



AGENDA
DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, April 9, 2026 - 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

- Item 1. **Black Wellness Week Proclamation** - 5 Minutes
Motion: "I move to approve the Proclamation recognizing April 13-17 as Black Wellness Week."

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

COMMENTS FROM THE PUBLIC

REGIONAL COMMITTEE REPORT

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. **Annual NPDES Update** - 20 Minutes
Staff Presentation:
Tyler Beekley, Surface Water/Environmental Engineer
- Item 2. **Human Services Funding Criteria Discussion** - 25 Minutes
Staff Presentation:
Katherine Caffrey, City Manager
- Item 3. **Economic Development Update for 2026 First Quarter** - 20 Minutes
Staff Presentation:
Katherine Caffrey, City Manager

CONSENT AGENDA

- Item 1. **Approval of Vouchers**
Motion: "I move to approve the payment vouchers through March 26, 2026 and payroll transfers through March 20, 2026 in the attached list and further described as follows:"

EFT Vendor Payments	#13347 - #13415	\$872,867.51
Wires	#3287 - #3298	\$420,781.13
Accounts Payable Checks	#167427 - #167458	\$135,194.47
Voided Checks	#167418, #167452	-\$1,338.90
Payroll Advice	#16958 - #17120	\$489,884.61
Total Checks and Wires for A/P & Payroll:		\$1,917,388.82

- Item 2. **Approval of Minutes**
Motion: I move to approve the minutes from the Strategic Plan Workshop held on February 26–27, 2026, and the City Council Study Session held on March 5, 2026."
- Item 3. **Sexual Assault Awareness and Prevention Month Proclamation**
Motion: "I move to approve the Proclamation recognizing April as Sexual Assault Awareness Month."
- Item 4. **Draft Ordinance 26-009: Appointive Code and Citizens Advisory Board Code Update (2nd Reading)**
Motion: "I move to pass Draft Ordinance 26-009 updating the Appointive Committee and Citizens Advisory Board codes."

NEW BUSINESS

- Item 1. **New Agenda Items for Consideration - 10 Minutes**

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

PRESIDING OFFICER'S REPORT

EXECUTIVE SESSION

NEXT MEETING DATE

April 23, 2026 City Council Regular Meeting

Members of the public who wish to provide comment during the meeting via Zoom must register in advance. To register, please email cityclerk@desmoineswa.gov by 12:00 p.m. (noon) on the Wednesday before the meeting.

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321, on the City's [YouTube](#) channel or via [Zoom](#).

[Projected Future Agenda Items](#)

**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Black Wellness Week Proclamation - 5 Minutes

ATTACHMENTS:

1. Black Wellness Week Proclamation

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

March 23, 2026

CLEARANCES:

City Clerk

Purpose and Recommendation

The purpose of this agenda item is to show Council support and proclaim April 13-17 as Black Wellness Week.

Suggested Motion:

Motion: "I move to approve the Proclamation recognizing April 13-17 as Black Wellness Week."

Background

In February of 2024, Gov. Jay Inslee issued a proclamation announcing the inaugural Black Wellness Week, which will be observed April 13-17, 2026, will be the third annual observation of the week.

The Elevate Black Wellness initiative establishes a framework for addressing health disparities faced by the Black community. It integrates grassroots advocacy with governmental support and emphasizes actionable steps to enhance health outcomes and build a sustainable model for future wellness initiatives.

The proclamation aims to foster community empowerment by bringing awareness to health disparities as evidenced during the COVID-19 pandemic and aligning with broader universal health objectives.

PROCLAMATION

WHEREAS, the tradition of Booker T. Washington’s Negro Health Week has historically spotlighted health disparities in Black communities, fostering advocacy and education; and

WHEREAS, holistic well-being, encompassing physical, mental, emotional, and social health, is a priority for all communities; and

WHEREAS, addressing health disparities in Washington State, especially within Black communities, calls for initiatives that are both inclusive and community-driven; and

WHEREAS, a community-driven approach, focusing on leveraging existing resources and capacities, is essential for the effective implementation of Black Wellness Week.

NOW THEREFORE, The Des Moines Council hereby proclaims April 13 – 17, 2026 as **Black Wellness Week** and urges all residents to join them in this special observance.

Signed this 9th day of April, 2026

Yoshiko Grace Matsui, Mayor

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Annual NPDES Update - 20 Minutes

ATTACHMENTS:

1. NPDES Phase II Stormwater Permit
Annual Update PowerPoint

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Public Works

DATE SUBMITTED:

March 23, 2026

CLEARANCES:

Public Works

Purpose and Recommendation

The purpose of this agenda item is to provide the City Council with an information update regarding the 2025 and 2026 implementation of the Surface Water Utility's National Pollutant Discharge Elimination System (NPDES) permit.

Background

The National Pollutant Discharge Elimination System (NPDES) is a permit program first introduced as part of the Federal Clean Water Act in 1972. Nationally, the NPDES program is administered by the Environmental Protection Agency. In some states, including Washington, the authority to administer the program has been delegated to the State. In Washington, this authority belongs to the Washington State Department of Ecology (Ecology).

Public owners of stormwater drainage systems, like the City of Des Moines', are considered dischargers. Phase II of the NPDES program unfolded in 2007 and required smaller communities to obtain a permit and develop stormwater management plans. Des Moines recently began implementing the 2024-2029 Western Washington Phase II permit, which outlines requirements to prevent, reduce, and eliminate pollutants from entering the City's surface water system.

Each year, staff provides a Council Committee update on the City's NPDES permit and the efforts completed over the previous year (2025) and planned actions for the current year (2026).

Discussion

The 2019-2024 Western Washington Phase II permit has many requirements aimed at preventing, reducing, and eliminating pollutants. These requirements are broken down into nine main categories with a summary of actions taken in 2025.

1. Stormwater Planning

The program is required to include a Stormwater Planning program to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters. The following list provides examples of ways this requirement was met in 2025.

- Low Impact Development – ongoing requirement to make LID the preferred and commonly used approach
- Tree Canopy Program – Program planning and development began in 2025
- Watershed Planning Program
 - The Stormwater Management Action Plan requirement was completed in 2023. Lower Massey and Barnes Creek was selected as a high priority basin and various short/long-term goals were added to the plan. Implementation of this plan continued through 2025.

2. Public Education & Outreach

The program is required to include an education and outreach program designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate in stewardship activities. The following list provides examples of ways this requirement was met in 2025.

- General Awareness Programs
 - City Currents/Facebook Articles
 - BEA Environmental Business Outreach (23 businesses served; 15 spill kits provided)
- Behavior Change Program
 - Highline Stormfest (1200 students/ 6/10/25 – 6/12/25)
- Stewardship Programs
 - Storm Drain Marker Volunteers (550 storm drains marked)
 - Carwash Kits (5 checked out)
 - Adopt-a-Drain Program launched in 2025 (58 total storm drains adopted)

3. Public Involvement & Participation

The program is required to provide ongoing opportunities for public involvement and participation in the development of the program management plan. The following list provides examples of ways this requirement was met in 2025.

- Stormwater Management Program Updated Annually
- City Website Public Comment Invitation

4. Utility Mapping & Documentation

The program is required to provide an ongoing program for mapping and documenting the municipal stormwater system. The following list provides examples of ways this requirement was met in 2025.

- Ongoing mapping of new developments
- Map updates from PW Crew field investigations
- Tree Canopy Mapping Completed in 2025

5. Illicit Discharge, Detection, and Elimination

The program is required to include an ongoing program designed to prevent, detect, characterize, trace and eliminate illicit connections and illicit discharges into the municipal stormwater system. The following list provides examples of ways this requirement was met in 2025.

- Spill response tracking & investigation (37 spills reported)
- Field screening program (41% field screened)
- Continued training of staff

6. Controlling Runoff from Construction Sites

The program is required to implement and enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment and construction site activities. The following list provides examples of ways this requirement was met in 2025.

- Plan review process (97 projects reviewed)
- Inspection process (49 construction sites inspected)
- Enforcement actions (70 enforcement actions)

7. Operations & Maintenance

The permit requires to implement an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. The following list provides examples of ways this requirement was met in 2025.

- Stormwater facility inspections/maintenance
 - 243 total facilities
 - 243 inspected
 - 44 maintained
- Catch basin inspection/maintenance
 - 5,287 total CBs
 - 2,155 inspected
 - 275 maintained

8. Source Control for Existing Development

The permit requires implementing a program to prevent and reduce pollutants in runoff from areas of existing development that discharge to the stormwater system. The following list provides examples of ways this requirement was met in 2025.

- Completed by internal staff, previously completed through consultant support
- Total number of businesses inspected (28)
- Businesses requires corrective actions (12)

9. Stormwater Management for Existing Development

The permit requires implementing a Program to control or reduce stormwater discharges to waters of the State from areas of existing development though the focus on strategic stormwater investments over longer planning timeframes. The following list provides examples of ways this requirement was met in 2025.

- Continued to plan, fund, design, and construct projects that qualify for credits towards meeting this program requirement.
- Purchased the 16.1-acre Wooton Park parcel for credit towards this program.

2026 Planned Actions:

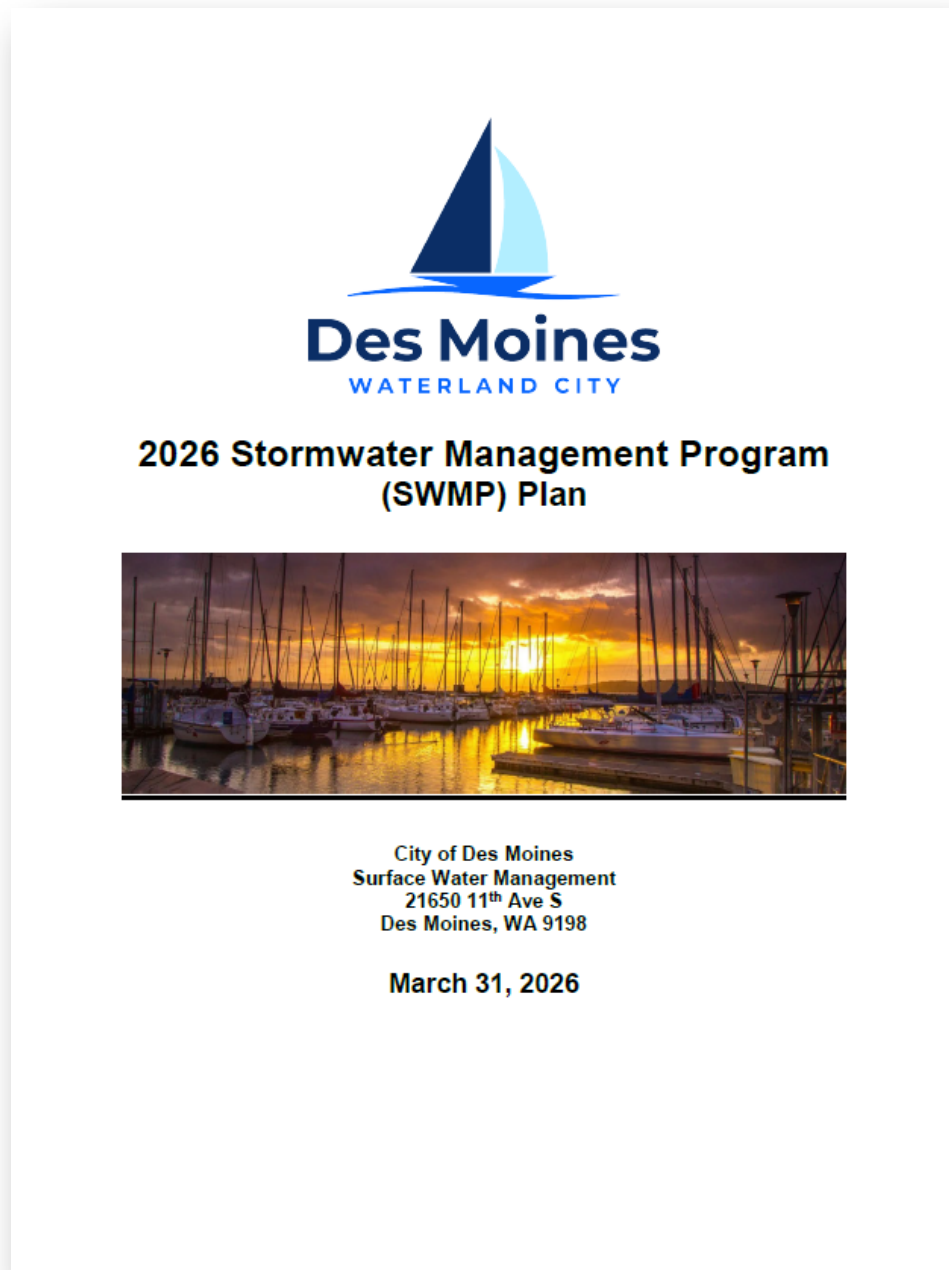
As we implement the NPDES permit requirements into the year 2026 there are a variety of new or changing actions that will occur. Where the City is already implementing components required by the permit, those actions or activities will continue at the existing level of implementation. The following list provides a summary of actions that will be new in 2026.

- OpenGov - Currently staff use the program CityWorks for asset management, in 2026 will be a transition to a new asset management software called OpenGOV. This change in software will create more efficient workflows, allow for real-time progress reports, and improve communication between staff.
- Tree Canopy Preservation Program – Staff will continue to build out this program for the potential adoption and implementation beginning in 2027.
- Watershed Planning – Staff will begin discussions with a consultant to initiate the process for meeting the March 31, 2027, requirement to submit a watershed plan for at least one new high-priority catchment area.
- Stormfest - Continued involvement with the Highline StormFest event for 6th graders in the Highline School District taking place at the Des Moines Beach Park June 2nd – 4th.
- Stormwater Manual – The updated King County stormwater design manual will be automatically adopted in July of 2026 by City Code.
- Begin research on PCB best practices for City owned building cleaning, maintenance, renovation and demolition.



NPDES Phase II Stormwater Permit Annual Update

NPDES Program Summary & Background



1. Stormwater Planning



LOW IMPACT
DEVELOPMENT

- Low Impact Development Program –
 - ❑ Ongoing requirement to make LID the preferred approach



TREE CANOPY
PRESERVATION

- Tree Canopy Program –
 - ❑ Program planning and development began in 2025
 - ❑ Tree Canopy Preservation Program – Staff will continue to build out this program for the potential adoption and implementation beginning in 2027.



WATERSHED
PLANNING

- Watershed Planning Program–
 - ❑ The first Stormwater Management Action Plan requirement was completed in 2023. Lower Massey and Barnes Creek was selected as a high priority basin and various short/long term goals were added to the plan.
 - ❑ March 31, 2027 requirement to submit a Stormwater Management Action Plan for at least one new high-priority catchment area.

2. Public Education & Outreach

- General Awareness Programs
 - ❑ City Currents/Facebook Articles
 - ❑ BEA Environmental Business Outreach (23 businesses served; 15 spill kits provided)



- Behavior Change Program
 - ❑ 2025 Highline Stormfest (1200 students/ 6/10 – 6/12)
 - ❑ 2026 Highline Stormfest, June 2nd – 4th



- Stewardship Programs
 - ❑ Storm Drain Marker Volunteers (550 storm drains marked)
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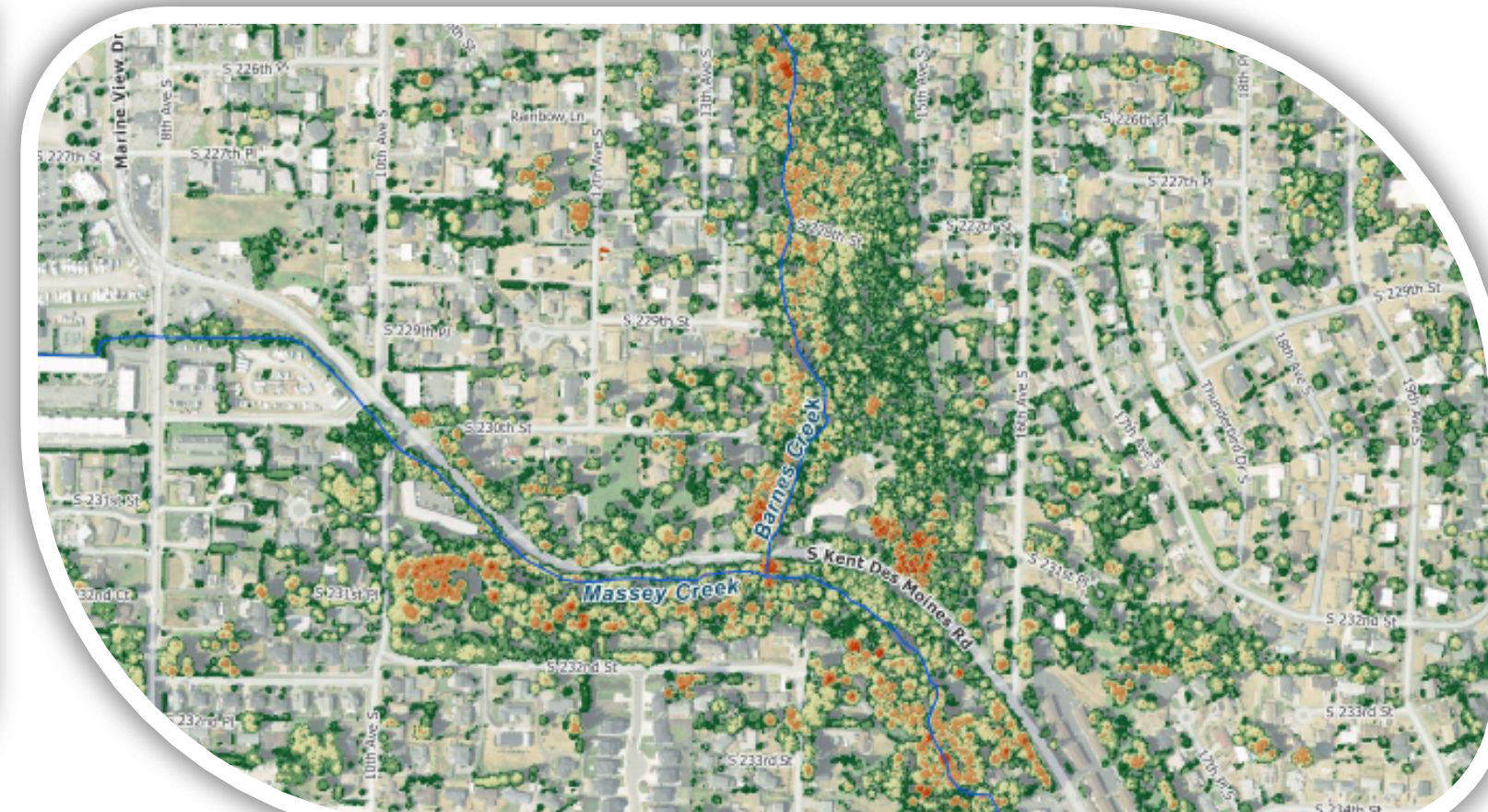
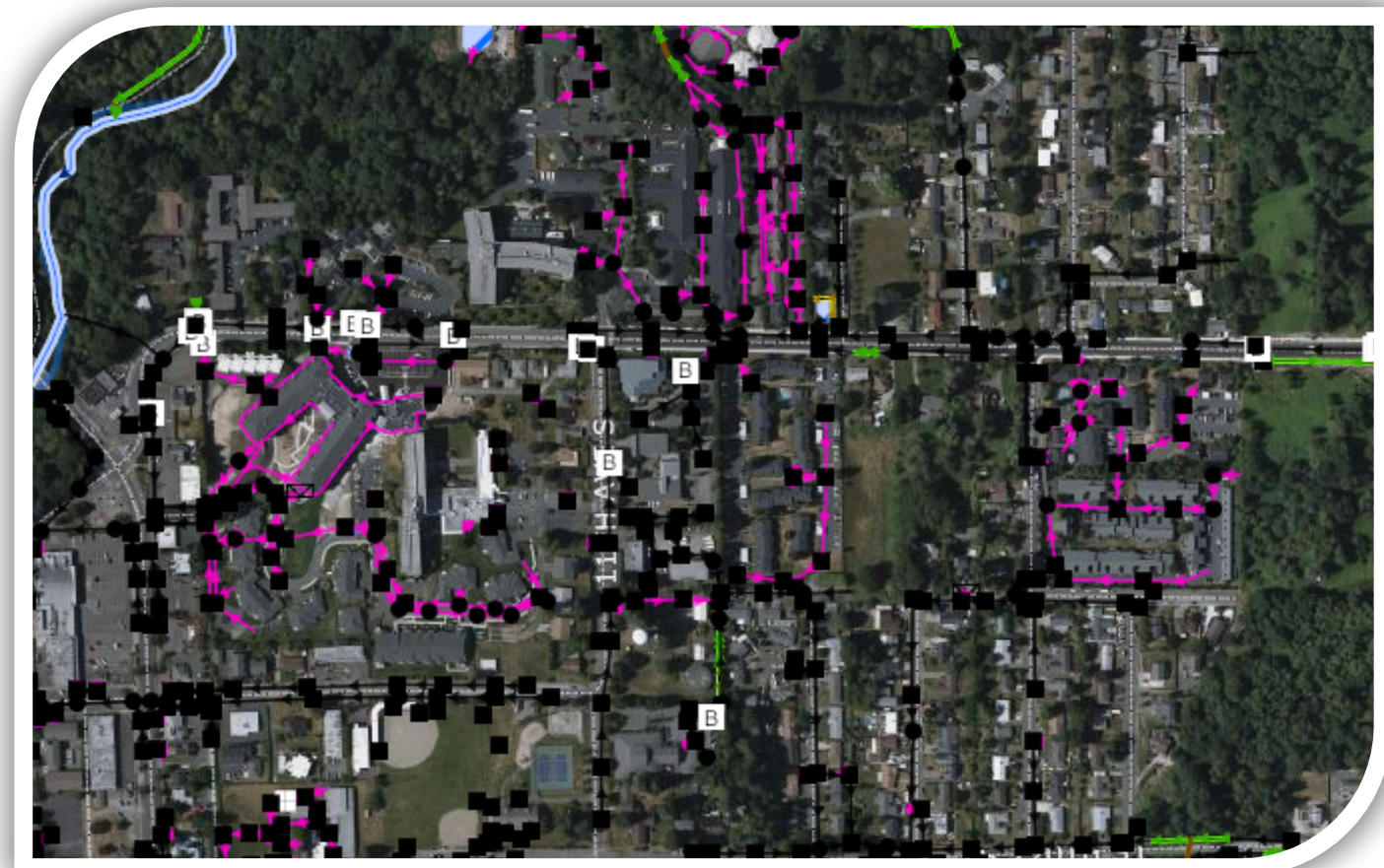
3. Public Involvement & Participation

- Storm Water Management Program Updated Annually
- City Website Public Comment Invitation



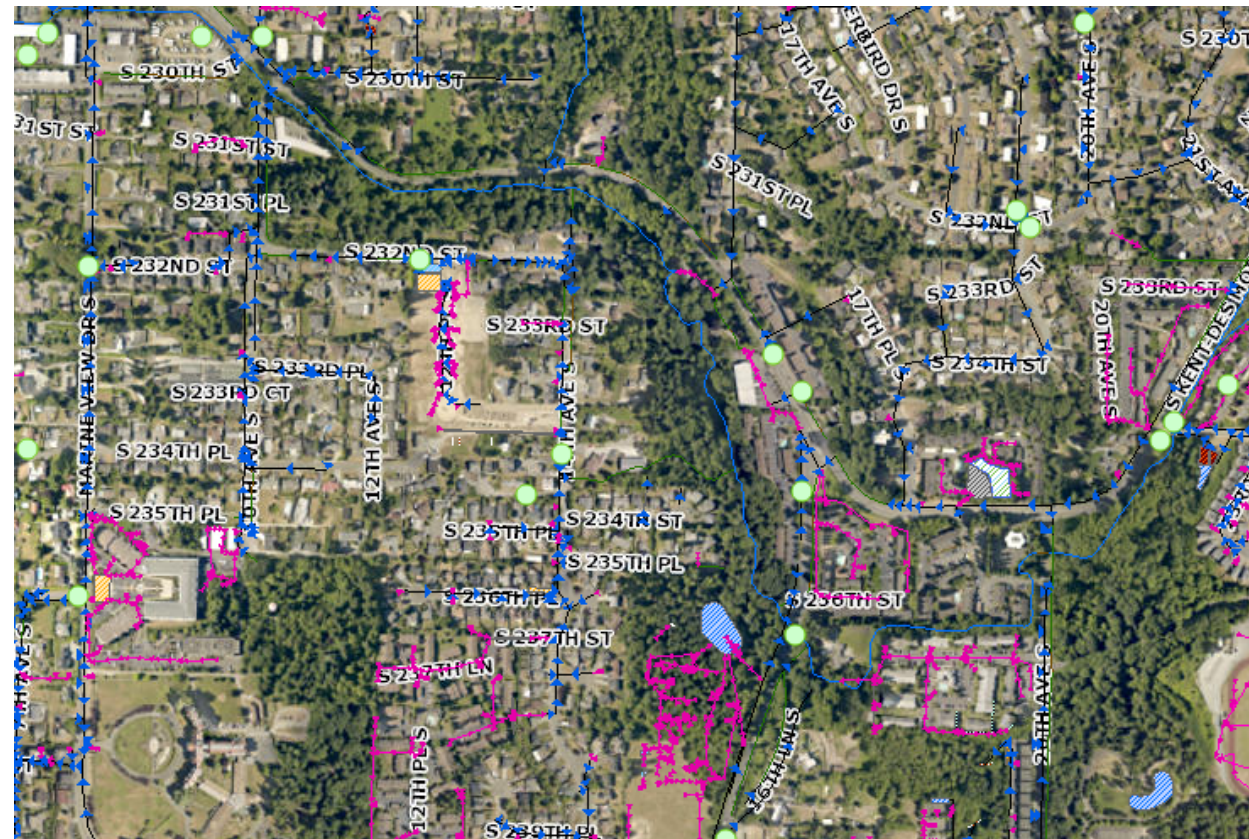
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5. Illicit Discharge Detection & Elimination

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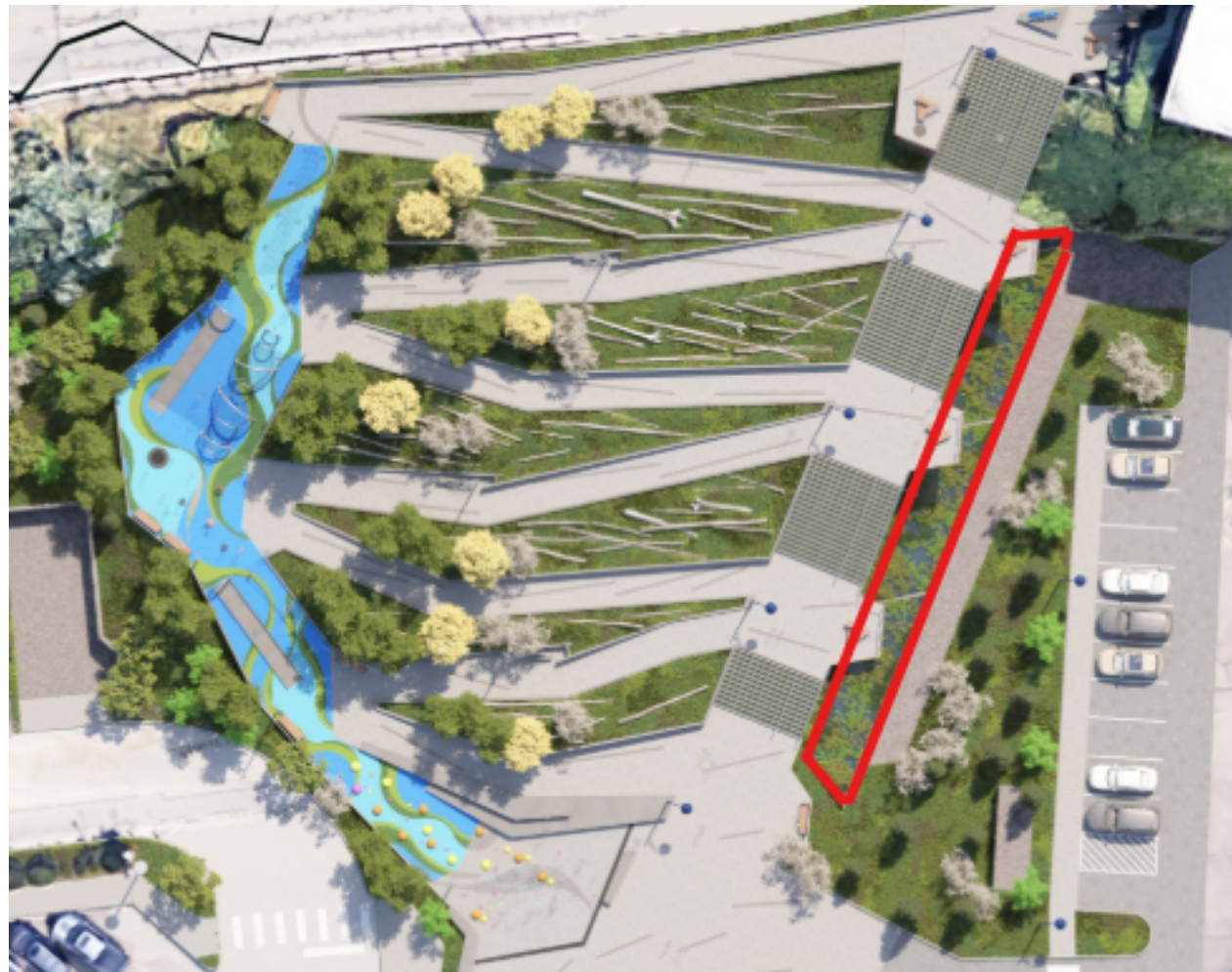
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Des Moines

WATERLAND CITY

**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Human Services Funding Criteria Discussion - 25 Minutes

ATTACHMENTS:

1. Human Services Grant Funding
PowerPoint
2. Des Moines Human Services
PowerPoint

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

March 24, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is to request City Council direction on the funding criteria to be used for the upcoming Human Services Grant Application Process for the 2027–2028 funding cycle.

Background

The City of Des Moines provides funding to nonprofit agencies that deliver essential human services to residents. As part of the biennial Human Services Grant Program, the Citizens Advisory Board Human Services Committee reviews applications and provides funding recommendations to the City Council based on established funding priorities.

Historically, the City has utilized the following funding criteria to guide recommendations:

- Access to safe, stable, and affordable housing and adequate food.
- Safety from violence within families, neighborhoods, and the broader community.
- Physical and mental health and well-being.
- Education and job skills that support access to living-wage employment.
- Early childhood education and youth success.

For the 2025 and 2026 budgets, \$150,000 was allocated annually to this program. In 2024, \$250,000 was allocated. Additionally, groups that are awarded funding must submit quarterly performance reports that are reviewed by staff to ensure compliance with funding agreements.

While these priorities have been used in prior funding cycles, staff has not identified formal Council action establishing or reaffirming them. As the City prepares to launch the 2027–2028 funding cycle, this presents an opportunity for Council to review and confirm whether these priorities continue to reflect current community needs or if modifications are desired. Establishing clear and current funding criteria will ensure that the Citizens Advisory Board Human Services Committee can effectively evaluate applications and align funding recommendations with Council’s policy direction.

Discussion

Council may wish to:

- Affirm the existing funding criteria as currently written.
- Modify or refine the existing criteria.
- Establish new or additional priority areas.

As part of this discussion, Council may also consider the following factors:

- Geographic impact: Whether to establish minimum expectations for demonstrated benefit to the Des Moines community.
- Distribution approach: Whether to continue with a broad distribution model, in which funding is spread across a larger number of organizations with smaller awards, or shift toward a more targeted investment model, in which funding is concentrated on a smaller number of organizations aligned with key priorities, allowing for larger individual awards.
- Desired outcomes: The extent to which Council wishes to emphasize measurable outcomes and performance in funding decisions.

At a policy level, Council direction will help clarify whether the City’s funding approach is intended to maximize the number of organizations supported or to maximize impact within defined priority areas.

Members of the Human Services Committee will be in attendance at the meeting and make a brief presentation in addition to one by staff. Staff and the Committee will incorporate Council direction into the upcoming Human Services Grant Program evaluation process.

Alternatives

Provide no changes to the existing criteria (default to current framework).

Financial Impact

There is no direct financial impact associated with this discussion. Funding allocations for the 2027–2028 cycle will be determined at a later date.



HUMAN SERVICES GRANT FUNDING

April 9, 2026

Program Overview

- City provides funding to nonprofit agencies serving Des Moines residents
- Part of the biennial Human Services Grant Program
- Applications reviewed by the Citizens Advisory Board Human Services Committee
- Committee provides funding recommendations to the City Council
- These services support vulnerable populations and help address basic community needs that would otherwise place demand on City systems.

Funding History & Accountability

Annual Funding Levels

- 2025–2026: \$150,000
- Prior to 2025: \$250,000

Accountability Requirements

Funded agencies are required to:

- Submit quarterly performance reports
- Demonstrate compliance with funding agreements

**Funding levels were reduced as part of broader General Fund constraints.*

Current Funded Agencies 2025-2026

AGENCY	2025 FUNDING CYCLE	2026 FUNDING CYCLE	CITY/AGENCY PARTNERSHIP
Backpack Brigade	\$5,000	\$5,000	
Des Moines Area Food Bank	\$30,000	\$30,000	
Washington Poison Center	\$1,605	\$1,605	
Health Point (Medical Care)	\$10,000	\$10,000	MOU with City of Covington
Health Point (Dental Care)	\$5,000	\$5,000	MOU with City of Covington
Teen Link	\$4,000	\$4,000	
211 Information Line	\$5,000	\$5,000	MOU with City of Federal Way
Babies of Homelessness	\$5,000	\$5,000	
Consejo Counseling & Referral Services	\$7,500	\$7,500	
St. Stephens Housing Association	\$20,000	\$20,000	
The Genesis Project	\$3,795	\$3,795	
Lighthouse Northwest	\$7,000	\$7,000	
King County Sexual Assault Resource Center	\$4,500	\$4,500	MOU with City of Renton
Children's Home Society of WA	\$6,000	\$6,000	
Pediatric Interim Care Center	\$5,000	\$5,000	
Sound Generations (Meals on Wheels)	\$4,000	\$4,000	MOU with City of Renton
Sound Generations (Volunteer Transportation Program)	\$3,000	\$3,000	MOU with City of Renton
Orion Industries	\$10,000	\$10,000	
TOTAL	\$136,400	\$136,400	



Current Funding Criteria (Historical)

Historically, the City has used the following criteria to guide funding recommendations:

- Access to safe, stable housing and food
- Safety from violence
- Physical and mental health
- Education and job readiness
- Early childhood and youth success

Discussion Context

The City does not currently have formally adopted Council policy establishing funding priorities.

This creates an opportunity for Council to:

- Reaffirm or refine funding priorities
- Align funding with current community needs and Council goals
- Provide clear direction to support consistent and transparent evaluation

Council may choose to consider:

- Geographic impact
- Distribution approach
- Desired outcomes

Next Steps

- Council provides policy direction on funding priorities
- Staff & Citizens Advisory Board Human Services Committee (CABHSC) incorporate direction into 2027-2028 applications
- CABHSC to provide recommendations to Council for 2027-2028 funding



Des Moines

WATERLAND CITY

DES MOINES HUMAN SERVICES



April 9, 2026

Committee members:

Corrine Anderson-Ketchmark, Chair

Diane Hoyer

MaryEllen Laird

Victoria Andrews

Lisa Franz

Council Member:

Gene Achziger

WHAT ARE HUMAN SERVICES?

- Social Safety Net for Basic Needs. In short, “Where there are humans, there will be need.”
- Why should a city support such efforts?
- Supporting the well-being of its residents by addressing basic needs, promoting social stability, supporting vulnerable populations will improve the quality of life for the community as a whole.
- We partner by funding process of non-profit agencies that provide social services to our residents.

DES MOINES HUMAN SERVICES

- **Des Moines participates in Share1App, a common Human Services application process shared by 16 King County cities**
- In order to be considered for funding, agencies must:
 - Meet one or more of the funding priorities
 - Have 501(c)(3) status, or have a 501(c)(3) fiscal sponsor in place by the time the application period closes
 - Have a nondiscrimination policy in place
 - Meet minimum insurance requirements
 - Be willing and able to accept reimbursement for funds based on service unit completion

If funded, regularly track and submit required reports regarding services and demographics, and undergo regular monitoring

In the last funding cycle, we received 73 applications with cumulative funding requests of over \$ 800,000



WHAT ARE OUR FUNDING PRIORITIES?

- Have secure, affordable housing and food adequate to their needs.
- Be safe from violence within their families, neighborhoods and communities.
- Be healthy, physically and mentally.
- Have the education and job skills that lead to employment in living wage jobs.
- Have early childhood education and youth success.
- What's missing?
 - A comprehensive Needs Assessment of the greater Des Moines community



HUMAN SERVICES FUNDING 2019 TO 2026

THE 2027-28 FUNDING CYCLE PRESENTS THE OPPORTUNITY TO REVIEW AND CONFIRM IF THIS FUNDING CONTINUES TO REFLECT COMMUNITY NEEDS OR IF MODIFICATIONS ARE NEEDED

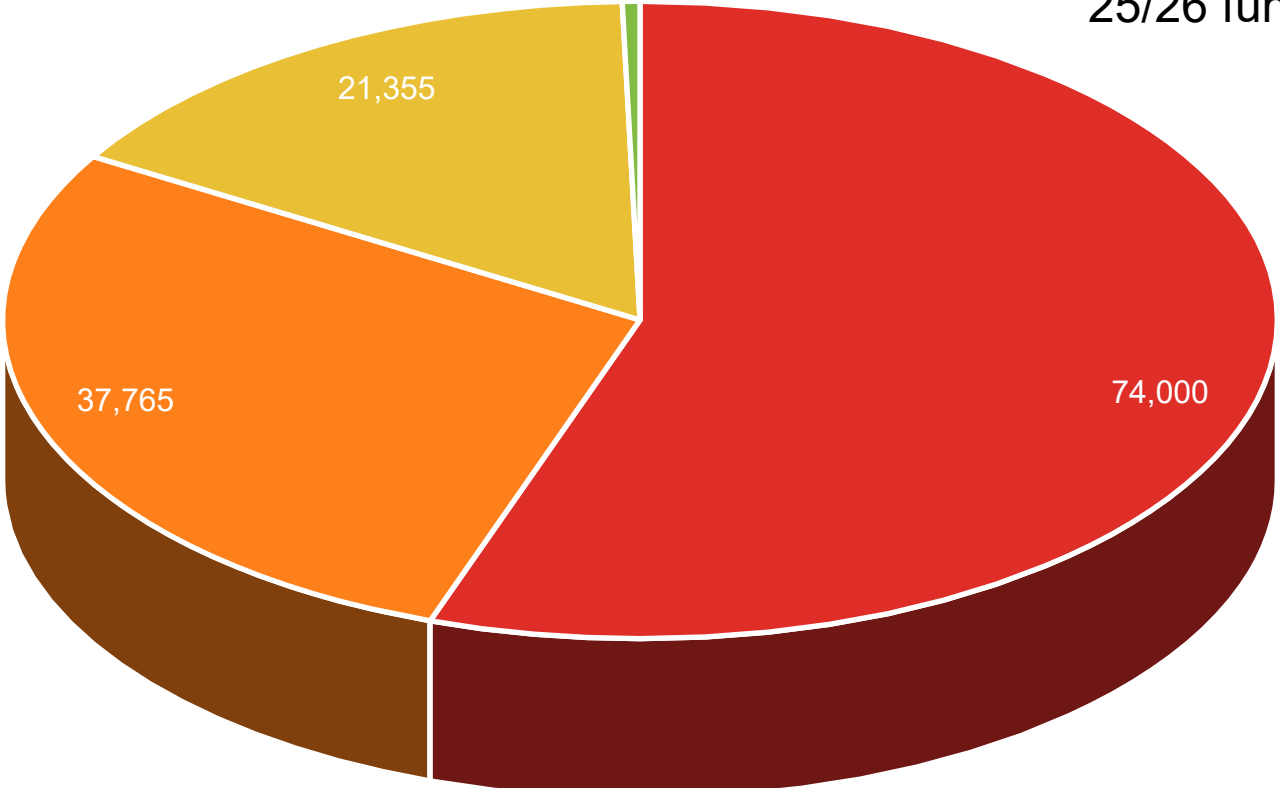
- 2019/2020 \$125,000 per year, funding 20 agencies.
- 2021/2022 \$175,000 per year, funding 26 agencies.
- 2023/2024 funding \$250,000 per year, funding 24 agencies. This increase was due to allocation of ARPA Funds.
- 2025/2026 funding \$138,720.00 per year, funding 19 agencies.

19 AGENCIES CURRENTLY FUNDED

- **Babies of Homelessness-Diaper Bank program**
- **Backpack Brigade-Weekend Hunger Bags in Highline Schools**
- **Children's Home Society-Education, Early Learning and Wrap around Support**
- **Children's Therapy Center-Pediatric Therapy for special need children**
- **Counsejo Counseling and Referral- Domestic Violence, Mental Health Services**
- **211- Community info and referral line**
- **Teen Link-Teen Crisis Line and Training**
- **Des Moines Area Food Bank**
- **Health Point-Medical Care to Low Income individuals/Opioid care **(Opioid fund eligible)****
- **Health Point-Dental Clinic to Low Income individuals**

- King County Sexual Assault Resource Center-Sexual Assault Services
- Lighthouse NW-DV Survivor Services/Housing
- Orion Industries-Employment Services Program
- Pediatric Interim Care-Infant Withdraw Program
- Sound Generation Meals on Wheels- delivery to elders and disabled adults
- Sound Generation-Volunteer Transportation
- St Stephen Housing Association-Housing Stability Program/ Rent
- The Genesis Project-Drop in Center Sexual Exploitation
- Washington Poison Center- Emergency Services

\$138,720 total (existing 25/26 funding per year)



■ Housing, Food, Job Training.

■ Violence Free/Survivor/Support



~Human Services Needs Assessment of the Greater Des Moines Community

~Identifies Gaps in Services

~Provides data and guidance for making decisions about how to invest its resources to meet identified needs.

A diverse cross-section of the community in forums, and interviews to included voices of those who support and those who utilize or need human services.

COUNCIL CONSIDERATIONS FOR HUMAN SERVICES COMMITTEE

- Establishing clear and current funding criteria will ensure Human Services Committee can effectively evaluate applications and align funding recommendations with Council's policy directions

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Economic Development Update for 2026 First Quarter

ATTACHMENTS:

1. Economic Development Q1 2026
Update PowerPoint

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

March 23, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this presentation is to provide an update on economic development activities conducted by Eernisse Consulting during the first quarter of 2026.

Background

Due to organizational changes and ongoing budget constraints, the City does not currently have a dedicated staff position focused on economic development. While staff in other functional areas have supported business needs and responded to development inquiries as part of their broader responsibilities, they do not have the capacity or specialized expertise to fully advance the City's economic development goals.

In 2025, the City entered into two contracts with Eernisse Consulting to provide: (1) support for administration of the Washington State Department of Commerce Ferry Study, and (2) support for economic development efforts associated with the Port of Seattle Economic Development Grant. The ferry-related work is fully grant funded, and the broader economic development services are funded at 50% through grant resources.

This approach—utilizing a consultant to serve in a fractional, staff-like capacity supported by grant funding—provides a cost-effective way to access senior-level economic development expertise while maintaining fiscal flexibility.

Discussion

Dan Eernisse of Eernisse Consulting will provide an update on the three areas of work currently under contract through the end of 2026, including:

1. Strategic economic development support for the City of Des Moines.
2. Administration of the Port of Seattle Downtown Business Development Grant, active through December 2026.
3. Administration of the Washington State Department of Commerce Ferry Service Grant, active through June 2026.



Economic Development Q1 2026 Update

Eernisse Consulting
April 9, 2026



Economic Development Support

- ✓ Participates in the **council's strategic plan** efforts
- ✓ Builds **economic development strategy** to complement the city's strategic plan
- ✓ Evaluates and pursues economic development **recruiting leads**
- ✓ Collaborates with regional **economic development partners**
- ✓ Performs other **duties as assigned**

Port of Seattle Downtown Grant

- ✓ **Surveying** downtown business owners, property owners, and active real estate developers.
- ✓ Creating a **database** of downtown business owners, property owners, and active real estate developers.
- ✓ Catalyzing **placemaking** efforts.
- ✓ Convening two **business roundtables**/seminars.
- ✓ Creating a **marketing campaign** to recruit new investors.

Commerce Ferry Grant

Provide unbiased information for decision-making

- ✓ Mobility spurs economic development
- ✓ Evaluate 2022 pilot ferry, imagine future ferry service
- ✓ Focus on broad-based community engagement



2022 Ferry Pilot

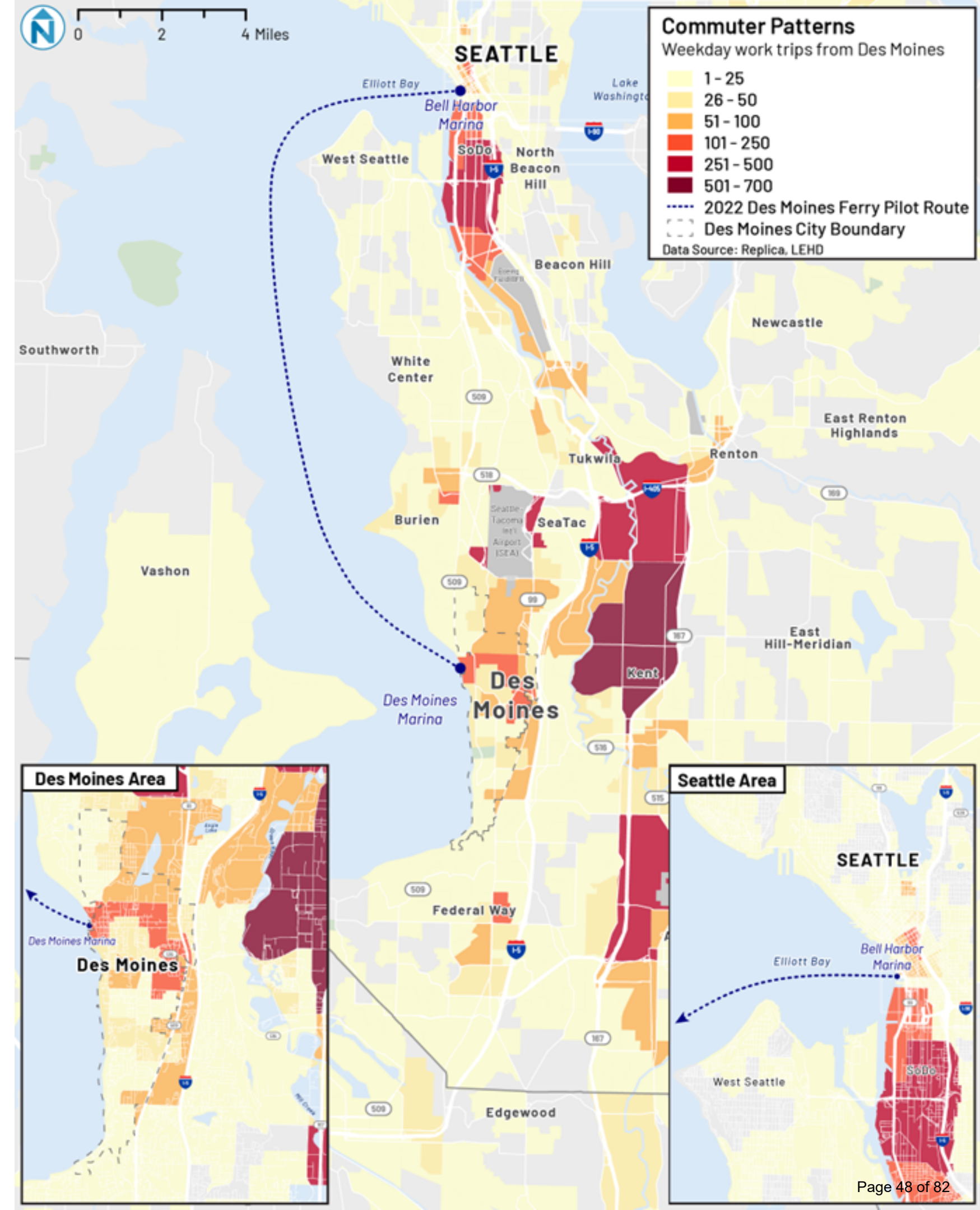
DRAFT findings

- ✓ Generated enthusiasm with 15,000 riders
- ✓ 93% rode for leisure, not commute
- ✓ Operational costs exceeded fares by 10x

Market analysis

DRAFT findings

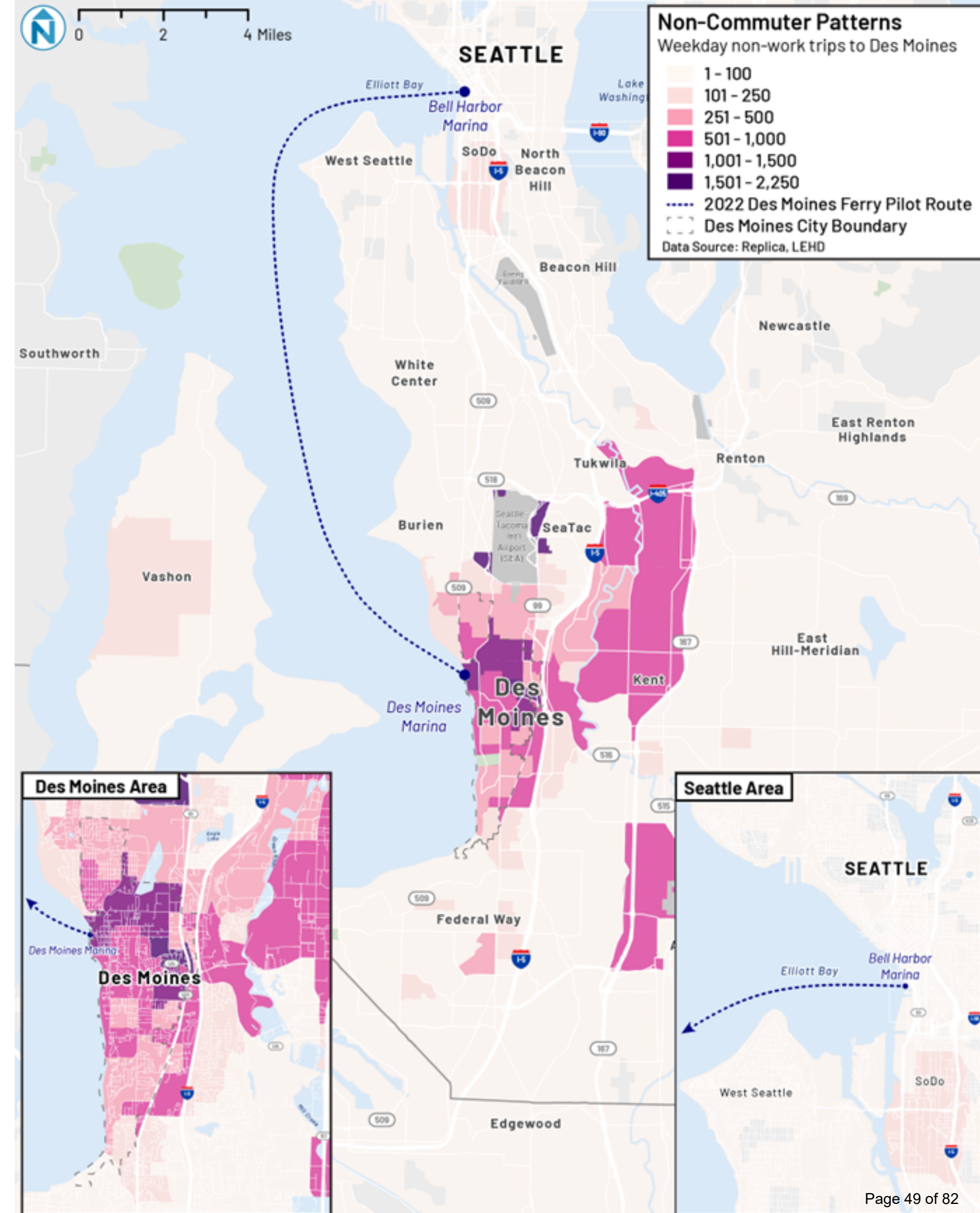
- ✓ Commuters
- ✓ Few to Seattle waterfront
- ✓ Kent valley, SoDo, SeaTac, Auburn



Market analysis

DRAFT findings

- ✓ Non-work trips
- ✓ Few to Seattle waterfront
- ✓ Southcenter, Kent valley, SeaTac



Market analysis

DRAFT Summary statements

- ✓ Key regional travel markets represent opportunities for expanded transit service
- ✓ Limited potential for meaningful ferry connections between Des Moines and Seattle

Community Engagement

1. Stakeholder Interviews

- ✓ Completed
- ✓ 19 interviewed

2. Online Survey

- ✓ Launching today

3. Focus Groups

- ✓ Broad-base focus
- ✓ Recruiting 36 participants for 3 groups

Wrapping Up

BERK Economic Development Impact Analysis

- ✓ 2022 Pilot EconDev Impacts
- ✓ Permanent Ferry Service EconDev Impacts

Alternatives Analysis

- ✓ Marina destination case studies

Final Report June 2026



Des Moines

WATERLAND CITY

**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Approval of Vouchers

ATTACHMENTS:

1. Approval of Vouchers

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Finance

DATE SUBMITTED:

March 27, 2026

CLEARANCES:

Purpose and Recommendation

Voucher transfers and expense reimbursement claims have been audited and certified by the auditing office in compliance with RCW 42.24.080 and RCW 42.24.090.

Suggested Motion:

Motion: "I move to approve the payment vouchers through March 26, 2026 and payroll transfers through March 20, 2026 in the attached list and further described as follows:"

EFT Vendor Payments	#13347 - #13415	\$872,867.51
Wires	#3287 - #3298	\$420,781.13
Accounts Payable Checks	#167427 - #167458	\$135,194.47
Voided Checks	#167418, #167452	-\$1,338.90
Payroll Advice	#16958 - #17120	\$489,884.61
Total Checks and Wires for A/P & Payroll:		\$1,917,388.82

Background

City Council review and approval of voucher reports is a key internal control that promotes transparency, accountability, and public trust in the City's financial operations. By examining vouchers after expenditures have occurred, the Council provides independent oversight to confirm that payments were properly authorized, supported by appropriate documentation, and made in accordance with the adopted budget, City policies, and applicable laws. This review helps ensure public funds are used for their intended purposes, strengthens fiscal discipline, and reinforces the separation of duties between staff who process payments and the elected officials responsible for safeguarding taxpayer resources.

Discussion

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer.

Financial Impact

As described above.

Recommendation

Approval of vouchers.



Des Moines

WATERLAND CITY

Voucher Certification Approval
April 9, 2026
Auditing Officer Certification

Voucher transfers and expense reimbursement claims have been audited and certified by the auditing office in compliance with RCW 42.24.080 and RCW 42.24.090. A listing of these claims has been provided to the City Council.

On **April 9, 2026** the Des Moines City Council unanimously approved for payment the vouchers through March 26, 2026 and payroll transfers through March 20, 2026 as detailed in the attached list.

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:



Jeff Friend, Finance Director

		# From	# To	Amounts
Claims Vouchers:				
EFT's		13347	13415	872,867.51
Wires		3287	3298	420,781.13
AP Checks		167427	167458	135,194.47
Voided AP Check		167418, 167452		(1,338.90)
Total Vouchers paid				1,427,504.21
Payroll Vouchers				
Payroll Advice	3/20/2026	16958	17120	489,884.61
Total Paychecks & Direct Deposits				489,884.61
Total checks and wires for A/P & Payroll				1,917,388.82

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Approval of Minutes

ATTACHMENTS:

1. February 26, and February 27, 2026 Minutes
2. March 05, 2026 Minutes

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

City Clerk

DATE SUBMITTED:

March 30, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is for the City Council to review the minutes from the Strategic Plan Workshop held on February 26–27, 2026, and the City Council Study Session held on March 5, 2026.

Suggested Motion:

Motion: I move to approve the minutes from the Strategic Plan Workshop held on February 26–27, 2026, and the City Council Study Session held on March 5, 2026."

Background

The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Recommendation

Staff recommends Council approve the meeting minutes as presented.



**MINUTES
DES MOINES CITY COUNCIL
STRATEGIC PLAN WORKSHOP**

**Dining Hall – 22030 Cliff Avenue S. Des Moines, WA 98198
Thursday, February 26, 2026
5:30 PM – 9:00 PM
and
Friday, February 27, 2026
9:00 AM – 4:00 PM**

Thursday, February 26, 2026

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 6:00 p.m.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, Councilmember Harry Steinmetz

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Assistant City Manager Adrienne Johnson-Newton; Police Chief Ted Boe; Community Development Director Rebecca Deming; Harbormaster Scott Wilkins; and Director of Administrative Services Bonnie Wilkins

Consultants Present:

Raftelis Consultants Nancy Hetrick, Janae Janik, and Julie Gieseke

DISCUSSION ITEM

Item 1. **Governance**

Council discussed what it means to govern together.

At 7:20 p.m. Council took a 10-minute break and resumed the meeting at 7:30 p.m.

NEXT MEETING DATE

February 27, 2026 City Council Strategic Planning Workshop

ADJOURNMENT

The workshop adjourned at 8:17 p.m.

Friday, February 27, 2026

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 9:05 a.m.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blossé, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, Councilmember Harry Steinmetz

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Assistant City Manager Adrienne Johnson-Newton; Police Chief Ted Boe; Finance Director Jeff Friend; Public Works Director Mike Slevin; Community Development Director Rebecca Deming; Harbormaster Scott Wilkins; Dan Eernisse with Eernisse Consulting; Legislative Advocate Anthony Hemstad; and Director of Administrative Services Bonnie Wilkins

Consultants Present:

Raftelis Consultants Nancy Hetrick, Janae Janik, and Julie Gieseke

DISCUSSION ITEM

Item 2. **Strategic Plan**

Council discussed the Strategic Plan.

At 10:30 a.m. Council took a 15-minute break and resumed the meeting at 10:45 a.m.

At 12:00 p.m. Council took a 30-minute lunch break and resumed the meeting at 12:30 p.m.

At 1:40 p.m. Council took a 10-minute break and resumed the meeting at 1:50 p.m.

NEXT MEETING DATE

March 05, 2026 City Council Study Session

ADJOURNMENT

The workshop adjourned at 2:55 p.m.



**MINUTES
DES MOINES CITY COUNCIL
STUDY SESSION**

**City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, March 5, 2026 - 5:00 PM**

CITY COUNCIL COMMITTEE OF THE WHOLE

5:00 p.m. - 5:50 p.m.

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 5:00 PM.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui; Deputy Mayor Gene Achziger; Councilmember Pierre Blossé, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, and Councilmember Harry Steinmetz.

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Police Chief Ted Boe; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Assistant City Attorney Matthew Hutchins; City Prosecutor Tara Vaughn; Public Works Director Mike Slevin; City Engineer Tommy Owen; Surface Water and Environmental Engineering Manager Tyler Beekley; IT Manager Chris Pauk; and City Clerk Taria Keane.

COMMITTEE OF THE WHOLE ITEMS

Item 1. **Surface Water Management Tree Preservation Program Update -**
20 Minutes

- Surface Water and Environmental Engineering Manager Tyler Beekley gave Council a PowerPoint presentation update on the Surface Water Management Tree Preservation Program.

Item 2. **Draft 2027-2046 Transportation Improvement Plan (TIP) - 25 Minutes**

- City Engineer Tommy Owen gave Council a PowerPoint presentation on the Draft 2027-2046 Transportation Improvement Plan.

Item 3. **Update on Federal Uses within City of Des Moines - 5 minutes**

- Council discussed the update on the Federal uses within the City of Des Moines.

CITY COUNCIL STUDY SESSION

6:00 p.m. - 10:00 p.m.

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Jeremy Nutting.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsu; Deputy Mayor Gene Achziger; Councilmember Pierre Blossé, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, and Councilmember Harry Steinmetz.

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Police Chief Ted Boe; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Assistant City Attorney Matthew Hutchins; City Prosecutor Tara Vaughn; Public Works Director Mike Slevin; City Engineer Tommy Owen; Surface Water and Environmental Engineering Manager Tyler Beekley; Principal Engineer Khai Le; Assistant Police Chief Cory Stanton; Assistant Police Chief Kevin Penney; Sergeant Eddie Ochart; Corporal Austin Arneberg; Police Officer Chase Ochart; Community Engagement Officer Tonya Seaberry; IT Manager Chris Pauk; and City Clerk Taria Keane.

PROCLAMATIONS

- Item 1. **Day to Remember Master Police Officer Steven J. Underwood Proclamation - 5 Minutes**
Motion: "I move to approve the Proclamation recognizing March 7, 2026, as a day to remember Master Police Officer Steven J. Underwood."

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Proclamation recognizing March 7, 2026, as a day to remember Master Police Officer Steven J. Underwood, seconded by Councilmember Harry Steinmetz.

Motion 7-0.

- Mayor Yoshiko Grace Matsui read the Day to Remember Master Police Officer Steven J. Underwood Proclamation into the record.

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

Comments from the Public Sign-Up Sheet

- Annie Pantzke, Home Amenity
- Josh Pantzke, Home Amenity

DISCUSSION ITEMS

Item 1. **City of Des Moines Local Road Safety Plan Update** - 25 Minutes

- Principal Engineer Khai Le along with Senior Transportation Planner Chris Comeau with Transpo Group gave Council a PowerPoint presentation update on the City of Des Moines Local Road Safety Plan.

Item 2. **Amenity Rentals Discussion** - 40 Minutes

- City Prosecutor Tara Vaughn gave Council an Amenity Rental Discussion PowerPoint presentation.
- Council gave recommendations to staff.

Item 3. **Appointive Committee Code and Citizens Advisory Board Code Update Discussion** - 30 Minutes

- City Prosecutor Tara Vaughn gave Council an Appointive Committee Code and Citizens Advisory Board Code Update Discussion PowerPoint presentation.
- Council gave recommendations to staff.

EXECUTIVE SESSION

- There was no Executive Session.

NEXT MEETING DATE

March 12, 2026 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Jeremy Nutting to adjourn; seconded by Councilmember Pierre Blosse.

Motion passed 7-0.

The meeting adjourned at 7:38 p.m.

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Sexual Assault Awareness and Prevention Month Proclamation

ATTACHMENTS:

1. Sexual Assault Awareness and Prevention Month

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

March 25, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is to show Council support and proclaim the month of April as Sexual Assault Awareness Month.

Suggested Motion:

Motion: "I move to approve the Proclamation recognizing April as Sexual Assault Awareness Month."

Background

Sexual Violence is a widespread problem that affects people of all genders, ages, races, religions, incomes, professions, ethnicities and sexual orientations.

Founded by the Pennsylvania Coalition against Rape in 2000, the National Sexual Violence Resource Center (NSVRC) develops and disseminates resources regarding all aspects of sexual violence prevention and intervention.

2026 marks the twenty-fifth anniversary of Sexual Assault Awareness Month. This year's campaign theme is "Together We Act, United We Change", and aims to shift how communities understand, talk about, and respond to sexual abuse, assault, and harassment.

PROCLAMATION

WHEREAS: Sexual assault is pervasive: Every 68 seconds, someone is sexually assaulted in the United States; and

WHEREAS: Sexual violence impacts everyone. Anyone can be a victim of sexual violence, and people who commit sexual abuse, assault, and harassment exist in all of our communities. This underscores why it's important for all of us to care about sexual violence and take steps to promote the safety and well-being of others; and

WHEREAS: Black, Indigenous and other people of color, people living in poverty, LGBTQ+ people, elders, people with disabilities and others who have been historically oppressed are disproportionately affected by sexual violence in significant and complex ways; and

WHEREAS: Sexual assault is among the most underreported crimes for many reasons, but survivors who are already most marginalized face additional barriers to reporting, such as language, immigration status or disability; and

WHEREAS: Ending sexual violence requires us to address racism, sexism, and all forms of oppression that contribute to the perpetration of sexual assault; and

WHEREAS: Sexual violence exists on a continuum of behavior that includes racist, sexist, transphobic, homophobic, ableist or other hate speech. This ranges from rape jokes to verbal harassment to physical assaults; and

WHEREAS: Survivors of sexual assault may never forget their victimization, but they can heal with support from family, friends and their communities. Sexual assault programs across King County and Washington state offer free and confidential support, advocacy, information and resources to survivors; and

WHEREAS: By working together as a community, we can alleviate the trauma of sexual violence by ensuring supportive resources are available to all survivors, while standing up to and actively disrupting harmful attitudes and behaviors that contribute to sexual violence.

NOW, THEREFORE, The City of Des Moines Council join advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors and proclaiming April 2026 SEXUAL ASSAULT AWARENESS & PREVENTION MONTH.

Together, we commit to a safer future for all children, young people, adults, and families in our community.

Signed this 9th day of April, 2026

Yoshiko Grace Matsui, Mayor

**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Draft Ordinance 26-009: Appointive Code and Citizens Advisory Board Code Update (2nd Reading)

ATTACHMENTS:

1. Draft Ordinance No. 26-009

FOR AGENDA OF:

April 9, 2026

DEPT OF ORIGIN:

Legal

DATE SUBMITTED:

3/30/2026

CLEARANCES:

City Clerk

Purpose and Recommendation

The purpose of this agenda item is to review Draft Ordinance 26-009, which updates the general provisions related all appointive committees as well as specific provisions applicable to the Citizens Advisory Board (CAB).

Suggested Motion:

Motion: "I move to pass Draft Ordinance 26-009 updating the Appointive Committee and Citizens Advisory Board codes."

Background

With the restructuring of the Citizens Advisory Board and the creation of the Planning Commission—both of which are appointive committees—a code review was conducted to ensure consistency among appointive committees and to confirm that appropriate protocols are in place.

At the March 5, 2026 Study Session, staff presented the Council with proposed changes to both the Appointive Committee code (chapter 4.24 DMMC) and the Citizens Advisory Board code (chapter 4.60 DMMC). Staff also sought Council direction regarding how the subcommittees within the CAB operate.

After discussion, Council generally agreed with the proposed changes, with a few modifications and additions. Councilmembers requested the following:

- 1. The minimum age for membership on appointive committees should be 18;
- 2. To include the word “geographic” in Section 4.24.040(4);
- 3. A provision requiring appointive committee meetings be run pursuant to Robert’s Rules of Order;
- 4. A provision notifying Council if a member misses more than three meetings in a year for potential removal;
- 5. To include language to provide more structure to the way the CAB operates with written reports from the subcommittees; and
- 6. That the CAB subcommittees operate as currently written in chapter 4.60 DMMC, with the subcommittees making written reports of their recommendations to the CAB, which would then vote on whether to adopt those recommendations or draft separate ones.

These provisions were incorporated in Draft Ordinance 26-009 which was presented to Council for first reading at the March 26, 2026 meeting. Council voted to include language that would exempt the CAB subcommittees from Open Public Meetings Act requirements, and to change the name of CAB “subcommittees” to “Committees of the Board” as this was requested by the members of the CAB.

Draft Ordinance 26-009 now contains these additional changes and is being presented for second reading.

Discussion

The only changes to Draft Ordinance 26-009 from the first reading are:

- 1. Any reference of “subcommittees” in the CAB code to “committees of the Board” (or a grammatically appropriate version as needed); and
- 2. Language has been added to section 16 stating: “Notwithstanding the provisions of DMMC 4.24.070(3), meetings of committees of the Board shall not be subject to the requirements of the Open Public Meetings Act.”

Alternatives

Council may:

- 1. Pass the draft ordinance as presented. (Recommended).
- 2. Pass the draft ordinance with changes.
- 3. Decline to pass the draft ordinance.

Financial Impact

There is no anticipated financial impact from the proposed code changes.

Recommendation

Staff recommends Council pass Draft Ordinance 26-009.

CITY ATTORNEY'S SECOND DRAFT 03/30/2026

DRAFT ORDINANCE NO. 26-009

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to Advisory Committees, and to the Citizens Advisory Board; amending DMMC 4.24.010, 4.24.020, 4.24.030, 4.24.040, 4.24.060, 4.24.070, 4.24.080, 4.24.090, 4.24.120, 4.24.140, 4.24.150, 4.24.170, 4.60.070, and 4.60.080; and repealing DMMC 4.24.100 and 4.24.130.

WHEREAS, the City desires all appointive committees to comport to certain standards for operation to maintain consistency, and

WHEREAS, a review was conducted of the Municipal Code to determine whether amendments needed to be made to ensure consistency of operations, and

WHEREAS, following a thorough review and discussion, the Council has identified a number of amendments needed for both committees as a whole and specific to the Citizens Advisory Board, and

WHEREAS, the following amendments represent the City Council's desires regarding operation of appointive committees; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. DMMC 4.24.010 and section 1 of Ordinance No. 983 are each amended to read as follows:

Definitions.

(1) Use of Words and Phrases. As used in this title, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

(2) "Appointive committee" means an agency, board, commission, ~~or~~ committee, or subcommittee of the eCity, other

than an ad hoc committee, whose members are not elected by the citizens of the ~~eity~~City.

(3) "Family or household" members means adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(4) "Resident" means a registered voter of the city or a registered voter of an area that has successfully petitioned or voted to annex to the city where an annexation ordinance has been adopted by the city council an individual who has attained the age of 18 years and whose primary residence is located within the geographic boundaries of the City of Des Moines.

Sec. 2. DMMC 4.24.020 and section 2 of Ordinance No. 983 are each amended to read as follows:

Actions.

(1) Except as otherwise provided in this title, all appointive committees established by the City shall serve solely in an advisory capacity to the City Council and/or City administration and have no authority to make final decisions, negotiate terms, or enter into contracts or other binding agreements on behalf of the City

(2) An action of an appointive committee done by motion at a regular or special meeting and approved by a majority vote of those present, when those present constitute a quorum, is deemed to be an action of the appointive committee.

Sec. 3. DMMC 4.24.030 and section 3 of Ordinance No. 983 are each amended to read as follows:

Administrative support.

(1) Except as otherwise provided in this title, the amount of administrative support supplied to an appointive committee is determined by the ~~e~~City ~~m~~Manager; provided, that

the eCity mManager shall provide an appointive committee adequate space and facilities and necessary supplies to facilitate the official business of the appointive committee.

(2) City staff are not employees of such bodies and take direction only from their Department Director or the City Manager. Appointive committees shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the committee's work plan unless approved by the City Manager.

Sec. 4. DMMC 4.24.040 and section 4 of Ordinance No. 983 as amended by section 1 of Ordinance No. 1206 are each amended to read as follows:

Appointment.

(1) Except as otherwise provided in this title, members of an appointive committee are appointed by the mMayor and confirmed by a majority of the eCity eCouncil.

(2) No person who has served two or more consecutive terms on an appointive committee shall be appointed to another term on the same appointive committee; except a person appointed to fill an unexpired term of less than two years is eligible to serve two full terms and a person who is ineligible to serve for having served two or more consecutive terms may again serve after two years have elapsed from the expiration of their last term.

(3) No person may serve as a member of more than one appointive committee at the same time. However, persons serving on an appointive committee who have requested appointment to another appointive committee position may be appointed to such position if they, concurrent with the appointment, resign from the appointive committee position they are holding at the time of the new appointment.

(4) When appointing members to an appointive committee, consideration shall be given towards maintaining an equitable and geographic balance of community representation.

(5) Members of appointive committees are selected without respect to political affiliations.

(6) Multiple members from the same family or household shall not be appointed to the same appointive committee.

(7) Members of Councilmembers' families or households shall not be appointed to any appointive committee while the Councilmember is serving their term.

(8) This section shall in no way serve to limit the number of terms a sitting councilmember may serve on or as liaison to an appointive committee.

Sec. 5. DMMC 4.24.060 and section 6 of Ordinance No. 983 are each amended to read as follows:

Ethics and Conflicts of interest.

(1) All appointive committee members shall adhere to the Code of Ethics enumerated in Chapter 2.44 DMMC.

(2) Members of an appointive committee may not speak on behalf of the City, or the committee unless formally designated. Opinions expressed by individual members are personal and members must clearly identify that they are speaking only as an individual and are not in any manner representing or speaking on behalf of the City or appointive committee.

(3) Members of an appointive committee shall not use their position to secure personal benefit, gain or profit, or use their position to secure special privileges or exceptions for themselves, or for the benefit, gain, or profits of any other persons.

(4) If a member of an appointive committee concludes that ~~he/she~~ hasthey have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the appointive committee so that ~~he/she~~ they cannot discharge ~~his/hers~~ their duties on such an appointive committee, ~~he/she~~ said member shall disqualify ~~himself/herself~~ themselves from participating in the deliberations and the decision-making process with respect to the matter.

(5) Appointive committee members shall complete a City-provided conflict of interest and ethics training annually for each year of their service.

Sec. 6. DMMC 4.24.070 and section 7 of Ordinance No. 983 are each amended to read as follows:

Meetings.

(1) Except as otherwise provided in this title, an appointive committee shall meet at 21630 - 11th Avenue South, which is the location of the Des Moines City Hall.

(2) The City Council shall meet with the Planning Commission, the Citizen's Advisory Board, and any other appointive committees that the Council deems necessary at least once per year.

(a) The purpose of the annual meeting shall be for the City Council to communicate the projects, policy matters, or issues on which the City Council seeks the advice, recommendations, or assistance of the appointive committee.

(b) The meeting required by this section may be conducted jointly with a regularly scheduled meeting of the City Council or the appointive committee or as a special meeting convened for this purpose.

(3) Meetings of appointive committees shall comply with the requirements of the Open Public Meetings Act under Chapter 42.30 RCW.

(4) Except as otherwise provided in this title, meetings of appointive committees shall operate pursuant to Robert's Rules of Order.

Sec. 7. DMMC 4.24.080 and section 8 of Ordinance No. 983 are each amended to read as follows:

Minutes.

Minutes are taken of each appointive committee meeting and copies distributed to each committee member, the ~~e~~City manager~~Manager~~, and the ~~city~~City council~~Council~~.

Sec. 8. DMMC 4.24.090 and section 9 of Ordinance No. 983 are each amended to read as follows:

Officers.

Except as otherwise provided in this title, the meetings of an appointive committee ~~are~~shall be chaired by a presiding officer and in the absence of that member by a vice presiding officer, who ~~are~~shall be elected by a majority vote of the members at the first regular meeting of each calendar year.

Sec. 9. DMMC 4.24.120 and section 12 of Ordinance No. 983 are each amended to read as follows:

Removal from office.

(1) Except as otherwise provided in this title, a member of an appointive committee may be removed from ~~office for~~eausetheir position by a majority vote of the City Council~~the mayor with the concurrence of a majority of the city council~~.

(2) If a committee member is absent from more than three duly called meetings in a calendar year, the absences shall be reported to the City Council for potential removal of the member. The grounds for removal are:

~~(a) More than one absence per calendar year from duly called meetings, unless:~~

~~— (i) The absence was work related or was due to personal or family illness; and~~

~~— (ii) The absence is excused by the presiding officer of the appointive committee; or~~

~~— (b) Failure to abide with the provisions of DMMC § 4.24.060; or~~

~~(c) Inefficiency; or~~

~~(d) Malfeasance, as that expression is defined in statutory and common law; or~~

~~(e) Neglect of duty; or~~

~~(f) Special malfeasance, which is defined as:~~

~~(i) Willfully bringing to the table or placing on the agenda a subject beyond the scope of authority of the appointive committee as defined in this title; or~~

~~(ii) Deliberate refusal to abide by the rules of procedure adopted by the appointive committee.~~

~~(3) Such removal may be initiated by:~~

~~(a) Official action of the appointive committee recommending removal; or~~

~~(b) The mayor.~~

~~(4) The city clerk shall send via certified mail written notification of the pending removal within five days of the action initiating removal to the member.~~

~~(5) Within 10 days of receipt of a notice of removal, the member may file a written request with the city clerk requesting a hearing before the city council.~~

~~(6) No member is removed from an appointive committee while a hearing before the city council is pending.~~

Sec. 10. DMMC 4.24.140 and section 14 of Ordinance No. 983 are each amended to read as follows:

Residency.

(1) Except as otherwise provided in this title, members of an appointive committee ~~are~~ shall be residents of the ~~city~~City.

(2) Except as otherwise provided in this title, the position held by a member of an appointive committee ceasing to be a resident of the ~~city~~City shall immediately become vacant.

Sec. 11. DMMC 4.24.150 and section 15 of Ordinance No. 983 are each amended to read as follows:

~~Except as otherwise provided in this title, the City Manager may create Rrules and regulations for the election of the presiding and vice presiding officers and the conduct of business before an appointive committee are adopted by a majority of the members of the appointive committee.~~

Sec. 12. DMMC 4.24.170 and section 17 of Ordinance No. 983 are each amended to read as follows:

Vacancies.

(1) Membership vacancies in an appointive committee occurring, other~~wise~~ than through expiration of term, are filled for the unexpired term.

(2) Vacant seats shall be advertised on the City website and shall remain open until filled.

Sec. 13. DMMC 4.60.055 and Ordinance No. 1827 are each amended to read as follows:

~~Subcommittees~~Committees of the Board.

(1) The Citizen's Advisory Board shall include ~~subcommittees~~committees on Human Services, Senior Services, and the Arts, along with any additional ~~subcommittees~~committees as established by the City Council.

(2) ~~Subcommittees~~Committees of the Board shall have a minimum of three and a maximum of nine members selected by the presiding officer from current Citizen's Advisory Board members.

(3) Members of the Citizen's Advisory Board may not serve on more than one ~~subcommittee~~ committee of the Board unless a ~~subcommittee~~ committee does not have the minimum number of members.

Sec. 14. DMMC 4.60.060 and section 6 of Ordinance No. 1648 as amended by section 5 of Ordinance No. 1654 as amended by Ordinance No. 1827 are each amended to read as follows:

Term.

(1) Citizens Advisory Board.

(a) The regular term of office for members of the Citizens Advisory Board shall be four years.

(b) The initial appointment term shall be two years for half of the members and four years for the other half. The initial appointment terms shall expire on June 30, 2027, and June 30, 2029, respectively. The length of the initial terms shall be decided at random.

(c) No person may serve more than two consecutive terms on the Citizens Advisory Board. Any member having served two consecutive terms must remain off the Board for at least two years before they may be allowed to reapply to serve on the Board.

(2) ~~Subcommittees~~ Committees of the Board. ~~Subcommittees~~ Committees of the Board shall not have a term limit.

Sec. 15. DMMC 4.60.070 and section 7 of Ordinance No. 1648 as amended by section 6 of Ordinance No. 1654 as amended by section 6 of Ordinance No. 1827 are each amended to read as follows:

Scope of duties.

(1) The Citizen's Advisory Board is a purely advisory body and is responsible only for making recommendations to the City Council and/or staff relevant to the Board's assigned duties. All operational and logistical activities, including but

not limited to, procurement and contractor management are functions of City staff. Board members may not interfere with staff functions unless expressly authorized by the City Manager for a specific purpose. All external communication shall flow through the assigned staff liaison.

(~~12~~) The duties of the Citizen's Advisory Board shall be:

(a) Review and provide input to the City Council on matters and issues as delegated by the City Council.

(b) Support and promote citizen participation and neighborhood enhancement.

(c) Promote and facilitate open communication between the City, residents, businesses, and other neighborhood organizations such as homeowner associations, block watches, etc.

(d) Review the City's budget and provide input to the City Council.

(e) Provide input to the City Council in advance of its annual planning/goal setting retreat.

(f) Bring matters and issues to the City Council that the Citizens Advisory Board believes require City Council attention.

(g) Receive reports and recommendations from the ~~subcommittees~~ committees of the Board and choose to either adopt the recommendations, or draft separate recommendations, to relay to the City Council.

(h) Perform such other tasks as are assigned by the City Council.

(~~23~~) The duties of the Senior Services ~~subcommittee~~ committee of the Board shall be:

(a) To identify and address the needs and interests of the senior population within the City.

(b) To advise the Citizen's Advisory Board on policies, programs, and services that promote independence, well-being, and active engagement in the community.

(c) To support public awareness efforts and encourage civic participation among seniors.

(d) Draft written reports and recommendations to be given to the Citizen's Advisory Board.

(e) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

(34) The duties of the Human Services ~~subcommittee~~ committee of the Board shall be:

(a) Evaluation and recommendation on funding human service requests submitted to the City.

(b) Evaluation and review of the performance of individual human service organizations and agencies.

(c) Draft written reports and recommendations to be given to the Citizen's Advisory Board.

(d) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

(45) The duties of the Arts ~~subcommittee~~ committee of the Board shall be:

(a) To provide advisory recommendations to the Citizens Advisory Board concerning the allocation and expenditure of the allotted budget~~promote the enrichment of the community through the support, development, and integration of the arts.~~

(b) Advise the Citizen's Advisory Board on public art projects and recommend policies and programs that foster a vibrant cultural environment.

~~(c) Encourage and aid programs for the cultural enrichment of the citizens of Des Moines and encourage more public visibility of the arts.~~

(~~c~~) Draft written reports and recommendations to be given to the Citizen's Advisory Board.

(~~e~~) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

Sec. 16. DMMC 4.60.080 and section 8 of Ordinance No. 1648 as amended by section 7 of Ordinance No. 1654 as amended by section 2 of Ordinance No. 1686 as amended by Ordinance 1827 are each amended to read as follows:

Meetings.

The Citizens Advisory Board shall meet at least three times per year, including one meeting to discuss the City's budget and once to create input for the City Council to consider in advance of its annual planning/goal setting retreat. The Citizens Advisory Board shall also meet as needed to discuss issues and matters delegated to it by the City Council. All Citizens Advisory Board meetings will be meetings with a minimum of three members of the Des Moines City Council. ~~The Deputy Mayor will act as the presiding officer of the meetings. In the Deputy Mayor's absence, the Mayor will be the presiding officer. The Mayor shall select the presiding officer prior to the Board's first meeting each year.~~

Meeting agendas shall be created by City staff for Citizen's Advisory Board meetings and shall be posted to the City website at least a week prior to meetings. Minutes shall be recorded and kept by City staff for every Citizen's Advisory Board meeting.

Meetings and meeting agendas shall focus on the Board's defined mission and scope, avoiding unrelated issues. All requests for information, future agenda items, or follow-up shall be sent to the staff liaison, who will coordinate with the appropriate City staff or departments as necessary.

The presiding officer shall ensure that meetings comport with Robert's Rules of Order and that meetings are conducted effectively and efficiently.

Subcommittees—Committees of the Board are expected to meet independently and are to utilize staff support only when necessary. Notwithstanding the provisions of DMMC 4.24.070(3), meetings of committees of the Board shall not be subject to the requirements of the Open Public Meetings Act. After each ~~subcommittee~~ meeting, ~~the subcommittee committees of the Board shall give~~ submit a written report at prior to the next Citizen's Advisory Board meeting.

Sec. 17. Repealer. The previously codified provisions of DMMC 4.24.100 and section 10 of Ordinance No. 983, DMMC 4.24.130 and section 13 of Ordinance No. 983 are each repealed.

Sec. 18. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

Sec. 19. Effective date. This Ordinance shall take effect and be in full force thirty (30) days after its passage and approval in accordance with law.

PASSED BY the City Council of the City of Des Moines this ____ day of _____, 2026 and signed in authentication thereof this ____ day of _____, 2026.

Ordinance No. ____
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M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published:

Effective Date: