



CITY COUNCIL CANDIDATE ORIENTATION

May 28, 2025



AGENDA

- Who We Are
- How Our Governance Works
- City Structure & Services Overview
- City Finances 101
- Stay Informed & Engaged
- Questions





WHO WE ARE

CITY OF DES MOINES – COMMUNITY SNAPSHOT

▪ City Overview

- **Incorporated:** 1959
- **Population:** 32,400 (2024 estimate)
- **Size:** 6 square miles
- **Coastal Feature:** 5 miles of Puget Sound shoreline
- **Known as:** “The Waterland City”

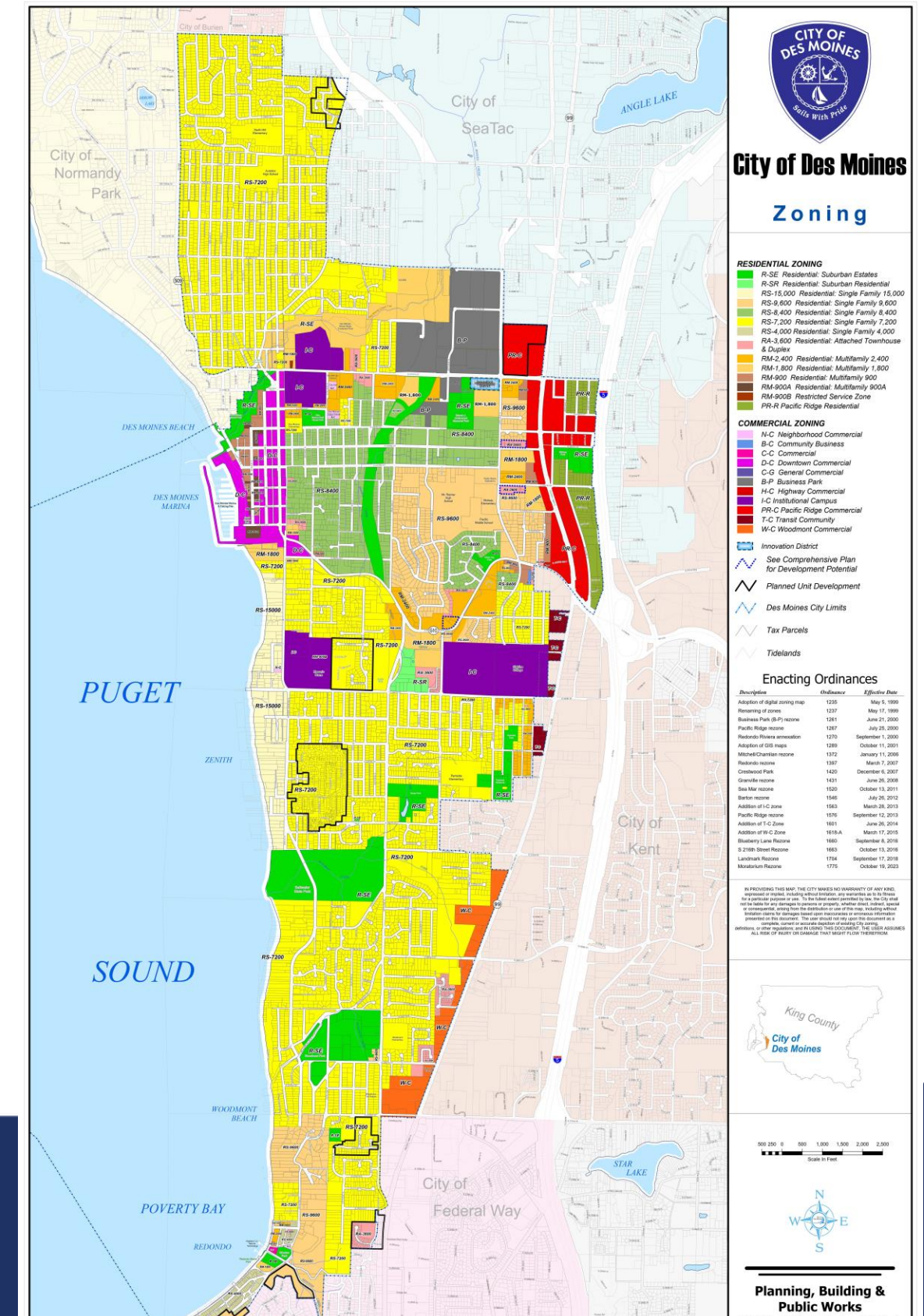
▪ Demographics & Community

- **Age Breakdown:**
 - 18-65 years: 61.8%
 - 65+ years: 17%
- **Household with Children Under 18:** 32%
- **Language Diversity:** 20% of households speak a language other than English
- **Housing Tenure:** 45% renter-occupied
- **Median Household Income:** \$81,362
- **Median Home Value:** \$628,434
- **Commuting Trends:** 80% commute outside the City for work

ECONOMIC LANDSCAPE & GROWTH

Primarily residential, but downtown and the marina are the heartbeat of our local economy

- Future growth will be driven by redevelopment and increased density
- Primary commercial corridors are Pac Hwy and Marine View Drive
- Large percentage of tax exempt property (Judson, Wesley, FAA, schools, churches, government, etc)
- Planning Commission coming later this year



CITY INFRASTRUCTURE & PUBLIC ASSETS OVERVIEW

▪ Public Infrastructure

- 101 miles of public streets
- 97 miles of stormwater pipe
- 243 public stormwater facilities

▪ Parks & Public Spaces

- 510 acres of parkland across 29 parks/public spaces
- Includes 8 playgrounds, 5 ball fields, and 3 major trails
- 15+ miles of landscaped streetscape beds

▪ Municipal Marina

- **Des Moines Marina** is the only public marina between Seattle and Tacoma
- 850 moorage slips

CITY FACILITIES & LOCATIONS

▪ Public Buildings & Rental Facilities

- Activity Center
- Beach Park Event Center
- Des Moines City Hall
- Des Moines Police Department
- Field House Gymnasium
- Public Works Yard
 - 120+ Fleet Assets Maintained

▪ Recreational & Waterfront Assets

- **Des Moines Marina**
 - Public moorage
 - Pier
- **Redondo Boardwalk and waterfront**
- **Des Moines Beach Park**
 - Picnic areas
 - Historical buildings
 - Event spaces

MAJOR INSTITUTIONS & EMPLOYERS

- **Federal Aviation (FAA) NW Mountain Regional Headquarters**

- 300,000-square-foot facility employing over 1,600 people
- Oversees aviation operations across the Northwestern U.S.

- **Riot Games Remote Broadcast Center**

- Supports live eSports production for regional and global events
- Equipped with AR/XR sound stages and multi-purpose studios

- **Highline College**

- Local community offering academic programs, workforce training, and continuing education
- Major contributor to local education and workforce development

- **Judson Park Retirement Community**

- Provides independent living, assisted living, and skilled nursing
- Key employer in healthcare and senior services

- **Wesley Retirement Community**

- Senior living provider offering multiple levels of care
- Significant presence in the local senior care and healthcare economy

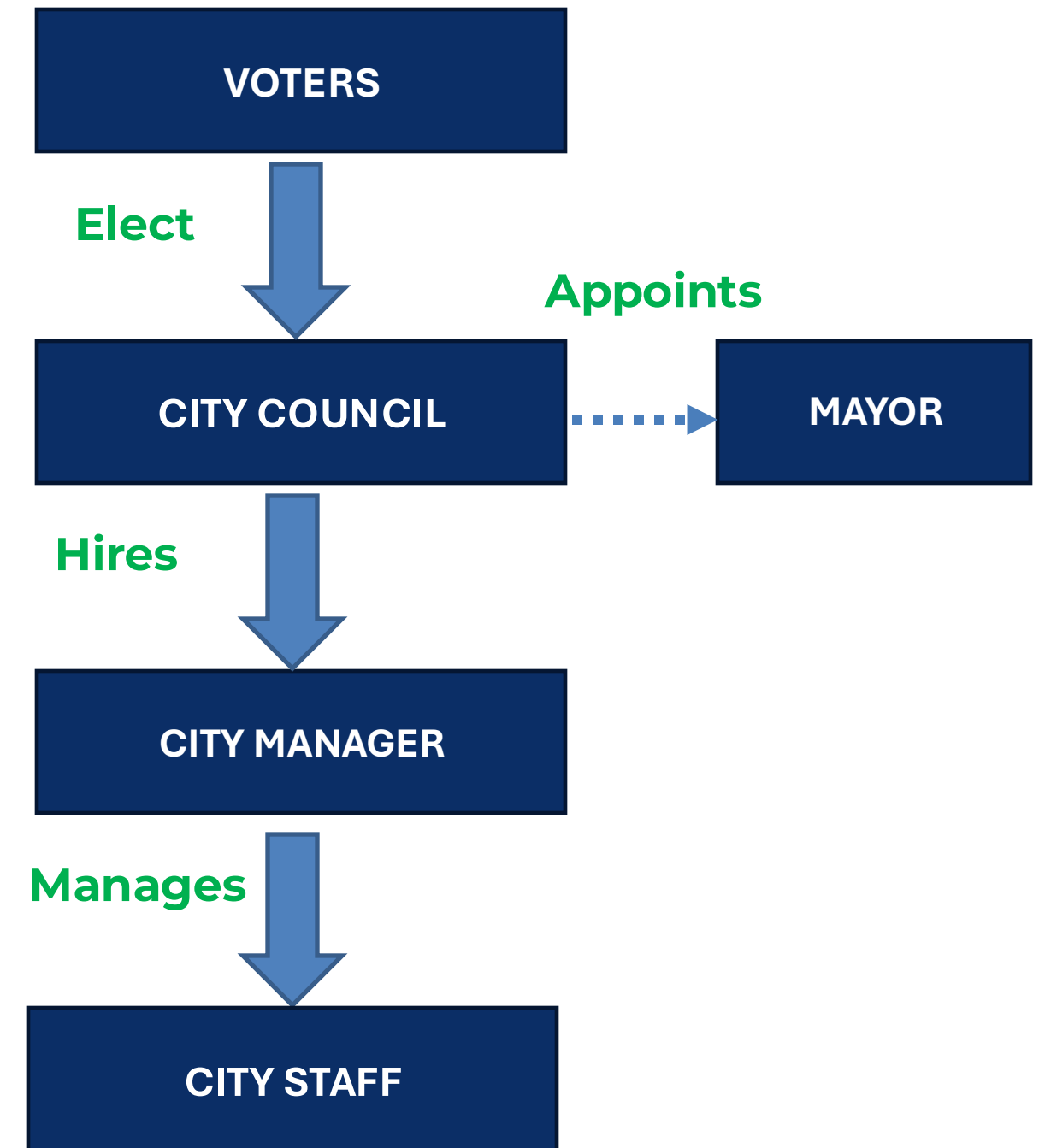


HOW OUR GOVERNANCE WORKS

FROM COMMUNITY TO SERVICE DELIVERY: WHO DOES WHAT?

■ Governance Model

- Des Moines operates under a Council-Manager form of government
- The City Council serves as the elected legislative body
- The Mayor, though appointed, is a voting member of the Council
- The Council appoints a professional City Manager to oversee daily operations and administration
- This structure parallels a private-sector model:
 - City Council = Board of Directors
 - City Manager = Chief Executive Officer (CEO)



COUNCIL MISSION & VALUES

Mission

Des Moines is a waterfront community committed to maintaining a safe, sustainable environment, while ensuring a high quality of life for all to live, work and play

Vision

To be the premier waterfront destination in the Pacific Northwest.

Values

Core values of the City of Des Moines are:
Safety · Sustainability · Integrity · Transparency ·
Innovation

LEGAL AND TRANSPARENCY FRAMEWORK

The City operates as a non-charter code city under RCW 35A.13, governed by the Des Moines Municipal Code

- **Open Public Meetings Act (RCW 42.30)** ensures that council meetings are open to the public and properly noticed
- **Public Records Act (RCW 42.56)** guarantees that the public has the right to access most City records unless exempt by law
- **Executive Sessions are limited** to confidential matters (e.g., personnel, litigation, real estate)-no votes are allowed; must be noticed like any other meeting

ROLE OF CITY COUNCIL

- **Policy Direction**

- Set Policy Direction for the City Government

- **Goal Setting & Legislation**

- Establish goals and adopt ordinances and resolutions

- **Budget Responsibility**

- Adopt a balanced budget

- **Leadership & Representation**

- Serve as leaders and representatives of the community

- **Community Engagement**

- Listen to and engage with constituents

- **Supervision of City Manager**

- Supervise the City Manager's performance

- **Collective Action**

- Act collectively... individual councilmembers, including the Mayor, cannot direct staff work independently

HOW THE CITY COUNCIL CONDUCTS BUSINESS

▪ **Study Sessions**

- Held on the 1st Thursday of each month at 6:00 p.m.
- Focused on in-depth policy discussions and information sharing

▪ **Regular Business Meetings**

- Held at 6:00 p.m. on Thursdays except the 3rd Thursday of the month
- Used for formal actions, voting, and public hearings

▪ **Meeting Procedures**

- Governed by the City Council Rules of Procedure
- Guided by Robert's Rules of Order for parliamentary process

▪ **Councilmember Roles Beyond Meetings**

- Serve on committees and advisory boards
- Participate in community events, town halls, ribbon cuttings, and ceremonial functions, as schedules allow

CITY STRUCTURE & SERVICES OVERVIEW



KATHERINE CAFFREY – CITY MANAGER

▪ Appointed November 2024

- Brings almost 20 years of leadership experience in local government
- Former Deputy City Manager, City of Cedar Park, Texas
- Oversees all municipal operations, implements Council policy, and leads organizational strategy

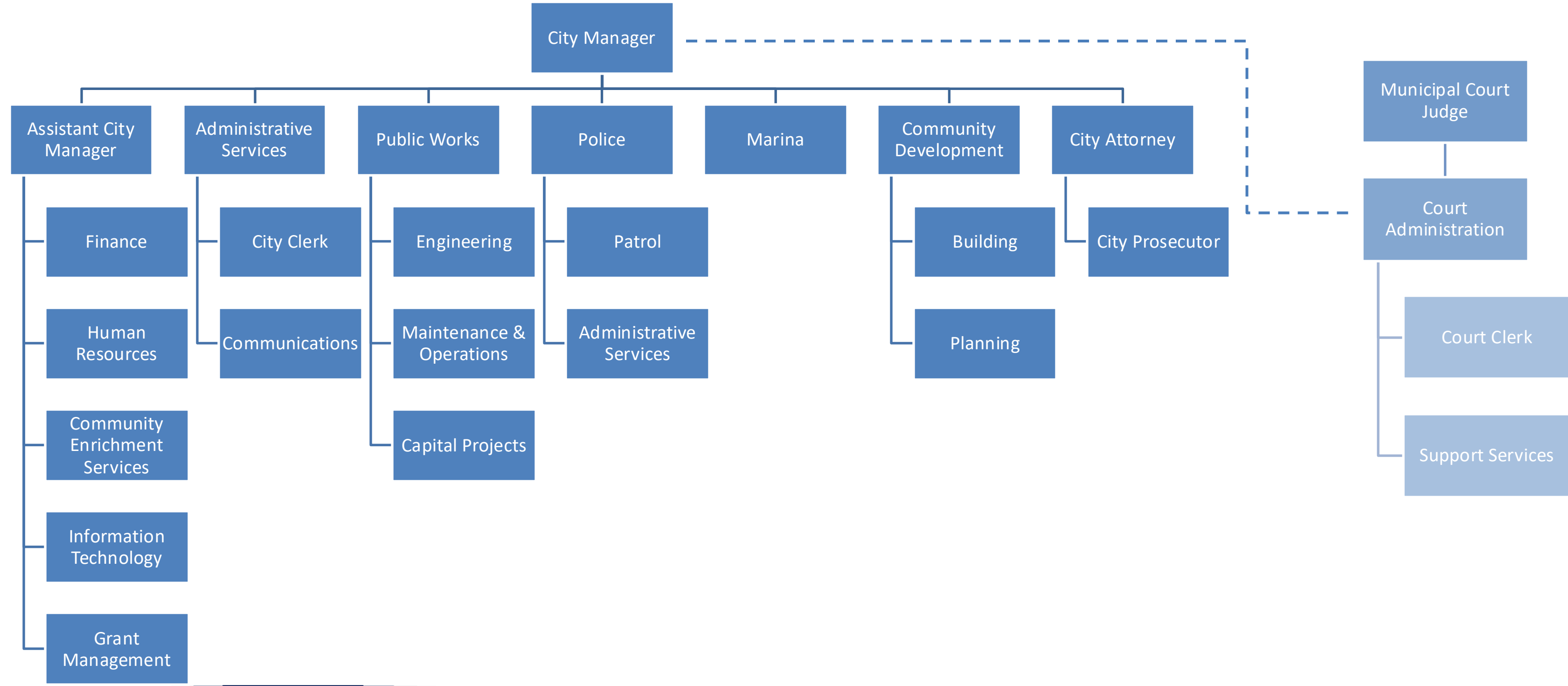
▪ Education

- Master of Public Administration – *University of Kansas*
- Bachelor of Arts in Politics – *Hendrix College*

▪ Professional Affiliations & Focus Areas

- **Member of:** ICMA, WCMA, Rotary Club of Des Moines & Normandy Park, Highline College Foundation-Board member
- **Focus:** Community engagement & communications, redevelopment, organizational development, financial sustainability

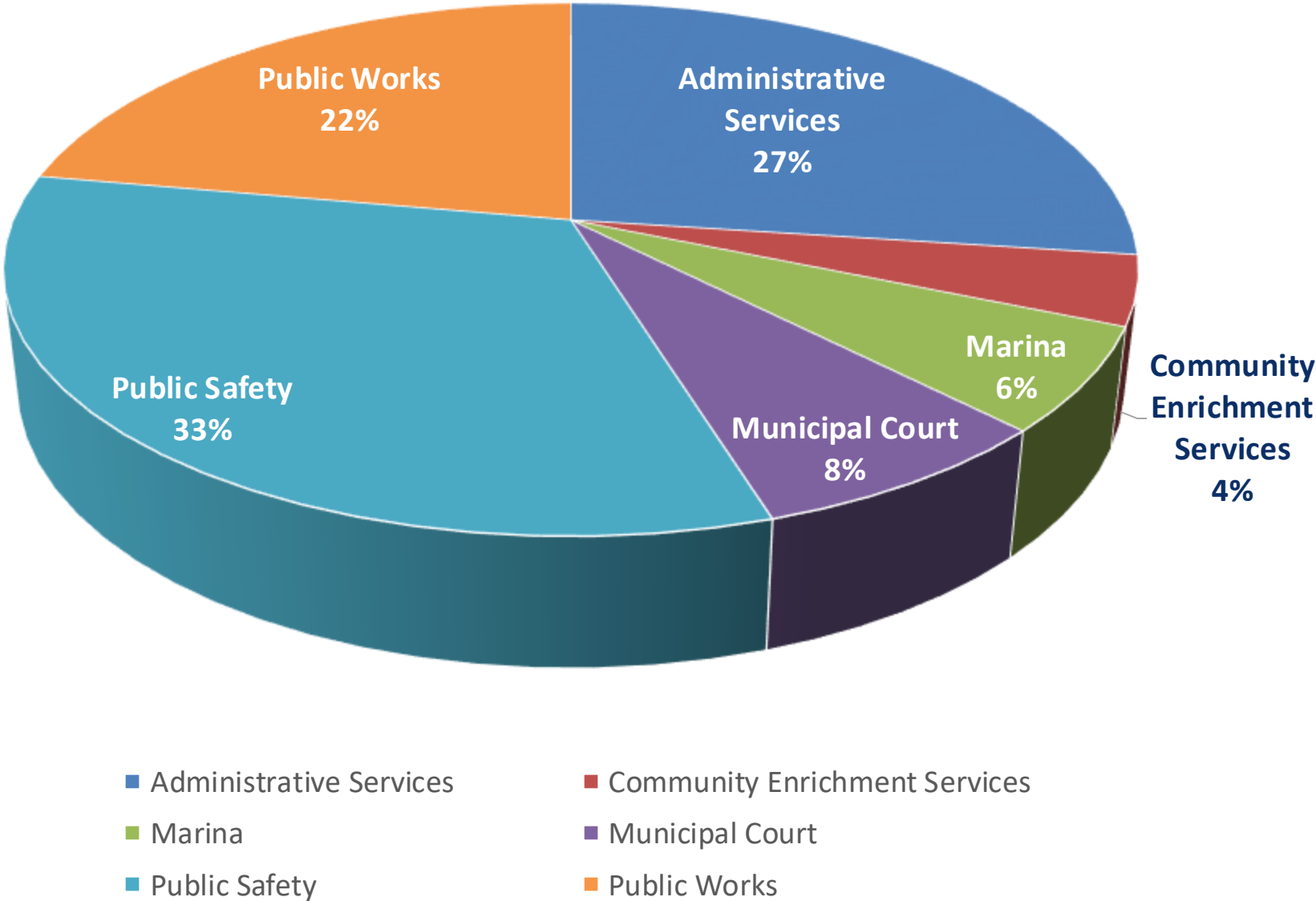
CITY OPERATIONS – DEPARTMENTAL STRUCTURE



STAFF DEMOGRAPHICS FY2025

- **Total FTE's:** 140.74
- **Limited Term:** 2
- **Extra-Hire(s):** 20
- **Union vs. Non-Represented Staff:**
 - 61 Union Employees
 - 79.74 Non-Represented
- **Average Years of Service:** 7.3 years

FTE Distribution by Department (%)



ANCHORED IN EXCELLENCE CUSTOMER SERVICE

Our framework for guiding internal culture and service delivery is built on 4 key pillars:

CUSTOMER-CENTERED CULTURE

We listen actively, respond transparently, and follow through so residents feel respected and valued in every interaction

CLEAR & TRANSPARENT COMMUNICATION

We provide timely, honest, and accessible information across channels, tailored to how the community wants to receive it

FISCAL STEWARDSHIP

We use resources efficiently, align budgets with community needs, and ensure financial decisions are transparent and sustainable

EMPLOYEE EXPERIENCE & WELL-BEING

We create an inclusive, empowering workplace that supports professional growth, accountability, and work-life balance

COMMUNICATIONS & TRANSPARENCY

In response to the community's desire for better communication – we've taken the following actions:

Sharing Timely Information

- **Weekly City Manager's Report**
- **Email Subscription List**
 - Nearly 7,000 subscribers receiving timely updates
- **Quarterly Magazine – *City Currents***
- **New City Website Coming Soon**
- **Improved Financial Reports for the public**

Engaging Directly with the Community

- **Attend Community Meetings/Neighborhood Groups**
- **Coffee with the City Manager**
- **Staff presence at Farmer's Market & Neighborhood Pop-Ups**
- **Increased Public Access to City Hall**

Your City - Your News

Subscribe Today!



Join our mailing list today!

Be in the Know!
Get updates straight from the
City Manager, Mayor, and
more— delivered right to your
inbox! Stay informed about local
news, events, and initiatives
happening in your community.

**Scan here to
subscribe**



MAJOR INITIATIVES

Policy, Planning & Engagement

- **Strategic Plan**
- Comprehensive Plan Update (including Middle Housing & ADUs)
- **Long-Range Financial Plan & Development Impact Analysis**
- Launching New Appointive Committees
- Communications Enhancements
- Increased Transparency & Access
- **Sustainable Airport Master Plan (SAMP)**

Infrastructure & Capital Projects

- Des Moines Memorial Flag Triangle Improvements
- 24th Avenue Corridor
- **Marina Steps**
- **Redondo Pier Improvements**
- Dock Replacement

Financial Sustainability

- Updating Financial Policies
- **Ongoing Cost Cutting & Revenue Generation Initiatives**
- Long-Range Financial Planning

CITY FINANCES 101



BUDGET BASICS

The City is required by state law to adopt a balanced budget, meaning we can't spend more than what we have

Fiscal year is January 1- December 31; biennial budgeting

Key Functions of the Budget

- **Legal Document:** Sets the official spending limits and ensures the City follows state law
- **Policy Document:** Reflects the City's priorities and outlines how public money will be used to serve the community
- **Short-Term Financial Plan:** Projects revenue and spending over a two-year period to support long-term sustainability
- **Communication Tool:** Explains what the City plans to do, why it matters, and what the public can expect

COUNCIL'S ROLE IN THE BUDGET PROCESS

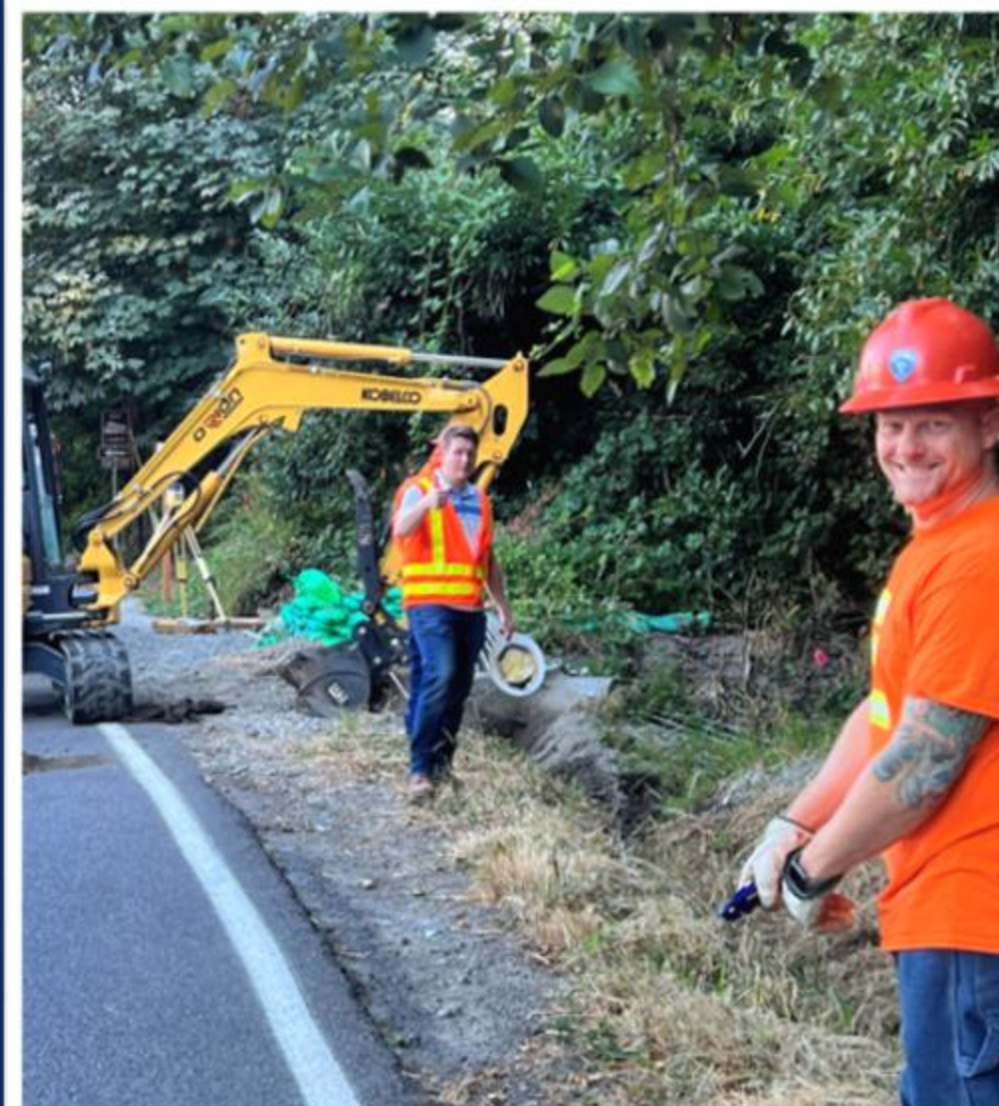
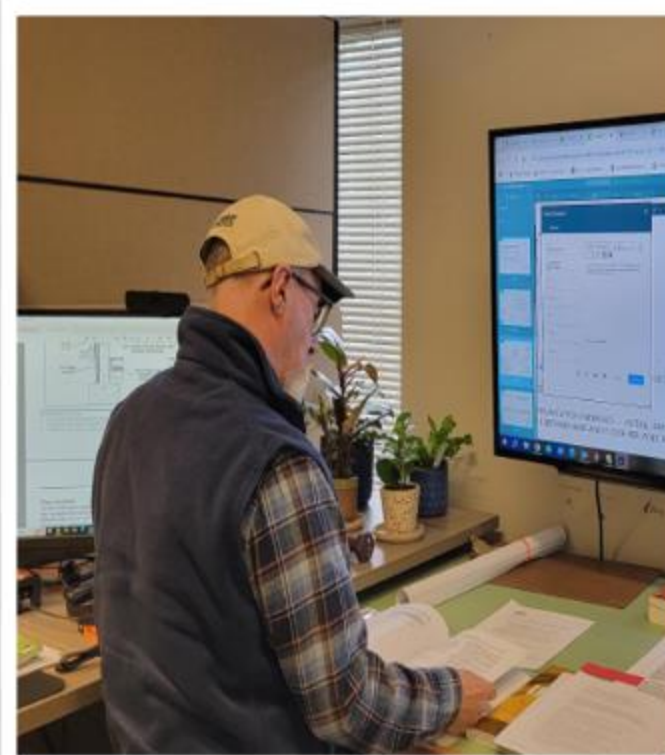
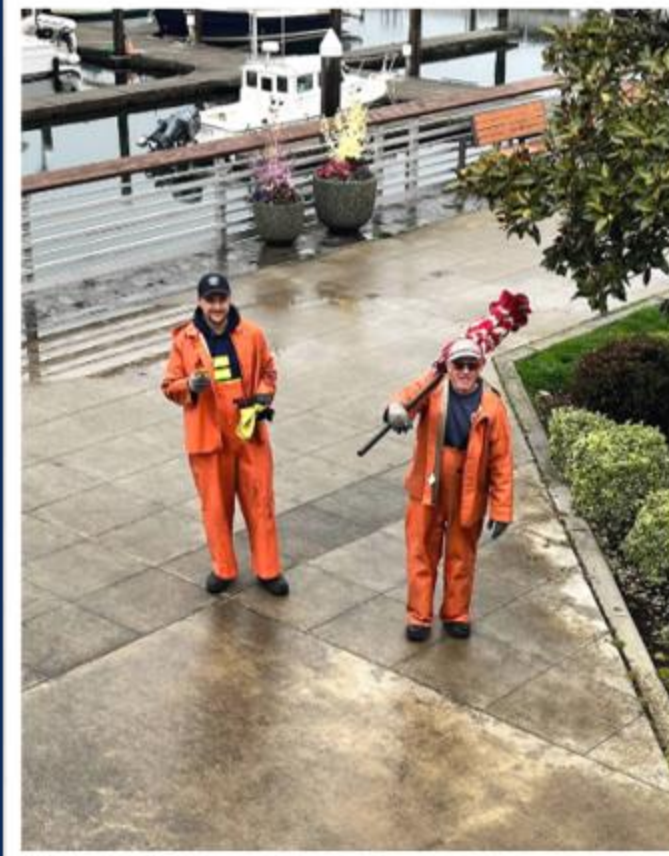
- **Reflects Citywide Goals and Priorities**
- **Reviews and Amends the Budget**
- **Engages the Public- Public Hearings**
- **Adopts the Final Budget (Ordinance)**
- **Monitors Budget Implementation**



FY25 & FY26 SNAPSHOT

- **City-Wide Adopted Biennial Budget**
 - Total Budget for All Funds (includes Utilities, Capital, Grants, etc.)
 - 2025 \$101,180,801
 - 2026 \$69,593,445
 - These totals reflect all city operations – not just General Fund services

GENERAL FUND



GENERAL FUND OVERVIEW

- **What is the General Fund?**

- The primary operating fund of the City
- Supports essential day-to-day services that directly impact residents and businesses
- Funded by general-purpose revenues – can be allocated based on community needs and City Council priorities

- **Supports Core Community Services**

- Public Safety – Police services & emergency response
- Recreation & Community - Parks, senior programs, youth recreation, and cultural events
- Maintenance - Street maintenance, landscaping, and facility upkeep

- **Major Revenue Sources**

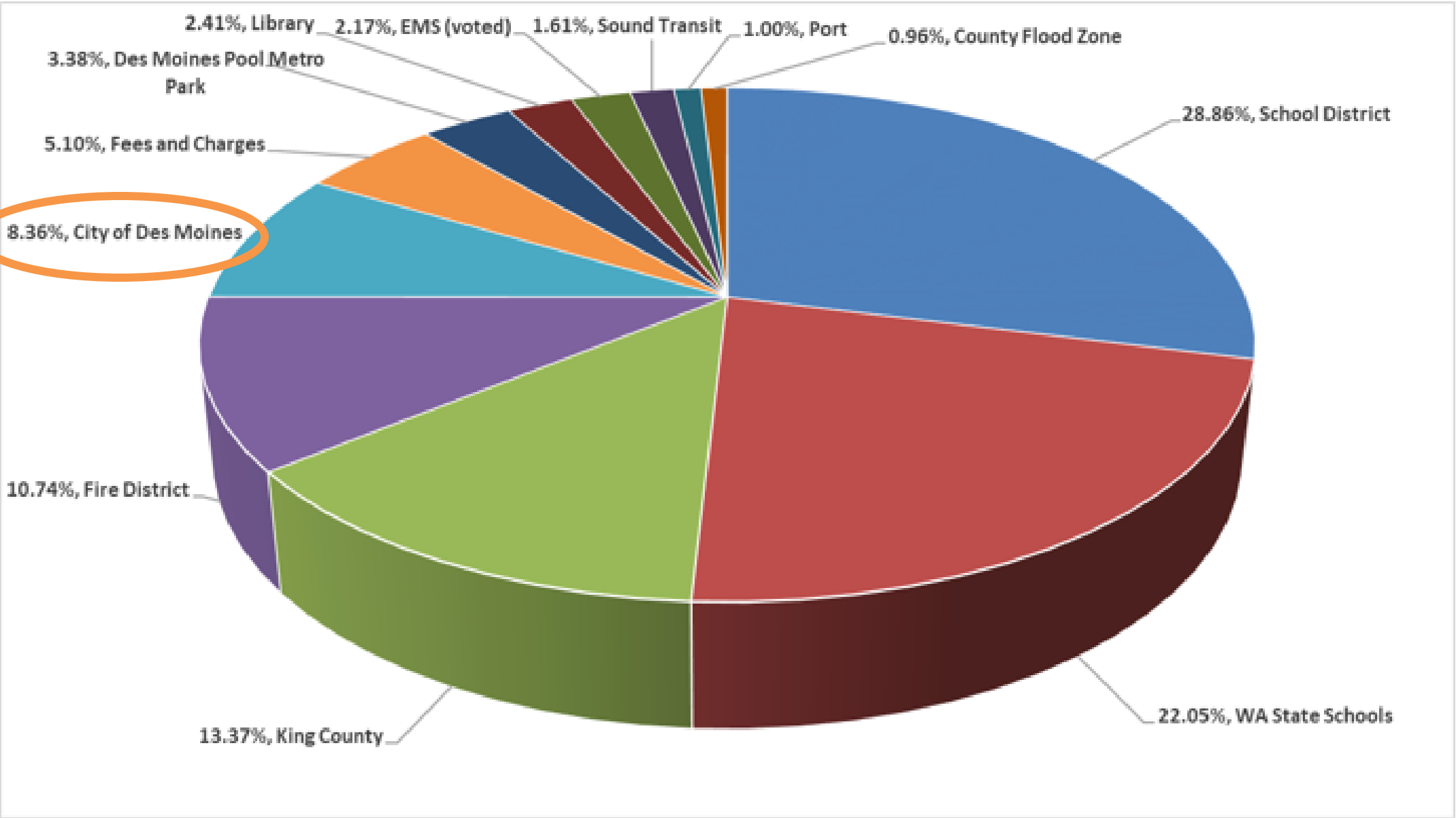
- Property Tax; \$5,407,735
- Sales Tax: \$4,083,035
- Charges for Services: \$600,381
- Permits & Licenses: \$343,692

- **2025 General Fund Budget**

- **Revenues:** \$26,462,073
- **Expenditures:** \$26,285,660
- **Balanced Budget:** Revenues cover expenditures with a modest cushion
- The General Fund accounts for approximately 26% of the total citywide budget in 2025

2025 PROPERTY TAX DISTRIBUTION

Taxing Authority	2025 Levy	% of Total
School District	\$ 2,648.51	28.86%
WA State Schools	\$ 2,024.12	22.05%
King County	\$ 1,227.00	13.37%
Fire District	\$ 985.88	10.74%
City of Des Moines	\$ 767.19	8.36%
Fees and Charges	\$ 467.91	5.10%
Des Moines Pool Metro Park	\$ 310.08	3.38%
Library	\$ 220.93	2.41%
EMS (voted)	\$ 199.53	2.17%
Sound Transit	\$ 147.60	1.61%
Port	\$ 91.87	1.00%
County Flood Zone	\$ 87.91	0.96%
	\$ 9,178.53	100.00%

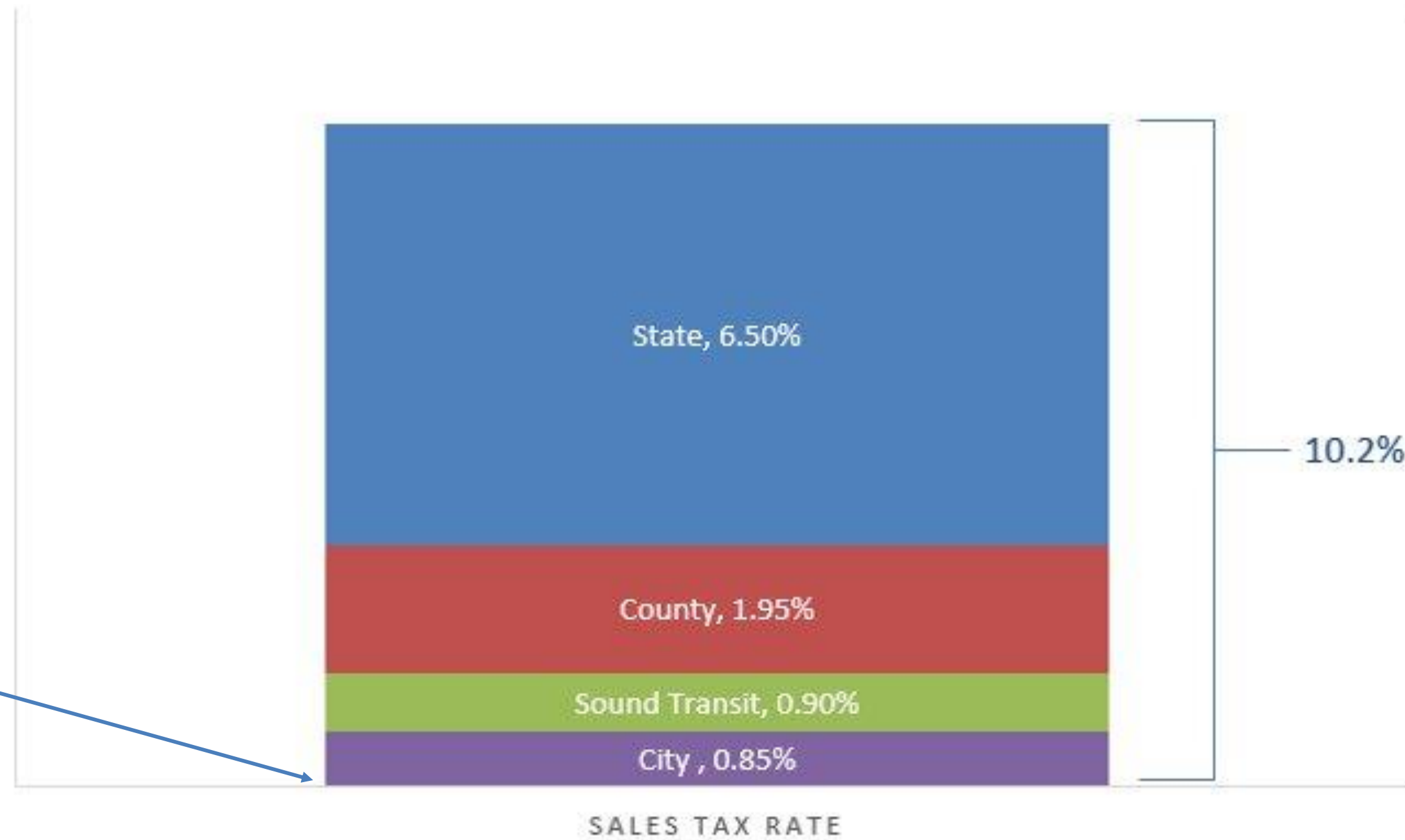


PROPERTY TAX REVENUE

- **Example Home Appraised Value = \$732,000**
- **Property Tax Bill = \$7,716.90, of which \$623.29 goes to City of Des Moines**

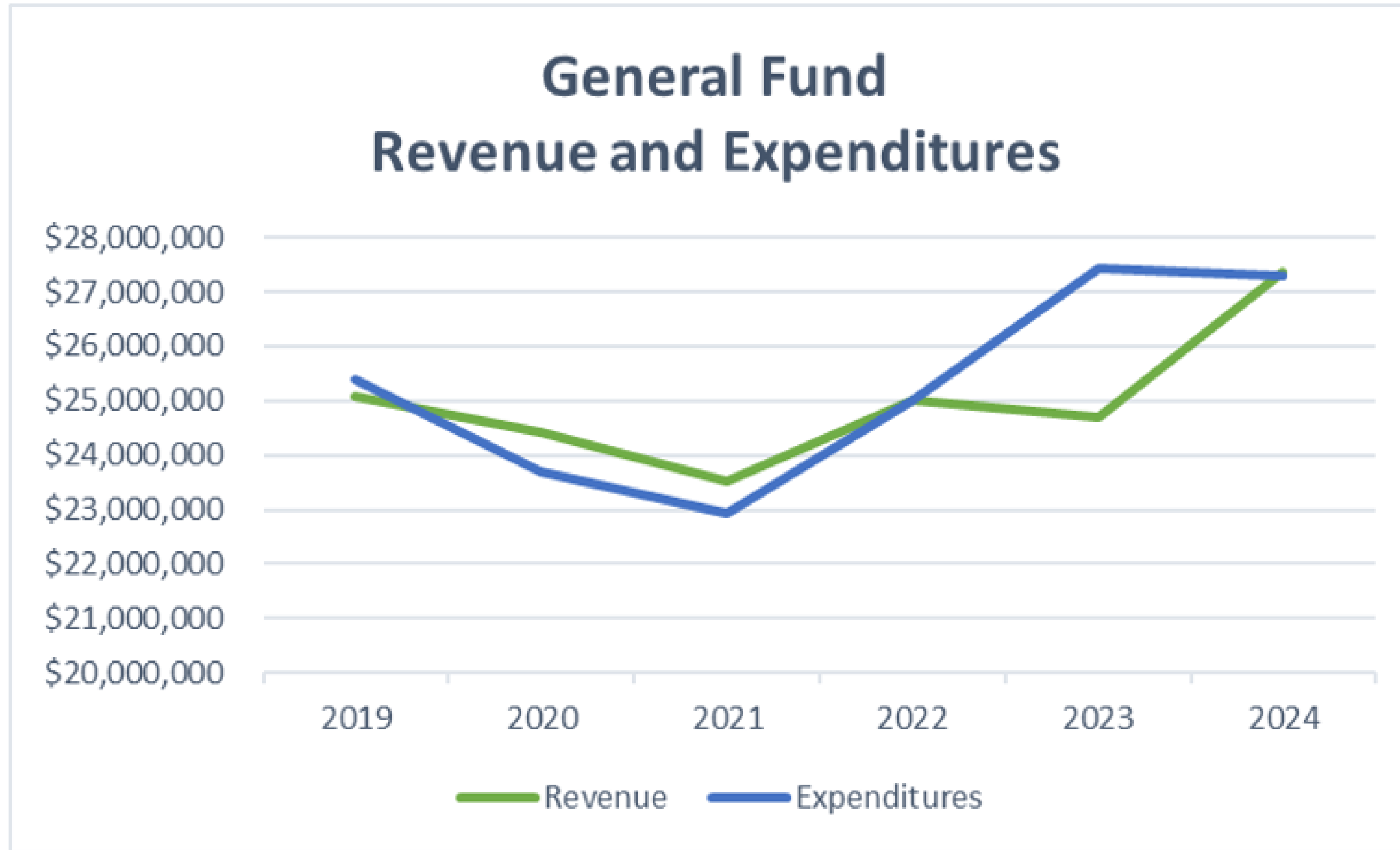


CITY OF DES MOINES SALES TAX RATE



City receives a little less than one penny for every dollar spent in Des Moines

KEY TRENDS



SPECIAL REVENUE FUNDS OVERVIEW

Special Revenue Funds have dedicated funding sources and must be used for specific purposes. They are separate from the General Fund and support targeted services.

- Street Fund
- REET Funds (Real Estate Excise Tax — REET 1 & 2 - for capital projects)
- Drug Seizure/Asset Forfeiture Fund
- Hotel/Motel Tax Fund
- School Camera and Redondo Speed Camera
- Transportation Benefit Fund
- Development Fund
- Redondo Zone
- Waterfront Zone

ENTERPRISE FUNDS OVERVIEW

Enterprise funds are self-supporting. They operate more like a business. User fees or service charges cover the full cost of operations, maintenance, and infrastructure.

- **Enterprise Funds**

- **Surface Water Management (SWM):** Manages stormwater systems and infrastructure
- **Marina Fund:** Supports operations and maintenance of the Des Moines Marina

FINANCIAL TRANSPARENCY & OVERSIGHT

- **Quarterly Financial Reporting:** Shared with Council and available to the public
- **Budget Posted Online:** Ensures public access to financial priorities and decisions
- **Follows BARS Standards:** Compliant with Washington State's Budgeting, Accounting, and Reporting System (BARS)
- **Finance Committee Oversight:** Reviews financial performance and fiscal policy
- **Independent State Audit:** Conducted annually by the Washington State Auditor's Office
- **...and more to come!**



STAY INFORMED
& ENGAGED



ADDITIONAL RESOURCES

For Questions and Information Requests

- Please direct all inquiries to the City Manager, kcaffrey@desmoineswa.gov
 - We will ensure responses are shared equitably with all
 - All meeting requests scheduled through the City Manager's Office

Helpful Resources to Explore

- **City Budget Documents:** desmoineswa.gov/budget
- **Comprehensive Plan**
- **Des Moines Municipal Code:** Local laws and regulations
- **Council Agendas, Minutes & Videos:** Track decisions and discussions
- **City Protocol Manual:** Roles, procedures, and council guidelines



City of Des Moines

QUESTIONS?



THANK
YOU

