

Regular Council Meeting

AGENDA

Page

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of the Agenda**
- 5. Presentations**

3-12 a. Heirloom Orchard Project (Committee Members Trotter and McIlhenny).

- 6. Proclamations**

13 a. Proclamation declaring the week of May 15-21, 2016 as National Police Week, as well as observance of May 15, 2016 as Peace Officers' Memorial Day in the City of DuPont (Mayor).

- 7. Public Comments**

- 8. Approval of the Consent Agenda Items**

14-15 a. Council Study Session minutes - March 15, 2016;

16-19 b. Council Study Session Minutes - April 19, 2016;

20-25 c. Regular Council Meeting Minutes - April 26, 2016;

26-28 d. Council Study Session Minutes - April 26, 2016;

29-38 e. Claims Vouchers List - May 10, 2016 (P. Barry);

39-46 f. Motion authorizing the Mayor to enter into a Purchase Agreement with Corwin Ford, in the amount of \$87,141, to acquire three vehicles for the Public Works Department (G. Lim).

- 9. Discussion Items**

- 10. Mayor's Report**

- 11. City Administrator's Report**

- 12. Council Reports**

- 13. Unfinished Business**

47-69 a. Resolution adopting changes to the DuPont Memorial Policies for Naming, Designating, or Renaming of Parks, Open Spaces, Memorial Roadways, and Facilities (G. Lim)

70-73 b. Resolution dedicating Center Drive to DuPont Resident and Medal of Honor Recipient Wilburn K. Ross (G. Lim).

74-76 c. Resolution accepting Financial Responsibility for the Purchase, Installation and Maintenance of Markers on MSG Wilburn K Ross Memorial Boulevard (G. Lim/T. Danek).

- 14. New Business**

- 15. Public Comments**

- 16. Council Comments**

- 17. Executive Session**

- 18. Adjournment**

18. Adjournment

Regular Council Meeting - May 24, 2016 @ 7PM

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MEETING DATE: May 10, 2016 **Agenda Item # 5a.**

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

TITLE:

Update on DuPont Heirloom Orchard project.

Department: Tourism	Discussion Date: 05/10/16
Originator: Staff	First Reading Date:
Assigned to: Diane Rice & Amy Walker	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$30,000.00	Lodging Tax
Additional Required		

DETAILED SUMMARY STATEMENT:

The Council approved \$30,000 in lodging tax money to be used to revitalize, improve and promote the historic heirloom orchard. The Orchard Committee, a sub-committee of the Tourism Board, has developed a plan for the site. The plan includes a mission and vision statement, time line and strategic plan.

RECOMMENDATION:

Provide staff with direction to proceed with recommended course of action.

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Agenda Item # 5a.



February 29, 2016

City of DuPont Parks Agency

1700 Civic Dr. DuPont, WA 98327

City of DuPont

Mayor Michael Courts

1700 Civic Dr. DuPont, WA 98327

Mayor Courts,

We, the DuPont Parks Agency, fully support, and recommend, the plans to develop Tolmie Park presented by the DuPont Heirloom Orchard Committee. We recognize that the plan presented was in draft form. We support the future decisions of the Orchard committee and, in the event of a change to the Orchard plans, we waive the need for an updated presentation and decision process.

Sincerely,

Linda Cumberbatch

DuPont Parks Agency Chair

DuPont Heirloom Orchard Committee

Revised Mission Statement

Mission:

Preserve and maintain the historic heirloom orchard, located along the Western edge of Edmonds Marsh, in the City of DuPont, Washington and adjacent to the 1843 site of Fort Nisqually.

Improve accessibility in this historic site to allow the public to view and appreciate these original, heirloom fruit trees.

Vision:

Develop a new, producing orchard from cuttings taken from the heirloom orchard in a site adjacent to the 1843 Ft. Nisqually site. Coordinate this orchard with the 1843 site, the new Sequatchew cemetery and the replicas of 1906 "old town" buildings.

Establish a public gathering area, including interpretive signage and picnic area, adjacent to the new orchard. This will serve as a gathering point for visitors to experience this historic site.

DuPont Historic Heirloom Orchard Committee

Goals and Actions List

Draft 2

Goal 1: Preserve the historic heirloom orchard area and protect the existing heirloom trees.

Action a- Create an orchard management plan for existing heirloom trees and tree area.

Action b- Continue correct pruning and general tree maintenance of the existing heirloom area.

Action c- Identify varieties of trees.

Action d- Create a database of the existing trees to include tree species.

- i. Create a map with locations of each tree.**
- ii. Update the database each year.**
- iii. Utilize the fruit tree assessment field form based on the National Park Service standards.**

Action e- Put labels on or near the heirloom trees. (Eagle Scout project)

Action f- Request variance from the City of DuPont sensitive area ordinance for active management within the buffer.

Action g- Monitor (assist) the City in developing and adopting a new sensitive area ordinance.

Action h- Security plan for enhanced tree protection.

Goal 2: Create a new heirloom orchard and historic replica site.

Action a- Cut and graft the heirloom trees for new growth area.

Action b- Build a fence around the planned new orchard area.

Action c- Plan and create an irrigation system for the new trees.

Action d- Soil analysis and prep.

Action e- Coordinate efforts with DHAP and the Nisqually Tribe.

Action f- Create an orchard management plan.

Action g- Obtain proper city permits.

Goal 3: Develop and execute the plan to establish the full heritage site.

Action a- Prepare a landscape design site plan.

Action b- Propose a parking and access plan.

Action c- Address Signage/kiosks/gazebo and picnic areas

Action d- Acquire necessary permits.

Action e- Brief Tolmie neighborhood and solicit feedback.

Action f- Collaborate with City and other agencies in the plan.

Action g- Develop a site maintenance plan.

Goal 4: Promote the heritage site and improve public access.

Action a- Establish partnerships and relationships with other orchards and orchard enthusiast groups.

Action b- Develop programs for involvement in the orchard.

Action c- Develop educational programs.

Action d- Explore opportunities for events that will promote the orchard.

Action e- Develop marketing materials and plan.

Action f- Continue City Tourism Board and Lodging Tax Committee involvement.

Action g- Add Orchard to national historic register.

Goal 5: Create a sustainability plan for the committee.

Action a- Adhere to the mission (avoid scope creep).

Action b- Determine legal status of entity.

Action c- Identify committee membership structure.

Action d- Develop volunteer recruitment plan.

Action e- Create draft by-laws. (AKA operations manual)

Action f- Determine ownership of equipment and materials.

Goal 6: Plan for financial sustainability of the Heirloom Orchards.

Action a- Identify potential funding sources.

Action b- Identify recurring costs.

Action c- Prepare annual operating budget.

DRAFT

Agenda Item # 5a.

Orchard Committee Community Outreach Program

Overview: A comprehensive consultation process allows community members with ideas and concerns to be heard, and even if community members don't ultimately agree with the decisions that are made, they have the benefit of understanding the process of getting there, and the tradeoffs that were weighed.

The short term goals of the community outreach plan are to:

Inform and educate the public about the project and its construction.
Bring to life the mission/vision/values of the Heirloom Orchard Project.
Engender a sense of community ownership, pride and stewardship of the project.
Create excitement around opportunities for the community to use and participate in the project and ensure its success.

Long range goals:

Create strong relationships between our committee, our community and local organizations.
Engage the community to become active participants in orchard activities.
Seek champions and an ever-expanding circle of volunteers/supporters for the Heirloom Orchard
Build and maintain momentum for the project.

Goal 1: Communicate Heirloom Orchard project vision and development and gather feedback.

- a) Identify committee members to perform outreach actions: John McIlhenny, Francisca Beaver, Claire Keller-Scholz
- b) Identify the areas/residents for outreach- Palisade Ave, Tolmie, McDonald, Edmonds Village
- c) Identify partners to assist with outreach (NWL, DuPont Values publication, DuPont Community Bulletin Board FB page,
- d) Create and distribute flyer in local area surrounding orchard site: hand delivered, posted in community areas, inserted in DuPont Values flyer that are delivered to the adjacent community.
- e) Speak to residents personally with homes adjacent to orchard location to help identify key issues. (Tolmie)
- f) Conduct community meeting to address potential concerns: vehicle and pedestrian traffic, parking, noise etc.

Goal 2: Communicate Orchard project updates ongoing

- a) DuPont Community Bulletin Board FB page
- b) Flyer or Newsletter
- c) Conduct additional community meetings
- d) Orchard website?
- e) Flyer or booth at local events
- f) Picnic on site at time of planting?

Goal 3: Ensure the community concerns and feedback is taken into account in decision-making.

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Agenda Item # 5a.

- a) Communicate results of outreach at monthly Orchard Committee meetings.
- b) Provide an avenue for residents to provide ongoing feedback (provide contact person email, Orchard website?)

DRAFT

Heirloom Orchard Committee Outreach Program

:

		2016								2017								2018															
Communiatie Orchard Project		M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Identify members for outreach	█																															
	Identify areas/residents	█																															
	Identify partners	█				█				█				█				█				█				█				█			
	Create and distribute flyer		█																														
	One on Ones with residents		█																														
	Conduct meeting			█																													
	Communicate Orchard updates																																
	DuPont Comm Bull FB page		█		█		█																										
	local websites			█		█			█			█																					
	Orchard Website																																
	Flyers or booth at local events			█	█																												
	Picnic at orchard planting					█												█															
	Use Feedback and Concerns																																
	Provide update to Orchard C.		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
	Gather ongoing feedback					█								█				█						█				█					
	Long Range Goals																																
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Heirloom Orchard Project (Committee Members Trotter and McIlhenny).

Agenda Item # 5a.



**City of DuPont
PROCLAMATION**

National Police Week and Peace Officers' Memorial Day

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as Police Week; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 28th Annual Candlelight Vigil, on the evening of May 13, 2016; and

WHEREAS, the members of the DuPont Police Department play an essential role in safeguarding the rights and freedoms of DuPont; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that the members of the DuPont Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the DuPont Police Department unceasingly provide a vital public service.

NOW, THEREFORE, I, Michael Courts, Mayor of the City of DuPont, call upon all citizens of DuPont and upon all patriotic, civic and educational organizations to observe the week of May 15-21, 2016, as Police Week, to join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their community and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of DuPont to observe Sunday, May 15, 2016 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Signed this 10th day of May, 2016.

MICHAEL COURTS, MAYOR



City of DuPont
1700 Civic Drive
DuPont, Washington 98237

City Council Study Session Minutes
Tuesday, March 15, 2016
6:00 PM

CALL TO ORDER: Mayor Courts called the meeting to order at 6:00 PM.

Roll Call: Those present were: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, and Matt Helder. A motion is made and seconded to excuse Councilmember Gorski (Gasak/Helder); 6/0 motion carried.

Those present were: Public Works Director Lim, Police Lt. Holt, Parks and Recreation Coordinator Walker, and City Clerk Larsen.

PRESENTATIONS

Memorial Day Event Briefing

Parks and Recreation Coordinator Walker provided updates on two events (wear blue Run to Remember at PowderWorks Park and a Memorial Day ceremony at Ross Plaza Park), where it is anticipated to bring between 1,500-2,000 runners. She noted that there will be with vendors, music, activities and a reception. Lt. Holt then provided information on the running route (lane closures at Bob's Hollow Lane, Center Drive to Garry Oaks) manned by volunteers and its safety plan.

Discussion ensued on parking at various locations and road closures; exhibit of Vietnam Wall memorial; advertising within and beyond Pierce County; the "wear blue run" would be open to anyone interested but their group does not plan for a registration process; concerns with how best to track participant data to see the return on investment with using City's resources (City staff will coordinate with "wear blue" organization); and the expense and possibly of looking for sponsorship for its future events.

Mayor Courts spoke of a future discussion on recognizing Medal of Honor recipient, Wilburn Ross, on honorary naming of Center Drive.

DuPont's Vision, Mission, Goals and Objectives, and Core Values

Mayor Courts presented a PowerPoint presentation on a draft DuPont's vision, mission, goals, objectives and core values. He asked for City Council comments and general consensus as he intends to present said Vision to City staff.

Agenda Item # 8a.

Support has been expressed with regards to goals on economic development; how to improve facilities and capabilities with voters' support; historic home preservation through grants and an answer to increase property values; concern on the expansion of DuPont-Steilacoom Road that would impact Bell Hill residents especially with the wetlands in that area; environmental preservation to include the bluff, Edmonds Marsh, and Sequelitchew Creek; to name a few. Other discussions include language changes and other relevant revisions.

Mayor Courts stated that there will be an annual review of progress and ask that this information be used to drive the Council with the appropriate legislation on determined priorities; and as a guide for the Council retreat to strive to accomplish the goals.

DISCUSSION ITEMS:

Council Districts

Councilmember Helder asked for the City Council input on his request to consider the establishing of Council districts as a way to meet the diversifying needs throughout the City. He then talked about similar-size cities like Chehalis which established four districts with three at-large system; and Bonney Lake which had a district system but decided to move away from it. He then presented two maps: (a) State redistricting done in 2010 dividing DuPont in 4 precincts, which is in compliance with RCWs and district award process; and (b) street sweeping map showing four zones at Hoffman Hill, Palisade, and combined Edmonds Village/Historic Village and Bell Hill.

Discussion ensued on how elections (primary election vs. general election) by precincts would look like and, when a district has no viable candidate, would allow for Council appointment; meeting the unique needs or issues specific to certain area or Village while maintaining certain at-large Council positions; previous discussions eight years of the same where at large is best to represent the entire city; the disadvantages (how lines would be drawn by populations and to meet County election requirements) and advantages, as well as the legalities need to be laid out by the City Council for consideration at another workshop; need for public comment; and impacts to City staff.

QUESTIONS/COMMENTS:

Mayor Courts announced that the JBLM HIMARS rocket testing has been postponed.

ADJOURNMENT:

Mayor Courts adjourned the meeting at 8:05 PM.

City of DuPont

Attest:

Mike Courts, Mayor

Erin Larsen, City Clerk



City of DuPont
1700 Civic Drive
DuPont, Washington 98237

City Council Study Session Minutes
April 19, 2016
6:00 PM

CALL TO ORDER: Mayor Courts called the meeting to order at 6:01 PM.

Roll Call: Those present were: Mayor Mike Courts; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, Michael Gorski (*arrived at 6:14 p.m.*) and Matt Helder.

A motion was made and seconded to excuse Councilmember Westman (Estep/Gasak); 6/0 motion carried.

Those present were: City Administrator Danek, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, Parks and Recreation Coordinator Amy Walker, and City Clerk Larsen.

DISCUSSION ITEMS:

Mayor Courts requested that Item 3(c) of the Agenda be moved to be first item on the agenda. A motion was made and seconded and carried unanimously.

Washington State Department of Transportation (WSDOT) Update on the I-5 Corridor Improvements

Bill Elliott, WSDOT Olympic Region Plans Engineer, introduced Jon Pascal, Principal of Transpo Group, to provide traffic modeling; Gary Demich, V.P. of H.W. Lochner; Jean Carr, Principal of Shea Carr Jewell; and Cara Mitchell, WSDOT Consultant.

Bill Elliott highlighted the Joint Base Lewis-McChord (JBLM) vicinity improvements as a follow up from a January meeting.

Jon Pascal then provided an analysis and alternatives to the project, modeling tools, population and employment growth, local roadway traffic growth (Center Drive to DuPont/Steilacoom Road and Wilmington Avenue), 2013 versus 2020. He spoke about expected and improved travel times on I-5 heading from Exit 116 (Bridgeport Way) to Exit 125 (Mounts Road) and its impacts to DuPont travel time comparison during AM peak hours (7AM) and PM peak hours; and arterial intersection operation performance – delay and operational issues due to various factors (e.g. signal light cycles).

Councilmember Gorski asked for additional data collection in terms of current benchmarks between summer and winter seasons, and holidays versus non-holidays.

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Councilmember Estep asked about the project's impacts to local traffic (Center Drive and DuPont-Steilacoom Road) and expressed concern with arterial traffic due to construction, accidents and choices of where to get off to I-5; and what WSDOT's plans are relative to such impacts. City Administrator Danek replied that the City's traffic engineer will coordinate with WSDOT.

Councilmember Helder asked whether deployment schedules were considered and its significant impacts are, if any, in WSDOT's 2013 baselines.

Councilmember Coffey stated that the day of the week is also a factor in terms of traffic impacts, and that the City is already experiencing impacts of SR705 construction.

Presentation continued relative to the High-Occupancy Vehicle (HOV) Lane current recommendations (south of Thorne Lane) to add one lane each direction as a result of a 2010 HOV use count study at Mounts Road of 21%-42% of vehicles with at least two passengers during different peak periods vs. 2020 forecast (38%-47% total demand); and emphasized the benefits of adding an HOV lane.

Concerns were expressed on other choke points (i.e. bridge, railroad overpasses, Thorne Lane); truck traffic as a rolling choke point; HOV may not be the answer to relieving congestion; find out the number of bus routes to determine projected growth; possibility of flyover lanes SR-512 east, going north and at JBLM; and whether WSDOT would be in a position to evaluate once built and the ability to change from HOV lane usage to general purpose lane instead. Council was informed that the stakeholder group ((Lakewood, Pierce County, Steilacoom, JBLM, DuPont, Pierce/Sound/Intercity transits, Nisqually Tribe, etc.) were involved in said HOV recommendations, and that some of the stakeholders are also represented in the South Sound Military and Communities Partnerships. WSDOT agreed that having five lanes to include HOV lane is ideal but that due to certain limitations (i.e. right-of-way, railroad restrains, and secure military facility), they need to find the most efficient way to use those lanes to meet capacity demand.

Bill Elliott and Jon Pascal presented WSDOT's initial evaluation of JBLM's proposal to relocate the DuPont Gate access point to Exit 118 (Center Drive) from Exit 119 (DuPont-Steilacoom Boulevard); and highlighted trip distribution from JBLM including *Access Control Points* 2020 scenario of PM peak and travel times per direction which would increase I-5 congestion (43% increase of southbound traffic). Mayor Courts asked for another update once the modeling of this proposal is finalized.

Bill Elliott announced that a community update meeting will be held on May 23, 2016 at Pioneer Middle School regarding the status of the proposal.

Budget and Community Center

Community Center: Mayor Courts briefed the City Council regarding a proposed community center asking for their feedback.

Councilmember Coffey asked whether the Mayor is considering community meetings to receive feedback prior to conducting surveys. Mayor Courts stated that he would like to get

Agenda Item # 8b.

community feedback after a survey has been conducted first. Mayor Courts noted that he plans to hold Coffee with the Mayor and that he is currently connecting with community members at various other meetings.

Councilmember Gasak asked to look into assessing the current community center to meet the community's needs and the cost to feasibly update the building. City Administrator Danek stated that it will cost an estimated \$253,000 to update the current building without expansion.

Parks and Recreation Coordinator Walker discussed gym usage for various programs; the growing need for facilities to accommodate various programs; and need for meeting space for local groups.

Councilmember Gorski stated that a rough cost estimates and current ongoing costs need to be provided. He brought up concerns about what the community center could offer to people without children, and that a return on investment plan should be produced. Mayor Courts addressed Councilmember Gorski's concerns and emphasized that he is looking for support from the Council to begin the process and engage the community in order to answer the questions presented by the Council.

Councilmember Estep thanked the Mayor in looking into a possibility of a new community center. He relayed lessons learned from Civic Center project was built when planning for said community center project; and who will be impacted the most to fund said proposal; as well as assessing the City's current expenses and program delivery to all demographics.

Mayor Courts indicated that the \$80,000 is for a feasibility study, and not a survey.

Councilmember Corp stated that he appreciated the Mayor's efforts to engage the community; that the City Council need to determine where this would fall in the City Council's priorities; and his concerns with additional tax related impacts to citizens.

Further discussion ensued on the need to look into the City's plan with the existing community center and what citizens are willing to pay annually; competing demands; church renting and existing programs in the community center and limited capacity (up to 50 people); and reviewing previous Parks Master Plan survey results and how to ensure a well-rounded survey is done for the proposed community center.

Budget: City Administrator Danek spoke about the first quarter budget adjustments to include \$50,000 land line phone system solutions set-aside to either upgrade software and maintenance agreement or purchase another phone system from a different vendor. He indicated that a third-party vendor assessed the severity of the condition of the City's phone system which provided a report of its findings.

Finance Director Barry explained various fund balances adjustments including a \$23,000 still available in the General Fund; and that we are close to meeting the City's goal with the various City's fund reserves. Councilmember Coffey asked what the percentage of

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Agenda Item # 8b.

General Fund ending fund balance is. Finance Director Barry stated that it is at 10 percent and that our financial policy stands at 10 percent.

**Honorary Naming along Center Drive in Recognition of Medal of Honor Recipient
MSG Wilburn K. Ross**

Public Works (PW) Director Lim highlighted the various options of proposed signs and locations for memorializing Center Drive as MSG Wilburn K. Ross Boulevard, and respective costs. City Administrator Danek then spoke about amendments to the City's current Memorial Policies for Parks to include roadways, and criteria on the application process, by a Resolution. Mayor Courts acknowledged that these Policies would be a tool for future naming.

Discussion ensued on allowable sign measurement to meet sign code; and who will be responsible for costs. Some Councilmembers expressed their option preferences between Option 2 and Option 3.

City Administrator Danek indicated that City staff will bring forth two versions of a Resolution for Council's consideration to also take into account replacement provision (i.e. 10-year average life of a sign). Mayor Courts added that PW Director Lim has expertise on road name sign changes, costs and its implications.

QUESTIONS/COMMENTS:

None.

ADJOURNMENT:

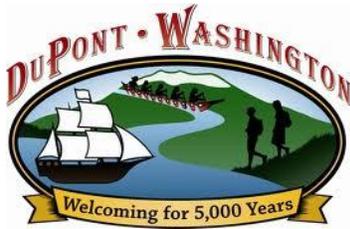
Mayor Courts adjourned the meeting at 8:55 PM.

City of DuPont

Mike Courts, Mayor

Attest:

Erin Larsen, City Clerk



**City of DuPont
1700 Civic Drive
DuPont, Washington 98237**

**City Council Executive Session Minutes
Tuesday, April 26, 2016
6:00 PM**

Call To Order: Mayor Courts called the meeting to order at 6:01 PM.

Roll Call: Those present were: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, Michael Gorski (arrived at 6:03 p.m.) and Matt Helder.

Executive Session:

Mayor Courts announced that the Council would recess into Executive Session for approximately 60 minutes to discuss potential litigation, per R.C.W. 42.30.110(1)(i). At 6:47 p.m., Mayor Courts reconvened and immediately adjourned the Executive Session.

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**Regular City Council Meeting Minutes
Tuesday, April 26, 2016
7:00 PM**

Call To Order: Mayor Grayum called the Regular City Council meeting to order at 7:02 PM.

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

Those present were: City Administrator Danek, City Attorney Karg, Finance Director Barry, Lt. Larry Holt, Public Works Director Lim, Parks and Recreation Coordinator Walker, Tourism Coordinator Diane Rice, City Clerk Larsen and Executive Assistant Ongoco.

Pledge of Allegiance: Mayor Courts led the flag salute.

Approval of the Agenda:

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

Presentations:

Recreation Program Review

Parks and Recreation Coordinator Walker presented to the City Council the Recreation Strategic Business Plan as a result of community input with Council and Park Agency recommendations and background from its 2007 inception. She then highlighted its Mission Statement, core values (with emphasis on service), and strategic priorities together with their 3-5 year outlook and plans to develop a semi-annual guide to citizens and the Council, and updates on the City's website and show measurable programming performance.

Councilmember Westman expressed his appreciation of the Parks staff and Parks Agency members. He asked to focus on the needs of the citizens of all ages, and look forward to the action tasks as a way to put goals into action.

Councilmember Estep thanked City staff for their work and emphasized the value of volunteers who makes the City run and provide them the resources to enable them to accomplish its goals well.

Councilmember Coffey thanked staff and volunteers for their hard work in providing the programs that the City didn't have before.

Councilmember Gorski asked to develop activities that are less "child-centric" nature of the recreational programs to broaden the appeal, and provide recreation for teens to engage them as the challenge for this year; and leverage volunteers. He added to seek out new ideas to bring others in as the City grows its program, before Council looks at funding that serves the entire community. Ms. Walker agreed and will continue to improve on those programs.

Mayor Courts acknowledged that the City's recreation program has come a long way, and Councilmember Gorski's challenge of accountability and strategic planning, higher level of visibility which would help with the budget process while competing for budget funding.

Fourth of July Event Action Plan Update

Parks and Recreation Coordinator Walker provided an update on the current schedule of events for the 4th of July celebration this year, and added that they are hoping to enlist Msg. Wilburn Ross to be the Grand Marshal.

Lt. Holt then presented the incident action plan for the parade, the Clock Tower Park event and fireworks show, as well as the parade route and road closures.

Mayor Courts inquired with City Attorney Karg to provide the Council on more information to address previous discussion of a fireworks ban during extremely dry weather that makes it unsafe to use fireworks and what authority the City has in order to impose on such ban when it present itself.

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Discussion ensued on the idea of changing the parade route to service other parts of the City; or consider extending the parade a few additional blocks for citizens to see the parade. Parks Coordinator Walker replied that they looked into possible parade route at Wilmington but it was not well received to the businesses in that area and responded to other community input to include Historic Village to begin by the community center. She stated that she would ask the committee to look into other possible routes for next year.

Safety Fair Action Plan

Parks and Recreation Coordinator Walker, in partnership with the Police, Fire and Public Works Departments and Chloe Clark Elementary, announced that the Safety Fair event was planned on May 14th to coincide on the same day as the annual yard sale at the Fire Station parking lot.

Appointments:

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.

A motion was made and seconded to approve the reappointments of Carol Estep, Mark Horace, Rebecca Howson, and Dorothy Wilhelm to the Tourism Board for additional two-year terms through April 30, 2018 (Corp/Westman); 7/0 motion carried unanimously.

Appointing Francisca Beaver and Ray Conn to the DuPont Business Association positions of the Tourism Board for two-year terms through April 30, 2018.

A motion was made and seconded to approve the appointments of Francisca Beaver and Ray Conn to the DuPont Business Association positions of the Tourism Board for two-year terms through April 30, 2018 (Westman/Helder); 7/0 motion carried unanimously.

Public Comments

Karen Hunts, 1412 Kincaid Street, Moms' Club of DuPont representative, spoke about the importance of Recreation strategic priority #2 of enhancing high recreational programs by establishing a community center for teens and children under age 5. She then invited everyone at their business meetings on April 28th and May 19th at the Better Business Bureau location.

David Bungert, 2702 McArthur Street, commented on Agenda Item 9(a) and asked when and where the approved policies are in order to properly follow procedures in approving any memorial naming.

Approval of Consent Agenda Items:

- Regular Council Meeting Minutes – April 12, 2016;
- Claims Vouchers List – April 26, 2016.

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

Discussion Items

Memorial Policy Amendment to include the Honorary Naming of Streets

City Administrator Danek summarized the study session discussion where there's a consensus to large "book-ending" signs on Center Drive for Msg. Wilburn Ross. He spoke about amending Resolution No. 11-412 relative to the Memorial Policies adopted by the City Council to also include honorary naming of streets by providing the Council with two versions (both with ten-year period) to address how it would be funded. He stated that City staff is working with Msg. Wilburn Ross family on this matter.

There was concurrence that funding should be paid by nominating group/applicant. Discussion ensued on how it is different from Adopt-A-Street program (or green space or roundabout) and would not be in conflict with the memorial policies; rules that ban naming streets after businesses; that City Council, by resolution, should hold in reserve historical naming (i.e. Leschi Park or Buffalo Soldiers) and the Medal of Honor recipient done at city's expense unless a group comes forward to sponsor; a distinction between memorializing and renaming; and that a complete change of a street name must meet a stringent process.

City Administrator Danek summarized that he will bring forth a Resolution to the City Council for their action, and another discussion on the Center Drive honorary naming for Msg. Ross. He also explained to the Council about the "application" process would work (with Committee members input) and that it meets the set criteria and ultimately recommended to the City Council for final consideration.

Mayor's Report:

Mayor Courts reported on the following:

- Threw the first pitch at the first Patriot's baseball and softball league (over 315 kids) and Parks Appreciation Day events;
- Attend the Mayor's Forum at the Association of Washington Cities conference at Wenatchee, on April 27-28;
- Review of current HR policy on recruitment is underway;
- Status of the hiring of a Planning Director;
- ST3 (Sound Transit 3) will be on the November 2016 ballot, a \$30 billion project that has tax implications;
- Brief explanation on how the May 24th Presidential Preference Poll works.

City Administrator's Report:

City Administrator Danek reported on the following:

- No lead in water supply. He added that information is available on the City's website. While there are some old pipes at El Rancho Madrona and Historic Village with lead components, lead traces met EPA standards;
- Attend the Telecommunications conference in Chelan with City Attorney Karg, with discussions on franchises;
- Recreation Review/Community Outreach: analysis of programs in June/July 2016 to include action tasks;

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- May 20, 2016 Annual Auction and challenged each Councilmember to be table captains;
- Future Agenda items for discussion:
 - May 10th: Center Drive honorary naming;
 - May 17th: Socrata; DuPont Emergency Management; Council Districts;
 - May 24th: Transportation Benefit District Meeting
- DuPont Firefighter Jason Lech was awarded WA State Firefighter of the Year by the American Legion.

Council Reports:

Councilmember Corp spoke about the Planning Commission meeting he attended where they discussed the development of a lot next to the DuPont Learning Center.

Councilmember Estep spoke about the Tree Board meeting he attended last week on discussions on the Center Drive median project and asked for feedback on what it would look like. He announced that Arbor Day celebration will be held on April 29th, 3pm, at the Neighborwoods tree replacement nursery, with various volunteers.

Department Reports:

City Administrator Danek stated that the March reports from Fire, Building and Community Development Departments will be included on the next Department Reports.

Councilmember Westman asked what the intent of reporting the percentage comparison of online utility payments on 2015 and 2016; and the need for data on other ways utility bills are paid. Finance Director Barry replied paying utility bills online is encouraged as it is more efficient administratively and what that trend is but will look into the other data being requested.

Unfinished Business:

Ordinance adopting the 2016 First Quarter Budget Amendments – Second Reading.

A motion was made and seconded to approve the Ordinance adopting the 2016 First Quarter Budget Amendments, as presented (Westman/Coffey); 7/0 motion carried unanimously.

New Business:

None.

Public Comment:

Kenan McIlhenny, 2432 Tolmie Avenue, commented about his first time observation of the Council process to get agenda items approved at a City Council meeting.

David Bungert, 2702 McArthur Street, expressed his concern with Agenda Item 9(a); and suggested that a policy be included for study abroad DuPont students who may be

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Agenda Item # 8c.

victims of terrorism abroad. He also announced that the last day for comments regarding the ST3 ballot is on April 29th.

Council Comment:

Councilmember Corp announced that the Memorial Day ceremony will be held on May 30th and looking for volunteers to help at that event.

Councilmember Estep stated that there are lead kits that citizens can purchase to test for lead in soil, and not just water, and is beneficial to have for kids that are more susceptible to such dangers.

Mayor Courts spoke about the Commercial Owners Association meeting he attended where there was discussion on soil mitigation for arsenic at DuPont/Steilacoom Road and Center Drive. He spoke about Intel's plans to lay off 350 employees at their DuPont location and its impacts.

Adjournment:

Mayor Courts adjourned the meeting at 8:30PM.

City of DuPont:

Mike Courts, Mayor

Attest:

Erin Larsen, City Clerk



City of DuPont
1700 Civic Drive
DuPont, Washington 98237

City Council Study Session Minutes
Tuesday, April 26, 2016
Following the City Council Regular Meeting

CALL TO ORDER: Deputy Mayor Westman called the meeting to order at 8:44 PM.

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

Those present were: City Administrator Danek, Parks and Recreation Coordinator Amy Walker, Tourism Coordinator Diane Rice, City Clerk Larsen, and Executive Assistant Ongoco.

DISCUSSION ITEMS:

Tourism Update

Deputy Mayor Westman asked City Administrator Danek to open up the discussion on the Tourism programs who then acknowledged the presence of Tourism Board Chair Mark Horace and Board member Carol Estep and its staff liaisons assisting in the Board's plans, not just to address the Stay and Play golf packages, but the other aspects of tourism related events.

Parks and Recreation Coordinator Walker stated that the Tourism Board's Heirloom Orchard subcommittee will update the City Council in May on their progress; the DuPont Historical Museum's visitorship is up 300% and tie in with the Stay and Play golf packages and implement in late May, provide the City Council a Tourism strategic plan by end of 2016, other kinds of special events and promotions, all due to hiring Tourism Coordinator Rice to assist with these programs. Chair Horace echoed what Ms. Walker stated and provided the City Council with significant progress on the various tourism projects that are underway such as the "Museum and Historic Village" freeway signage, trails and historic site signage, hanging baskets, and national events, to name a few.

This meeting was in response to Councilmember Gasak's request, as a result of a discussion with Deputy Mayor Westman and Councilmember Corp in planning the Council retreat and a field trip to a comparable-size city to lay out the vision of what DuPont could be for visitors and build a niche to draw people to DuPont other than golf that is unique to the City.

Councilmembers thanked the staff and Tourism Board members for their work.

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Discussion ensued on what the 39,000 visitors consist of (HomeCourse visitors outside a 50-mile radius from the city); the identity that DuPont needs to foster regionally that is self-evident as seen with other cities such as Anacortes known for its murals for example, and the use of same tagline or regional message; question if we are ready for the growth; how we can build on the Hudson Bay Days or how to get people to the Puget Sound, through the City and the regional trails; to change the reality that people “go by” DuPont instead of “go to” DuPont by identifying the “what” of why visitors would go to DuPont; and to lay out a five-year plan and priorities on how to get there.

Further discussion ensued on how DuPont is still a fairly new city and history is still being written and possibly establish a theme; difficulty to promote DuPont’s historic areas without shops; how we can keep visitors here and stay with core regional events or destination weekend events such as Concerts in the Park, Farmers market or a food and wine festival; and set up sign-in visitor booths and a big Sequelitchew Creek Trail sign or murals at lafrati Park to portray DuPont’s history while capitalizing on the golf course working closely with the hotels.

Tourism Board Chair Mark Horace indicated that he was provided with the 2007 Visitor Readiness Report which gave him the direction to market the golf, the trails and DuPont’s history to visitors which led to promoting golf tournaments and the golf course which is a draw to people to come here, together with the beautiful waterfront with limited access, interpretative signage, and historic structures (i.e. the museum and community center). He stated that it would nice to have storefronts at historic areas or build a sports fields or a regional recreation center to get people to come to town and continue to build on DuPont as a hub for golf with easy access to other golf courses. He added the concept of a boardwalk at the marsh similar to Federal Way. He added that the Board agreed with the need to get Washington State History Museum involved or bring in Pioneer farms for all ages. Ho noted the need for assets to market for regional events and asked for clear direction.

Tourism Board member Carol Estep acknowledged the desire to find ways how to keep museum visitors to stay in DuPont and was glad to have the Council’s support. She stated that DuPont was one of many stops on a motorcycle ride route which we were not aware of. She spoke about Port Townsend known for its different art and music festivals to get visitors coming.

Museum Coordinator Rice responded to each of the Councilmembers feedback with tangible projects the Board has been planning and stated that while she will help with promote them, a sponsor needs to be come forward to host and “own” the event. She also has a report of accomplishments that she can provide the Council.

Board Chair Horace also suggested possibly purchasing the plant manager’s house and *market* it as a historic destination for wedding or other regional events and utilizing the lafrati Park close by.

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Councilmember Gorski acknowledged the Visitor Readiness Report was poorly done. He emphasized the need for a strategic vision (ex. rezoning for residential turn into antique shops) and asked the Board and City staff for a tangible way to rebrand DuPont, and the reality of the military base presence. He also offered purchasing asset, creating a boardwalk which can link up with infrastructure and trail system to the Bell Hill area, instead of a community center.

Parks Coordinator Walker acknowledged the 2007 report was lacking while reminding the Council that DuPont has come a long way for a short period of time with the help of newly hired events coordinator.

QUESTIONS/COMMENTS:

None.

ADJOURNMENT:

Deputy Mayor Westman adjourned the meeting at 10:00 PM.

City of DuPont

Mike Courts, Mayor

Attest:

Erin Larsen, City Clerk

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Payroll

Pay Type Register

User: pbarry
 Printed: 05/04/2016 - 3:48PM
 Check Date Range: All
 Period Date Range: 04/16/2016 to 04/30/2016
 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 # 8e.



Department	Pay Type	Description	Hours	Amount
A1				
	FH	Floating Holiday	13.50	432.27
	LG	Longevity Pay	0.00	123.31
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	370.00	14,030.25
	S	Sick	13.50	432.27
	V	Vacation	19.00	612.53
		Department Total	416.00	16,033.01
BLDG1				
	LG	Longevity Pay	0.00	143.73
	R	Regular	156.00	5,743.16
	V	Vacation	4.00	168.04
		Department Total	160.00	6,054.93
C1				
	R	Regular	58.00	3,925.00
	RT	Retro Pay	4.00	375.00
		Department Total	62.00	4,300.00
F1				
	BC	BANK COMP TIME	0.50	0.00
	C	Comp Time Used	3.75	91.77
	R	Regular	457.25	12,636.02
	S	Sick	4.50	110.96
	U	Unpaid Hours	10.50	0.00
	V	Vacation	4.00	102.28
		Department Total	480.50	12,941.03
F2				
	EI	Education Incentive	0.00	451.87
	FF	Floating Holiday - Fire	24.00	758.88
	FH	Floating Holiday	10.00	492.10
	FS	Firefighter EMT Special	0.00	756.54
	FS2	Firefighter 2 Specialty P	0.00	542.50
	KD	Kelly Day	56.00	0.00
	LG	Longevity Pay	0.00	804.48
	OC	On Call / Out of Class	0.00	183.84

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Department	Pay Type	Description	Hours	Amount
	OCB	OT for Call Back	24.00	1,138.32
	OSC	OT for Shift Coverage	72.00	2,698.24
	OT	Overtime	32.50	1,420.50
	OTR	OT for Training/Training	32.50	1,449.43
	R	Regular	1,631.70	35,728.48
	RT	Retro Pay	71.45	297.95
	V	Vacation	88.00	2,473.68
	VC	Vacation Cash Out - auto	17.20	492.97
Department Total			2,059.35	49,689.78

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P1

BC	BANK COMP TIME	2.00	0.00	
CC	Comp Cash Out	36.00	1,333.44	
CM	Community Resource O	0.00	63.23	
CR	Crime Response Unit 2%	0.00	140.24	
CV	Commercial Vehicle 2%	0.00	80.73	
DT	Detective 5%	0.00	156.21	
FA	Firearms Instructor 2%	0.00	138.25	
FH	Floating Holiday	75.50	2,333.25	
FT	Field Training Officer 3'	0.00	654.34	
LG	Longevity Pay	0.00	592.68	
MC	Metro Collision Team 1'	0.00	40.37	
OC	On Call / Out of Class	0.00	150.00	
OSC	OT for Shift Coverage	29.50	1,467.17	
OT	Overtime	35.00	1,771.64	
OTR	OT for Training/Training	6.00	270.48	
R	Regular	855.00	28,838.97	
S	Sick	44.50	1,627.02	
V	Vacation	4.00	148.16	
VC	Vacation Cash Out - auto	19.84	714.89	
WC	WACOP LTD	0.00	873.81	
Department Total			1,107.34	41,394.88

PW1

BC	BANK COMP TIME	16.25	0.00	
CC	Comp Cash Out	64.13	1,573.11	
LG	Longevity Pay	0.00	578.18	
OC	On Call / Out of Class	0.00	600.00	
OT	Overtime	3.00	124.89	
R	Regular	1,049.25	27,996.60	
RT	Retro Pay	2.00	24.00	
S	Sick	19.50	493.88	
V	Vacation	39.00	1,046.42	
Department Total			1,193.13	32,437.08
Report Total			5,478.32	162,850.71

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Payroll

Deduction Register - Totals Only

User: pbarry
 Printed: 5/4/2016 - 3:44 PM
 Check Date Range: All
 Period End Range: 04/16/2016 to 04/30/2016
 Batch Info: All
 Deductions: D2r, D2rCor, D2rTx, DCPE, DORL2R, DORP1R, DORP2R, DORP3R, EAP, ESD1, ESDcor, FICAR, FICARC, IAFER1, IAFER2, IAFFER, IAFFRC, ICMA-R, ICMAR1, L&I-ER, L&IR-C, L1, LEOFFR, LIR, LIX, M3, M4, M5, M5-C, MEDICR, MEDIR, MEDIRC, PERSER, T1, UNEMP, V1, V1-C, WACOP, WDEN, ZZADJRTotals Only

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Agenda Item # 8e.



	<u>Amount</u>
DORL2R: LEOFF 2 - EMPLOYER	4,316.88
DORP1R: PERS 1 - EMPLOYER	260.61
DORP2R: PERS 2 - EMPLOYER	6,624.39
DORP3R: PERS 3D - EMPLOYER	926.02
ESD1: UNEMPLOYMENT	299.95
ESDcor: Unemployment Correction	2.40
FICARC: FICA Employer Correction	74.40
FICAR: FICA Employer Portion	7,255.64
IAFER1: IAFF- Nationwide 457- 1% Match	287.08
IAFER2: IAFF-Nationwide 457-Flat Match	25.00
IAFFER: IAFF Nationwide 457 - ER	2,287.95
ICMAR1: ICMA Employer 1% matching	608.96
ICMA-R: ICMA--EMPLOYER %	1,769.90
L&I-ER: L&I - Employer	4,849.54
L&IR-C: L&I Employer Correction	94.40
MEDIRC: MEDI-R Employer Correction	17.40
MEDIR: Medicare Employer Portion	2,360.41
PERSER: PERS Employer Correction	134.16
WACOP: WA COP LTD - Benefit	873.81
ZZADJR: FICA-R Adjustment	33.57
	<hr/> <hr/>
Report Total:	33,102.47
	<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 32257 through 32298 are approved for payment in the amount of \$42,342.79 this 10th day of May 2016.

Mayor

Councilmember

...

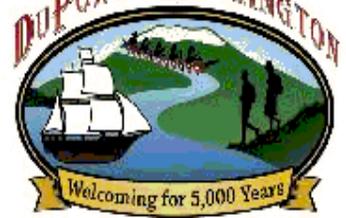
Accounts Payable

Checks by Date - Detail by Check Date

User: pbarry
Printed: 5/4/2016 3:53 PM

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

Agenda Item # 8e.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32257	CITYTREA 90683984	City Treasurer, City of Tacoma 1st qtr 2016 Public Safety Radio Network Fees -	04/22/2016	2,610.00
Total for Check Number 32257:				2,610.00
32258	TACGOOD IN0061404	Goodwill of the Olympics & Rainier Regio: General Custodial - Tues/Thurs	04/22/2016	1,166.00
Total for Check Number 32258:				1,166.00
32259	HERMANSC 16609 16620	Hermanson Company LLP Replace HP-2 condenser fan motor - PW HP-02 diagnosis compressor - PW	04/22/2016	480.69 1,634.59
Total for Check Number 32259:				2,115.28
32260	VEBA YA338 03/2016 YA338 03/2016 YA338 Barry Fam YA338 Barry Fam YA338 Barry Fam YA338 Barry Fam	HRA VEBA Trust VEBA contribution March - A Walker VEBA contribution March - A Walker VEBA HRA 2016 Contribution - Barry Family VEBA HRA 2016 Contribution - Barry Family VEBA HRA 2016 Contribution - Barry Family VEBA HRA 2016 Contribution - Barry Family	04/22/2016	61.32 61.33 300.00 1,050.00 1,350.00 300.00
Total for Check Number 32260:				3,122.65
32261	HFE 151241	Hughes Fire Equipment Inc. Service agreement - FD	04/22/2016	714.69
Total for Check Number 32261:				714.69
32262	KANGR REFUND 04/2016	Robert Kang Rental deposit refund/ Powderwork Park - R Kar	04/22/2016	50.00
Total for Check Number 32262:				50.00
32263	MCMAHON DPR0316	McMahon Consulting LLC Parks & Recreation strategic plan - P&R	04/22/2016	3,800.00
Total for Check Number 32263:				3,800.00
32264	PAPE 9896991	Pape' Machinery Backhoe repair parts - PW/Water	04/22/2016	455.78
Total for Check Number 32264:				455.78
32265	ROBERTSJ TUITION 04/2016	Jon Roberts Tuition reimbursement 04/2016 - J Roberts	04/22/2016	1,468.45
Total for Check Number 32265:				1,468.45
32266	SFTONE	Software ONE Inc	04/22/2016	

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	US-PSI-442211	Microsoft Office Std.Part No. 021-10559		393.25
	US-PSI-442211	Microsoft Office Std.Part No. 021-10559		157.30
	US-PSI-442211	Microsoft Office Std.Part No. 021-10559		117.97
	US-PSI-442211	Microsoft Office Std.Part No. 021-10559		117.97
Total for Check Number 32266:				786.49
32267	SS911 01846	South Sound 911 Quarterly Fire Comm/Radio Svcs	04/22/2016 Acct #1-1022	13,385.00
Total for Check Number 32267:				13,385.00
32268	TASO 2016-10	Tacoma Amateur Sports Official Youth Basketball officials fees/ February - P&R	04/22/2016	1,025.00
Total for Check Number 32268:				1,025.00
32269	TA 2435 2472	Take Aim, LLC Uniform pants - FD Uniform shirts - FD	04/22/2016	103.90 214.31
Total for Check Number 32269:				318.21
32270	TNT 256347 3/27/16 256347 3/27/16 256347 3/27/16	The News Tribune Advertising for mtg - Tourism Advertising - P & R Advertising for legal notice - Planning	04/22/2016	77.37 83.90 225.81
Total for Check Number 32270:				387.08
32271	ZOLL 9025861	ZOLL Medical Corporation Fire RMS Service	04/22/2016	282.88
Total for Check Number 32271:				282.88
Total for 4/22/2016:				31,687.51
32272	UB*01604 108492-000	Casey Colbeth	04/26/2016	18.23
Total for Check Number 32272:				18.23
32273	UB*01606 112400-000	Luke Jean Fisk	04/26/2016	18.96
Total for Check Number 32273:				18.96
32274	ub*01610	Diana and Eric McKinney	04/26/2016	29.04
Total for Check Number 32274:				29.04
32275	UB*01602 112910-000	Denise Milhorn	04/26/2016	12.00
Total for Check Number 32275:				12.00
32276	UB*01608 112571-000	Anthony and Elyse Sontosus	04/26/2016	3.84

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32276:	3.84
32277	ub*01607 112427-000	Berry Staton	04/26/2016	14.29
			Total for Check Number 32277:	14.29
32278	UB*01605 111228-001	Jeremy and Arabelis Wally	04/26/2016	100.00
			Total for Check Number 32278:	100.00
32279	UB*01603 107413-000	Mark Wingerd	04/26/2016	49.52
			Total for Check Number 32279:	49.52
32280	ub*01609 112779-000	Jeremy Yarbrough	04/26/2016	43.84
			Total for Check Number 32280:	43.84
			Total for 4/26/2016:	289.72
32281	BT-Inte REFUND 03/2016 REFUND 03/2016 REFUND 03/2016	Integrity Networks, Inc Refund for overpayment of Business Tax Penalty Refund for overpayment of Business Tax Penalty Refund for overpayment of Business Tax Penalty	04/27/2016	5.00 5.00 5.00
			Total for Check Number 32281:	15.00
			Total for 4/27/2016:	15.00
32282	BUDDBAY LG3651KG	Budd Bay Promotions & Apparel Custom "City of DuPont" Lanyards - Council	04/29/2016	147.00
			Total for Check Number 32282:	147.00
32283	QWEST 206T011133 454B 206T367078 390B	CenturyLink 206T011133 454B Police T-Line 206T367078 390B Data Circuits	04/29/2016 206T011133 454B 206T367078 390B	467.30 505.37
			Total for Check Number 32283:	972.67
32284	CLINK 1372190970 1372190970 1372190970 1372190970 1372190970	CenturyLink Business Services PW Shop Long Distance PW Shop Long Distance 1798 Bell Hill Long Distance PW Shop Long Distance PW Shop Long Distance	04/29/2016 253-964-4931/964-6808 253-964-4931/964-6808 253-964-1798 253-964-4931/964-6808 253-964-4931/964-6808	2.15 7.16 7.10 2.15 2.86
			Total for Check Number 32284:	21.42
32285	COMCAST 35 013 0108401 35 013 0108401 35 013 0108401 35 013 0108401	Comcast 303 Louviers internet 303 Louviers internet 303 Louviers internet 303 Louviers internet	04/29/2016 35 013 0108401 35 013 0108401 35 013 0108401 35 013 0108401	19.68 26.25 19.68 65.61

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Agenda Item # 8e.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32285:	131.22
32286	HDFW I4184065	HD Fowler Co Irrigation parts & tools - PW	04/29/2016	654.66
			Total for Check Number 32286:	654.66
32287	IMAGE 2/1/16 - 00001 3/22/16 - 00001 4/2/16 - 00002	Image Studio of Dance Ballet classes - Jan Ballet classes - Feb Ballet classes - Mar	04/29/2016	472.50 438.75 472.50
			Total for Check Number 32287:	1,383.75
32288	LIFEAST 748720	Life-Assist, Inc. EMS Medical supplies - FD	04/29/2016	515.04
			Total for Check Number 32288:	515.04
32289	MAACO 42640	Maaco Collision Repair & Auto Painting Paint chip and scratch repair / 08 Crown Vic - PI	04/29/2016	1,150.80
			Total for Check Number 32289:	1,150.80
32290	MULTICAR 106391	Multicare Centers of Occupational Medicin Pre-employment physical/ Soelling - FD	04/29/2016	543.00
			Total for Check Number 32290:	543.00
32291	MES IN1022474	Municipal Emergency Svs. Inc. Flashlights Survivor alkaline model/black - FD	04/29/2016	179.76
			Total for Check Number 32291:	179.76
32292	PNWC 42071 42071	Pacific NW Collections, Inc. Payment for collection account proceeds Ambulance transport revenue	04/29/2016	157.96 -16.67
			Total for Check Number 32292:	141.29
32293	PCFD18 2016-004	Pierce County Fire District #18 Wildland Firefighter class/ Billings, Lech, Sabas	04/29/2016	200.00
			Total for Check Number 32293:	200.00
32294	SCI 2169	Studio Cascade, Inc Planning support services	04/29/2016	3,500.00
			Total for Check Number 32294:	3,500.00
32295	TAYLORM REFUND 04/2016	Michelle Taylor Rental deposit refund/ Clocktower - M Taylor	04/29/2016	50.00
			Total for Check Number 32295:	50.00
32296	WADOT RE43GMO1478L074	WA State Department of Transportation Traffic signal maintenance - March 2016	04/29/2016	570.95
			Total for Check Number 32296:	570.95
32297	WATREAS 85000580 Qtr 1	Wa State Office of Treasurer State surcharge - 1st qtr 2016	04/29/2016	63.00

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Agenda Item # 8e.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32297:	63.00
32298	WTRMG 148867	Water Management Lab, Inc. Water testing	04/29/2016	126.00
			Total for Check Number 32298:	126.00
			Total for 4/29/2016:	10,350.56
			Report Total (42 checks):	42,342.79



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

TITLE:

Purchase of Public Works Vehicles; 3 Trucks (2 using ER&R Funds and 1 using Storm Water Funds).

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

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$90,000.00	ER&R
Additional Required		

DETAILED SUMMARY STATEMENT:

1. Public Works had budget authority to replace 2 trucks using ER&R funds and add 1 new truck using Storm Water funds. Total of 3 trucks.
2. Trucks to be replaced (See attached photos):
 - 1999 GMC Sonoma 70K miles
 - 2003 GMC Sonoma 90K miles
3. WA State, Dept. of Enterprise Services has established vehicle contracts with multiple dealers with preferred state pricing. Historically, state preferred pricing is \$5K - \$10K better than if purchased direct from a dealer.
4. Trucks to be purchased are 2016 Ford F150, Extended Cab, 4-wheel drive, towing package, back up alarms, bed liner, and floor mats (See attached photo and standard specs). Comparison of similar vehicles (Chevy Silverado, Chevy Colorado), the Ford F150 was the lowest price. Other vehicles reviewed were Dodge Ram and Toyota Tacoma, however did not offer all of the above components and were at a higher cost.
5. Costs (See attached)

Item	Unit Cost w/Tax	Quantity	Total w/Tax
Ford F150	\$29,047	3	\$87,141
Light Bar/Decals	\$950	3	\$2,850
		Rounded Total	\$90,000

RECOMMENDATION:

Staff recommends entering into a purchase agreement (\$87,141) with Corwin Ford for 3 Ford F150 trucks for Public Works using WA State, Dept. of Enterprise Services, vehicle contracts with preferred state pricing.

Delivery is 90 - 120 days from order.

...

Agenda Item # 8f.



Agenda Item # 8f.



Motion authorizing the Mayor to enter into a Purchase Agreement with Corwin Ford, in the amount of \$87,141,

..



Motion authorizing the Mayor to enter into a Purchase Agreement with Corwin Ford, in the amount of \$87,141,

Vehicle: 2016 Ford F150 1/2 Ton Pickup (4WD), Extended Cab **Agenda Item # 8f.**

Contract #: 03813 - Trucks

Dealer: Corwin Ford

Vehicle Standard Specifications And Additional Information

Specification Description	Specification
FCY/STD	GVWR 7090#
FCY/STD	Engine 3.5 V6 Flex Fuel Engine -(998)
FCY/STD	Box Length WB- 6 1/2 Ft. (145"WB)
FCY/STD	Air Bags, Drive and Front Passenger
FCY/STD	Air Conditioning
FCY/STD	Alternator 155 Amp
FCY/STD	Battery 750 CCA
FCY/STD	Brakes-HD Power, 4 wheel, Anti Locking System
FCY/STD	Auxiliary Power Source
FCY/STD	Tilt Steering Wheel
FCY/STD	Dome Light
FCY/STD	Door Trim Panels
FCY/STD	Floor Covering - Vinyl
FCY/STD	Fuel Capacity - 23 gallon
FCY/STD	Gauges (factory) - Speedometer, Tachometer, Fuel, Oil Pressure, Coolant Temp, Amp Meter
FCY/STD	Glass - Tinted All Around
FCY/STD	Keys - 4 keys - Two with FOB in the head
FCY/STD	Mirrors - Power Mirrors in Power Grp (85A)
FCY/STD	Power Group -(85A)- Windows, Door locks, Mirrors
FCY/STD	Radio - AM/FM
FCY/STD	Seating - 40/20/40 cloth split bench seat-(CG)
FCY/STD	Spare Tire Carrier, Jack, Lug Wrench, Full Size Spare
FCY/STD	Power Steering
FCY/STD	Tires - 245/70R17 BSW All Season
FCY/STD	Transmission, Automatic 6 speed-(446)
FCY/STD	Rear Axle Ratio 3.73
FCY/STD	Wipers - Intermittent
FCY/STD	Factory Warranty Bumper to Bumper- 3 year 36,000 miles warranty

...

FCY/STD	Drive Train Warranty - 5 year 60,000 miles warranty
NONE	Equipment Above that will not be OEM factory installed
FCY/STD	Ground Clearance - 8.5"
YES	Tire Change Compatible as equipped above
NONE	Mercury Content
Bin5 / Lev II	Vehicle Emission Level Certification (CA)
17city/23hw	EPA Estimate MPG as equipped above
Frontal 4 Star	NHTSA Crash Test Ratings (1 to 5 stars) (Informational only)
Pasenger 4 Star	NHTSA Crash Test Ratings (1 to 5 stars) (Informational only)
Side/Front Not Rated	NHTSA Crash Test Ratings (1 to 5 stars) (Informational only)
Side/Rear Not Rated	NHTSA Crash Test Ratings (1 to 5 stars) (Informational only)
Rollover 4 Star	NHTSA Crash Test Ratings (1 to 5 stars) (Informational only)
90 to 120 days	Days to delivery after receipt of order
42236	Starting Date of Model Year Production

Agenda Item # 8f.

Contract Automobile Request System (CARS)



Motion authorizing the Mayor to enter into a Purchase Agreement with Corwin Ford, in the amount of \$87,141,

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 03813 - Trucks - 1/2 Ton, 3/4 Ton & 1 Ton (2WD - 4WD)

Submit Date: 04-27-2016

Status: Submitted To Dealer

Order Date:

Organization: 22704 - DUPONT, CITY OF - 22704

Expected Delivery Date:

Order Contact: Gus Lim

Delivery Date:

Contact Phone: 253-912-5380

Cancel Date:

Contact Email: glim@dupontwa.gov

Organization Reference #:

Organization PO #:

Organization Comments: Public Works Trucks. Concerning Bed Mat, am I better off selecting a Bed Liner?

Dealer Reference #: Please send PO

Dealer Comments: Removed bed mat per conversation with Gus. Added bedliner, Line-X. Order looks good. Adam

Color Options

Color Name	Quantity
YZ - Oxford White	3

Tax Exempt: N

Vehicle Options

Agenda Item # 8f.

Motion authorizing the Mayor to enter into a Purchase Agreement with Corwin Ford, in the amount of \$87,141,

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2016-855-001	2016 Ford F150 1/2 Ton Pickup (4WD), Extended Cab 6.5 ft Bed 145 inch WB, 6300# GVW - (X1E-100A-998-446-145wb-85A)	3	\$25,771.00	\$77,313.00
2016-855-009	Backup Alarm System -(External) - (85H)	3	\$112.00	\$336.00
2016-855-049	Trailer Tow Pkg - (Includes: smart trailer tow connector, 4-pin/7-pin wiring, class IV trailer hitch receiver,upgraded front stabilizer bar, auxiliary transmission oil cooler: and on 3.5L V6 Ti-VCT engine (998) includes endine oil cooler) - (53A)	3	\$443.00	\$1,329.00
2016-855-208	Floor Mats - HD Rubber All Weather - (DLR)	3	\$96.00	\$288.00
2016-855-910	Liner/Line-X Bedliner	3	\$325.00	\$975.00

Request Totals

Total Vehicles:	3
Sub Total:	\$80,241.00
8.6 % Sales Tax:	\$6,900.73
Request Total:	\$87,141.73





MEETING DATE: May 10, 2016 **Agenda Item # 13a.**

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

TITLE:

Memorial Roadway Naming Policy

Department: Administration	Discussion Date: 04/26/16
Originator: Staff	First Reading Date:
Assigned to: Gus Lim, Public Works Director	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$0.00	
Additional Required	\$0.00	

DETAILED SUMMARY STATEMENT:

City Council adopted Resolution 11-412, on November 22, 2011, establishing memorial policies, which includes the naming or renaming of parks, open spaces, and facilities, as well as monuments erected on City property.

This same policy is proposed for update to include the naming of memorial roadways. This policy update includes its definition, criteria, and nomination process.

This packet has the nominating organization funding the signage for the memorial roadway.

RECOMMENDATION:

Approve the resolution adopting changes to the memorials policy.

CITY OF DuPONT
WASHINGTON
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF DuPONT, PIERCE COUNTY,
WASHINGTON, ESTABLISHING AND ADOPTING MEMORIAL POLICIES FOR
NAMING, DESIGNATING OR RENAMING OF PARKS, OPEN SPACES,
MEMORIAL ROADWAYS AND FACILITIES.**

WHEREAS, the City Council adopted Resolution 11-412 establishing memorial policies, encompassing naming or renaming of parks, open spaces, and facilities, as well as monuments erected on City property; and

WHEREAS, the City of DuPont wishes to establish more comprehensive memorial policies by including policies for Memorial Roadways; and

WHEREAS, the City has incorporated the criteria and procedures for naming, designating, or renaming Memorial Roadways into the existing Memorial Policies; and

WHEREAS, staff and the Mayor have reviewed the Memorial Policies for Naming, Designating or Renaming of Parks, Open Spaces, Memorial Roadways and Facilities and has recommended that they be forwarded to the City Council for adoption;

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

Section 1. Memorial Policies. The City Council hereby adopts the Memorial Policies for Naming, Designating or Renaming of Parks, Open Spaces, Memorial Roadways and Facilities, attached hereto as Exhibit A, establishing and outlining the procedures for memorial recognition. The Memorial Policies previously adopted by Resolution 11-412 on November 22, 2011 is repealed and has no further force or effect.

Section 2. Authorization to Implement Policies. City staff is hereby authorized to take all necessary steps to successfully implement, administer and enforce the Memorial Policies for Naming, Designating or Renaming of Parks, Open Spaces, Memorial Roadways and Facilities.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution, or its application to other persons or circumstances.

Section 4. Effective Date. This Resolution shall be effective immediately upon passage by the DuPont City Council.

...

Agenda Item # 13a.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
____ DAY OF _____ 2016.

CITY OF DuPONT

Michael Courts, Mayor

ATTEST/AUTHENTICATED:

Erin Larsen, City Clerk

Approved as to Form:

Gordon Karg, City Attorney

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



City of DuPont
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:

- 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 needs to be replaced due to weather or other damage.~~
- In order to ~~T~~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~~10 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 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.
- When a naming or renaming request is submitted, staff will ensure that the nominee being honored is in agreement with the naming proposal (if they are living), or by their legal representative should they be deceased.
- The City Parks Agency will offers 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.
- The Parks Agency will review the request to name, designate or rename parks, open spaces, component features at a regularly scheduled meeting. Staff will consult and request comments from all departments/divisions that have jurisdiction relative to the amenity in question. If the Parks Agency concurs with the proposal, staff will forward a report with the Park Agency’s recommended approval to the Council for consideration.
- 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.

3.0 City’s Government Speech Topics

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;
- The City’s position on topics of interest to the community, as determined by the City Council;
- The history of the City of DuPont, or of the United States;
- Historical or cultural influences on the City of DuPont;
- 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

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

4.0 Administration

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.

5.0 Donated and Private Funding of Monuments

The City encourages private donations to the City to support various City programs and City operations, which may include without limitation, the cost of acquisition, installation and maintenance of Monuments on City property. The City prefers to receive private donations in the form of funds that may be used by the City to review, design, fabricate, acquire, install and/or maintain Monuments, rather than the donation of a completed Monument.

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, 2001.
 - 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.



**City of DuPont
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 forwarded 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 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:

- 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 10 years due to normal wear and tear.
 - In order to coincide with regular street sign repair and replacement memorial roadway names and street signs 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 10-year period, the original applicant or a new applicant may apply to extend the memorial naming for another 10 years and follow procedures in this policy unless Council, by Resolution, has previously removed the memorial naming.

5.0 Procedures

- Any individual or group wishing to submit a request for naming/renaming any parks, open spaces, component features, or memorial roadway must provide a written proposal to the Public Works Director, and should include the following minimum information:
 - Name of the applicant; and
 - Identification of the park, open space, 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; and

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- 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 a 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.
- When a naming or renaming request is submitted, staff will ensure that the nominee being honored is in agreement with the naming proposal (if they are living), or by their legal representative should they be deceased.
- The City offers the opportunity for public input on the proposed naming. The 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.
- The Parks Agency will review the request to name, designate or rename parks, open spaces, component features at a regularly scheduled meeting. Staff will consult and request comments from all departments/divisions that have jurisdiction relative to the amenity in question. If the Parks Agency concurs with the proposal, staff will forward a report with the Park Agency's recommended approval to the Council for consideration.
- 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.

3.0 City’s Government Speech Topics

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;
- The City’s position on topics of interest to the community, as determined by the City Council;
- The history of the City of DuPont, or of the United States;
- Historical or cultural influences on the City of DuPont;
- 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 religion or which would appear to a reasonable person that the City is promoting, favoring, or opposing a religion.

4.0 Administration

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.

5.0 Donated and Private Funding of Monuments

The City encourages private donations to the City to support various City programs and City operations, which may include without limitation, the cost of acquisition, installation and maintenance of Monuments on City property. The City prefers to receive private donations in the form of funds that may be used by the City to review, design, fabricate, acquire, install and/or maintain Monuments, rather than the donation of a completed Monument.

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, 2001.
 - 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.



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

TITLE:

Honorary Roadway for MSG Wilburn K. Ross

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

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$0.00	
Additional Required	\$0.00	

DETAILED SUMMARY STATEMENT:

Two Resolutions serve as a formal recommendation to recognize Center Drive also as Master Sergeant Wilburn K. Ross Boulevard, as part of our Memorial Naming Policy (one Resolution) and to assume financial responsibility for signage (second, separate Resolution). The memorial naming Resolution is not dependent upon the Resolution accepting financial responsibility for signage, but there is no applicant or funding source for the signs.

World War II Medal of Honor recipient Master Sergeant Wilburn K. Ross has and continues to be a long time resident of DuPont. He has earned the highest military honor in the United States. The official name "Center Drive" will continue to be used so as not to impact maps or addresses.

The attached presentation provides updated graphics on Signs at Ends of Center Dr, with a cost of less than \$1,500 to install four signs.

Option 1: 4 signs in-bound and out-bound at street level

Option 2: 2 signs in-bound only at street level

Locations are on Center Dr near Williamson Pl, and near Wilmington Dr and McNeil St.



RECOMMENDATION:

Receive feedback on the present sign graphic and proposed number of signs and locations in the presentation.

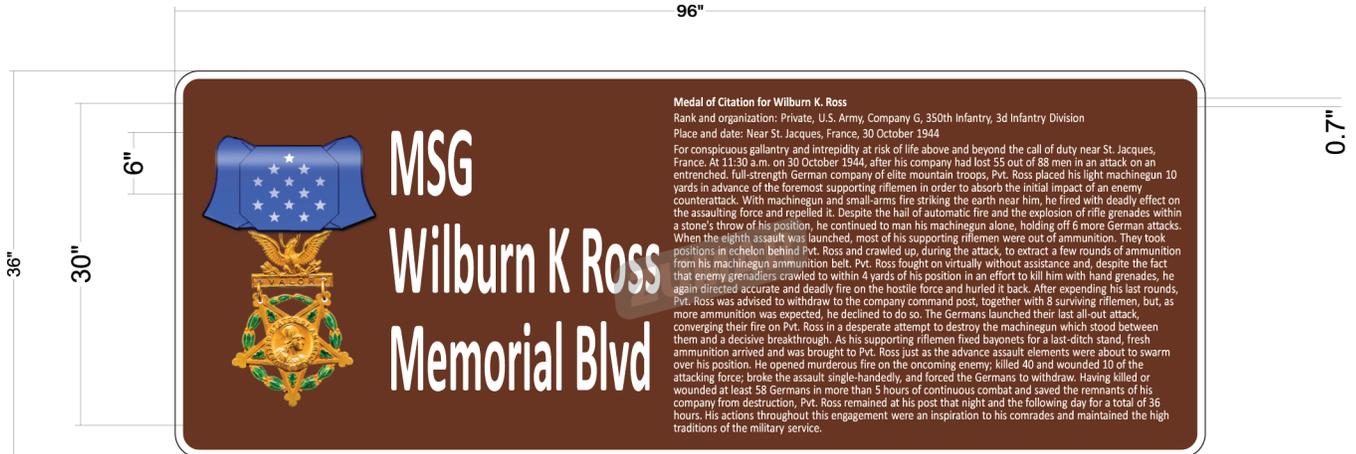
Pass both Resolutions with incorporated Council input above.

Date: _____

Customer name: City of Dupont

Salesperson: _____

Work order #: _____ Account #: _____



Customer approval: _____ (any changes once approved may incur additional charges)

Sheeting type: _____

Product type: Custom sign Sign face

Substrate: _____

Street name sign Stencil Standard

Overlay: _____

Face appearance

Production notes

Font: _____

Single faced

Face print

Fabrication

Standard highway color

Double faced

Silk screen

Router

Custom color (required below)

Logo (below)

Digital print

Metal fab

PMS color: _____

Type: _____

EC film

Pre fab

PMS color: _____

Paint

*All colors are standard traffic colors unless requested otherwise



ARIZONA | 7833 N. 106th Avenue | Glendale, AZ 85307 | 623-931-7446

CALIFORNIA | 9719 Santa Fe Springs Road | Santa Fe Springs, CA 90670 | 562-941-4633

WASHINGTON | 12015 Steele Street South | Tacoma, WA 98444 | 253-536-7740

INFO@ZUMAR.COM | ZUMAR.COM

Resolution dedicating Center Drive to DuPont Resident and Medal of Honor Recipient Wilburn K. Ross (G.

**CITY OF DuPONT
WASHINGTON**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF DUPONT, WASHINGTON,
DEDICATING CENTER DRIVE TO DuPONT RESIDENT AND MEDAL
OF HONOR RECIPIENT WILBURN ROSS**

WHEREAS, Master Sergeant (MSG) Wilburn K. Ross (United States Army Retired), then Private Ross, during World War II, on October 30, 1944 engaged enemy German forces near St. Jacques, France; and,

WHEREAS, MSG Ross took up a forward position with his light machinegun, in advance of his own supporting infantry unit, in anticipation of an enemy counterattack; and,

WHEREAS, despite a hail of enemy automatic fire and grenade explosions directed at his position, Msg. Ross held off more than six enemy attacks, fighting with virtually no assistance; and,

WHEREAS, after expending his ammunition, MSG Ross was advised to withdraw but stayed, along with eight surviving infantrymen from his unit, to await expected ammunition resupply, and fixed bayonets and prepared for a final stand; and,

WHEREAS, the anticipated ammunition arrived and MSG Ross, now resupplied, used his light machinegun to break the final enemy assault singlehandedly: and,

WHEREAS, MSG Ross remained at his post overnight, staying at his post for a total of thirty six hours with over five straight hours of continuous combat; and,

WHEREAS, for his conspicuous gallantry and intrepidity at risk of life above and beyond the call of duty, maintaining the highest traditions of military service, MSG Ross received the Medal of Honor from a grateful nation; and,

WHEREAS, the City of DuPont "DuPont" wishes to recognize MSG Ross, a long standing resident of DuPont for over 50 years; and,

WHEREAS, in honor of MSG Wilburn K. Ross, DuPont would like to add a memorial name to the main street that runs through the City, Center Drive, that being "MSG Wilburn K. Ross Memorial Boulevard",

NOW THEREFORE, BE IT RESOLVED by the City of DuPont:

...

Agenda Item # 13b.

Section 1. Center Drive will retain its official name, but is hereby immediately re-designated as a memorial roadway in accordance with the City's Memorial Policy, as Center Drive and MSG Wilburn K. Ross Memorial Boulevard.

Section 2. This designation is honorary and is not an official street name change; all addresses and other official descriptions of Center Drive remain the same.

ADOPTED BY THE DUPONT CITY COUNCIL AT A REGULAR MEETING
THEREOF ON THE ____ DAY OF _____, 2016.

CITY OF DuPONT

Mike Courts, Mayor

ATTEST/AUTHENTICATED:

Erin Larsen, City Clerk

Approved as to form:

Gordon Karg, City Attorney

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

**CITY OF DuPONT
WASHINGTON
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF DuPONT, PIERCE COUNTY,
WASHINGTON, ACCEPTING FINANCIAL RESPONSIBILITY FOR THE
INSTALLATION AND MAINTENANCE OF MARKERS ON MSG WILBURN K ROSS
MEMORIAL BOULEVARD.**

WHEREAS, the City Council adopted Resolution _____ establishing Center Drive as MSG Wilburn K. Ross Memorial Boulevard ; and

WHEREAS, the City Council adopted Resolution _____ modifying the City of DuPont Memorial Policies; and

WHEREAS, City of DuPont Memorial Policies require an applicant to accept financial responsibility for signage and markings; and

WHEREAS, the Memorial Policies allow City Council to make exceptions by Resolution; and

WHEREAS, the City of DuPont wishes to accept financial responsibility for the purchase, installation, and maintenance of memorial signs on MSG Wilburn K Ross Boulevard;

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

Section 1. Financial Responsibility for Memorial Signage and Markings. City staff is authorized to purchase, install, and maintain memorial signage along MSG Wilburn K Ross Memorial Boulevard as depicted or similar in size and appearance as in Exhibit A.

Section 2. Period. The City will maintain purchased and installed signs until such time as by Resolution the City Council elects to terminate financial responsibility.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____ 2016.

CITY OF DuPONT

Michael Courts, Mayor

ATTEST/AUTHENTICATED:

Erin Larsen, City Clerk

Approved as to Form:

Gordon Karg, City Attorney

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

