

Regular Council Meeting

AGENDA

Page

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

5. Public Comments

6. Approval of the Consent Agenda Items

3-7 a.
Regular Council Meeting Minutes - May 10, 2016;

8-9 b.
Council Study Session Minutes - May 17, 2016;

10-24 c.
Claims Vouchers List - May 24, 2016 (P. Barry).

7. Discussion Items

a.
Cancellation of the June 21, 2016 Council Study Session/Workshop (T. Danek/Mayor).

25-41 b.
Amendments to the DuPont Municipal Code Chapter 5.04 "Business Licenses" relative to the Rental Housing Business License (G. Karg).

8. Mayor's Report

9. City Administrator's Report

10. Council Reports

11. Department Reports

42-80 a.
Updates for Building/Community Development, Public Works, Parks/Recreation and Tourism, Finance, Police, Fire, and City Clerk Departments.

12. Unfinished Business

13. New Business

14. Public Comments

15. Council Comments

16. Executive Session

17. Adjournment

Regular Council Meeting - June 14, 2016 @ 7PM

City Council Study Session - Legislative Update; Police Department Accreditation;
Swearing-In of New Officer; Sound Transit Rail Impacts - June 21, 2016 @ 6PM

17. Adjournment

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Agenda Item # 6a.



City of DuPont
1700 Civic Drive
DuPont, Washington 98327

Regular City Council Meeting Minutes Tuesday, May 10, 2016 7:00 PM

Call To Order: Mayor Courts called the Regular City Council meeting to order at 7:00 p.m.

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

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

Those present were: City Administrator Danek, City Attorney Karg, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, 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 (Coffey/Westman); 6/0 motion carried.

Presentations:

Heirloom Orchard Project

Tourism Board Members Kathy Trotter and John McIlhenny, as part of its Orchard Committee, presented an update on the DuPont Heirloom Orchard Project relative to a group of fruit trees that were originally planted by Fort Nisqually residents in the early 1840's between the 1843 site and Edmonds Marsh; historical timeline which included a \$30,000 LTAC funding for 2016 to expend on propagating the trees, irrigation, fencing, and tree maintenance; list of Orchard Committee members; its mission and vision statement and goals as part of its strategic plan; and historic site and proposed new site from the cuttings of heirloom trees.

City Council expressed their appreciation for the presentation, the work and planning of the Orchard Heirloom project and involving neighboring entities. Discussion ensued on the type of community outreach to determine how the site was chosen and interested in the progress and milestones of the Heirloom Orchard project, which would include a link on the DuPont Tourism website, and City's website and Tree Board webpage; offering

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City Council's assistance legislatively to keep the site protected, maintained and anything that comes about to insure the project's success; other Heirloom trees that exists in PowderWorks Park; and acknowledging Francisca Beaver's work on the Committee to assist in adhering with national and State preservation requirements and attain national recognition.

Proclamations:

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 Courts read the 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.

Public Comments:

Kenan McIlhenny, 2432 Tolmie Avenue, expressed his interest in the Orchard Heirloom project and look forward to the progress and beautification of the site.

Approval of Consent Agenda Items:

- Council Study Session Minutes – March 15, 2016;
- Council Study Session Minutes – April 19, 2016;
- Regular Council Meeting Minutes – April 26, 2016;
- Council Study Session Minutes – April 26, 2016;
- Claims Vouchers List – May 10, 2016;
- 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.

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

Discussion Items

None.

Mayor's Report:

Mayor Courts reported on the following:

- Shared his unique experience at Richland's Hammer fire training facility, assisted by DuPont Fire Department Jason Lech;
- Sound Transit 3 presentation at the next Council workshop relative to a \$37 billion public transportation project (tax impacts; parking impacts);
- Presidential Primary Ballot process and its implications on citizens personal information;
- City Clerk Erin Larsen's last day with the City of DuPont and her significant contributions and professionalism throughout the City's growth in the last 15 years. He then presented her with the City Mayor's coin. Deputy Mayor Westman spoke about his appreciation for her support and wished her the best.

City Administrator's Report:

City Administrator Danek reported on the following:

- Expressed his appreciation of City Clerk Larsen for her service to the City and the City Council;
- May 17th City Council Workshop topics: Sound Transit's ST3 presentation; Center Drive and McNeil Street development; update on street trees and sidewalks;
- Coffee with the Chief – May 12th 5pm – 7pm;
- Law Enforcement Memorial Service at McGavick Conference Center on May 11th;
- May 14th Public Safety Fair (10AM – 1PM);
- Upcoming agenda items: May 24th TBD meeting; Sound Transit rail impacts; possibility of June 12th Council meeting cancellation due to AWC conference.

Council Reports:

Councilmember Corp spoke about the Planning Commission meeting he attended on May 9th relative to the development of a property at McNeil and Center Drive and invited citizens to attend its meeting and the next Council workshop. He announced that the new Planning Director Jeff Wilson will join the City on June 13th. He also spoke about the 2016 Planning Commission plans and possibility of scheduling a presentation to the City Council this year.

Councilmember Coffey spoke about the Steilacoom School District meeting she attended and upcoming budget meetings this month. She announced that City's yard sale is on May 14th. She asked for opportunities for citizens to provide input on the ST3 project.

Councilmember Helder commented on the two connector meetings he attended at Historic Village and Yehle, and its benefits. He also thanked Councilmember Gasak and DuPont Police Department on their involvement.

Councilmember Estep spoke about the April 29th Arbor Day attended by PW staff, Tree Board members and other volunteers and invited everyone to check the nursery.

Unfinished Business:

Resolution adopting changes to the DuPont Memorial Policies for Naming, Designating, or Renaming of Parks, Open Spaces, Memorial Roadways, and Facilities.

A motion was made and seconded to adopt the Resolution approving changes to the DuPont Memorial Policies for naming, designating, or renaming of parks, open spaces, memorial roadways, and facilities (Helder/Corp); Motion carried unanimously; 6/0.

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

A motion was made and seconded to read the entire Resolution for the record, dedicating Center Drive to DuPont Resident and Medal of Honor Recipient Wilburn K. Ross (Helder/Estep); motion carried unanimously; 6/0.

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A motion was made and seconded to adopt the Resolution dedicating Center Drive to DuPont Resident and Medal of Honor Recipient Wilburn K. Ross (Helder/Coffey); motion carried unanimously; 6/0.

Resolution accepting Financial Responsibility for the Purchase, Installation and Maintenance of Markers on MSG Wilburn K. Ross Memorial Boulevard.

A motion was made and seconded to adopt a Resolution accepting financial responsibility for the purchase, installation and maintenance of two markers on MSG Wilburn K. Ross Memorial Boulevard (Corp/Helder); Roll call vote was taken and carried; 5/1 with Councilmember Gorski opposing.

New Business:

None.

Public Comment:

Kathy Trotter, 125 Barksdale Avenue, thanked City Clerk Larsen for all her hard work that she put in for the City in supporting the City Council, Planning Agency, and the City.

Renee Buck, 301 Brandywine, expressed her appreciation on her welcoming reception and keeping the citizens informed. She then announced the Parks and recreation Memorial Day event at Ross Plaza and the possibility of fundraising efforts for the street markers.

Council Comment:

Councilmember Corp spoke about a PCRC survey seeking input on Pierce Transit's regional transit and invite citizens to participate. He thanked City Clerk Larsen for her assistance with her role in welcoming him on the Planning Commission and City Council.

Councilmember Coffey thanked the DuPont Police Department for their interaction with Chloe Clark Elementary children and its impacts. She also thanked City Clerk Larsen who has been a very integral part of the City over the years and gone through the growing pains, appreciated all her hard work and how she will be sorely missed.

Deputy Mayor Westman thanked the Council's open discussion at the April 26th Study Session relative to the Tourism update, and the concerns about the future and vision of DuPont. He then talked about the Swan Creek project in Tacoma and how we can use a similar concept and create a Sequelitchew Trail Park project to assist the Tourism Board together with the Heirloom Orchard project unique to draw people to DuPont.

Councilmember Estep thanked the Orchard Committee presentation and volunteering their time and his interest in participating in discussions relative to areas impacted by City code. He thanked City Clerk Larsen for her professional assistance and wished her well.

Mayor Courts spoke about the seriousness of public transportation which would be beneficial to the DuPont and other social impacts that it could potentially bring.

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Executive Session:

None.

Adjournment:

Mayor Courts adjourned the meeting at 8:45 P.M.

City of DuPont:

Mike Courts, Mayor

Attest:

Erin Larsen, City Clerk



City of DuPont
1700 Civic Drive
DuPont, Washington 98327

City Council Study Session Minutes
Tuesday, May 17, 2016
6:00 PM

CALL TO ORDER: Mayor Courts called the meeting to order at 6:02 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.

Those present were: City Administrator Danek, Public Works Director Lim, and Executive Assistant Graves.

PRESENTATIONS

Indoor Storage Business

City Administrator Danek introduced Drew Bowlds and provided a brief background on his intentions to develop a multi-use building on the vacant property at Center Drive and McNeil Street.

Mr. Bowlds presented his concept to Council and asked for feedback before he purchased the land and/or embarked on a process to amend the code.

Lisa Klein of AHBL discussed the option and current zoning; and what the process of a text amendment to the DuPont Municipal Code Chapter 25.70 would include.

Council questions and discussion followed.

Sound Transit 3 (ST3) Presentation

Chelsea Levy and Eric Chips from Sound Transit provided a presentation on ST3. Ms. Levy reviewed the different regional transportation services Sound Transit provides including Link, ST Express and the Sounder. She described the light rail expansion projects in design and planning phases; and how the projects link. Mr. Chips discussed South King and Pierce County candidate projects and the upcoming schedule with the ST3 planning phase.

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DISCUSSION ITEMS:

Alternative Means and Methods for Street Tree and Sidewalk Repair

Public Works Director Lim and Mr. Brain Holers of Root Cause LLC provided a background of the Street Tree and Sidewalk Replacement Program and gave a presentation on an alternative method for addressing the repair.

Council discussion followed.

Council Districts

City Administrator Danek provided the Council with a background on RCW 29A.16 and presented Council with a map of potential current boundaries.

Councilmember Helder gave a background on why he believes this would be good representation for the city.

Council discussion followed.

Mayor Courts stated he would like the citizens input of forming these districts.

QUESTIONS/COMMENTS:

None.

ADJOURNMENT:

Mayor Courts adjourned the meeting at 9:12 PM.

City of DuPont

Mike Courts, Mayor

Attest:

Tiffany Graves, Interim City Clerk



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 32299 through 32398 are approved for payment in the amount of \$167,355.34 this 24th day of May 2016.

Mayor

Councilmember

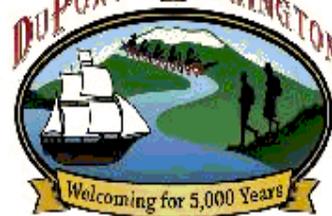
Accounts Payable

Checks by Date - Detail by Check Date

User: PBarry
 Printed: 5/19/2016 10:16 AM

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

Agenda Item # 6c.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32299	AHBL 97820 97822 97823 97824	AHBL, Inc 2150057.30 Land Use Planning Services 2150057.36 DuPont Intel Prop Short Plat R/I DE 2150057.60 Stacy & Witbeck TUP R/I Pierce Tr 2150057.61 First Park-NWL Corp Park Plat Ext	05/06/2016	1,235.00 621.25 380.00 1,094.41
Total for Check Number 32299:				3,330.66
32300	AWC 43032	Assoc of Washington Cities 2016 Annual Conference Registration - Courts, C	05/06/2016	1,125.00
Total for Check Number 32300:				1,125.00
32301	BIGJOHN 131440	Big John's Trophies, Inc Plaques - PD	05/06/2016	145.36
Total for Check Number 32301:				145.36
32302	BIOMGMT 4869	Bio Management Northwest Decontaminate police vehicle - PD	05/06/2016	326.40
Total for Check Number 32302:				326.40
32303	BWN 10578 10597	BrightWire Networks, LLC IT Professional Svcs - May IT services project billing	05/06/2016	2,443.78 117.50
Total for Check Number 32303:				2,561.28
32304	CARQ 8583-275700	Carquest Cleaning wipes, head lamps - PW	05/06/2016	25.76
Total for Check Number 32304:				25.76
32305	qwest 2539640153 648B 2539640310 809B 2539640310 809B 2539640310 809B 2539640310 809B 2539640310 809B 2539642399 061B 2539642855 259B 2539644272 664B 2539646822 149B 2539646885 292B 2539646885 292B 2539648225 701B 2539648225 701B 2539648225 701B 2539648225 701B 2539648225 701B	CenturyLink 2539640153 648B Hoffman Hill Well 2539640310 809B PW Crew Office 2539640310 809B PW Crew Office 2539640310 809B PW Crew Office 2539640310 809B PW Crew Office 2539640310 809B PW Crew Office 2539642399 061B Museum 2539642855 259B Bell Hill Well 2539644272 664B 303 Barksdale 2539646822 149B City Hall 2539646885 292B 1780 Civic Dr 2539646885 292B 1780 Civic Dr 2539648225 701B PW Shop 2539648225 701B PW Shop 2539648225 701B PW Shop 2539648225 701B PW Shop	05/06/2016	74.82 36.33 36.33 121.10 48.44 76.48 187.86 121.09 153.07 118.38 85.72 9.58 9.59 31.93 12.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32305:				1,123.49
32306	CLINK	CenturyLink Business Services	05/06/2016	
	1372974987	253-912-5102 Long distance	253-912-5102	1.20
	1372974987	253-912-5102 Long distance	253-912-5102	2.99
	1372974987	253-912-5102 Long distance	253-912-5102	0.89
	1372974987	253-912-5102 Long distance	253-912-5102	0.90
	1372974988	253-964-0153 Long Distance	253-964-0153	5.66
	1372974989	253-964-0310 Long Distance	253-964-0310	1.70
	1372974989	253-964-0310 Long Distance	253-964-0310	5.68
	1372974989	253-964-0310 Long Distance	253-964-0310	2.28
	1372974989	253-964-0310 Long Distance	253-964-0310	1.70
	1372974990	253-964-2399 Long Distance	253-964-2399	5.66
	1372974991	253-964-2855 Long distance	253-964-2855	5.66
	1372974992	253-964-4272 Long distance	253-964-4272	5.66
	1372974993	253-964-8225 Long Distance	253-964-8225	1.66
	1372974993	253-964-8225 Long Distance	253-964-8225	1.25
	1372974993	253-964-8225 Long Distance	253-964-8225	4.15
	1372974993	253-964-8225 Long Distance	253-964-8225	1.24
Total for Check Number 32306:				48.28
32307	LAKEWOOI MC-00078 PD-00462	City of Lakewood Monthly Court Svcs Fee - March, April & 2015 : Quarterly Animal Control Svcs	05/06/2016 Acct #0262 Acct #0262	 37,194.32 7,096.50
Total for Check Number 32307:				44,290.82
32308	COURTSM REIMB 04/2016	Mike Courts Mileage/ Mayor's Exchange, Wenatchee - Courts	05/06/2016	190.08
Total for Check Number 32308:				190.08
32309	CREST 3041888	Crestline Specialties Inc Urban deluxe padfolio - PD	05/06/2016	520.85
Total for Check Number 32309:				520.85
32310	HISTSOC REFUND	DuPont Historical Society Refund of Vendor Booth Fees - P&R	05/06/2016	100.00
Total for Check Number 32310:				100.00
32311	EHC 857566	Emerald Hills Coffees Coffee Service Supplies - PD	05/06/2016 Cust #28020	44.58
Total for Check Number 32311:				44.58
32312	ETTINGER APRIL/2016	Pearle C Ettinger, Jr. Karate instruction	05/06/2016	1,480.00
Total for Check Number 32312:				1,480.00
32313	FEI 0504439	Ferguson Enterprises, Inc Hand held meter reading autogun - PW	05/06/2016	1,663.25
Total for Check Number 32313:				1,663.25
32314	FIRSTBC 9371 9371	First Bankcard Uniform cleaning - Sheehan Car wash - Sheehan	05/06/2016	 13.05 12.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32314:				25.05
32315	BFH DPD 16-04	Brian F. Harvey Policy Manual Updates	05/06/2016	1,435.00
Total for Check Number 32315:				1,435.00
32316	HEMLEY 0034531-IN	Hemley's Septic Tank Cleaning, Inc Monthly Portable Toilet Rental	05/06/2016	128.95
Total for Check Number 32316:				128.95
32317	HOOFTD REIMB 04/2016 REIMB 04/2016	Diana Hooft Mileage reimbursement - D Hooft Reimb for batteries for radar guns, correction tap	05/06/2016	8.42 58.44
Total for Check Number 32317:				66.86
32318	JIPE 311750	J & I Power Equipment Inc. Edger blades & oil - PW/Parks	05/06/2016	153.98
Total for Check Number 32318:				153.98
32319	JIFFY 10286663 10287446	Jiffy Lube Oil change/2015 Ford Interceptor sedan - PD Oil change/2015 Ford Interceptor truck - PD	05/06/2016	92.24 96.59
Total for Check Number 32319:				188.83
32320	LEMAY 4471601	Harold Lemay Enterprises Mobile shredding unit - PD	05/06/2016	356.60
Total for Check Number 32320:				356.60
32321	MORLEY ADV TRV 5/2016	Joshua Morley WSCJTC training per diem/Spokane - Morley	05/06/2016	801.00
Total for Check Number 32321:				801.00
32322	NIT 9189	Nisqually Indian Tribe Incarceration & booking fees - Feb 2016	05/06/2016	470.00
Total for Check Number 32322:				470.00
32323	NSCI 901896927	Northern Safety & Industrial Safety glasses - PW	05/06/2016	161.24
Total for Check Number 32323:				161.24
32324	NWGEN 1121	Northwest Generator Services Generator service - PW/Water	05/06/2016	1,069.63
Total for Check Number 32324:				1,069.63
32325	PAO 112894 112901 112903 S6266-8 S6630-7	Pacific Office Automation City Hall Copy charges - CB654 PD Copy charges - CB284 PD Copy charges - CB454 City Hall copier model C654E PD copier lease - C284E, C454E	05/06/2016 C654E C284E/ C454E C284E/ C454E 900-0242073-000 900-0242071-000	886.05 79.86 248.87 243.11 348.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32334:	50.32
32335	UB*01611 106860-000	Damon & Mechelle Gilbert	05/06/2016	2.47
			Total for Check Number 32335:	2.47
32336	UB*01615 111281-000	Dustin Behrens or Kirsten Pohl	05/06/2016	37.10
			Total for Check Number 32336:	37.10
32337	UB*01613 109803-000	Spring Koeppen	05/06/2016	6.50
			Total for Check Number 32337:	6.50
32338	UB*01621 113101-000	Scott Malone	05/06/2016	100.00
			Total for Check Number 32338:	100.00
32339	UB*01614 110913-000	Jeffrey Phaup	05/06/2016	6.50
			Total for Check Number 32339:	6.50
32340	UB*01622 113204-000	Eric Goodrich and Riley	05/06/2016	14.29
			Total for Check Number 32340:	14.29
32341	UB*01617 112234-000	Joseph Rombold	05/06/2016	98.44
			Total for Check Number 32341:	98.44
32342	UB*01620 112784-000	Stephen and Denise Smith	05/06/2016	100.00
			Total for Check Number 32342:	100.00
32343	UB*01618 112432-000	Michael and Kelly Squires	05/06/2016	9.61
			Total for Check Number 32343:	9.61
32344	UB*01612 107964-001	Jennifer Hoffman Tatom	05/06/2016	9.61
			Total for Check Number 32344:	9.61
32345	UB*01616 111412-000	Robert Kang or Choi Yoon	05/06/2016	23.90
			Total for Check Number 32345:	23.90
			Total for 5/6/2016:	68,424.90
32346	DUPONT 000051-000	City of DuPont 000051-000 Museum Domestic	05/10/2016	139.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
000053-000		000053-000 303 Barksdale Ave		105.00
000099-000		000099-000 303 Louviers		79.55
000099-000		000099-000 303 Louviers		23.87
000099-000		000099-000 303 Louviers		31.81
000099-000		000099-000 303 Louviers		23.87
0002668-000		002668-000 1350 Frmn Rd Storm		267.75
000892-000		000892-000 Int'l Pl Rght Share		141.64
000892-000		000892-000 Int'l Pl Rght share		35.41
000893-001		000893-001 Int'l Place Left		13.19
000893-001		000893-001 Int'l Plc Lft		52.76
000897-000		000897-000 Befr Crk Vlt Right		130.25
000897-000		000897-000 bef Crk vault right		32.56
001305-000		001305-000 301 Louviers		174.90
001305-000		001305-000 301 Louviers		52.47
001305-000		001305-000 301 Louviers		69.96
001305-000		001305-000 301 Louviers		52.47
001306-000		001306-000 City Reservoir		153.00
001307-000		001307-000 Barksdale Storm		122.40
002668-001		002668-001 Bell Res Storm		183.60
002668-005		002668-005 - Powderwks DOM		335.30
002668-006		002668-006 Powderworks IRR		285.08
002668-006		002668-006 Powderworks IRR		71.27
002668-007		002668-007 Powderwks Pk Storm		512.55
100906-001		100906-001 1205 Griggs Shared		13.19
100906-001		100906-001 1205 Griggs - Shared		52.76
100947-000		100947-000 Village Green IRR		100.28
100947-000		100947-000 Village Green IRR		25.07
102790-001		102790-001 - 1695 Burnshide/HH Well		150.90
103728-000		103728-000 - 1700 Civic Irriga		4.13
103728-000		103728-000 - 1700 Civic Irrigation		16.52
103728-001		103728-001 - 1700 Civic Irriga		13.96
103728-001		103728-001 - 1700 Civic Irrigation		55.85
103728-002		103728-002 1700 Civic/DOM		1,303.45
103728-003		103728-003 - 1700 Civic Fireline		59.10
103728-004		103728-004 - 1780 Civic Police		652.32
103728-004		103728-004 - 1780 Civic -Fire		978.48
103728-005		103728-005 - 1780 Civic Fireline -Police		35.46
103728-005		103728-005 - 1780 Civic Fireline - Fire		23.64
108388-000		108388-000 Pump Stn Rt-shared		52.76
108388-000		108388-000 Pump Stn Rt-shared		13.19
108390-000		108390-000 1280 Bell Hill IRR		13.19
108390-000		108390-000 1280 Bell Hill IRR		52.76
108857-000		108857-000 Stormwater cleaning		105.00
111387-000		111387-000 Controller H-Shared		105.61
111387-000		111387-000 Controller H-Shared		26.40
112117-000		112117-000 Hoffman Hill IRR		52.76
112117-000		112117-000 Hoffman Hill IRR		13.19
112968-000		112968-000 Clocktower restroom		105.00
Total for Check Number 32346:				7,115.03
Total for 5/10/2016:				7,115.03
32347	ARAMARK	Aramark Uniform Services	05/13/2016	
	1988540029	Uniform Cleaning		5.00
	1988540029	Uniform Cleaning		4.99
	1988540029	Uniform Cleaning		5.00
	1988540029	Uniform Cleaning		5.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
...				
	1988540029	Uniform Cleaning		5.00
	1988550861	Uniform Cleaning		5.00
	1988550861	Uniform Cleaning		5.00
	1988550861	Uniform Cleaning		4.99
	1988550861	Uniform Cleaning		5.00
	1988550861	Uniform Cleaning		5.00
	1988561658	Uniform Cleaning		12.51
	1988561658	Uniform Cleaning		12.51
	1988561658	Uniform Cleaning		12.51
	1988561658	Uniform Cleaning		12.51
	1988561658	Uniform Cleaning		12.51
	1988572494	Uniform Cleaning		5.00
	1988572494	Uniform Cleaning		5.00
	1988572494	Uniform Cleaning		4.99
	1988572494	Uniform Cleaning		5.00
	1988572494	Uniform Cleaning		5.00
			Total for Check Number 32347:	137.52
32348	AWC 43243	Assoc of Washington Cities 2016 Annual conference - R Westman	05/13/2016	375.00
			Total for Check Number 32348:	375.00
32349	AVAYA 2733667908	Avaya Inc Service Agreement Mar 2016- Mar 2017	05/13/2016	3,060.19
			Total for Check Number 32349:	3,060.19
32350	QWEST 206T610445 893B	CenturyLink 206T610445 893B Civic Center T	05/13/2016 206T610445 893B	505.37
			Total for Check Number 32350:	505.37
32351	CLINK 1373829768	CenturyLink Business Services 253-964-6934 Long distance	05/13/2016 253-964-6934	123.72
			Total for Check Number 32351:	123.72
32352	CHKLS 865738-0	Chuckals Inc.	05/13/2016	15.45
			Total for Check Number 32352:	15.45
32353	CPSD 56635	Clover Park School District #400 Printing/binding EMS report - FD	05/13/2016	471.24
			Total for Check Number 32353:	471.24
32354	COMCAST 35 013 0327571	Comcast Museum High Speed Internet	05/13/2016 8498 35 013 0327571	86.22
			Total for Check Number 32354:	86.22
32355	CFCB 80930	Crown Films/Custom Bioplastics LLC Dog waste bags - PW/Parks	05/13/2016	642.58
			Total for Check Number 32355:	642.58
32356	DANEKT REIMB 2016 TRVL 2016	Thomas E Danek WATOA Conference Mileage/Chelan - Danek WATOA Conference Per Diem/Chelan - Danek	05/13/2016	224.64 56.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32356:				280.64
32357	TACGOOD IN0061842	Goodwill of the Olympics & Rainier Region General Custodial - Tues/Thurs	05/13/2016	1,166.00
Total for Check Number 32357:				1,166.00
32358	G&O 15206.03-6	Gray & Osborne Inc. 15206.03 Water Util: Automatic Reader System	05/13/2016	3,146.30
Total for Check Number 32358:				3,146.30
32359	HDFW I4182614	HD Fowler Co Compression couplers & hand pump - PW/Greer	05/13/2016	77.88
Total for Check Number 32359:				77.88
32360	HMDEP 2012822 2012822 2024502 6020179 7020036 8290023	Home Depot/GECF Facilities supplies - PW/Parks Parks supplies - PW/Parks Drinking fountain repair - PW/Parks Drinking fountain parts - PW/Parks Drinking fountain & controllers parts - PW/Park Misc parks supplies/ Powderworks Park - PW	05/13/2016	74.27 201.67 34.27 32.69 47.60 280.62
Total for Check Number 32360:				671.12
32361	JACKSOCK REIMB 04/2016	Corine Jackson Wellness Garden supplies - C Jackson	05/13/2016	16.43
Total for Check Number 32361:				16.43
32362	LEMAY 7451072 7451072 7451072 7451072 7451083 7451097 7480320 7480320 7480320 7480320 7486080	Harold Lemay Enterprises 301 Louviers 301 Louviers 301 Louviers 301 Louviers 2180-678258-001 1700 Civic Dr 2180-688334 1775 Bob's Hollow 301 Louviers 301 Louviers 301 Louviers 301 Louviers 2180-678264 1700 Civic Dr	05/13/2016 2180-678258-001 2180-688334 2180-678264	145.87 43.76 58.35 43.76 262.36 268.03 16.95 22.60 16.95 56.50 216.53
Total for Check Number 32362:				1,151.66
32363	LNC 2137747-00	LN Curtis & Sons Cobra flashhood - FD	05/13/2016	407.35
Total for Check Number 32363:				407.35
32364	MCCLAINS 74204	McClains Soil Supply, Inc. Topsoil for tree nursery - PW	05/13/2016	76.65
Total for Check Number 32364:				76.65
32365	MULTICAR 107412	Multicare Centers of Occupational Medicine Immunization - J Goss	05/13/2016	30.00
Total for Check Number 32365:				30.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Amount
32366	PAO	Pacific Office Automation	05/13/2016	
	133440	Copy charges - PW		20.65
	133440	Copy charges - PW		6.19
	133440	Copy charges - PW		8.26
	133440	Copy charges - PW		6.19
Total for Check Number 32366:				41.29
32367	PCSEWER	Pierce County Sewer	05/13/2016	
	01175700	01175700 - 303 Barksdale Ave	01175700	69.37
	01178725	01178725 - 207 Barksdale Ave	01178725	44.74
	01178733	301-303 Louviers		7.94
	01178733	301-303 Louviers		10.59
	01178733	301-303 Louviers		7.94
	01178733	301-303 Louviers		26.47
	01251945	01251945 - 3196 Shaw St	01251945	49.33
	01326899	301-303 Louviers		25.80
	01326899	301-303 Louviers		86.03
	01326899	301-303 Louviers		25.81
	01326899	301-303 Louviers		34.41
	01349465	01349465 - 1775 Bob's Hollw	01349465	31.19
	01387341	01387341 - 1700 Civic Drive	01387341	31.19
	01695975	01695975 - 1301 Palisade Blvd	01695975	22.98
	01710583	01710583 - 1780 Civic Dr	01710583/(01387332)	26.19
	01710583	01710583 - 1780 Civic Dr	01710583/(01387332)	37.69
Total for Check Number 32367:				537.67
32368	PSCLEAN	Puget Sound Clean Air Agency	05/13/2016	
	16-029S	Quarterly Clean Air Assessment	DUPO001	1,865.50
Total for Check Number 32368:				1,865.50
32369	PSEE	Puget Sound Energy	05/13/2016	
	200000813945	301 - 303 Louviers		5.32
	200000813945	301 - 303 Louviers		5.32
	200000813945	301 - 303 Louviers		7.10
	200000813945	301 - 303 Louviers		17.75
	200001019534	200001019534 - 303 Barksdale Ave		379.33
	200001019690	200001019690 - 3195 Brown Loop		10.84
	200003761372	200003761372 - 1350 Foreman Rd		4,004.79
	200004197907	200004197907 - Bell Hill Well		1,886.42
	200005882598	301 - 303 Louviers		9.70
	200005882598	301 - 303 Louviers		7.27
	200005882598	301 - 303 Louviers		7.27
	200005882598	301 - 303 Louviers		24.24
	200006136309	200006136309 - Village Park		13.17
	200008001329	200008001329 - Museum		424.14
	200008387082	200008387082 - 1350 Foreman Rd		1,325.86
	200010681696	200010681696 - 1700 Burnside Well		1,818.41
	200011525884	200011525884 - 1700 Civic Dr Signal		54.37
	200013923426	200013923426 - 1780 Civic Dr		956.76
	200013923426	200013923426 - 1780 Civic Dr		1,376.79
	200013923681	200013923681 - 3625 Hoffman Hill Access		10.84
	200013923905	200013923905 - 2100 Center Dr Signal		62.47
	200013924143	200013924143 - 3028 Ridgeview Pump		22.67
	200013924549	200013924549 - 1700 Civic Drive		953.33
	200013924754	200013924754 - 1500 Wilmington Dr		87.86
	200013950148	200013950148/200023254622 301-303 Louvie		17.93
	200013950148	200013950148/200023254622 301-303 Louvie		23.91

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
...				
	200013950148	200013950148/200023254622 301-303 Louvie		59.78
	200013950148	200013950148/200023254622 301-303 Louvie		17.93
	200013950320	200013950320 - 1407 Palisade Blvd		56.90
	200013950544	200013950544 - Wilmington & Center Signa		85.95
	200014441923	200014441923 -709 Penniman Pmp		32.59
	200017266103	200017266103 - 2900 Center Dr Signal		190.03
	200020161606	200020161606 - 151 Davis Pl		346.99
	200021763244	200021763244 - Powderworks Park		160.57
	200023254622	200013950148/200023254622 301-303 Louvie		25.43
	200023254622	200013950148/200023254622 301-303 Louvie		33.92
	200023254622	200013950148/200023254622 301-303 Louvie		25.43
	200023254622	200013950148/200023254622 301-303 Louvie		84.78
	200024817773	200024817773 - 2690 Mitchell		29.16
	300000004741	300000004741 - Street Lights	300000004741	748.94
	300000010086	300000010086 - Street Lights	300000010086	13,921.46
			Total for Check Number 32369:	29,333.72
32370	REINARTG 008-16	Geralyn Reinart, P.E. Traffic & transportation engineering services	05/13/2016	656.00
			Total for Check Number 32370:	656.00
32371	SITECRAF 27136	SiteCrafting Inc Web Host- www.ci.dupont.wa.us	05/13/2016	55.00
			Total for Check Number 32371:	55.00
32372	ARCH Z3669640E Z3669640E Z3669640E Z3669640E	Spok Inc PW pager PW pager PW pager PW pager	05/13/2016	19.74 5.92 7.89 5.92
			Total for Check Number 32372:	39.47
32373	STAPLES 8038791035 8038791035 8038791035 8038791035 8038791035	Staples Advantage #3298991442 Postcards/mailers - PW #3298991442 Postcards/mailers - PW #3298991442 Postcards/mailers - PW #3298991442 Postcards/mailers - PW #3298991440 Date stamper - Clerk	05/13/2016	8.32 27.73 11.10 8.32 49.49
			Total for Check Number 32373:	104.96
32374	UULC 6040123 6040123	Utilities Underground Location Center Excavation notifications Excavation notifications	05/13/2016	20.79 20.79
			Total for Check Number 32374:	41.58
32375	COMMERC PWTF-272557 PWTF-272557	WA State Dept of Commerce Historic Village Water & Sewer Rehab PW Trust Historic Village Water & Sewer Rehab PW Trust	05/13/2016	1,257.78 31,444.62
			Total for Check Number 32375:	32,702.40
32376	WSP I16007656	Wa State Patrol Background checks - P&R	05/13/2016	36.00
			Total for Check Number 32376:	36.00

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32377	WFFL 5003043871	Wells Fargo Financial Leasing, Inc. Lanier Police Copier - 2050-01	05/13/2016 Contract #2050-01	395.22
Total for Check Number 32377:				395.22
32378	WESMAR 227488	Wesmar Company Inc. Chemicals - PW/Water	05/13/2016	387.30
Total for Check Number 32378:				387.30
32379	ZOLL 9026485	ZOLL Medical Corporation Fire RMS Service	05/13/2016	282.88
Total for Check Number 32379:				282.88
32380	ZUMAR 0180837 0182035	Zumar Industries, Inc. Bob's Hollow Ln sign - PW/Streets Stop signs - PW/Streets	05/13/2016	89.94 584.20
Total for Check Number 32380:				674.14
Total for 5/13/2016:				79,594.45
32399	CB-CARD	Card Services/ Columbia Bank	05/16/2016	
	0070	Vehicle wash brush - Saboe/PD		42.28
	0070	Misc Fire dept supplies - FD		350.39
	0077	Dishwasher for firehouse - FD		541.33
	0077	Training registration/Strausbaugh - FD		50.00
	0077	Training materials & supplies - FD		551.03
	0646	Golf meeting supplies - P&R		28.03
	0646	Postcards - Invitations for Memorial Day - Mayc		39.47
	1311	Pay by phone fee - Admin		5.00
	3412	EOC Room Projector Bulbs - FD		289.74
	3412	EOC Room Projector Bulbs - PD		289.75
	3412	Child's car seat - PD		196.91
	3412	Adobe Pro subscription - PD		16.31
	3412	FTO Training lodging/Holt - PD		663.65
	5349	GFOA Training - Adv Govt Acctg class/C Jacksc		580.00
	9605	Laminated city maps - PW		56.89
	9605	Tree nursery - Kiperts, G&L Bark, Ewing Irrigat		1,668.65
	9605	Laminated city maps - PW		42.67
	9605	Laminated city maps - PW		142.22
	9605	Refund for overpayment of gov't rate/Carlington		-50.00
	9605	Postcards/supplies for announcements - PW		32.60
	9605	WA St Drivers/CDL combo license/ Moore - PW		64.80
	9605	WA St Drivers/CDL combo license/ Moore - PW		64.80
	9605	Laminated city maps - PW		42.67
	9605	WA St Drivers/CDL combo license/ Moore - PW		32.40
	9975	Printing - P&R		30.99
	9975	Misc supplies - P&R		81.48
Total for Check Number 32399:				5,854.06
32400	FLEET	Wright Express FSC/ WEX Bank	05/16/2016	
	44961621	Fuel - Police		1,794.51
	44961621	Fuel - Fire		393.68
	44961621	Fuel - PW		622.96
	44961621	Fuel - PW		311.49
	44961621	Fuel - PW		311.49

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	44961621	Fuel - PW		311.49
	44961621	Fuel - Building		60.49
Total for Check Number 32400:				3,806.11
Total for 5/16/2016:				9,660.17
32381	UB*01623 107475-000	John & Meghan Mulholland refund deposit	05/17/2016	71.86
Total for Check Number 32381:				71.86
32382	UB*01624 111795-000	Shinsung & Misoon Yook refund deposit	05/17/2016	93.40
Total for Check Number 32382:				93.40
Total for 5/17/2016:				165.26
32383	UB*01632 101267-000	Aaron Amadee refund credit balance	05/18/2016	6.77
Total for Check Number 32383:				6.77
32384	UB*01627 002659-018	Clock Tower Village II refund credit balance	05/18/2016	209.50
Total for Check Number 32384:				209.50
32385	UB*01635 104065-001	Folarin & Adedimpe Durosawo refund credit balance	05/18/2016	117.02
Total for Check Number 32385:				117.02
32386	UB*01631 100415.003	Anthony Edwards refund credit balance	05/18/2016	94.00
Total for Check Number 32386:				94.00
32387	UB*01560 00161-006	Hos Bros Construction Inc. refund deposit balance	05/18/2016	1,242.17
Total for Check Number 32387:				1,242.17
32388	UB*01633 101442-000	Benjamin Keith refund credit balance	05/18/2016	147.01
Total for Check Number 32388:				147.01
32389	UB*01628 002914-001	Soojung Kim refund credit balance	05/18/2016	76.37
Total for Check Number 32389:				76.37
32390	UB*01625 002122-000	Carol Oliver refund credit balance	05/18/2016	120.00
Total for Check Number 32390:				120.00
32391	UB*01638	James and Sharon Ryan	05/18/2016	

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	112218-000	refund credit balance		48.00
				<hr/>
				Total for Check Number 32391:
				48.00
32392	UB*01637 107764-000	Yogeshwar Sugrim refund credit balance	05/18/2016	119.99
				<hr/>
				Total for Check Number 32392:
				119.99
32393	UB*01634 103874-000	Stephen Towles refund credit balance	05/18/2016	5.15
				<hr/>
				Total for Check Number 32393:
				5.15
32394	UB*01630 100380-001	Jeffrey Turner refund credit balance	05/18/2016	23.71
				<hr/>
				Total for Check Number 32394:
				23.71
32395	UB*01626 002381-000	Natalie Whitehead refund credit balance	05/18/2016	111.24
				<hr/>
				Total for Check Number 32395:
				111.24
32396	UB*01636 107413-000	Mark Wingerd refund credit balance	05/18/2016	50.48
				<hr/>
				Total for Check Number 32396:
				50.48
32397	UB*01629 003001-004	Susan Woo-Sohn refund credit balance	05/18/2016	10.48
				<hr/>
				Total for Check Number 32397:
				10.48
32398	UB*01639 113454-000	Steve Maynard and Xenia Peet Zero Rain, I refund credit balance	05/18/2016	13.64
				<hr/>
				Total for Check Number 32398:
				13.64
				<hr/>
				Total for 5/18/2016:
				2,395.53
				<hr/>
				<hr/>
				Report Total (102 checks):
				167,355.34
				<hr/>
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MEETING DATE: May 24, 2016 **Agenda Item # 7b.**

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

TITLE:

Discussion on amending DMC Chapter 5.04 re: Rental Housing Business Licenses

Department: Finance	Discussion Date: 05/24/16
Originator: Staff	First Reading Date:
Assigned to: Gordon Karg, City Attorney	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

DuPont Municipal Code (DMC) currently requires a party to acquire a "Rental Housing Business License" (RHL) in order to rent out a residential property within City limits. Normally, the DMC provides penalty fees when a party engages in a licensed business activity, but fails to acquire and maintain a valid business license. See DMC 5.04.160.

However, pursuant to DMC 5.04.050(b) Rental Housing Businesses are exempt from the rest of the Chapter and are regulated solely by DMC 5.04.170. While that provision of law sets out a requirement for a RHL in order to rent housing, it has no penalty or enforcement provisions. Thus, the DMC requires a RHL for those parties renting housing units in the City, but there is no substantive method to enforce that requirement.

Staff has calculated that there is approximately 836 active RHL's that need to be renewed and approximately 86 rental housing properties where the owners have never acquired an RHL. This represents a loss of roughly \$60,000 a year in potential revenue.

RECOMMENDATION:

Amend DMC Chapter 5.04 to: a) not exempt RHL's from the other provisions of this chapter, allowing RHL's to be treated like any other business license with appropriate penalties for failing to obtain or renew the license; b) to include clarifying language as to who needs an RHL. Please see attached proposed ordinance amendments.

Chapter 5.04
Business Licenses

Sections:

- [5.04.010](#) Revenue license power.
- [5.04.020](#) Definitions.
- [5.04.030](#) Persons subject to fees.
- [5.04.040](#) Businesses located outside City.
- [5.04.050](#) Exemptions.
- [5.04.060](#) Requirements for issuance of license.
- [5.04.062](#) Investigations and background checks.
- [5.04.065](#) Nonconforming uses.
- [5.04.067](#) Inspections--Right of entry.
- [5.04.070](#) Payment of fees.
- [5.04.080](#) Over- or underpayment of fees.
- [5.04.090](#) Failure to make application.
- [5.04.095](#) Grounds for disqualification of license.
- [5.04.097](#) Application for license--Approval or denial--Appeal.
- [5.04.100](#) Suspension or revocation.
- [5.04.110](#) Authority of Director.
- [5.04.120](#) Mailing notices.
- [5.04.130](#) Disclaimer of City liability.
- [5.04.140](#) License additional to other fees.
- [5.04.150](#) Fee constitutes debt.
- [5.04.155](#) Assignment of license.
- [5.04.160](#) Penalties--Violations.
- [5.04.170](#) Rental housing business license.

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5.04.010 Revenue license power. [SHARE](#)

The provisions of this chapter shall be deemed an exercise of the City's power to license for revenue. (Ord. 12-943 § 2).

5.04.020 Definitions. [SHARE](#)

Except where specifically provided in this chapter, the definitions in Chapters 3.07 and 3.08 DMC shall apply to this chapter.

"Cabaret" means any establishment licensed for the sale of beer, wine or other alcoholic liquor, where entertainment or music other than by phonograph or digital recording, radio or television is provided, or where dancing by patrons is permitted.

"Director" means the City Finance Director or his/her designee.

"Employee" means any person employed at any business enterprise that performs any part of their duties within the City, except casual laborers not employed in the usual course of business. A sole proprietor is not an "employee." All officers, agents, dealers, franchisees, etc., of a corporation or business trust, and all but one partner of a partnership (except limited partners), are "employees" within this definition.

"Home occupation" as used in this chapter is defined in DMC [25.10.080](#).

"Nonprofit" means any charitable organization that has been exempted from payment of taxes to the federal government under Section 501(c)(3) of the Internal Revenue Code.

"Year" means a period of 12 months from the time of initial registration as a business. (Ord. 12-943 § 2).

5.04.030 Persons subject to fees.

There is hereby levied upon and shall be collected from every person engaged in business in the City an annual license fee for the privilege of engaging in business and to identify and register businesses that are active in the City. Except as provided below in subsections (d) through (i) of this section such license fee shall be measured by using the number of employees as reported in the Washington State Unemployment Insurance Report for the quarter ended prior to the month of license application or renewal. The fees for the following shall be as set forth in the City of DuPont Fee Schedule:

- (a) Every sole proprietor and every person employing from one up to and including 24 employees, per year;
- (b) Every person employing 25 to and including 99 employees, per year;
- (c) For every person employing 100 and over employees, per year;
- (d) For special event activities (such as holiday bazaar or July 4th celebration), for a single 24 hours;
- (e) For every cabaret, either per year or for a single 24 hours;

- (f) For peddling or hawking, per year;
- (g) For selling used automobiles, per year;
- (h) For wrecking automobiles, per year;
- (i) For home occupations with annual gross revenues of less than \$10,000, per year.

Business licenses shall be renewed in the month occurring one year (12 months) after their initial registration and every year thereafter. (Ord. 12-943 § 2).

5.04.040 Businesses located outside City. SHARE

As to businesses located outside the City and furnishing or performing services within the City, the license fee herein shall be measured by the number of employees of such business to perform any part of their duties within the City. (Ord. 12-943 § 2).

5.04.050 Exemptions. SHARE

The requirements of this chapter shall not apply to the following:

(a) Adult entertainment business, which shall be subject to the business license requirements contained in Chapter [5.05](#) DMC;

~~(b) Rental housing businesses, which shall be subject to the provisions contained in DMC [5.04.170](#);~~

~~(be)~~ Any instrumentality of the United States, State of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions;

~~(cd)~~ Minors engaged in irregular, casual activities such as baby-sitting, delivery of newspapers, casual lawn mowing, casual car washing, and other similar activities;

~~(de)~~ Businesses meeting all of the following criteria:

- (1) Having no employees performing work other than delivery within the City;
- (2) Having no salespeople soliciting sales within the City;
- (3) Having no installers or contractors working within the City;

(4) Having no offices, warehouses or other physical location(s) within the City; and

(5) Having no inventory located within the City.

Nonprofit organizations, as defined in DMC [5.04.020](#), or as recognized by the State of Washington and the federal government, including but not limited to religious, civic, charitable, benevolent, cultural or youth organizations, are required to obtain a business license. With proof of exempt status from the Internal Revenue Service the business is exempt from business license fee requirements. A copy of the organization's 501(c)(3) form must be submitted at the time of application as proof of nonprofit status. (Ord. 12-943 § 2).

5.04.060 Requirements for issuance of license. 

No person shall engage in any business or activity in the City for which a license fee is imposed without first having obtained and being the holder of a valid and subsisting license, to be known as a "business license," issued under the provisions of this chapter, which license fee shall accompany the application for the license. Every license granted under this chapter shall be posted in a conspicuous place in the place of business of the licensee. Any license issued under or by virtue of the provisions of this chapter shall be personal and nontransferable. In case business is transacted two or more places by one person or business owner, a separate license for each place at which business is transacted with the public is required.

If any person or business owner required by the terms and provisions of this chapter to pay a license fee for any period fails or refuses to do so, that person shall not be granted a license for the current period until such delinquent license fee, together with penalties, has been paid in full. (Ord. 12-943 § 2).

5.04.062 Investigations and background checks. 

Any application for license may be investigated by such departments or officers of the City as the Director may determine. All applications for a license may be subject to a criminal background check, and the results of such checks may be sufficient grounds for denial of a license. (Ord. 12-943 § 2).

5.04.065 Nonconforming uses. 

There exists a need to identify and register businesses which are active in the City in order to protect public health, safety, and welfare of the community. The issuance of a business license by the City does not constitute either approval of a business or the use of any particular parcel in the City for a business or any other purpose. By issuing a business license, the City shall not be precluded from taking enforcement action against any use which is not authorized in the zone in which it is occurring, or against any structure that does

not comply with the Washington State Building Code or other codes applicable to such structure, nor does issuance of a license vest the licensee with any rights to continue a nonconforming use. (Ord. 12-943 § 2).

5.04.067 Inspections--Right of entry. 

The Director or an authorized representative of the Fire Department, Police Department or Community Development Department is authorized to make inspections of any licensed premises during normal hours of operation of said business and take action as may be required to enforce the provisions of the DuPont Municipal Code. (Ord. 12-943 § 2).

5.04.070 Payment of fees. 

Business licenses shall be renewed annually in the anniversary month of their initial registration through the forms prescribed by the Washington State Master Business License Program. (Ord. 12-943 § 2).

5.04.080 Over- or underpayment of fees. 

If, upon investigation of any application and/or receipts, the Director finds that the fee paid on any license or license renewal is more than the amount required of the applicant, the Director shall return the overpaid amount. If the Director finds that the fee paid is less than required, the Director shall mail a statement to the applicant showing the balance due, who shall within seven days pay the amount shown thereon. (Ord. 12-943 § 2).

5.04.090 Failure to make application. 

If any person or business owner fails, neglects or refuses to file their application and to pay any fees due as and when required herein, the Director is authorized to determine the amount of the fee(s) payable, and by mail to notify such person or business owner of the amount so determined. The amount so fixed shall thereupon become the fee owed and be immediately due and payable. (Ord. 12-943 § 2).

5.04.095 Grounds for disqualification of license. 

Pursuant to the provisions of this chapter, no license shall be issued to the following persons:

- (a) Any minor under 18 years of age;
- (b) Any person who, if licensed, is likely to present a danger to public health, safety or welfare by reason of any of the following:

(1) The applicant or his or her employees or agents have been convicted of a crime which relates directly to the specific occupation, trade, vocation, or business for which the license is sought, provided, the time elapsed between the violation and the date of license application is less than three years for a felony conviction or less than one year for a misdemeanor conviction.

(2) The applicant had a similar license revoked or suspended pursuant to the provisions of DMC [5.04.100](#).

(3) The Director has reasonable grounds to believe the applicant to be dishonest or to desire such license to enable applicant to practice some illegal act or some act injurious to the public health or safety.

(c) Any person who is not qualified under any specific provision of this chapter for any particular license for which the application is made. (Ord. 12-943 § 2).

5.04.097 Application for license--Approval or denial--Appeal. 

The Director shall approve or deny all applications for licenses required hereunder. Any applicant denied a license may appeal pursuant to the provisions of DMC [3.08.240](#)(b). (Ord. 12-943 § 2).

5.04.100 Suspension or revocation. 

The Director shall have the power to suspend or revoke a business license pursuant to the procedures set forth in DMC [3.08.240](#). (Ord. 12-943 § 2).

5.04.110 Authority of Director. 

The Director shall have the power, and it shall be the Director's duty, from time to time, to adopt, publish and enforce rules and regulations not inconsistent with this title or with the law for the purposes of carrying out the provisions thereof, and it is unlawful to violate or fail to comply with any such rules and regulations. (Ord. 12-943 § 2).

5.04.120 Mailing notices. 

Any notice required under this chapter shall be mailed pursuant to the provisions of DMC [3.08.190](#). (Ord. 12-943 § 2).

5.04.130 Disclaimer of City liability. 

The City of DuPont expressly finds and requires that responsibility for compliance with the provisions of this chapter rests with license applicants and their agents and that no action, inaction, omission of the City or any of its agents or employees shall serve to assume or shift responsibility for compliance with the provisions of this chapter to any other party, including the City. Furthermore, issuance of a license pursuant to this chapter does not constitute the creation of a duty by the City to indemnify the licensee for any wrongful acts against the public, or to guarantee the quality of goods, services or expertise of a licensee. The issuance of a license does not shift to the City responsibility for the training, conduct, or equipment of the licensee or their agents, employees or representatives, even if specific regulations herein or elsewhere require standards of training, conduct or inspections. (Ord. 12-943 § 2).

5.04.140 License additional to other fees. 

The license fee levied shall be additional to any license fee imposed or levied under the law of any other chapter of the City except as herein otherwise expressly provided. (Ord. 12-943 § 2).

5.04.150 Fee constitutes debt. 

Any license fee due and unpaid under this chapter, and all penalties thereon, shall constitute a debt to the City and may be collected by court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies. (Ord. 12-943 § 2).

5.04.155 Assignment of license. 

No license may be assigned or transferred. (Ord. 12-943 § 2).

5.04.160 Penalties--Violations. 

(a) Violations. It shall be unlawful for any person to violate any of the provisions of this chapter and such person shall be subject to the penalties detailed below. Additionally, the license of the business in which a violation occurs may be revoked for such violation, whether the owner knew of or encouraged the violation.

(b) Monetary Penalties. Every person who operates a business without a license issued pursuant to this chapter, or any person who fails to pay the required license fee pursuant to DMC [5.04.030](#) within 30 days of when the license fee is due, shall be assessed by the Director a monetary penalty in the amount of \$250.00. This penalty shall be in addition to the required license fee. Each day of business operation without a license shall constitute a separate violation subject to monetary penalties hereunder. Failure to pay the license fee by more than 60 days after such fee is due shall subject the licensee to a monetary penalty in the amount of \$500.00 in addition to the license fee.

(c) Criminal Penalties for Repeat Violations. A second or repeat violation of any provision of this chapter shall constitute a misdemeanor punishable by a fine of a sum not exceeding \$1,000 or by imprisonment not exceeding 90 days or by both such fine and imprisonment. Each separate day or portion thereof during which any violation of any provision of this chapter occurs shall constitute a separate violation and upon conviction thereof shall be punished as provided in this section. (Ord. 12-943 § 2).

5.04.170 Rental housing business license. 

Each rental housing owner, as defined herein, operating in the City shall obtain ~~and maintain in good standing~~ a "rental housing business license" issued by the City in accordance with the provisions of this chapter.

(a) The fee for a "rental housing business license" shall be as set forth in the City of DuPont Fee Schedule.

(b) "Rental housing owner," as used in this section, shall mean any natural person(s) and/or business entities owning or having any ownership interest in any rental housing unit(s) within the City of DuPont, whether or not the rental housing owner employs a manager or management company.

(c) "Rental housing," as used in this section, means any [residential use building or multifamily residence as those terms are defined in DMC Chapter 25.10, dwelling unit](#) in the City which is [either](#) occupied pursuant to a lawful rental agreement, oral or written, express or implied [or is available to occupy pursuant to a lawful rental agreement, oral or written, express or implied](#) and which is not owned by its occupant(s). [Rental Housing is exempted from the inspection requirements at DMC 5.04.067. \(Ord. 12-944 § 1\).](#)

**Chapter 5.04
Business Licenses**

Sections:

- 5.04.010 Revenue license power.
- 5.04.020 Definitions.
- 5.04.030 Persons subject to fees.
- 5.04.040 Businesses located outside City.
- 5.04.050 Exemptions.
- 5.04.060 Requirements for issuance of license.
- 5.04.062 Investigations and background checks.
- 5.04.065 Nonconforming uses.
- 5.04.067 Inspections--Right of entry.
- 5.04.070 Payment of fees.
- 5.04.080 Over- or underpayment of fees.
- 5.04.090 Failure to make application.
- 5.04.095 Grounds for disqualification of license.
- 5.04.097 Application for license--Approval or denial--Appeal.
- 5.04.100 Suspension or revocation.
- 5.04.110 Authority of Director.
- 5.04.120 Mailing notices.
- 5.04.130 Disclaimer of City liability.
- 5.04.140 License additional to other fees.
- 5.04.150 Fee constitutes debt.
- 5.04.155 Assignment of license.
- 5.04.160 Penalties--Violations.
- 5.04.170 Rental housing business license.

5.04.010 Revenue license power.

The provisions of this chapter shall be deemed an exercise of the City's power to license for revenue. (Ord. 12-943 § 2).

5.04.020 Definitions.

Agenda Item # 7b.

...
Except where specifically provided in this chapter, the definitions in Chapters 3.07 and 3.08 DMC shall apply to this chapter.

“Cabaret” means any establishment licensed for the sale of beer, wine or other alcoholic liquor, where entertainment or music other than by phonograph or digital recording, radio or television is provided, or where dancing by patrons is permitted.

“Director” means the City Finance Director or his/her designee.

“Employee” means any person employed at any business enterprise that performs any part of their duties within the City, except casual laborers not employed in the usual course of business. A sole proprietor is not an “employee.” All officers, agents, dealers, franchisees, etc., of a corporation or business trust, and all but one partner of a partnership (except limited partners), are “employees” within this definition.

“Home occupation” as used in this chapter is defined in DMC [25.10.080](#).

“Nonprofit” means any charitable organization that has been exempted from payment of taxes to the federal government under Section 501(c)(3) of the Internal Revenue Code.

“Year” means a period of 12 months from the time of initial registration as a business. (Ord. 12-943 § 2).

5.04.030 Persons subject to fees.

There is hereby levied upon and shall be collected from every person engaged in business in the City an annual license fee for the privilege of engaging in business and to identify and register businesses that are active in the City. Except as provided below in subsections (d) through (i) of this section such license fee shall be measured by using the number of employees as reported in the Washington State Unemployment Insurance Report for the quarter ended prior to the month of license application or renewal. The fees for the following shall be as set forth in the City of DuPont Fee Schedule:

- (a) Every sole proprietor and every person employing from one up to and including 24 employees, per year;
- (b) Every person employing 25 to and including 99 employees, per year;
- (c) For every person employing 100 and over employees, per year;
- (d) For special event activities (such as holiday bazaar or July 4th celebration), for a single 24 hours;
- (e) For every cabaret, either per year or for a single 24 hours;

(f) For peddling or hawking, per year;

(g) For selling used automobiles, per year;

(h) For wrecking automobiles, per year;

(i) For home occupations with annual gross revenues of less than \$10,000, per year.

Business licenses shall be renewed in the month occurring one year (12 months) after their initial registration and every year thereafter. (Ord. 12-943 § 2).

5.04.040 Businesses located outside City.

As to businesses located outside the City and furnishing or performing services within the City, the license fee herein shall be measured by the number of employees of such business to perform any part of their duties within the City. (Ord. 12-943 § 2).

5.04.050 Exemptions.

The requirements of this chapter shall not apply to the following:

(a) Adult entertainment business, which shall be subject to the business license requirements contained in Chapter [5.05](#) DMC;

(b) Any instrumentality of the United States, State of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions;

(c) Minors engaged in irregular, casual activities such as baby-sitting, delivery of newspapers, casual lawn mowing, casual car washing, and other similar activities;

(d) Businesses meeting all of the following criteria:

(1) Having no employees performing work other than delivery within the City;

(2) Having no salespeople soliciting sales within the City;

(3) Having no installers or contractors working within the City;

(4) Having no offices, warehouses or other physical location(s) within the City; and

(5) Having no inventory located within the City.

Nonprofit organizations, as defined in DMC [5.04.020](#), or as recognized by the State of Washington and the federal government, including but not limited to religious, civic, charitable, benevolent, cultural or youth organizations, are required to obtain a business license. With proof of exempt status from the Internal Revenue Service the business is exempt from business license fee requirements. A copy of the organization's 501(c)(3) form must be submitted at the time of application as proof of nonprofit status. (Ord. 12-943 § 2).

5.04.060 Requirements for issuance of license.

No person shall engage in any business or activity in the City for which a license fee is imposed without first having obtained and being the holder of a valid and subsisting license, to be known as a "business license," issued under the provisions of this chapter, which license fee shall accompany the application for the license. Every license granted under this chapter shall be posted in a conspicuous place in the place of business of the licensee. Any license issued under or by virtue of the provisions of this chapter shall be personal and nontransferable. In case business is transacted two or more places by one person or business owner, a separate license for each place at which business is transacted with the public is required.

If any person or business owner required by the terms and provisions of this chapter to pay a license fee for any period fails or refuses to do so, that person shall not be granted a license for the current period until such delinquent license fee, together with penalties, has been paid in full. (Ord. 12-943 § 2).

5.04.062 Investigations and background checks.

Any application for license may be investigated by such departments or officers of the City as the Director may determine. All applications for a license may be subject to a criminal background check, and the results of such checks may be sufficient grounds for denial of a license. (Ord. 12-943 § 2).

5.04.065 Nonconforming uses.

There exists a need to identify and register businesses which are active in the City in order to protect public health, safety, and welfare of the community. The issuance of a business license by the City does not constitute either approval of a business or the use of any particular parcel in the City for a business or any other purpose. By issuing a business license, the City shall not be precluded from taking enforcement action against any use which is not authorized in the zone in which it is occurring, or against any structure that does not comply with the Washington State Building Code or other codes applicable to such structure, nor does issuance of a license vest the licensee with any rights to continue a nonconforming use. (Ord. 12-943 § 2).

5.04.067 Inspections--Right of entry.

The Director or an authorized representative of the Fire Department, Police Department or Community Development Department is authorized to make inspections of any licensed premises during normal hours of operation of said business and take action as may be required to enforce the provisions of the DuPont Municipal Code. (Ord. 12-943 § 2).

5.04.070 Payment of fees.

Business licenses shall be renewed annually in the anniversary month of their initial registration through the forms prescribed by the Washington State Master Business License Program. (Ord. 12-943 § 2).

5.04.080 Over- or underpayment of fees.

If, upon investigation of any application and/or receipts, the Director finds that the fee paid on any license or license renewal is more than the amount required of the applicant, the Director shall return the overpaid amount. If the Director finds that the fee paid is less than required, the Director shall mail a statement to the applicant showing the balance due, who shall within seven days pay the amount shown thereon. (Ord. 12-943 § 2).

5.04.090 Failure to make application.

If any person or business owner fails, neglects or refuses to file their application and to pay any fees due as and when required herein, the Director is authorized to determine the amount of the fee(s) payable, and by mail to notify such person or business owner of the amount so determined. The amount so fixed shall thereupon become the fee owed and be immediately due and payable. (Ord. 12-943 § 2).

5.04.095 Grounds for disqualification of license.

Pursuant to the provisions of this chapter, no license shall be issued to the following persons:

- (a) Any minor under 18 years of age;
- (b) Any person who, if licensed, is likely to present a danger to public health, safety or welfare by reason of any of the following:
 - (1) The applicant or his or her employees or agents have been convicted of a crime which relates directly to the specific occupation, trade, vocation, or business for which the license is sought, provided, the time elapsed between the violation and the date of license application is less than three years for a felony conviction or less than one year for a misdemeanor conviction.

(2) The applicant had a similar license revoked or suspended pursuant to the provisions of DMC [5.04.100](#).

(3) The Director has reasonable grounds to believe the applicant to be dishonest or to desire such license to enable applicant to practice some illegal act or some act injurious to the public health or safety.

(c) Any person who is not qualified under any specific provision of this chapter for any particular license for which the application is made. (Ord. 12-943 § 2).

5.04.097 Application for license--Approval or denial--Appeal.

The Director shall approve or deny all applications for licenses required hereunder. Any applicant denied a license may appeal pursuant to the provisions of DMC [3.08.240](#)(b). (Ord. 12-943 § 2).

5.04.100 Suspension or revocation.

The Director shall have the power to suspend or revoke a business license pursuant to the procedures set forth in DMC [3.08.240](#). (Ord. 12-943 § 2).

5.04.110 Authority of Director.

The Director shall have the power, and it shall be the Director's duty, from time to time, to adopt, publish and enforce rules and regulations not inconsistent with this title or with the law for the purposes of carrying out the provisions thereof, and it is unlawful to violate or fail to comply with any such rules and regulations. (Ord. 12-943 § 2).

5.04.120 Mailing notices.

Any notice required under this chapter shall be mailed pursuant to the provisions of DMC [3.08.190](#). (Ord. 12-943 § 2).

5.04.130 Disclaimer of City liability.

The City of DuPont expressly finds and requires that responsibility for compliance with the provisions of this chapter rests with license applicants and their agents and that no action, inaction, omission of the City or any of its agents or employees shall serve to assume or shift responsibility for compliance with the provisions of this chapter to any other party, including the City. Furthermore, issuance of a license pursuant to this chapter does not constitute the creation of a duty by the City to indemnify the licensee for any wrongful acts against the public, or to guarantee the quality of goods, services or expertise of a licensee. The issuance of a license does

not shift to the City responsibility for the training, conduct, or equipment of the licensee or their agents, employees or representatives, even if specific regulations herein or elsewhere require standards of training, conduct or inspections. (Ord. 12-943 § 2).

5.04.140 License additional to other fees.

The license fee levied shall be additional to any license fee imposed or levied under the law of any other chapter of the City except as herein otherwise expressly provided. (Ord. 12-943 § 2).

5.04.150 Fee constitutes debt.¹

Any license fee due and unpaid under this chapter, and all penalties thereon, shall constitute a debt to the City and may be collected by court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies. (Ord. 12-943 § 2).

5.04.155 Assignment of license.

No license may be assigned or transferred. (Ord. 12-943 § 2).

5.04.160 Penalties--Violations.

(a) Violations. It shall be unlawful for any person to violate any of the provisions of this chapter and such person shall be subject to the penalties detailed below. Additionally, the license of the business in which a violation occurs may be revoked for such violation, whether the owner knew of or encouraged the violation.

(b) Monetary Penalties. Every person who operates a business without a license issued pursuant to this chapter, or any person who fails to pay the required license fee pursuant to DMC [5.04.030](#) within 30 days of when the license fee is due, shall be assessed by the Director a monetary penalty in the amount of \$250.00. This penalty shall be in addition to the required license fee. Each day of business operation without a license shall constitute a separate violation subject to monetary penalties hereunder. Failure to pay the license fee by more than 60 days after such fee is due shall subject the licensee to a monetary penalty in the amount of \$500.00 in addition to the license fee.

(c) Criminal Penalties for Repeat Violations. A second or repeat violation of any provision of this chapter shall constitute a misdemeanor punishable by a fine of a sum not exceeding \$1,000 or by imprisonment not exceeding 90 days or by both such fine and imprisonment. Each separate day or portion thereof during which any violation of any provision of this chapter occurs shall constitute a separate violation and upon conviction thereof shall be punished as provided in this section. (Ord. 12-943 § 2).

5.04.170 Rental housing business license.

Each rental housing owner, as defined herein, operating in the City shall obtain a “rental housing business license” issued by the City in accordance with the provisions of this chapter.

(a) The fee for a “rental housing business license” shall be as set forth in the City of DuPont Fee Schedule.

(b) “Rental housing owner,” as used in this section, shall mean any natural person(s) and/or business entities owning or having any ownership interest in any rental housing unit(s) within the City of DuPont, whether or not the rental housing owner employs a manager or management company.

(c) “Rental housing,” as used in this section, means any residential use building or multifamily residence as, those terms are defined in DMC Chapter 25.10, in the City which is either occupied pursuant to a lawful rental agreement, oral or written, express or implied or is available to occupy pursuant to a lawful rental agreement, oral or written, express or implied and which is not owned by its occupant(s). Rental Housing is exempted from the inspection requirements at DMC 5.04.067.



**Department of Community Development
Report for February / March 2016**

Planning Commission Work Program - Upcoming:

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

Project Status:

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

Building Permit Fees & Inspections – For the Month of February & March 2016

- \$79,500 in revenue from permits / plan review.
- 16 permits were issued in February and 15 permits were issued in March.
- 145 inspections were performed.



**Department of Community Development
Report for April 2016**

Planning Commission Work Program - Upcoming:

- The Planning Commission is working on Ordinance updates in conjunction with the Comprehensive Plan Update.
- The Planning Commission is anticipating work beginning on amendments to Environmentally Sensitive Areas as soon as the new Community Development Director arrives on June 16.
- The Planning Commission heard from a developer proposing to build an indoor storage building with an Ace Hardware on the ground floor at the corner of Center and McNeil; Council subsequently heard the same proposal. The City is waiting to see if an application for a Text Amendment is filed.

Project Status:

- Barksdale Station: Home 2 Suites (86,945 sf, 140 unit) – Site work and construction is well under way; exterior almost finished.
- DuPont Station: Fairfield Inn and Suites (49,580 sf, 90 unit) – Construction continues with framing and covering almost complete.
- Williamson Lot 10 (Intersection of DuPont Steilacoom Road and Center Drive) – Construction is mostly complete for an approximately 36,000 sf warehouse /shell building similar to the existing structure onsite.
- Hoffman Hill Division 4 multi-family (Burnside Place) construction continues with four buildings nearing completion and the fifth structure is under construction.
- Commercial interior tenant improvements underway or approved for permit issuance include various Intel facility remodels.
- Short plat request for former Intel building being processed; awaiting applicant response.

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

- \$6,249 in revenue from permits / plan review.
- 21 permits were issued.
- 75 inspections were performed.



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

1700 Civic Drive
DuPont, WA 98327
Ph 253.912.5381 Fax 253.964.1455

Monthly Activity Report for April 2016

Public Works Department – Operations and Maintenance Activity Summary

Highlights

Irrigation maintenance: Public Works staff cycled, operated, and repaired the city's irrigation system after being shut down from this past winter (10K+ Sprinkler Heads and 1K+ Sprinkler Zones). May 3, 2016 irrigation was in full operation. Staff continues to inspect and review any programming or delivery issues.

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

Spring Clean Up occurred on April 9, 2016. Besides curbside pick-up the city hosted a central bulky waste site in the vacant lot adjacent to city hall. A total of 6 containers were filled for metals, general waste and yard waste. Also invited Goodwill Industries who had a trailer to receive serviceable donations such as clothing and household items. They departed with a full trailer; 18 pallets full, each pallet had individual dimensions of 4 ft. X 4ft. X 4 ft.

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

Maintenance of alley roadways in the Historic Village occurred between April 26 – 29 and follow up on the first week of May. Work involved laying crushed rock to fill low spots and holes in the alley. Areas that had a turn in the alley required a thicker layer of crushed rock (alleys off of Brandywine and Barksdale).

On April 29, 2016, the city hosted a ribbon cutting ceremony and Arbor Day proclamation at the city's new Tree Nursery.

Meter Reading: Reviewed and adjusted our water meter reading process for efficiency.

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

1. Off Leash Fencing at Powderworks Park. Completing design and layout for Spring completion.
2. Water line replacement in the Historic Village in the areas of Barksdale AVE/Penniman ST. The work at Barksdale AVE by lafrati Park and Union 76 will be deferred pending right of way easement review.
3. Water pump upgrades at Bell Hill and Hoffman Hill; this design work continues in the background, but the actual work will occur in Fall 2016 after the irrigation season.
4. Storm Water Facilities upgrades at Edmond Village by Cosper ST and Mitchell AVE, Center DR by Sequelitchew DR, and Palisade Village by Bobs Hollow LN and Hammond AVE. Designs are at 90%.
5. Storm Water pump replacement at Edmond Village by Cosper ST and Mitchell AVE. Designs are at 90%.
6. Street Overlay on Wilmington DR between Barksdale AVE and Palisade BLVD. Design is completed and the project has been advertised. Bid opening is June 1, 2016.

Fall Clean Up: Saturday October 8, 2016.

Water Quality

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

Water Production

The DuPont water system pumped 24,756,600 gallons during the month. From our graph, this year's production is running slightly higher than our last 4-year average.

Water System Projects and Planning

Staff continues to inspect water tanks monthly, We continue to support engineering in getting information for our upcoming water projects. Our Staff completed with Water meter reads this month, we modified our reading system to speed up the process and found success in this method.

Streets, Trails & Storm Drainage

Staff completed 24 locates during the month due to construction related activities. This essential work is in protecting our utilities and part of ongoing national efforts to minimize damage to all underground utilities.

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

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

Our Street Sweeper continues with our spring round of sweeping; posting occurred on our City Web Site and sign boards. We logged 139 lane miles used 450 gallons of water and picked up 15 yards of material.

Staff continues with pruning street trees for sight and safety concerns. Staff continues to responded to small storm events that damaged several trees that required crews to safely remove from the street strip, staff focused on City owned trees only, we continue with clean up and calls about cracked branches and suspect trees located on City Property. Staff continues to maintain trails and Storm water basins during the rainy season.

Did you know - street light outages can be reported directly to PSE online through the City's website? You'll be asked to provide the street pole number and nearby address if possible to expedite repairs. Our staff responded to various Street tree issues and sidewalk problems throughout the City, during the last week a small Storm pushed through damaging a few trees, these areas have been identified and taken care of according to current policy

Parks and Facilities

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

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

We continue to maintain the DuPont PowderWorks parks facilities.

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Agenda Item # 11a.

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

Staff has completed with a pre spring clean-up of all City Parks and facilities; our seasonal staff has begun maintenance of our Parks and Facilities.

We also continue with our preventive maintenance of our shrub areas on all Parks and will continue to monitor through the summer.

Staff has complete the startup of our City wide irrigation and beginning on May 3rd the system is fully energized, with our new Maxicom control system we are able to identify areas that need maintenance and repairs quicker with less man-hours.

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	<p>Parks & Recreation Tourism & Museum</p> <p>April 2016</p> <p>1700 Civic Drive DuPont, WA 98327 Ph 253.912.5245 Fax 253.964.1455</p>
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DuPont Museum

Parks Appreciation Day resulted in some wonderful changes at the museum. The interior of the front two rooms were painted and look beautiful. The exterior of the museum was also improved as bushes were trimmed and removed.

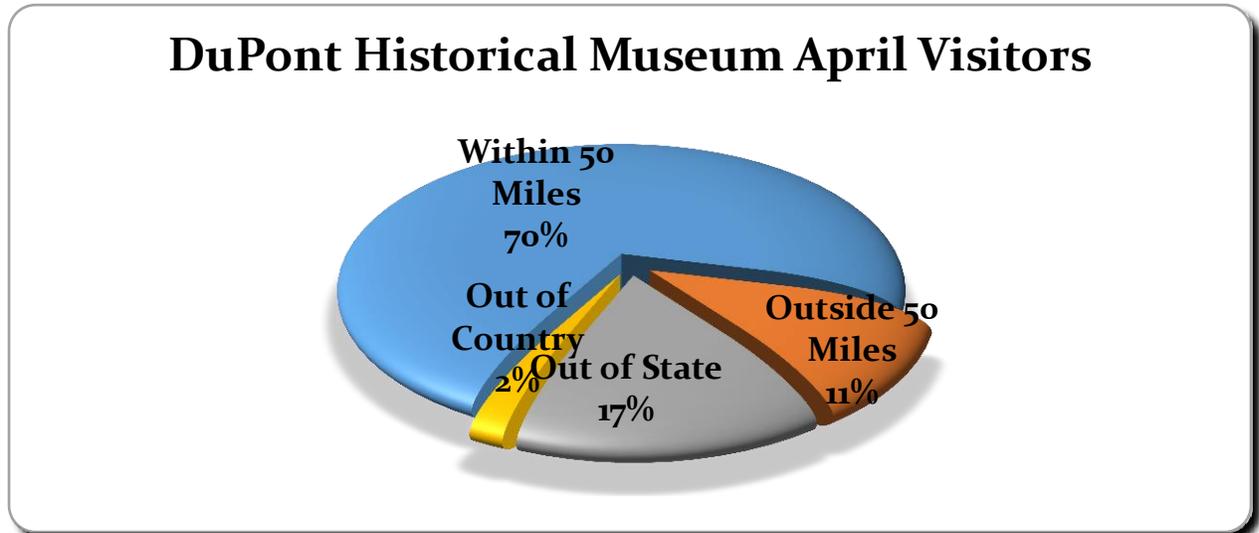
The museum welcomed special visitors from the Pola Andre family in the month of April. The family also visited the newly named Pola Andre Park.

It was recently announced that the DuPont Historical Museum was the recipient of additional grant funding from the state to continue much needed updates. The grant will pay for new windows and updates to the bathroom. You can expect to see work begin in 2017.

This year's Cherry Blossom Tea was a huge success! Many thanks to the DuPont Historical Society for hosting this beautiful event. Proceeds from the tea benefit the DuPont Historical Museum. The tea not only supported the museum financially but also benefitted the museum by garnering press coverage. Please see The Suburban Times article about the tea here: <http://thesubtimes.com/2016/05/10/annual-cherry-blossom-tea-a-hit-with-attendees/>



The museum hosted 101 visitors in April including 2 visitors from Shanghai, China.



Regional Golf Meeting

In April, the “stay and play” package creation and advertising committees met and discussed their plans to market DuPont as a premier golf destination. Both committees were created after the initial “stay and play” meeting in March. The groups will continue to meet as they work collaboratively to create a method in which to book and maintain golf package sales in DuPont.

Annual Parks & Recreation Auction

Staff and volunteers continue their work on “Grease,” our Annual Parks & Recreation Auction. This year’s event is scheduled for May 20th at the Home Course. Proceeds from the event will help support our much anticipated off leash area, senior activities and summer programs. The event will include a live show with Elvis, live and silent items and dinner catered by McNamara’s. New this year is the “Dessert Dash” hosted by Councilmember Gasak. This portion alone is anticipated to raise close to \$1000.

Sponsorship Policy and Special Event Ordinance

Staff is currently working with the City Attorney on developing a sponsorship policy to include special events, sports teams, recreation guides, websites, etc. Once approved by Council, the goal is to produce a semiannual recreation guide to be mailed in January 2017.

Work continues with our Police Department to update our special event ordinance. This is on schedule to be presented to the Council in late June/early July.

Memorial Day in DuPont

Wear Blue is hosting their annual Run to Remember on Monday, May 30th. City staff is working with Wear Blue on permitting and road closures. The City will host our Annual Memorial Day Ceremony at Ross Plaza at 2PM. Congressman Heck will be our Keynote Speaker. A reception will follow at Forza Coffee upon completion of the ceremony. Volunteers from JBLM will assist with park clean-up and beautification of Ross Plaza prior to the ceremony.

National Drive, Chip & Putt Qualifier

The road to Augusta starts right here in Dupont! The Home Course has received the bid to host the regional qualifier for the Drive, Chip & Putt Competition that occurs at Augusta National during the week of The Masters. The regional qualifier will occur on Wednesday, August 10th.

Annual Park Appreciation Day

This year's Park Appreciation Day well exceeded our expectations. Many thanks to Renee Buck for coordinating the volunteer efforts. Over 400 hours were logged throughout our parks and trails on April 23rd. Projects included Robinson Park, Ross Plaza, DuPont PowderWorks Park. Etc.

Adult and Senior Programming

Parks and Recreation hosted a Senior Coffee on Thursday, April 28th to establish a vision for adult and senior programming. Thirty seniors were in attendance and shared some great ideas to include bus trips, informational talks, concerts, etc. Staff will be reviewing the results with the Park Agency at their June meeting.

Upcoming Events

May 20- Parks and Recreation Auction

May 30- Wear Blue Run to Remember & Memorial Day Ceremony

June 20- National Ice Cream Soda Day at the Museum

FINANCE DEPARTMENT

ACCOUNTING & BUDGET*CENTRAL SERVICES*INFORMATION SYSTEMS

TO: Mike Courts, City Council
 FROM: Paula Barry, Finance Director
 RE: Report for the Month of April 2016
 DATE: May 24, 2016

Accounting & Utility Stats:

- Financial Status Report Attached
- New Business License applications processed: 28
- Accounts Payable and Receivable:
 1. Bills Paid for All Departments: \$553,800.87
 2. Accounts Billed for Reimbursable Services: \$10,465.66
 3. Amount Collected: \$9,223.00

Utilities:

- Utility Bills:

Utility Bills:	3,094	Shut Off Notices:	0
Final Bills:	61	Adjustments:	0
Past Due Notices:	512		
- Online bill pay by month

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

2016	On-line payments		% Total Pymts	
	Total paid	No. Pmts	Made On-line	e-bills sent
January	\$83,479.59	726	19.7%	
February	\$24,980.14	174	13.9%	142 (new report)
March	\$72,470.30	706	21.1%	142
April	\$24,034.29	223	16.9%	156
Total YTD	\$204,964.32	1829		

Finance Services Update:

Financial Condition Update

With beginning fund balances higher than initially budgeted, the City starts the year out in a good financial position. Revenues for the month of April met expectations except for B&O taxes and building permit revenue. In addition to this several payments adding up to more than \$70,000 that were delinquent as of the end of 2015 have been received. Reimbursements from the state for personnel and equipment during the wild fires during the summer of 2015 have been received.

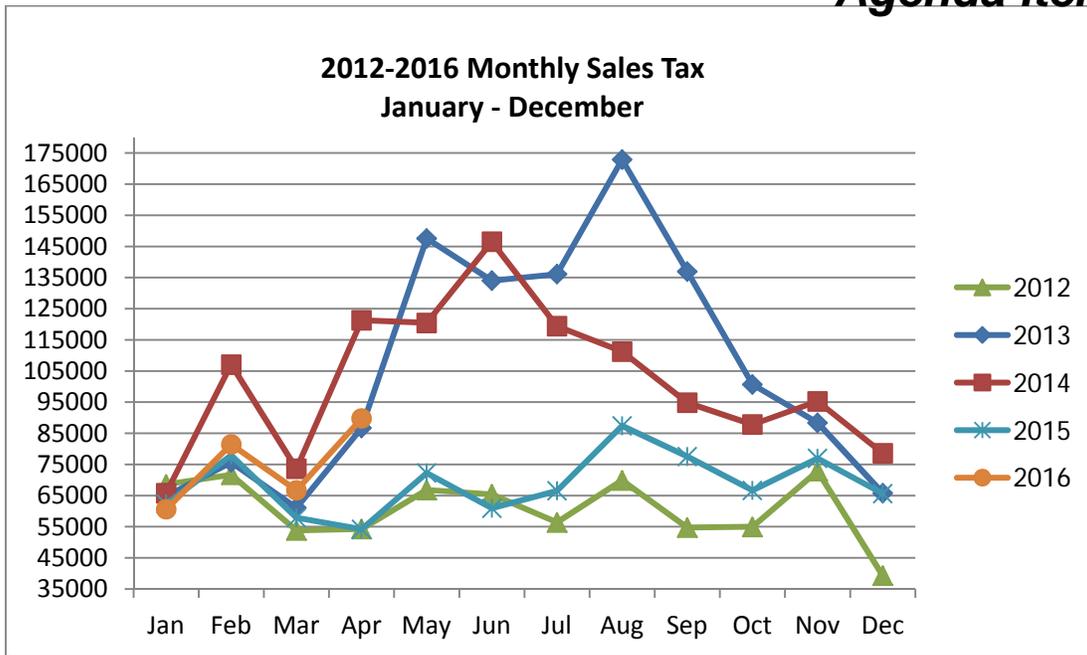
Highlights of General Fund revenues include:

- **Sales Tax** – Sales taxes for the month of April are above budgeted amounts. Currently sales tax receipts are up by 18.3% as compared to the same time last year. We had previously seen a decline in revenues related to construction but as expected those has increased with weather improves and construction on the hotels and other projects in the City.

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

City of DuPont Actual Monthly Sales Tax Receipts

Month	Sales Tax Receipts		Dollar Change	Percent Change
	2015	2016		
January	62,311	60,589	(1,722)	-2.8%
February	77,925	81,451	3,526	4.5%
March	57,862	66,683	8,821	15.2%
April	54,188	89,777	35,589	65.7%
Total	252,286	298,500	46,214	18.3%



Although we are seeing a decrease in some sectors such as communications and general merchandising/miscellaneous retail, as shown in the following table, this is offset by increases in other areas particularly contracting and miscellaneous. Year to date sales tax revenues overall are 18.3% above last year and are coming in above the projected budget amount.

City of DuPont Actual Sales Tax Receipts

Business Sector Group	YTD as of April		Dollar Change	Percent Change	Percent of Total	
	2015	2016			2015	2016
Services	46,027	45,480	(547)	-1.2%	18.2%	15.2%
Contracting	45,943	73,244	27,301	59.4%	18.2%	24.5%
Communications	17,851	14,281	(3,570)	-20.0%	7.1%	4.8%
Auto/Gas Retail	6,302	6,715	413	6.6%	2.5%	2.2%
Gen Merch/Misc Retail	9,496	7,691	(1,805)	-19.0%	3.8%	2.6%
Retail Eating/Drinking	47,991	47,111	(880)	-1.8%	19.0%	15.8%
Other Retail	29,435	35,519	6,084	20.7%	11.7%	11.9%
Wholesale	18,591	19,027	436	2.3%	7.4%	6.4%
Miscellaneous	30,650	49,432	18,782	61.3%	12.1%	16.6%
Total	252,286	298,500	46,214	18.3%	100.0%	100.0%

- B&O Taxes** – Business and Occupation (B&O) taxes are collected on a gross receipts basis and, for certain types of businesses, a square footage basis as well. Combined revenues from both gross receipts B&O tax and square footage B&O tax are behind expectations for this point in the year. We will need to monitor this revenue stream carefully to ensure that it picks up by 2nd quarter or adjustments may need to be made to the budget.

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Agenda Item # 11a.

- **Permit revenues** – In April permit revenues have come in slightly behind budget projections. We will continue to monitor this revenue stream.
- **Lodging Tax** – Although not in the General Fund, lodging tax revenues are important to the general fund. Revenues year to date are within 1% of projections. With new hotels going in this year we are hopeful that these will increase even higher by the end of the year.
- **REET** – REET revenue for the first quarter this year were below recent years. However, we are starting the second quarter off nicely with a revenue distribution of \$324,816 for April which puts us above the year’s budgeted amount.

Department Update

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

- Prepared first quarter budget adjustment
- 2017 Budget Calendar
- Required state filings

CITY OF DUPONT
2016 YEAR TO DATE FINANCIAL REPORT
April

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FUND/DEPARTMENT	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING FUND BALANCE
		Budget	YTD Actual	% Collected	Budget	YTD Actual	% Expended	
General Fund								
001 Mayor/Council	-	-	-	-	122,746	33,581	27.36%	-
002 City Administrator	-	-	-	-	431,649	127,552	29.55%	-
003 Legal Services	-	-	-	-	120,987	47,818	39.52%	-
004 Accounting & Finance Services	-	-	-	-	236,508	87,080	36.82%	-
005 Central Services & Information Technology	-	-	-	-	148,316	37,387	25.21%	-
007 Police Department	-	-	-	-	1,999,911	624,837	31.24%	-
008 Fire Department	-	-	-	-	1,834,984	646,538	35.23%	-
010 Building	-	-	-	-	482,412	131,000	27.16%	-
011 Planning	-	-	-	-	287,121	33,503	11.67%	-
012 Parks	-	-	-	-	260,703	43,129	16.54%	-
013 Museum	-	-	-	-	40,327	13,966	34.63%	-
014 Facilities	-	-	-	-	206,849	73,767	35.66%	-
015 Greenways	-	-	-	-	165,447	20,052	12.12%	-
016 Recreation & Community Events	-	-	-	-	151,463	41,947	27.69%	-
017 Tourism	-	-	-	-	123,313	49,993	40.54%	-
099 Non-Departmental & Transfers	-	-	-	-	1,788,589	273,177	15.27%	-
Subtotal General Fund	\$ 1,211,171	\$ 8,029,726	\$ 2,382,635	29.67%	\$ 8,401,325	\$ 2,285,327	27.20%	\$ 1,308,479
Reserves								
002 Revenue Stabilization Fund	160,105	138,100	106	0.08%	-	-	-	160,211
003 Contingency Reserve Fund	80,053	72,050	53	0.07%	-	-	-	80,106
Subtotal Reserves	\$ 240,158	\$ 210,150	\$ 159	0.08%	\$ -	\$ -	\$ -	\$ 240,317
Special Revenue Funds								
101 Street	36,332	956,040	124,399	13.01%	950,294	190,192	20.01%	(29,462)
102 Street Depreciation	567,317	600	3,125	520.63%	77,485	-	0.00%	570,442
103 Hotel/Motel Tax	209,882	133,920	44,689	33.37%	190,550	28,689	15.06%	225,883
104 Public Safety Mitigation	278,364	147,749	7,156	4.84%	139,142	1,011	0.73%	284,509
107 Glacier NW Settlement	617,373	1,000	409	40.89%	-	-	-	617,782
150 Donation Fund	3,090	5	2	41.46%	-	-	0.00%	3,092
160 Drug Fund	9,313	15	30	203.98%	-	-	0.00%	9,343
Subtotal Special Revenue Funds	\$ 1,721,671	\$ 1,239,329	\$ 179,809	14.51%	\$ 1,357,471	\$ 219,891	16.20%	\$ 1,681,589

Updates for Building/Community Development, Public Works, Parks/Recreation

Agenda Item # 11a.

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

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FUND/DEPARTMENT	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES			ENDING FUND BALANCE
		Budget	YTD Actual	% Collected	Budget	YTD Actual	% Expended	
Debt Service Funds								
202 UTGO Debt Service	1,001	913,567	1	0.00%	914,016	-	0.00%	1,002
203 LID Debt Service	-	-	-	-	-	-	0.00%	-
Subtotal Debt Service Funds	\$ 1,001	\$ 913,567	\$ 1	0.00%	\$ 914,016	\$ -	0.00%	\$ 1,002
Capital Improvement Fund								
301 Capital Projects	183,877	353,440	392,510	111%	418,835	59,843	14.29%	516,543
Subtotal Capital Improvement Fund	\$ 183,877	\$ 353,440	\$ 392,510	111.05%	\$ 418,835	\$ 59,843	14.29%	\$ 516,543
Enterprise Funds								
401 Water Utility	3,592,238	2,340,850	586,428	25.05%	2,696,120	461,773	17.13%	3,716,892
403 Stormwater Utility	2,271,480	1,509,400	413,167	27%	1,354,291	228,123	16.84%	2,456,524
Subtotal Enterprise Funds	\$ 5,863,718	\$ 3,850,250	\$ 999,594	25.96%	\$ 4,050,411	\$ 689,896	17.03%	\$ 6,173,416
Internal Service Fund								
501 Equipment Replacement	1,320,538	321,950	12,804	3.98%	136,804	244	0.18%	1,333,098
Subtotal Internal Service Fund	\$ 1,320,538	\$ 321,950	\$ 12,804	3.98%	\$ 136,804	\$ 244	0.18%	\$ 1,333,098
Fiduciary Fund								
631 Transportation Benefit District	33,440	90,020	30,950	34.38%	83,815	1,267	1.51%	63,123
Subtotal Fiduciary Fund	\$ 33,440	\$ 90,020	\$ 30,950	34.38%	\$ 83,815	\$ 1,267	1.51%	\$ 63,123
Total Budget	\$ 10,575,573	\$ 15,008,433	\$ 3,998,462	26.64%	\$ 15,362,677	\$ 3,256,468	21.20%	\$ 11,317,568



DuPont Police Department

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

Police Department Monthly Report For April 2016

Crime Trends

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

<i>Calls for Service (CFS)</i>	<i>April 2016</i>	<i>March 2016</i>	<i>April 2015</i>
Total CFS	495	481	707
DuPont CFS	454	451	577
Traffic Stops	220	240	400

There were 60 traffic tickets issued, 147 traffic warnings given, 14 misdemeanor arrests and 1 felony arrest for the month of April.

The Priority 1 response time average was 2:01, which is below the 2015 average response time of 3:50.

The Priority 2 response time average was 4:34, which is above the 2015 average of 4:25.

The Priority 3 response time average was 4:52, which is below the 2015 average of 7:29.

The new vehicle was delivered and is currently being outfitted. It will be assigned to the Detective.

Investigative Information

- ❖ Active cases – 13
- ❖ Closed cases – 0

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Agenda Item # 11a.

Community Policing Updates

On April 14th we had a meeting with the Community Connectors. Training was centered on disaster preparedness and was presented by Rosanne Garrand, Public Education Coordinator for Washington State Emergency Management.

The different village groups have been meeting regularly and information has been flowing within these groups.

Connect with Kids at Chloe Clark has been going strong with Police Volunteer Larry Wilcox leading the charge.

Department Updates

The onsite accreditation review was conducted on April 25 and we passed with flying colors. The next step will occur next week at the WASPC Conference where we will go before the accreditation commission. If all goes well, we will be awarded a plaque on May 25th to confirm our 4 year Washington State Accreditation.

Training

Reserve Officer Wyatt Gustason participated in Domestic Violence training at the Fife Police Department.

Officers Goss and Morley, Detective Cummings and Sergeant Saboe all attended EVOC training at Puyallup Police Department.

Upcoming Events

Coffee with the Chief will be held on Friday, June 17th at Forza Coffee from 7:00 a.m. to 9:00 a.m.

On June 14th WASPC Executive Director Mitch Barker will present the accreditation plaque to the Mayor and City Council at the Council Meeting.

Also on June 14th, Recruit Tony Chung will be sworn in as a commissioned officer for the DuPont Police Department.

The Cascadia Rising Exercise for DuPont will be held June 8th. This is a National Level Exercise simulating a 9.0 earthquake with many organizations participating. City Council members who are interested in observing at the Pierce County Emergency Operations Center should contact Chief Sheehan.

DuPont's Involvement in the Cascadia Rising Earthquake Exercise:

1. Dec 2015: Cascadia Rising (CR16) Planning
2. Mar 2016: Pierce County Department of Emergency Management (PCDEM) CR16 Inject Workshop

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Agenda Item # 11a.

3. Mar 2016: CR16 Radio Communication Injects submitted to PCDEM
4. Apr 2016: PCDEM CR16 Table Top Exercise
5. Apr 2016 CR16 Brief to City Council (Lowell Porter)
6. Apr 2016 High Frequency (HF) Radios ordered and received
7. May 2016 Communication Exercise with PCDEM
8. June 7 – 10th, Cascadia Rising Exercise
9. Jun 8th 2016: CR16 Dupont exercises an HF/VHF/UHF communications capability (4 hours in duration) with PCDEM
10. Jun 8th - The Dupont City Council is invited to the Pierce County Emergency Operations center in Tacoma, or to observe radio transmissions from the communications trailer located behind the Police and Fire Departments in DuPont.



Traffic Violations and Arrests – April 2016

Violation Description

Infraction Traffic

TOTAL NUMBER OF TRAFFIC VIOLATIONS ISSUED:

60

TOTAL NUMBER OF TRAFFIC WARNINGS GIVEN:

147

Misdemeanor (Includes Cite and Release)

Felony

TOTAL ARRESTS

TOTAL NUMBER OF ARRESTS:

14

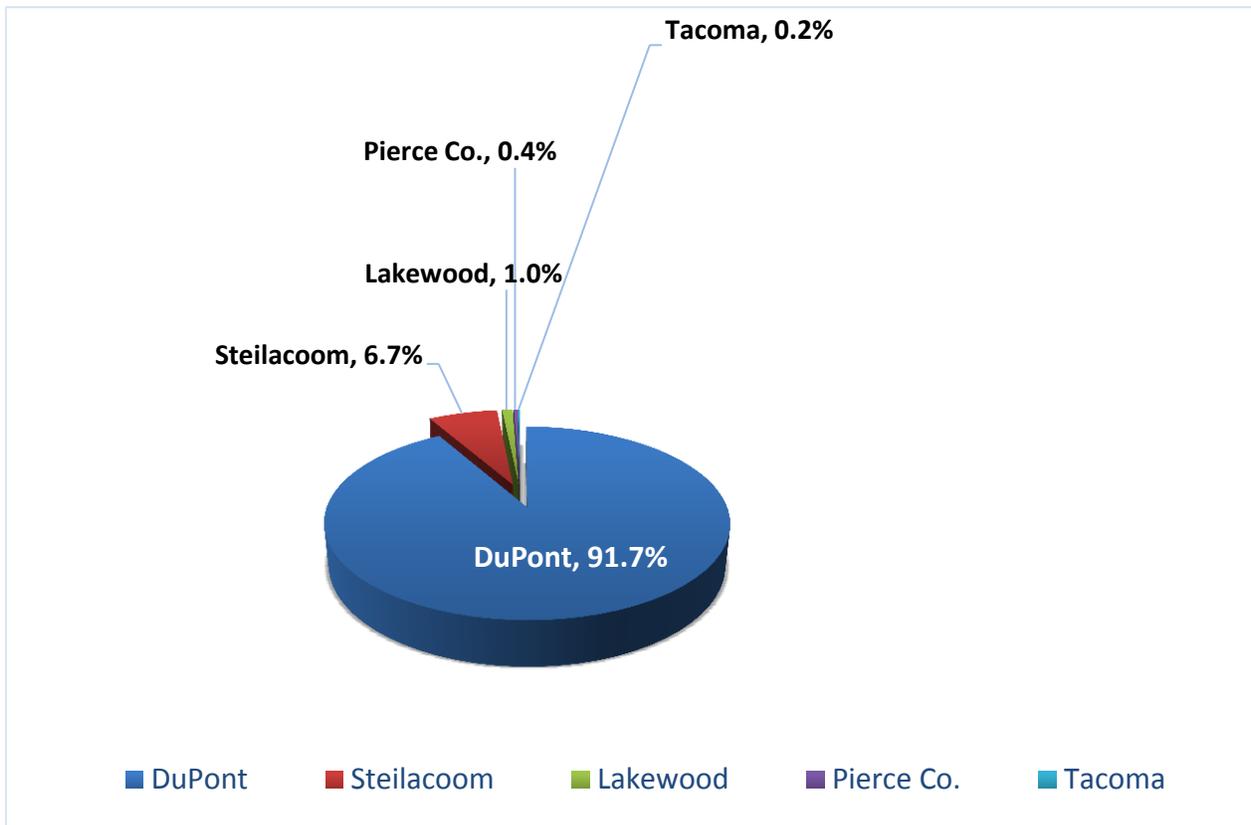
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DPD JURISDICTION TOTALS - APRIL 2016



Jurisdiction	Count	Percentage
DuPont	454	91.7%
Steilacoom	33	6.7%
Lakewood	5	1.0%
Pierce Co.	2	0.4%
Tacoma	1	0.2%
Total	495	100.0%



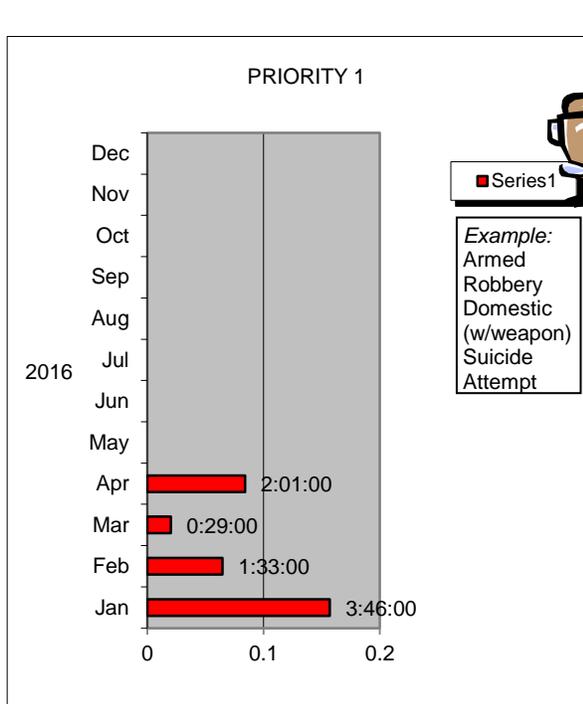
RESPONSE TIMES FOR APRIL 2016



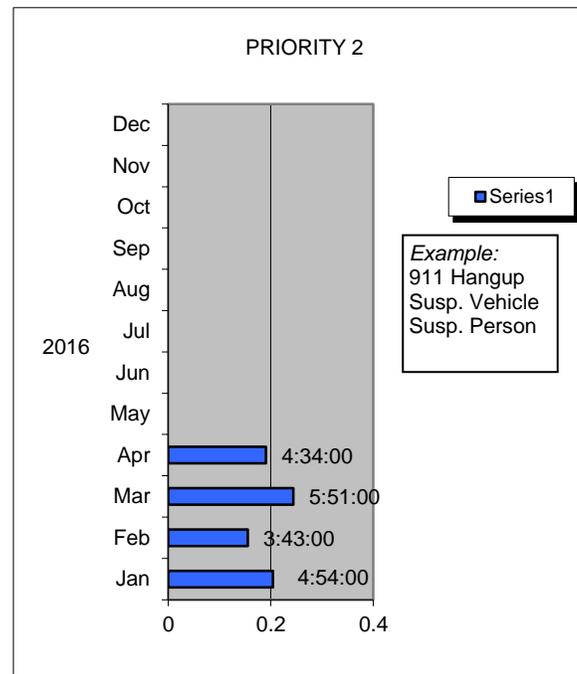
Agenda Item # 11a.

Response Times:

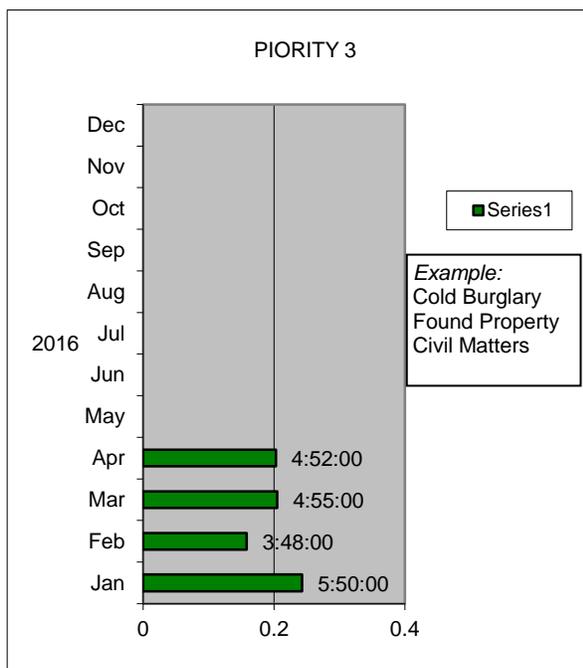
The response time to calls for service is a critical component of our service delivery. We have three categories of calls for service: priority one, two and three. Priority one calls are emergency calls where there is a potential for serious injury or loss of life. Priority two calls are those that are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



2015 Average 3:50



2015 Average 4:25



2015 Average 7:29

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



April 2016

Reporting District (RD)

Call Type	801	802	803	804	805	806	807	808	809	810	811	812	Grand Total
911 HANG-UP/OPEN LINE							3		2		1		6
ABUSE - CHILD OR ADULT						2	1						3
AGENCY ASSIST	2					1	1		1				5
ALARM OTHER										1			1
ANIMAL COMPLAINT (GENERAL)			1	1	2	2	2					1	9
ANIMAL INJURED/DOA							1						1
ARSON						1							1
ATTEMPT SUICIDE						1							1
BURGLARY ALARM - COMMERCIAL	2		1		1			1					5
BURGLARY ALARM - RESIDENTIAL						2	2						4
CITIZEN ASSIST	1					3	2				1	1	8
CITIZEN FLAG DOWN	1												1
CIVIL CHILD CUSTODY						1							1
CIVIL ISSUE	1						3						4
CODE COMPLIANCE							1						1
DISABLED VEHICLE IN ROADWAY					1	1					1		3
DISORDERLY - ROAD RAGE							1						1
DISORDERLY - VERBAL ALTERCATION		1	1				1						3
DUI	1				2	1	1						5
DVV - VERBAL DOMESTIC						2	5						7
EXPLOSIVES/EXPLOSION	1												1
FOLLOW UP	2			1	1	1	3		1		2		11
FOUND CHILD			1										1
FOUND PROPERTY			1		1				1		2		5
FRAUD/FORGERY			1		1		1						3
FRAUD/FORGERY ~ IN PROGRESS					1								1
INCORRIGIBLE JUVENILE			1								1		2
INFORMATION FOR BOTH POLICE AND FIRE											1		1

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



April 2016

Reporting District (RD)

Call Type	801	802	803	804	805	806	807	808	809	810	811	812	Grand Total
INFORMATION FOR POLICE	1				5	4	7		1	1	6	1	26
JUVENILE PROBLEM (GENERAL)						1	1				1		3
LIQUOR VIOLATION					1								1
LOST PROPERTY	1												1
MISCELLANEOUS						1					4		5
MVC - HIT & RUN						2							2
MVC - INJURY OR UNK INJURY			2										2
MVC - NON INJURY	2			2	1	2				1			8
NARCOTICS ACTIVITY	1		1										2
NOISE COMPLAINT					1	2						1	4
PARKING PROBLEM	1			1	1	1			2				6
PARTY - ADULT			2										2
PHONE MESSAGE FOR OFFICER											8		8
RUNAWAY			1										1
SECURITY CHECK	2	1	3			5	2						13
SHOTS FIRED - NO KNOWN VICTIMS							1						1
SUBJECT STOP	2				2			1					5
SUICIDE THREAT						1							1
SUSPICIOUS - PERSON				2	1	1	2			1	1		8
SUSPICIOUS - VEHICLE	3		2	2	2	2							11
THEFT	1		1				2						4
THEFT - FROM VEHICLE					1								1
TRAFFIC COMPLAINT (RECKLESS VEHICLE)	1		1	1	1								4
TRAFFIC STOP	15	1	15	43	63	31	14	4	7	5	22		220
TRANSPORT								1					1
TRESPASS							1						1
UNKNOWN TROUBLE				1									1
UNLAWFUL DELIVERY OF CONTROLLED SUBSTANCE			1								1		2
UNWANTED LOITERER					1								1

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



April 2016

Reporting District (RD)

Call Type	801	802	803	804	805	806	807	808	809	810	811	812	Grand Total
VANDALISM			1									1	2
VIOLATION OF COURT ORDER	1				1		1						3
WELFARE CHECK	1			2		3	2			1			9
Grand Total	43	3	37	56	91	74	61	7	15	10	52	5	454

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

**REPORTING DISTRICT
(RD)**

DuPont

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

Monthly Written Report Synopses - April 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/1/2016 0:46	609200051	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Officer stopped and cited a driver for DWLS/R 3rd.
4/1/2016 3:56	609200209	Criminal Arrest Warrant	801	Officer attempted to stop a vehicle for Failure to Transfer Title and equipment violations and the vehicle attempted to flee. After a short chase, the driver was placed under arrest for Felony Eluding, DWLS/R, UPCS, Failure to Transfer Title and a Felony Escape Warrant.
4/1/2016 11:34	609202089	Theft - From Motor Vehicle - Vehicle Prowl	805	Officers took a theft report.
4/1/2016 13:00	609400334	Found Property	809	A citizen turned in a found item.
4/1/2016 15:30	609201164	Found Property	811	Officer found an abandoned bike.

Monthly Written Report Synopses - April 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/2/2016 2:46	609300209	Traffic - DUI / Driving Under the Influence - Liquor	805	Driver stopped for traffic infraction, later arrested for DUI.
4/2/2016 20:31	609301556	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	Driver cited and released for DWLS/R 3RD.
4/3/2016 8:00	609400398	Found Property	803	Officer discovered a bike in the traffic circle.
4/4/2016 1:02	609500066	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver cited and released for DWLS/R 3RD.
4/4/2016 14:00	609601573	Suspicious Person / Vehicle / Incident / Information (FIR)	807	Information report of narcotic activity.
4/5/2016 1:50	609600103	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.

Monthly Written Report Synopses - April 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/5/2016 11:01	609600622	CPS Information Only	807	Police received a CPS referral of alleged abuse that was determined to be unfounded.
4/6/2016 2:21	609700127	Traffic Offense - Arrest	801	Officer stopped a vehicle and the driver was cited and released for DWLS/R 3rd and Failure to Transfer Title within 45 days.
4/6/2016 14:18	609701033	Suspicious Person / Vehicle / Incident / Information (FIR)	811	Police received a report of a possible sexual assault from the military. The matter is under investigation.
4/8/2016 1:07	609900093	Criminal Arrest Warrant	805	Officer stopped a vehicle for a traffic infraction and the driver was found to be DWLS and had warrants. Driver was booked into jail for DWLS and a confirmed Lakewood warrant.
4/8/2016 3:21	609900189	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Officer stopped a vehicle for Failure to Transfer Title and the driver was found to be DWLS/R. He was cited/released.
4/8/2016 15:00	610101306	Theft - From Yards	807	Officer responded to a local address for a theft.

Monthly Written Report Synopses - April 2016



Updates for Building Community
 Development, Public Works, Parks/Recreation

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/8/2016 21:17	609901764	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Officer stopped a vehicle and cited and released the driver for DWLS/R 2nd Degree.
4/8/2016 21:25	609901781	Weapon - Carrying Prohibited Weapon	803	Officers contacted 3 subjects and two were arrested for minor in possession of marijuana and the other was arrested for UPCS with intent to deliver, MIP and Possession of a Dangerous Weapon.
4/9/2016 2:36	610000200	Traffic - DUI / Driving Under the Influence - Liquor	806	Officer stopped a vehicle and arrested the driver for DUI.
4/9/2016 10:20	610000591	Protective Order / Paper Service	806	Officer served court documents on a citizen.
4/10/2016 2:06	610100154	Traffic Offense - Citation	801	Officer conducted a traffic stop and the driver had no ID on person. Charges were referred to Lakewood Court for charging.

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Monthly Written Report Synopses - April 2016



Updates for Building Community
 Development, Public Works, Parks/Recreation

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/11/2016 7:20	610200963	CPS Information Only	807	Officer responded to a possible abuse complaint.
4/13/2016 5:55	610400218	All Other Offenses - Non-Criminal	806	Officer responded to a local resident who hit a city light pole with their car.
4/13/2016 8:35	610400411	Traffic Accident / Collision - Non Fatal - Injury	803	Officer responded to a report of a citizen hit by a vehicle in the crosswalk at the intersection of Center Dr and Bobs Hollow.
4/15/2016 5:46	610600214	Traffic Accident / Collision - Non Fatal - Non Injury	804	Officer responded to a collision involving an Officer and patrol car from another agency.
4/15/2016 21:16	610601710	Criminal Arrest Warrant	805	Officer attempted to stop a vehicle for many reasons. The vehicle attempted to elude the officer for several miles before crashing. The driver fled on foot and was caught by the officer. The driver was arrested for Felony Eluding, Vehicular Assault, Obstructing, Resisting and several warrants, including two felony warrants.

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Monthly Written Report Synopses - April 2016



Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/17/2016 3:01	610800225	Traffic - DUI / Driving Under the Influence - Liquor	805	Officer arrested a subject for DUI.
4/17/2016 18:10	610801311	Violation of Court Order - Protection / Restraining / No Contact	801	Officers responded to a violation of a court order.
4/18/2016 16:11	611601345	Violation of Court Order - Protection / Restraining / No Contact	807	Victim reported a violation of a court order.
4/19/2016 7:20	611001818	Runaway	803	Officers took a runaway report .
4/20/2016 8:00	611100955	Theft - All Other Theft/Larceny	801	Victim reported items missing after the cleaning service left.
4/20/2016 15:08	611101229	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Officer cited and released a driver for DWLS/R 3rd degree.

Monthly Written Report Synopses - April 2016



Updates for Building Community
 Development, Parks/Recreation

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/22/2016 2:41	611300141	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Officer stopped a vehicle for a traffic infraction. The driver was found to be DWLS/R 3rd. Driver cited and released and the vehicle impounded.
4/24/2016 0:01	611500004	Traffic - Driving Suspended / Revoked / DWLS / DWLR	806	Officer stopped a speeding vehicle and discovered the driver to be DWLS/R 3rd. Driver was cited and released.
4/24/2016 2:04	611500189	Traffic - DUI / Driving Under the Influence - Liquor	17	Officer arrested a subject for DUI.
4/24/2016 14:34	611500924	All Other Offenses - Non-Criminal	811	Report generated for the transfer of evidence from the DuPont Police Station to the Pierce County Property Room.
4/25/2016 12:35	611600819	Fraud (Other)	805	A subject attempted to use a forged prescription.
4/25/2016 18:59	611601586	Violation of Court Order - Protection / Restraining / No Contact	805	Officers responded to a verbal domestic. One of the parties was later arrested for violation of a no contact order.
4/25/2016 21:00	612400610	Runaway	803	Parent reported their child as a runaway.

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Monthly Written Report Synopses - April 2016



Updates for Building Community
 Development, Parks/Recreation

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/26/2016 3:01	611700167	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver cited and released for DWLS/R 3RD.
4/26/2016 14:00	611900556	Theft - From Yards	804	Victim reported items stolen from her yard.
4/27/2016 0:12	611800016	Traffic - Driving Suspended / Revoked / DWLS / DWLR	15	Driver cited and released for DWLS/R 3RD.
4/27/2016 1:36	611800088	Traffic - Driving Suspended / Revoked / DWLS / DWLR	806	Driver cited and released for DWLS/R 3RD.
4/27/2016 17:20	611801341	Theft - All Other Theft/Larceny	803	Officers took a theft report.

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Monthly Written Report Synopses - April 2016



Updates for Building Community
 Development, Public Works, Parks/Recreation

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
4/28/2016 3:50	611900159	Traffic - Hit and Run - Non Injury	806	Officers responded to a hit and run collision.
4/28/2016 3:52	611900155	Traffic - Driving Suspended / Revoked / DWLS / DWLR	256	Driver cited and released for DWLS/R 3RD.
4/28/2016 14:00	611900901	Arson - Public Bldg - Endangered Life	806	subject attempted to start a fire.



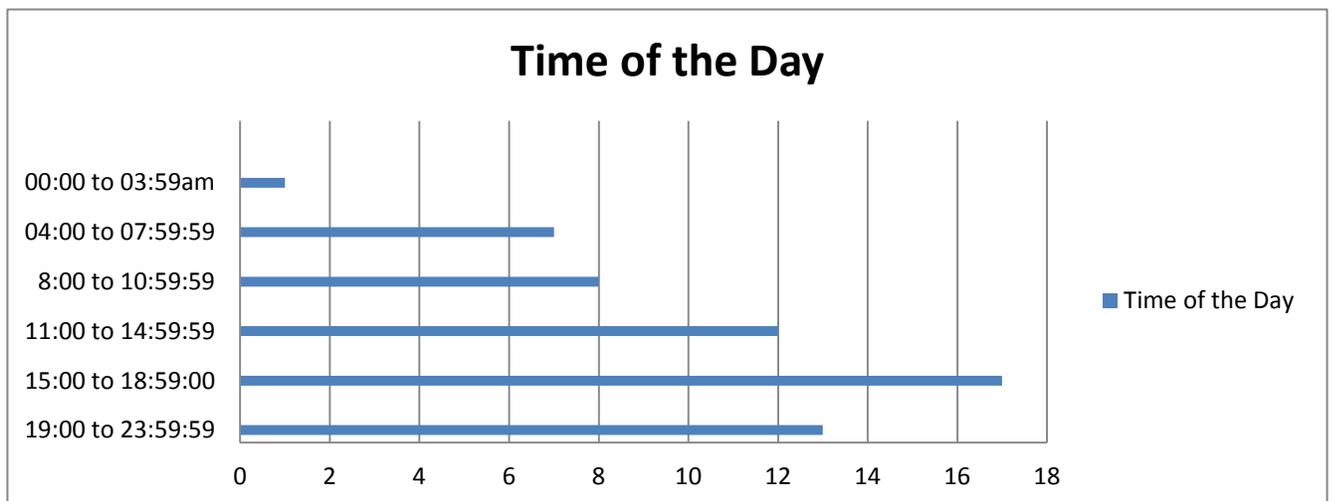
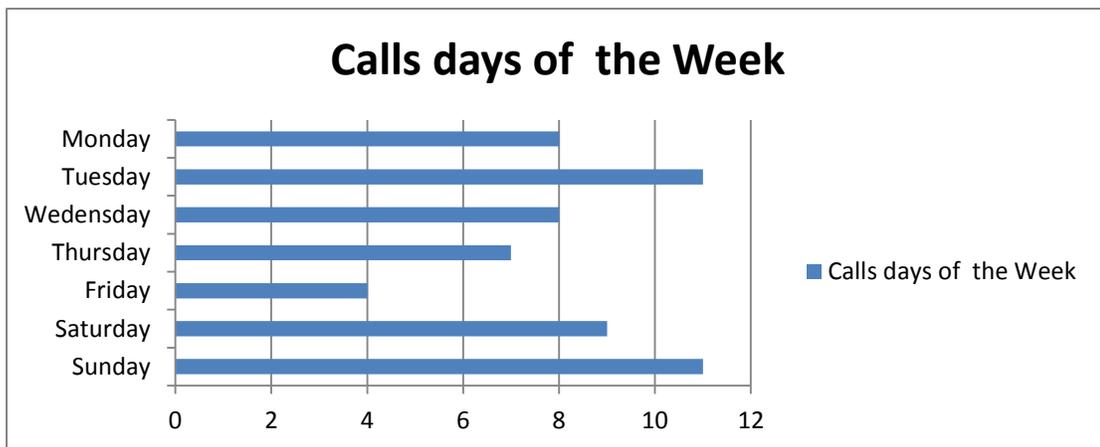
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April Monthly Report-2016

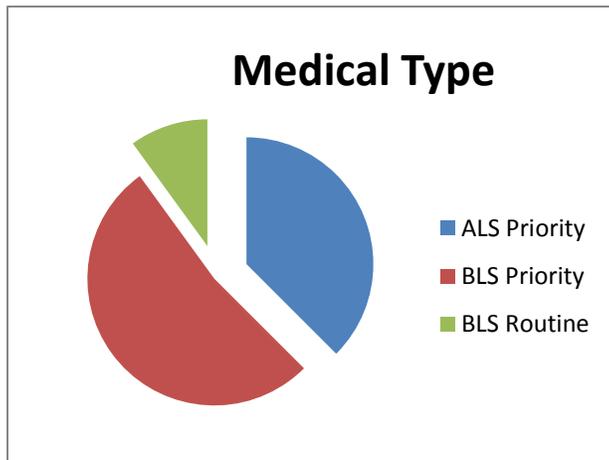
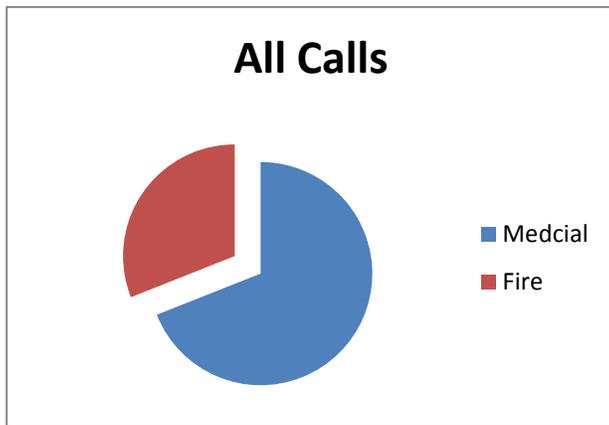
Incident type	2015 Responses	2016 Responses	YTD	Dollar Loss
Fire	2	4	9	\$2500
EMS/Rescue	38	40	200	NA
Hazardous Condition	0	1	3	NA
Service Calls	4	8	23	NA
Severe Weather	0	0	0	NA
False Alarm/Good Intent	5	5	32	NA
Total	49	62	267	NA
			YTD Total	\$205,500

Priority Types

Priority-1 (ALS)	Priority-2 (BLS)	Routine-3 (BLS)	Engine Responses
15-37.5%	421-52.5%	4-19%	18-31%



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Response by Districts

District	2015 Responses	2016 Responses
49-100 (off Mounts exit) Unincorporated Pierce County	0	0
49-801 Historic Village	1	4
49-802 El Rancho Madrona	1	0
49-803 Palisade	4	10
49-804 Edmond Village	1	2
49-805 DuPont Station	7	6
49-806 Yehle Village	22	24
49-807 Hoffman Hill	7	5
49-808 Bell Hill	1	1
49-809 Warehouse District	5	4
49-810 Glacier Mine/Creekside	0	0
49-811 Civic Center	0	2
49-812 Golf Course	0	0
49-815	0	0
Total	49	58

Response Times

City Adopted	Time Standard	Average	Percent	YTD
Dispatch to En-Route	120 seconds	93.41 seconds	72.41%	66.91%
En-Route to On Scene	360 seconds	219.12 seconds	87.93%	91.35%
Time from Dispatch to On Scene	480 seconds	311.15 seconds	93.10%	88.34%

NFPA-1710 Time	Time Standard	Average	Percent	YTD
Dispatch to En-Route	80 seconds	93.41 seconds	29.31%	30.07%
En-Route to On Scene	240 seconds	219.12 seconds	68.96%	69.91%
Time from Dispatch to On Scene	340 seconds	311.15 seconds	67.24%	57.89%

Over all Time goals

Call type	City Adopted	NFPA-1710
Priority-1 Medical	93.33%	60%
Priority-2 Medical	90%	55%
Priority-3 Medical	100%	60%
Fire	100%	80%

Monthly Activity Report

Responses/Operations:

- ✓ DuPont Fire Department responded to 62 calls for service in April, the responses are broken down on page one (1) under Priority Types. ALS (Advanced Life Support) arrival times are 14.53 minutes; this does not include our dispatch time to when they call en-route.
- ✓ ALS Ambulances were not available 34.28%.
- ✓ DuPont transported 17 patients, compared to 21 in 2015.
- ✓ Call volume is up 16.85% from 2015.
- ✓ A reserve was on duty 19 shifts
- ✓ We received a 2016 Trauma Grant in the amount of \$1290.00 from the State Department of Health.

Training/Recruitment:

- ✓ Completed a 24 hour Incident Command certification and re-certificate lab for 8 of our 10 shift responders
- ✓ Entry level testing posted, this is to create a hiring list.
- ✓ 4 New Reserves continue their field training.

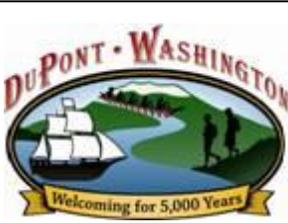
Public Activities/Education:

- ✓ Participated in 1 public education tour
- ✓ Delivered 1 CPR class

Helmet Safety

- 🚒 An appropriate helmet must be worn whenever a child is “on wheels.” This means bicycles, scooters, skates, rollerblades, skateboards and more!
- 🚒 The helmet must fit properly.
- 🚒 Helmets can be life-saving and can protect a child from serious injury.
- 🚒 1 crash, throw it in the trash
- 🚒 Be sure the right type of helmet is being used. For example, a bike helmet needs to be used for biking.
- 🚒 Moms, dads and all adults should wear helmets as well

**DuPont Fire Department has kids’ bike helmets for sale.
To schedule a fitting call the Station at 964-8414**



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

Updates for Building/Community Development, Public Works, Parks/Recreation

Public Records Requests 2016

Initial Response
 Provided Record/Install

PDR #	DATE	NAME	REQUEST	STATUS	# Days*	# Days*
15-73	12/10/2015	Jade Anderson Connor	Ross Mathison emails	Processing	0	
15-74	12/10/2015	Jade Anderson Connor	Ross Mathison personnel records	Provided Install 1 Processing Install 2	0	30
16-1	1/7/2015	Kevin Heller	Fire Dept Report & Transport Info	Closed	0	2
16-2	1/20/2016	Bennett McKenzie AESDD	Creekside Bldg Permits and CofO	Closed 1/25/16		3
16-3	1/22/2016	Williams-Combs PZR	Creekside Bldg Permits and CofO Fire Code Violations	Closed 1/28/16		4
16-4	1/28/2016	Dennis Willis	Fire Department Report	Closed 2/8/16	0	3
16-5	1/29/2016	Anne Mickatavage	Demolition and Building Permits, Zoning, underground tanks 2750 Williamson	Closed 2/4/16	0	4
16-6	2/1/2016	Susan Bennett	Employee health care benefits and records	Closed 2/18/16	3	Agenda Item # 11a.
16-7	2/5/2016	Laura Maeda	Fire Department Report	Closed 2/18/16		
16-8	2/17/2016	Denise Dhane	1200 station Drive Building permit records, site plans, inspections, engineering, plumbing & electrical	Cancelled by Requestor		
16-9	2/18/2016	Jade Anderson Connor	Ross Mathison Resume, Job Application, other job offer documents	Denied 2/29/16 Processing 3rd Install	7	
16-10	2/23/2016	James Black	Holt Misconduct and disciplinary actions	Closed	4	
16-11	3/4/2016	Bree Breza	Job descriptions and salary grids	No Record		

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PDR #	DATE	NAME	REQUEST	STATUS	# Days*	# Days†
16-12	3/8/2016	Jade Anderson Connor	List of arrests and court appearances for Ross Mathison	No Record	2	
16-13	3/9/2016	David Zielnicki	floor plans 2700 Center Drive (Amazon)	Processing	0	
16-14	3/10/2016	Tracy Takenaka	Plumbing, electrical plans & permits other TI records	Closed	1	1
16-15	3/16/2016	Tom Forrey	Plumbing for Forza	Closed		3
	3/17/2016	Alexandra Sheeks	Wages and compensation packages	Closed		4
	3/21/2016	Dave Bungert	DPD Police Report and Blood sample report	Closed	0	
	3/21/2016	Hunter Bungert	DPD Police Report and Blood sample report	Closed	0	
	3/28/2016	David Bungert	Lease for Community Center Grace Baptist	Closed		4
16-16	4/1/2016	Michael Perrow	Fire safety inspections, code enforcement complaints/inspections/violation of USPS (1313 Thompson Cir) 2012-present	Closed	0	6
16-17	4/11/2016	Courtney Cunningham/ American Transparency	Request for info: 2015 Employee records	Closed 4/20/16	0	7
16-18	4/25/2016	Mike Rogoway	Email Courts to Intel	Closed 4/25/16	0	0
16-19	5/2/2016	Dave Bungert	All resolutions signed by the seating Mayor at time; concerning the policies & procedures & criteria for Memorial Wall at Ross Plaza. Also requesting council meeting minutes for 11/8/11	Closed 5/9/16	0	
16-20	5/3/2016	Dave Bungert	Copies of present approved resolution concerning the criteria to have names put on the DuPont War Memorial	Closed 5/9/16	0	
16-21	5/3/2016	Dave Bungert	Requesting all emails/correspondence from past 3 yrs from Larry Ackerman and/or any staff or board members of the COA and the ROA to any City staff concerning or addressing the Center Drive median from Wilmington to exit 118.	Open		

PDR #	DATE	NAME	REQUEST	STATUS	# Days*	# Days*
16-22	5/3/2016	Dave Bungert	Requesting copies of present watering & maintenance contract or agreement the City has concerning or addressing the Center Dr median from Wilmington to exit 118	Open		
16-23	5/5/2016	Tracy Luiten	1200 Station Drive Construction Permit Records from January 2013 to present	Open		
16-24	5/10/2016	Sera Mattson	Wilmington Drive Overlay Project Documents	Closed	0	2
16-25	5/11/2016	Dave Bungert	Requesting all documents (agreements or contracts) concerning partnership with Safe Streets.	Closed	0	4
16-26	5/19/2016	Dave Bungert	Requesting copies of sidewalk inspections	Open		
				Average Days	0.85	5.35

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