

City of DuPont
1700 Civic Drive
DuPont, WA 98327

Ordinance No. 16-1007

Tuesday, August 23, 2016 - 7:00PM

Resolution No. 16-494

Regular Council Meeting

AGENDA

Page

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

5. Presentations

- a. Community Engagement Award for National Night Out (Priscilla Lisicich, Executive Director of Safe Streets);
- b. Advanced Life Support (ALS) Briefing (Mayor/T. Danek).

6. Public Comments

7. Approval of the Consent Agenda Items

3-7

- a. Regular Council Meeting Minutes - August 9, 2016;

8-25

- b. Claims Vouchers List - August 23, 2016 (P. Barry);

26-28

- c. Resolution declaring Certain Property as Surplus and Authorizing its Sale, Trade-In or Disposal (P. Barry).

8. Discussion Items

29-48

- a. 2017 Lodging Tax Advisory Committee (LTAC) Grant Funding Recommendations (P. Barry).

9. Mayor's Report

10. City Administrator's Report

11. Council Reports

12. Department Reports

49-90

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

13. Unfinished Business

14. New Business

15. Public Comments

16. Council Comments

17. Executive Session

18. Adjournment

Regular Council Meeting - September 13, 2016 @ 7PM
Council Study Session (Special Events Ordinance; Community Policing Update;
Sequalitchew Creek Review) - September 20, 2016 @ 6PM

18. Adjournment

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**City of DuPont
1700 Civic Drive
DuPont, Washington 98327**

**Regular City Council Meeting Minutes
Tuesday, August 9, 2016**

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, Shawna Gasak, Michael Gorski and Matt Helder.

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

Pledge of Allegiance: Mayor Courts led the flag salute.

Approval of the Agenda:

A motion was made and seconded to move Items 8(f) and 8(g) of the Consent Agenda to Unfinished Business (Coffey/Helder); 7/0 motion carried.

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

Appointments

Appointing Eve Robinson to the DuPont's Lodging Tax Advisory Committee for an unexpired term through November 30, 2018

A motion was made and seconded to approve appointment of Eve Robinson to the DuPont's Lodging Tax Advisory Committee for an unexpired term through November 30, 2018 (Westman/Coffey); 7/0 motion carried.

Public Hearing:

This is the date set for a public hearing to take testimony on the proposed update to the City's Six-Year Transportation Improvement Program (6-yr TIP) for 2017-2022.

Mayor Courts opened the public hearing at 7:04 p.m.

Agenda Item # 7a.

Speaking before the Council was:

Renee Buck, 301 Brandywine Avenue, commented on the Item #19 of the 6-year Transportation Improvement Program relative to Barksdale Avenue and asked to consider the widening the street side parking between the historic church and along Sellers Park and abandoned pump station.

With there being no further testimony, Mayor Courts closed the public hearing at 7:10p.m.

The hearing was declared closed.

Public Comments:

David Bungert, 2702 McArthur Street, expressed his concern with the City staff missing an opportunity to include a ballot measure to impose additional Business and Occupation Tax on specific activities after quoting a portion of RCW 35 to use in supporting public safety and public health. He added that the City has another opportunity in December 2016 for a February 2017 ballot.

Approval of Consent Agenda Items:

- Council Study Session Minutes – July 19, 2016;
- Regular Council Meeting Minutes – July 26, 2016;
- Claims Vouchers List – August 9, 2016;
- Approving a Resolution Declaring certain Property as Surplus and Authorizing its Sale, Trade-In and Disposal;
- Approving a Resolution Authorizing the Sole Source Purchase Agreement with Physio-Control, Inc. for a New LIFEPAK 15 Monitor/Defibrillator;
- Awarding a Bid to Miles Resources, LLC, in the amount of \$335,294.40, for the Historic Village Water Main Replacement Project; and Authorizing the Mayor to Enter into a Contract with Miles Resources, LLC, for said Project (*moved to Unfinished Business*);
- Approving a Resolution Authorizing the Execution of an Interlocal Agreement with the Pierce County Fire District 13 for Browns Point/Dash Point for Mutual Aid during Wildlife Fire Deployments (*moved to Unfinished Business*).

A motion was made and seconded to approve the Consent Agenda, as amended (Estep/Coffey); 7/0 motion carried.

Discussion Items

None.

Mayor's Report:

Mayor Courts reported on the following:

- Off-leash dog park project is ahead of schedule and a soft opening will occur next week. He thanked the Public Works staff for their hard work and public donations;
- Sidewalk pilot program using the recently purchased sidewalk sucker equipment to mitigate some costs;

Agenda Item # 7a.

- His meeting with the new Steilacoom High School and Pioneer Middle School principals and invited them to attend the first September Council meeting;
- His tour of the DuPont post office and requested the postmaster and her supervisor to make a presentation to the City Council on how better to serve the community and to keep up with future demands from future economic developments;
- Proposed Advanced Life Support (ALS) package that is in the review process to form an ALS task force through public forums and how the City Council would need to proceed.

City Administrator's Report:

City Administrator Danek asked Planning Director Wilson to provide a report relative to the status of the Critical Areas Ordinance. Planning Director Wilson briefed the City Council on updating the Critical Areas Ordinance to be in compliance with the best available science and consistent with the Comprehensive Plan and the Growth Management Act. He indicated that a Professional Services Request for Proposal to bring a consultant to complete the Critical Areas review process and invited Councilmembers who may want to be involved. Councilmember Estep volunteered to be included sometime in September.

Councilmember Coffey asked Studio Cascade's role with stated process, where City Administrator Danek explained that their role was mainly on the Comprehensive Plan which is separate from the Critical Areas work that is needed.

Council Reports:

Councilmember Corp reported on the Planning Commission meeting he attended on discussion held on the Code text amendment to allow the indoor storage. He noted that the next meeting will be held on September 12th and that additional meetings are planned.

Councilmember Coffey expressed her appreciation for the Police Department for coordinating the National Night Out event this year.

Councilmember Westman announced that the Lodging Tax Advisory (LTAC) Committee meeting will held tomorrow to review 29 applications for 2017 LTAC grant funding, from which LTAC will provide the City Council with their funding recommendations.

Mayor Courts spoke about the EOC resiliency training he attended on emergency preparedness for post disaster relief. He added that City staff would also attend a similar training on August 23rd. He also noted an AWC budget training in September if any City Councilmember is interested in attending.

Unfinished Business:

Awarding a Bid to Miles Resources, LLC, in the amount of \$335,294.40, for the Historic Village Water Main Replacement Project; and Authorizing the Mayor to Enter into a Contract with Miles Resources, LLC, for said Project.

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Agenda Item # 7a.

A motion was made and seconded to approve the bid award to Miles Resources, LLC, in the amount of \$335,294.40, for the Historic Village Water Main Replacement Project; and authorizing the Mayor to Enter into a Contract with Miles Resources, LLC, for said Project (Helder/Coffey); 7/0 motion carried unanimously.

Approving a Resolution Authorizing the Execution of an Interlocal Agreement with the Pierce County Fire District 13 for Browns Point/Dash Point for Mutual Aid during Wildlife Fire Deployments

A motion was made and seconded to approve a Resolution authorizing the execution of an interlocal agreement with the Pierce County Fire District 13 for Browns Point/Dash Point for mutual aid during Wildlife fire deployments (Westman/Corp); 7/0 motion carried unanimously.

New Business:

Resolution Adopting the DuPont's Six-Year (2017-2022) Transportation Improvement Program.

A motion was made and seconded to approve Resolution adopting the DuPont's Six Year (2017-2022) Transportation Improvement Program (Gorski/Gasak); 7/0 motion carried unanimously.

Public Comment:

David Bungert, 2702 McArthur Street, commented on an email dated February 22, 2012 from Councilmember Courts to Mayor Grayum relative to a levy lid lift and need for transparency. He spoke about the current Emergency Medical Services (EMS) levy and an opportunity to increase B&O through extraction that's allowed by RCW.

Leo Gruba, 1117 Harrington Place, announced that a DuPont citizen and member of the American Legion Post 53, Mary Davis, was elected the American Legion National President and will be traveling around the country in support of all veterans. He thanked everyone for their continued support of the American Legion.

Council Comment:

Councilmember Helder expressed his appreciation for citizen/American Legion member Leo Gruba for his service to country and community.

Deputy Mayor Westman inquired what agenda topics would be discussed at the next Council workshop. He then asked that future discussions be held regarding the acquisition of various historical sites such as the Methodist Mission marker and the Buffalo Soldier's encampment; as well as obtain accessibility to the 1833 site and Wilkes Observatory and provide plans for future cultural and historical developments.

Mayor Courts stated that there are certain zoning restrictions that should be considered, together with review of any 2017 comprehensive plan updates and agreed to look at

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Agenda Item # 7a.

Deputy Mayor Westman's recommendation in a holistic 2017 Comprehensive Plan update with public discussion. He spoke of the importance of economic development.

Councilmember Estep invited other Councilmembers to join a working group to update the trails plan and formalize arrangements with landowners in line with the Deputy Mayor's Westman's earlier comments.

Councilmember Coffey invited everyone to visit the American Legion display at the Historical Museum beginning August 15, 2016.

Mayor Courts indicated that City staff is currently reviewing the Sequatchew Creek restoration settlement agreement to be discussed at a future Council workshop.

With City Council's concurrence, Mayor Courts announced that the August 16, 2016 City Council study session is canceled.

Executive Session:

None.

Adjournment:

Mayor Courts adjourned the meeting at 8:00 p.m.

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 32861 through 33010 are approved for payment in the amount of \$249,798.54 this 13th day of September 2016.

Mayor

Councilmember

...

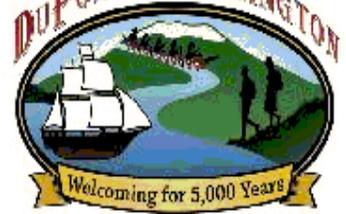
Accounts Payable

Checks by Date - Detail by Check Date

User: pbarry
 Printed: 8/17/2016 8:07 AM

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

Agenda Item # 7b.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32861	UB*01814 111558-000	Samantha or Eric Abshire	08/04/2016	45.46
Total for Check Number 32861:				45.46
32862	UB*01807 106383-000	Edward or Katherine Allen	08/04/2016	137.07
Total for Check Number 32862:				137.07
32863	UB*01795 002586-000	Julie Andersen	08/04/2016	124.30
Total for Check Number 32863:				124.30
32864	UB*01811 110244-000	Paul or Margaret Arsenault	08/04/2016	234.42
Total for Check Number 32864:				234.42
32865	UB*01800 102422-004	Brian Baumgartner	08/04/2016	3.11
Total for Check Number 32865:				3.11
32866	UB*01823 113273-000	Dwayne Beavers	08/04/2016	100.00
Total for Check Number 32866:				100.00
32867	UB*01797 100874-003	Kristine Carey-Nisco	08/04/2016	88.46
Total for Check Number 32867:				88.46
32868	UB*01820 112904-000	Matthew Case	08/04/2016	62.90
Total for Check Number 32868:				62.90
32869	UB*01794 002080-000	Brent Cooper	08/04/2016	124.02
Total for Check Number 32869:				124.02
32870	UB*01819 112895-000	Brenda and William Culp	08/04/2016	35.02
Total for Check Number 32870:				35.02
32871	UB*01821 112907-000	Julie and Shawn Czehowski	08/04/2016	93.50

Agenda Item # 7b.

...	Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
				Total for Check Number 32871:	93.50
	32872	UB*01818 112855-000	Matthew and Mary Debiec	08/04/2016	17.70
				Total for Check Number 32872:	17.70
	32873	UB*01816 112634-000	Daryl and Alison Delap	08/04/2016	71.69
				Total for Check Number 32873:	71.69
	32874	UB*01790 000113-002	CHRIS EWERS	08/04/2016	100.32
				Total for Check Number 32874:	100.32
	32875	UB*01804 103394-000	Tommy or Josephine Gallegos	08/04/2016	55.21
				Total for Check Number 32875:	55.21
	32876	UB*01813 110903-000	Aaron Giles	08/04/2016	12.59
				Total for Check Number 32876:	12.59
	32877	UB*01798 100918-001	Richard or Kellie Gouveia	08/04/2016	88.54
				Total for Check Number 32877:	88.54
	32878	UB*01822 113005-000	Puneet Hariharan	08/04/2016	9.76
				Total for Check Number 32878:	9.76
	32879	UB*01803 103374-000	Andrea Herr	08/04/2016	67.14
				Total for Check Number 32879:	67.14
	32880	UB*01815 111716-000	Tyler or Dana Jones	08/04/2016	148.50
				Total for Check Number 32880:	148.50
	32881	UB*01792 000322-000	CAROL KETTLEY	08/04/2016	38.15
				Total for Check Number 32881:	38.15
	32882	UB*01791 0002378-000	Joyce Larson	08/04/2016	12.46
				Total for Check Number 32882:	12.46
	32883	ub*01805 105109-001	Charles or Tera Lawrence	08/04/2016	241.00
				Total for Check Number 32883:	241.00

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32884	UB*01817 112707-000	John and Cheryl Lingenfelter	08/04/2016	29.49
Total for Check Number 32884:				29.49
32885	UB*01799 101433-001	Phillip or Faith Madsen	08/04/2016	4.68
Total for Check Number 32885:				4.68
32886	UB*01812 110750-000	Daniel or Maria Mahoney	08/04/2016	100.10
Total for Check Number 32886:				100.10
32887	UB*01806 106208-000	Gregory or Elizabeth Mathers	08/04/2016	111.47
Total for Check Number 32887:				111.47
32888	UB*01808 107254-000	John & Briana McDougall	08/04/2016	165.00
Total for Check Number 32888:				165.00
32889	UB*01801 102631-000	Colette Parrotte	08/04/2016	205.91
Total for Check Number 32889:				205.91
32890	UB*01802 103356-000	Nancy Poffenberger	08/04/2016	51.97
Total for Check Number 32890:				51.97
32891	UB*01793 001181-000	DENISE ROCKER	08/04/2016	23.40
Total for Check Number 32891:				23.40
32892	UB*01809 108644-000	Matt or Emily Streeton	08/04/2016	57.61
Total for Check Number 32892:				57.61
32893	UB*01796 003183-003	Leonardo and Franssi Urrego	08/04/2016	120.88
Total for Check Number 32893:				120.88
32894	UB*01810 108832-000	Josiah or Elizabeth Van't Land	08/04/2016	17.10
Total for Check Number 32894:				17.10
32895	UB*01824 113627-000	David and Karin Wilcox	08/04/2016	178.91
Total for Check Number 32895:				178.91
Total for 8/4/2016:				2,977.84

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32896	AAACNTRC 15205.00 REISS	AAA Contractors Inc Clocktower Restroom - #15205.00 Retainage Re	08/05/2016	457.50
Total for Check Number 32896:				457.50
32897	ALPHAGR 298283	Alphagraphics, 718 Pole Banner Hardware Replacement - Tourism	08/05/2016	267.57
Total for Check Number 32897:				267.57
32898	APEI REFUND 7/26	American Promotion Events Inc. Refund for Clean up Bond Deposit - 1495 Wilmi	08/05/2016	500.00
Total for Check Number 32898:				500.00
32899	ARAMARK 1988710570 1988710570 1988710570 1988710570 1988710570	Aramark Uniform Services Uniform Cleaning Uniform Cleaning Uniform Cleaning Uniform Cleaning Uniform Cleaning	08/05/2016	8.68 8.68 8.68 8.68 8.68
Total for Check Number 32899:				43.40
32900	BIGJOHN 132600	Big John's Trophies, Inc Community Ambassador Awards - PD	08/05/2016	65.41
Total for Check Number 32900:				65.41
32901	BRATWEAR 19291	BratWear Uniform Replacement Hat/ Patch - Morley/ PD	08/05/2016	197.23
Total for Check Number 32901:				197.23
32902	BWN 10885 10935	BrightWire Networks, LLC Order of Back-UPS 750VA IT Professional Svcs - August	08/05/2016	239.34 2,443.78
Total for Check Number 32902:				2,683.12
32903	DUPPETTY Petty Cash 014 Petty Cash 014	City of DuPont Vehicle Registrations - Gus Lim Vehicle Registrations - Gus Lim	08/05/2016	95.50 47.75
Total for Check Number 32903:				143.25
32904	CODEPUB 53828	Code Publishing Inc DuPont Municipal Code	08/05/2016	77.79
Total for Check Number 32904:				77.79
32905	COLOR 1677-1 1677-1 1677-1 1677-1	Color Graphics Inc. New Uniforms - PW New Uniforms - PW New Uniforms - PW New Uniforms - PW	08/05/2016	440.55 440.55 440.54 440.54
Total for Check Number 32905:				1,762.18
32906	CORWIN 5F06631 5F06632/5F06633	Corwin Ford - Tri Cities 2016 Ford F150 1/2 Ton Pickup (4WD), Extende 2016 Ford F150 1/2 Ton Pickup (4WD), Extende	08/05/2016	29,047.24 58,094.48

Agenda Item # 7b.

...	Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
				Total for Check Number 32906:	87,141.72
	32907	ETTINGER July / 2016	Pearle C Ettinger, Jr. Karate Instruction	08/05/2016	1,280.00
				Total for Check Number 32907:	1,280.00
	32908	FAST-LAC 32233745	FastSigns-Lacey WSDOT Signs - Museum	08/05/2016	1,130.73
				Total for Check Number 32908:	1,130.73
	32909	BFH DPD 16-07	Brian F. Harvey Policy Manual Updates	08/05/2016	700.00
				Total for Check Number 32909:	700.00
	32910	HERMANSC 17184	Hermanson Company LLP HVAC Compressor, Colenoid and Phase Monitor	08/05/2016	7,945.67
				Total for Check Number 32910:	7,945.67
	32911	JIFE 330580 330750	J & I Power Equipment Inc. Electric Starter - PW Franzen Chain Grind - PW	08/05/2016	274.16 78.34
				Total for Check Number 32911:	352.50
	32912	JACOBYP REFTVR / 2016	Paul Jacoby PerDiem - Travel/ Meals - Water Training at Issa	08/05/2016	218.36
				Total for Check Number 32912:	218.36
	32913	NWSC 16-14518	Northwest Safety Clean PPE Alterations - FD	08/05/2016	50.55
				Total for Check Number 32913:	50.55
	32914	OLYT 6893	Olympic Telephone Down Payment on Phone Contract - IT	08/05/2016	18,114.11
				Total for Check Number 32914:	18,114.11
	32915	PAO S6266-10	Pacific Office Automation City Hall Copier Lease C654E	08/05/2016	243.11
				Total for Check Number 32915:	243.11
	32916	PARENTMP 2016-57194	Parent Map LT6-002 Magazine Ad - July Issue	08/05/2016	353.00
				Total for Check Number 32916:	353.00
	32917	PCBGT&F CI-219287 CI-219291 CI-219292	Pierce County Budget & Finance 2016 2 Qtr. RCC Membership Dues 2016 -OPS/CAP PEG Fees 1 Qtr. 2016 -OPS/CAP PEG Fees 2 Qtr.	08/05/2016	3,520.91 4,606.15 4,389.48
				Total for Check Number 32917:	12,516.54
	32918	PMG 2016-15708	Premier Media Group, Inc. LT6-002 - South Sound Mag Ads.	08/05/2016	1,150.00

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32918:				1,150.00
32919	PST 2016-6841	Public Safety Testing Inc. Q2 - Subscription Fees	08/05/2016	125.00
Total for Check Number 32919:				125.00
32920	PURPOWER 28977189	Purchase Power Postage Meter Refill #28977189	08/05/2016	60.69
Total for Check Number 32920:				60.69
32921	SITECRAF 27590	SiteCrafting Inc Web Host- www.ci.dupont.wa.us	08/05/2016	55.00
Total for Check Number 32921:				55.00
32922	SFTONE US-PSI-484666 US-PSI-484666 US-PSI-484666 US-PSI-484666	Software ONE Inc #65258634AC02A00 - Adobe Acrobat Pro Licer #021-10559 - Microsft Office Std license -Fire #021-10559 - Microsft Office Std license -CH #65258634AC02A00 - Adobe Acrobat Pro Licer	08/05/2016	2,165.55 775.21 2,325.73 355.86
Total for Check Number 32922:				5,622.35
32923	SUMMITTO 50544	Summit Towing Incident #1615500051 Search Warrant Tow	08/05/2016	97.65
Total for Check Number 32923:				97.65
32924	ZUMAR 183619	Zumar Industries, Inc. Adopt a Trail Signs - Streets/PW	08/05/2016	335.02
Total for Check Number 32924:				335.02
Total for 8/5/2016:				143,689.45
32925	qwest 206T011133 454B 206T367078 390B 2539125102 944B 2539125102 944B 2539125102 944B 2539125102 944B 2539125102 944B 2539125210 753B 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	CenturyLink 206T011133 454B Police T-Line 206T367078 390B Data Circuits 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5210 753B CivicCtr Ext 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	08/10/2016 206T011133 454B 206T367078 390B 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5210 753B 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	467.30 505.37 11.04 36.79 11.04 14.71 232.96 75.52 121.27 48.51 36.39 36.38 80.16 189.22 121.28 164.10 126.89 91.89 9.68 32.27 9.68

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2539648225 701B	2539648225 701B PW Shop	2539648225 701B	12.91
Total for Check Number 32925:				2,435.36
32926	CLINK	CenturyLink Business Services	08/10/2016	
	1381196289	1798 Bell Hill Long Distance	253-964-1798	8.46
	1381196289	PW Shop Long Distance	253-964-4931/964-6808	8.46
	1381196289	PW Shop Long Distance	253-964-4931/964-6808	2.54
	1381196289	PW Shop Long Distance	253-964-4931/964-6808	3.38
	1381196289	PW Shop Long Distance	253-964-4931/964-6808	2.54
	1382759565	253-912-5102 Long distance	253-912-5102	1.20
	1382759565	253-912-5102 Long distance	253-912-5102	4.01
	1382759565	253-912-5102 Long distance	253-912-5102	1.60
	1382759565	253-912-5102 Long distance	253-912-5102	1.20
	1382759566	253-964-0153 Long Distance	253-964-0153	8.01
	1382759567	253-964-0310 Long Distance	253-964-0310	2.41
	1382759567	253-964-0310 Long Distance	253-964-0310	8.01
	1382759567	253-964-0310 Long Distance	253-964-0310	2.40
	1382759567	253-964-0310 Long Distance	253-964-0310	3.20
	1382759568	253-964-2399 Long Distance	253-964-2399	8.43
	1382759569	253-964-2855 Long distance	253-964-2855	8.01
	1382759570	253-964-4272 Long distance	253-964-4272	8.01
	1382759571	253-964-8225 Long Distance	253-964-8225	5.69
	1382759571	253-964-8225 Long Distance	253-964-8225	1.71
	1382759571	253-964-8225 Long Distance	253-964-8225	1.71
	1382759571	253-964-8225 Long Distance	253-964-8225	2.27
	1383278498	253-964-6934 Long distance	253-964-6934	129.65
Total for Check Number 32926:				222.90
32927	COMCAST	Comcast	08/10/2016	
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
	35 013 0108401	303 Louviers internet	35 013 0108401	65.61
	35 013 0108401	303 Louviers internet	35 013 0108401	26.25
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
	35 013 0340616	City Hall Internet	35 013 0340616	141.17
Total for Check Number 32927:				272.39
32928	LEMAY	Harold Lemay Enterprises	08/10/2016	
	7700618	2180-678258-001 1700 Civic Dr	2180-678258-001	259.76
Total for Check Number 32928:				259.76
32929	PCSEWER	Pierce County Sewer	08/10/2016	
	01175700	01175700 - 303 Barksdale Ave	01175700	69.37
	01178725	01178725 - 207 Barksdale Ave	01178725	44.74
	01178733	301 Louviers		7.94
	01178733	301 Louviers		26.47
	01178733	301 Louviers		7.94
	01178733	301 Louviers		10.59
	01251945	01251945 - 3196 Shaw St	01251945	49.33
	01326899	303 Louviers		25.81
	01326899	303 Louviers		86.03
	01326899	303 Louviers		34.41
	01326899	303 Louviers		25.80
	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)	59.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32929:	533.73
32930	PSEE	Puget Sound Energy	08/10/2016	
	200000813945	301 - 303 Louviers		5.32
	200000813945	301 - 303 Louviers		5.32
	200000813945	301 - 303 Louviers		7.10
	200000813945	301 - 303 Louviers		17.75
	200006136309	200006136309 - Village Park		13.05
	200013923426	200013923426 - 1780 Civic Dr		863.62
	200013923426	200013923426 - 1780 Civic Dr		1,242.77
	200013923681	200013923681 - 3625 Hoffman Hill Access		10.84
	200013923905	200013923905 - 2100 Center Dr Signal		58.07
	200013924549	200013924549 - 1700 Civic Drive		866.10
	200013924754	200013924754 - 1500 Wilmington Dr		51.23
	200014441923	200014441923 -709 Penniman Pmp		32.56
	200024817773	200024817773 - 2690 Mitchell		20.39
			Total for Check Number 32930:	3,194.12
32931	VERIZON	Verizon Wireless	08/10/2016	
	9768972260	Police Dept Cell Phones		174.02
	9768972260	Parks & Rec Cell Phone		101.49
	9768972260	Building Dept Cell Phones		69.39
	9768972260	Public Works Cell Phones		158.78
	9768972260	Public Works Cell Phones		158.79
	9768972260	Legal Svcs Cell Phone		58.69
	9768972260	Mayor Cell Phone		58.69
	9768972260	Police Dept Cell Phones		62.32
	9768972260	Fire Dept Cell Phones		253.61
	9768972260	Planning Dept Cell Phones		101.80
	9768972260	Planning Dept Cell Phones		135.96
	9768972260	Police Dept Cell Phones		710.20
	9768972261	Public Works Air Cards		30.04
	9768972261	Fire Dept Air Card		10.02
	9768972261	Legal Svcs Air Card		10.02
	9768972261	PW Grant Funded Air Cards		40.08
	9768972261	Parks Air Card		10.02
	9768972261	Police Air Cards		364.54
			Total for Check Number 32931:	2,508.46
			Total for 8/10/2016:	9,426.72
32932	ALPHAGR 298977	Alphagraphics, 718 Freight for Job#G171099	08/12/2016	
			Total for Check Number 32932:	14.84
32933	APA 016528-1673	American Planning Association APA/ AICP WA Chapter Membership Dues	08/12/2016	
			Total for Check Number 32933:	524.00
32934	ARAMARK	Aramark Uniform Services	08/12/2016	
	1988721186	Uniform Cleaning		7.92
	1988721186	Uniform Cleaning		7.92
	1988721186	Uniform Cleaning		7.91
	1988721186	Uniform Cleaning		7.92
	1988721186	Uniform Cleaning		7.91

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32934:				39.58
32935	BRATWEAR 19414 19428	BratWear Uniform Replacement - Holt/ PD Uniform Replacement - Holt/ PD	08/12/2016	496.43 33.37
Total for Check Number 32935:				529.80
32936	COSTCO 061008	Capital One Commercial NNO Supplies - PD	08/12/2016	442.92
Total for Check Number 32936:				442.92
32937	CATWORK 256080	Catalyst Workplace Activation Display Case w/ installation - CH	08/12/2016	2,051.20
Total for Check Number 32937:				2,051.20
32938	QWEST 206T610445 893B	CenturyLink 206T610445 893B Civic Center T	08/12/2016 206T610445 893B	505.37
Total for Check Number 32938:				505.37
32939	CB-CARD 0077 0077 0077 0077 0646 0646 0646 0646 0646 1311 3412 3412 3412 3412 3412 5349 9605 9605 9605 9975 9975 9975 9975 9975 9975	Card Services/ Columbia Bank Mounting Tape / Amazon - FD 3 Fire Extinguishers - FD Credit for incorrect charge - Arizona Grand Hote LightBulbs / Amazon - FD Referance for Council and Board Meetings - Cle Job Posting / Craigslist - HR Training & Reference Materials - HR NNO Posters - PW/ Rec. Mayor Note Cards - VistaPrint 1311 -Phone Payment Fee - Fin July Adobe Pro Subscription - PD Blue Courage Event/ Opp Supplies - Costco/ PD Jumper Cables - Oreilly Auto/ PD Oppering Supplies - Oreilly Auto / PD Blue Courage Event/ Opp Supplies - Safeway/ P July 4th Posters - UPS / Tourism Water Distr. Specialist Exam - AMP/ PW Evergreen Rural Water of WA Conference - PayF Evergreen Rural Water of WA Conference - PayF Auction Tent - FredMeyers - Parks July 4th Ice - DuPont General Store/ Parks NNO Wristbands - Netbands Media - PD July 4th - FredMeyers - Parks NNO Police Signs - Walmart/ PD July 4th Auction Pork Ribs - Dickeys/ Parks	08/12/2016	9.68 114.10 -17.38 26.80 14.66 45.00 767.20 26.69 158.84 5.00 16.31 102.77 14.76 65.18 9.35 21.74 79.00 337.50 337.50 17.87 85.00 65.90 28.01 28.99 251.98
Total for Check Number 32939:				2,612.45
32940	COMCAST 35 013 0327571	Comcast Museum High Speed Internet	08/12/2016 8498 35 013 0327571	95.72
Total for Check Number 32940:				95.72
32941	WACCI T049001	Washington State Dept of Corrections Corr Safty T-Shirts/Uniforms - Parks	08/12/2016	99.45

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32941:				99.45
32942	CJTC 201126816	Wa State Criminal Justice Training Comm Blue Courage Taining - Adkins/ Oran - PD	08/12/2016	130.00
Total for Check Number 32942:				130.00
32943	EDB CEF1216	Economic Development Board Compete Every Day Forever - 1 year	08/12/2016	2,000.00
Total for Check Number 32943:				2,000.00
32944	ELIEFFC REBURS 8/5	Cindy Elieff Senior Potluck - Event Games Rebuesment 8/5/2	08/12/2016	103.05
Total for Check Number 32944:				103.05
32945	EIGI 3818697-A-1	Ewing Irrigation Baseball Field Line Chalk - Parks	08/12/2016	175.36
Total for Check Number 32945:				175.36
32946	FSACL 173865 173865 173865 173865	Firestone Complete Auto Care Lacey 2008 Chevy Colorado Service 2008 Chevy Colorado Service 2008 Chevy Colorado Service 2008 Chevy Colorado Service	08/12/2016	261.37 261.36 261.36 261.36
Total for Check Number 32946:				1,045.45
32947	FIRSTBC 9371 9371	First Bankcard Brown Bear/ Tacoma - Car Wash - Sheehan DuPont Cleaners - Uniform Cleaning - Sheehan	08/12/2016	12.00 71.49
Total for Check Number 32947:				83.49
32948	TACGOOD IN0063070 IN0063089	Goodwill of the Olympics & Rainier Regio: Wash Clock Tower and Prep for Paint - Parks General Custodial - Tues/Thurs	08/12/2016	1,251.20 1,166.00
Total for Check Number 32948:				2,417.20
32949	GRGR 9172688823	Grainger Tools & Equipment for Hoffman Hill Well #2 - F	08/12/2016	124.27
Total for Check Number 32949:				124.27
32950	GRTWEST 750806	Great Western Supply 5 Yrds. of Landscape Soil	08/12/2016	107.63
Total for Check Number 32950:				107.63
32951	HDFW I4287840 I4289796	HD Fowler Co Sprinkler Head Nozzle Brass for Water Truck Stock	08/12/2016	363.06 1,196.02
Total for Check Number 32951:				1,559.08
32952	HMDEP 10686 4013881 5033064	Home Depot/GECF Misc Supplies/ Pipe Fittings - PW Misc Supplies/ Cable Ties - Parks Misc Supplies - PW	08/12/2016	47.07 54.01 456.73

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7032640	Misc Supplies/ Sandpaper - Parks		65.92
	8014799	Misc Supplies - Parks		291.59
	8023714	Misc Supplies/ O-Ring Kit - PW		22.80
Total for Check Number 32952:				938.12
32953	HONEY 0550089905	Honey Bucket Portable Toliet Rental 7/20 - 8/16	08/12/2016	85.00
Total for Check Number 32953:				85.00
32954	JIFE 331951	J & I Power Equipment Inc. FC Blade, Air Filter - Parks	08/12/2016	122.49
Total for Check Number 32954:				122.49
32955	JIFFY 102850449 108875822	Jiffy Lube Police Car Service - Nelson/ PD Police Car Service - Oran/ PD	08/12/2016	97.03 92.24
Total for Check Number 32955:				189.27
32956	LANDCARE 8124885 8124885 8124885 8124885	LandCare USA LLC Landscape Management / McNeil & McLeod - F Landscape Management / McNeil & McLeod - F Landscape Management / McNeil & McLeod - F Landscape Management / McNeil & McLeod - F	08/12/2016	1,061.45 1,061.45 3,538.18 1,415.27
Total for Check Number 32956:				7,076.35
32957	LEMAY 4485692 7700607 7700607 7700607 7700607 7700632	Harold Lemay Enterprises 2185-803177 Police Dept. 1700 Civic Dr. 301 Louviers 301 Louviers 301 Louviers 301 Louviers 2180-688334 1775 Bob's Hollow	08/12/2016 2180-688334	33.86 43.04 57.38 43.04 143.46 265.38
Total for Check Number 32957:				586.16
32958	LOCHNER 000011888-6	Lochner 11888 - Wilmington Drive Overlay Project Insp	08/12/2016	4,409.62
Total for Check Number 32958:				4,409.62
32959	MODMARK MMI116808	Modern Marketing Halloween Bags - PD	08/12/2016	563.71
Total for Check Number 32959:				563.71
32960	NISQ 77576	Nisqually Automotive & Towing Service Towing and Repair of Chevy Blazer	08/12/2016	1,046.30
Total for Check Number 32960:				1,046.30
32961	NIT 10179	Nisqually Indian Tribe Inmate Booking and Processing Services	08/12/2016	875.00
Total for Check Number 32961:				875.00
32962	NWGEN 1263	Northwest Generator Services Troubleshooting on Generator and Replaced Fault	08/12/2016	633.22

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 32962:				633.22
32963	PAO S6266-11	Pacific Office Automation City Hall copier model C654E	08/12/2016 900-0242073-000	243.11
Total for Check Number 32963:				243.11
32964	PCBGT&F CI-219254 CI-219264	Pierce County Budget & Finance Traffic Operations Maintenance Services / June Booking & Jail Housing Fees	08/12/2016 99546	7,776.85 488.50
Total for Check Number 32964:				8,265.35
32965	PMG 2016-15709	Premier Media Group, Inc. LT6-002 Magazine Ad for Aug/Sept Issue - Tou	08/12/2016	1,150.00
Total for Check Number 32965:				1,150.00
32966	PSEE 200001019534 200001019690 200003761372 200004197907 200005882598 200005882598 200005882598 200005882598 200008001329 200008387082 200010681696 200011525884 200013924143 200013950148 200013950148 200013950148 200013950148 200013950320 200013950544 200017266103 200020161606 200021763244 200023254622 200023254622 200023254622 200023254622 300000004741 300000010086	Puget Sound Energy 200001019534 - 303 Barksdale Ave 200001019690 - 3195 Brown Loop 200003761372 - 1350 Foreman Rd 200004197907 - Bell Hill Well 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 301 - 303 Louviers 200008001329 - Museum 200008387082 - 1350 Foreman Rd 200010681696 - 1700 Burnside Well 200011525884 - 1700 Civic Dr Signal 200013924143 - 3028 Ridgeview Pump 200013950148 303 Louvie 200013950148 303 Louvie 200013950148 303 Louvie 200013950148 303 Louvie 200013950320 - 1407 Palisade Blvd 200013950544 - Wilmington & Center Signa 200017266103 - 2900 Center Dr Signal 200020161606 - 151 Davis Pl 200021763244 - Powderworks Park 200023254622 301 Louvie 200023254622 301 Louvie 200023254622 301 Louvie 200023254622 301 Louvie 300000004741 - Street Lights 300000010086 - Street Lights	08/12/2016	139.49 10.84 5,135.78 3,373.56 5.32 17.75 5.32 7.10 120.37 880.79 5,723.05 53.05 29.93 13.27 17.71 13.28 44.27 60.71 80.58 192.74 662.36 130.14 30.21 22.65 75.52 22.65 769.88 13,983.54
Total for Check Number 32966:				31,621.86
32967	PWF 105399	PWF Processing Water Purification System	08/12/2016	87.04
Total for Check Number 32967:				87.04
32968	REINARTG 016-16	Geralyn Reinart, P.E. Traffic Engineering Services/ Sound Transit Det	08/12/2016	1,465.00
Total for Check Number 32968:				1,465.00
32969	SHERWIN	Sherwin Williams	08/12/2016	

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8877-1	Off White and Beige Paint/ 16 Gallons - PW		605.65
			Total for Check Number 32969:	605.65
32970	SITECRAF 27827	SiteCrafting Inc Web Host- www.ci.dupont.wa.us	08/12/2016	55.00
			Total for Check Number 32970:	55.00
32971	ARCH Z3669640H Z3669640H Z3669640H Z3669640H	Spok Inc PW pager PW pager PW pager PW pager	08/12/2016	19.74 5.92 7.89 5.92
			Total for Check Number 32971:	39.47
32972	SYSTEMS 29416	Systems for Public Safety, Inc. Lic#50501D Patrol Car Service and Repair	08/12/2016	1,556.92
			Total for Check Number 32972:	1,556.92
32973	TA 2842 2845	Take Aim, LLC Sew on Patch - Creekmore /FD Uniform Alterations - Lech /FD	08/12/2016	51.68 13.06
			Total for Check Number 32973:	64.74
32974	THEHC 6339	The Home Course Youth Baseball Banquet Rental	08/12/2016	254.59
			Total for Check Number 32974:	254.59
32975	UULC 6070124 6070124	Utilities Underground Location Center Excavation notifications Excavation notifications	08/12/2016	20.02 20.02
			Total for Check Number 32975:	40.04
32976	WADOE 2017-WAR045005	Wa State Dept of Ecology Annual Water Quality Program Permit Fee	08/12/2016	5,692.96
			Total for Check Number 32976:	5,692.96
32977	WTRMG 151485 151509 151588	Water Management Lab, Inc. Full Chem FOC - Water Testing Full Chem 27 FOC - Water Testing TTHM and Haloacetic Acids - Water Testing	08/12/2016	1,536.00 1,800.00 415.00
			Total for Check Number 32977:	3,751.00
32978	WESTBYE REFUND 8/3	Elaine Westby Park Rental Refund - Sellers Park / July 30	08/12/2016	50.00
			Total for Check Number 32978:	50.00
32979	FLEET 46349884 46349884 46349884 46349884 46349884	Wright Express FSC/ WEX Bank Fuel - PW Fuel - PW Fuel - PW Fuel - Fire Fuel - Police	08/12/2016	957.53 478.76 478.76 419.27 2,431.80

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...	Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		46349884	Fuel - Building		85.28
		46349884	Fuel - PW		478.77
				Total for Check Number 32979:	5,330.17
	32980	ZOLL 9028375	ZOLL PO# 16-14317 Fire RMS Service - Reissue	08/12/2016	282.88
				Total for Check Number 32980:	282.88
				Total for 8/12/2016:	91,741.88
	32981	UB*01777 111715-000	Andrew Allman	08/15/2016	47.83
				Total for Check Number 32981:	47.83
	32982	UB*01785 100685-001	James or Kristin Bartholomees	08/15/2016	50.87
				Total for Check Number 32982:	50.87
	32983	UB*01779 111874-000	Christopher Black	08/15/2016	53.98
				Total for Check Number 32983:	53.98
	32984	UB*01768 108715-001	John Blanshard	08/15/2016	53.46
				Total for Check Number 32984:	53.46
	32985	UB*01780 111911-000	Joel and Jintana Clements	08/15/2016	96.89
				Total for Check Number 32985:	96.89
	32986	UB*01771 110615-000	Michael or Mindy Compton	08/15/2016	82.86
				Total for Check Number 32986:	82.86
	32987	UB*01789 112950-000	Daniel Costello	08/15/2016	84.54
				Total for Check Number 32987:	84.54
	32988	UB*01764 112940-000	Allison Cranston	08/15/2016	68.74
				Total for Check Number 32988:	68.74
	32989	UB*01763 112895-000	Brenda and William Culp	08/15/2016	64.98
				Total for Check Number 32989:	64.98
	32990	UB*01774 111585-000	Derek or Jenn Curtis	08/15/2016	67.55
				Total for Check Number 32990:	67.55

Agenda Item # 7b.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32991	UB*01778 111855-000	Sim or Diana Dahn	08/15/2016	50.41
Total for Check Number 32991:				50.41
32992	UB*01781 112201-000	Joseph and Rachael Dunbar	08/15/2016	100.00
Total for Check Number 32992:				100.00
32993	UB*01783 113005-000	Puneet Hariharan	08/15/2016	90.24
Total for Check Number 32993:				90.24
32994	UB*01775 111646-000	Cathy Harper	08/15/2016	52.79
Total for Check Number 32994:				52.79
32995	UB*01766 112431-000	Robert Gillis Jester	08/15/2016	84.05
Total for Check Number 32995:				84.05
32996	UB*01786 100973-000	James or Lee Jones	08/15/2016	50.00
Total for Check Number 32996:				50.00
32997	UB*01782 112995-000	Clayton and Jennifer Manning	08/15/2016	68.92
Total for Check Number 32997:				68.92
32998	UB*01760 112687-000	Sarah and Adam Moeck	08/15/2016	100.00
Total for Check Number 32998:				100.00
32999	UB*01770 110572-000	John or Kimberly Moltz	08/15/2016	73.32
Total for Check Number 32999:				73.32
33000	UB*01767 108555-001	Peter Niedzielski	08/15/2016	29.88
Total for Check Number 33000:				29.88
33001	UB*01769 110475-000	Roderic & Michelle O'Connor	08/15/2016	52.61
Total for Check Number 33001:				52.61
33002	UB*01776 111656-000	Michael or Michelle Parrish	08/15/2016	98.44
Total for Check Number 33002:				98.44
33003	UB*01784 113542-000	Sal and Brenda Pedraza	08/15/2016	79.74

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...	Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
				Total for Check Number 33003:	79.74
	33004	UB*01761 112736-000	Alicia Robinson	08/15/2016	98.44
				Total for Check Number 33004:	98.44
	33005	UB*01772 110901-000	Brittany Rodriguez	08/15/2016	2.10
				Total for Check Number 33005:	2.10
	33006	UB*01787 106591-000	Erin Schoolcraft	08/15/2016	16.14
				Total for Check Number 33006:	16.14
	33007	UB*01765 112944-000	Nicholas Treadway	08/15/2016	29.76
				Total for Check Number 33007:	29.76
	33008	UB*01773 111547-000	Brenda or Chad Weyhrauch	08/15/2016	73.32
				Total for Check Number 33008:	73.32
	33009	UB*01788 112503-000	Brittany and Brad Wood	08/15/2016	78.19
				Total for Check Number 33009:	78.19
	33010	UB*01762 112763-000	Eliza Zamor	08/15/2016	62.60
				Total for Check Number 33010:	62.60
				Total for 8/15/2016:	1,962.65
				Report Total (150 checks):	249,798.54



MEETING DATE: August 23, 2016 **Agenda Item # 7c.**

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

TITLE:

Resolution Declaring Surplus Items

Department: Finance	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Paula Barry, Finance Director	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

The City disposes of surplus property on an annual basis or more/less frequently as needed. Part of that process is meeting the legal requirements to dispose of equipment and materials that are no longer of use to the City. The items to be declared as surplus are broken, damaged, or past their useful life.

Occasionally, we do receive a small amount of revenue if items or vehicles can be sent to auction. At times, these items can be traded-in as we purchase its replacement.

RECOMMENDATION:

Adopt the Resolution declaring this property as surplus and authorizing its disposal.

CITY OF DuPONT
WASHINGTON
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF DuPONT
DECLARING CERTAIN PROPERTY AS SURPLUS AND
AUTHORIZING ITS SALE, TRADE-IN OR DISPOSAL**

WHEREAS, the City of DuPont has purchased the real property and/or equipment listed on the attached Exhibit A; and

WHEREAS, the property/equipment on Exhibit A is surplus to the needs of the City;

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

Section 1. The equipment/property described on the attached Exhibit A is declared surplus to the needs of the City. Staff is instructed to properly dispose of items with no value.

ADOPTED THIS 23rd DAY OF AUGUST, 2016.

CITY OF DuPONT

Mike Courts, Mayor

ATTEST:

Tiffany Graves, Interim City Clerk

Approved as to form:

Gordon P. Karg, City Attorney

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

EXHIBIT A

Description	Serial No.	DuPont ID No.	Dept.	Notes	Resolution
Angus Fire Hose 50'	DFD-106	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-116	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-100	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-101	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1020	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1021	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1015	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1011	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1017	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1019	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1012	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1003	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1000	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1007	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1005	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1014	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1010	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-1016	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	DFD-2001	N/A	FD	Out of Useful Life	Disposal
Angus Fire Hose 50'	100-42	N/A	FD	Out of Useful Life	Disposal



MEETING DATE: August 23, 2016 **Agenda Item # 8a.**

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

TITLE:

2017 Lodging Tax Advisory Committee (LTAC) Grant Funding Recommendations

Department: Finance	Discussion Date: 08/23/16
Originator: Staff	First Reading Date:
Assigned to: Paula Barry, Finance Director	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required	\$189,108.00	Lodging Tax/General Fund

DETAILED SUMMARY STATEMENT:

The total amount of the recommended projects for 2017 is \$189,108. Funding for these project will come from over \$170,000 in projected hotel/motel tax revenue and projected beginning fund balance which includes estimated carryforward balances from 2016 as a result of revenues coming in over projections and under spending of expenditures.

Funding of the grants must first come through LTAC for their recommendations and then presented to Council for final approval. The committee has reviewed 27 grant applications totaling \$358,163. They voted to approve them as submitted, to alter them, or deny approval. A listing of the 2017 grant applications received and LTAC's recommended funding levels is attached along with a draft of the minutes from the meeting. LTAC is recommending Council approve grants totaling \$189,108.

RECOMMENDATION:

Discuss the projects/events in preparation for approval of resolution at the September 13, 2016 regular council meeting.

Agenda Item # 8a.

City of DuPont Lodging Tax Advisory Committee (LTAC) 2017 LTAC Grants Applicants

Project	Applicant	Amount	Approved	Summary
Tourism Department Salaries	Tourism	\$96,063	\$96,063	This funds the salary and benefits for the position of Tourism Coordinator plus the tourism portion of the Parks and Rec position. It also covers office supplies, phone and training.
Orchard Project	Tourism	\$35,000	deferred	Asked to reapply in 2017 Part B when more information about 2016 project status is available.
City Departments Overtime	All Departments	\$35,000	\$15,290	Funds will be used to pay for estimated overtime for each LTAC approved project. This only includes overtime related to events which receive LTAC support.
Advertising	Tourism	\$25,000	\$14,000	Funds will be used to promote DuPont as a destination City. \$4,500 has been earmarked for museum and train promotions.
Music Festival in Clocktower Park	Parks and Rec	\$20,000	deferred	Asked to reapply in 2017 Part B with complete budget and with more information
Junior America's Cup	WA Jr. Golf Asso.	\$18,100	\$15,000	The Washington Jr. Golf Association, along with The Home course, are hosting the Junior America's Cup in 2017. The competition brings players in from the Western US, Mexico and Vancouver, B.C. Funds will be used to ensure that the participants have a positive experience during the competition including goody bags, food, and a player banquet. Funds will also be used to offset lost revenue for the Home Course. Community and regional outreach will be conducted and the City will be listed as a sponsor on all materials.
Junior America's Cup	The Home Course	\$16,500	\$15,000	see above
Visit DuPont App	Tourism	\$15,000	deferred	Asked to resubmit in 2018 when more funds are available and the program is more defined
Hanging Baskets and Banners	Tourism	\$15,000	denied	The project was denied on the basis that the Tourism Board should talk with the business owners and COA about paying for this project moving forward.
HBD Car Show	Classical Glass Corvette Club	\$9,000	\$9,000	The Car Show is a recurring, annual, event which is held during Hudson's Day Heritage Days. Funds will be used for the advertising, barricades, advertising, the sound system for entertainment, large tent and meals for participants.
KC BBQ	American Legion	\$7,500	\$7,500	The event is sponsored by the American Legion and partnered with the Kansas City BBQ Association. The Legion hopes to make the BBQ an annual event. The 3 day competition will be held in concordance with Hudson's Bay Heritage Days. The event will include a beer and wine garden and championship BBQ cook off. Funds will be used for health and safety expenses, advertising, entertainment, judges and judges accommodations and sanction fees.
Amazing Heroes Race	AUSA	\$7,100	deferred	The project was deferred due to lack of complete budget and proper scheduling with other City events. Will be asked to reapply during 2017 Part B.
Seahawks Rally	Parks&Rec/Events	\$7,000	denied	The rally was deemed by the Committee to be more community oriented and less outward focused and, therefore, denied.
Hudson Bay Day Advertising	Tourism	\$6,000	\$2,500	Funds will be used to advertise the three day Hudson's Bay Heritage days festival. Advertising will be online only.
Welcome Baskets	Tourism	\$5,000	\$3,000	Funding will be used to provide welcome bags or baskets to large groups visiting DuPont. Examples might be conferences, sporting events and tour groups. The LTAC has asked that a signature gift be developed. Bags will have local business information and City maps.
Museum Events	Museum	\$5,000	denied	The project was denied as it was deemed to be more community oriented and less outward focused.

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Project	Applicant	Amount	Approved	Summary
Hudson Bay Day Activities	Historical Society	\$5,000	\$2,000	Funds will be used to hire a contracted event coordinator to oversee a heritage tent in Clocktower park as part of the Hudson's Bay Heritage Days activities.
Trail Head Signs with Trail Maps and Markers	PW/P&R	\$5,000	deferred	The Parks and Recreation Coordinator asked that this application be withdrawn as the city is not ready to move forward with the project yet. She hopes to partner with local scouting groups and apply for other grant funds prior to coming to LTAC for funding.
Mayors Cup	Parks and Rec	\$5,000	\$5,000	The Mayor's Cup golf tournament will be replacing the traditional Parks and Rec golf tournament on the Friday of Hudson's Bay Days. The tournament will consist of teams of 4 golfers who will visit from throughout the state. LTAC funds will be used for advertising, participant food and awards.
Museum and Train Promotions	Historical Society	\$4,500	denied	The money was added to the Tourism Coordinators advertising budget and earmarked for museum and train promotions. Advertising will now be centralized for all City promotions.
Citywide Yard Sales	P&R/ROA	\$4,000	denied	This project was deemed to be more community oriented and less outward focused.
Tournament of Champions	The Home Course	\$4,000	\$1,000	The Tournament of Champions is a golf tournament that will be held at the Home Course in 2017. The tournament will bring in over 100 participants and spectators. Funds will be used to help pay green fees of participants. Due to nearly full funding of the Junior Americas cup, the Committee voted to reduce funding in order to reserve funds for other events.
Wear Blue Run to Remember	Wear Blue	\$4,000	\$2,000	Funds will be used to promote the run. Overtime for the event was also approved in the City overtime application category.
Holiday Bazaar	Museum/P&R	\$1,500	deferred	The project was deemed to be more community oriented and less outward focused. Parks and Rec has been asked to reapply in future years if visitors begin traveling from more than 50 miles away fore the event.
Shamrock Hunt and Walk	Parks and Rec	\$1,500	\$300	The annual Shamrock Walk is a fun City event held in the month of March. This year, the LTAC decided to only fund a portion of the grant which will fund advertising. Overtime for the event was funded in the City overtime grant request.
Cherry Blossom Tea	Historical Society	\$1,000	\$1,000	The annual Cherry Blossom Tea is an event that is hosted by the Historical Soceity and has grown to over 200 participants in 2016. 2017 funds will be used for promotions and incidental event costs.
Annual Museum Freeway Sign Fee	Museum	\$400	\$455	Funds will be used for the annual fee for the Museum and Historic District sign on the freeway. It was noted during the meeting that the actual fee is \$455 not \$400.
Total		\$358,163	\$189,108	

Agenda Item # 8a.

City of DuPont Lodging Tax Advisory Committee Meeting

August 10, 2016 9:00 a.m.

DuPont City Hall
1700 Civic Dr.
DuPont, WA 98327

The meeting was called to order at 9:05 a.m.

Those present were: Committee Chair Councilmember Roger Westman, Kathy Trotter, Larry Ackerman and Amy Walker. Also present were City Administrator Ted Danek, Finance Director Paula Barry and Tourism Coordinator Diane Rice.

Lodging Tax Grant applicants Tyler Johnson, Ron Hagen, Jack Curtis and Tom Riggs were present and available to discuss their applications.

Councilmember Westman introduced the members of the committee to those in the audience. He made a plea for additional applicants to the committee. He asked anyone present who was an applicant to come forward to explain their application and take questions from the committee when called upon.

Approval of the agenda: Motion- Amy Walker, Second- Kathy Trotter. Motion passed unanimously.

The group reviewed the minutes of the July 12, 2016 minutes.

There was a brief clarifying discussion.

Approval of the minutes: Motion- Amy Walker, Second-Larry Ackerman. Motion passed unanimously.

Finance Director Paula Barry discussed the 2017 budget including the two new hotels that will be added and collecting lodging tax. She also discussed the fact that she took a conservative approach to budgeting 2017 lodging tax revenue. She also discussed a \$3,000 administrative support line item. She said that the amount, per state law, does not have to be officially applied for or approved by the committee. The money will pay for staff time preparing minutes and attending lodging tax meetings. She confirmed that moving forward there will be two rounds of lodging tax grant opportunities. She stated that there is \$171,000 available for part A of the 2017 grants.

Kathy Trotter stated that many of the applications did not have an adequate budget and that she felt that those without a budget should be asked to come back in the part B application round and reapply.

Amy Walker asked that all applications be considered as is regardless of budget.

Ted Danek stated that a new application that includes an itemized budget sheet. He also stated that, if needed, the Committee could ask certain applicants to come back and provide more information.

Amy stated that she felt it wasn't fair to ask for an itemized budget when it wasn't required in the application.

Kathy expanded her point of view by saying that she wants to make sure each application meets the criteria of Lodging Tax grants.

Roger asked that the application review begin.

Larry Ackerman asked that the applications which were being represented during the meeting be considered first.

The group agreed.

Junior Americas Cup-2017

The first application considered was from the Washington Junior Golf Association for the Junior Americas Cup, 2017. A representative from the WJGA, Tyler Johnson, was present. He gave a brief history of the Junior Americas Cup and the history of the WJGA. The tournament consists of 4 boys from various areas including Mexico all the way to Canada and all western states. This is the first time that the event will be held at The Home Course. He stated that each team and their parents will stay for a total of four to five nights in DuPont hotels.

Kathy Trotter asked why there were two applications for the same event, one from the WJGA and one from The Home Course. She asked that the two applications be considered together. She wanted to know if The Home Course was asking for reimbursement for lost revenue. She also had concerns with food and photography being paid for with Lodging Tax funds. She wanted to make sure that the City was listed as a sponsor and had plenty of recognition at the event.

Tyler agreed to make sure that the City's sponsorship was well represented.

Amy stated that there is currently a large sign at The Home Course thanking the City of DuPont for their support in past tournaments.

Larry asked if The Home Course and WJGA coordinated their applications and if there were duplicate asks that could be combined.

Roger invited Ron, The Home Course representative, to join the discussion. He asked if the golfers paid an entry fee.

Tyler said that the players do pay a fee but that the fee is paid by the golf association. Fees collected are used to offset association costs.

Roger asked that a portion of any money granted be used to advertise the tournaments to the general public. He felt that local tournaments have not been well advertised to DuPont residents and that many locals would like to attend as spectators.

Larry asked if The Home Course was asking for lost green fees.

Ron said that The Home Course was asking for lost revenue in their application.

Kathy Trotter said that she has some concerns with reimbursing for lost revenue. She asked if local businesses will be used to supply food.

Ron said that they will have their restaurant built by the time of the 2017 tournament.

Kathy felt comfortable with that answer as the City would get some tax revenue from meals sold and prepared.

Ted stated that lodging tax money can be spent on marketing and advertising, cost of the event and capital improvements. Lost green fees are a cost of the event which are reimbursable.

Roger asked the group to list their comments and recommended amounts for the Junior America Cup.

Amy stated that the event was very prestigious and a very well done event.

Kathy asked if the event would be televised.

Tyler responded that the event would not be televised.

5 Star Classic Car Show

Jack Curtis of the 5 Star Classic Car Show came forward to discuss his application. He said that the application was basically the same as in past years but added the cost of a large tent which is why the amount is slightly higher than in past years. He stated that the car show is working in conjunction with the Kansas City BBQ and the Hudson Bay Day events to make sure the weekend is holistic in its approach.

There was a brief discussion about making sure all of the events are collaborating. Ted asked the committee not to worry about several events happening at once. The City will work out those details.

Jack stated that the LTAC application is a bit vague in asking what information the City would like to see from an applicant. He stated that it is important to the Car Show that they know in 2016 whether or not the event is funded so that marketing can begin early.

Roger asked if the funds raised at last year's event can be carried over to this year's event.

Jack stated that all of the money raised is granted or gifted to local agencies and non-profits including parks and rec.

Roger asked Diane if the history would be well represented at the weekend's events and if the weekend as a whole was going to be marketed.

Diane stated that there is a separate application for specifically Hudson Bay Heritage Days advertising.

Jack stated that the car show also advertises the weekend as a whole to their participants.

Diane reminded the group that the car show participants fill approximately 27 rooms in local hotels and that the car show participants also came to visit the Hudson Bay Day event.

Kathy said that she still has a problem with lodging tax money being used to pay for food but that she supports the event.

Roger asked if the food was an incentive for participation.

Jack stated that the food is draw for participants.

Kathy asked that the City be listed as a sponsor on both the advertising and the food booths.

Jack agreed to the terms.

American Legion Kansas City BBQ

The American Legion representative, Tom Riggs, planner for the Kansas City BBQ competition, came forward and presented their application. Tom Briggs represented the Legion. He described the event including that the event is nationally recognized and draws huge crowds. Money raised will be given in scholarships and scouting.

Kathy thanked the group for the itemized budget and naming the City as the title sponsor. She stated that events such as this one draw large crowds and that, once established, the event will be one of DuPont's largest. She asked if the event will come back to DuPont.

Tom said that he plans to make the event an annual event and hopes to involve local businesses as much as possible. He said that he believes that once people see DuPont, they will want to come back.

Diane stated that the City Council has asked for a food festival and that the BBQ is a first attempt from Tourism to fulfill Council requests.

There was a discussion about overtime for events and how to calculate the overtime into the cost of the event. The group agreed that, moving forward, the application will have overtime calculations added to the budget list.

The Home Course Tournament of Champions

Ron asked the committee to remember that the participants of golf championships stay for several days and patronize DuPont businesses. He stated that every golf club in the state knows about the event and that promotions are targeted to golfers.

Roger asked if there is an effort to promote the event as a public event so that non-participating golfers can attend as spectators.

Kathy stated that events are most likely going to be attended by spectators who are golfers. She had concerns about asking for LTAC money to recoup lost revenue.

Ron stated that The Home Course loses revenue in an effort to promote the game of golf and to promote the City.

Paula said that she assists with promotions for golf championships and that outreach is good.

Larry added that golfers are very likely to spend money while in DuPont on activities outside of the golf course.

Wear Blue: Run to Remember

Diane stated that she, Ted and Amy could assist with presenting the application as they met with the applicant. The race is growing with an estimated 3200 participants in 2016. The money allotted will be used to promote the run and Memorial Day activities as well as cover City overtime costs.

Kathy stated that she likes runs in DuPont. However, she feels that the run should be certified and entry fees should be charged. She only felt comfortable with giving money for advertising and marketing. She feels Wear Blue needs to get sponsorships to assist with cost.

Ted stated that it is not Wear Blue's vision to be a certified run. However, the City is working closely with the event organizers to make sure the event is safe and well supported.

Diane stated that advertising is mailed by Wear Blue and that she can assist with advertising as well if the event is approved and a lodging tax funded event.

There was a discussion about overtime actual costs and needs.

Roger suggested the run be a great place for military reunions groups to congregate.

Larry stated that it is the committee's job to look at what the applicant wants, not criticize their organizations.

Kathy responded and said that she just wants to make sure the committee isn't granting money to community facing events.

AUSA Run

Ted briefly described the event stating that it is a large run that has come to DuPont before.

Kathy stated that the applications seems incomplete as the budget does not include revenues. She asked if the overnight stays on the application is actual based on previous years.

Ted said that he does not have that information but that approximately 500 runners participate.

Larry asked that each event be looked at on its own merit and that the group simply decide whether or support the event or not. The group should not find out how each event will fit into other events.

Kathy said that she felt the group needed to provide more information before the group could make a decision. The application listed Clocktower Park as the venue and did not coordinate with the City very well.

The group agreed to ask the applicant to come back with more information.

Tourism Department Salaries and Benefits

Diane introduced the application and stated that some items were pulled from the application and addressed in supplemental applications; advertising being one of the items that was pulled. There is also a \$5,000 cushion for incidental overtime. There is also an increase in benefits.

Paula agreed with Diane and said that she tried to be pretty realistic in estimating raises and benefit rates.

The group discussed the breakdown of tourism hours and potential opportunities to move some of the cost of salaries and benefits to come out of the general fund.

Roger asked what percent of the activities Amy and Diane helped with are not Tourism related. He wants to make sure that community events are not being paid for out of Lodging Tax dollars.

Diane stated that she only works on approved Lodging Tax Grant funded events.

Ted agree with Diane. He said that Diane also assists with other events but that her time is billed to the appropriate department.

Diane said that she keeps a running list of her hours during the day and to which department the event will be billed.

Paula agreed with Diane and said that her time is being billed appropriately.

The group discussed the overtime included in the salary application versus event overtime. The \$5,000 will cover evening meetings and that event overtime is in a separate application.

The group agreed to look at the event overtime application per event that is approved by the Committee rather than approve the entire overtime amount for which the City applied.

Ted asked the group to trust that overtime can be handled and that the group should approve whatever they see fit for overtime on events.

Kathy expressed some concern with overtime being paid for out of LTAC if it is a non-tourism event.

Ted said that moving forward, the new application will allow applicants to cover overtime in their application which should assist with much of the overtime confusion.

Diane said that she is working on getting a mechanism to calculate estimated money spent when visitors come to DuPont.

Orchard Project

Diane stated that the application was for more money for a continuation of the Orchard project.

The group asked that the application be deferred to 2017 Part B so that there can be a better plan for how the money will be spent and a more clear vision once the current permitting process is complete.

Advertising

Diane stated that the advertising is a continuation of citywide advertising. Copies of current advertising and how 2016 money has been spent was attached to the packets.

The group stated that online advertising may be the best way to reach people with a small budget.

Diane explained online and social media advertising to the group and the fact that fewer people buy print so we will get the most “bang for our buck” with online ads.

Kathy asked why we were no longer advertising with the Tacoma Regional Visitors and Convention Bureau.

Diane stated that the City already is listed for free and that paid advertising is really only beneficial if we had large conference space or sports fields that could benefit from the TRCVB guide paid ads.

Music Festival

Amy introduced the applications stating that the majority of the money granted would be used to hire someone else to plan and execute the event.

Kathy stated that she felt the application was incomplete and had no budget. She felt uncomfortable with approving it with so little information.

The group agreed to defer the application to 2017 Part B.

Visit DuPont App

Diane introduced the application and stated that the app would be a continuation of the website and technological update project. She said that the first year work would not complete the app but that it would be functional within the first year.

Kathy stated that she felt that the project should be deferred into future years.

Diane stated that she agreed that due to limited funding it would be better to wait until there are more funds.

The group rejected the application and asked Diane to come back in 2018.

Hanging Baskets and Banners

Diane introduced the application stating that the funding is a continuation of a project that has been ongoing for several years.

Kathy asked if new banners would be for specific events.

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Diane referred to the City banner timeline and said that the only banners left to purchase are seasonal banners. She also discussed the hanging baskets and overall costs.

Roger asked if the project should belong to Public Works, not the hanging baskets and asked why Public Works can't manage the project.

Ted and Diane stated that Public Works does not have enough staffing to oversee the project.

There was a discussion about watering costs for the baskets. The group also discussed sponsorships for baskets and banners.

Larry stated that the Commercial Owners Association may be able to fund hanging baskets only on Ross Loop and Wilmington. He also asked that baskets be doubled along Wilmington so that they look more full and spectacular.

Roger suggested that the Tourism Board take on the basket and banner project and that it not be funded out of LTAC money.

The group discussed deferring the basket project to Part B.

Diane said that the baskets have to be ordered in December.

Seahawk Rally

Diane introduced the application and said that the last few rallies have been very impressive and well attended.

The group discussed the previous rallies and whether or not they are tourism or community facing.

The group decided that the events are not tourism related and rejected the application.

Paula thanks Diane and Amy for their hard work and assistance.

Hudson Bay Heritage Days Advertising

Diane introduced the application and said that the advertising money would be spent on advertising the weekend as a whole.

Kathy asked why there is spare money when each participant had their own ad money.

Diane stated that one of the participants did not feel comfortable advertising all of the weekend's event with their event ad money. She stated that she hoped all of the applicants for that weekend could pool their funding and purchase large ads. However, some of the applicants did not agree and do not want to advert sit in the same way.

Larry asked which participant did not want to advertise the other events.

Diane stated that the Historical Society would prefer to advertise their event only. She said that currently, each group is advertising to their own networks. She said that the money she asked for would be used to advertise the weekend as a whole to the general public.

Kathy asked why the Historical Society wouldn't want to advertise the entire weekend. Diane said that she did not want to misrepresent the Historical Society as they were not available to discuss their event and advertising.

Amy suggested the group approved a reduced amount and if Diane can successfully advertise with a reduced amount of \$2,000.

Diane said she would make a reduced budget work.

Welcome Baskets

Diane introduced the application and said that the hoteliers have stated that "swag bags" are desired for incoming event participants. The bags would be placed in the rooms of the event participants.

Amy agreed and said that the packet would be a collaborative effort with local businesses.

Kathy said that one of the applicants also asked for swag bag money.

Amy clarified stating that the bags the City would provide would be in collaboration with the hotels and that the bags provided by The Home course would be strictly for players and would be handed out at the golf course.

Roger stated that event gifts are standard practice for him when traveling. He really appreciates the touch and that the gifts make him feel welcome.

Larry stated that he believed that quality control is important. He suggested a custom "gift" that is specific to DuPont be designed. He used the cookies given at the Doubletree as an example.

Kathy stated that bags she has received had local coupons and maybe a pie of candy. She would also like to see local businesses involved. She asked if the project could move forward with a reduced amount.

Diane stated that she would make good use of any funds granted.

The group agreed that a signature gift would be a great investment.

Museum Events

Diane introduced the application stating that the City Council has asked that the museum host quarterly events. She explained the 2016 quarterly events and said that the events have been well attended. She explained the way that the events were advertised and who attended.

Kathy asked why the events were free.

Diane stated that some of the events are revenue generating and some are not. She said that in the future she would like to charge for each event but that she would like to see them grow before attaching a price tag to the events. She said that there is some gray area with revenue generated at the events. When someone visits the museum and an event at the museum they often give donations or spend money in the gift shop that the money goes to the Historical Society. The

Historical Society puts money right back into the museum but the event cannot show any revenue if the revenue is collected by the Historical Society.

Kathy asked why the Historical Society can't fund the events.

Diane stated that the Council asked her to host the events, not the Historical Society and that revenues that are specific to the event will belong to the museum. Revenues generated that are for items purchased or donations given to the Historical Society are specific to the Historical Society. She stated that the Historical Society profits from museum events but does not receive the profit for the events.

There was a discussion about having the Historical Society give initial seed money for the events.

Diane stated that asking the Historical Society to be involved is cumbersome as the Society needs to manage the events. She said that Carol will likely be the person assisting and that she want' comfortable asking Carol to assist with yet another event.

Kathy suggested adding money into the museum general fund budget so that the museum can have its own events budget.

Roger stated that he felt that the Historical Society should fund museum events.

Amy stated that a little bit of startup money would be really helpful and that with a little bit of money, the events can be successful. She said that bringing people to the museum is tourism.

Roger asked if the event is tourism.

Ted said that LTAC and tourism are not the same. He said that there are only three conditions to meet in order for the event to be LTAC. There need to be overnight stays, 50+ miles of travel and stay overnight with a friend or family member.

Diane said that most of the participants will not be coming from outside a 50 miles radius.

Roger stated that he believes the tourism board should assist with funding.

Hudson Bay Days Activities

Diane stated that she would represent the application in the Historical Societies absence. She stated that the Historical Society no longer wants to host Hudson Bay Day in a similar manner to past years. She stated that the group was hesitant to host again in 2017. The Society agreed to a historical tent at Clocktower Park. She said that there are more and more restrictions to using the 1843 site which makes using the site difficult. She said that the event as we know it will need to shift and change and that it is not growing. However, the City believe it is important to tell the story of DuPont's history so the application is an attempt to make sure the heritage story continues to be told during Hudson Bay Heritage Days.

There was a discussion about tent rental.

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Kathy asked if the Historical Society was putting any of their own money into the event. Diane said that the event is funded solely through LTAC.

Kathy said that if the Historical Society no longer wants to host the event than they should tell that to the City.

Amy said that the Historical Society has said that they no longer want to manage the event. She said that the Historical Society wants to hire someone to manage the event with Lodging Tax funds.

Roger stated that he understands that the Historical Society wants to focus more on fundraising and artifacts instead of heritage events.

Diane said that there is likely going to be a shift for the Historical Society and that they would likely not host non-revenue producing events in the future.

Ted said that the City is going to have a meeting with the Historical Society about roles at the museum and that there is a bigger discussion going on regarding the Historical Societies involvement in non-revenue generating events.

Larry said it is important to fund a heritage event for the Hudson Bay Days weekend.

Trail Head Signs

Amy asked that the group defer the application.

Diane stated that Council has stated that they want to see trail head signs.

Kathy stated that she believes that there are other grants available to pay for this project.

Mayor's Cup

Amy introduced the application. She said that the visions is to host a large scale, annual, golf tournament hosted by the current and future Mayors of DuPont. There would be a trophy awarded to the winning team.

There was a discussion about misrepresentation with the application.

Diane asked if the event can be the golf tournament for Hudson Bay Heritage Days.

The group agreed to move the tournament to the Friday of Hudson Bay Heritage Days.

Museum and Train Promotions

Diane introduced the application saying that money would pay for museum and train promotions.

Kathy asked if Diane could take the advertising on.

Diane said that she heard from one member of the Society that previous museum managers handled promotions and that the Society preferred to manage the advertising.

The group said that the money should be moved to the general advertising budget and earmarked for the museum and train promotions and have Diane manage the advertising for the museum and train.

Citywide Yard Sales

Amy introduced the application stating that the Parks Agency envisioned having a flea market style event in the City Hall parking lot with food trucks and selling slots to vendors.

Kathy asked why the ROA is no longer managing the event.

Amy said that the ROA will continue to manage the Citywide yard sale and that the flea market would be complimentary to the Yard Sale.

The group did not feel as though the event will bring tourists into DuPont. They felt that the vendor fees should be able to cover any expense.

Amy stated that the money granted would be used for advertising and staff time.

Holiday Bazaar

Amy introduced the event stating that there were zip codes collected at the 2015 bazaar which were attached to the application.

Kathy asked why there isn't a higher charge for admission.

Diane said that there are discrepancies in how many people visited the event and door entry fees collected because the marketing materials listed an entry fee but the yard signs said free admission.

There was a discussion about advertising.

Kathy stated that she thinks all advertising should be in one budget. She stated that she feels the event is poorly advertised and needs better planning and vendor vetting.

Diane stated that advertising events out of the general ad money takes away from advertising DuPont as a destination City.

Roger stated that he does not think the investment is smart.

Shamrock Hunt and Walk

Amy introduced the application and said that after the comments she would like to work with Kathy to make the Shamrock Walk an official run.

Kathy said that she would like to see some money allotted to making a TAC certified running course for a 5 and 10 k route.

Amy asked that the application be approved as is and that there be a future discussion about certification. She said that the event application is to cover advertising.

Kathy said that there are also overtime costs to consider.

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Ted said that if the overtime is not approved and the event does not generate enough revenue to cover overtime, the event will be cancelled. He suggested the group approved overtime and \$300 for advertising.

Cherry Blossom Tea

Diane introduced the application stating that there is an increased ask for tables and chairs. She explained that the cost and time needed from Public Works is very expensive. She stated that there were over 200 participants in this year's tea.

Freeway Sign Fee

Diane stated that she needed the amount to be increased by \$55 dollars as she made a mistake on the application. The fee covers the sign on the freeway for the museum.

Final Recommendations

The group went through each application and made their recommendations while Paula kept a running list on a spreadsheet. Final recommendation are in the attached spreadsheet.

Adjourn

Motion to adjourn- Larry Ackerman, Second- Kathy Trotter.

The meeting adjourned at 2:18 p.m.

Roger Westman, Chair

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City of DuPont Lodging Tax Advisory Committee (LTAC) 2017 LTAC Grant Recommendations

Project	Applicant	Amount	Approved	Summary
Tourism Department Salaries	Tourism	\$96,063	\$96,063	This funds the salary and benefits for the position of Tourism Coordinator plus the tourism portion of the Parks and Rec position. It also covers office supplies, phone and training.
City Departments Overtime	All Departments	\$35,000	\$15,290	Funds will be used to pay for estimated overtime for each LTAC approved project. This only includes overtime related to events which receive LTAC support.
Advertising	Tourism	\$25,000	\$14,000	Funds will be used to promote DuPont as a destination City. \$4,500 has been earmarked for museum and train promotions.
Junior America's Cup	WA Jr. Golf Asso.	\$18,100	\$15,000	The Washington Jr. Golf Association, along with The Home course, are hosting the Junior America's Cup in 2017. The competition brings players in from the Western US, Mexico and Vancouver, B.C. Funds will be used to ensure that the participants have a positive experience during the competition including goody bags, food, and a player banquet. Funds will also be used to offset lost revenue for the Home Course. Community and regional outreach will be conducted and the City will be listed as a sponsor on all materials.
Junior America's Cup	The Home Course	\$16,500	\$15,000	see above
HBD Car Show	Classical Glass Corvette Club	\$9,000	\$9,000	The Car Show is a recurring, annual, event which is held during Hudson's Day Heritage Days. Funds will be used for the advertising, barricades, advertising, the sound system for entertainment, large tent and meals for participants.
KC BBQ	American Legion	\$7,500	\$7,500	The event is sponsored by the American Legion and partnered with the Kansas City BBQ Association. The Legion hopes to make the BBQ an annual event. The 3 day competition will be held in concordance with Hudson's Bay Heritage Days. The event will include a beer and wine garden and championship BBQ cook off. Funds will be used for health and safety expenses, advertising, entertainment, judges and judges accommodations and sanction fees.
Hudson Bay Day Advertising	Tourism	\$6,000	\$2,500	Funds will be used to advertise the three day Hudson's Bay Heritage days festival. Advertising will be online only.
Welcome Baskets	Tourism	\$5,000	\$3,000	Funding will be used to provide welcome bags or baskets to large groups visiting DuPont. Examples might be conferences, sporting events and tour groups. The LTAC has asked that a signature gift be developed. Bags will have local business information and City maps.
Hudson Bay Day Activities	Historical Society	\$5,000	\$2,000	Funds will be used to hire a contracted event coordinator to oversee a heritage tent in Clocktower park as part of the Hudson's Bay Heritage Days activities.
Mayors Cup	Parks and Rec	\$5,000	\$5,000	The Mayor's Cup golf tournament will be replacing the traditional Parks and Rec golf tournament on the Friday of Hudson's Bay Days. The tournament will consist of teams of 4 golfers who will visit from throughout the state. LTAC funds will be used for advertising, participant food and awards.
Tournament of Champions	The Home Course	\$4,000	\$1,000	The Tournament of Champions is a golf tournament that will be held at the Home Course in 2017. The tournament will bring in over 100 participants and spectators. Funds will be used to help pay green fees of participants. Due to nearly full funding of the Junior Americas cup, the Committee voted to reduce funding in order to reserve funds for other events.

Agenda Item # 8a.

Project	Applicant	Amount	Approved	Summary
Wear Blue Run to Remember	Wear Blue	\$4,000	\$2,000	Funds will be used to promote the run. Overtime for the event was also approved in the City overtime application category.
Shamrock Hunt and Walk	Parks and Rec	\$1,500	\$300	The annual Shamrock Walk is a fun City event held in the month of March. This year, the LTAC decided to only fund a portion of the grant which will fund advertising. Overtime for the event was funded in the City overtime grant request.
Cherry Blossom Tea	Historical Society	\$1,000	\$1,000	The annual Cherry Blossom Tea is an event that is hosted by the Historical Society and has grown to over 200 participants in 2016. 2017 funds will be used for promotions and incidental event costs.
Annual Museum Freeway Sign Fee	Museum	\$400	\$455	Funds will be used for the annual fee for the Museum and Historic District sign on the freeway. It was noted during the meeting that the actual fee is \$455 not \$400.
Total		\$239,063	\$189,108	

Appendix B: GUIDELINES

Use of Lodging Tax Revenue

Guiding Principle:

The use of lodging taxes: Expenditures must be used only for **activities or operations** designed exclusively to increase tourism and for **capital expenditures of municipal tourism-related facilities**.

Tourism Marketing -

Examples:

Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists.

Developing strategies to expand tourism

Tourism Operations

- Operating tourism promotion agencies
- Special events and festivals which are designed specifically to attract tourists.
- Operations **and** capital expenditures of tourism-related facilities owned or operated by a municipality or public facilities district.
- Operations of tourism-related facilities owned or operated by **nonprofit organizations**, but NOT for capital expenditures.
- **Tourism-Related Facility:** A real or tangible personal property with a usable life of **three or more years, or constructed with volunteer labor** that is:
 - (a) owned by a public entity, nonprofit organization (including a non-profit business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce) and
 - (b) used to support tourism, performing arts, or to accommodate tourist activities.

Reference: MRSC Bulletin, Lodging Tax (Hotel-Motel Tax, dated 05/2014

Agenda Item # 8a.

**City of DuPont
Hotel/Motel Tax Fund 103
2016/2017 Budget**

	2016 Adopted	2016 Budget Amended	2016 Estimated Actual	2017 Proposed Budget
Beginning Fund Balance	\$ 178,357	\$ 209,882	\$ 209,882	\$ 146,840
Revenues				
Hotel/Motel Taxes	\$ 133,620	\$ 133,620	\$ 136,426	\$ 173,706
Investment Interest	300	300	737	400
Total Revenues	\$ 133,920	\$ 133,920	\$ 137,163	\$ 174,106
Expenditures				
2016 Grant Awards	\$ 190,550	\$ 216,150	\$ 200,205	\$ -
2017 Grant Awards				189,108
Administrative Costs				3,000
Total Expenditures	\$ 190,550	\$ 216,150	\$ 200,205	\$ 192,108
Ending Fund Balance	\$ 121,727	\$ 127,652	\$ 146,840	\$ 128,838
Ending Fund Balance Designation:				
Historical Sites Dev Reserve	52,279	52,279	52,279	52,279
Unreserved/Undesignated	69,448	75,373	94,561	76,559



Department of Community Development Report for August 2016

Planning Commission Work Program - Upcoming:

- Planning Commission:
 - September meeting will be a follow-up discussion regarding proposed housekeeping amendments to the DMC for compliance with the GMA as prepared by Studio Cascade.
 - October meeting will be a public hearing on proposed amendments to the MXD zone regarding "Indoor Storage" use.
 - Working with the Chair of the Commission to establish and extended work agenda for the next year. The commission will likely start holding two meetings per month based on the work plan efforts.
- Planning work items:
 - The RFQ/RFP for update to our Sensitive Areas Regulations has been issued and proposals are due August 26th.
 - Preparation of Council presentation on the Sesqualitchew Creek settlement agreement.
 - Processing of multiple land use applications.

Project Status:

- Barksdale Station: Home 2 Suites (86,945 sf, 140 unit) – Site work and construction is well under way. Currently review sign permit application
- DuPont Station: Fairfield Inn and Suites (49,580 sf, 90 unit) – Site work and construction is well under way.
- Williamson Lot 10 (Intersection of DuPont Steilacoom Road and Center Drive) – Currently reviewing tenant improvements.
- Hoffman Hill Division 4 multi-family (Burnside Place) - four building are complete with and the fifth building is under construction.
- Currently reviewing interior tenant improvement plans for multiple tenants on the Intel property along with site improvement plans.

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Agenda Item # 12a.

Department of Community Development Report for August 2016

- Pre-construction meeting held August 17th for Phase I of The Home Course kitchen project. (Phase 1 consists of a 980 square foot Kitchen portion of the planned restaurant)

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

- \$2,689 in revenue from permits / plan review.
- 14 permits were issued.
- 66 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 July 2016

Public Works Department – Operations and Maintenance Activity Summary

Operational Highlights

- Street Tree Trimming: Heavy Work through July, most neighborhoods have had tree trimming. Next areas to cover are Center Drive.
- Street Striping completed end of June.
- Powder Works Park Soccer Field: Repair and re-seeding of field, completed on 7/1/16.
- Receipt of 3 new replacement Public Works trucks 7/18/16
- Receipt and Operation Test of Sidewalk Sucker 8/5/16
- Raised reflective markings on Center Drive was completed on 8/15/16.
- Street Markings Replacement end of August
- Fall Clean Up: Saturday 10/8/16
- Historic Village Alley Maintenance: October after Fall Clean Up

Contracting Highlights

- Off Leash Fencing at Powderworks Park. Completed 8/12/16. Ground breaking and ribbon cutting ceremonies scheduled for Saturday 9/10/16.
- Pilot Project and Street Tree Survey for July – August 2016. Pilot project will be physical work completed on 7/28/16, with lessons learned report pending. The Root Crown Survey work continues 7/25/16 – 9/6/16.
- Street Overlay on Wilmington DR between Barksdale AVE and Palisade BLVD. 8/17/16 day time milling (grinding) and night time paving. By morning of 8/18/16, we will have a newly paved road. Striping, and manhole adjustments to be complete the week of 8/22/16.
- Water line replacement in the Historic Village in the areas of Barksdale AVE/Penniman ST. Project has been awarded 8/9/16 for \$335K. Pending contractor's schedule, 50-business day performance period.
- 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. Attached graphics to show location. All 3 sites are estimated at over \$500K. For two of the sites we have

Agenda Item # 12a.

a grant from Dept. of Ecology for \$253K. Advertise for open bid the week of 8/15/16 with a bid opening of 9/1/16.

- 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.
- Storm Water pump replacement at Edmond Village by Cosper ST and Mitchell AVE. Designs are at 90%.
- Use of Flood Zone Control District Funds for development of maintenance design book on Sequitchew Creek Trail repair, and the development of a Hydraulic Project Approval (HPA) for maintenance removal of beaver dams impacting the Bell Hill Trails and Bell Marsh.

Water Production

Weather and irrigation:

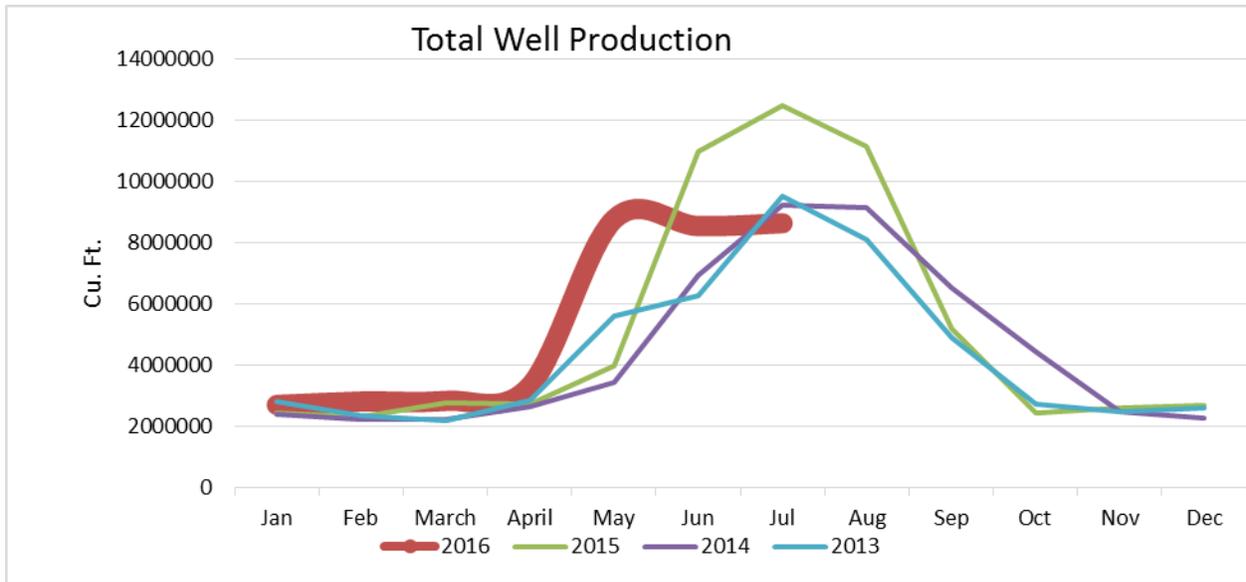
May 3, 2016 the city began full operation of its irrigation system. This system irrigates the city parks, and green ways predominately along Center Drive, and McNeil Street. There are smaller pockets of green space the city irrigates in the city. The start of the irrigation system was weather and moisture contingent as the city's irrigation system is controlled by data collected with a weather station located in the Public Works Shop, 301 Louviers Ave. This control is 24-hours delayed, but in concept if the city receives heavy doses of rain, the system will irrigate less or shut down. The reverse is that it will irrigate more during dry periods. In the past, city irrigation was not operated until June – July.

Historically May 2016 has been dryer in previous years. June and July 2016 have been cooler in comparison with the previous years.

Forecast for production/consumption Summer 2016:

Earlier forecasts to peak at 12.50M Cubic Feet, similar as in July 2015, are now off due to cooler weather in the months of June and July. The water production for the months of June and July has leveled at 8.6M Cubic Feet.

Expectation is warmer months in August and September leading to this Summer's peak at 10.0M Cubic Feet.



	previous reading	Current reading	total well production	
Bell Hill Well #1	673,439,000	681,634,000	8,195,000	
Bell Hill Well #2	85,462,300	85,465,000	2,700	
Bell Hill Well #3	47,226,200	50,490,500	3,264,300	
Hoffman Hill Well #1	99,001,900	119,444,000	20,442,100	
Hoffman Hill Well #2	1,291,095,000	1,323,760,000	32,665,000	
July 2016			total production all sources gallons	64,569,100
			total production all sources Cu.Ft..	8,632,233

Water Analyses Tally July 2016

We sampled in accordance the DOH Monitoring schedule

Chlorine Residual	60+ assessments
Bacteriological Analysis	12 locations
Complete Inorganic Analysis	5 locations

All samples results are posted to the Washington State Department of Health’s Web Site several weeks after the test date

<https://fortress.wa.gov/doh/eh/portal/odw/si/Intro.aspx>

Start → Accept → Enter Water system ID 20500 → Submit → look under the “samples tab”

Public Works Photos

Monthly Activity Report for July 2016

Repair and Re-seed Powder Works Park Soccer Field



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

Tree Trimming Center Drive



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Replacement Public Works Vehicles



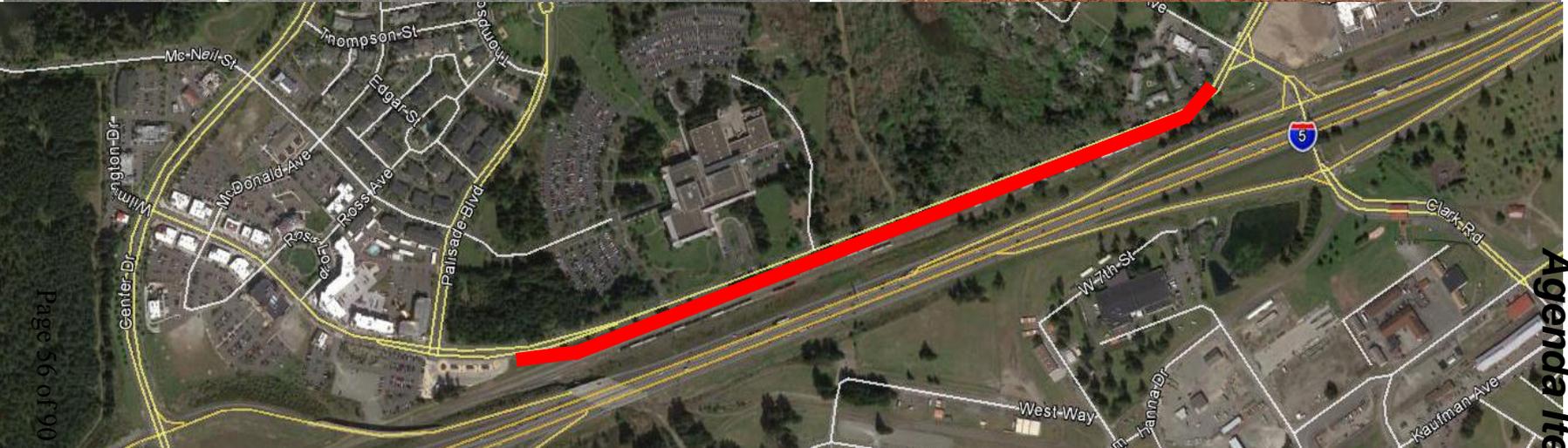
Agenda Item #

Receipt and Operational Test of Sidewalk Sucker

Off Leash Area Powder Works Park



Street Tree Pilot Project Hoffman Hill Neighborhood Park



Wilmington DR Overlay

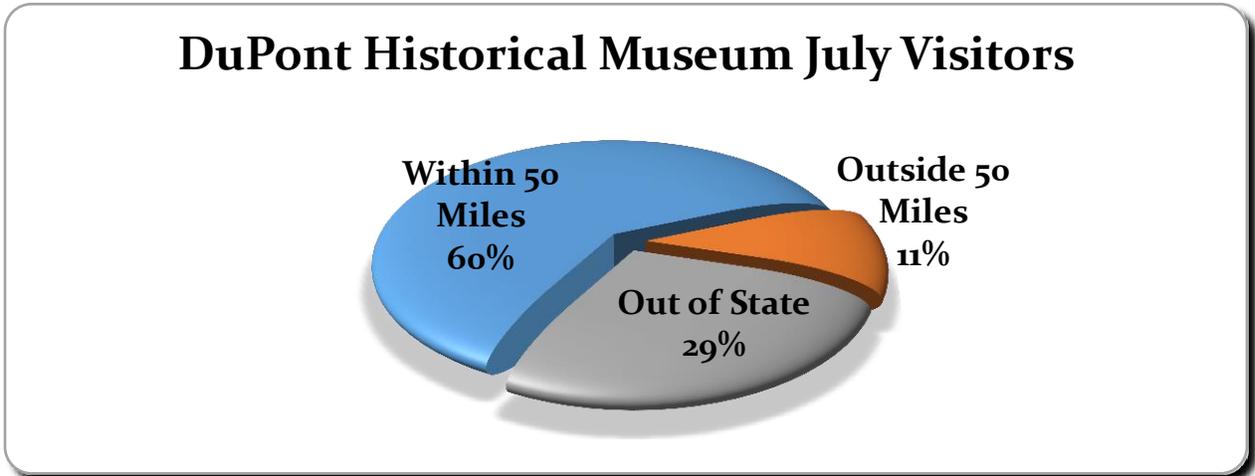
Agenda Item #

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

July was an eventful month at the Museum, as planning for Hudson Bay Days is underway. The museum hosted 40 out of state visitors in the month of July. Many of these visitors were in DuPont visiting their family members. Museum Coordinator, Diane Rice, and Historical Society President Carol Estep met with City leadership to discuss grant opportunities to continue structural and cosmetic repairs on the museum. The American Legion, Post 53, has been gathering memorabilia which is currently on display at the Museum. An open house and memorabilia viewing was held on August 15th at the museum.

The museum hosted 140 visitors in the month of July.



Strategic Business Plan for Tourism

A small subcommittee of the Tourism Board has been established to update the 2006 Visitor Readiness Plan. This represents step one of updating our long-term vision for tourism. Once this plan is updated, the committee will then focus on writing a comprehensive 3-5 year strategic business plan. Both plans will be completed and presented to City Council by the end of the year. We will be working with the same consultant that assisted with the Police & Recreation Strategic Business Plan. This will be a transparent process that will include input from the community, businesses, local hotels and City Council.

Recreation review

The Park Agency will make its final recommendations on the recreation review at their September 6th meeting. The next step in this process is to present this review to City Council at the September 20th workshop. In addition to the recreation review, staff will be prepared to discuss 2017 special events as well.

Senior activities

We hosted our first senior activity of the year on August 4th. Seniors enjoyed a community potluck, games, and prizes. Transportation continues to be the primary issue with our seniors. Staff will be planning a fall bus trip for this group in the fall. Some of our seniors will also be meeting at City Hall on a monthly basis to play cards.

July 4th Celebration & Parade

Our July 4th celebration was our best one yet. Over 3000 participants gathered at Clocktower Park to celebrate Independence Day. Families enjoyed a fantastic parade, live music, BBQ and activities for all ages. Plans are already underway for our 2017 celebration.

Moonlit Walk Down Sequalitchew Creek Trail

Park Agency Member Renee Buck is planning a ***Moonlit Walk Down Sequalitchew Creek*** on Friday, September 16th. The walk will include a salmon bake at the trailhead. This event will be advertised throughout the state. We expect 50-100 trail walkers to participate.

Upcoming Events

August 20th and 21st- Hudson Bay Heritage Days

August 27th thru 28th- JBLM Airshow

September 1st Navy Band Concert

September 10th Seahawk Rally & Off Leash Opening Celebration

September 16th Sequalitchew Creek Moonwalk

FINANCE DEPARTMENT

ACCOUNTING & BUDGET*CENTRAL SERVICES*INFORMATION SYSTEMS

TO: Mike Courts, City Council
 FROM: Paula Barry, Finance Director
 RE: Report for the Month of July 2016
 DATE: August 23, 2016

Accounting & Utility Stats:

- Financial Status Report Attached
- Accounts Payable:
 1. Bills Paid for All Departments: \$580,809.21

Utilities:

- Utility Bills:

Utility Bills:	0	Shut Off Notices:	0
Final Bills:	219	Adjustments:	0
Past Due Notices:	0		
- 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%		
April	\$24,034.29	223	16.9%	156	
May	\$83,934.25	726	22.1%		
June	\$17,663.11	171	19.9%	165	
July	\$111,721.50	802	24.3%		
Total YTD	\$418,283.18	3528			

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 as of the month of July met expectations except of 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.

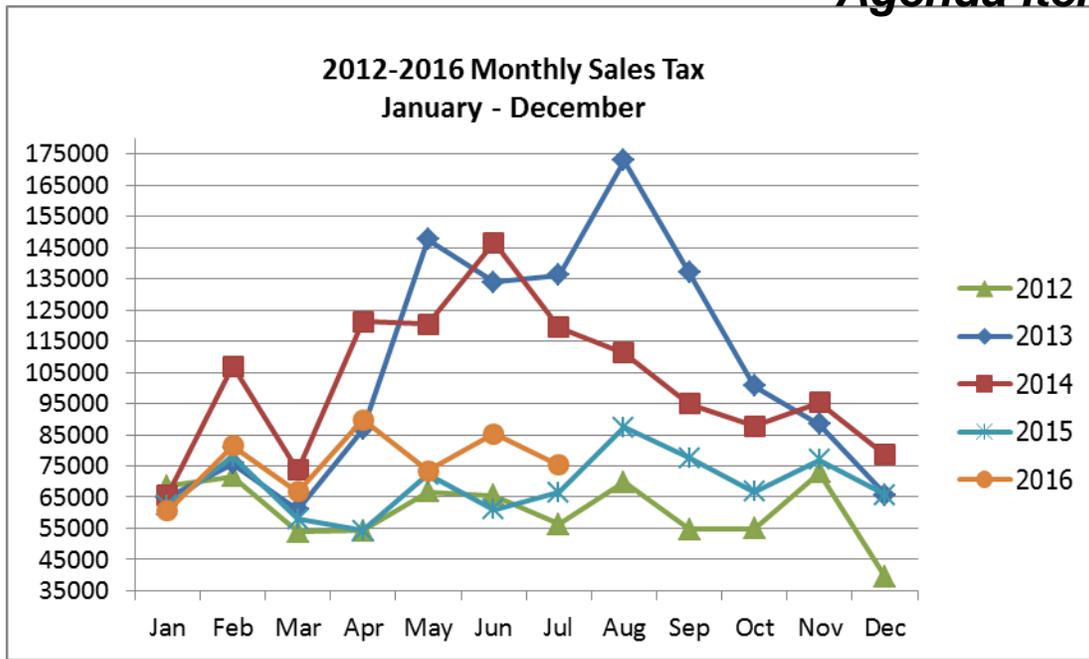
Highlights of General Fund revenues include:

- **Sales Tax** – Sales taxes for through the month of July are above budgeted amounts. Currently sales tax receipts are up by 17.9% 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 greatly as weather improved 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 through July and by business sector through June. Due to technical difficulties, July sales tax collections by sector will be updated with August’s report.

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%
May	72,245	73,423	1,178	1.6%
June	60,941	85,408	24,467	40.1%
July	66,521	75,398	8,878	13.3%
Total	451,993	532,729	80,737	17.9%



Although we are seeing a decrease in some sectors such as general merchandising/miscellaneous retail and wholesale, as shown in the following table for the month of June, this is offset by significant increases in other areas particularly contracting, miscellaneous and other retail. Year to date sales tax revenues overall are 17.9% above last year for July and 18.6% above last year for June and continue to come in above the projected budget amount.

City of DuPont Actual Sales Tax Receipts

Business Sector Group	YTD as of June		Dollar Change	Percent Change	Percent of Total	
	2015	2016			2015	2016
Services	72,115	71,062	(1,053)	-1.5%	18.7%	15.5%
Contracting	61,369	108,817	47,448	77.3%	15.9%	23.8%
Communications	22,295	21,603	(692)	-3.1%	5.8%	4.7%
Auto/Gas Retail	9,641	10,643	1,002	10.4%	2.5%	2.3%
Gen Merch/Misc Retail	13,636	10,943	(2,693)	-19.7%	3.5%	2.4%
Retail Eating/Drinking	76,163	74,612	(1,551)	-2.0%	19.8%	16.3%
Other Retail	42,132	54,784	12,652	30.0%	10.9%	12.0%
Wholesale	37,573	35,780	(1,793)	-4.8%	9.7%	7.8%
Miscellaneous	50,548	69,087	18,539	36.7%	13.1%	15.1%
Total	385,472	457,331	71,859	18.6%	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 continue to be behind expectations for this point in the year. We will need to monitor this revenue stream carefully to ensure that it picks up with 2nd quarter tax filings which are due July 31 and continue to come in during August.

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Agenda Item # 12a.

- **Permit revenues** – In July permit revenues are coming in 13.4% higher compared to the same time last year; however, they are still coming in behind budget projections by about \$60,000. This is primarily the result of some projects which are anticipated for this year have not happened as of yet. 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 coming in slightly above projections. With new hotels going in this year we are hopeful that these will increase even higher during 2017.
- **REET** – REET revenue for the first quarter this year were below recent years. However, it has turned around during second quarter. As of June we have received REET revenue totaling \$493,711.

Department Update

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

- 2017 Budget Preparation
- Rental Housing Business License Review and Plan
- 2nd quarter budget adjustment
- Hotel/Motel Tax Budget and LTAC 2017 Grant Process

CITY OF DUPONT
2016 YEAR TO DATE FINANCIAL REPORT
 July

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	56,441	45.98%	-
002 City Administrator	-	-	-	-	431,649	205,355	47.57%	-
003 Legal Services	-	-	-	-	120,987	68,086	56.28%	-
004 Accounting & Finance Services	-	-	-	-	236,508	132,554	56.05%	-
005 Central Services & Information Technology	-	-	-	-	148,316	68,431	46.14%	-
007 Police Department	-	-	-	-	1,999,911	1,133,409	56.67%	-
008 Fire Department	-	-	-	-	1,834,984	1,143,157	62.30%	-
010 Building	-	-	-	-	482,412	223,681	46.37%	-
011 Planning	-	-	-	-	287,121	65,916	22.96%	-
012 Parks	-	-	-	-	260,703	84,017	32.23%	-
013 Museum	-	-	-	-	40,327	22,730	56.36%	-
014 Facilities	-	-	-	-	206,849	114,424	55.32%	-
015 Greenways	-	-	-	-	165,447	34,099	20.61%	-
016 Recreation & Community Events	-	-	-	-	151,463	86,726	57.26%	-
017 Tourism	-	-	-	-	123,313	75,486	61.21%	-
099 Non-Departmental & Transfers	-	-	-	-	1,788,589	667,059	37.30%	-
Subtotal General Fund	\$ 1,211,171	\$ 8,029,726	#REF!	#REF!	\$ 8,401,325	\$ 4,181,571	49.77%	#REF!
Reserves								
002 Revenue Stabilization Fund	160,105	138,100	224	0.16%	-	-	-	160,329
003 Contingency Reserve Fund	80,053	72,050	112	0.16%	-	-	-	80,164
Subtotal Reserves	\$ 240,158	\$ 210,150	\$ 336	0.16%	\$ -	\$ -	\$ -	\$ 240,493
Special Revenue Funds								
101 Street	36,332	956,040	#REF!	#REF!	950,294	309,349	32.55%	#REF!
102 Street Depreciation	567,317	600	#REF!	#REF!	77,485	19,763	25.51%	#REF!
103 Hotel/Motel Tax	209,882	133,920	#REF!	#REF!	190,550	30,559	16.04%	#REF!
104 Public Safety Mitigation	278,364	147,749	#REF!	#REF!	139,142	11,691	8.40%	#REF!
107 Glacier NW Settlement	617,373	1,000	#REF!	#REF!	-	-	-	#REF!
150 Donation Fund	3,090	5	#REF!	#REF!	-	-	0.00%	#REF!
160 Drug Fund	9,313	15	#REF!	#REF!	-	-	0.00%	#REF!
Subtotal Special Revenue Funds	\$ 1,721,671	\$ 1,239,329	#REF!	#REF!	\$ 1,357,471	\$ 371,362	27.36%	#REF!

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

CITY OF DUPONT
2016 YEAR TO DATE FINANCIAL REPORT
July

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	#REF!	0.00%	914,016	227,463	24.89%	#REF!
203 LID Debt Service	-	#REF!	#REF!	-	-	-	0.00%	#REF!
Subtotal Debt Service Funds	\$ 1,001	#REF!	#REF!	0.00%	\$ 914,016	\$ 227,463	0.00%	#REF!
Capital Improvement Fund								
301 Capital Projects	183,877	353,440	#REF!	#REF!	418,835	121,614	29.04%	#REF!
Subtotal Capital Improvement Fund	\$ 183,877	\$ 353,440	#REF!	#REF!	\$ 418,835	\$ 121,614	29.04%	#REF!
Enterprise Funds								
401 Water Utility	3,592,238	2,340,850	#REF!	#REF!	2,696,120	835,783	31.00%	#REF!
403 Stormwater Utility	2,271,480	1,509,400	#REF!	#REF!	1,354,291	370,392	27.35%	#REF!
Subtotal Enterprise Funds	\$ 5,863,718	\$ 3,850,250	#REF!	#REF!	\$ 4,050,411	\$ 1,206,174	29.78%	#REF!
Internal Service Fund								
501 Equipment Replacement	1,320,538	321,950	#REF!	#REF!	136,804	53,124	38.83%	#REF!
Subtotal Internal Service Fund	\$ 1,320,538	\$ 321,950	#REF!	#REF!	\$ 136,804	\$ 53,124	38.83%	#REF!
Fiduciary Fund								
631 Transportation Benefit District	33,440	90,020	#REF!	#REF!	83,815	1,338	1.60%	#REF!
Subtotal Fiduciary Fund	\$ 33,440	\$ 90,020	#REF!	#REF!	\$ 83,815	\$ 1,338	1.60%	#REF!
Total Budget	\$ 10,575,573	#REF!	#REF!	#REF!	\$ 15,362,677	\$ 6,162,646	40.11%	#REF!



DuPont Police Department

1780 Civic Drive, Suite 100

DuPont, WA 98327

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

Police Department Monthly Report For July 2016

Crime Trends

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

<i>Calls for Service (CFS)</i>	<i>July 2016</i>	<i>June 2016</i>	<i>July 2015</i>
Total CFS	663	609	816
DuPont CFS	618	554	709
Traffic Stops	289	262	322
Citizen Assists	17	3	--
Animal Calls	16	6	--
Fireworks	22	--	--

Total CFS were up 55 compared to last month, but were down 53 from last July. This pattern continues with DuPont CFS and traffic stops.

There were three (3) trends:

- ❖ 17 Citizen Assists for July and 3 last month;
- ❖ Animal Calls were up 10 CFS compared to last month;
- ❖ Fireworks calls were up.

The total number of traffic violations issued were down 36 compared to last month. There were 157 verbal warnings given this month, which is about normal. There were 9 misdemeanor arrests and 3 felony arrests.

There are no significant trends or patterns with our crime statistics this month. Proactive patrol work appears to be at a good level. This includes traffic stops and suspicious persons and/or vehicle contacts.

The Priority 1 response time this month was very high at 7:37:00. Further research on this issue revealed there was a delayed response on this call because of a need for the responding officer to switch from the motorcycle to a patrol vehicle equipped

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with a ballistic shield. The response time did not impact the call and the incident was handled properly.

The Priority 2 response time average was 4:09, which is below the 2015 average of 4:25.

The Priority 3 response time average was 6:09, which is below the 2015 average of 7:29.

Investigative Information

- ❖ Active cases – 14
- ❖ Closed cases – 1

Community Policing Updates

The last Coffee with the Chief on July 28th was well attended. Community Connectors attended the meeting and helped put signs together for National Night Out.

On Sunday, July 10th, members of the community came together at Forza to show their support for the DuPont Police Department by signing a banner, which was then presented to the department at the July 26th City Council meeting.

Training

The Washington State Criminal Justice Training Commission presented “Blue Courage” training in DuPont. The session spanned two days and had 35 attendees from the region. Five DuPont officers attended this training.

Department Updates

Officer Edward Barnes was sworn in by Mayor Courts at the July 12th City Council meeting.

The DuPont Police Department has been an active participant in the Statewide DUI Task Force for many years. The Task Force has recognized our efforts and have awarded \$4,000 in grant money for these overtime emphasis patrols. This is a \$2500 increase from previous awards.

Upcoming Events

A Community Connectors training meeting is scheduled for August 25th from 6:00 p.m. until 8:00 p.m. in the Public Safety Building EOC room.

The next Coffee with the Chief date is Friday, August 19th at Forza Coffee from 7:00 a.m. to 9:00 a.m.

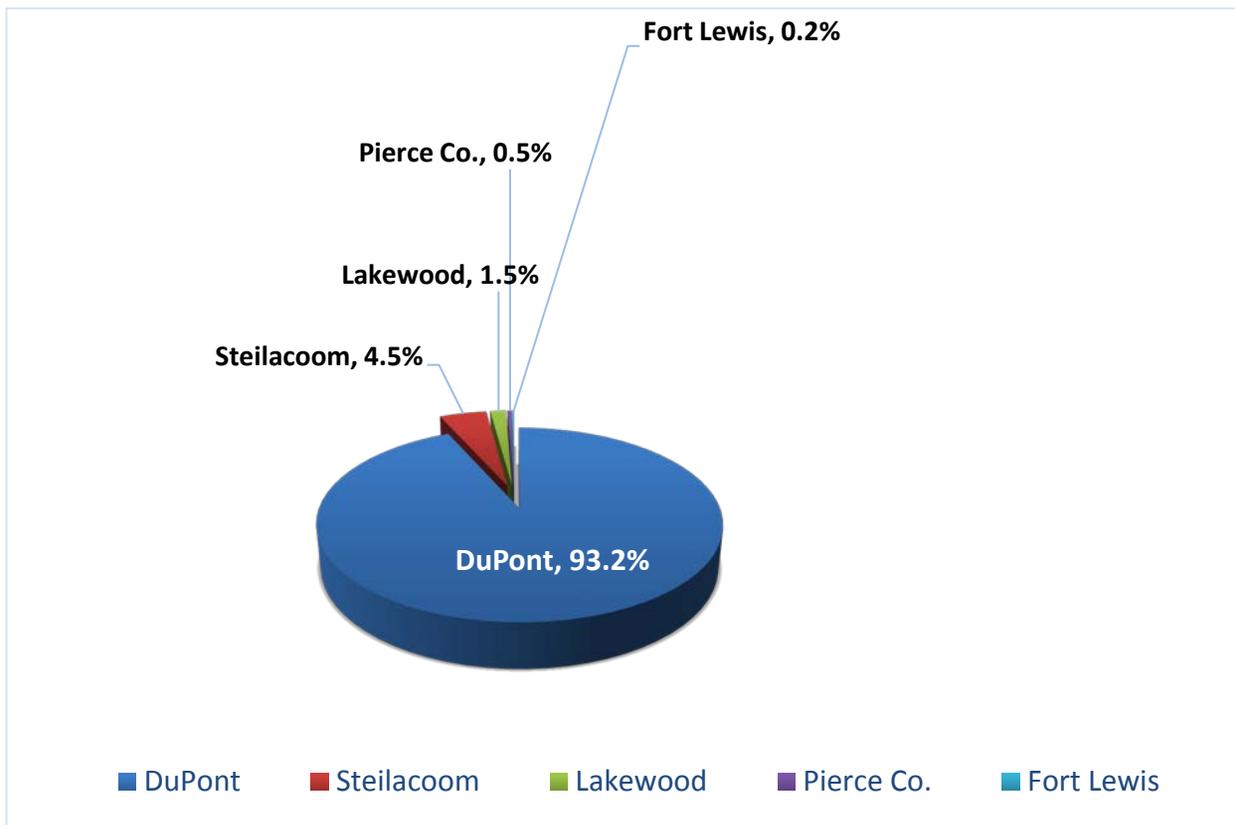
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DPD JURISDICTION TOTALS - JULY 2016



Jurisdiction	Count	Percentage
DuPont	618	93.2%
Steilacoom	30	4.5%
Lakewood	10	1.5%
Pierce Co.	3	0.5%
Fort Lewis	1	0.2%
Other	1	0.2%
Total	663	100.0%





Traffic Violations and Arrests – July 2016

Violation Description

Infraction Traffic

TOTAL NUMBER OF TRAFFIC VIOLATIONS ISSUED:	43
TOTAL NUMBER OF VERBAL WARNINGS GIVEN:	157
TOTAL NUMBER OF WRITTEN WARNINGS GIVEN:	1

Misdemeanor (Includes Cite and Release)

Felony

TOTAL ARRESTS

TOTAL NUMBER OF ARRESTS:	9	3	12
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...
Calls for Service (CFS)
by Reporting District (RD)
July 2016

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Reporting District (RD)												
TYPE OF CALL	801	803	804	805	806	807	808	809	810	811	812	Grand Total
911 HANG-UP/OPEN LINE					1			1				2
ABANDONED VEHICLE			1									1
AGENCY ASSIST	3			1								4
ALARM OTHER				1	1							2
ANIMAL AT LARGE		1										1
ANIMAL COMPLAINT (GENERAL)	1	2			1	9		1		2		16
ARSON					1							1
ASSAULT NO WEAPON	1											1
BURGLARY ALARM - COMMERCIAL		1		2			2	1				6
BURGLARY ALARM - RESIDENTIAL		7			3	4						14
CITIZEN ASSIST	2			1	1	3				10		17
CITIZEN FLAG DOWN										5		5
CIVIL CHILD CUSTODY										3		3
CIVIL ISSUE						1						1
DISABLED VEHICLE IN ROADWAY	2		2	2	1		1	1				9
DISORDERLY - NEIGHBOR DISPUTE						1						1
DISORDERLY - VERBAL ALTERCATION	2			2	1							5
DUI		1		2	1				1			5
DV - PHYSICAL		1		1	1	1			1			5
DV - WITH WEAPON					1							1
DVV - VERBAL DOMESTIC	2			1	1							4
FIRE (CALL TRANSFERRED TO FIRE PSAP)					1							1
FIREWORKS	1	8		3	4	6						22
FOLLOW UP	3	1		1	2	4						11
FOUND CHILD		1										1
FOUND PROPERTY	2			1	2					1		6
HARASSMENT		1	1									2
HAZARD - MISCELLANEOUS		1		1								2
HAZARD - SIGN/SIGNAL	2											2
HAZARD - TRAFFIC				1								1
INCORRIGIBLE JUVENILE			1		1							2

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

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Reporting District (RD)												
TYPE OF CALL	801	803	804	805	806	807	808	809	810	811	812	Grand Total
INFORMATION FOR BOTH POLICE AND FIRE				1	1							2
INFORMATION FOR POLICE	1	2	2	2		3					1	11
JUVENILE PROBLEM (GENERAL)	1			2	1	1						5
LOST PROPERTY		1										1
MEDICAL AID (CALL TRANSFERRED TO FIRE PSAP)				2	3							5
MOTOR VEHICLE THEFT	1	1			1							3
MVC - HIT & RUN				1								1
MVC - NON INJURY	3			2			1					6
NARCOTICS ACTIVITY				2								2
NOISE COMPLAINT				2					2			4
OFF ROAD VEHICLE COMPLAINT					1	1						2
OFF-DUTY		1										1
PANIC ALARM - RESIDENTIAL						2						2
PARKING PROBLEM	1	1	2	1	2	3	3					13
PARTY - ADULT		1			2							3
PHONE MESSAGE FOR OFFICER										10		10
RUNAWAY		1										1
SECURITY CHECK		1		2	1	2						6
SHOTS FIRED - NO KNOWN VICTIMS				1								1
SUBJECT STOP	2	2		5	3					1		13
SUICIDE THREAT				1								1
SUSPICIOUS - PERSON	3	5	1		2	2						13
SUSPICIOUS - VEHICLE	9	2	6	5	3	7	1	1	1	5		40
THEFT										1		1
THEFT - FROM VEHICLE		1		1	3							5
THREATS		1				1						2
TRAFFIC COMPLAINT (RECKLESS VEHICLE)	1				1					1		3
TRAFFIC STOP	38	24	47	112	23	6	6	27	1	5		289
UNKNOWN TROUBLE						1						1

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

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Reporting District (RD)												
TYPE OF CALL	801	803	804	805	806	807	808	809	810	811	812	Grand Total
UNLAWFUL POSSESSION OF CONTROLLED SUBSTANCE				1								1
UNWANTED LOITERER						1						1
UNWANTED PERSON								1				1
VANDALISM	1				1	2						4
VEHICLE RECOVERY	1	1										2
WARRANT SERVICE/SUBJ WITH WARR										1		1
WELFARE CHECK		1	2	1	1	2						7
Grand Total	83	71	65	164	73	63	14	33	6	45	1	618

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 |

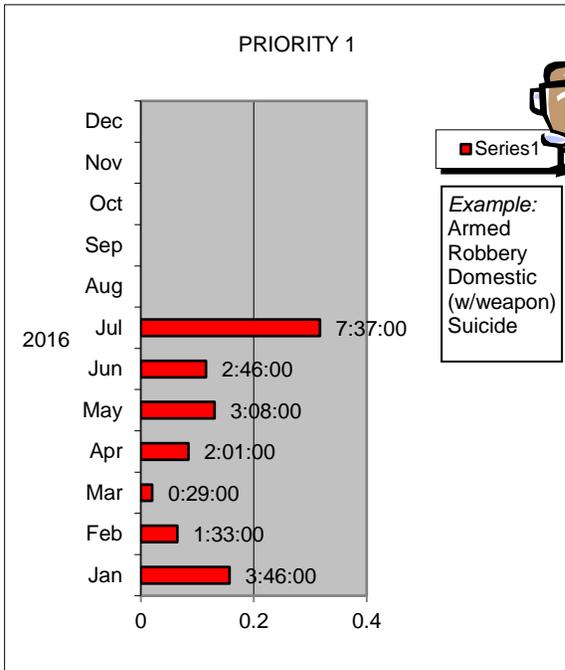
RESPONSE TIMES FOR JULY 2016



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Response Times:

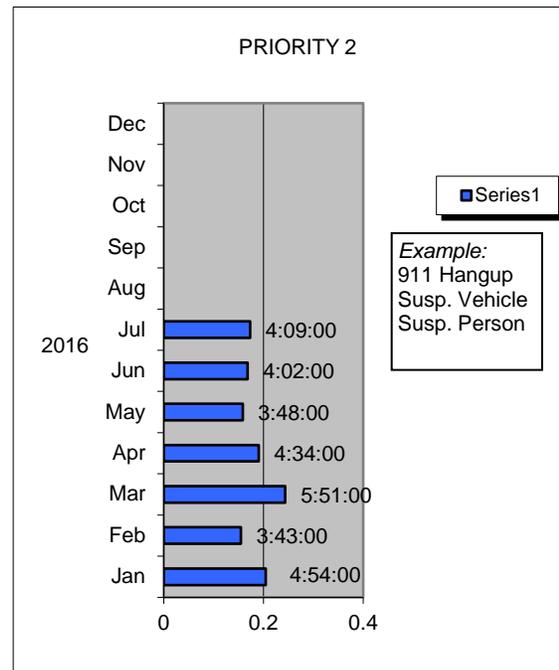
The response time to calls for service is a critical component of our service delivery. We have three categories of calls for service: priority one, two and three. Priority one calls are emergency calls where there is a potential for serious injury or loss of life. Priority two calls are those that are 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.*



Series1

Example:
Armed Robbery
Domestic (w/weapon)
Suicide

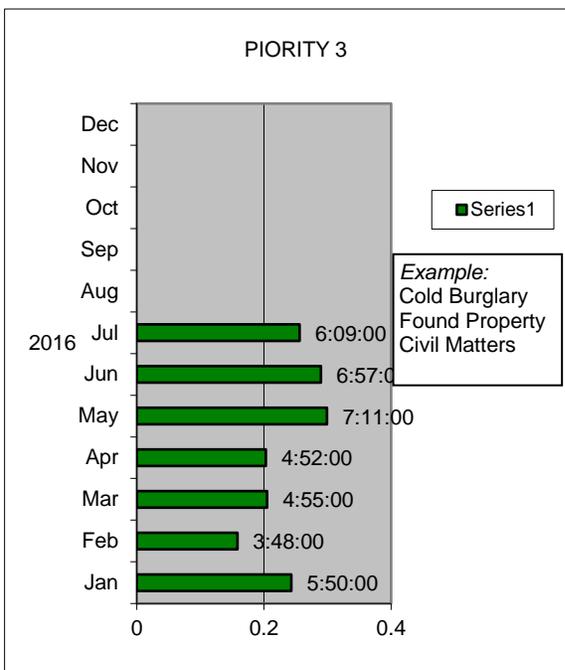
2015 Average 3:50



Series1

Example:
911 Hangup
Susp. Vehicle
Susp. Person

2015 Average 4:25



Series1

Example:
Cold Burglary
Found Property
Civil Matters

2015 Average 7:29



Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/1/2016 2:28	1618300182	Traffic - Driving Suspended / Revoked / DWLS / DWLR	803	DWLS/R 3RD ARREST.
7/1/2016 10:22	1618300629	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver was cited for a traffic violation.
7/1/2016 21:26	1618301892	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	DWLS/R 3RD.
7/2/2016 2:30	1618400361	Assault - Aggravated - Family - Strongarm	806	DV Assault report.
7/2/2016 3:10	1618400260	Reckless Endangerment	15	DUI investigation.
7/2/2016 18:50	1618401405	Mental - includes Voluntary/Involuntary Commits	806	Responded to Patriots landing to assist Fire Dept.

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Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/3/2016 1:40	1618500164	Assist Other Jurisdiction / Agency	805	Officer located a vehicle involved in a Robbery in another jurisdiction.
7/4/2016 8:10	1618600448	Traffic - Parking Violation	803	Officer responded to a parking problem on a local street.
7/4/2016 16:00	1618701130	All Other Offenses - Non-Criminal	811	Found property.
7/4/2016 22:39	1618700019	Reckless Endangerment	933	Officers arrested a subject for DUI, Reckless Endangerment and UPCS Meth.
7/6/2016 17:00	1619501091	Theft - All Other Theft/Larceny	806	Local resident reported she lost two rings and an earring.
7/7/2016 0:38	1618900048	Traffic - DUI / Driving Under the Influence - Liquor	810	DUI.
7/7/2016 16:40	1618901450	Assault - Nonaggravated (Simple) NonFamily	801	Officers were dispatched to a disturbance and one person was arrested.

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Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/8/2016 2:19	1619000127	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	DWLS/R 3RD cite & release.
7/8/2016 11:30	1619000663	Neighborhood / Civil Disputes	807	Police responded to a report of a neighbor dispute. No crime involved.
7/8/2016 15:08	1619000997	Assault - Nonaggravated (Simple) NonFamily	806	Police responded to a physical domestic. The case is being referred to the prosecutor to determine charges.
7/8/2016 23:16	1619001878	Assault - Aggravated - Family - Strongarm	803	DV assault investigation.
7/9/2016 10:56	1619101620	Suspicious Person / Vehicle / Incident / Information (FIR)	805	Verbal DV.
7/9/2016 14:00	1619700730	Runaway	803	Parent reported juvenile as a runaway.

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Upont Police Department, Public Works, Parks/Recreation and

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Upont Police Department, Public Works, Parks/Recreation and

Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/9/2016 22:00	1619200002	Theft - Motor Vehicle (MVTR)	803	Motor Vehicle Theft.
7/11/2016 6:56	1619300260	Mental - includes Voluntary/Involuntary Commits	804	Officer responded to a local business for a report of a runaway minor by the parent.
7/15/2016 0:53	1619700069	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Officer stopped and cited a driver for DWLS/R 3rd.
7/15/2016 1:40	1619700126	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Officer stopped a vehicle for traffic violation and the driver was found to be DWLS/R 3rd. Driver was cited and released and the vehicle impounded.
7/15/2016 6:09	1619700302	Drug - Amphetamine - Possess	805	Officers responded to a local business for a report of an unwanted person.
7/15/2016 12:50	1619700850	Mental - includes Voluntary/Involuntary Commits	805	Subject was transported to hospital for mental evaluation.

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Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/16/2016 1:23	1619800105	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	DWLS/R 3RD cite and release.
7/16/2016 14:27	1619800960	Intimidation - Stalking - Threats with Weapon	806	A subject was arrested.
7/17/2016 0:18	1619900035	Traffic - DUI / Driving Under the Influence - Drugs	268	DUI arrest.
7/17/2016 12:10	1619900715	Found Property	801	A bicycle was found by a resident. Owner unknown.
7/18/2016 0:45	1620000061	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	DWLS/R 3RD cite and release.

Upont Police Department, Public Works, Parks/Recreation and

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Upont Police Department, Public Works, Parks/Recreation and
 Community Development, Building,

Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/18/2016 1:51	1620000136	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	DWLS/R 3rd arrest.
7/18/2016 4:08	1620000233	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	DWLS/R 3rd arrest
7/19/2016 6:39	1620100307	Traffic - Driving Suspended / Revoked / DWLS / DWLR	809	Officer conducted a traffic stop and the driver was found to be DWLS 3rd.
7/21/2016 10:18	1620300630	Family / Domestic Offense - Nonviolent / Interfering	801	Officers responded to a local residence for a verbal domestic between a mom and her son.
7/21/2016 17:30	1620400379	Theft - From Motor Vehicle - Vehicle Prowl	803	R/P reported a theft from his vehicle.
7/21/2016 20:00	1620400416	Theft - From Motor Vehicle - Vehicle Prowl	805	Victim reported theft from his vehicle.
7/21/2016 21:45	1620400313	Theft - From Motor Vehicle - Vehicle Prowl	806	Victim reported a car prowl.

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Upont Police Department, Public Works, Parks/Recreation and

Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/21/2016 22:00	1620400297	Theft - Motor Vehicle (MVTR)	806	Victim reported his vehicle stolen.
7/22/2016 1:00	1620400697	Theft - From Motor Vehicle - Vehicle Prowl	806	Victim reported a theft from his vehicle.
7/22/2016 21:45	1620401630	Traffic - Driving Suspended / Revoked / DWLS / DWLR	801	Driver was stopped for multiple violations. Driver cited for DWLS/R 3rd and issued an NOI.
7/23/2016 1:51	1620500142	Traffic - Driving Suspended / Revoked / DWLS / DWLR	268	DWLS/R 2ND cite and release.
7/24/2016 0:34	1620600050	Reckless Endangerment	268	DUI and reckless endangerment investigation.
7/24/2016 17:11	1620601168	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	Driver was cited and released for DWLS/R 2nd.

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Monthly Written Report Synopses - July 2016

Occurred On	Incident No.	Description	Reporting District (RD)	Synopsis
7/24/2016 23:56	1620601743	Traffic - Driving Suspended / Revoked / DWLS / DWLR	805	DWLS/R 3RD cite and release.
7/25/2016 22:38	1620701893	Traffic - DUI / Driving Under the Influence - Liquor	806	DUI investigation.
7/26/2016 6:16	1620800277	Traffic - Hit and Run - Non Injury	805	Officer responded to a local residence for a report of a hit and run that occurred sometime overnight.
7/26/2016 21:30	1620801779	Traffic - DUI / Driving Under the Influence - Liquor	15	Officer assisted JBLM Police with a DUI arrest.
7/27/2016 2:40	1620900170	Traffic Offense - Arrest	15	DUI.

Upgrades for Building, Community Development, Public Works, Parks/Recreation and

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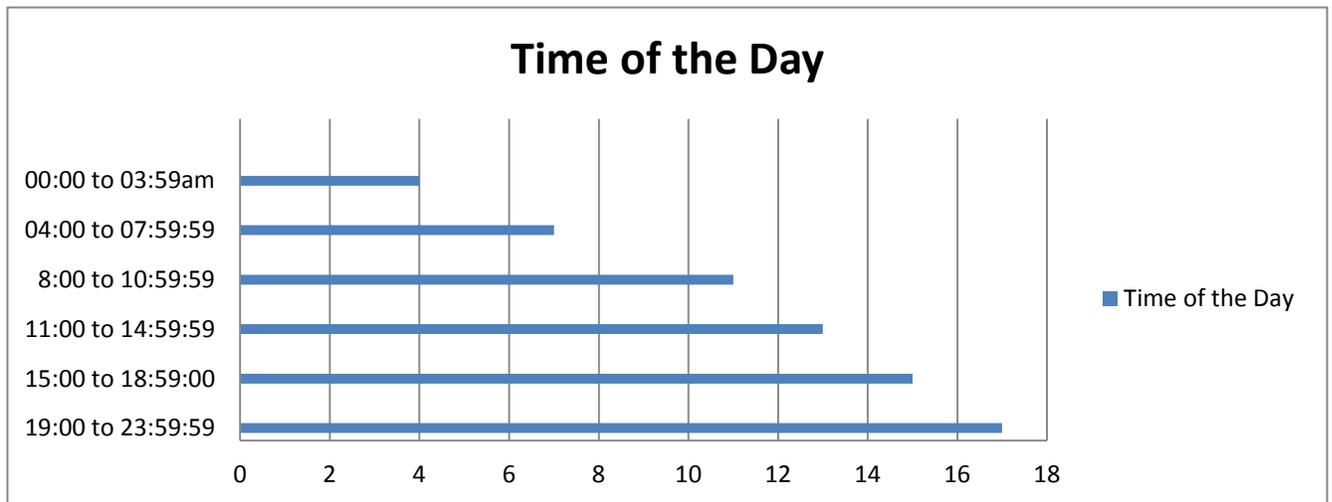
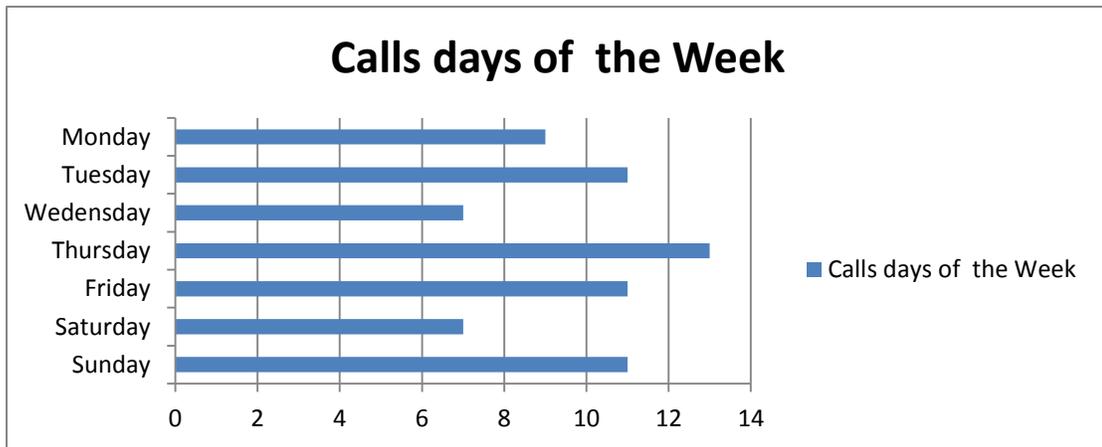


July Monthly Report-2016

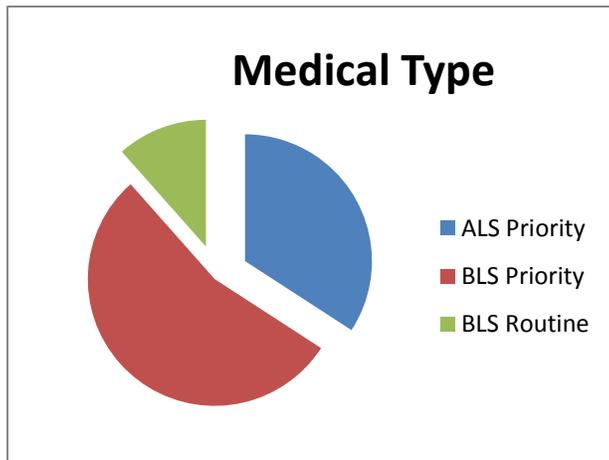
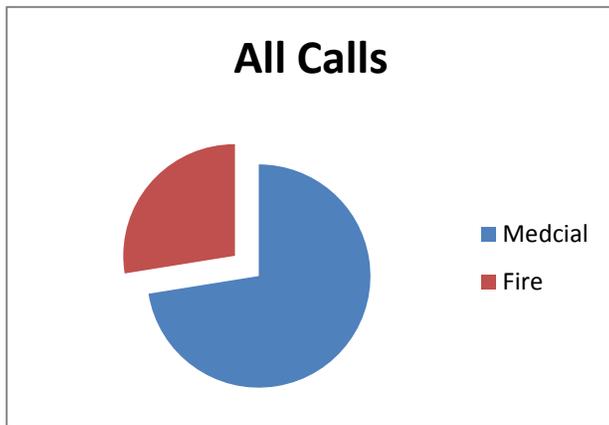
Incident type	2015 Responses	2016 Responses	YTD	Dollar Loss
Fire	4	2	13	NA
EMS/Rescue (MVA)	50	45	353	NA
Hazardous Condition	1	2	10	NA
Service Calls	5	13	55	NA
Severe Weather	0	0	0	NA
False Alarm/Good Intent	12	7	58	NA
Total	72	69	489	NA
			YTD Total	\$220,500

Priority Types

Priority-1 (ALS)	Priority-2 (BLS)	Routine-3 (BLS)	Engine Responses
16-33.55%	24-53.33%	5-11.33%	24-34.78%



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Response by Districts

District	2015 Responses	2016 Responses
49-100 (off Mounts exit) Unincorporated Pierce County	2	1
49-801 Historic Village	6	4
49-802 El Rancho Madrona	0	1
49-803 Palisade	4	3
49-804 Edmond Village	2	1
49-805 DuPont Station	8	15
49-806 Yehle Village	25	27
49-807 Hoffman Hill	10	5
49-808 Bell Hill	2	0
49-809 Warehouse District	10	8
49-810 Glacier Mine/Creekside	1	2
49-811 Civic Center	2	1
49-812 Golf Course	0	1
49-815	0	0
Total	72	69

Response Times

City Adopted	Time Standard	Average	Percent	YTD
Dispatch to En-Route	120 seconds	99.53 seconds	73.13%	69.32%
En-Route to On Scene	360 seconds	227.10 seconds	85.07%	88.75%
Time from Dispatch to On Scene	480 seconds	327.32 seconds	88.05%	87.93%
NFPA-1710 Time	Time Standard	Average	Percent	YTD
Dispatch to En-Route	80 seconds	99.53 seconds	28.85%	41.51%
En-Route to On Scene	240 seconds	227.10 seconds	68.65%	70.14%
Time from Dispatch to On Scene	340 seconds	327.32 seconds	65.67%	61.14%

Over all Time -Standard

Call type	City	NFPA
Priority-1 Medical	93.75%	75%
Priority-2 Medical	79.16%	65.16%
Priority-3 Medical	80%	80%
Fire	90.90%	68.18%

Monthly Activity Report

Responses/Operations:

- ✓ DuPont Fire Department responded to 69 calls for service in July, for a year to date increase of 12% over 2015. The responses are broken down on page one (1) under Priority Types. ALS (Advanced Life Support) arrival times are on average of 13.55 minutes; this does not include our dispatch time to when they call en-route.
- ✓ ALS Ambulances were not available 33.33%.
- ✓ Other department handled 1.4% of our calls
 - L-101, 1 calls
- ✓ DuPont transported 10 patients
- ✓ A reserve was on duty 14 shifts, for 45%
- ✓ There were no Fireworks responses in July

Training/Recruitment:

- ✓ Preparing for the fall reserve recruitment

Public Activities/Education:

- ✓ Station tours-1
- ✓ July 4th
 - Parade
 - Fair at the park
 - Patriots landing events

Gas Grill Safety Tips

Liquid petroleum (LP) gas or propane, used in gas grills, is highly flammable. To reduce the risk of fire or explosion, consumers should routinely perform the following safety checks:

-  Check the tubes that lead into the burner for any blockage from insects, spiders, or food grease. Use a pipe cleaner or wire to clear blockage and push it through to the main part of the burner.
-  Check grill hoses for cracking, brittleness, holes, and leaks.
-  Move gas hoses as far away as possible from hot surfaces and dripping hot grease.
-  Replace scratched or nicked connectors, which can eventually leak gas.
-  Check for gas leaks, following the manufacturer's instructions, if you smell gas or when you reconnect the grill to the LP gas container. If you detect a leak, immediately turn off the gas and don't attempt to light the grill until the leak is fixed.
-  Always follow the manufacturer's instructions that accompany the grill

	<h2 style="margin: 0;">City Clerk Department</h2> <p style="margin: 0;">1700 Civic Drive DuPont, WA 98327 Ph 253.964.8121 Fax 253.964.1455</p> <h3 style="margin: 0;">Public Records Requests 2016</h3>
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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	Closed	0	
15-74	12/10/2015	Jade Anderson Connor	Ross Mathison personnel records	Closed	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	
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)	Closed	1	77
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.	Closed	5	

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 (waiting for copy of signed amendment)	5	
16-23	5/5/2016	Tracy Luiten	1200 Station Drive Construction Permit Records from January 2013 to present	Closed	4	4
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	Closed		2
16-27	5/31/2016	Ryan Barrett- Pacific Engineering	Construction drawings (foundation plan & assoc details/sections) for 1200 Station Dr.	Closed	1	3
16-28	6/9/2016	Dave Bungert	2016 Pet Licenses	Closed	5	11
16-29	6/13/2016	Jennifer Thompson	Job Descriptions	Closed	2	2
16-30	6/14/2016	Lexis Nexis	Fire Dept Report 16-348	Closed	5	5
16-31	6/22/2016	Bob Lauderbach	All Documents & geotechnical report related to 1200 Station Drive. List of parties who have requested information re 1200 Station Dr	Open	2	
16-32	7/8/2016	Darryl Parker	Video, Audio, communications between all officers & dispatch, police reports, CAD, and any documents supporting the detention of James Whitaker.	Closed (referred to South Sound 911 for processing)	1	
16-33	7/8/2016	Dave Bungert	Requesting all correspondence to include emails & letters from 7/1/10 to 7/8/16 from any rep or employee of CalPortland	Open	5	
16-34	7/8/2016	Dave Bungert	Requesting all correspondence to include emails & letters from 7/1/10 to 7/8/16 from any rep or employee of NWL ROA and NWL COA	Open	5	
16-35	7/21/16	Dave Bungert	Requesting slides, photos & PP used by PW Director Lim concerning the sole source purchase agreement with Root Cause.	Open		
16-36	7/29/2016	Ronald F. Moore	all documents inc emails received and sent to city inc metadata dated 6/17/16 to 7/29/16 concerning or relating to the nemp app for Ronald F Moore	Closed (Cancelled by requestor)	5	

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16-37	8/2/2016	Ronald F. Moore	all documents inc emails received and sent to city inc metadata dated 6/17/16 to 8/2/16 concerning or relating to the nemp app for Ronald F Moore	Closed	3	5
16-38	8/16/2016	Lacy Vogt	Police traffic/collision case #152800569	Closed Referred to South Sound 911	1	1
				Average Days	2.06	8.76

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