

City of DuPont
1700 Civic Drive
DuPont, WA 98327

Tuesday, December 13, 2016 - 7:00 pm

Regular Council Meeting

AGENDA

Page

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

5. Presentations

a. 2017 Community Development Preview (J. Wilson).

6. Public Comments

7. Approval of the Consent Agenda Items

a. Regular Council Meeting Minutes - 11-22-16

b. Council Workshop Meeting Minutes - 11-15-16

c. Various Council Meeting Minutes

d. Approval of Claims Vouchers List and Payroll - 12-13-16

e. Contract renewal with Hughes Fire Equipment (L. Creekmore)

8. Discussion Items

a. 2017 Council Retreat

9. Mayor's Report

10. City Administrator's Report

11. Council Reports

12. Unfinished Business

13. New Business

a. Resolution No. 16-499 2017-2019 Legislative Priorities (Mayor Courts);

b. Resolution No. 16-500 Establishing the City of DuPont as a Hidden Heroes City (T.Danek);

c. Authorization for the Critical Areas Update contract with Stantec (J. Wilson).

14. Public Comments

15. Council Comments

16. Adjournment

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Agenda Item # 5a.

MEETING DATE: December 13, 2016

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

TITLE:

Presentation of 2017 Community Development Preview

Department: Planning	Discussion Date: 12/13/16
Originator: Staff	First Reading Date:
Assigned to: Jeff Wilson, Planning Director	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

Preview of major Community Development planning efforts in 2017.

RECOMMENDATION:

N/A



City of DuPont
1700 Civic Drive
DuPont, Washington 98327

**Regular City Council Meeting Minutes
Tuesday, November 22, 2016**

Call to Order: Mayor Courts called the Regular City Council meeting to order at 7:03 pm.

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

Present: City Administrator Danek, City Attorney Karg, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, Planning Director Wilson, Events and Recreation Coordinator Walker, City Clerk Muir and Executive Assistant Ongoco.

Pledge of Allegiance: Mayor Courts led the flag salute.

Approval of the Agenda:

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

Public Comments:

Stu Vanerson, Olympia, Intel-DuPont Community Garden, acknowledging member gardeners in the audience, spoke about said nonprofit organization in its 9th year in DuPont with approximately 55 DuPont families and organizations distributing 80% of food they have grown through local food banks in Lakewood and Olympia. He spoke about working with City staff to find a new garden location for the long term after Intel leaves the corporate center; and indicated that they intend to provide a proposal to the Council for review and approval at a future Council meeting.

David Bungert, 2702 McArthur Street, commented on certain aspects of the 2015 Comprehensive Plan (Comp Plan) as it relates to Agenda Item 12(a) of the Council agenda packet; and concerns about what the Comp Plan does not support in terms of the proposed development in the DuPont Station, safety of people, inadequate parking, the Mixed Use District rezoning which does not support DuPont Station future land use map and certain land use goals; and noted that it is "spot zoning".

Beth Elliott, Kittson Street, expressed her appreciation for the Eagle Scout ("Matthew") who did a great job with tree markers that were put up along Edmonds trail.

Approval of Consent Agenda Items:

- Regular Council Meeting Minutes – November 8, 2016;
- Claim Vouchers List and Payroll – November 22, 2016;
- Resolution No. 16-498 renewing the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) interlocal agreement;
- Approving the renewal of the Tacoma Humane Society Contract for 2017.

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

Mayor's Report:

Mayor Courts reported on the following:

- Great feedback received at a community meeting at Historic Village regarding the restroom and covered rest area project fronting Iafra Park; its proposed design for Council review; and hopes for a future standardized design throughout DuPont;
- Advanced Life Support (ALS) Task Force will provide a very comprehensive report to be posted on various social media; and that the City would hold a series of presentations for citizen input;
- Wished everyone a great Thanksgiving and spoke of his own experience in the military on how their holiday is celebrated.

City Administrator's Report:

City Administrator Danek reported on the following:

- Upcoming Council agenda items such as the "Critical Areas" ordinance, 2017 Community Development preview; and plans for Council retreat at next meeting;
- January 10, 2017 Mayor's *State of the City* address;
- Joint Workshop with the Planning Commission on January 17, 2017; and a presentation by the Gardeners' group;
- Wished everyone a "Happy Thanksgiving".

Council Reports:

Councilmember Helder spoke about the Historic Village Safe Streets meeting he attended with Councilmember Coffey, and asked to look into "certified local government". He announced a decorating wreath activity at the Dynamite train on December 3rd.

Deputy Westman spoke about a breakfast briefing he attended at Joint Base Lewis McChord relative to the future of military presence and coordination in the Puget Sound region, and that DuPont will be actively involved in its community affairs.

Councilmember Estep commented on the last Tree Board meeting he attended where an arborist spoke about the Orchard trees grafts to be planted at the Tolmie historic site. He added that Matt Rolfson worked with the Tree Board on efforts to fund the trail signs project along Chloe Clark-Bell Hill-Edmonds Marsh with the help of volunteers, the Tree Board, and Public Works Director Lim.

Agenda Item # 7a.

Councilmember Corp announced a Planning Commission vacancy that needs to be filled, with the departure of Chair VanAlstine. He also spoke about an open house he participated in at the Palisades Village mini-school.

Councilmember Gorski thanked City staff for their assistance in responding to the issue of couple of recent incidents involving trucks getting stuck at the roundabout of McNeil and Ridgeview Drive. He expressed his concerns with this ongoing occurrence and plans to find solutions as part of the Transportation Benefit District projects and avoid costly repairs.

Department Reports:

Councilmember Gasak noted that the Public Disclosure Records report page was cut off and requested that the complete list be emailed to her.

Councilmember Estep inquired about the Hilton Home Suites II sign variance heard before the hearing examiner wherein Planning Director Wilson responded that a decision was granted to allow the sign installation. He then asked Police Chief Sheehan regarding the location of "Reporting District 933".

Unfinished Business:

Ordinance amending DuPont Municipal Code (DMC) Title 25 relative to Mixed Use District to permit indoor storage and concurrent rezone – Second Reading

A motion was made and seconded to approve the Ordinance amending DMC Title 25 relative to Mixed Use District to permit indoor storage and concurrent rezone (Helder/Gasak); 6/1 motion carried with Councilmember Gorski voting in opposition.

Ordinance approving the 2017 Budget - Second Reading

A motion was made and seconded to approve the Ordinance approving the 2017 Budget, as amended (Westman/Coffey); 7/0 motion carried.

Ordinance repealing Chapter 10.04 of the DuPont Municipal Code (DMC); and adopting a new DMC Chapter 9.20 relating to Special Event Permits - Second Reading

A motion was made and seconded to approve the Ordinance repealing DMC Chapter 10.04; and adopting a new DMC Chapter 9.20 relating to Special Event Permits (Corp/Helder); 7/0 motion carried.

New Business:

Approving a contract for fire investigative services from the Pierce County Fire Marshal's Office

A motion was made and seconded to approve the fire investigative services from the Pierce County Fire Marshal's Office (Helder/Coffey); 7/0 motion carried.

Ordinance approving the 4th Quarter 2016 Budget Amendment – First Reading

Finance Director Barry indicated that the Police Department received a \$4,750 State Farm grant for the purchase of a Child ID equipment, as reflected on this presented 2016 budget amendment.

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A motion was made and seconded to move said Ordinance to Second Reading this evening (Westman/Gasak); 7/0 motion carried.

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A motion was made and seconded to approve the 4th Quarter 2016 Budget Amendment Ordinance, as presented (Westman/Corp); 7/0 motion carried.

Public Comment:

David Bungert, 2702 McArthur Street, expressed his concern with the wasteful budget allocation to the street trees issues and a surplus budget of \$2MM, and on staff hiring and retirement payments. He commented on how citizens’ concerns with the Granite project were not heard resulting on the truck staging at Edmond Village. He also added that the Comprehensive Plan 2015 was disregarding due to the Mixed Use item on tonight’s agenda. He then read the Washington State legal description of “spot zoning” as it pertains to DuPont Station.

Council Comment:

Councilmember Gorski thanked Finance Director Barry for providing information at Workshops and prior to New Business, acknowledging that it was a great addition to the process.

Councilmember Corp thanked City staff for information provided to the Council, as a first year Councilmember. He spoke about the community garden and looked forward to receiving a briefing and a tour on the project and plans to stay active at a new location. He greeted everyone a “Happy Thanksgiving” and encouraged them to get to know their neighbors.

Councilmember Coffey stated her support for the Intel-DuPont Community Garden group and its endeavor to get a permanent spot. She then spoke about the Historic Village meetings she attended regarding the bathrooms and thanked PW Director Lim for his well laid out presentation.

Councilmember Estep greeted everyone a “Happy Thanksgiving” and echoed his similar support for the community garden, its value, and to assist the gardeners to find stability in the changing environment.

Deputy Mayor Westman wished everyone a “Happy Thanksgiving” and spoke of the upcoming WSU/UW football game.

Mayor announced that City Hall closes at noon on November 23, 2016. He thanked City Administrator Danek for his leadership and spoke of his appreciation to the Council for their consideration on the 2017 budget.

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Agenda Item # 7a.

Adjournment:

Mayor Courts adjourned the meeting at 8:12 pm.

A workshop will be held on Tuesday, December 13, 2016, at 7:00 pm. Please note that the minutes from the Council Meetings are not verbatim. A recording of the meeting may be purchased in the DuPont City Clerk's Office.

City of DuPont:

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk



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

**City Council Workshop Minutes
Tuesday, November, 15 2016**

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

Roll Call: Present: Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Michael Gorski and Matt Helder. Councilmember Gasek was excused.

Present: City Administrator Danek, City Attorney Karg, Finance Director Barry, Fire Chief Creekmore, Public Works Director Lim, Parks and Recreation Coordinator Walker, and City Clerk Muir.

DISCUSSION ITEMS:

1. Follow up on code amendment for indoor storage in the Mixed Use zone

Director Wilson discussed the amendment for the indoor storage in the Mixed Use Zone. He then went over some of the questions and concerns that were raised during the previous meetings.

Sewer: is available in the area and any development will have to look at how they will gain access to this site. Sewer is a design issue and will come up during the development stage of the property.

Sound Transit: the new station projected be completed in DuPont in the year 2036. This will be a comp plan updated when they are ready to build the transfer station,

Big Box Store: the proposed building is 10,000 square feet and does not fall into the description of a "big box" store, which is 50,000 square feet.

The most critical issue is design of the first floor of the proposed building. The first floor is designed to be pedestrian retailed oriented. He discussed the walking ability of this area. He noted that this area is not designed for walking ability.

He noted that everything is speculation until we have a building design. We can look at what may happen and different scenarios. He discussed the traffic this area may incur due to putting in the proposed building.

Spot zoning: is creating a specific use for an area. Mr. Wilson gave an example of what spot zoning would look like.

Mayor Courts noted that this will be discussed later during an executive session.

Councilmember Helder asked if there are other cities with examples of this type of zoning. Mr. Wilson noted there were quite a few cities that have this type of zoning and it is not unusual.

Councilmember Corp asked if any area in the city was looked at for mixed zoning before this request. Mr. Wilson noted that any proposal could be submitted and the zoning

regulation could be amended. Councilmember Corp noted that from his understanding this use is appropriate for this area. He wanted to make it clear that this was something the city had been looking to do for a while. Mr. Wilson noted that through the workshops with the Planning Commission this concept was brought up. Mr. Wilson looked at mixed use from a holistic approach

Councilmember Gorski discussed the discontinuance of the walking ability and the layout of the zoning area. He is struggling with continuity and that citizens would not walk from this area to other downtown areas in the City. He asked what the challenge is for changing the zoning. In other cities citizens walk even further to get to various businesses. If a commercial business is allowed in this area, why are we changing the zoning to mixed use? Mr. Wilson noted that all the retailers' consultants say that walking ability in a city is going from store front to store without a break in storefronts.

Storefronts is what keeps citizens walking down the street.

City Administrator Danek noted that a citizen asked if they could put this type of business in the proposed area. The DuPont Municipal Code was unclear so the question was brought to the Planning Commission. The Planning Commission was mixed in their decision and the applicant asked that the City make a clear ruling on this issue.

Mayor Courts noted that if the council makes the decision to make the text amendment we have specified this function in this area

Danek noted that if he and the Planning Director cannot get a clear reading on the code it is time to do something formally to get a clear reading and this keeps the Council in the loop.

Councilmember Gorski asked if there is a need to have an action from Council to change the zoning if the code was written for this type of zoning. City Administrator Danek noted this answer will be discussed later during the executive session because of potential litigation.

Councilmember Coffey noted that there was not outdoor storage in this area. Mr. Wilson noted that this was not the question. The question is what goes on the 2nd floor of the building.

Mayor Courts asked to move Item C on the agenda before Item B on the agenda.

2. K-9 Acquisition Discussion

City Administrator Danek discussed the acquisition K-9 dog. We have the opportunity to get a free K-9 with training. The K-9 is a drug K-9 and will help with law enforcement. Another benefit to having a K-9 will allow the City be more of a regional player. Now we tap into resources of regional gang, drug, major crimes, critical incident and K-9 task forces. Mr. Danek noted that this will help with staffing motivation to receive K-9 experience. It will be a valuable resource for the Community Resource Officer Program. There is no cost for the dog and training is provided for free. Estimated yearly cost is \$6,000 annually and can be absorbed by the Police Department. The startup cost is zero and the ongoing cost is \$6,000 annually.

Councilmember Corp asked if there is a need to modify vehicles? Mr. Danek noted this cost is part of the grant.

Councilmember Gorski noted the costs include maintenance of the dog and asked if the dog requires insurance as an asset? Mr. Danek gave a breakdown of the \$6,000 annual costs.

Councilmember Helder discussed the liability that is the cities responsibility and what that would look like. Mr. Danek noted this has been cleared through RMSA, our insurance carrier, and because this is not a search dog the liability is fine to his knowledge. He will look into this further to ensure we do not have to carry additional insurance.

Coffey asked about the overtime and what types of activities would warrant overtime pay.

Mr. Danek went over some of the activities that may warrant overtime pay.

3. Proposed 2017 Budget discussion

Mayor Courts went over the questions that Council had during the previous meetings. He noted that the Shaw House and the Community Center Survey are not decisions that need to be made at this point.

AWC GIS Consortium

Mr. Wilson gave a briefing on this project and noted that it would be worthwhile for the City to take part in the consortium. Mayor Courts asked if there was a level that Council is being asked to approve. Mr. Wilson noted that he recommends Tier 3 at \$10,000, the more we subscribe the more consultant time would be received. The product would be ready to use within the year.

Councilmember Coffey noted that at a regional meeting she attended this was discussed. She asked if this could be absorbed in his budget. Various budget line items were discussed.

There were various questions regarding the consortium and the contract costs. City Administrator Danek noted that this is a subscription and not a onetime project costs. There was a discussion on where the funding would come from in the future years.

EMS Cost vs EMS Levy Rate-Paula Barry

Ms. Barry discussed the levy costs and noted that the levy is being used for the EMS purpose

Volunteer Firefighters

Chief Creekmore noted that reserves and volunteer titles are interchangeable. Councilmember questioned why the stipend for reserves was moved to EMS. Ms. Barry noted that she will look into this and get back to the Council. She noted that the reserve budget has been in the EMS budget. There was discussion on the 2016 Budget and the actual 2016 Budget. City Administrator Danek noted that the wording will be changed to make this clearer in the documents.

Shaw House History, Future and Potential Sale-Gordon Krag

City Attorney Karg went over the history of the Shaw House and how the City acquired the property.

Chief Creekmore discussed the functionality of the Shaw House.

Community Center

Ms. Barry went over the lease for the community center.

Ms. Walker went over the usage of the community center and overview of the usage of the other facilities in DuPont (which does not include the DuPont City Hall or the outdoor facilities.)

Councilmember Gorski noted that there should not be more activities scheduled than we have facilities to hold them. He is concerned with getting the information on the

usage of the facilities in order to make a decision regarding the proposed new community center. Mayor Courts noted that Council specifically asked for the usage of the facilities.

New Community Center Feasibility Study

There was discussion on the budget for the feasibility study and the possibility of using REET funding for this endeavor. REET Funding would not be used until a citywide survey was completed for the facility. Currently there is a grant that has been submitted to the Nisqually Tribe to pay for the survey. Based on the results of the survey the Mayor will ask if we can release the funding for the study or do we want to use the money for one time projects, based on the results of the survey. The Council does have the opportunity to say they do not want to earmark the funding in the 2017 budget, leave it unspent and reallocate later. Mayor Courts noted a request to fund the citizen survey has been submitted to two different entities for grant funding. If this is denied, he will fund the survey within his authority. He went over his vision of what a community center may look like.

Councilmember Helder asked if the \$100,000 would fund a feasibility study.

Councilmember Westman asked who is going to be surveyed on the citywide survey for the community center, for example: homeowners, renters, military, long term residents, etc. Mayor Courts noted he is not going to come to the Council with the results of a survey but a proposal for a survey. He feels there is an interest in a community center and it needs to be done correctly.

Ms. Barry noted that the final Budget Ordinance will be brought forward for approval once the Council is comfortable with the prepared document.

Council Member Coffey asked if special meetings can be scheduled if needed. It was noted that that was correct.

Councilmember Coffey commended the departments on their goals and accomplishments for their departments. She noted that she would like the following from the Public Works Budget: carpet cleaned yearly, outside of City Hall painted, and an additional employee for the department.

Councilmember Helder thanked staff for the budget and the thoughts that were put into creating the budget. He asked how donations for the Off-leash Dog Park were taken care of. Ms. Barry noted that the donations are earmarked for the specific line items.

City Administrator Danek asked how the Council is feeling about the proposed budget for the Center Drive Improvements and trail markers using Glacier Settlement Money.

Councilmember Helder noted that if we were going to use for environmental purposes it was okay with him. Councilmember Estes would like to see the money for this project come from some other source. He was looking at the proceeds from the Shaw House to fund these items. He would like to see the CalPortland Settlement funding be untouched and use the money for direct impacts from the mining. Coffey is not in favor of using the Glacier Settlement for funding for these projects. Westman would like the Council to focus on what is before them at this time. He feels the budget presented is okay with him and is a solid budget.

Mayor Courts noted that he is getting the sense that the Council is not ready to do the Center Drive project or trailhead markers. Councilmember Estes noted he is for these projects, just not using the Shaw House proceeds. He asked if REET funding could be used for these projects. It was noted that REET money could be used for these two

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project. Councilmembers Gorski, Estes and Westman are okay with using REET money for the Center Drive and trailhead marker projects.

Councilmember Helder noted he would like to see the survey for the community center before making a decision on the REET funding.

Councilmember Gorski noted that funding these two projects out of REET would be appropriate.

Councilmember Estes is in favor of selling the Shaw House. He went over some of the projects that he would like to see funded.

He proposed option three for the survey and feels it is valuable for the community center.

There was a discussion on public bathrooms at various sites and if these should be funded or not funded.

Councilmember Gorski noted he is okay with the survey for the community center. He feels the Council needs to be very careful on the money spent. He also noted that additional real estate taxes are going to be added in 2017 and this needs to be taken into consideration.

Recap-adjustments to the budget:

Carpet cleaning; Painting of the Civic Center (Shaw House proceeds); Public Works employee; basketball court refurbishment; use \$30,000 of REET funds for trail markers and center drive foliage; this will leave \$70,000 in REET funding.

The Council agreed to bring forward the 2017 Budget as presented to the next Council meeting for approval.

The Council went into executive session at 8:35 pm for 30 minutes under RCW 42.30.110 (1) (c) to discuss minimum price for real estate and RCW 42.30.110(1(i) to discuss potential litigation. At 9:05 the Council extended the executive session for 5 minutes. The Council reconvened at 9:10 pm with no decisions being made.

ADJOURNMENT:

Mayor Courts adjourned the meeting at 9:12 pm.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk



MEETING DATE: December 13, 2016 **Agenda Item # 7c.**

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

TITLE:

Approving various Council meeting minutes.

Department: Administration	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Karri Muir, City Clerk	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		General
Additional Required		

DETAILED SUMMARY STATEMENT:

In the past Council meeting minutes were not always approved in a timely manner. Passing these minutes bring Council minutes up to date.

The Clerk's Office has implemented a process to have Council meeting minutes passed in a regular timely manner.

The signatures on the approved minutes will be those of the current Mayor and City Clerk.

RECOMMENDATION:

Pass the various meeting minutes.

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

**City Council Workshop Minutes
January 20, 2015**

Call To Order: Mayor Grayum called the meeting to order at 6:10 PM.

Roll Call: Those present were: Mayor Michael Grayum; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Shawna Gasak, Kathleen Trotter and Roger Westman. A motion was made and seconded to excuse Councilmember Gorski (Trotter/Gasak); 6/0 motion carried.

Those present were: City Administrator Danek, Finance Director Henry, and City Clerk Larsen.

DISCUSSION ITEMS

2015 Budget Process

Mayor Grayum summarized the goals and improvements to the 2015 budget process including community forums, long term revenue forecasts, added *Mondays with the Mayor* to increase community participation and the AWC budgeting training.

City Administrator Danek stated that the purpose of the budget process is to allow more time to receive citizen and Council input.

Finance Director Henry presented the Council with the timeline beginning with base line figures to the Council and targets the first draft to be completed in April and tie them to 1st Quarter with 6-year projections. She continued on stating that from May – July, City will hold community meetings and departments to provide decision packages on department needs; and in August, provide a draft budget for Mayo's review to come up with a proposed budget in September to the City Council and pass the budget in mid-November.

Discussion ensued on the importance of departments to provide its long term plans of their needs; provide performance metrics by department and how to make adjustments; direction of the City to effect change; and concerns with the 2018 debt restructuring.

Finance Director Henry spoke about the review of revenue streams/sources to provide the City Council with a more accurate number as well as expenditures that need to be taken into account.

City Administrator Danek explained how he would deal with deficits, \$100,000 savings from the healthcare plan; submit a refinancing on the debt certificates with a savings of up to \$100,000 permanent savings; and \$120,000 court services savings.

Further discussion ensued on community emotional concerns and the need for accurate information and how best to manage expectations; set up maintenance reserve funds to cover aging infrastructure and street and sidewalk conditions;

2015 Legislative Agenda Projects

Mayor Grayum announced that State legislators is scheduled to provide their legislative updates at the Feb. 24th City Council meeting.

City Administrator Danek presented to the City Council the various 2015 projects, including the off leash dog area; better military engagement sustainability initiative; changes to the front office area; community center discussions; continuation of with performance government; local public transportation; Sequelitchew Creek restoration; donor policy historic site application/preservation; review recreations program; review and define tourism; street trees and sidewalks and its legal implications; and small farm animals outside of Northwest Landing.

Discussion ensued on the City’s strict zoning changes to be included in the Comprehensive Plan; suggested contracting with a Land Use and/or Economic Development expert to ensure that DuPont with its small town feel is intact as part of the Comprehensive Plan update; concerns with impacts of staff changes; Center Drive truck traffic concerns; regional trails planning to Steilacoom and Nisqually; policies to solidify programs that work well (e.g. Fire Reserves); concerns with traffic choke point on DuPont-Steilacoom Road and possibility of add grade separation; holistic view of economic development and impacts to quality of life; trucks prohibition on Palisade Boulevard; long term planning by village; importance of Council working together well; appreciation of volunteer efforts; street parking issues; and Wharf Road limited access. Best Council retreat schedule was then confirmed.

Councilmember Coffey announced that the Association of Washington Cities Action Days Conference will be held in Olympia in February and encouraged everyone to attend its mandatory open government training. She also announced that the Pierce County Regional Council annual general assembly will be held on Feb. 19th in Puyallup.

Mayor Grayum asked City staff to check on policy and legal issues regarding the blockade sign at Northwest Landing.

Adjournment:

Mayor Grayum adjourned the meeting at 7:45 P.M.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Meeting Minutes
February 10, 2015
7:00 PM**

Call to Order: Mayor Grayum called the meeting to order at 7:00 PM

Roll Call: Elected Officials present were: Councilmembers Coffey, Courts, Estep, Trotter, Gorski, and Gasak.

Staff present: City Attorney Long, City Administrator Danek, Finance Director Henry, Fire Chief Creekmore, Human Resources Analyst Kearney, Acting Police Chief Holt

Those excused were: Councilmember Westman, Police Chief Sheehan and Public Works Director Zahn.

Pledge of Allegiance:

Mayor Grayum led the salute to the flag.

Approval of the Agenda:

Mayor Grayum added claims vouchers to the agenda. Coffey/Gorski; 6/0 motion carried.

Presentations:

Jim Nelson of DA Davidson gave a presentation on refinancing options and the certificate of purchase for the Civic Center debt.

Public Comments:

David Bungert (2702 McArthur Street) – Commented on restrooms at Powderworks Park, pet waste in Ross Plaza and a need for the City to hire an engineer technician.

Jill Rodgers (1720 Kennedy Place) – Commented that the red lights at Haskell Street are not long enough.

Phil Andrews (1849 McDonald Drive) – Commented that Clocktower Park is unusable because there are no restrooms and requested that the City accept donations for restrooms from the Residential Owners Association (ROA).

Approval of the Consent Agenda:

Motion to approve.

Discussion Items:

Sabrina Kearney discussed job descriptions and requested feedback by Tuesday to compile a new and final draft to present to Mayor Grayum.

Councilmember Trotter spoke of the Public Works position and sewer mains. Councilmember Gasak would like to see quarterly updates from the Museum Coordinator and a clear definition of the Coordinator's position with the DuPont Historical Society President because it currently looks muddled. Councilmember Gorski wanted to know what the vision was for the tourism aspect of the description. He asked to have the word "collaboration" defined.

Amy Walker discussed Ross Plaza. Items covered were interpretive signage, dog waste and tastefully fencing off Ross Plaza. Also discussed was the option to keep the name as is or add "Memorial Park" under the name.

Mayor's Report:

Mayor Grayum thanked all who took part in the Seahawks Rally.

The Mayor informed all that the State Legislative Delegation will be coming to the council meeting on the 24th to give a presentation. Also, Pierce County Executive Pat McCarthy and USGA Championship Director Danny Sink will be present to discuss the U.S. Open and transportation plans for the tournament.

Mayor Grayum spoke about complaints received about the TNT weekly ads and TNT has agreed to stop delivering.

The Nisqually Tribe canoe journey was discussed, with DuPont being looked at as a possible launch site.

Mayor Grayum complimented the Boy Scouts for fixing signs.

City Administrator's Report:

The trail signs will be printed on both sides.

Staff updates: While Public Works Director Peter Zahn is on medical leave, Ted Danek discussed possibly hiring an Interim Director to help with projects.

While Erin Larsen is out on extended leave, Tiffany Graves will serve as City Clerk pro tem and Diane Rice and Diana Hooft will be taking the meeting minutes. Ted Danek thanked all for the team effort.

On the heels of City Planner Bill Kingman's departure, the City is contemplating talking to a local city about a partnership and possible costs savings. There are currently six or seven candidates for an Interim Planner but Ted would like to talk with councilmembers individually to get ideas.

Sergeant Holt is currently Acting Chief of Police while Chief Sheehan is recuperating from surgery.

The Parks and Recreation office has moved to what was the Building office and Rich Aldridge from Building is now in Bill Kingman's old office.

Council Reports:

Councilmember Courts discussed the issue of bus service in DuPont, stating that it would cost roughly one half million to nine hundred thousand per year and would include bus service from DuPont to Lakewood with possible stops in Steilacoom and service from DuPont to Lacey. This would require a ballot measure to restore 6/10ths of 1% sales tax.

Councilmember Gasak reported on the upcoming March 14th Shamrock Walk, to be sponsored by McNamara's. The route will go down Center to the new Anytime Fitness location.

Councilmember Estep discussed the tree board meeting.

Department Reports:

No questions on reports provided to Council.

Unfinished Business:

No discussion.

New Business:

Amy Walker (Parks and Recreation) presented the Clocktower Park Restroom Resolution. Also discussed was the donation for \$30k and the building of the restrooms for Clocktower, Sequelitchew Creek and Chief Leschi Park in that order.

Councilmember Gasak asked Amy what types of events have to be turned away because restrooms are not available. Amy replied that she is not currently able to book some weddings and special events. Councilmember Gorski asked what the operational hours were, to which Amy responded, from dawn to dusk. Councilmember Courts asked if the cost of maintenance of the restrooms was in the budget. Amy stated that it

was not in the existing budget. Ted mentioned that because port-a-potty rental would no longer be a cost incurred, there would be a net savings of about \$1,000. Councilmember Coffey mentioned that there is group of fiddlers who wanted to come and have an event there and the fact that there aren't bathrooms there means a lot of missed opportunities such as this. The cost of the port-a-potties was mentioned again in that they would cover the majority of the costs. The question was asked about applying for health cards for specific events and there being issues with food handlers using port-a-potties. Amy responded that that was correct and they were currently reaching out to neighbors of the Park for use of their bathrooms. Then the question was asked if the Park Agency has talked to the people who might be affected by the use of the park in this manner. Amy said they hadn't, but that events are looked upon favorably. Councilmember Gorski remarked that it will change the use and the intent of that park and that it would be nice to have the input of those people. Gorski stated that he has never been comfortable with the relationship with the ROA and the gifting of the stage, monies, etc. Mayor Grayum stated that these were all good points and they could re-review policies and add to the docket in the future. Councilmember Trotter remarked that this is a park that has enough events going on that it needs amenities added. She supports receiving donations from the ROA and the good works of the Park Agency. Councilmember Estep stated that the drawings were tastefully done and for the residents' sake, this would be a good facility. Restrooms are also needed at the top of Sequalitchew creek and he looks forward to seeing that. Councilmember Courts stated that he doesn't share Councilmember Gorski's view and that he'd like to see many more restrooms in our parks. He stated that the bottom of Sequalitchew Creek presents a problem, but maybe waterless port-a-potties might be a solution. Mayor Grayum added that with the Nisqually Tribe looking to launch at Sequalitchew Creek, it may present an opportunity for them to contribute to these innovative technologies we are not yet privy to.

A motion was made by Councilmember Courts and seconded by Coffey. Motion carried 6/1.

Public Comments:

Carol Estep (2470 Arnold Street) - Commented on a grant.

David Bungert (2702 McArthur Street) - Commented that there was no transparency from council members and wants them to give citizens a plan – citizens have no say in this.

Council Comments:

No comments.

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Adjournment:

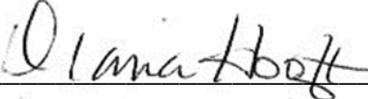
Meeting adjourned for Executive Session.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk



Diana Hooft, Records Specialist
for Erin Larsen, City Clerk

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

**City Council Workshop Minutes
September 15, 2015**

Call To Order: Mayor Grayum called the meeting to order at 6:00 PM.

Roll Call: Those present were: Mayor Michael Grayum; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Kathleen Trotter and Roger Westman. A motion was made and seconded to excuse Shawna Gasak (Courts/Estep); 5/0 motion carried unanimously. A motion was made and seconded to excuse Mike Gorski (Trotter/Estep); 5/0 motion carried.

Those present were: City Administrator Danek, Finance Director Henry, Parks and Recreation Coordinator Walker, Planning Manager Floyd, and City Clerk Larsen

DISCUSSION ITEMS

Lodging Tax Advisory Committee (LTAC) Recommended Projects for 2016 Funding

Finance Director Henry explained the budget process that would occur through the work sessions. She noted the process on lodging tax application recommendations for City Council's review; and at the regular Council meeting, for Council's approval or denial of each project for funding but would have no ability to make changes to its conditions or amounts.

LTAC Member Mark Horace presented and explained each of the recommended projects for 2016 funding, for a total of \$190,550. Discussion ensued on the benefits of each of the recommended projects/events to enhance tourism and promote the DuPont community; as well as other projects (e.g. cemetery) that may be included in the future.

Councilmember Westman expressed his appreciation of the LTAC members and City staff for their efforts and asked City Council to support LTAC in their efforts to distribute funds in accordance to State law.

Parks and Recreation Review

City Administrator Danek spoke of the Council's requirement of having recreation review process and a request for hiring a seasonal worker at the next quarterly amendment. He highlighted a three-step process of the comprehensive review: (1) build a business plan and strategic plan; (2) review how each recreation program fit with the new business plan; and (3) present the review and analysis to the Park and Recreation Agency and City Council for their decision on how to move forward. He also emphasized the

importance of improved communication to Council in the monthly reports. He thanked Councilmembers Estep and Gasak for their assistance during the review.

Councilmembers expressed positive feedback on the review process with support on amended Ordinance at the next meeting; asked to maintain estimated timeline for said steps to be accomplished; and acknowledged response to community feedback on facility use and city program or non-city program.

2016 Transportation Benefit District Project List and Proposed Budget

Finance Director Henry provided a brief summary of the 2016 Transportation Benefit District (TBD) project list which would be included in the proposed 2016 budget, as previously discussed.

Review of the Comprehensive Plan Updates

Planning Manager Floyd provided background on the ongoing discussion with City Council regarding the updates to the Comprehensive Plan (Comp Plan).

Bill Grimes, Principal of Studio Cascade, then addressed main issues as a result of community support to move boldly to revisit economic and capital investment, and maintenance policy to check whether City is on track; and recognized need from participants to focus on the Old Ft. Lake Business Park area and transportation system investments. He also spoke about the Planning Commission's review and involvement in restructuring the Comp Plan to match with the Growth Management Act elements reflecting on the potential for housing and employment growth, land capacity to conform with the community master plan, and working with the Department of Commerce and Puget Sound Regional Council relative to regional growth. He noted the Planning Commission's concern with freight mobility; the importance of the community's historic resources for cultural, recreation and economic benefits; and technical aspects from WSDOT and Department of Commerce with regard to capital facility level of service and population growth. He emphasized that the proposed Comp Plan has Implementation Action Items/Work Program for efficiency and strategic focus.

Discussion ensued on community and environmental impacts that result from economic development; concerns with truck traffic and code enforcement; proactive approach to any type of development; subarea planning at Sequelitchew Village and Old Fort Lake Business areas; need to annually review and update the Comp Plan; questions on the overall reclamation plan of various parcel of properties being mined (nonbuildable and buildable); vehicle access to the bluff on the north side of Sequelitchew Creek; location of regional sports complex with joint effort with JBLM and Steilacoom; issues with acquisition and development of historic designations; how to tie Comp Plan with Parks plan; include possible plan for Narrow Gate train; preservation of natural esthetic site lines of trails and development; address truck traffic and noise as it pertains to quality of life and open space area; and need for further future study of the truck route traffic.

Planning Manager Floyd explained the importance of completing the Comp Plan by June 2016 in order to be in compliance with the Growth Management Act, including

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zoning code update and Critical Areas Ordinance update. She also indicated that the Council may decide to update the Comp Plan annually with the prioritization of the main elements but that commercial and residential targets are regionally impacted and are more long term.

Mr. Grimes requested the Council to review the Preamble of the Comp Plan and provide them feedback as the Preamble is a new enhancement to the Comp Plan to reflect active governance.

Adjournment:

Mayor Grayum adjourned the meeting at 8:27P.M.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Workshop Minutes
October 13, 2015**

Call to Order: Deputy Mayor Westman called the meeting to order at 8:40 PM.

Roll Call: Those present were: Mayor Michael Grayum (absent); Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Shawna Gasak, Mike Gorski, and Kathleen Trotter.

Those present were: City Administrator Danek, City Attorney Long, Finance Director Henry, Police Chief Sheehan, Fire Chief Creekmore, Planning Manager Floyd, Public Works Director Lim, and City Clerk Larsen.

Discussion Items

Public Safety

Police Chief Sheehan presented the DuPont Police Department's Status Update and Business Plan highlights, as follows: (1) integrate the use of data and technology (i.e. use of Socrata automation, employee/building security, website update); (2) strengthen community partnerships (i.e. Trail Watch Program, community survey and Community Policing Village Plan); (3) enhance the professionalism of the Department (i.e. accreditation, labor contract); (4) improve the use of resources and equipment including a Community Resource Officer; and design a robust organization structure. He then spoke about the Calls for Service and Traffic Stops for the period 2014-2015.

Council inquired about the organizational structure, recruitments and offset of overtime pay/State reimbursements, and police reserves and CRO staff functions; department training provided by Gus Lee; the added value of police accreditation; and Police Chief's transitioning prior to his retirement.

Fire Chief Creekmore spoke about the organizational structure of the Fire Department including a new chaplain; recruitment and certification trainings; Calls for Service to date and importance of reserves; vehicle replacement; partnership with Joint Base Lewis McChord Fire Department for training and coverage; State Mobilization programs; and fire prevention and business inspections; new dispatch technology to help with response times; and Fire Chief's coverage as a stop-gap measure and short term solution.

Discussion ensued on the ladder truck usage and depreciation and its importance; and types of call volumes; response times from partners; review of revenues and costs

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recovery with emergency response; and proper structuring of impact fees (business versus residential).

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In the interest of time, the Council was in consensus to adjourn the meeting and to continue the remaining discussion topics (1) Proposed 2016 Budget on City Personnel and Staffing Allocations; and (2) Proposed 2016 Budget on the City of DuPont Reserves Fund at another Council workshop.

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Adjournment:

Mayor Grayum adjourned the meeting at 9:40 P.M.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Workshop Minutes
November 10, 2015**
Following the Regular Council Meeting

Call To Order: Mayor Grayum called the meeting to order at 8:15 pm.

Roll Call: Those present were: Mayor Michael Grayum; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Shawna Gasak, Mike Gorski (excused), and Kathleen Trotter.

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

Discussion Items

Proposed 2016 Budget on the City of DuPont Reserve Funds

Finance Director Henry presented the different Reserve Funds: both the (a) Revenue Stabilization Fund and (b) the Contingency Fund were established last year and that goals have been set; (c) Operating Reserve Fund, approved this evening which have yet to be established and is less stringent; and (d) Glacier NW Settlement Fund with a proposal to split this Settlement Fund with amounts earmarked for the first three Funds mentioned, at Council's discretion, instead of it being reported in the General Fund. It needs to be set aside by Council action into a separate legal fund and would meet Council's goal to fund these reserves as part of the financial policies (i.e. bond rating and show the public positive progress with that goal).

Discussion ensued on how the proposed Fund split is determined - Mayor Grayum's proposed \$200,000 go into the Operating Reserve Fund beginning balance, and 2-to-1 split of the other two Funds based on prior goals set: currently (1) \$160,000 in the Revenue Stabilization Fund with 10% set aside to be used in economic emergencies with 2/3 majority Council vote on how funds would be used; and (2) \$80,000 in the Contingency Fund for municipal expense not foreseen during budget adoption).

Council expressed concerns on what the true intent of the Settlement Fund to be used for, and what the Council's policy is, and all are in agreement that further legal review by the City Attorney is needed; new telephone system should be under Capital Project Fund or Equipment Repair and Replacement (ER&R), and that there is no urgency to move the Settlement Fund monies into another Reserve Fund at this time.

Further discussion ensued on where the Real Estate Excise Tax (REET) monies goes and used for; possibility of funding the restrictive Reserve Funds from another source

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and not fully rely on Settlement Fund (not impacting the bond rating) and whether the Council should modify the current goal of maintaining 15% of the unreserved General Fund; Council's hard choices that need to be made for long term needs such as emergency and staffing level to adequately support the City; and that a portion of sidewalk projects may be funded with REET funds (restricted) and both the street and sidewalk projects may also be funded with designated Street Revenue Fund, and how to show tangible outcomes for citizens to see.

Finance Director Henry indicated that she would provide a more realistic view to the Council to decrease the 15% set-aside General Fund between approximately 10-14%.

Council concurred to keep the Glacier NW Settlement Fund where it is until after further (third) legal review and target to finalize the Council's decision in first quarter of 2016; and to see a multi-year plan to continue to follow the City's financial policy to fund these Reserve Funds, while expending funds where the City needs it most (i.e. delayed projects/programs).

Proposed 2016 Budget relative to DuPont Public Works Funds

Finance Director Henry indicated that the proposed 2016 budget for Public Works Funds is essentially maintaining the status quo.

Public Works Director Lim then presented the 2016 Department priorities and his department's strategy on how to execute the work, either to preserve or update the facility infrastructure; water utility projects to ensure that the City is in compliant; reliable storm water facility with regular maintenance; and overall plan to submit a *Tree City USA* application to acquire trees. He then spoke about the Transportation Improvement Program; the Wilmington Drive Overlay replacement projects (under Street Depreciation Fund); the review of the Greenways and Parks contracts and projects and drought resistant plantings; identify its short- and long-term plan for Facilities; that Utilities have already identified other structural projects; and aligning current and future Personnel needs.

Councilmember Coffey expressed her appreciation of Mr. Lim's overall department plan in terms of the assessment of City's assets, and where the deficiencies are such as needed maintenance. She then asked about the State grant for a new roof and structure work for the Historical Museum for which Mr. Lim responded that he intends to open it with two separate bids.

Councilmember Courts spoke about the ER&R Fund process, property maturity and how to find new process of facility maintenance.

Deputy Mayor Westman emphasized the need to preserve City-owned land and facilities (i.e. Old Fort Lake, 1833 Orchard site, cemetery) with historical value which the DuPont Historical Society and lodging group should be able to assist with to fulfill the vision of tourism.

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Councilmember Estep spoke about the benefits of needed staff training for facility and programming and recreation aspects such as training offered through the Washington Recreation and Park Association; review the Greenways contracts that would boost visitors to DuPont; and tie in programs being run with park/fields use; and further discussion on the overall work plan and priorities including the Sequalitchew and Edmond Marsh stormwater systems; and how the irrigation upgrades are meeting City's expectations.

Councilmember Gasak expressed her concerns with seasonal workers, and whether budget is adequate; and the Tourism budget under Public Works Department.

Mayor Grayum asked Council to provide feedback to City Administrator Danek and Finance Director Henry to assist them with finalizing the 'Mayor's proposed 2016 budget'.

Adjournment:

Mayor Grayum adjourned the meeting at 9:50 pm.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Workshop Minutes
October 20, 2015**

Call To Order: Deputy Mayor Westman called the meeting to order at 6:03 PM.

Roll Call: Those present were: Mayor Michael Grayum (absent); Deputy Mayor Roger Westman; and Councilmembers Penny Coffey (arrived 6:04 p.m.), Mike Courts, Andy Estep, Shawna Gasak, Mike Gorski (arrived 6:05 p.m.), and Kathleen Trotter.

Those present were: City Administrator Danek, Finance Director Henry, Police Chief Sheehan, Fire Chief Creekmore, Planning Manager Floyd, Public Works Director Lim, and City Clerk Larsen.

Discussion Items

Water and Stormwater Rate Study

Tamara Nack, Engineer Consultant of Gray & Osborne, with Kerri Sidebottom provided background on the rates adopted for years 2011-2015. She then highlighted the PowerPoint topics including financial policies (annual depreciation and corresponding reserves for stormwater and water systems replacement, and any new addition funded by bonds or grants) and the goals for developing the models; System and Development Charges (SDC) which is used for the capacity of existing systems; and detailed stormwater and water detailed charges and rates.

Ms. Nack then presented the proposed increase in the system development charge, revenue requirements, and rates. She then explained how one system compares to each neighborhood; the reason why street sweeping costs are included; maintenance of stormwater system and 21 publicly-owned infiltration ponds; ditch maintenance; cost of vactoring catch basins, and an educational component. She then outlined the various NPDES Phase 2 requirements; inventory of existing stormwater facilities, both private and City owned, which the City is required to inspect; rate assumptions; Equivalent Residential Unit (ERU) rate structure for an average single family and four types of accounts for 2015-2020 and recommended increase SDC to \$1,000 per ERU; how it compares to neighboring cities; stormwater rates and staffing in 2016; five-year Capital Improvement and Planning projects including two grant-funded rehabilitation projects and a Public Works Facility Storm System which may need to be funded through Reserves Fund and a revenue bond; Reserves contributions for system replacement value and its end-of-year fund balance; and plans to maintain rates until 2019, then impose a 2% increase in 2019 and 2020.

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Discussion ensued relative to coordination of required inspections; water quality and disposal infiltration and its maintenance; street sweeper frequency with the use of the City owned street sweeper and increased associated costs; background of why the street sweeper was purchased; given savings with the decrease in the frequency of catch basin vactoring costs (and need to show such savings of owning one); 1.7% growth rate on ERU was based on building permits; background on the Sequelitchew Creek Ditch rehabilitation; and rate of return on savings realized on vactoring;

Ms. Nack provided overview of the overall City’s Water Utility system, its current inventory, charges and rates and associated fire protection expenses and funding (i.e. hydrants); its System Development Charge (SDC) of Existing and Planned Facilities; its revenue and revenue requirements; proposed rates; rate comparisons; annual water consumption; how some project will be debt funded and financed by Revenue Bonds; replacement costs, Water Fund in Reserves and recommendations (includes a 2% increase in water rate from 2018-2020).

City Administrator Danek indicated that there will be a separate in-depth discussion regarding personnel and recommendations from this presentation; there are no proposed lock-in rates for the next five years; and unable to anticipate Department of Ecology requirements that would create increased costs; and would address issues as they come up.

Questions were asked relative to the bond debt services, which would be paid through rate increases, and whether it would be sufficient and need a proactive approach; reserve rate increase; meter replacement program/automatic meter reading project at a cost of \$32,000 per year and its benefits (accuracy, monitor leaks sooner); SDCs on all 4 lakes (i.e. Old Fort Lake and Hoffman Hill) relative to future development (developers to pay for water lines and transfer of water rights; reflect water right transfers at El Rancho Madrona and Historic Village as part of the Comprehensive Plan updates; and Dupont’s two water resource inventory areas (WRIA) was submitted in a 2007 State application for two new wells; factors that may trigger an unexpected Systems charges; and that a public hearing is not required.

Finance Director Henry asked for Council’s concurrence to move with Ordinance First and Second Readings at the next Council if Council believes that the presented Stormwater and Water rates are reasonable, as proposed. She added that there would be future review on any changes to the 2016 budget through quarterly amendments, including any additional staff.

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Council recessed for ten minutes at 7:39 p.m.

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Council reconvened at 7:50 p.m.

Community Policing Village Plan

Police Chief Sheehan introduced Priscilla Lisicich, Fire Chief Creekmore, and Shawn Ahmadi of Socrata Company and gave an overview of the plan with its goal to strengthen community partnership as part of the Police Department's business plan.

City Administrator Danek then spoke about the philosophy behind this program which is to connect the Department and the community around village safety issues and strengthen its relationship to keep the City safe and prevent crime. He added that Socrata tools would also provide more transparency and provide a more efficient approach with crime issues by planning, organizing, mapping and reporting crime data and providing resources to the community.

Police Chief Sheehan provided the timeline; contracting with Safe Streets (plan and implementation) and Socrata (system of reporting data); police officers assignments to villages (pilot test at Historic Village); hold community meetings to receive input; implement the Community Resource Officer in 2016 for code enforcement and coordination with the police officers.

Ms. Priscilla Lisicich, Safe Streets Executive Director, then provided the format of first public meeting to be held on November 12, 2015, including education and engaging citizens, identify their village assets; and recruiting community connectors from each village to build a stronger network to serve the unique needs of each of the villages.

Deputy Mayor Westman asked whether larger villages would be subdivided (no, as it would be the same policing with the entire city; and suggested that the City establish a "buzz word" for this concept possibly for each Village.

Councilmember Gasak asked about social media use as a way to network, communicate and showcase each village.

City Administrator Danek indicated that this Program will be promoted on the Friday letter, listserv, reader boards, City's website, community calendar, ROA partnerships, mail out flyer and the Suburban Times. He envisioned Socrata as a powerful analysis tool at its source, to track information better on how the City is performing in real time, as part of the business plan which eventually would be implemented in all the departments.

Council expressed their support for this Program.

Shawn Ahmadi of Socrata then gave an overview of the Socrata Company which has worked with approximately 300 public agencies, AWC and counties; and explained how they provide service of collect viable data and share data between agencies and the community in real time in one central location and provide key performance measures to drive decisions.

Discussion ensued on cost of the contract (\$27,000-Socrata; \$5,000-Safe Streets) which would be absorbed by the Police, Fire, Stormwater and Water Departments; how

data will be pulled for analysis (cloud-based); deployment timeline and target date for implementation (early 2016); and community outreach.

Councilmember Gorski commented how staff has to change how they will collect and enter data or whether there's a way to convert what we are already receiving. He indicated that it would be helpful to see citizen usage rate, and individual maps showing each village demographic information for reporting.

Fire Chief Creekmore stated that Socrata tool would provide better ALS/BLS tracking on true service disposition of the call, response time, what each village type calls like alarms and appliances breakdown and education; and possibly include emergency preparedness as a pilot program.

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Council and staff concurred that the last two topics (Proposed 2016 Budget relative to Public Works Funds and Process for Sidewalk Repair Assessment Appeals) of the agenda would be discussed at the next City Council workshop.

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Comprehensive Plan Amendments

Planning Manager Floyd indicated that the Comprehensive Plan amendments (draft 5) and Second Reading is scheduled for next week showing the changes provided in the chart and asked Council's direction in order to finalize the Comprehensive Plan. She noted the changes to El Rancho Madrona water rights have been addressed.

Discussion ensued on the new format of the Comprehensive Plan; concerns relative to the Sequelitchew Creek site line preservation of its intrinsic and natural environment by possibly addressing it in the subarea plan for future development of the Old Fort Lake (setback, Methodist mission site, road access behind the bluff, access through Loop Road as a joint City-developer effort); and ensure that there is no margin of error so the plan should be done right the first time.

Planning Manager Floyd indicated that the Old Fort Lake owners can develop their plat according to current zoning code and that vesting would end in 2017. She added that the subarea plan is a separate document that includes a Comprehensive Plan portion and zoning code portion for the area in question; which needs to go through a lengthy community visioning process before Council approves it.

Council concurred to include the Sequelitchew Creek preservation in the Comprehensive Plan for now under the "Natural Environment" section from a historical asset standpoint; and include a bullet in the subarea plan to not give up the buffer and for the developer to accommodate trail, access, and preserve its value.

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Planning Manager Floyd stated that next steps after the approval of the Comprehensive Plan is the Critical Ordinance Update (where the buffer and trails can be addressed), then the Zoning Code update before working on the subarea plan.

Councilmember Estep further provided background information on plans on and around the Sequalitchew Creek improvements as part of the Settlement Agreement with various stakeholders including CalPortland and learn from that experience to have the foresight when that time comes; and add potential plans for the historic train and track.

Adjournment:

Deputy Mayor Westman adjourned the meeting at 9:21P.M.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Workshop Minutes
October 27, 2015**

Call to Order: Mayor Grayum called the meeting to order at 8:50 pm.

Roll Call: Those present were: Mayor Michael Grayum; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Shawna Gasak, Mike Gorski, and Kathleen Trotter.

Those present were: City Administrator Danek, Finance Director Henry, Police Chief Sheehan, Fire Chief Creekmore, Planning Manager Floyd, Public Works Director Lim, Parks and Recreation Coordinator Walker, HR Analyst Kearney and City Clerk Larsen.

Discussion Items

Proposed 2016 Budget on City Personnel and Staffing Allocations

Finance Director Henry highlighted the proposed 2016 budget relative to City personnel: Salaries and Wages (i.e. cost of living adjustments, step increase, per union contracts); Health benefits; changes in Personnel costs and State retirement rates.

City Administrator Danek then explained the reasons for the City Clerk and HR Analyst position changed to 0.75 Full Time Employee (FTE) and for the proposed non-benefitted 0.70 FTE each to assist those divisions, which was a joint Leadership Team's decision.

Discussion ensued on mandated personnel costs (Labor & Industries contributions and associated claims); impacts of when a non-benefitted FTE may incur extra hours (no more than five weeks) and whether the FTE is qualified to contribute to retirement.

Finance Director Henry then spoke about the Public Work (PW) Clerk position; ensure proper allocation of costs; and better accountability and transparency on how staff costs would be charged back to a specific fund depending on the work or project.

Further discussion ensued on the difference between overtime versus on call; advantage of charging back to the different programs for staff time worked in real time; the reason for the high percentage overtime costs budgeted for Parks and Recreation Coordinator in comparison to other staff; recreation seasonal employees incurring overtime; and develop a "billing" method to charge the Lodging Tax Funds for some staff time when related to a Tourism event.

Councilmember Gorski also spoke about tracking time spent in running an event in real time and scaling back on events accordingly to minimize paying for overtime and

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assess position is compensated appropriately or scale back on events if the City cannot afford the costs; and for staff to start monitoring events and show data to support them. City Administrator Danek agreed and that it would set the stage for establishment and review of a recreation business plan and how it fits with the Council's vision.

Finance Director Henry then presented other proposed seasonal staff and hiring, and the Administrative position at the front counter who would also assist with sporting events, and would be flexing his/her time to avoid overtime.

Gorski also asked to track allocations for the Museum and Tourism Coordinator position (split position between the Tourism and Museum); and noted that, while it is nice to have, it is not a direct city function and could be funded by another entity, and review this position again in 2017 from a budgetary standpoint against the core business of the City.

Finance Director Henry announced the Lodging Tax Advisory Committee (LTAC) meeting on November 2nd to discuss what items are submitted for reimbursement; and what the Council's role is for LTAC expenditures, to comply with State law. She added that a museum coordinator has been proposed for 2016 as well as allow the Fire Chief to cover 12-hour shifts to reduce firefighter overtime. Councilmember Gorski then asked whether the City has an option to "do without" the LTAC program; and looking into overhead from the General Fund to manage LTAC funds; and its viability and effectivity long-term to the City.

City Administrator Danek then spoke about revenue projection is down by approximately \$400,000 which is impacting staffing and operations (e.g. additional firefighter and a not hiring a senior planner position). He added that other staffing needs would be addressed together with utility rates.

Finance Director Henry then talked about filling vacant police positions

Deputy Mayor Westman spoke about the importance of data to support overall needs of the City with the use of Socrata services, and what the timeline would be. Mayor Grayum emphasized that this tool would force the City to track and compile data and feed into system and make it publicly available.

City Administrator Danek indicated that it anticipates Socrata to be rolled out with public safety, public works and Finance and within a couple of years to phase into the other departments to tie in the performance measures.

Councilmember Trotter inquired whether there is an inexpensive software that City could use to track and automate timesheet for project management that can interface with the accounting system (not budgeted).

Councilmember Estep sought clarification on the Museum, Greenways and Mayor/Council budget that have only been expended at 50% or less at this late part of the year. Finance Director explained that it was due to museum position vacancy, Governance has budget still waiting to be expended, and parks irrigation erroneously

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included in Greenways, and that such adjustments would be reflected at the next budget amendments.

Finance Director Henry encouraged the Council to contact her with any questions or input to assist staff in finalizing the budget.

Councilmember Estep asked what was on the table that did not get in and what was cut or changed. Some Leadership Team members responded, in consensus, acknowledging the challenges on staffing, time allocation and projects/tasks that needed to get done with current resources and the limited budget.

Proposed 2016 Budget on the City of DuPont Reserve Funds

Due to time constraints, this item was not discussed.

Adjournment:

Mayor Grayum adjourned the meeting at 9:58 pm.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

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

**City Council Workshop Minutes
November 17, 2015**

Call To Order: Deputy Mayor Westman called the meeting to order at 6:01pm.

Roll Call: Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Mike Courts, Andy Estep, Shawna Gasak, Mike Gorski (excused), and Kathleen Trotter. A motion was made and seconded to excuse Councilmember Gorski; 6/0 motion carried.

Those present were: City Administrator Danek, Finance Director Henry, Planning Manager Floyd, and City Clerk Larsen.

Discussion Items

Proposed 2016 Budget

Finance Director Henry presented a conservative “what-if” budget model with the goal of the City Council to provide consensus and direction regarding the various Reserve Funds based on the anticipated ending balance of approximately \$937,000 after anticipated increase/decrease of personnel costs including Labor & Industries contributions and risk management and increase in court costs to \$140,000, to name a few.

Discussions ensued on various scenarios relative to any changes to the financial policy of maintaining the current contribution levels of Funds balances (15% General Fund; 10% Revenue Stabilization Fund and 5% Contingency Reserve Fund); how the City’s financial condition would impact the refunding’s credit rating and interest rate that is planned for early next year; and the potential for significant savings when the City Council determines the type of refunding options, whether front loading or spread over a period of time) that are appropriate for the needs of the City.

It was Council’s consensus to contribute to the Reserves this year (10% General Fund; 2.5% Revenue Stabilization Fund and 1.25% Contingency Reserve Fund) to show good stewardship and keep the Glacier NW Settlement Fund in the General Fund for now until further discussion early next year.

There was also consensus on funding certain projects such as the sidewalk project (not the trees portion), in the amount of \$30,000; community grants for each Village and “seed” money for growing our own trees and working with the Eagle Scouts; other facilities maintenance for consideration such as the Clock tower structure, City Hall painting, community center and museum;

Amendment to Title 7 “Household Pets” of the DuPont Municipal Code to include chickens and other livestock

Councilmember Trotter provided background information that led to seeking amendment to said municipal code, resulting from a request from a citizen and in response to “urban chicken” concept.

Planning Manager Floyd then presented information on other municipalities that have included chickens and other types of animals in their municipal codes. Since there are no State mandates, she asked the Council for feedback in response to the core question of whether chickens should be allowed in DuPont; and to address other outdoor animals and also include potbelly pigs. She added that there was a similar discussion at the Planning Agency level.

Discussion ensued on chickens (roosters not allowed) and the maximum quantity allowed on a determined square foot of backyard; reasonable allowable setbacks (10 feet) for the chicken coup and other animal housing; Code would be citywide, acknowledging regulatory controls of NW Resident Owners Association; other criteria to address concerns such as odor, rat infestation; more research on rabbits and pigeons; bees are acceptable; strong public opinion received by Councilmembers; and concerns with code enforcement (e.g. complaint basis).

Council recommended that a public hearing be set for December 8th to provide a chance for community input.

Process for Sidewalk Repair Assessment Appeals

City Clerk Larsen provided an overview of the City’s current code regarding its appeals process wherein the City Council is the body that would hear those appeals; and that Deputy Mayor Westman recommended that a third party be identified to hear such appeals, whether it be a hearing examiner, a mediator or other body.

Deputy Mayor Westman read the proposed language relative to when a third party would be required during the appeal process and what the Council’s role would be which is to receive the resolved recommendation to provide a final impartial decision, which may include putting a lien on the homeowner’s property, and such process is in the regulation itself on how to proceed.

Discussion ensued on the feasibility of identifying the “third party” whether it’s a hearing examiner with legal expertise but costly or establish an advisory board consisting of individuals with varied background and expertise to advise Council but the Council would still retain the authority in an effort to address citizens’ concerns of potentially costly sidewalk repairs, while protecting the City from litigation

City Administrator Danek indicated that City Attorney Karg would provide options and address questions raised by the Council this evening.

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Agenda Item # 7c.

Adjournment:

Deputy Mayor Westman adjourned the meeting at 7:54 pm.

City of DuPont

Mike Courts, Mayor

Attest:

Karri Muir, CMC, City Clerk

Payroll
Pay Type Register

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

Agenda Item # 7d.



User: pbarry
Printed: 12/08/2016 - 7:41AM
Check Date Range: All
Period Date Range: 11/01/2016 to 11/15/2016
Batch Info: All
Pay Types:

AD, AOC, BC, BF, BV, C, CA, CC, CF, CM, CR, CU, CV, DR, DT, EI, FA, FC, FF, FH, FL, FM, FO, FP, FS, FS2, FT, FV, H, HF, HO, HSACO, JD, KC, KD, KF, L2, L3, L4, L5, LD, LG, LGFix, MC, MD, MI, OC, OCB, OF, OFM, OHF, OLT, OMD, OO, OOC, OS, OSC, OSE, OSV, OT, OTR, OTW, PA, PD, PI, R, RD, RF, RS, RT, RT-OT, S, SB, SF, SH, SV, TF, U,

Department	Pay Type	Description	Hours	Amount
A1				
	FH	Floating Holiday	19.20	557.12
	H	Holiday	45.60	1,723.08
	LG	Longevity Pay	0.00	76.71
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	414.20	15,450.49
	S	Sick	8.00	394.48
	V	Vacation	16.00	867.84
		Department Total	503.00	19,472.10
BLDG1				
	BV	Bereavement	40.00	1,275.20
	H	Holiday	16.00	591.12
	LG	Longevity Pay	0.00	158.11
	R	Regular	117.50	4,530.98
	S	Sick	2.50	105.03
		Department Total	176.00	6,660.44
F1				
	BC	BANK COMP TIME	2.00	0.00
	FH	Floating Holiday	8.00	183.28
	H	Holiday	40.00	1,148.48
	R	Regular	384.75	11,114.63
	S	Sick	3.00	74.32
	V	Vacation	4.25	112.59
		Department Total	442.00	12,633.30
F2				
	AOC	Acting Out of Class	0.00	101.52
	BF	Bank Comp Time - Fire	52.00	0.00
	EI	Education Incentive	0.00	407.05
	FS	Firefighter EMT Special	0.00	660.08
	FS2	Firefighter 2 Specialty P	0.00	466.03
	H	Holiday	12.00	561.72
	HO	Holiday Pay	72.00	3,017.52
	KD	Kelly Day	56.00	0.00
	LG	Longevity Pay	0.00	733.36
	OC	On Call / Out of Class	0.00	150.00
	OO	Opt Out of Medical Ins	0.00	201.49

OSC	OT for Shift Coverage	8.00	379.44
OTR	OT for Training/Training	7.00	295.19
R	Regular	1,124.70	32,452.47
S	Sick	102.00	3,214.42
VC	Vacation Cash Out - aut	13.08	344.24

Department Total 1,446.78 42,984.53

P1

AOC	Acting Out of Class	0.00	168.29
BV	Bereavement	48.00	1,777.92
CC	Comp Cash Out	25.00	926.00
CM	Community Resource O	0.00	56.57
CR	Crime Response Unit 2%	0.00	141.45
CV	Commercial Vehicle 2%	0.00	67.41
DT	Detective 5%	0.00	176.71
FA	Firearms Instructor 2%	0.00	211.05
FH	Floating Holiday	31.50	1,014.62
FT	Field Training Officer 3'	0.00	644.02
H	Holiday	16.00	640.24
LG	Longevity Pay	0.00	656.00
MC	Metro Collision Team 1'	0.00	33.71
MD	Management Discretion	91.00	2,695.42
OC	On Call / Out of Class	0.00	150.00
OSC	OT for Shift Coverage	35.00	1,810.92
OT	Overtime	33.00	1,447.23
OTR	OT for Training/Training	15.25	707.38
R	Regular	866.25	28,822.82
S	Sick	77.75	2,610.07
V	Vacation	46.50	1,401.55
VC	Vacation Cash Out - aut	16.34	582.48

Department Total 1,301.59 46,741.86

PL1

H	Holiday	16.00	574.40
R	Regular	222.50	6,876.38
S	Sick	4.00	105.24
U	Unpaid Hours	9.50	0.00
V	Vacation	4.00	105.24

Department Total 256.00 7,661.26

PW1

BC	BANK COMP TIME	0.75	0.00
C	Comp Time Used	0.25	4.74
H	Holiday	120.00	3,260.16
LG	Longevity Pay	0.00	675.09
OC	On Call / Out of Class	0.00	600.00
OCB	OT for Call Back	3.00	124.89
OO	Opt Out of Medical Ins	0.00	402.38
OOC	OT for PW On-Call	3.00	140.28
OT	Overtime	3.50	128.80
R	Regular	1,134.25	30,797.06
S	Sick	42.25	1,118.41
V	Vacation	26.00	748.86

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Department

Pay Type

Description

Agenda Item # 7d.

Hours

Amount

Department Total

1,333.00

38,000.67

Report Total

5,458.37

174,154.16

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Payroll

Deduction Register - Totals Only

User: pbarry
Printed: 12/8/2016 - 7:49 AM
Check Date Range: All
Period End Range: 11/01/2016 to 11/15/2016
Batch Info: All
Deductions: AWCER%, D2r, D2rCor, D2rTx, DCPE, DCPGRO, DORL2R, DORP1R, DORP2R, DORP3R, EAP, ESD1, ESDcor, FICAR, FICARC, IAFER1, IAFER2, IAFFER, IAFFRC, ICMA-R, ICMAR1, ICMARG, L&I-ER, L&IR-C, L1, LEOFFR, LIR, LIX, M3, M4, M5, M5-C, MEDICR, MEDIR, MEDIRC, PERSER, T1, UNEMP, V1, V1-C, WACOP, WDEN, ZZADJRTotals Only

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

Agenda Item # 7d.



	<u>Amount</u>
AWCER%: AWC Employer Premium 50%	199.96
D2r: AWC-Dental Plan E (Employer)	4,491.72
D2rCor: AWC - Dental Correction	46.52
DCPE: DCP- Employer Match% Salary	48.32
DCPGRO: DCP Employer % of Salary	48.10
DORL2R: DRS - LEOFF 2 - EMPLOYER	4,405.17
DORP1R: DRS - PERS 1 - EMPLOYER	334.87
DORP2R: DRS - PERS 2 - EMPLOYER	8,145.28
DORP3R: DRS - PERS 3D - EMPLOYER	1,249.42
ESD1: ESD - UNEMPLOYMENT	336.33
FICAR: FICA Employer Portion	8,246.50
IAFER1: IAFF- Nationwide 457- 1% Match	290.58
IAFER2: IAFF-Nationwide 457-Flat Match	25.00
IAFFER: IAFF Nationwide 457 - ER	2,055.33
ICMAR1: ICMA Employer 1% matching	700.78
ICMARG: ICMA Employer 2% of Gross	56.46
ICMA-R: ICMA--EMPLOYER %	2,107.38
L&I-ER: L&I - Employer	4,619.14
L1: AWC - LIFE	270.00
LIX: AWC Life Ins - Exempt	138.00
M4: AWC - Group Health \$10 CoPay	7,653.90
M5: AWCHealthFirst HSA	37,369.36
M5-C: AWCHealthFirst HSA Correction	399.92
MEDIR: Medicare Employer Portion	2,524.66
T1: AWC - LTD	992.81
V1: AWC - Vision	1,412.46
V1-C: AWC-Vision Correction	12.39
WDEN: AWC - Willamette Dental	929.80

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Agenda Item # 7d Amount

Report Total: 89,110.16

Payroll

Pay Type Register

User: pbarry
 Printed: 12/08/2016 - 7:41AM
 Check Date Range: All
 Period Date Range: 11/16/2016 to 11/30/2016
 Batch Info: All
 Pay Types: AD, AOC, BC, BF, BV, C, CA, CC, CF, CM, CR, CU, CV, DR, DT, EI, FA, FC, FF, FH, FL, FM, FO, FP, FS, FS2, FT, FV, H, HF, HO, HSACO, JD, KC, KD, KF, L2, L3, L4, L5, LD, LG, LGFix, MC, MD, MI, OC, OCB, OF, OFM, OHF, OLT, OMD, OO, OOC, OS, OSC, OSE, OSV, OT, OTR, OTW, PA, PD, PI, R, RD, RF, RS, RT, RT-OT, S, SB, SF, SH, SV, TF, U,

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

Agenda Item # 7d.



Department	Pay Type	Description	Hours	Amount
A1				
	H	Holiday	91.20	3,477.68
	LG	Longevity Pay	0.00	76.72
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	393.80	15,151.11
	S	Sick	10.00	305.10
	V	Vacation	8.00	232.48
		Department Total	503.00	19,645.47
BLDG1				
	H	Holiday	32.00	1,182.24
	LG	Longevity Pay	0.00	158.09
	R	Regular	140.50	5,193.31
	S	Sick	2.00	63.76
	V	Vacation	1.50	63.02
		Department Total	176.00	6,660.42
C1				
	R	Regular	58.00	3,925.00
		Department Total	58.00	3,925.00
F1				
	BC	BANK COMP TIME	10.00	0.00
	C	Comp Time Used	8.00	151.76
	H	Holiday	80.00	2,296.96
	OT	Overtime	0.25	7.12
	R	Regular	336.00	9,788.24
	V	Vacation	16.00	396.32
		Department Total	450.25	12,640.40
F2				
	AOC	Acting Out of Class	1.00	51.47
	EI	Education Incentive	0.00	383.21
	FF	Floating Holiday - Fire	24.00	674.64
	FS	Firefighter EMT Special	0.00	645.52
	FS2	Firefighter 2 Specialty P	0.00	454.84
	H	Holiday	24.00	1,123.44
	HO	Holiday Pay	48.00	2,150.28

KD	Kelly Day	82.00	0.00
LG	Longevity Pay	0.00	714.59
OC	On Call / Out of Class	0.00	150.00
OHF	OT On Holiday	24.00	758.88
OO	Opt Out of Medical Ins	0.00	201.49
OT	Overtime	3.50	166.01
R	Regular	1,288.95	31,346.69
S	Sick	56.00	1,686.48
V	Vacation	96.00	2,782.80
VC	Vacation Cash Out - aut	13.08	344.24
Department Total		1,660.53	43,634.58

P1

C	Comp Time Used	6.50	240.76
CC	Comp Cash Out	30.00	888.60
CM	Community Resource O	0.00	59.23
CR	Crime Response Unit 2%	0.00	136.37
CV	Commercial Vehicle 2%	0.00	75.19
DT	Detective 5%	0.00	146.55
FA	Firearms Instructor 2%	0.00	185.26
FH	Floating Holiday	120.50	4,621.67
FT	Field Training Officer 3'	0.00	609.98
H	Holiday	32.00	1,280.48
HO	Holiday Pay	29.50	1,340.76
LG	Longevity Pay	0.00	601.83
MC	Metro Collision Team 1'	0.00	37.60
MD	Management Discretion	91.00	2,695.42
OC	On Call / Out of Class	0.00	150.00
OSC	OT for Shift Coverage	18.00	830.94
OT	Overtime	6.75	385.19
OTR	OT for Training/Training	7.00	388.92
R	Regular	853.00	27,803.55
S	Sick	26.50	993.64
V	Vacation	18.00	514.52
VC	Vacation Cash Out - aut	16.34	582.48
WC	WACOP LTD	0.00	1,067.99
Department Total		1,255.09	45,636.93

PL1

H	Holiday	32.00	1,148.80
R	Regular	204.00	6,319.40
S	Sick	3.56	93.66
V	Vacation	3.44	90.51
Department Total		243.00	7,652.37

PW1

BC	BANK COMP TIME	15.50	0.00
C	Comp Time Used	12.00	227.64
FH	Floating Holiday	56.00	1,574.56
H	Holiday	240.00	6,520.32
LG	Longevity Pay	0.00	678.69
OC	On Call / Out of Class	0.00	300.00
OO	Opt Out of Medical Ins	0.00	402.38

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Department	Pay Type	Description	Hours	Amount
	OT	Overtime	24.00	883.20
	R	Regular	964.75	26,111.09
	S	Sick	28.75	927.79
	V	Vacation	35.75	829.64
		Department Total	<u>1,376.75</u>	<u>38,455.31</u>
		Report Total	<u><u>5,722.62</u></u>	<u><u>178,250.48</u></u>

Agenda Item # 7d.

Payroll

Deduction Register - Totals Only

User: pbarry
 Printed: 12/8/2016 - 7:37 AM
 Check Date Range: All
 Period End Range: 11/16/2016 to 11/30/2016
 Batch Info: All
 Deductions: AWCER%, D2r, D2rCor, D2rTx, DCPE, DCPGRO, DORL2R, DORP1R, DORP2R, DORP3R, EAP, ESD1, ESDcor, FICAR, FICARC, IAFER1, IAFER2, IAFFER, IAFFRC, ICMA-R, ICMAR1, ICMARG, L&I-ER, L&IR-C, L1, LEOFFR, LIR, LIX, M3, M4, M5, M5-C, MEDICR, MEDIR, MEDIRC, PERSER, T1, UNEMP, V1, V1-C, WACOP, WDEN, ZZADJRTotals Only

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

Agenda Item # 7d.



	Amount
AWCER%: AWC Employer Premium 50%	199.96
D2r: AWC-Dental Plan E (Employer)	46.52
DCPE: DCP- Employer Match% Salary	48.32
DCPGRO: DCP Employer % of Salary	48.10
DORL2R: DRS - LEOFF 2 - EMPLOYER	4,274.11
DORP1R: DRS - PERS 1 - EMPLOYER	286.67
DORP2R: DRS - PERS 2 - EMPLOYER	8,290.61
DORP3R: DRS - PERS 3D - EMPLOYER	1,218.95
ESD1: ESD - UNEMPLOYMENT	332.86
FICAR: FICA Employer Portion	8,351.86
IAFER1: IAFF- Nationwide 457- 1% Match	290.58
IAFER2: IAFF-Nationwide 457-Flat Match	25.00
IAFFER: IAFF Nationwide 457 - ER	2,038.99
ICMAR1: ICMA Employer 1% matching	701.58
ICMARG: ICMA Employer 2% of Gross	56.46
ICMA-R: ICMA--EMPLOYER %	2,137.32
L&I-ER: L&I - Employer	4,316.74
L1: AWC - LIFE	6.00
MEDIR: Medicare Employer Portion	2,583.99
T1: AWC - LTD	10.80
V1: AWC - Vision	12.39
WACOP: WA COP LTD - Benefit	1,067.99
Report Total:	36,345.80



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 33630 through 33762 are approved for payment in the amount of \$281,725.77 this 13th day of December 2016.

Mayor

Councilmember

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Accounts Payable

Checks by Date - Detail by Check Number

User: pbarry
 Printed: 12/8/2016 7:42 AM

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

Agenda Item # 7d.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
33630	UB*02001 100986-000	Arif Butt or Roberta Arif	11/22/2016	62.90
Total for Check Number 33630:				62.90
33631	UB*01994 002675-001	Joseph & Sanna Ball	11/22/2016	100.20
Total for Check Number 33631:				100.20
33632	UB*01989 001219-000	Alix Beck	11/22/2016	38.90
Total for Check Number 33632:				38.90
33633	UB*02000 100936-001	Rahsaan & Laquitta Brown	11/22/2016	26.49
Total for Check Number 33633:				26.49
33634	UB*01996 003181-003	Brian & Denise Chadwick	11/22/2016	65.00
Total for Check Number 33634:				65.00
33635	UB*01998 003277-002	Kevin and Marla Chan	11/22/2016	71.75
Total for Check Number 33635:				71.75
33636	UB*02004 103886-001	Roberto Colon	11/22/2016	89.32
Total for Check Number 33636:				89.32
33637	UB*02008 112938-000	Francisco Escalera	11/22/2016	190.30
Total for Check Number 33637:				190.30
33638	UB*02002 102624-001	Donna Huntley	11/22/2016	93.50
Total for Check Number 33638:				93.50
33639	UB*02005 105637-000	Bradley or Sherry James	11/22/2016	91.46
Total for Check Number 33639:				91.46
33640	UB*02006 106986-001	Timon Kim	11/22/2016	44.92

Agenda Item # 7d.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 33640:	44.92
33641	UB*02007 107408-001	Matthew Morgan	11/22/2016	100.00
			Total for Check Number 33641:	100.00
33642	UB*01999 100628-000	Jason Pace	11/22/2016	49.65
			Total for Check Number 33642:	49.65
33643	UB*02003 103660-002	Douglas or Jung Park	11/22/2016	22.99
			Total for Check Number 33643:	22.99
33644	UB*01990 002632-006	Patriot's Landing Investment	11/22/2016	16.77
			Total for Check Number 33644:	16.77
33645	UB*01991 002632-027	Patriot's Landing Investment	11/22/2016	16.77
			Total for Check Number 33645:	16.77
33646	UB*01992 002632-028	Patriot's Landing Investment	11/22/2016	16.77
			Total for Check Number 33646:	16.77
33647	UB*01993 002632-029	Patriot's Landing Investment	11/22/2016	16.77
			Total for Check Number 33647:	16.77
33648	UB*01995 002807-000	Brianna and Dominic Quatrini	11/22/2016	93.50
			Total for Check Number 33648:	93.50
33649	UB*01988 000750-004	Kristin and Tom Woodrow	11/22/2016	17.86
			Total for Check Number 33649:	17.86
33650	UB*02009 112947-000	Jong Soo Yim	11/22/2016	93.50
			Total for Check Number 33650:	93.50
33651	UB*01997 003265-000	Zhara Zwerling	11/22/2016	93.50
			Total for Check Number 33651:	93.50
33652	DUPONT 09.2016 09.2016 09.2016 09.2016	City of DuPont 000882-000 Grn Belt Vlt shared 002668-003 2850 McNeil 112610-000 Ridgeview & Brownn 112117-000 Hoffman Hill IRR	11/22/2016	300.32 195.90 481.92 197.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Agenda Item # 7d. Check Amount
09.2016		001307-000 Barksdale Storm		122.40
09.2016		000053-001 Wilmington & Ross		21.39
09.2016		002668-006 Powderworks IRR		94.25
09.2016		100906-001 1205 Griggs Shared		10.62
09.2016		100947-000 Village Green IRR		174.95
09.2016		103728-001 - 1700 Civic Irriga		94.43
09.2016		103728-000 - 1700 Civic Irriga		11.82
09.2016		103728-002 1700 Civic/DOM		1,303.45
09.2016		112117-000 Hoffman Hill IRR		49.37
09.2016		111387-000 Controller H-Shared		193.51
09.2016		112968-000 Clocktower restroom		105.00
09.2016		101214-001 Ridgeview pk		154.64
09.2016		101214-001 Ridgeview pk		38.66
09.2016		101214-002 2968 Martin Pl		891.64
09.2016		101214-002 2968 Martin Pl		222.91
09.2016		105189-000 1302 Sinclair		956.49
09.2016		102790-003 120 Barksdale Fount		52.50
09.2016		002668-000 1350 Frmn Rd Storm		267.75
09.2016		002668-001 Bell Res Storm		183.60
09.2016		002668-002 1395 Griggs IRR		92.10
09.2016		002668-003 2850 McNeil IRR		83.95
09.2016		002668-005 - Powderwks DOM		335.30
09.2016		002668-006 Powderworks IRR		377.00
09.2016		000031-000 412 Barksdale Ave		936.35
09.2016		000050-000 Museum IRR		52.50
09.2016		001305-000 301 Louviers		52.47
09.2016		001305-000 301 Louviers		174.90
09.2016		001305-000 301 Louviers		52.47
09.2016		001306-000 City Reservoir		153.00
09.2016		001316-000 Hoffmn/Burnsd Share		292.99
09.2016		111387-000 Controller H-Shared		48.38
09.2016		103728-004 - 1780 Civic -Fire		979.80
09.2016		103728-005 - 1780 Civic Fireline -Police		35.46
09.2016		103728-005 - 1780 Civic Fireline - Fire		23.64
09.2016		106229-000 Bobs/Wallace Shared		754.43
09.2016		001302-000 McNeil Ph II Shared		244.95
09.2016		001302-001 McNeil Ph I Shared		158.11
09.2016		001305-000 301 Louviers		69.96
09.2016		102790-000 Chief Leschi IRR		909.05
09.2016		102790-001 - 1695 Burnshide/HH Well		37.30
09.2016		103728-000 - 1700 Civic Irrigation		47.28
09.2016		103728-001 - 1700 Civic Irrigation		377.72
09.2016		103728-003 - 1700 Civic Fireline		59.10
09.2016		103728-004 - 1780 Civic Police		653.20
09.2016		000010-000 120 Barksdale Ave		162.50
09.2016		100718-000 2200 Tolmie IRR		167.65
09.2016		000053-001 Wilmington & Ross		85.56
09.2016		100906-001 1205 Griggs - Shared		42.50
09.2016		100947-000 Village Green IRR		699.82
09.2016		101122-000Tract I Park		105.00
09.2016		101351-000 2226 Palisade IRR		52.50
09.2016		000051-000 Museum Domestic		139.40
09.2016		000053-000 303 Barksdale Ave		105.00
09.2016		000796-000 Palisd/Bob's shared		70.79
09.2016		000882-000 Grm Belt/Vlt shared		1,201.26
09.2016		000892-000 Int'l Pl Right Share		526.60
09.2016		000893-001 Int'l Plc Lft		461.48
09.2016		000897-000 Befr Crk Vlt Right		990.04
09.2016		000898-000 Ind Rd Vault left		635.21

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
09.2016		000900-00Cntr Dr Vlt lft-Share		1,156.76
09.2016		000099-000 303 Louviers		111.45
09.2016		000099-000 303 Louviers		83.60
09.2016		000099-000 303 Louviers		278.65
09.2016		000099-000 303 Louviers		83.60
09.2016		002668-007 Powderwks Pk Storm		512.55
09.2016		000897-000 bef Crk vault right		247.51
09.2016		108857-000 Stormwater cleaning		124.80
09.2016		102790-005 Lumpston Pk fountai		569.50
09.2016		102790-004 Garry Oaks fountain		52.50
09.2016		001316-000 Hoffman/Burnsd sh		125.57
09.2016		001302-001 McNeil Ph 1 shared		66.31
09.2016		001302-001 McNeil Ph 1 - share		30.60
09.2016		000892-000 Int'l Pl Right share		131.65
09.2016		000893-001 Int'l Place Left		115.37
09.2016		000898-000 Ind'l Rd Vault Left		158.80
09.2016		000900-00Center Dr Vlt -shared		289.19
09.2016		000950-000 Kelly Green/McLeod		156.72
Total for Check Number 33652:				22,866.85
33653	CB-CARD	Card Services/ Columbia Bank	11/18/2016	
	0070	Supplies - Central Services		46.44
	0070	LT6 Camera - Tourism		797.49
	0070	Supplies - P & R		27.18
	0070	Printer Toner - EcDev/J Wilson		168.89
	0070	Seahawks Rally supplies - P&R		25.55
	0070	Supplies - Council		63.24
	0070	Credit for returned merchandise - Finance/N Sm		-32.82
	0070	Banker boxes - Finance/Front counter		80.05
	1311	Pay by phone fee - Finance		5.00
	3412	Adobe pro subscription - Oct 2016 - PD		16.31
	3412	WASPC Conference Travel expense/Chelan - PE		245.45
	3412	Travel expense for training / Seaside OR - PD/SI		230.58
	5349	Travel expense - Code/Zoning training/Pt Towns		65.77
	5349	Travel exp/Spokane Valley - PD/Holt		547.60
	9605	Computer Remote Access annual subscription - I		162.11
	9605	WA DOL - Online CDL renewal - PW/Jacoby		78.00
	9605	WA DOL service fee for online CDL payment - I		3.00
	9605	WA DOL service fee for online CDL payment - I		3.00
	9605	WA DOL - Online CDL renewal - PW/Jacoby		78.00
	9605	Orchard & Off Leash area supplies - PW/Faciliti		48.50
	9605	DOH Regulatory Forum training - PW/Foreman		100.00
	9605	Tree Nursery supplies - PW		25.45
	9605	Purchasing & Contracts training - PW/Ortega		80.00
	9605	Mailing services/Historic Village Alley Maint - F		558.97
	9975	Pumpkin People display - Museum		114.77
	9975	Seahawk Rally supplies - P&R		32.81
	9975	Constant contact - Tourism		313.32
	9975	Bazaar yard signs - P&R		320.92
	9975	Program/event postcards - P&R		107.69
	9975	Storage tubs/Community Center - P&R		75.34
	9975	Program supplies - P&R		74.50
	9975	Mailbox for Santa letters - Museum		23.91
	9975	Downtown Trick or Treat posters - P&R		21.74
Total for Check Number 33653:				4,508.76
33654	FLEET	Wright Express FSC/ WEX Bank	11/18/2016	
	47434226	Fuel - PW		517.19

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	47434226	Fuel - PW		1,034.39
	47434226	Fuel - PW		517.19
	47434226	Fuel - Building		99.06
	47434226	Fuel - Fire		446.68
	47434226	Fuel - Police		2,169.21
	47434226	Fuel - PW		517.19
			Total for Check Number 33654:	5,300.91
33655	CARQ 8583-288275	Advance Auto Parts Vehicle supplies/Snow Operations - PW/Streets	11/23/2016	189.03
			Total for Check Number 33655:	189.03
33656	ANDERW TRV 11/2016	William Anderson Code/Zoning class per diem/mileage/Pt Townser	11/23/2016	193.52
			Total for Check Number 33656:	193.52
33657	BPLUS244 244-432860	Batteries Plus Bulbs # 244 12V Lead battery for Hoffman Hill Telemetry - F	11/23/2016	119.63
			Total for Check Number 33657:	119.63
33658	BWN 11407 11436	BrightWire Networks, LLC IT Professional Svcs - November Project billable time: September	11/23/2016	2,463.36 389.23
			Total for Check Number 33658:	2,852.59
33659	ALLSP 3103	Mark Brinkhaus Cross Country professional services - Sept/Oct 2	11/23/2016	1,602.40
			Total for Check Number 33659:	1,602.40
33660	GLACNW 93056281 93063954	CalPortland Company Sand - PW/Snow Operations Crushed surfacing base - PW/Stormwater	11/23/2016	236.85 201.23
			Total for Check Number 33660:	438.08
33661	QWEST 2539125102 944B 2539125102 944B 2539125102 944B 2539125102 944B 2539125210 753B	CenturyLink 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5102 944B PW Shop Fax 253-912-5210 753B CivicCtr Ext	11/23/2016 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5102 944B 253-912-5210 753B	38.54 11.56 11.56 15.42 267.21
			Total for Check Number 33661:	344.29
33662	DUPPETTY PETTY 11/2016	City of DuPont Petty cash reimbursement / Soccer - End of seas	11/23/2016	259.58
			Total for Check Number 33662:	259.58
33663	LAKEWOOL MC-00101	City of Lakewood Monthly Court Svcs Fee	11/23/2016 Acct #0262	9,171.00
			Total for Check Number 33663:	9,171.00
33664	COMCAST 35 013 0340616	Comcast City Hall Internet	11/23/2016 35 013 0340616	141.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 33664:	141.17
33665	DOGDEPOT 125874	Dog Waste Depot Dog waste bags - PW/Parks	11/23/2016	149.70
			Total for Check Number 33665:	149.70
33666	ECIVIS 105502	eCIVIS eCivis grant management licenses - 2017	11/23/2016	4,720.00
			Total for Check Number 33666:	4,720.00
33667	EXPRESS 18059429-3 18059429-3 18059429-3 18059429-3 18059429-3 18087661-7 18087661-7 18087661-7 18087661-7 18087661-7	Express Services, Inc. Temporary employment services 10/30/16 - PW/ Temporary employment services 11/06/16 - PW/	11/23/2016	182.96 182.96 182.96 182.95 182.96 402.51 402.52 402.50 402.50 402.50
			Total for Check Number 33667:	2,927.32
33668	FEI 0530776 0531613	Ferguson Enterprises, Inc H2O meters - PW/Water H2O meters, small parts - PW/Water	11/23/2016	6,630.82 1,423.36
			Total for Check Number 33668:	8,054.18
33669	TACGOOD IN0064474	Goodwill of the Olympics & Rainier Regio: General Custodial - Tues/Thurs	11/23/2016	1,166.00
			Total for Check Number 33669:	1,166.00
33670	GRGR 9257886953 9272695207 9275778224	Grainger Safety/first aid supplies - Isopropyl alcohol spray PLC Panel indicator lights - PW Red marking paint - PW	11/23/2016	5.68 33.73 87.04
			Total for Check Number 33670:	126.45
33671	GRAYUMM REISSUE 12/2015 REISSUE 12/2015	Michael Grayum Reimbursement for supplies - Council/Mayor - N Reimbursement for travel expenses - Council/Ma	11/23/2016	14.16 384.36
			Total for Check Number 33671:	398.52
33672	GRTWEST 769354	Great Western Supply Turf mix - PW/Streets	11/23/2016	83.35
			Total for Check Number 33672:	83.35
33673	LEMAY 8014837	Harold Lemay Enterprises Stormwater basin dumpster for Clean Up - PW/S	11/23/2016	2,024.13
			Total for Check Number 33673:	2,024.13
33674	HERMANSC	Hermanson Company LLP	11/23/2016	

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20009	HVAC Preventative maintenance - 4th quarter - I		1,865.92
Total for Check Number 33674:				1,865.92
33675	HMDEP	Home Depot/GECF	11/23/2016	
	1050693	Rakes, brooms - PW/Water		133.53
	2012807	Spider traps - PW/Water		84.13
	3010856	4x4x12 - PW/Streets		133.63
	3012669	Step ladder - PW/Water		108.66
	4020313	Misc operating supplies - PW/Water		162.58
	4020313	Misc operating supplies - PW/Stormwater		162.57
	6011466	Misc operating supplies - PW/Facilities		107.49
	6240668	Credit for returned misc operating supplies - PW		-89.30
	7021800	Misc operating supplies - PW/Water		273.63
Total for Check Number 33675:				1,076.92
33676	VEBA	HRA VEBA Trust	11/23/2016	
	YA338 11/2016	VEBA Contribution - A Walker (05 & 11/2016)		110.39
	YA338 11/2016	VEBA Contribution - A Walker (05 & 11/2016)		110.38
Total for Check Number 33676:				220.77
33677	HFE	Hughes Fire Equipment Inc.	11/23/2016	
	156744	Service agreement - August 2016		714.69
	156745	Service agreement - September 2016		714.69
	156746	Service agreement - October 2016		714.69
	156747	Service agreement - November 2016		714.69
Total for Check Number 33677:				2,858.76
33678	HUMANE IVC0001713	Humane Society for Tacoma and Pierce Co Boarding Contract	11/23/2016 CITY-03	504.93
Total for Check Number 33678:				504.93
33679	JIFE	J & I Power Equipment Inc.	11/23/2016	
	344595	Engine oil - PW/Parks		114.37
	345979	Chain saw repair - PW/Parks		229.42
Total for Check Number 33679:				343.79
33680	JIFFY	Jiffy Lube	11/23/2016	
	102852746	Oil change/service - PD/Veh#150		98.77
	102852751	Oil change/service - PD/Veh#153		98.77
Total for Check Number 33680:				197.54
33681	LOWES	Lowe's	11/23/2016	
	902356	Misc tools, parts - PW/Parks		148.54
	926546	Schlage brass key - PW/Parks		24.41
Total for Check Number 33681:				172.95
33682	MILESRES	Miles Resources, LLC	11/23/2016	
	15258.00 #2	15258.00 Historic Village Water Main Replacem		144,782.04
Total for Check Number 33682:				144,782.04
33683	MUIRK	Karri Muir	11/23/2016	
	REIMB 11/2016	WAPRO conference travel exp/Bellevue - Clerk/		72.18
	REIMB 11/2016	Reimbursement for Council Mtg supplies/K Mui		21.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
				93.78
Total for Check Number 33683:				93.78
33684	FLEXPLAN 10065262	Navia Benefit Solutions Post Deductible HRS Monthly Fe	11/23/2016	100.00
				100.00
Total for Check Number 33684:				100.00
33685	NISQ 79044 79044	Nisqually Automotive & Towing Service Replace battery & alternator parts - PD/Voluntee Replace battery & alternator labor - PD/Voluntee	11/23/2016	429.21 104.00
				533.21
Total for Check Number 33685:				533.21
33686	NIT 1970	Nisqually Indian Tribe Medical billing for March 2016 / Vollendorff - P.	11/23/2016	47.78
				47.78
Total for Check Number 33686:				47.78
33687	ORTEGAC REIMB 11/2016	Chris Ortega MRSC Contracting class mileage/Longview WA	11/23/2016	93.63
				93.63
Total for Check Number 33687:				93.63
33688	PAO S6630-14	Pacific Office Automation PD copier lease - C284E, C454E	11/23/2016 900-0242071-000	348.86
				348.86
Total for Check Number 33688:				348.86
33689	PACWEST 20310819	PacWest Machinery LLC Blast curtain, blast orifice, speed nuts - PW/Stori	11/23/2016	237.45
				237.45
Total for Check Number 33689:				237.45
33690	ROOTCS 115	Root Cause LLC Consultation various City trees - PW/Streets	11/23/2016	3,935.00
				3,935.00
Total for Check Number 33690:				3,935.00
33691	SAFEST 29 OCT 2016	Safe Streets Campaign Child ID kits sponsorship/Seahawk Rally - PD	11/23/2016	200.00
				200.00
Total for Check Number 33691:				200.00
33692	SECOMA 11785	Secoma Fence Inc Split rail line posts - PW/Parks	11/23/2016	64.27
				64.27
Total for Check Number 33692:				64.27
33693	STAPLES 8041511311 8041511311 8041511311 8041511311 8041511311	Staples Advantage #3318805524 Council mtg water #3318805524 Tourism supplies #3318805523 Enmotion foam soap - PW/Faciliti #3318805522 Credit for Enmotion foam soap - P #3318805524 Central services office supplies	11/23/2016	26.97 122.38 41.32 -41.32 91.40
				240.75
Total for Check Number 33693:				240.75
33694	State L117231	State Auditor's Office 2016 Audit period 14-15 / Finance	11/23/2016	1,256.95
				1,256.95
Total for Check Number 33694:				1,256.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
33695	SDN DP1116	Systems Design West LLC Ambulance Billing Services	11/23/2016 DP0415	363.69
Total for Check Number 33695:				363.69
33696	TACSCREW 17139475 17142721	Tacoma Screw Products Inc. Misc small parts - PW Drinking fountain repair - PW/Water	11/23/2016	4.17 128.65
Total for Check Number 33696:				132.82
33697	TNT 256347 10/2016 256347 10/2016	The News Tribune Planning Dept advertising Citywide legal advertising	11/23/2016	594.95 556.55
Total for Check Number 33697:				1,151.50
33698	THOMWEST 835032721	Thomson Reuters - West Westlaw information charges - Legal Dept	11/23/2016	381.34
Total for Check Number 33698:				381.34
33699	VERIZON 9774713729	Verizon Wireless Irrigation Repeater Modem	11/23/2016 342042808-00001	85.07
Total for Check Number 33699:				85.07
33700	WAHEALTH 002854 007319 009784 010262 012381 013373 013493 013963	Wa State Dept of Health Waterworks Operator Certification 2017 - F Fore Waterworks Operator Certification 2017 - S Heir Waterworks Operator Certification 2017 - L Clar Waterworks Operator Certification 2017 - P Jaco Waterworks Operator Certification 2017 - S New Waterworks Operator Certification 2017 - J Davi Waterworks Operator Certification 2017 - J Moo Waterworks Operator Certification 2017 - A War	11/23/2016	42.00 42.00 42.00 42.00 42.00 42.00 42.00 42.00
Total for Check Number 33700:				336.00
33701	ZOLL 9031513	ZOLL Fire RMS Service	11/23/2016	282.88
Total for Check Number 33701:				282.88
33702	UB*02010 000796-000	shared meter NWLROA irrigation overpayment	12/01/2016	2,517.83
Total for Check Number 33702:				2,517.83
33703	UB*02011 001316-000	shared meter NWLROA irrigation overpayment	12/01/2016	712.68
Total for Check Number 33703:				712.68
33704	UB*02012 001575-000	shared meter NWLROA irrigation overpayment	12/01/2016	985.26
Total for Check Number 33704:				985.26
33705	UB*02013 108388-000	shared meter NWLROA irrigation overpayment	12/01/2016	971.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 33705:				971.30
33706	ARAMARK	Aramark Uniform Services	12/02/2016	
	1988879587	Uniform Cleaning		7.32
	1988879587	Uniform Cleaning		7.32
	1988879587	Uniform Cleaning		7.32
	1988879587	Uniform Cleaning		7.32
	1988879587	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988890293	Uniform Cleaning		7.32
	1988901068	Uniform Cleaning		7.32
	1988901068	Uniform Cleaning		7.32
	1988901068	Uniform Cleaning		7.32
	1988901068	Uniform Cleaning		7.32
	1988901068	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
	1988911737	Uniform Cleaning		7.32
Total for Check Number 33706:				146.40
33707	BPLUS244 244-435107	Batteries Plus Bulbs # 244 Lithium batteries - PW/Water	12/02/2016	35.39
Total for Check Number 33707:				35.39
33708	BRATWEAR 20311	BratWear Jumpsuit for lateral hire - PD/Barnes	12/02/2016	507.45
Total for Check Number 33708:				507.45
33709	QWEST	CenturyLink	12/02/2016	
	206T011133 454B	206T011133 454B Police T-Line	206T011133 454B	492.79
	206T367078 390B	206T367078 390B Data Circuits	206T367078 390B	505.37
Total for Check Number 33709:				998.16
33710	CLINK	CenturyLink Business Services	12/02/2016	
	1392956398	PW Shop Long Distance	253-964-4931/964-6808	8.57
	1392956398	PW Shop Long Distance	253-964-4931/964-6808	2.57
	1392956398	PW Shop Long Distance	253-964-4931/964-6808	2.57
	1392956398	PW Shop Long Distance	253-964-4931/964-6808	3.43
	1392956398	1798 Bell Hill Long Distance	253-964-1798	8.72
	1393666499	253-912-5102 Long distance	253-912-5102	4.81
	1393666499	253-912-5102 Long distance	253-912-5102	1.44
	1393666499	253-912-5102 Long distance	253-912-5102	1.44
	1393666499	253-912-5102 Long distance	253-912-5102	1.92
	1393666500	253-964-0153 Long Distance	253-964-0153	7.99
	1393666501	253-964-0310 Long Distance	253-964-0310	2.39
	1393666501	253-964-0310 Long Distance	253-964-0310	3.19
	1393666501	253-964-0310 Long Distance	253-964-0310	7.97
	1393666501	253-964-0310 Long Distance	253-964-0310	2.39
	1393666502	253-964-2399 Long Distance	253-964-2399	8.64
	1393666503	253-964-2855 Long distance	253-964-2855	8.15
	1393666504	253-964-4272 Long distance	253-964-4272	7.99

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1393666505	253-964-8225 Long Distance	253-964-8225	1.60
	1393666505	253-964-8225 Long Distance	253-964-8225	1.20
	1393666505	253-964-8225 Long Distance	253-964-8225	3.99
	1393666505	253-964-8225 Long Distance	253-964-8225	1.20
Total for Check Number 33710:				92.17
33711	COMCAST	Comcast	12/02/2016	
	35 013 0108401	303 Louviers internet	35 013 0108401	26.25
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
	35 013 0108401	303 Louviers internet	35 013 0108401	65.61
Total for Check Number 33711:				131.22
33712	WACCI 45-116037	Washington State Dept of Corrections Corr LT6-014 Aluminum vinyl signs "Tree Info" - Tou	12/02/2016	112.35
Total for Check Number 33712:				112.35
33713	ETTINGER November / 2016	Pearle C Ettinger, Jr. Karate instruction	12/02/2016	1,600.00
Total for Check Number 33713:				1,600.00
33714	EXPRESS	Express Services, Inc.	12/02/2016	
	18122881-8	Temporary Employment Services / PW	Acct #10141416	439.10
	18122881-8	Temporary Employment Services / PW	Acct #10141416	439.10
	18122881-8	Temporary Employment Services / PW	Acct #10141416	439.10
	18122881-8	Temporary Employment Services / PW	Acct #10141416	439.10
	18122881-8	Temporary Employment Services / PW	Acct #10141416	439.09
Total for Check Number 33714:				2,195.49
33715	FISHERW SANTA 2016	William M. Fischer Santa Breakfast services - P&R	12/02/2016	300.00
Total for Check Number 33715:				300.00
33716	GALLS	Galls Inc	12/02/2016	
	006336046	Uniform allowance / Misc equipment, etc - PD/S		110.96
	006375473	Uniform allowance / Casio mens "G" shock watc		131.64
Total for Check Number 33716:				242.60
33717	HEMLEY 0039455-IN	Hemley's Septic Tank Cleaning, Inc Monthly Portable Toilet Rental	12/02/2016	128.95
Total for Check Number 33717:				128.95
33718	ICCRAIN 2015 Fire&Life	ICC Rainier Chapter / City of Tumwater 2015 Fire & Life Safety Principles - Bldg/B And	12/02/2016	100.00
Total for Check Number 33718:				100.00
33719	JIFFY 108532780	Jiffy Lube Vehicle maint parts- PD/Veh#154	12/02/2016	73.96
Total for Check Number 33719:				73.96
33720	LAKERIDG STPUL2858(001)2	Lakeridge Paving Company LLC STPUL 2858(001) Wilmington Drive Overlay pr	12/02/2016	18,812.50

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	STPUL2858(001)3	STPUL 2858(001) Wilmington Drive Overlay pr		250.00
Total for Check Number 33720:				19,062.50
33721	LNRDM 1185180-20161031	LexisNexis Risk Solutions Data Management System	12/02/2016 Acct #1185180	54.40
Total for Check Number 33721:				54.40
33722	LNC CM3184 INV59696 INV61237 INV63218	LN Curtis & Sons Credit for returned Uniform, etc - PD/Saboe Uniform & equipment allowance - PD/Saboe Uniform & equipment allowance - PD/Goss Duraflow hoses - FD	12/02/2016	-19.67 263.03 403.26 225.89
Total for Check Number 33722:				872.51
33723	ORKIN 144622014 144622014 144622014 144622014 144623315	Orkin Pest Control, Inc. 301 Louviers pest control 301 Louviers pest control 301 Louviers pest control 301 Louviers pest control Museum Pest Control	12/02/2016 D-9086247 Museum	18.25 13.68 45.62 13.68 97.38
Total for Check Number 33723:				188.61
33724	PCBGT&F CI-224265	Pierce County Budget & Finance RCC 4th Qtr Cable Franchise fees	12/02/2016	3,520.91
Total for Check Number 33724:				3,520.91
33725	ROBBLEES 95365	Robblee's Total Security Inc. Duplicate keys - PW/Facilities	12/02/2016	120.32
Total for Check Number 33725:				120.32
33726	ROELOFSE REIMB 11/2016	Kathleen Roelofsen LT6-014 Reimburse for Eagle Scout Project - To	12/02/2016	99.28
Total for Check Number 33726:				99.28
33727	SYSTEMS 29893 29893 29953 29953	Systems for Public Safety, Inc. Vehicle maint labor - PD/Veh#093 Vehicle maint parts - PD/Veh#093 Vehicle maint parts - PD/Veh#151 Vehicle maint labor - PD/Veh#151	12/02/2016	139.48 186.18 1,019.89 563.34
Total for Check Number 33727:				1,908.89
33728	TSC TS-INV-4281	TeamSideline.com Annual subscription for youth sports - P&R	12/02/2016	299.00
Total for Check Number 33728:				299.00
33729	TIMCO 286124	Timco, Inc. Misc small parts & equipment - PW/Stormwater	12/02/2016	481.56
Total for Check Number 33729:				481.56
33730	VERIZON 9775616546 9775616546	Verizon Wireless Public Works/Facilities Dept Cell Phone Equipm Building Dept Cell Phones	12/02/2016	24.47 69.32

Agenda Item # 7d.

...	Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		9775616546	Police Dept Cell Phones		699.50
		9775616546	Police Dept Cell Phones		62.25
		9775616546	Public Works Cell Phones		203.63
		9775616546	Public Works Cell Phones		203.62
		9775616546	Parks & Rec Cell Phone		101.04
		9775616546	Fire Dept Cell Phones		248.29
		9775616546	Legal Svcs Cell Phone		58.63
		9775616546	Mayor Cell Phone		58.63
		9775616546	Planning Dept Cell Phones		60.81
		9775616547	Police Air Cards		274.56
		9775616547	Public Works Air Cards		30.04
		9775616547	Fire Dept Air Card		10.02
		9775616547	Parks Air Card		10.02
		9775616547	PW Grant Funded Air Cards		40.08
		9775616547	Parks & Rec iPad replacement	342042808-00001	467.83
		9775616547	Legal Svcs Air Card		10.06
				Total for Check Number 33730:	2,632.80
33731	WADOE WC16039003		Wa State Dept of Ecology Ecology work crew - PW/Stormwater	12/02/2016	6,440.00
				Total for Check Number 33731:	6,440.00
33732	WTRMG 154357 154578		Water Management Lab, Inc. Water sample testing - PW/Water Water sample testing - PW/Water	12/02/2016	105.00
					126.00
				Total for Check Number 33732:	231.00
33733	UB*02031 112821-000		Josh and Miranda Bogle	12/06/2016	53.25
				Total for Check Number 33733:	53.25
33734	UB*02034 113485-000		Dwain and Feliecia Bryant	12/06/2016	68.55
				Total for Check Number 33734:	68.55
33735	UB*02021 111831-000		James and Audrey Bunn	12/06/2016	16.71
				Total for Check Number 33735:	16.71
33736	UB*02028 112590-000		Shaun Carino	12/06/2016	44.45
				Total for Check Number 33736:	44.45
33737	UB*02023 111837-000		Seangthip and Chansith Chittaphong	12/06/2016	37.85
				Total for Check Number 33737:	37.85
33738	UB*02025 111977-000		Lorissa and Anthony Cloud	12/06/2016	53.25
				Total for Check Number 33738:	53.25
33739	UB*02035 113566-000		Kimberly Cooter	12/06/2016	53.25

Agenda Item # 7d.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 33739:	53.25
33740	UB*02039 114356-000	Michelle Cancro or Michael Cunningham	12/06/2016	33.77
			Total for Check Number 33740:	33.77
33741	UB*02038 114166-000	Greg or Joie Davis	12/06/2016	41.06
			Total for Check Number 33741:	41.06
33742	UB*02015 108802-000	Deanna Duran	12/06/2016	51.69
			Total for Check Number 33742:	51.69
33743	UB*02036 113700-000	Nathan and Yen-Ling Edkin	12/06/2016	14.36
			Total for Check Number 33743:	14.36
33744	UB*02040 114475-000	Natalie Edwards	12/06/2016	17.18
			Total for Check Number 33744:	17.18
33745	UB*02019 111698-000	Theodore or Tammie Fischer	12/06/2016	44.68
			Total for Check Number 33745:	44.68
33746	UB*02014 107958-000	Nicole Dean or Stephen Frazee	12/06/2016	6.50
			Total for Check Number 33746:	6.50
33747	UB*02029 112737-000	Lucas and Lindsey Gebhart	12/06/2016	68.92
			Total for Check Number 33747:	68.92
33748	UB*02022 111833-000	Aldave Dulce Klingenberg	12/06/2016	76.62
			Total for Check Number 33748:	76.62
33749	UB*02032 113449-000	Mark and Maddalena Laschober	12/06/2016	42.25
			Total for Check Number 33749:	42.25
33750	UB*02030 112820-000	Erin and Ken Lynch	12/06/2016	100.00
			Total for Check Number 33750:	100.00
33751	UB*02024 111872-000	Hiatt Devora Mendoza Jesus	12/06/2016	42.25
			Total for Check Number 33751:	42.25

Agenda Item # 7d.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
33752	UB*02041 114523-000	Bryson Dunlap Miles Resources	12/06/2016	1,003.15
Total for Check Number 33752:				1,003.15
33753	UB*02033 113462-000	Eric Tillinghast-Self and Samantha Rowe-T	12/06/2016	53.25
Total for Check Number 33753:				53.25
33754	UB*02016 110505-000	Matthew and Sheryl Schuld	12/06/2016	100.00
Total for Check Number 33754:				100.00
33755	UB*02020 111763-000	Cole Shore	12/06/2016	100.00
Total for Check Number 33755:				100.00
33756	UB*02017 110609-000	Ashley Shupe	12/06/2016	53.25
Total for Check Number 33756:				53.25
33757	UB*02018 111363-000	Winston Smith	12/06/2016	34.38
Total for Check Number 33757:				34.38
33758	UB*02026 112460-001	Travis and Patricia Stearns	12/06/2016	70.94
Total for Check Number 33758:				70.94
33759	UB*02027 112499-000	Tony and Corina Topasna	12/06/2016	156.46
Total for Check Number 33759:				156.46
33760	UB*02037 113841-000	Christian Cuba or Disiree Velazquez	12/06/2016	50.04
Total for Check Number 33760:				50.04
33761	UB*02042 001575-000	shared meter City of DuPont	12/06/2016	383.16
Total for Check Number 33761:				383.16
33762	UB*02043 108388-000	shared meter City of DuPont	12/06/2016	132.68
Total for Check Number 33762:				132.68
Report Total (133 checks):				281,725.77



MEETING DATE: December 13, 2016 **Agenda Item # 7e.**

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

TITLE:

Renewal of Maintenance Agreement with Hughes Fire Equipment. (HFE)

Department: Fire	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Larry Creekmore, Fire Chief	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$8,279.68	General
Additional Required		

DETAILED SUMMARY STATEMENT:

This agreement is a renewal of our current maintenance agreement with Hughes Fire Equipment.

RECOMMENDATION:

Renew Agreement

**Fire Apparatus Service Agreement
The City of DuPont, WA and Hughes Fire Equipment Inc.**

This agreement defines the terms and conditions with which Hughes Fire Equipment Inc, hereafter referred to as "HFE", will provide preventative maintenance and repairs for City of DuPont Emergency Fire Apparatus, hereafter referred to as "City".

HFE agrees to provide preventative maintenance and recordkeeping for City that meets NFPA standards 1915 regarding preventative maintenance for emergency vehicles.

HFE agrees to perform specified required maintenance on the City's fire apparatus in accordance with NFPA standards to include annual pump testing, ground ladder testing, power plant maintenance as well as small engine equipment, saws, generators, gas fans, rescue tool power plant and generators to NFPA Standards.

HFE agrees to perform said work with adequately trained and certified emergency vehicle technicians (EVT) who meet or exceed NFPA 1915 standards.

HFE agrees to provide service, onsite upon request when possible, or transport City vehicles to the HFE service center located in Tacoma, Washington at the hourly rate provided in Attachment A if the City is not able to transport the vehicles.

In the event a City vehicle will need immediate service due to a mechanical breakdown, HFE agrees to respond within two hours to the phone contact to determine if immediate service is required. If emergency service is required HFE agrees to be on scene as soon as is feasibly possible, understanding the high priority of emergency apparatus, to perform the repairs or assist with transporting the vehicle to the appropriate facility for repairs. In the event that towing is needed the City will be responsible for the cost of the tow charges. A one way service charge fee of \$100.00 is applicable for any service call that is not for periodic or annual maintenance.

HFE will identify needed mechanical repairs outside of the scope of the agreed upon maintenance agreement and shall provide an estimate of said repairs. If the City elects to have HFE perform the repairs, the hourly rate charged will be as provided in Attachment A. Parts will be charged below manufacturer's suggested list price except in circumstances when the HFE cost discount is less than 15%, in those cases the City's purchase price will be the suggested list price. Any work to be performed by an outside vendor that cannot be performed by HFE but can be coordinated by HFE shall not be marked up more than 12%.

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Agenda Item # 7e.

HFE agrees to hold harmless the City for any negligence, errors and omissions pertaining to any work HFE performs on City emergency equipment. HFE agrees to maintain a two million dollar liability insurance policy.

Cost for service per year is based on the services detailed for the units listed in Attachment A.

In the event that petroleum product cost increases to HFE beyond 10% during the term of the contract, the City will pay actual cost.

Payment for this contract shall be divided into 12 monthly payments as provided in Attachment A and paid within 30 days of invoice date. Charges for Small Tool Service, Repairs As Needed and any required travel charges will be invoiced on a "per usage" basis and paid within 30 days of invoice date.

The terms of this agreement are effective for 12 calendar months starting January 1, 2017. This agreement is terminated at the close of the 12 month term with no obligation by either signatory to renew.

This agreement can be cancelled by either party without cause within 90 days written notice served by certified mail. In the event the terms and conditions of this agreement are not satisfactorily met, the City may elect to sever the contract with ten days' notice. If agreement is terminated a financial accounting will be provided to determine any balance owing by the City or eligible refund based on the services provided to date.

Dated this ____ day of _____ 20__
City of DuPont
1780 Civic Drive, Suite 102
DuPont, WA 98327

Dated this ____ day of _____ 20__
Hughes Fire Equipment Inc.
910 Shelley Street
Springfield, OR 97477

Authorized Signature

Authorized Signature

Agenda Item # 7e.

City of DuPont, WA HFE Service Agreement - Attachment A

Vehicle	Quarterly Service	6 Month Service	Annual Service	Pump Test	Ground Ladder Testing	Small Tool Service	Repairs As Needed	Oil Change	Aerial Service	Cost
2000 Ford Aid Unit 1FDX55F7YHB27289	2 per year 600.00/ea	N/A	1 per year 1,200.00	N/A	N/A	N/A	N/A	N/A	N/A	2,400.00
2004 Service 15584-01	N/A	N/A	1 per year 1,300.00	250.00	250.00	80.00 per hour	N/A	N/A	N/A	1,800.00
1995 H&W Pumper 1HTSDADRESH680831	N/A	N/A	1 per year 1,310.00	250.00	250.00	80.00 per hour	N/A	N/A	N/A	1,810.00
2007 Central States 1FD5AW57R18ED00063	N/A	N/A	1 per year 1,600.00	N/A	N/A	80.00 per hour	N/A	N/A	N/A	1,600.00
Scott Air Trailer	N/A	N/A	N/A	N/A	N/A	N/A	100.00 per hour	N/A	N/A	
Fire Trainging Trailer	N/A	N/A	N/A	N/A	N/A	N/A	100.00 per hour	N/A	N/A	
*TOTAL										\$ 7,610.00
Washington Sales tax @ 8.8% (current rate as of 01/01/17)										
TOTAL INCLUDING WASHINGTON SALES TAX										
\$ 8,279.68										
Monthly Billing including Washington sales tax										
\$ 689.97										

* Totals are excluding small tool service, repairs as needed and travel time as those are calculated per project
 ** Pump test for 2007 Central States will be confirming pump reaches rated GPM for pump model however will not be a certifiable test
 Quarterly, Six (6) Month, Annual Service and Oil Changes include all filters and fluids as required by the manufacturer
 Washington Sales tax will be adjusted on a per invoice basis if the tax rate changes

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Agenda Item # 13a.
MEETING DATE: December 13, 2016

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

TITLE:

2017 - 2019 County Legislative Priorities

Department: Administration	Discussion Date:
Originator: Mayor	First Reading Date:
Assigned to: Mike Courts	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

The proposed 2017-2019 Legislative Priorities will guide the City and be a formal record of legislative priorities for the City for the next biennium.

RECOMMENDATION:

Adopt the proposed Legislative Agenda.

CITY OF DuPONT
WASHINGTON

Agenda Item # 13a.

RESOLUTION NO. 16-499

A RESOLUTION OF THE CITY OF DuPONT, WASHINGTON, ADOPTING 2017-2019 BIENNIAL LEGISLATIVE PRIORITIES.

WHEREAS, the legislative priorities will help focus the City's advocacy efforts during the 2017-2019 legislative sessions; and

WHEREAS, the legislative priorities are based on the Council and Mayor's assessment of citizen interest, gleaned from discussions that occurred between citizens and Council and other citizen interaction; and

WHEREAS, the legislative priority list may not reflect the entire scope of the City's legislative priorities and may be modified by Council action; and

WHEREAS, the attached Exhibits lists the City of DuPont's 2015-2017 Biennial County, State, and Federal, Legislative Priorities.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DuPONT, WASHINGTON, AS FOLLOWS:

Section 1. Biennial Legislative Priorities. The DuPont City Council hereby adopts 2017-2019 Biennial County, State, and Federal Legislative Priorities.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 3. Effective Date. This Resolution shall take effect immediately upon passage by the City Council of DuPont.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING ON THIS 13th DAY OF DECEMBER 2016.

CITY OF DUPONT

Michael Courts, Mayor

ATTEST/AUTHENTICATED:

Karri Muir, CMC, City Clerk

City of DuPont
2017 County Legislative Priorities
Adopted by Council 13 December 2016

PUBLIC TRANSPORTATION EQUITY

The City of DuPont is not served by local public transportation (Pierce Transit). DuPont withdrew from Pierce Transit in 2012 after years of receiving no service, despite paying the 6/10ths sales tax to the level of approximately \$500K annually. In 2015 DuPont engaged Pierce Transit about the potential of rejoining the Pierce Transit Benefit District with some assurance of local bus service. In 2016 the Executive Board of Pierce Transit decided against pursuing re-integration of DuPont into the Pierce Transit Benefit District.

DuPont, sits adjacent to JBLM along the I5 corridor with a population of just over 9300. A 2015 survey showed nearly 2000 people leave DuPont every day for work and nearly an equal number come to DuPont every day for work. With the downsizing of the Intel campus and conversion to a Corporate Park, new businesses are moving into DuPont. One of the recurring themes the City hears from these new businesses is concerning the lack of public transportation.

The City of DuPont is asking the County Council to support legislation that would allow DuPont and other unserved municipalities to raise a sales tax, through ballot measure, equivalent to that which the appropriate transit Transportation Benefit District levies. The purpose is to provide local transit service in a noncompetitive manner that serves their residents and businesses and allows for connection to the appropriate transit district and the greater regional transportation network.

I-5/JBLM TRANSPORTATION INVESTMENTS

The City of DuPont is home to some of the world's largest companies' distribution centers and offices, with a mine famous for producing high quality gravel and aggregate materials. Amazon, Ikea, Fed Ex, Dania, Pier 1, State Farm, Cal Portland, and Intel highlight a distinguished list of businesses in DuPont. Between \$2B -\$3B in commerce leaves DuPont bound for U.S. and world markets annually. Protecting that commerce is crucial not only for DuPont and the region, but for the State as well.

With the exception of some mining products, the entirety of that commerce moves out of DuPont by road. Specifically, the access to I-5 is via a two-lane road, DuPont-Steilacoom Road, is always congested and sometimes impassable when I-5 has an accident or issue. There are two transportation matters crucial to retaining this level of commerce: retain a new interchange at Exit 119 of I-5 including the planned grade separation and improve DuPont-Steilacoom Rd from Integrity Gate (Wharf Rd) to the new interchange.

DuPont asks the County Council to advocate for the retention of the grade separation at Exit 119 as part of the eventual final design of the I5 expansion plan for the Southern portion of the project.

This must be retained as JBLM works on providing a safe and secure Access Control Point in or around DuPont.

With the sheer volume of commerce, it is of utmost importance that DuPont-Steilacoom Rd be widened to four lanes between Integrity Gate and the new interchange. DuPont proposes supplemental funding be authorized to add this improvement to the interchange work that WSDOT anticipates in 2021. DuPont asks the County Council to add this expansion of DuPont-Steilacoom Road between Wharf Road and the entrance to the new Exit 119 on the County's six year Transportation Improvement Program (TIP).

Widening this section not only secures more efficient transportation for several billions in commerce, it provides for easier access and helps relieve congestion on I-5 by providing a faster and more reliable route to I-5 for military and civilians assigned to JBLM.

As the primary ingress and egress route for the JBLM Gate, we believe the effort to widen DuPont - Steilacoom Road is an ideal candidate for application of Defense Access Road (DAR) funds and that a concerted effort to lobby the Washington State Federal delegation should be undertaken by State, County and Municipal Leadership.

POINT DEFIANCE BYPASS RAIL SAFETY AND TRANSIT

As stated above, the City supports retaining the grade-separated crossing at the new Exit 119. The Point Defiance Bypass Rail Safety project will route up to 7 passenger trains a day through the intersection at JBLM's busiest gate. Besides delays, until a grade separated interchange is built, passenger safety on both roads and rail is compromised.

With passenger trains moving through DuPont, the City also supports establishing access to passenger trains through a stop in DuPont. With proper planning and coordination, Amtrak and Sound Transit should design a station and parking facility that serve dual roles, thus saving money and getting more cars off the road. **DuPont supports funding rail safety improvements through WSDOT and/or Amtrak that would allow the Sounder and passenger trains to serve south of Lakewood sooner than the proposed 2036 date currently as envisioned by ST3. We oppose additional freight along the Point Defiance Bypass. We ask the County Council to endorse this effort.**

MILITARY/COMMUNITY PARTNERSHIPS

The City supports funding for the Washington Military Alliance and South Sound Military Communities Partnership to continue supporting DuPont and other communities serving veterans, soldiers, and their families. Joint Base Lewis McChord is a significant employer in DuPont and throughout Washington State. The City works closely with these organizations to coordinate military-related issues that affects the region as a whole, including workforce development, transportation and infrastructure, education, and healthcare and wellness.

HISTORICAL SITES PRESERVATION AND RESTORATION

The South Puget Sound Region has a rich history and many sites demonstrating human habitation dating back several thousands of years. Some examples in DuPont include an early Nisqually Tribe Village and Sequelitchew Creek, 1833 and 1843 Hudson Bay Company Forts, 1839 Methodist and Episcopal Mission Site, Wilkes Observatory, 1904 Buffalo Soldiers encampment, Heritage Orchard and others. The Department of Archaeology and Historic Preservation has knowledgeable staff and an extensive database of our history and historical sites. The City supports the concept of a state-sponsored, South Sound Regional Historic Preservation and Restoration Authority.

The City requests that the Legislature provide financial assistance to the County and each municipality in the South Sound Region for the preservation, protection and restoration of federal, state and local significant historic, archaeological and cultural lands, sites and structures.

Additionally, the City urges the Legislature to fund the development of public educational and tourism programs regarding these endeavors as a means of raising public awareness of the value in maintaining these resources as symbols of our cultural heritage and historic past.

We ask the County Council to endorse these efforts.

City of DuPont

2017-2019 Biennial State Legislative Priorities

Adopted by Council on December 13, 2016

PUBLIC TRANSPORTATION EQUITY

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The City of DuPont is asking the Legislature to support legislation allowing DuPont and other unserved municipalities to raise a sales tax, through ballot measure, equivalent to that which the adjacent transit Transportation Benefit District levies. The purpose is to provide local transit service in a noncompetitive manner that serves their residents and businesses and allows for connection to the appropriate transit district and the greater regional transportation network.

I-5/JBLM TRANSPORTATION INVESTMENTS

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With the exception of some mining products, the entirety of that commerce moves out of DuPont by road. Specifically, the access to I-5 is via a two-lane road, DuPont-Steilacoom Road, is frequently congested and sometimes impassable when I-5 has an accident or issue. There are two transportation matters crucial to retaining this level of commerce: retain a new interchange at Exit 119 of I-5 including the planned grade separation and improve DuPont-Steilacoom Rd from Integrity Gate (Wharf Rd) to the new interchange.

Agenda Item # 13a.

DuPont thanks the legislature for the passage of Connect Washington, providing improvements to I-5 from Lakewood to DuPont. **In that authorization was an improvement to Exit 119 providing a new interchange with grade separation. This must be retained as JBLM works on providing a safe and secure Access Control Point in or around DuPont.**

With the sheer volume of commerce, it is of utmost importance that DuPont-Steilacoom Rd be widened to four lanes between Integrity Gate and the new interchange. DuPont proposes supplemental funding be authorized to add this improvement to the interchange work that WSDOT anticipates in 2021.

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RESTORE AND REFORM INFRASTRUCTURE INVESTMENTS

The City urges the Legislature to stop diverting funds (more than one billion dollars to date) from the Public Works Assistance Account (PWAA) and help local governments address needs to repair aging infrastructure and comply with regulatory requirements. **The City supports reforming the PWAA by restoring its revenue sources, streamlining its processes, and allowing the Public Works Board to expand uses for its loan program and make other modernizations that strengthen local infrastructure.** The City also supports continued appropriations through the Centennial Clean Water Fund and Model Toxics Control Account.

STATE-SHARED REVENUES

The City supports restoration and continued appropriation of committed state shared funds, such as Liquor Excise Taxes and Profits, Municipal Criminal Justice Account, as well as legislation that provides cities with tax revenue from the sale of marijuana. Maintain and/or strengthen transportation accessibility programs such as Regional Mobility Grants, Special Needs and Vanpool Investment programs.

BASIC LAW ENFORCEMENT ACADEMY NEEDS MORE FUNDING TO MEET RECRUITMENT NEEDS

The criminal justice training commission (CJTC) operates the state’s basic law enforcement academy (BLEA) that trains all new police officers. Currently the CJTC only has enough funding for ten academy classes in FY 2017. Ten classes accommodate about 300 new recruits. This is less than half the recruit needs for Washington State Cities and Counties. CJTC would like to offer 18 classes which would accommodate about 540 recruits, still an estimated 120 slots less than requested by Cities and Counties. Without the additional classes, there will a substantial backlog for new recruits to get into the academy that drives up local costs for overtime to backfill while the new officer is awaiting training. The city is also responsible for paying the new officer while they are waiting to get into the academy. An additional unintended consequence of this situation is a price war as larger municipalities have begun to “poach” officers from smaller municipalities with offers of signing bonuses and higher pay. Sustained adequate funding for BLEA is essential to affordable public safety in Washington State. **DuPont supports the AWC initiative of asking for an additional \$2.4M in in FY 2017 through supplemental budget requests.**

UNFUNDED MANDATES & OTHER STATE & FEDERAL BUDGET IMPACTS

The City opposes efforts by Congress and the State Legislature to balance budgets by shifting responsibilities to cities and schools. Mandates from the Federal and State governments are rarely accompanied with adequate new revenues or taxing authority, but instead force local government to reduce funding levels for other services.

MILITARY/COMMUNITY PARTNERSHIPS

The City supports funding for the Washington Military Alliance and South Sound Military Communities Partnership to continue supporting DuPont and other communities serving veterans, soldiers, and their families. Joint Base Lewis McChord is a significant employer in DuPont and throughout Washington State. The City works closely with these organizations to coordinate military-related issues that affects the region as a whole, including workforce development, transportation and infrastructure, education, and healthcare and wellness.

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The South Puget Sound Region has a rich history and many sites demonstrating human habitation dating back several thousands of years. Some examples in DuPont include an early Nisqually Tribe Village and Sequelitchew Creek, 1833 and 1843 Hudson Bay Company Forts, 1839 Methodist and Episcopal Mission Site, Wilkes Observatory, 1904 Buffalo Soldiers encampment, Heritage Orchard and others. The Department of Archaeology and Historic Preservation has knowledgeable staff and an extensive database of our history and historical sites. The City supports the concept of a state-sponsored, South Sound Regional Historic Preservation and Restoration Authority.

The City requests that the Legislature provide financial assistance to the County and each municipality in the South Sound Region for the preservation, protection and restoration of federal, state and local significant historic, archaeological and cultural lands, sites and structures.

Additionally, the City urges the Legislature to fund the development of public educational and tourism programs regarding these endeavors as a means of raising public awareness of the value in maintaining these resources as symbols of our cultural heritage and historic past.

City of DuPont
2017 Federal Legislative Priorities
Adopted by Council 13 December 2016

I-5/JBLM TRANSPORTATION INVESTMENTS

The City of DuPont is home to some of the world’s largest companies’ distribution centers and offices, with a mine famous for producing high quality gravel and aggregate materials. Amazon, Ikea, Fed Ex, Dania, Pier 1, State Farm, Cal Portland, and Intel highlight a distinguished list of businesses in DuPont. All totaled, between \$2B -\$3B in commerce leaves DuPont bound for U.S. and world markets annually. Protecting and growing that commerce is crucial not only for DuPont and the region, but for the State as well.

With the exception of some mining products, the entirety of that commerce moves out of DuPont by road. Specifically, the access to I-5 is via a two-lane road, DuPont-Steilacoom Road, is always congested and sometimes impassable when I-5 has an accident or issue. **There are two transportation matters crucial to retaining this level of commerce: retain a new interchange at Exit 119 of I-5 including the planned grade separation and improve DuPont-Steilacoom Rd from Integrity Gate (Wharf Rd) to the new interchange.**

With the sheer volume of commerce, it is of utmost importance that DuPont-Steilacoom Rd be widened to four lanes between Integrity Gate and the new interchange. DuPont proposes supplemental funding be authorized to add this improvement to the interchange work that WSDOT anticipates in 2021. DuPont asks the Washington State Federal Delegation to add this expansion of DuPont-Steilacoom Road between Wharf Road and the entrance to the new Exit 119 to the Defense Access Road (DAR) Program. As a key road for ingress and egress to JBLM, we believe this section of DuPont-Steilacoom Road meets the criteria for this program.

Widening this section not only secures more efficient transportation for several billions in commerce, it provides for easier access and helps relieve congestion on I-5 by providing a faster and more reliable route to I-5 for military and civilians assigned to JBLM.

POINT DEFIANCE BYPASS RAIL SAFETY AND TRANSIT

As stated above, the City supports retaining the grade-separated crossing at the new Exit 119. The Point Defiance Bypass Rail Safety project will route up to 7 passenger trains a day through the intersection at JBLM’s busiest gate. Besides delays, until a grade separated interchange is built, passenger safety on both roads and rail is compromised.

With passenger trains moving through DuPont, the City also supports establishing access to passenger trains though a stop in DuPont. With proper planning and coordination, Amtrak and Sound Transit could design a station and parking facility that serve dual roles, thus saving money and getting more

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cars off the road. DuPont supports funding rail safety improvements through WSDOT and/or Amtrak that would allow the Sounder and passenger trains to serve south of Lakewood sooner than the proposed 2036 date currently as envisioned by ST3. We oppose additional freight along the Point Defiance Bypass.

UNFUNDED MANDATES & OTHER STATE & FEDERAL BUDGET IMPACTS

The City opposes efforts by Congress and the State Legislature to balance budgets by shifting responsibilities to cities and schools. Mandates from the Federal and State governments are rarely accompanied with adequate new revenues or taxing authority, but instead force local government to reduce funding levels for other services.

MILITARY/COMMUNITY PARTNERSHIPS

The City supports funding for the Washington Military Alliance and South Sound Military Communities Partnership to continue supporting DuPont and other communities serving veterans, soldiers, and their families. Joint Base Lewis McChord is a significant employer in DuPont and throughout Washington State. The City works closely with these organizations to coordinate military-related issues that affects the region as a whole, including workforce development, transportation and infrastructure, education, and healthcare and wellness.



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

TITLE:

Establishing the City of DuPont as a Hidden Heroes City.

Department: Administration	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Ted Danek, City Administrator	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		General
Additional Required		

DETAILED SUMMARY STATEMENT:

"When my husband Bob Dole was admitted to Walter Reed Army Medical Center for an extended period of time in 2011, my eyes were opened to the tremendous challenges facing the loved ones caring for our wounded, ill and injured warriors. Following Bob's hospitalization, I established the Elizabeth Dole Foundation to help raise awareness and seek solutions for our military caregivers", says Sen Elizabeth Dole.

During the summer of 2016, the Elizabeth Dole Foundation worked with the U.S. Conference of Mayors to pass an important resolution to encourage cities to increase resources for military and veteran caregivers. To inspire participation, the Elizabeth Dole Foundation established Hidden Heroes Cities, a growing network of cities to better serve our caregivers and share best practices.

Being a Hidden Heroes City means there will be a point of contact for caregivers, in our case we have an Elizabeth Dole Foundation Fellow, Liz Hunt, who lives in DuPont and will assist us with connecting caregivers to the support they need. The City will recognize caregivers and our partnership with the Hidden Heroes program each May during Military Appreciation Month; that will be easy and can be done at no cost either at a Council meeting or during our Memorial Day Ceremony, for example.

RECOMMENDATION:

Pass the resolution making DuPont a Hidden Heroes City.

**CITY OF DuPONT
WASHINGTON
RESOLUTION NO. 16-500**

**A RESOLUTION OF THE CITY OF DuPONT, WASHINGTON,
ESTABLISHING THE CITY OF DuPONT AS A HIDDEN HEROES CITY**

WHEREAS, the series of wars in which our nation has been engaged over time, since World War II, has resulted in 5.5 million military and veteran caregivers who are parents, spouses, siblings and friends, caring for those wounded, ill or injured who have served our nation, as documented by the 2014 Rand study commissioned by the Elizabeth Dole Foundation; and

WHEREAS, the daily tasks of these military and veterans caregivers can include bathing, feeding, dressing, and caring for the grievous injuries of wounded warriors, administering medications, providing emotional support, caring for the family and the home, and working outside the home to earn essential income; and

WHEREAS, the nation provides multi-faceted support to our wounded, ill and injured veterans and service members through public, private and philanthropic resources, but their caregivers receive little support or acknowledgement; and

WHEREAS, most military and veteran caregivers consider the challenging work they do as simply carrying out their civic and patriotic duty, without realizing they are, in fact, caregivers, and do not identify themselves as such; and

WHEREAS, an alarming number of military and veteran caregivers, according to research, are suffering numerous debilitating mental, physical and emotional effects as a result of their caregiving duties; and

WHEREAS, the City of DuPont desires to recognize and support those who are serving in these vital roles in our own community;

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

Section 1. That the City of DuPont become a military and veteran caregiver supportive city, a Hidden Heroes City, seeking to identify to identify military and veteran caregivers

...

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residing in our city, and working to ensure that our government, organizations, employers and non-profits are aware of the unique challenges of military and veteran caregivers and are encouraged to create supportive environments and opportunities for assistance.

Section 2. That the City of DuPont plan an observance each May, during Military Appreciation Month, to honor and recognize the city's military and veteran caregivers in partnership with the Elizabeth Dole Foundation's national Hidden Heroes campaign.

Section 3. That the City of DuPont encourages all who care about and support veterans and service members to extend that support to their caregivers, and to designate a point of contact for our city, from the public or private sector, for citizens and organizations wanting to offer support, and caregivers who need that support.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF DECEMBER, 2016.

CITY OF DuPONT

Michael Courts, Mayor

ATTEST/AUTHENTICATED:

Karri Muir, CMC, City Clerk

Approved as to Form:

Gordon Karg, City Attorney

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



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

TITLE:

Authorization for Mayor to Sign Critical Areas Update Contract with Stantec

Department: Community Development	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Jeff Wilson, Planning Director	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$56,500.00	General
Additional Required		

DETAILED SUMMARY STATEMENT:

In 2015 the City completed its mandatory update to the Comprehensive Plan. The WA State Department of Commerce confirmed the City had met its update requirement, however, noted that the City still needed to complete the update to its development regulations and Critical Areas Regulations.

The purpose of this effort is to insure our current Critical Areas Regulations are based on "best available science." To evaluate our current regulations we issued an RFP to solicit proposals from qualified consultants to undertake this evaluation and to make recommendations for changes where warranted. After review of consultant qualifications and proposals to ensure they met our requirements, we have chosen Stantec Consulting Services Inc. to complete the work.

Stantec's contract scope of work will ensure we meet our obligation for update of our Critical Areas Regulations, with a target for adoption by the City Council in June of 2017. The contract amount is \$56,500 for the complete scope of work. Funding for the proposed work will be paid for from the Department's Professional Services line item in the budget. The City Attorney has reviewed the proposed contract.

RECOMMENDATION:

Authorize the Mayor to sign the attached contract with Stantec.



Stantec Consulting Services Inc.
11130 NE 33rd Place Suite 200, Bellevue WA 98004-1465

November 17, 2016
File: 2002005296

Attention: Jeffrey S. Wilson
City of DuPont
1700 Civic Dr.
DuPont, WA 98327

Reference: City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequelitchew Creek Enhancement Plan Review.

Dear Mr. Wilson,

On behalf of Stantec, we thank you and the City of DuPont for selecting us to assist you with the update of the Sensitive Areas Ordinance (SAO), review of your mineral overlay ordinance, and a review of the restoration plans for Sequelitchew Creek. We have prepared this scope of work, schedule, and budget to address your goals and objectives for completing these tasks.

SCOPE OF WORK

We understand all documents delivered under this contract are public and DuPont has Stantec's permission to use these documents and products to serve their public mission and share with their community, associated agencies, and others as requested.

Element 1 – Sensitive Areas Ordinance Update

In June of 2016, Ecology published updated guidelines for developing critical and sensitive areas ordinances. These new guidelines offer new information that includes:

- Reference to the updated 2014 wetland rating system
- Updated definitions based on the updated 2014 wetland rating system
- Buffer tables that include habitat scores from the updated 2014 wetland rating system
- Addition of buffer table to be used if minimizing measures are not used
- Emphasis on the requirement to provide wildlife corridors where possible in exchange for buffer reduction
- Guidance on using wetlands for stormwater management facilities
- Revisions to exemptions for small wetlands
- Recommended language addressing agricultural activities in non-VSP jurisdictions
- Addition of recent mitigation documents and guidance
- Corrected links to resource documents and web pages

Design with community in mind



November 17, 2016

Reference: City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequallitchew Creek Enhancement Plan Review.

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These items are the focus for the SAO update in addition to the necessary components to allow restoration activities within Sequallitchew Creek and other sensitive areas under the authority of DuPont. Specific tasks are described below.

Task 1. Project Kick-off Meeting

As a kick-off effort, we propose to spend a day in DuPont visiting the vicinity, becoming familiar with critical areas conditions, and developing a strong understanding of the City's goals and objectives for growth, economic development, and maintaining quality of life. We hope to include as many members of DuPont's leadership as possible, so we can gather various perspectives and capture understanding and awareness across departments and leadership.

Deliverables: A brief meeting memo will be prepared to capture discussion topics, decisions made, and ideas shared. Photographs taken during the city tour will be also provided in electronic format.

Task 2. Document Review

Stantec will review the existing City of DuPont SAO (and related documents as made available by DuPont) to understand the City's regulatory stance regarding critical areas. This review will identify components of the SAO that must be added, altered, or maintained for inclusion into the updated SAO. Our team will review the "best available science" (BAS) documents from various sources (Ecology, WDFW, and surrounding municipalities) and confirm that references are up-to-date. We will select those portions of the BAS database that are applicable in DuPont for use in the SAO update. Additional, more current reference material will be gathered, as needed, and copies (hardcopy and electronic) will be delivered to the City for your records and use. This task will include an evaluation of the available critical areas mapping GIS data for inclusion into a larger City-wide GIS database to be developed by the City in the future.

Deliverables: A reference list of the BAS documents reviewed will be provided to the City. A summary of the BAS update will be provided. Applicable recommendations for BAS inclusion for the City of DuPont will be transmitted by this letter-report.

Task 3. Public Workshop and Public Comment Review

Once the BAS and SAO documents have been reviewed, we recommend holding a public workshop to gather perspectives and ideas from DuPont citizens and stakeholders. We anticipate that this workshop will take place during January 2017. In preparation for this session, we will prepare illustrations of known sensitive areas within DuPont's jurisdiction along with a handout, which includes the overall objectives for the SAO update. After a brief introduction and statement of the workshop objectives, we envision a small group breakout session where each group discusses ideas for sensitive areas management within DuPont.



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Reference: City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequatchew Creek Enhancement Plan Review.

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Deliverables: Workshop process and objectives outline, sensitive areas display graphics, summary of comments received, breakout session notes and event photographs will be provided.

Task 4. Prepare and Review Draft SAO

For expediency, we plan to work with the existing SAO as much as possible. We ask that the City provide the existing SAO document in WORD format. Preferably, we will maintain the general formatting in terms of outline and code references. Outdated sections will be revised and new sections added as necessary. Proposed changes to the SAO will be summarized in tabular format for easy tracking and justification. As the draft SAO revision is developed, it will be shared with the Planning Director for early review and input prior to submission to the Planning Commission or other reviewers.

Deliverables: Preliminary draft SAO delivered to the Planning Director for initial screening and review. Second draft SAO with Planning Director's comments addressed provided for Planning commission review. Table summarizing major elements of the SAO to be updated with associated justification statements. Electronic files will be provided to the City for formatting and reproduction.

Task 5. Prepare and Review Interagency Draft SAO

Once the Planning Director and Stantec have a draft revised SAO compiled with the major elements addressed, the document will be prepared for a more thorough review. The DuPont Planning Commission will be next to review and comment on the proposed SAO revisions. Once the Planning Commission has provided input and find the updated SAO acceptable, the draft document will be provided to Ecology for state review and comment. Input received from the state agency will be summarized and addressed with coordination between Stantec, the Planning Director and Planning Commission.

Deliverables: Third draft SAO addressing Planning Commission review comments to be provided to the Planning Director for submittal to Ecology for state agency review.

Task 6. Draft Final and Planning Commission Hearing

As the draft SAO update is advanced toward completion, the revised and compiled SAO update will be discussed at a public hearing with the Planning Commission to gain citizen input. Comments received by the public will be summarized in tabular format and referenced to appropriate components of the SAO update document. Edits will be discussed with the Planning Director and Planning Commission to gain direction for the last edit of the SAO update prior to the City Council Hearing.

Deliverables: Fourth draft SAO that addresses Ecology comments provided to the Planning Director for delivery to the Planning Commission for recommendation to the City Council. Electronic files will be provided to the City for formatting and reproduction.



November 17, 2016

Reference: **City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequatchew Creek Enhancement Plan Review.**

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Task 7. City Council Hearing and SAO Adoption

A final draft SAO update will be prepared for the City Council that includes the work described above. This draft will have addressed input from the state, Planning Commission, and the public. The draft SAO update will be provided to the City Council in advance of the public hearing to obtain any immediate input from the Council to allow adjustments prior to the hearing and adoption. Timing of this submittal and final review will be coordinated with the Planning Director to obtain optimal results and most efficient communication and coordination with the Council.

Deliverables: Fifth draft SAO addressing final Planning Commission comments made ready for the City Council adoption process. Electronic files will be provided to the City for formatting and reproduction.

ELEMENT 2 – MINERAL OVERLAY EVALUATION

Legal guidance for mineral resource lands overlay regulations comes from RCW 36.70A.131 – Mineral resource lands – Review of related designations and development regulations. This code directs a county or city to review its mineral resource lands designations adopted pursuant to RCW 36.70A.170 and mineral resource lands development regulations adopted pursuant to RCW 36.70A.040 and 36.70A.060. As part of this review, the county or city shall take into consideration: (1) New information made available since the adoption or last review of its designation or development regulations, including data available from the department of natural resources relating to mineral deposits; and (2) New or modified model development regulations for mineral resource lands prepared by the Department of Natural Resources, the Department of Commerce, or the Washington State Association of Counties.

The review of DuPont’s mineral resources will include conversation with the department of natural resources to assess the overall status of the mineral resources in the vicinity and availability of those resources of time. In addition, the review will assess the CalPortland activities in terms of mined areas, reclaimed areas, and future mining plans within the DuPont jurisdiction. With this and other information gathered, the existing mineral resource overlay district within DuPont will be compared to current conditions and future expectations in order to define any opportunity or justified changes to the overlay district parameters. Following this evaluation, a brief technical memo will be prepared for the City with recommendations for use in revising the Sensitive Areas Ordinance.

Deliverables: Memo on Mineral Resources Overlay evaluation with recommendations for adjustment with the SAO.

ELEMENT 3 - SEQUALITCHEW CREEK PROPOSED RESTORATION STRATEGY REVIEW AND COMMENT

The 2014 Final Briefing Memo for the Sequatchew Creek Watershed will be the basis for changes linked to the SAO update. Specifically, revisiting the plan assumptions and level of effort to achieve restoration objectives is an important refresher given two years has passed since this



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Reference: City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequatchew Creek Enhancement Plan Review.

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document was completed. One item not included in the memo is a section on funding and partnership grants that could facilitate implementation.

The actual work effort for this task will be research and conducting two meetings to re-engage stakeholders and gather current perspectives and ideas. At a minimum, we suggest that this task include the Nisqually Tribe, Joint Base Lewis McCord, CalPortland and the City of DuPont.

Deliverables: Stakeholder meeting outline, notes from the meeting, memo with recommended next steps.

Budget and Schedule

The anticipated budget for the above tasks is listed in the table below. It is our plan to complete the project within these budget limits. However, agency requirements and land transactions can be troublesome and hard to predict. We will practice a “no surprises” rule so all the issues are known as soon as possible and we can chart the most effective way to address any issues that arise.

Element/Task	Description	Budget
1/1	Project Kickoff Meeting and Site Reconnaissance	\$3,500.00
1/2	Review of Existing Documents	\$7,500.00
1/3	Public Workshop and Public Comment Review	\$4,500.00
1/4	Prepare and Review Draft SAO	\$15,000.00
1/5	Prepare and Review Interagency Draft SAO	\$8,000.00
1/6	Draft Final and Planning Commission Hearing	\$5,000.00
1/7	City Council Hearing and SAO Adoption	\$2,000.00
2	Mineral Overlay Evaluation	3,500.00
3	Sequatchew Creek Proposed Restoration Strategy Review and Comment	7,500.00
	Total Budget	\$56,500.00



November 17, 2016

Reference: **City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequalitchew Creek Enhancement Plan Review.**

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Project Schedule

June 30, 2017 is the desired completion date for the SAO update effort. Our goal is to expedite this work as much as possible to achieve the SAO update to mesh with ongoing planning and growth initiatives in progress at DuPont. Below is a planned and aggressive schedule for the SAO update process:

Kick-off event –	before December 15, 2016
SAO and BAS Document Review Completion –	January 15, 2016
Public Workshop –	January 15, 2017
First Draft SAO –	February 15, 2017
Planning Commission Draft SAO –	March 1, 2017
Agency Draft SAO –	March 20, 2017
Planning Commission Hearing –	April 15, 2017
Final Draft SAO to City Council –	May 15, 2017
City Council Hearing and Adoption –	June 15, 2017

There are two added elements to this scope of work. The Mineral Resources Overlay evaluation will run concurrently and early within the above process. To gain the necessary input to incorporate adjustments to the SAO regarding mineral resources overlay issues, this evaluation must be completed in January 2017.

Review of the proposed Sequalitchew Creek restoration strategy will be completed later in the SAO update process and will be completed in April – June 2017. Certain elements of the Sequalitchew Creek restoration plan must be considered with the SAO update to include aquatic habitat restoration, buffers, and associated regulatory actions (exemptions, variances, or conditions) in the updated SAO. The meeting with the Sequalitchew Creek stakeholders is planned to occur in the month of April 2017.

Closure

Attached is our standard contract for your review. Please let me know if the language is agreeable or if we should make any modifications. Also let me know if the scope of work, schedule and fee are acceptable. Once we have agreed to the contract terms, scope and budget, I'll have you sign the agreement and send it back to me. Please contact me if you have any questions or concerns.



November 17, 2016

Reference: City of DuPont Sensitive Areas Update, Mineral Overlay Assessment, and Sequatchew Creek Enhancement Plan Review.

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We are prepared to begin diligently working on this project, fully coordinated with you, to achieve your desired goals and objectives. Thank you once again for your trust and selection of Stantec to assist you with this project.

Regards,

STANTEC CONSULTING SERVICES INC.

Wayne Wright
Principal Scientist
Phone: (425) 869-9448
Wayne.Wright@stantec.com

By signing this proposal, the City of DuPont, WA authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the 7 day of November, 2016.

Per: City of DuPont

Mike Courts, Mayor

Print Name & Title

Signature

Attachment: Standard Terms & Conditions and Rate Sheet

cc. file

THIS AGREEMENT is made and entered into effective December 13, 2016 (the "Agreement Date") by and between:

"CLIENT"

Name: CITY OF DUPONT
Address: 1700 Civic Drive, DuPont, WA 98327-9603
Phone: (253) 912-5393 Fax: (253) 964-1455
Representative: Jeffrey S. Wilson, Community Development Director

"STANTEC"

Name: STANTEC CONSULTING SERVICES INC.
Address: 11130 NE 33rd Place Suite 200 Bellevue WA 98004-1465
Phone: (425) 869-9448 120 Fax: (425) 869-1190
Representative: Wayne S. Wright, Principal

PROJECT NAME (the "PROJECT"):

City of DuPont Critical Areas Update and Associated Services

DESCRIPTION OF WORK: STANTEC shall render the services described in Attachment "A" (hereinafter called the "SERVICES") in accordance with this AGREEMENT. STANTEC may, at its discretion and at any stage, engage subconsultants to perform all or any part of the SERVICES. The CLIENT and STANTEC by written amendment to this AGREEMENT may from time to time make changes to the SERVICES. All changed work shall be carried out under this AGREEMENT. The time for completion of the SERVICES shall be adjusted accordingly.

DESCRIPTION OF CLIENT: The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

COMPENSATION: Charges for the SERVICES rendered will be made in accordance with the CONTRACT PRICE indicated in Attachment "A", or, if no CONTRACT PRICE is indicated, in accordance with STANTEC's Schedule of Fees and Disbursements in effect from time to time as the SERVICES are rendered.

Invoices shall be paid by the CLIENT in the currency of the jurisdiction in which the SERVICES are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle STANTEC, at its option, to suspend or terminate this Agreement and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest.

REPRESENTATIVES: Each party shall designate in the space provided above a representative who is authorized to act on behalf of that party and receive notices under this AGREEMENT. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this AGREEMENT.

NOTICES: All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, telegram, email, facsimile or telex, addressed to the regular business address of such party as identified above.

CLIENT'S RESPONSIBILITIES: The CLIENT shall provide to STANTEC in writing, the CLIENT's total requirements in connection with the PROJECT, including the PROJECT budget and time constraints. The CLIENT shall make available to STANTEC all relevant information or data pertinent to the PROJECT which is required by STANTEC to perform the SERVICES. STANTEC shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of STANTEC or otherwise. Where such information or data originates either with the CLIENT or its consultants then STANTEC shall not be responsible to the CLIENT for the consequences of any error or omission contained therein.

When required by STANTEC, the CLIENT shall engage specialist consultants directly to perform items of work necessary to enable STANTEC to carry out the SERVICES. Whether arranged by the CLIENT or STANTEC, these services shall be deemed to be provided under direct contracts to the CLIENT unless expressly provided otherwise.

The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by STANTEC and whenever prompt action is necessary shall inform STANTEC of CLIENT's decisions in such reasonable time so as not to delay the schedule for providing the SERVICES.

When applicable, the CLIENT shall arrange and make provision for STANTEC 's entry to the PROJECT site as well as other public and private property as necessary for STANTEC to perform the SERVICES. The CLIENT shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the PROJECT so as not to delay STANTEC in the performance of the SERVICES.

STANTEC's RESPONSIBILITIES: STANTEC shall furnish the necessary qualified personnel to provide the SERVICES. STANTEC represents that it has access to the experience and capability necessary to and agrees to perform the SERVICES with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the SERVICES at the time when and the location in which the SERVICES were performed. This undertaking does not imply or guarantee a perfect PROJECT and in the event of failure or partial failure of the product of the SERVICES, STANTEC will be liable only for its failure to exercise diligence, reasonable care and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure STANTEC 's performance. There are no other representations or warranties expressed or implied made by STANTEC. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the SERVICES provided by STANTEC nor shall STANTEC warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond STANTEC's reasonable control. STANTEC does not warrant the SERVICES to any third party and the CLIENT shall indemnify and hold harmless STANTEC from any demands, claims, suits or actions of third parties arising out of STANTEC's performance of the SERVICES.

In performing the SERVICES under this AGREEMENT, STANTEC shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT.

The SERVICES performed by STANTEC shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve STANTEC from its responsibility for the proper performance of the SERVICES.

TERMINATION: Either party may terminate this AGREEMENT without cause upon thirty (30) days' notice in writing. If either party breaches this AGREEMENT, the non-defaulting party may terminate this AGREEMENT after giving seven (7) days' notice to remedy the breach. On termination of this AGREEMENT, the CLIENT shall forthwith pay STANTEC for the SERVICES performed to the date of termination. Non-payment by the CLIENT of STANTEC's invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach of this AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated.

SUSPENSION OF SERVICES: If the project is suspended for more than thirty (30) calendar days in the aggregate, STANTEC shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the PROJECT is suspended for more than ninety (90) days, STANTEC may, at its option, terminate this agreement upon giving notice in writing to the CLIENT.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the services include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, CLIENT acknowledges that such SERVICES proposed or performed by STANTEC are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or siltation, that any physical works are to be constructed and maintained by the CLIENT's contractor or others and that STANTEC has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the SERVICES provided by STANTEC, CLIENT agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup or related costs.

BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS: STANTEC shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, STANTEC shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of STANTEC, through no fault of STANTEC, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

STANTEC shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

COST AND SCHEDULE OF CONSTRUCTION WORK: In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor STANTEC has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on STANTEC's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by STANTEC. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

ADMINISTRATION OF CONSTRUCTION CONTRACTS: When applicable, STANTEC shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in this AGREEMENT. The performance of the construction contract is not STANTEC's responsibility nor are STANTEC's field services rendered for the construction contractor's benefit.

It is understood and agreed by the CLIENT and STANTEC that only work which has been seen during an examination by STANTEC can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by STANTEC, the authority for general administration of the PROJECT shall reside with STANTEC only to the extent defined in this AGREEMENT. In such case, STANTEC shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that STANTEC is empowered to do so by such other consultants' contracts with the CLIENT.

STANTEC shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by STANTEC of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further, STANTEC shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by STANTEC or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, STANTEC will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than STANTEC, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

JOBSITE SAFETY: Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, STANTEC and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

LIMITATION OF LIABILITY: The CLIENT releases STANTEC from any liability and agrees to defend, indemnify and hold STANTEC harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the negligence or willful misconduct of STANTEC.

It is further agreed that the total amount of all claims the CLIENT may have against STANTEC under this AGREEMENT or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of the fees paid to STANTEC for the SERVICES or \$500,000. No claim may be brought against STANTEC in contract or tort more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against STANTEC and not against any of STANTEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, STANTEC knowingly encounters any such substances, STANTEC shall

notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against STANTEC, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of STANTEC. STANTEC and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All documents prepared by STANTEC or on behalf of STANTEC in connection with the PROJECT are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. Payment to STANTEC of the compensation prescribed in this AGREEMENT shall be a condition precedent to the CLIENT's right to use documentation prepared by STANTEC. These documents may not be used for any other purpose without the prior written agreement of STANTEC. The CLIENT shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the SERVICES rendered by STANTEC in connection with the PROJECT, for the life of the PROJECT. The CLIENT shall not use, infringe upon or appropriate such concepts, products or processes without the express written agreement of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to indemnify STANTEC from any claims advanced on account of said reuse or modification.

Any document produced by STANTEC in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of STANTEC, which may be withheld at STANTEC's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of STANTEC's standard form reliance letter.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

PROJECT PROMOTION: Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include STANTEC in such Project Promotion.

FORCE MAJEURE: Any default in the performance of this AGREEMENT caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

GOVERNING LAW: This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement. After unsuccessful pursuit of mediation and binding arbitration, neither Stantec or the City of DuPont are precluded from using any other legal remedy to resolve any dispute, to the extent allowed by applicable law.

ATTORNEYS FEES: In the event of a dispute hereunder, STANTEC and the CLIENT agree that each shall individually bear their own costs incurred in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

ASSIGNMENT AND SUCCESSORS: Neither the CLIENT nor STANTEC shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

PROTECTION OF PRIVACY LAWS: STANTEC will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. STANTEC will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or



respecting correction and annotation of personal information. STANTEC will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of STANTEC or any of STANTEC's policies or practices relevant to the management of personal information subject to this AGREEMENT.

ENTIRE AGREEMENT: This AGREEMENT constitutes the sole and entire agreement between the CLIENT and STANTEC relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and STANTEC. All attachments referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

SEVERABILITY: If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and STANTEC.

THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above.

CITY OF DUPONT

STANTEC CONSULTING SERVICES INC.

Mike Courts, Mayor
Print Name and Title

Wayne S. Wright, Principal
Print Name and Title

Signature _____

Signature _____

Print Name and Title

Print Name and Title

Signature _____

Signature _____

Attached to and forming part of the AGREEMENT BETWEEN:

CITY OF DUPONT

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: December 13, 2016

This Attachment details the SERVICES, CONTRACT TIME, CONTRACT PRICE, ADDITIONAL CONDITIONS and ADDITIONAL ATTACHMENTS forming part of the above described AGREEMENT.

SERVICES: STANTEC shall perform the following SERVICES:

[Click and enter in any format the details you wish to use to express Scope of Services]

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: [enter a date or statement of when the work will commence]

Estimated Completion Date: [enter a date or statement of estimated time of completion]

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

[Click and enter in any format fee and/or compensation details]

An eight percent (8%) flat rate disbursement (FRD) recovery charge will be applied to the STANTEC fees to cover miscellaneous project expenses, internal incidental printing, copying and plots, film, CDs and report materials; communications expenses (e.g., faxes, office and mobile phones, blackberries, pagers, and other devices); office expenses (e.g., postage, couriers, equipment, common software and other supplies); staff local mileage/kilometrage; and archive maintenance. As this is a FRD, no supporting document will be provided with invoices.

Project specific charges, such as subconsultants; travel, accommodations and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees and to the FRD.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to STANTEC with a ten percent (10%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for SERVICES are based on STANTEC's hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this AGREEMENT:

[Click and insert additional items. If none, type 'No additional conditions' or similar wording.]

ADDITIONAL ATTACHMENTS:

The following additional attachments shall be read in conjunction with and constitute part of this AGREEMENT:

Rate Table

Click here, if there are additional attachments enter them here, if no additional attachments hit Delete button and backspace once to end list above.

If attaching Insurance Certificate, IF REQUESTED, click here, type 'Insurance' and hit F3 button or Tab to insert the Insurance note, then delete the Insurance Requirements below. If not attaching certificate, select and delete this ROW.

INSURANCE REQUIREMENTS:

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.