

Councilmember Gasak requested that City staff provide the Council copies of previous surveys that have been done, prior to considering \$80,000 consultant services for a future community center,

Resolution authorizing the City Administrator to make application to Pierce County Lodging Tax Advisory Committee

A motion was made and seconded to approve Resolution authorizing the City Administrator to make application to Pierce County Tax Advisory Committee to earmark for project to construct restrooms and an information kiosk at Iafrazi Park (Gorski/Corp); motion carried unanimously, 6/0.

**Public Comment:**

*Renee Buck, 301 Brandywine Avenue, announced that Parks Appreciation Day will be held on April 23<sup>rd</sup> and that volunteers are needed. She also announced that the Senior social is scheduled for April 28<sup>th</sup>. She commented on Eagle Scout Estep's wildlife project and that it would tie in well with Tacoma Nature Center is offering a Nature 101 class. She then invited the City Council to visit Wapato Park which also has an off leash dog park.*

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**Agenda Item # 8a.**

*David Bungert, 2702 McArthur Street*, commented about spending additional money for another survey is a waste; and noted that the advantage of a Regional Sports Complex, not a community center. He also noted various recommendations for the standardization of truck route signs provided at an August Comprehensive Plan meeting, and installing truck route signs on traffic lights to reduce costs.

*Alfonso Brandon, 2046 Charles*, spoke about his experience with coaching where he has observed the need for a community center.

*Beth Elliott, 1485 Kittson Street*, spoke about the benefits of a large community center with many amenities, similar to what she has seen in Lacey. She stated that it is premature to spend \$80,000 on a study when the City can only afford minimal funding for a recreational program and lower pay scale for a Planning Manager. She cautioned the City Council about “putting the cart before the horse” and instead consider improving and expanding the programs and current community center the City has before seeking support for a new facility.

*David Brown, 1529 Palisade Boulevard*, expressed opposition on spending funds for a new community center and costs that would be imposed on him. He offered other recreational and sports alternatives for citizens using the parks and local facilities in the City.

**Council Comment:**

Councilmember Gasak spoke highly of Drew Estep’s wildlife presentation to the Park and Recreation Agency meeting she attended.

In light of the Cascadia Rising presentation this evening, Councilmember Estep asked how the City’s overall capital infrastructure can handle such a disaster. He also requested that City staff put up additional and more visible directional signs to Sequatchew Creek Trail for new visitors of the trail.

**Executive Session:**

None.

**Adjournment:**

Mayor Courts adjourned the meeting at 8:47 P.M.

**City of DuPont:**

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Mike Courts, Mayor

**Attest:**

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Erin Larsen, City Clerk



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# Payroll

## Pay Type Register

User: pbarry  
 Printed: 04/20/2016 - 4:01PM  
 Check Date Range: All  
 Period Date Range: 04/01/2016 to 04/15/2016  
 Batch Info: All  
 Pay Types: AD, BC, BF, BV, C, CA, CC, CF, CM, CR, CU, CV, DR, DT, EI, 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
<b>A1</b>				
	FH	Floating Holiday	16.00	813.20
	LG	Longevity Pay	0.00	135.63
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	353.50	12,678.58
	S	Sick	13.50	432.27
	V	Vacation	70.00	2,995.58
		<b>Department Total</b>	<b>453.00</b>	<b>17,457.64</b>
<b>BLDG1</b>				
	LG	Longevity Pay	0.00	158.10
	R	Regular	173.50	6,397.30
	V	Vacation	2.50	105.03
		<b>Department Total</b>	<b>176.00</b>	<b>6,660.43</b>
<b>F1</b>				
	FH	Floating Holiday	8.00	200.48
	OT	Overtime	1.50	58.14
	R	Regular	484.00	12,825.64
	S	Sick	8.00	171.68
	V	Vacation	28.00	1,237.72
		<b>Department Total</b>	<b>529.50</b>	<b>14,493.66</b>
<b>F2</b>				
	EI	Education Incentive	0.00	463.32
	FS	Firefighter EMT Special	0.00	720.71
	FS2	Firefighter 2 Specialty P	0.00	507.02
	KD	Kelly Day	160.00	0.00
	LG	Longevity Pay	0.00	758.97
	OC	On Call / Out of Class	0.00	183.84
	OCB	OT for Call Back	24.00	809.28
	OSC	OT for Shift Coverage	64.00	2,825.12
	OT	Overtime	0.50	15.81
	R	Regular	1,300.70	37,365.30
	RT	Retro Pay	0.00	155.18
	S	Sick	10.00	492.10
	V	Vacation	24.00	539.52
	VC	Vacation Cash Out - aut	14.50	407.60

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Department

Pay Type

Description

# Agenda Item # 8b.

			Hours	Amount
		<b>Department Total</b>	1,597.70	45,243.77
<b>P1</b>				
	CM	Community Resource O	0.00	57.44
	CR	Crime Response Unit 2%	0.00	142.30
	CV	Commercial Vehicle 2%	0.00	80.19
	DT	Detective 5%	0.00	152.59
	FA	Firearms Instructor 2%	0.00	167.14
	FH	Floating Holiday	52.00	1,509.32
	FT	Field Training Officer 3'	0.00	647.79
	LG	Longevity Pay	0.00	642.05
	MC	Metro Collision Team 1'	0.00	40.10
	MD	Management Discretion	24.00	731.76
	OC	On Call / Out of Class	0.00	150.00
	OSC	OT for Shift Coverage	76.00	3,860.51
	OSE	OT for City Special Eve	3.00	125.34
	OT	Overtime	22.00	1,169.77
	OTR	OT for Training/Training	3.00	129.42
	R	Regular	860.50	29,341.46
	S	Sick	55.50	1,914.65
	V	Vacation	3.00	83.55
	VC	Vacation Cash Out - aut	23.84	863.05
		<b>Department Total</b>	1,122.84	41,808.43
<b>PW1</b>				
	BC	BANK COMP TIME	10.75	0.00
	LG	Longevity Pay	0.00	639.25
	OC	On Call / Out of Class	0.00	900.00
	OCB	OT for Call Back	4.00	181.91
	OO	Opt Out of Medical Ins	0.00	402.38
	OSE	OT for City Special Eve	18.00	749.35
	OT	Overtime	0.75	20.75
	R	Regular	1,058.25	28,216.66
	S	Sick	8.00	222.00
	U	Unpaid Hours	8.00	0.00
	V	Vacation	101.75	3,269.34
		<b>Department Total</b>	1,209.50	34,601.64
		<b>Report Total</b>	5,088.54	160,265.57

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# Payroll

## Deduction Register - Totals Only

User: pbarry  
 Printed: 4/20/2016 - 4:01 PM  
 Check Date Range: All  
 Period End Range: 04/01/2016 to 04/15/2016  
 Batch Info: All  
 Deductions: MEDICR, MEDIR, PERSER, T1, UNEMP, V1, V1-C, WACOP, WDEN, D2r, D2rCor, D2rTx, DCPE, DORL2R, DORP1R, DORP2R, DORP3R, EAP, ESD1, ESDcor, FICAR, IAFER1, IAFFER, IAFFRC, ICMA-R, ICMAR1, L&I-ER, L&I-R-C, L1, LEOFFR, LIR, LIX, M3, M4, M5, M5-CTotals Only

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

### Agenda Item # 8b.



	<u>Amount</u>
<b>D2r:</b> AWC-Dental Plan E (Employer)	3,805.87
<b>D2rCor:</b> Dental Correction	-241.90
<b>DORL2R:</b> LEOFF 2 - EMPLOYER	4,254.60
<b>DORP1R:</b> PERS 1 - EMPLOYER	366.63
<b>DORP2R:</b> PERS 2 - EMPLOYER	6,962.50
<b>DORP3R:</b> PERS 3D - EMPLOYER	1,018.62
<b>ESD1:</b> UNEMPLOYMENT	306.19
<b>FICAR:</b> FICA Employer Portion	7,157.16
<b>IAFER1:</b> IAFF- Nationwide 457- 1% Match	287.08
<b>IAFFER:</b> IAFF Nationwide 457 - ER	2,178.36
<b>IAFFRC:</b> IAFF Employer Corr/Adj	74.76
<b>ICMAR1:</b> ICMA Employer 1% matching	608.96
<b>ICMA-R:</b> ICMA--EMPLOYER %	1,769.90
<b>L&amp;I-ER:</b> L&I - Employer	4,912.27
<b>L1:</b> AWC - LIFE	240.00
<b>LIX:</b> Life Ins - Exempt	115.50
<b>M4:</b> Group Health \$10 CoPay	5,886.83
<b>M5:</b> AWCHealthFirst HSA	33,452.64
<b>M5-C:</b> AWCHealthFirst HSA Correction	2,403.38
<b>MEDIR:</b> Medicare Employer Portion	2,305.59
<b>T1:</b> AWC - LTD	892.71
<b>V1:</b> AWC - Vision	1,288.56
<b>V1-C:</b> AWC-Vision Correction	-12.39
<b>WDEN:</b> Willamette Dental	929.80
<hr/> <hr/>	
Report Total:	80,963.62
<hr/> <hr/>	



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 32148 through 32256 are approved for payment in the amount of \$184,074.85 this 26th day of April 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_

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

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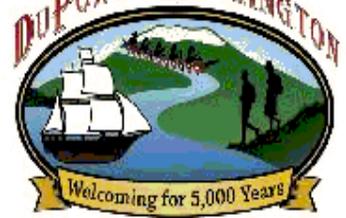
# Accounts Payable

## Checks by Date - Detail by Check Date

User: pbarry  
Printed: 4/20/2016 4:14 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
32148	SSTS 646	Jon J. Cnossen LT6-006 Heritage Orchard tree pruning	04/06/2016	2,937.60
Total for Check Number 32148:				2,937.60
Total for 4/6/2016:				2,937.60
32149	UB*01589 109796-000	Kyle & Jenna Bruffy	04/08/2016	39.50
Total for Check Number 32149:				39.50
32150	UB*01586 108615-000	Nicolas Kurczewski & Eric Buddrius	04/08/2016	51.69
Total for Check Number 32150:				51.69
32151	UB*01590 112570-000	Amanda and Juan Contreras	04/08/2016	37.67
Total for Check Number 32151:				37.67
32152	UB*01584 107856-000	Robert Jacobs	04/08/2016	46.47
Total for Check Number 32152:				46.47
32153	UB*01587 108710-000	Robert & Billie Jo James	04/08/2016	31.71
Total for Check Number 32153:				31.71
32154	UB*01585 108257-000	Davina Joy Silva	04/08/2016	48.67
Total for Check Number 32154:				48.67
32155	UB*01588 108737-000	Craig Williams	04/08/2016	48.67
Total for Check Number 32155:				48.67
Total for 4/8/2016:				304.38
32171	CB-CARD 0077 0077 0646 0646	Card Services/ Columbia Bank Car wash soap, battery tester - Fire Active 911 Dispatch Alerts - Fire WATOA Annual Conf Reg - Karg Tree nursery supplies - PW	04/11/2016	42.35 21.50 182.12 657.68

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
0646		Refreshments for all-staff mtg \		6.81
0646		Refreshments for all-staff mtg \		6.82
0646		Refreshments for all-staff mtg \		6.81
0646		Refreshments for all-staff mtg \		6.81
0646		Replacement laptop adapter - Fire		53.31
0646		Bunny Breakfast posters - P&R		52.18
0646		Youth Basketball/Reimbursement for damage rep		106.37
0646		Refreshments for all-staff mtg		6.81
0646		Refreshments for all-staff mtg \		6.81
0646		WATOA Annual Conf Reg - Danek		182.12
1311		Payment by phone fee		5.00
3412		Adobe Pro subscription - PD		16.31
3412		Misc PD supplies - PD		211.43
3412		Accreditation Mtg costs - PD		35.69
5349		Notary Public Training & Fees - C Jackson		205.00
5349		Notary Public Supplies - C Jackson		98.95
5349		ICC Certification Renewal - R Aldridge		80.00
5349		WABO Training - R Aldridge		400.00
5349		AWC Mayors Exchange & Emergency Mgmt Fo		90.00
5349		Travel/Washington DC Police Week - D Saboe		1,198.41
9605		Tree nursery root bags - PW		2,421.39
9605		Tree nursery supply - PW		348.13
9605		Tree nursery supply - PW		632.00
9975		Little Hoopsters pizza - P&R		58.69
9975		P&R mtg supplies - P&R		26.08
9975		LT6-002 Facebook Tourism ads		12.69
9975		2016 Auction - P&R		8.75
9975		P&R Open House food - P&R		26.08
9975		Pierce County Regional Coucil refreshments		160.00
9975		LT6-002 Facebook Tourism ads		50.04
9975		Little Hoopsters pizza - P&R		149.92
9975		Shamrock Walk supplies - P&R		283.77
Total for Check Number 32171:				7,856.83
32172	FIRSTBC	First Bankcard	04/11/2016	
	4735	WCMA Membership Dues - Danek		315.00
	9371	Parking fee/Pierce County Contract Negotiation		2.00
	9371	Uniform cleaning - PD/Sheehan		19.03
	9371	Car wash - PD/Sheehan		12.00
Total for Check Number 32172:				348.03
Total for 4/11/2016:				8,204.86
32160	ub*01598 108413-000	Nancy Adams	04/12/2016	20.72
Total for Check Number 32160:				20.72
32161	UB*01600 111261-000	Patrick & Laura Chesley	04/12/2016	5.90
Total for Check Number 32161:				5.90
32162	UB*01597 105619-000	Bryan Dominique	04/12/2016	77.73
Total for Check Number 32162:				77.73

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# Agenda Item # 8b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32163	UB*01601 111512-000	James & Chelsey Fortner	04/12/2016	140.15
Total for Check Number 32163:				140.15
32164	UB*01592 002504-003	Patricia Hall	04/12/2016	74.52
Total for Check Number 32164:				74.52
32165	UB*01591 001084-000	MARC MCCALMON	04/12/2016	93.50
Total for Check Number 32165:				93.50
32166	UB*01594 101849-002	Sean & Margo Michaelson	04/12/2016	55.95
Total for Check Number 32166:				55.95
32167	UB*01595 102753-005	Pierre & Frances Peltier	04/12/2016	17.50
Total for Check Number 32167:				17.50
32168	UB*01599 111020-000	Joshua & Desiree Rodgers	04/12/2016	85.24
Total for Check Number 32168:				85.24
32169	UB*01593 101797-000	Joseph & Claire Snow	04/12/2016	104.81
Total for Check Number 32169:				104.81
32170	ub*01596 103331-000	Philip Thompson	04/12/2016	22.27
Total for Check Number 32170:				22.27
Total for 4/12/2016:				698.29
32173	qwest	CenturyLink	04/15/2016	
	206T610445 893B	206T610445 893B Civic Center T	206T610445 893B	505.37
	2539640153 648B	2539640153 648B Hoffman Hill Well		74.84
	2539640310 809B	2539640310 809B PW Crew Office	2539640310 809B	121.15
	2539640310 809B	2539640310 809B PW Crew Office	2539640310 809B	36.34
	2539640310 809B	2539640310 809B PW Crew Office	2539640310 809B	36.35
	2539640310 809B	2539640310 809B PW Crew Office	2539640310 809B	48.46
	2539642399 061B	2539642399 061B Museum		76.50
	2539642855 259B	2539642855 259B Bell Hill Well		178.72
	2539644272 664B	2539644272 664B 303 Barksdale		121.15
	2539646822 149B	2539646822 149B City Hall		153.15
	2539646885 292B	2539646885 292B 1780 Civic Dr	2539646885 292B	85.76
	2539646885 292B	2539646885 292B 1780 Civic Dr	2539646885 292B	118.44
	2539648225 701B	2539648225 701B PW Shop	2539648225 701B	9.40
	2539648225 701B	2539648225 701B PW Shop	2539648225 701B	12.54
	2539648225 701B	2539648225 701B PW Shop	2539648225 701B	9.41
	2539648225 701B	2539648225 701B PW Shop	2539648225 701B	31.34

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
			Total for Check Number 32173:	1,618.92
32174	CLINK 1370959283	CenturyLink Business Services 253-964-6934 Long distance	04/15/2016 253-964-6934	90.10
			Total for Check Number 32174:	90.10
32175	COMCAST 35 013 0327571	Comcast Museum High Speed Internet	04/15/2016 8498 35 013 0327571	86.22
			Total for Check Number 32175:	86.22
32176	LEMAY 7348841 7348841 7348841 7348841 7348852 7348868	Harold Lemay Enterprises 301 Louviers 301 Louviers 301 Louviers 301 Louviers 2180-678258-001 1700 Civic Dr 2180-688334 1775 Bob's Hollow	04/15/2016     2180-678258-001 2180-688334	72.28 240.93 96.37 72.28 259.76 265.38
			Total for Check Number 32176:	1,007.00
32177	PCSEWER 01175700 01178725 01178733 01178733 01178733 01178733 01251945 01326899 01326899 01326899 01326899 01349465 01387332 01387332 01387341 01695975	Pierce County Sewer 01175700 - 303 Barksdale Ave 01178725 - 207 Barksdale Ave 301-303 Louviers 301-303 Louviers 301-303 Louviers 301-303 Louviers 01251945 - 3196 Shaw St 301-303 Louviers 301-303 Louviers 301-303 Louviers 301-303 Louviers 01349465 - 1775 Bob's Hollw 01387332 - 1780 Civic Dr 01387332 - 1780 Civic Dr 01387341 - 1700 Civic Drive 01695975 - 1301 Palisade Blvd	04/15/2016 01175700 01178725    01251945     01349465 01387332 01387332 01387341 01695975	69.37 44.74 26.47 7.94 10.59 7.94 49.33 25.81 25.80 34.41 86.03 31.19 24.58 35.36 31.19 22.98
			Total for Check Number 32177:	533.73
32178	PSEE 200000813945 200000813945 200000813945 200000813945 200001019534 200001019690 200003761372 200004197907 200005882598 200005882598 200005882598 200005882598 200006136309 200008001329 200010681696 200011525884 200013923426	Puget Sound Energy 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 200001019534 - 303 Barksdale Ave 200001019690 - 3195 Brown Loop 200003761372 - 1350 Foreman Rd 200004197907 - Bell Hill Well 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 200006136309 - Village Park 200008001329 - Museum 200010681696 - 1700 Burnside Well 200011525884 - 1700 Civic Dr Signal 200013923426 - 1780 Civic Dr	04/15/2016	60.68 24.27 18.20 18.20 634.15 10.84 3,452.38 2,672.12 12.68 42.28 16.91 12.68 13.14 130.81 2,269.95 62.10 1,953.28

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200013923426	200013923426 - 1780 Civic Dr		1,357.37
	200013923681	200013923681 - 3625 Hoffman Hill Access		10.84
	200013923905	200013923905 - 2100 Center Dr Signal		70.45
	200013924143	200013924143 - 3028 Ridgeview Pump		11.05
	200013924549	200013924549 - 1700 Civic Drive		1,612.88
	200013924754	200013924754 - 1500 Wilmington Dr		90.63
	200013950148	200013950148/200023254622 301-303 Louvie		27.70
	200013950148	200013950148/200023254622 301-303 Louvie		36.92
	200013950148	200013950148/200023254622 301-303 Louvie		92.32
	200013950148	200013950148/200023254622 301-303 Louvie		27.70
	200013950320	200013950320 - 1407 Palisade Blvd		69.52
	200013950544	200013950544 - Wilmington & Center Signa		99.32
	200014441923	200014441923 -709 Penniman Pmp		32.76
	200017266103	200017266103 - 2900 Center Dr Signal		205.37
	200021763244	200021763244 - Powderworks Park		225.23
	200023254622	200013950148/200023254622 301-303 Louvie		28.48
	200023254622	200013950148/200023254622 301-303 Louvie		94.95
	200023254622	200013950148/200023254622 301-303 Louvie		37.98
	200023254622	200013950148/200023254622 301-303 Louvie		28.48
	200024817773	200024817773 - 2690 Mitchell		37.82
	300000004741	300000004741 - Street Lights	300000004741	794.65
	300000010086	300000010086 - Street Lights	300000010086	13,925.36
Total for Check Number 32178:				30,322.45
32179	VERIZON	Verizon Wireless	04/15/2016	
	9762399922	Police Dept Cell Phones		62.31
	9762399922	Public Works Cell Phones		138.23
	9762399922	Public Works Cell Phones		138.23
	9762399922	Legal Svcs Cell Phone		58.68
	9762399922	Fire Dept Cell Phones		99.44
	9762399922	Building Dept Cell Phones		69.38
	9762399922	Police Dept Cell Phones		643.60
	9762399922	Mayor Cell Phone		58.68
	9762399922	Parks & Rec Cell Phone		101.31
	9762399923	Police Air Cards		364.52
	9762399923	Public Works Air Cards		30.04
	9762399923	Fire Dept Air Card		10.02
	9762399923	Parks Air Card		10.02
	9762399923	PW Grant Funded Air Cards		40.08
	9762399923	Legal Svcs Air Card		10.09
	9763152920	Mobile to Mobile card swiper	342042808-00001	30.06
Total for Check Number 32179:				1,864.69
32180	FLEET	Wright Express FSC/ WEX Bank	04/15/2016	
	44607524	Fuel - Building		58.84
	44607524	Fuel - PW		292.43
	44607524	Fuel - PW		292.42
	44607524	Fuel - PW		292.43
	44607524	Fuel - PW		584.86
	44607524	Fuel - Police		1,763.33
	44607524	Fuel - Fire		341.17
Total for Check Number 32180:				3,625.48
32181	AHBL	AHBL, Inc	04/15/2016	
	97634	On-call Planning services		1,045.00
Total for Check Number 32181:				1,045.00



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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32189	COSTCO 000463 000463 038300	Capital One Commercial Museum Event supplies - P&R Museum Event supplies - P&R 2015 Auction/Superbowl Party supplies - P&R	04/15/2016	22.27 13.38 137.14
			Total for Check Number 32189:	172.79
32190	CARQ 8583-274752	Carquest Oil absorbent - PW/Streets	04/15/2016	40.47
			Total for Check Number 32190:	40.47
32191	CHKLS 852602-0	Chuckals Inc. Council nameplates - Coffey/Gasak/Gorski/Estep	04/15/2016	59.57
			Total for Check Number 32191:	59.57
32192	DUPPETTY Petty Cash 008 Petty Cash 010 Petty Cash 011 Petty Cash 011	City of DuPont Transfer fee for Dodge Diplomat - PD Utility Trailer registration - PD Class Registration/ Plain & Simply Writing - Cre Class Registration/ Plain & Simply Writing - Gra	04/15/2016	50.00 40.75 25.00 25.00
			Total for Check Number 32192:	140.75
32193	ESTEPA REIMB 04/2016	Andy Estep Tree nursery/Sprinkler parts reimbursement - A I	04/15/2016	30.24
			Total for Check Number 32193:	30.24
32194	ETTINGER MARCH/2016	Pearle C Ettinger, Jr. Karate instruction	04/15/2016	1,960.00
			Total for Check Number 32194:	1,960.00
32195	GALLS 005059400	Galls Inc Uniform allowance/ pants - Nelson	04/15/2016	87.03
			Total for Check Number 32195:	87.03
32196	GRGR 9065705668	Grainger Wall clock - PW/Facilities	04/15/2016	38.73
			Total for Check Number 32196:	38.73
32197	G&O 12251.00-22 13269.00-24 14552.00-11 15206.01-12 15206.04-9 15236.00-9 15242.00-12 15258.00-9 15271.00-5 15271.01-6 16205.01-3 16207.00-3 16209.00-2 16210.00-2	Gray & Osborne Inc. 12251.00 Northwest Logistics Center #2 13269.00 Home 2 Suites @ Barksdale Stn R/I Le 14552.00 Williamson Lot 10 Construction R/I D. 15206.01 Water Util: Hoffman Hill BS Evaluatic 15206.04 Water Util: Reservoir Inspection & Cle 15236.00 Intel Property Short Plat R/I Industrial 15242.00 Fairfield Inn at DuPont R/I Northwest 15258.00 Historic Village Water Mains 15271.00 Building Condition Assessments 15271.01 Museum Roof and Siding Replacemen 16205.01 Parks: Off Leash Dog Park at Powderv 16207.00 Street Util: 2016 General Engineering 16209.00 Planning Dept - 2016 Gen Engineering 16210.00 2016 Technical Review Committee	04/15/2016	514.01 321.20 1,835.40 6,201.07 3,159.65 1,101.24 6,257.49 1,074.69 73.44 2,225.13 1,028.79 1,346.80 566.73 429.08

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
			Total for Check Number 32197:	26,134.72
32198	BFH DPD 16-03	Brian F. Harvey Policy Manual Updates	04/15/2016	1,925.00
			Total for Check Number 32198:	1,925.00
32199	HDFW 14165715 14167101 14172770 14174946 14174950	HD Fowler Co Herbicide - PW Hand held Sentinel remote radio - PW/Water Parks supplies - PW/Parks Irrigation parts - PW Irrigation parts - PW	04/15/2016	450.43 1,591.75 124.03 11.59 15.90
			Total for Check Number 32199:	2,193.70
32200	HEMLEY 0033794-IN	Hemley's Septic Tank Cleaning, Inc Monthly Portable Toilet Rental	04/15/2016	128.95
			Total for Check Number 32200:	128.95
32201	HERMANSC 16503	Hermanson Company LLP General HVAC repair work - PW/Facilities	04/15/2016	354.50
			Total for Check Number 32201:	354.50
32202	KHD 2015-INV0027	Kathryn Herrington LT6-002 Ad design for Parent Map - Tourism	04/15/2016	544.00
			Total for Check Number 32202:	544.00
32203	HMDEP 3261943 4101177 4261918 5050067 6020313 6020313	Home Depot/GECF Equipment Rental - PW Tree nursery - PW Rental deposit - PW Misc facilities supplies - PW Misc painting supplies - PW Misc painting supplies - PW	04/15/2016	66.30 21.98 125.00 187.25 234.57 234.58
			Total for Check Number 32203:	869.68
32204	HFE 502653	Hughes Fire Equipment Inc. Repair of air system component failures - PW/Fa	04/15/2016	1,722.45
			Total for Check Number 32204:	1,722.45
32205	HUMANE IVC0001617	Humane Society for Tacoma and Pierce Co Boarding Contract	04/15/2016 CITY-03	504.93
			Total for Check Number 32205:	504.93
32206	JIPE 301957	J & I Power Equipment Inc. Ignition switch - PW	04/15/2016	32.78
			Total for Check Number 32206:	32.78
32207	JACKSOCK REIMB 04/2016 TRAVEL 04/2016	Corine Jackson Wellness Garden reimbursement - C Jackson Mileage & parking/ GFOA training, Seattle - C J	04/15/2016	70.63 115.06
			Total for Check Number 32207:	185.69

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32208	LANDCARE 8090214 8090214 8090214 8090214	LandCare USA LLC LandCare - McLeod Circle LandCare - Center Drive 43% LandCare - McNeil Street LandCare - Center Drive 57%	04/15/2016 Cust #249593 Cust #249593 Cust #249593 Cust #249593	189.31 2,468.32 1,146.75 3,271.97
Total for Check Number 32208:				7,076.35
32209	LNRDM 1185180-20160331	LexisNexis Risk Solutions Data Management System	04/15/2016 Acct #1185180	54.40
Total for Check Number 32209:				54.40
32210	LNC 7501283-00 7501284-00	LN Curtis & Sons Vehicle flashlight - PD Uniform allowance/ Misc equipment - Morley	04/15/2016	164.20 414.46
Total for Check Number 32210:				578.66
32211	LOCHNER 000011888-2	Lochner Wilmington Drive Overlay	04/15/2016	22,034.66
Total for Check Number 32211:				22,034.66
32212	MARTINIA REFUND 04/2016	Amber Martini Rental deposit refund/ Powderworks Park - A M	04/15/2016	50.00
Total for Check Number 32212:				50.00
32213	OLYTRUCK 71335	Olympic Trailer & Truck Accessories 6.5 x 14' Trailer - PD	04/15/2016	2,604.44
Total for Check Number 32213:				2,604.44
32214	ORKIN 107476852 107825513 107825891 107827141 107827141 107827141 107827141 107827141 107827424 107827424	Orkin Pest Control, Inc. Museum Pest Control Museum Pest Control City Hall Pest Control 301 Louviers pest control 59% Fire Pest Control 41% Police Pest Control	04/15/2016 D-9086247 Museum D-9086247 Museum D-10014997 City Hall      D-12240342 Fire D-12240342 Police	94.54 94.54 190.05 12.91 17.21 12.91 43.03 55.85 38.81
Total for Check Number 32214:				559.85
32215	PCBGT&F CI-214188	Pierce County Budget & Finance 2016 EMS Evaluator Course tuition - J Roberts	04/15/2016	55.00
Total for Check Number 32215:				55.00
32216	PIN 0316124	The Pin Center Commemorative Coins	04/15/2016	988.00
Total for Check Number 32216:				988.00
32217	PJSSWEET 16009	PJ's Sweet Factory Hand washing jug - P&R	04/15/2016	75.00
Total for Check Number 32217:				75.00

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32218	PST 2015-6502	Public Safety Testing Inc. Subscription Fees 4th Qtr - Recruiting assistance	04/15/2016	125.00
Total for Check Number 32218:				125.00
32219	QUITSE 16-04	Eric Quitslund SAFER Grant application completion/E Quitslan	04/15/2016	1,000.00
Total for Check Number 32219:				1,000.00
32220	ROBBLEES 23950 23951	Robblee's Total Security Inc. Alarm monitoring/ Apr, May, June 2016 - Museu Alarm monitoring/ Apr, May, June 2016 - PD	04/15/2016	119.85 119.85
Total for Check Number 32220:				239.70
32221	SITECRAF 26900	SiteCrafting Inc Web Host- www.ci.dupont.wa.us	04/15/2016	55.00
Total for Check Number 32221:				55.00
32222	SFS R 32431 R 32431 R 32431 R 32431 R 32431 R 32431 R 32431	Smith Fire Systems Quarterly Fire System Testing Quarterly Fire System Testing	04/15/2016	48.95 122.37 117.88 169.63 36.71 284.00 36.71
Total for Check Number 32222:				816.25
32223	SFTONE US-PSI-451578 US-PSI-451578 US-PSI-451578 US-PSI-451578	Software ONE Inc Microsoft Office Std.-HR Adobe Professional-Clerk Adobe Professional-HR Microsoft Office Std.-Clerk	04/15/2016	262.16 309.55 309.55 262.16
Total for Check Number 32223:				1,143.42
32224	SS911 01830	South Sound 911 Quarterly Police Support Svcs	04/15/2016	34,985.00
Total for Check Number 32224:				34,985.00
32225	ARCH Z3669640D Z3669640D Z3669640D Z3669640D	Spok Inc PW pager PW pager PW pager PW pager	04/15/2016	5.92 7.89 5.92 19.74
Total for Check Number 32225:				39.47
32226	STAPLES 8038497303 8038497303 8038497303 8038585701 8038585701 8038585701 8038585701 8038585701	Staples Advantage #3296603621 Fire supplies - FD #3296603622 Ink cartridges - FD #3296603624 Misc office supplies #3297236905 Date stamp - Clerk's office #3297236910 Office supplies - PW shop #3297236908 Sandisk 8gb - Clerk's office #3297236907 Central services supplies #3297236910 Ink cartridge - PW shop	04/15/2016	67.42 284.91 216.66 55.00 72.22 54.39 197.70 45.69

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
	8038692329	#3298305079 Commercial envelopes		43.52
	8038692329	#3298305072 Misc fire supplies - FD		82.68
	8038692329	#3298305067 Misc fire supplies - FD		186.41
	8038692329	#3298305065 Computer speakers - Mayor		18.81
	8038692329	#3298305062 Rubber bands - Central services		10.44
			Total for Check Number 32226:	1,335.85
32227	SCI 2162	Studio Cascade, Inc Planning support services	04/15/2016	675.00
			Total for Check Number 32227:	675.00
32228	SUMMITTO 17534	Summit Towing Tow for warrant vehicle - PD	04/15/2016	100.00
			Total for Check Number 32228:	100.00
32229	SDN DP0416	Systems Design West LLC Ambulance Billing Services	04/15/2016 DP0415	442.78
			Total for Check Number 32229:	442.78
32230	SYSTEMS 28727 28727	Systems for Public Safety, Inc. Vehicle repair parts - 11 Chevy Tahoe - PD Vehicle maintenance & repair - 11 Chevy Tahoe	04/15/2016	524.88 126.29
			Total for Check Number 32230:	651.17
32231	TASO 2016-15	Tacoma Amateur Sports Official Youth Basketball officials fees - P&R	04/15/2016	1,152.00
			Total for Check Number 32231:	1,152.00
32232	TA 2232	Take Aim, LLC Uniform pant - Holen/FD	04/15/2016	103.90
			Total for Check Number 32232:	103.90
32233	EMBLEMS 21080 21096	The Emblem Authority Lapel pins - FD Shoulder patches - FD	04/15/2016	250.00 334.08
			Total for Check Number 32233:	584.08
32234	THEHC 6323	The Home Course Bunny Breakfast/ Rental of pavilion & linens - P	04/15/2016	261.12
			Total for Check Number 32234:	261.12
32235	TNT I02315542	The News Tribune LT6-002 Northwest Getaway ad - Tourism	04/15/2016	475.00
			Total for Check Number 32235:	475.00
32236	STEIL 2016-04-04-02	Town of Steilacoom Reimbursement for Law Enforcement Services	04/15/2016	1,864.44
			Total for Check Number 32236:	1,864.44
32237	UULC 6030123 6030123	Utilities Underground Location Center Excavation notifications Excavation notifications	04/15/2016	17.71 17.71

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 8b. Check Amount
			Total for Check Number 32237:	35.42
32238	WADOT RE43GMO1478L073	WA State Department of Transportation Traffic signal maintenance - PW/Streets	04/15/2016	600.77
			Total for Check Number 32238:	600.77
32239	DOP 73146956	WA State Enterprise Svcs - Printing Business cards - Lim/Anderson	04/15/2016	47.85
			Total for Check Number 32239:	47.85
32240	WSP I16006866 I16006866 I16006866	Wa State Patrol Background checks - P&R Background checks - FD Background checks - PD	04/15/2016	84.00 36.00 12.00
			Total for Check Number 32240:	132.00
32241	WATR 962797	Washington Tractor Electrical part for tractor - PW/Water	04/15/2016	133.74
			Total for Check Number 32241:	133.74
32242	WTRMG 148299 148300 148440	Water Management Lab, Inc. Water testing - new construction Home2Suites Water testing Water testing - new construction Home2Suites	04/15/2016	24.00 105.00 24.00
			Total for Check Number 32242:	153.00
32243	WWTAC T 62157	Whistle Workwear - Tacoma All weather gear - PW	04/15/2016	329.29
			Total for Check Number 32243:	329.29
			Total for 4/15/2016:	162,201.85
32244	BWN 10028 10329	BrightWire Networks, LLC IT professional services IT Professional Svcs - March	04/20/2016	2,210.54 2,443.78
			Total for Check Number 32244:	4,654.32
32245	CARQ 8583-275435	Carquest Truck battery/ Ford F-350 - PW	04/20/2016	113.74
			Total for Check Number 32245:	113.74
32246	QWEST 2539125102 944B 2539125102 944B 2539125102 944B 2539125102 944B 2539125210 753B	CenturyLink 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5210 753B CivicCtr Ext	04/20/2016 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5210 753B	11.20 37.35 11.20 14.94 273.09
			Total for Check Number 32246:	347.78
32247	CHKLS 862700-0	Chuckals Inc. Nameplate - R Buck	04/20/2016	11.64

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32247:	11.64
32248	COMCAST 35 013 0340616	Comcast City Hall Internet	04/20/2016 35 013 0340616	141.17
			Total for Check Number 32248:	141.17
32249	HDFW I4173966 I4178509 I4178523 I4179690	HD Fowler Co Backflow repair parts - PW Backflow repair parts - PW Backflow repair parts - PW Fertilizer - PW	04/20/2016	552.22 107.58 513.45 981.53
			Total for Check Number 32249:	2,154.78
32250	KENYON 183959	Kenyon Disend, PLLC Attorney Svcs Acct #128-95000M	04/20/2016 128-95000M	98.49
			Total for Check Number 32250:	98.49
32251	MULTICAR 106665 106665 106665 106665 106665	Multicare Centers of Occupational Medicin Pre-employment physicals - Barron/Jones - FD Physical / Moore - PW Physical / Moore - PW Physical / Moore - PW Physical / Moore - PW	04/20/2016	1,056.00 16.00 40.00 12.00 12.00
			Total for Check Number 32251:	1,136.00
32252	PAO S6266-7	Pacific Office Automation City Hall copier model C654E	04/20/2016 900-0242073-000	243.11
			Total for Check Number 32252:	243.11
32253	PCBGT&F CI-214965	Pierce County Budget & Finance Recording fees R/I Northwest Lodging LLC	04/20/2016	167.00
			Total for Check Number 32253:	167.00
32254	SHRM 7180714	Society for HR Management Membership - S Kearney	04/20/2016	175.00
			Total for Check Number 32254:	175.00
32255	USABLUE 918661	USABlueBook Chlorine testing supplies - PW	04/20/2016	472.84
			Total for Check Number 32255:	472.84
32256	WSP I16006056	Wa State Patrol Background checks - P Barry	04/20/2016	12.00
			Total for Check Number 32256:	12.00
			Total for 4/20/2016:	9,727.87
			Report Total (105 checks):	184,074.85



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## ***Agenda Item # 9a.***

### **MEMORIAL POLICIES**

1. Naming or Renaming of Parks, Open Spaces, Memorial Roadway and Facilities Policy
2. Monuments Policy
3. Community Memorial Wall Policy

## NAMING OR RENAMING OF PARKS, OPEN SPACES, MEMORIAL ROADWAY AND FACILITIES POLICY

### 1.0 Purpose

The purpose of this policy is to establish a consistent approach for the commemorative naming or renaming of City parks, open spaces, memorial roadway and facilities. Commemorative naming refers to the naming of a property in honor of outstanding achievement, distinctive service, or significant community contribution, generally without financial consideration.

### 2.0 Objective

- To provide a consistent process for the City of DuPont to recognize significant local events, people and geographic features through the naming of parks, open spaces, memorial roadways and features;
- To provide the guidelines by which names will be chosen for new City parks, open spaces, and features, and by which these will be renamed, if necessary;
- To include community involvement in the naming/renaming, and dedication of parks, open spaces, and features through a clearly defined process.

### 3.0 Definition of Terms

The following terms are provided for greater clarity:

- **Component Feature** – means all substantial structures or recreational aspects of a park which includes, but is not limited to, such things as sports fields, ball diamonds, hard surface courts, tennis courts, lawn bowling greens, bocce courts, gardens, playgrounds, restrooms, and skateboard park facilities, etc.
- **Commemorative Naming** – naming rights granted to honor outstanding achievement, distinctive service, or significant community contribution. Commemorative naming will not be tied to a financial contribution.
- **Individual and Community Organization Commemorative Naming** – naming rights granted to an individual, group of individuals, family foundation, or a non-profit community organization in recognition of significant philanthropy.
- **Memorial Roadway** – any road, street, avenue or boulevard within City of DuPont limits provided, or intended to be provided, with a secondary memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name.
- **Open Space** – includes, but is not limited to, trails, pathway systems, utility features such as storm-water retention ponds, and other similar structures under the jurisdiction of the City of DuPont.
- **Parks** – means all parkland designations including, but not limited to, citywide parks, community parks, neighborhood parks, open space, etc. owned by and/or under the jurisdiction of the City of DuPont.
- **Significant Financial Gifts** – means a monetary donation reflective of the total capital cost or appraised value of the amenity being considered for naming.

### 4.0 Criteria

- **Commemorative Name Designation Associated with Functional Use, Geographic Location or Historical Significance**
  - Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance.

## Agenda Item # 9a.

- City staff will give consideration in assigning names to:
  - Geographic names descriptive of the location or significant natural features (including flora, fauna, and geography);
  - Historic and cultural names of significance to the City;
  - Adjacent street names, neighborhoods, or common usage identification;
  - Names that ensure continuity and minimize conflicts for emergency services.
- Chosen names within this designation shall be assigned by City staff and may remain unchanged until a formal request for a name change has been approved by the City Council.
- The chosen name shall not conflict with similar names, in whole or in part. For example, if a park is named Oakes Park, no other similar name shall be used, such as Red Oak Park.

- **Commemorative Name Designation Associated in Honor of Individuals or Groups**

- This section applies to any request to name or rename a park, open space, memorial roadway, or component feature in honor of individuals or groups. Groups shall include organizations, corporations, foundations or families.
- Council shall approve all names in honor of individuals or groups. All requests for naming, designating or renaming in honor of individuals or groups shall be submitted in writing, with supporting explanation and/or justification to the Public Works Director., Requests for naming designating or renaming of any park, open space or component feature shall be who will forwarded request to the Parks Agency for discussion and recommendation. Staff will forward the Park Agency's recommendations to Council for consideration. Requests for naming designating or renaming of any memorial roadway shall be forwarded to the Mayor for discussion and recommendation. Staff will forward the Mayor's recommendation to Council for consideration.
- Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or families:
  - Where the person or group has made a significant land, building or monetary contribution to the specific park, open space or component feature being named; or
  - Where the person or group has contributed outstanding civic service to the City over an extended period of time; or
  - Where the person or group has received national recognition; or
  - Where there is a strong historical or cultural connection to the City and the person or group has made major contributions to the historical or cultural preservation of the City; or
  - Where there is a strong contribution toward environmental preservation, conservation, or enhancement of the City; or
  - To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the City; or
  - Where there is a major contribution made to the acquisition, development or conveyance of land or building and/or its subsequent development; or
  - Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the park, open space, or facility to be named.
- Parks, open spaces, memorial roadways or facilities shall not ordinarily be named for a living person; however, exceptions may be considered for significant and outstanding contributions of land, money, and -or civic or national

service.

- There shall typically be a lapse of at least one year between the date of death of the person(s) or of the event commemorated and the final naming or renaming of a City park, open space or facility.
- Naming in honor of elected or appointed public officials, City officials, or staff shall normally occur only after the public service or City employment has concluded.
- Notwithstanding the above, Council, by resolution, may approve a name or name change in honor of individuals or groups when circumstances justify such an action. Council may also remove the original name designation when circumstances justify such action.

- **Commemorative Names of Local, Regional, National or International Significance**

- Council may approve a name or name change in honor of individuals or groups who have made an outstanding contribution locally, regionally, nationally or internationally.
- In such instances, and prior to approving the use of any name of individuals or group, City staff shall investigate any protocol and/or requirements of any local, regional, national or international agency or organization.

- **Names Derived from Significant Financial Contributions**

- In selected instances where a naming request has been proposed as a result of receiving a unique and extraordinary financial, or other significant contribution, towards the acquisition, creation or redevelopment of a property or park, consideration will be given to the sponsorship contribution being provided. The merits and value of each such naming will be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a park is named after the service club, business, individual or organization.

- **Renaming Existing Parks, Open Spaces, Memorial Roadway or Facilities**

- Renaming of parks and open spaces carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not automatically ensure renaming.
- Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming a park, open space, [memorial roadway](#) or component feature.
  - Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
  - Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- Existing names will not be changed without the consideration of:
  - The historical significance of the existing name;
  - The impact on the individual or organization associated with the existing name;
  - The cost and impact of changing existing signage, rebuilding community recognition, and updating records (databases, maps, promotional materials, etc.)
- Only nominations having a direct relevance to the park, open space, memorial roadway or a component feature within the space in question will be considered for renaming.
- Renaming of a park, open space, memorial roadway or component feature may occur if:

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- The policy criteria are met; and
- A valid justification for renaming the park, open space, memorial roadway or facility is provided; and
- Changing the name will not cause undue confusion within the community; and
- An appropriate level of community support exists.
- **Inventory of Names**
  - The Public Works Department shall be responsible for maintaining an inventory of names for parks, open spaces, and component features.
  - Proposals for names that will not be given consideration or counted as part of the inventory include:
    - Names that cause confusion for the public or emergency services due to duplication with an existing name;
    - Names that duplicate a school or facility name that is not directly adjacent to the area to be named;
    - Names that are meaningful only to a few members of the community;
    - The proposal suggests a name after a specific builder or developer;
    - The proposed name advertises a product or private company.

### • Duration of Naming for Memorial Roadways

- Street signs typically need to be replaced every ~~The typical life of street signs is 10 years due to normal wear and tear.~~ before ~~it they needs to be replaced due to weather or other damage.~~
- In order ~~to~~ coincide with regular street sign repair and replacement with the 10-year replacement of the street signs, the honorary naming of a memorial roadway names and street signs will be reviewed for its continued renewal shall be for a period of ten years.
- At the end of the a memorial roadway's name and street sign ten-year period, staff will prepare a recommendation to extend the memorial naming for another ten years and follow procedures in this policy unless Council, by Resolution, has previously removed the memorial naming.

### 5.0 Procedures

- ~~Consistent with DuPont Municipal Code 1.04.014(f), A~~any individual or group wishing to submit a request for naming/renaming any parks, open spaces, ~~or~~ component features, or memorial roadway must provide a written proposal to the ~~Park Agency, c/o the~~ Public Works Director, and should include ~~at least~~ the following minimum information:
  - Name of the applicant; and
  - Identification of the park, open space, ~~or park component~~ features, or memorial roadway to be named or renamed; and
  - Proposed name; and
  - Supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria; and
  - Written documentation of approval of person (if living) or next of kin (if deceased) if available; and
  - Any letters of endorsement supporting the application.

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- When there is a local neighborhood association or community group associated with the area in which ~~at~~the park, open space, or component feature in question is to be named, City staff will circulate the proposal to those parties.
- When possible, if a request to name or rename is directly associated with, or is on land that has been donated to the City, the original donor or family will be advised.
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- The ~~City Parks Agency will~~ offer the opportunity for public input on the proposed naming. The ~~naming/renaming request to name, designate, or rename~~ will also appear on the City's website for thirty (30) calendar days allowing for written comment from the public to the Parks Agency or the Mayor.
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- The Mayor will review the request to name, designate or rename a memorial roadway. Staff will consult and request comments from all departments/divisions that have jurisdiction relative to the proposed memorial roadway in question. If the Mayor concurs with the proposal, staff will forward a report with the Mayor's recommended approval to the Council for consideration.
- The City Council shall make the final decision to approve all names in honor of individuals or groups.
- City staff will notify the applicant of the Council's decision.
- City Council, by Resolution, may amend or impose conditions on any of the requirements of this policy at their sole discretion. Staff will relay any changes or conditions to the applicant.—

**MONUMENTS POLICY**

**1.0 Purpose**

The City may occasionally decide to install permanent outdoor Monuments on City property to provide the City’s commemoration of persons or events of note, or to otherwise convey the City’s position on various topics (referred to as “Government Speech”).

By placing Monuments on City property, the City intends only to engage in government speech and does not intend to open a public forum for free speech activity.

The purpose of this policy is to establish criteria and guidelines for the consideration and installation of Monuments outdoors in parks or plazas deemed by the City to be appropriate to serve as the site for a Monument. In doing so, the City recognizes the following considerations:

- Monuments can convey a powerful connection between the City of DuPont and its history, and in some instances, its future.
- It is therefore important that the placement of Monuments be limited to circumstances of the highest community-wide importance, both to maintain the significance of such Monuments and to minimize conflicts with the active and variable use of public spaces.

Notwithstanding the foregoing, the City may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all Monuments erected on City property.

**2.0 Monument Definition**

Monuments are markers, statues, and other similar permanent installations to express government speech, as further described in this policy, and which are installed by the City on City property, or which are accepted by the City and installed on City property with City permission. Monuments may be in various forms including statues, fountains, or gardens among other forms of monuments as determined by the City.

Monuments must be of City approved materials, size, design and specifications, with a goal toward simplifying their review and long-term care.

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The City may install or accept City-approved Monuments on City property as a form of “Government Speech” as City recognition of significant events or people or to provide information from the City on topics approved by the City, as set forth below:

- The contributions of individuals or groups who made a substantial impact upon the City of DuPont;
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- The history of the City of DuPont, or of the United States;
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The City shall not place Monuments on City property which would have the purpose of promoting, favoring or inhibiting any

religion or which would appear to a reasonable person that the City is promoting, favoring, or opposing a religion.

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The City Council may approve or deny monument proposals. The Mayor and/or City Administrator may enact administrative guidelines and procedures to implement this policy, including without limitation, designation of locations deemed amenable to Monuments.

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However, the City may from time to time, at the City’s sole option, consider accepting a completed Monument as a form of Government Speech, provided that the Monument meets the City’s approved Government Speech topics and also meets all of the other criteria set forth in this Policy and in any related administrative guidelines or procedures. After the City’s acceptance of a Monument and subject to the City’s explicit approval of installation of the Monument upon City property, title to the Monument shall vest with the City and the City may remove, relocate and shall otherwise have sole control over the Monument.

While the City appreciates donations of Monuments to the City, the City is under no obligation to accept any donated Monument even if the Monument meets all of the criteria set forth in the Policy. The City’s decision to accept a donated Monument may also depend upon the cost to the City of design, fabrication, installation and maintenance of the Monument and site considerations, among other factors.

The City may, at its option, decide for budgetary reasons to prioritize Monuments where the City expects to receive donated funding to cover the cost of design, fabrication, installation and maintenance of the Monument. Unless otherwise agreed by City Council, the donor of a proposed Monument is responsible for providing the City with funds to cover the cost of review, design, fabrication, installation and maintenance to ensure adequate care for the Monument.

**6.0 Review Process and Criteria**

The City Administrator or his/her designee shall provide the initial screening of Monument proposals to determine if the proposed Monument complies with the provisions of this Policy including without limitation, to evaluate the suitability of the proposed Monument site. The City Administrator (or his/her designee) shall decide whether to forward the proposal for further review or to decline further City consideration of the proposed Monument based upon considerations consistent with this Policy. If the City Administrator’s decision is to conduct further review of the proposal, he/she shall consult with the appropriate Department and/or Agency most closely associated with the proposed site of the Monument.

In reviewing a proposed Monument, the relevant Departments, the applicable City Agency and the City Administrator shall review the proposal based upon the criteria set forth in this Policy including the following:

- Whether the person, group or event being memorialized is deemed by the City to have made a significant enough contribution to merit a Monument of the scale, cost and visibility of the proposed Monument.
- The Monument does not duplicate existing Monument themes. Multiple monuments for similar or related groups shall be avoided.
- The installation and maintenance of the Monument is within the priorities of the work plan of the responsible Department.
- The proposed Monument can fairly be interpreted by a neutral, objective observer as honoring the person(s) or community that it is intended to honor. If the City finds that a proposed Monument is a source of substantial dissention or discord within the City, the City Administrator shall seek further direction from the City Council before proceeding.
- The proposed site in the park or plaza for the Monument is related to the underlying purpose of the Monument or the site in the park or plaza has been designated in the comprehensive plan or other approval of the City Council as an appropriate site for a proposed Monument. Monuments shall not displace the intended function and/or use of said property, as articulated in adopted City plans or documents.

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- The Monument has been designed by or under the direct supervision of a qualified professional in the art or design field, and provides a quality, scale, and character commensurate with the location, circulation, and use patterns of the City property. Qualified professionals include registered architects, engineers, landscape architects and artists who can demonstrate professional recognition in the form of public commissions or permanent public installations. The City may solicit input from art and design professionals such as artists, architects, landscape architects, planners or urban designers in making this determination.
- There is a committed and verifiable funding source or endowment for the review, design, fabrication, installation and long-term maintenance of the Monument.

Following the review, the Department shall coordinate with the City Administrator and any appropriate Agencies and prepare a report for consideration by the City Council. The report shall make an advisory recommendation regarding the Monument based upon the factors set forth in this Policy including the review criteria set forth above. The City Council shall consider the staff report and Agency recommendation (if required) and make a final determination regarding the proposed Monument, including but not limited to whether the City should design and construct a Monument, or accept a donated Monument.

All required environmental review shall be approved by the City's planning division before the City commits to installing a Monument. The Monument shall be consistent with adopted City plans, unless those plans are amended as part of the review process. Notwithstanding the foregoing, the City Council may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all City Monuments. The City shall only proceed with the design, fabrication, and installation of a Monument after completion of the review process and with City Council approval.

A proposed Monument must conform to the approved Government Speech topics. Also, a Monument must be made of durable materials, able to withstand the elements for a minimum of 50 years with minimum maintenance, shall be made of materials resistant to vandalism and graffiti as much as is reasonably possible, shall be of a scale, materials, color and style appropriate and consistent with aesthetics of the proposed location of the Monument and such other reasonable factors as determined by the City.

### **7.0 Public Right of Way**

The public right of way shall not be considered as a site for Monuments, except that the City may honor City employees who die or have died in the line of duty while serving the City, by placing a memorial plaque at or near the location of each employee's death. The City is authorized to install memorial plaques in the public right of way to commemorate City employees who have died in the line of duty while serving the City if each of the following conditions exists:

- The property owner adjacent to the location of the proposed memorial plaque has been consulted on the placement of the memorial.
- The memorial plaque must be flat and level with the sidewalk, and placed behind the curb.
- The memorial plaque must not interfere with the public use of the sidewalk or right of way area.

### **8.0 Other Considerations**

This Policy does not cover temporary installations on City property, nor does this Policy limit the City's ability to place signage or plaques on City property to provide donor or sponsor recognition, public information regarding a City project, or to place historical markers or to provide other information to the public.

**COMMUNITY MEMORIAL WALL POLICY**

**1.0 Purpose**

The purpose of this policy is to document the relationship between the City of DuPont and the War on Terrorism Community Memorial Committee, and to establish policies for ongoing maintenance of the memorial.

**2.0 Background**

The War on Terrorism Community Memorial Committee was formed in January 2010. The Committee was formed to develop a plan for building an appropriate memorial to recognize members of the City of DuPont community who have given their life in defense of our country since the terrorist attack on September 11, 2001.

During the ensuing nine months, the Committee designed the memorial, solicited donations, selected the memorial location, and solicited quotes for contractors to build the memorial. The memorial was dedicated on November 11, 2010. The cost of the project (not including volunteer labor, staff oversight, and donated materials) was \$23,030.38. Contributions to the project totaled \$27,456.38. The Committee recommended and the City concurred that the residual funds in the amount of \$4,425.56 should be used for memorial maintenance, repair, and adding additional names as necessary.

**3.0 Procedures**

The City will use the following procedures for ongoing maintenance of the Community Memorial:

- The Memorial Committee is a volunteer committee which desires to continue to be involved with the memorial. The Committee will consist of at least three DuPont residents to include one City Councilmember or member of the Parks Agency.
- The Memorial Committee will continue to research additional names to be added to the memorial. The criteria is as follows:
  - Military and civilians who have given their life in defense of our country since we were attacked on September 11, 2011.
  - The individual must have lived in DuPont, or their parents and/or spouse live in or did live in DuPont.
  - The individual's death must be combat-related or related to training for combat.
- The City will provide the Committee with an annual accounting of expenditures and balance remaining in the residual fund. Status updates may be requested more frequently if necessary by the Committee.
- The City will advise the Committee prior to expenditure of funds from the residual fund.
- The Committee will obtain City approval prior to making any changes to the memorial other than adding names using the criteria stated above.
- The City will consult with the Committee prior to making any changes to the memorial.
- The City will provide for the normal landscaping, watering and maintenance of the area surrounding the memorial. If the Committee desires to enhance the landscaping near the memorial, permission from the City will be required.

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## ***Agenda Item # 9a.***

### **MEMORIAL POLICIES**

1. Naming or Renaming of Parks, Open Spaces, Memorial Roadway and Facilities Policy
2. Monuments Policy
3. Community Memorial Wall Policy

## NAMING OR RENAMING OF PARKS, OPEN SPACES, MEMORIAL ROADWAY AND FACILITIES POLICY

### 1.0 Purpose

The purpose of this policy is to establish a consistent approach for the commemorative naming or renaming of City parks, open spaces, memorial roadway and facilities. Commemorative naming refers to the naming of a property in honor of outstanding achievement, distinctive service, or significant community contribution, generally without financial consideration.

### 2.0 Objective

- To provide a consistent process for the City of DuPont to recognize significant local events, people and geographic features through the naming of parks, open spaces, memorial roadways and features;
- To provide the guidelines by which names will be chosen for new City parks, open spaces, and features, and by which these will be renamed, if necessary;
- To include community involvement in the naming/renaming, and dedication of parks, open spaces, and features through a clearly defined process.

### 3.0 Definition of Terms

The following terms are provided for greater clarity:

- **Component Feature** – means all substantial structures or recreational aspects of a park which includes, but is not limited to, such things as sports fields, ball diamonds, hard surface courts, tennis courts, lawn bowling greens, bocce courts, gardens, playgrounds, restrooms, and skateboard park facilities, etc.
- **Commemorative Naming** – naming rights granted to honor outstanding achievement, distinctive service, or significant community contribution. Commemorative naming will not be tied to a financial contribution.
- **Individual and Community Organization Commemorative Naming** – naming rights granted to an individual, group of individuals, family foundation, or a non-profit community organization in recognition of significant philanthropy.
- **Memorial Roadway** – any road, street, avenue or boulevard within City of DuPont limits provided, or intended to be provided, with a secondary memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name.
- **Open Space** – includes, but is not limited to, trails, pathway systems, utility features such as storm-water retention ponds, and other similar structures under the jurisdiction of the City of DuPont.
- **Parks** – means all parkland designations including, but not limited to, citywide parks, community parks, neighborhood parks, open space, etc. owned by and/or under the jurisdiction of the City of DuPont.
- **Significant Financial Gifts** – means a monetary donation reflective of the total capital cost or appraised value of the amenity being considered for naming.

### 4.0 Criteria

- **Commemorative Name Designation Associated with Functional Use, Geographic Location or Historical Significance**
  - Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance.

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- City staff will give consideration in assigning names to:
  - Geographic names descriptive of the location or significant natural features (including flora, fauna, and geography);
  - Historic and cultural names of significance to the City;
  - Adjacent street names, neighborhoods, or common usage identification;
  - Names that ensure continuity and minimize conflicts for emergency services.
- Chosen names within this designation shall be assigned by City staff and may remain unchanged until a formal request for a name change has been approved by the City Council.
- The chosen name shall not conflict with similar names, in whole or in part. For example, if a park is named Oakes Park, no other similar name shall be used, such as Red Oak Park.

- **Commemorative Name Designation Associated in Honor of Individuals or Groups**

- This section applies to any request to name or rename a park, open space, memorial roadway, or component feature in honor of individuals or groups. Groups shall include organizations, corporations, foundations or families.
- Council shall approve all names in honor of individuals or groups. All requests for naming, designating or renaming in honor of individuals or groups shall be submitted in writing, with supporting explanation and/or justification to the Public Works Director., Requests for naming designating or renaming of any park, open space or component feature shall be who will forwarded request to the Parks Agency for discussion and recommendation. Staff will forward the Park Agency's recommendations to Council for consideration. Requests for naming designating or renaming of any memorial roadway shall be forwarded to the Mayor for discussion and recommendation. Staff will forward the Mayor's recommendation to Council for consideration.
- Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or families:
  - Where the person or group has made a significant land, building or monetary contribution to the specific park, open space or component feature being named; or
  - Where the person or group has contributed outstanding civic service to the City over an extended period of time; or
  - Where the person or group has received national recognition; or
  - Where there is a strong historical or cultural connection to the City and the person or group has made major contributions to the historical or cultural preservation of the City; or
  - Where there is a strong contribution toward environmental preservation, conservation, or enhancement of the City; or
  - To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the City; or
  - Where there is a major contribution made to the acquisition, development or conveyance of land or building and/or its subsequent development; or
  - Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the park, open space, or facility to be named.
- Parks, open spaces, memorial roadways or facilities shall not ordinarily be named for a living person; however, exceptions may be considered for significant and outstanding contributions of land, money, and -or civic or national

service.

- There shall typically be a lapse of at least one year between the date of death of the person(s) or of the event commemorated and the final naming or renaming of a City park, open space or facility.
- Naming in honor of elected or appointed public officials, City officials, or staff shall normally occur only after the public service or City employment has concluded.
- Notwithstanding the above, Council, by resolution, may approve a name or name change in honor of individuals or groups when circumstances justify such an action. Council may also remove the original name designation when circumstances justify such action.

- **Commemorative Names of Local, Regional, National or International Significance**

- Council may approve a name or name change in honor of individuals or groups who have made an outstanding contribution locally, regionally, nationally or internationally.
- In such instances, and prior to approving the use of any name of individuals or group, City staff shall investigate any protocol and/or requirements of any local, regional, national or international agency or organization.

- **Names Derived from Significant Financial Contributions**

- In selected instances where a naming request has been proposed as a result of receiving a unique and extraordinary financial, or other significant contribution, towards the acquisition, creation or redevelopment of a property or park, consideration will be given to the sponsorship contribution being provided. The merits and value of each such naming will be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a park is named after the service club, business, individual or organization.

- **Renaming Existing Parks, Open Spaces, Memorial Roadway or Facilities**

- Renaming of parks and open spaces carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not automatically ensure renaming.
- Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming a park, open space, [memorial roadway](#) or component feature.
  - Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
  - Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- Existing names will not be changed without the consideration of:
  - The historical significance of the existing name;
  - The impact on the individual or organization associated with the existing name;
  - The cost and impact of changing existing signage, rebuilding community recognition, and updating records (databases, maps, promotional materials, etc.)
- Only nominations having a direct relevance to the park, open space, memorial roadway or a component feature within the space in question will be considered for renaming.
- Renaming of a park, open space, memorial roadway or component feature may occur if:

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- The policy criteria are met; and
- A valid justification for renaming the park, open space, memorial roadway or facility is provided; and
- Changing the name will not cause undue confusion within the community; and
- An appropriate level of community support exists.
- **Inventory of Names**
  - The Public Works Department shall be responsible for maintaining an inventory of names for parks, open spaces, and component features.
  - Proposals for names that will not be given consideration or counted as part of the inventory include:
    - Names that cause confusion for the public or emergency services due to duplication with an existing name;
    - Names that duplicate a school or facility name that is not directly adjacent to the area to be named;
    - Names that are meaningful only to a few members of the community;
    - The proposal suggests a name after a specific builder or developer;
    - The proposed name advertises a product or private company.

### • Duration of Naming for Memorial Roadways and Renewal Procedure

- Street signs typically need to be replaced every ~~The typical life of street signs is 10 years due to normal wear and tear.~~ before ~~it they need to be replaced due to weather or other damage.~~
- In order to ~~to~~ coincide with regular street sign repair and replacement ~~with the 10 year replacement of the street signs, the honorary naming of a~~ memorial roadway names and street signs ~~will be reviewed for its continued renewal~~ shall be for a period of 10 years.
- Prior to the end of the 10 year period, the nominating applicant will be notified of its ending period.
- At the end of a memorial roadway's ~~of the 10-year period, the original applicant or a new applicant may apply to extend the memorial naming for another ten years and follow procedures in this policy unless Council, by Resolution, has previously removed the memorial naming.~~ [GK1]

### 5.0 Procedures

- Consistent with DuPont Municipal Code 1.04.014(f), ~~A~~any individual or group wishing to submit a request for naming/renaming any parks, open spaces, ~~or~~ component features, or memorial roadway must provide a written proposal to the ~~Park Agency, c/o the~~ Public Works Director, and should include at least the following minimum information:
- Name of the applicant; and
- Identification of the park, open space, ~~or park component~~ features, or memorial roadway to be named or renamed; and
- Proposed name; and
- Supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria; and
- Written documentation of approval of person (if living) or next of kin (if deceased) if available; and

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- Any letters of endorsement supporting the application; and
- In the case of Memorial Roadways, a signed statement that financial responsibility for the purchase, installation and maintenance of any and all signs will be assumed for the entire 10-year period.—
- 
- When there is a local neighborhood association or community group associated with the area in which ~~at~~the park, open space, or component feature in question is to be named, City staff will circulate the proposal to those parties.
- When possible, if a request to name or rename is directly associated with, or is on land that has been donated to the City, the original donor or family will be advised.
- When a naming or renaming request is submitted, staff will conduct a historical review of the current name prior to recommending approval.
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- The City Council shall make the final decision to approve all names in honor of individuals or groups.
- City staff will notify the applicant of the Council’s decision.
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- Native flora, fauna and wildlife of DuPont and the greater Puget Sound area;
- Local innovation or creativity that has contributed to DuPont’s growth and prosperity; or
- Other criteria selected by City Council and set forth in an amendment to this policy.

The City shall not place Monuments on City property which would have the purpose of promoting, favoring or inhibiting any

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However, the City may from time to time, at the City’s sole option, consider accepting a completed Monument as a form of Government Speech, provided that the Monument meets the City’s approved Government Speech topics and also meets all of the other criteria set forth in this Policy and in any related administrative guidelines or procedures. After the City’s acceptance of a Monument and subject to the City’s explicit approval of installation of the Monument upon City property, title to the Monument shall vest with the City and the City may remove, relocate and shall otherwise have sole control over the Monument.

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In reviewing a proposed Monument, the relevant Departments, the applicable City Agency and the City Administrator shall review the proposal based upon the criteria set forth in this Policy including the following:

- Whether the person, group or event being memorialized is deemed by the City to have made a significant enough contribution to merit a Monument of the scale, cost and visibility of the proposed Monument.
- The Monument does not duplicate existing Monument themes. Multiple monuments for similar or related groups shall be avoided.
- The installation and maintenance of the Monument is within the priorities of the work plan of the responsible Department.
- The proposed Monument can fairly be interpreted by a neutral, objective observer as honoring the person(s) or community that it is intended to honor. If the City finds that a proposed Monument is a source of substantial dissention or discord within the City, the City Administrator shall seek further direction from the City Council before proceeding.
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## **Agenda Item # 9a.**

- The Monument has been designed by or under the direct supervision of a qualified professional in the art or design field, and provides a quality, scale, and character commensurate with the location, circulation, and use patterns of the City property. Qualified professionals include registered architects, engineers, landscape architects and artists who can demonstrate professional recognition in the form of public commissions or permanent public installations. The City may solicit input from art and design professionals such as artists, architects, landscape architects, planners or urban designers in making this determination.
- There is a committed and verifiable funding source or endowment for the review, design, fabrication, installation and long-term maintenance of the Monument.

Following the review, the Department shall coordinate with the City Administrator and any appropriate Agencies and prepare a report for consideration by the City Council. The report shall make an advisory recommendation regarding the Monument based upon the factors set forth in this Policy including the review criteria set forth above. The City Council shall consider the staff report and Agency recommendation (if required) and make a final determination regarding the proposed Monument, including but not limited to whether the City should design and construct a Monument, or accept a donated Monument.

All required environmental review shall be approved by the City's planning division before the City commits to installing a Monument. The Monument shall be consistent with adopted City plans, unless those plans are amended as part of the review process. Notwithstanding the foregoing, the City Council may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all City Monuments. The City shall only proceed with the design, fabrication, and installation of a Monument after completion of the review process and with City Council approval.

A proposed Monument must conform to the approved Government Speech topics. Also, a Monument must be made of durable materials, able to withstand the elements for a minimum of 50 years with minimum maintenance, shall be made of materials resistant to vandalism and graffiti as much as is reasonably possible, shall be of a scale, materials, color and style appropriate and consistent with aesthetics of the proposed location of the Monument and such other reasonable factors as determined by the City.

### **7.0 Public Right of Way**

The public right of way shall not be considered as a site for Monuments, except that the City may honor City employees who die or have died in the line of duty while serving the City, by placing a memorial plaque at or near the location of each employee's death. The City is authorized to install memorial plaques in the public right of way to commemorate City employees who have died in the line of duty while serving the City if each of the following conditions exists:

- The property owner adjacent to the location of the proposed memorial plaque has been consulted on the placement of the memorial.
- The memorial plaque must be flat and level with the sidewalk, and placed behind the curb.
- The memorial plaque must not interfere with the public use of the sidewalk or right of way area.

### **8.0 Other Considerations**

This Policy does not cover temporary installations on City property, nor does this Policy limit the City's ability to place signage or plaques on City property to provide donor or sponsor recognition, public information regarding a City project, or to place historical markers or to provide other information to the public.

**COMMUNITY MEMORIAL WALL POLICY**

**1.0 Purpose**

The purpose of this policy is to document the relationship between the City of DuPont and the War on Terrorism Community Memorial Committee, and to establish policies for ongoing maintenance of the memorial.

**2.0 Background**

The War on Terrorism Community Memorial Committee was formed in January 2010. The Committee was formed to develop a plan for building an appropriate memorial to recognize members of the City of DuPont community who have given their life in defense of our country since the terrorist attack on September 11, 2001.

During the ensuing nine months, the Committee designed the memorial, solicited donations, selected the memorial location, and solicited quotes for contractors to build the memorial. The memorial was dedicated on November 11, 2010. The cost of the project (not including volunteer labor, staff oversight, and donated materials) was \$23,030.38. Contributions to the project totaled \$27,456.38. The Committee recommended and the City concurred that the residual funds in the amount of \$4,425.56 should be used for memorial maintenance, repair, and adding additional names as necessary.

**3.0 Procedures**

The City will use the following procedures for ongoing maintenance of the Community Memorial:

- The Memorial Committee is a volunteer committee which desires to continue to be involved with the memorial. The Committee will consist of at least three DuPont residents to include one City Councilmember or member of the Parks Agency.
- The Memorial Committee will continue to research additional names to be added to the memorial. The criteria is as follows:
  - Military and civilians who have given their life in defense of our country since we were attacked on September 11, 2011.
  - The individual must have lived in DuPont, or their parents and/or spouse live in or did live in DuPont.
  - The individual's death must be combat-related or related to training for combat.
- The City will provide the Committee with an annual accounting of expenditures and balance remaining in the residual fund. Status updates may be requested more frequently if necessary by the Committee.
- The City will advise the Committee prior to expenditure of funds from the residual fund.
- The Committee will obtain City approval prior to making any changes to the memorial other than adding names using the criteria stated above.
- The City will consult with the Committee prior to making any changes to the memorial.
- The City will provide for the normal landscaping, watering and maintenance of the area surrounding the memorial. If the Committee desires to enhance the landscaping near the memorial, permission from the City will be required.



**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 March 2016**

**Public Works Department – Operations and Maintenance Activity Summary**

**Highlights**

Tree Nursery: Over 20 volunteers mostly from the leadership class of Pioneer Middle School established the city's street tree nursery on Saturday 3/26/16. The work completed that day was laying of landscape fabric, filling 15-gal root bags with saplings and laying out in line. Summary stats from the event:

- 124 bare root trees were planted (4 species)
- 173 bags were used to plant seedling/saplings
- 10 root bags were filled (15 Gal capacity)
- 93 root bags available for remaining seedlings/saplings to be planted at a later time
- 21 Volunteers to include a large group from Pioneer Middle School, Leadership Class.

Work that occurred outside of the 3/26/16 volunteer event was the site work and fencing prior to, and the installation of the irrigation system by CM Estep and his staff after. Small numbers of volunteers continue to fill up the remaining root bags and remaining seedling/saplings.

Seasonal Staff: 2 reported on board the start of April.

Spring Clean Up occurred on 4/9/16. Besides curbside pick-up the city hosted a central bulky waste site in the vacant lot adjacent to city hall. A total of 6 containers were filled for metals, general waste and yard waste. Also invited Goodwill industries who had a trailer to receive serviceable donations such as clothing and household items. They departed with a full trailer; 18 pallets full, each pallet had individual dimensions of 4 ft. X 4ft. X 4 ft.

Museum Roof and Siding Construction completed 4/11/16, pending project closeout.

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. April is cycling, operating, and repairing of the city's irrigation system after being shut down from this past winter (10K+ Sprinkler Heads and 1K+ Sprinkler Zones). Expect May will be sprinkler full use.
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 lafrati Park and Union 76.
4. Water pump upgrades at Bell Hill and Hoffman Hill.
5. Storm Water Facilities upgrades at Edmond Village by Cosper ST and Mitchell AVE, Center DR by Sequalitchew DR, and Palisade Village by Bobs Hollow LN and Hammond AVE.
6. Storm Water pump replacement at Edmond Village by Cosper ST and Mitchell AVE.
7. Street Overlay on Wilmington DR between Barksdale AVE and Palisade BLVD. Design Consultant has been selected and design underway.

Fall Clean Up: Saturday October 8, 2016.

### **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 21,201,200 gallons during the month. This represents an increase of 146,200 gallons from the previous month of February 2016. As a comparison to the previous year, March 2015 records show consumption was 20,740,300 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 has completed with the Contractors at Home 2 Suites testing. Fairfield Inn has begun installing their mainline extension and testing should be completed this month. During the last wind storm our Well # 2 VFD drive received a lighting strike that disabled the drive, we were able to energize our spare and have placed an order for the replacement.

### **Streets, Trails & Storm Drainage**

Staff completed 24 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 numerous work orders during the month in various operational areas, and heavily focused of clearing curbs and storm basins. Staff removed approximately 5 trees that fell due to the wind storm located along the trails and one on the Street due to vehicle damage 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 began with our Spring round of sweeping, posting occurred on our City Web Site and sign boards. We logged 37 lane miles, used 800 gallons of water and picked up 42 yards of material.

Staff continues with pruning street trees for sight and safety concerns. Staff continues to responded 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 continues to maintain trails and Storm water basins during the rainy season.

*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.

...

## ***Agenda Item # 13a.***

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.

Staff has completed with a pre spring clean-up of all City Parks and facilities; we will be ready to provide full time maintenance with one of our seasonal staff starting April 1<sup>th</sup>.



	<p style="text-align: center;"><b>Parks &amp; Recreation Tourism and Museum March 2016</b></p> <p style="text-align: center;">1700 Civic Drive DuPont, WA 98327 Ph 253.912.5245 Fax 253.964.1455</p>
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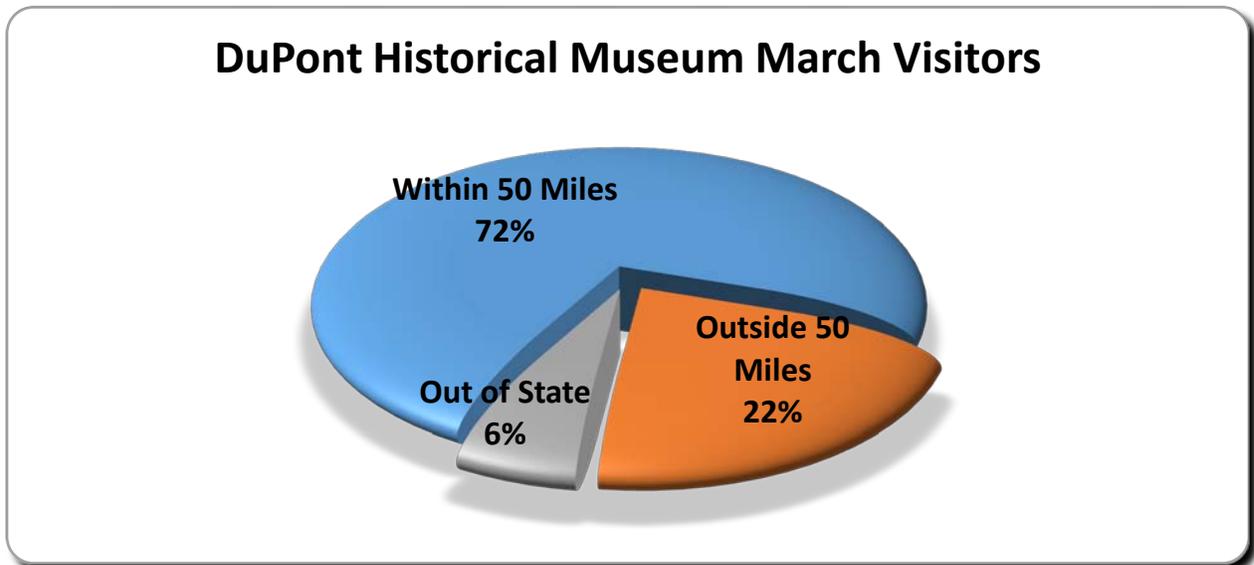
***DuPont Museum***

Construction has been underway for most of March on the roof and siding at the Museum. The project is now complete and the results are beautiful! Renovation has begun on the Nisqually tribal display. Research is complete and the Historical Society is collecting artifacts.

A National Medal of Honor Day event was held at the Museum on March 25<sup>th</sup>. The event was a huge success and brought we welcomed 40 new visitors. A small display of military artifacts was displayed along with memorabilia given to the Museum by Wilburn Ross. The Ross display was especially well liked by visitors. A huge than you is due to Ted Danek, Gus Lim, Renee Buck and Rebecca Howson who all brought in their own memorabilia and shared stories of their experiences in the military. Also, thank you to Councilmember Westman who visited the event and shared stories of his military experiences.

Several groups visited the Museum in March to include Mallard Landing Retirement Home, National Train Enthusiast Association and group of DuPont Boy Scouts/Girls Scouts.

The museum hosted 195 visitors in March.



## **Agenda Item # 13a.**

Tourism has allocated staff time to inviting large organizations to host their meetings and events in DuPont. Perhaps the most notable, thus far, is the Oregon-California Trail Association. Their annual meeting will be held for three days in early September. More than 60 people are expected to eat, stay and play in DuPont.

Diane Rice, our Tourism Coordinator, attended the annual Tacoma Regional Visitors Convention and Visitors Bureau meeting on March 24<sup>th</sup>. She networked with regional businesses, magazines, tourism coordinators and museum managers.

### ***Regional Golf Meeting***

Mayor Courts hosted a regional golf meeting to include golf courses, local restaurants, hotels and other local businesses to gather ideas on golf packages. Over 40 guests were in attendance. Two sub-committees were created: (1) Advertising and Promotion (2) Golf Package Development. Staff will be working with the committees this spring and will have the golf packages solidified by late spring/early summer.

### ***Annual Parks & Recreation Auction***

Planning is well underway for the Annual Parks & Recreation Auction scheduled for Friday, May 20th. This year's event, "Grease" will be held at The Home Course. Tickets are \$25 and can be purchased at City Hall. Donations continue to arrive daily. This year's fundraising goal is \$15,000 to help offset costs of the off leash area and senior programming.

### ***Strategic Business Plan***

The Recreation Strategic Business Plan is complete and ready to present to City Council. The plan was presented at two Community Meetings and public input was implemented into the plan. Once reviewed and approved by Council, the next step includes presenting a budget that is aligned with the plan.

**FINANCE DEPARTMENT**

ACCOUNTING & BUDGET\*CENTRAL SERVICES\*INFORMATION SYSTEMS

TO: Mike Courts, City Council  
 FROM: Paula Barry, Finance Director  
 RE: Report for the Month of March 2016  
 DATE: April 26, 2016

**Accounting & Utility Stats:**

- Financial Status Report Attached
- New Business License applications processed: 41
- Accounts Payable and Receivable:
  1. Bills Paid for All Departments: \$394,840.91
  2. Accounts Billed for Reimbursable Services: \$17,667.27
  3. Amount Collected: \$11,052.01

Utilities:

- Utility Bills:
 

Utility Bills:	0	Shut Off Notices:	12
Final Bills:	77	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	e-bills sent
January	726	\$83,479.59	
February	174	\$24,980.14	142
March	706	\$72,470.30	142
Total YTD	1606	\$180,930.03	<i>(new report)</i>

**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 March met expectations except for B&O taxes and REET which are discussed below. 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 have been received.

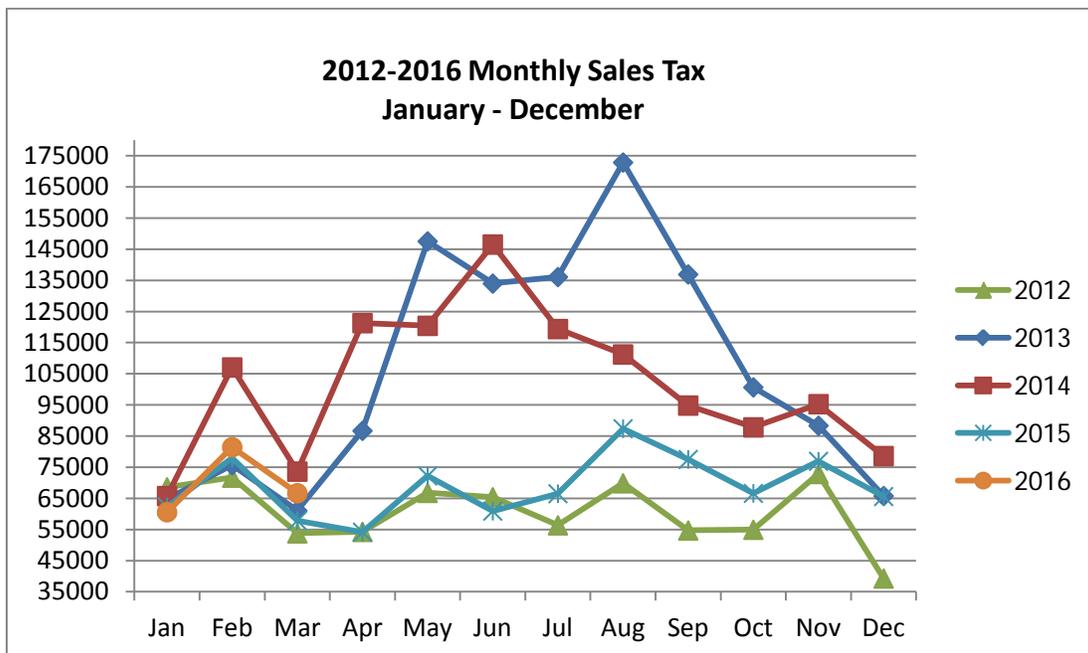
Highlights of General Fund revenues include:

- **Sales Tax** – Sales taxes for the month of March are slightly above budgeted amounts. We had previously seen a decline in revenues related to construction but as expected those has increased with weather improves and construction on the hotels and other projects in the City.

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%
February	77,925	81,451	3,526	4.5%
March	57,862	66,683	8,821	15.2%
<b>Total</b>	<b>198,098</b>	<b>208,723</b>	<b>10,625</b>	<b>5.4%</b>



## Agenda Item # 13a.

Although we are seeing a decrease in some sectors such as services and communications, as shown in the following table, this is offset by increases in other areas. Year to date sales tax revenues overall are 5.4% above last year and are on track with the current year budgeted amount.

### City of DuPont Actual Sales Tax Receipts

Business Sector Group	YTD as of March		Dollar Change	Percent Change	Percent of Total	
	2015	2016			2015	2016
Services	37,242	32,981	(4,261)	-11.4%	18.8%	15.8%
Contracting	35,994	38,292	2,298	6.4%	18.2%	18.3%
Communications	13,719	10,896	(2,823)	-20.6%	6.9%	5.2%
Auto/Gas Retail	4,839	5,041	202	4.2%	2.4%	2.4%
Gen Merch/Misc Retail	7,459	5,852	(1,607)	-21.5%	3.8%	2.8%
Retail Eating/Drinking	36,856	35,511	(1,345)	-3.6%	18.6%	17.0%
Other Retail	23,769	28,136	4,367	18.4%	12.0%	13.5%
Wholesale	15,214	13,708	(1,506)	-9.9%	7.7%	6.6%
Miscellaneous	23,006	38,306	15,300	66.5%	11.6%	18.4%
<b>Total</b>	<b>198,098</b>	<b>208,723</b>	<b>10,625</b>	<b>5.4%</b>	<b>100.0%</b>	<b>100.0%</b>

- **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 are behind expectations for this point in the year. We will need to monitor this revenue stream carefully to ensure that it picks up by 2<sup>nd</sup> quarter or adjustments may need to be made to the budget.
- **Permit revenues** – In March permit revenues have increased totaling nearly \$60,000 year to date and on track with budget.
- **Lodging Tax** – Although not in the General Fund, lodging tax revenues are important to the general fund. Revenues year to date are within 1% of projections. With new hotels going in this year we are hopeful that these will increase even higher by the end of the year.
- **REET** – REET revenue for the first quarter this year 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 so far for 2016 and revenues are 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 March and into April by the Finance Director and staff including:

- Completed the second portion of the Civic Center debt refunding
- Prepared first quarter budget adjustment

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

FUND/DEPARTMENT	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING FUND BALANCE
		Budget	YTD Actual	% Collected	Budget	YTD Actual	% Expended	
<b>General Fund</b>								
001 Mayor/Council	-	-	-	-	117,646	25,458	21.64%	-
002 City Administrator	-	-	-	-	431,649	95,939	22.23%	-
003 Legal Services	-	-	-	-	120,987	70,676	58.42%	-
004 Accounting & Finance Services	-	-	-	-	236,508	63,711	26.94%	-
005 Central Services & Information Technology	-	-	-	-	98,316	27,410	27.88%	-
007 Police Department	-	-	-	-	1,999,911	422,192	21.11%	-
008 Fire Department	-	-	-	-	1,820,223	452,832	24.88%	-
010 Building	-	-	-	-	482,412	94,676	19.63%	-
011 Planning	-	-	-	-	276,121	25,185	9.12%	-
012 Parks	-	-	-	-	233,803	27,836	11.91%	-
013 Museum	-	-	-	-	40,327	11,345	28.13%	-
014 Facilities	-	-	-	-	206,849	52,115	25.19%	-
015 Greenways	-	-	-	-	165,447	15,633	9.45%	-
016 Recreation & Community Events	-	-	-	-	151,463	26,828	17.71%	-
017 Tourism	-	-	-	-	123,313	34,158	27.70%	-
099 Non-Departmental & Transfers	-	-	-	-	1,613,589	161,695	10.02%	-
<b>Subtotal General Fund</b>	<b>\$ 1,211,171</b>	<b>\$ 8,010,438</b>	<b>\$ 1,201,002</b>	<b>14.99%</b>	<b>\$ 8,118,564</b>	<b>\$ 1,607,689</b>	<b>19.80%</b>	<b>\$ 804,484</b>
<b>Reserves</b>								
002 Revenue Stabilization Fund	160,105	43,100	106	0.25%	-	-	-	160,211
003 Contingency Reserve Fund	80,053	22,050	53	0.24%	-	-	-	80,106
<b>Subtotal Reserves</b>	<b>\$ 240,158</b>	<b>\$ 65,150</b>	<b>\$ 159</b>	<b>0.24%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,317</b>
<b>Special Revenue Funds</b>								
101 Street	36,332	906,540	87,736	9.68%	900,794	98,231	10.90%	25,836
102 Street Depreciation	567,317	600	3,125	520.84%	69,072	-	0.00%	570,442
103 Hotel/Motel Tax	209,882	133,920	31,934	23.85%	190,550	13,656	7.17%	228,160
104 Public Safety Mitigation	278,364	147,249	7,156	4.86%	138,142	1,011	0.73%	284,509
107 Glacier NW Settlement	617,373	1,000	409	40.90%	-	-	-	617,782
150 Donation Fund	3,090	5	2	40.80%	-	-	0.00%	3,092
160 Drug Fund	9,313	15	30	198.27%	-	-	0.00%	9,343
<b>Subtotal Special Revenue Funds</b>	<b>\$ 1,721,671</b>	<b>\$ 1,189,329</b>	<b>\$ 130,391</b>	<b>10.96%</b>	<b>\$ 1,298,558</b>	<b>\$ 112,898</b>	<b>8.69%</b>	<b>\$ 1,739,163</b>

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

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

March

<b>Debt Service Funds</b>								
202 UTGO Debt Service	1,001	913,568	1	0.00%	914,016	-	0.00%	1,002
203 LID Debt Service	-	-	-	-	-	-	0.00%	-
<b>Subtotal Debt Service Funds</b>	<b>\$ 1,001</b>	<b>\$ 913,568</b>	<b>\$ 1</b>	<b>0.00%</b>	<b>\$ 914,016</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 1,002</b>
<b>Capital Improvement Fund</b>								
301 Capital Projects	183,877	300,200	67,694	23%	356,835	59,843	16.77%	191,727
<b>Subtotal Capital Improvement Fund</b>	<b>\$ 183,877</b>	<b>\$ 300,200</b>	<b>\$ 67,694</b>	<b>22.55%</b>	<b>\$ 356,835</b>	<b>\$ 59,843</b>	<b>16.77%</b>	<b>\$ 191,727</b>
<b>Enterprise Funds</b>								
401 Water Utility	3,592,238	2,340,850	542,074	23.16%	2,636,120	281,320	10.67%	3,852,992
403 Stormwater Utility	2,271,480	1,509,400	376,044	25%	1,264,291	124,941	9.88%	2,522,583
<b>Subtotal Enterprise Funds</b>	<b>\$ 5,863,718</b>	<b>\$ 3,850,250</b>	<b>\$ 918,118</b>	<b>23.85%</b>	<b>\$ 3,900,411</b>	<b>\$ 406,261</b>	<b>10.42%</b>	<b>\$ 6,375,575</b>
<b>Internal Service Fund</b>								
501 Equipment Replacement	1,320,538	321,950	12,804	3.98%	112,804	24	0.02%	1,333,318
<b>Subtotal Internal Service Fund</b>	<b>\$ 1,320,538</b>	<b>\$ 321,950</b>	<b>\$ 12,804</b>	<b>3.98%</b>	<b>\$ 112,804</b>	<b>\$ 24</b>	<b>0.02%</b>	<b>\$ 1,333,318</b>
<b>Fiduciary Fund</b>								
631 Transportation Benefit District	33,440	90,020	22,376	24.86%	83,815	1,267	1.51%	54,550
<b>Subtotal Fiduciary Fund</b>	<b>\$ 33,440</b>	<b>\$ 90,020</b>	<b>\$ 22,376</b>	<b>24.86%</b>	<b>\$ 83,815</b>	<b>\$ 1,267</b>	<b>1.51%</b>	<b>\$ 54,550</b>
<b>Total Budget</b>	<b>\$ 10,575,573</b>	<b>\$ 14,740,905</b>	<b>\$ 2,352,544</b>	<b>15.96%</b>	<b>\$ 14,785,003</b>	<b>\$ 2,187,983</b>	<b>14.80%</b>	<b>\$ 10,740,135</b>

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



**DuPont Police Department**  
1780 Civic Drive, Suite 100  
DuPont, WA 98327  
Office (253) 964-7060 Fax (253) 964-8491

## **Police Department Monthly Report For March 2016**

### **Crime Trends**

Below are the Calls for Service (CFS) totals for the month of March. The number of CFS for March of the previous year as well as February 2016 are also listed.

<i>Calls for Service (CFS)</i>	<i>March 2016</i>	<i>February 2016</i>	<i>March 2015</i>
Total CFS	481	605	660
DuPont CFS	451	552	569

Officers made 240 traffic stops, which is a decrease of 51 stops compared to last month. There were 193 educational warnings given and 69 traffic violations issued. We had 31 misdemeanor arrests and one felony arrest.

The Priority 1 response time was down again this month and below the 2015 average of 3:50. Priority 2 response times were up compared to last month at 5:51 and above the 2015 average of 4:25. Priority 3 times were also slightly up at 4:55 compared to the 2015 average of 4:25.

### **Investigative Information**

- ❖ Active cases – 14
- ❖ Closed cases – 3
- ❖ New cases – 8

## **Community Policing Updates**

The Community Policing Village Plan is developing rapidly in the villages of DuPont with the help of the Safe Streets organization. Five villages have organized and begun meeting. Creekside Village Apartments has also joined the program.

Organized Villages to date:

- ❖ Historic
- ❖ Palisade
- ❖ Yehle
- ❖ Hoffman Hill
- ❖ Bell Hill

We have begun a yearly training schedule and have begun holding meetings every other month for the Community Connectors.

We participated in the Hoops for Heroes basketball game on March 10<sup>th</sup>, which was a huge success. Public safety personnel from seven different Police and Fire agencies were matched against soldiers from JBLM. The purpose of the game was to raise funds for the DuPont Chapter of AUSA (Association of the United States Army). It was a great game and will more than likely become an annual fundraiser.

## **Department Updates**

The mock accreditation occurred on March 10<sup>th</sup> and the department was flagged to move forward for the final assessment on April 27<sup>th</sup>. Please see the attached letter from the Washington Association of Sheriffs and Police Chiefs for more information about the accreditation process on the 27<sup>th</sup>.

Chief Sheehan and Lieutenant Holt attended the Steilacoom Historical School board meeting on March 7<sup>th</sup>. The topic of discussion was the appointment of a School Resource Officer (SRO) for the district. The position was later approved by the school board and the SRO will be staffed by an officer from Steilacoom Public Safety.

## **Training**

- ❖ March 7 - Less Lethal Recertification (Commissioned Officers)
- ❖ March 9- Department Range (Pistol & Rifle Qualifications) Use of Force training (Commissioned Officers)
- ❖ Mar 21-25 – Holt and Goss attended FTO training
- ❖ Mar 24 - Saboe and Morley attended Grade Crossing Collision Investigation

## ***Agenda Item # 13a.***

- ❖ Mar 28- Defensive Tactics (Commissioned Officers)
- ❖ March 29- Taser Recertification (Commissioned Officers)
- ❖ March 30 and 31- Adkins completed In-service Skills training on Motor Unit (multi-agency)
- ❖ Reserve Officer Gustason completed Legal Update training in Fife.

### **Upcoming Events**

Coffee with the Chief will be held on Thursday, May 12<sup>th</sup> at Forza Coffee from 5:00 p.m. to 7:00 p.m.

The final accreditation review will be conducted on Wednesday March 27<sup>th</sup>. It has been a long road to get to this point with accreditation.

We are pleased to announce that on May 11<sup>th</sup>, our newest recruit, Tony Chung, will be graduating from the Basic Law Enforcement Academy at CJTC in Burien. We are looking forward to having Tony join us in serving this great community.

The Pierce County Law Enforcement Memorial Ceremony is scheduled for May 11<sup>th</sup> at 6:00 p.m. in Lakewood at the McGavick Student and Conference Center at Clover Park Technical College.

**WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS**

3060 Willamette Drive NE Lacey, WA 98516 ~ Phone: (360) 486-2380 ~ Fax: (360) 486-2381 ~ Website: www.waspc.org

Serving the Law Enforcement Community and the Citizens of Washington



April 11, 2016

**Chief Bob Sheehan**  
 DuPont Police Department  
 1700 Civic Drive  
 DuPont, WA 98327

Dear Chief Sheehan,

Congratulations on arriving at your WASPC accreditation onsite. I write this letter to share our schedule and to ensure you are aware of our plans and prepare your staff for our visit. We plan to arrive on Wednesday, April 27 and will conclude the assessment in one day. The following are areas for consideration as you prepare for our visit:

- Most of the Accreditation onsite is completed through file reviews and staff interviews that will require proof that you are in compliance with WASPC’s 130 standards. All files should contain copies of pertinent policies and procedures as part of the proof process.
- Please prepare your key staff members for our arrival and allow them time to meet with us. Key staff members include those responsible for all aspects of operations, budget, training, property and evidence, records management and administration.
- All assessors will be dressed in business attire and visitor credentials assist assessors with the onsite process by facilitating access around your building. If these credentials are available, please provide them for our use.
- We need to stage in a room, large enough for 6 people to work with laptops, and located within or contiguous to the facility. Access to a white board is preferred.
- Access to private office space(s) for interviews of staff is beneficial.
- Accreditation teams prefer a working lunch that is normally provided by the host agency (sandwiches/chips are fine). Some agencies provide coffee/water and light snacks in the morning. These meals are not mandatory by the agency and if you are not able to provide please let me know as soon as possible so that I can arrange prior to arrival.
- If special parking considerations are necessary for our assessors, please advise me so that I can inform our assessors prior to their arrival.

The following is our proposed schedule:

0830: Team Assignments  
 0845: Meet with Chief, or designated staff, and facility tour

<b>President</b> CASEY SALISBURY <i>Sheriff—Mason County</i>	<b>President Elect</b> KEN HOHENBERG <i>Chief—Kennewick</i>	<b>Vice President</b> BRIAN BURNETT <i>Sheriff—Chelan County</i>	<b>Past President</b> ED HOLMES <i>Chief—Mercer Island</i>	<b>Treasurer</b> KEN THOMAS <i>Chief—Kent</i>
<b>DUSTY PIERPOINT</b> <i>Chief—Lacey</i>	<b>BONNIE BOWERS</b> <i>Chief—Anacortes</i>	<b>Executive Board</b> STEVE STRACHAN <i>Chief—Bremerton</i>	<b>MARK NELSON</b> <i>Sheriff—Covitz County</i>	<b>JOHN TURNER</b> <i>Sheriff—Walla Walla County</i>
<b>JOHN SNAZA</b> <i>Sheriff—Thurston County</i>	<b>MARK COUEY</b> <i>Director—OIC</i> <i>Special Investigations Unit</i>	<b>JOHN BATISTE</b> <i>Chief—WA State Patrol</i>	<b>FRANK MONTOYA, JR.</b> <i>SAC—FBI, Seattle</i>	<b>MITCH BARKER</b> <i>Executive Director</i>

...

## ***Agenda Item # 13a.***

## **Agenda Item # 13a.**

0915-1200: File review and interviews of staff  
1200-1300: Working Lunch and discussion of preliminary observations  
1300-1500: Complete observations and interviews  
1400-1500: Exit interview with Chief (or designee) and invited staff

Our goal is to conduct a complete and painless onsite assessment that results in DuPont being accredited. Preparation for the onsite is critically important and I have recently spoke with Commander Upton, who served as your mentor and the lead on your mock assessment, and he indicates that your agency is ready for onsite assessment.

On behalf of WASPC and the Accreditation team, we look forward to working with you and your staff on April 27. In the interim if you or any of your staff has questions that I can help with please consider me a resource.

Best Regards,

Michael Painter, Director of Professional Services  
Washington Association of Sheriffs and Police Chiefs  
360 292 7959 (desk) 253 740 5142 (cell)  
[mpainter@waspc.org](mailto:mpainter@waspc.org)

Cc: Commander Joe Upton, Lacey PD



## Traffic Violations and Arrests – March 2016

***Violation Description***

***Infraction Traffic***

**TOTAL NUMBER OF TRAFFIC VIOLATIONS ISSUED:**

**69**

**TOTAL NUMBER OF TRAFFIC WARNINGS GIVEN:**

**193**

**TOTAL NUMBER OF PARKING WARNINGS GIVEN:**

**3**

***Misdemeanor  
(Includes Cite and  
Release)***

***Felony***

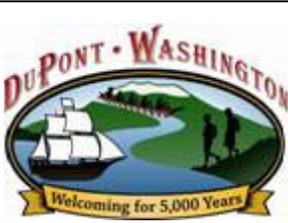
***TOTAL  
ARRESTS***

**TOTAL NUMBER OF ARRESTS:**

**31**

**1**

**32**



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

**Public Records Requests  
 2016**

PDR #	DATE	NAME	REQUEST	STATUS	Initial Response	Provided Record/Install
					# Days*	# 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	30
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	2
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	Cancelled by Requestor		
16-9	2/18/2016	Jade Anderson Connor	Ross Mathison Resume, Job Application, other job offer documents	Denied 2/29/16	7	
16-10	2/23/2016	James Black	Holt Misconduct and disciplinary actions	Processing	4	

**Agenda Item # 13a.**

16-11	3/4/2016	Bree Breza	Job descriptions and salary grids	No Record		4
16-12	3/8/2016	Jade Anderson Connor	List of arrests and court appearances for Ross Mathison	No Record	2	
16-13	3/9/2016	David Zielnicki	floor plans 2700 Center Drive (Amazon)	Processing	0	
16-14	3/10/2016	Tracy Takenaka	Plumbing, electrical plans & permits other TI records	Closed	1	1
16-15	3/16/2016	Tom Forrey	Plumbing for Forza	Closed		3
16-16	4/1/2016	Michael Perrow	Fire safety inspections, code enforcement complaints/inspections/violation of USPS (1313 Thompson Cir) 2012-present	Closed	0	6
16-17	4/9/2016	Courtney Cunningham/ American Transparency	Request for info: 2015 Employee records	Closed 4/20/16	0	8
				<b>Average Days</b>	1.31	6.77

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



## Agenda Item # 14a.

DATE: April 26, 2016

**TITLE:** First Quarter 2016 Budget Amendment – 2<sup>nd</sup> Reading

**DEPARTMENT:** Finance

**ORIGINATOR:** Paula Barry, Finance Director

**PREVIOUS ACTIONS, DISCUSSION, AND/OR PRESENTATION:** The Council adopted the 2016 Budget at the December 8, 2015 City Council meeting. First reading of this 1<sup>st</sup> quarter amendment was provided to Council on April 12, 2016.

**BUDGET INFO:** This budget amendment consists of three types of adjustments - miscellaneous adjustments, housekeeping adjustments, and carryforward items. Miscellaneous adjustments account for unanticipated expenditure items and revenue adjustments, recognizing revenues and expenditures due to grants, insurance recoveries, settlements, and donations. Housekeeping adjustments account for corrections and adjustments due to necessary accounting rules and the adjustment of each fund's beginning fund balance to equal the actual 2015 ending fund balance. Carryforward items happen in the 1<sup>st</sup> quarter of the year and account for projects which were budgeted in one year but not yet completed, items ordered in one year but not received till the next, certain appropriation balances remaining in the Capital Projects and Utility Funds, and any restricted revenue proceeds.

The following items are being recommended for adjustment:

### **Revenue Adjustments:**

- *All Funds:* Adjust beginning fund balances to reflect the 2015 actual ending fund balances.
- *General Fund:* Recognize fire mobilization reimbursements and off leash donations.
- *Revenue Stabilization and Contingency Reserves:* Allocate 50% of the adjustment to General Fund's beginning fund balance (in excess of original budget) to the Revenue Stabilization Fund (\$95,000) and Contingency Reserve Fund (\$50,000).
- *Operating Reserve Fund:* Reverse budgeted transfer in from General Fund and anticipated interest earnings to use those funds for settlement expenditures.
- *Street Fund:*
  - Recognize grant proceeds from the Transportation Improvement Board (TIB) for the Wilmington Drive Overlay project.
  - Increase the operating transfer in from Street Depreciation Fund to cover the matching cost required on the Wilmington Drive Overlay project.

## Agenda Item # 14a.

- *Public Safety Mitigation Fund:* Recognize \$500 donation received.
- *Capital Projects Fund:*
  - Recognize grant proceeds from Department of Commerce and match provided by the historical society for the museum roof and siding project.

### **Expenditure Adjustments:**

- *General Fund:*
  - Increase appropriation for supplies (\$5,100).
  - Add appropriation to better equip a brush truck to use for wildfires (\$2,000) and for mobile data terminals in fire vehicles (\$12,761).
  - Increase appropriation for professional services for the remainder of the Studio Cascade contract (\$11,000).
  - Add appropriation for off leash area (\$26,900).
  - Reduce appropriation for transfer out to Operating Reserve Fund (\$337,000).
  - Add appropriation for miscellaneous settlements (367,000).
  - Add appropriation for upgraded or new phone system (\$50,000).
  - Add appropriation to transfer out 50% of the adjustment to General Fund's beginning fund balance (in excess of original budget) to the Revenue Stabilization Fund (\$95,000) and the Contingency Reserve (\$50,000).
- *Street Depreciation Fund:* Increase appropriation of transfer out to Street Fund for TIB grant match on the Wilmington Drive Overlay project (\$8,413).
- *Public Safety Mitigation Fund:* Add appropriation for AED equipment to be purchased with donated funds (\$1,000).
- *Capital Projects Fund:*
  - Add appropriation for museum roofing and siding (\$62,000).
- *Water Fund:* Add appropriations for salaries and benefits related to a new maintenance worker II position with a mid-year hire date (\$60,000).
- *Storm Water Fund:* Add appropriations for salaries and benefits related to a new maintenance worker II position with a mid-year hire date (\$60,000) and vehicle for new employee (\$30,000).
- *Equipment Repair & Replacement Fund:* Increase appropriation for the capital equipment line item for the purchase of equipment for a patrol car (\$17,000) and adjust the cost to purchase two trucks with safety equipment for public works (\$7,000).

### **Carryforward Adjustments:** Bring forward appropriations for the following:

- *Street Fund:*
  - Wilmington Drive Overlay project funded primarily through a TIB grant (\$49,500).

...

## ***Agenda Item # 14a.***

**BACKGROUND:** It is a prudent financial practice to periodically adjust an adopted budget to reflect major revenue or expenditure items that occur during the year and were unanticipated during the budget process. Quarterly budget amendments are needed to address these issues and ensure that we adjust revenues or appropriations as necessary to keep us within authorized budget limits. The State Auditor expects such adjustments to occur.

**ALTERNATIVES:** Only prepare an annual budget amendment towards the end of the year. This is not a viable option as it makes the budget amendment cumbersome and does not allow for as timely and accurate tracking of what is actually occurring within City finances.

**RECOMMENDATION:** Move to adopt the 1<sup>st</sup> quarter budget amendment as proposed.

**ASSIGNED TO:** Paula Barry, Finance Director

**CITY OF DuPONT  
WASHINGTON**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF DuPONT, WASHINGTON, RELATING TO BUDGETS AND FINANCE, REVISING THE 2016 ANNUAL BUDGET AMENDING SECTION 2 OF ORDINANCE NO. 15-996.**

**WHEREAS**, the DuPont City Council adopted the 2016 budget pursuant to Ordinance No. 15-996; and

**WHEREAS**, the City is prohibited from over expending its appropriated budget as set forth in Ordinance No. 15-996; and

**WHEREAS**, certain revisions to the 2016 budget are now necessary;

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DuPONT:

Section 1. The 2016 budget, as adopted in Ordinance No. 15-996, is hereby amended as set forth in Exhibit "A".

Section 2. The explanations of the amendments are listed in Exhibit "B".

Section 3. This Ordinance shall be in force and take effect following passage, approval, and publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26<sup>th</sup> DAY OF APRIL, 2016.

CITY OF DUPONT

\_\_\_\_\_  
Mike Courts, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Erin Larsen, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gordon P. Karg, City Attorney  
Ordinance No.:

Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:

CITY OF DuPONT  
2016 Budget Appropriation Adjustment  
Exhibit "A"

FUND	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			ENDING
	Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment	Revised Budget	BALANCE
<b>General Government Operating Funds</b>							
<b>General Fund</b>							
001 General	\$ 8,935,213	\$ 305,684	\$ 9,240,897	\$ 8,118,564	\$ 282,761	\$ 8,401,325	\$ 839,572
002 Revenue Stabilization	203,200	95,005	298,205	-	-	-	298,205
003 Contingency Reserve	102,100	50,003	152,103	-	-	-	152,103
004 Operating Reserve Fund	337,210	(337,210)	-	-	-	-	-
<b>Subtotal General Fund &amp; Reserves</b>	<b>9,577,723</b>	<b>113,482</b>	<b>9,691,205</b>	<b>8,118,564</b>	<b>282,761</b>	<b>8,401,325</b>	<b>1,289,880</b>
<b>Special Revenue Funds</b>							
101 Street Operating	920,511	71,861	992,372	900,794	49,500	950,294	42,078
102 Street Depreciation	558,289	9,628	567,917	69,072	8,413	77,485	490,432
103 Hotel/Motel Tax	312,277	31,525	343,802	190,550	-	190,550	153,252
<b>Subtotal Special Revenue Funds</b>	<b>1,791,077</b>	<b>113,014</b>	<b>1,904,091</b>	<b>1,160,416</b>	<b>57,913</b>	<b>1,218,329</b>	<b>685,762</b>
<b>Internal Service Funds</b>							
501 Equipment Repair & Replacement	1,641,565	923	1,642,488	112,804	24,000	136,804	1,505,684
<b>Subtotal Internal Service Fund</b>	<b>1,641,565</b>	<b>923</b>	<b>1,642,488</b>	<b>112,804</b>	<b>24,000</b>	<b>136,804</b>	<b>1,505,684</b>
<b>Total General Government Operating Funds</b>	<b>13,010,365</b>	<b>227,419</b>	<b>13,237,784</b>	<b>9,391,784</b>	<b>364,674</b>	<b>9,756,458</b>	<b>3,481,326</b>
<b>General Government Non-Operating Funds</b>							
<b>Special Revenue Funds</b>							
104 Public Safety Mitigation	428,698	(2,585)	426,113	138,142	1,000	139,142	286,971
107 Glacier NW Settlement	618,317	56	618,373	-	-	-	618,373
150 Donations Fund	3,095	-	3,095	-	-	-	3,095
160 Drug Enforcement Fund	9,328	-	9,328	-	-	-	9,328
<b>Subtotal Special Revenue Funds</b>	<b>1,059,438</b>	<b>(2,529)</b>	<b>1,056,909</b>	<b>138,142</b>	<b>1,000</b>	<b>139,142</b>	<b>917,767</b>
<b>Debt Service Funds</b>							
202 General Obligation Bonds	914,568	-	914,568	914,016	-	914,016	552
<b>Subtotal Debt Service Funds</b>	<b>914,568</b>	<b>-</b>	<b>914,568</b>	<b>914,016</b>	<b>-</b>	<b>914,016</b>	<b>552</b>
<b>Capital Improvement Funds</b>							
301 Capital Projects	438,646	98,671	537,317	356,835	62,000	418,835	118,482
<b>Subtotal Capital Improvement Fund</b>	<b>438,646</b>	<b>98,671</b>	<b>537,317</b>	<b>356,835</b>	<b>62,000</b>	<b>418,835</b>	<b>118,482</b>
<b>Fiduciary Funds</b>							
631 Transportation Benefit District	95,940	27,520	123,460	83,815	-	83,815	39,645
<b>Subtotal Fiduciary Fund</b>	<b>95,940</b>	<b>27,520</b>	<b>123,460</b>	<b>83,815</b>	<b>-</b>	<b>83,815</b>	<b>39,645</b>
<b>Total General Govt Non-Operating Funds</b>	<b>2,508,592</b>	<b>123,662</b>	<b>2,632,254</b>	<b>1,492,808</b>	<b>63,000</b>	<b>1,555,808</b>	<b>1,076,446</b>
<b>Enterprise Funds</b>							
401 Water Utility	5,656,742	276,346	5,933,088	2,636,120	60,000	2,696,120	3,236,968
403 Stormwater Utility	3,699,659	81,221	3,780,880	1,264,291	90,000	1,354,291	2,426,589
<b>Subtotal Enterprise Funds</b>	<b>9,356,401</b>	<b>357,567</b>	<b>9,713,968</b>	<b>3,900,411</b>	<b>150,000</b>	<b>4,050,411</b>	<b>5,663,557</b>
<b>Total Enterprise Funds</b>	<b>9,356,401</b>	<b>357,567</b>	<b>9,713,968</b>	<b>3,900,411</b>	<b>150,000</b>	<b>4,050,411</b>	<b>5,663,557</b>
<b>Total Budget</b>	<b>\$ 24,875,358</b>	<b>\$ 708,648</b>	<b>\$ 25,584,006</b>	<b>\$ 14,785,003</b>	<b>\$ 577,674</b>	<b>\$ 15,362,677</b>	<b>\$ 10,221,329</b>

Ordinances adopting the 2016 First Quarter Budget Amendments - Second Reading (P. Barry).

**CITY OF DuPONT**  
**2016 Budget Appropriation Adjustment**  
**Exhibit "B"**

Ordinance adopting the 2016 First Quarter Budget Amendments - Second Reading (P. Barry).

REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES		
Description	Account Number	Amount	Description	Account Number	Amount
<b>General Fund (001)</b>			<b>General Fund (001)</b>		
Beginning fund balance	001-000-308-80-00-00	\$ 286,396	Mayoral supplies	001-001-511-60-31-00	\$ 1,000
Fire mobilization reimbursement (personnel-2015)	001-000-342-21-00-00	2,453	Foyer cabinet	001-001-511-60-35-00	4,100
Fire mobilization reimbursement (equipment-2015)	001-000-362-90-00-00	11,835	Equipment for fire vehicle (from mobilation revenue)	001-008-522-20-35-00	2,000
Off leash donation (to be raised by park agency)	001-000-367-11-01-02	5,000	Equipment for fire vehicle (mobile data terminals)	001-008-522-20-35-00	12,761
			Professional services-remainder of Studio Cascade contract	001-011-558-60-41-00	11,000
			Off leash area	001-012-594-76-63-02	26,900
			Miscellaneous (settlements)	001-099-518-61-49-05	367,000
			Phones	001-005-518-81-64-00	50,000
			Transfer out-Operating Reserve	001-099-597-05-00-00	(337,000)
			Transfer out-Revenue Stabilization Fund	001-099-597-02-00-00	95,000
			Transfer out-Contingency Reserve	001-099-597-03-00-00	50,000
<b>Total General Fund Adjustment</b>		<b>\$ 305,684</b>	<b>Total General Fund Adjustment</b>		<b>\$ 282,761</b>
<b>Revenue Stabilization Fund (002)</b>			<b>Revenue Stabilization Fund (002)</b>		
Beginning fund balance	002-000-308-10-00-00	\$ 5			
Transfer in	002-000-397-10-00-00	95,000			
<b>Total Revenue Stabilization Fund Adjustment</b>		<b>\$ 95,005</b>	<b>Total Revenue Stabilization Fund Adjustment</b>		<b>\$ -</b>
<b>Contingency Reserve (003)</b>			<b>Contingency Reserve (003)</b>		
Beginning fund balance	003-000-308-10-00-00	\$ 3			
Transfer in	003-000-397-10-00-00	50,000			
<b>Total Contingency Reserve Fund Adjustment</b>		<b>\$ 50,003</b>	<b>Total Contingency Reserve Fund Adjustment</b>		<b>\$ -</b>
<b>Operating Reserve (004)</b>			<b>Operating Reserve (004)</b>		
Investment Interest	004-000-361-11-00-00	\$ (210)			
Transfer in	004-000-397-10-00-00	(337,000)			
<b>Total Operating Reserve Fund Adjustment</b>		<b>\$ (337,210)</b>	<b>Total Operating Reserve Fund Adjustment</b>		<b>\$ -</b>
<b>Street Fund (101)</b>			<b>Street Fund (101)</b>		
Beginning Fund Balance (reserved)	101-000-308-10-00-00	\$ (13,971)			
Beginning Fund Balance (unreserved)	101-000-308-80-00-00	36,332			
DOT grant (Wilmington Drive Overlay)	101-000-334-03-60-00	41,087	Street construction (Wilmington Drive Overlay)	101-020-595-31-63-00	\$ 49,500
Transfer in from Street depreciation (grant match)	101-000-397-10-42-00	8,413			
<b>Total Street Fund Adjustment</b>		<b>\$ 71,861</b>	<b>Total Street Fund Adjustment</b>		<b>\$ 49,500</b>
<b>Street Depreciation Fund (102)</b>			<b>Street Depreciation Fund (102)</b>		
Beginning Fund Balance	102-000-308-80-00-00	\$ 9,628	Tranfer out to Street Fund for grant match	102-000-597-10-00-00	\$ 8,413
<b>Total Street Depreciation Fund Adjustment</b>		<b>\$ 9,628</b>	<b>Total Street Depreciation Fund Adjustment</b>		<b>\$ 8,413</b>
<b>Hotel/Motel Tax Fund (103)</b>			<b>Hotel/Motel Tax Fund (103)</b>		
Beginning Fund Balance	103-000-308-10-00-00	\$ 31,525			
<b>Total Hotel/Motel Tax Fund Adjustment</b>		<b>\$ 31,525</b>	<b>Total Hotel/Motel Tax Fund Adjustment</b>		<b>\$ -</b>

**CITY OF DuPONT**  
**2016 Budget Appropriation Adjustment**  
**Exhibit "B"**

Ordinance adopting the 2016 First Quarter Budget Amendments - Second Reading (P. Barry).

REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES		
Description	Account Number	Amount	Description	Account Number	Amount
<b>Public Safety Mitigation Fund (104)</b>			<b>Public Safety Mitigation Fund (104)</b>		
Beginning Fund Balance	104-000-308-10-00-00	\$ (3,085)	Equipment (AED purchased with donated funds)	104-000-522-20-64-00	\$ 1,000
Donations	104-000-367-11-00-00	500	<b>Total Fire Mitigation Fund Adjustment</b>		<b>\$ 1,000</b>
<b>Total Fire Mitigation Tax Fund Adjustment</b>		<b>\$ (2,585)</b>			
<b>Glacier NW Settlement Fund (107)</b>			<b>Glacier NW Settlement Fund (107)</b>		
Beginning Fund Balance	107-000-308-80-00-00	\$ 56			\$ -
<b>Total Glacier NW Settlement Fund Adjustment</b>		<b>\$ 56</b>	<b>Total Glacier NW Settlement Fund Adjustment</b>		<b>\$ -</b>
<b>Capital Projects Fund (301)</b>			<b>Capital Projects Fund (301)</b>		
Beginning Fund Balance	301-000-308-10-00-00	\$ 45,431	Museum roof and siding	301-000-594-19-63-00	\$ 62,000
Dept of Commerce Grant	301-000-334-04-20-00	43,240			
Match provided by historical society for museum work	301-000-369-00-00-00	10,000	<b>Total Capital Projects Fund Adjustment</b>		<b>\$ 62,000</b>
<b>Total Capital Projects Fund Adjustment</b>		<b>\$ 98,671</b>			
<b>Water Fund (401)</b>			<b>Water Fund (401)</b>		
Beginning Fund Balance (reserved)	401-000-308-10-00-00	\$ (3,315,892)	New Position-Maintenance Worker II Salary & Benefits	401-025-534-50-11-00	\$ 60,000
Beginning Fund Balance (unreserved)	401-000-308-80-00-00	3,592,238			
<b>Total Water Fund Adjustment</b>		<b>\$ 276,346</b>	<b>Total Water Fund Adjustment</b>		<b>\$ 60,000</b>
<b>Storm Water Fund (403)</b>			<b>Storm Water Fund (403)</b>		
Beginning Fund Balance (reserved)	403-000-308-10-00-00	\$ (2,190,259)	New Position-Maintenance Worker II Salary & Benefits	403-035-531-50-11-00	\$ 60,000
Beginning Fund Balance (unreserved)	403-000-308-80-00-00	2,271,480	Vehicle for new Maintenance Worker II	403-035-531-50-64-00	30,000
<b>Total Storm Water Fund Adjustment</b>		<b>\$ 81,221</b>	<b>Total Storm Water Fund Adjustment</b>		<b>\$ 90,000</b>
<b>Equipment Replacement Fund (501)</b>			<b>Equipment Replacement Fund (501)</b>		
Beginning Fund Balance	501-000-308-80-00-00	\$ 923	Police equipment for patrol car	501-000-548-78-64-00	\$ 17,000
			PW trucks adjustment per quote and equipment	501-000-594-48-64-00	7,000
<b>Total Equipment Replacement Fund Adjustment</b>		<b>\$ 923</b>	<b>Total Equipment Replacement Fund Adjustment</b>		<b>\$ 24,000</b>
<b>Transportation Benefit District (631)</b>			<b>Transportation Benefit District (631)</b>		
Beginning Fund Balance	631-000-308-10-00-00	\$ 27,520			\$ -
<b>Total Transportation Benefit District Fund Adjustment</b>		<b>\$ 27,520</b>	<b>Total Transportation Benefit District Fund Adjustment</b>		<b>\$ -</b>
<b>GRAND TOTAL - REVENUE ADJUSTMENTS</b>		<b>\$ 708,648</b>	<b>GRAND TOTAL - EXPENDITURE ADJUSTMENTS</b>		<b>\$ 577,674</b>