



AGENDA  
DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Suite C  
Des Moines, Washington  
Thursday, March 26, 2026 - 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

COMMENTS FROM THE PUBLIC

REGIONAL COMMITTEE REPORT

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. **4th of July Event Update** - 10 Minutes  
Staff Presentation:  
AJ Johnson-Newton, Assistant City Manager

CONSENT AGENDA

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

EFT Vendor Payments	#13240 - #13346	\$2,219,719.19
Wires	#3260 - #3286	\$973,851.16
Accounts Payable Checks	#167403 - #167726	\$240,269.78
Voided Checks	#12861, #13048	-\$6,784.20

Total Checks and Wires for A/P & Payroll: \$3,427,055.93

- Item 2.           **\$10 Car Tab Fee Increase - 2nd Reading**  
**Motion:** "I move to enact Draft Ordinance No. 25-080, increasing car tab fees for vehicles registered in the City of Des Moines transportation benefit district by ten dollars per vehicle."
  
- Item 3.           **Salary Commission Ordinance - 2nd Reading**  
**Motion:** "I move to enact Draft Ordinance No. 26-001, creating a salary commission for the City of Des Moines."
  
- Item 4.           **King County 2026-2027 Waste Reduction & Recycling Grant Award**  
**Motion:** "I move to accept the 2026-2027 King County Solid Waste Division Waste Reduction and Recycling Grant and authorize the City Manager to sign the grant document substantially in the form as attached."

**UNFINISHED BUSINESS**

- Item 1.           **Draft Ordinance 26-009: Appointive Committee Code & Citizens Advisory Board Code Update - 1st Reading - 10 Minutes**  
Staff Presentation:  
Tara Vaughn, Prosecutor  
  
**Motion:** "I move to pass Draft Ordinance 26-009 to a second reading on April 9, 2026."

**NEW BUSINESS**

- Item 1.           **Presentation of Benchmarking Analysis and Development Impact Model by FCS Group - 50 Minutes**  
Staff Presentation:  
Katherine Caffrey, City Manager
  
- Item 2.           **Lodging Tax Overview, Process, and Funding Approach Update - 10 Minutes**  
Staff Presentation:  
AJ Johnson-Newton, Assistant City Manager

**COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

**PRESIDING OFFICER'S REPORT**

**EXECUTIVE SESSION**

Property Acquisition RCW 42.30.110(1)(b) - 20 Minutes

**NEXT MEETING DATE**

April 02, 2026 City Council Committee of the Whole and Study Session

## ADJOURNMENT

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](mailto: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](#)



**Des Moines**  
WATERLAND CITY

**4<sup>th</sup> of July**

**2026**

**Event Preview**

03.26.2026

# 2026 4<sup>th</sup> of July Celebration Preview

## Overview

- 10AM – 3PM
- Family friendly, daytime event designed to bring people down to the Marina
- Different activities spread across the Marina and Beach Park

## Coordination

- Farmers Market and planned activities e.g. Park Run
- Exploring if other opportunities exist to incorporate into event

## Programming/Activities

- CAB input informed planning
- Live music, food vendors and ongoing activities
- Interactive elements (dunk tank, pie-eating contests)
- Exploring options for enhanced attractions to increase draw

## Budget and Next Steps

- Planning for significantly lower costs than 2025
- Quotes in process
- Confirming activities, vendors, and event layout across the waterfront
- Marketing and final event details will launch in April





**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:**

March 26, 2026

**DEPT OF ORIGIN:**

**DATE SUBMITTED:**

March 16, 2026

**CLEARANCES:**

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**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 February 26, 2026, in the attached list and further described as follows:"

EFT Vendor Payments	#13240 - #13346	\$2,219,719.19
Wires	#3260 - #3286	\$973,851.16
Accounts Payable Checks	#167403 - #167726	\$240,269.78
Voided Checks	#12861, #13048	-\$6,784.20
Total Checks and Wires for A/P & Payroll:		\$3,427,055.93

**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.

**Alternatives**

**Financial Impact**

As described above.

**Recommendation**

Approval of vouchers.



# Des Moines

WATERLAND CITY

**Voucher Certification Approval**  
**March 26, 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 **March 26, 2026** the Des Moines City Council unanimously approved for payment the vouchers through March 12, 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:




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Jeff Friend, Finance Director

	# From	# To	Amounts
<b>Claims Vouchers:</b>			
EFT's	13240	13346	2,219,719.19
Wires	3260	3286	973,851.16
AP Checks	167403	167726	240,269.78
Voided EFT Checks	12861, 13048		(6,784.20)
<b>Total Vouchers paid</b>			<b>3,427,055.93</b>
<b>Total checks and wires for A/P</b>			<b>3,427,055.93</b>

**City Council  
AGENDA ITEM**

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

**SUBJECT: \$10 Car Tab Fee Increase - 2nd Reading**

**ATTACHMENTS:**

1. Draft Ordinance No. 25-080

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Legal

**DATE SUBMITTED:**

March 16, 2026

**CLEARANCES:**

Finance

Public Works

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**Purpose and Recommendation**

The purpose of this item is for the Council to consider enacting Draft Ordinance No. 25-080 which would increase car tab fees for vehicles registered in the City of Des Moines transportation benefit district by ten dollars per vehicle.

**Suggested Motion:**

**Motion:** "I move to enact Draft Ordinance No. 25-080, increasing car tab fees for vehicles registered in the City of Des Moines transportation benefit district by ten dollars per vehicle."

**Background**

The Legislature has given cities and counties the power to create Transportation Benefit Districts (TBDs) within their jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district, consistent with local transportation plans and necessitated by existing or reasonably foreseeable congestion levels. The members of the legislative body establishing the district initially serve as the governing board of the district. The jurisdiction containing the district may subsequently assume the district and govern it directly. Improvements funded by a TBD located within a city are owned by the city.

A TBD is a taxing authority with statutorily defined methods for generating revenue. A TBD may levy a sales tax, assess transportation impact fees, or impose a fee on the registration of vehicles within the district. The governing body of a district that contains

all of the territory within the city that created it is authorized to impose an initial annual license tab fee of up to \$20 by majority vote. The governing body also has the power to increase the fee by to \$40 if a \$20 fee has been in place for at least 24 months. If the \$40 fee has been in place for at least 24 months, the board can increase the fee up to a total of \$50. A new or increased fee cannot take effect for the first six months after approval. The board must publish its intent to increase fees above \$40 by April 1 of the year the increase will take place in a newspaper of general circulation.

The City of Des Moines created a TBD in 2008, containing the entire jurisdictional limits of the City. The Department of Licensing began collecting an annual \$20 license tab fee on behalf of the City in 2009. In 2013, the annual fee was increased by \$20 to a total of \$40. The district was assumed by the City in 2015. Proceeds from the fee have been used for the arterial street paving program and other projects contained in the City's transportation capital improvement plans.

According to the Municipal Research Services Center (MRSC), Des Moines is one of seven TBDs with license tab fees set at \$40. Bainbridge Island, Lake Forest Park, Seattle, and Vancouver have fees set at \$50, and three of those have a TBD sales tax on top of the license fees. Forty-six other TBDs impose fees ranging from \$15 to \$30 per vehicle.

At the September 25, 2025 regular City Council meeting, Staff presented a number of options for increasing City revenue to fund City services in an environment where current constraints make it impossible to match rising costs, including a potential increase in car tab fees. The Council directed staff to bring back more information about increasing car tab fees for further discussion. At the November 6, 2025 Council study session, Staff presented information about the need for an increase, and the Council directed Staff to begin preparing a draft ordinance for consideration to implement the fee increase. At the February 5, 2026, the Council confirmed that staff should bring forward a draft ordinance to implement a \$10 car tab fee increase. Draft Ordinance no. 25-080 was presented on first reading to the Council at the March 12, 2026 regular Council meeting, where it was passed to a second reading on March 26.

### **Discussion**

Non-exempt vehicles registered in the City of Des Moines are charged annual license tab fees by the Department of Licensing. In addition to state fees, each vehicle is assessed a \$40 fee for the City of Des Moines Transportation Benefit District on the "TBD" line. These fees are used by the City for transportation maintenance and construction projects in the City's Transportation Improvement Plan. These funds can be used for specific projects or be spent on the City's arterial paving program to ensure that the City's arterial streets remain in good condition.

Draft Ordinance No. 25-080 would increase the TBD fee paid by Des Moines residents by \$10 per vehicle per year, an increase from \$40 to \$50. The City Council has the authority to enact this increase without submitting the question to the ballot. The increase would not take effect for six months after passage, and the Council's intent to

impose a \$10 increase would need to be published in a newspaper of general circulation by April 1 for the increase to take effect in 2026.

It is estimated that a \$10 increase in car tabs would generate an additional \$240k in restricted transportation revenues per year. New revenue would be used to fund transportation system preservation and improvements and would be beneficial given the anticipated reduction in revenue over time from automated traffic enforcement cameras. Additionally, some unrestricted funds that have previously been used for street paving and transportation projects are needed for general fund expenses, which is putting an increased strain on transportation funding.

Examples of what an additional \$240k of restricted transportation revenue could potentially fund include approximately 1.5 FTE street maintenance staff or up to one lane mile of asphalt restoration and paving. Using TBD funds on projects in partnership with utility providers can be multipliers for Transportation Benefit District funds as well. For example, the City entered into an Interlocal Agreement with Midway Sewer District in September 2025 for paving two lane miles of 16th Ave S, from S 240th Street to S 250th Street, for a city share of approximately \$200k, a substantial cost savings.

**Alternatives**

The Council may:

- 1. Pass the Draft Ordinance as presented
- 2. Pass the Draft Ordinance with changes
- 3. Decline to pass the Draft Ordinance

**Financial Impact**

The car tab increase is projected to increase revenue by approximately \$240,000 per year based on current trends.

**Recommendation**

Staff recommends passing Draft Ordinance No. 25-080 as presented.

**CITY COUNCIL'S FIRST DRAFT 03/12/2026**

**DRAFT ORDINANCE NO. 25-080**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON** relating to transportation improvement funding, increasing vehicle licensing fees by ten dollars per vehicle, and amending DMMC 12.30.080.

**WHEREAS**, in Ordinance No. 1578, the City Council of the City of Des Moines established a Transportation Benefit District ("TBD") as authorized by RCW 35.21.225 and subject to the provisions of chapter 36.73 RCW, and

**WHEREAS**, in 2015 the City of Des Moines enacted Ordinance no. 1634 assuming the rights, powers, functions, and obligations of the TBD, and

**WHEREAS**, pursuant to RCW 36.73.065, a TBD that includes all the territory within the boundaries of a city may impose by a majority vote of the city council a vehicle fee of up to fifty dollars if a vehicle fee of forty dollars has been imposed for at least twenty-four months, and

**WHEREAS**, the vehicle fee imposed by the TBD for the district coterminous with the boundaries of the City of Des Moines was set at forty dollars in 2015, and

**WHEREAS**, notice of intent to impose a vehicle fee was published in the Seattle Times on March 17, 2026, as required by RCW 36.73.065, and

**WHEREAS**, the City Council of the City of Des Moines finds that increasing the vehicle fee imposed by the City Transportation Benefit District from forty dollars to fifty dollars per year to fund transportation system improvements is necessary and proper to protect the public health, safety, and the environment; now therefore,

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

**Sec. 1.** DMMC 12.30.080 and section 99 of Ordinance No. 1578 as amended by section 1 of Ordinance No. 1625 as amended

by section 3 of Ordinance No. 1634 are each amended to read as follows:

**Establishment of vehicle license fee revenue source.** The City Council ~~shall have the authority to establish~~hereby establishes an annual vehicle license fee in the amount of \$40.00, consistent with RCW 36.73.065, to be collected by the Washington Department of Licensing on qualifying vehicles, set forth in RCW 82.80.140 and chapters 36.73 and 46.16 RCW. Effective six months after passage of this ordinance, the vehicle license fee shall be \$50.00.

**Sec. 2. 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. 3. 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.

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M A Y O R

APPROVED AS TO FORM:

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City Attorney

Ordinance No. \_\_\_\_  
Page 3 of 3

ATTEST:

\_\_\_\_\_  
City Clerk

Published:

Effective Date:

**City Council  
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

**SUBJECT: Salary Commission Ordinance - 2nd Reading**

**ATTACHMENTS:**

1. Draft Ordinance No. 26-001

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Legal

**DATE SUBMITTED:**

March 12, 2026

**CLEARANCES:**

City Clerk

Human Resources

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**Purpose and Recommendation**

The purpose of this item is for the Council to consider Draft Ordinance No. 26-001 which would create a City Salary Commission to set compensation for members of the City Council.

**Suggested Motion:**

<p><b>Motion:</b> "I move to enact Draft Ordinance No. 26-001, creating a salary commission for the City of Des Moines."</p>
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**Background**

Compensation for serving on the City Council of a code city may be set by an ordinance of the Council. Unless the ordinance provides for automatic adjustment by a set dollar amount or specified percentage, salaries set by the ordinance continue at the same rate until adjusted by a later ordinance. The ordinance cannot provide adjustments tied to variable factors such as the consumer price index or other inflation measures. Salaries for members of the City Council in Des Moines are set by ordinance, with no adjustment. The Council salaries have not changed since 1999. Because elected officials are barred from voting to increase their own salaries during their current term of office, salary changes by ordinance do not take effect until the beginning of the next term.

The Legislature has provided an alternative method for determining Councilmember salaries. The Council may create a salary commission to set salaries for the Council. A

Council has fairly broad discretion on how a salary commission is constituted, except that the commission cannot include any officer, official, or employee of the city or town or any of their immediate family members. Members are limited to two terms, but the length of term is at the discretion of the council.

At the February 12, 2026, regular City Council meeting, the Council was presented with options on structuring a potential salary commission and asked whether an ordinance should be prepared creating a salary commission for discussion at a future meeting. The Council provided guidance on preferred options and directed staff to bring forward a draft ordinance for future consideration. Draft Ordinance 26-001 was introduced at the March 12, 2026 regular Council meeting for first reading, where the Council passed the draft ordinance to the March 26, 2026 meeting for second reading.

### **Discussion**

Draft Ordinance No. 26-001 would establish a salary commission to determine salaries for members of the Council, incorporating input from the Council given at the February 12, 2026, City Council meeting. As drafted, the commission would be set up as follows:

- The commission would consist of five residents of Des Moines
- The commission would meet every two years and determine salaries in time to be included in the biennial budget
- Commission member terms would be four years, serving a maximum of two terms, and
- Members serve without compensation

As required by state law, commission members would be chosen by the Mayor, subject to confirmation by the full Council. Vacancies would be filled in the same fashion. State law also bars city officers, employees, or immediate family members from serving on the commission.

When the commission makes a final determination of salaries, the determination will be filed with the City Clerk and any increase would be effective in the next pay cycle. An increase in salary set by the commission is not required to wait until the next term for a Council member, as it does for salary increases set by ordinance.

### **Alternatives**

The Council may:

1. Pass the Draft Ordinance as presented
2. Pass the Draft Ordinance with changes
3. Decline to pass the Draft Ordinance

### **Financial Impact**

### **Recommendation**

Staff recommends passing Draft Ordinance No. 26-001 as presented.

**CITY COUNCIL'S FIRST DRAFT 3/12/2026**

**DRAFT ORDINANCE NO. 26-001**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to City Council compensation, creating a City salary commission, adding a new chapter to Title 4 DMMC entitled "Salary Commission", and amending DMMC 4.08.020.

**WHEREAS**, Pursuant to RCW 35.21.015 a code City may create a salary commission to set salaries for elected officials, and

**WHEREAS**, the City Council of the City of Des Moines wishes to create an independent body to determine appropriate compensation for members of the City Council, and

**WHEREAS**, creation of a salary commission pursuant to RCW 35.21.015 will allow this body to periodically review and adjust Council compensation without action by the Council, and

**WHEREAS**, the City Council finds that adoption of the provisions contained in this ordinance are necessary and proper for effective governance and responsible use of public funds; now therefore,

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

**NEW SECTION. Sec. 1. Salary Commission established.**

Pursuant to RCW 35.21.015 there is established a Salary Commission which shall function in accordance with the provisions of this chapter.

**NEW SECTION. Sec. 2. Membership - term.**

(1) The Salary Commission shall consist of five members, appointed by the Mayor with approval of the City Council.

(2) Members of the Commission shall be residents of the City.

(3) No member of the Salary Commission shall be an officer, official or employee of the City or an immediate family member of an officer, official or employee of the City. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an

officer, official, or employee of the City, whether or not living in the household of the officer, official, or employee.

(4) The term of office for members of the Commission shall be four years.

(5) Members may not be appointed to more than two terms.

(6) Members shall serve without compensation.

(7) In the event of a vacancy on the Salary Commission, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term.

**NEW SECTION. Sec. 3. Purpose, duties, and responsibilities**

(1) Every two years, commencing in 2026, the Salary Commission shall review and determine the salaries and benefits paid by the City to the Mayor and City Council. The Salary Commission shall make its final determination with sufficient time to be included in the City Manager's preliminary biennial budget.

(2) After determining the salaries and benefits of the Mayor and the City Council, the Salary Commission shall file any change in salaries and benefits with the City Clerk. A salary increase shall be effective on the next payday for City employees. A salary decrease shall be effective for incumbent elected officials at the commencement of their next subsequent term of office.

(3) Any increase or decrease in salary shall become effective without further action of the City Council and shall be incorporated into the City budget without further action of the City Council.

**NEW SECTION. Sec. 4. Administrative support.**

The City Manager shall designate a member of the paid staff of the City to serve as staff liason of the Salary Commission.

**NEW SECTION. Sec. 5. Procedure.**

(1) Salary Commission members will choose a presiding officer from their number. The presiding officer can be removed by majority vote of the Salary Commission or majority vote of the City Council.

(2) All meetings of the Salary Commission shall be conducted pursuant to the current edition of Robert's Rules of Order at the time of the convening of the commission.

**Sec. 6.** DMMC 4.08.020 and section 2 of Ordinance No. 418 as amended by section 1 of Ordinance No. 569 as amended by sections 1-3 of Ordinance No. 1152 as amended by section 1 of Ordinance No. 1253 as amended by section 2 of Ordinance No. 1408 are each amended to read as follows:

**Compensation - Mayor and councilmembers.**

(1) Effective upon filing of the first salary determination by the Salary Commission established in sections 1 through 6 of this ordinance, salaries and benefits paid by the City to the Mayor and City Council shall be as determined by the Salary Commission.

(2) Except as provided in subsections ~~(2) through (6)~~ (1) and (3) through (7) of this section, eCouncilmembers shall receive as compensation the sum of \$250.00 for attendance at each regular and special eCouncil meeting.

~~(3)~~ Except as provided in subsections ~~(3) through (6)~~ (1) and (4) through (7) of this section, the eCouncilmember elected ~~as~~ Mayor, or the presiding officer, shall receive as compensation the sum of \$350.00 for attendance at each regular and special council meeting.

~~(4)~~ A eCouncilmember may have their compensation reduced to a specific amount for a fixed period of time upon written request to the finance director.

~~(5)~~ eCouncil positions 1, 2, 3, 4, 5, 6, and 7 shall receive compensation for a total of 40 regular and special council meetings per calendar year, effective January 1, 2010.

(56) No eCouncilmember shall receive compensation for attendance at more than a total of 40 regular and special council meetings per calendar year.

(67) No eCouncilmember shall receive compensation for attendance at more than one regular or special council meeting per day.

**Sec. 7. Codification.** Sections 1 through 5 of this ordinance shall be codified as a new chapter in Title 4 DMMC entitled "Salary Commission".

**Sec. 8. 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. 9. 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.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_

Ordinance No. \_\_\_\_  
Page 5 of 5

City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**City Council  
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

**SUBJECT: King County 2026-2027 Waste Reduction & Recycling Grant Award**

**ATTACHMENTS:**

1. Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Public Works

**DATE SUBMITTED:**

March 13, 2026

**CLEARANCES:**

Public Works

Finance

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**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council acceptance of the 2026-2027 King County Solid Waste Division Waste Reduction and Recycling (WR/R) Grant (Attachment 1). The WR/R Grant is one of three grants that will support the City's Recycling Program for the service period of 2026-2027. The following motion will appear on the Consent Agenda:

**Suggested Motion:**

**Motion:** "I move to accept the 2026-2027 King County Solid Waste Division Waste Reduction and Recycling Grant and authorize the City Manager to sign the grant document substantially in the form as attached."

**Background**

For over 20 years, the City has used grant monies to sponsor semi-annual Household Waste Collection and Recycling Events. The Spring and Fall events have proven exceptionally popular among Des Moines residents because they provide a convenient local location to recycle materials that are not accepted through the curbside recycling program. Residents are able to recycle tires, lead acid and alkaline batteries, cardboard, reusable household goods and clothing, porcelain toilets and sinks, appliances and scrap metal, bulky wood, electronic equipment and mattresses and box springs.

The subject grant will partially fund the City's semi-annual Household Waste Collection and Recycling Events for 2026 and 2027. A grant agreement between the City of Des Moines and the King County Department of Public Health for the King County Local Hazardous Waste Management Program (LHWMP) will be brought to Council at a later date. The Washington State Department of Ecology's Local Solid Waste Financial Assistance Agreement (LSWFA) provides the remaining program funding. The current LSWFA grant is effective through June 2027.

### **Discussion**

The City uses grant funding to sponsor recycling and collection events for Des Moines residents and businesses. For the 2026–2027 Recycling Program, the City will sponsor two residential recycling collection events per year (Spring and Fall). A portion of the Waste Reduction and Recycling (WR/R) grant funds will also be used to purchase products made from recycled materials.

This agenda item seeks City Council approval of the 2026–2027 WR/R grant agreement. The WR/R grant will provide \$39,962.00 to support household recycling collection events during the 2026–2027 program period. City Council approval is required for all Interlocal Agreements between the City and other public agencies.

If the City Council accepts the WR/R grant for 2026 and 2027, the City will continue to reduce the amount of hazardous and non-hazardous materials entering the local waste stream at no additional cost to the City. Acceptance of these grant funds must be approved by Council and submitted to the grantor agencies in order to secure the funding.

### **Alternatives**

1. The City Council may accept the 2026-2027 WR/R Grant No. 6358201 between the City of Des Moines and the King County Solid Waste Division.
2. The City Council may not accept the 2026-2027 WR/R Grant No. 6358201 between the City of Des Moines and the King County Solid Waste Division and forego WR/R grant funds. Not accepting the grant will result in a downsizing of the 2026 -2027 recycling events.
3. The City Council may continue this Agenda Item and request that staff provides additional information on the WR/R grant program. Continuance of this item may result in loss of grant funds for the 2026-2027 grant cycle.

### **Financial Impact**

If the City Council accepts the WR/R grant, there will be no fiscal impact to the City related to Contract Number 6611132.

**Recommendation**

Staff recommends that the City Council choose Alternative 1, thereby accepting the 2026-2027 King County Solid Waste Division Grant substantially in the form as submitted.

**INTERAGENCY AGREEMENT FOR THE 2026-2027 WASTE REDUCTION & RECYCLING GRANT PROGRAM**

**Between**

**KING COUNTY and the CITY OF DES MOINES**

This two-year Interagency Agreement “Agreement” is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Des Moines, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as “Party” or “Parties.”

**PREAMBLE**

King County and the City of Des Moines adopted the 2024 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the Comp Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2026-2027 shall not exceed **\$39,962.00**
2. This Agreement provides for distribution of 2026-2027 grant funds to the City. However, grant funds are not available until January 1, 2026.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight(8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 31, 2028.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 31, 2027 and March 31<sup>st</sup>, 2028.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of 2027 and December 2028, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
6. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2028.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
15. This project shall be administered by Tyler Beekley, Surface Water/Environmental Engineering Manager, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Des Moines" and/or "text provided courtesy of the City of Des Moines."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Annie DeCosta-Klipa, Project Manager, King County Solid Waste Division, or designee.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2026, or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2026, and shall terminate on June 30, 2028. The City shall not incur any new charges after December 31, 2027. However, if execution by either Party does not occur until after January 1, 2026, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2026 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

#### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

#### **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Amendments will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. Funds may be moved between tasks in the scope of work, attached as Exhibit A, upon written notification by the City to King County.

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Annie DeCosta-Klipa, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
adecostaklipa@kingcounty.gov

If to the City:

Tyler Beekley, Surface Water/Environmental Engineering Manager, or a provided designee  
City of Des Moines  
21630 11th Ave S, Suite "D"  
Des Moines, WA 98198

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

**City of Des Moines**

**King County**

BY \_\_\_\_\_  
**Katherine Caffrey, City Manager**

BY \_\_\_\_\_  
**Christopher Stubbs, Deputy Division Director  
Solid Waste Division**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



- Clean Scrap Wood
- Electronic Equipment
- Paper Shredding
- Oil and Latex Paint\*
- Computer Monitors++
- TV Sets++

+User fees may apply

\*Will be collected if the material is paid for by Washington PaintCare program.

++Will be collected if the material is paid for by Washington Materials Management & Financing Authority.

- The following educational materials will be distributed:
  - Information on City Recycling Programs.
  - Educational Materials produced by King County Department of Natural Resources and Local Hazardous Waste Management Plan.
  - Other educational materials as appropriate.
- Event promotional methods:
  - Events will be coordinated with King County and flyers will be sent to Des Moines households.
  - By notices in City newsletters (whenever possible).
  - By posting a notice at City Hall and City website.
  - By publicizing the events through the King County Solid Waste Division promotional activities.

C) Task evaluation. Event reports will include:

- Number of vehicles attending
- Volume of each material collected
- Event cost by budget category
- Graphic or tabular comparison of 2026-27 volumes and vehicles with prior year's events

D) Task Performance Objectives:

The City plans to send out promotional flyers to Des Moines households and publicize the events through King County promotional activities, including King County websites and telephone assistance. The benefits expected by the collection of these materials will be to divert them from the waste stream and process them for recycling. The events will also provide an opportunity to recycle moderate risk waste. The King County Health Department and Washington State Department of Ecology will pay for event expenses as well.

F) Task Impact Objectives:

By hosting Recycling Collection Events, Des Moines can reduce the amount of recyclable material finding their way to the local landfill. The City of Des Moines has a population of approximately 33,540. The City expects, based on past events, that 1,100-1,250 households will

actively participate annually by bringing recyclable materials to the events for proper disposal and recycling. This will result in 70-80 tons of material diverted from the local waste stream for recycling per year.

In addition to diverting materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of residents and improve behavior in purchase, handling, and disposal of recyclable materials.

## **2. Task Two: Rain Barrel, Compost, and Worm Bin Sales**

A) Task Schedule: Spring, 2026-27

B) Task Activities:

- Bin/Barrel Sales
- Task Description - The City will implement rain barrel, compost/worm bin sales in 2026-27, based on the available budget. The sales will be held in conjunction with the Spring Des Moines Recycling Collection Events. The City will:
  - Distribute subsidized rain barrels, backyard compost bins, worm bins, and educational materials to City residents. The number of bins and barrels purchased will depend on the type of units selected. Residents will be charged \$25-\$30 per unit.

C) Task Performance Objectives: The goal of this program is to achieve greater resource efficiency in the City and stimulate demand for recycled plastic. Backyard composting and vermicomposting extends the life of landfills and reduces stress on local composting facilities. This program should result in greater resource efficiency as it will encourage City residents to manage their yard and food debris on their own properties and to reuse the composted materials in their gardens as well as conserve water. The City will support recycling programs by distributing recycle content rain barrels/bins to City residents.

D) Task evaluation. Event reports will include:

- Number of rain barrels, compost bins, and worm bins distributed
- Estimated volume of recycled material diverted from the waste stream
- Event cost by budget category

## 2026-2027 Waste Reduction & Recycling Grant Guidelines

### Program Eligibility

The King County Solid Waste Division (SWD) has prepared a list of Re+ Action Ideas and Plug & Play Project Plans that expands on the Waste Reduction & Recycling (WRR) Case Studies shared in past grant cycles. These ideas include new creative and innovative project ideas that can be adopted for WRR Grant scopes of works (Attachment 3). The goal of this list is to offer additional ideas for waste reduction projects including, ideas for incorporating Equity and Social Justice into all of our work such as transcreating materials and signage into top spoken languages in King County.

The list offers ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2024 Comprehensive Solid Waste Management Plan ([Comp Plan](#)), all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-city projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Re+ Action Ideas (Attachment 2), which includes the examples below.

### Sample Re+ Actions

- [Plug & Play Project Plans](#)
- [Food Waste](#) – Food rescue infrastructure investment – supporting hunger relief organizations and food banks with resources like food storage, trucks, etc.
- [Community](#) - Establishing tool and other equipment libraries or other sharing initiatives, e.g., borrow party packs for picnics and birthday parties.
- [Paper/Plastic Recycling - Multi-family](#) - Technical assistance and in-person outreach to increase recycling in multifamily complexes, with an emphasis of a multicultural and multilingual approach such as through Spanish speaking Facilitators and or use of other regularly spoken languages for a particular housing community.
- Banning single-use items in dine-in restaurants and hotels, e.g., coffee cups, water bottles, mini personal care items, etc.
- Conduct food waste audits and implement customized food waste recycling programs in economically and culturally diverse communities.

The following are not eligible for funding:

- Collection of garbage, except for residential garbage related to collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:
  - Treated wood, paint, lead batteries, oil, gasoline, fluorescent light, and antifreeze.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (HazWaste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

*For questions about specific program eligibility or alignment with the Comprehensive Plan, please contact Annie DeCosta-Klipa at (206) 477-4563 or [adecostaklipa@kingcounty.gov](mailto:adecostaklipa@kingcounty.gov). You may also refer to Attachment 5 for additional guidance.*

### **Grant Administration**

#### *Requests for Reimbursement:*

Cities must submit at least one request for reimbursement per year during the funding cycle, due no later than the last working day of February of the following year. Alternately, Cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form, Expense Summary Report Form and Progress Report must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

#### *Accrual Reporting:*

By the 2<sup>nd</sup> Friday of December, Cities must notify SWD of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted so that SWD can accrue the amounts.

### **Progress Reports**

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official and be submitted via email.

### **Amendments**

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work. In general, a significant change would be one in which the City wishes to add or delete a task from its scope of work. Amendments will only be approved if the proposed change(s) is/are consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes to determine if an amendment is needed.

2/9/2026

**Ref#:** 16866

King County Solid Waste Division  
Attn: Annie DeCosta-Klipa  
201 S Jackson Street, Suite 6400  
Seattle, WA 98104

Re: City of Des Moines  
Waste Reduction & Recycling Grant

**Evidence of Coverage**

The City of Des Moines is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$5 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Des Moines. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Des Moines all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,



Rob Roscoe  
Deputy Director

cc: Bonnie Wilkins

**BUDGET SUMMARY REPORT FORM**

**Exhibit D**

**2026-2027 King County SWD Waste Reduction & Recycling Grant**

City: _____	Date: _____
Address: _____	Phone: _____
_____	Invoice #: _____
_____	Report Period: _____
Preparer's Name: _____	Contract #: _____

Total amount requested this period:	_____
Total amount previously invoiced:	_____
Original contract amount:	_____
Total amount charged to date:	_____
Amount remaining for completion of interlocal:	\$ _____ -

Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -

**For King County Use**

Contract # \_\_\_\_\_

Project 1126942      Org 720122      Exp.Account 54150      Task 22.000'

Purchase Order # \_\_\_\_\_      Requisition # \_\_\_\_\_      Receipt \_\_\_\_\_

Supplier # \_\_\_\_\_      Supplier Pay Site \_\_\_\_\_      Invoice # \_\_\_\_\_      Payment Type \_\_\_\_\_

Total charges this period are approved for payment: \$ \_\_\_\_\_

Project Manager: \_\_\_\_\_      Date \_\_\_\_\_

**King County SWD Waste Reduction & Recycling Grant  
2026-2027**

**Expense Summary Form**

**City:**  
**Reimbursement Request #** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Contract #**

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					0

**City Council  
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

**SUBJECT: Draft Ordinance 26-009: Appointive Committee Code & Citizens Advisory Board Code Update - 1st Reading - 10 Minutes**

**ATTACHMENTS:**

1. Attachment 1 - Draft Ordinance No. 26-009
2. Draft Ordinance 26-009 Appointive Committee Code Update PowerPoint

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Legal

**DATE SUBMITTED:**

March 12, 2026

**CLEARANCES:**

City Clerk

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**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 to a second reading on April 9, 2026."

**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 are contained in Draft Ordinance 26-009 (Attachment 1). If acceptable to the Council, this Draft Ordinance can be passed to a second reading at the April 9, 2026 meeting.

### **Discussion**

Based on the Council’s feedback, staff has incorporated the requested edits and additions below into Draft Ordinance 26-009. All other provisions remain the same as were presented to the City Council at the March 5, 2026, City Council Study Session.

- A “resident” is now defined as someone who is at least 18 years old. [DMMC 4.24.010(4)]
- DMMC 4.24.040(4) now reads: “When appointing members to an appointive committee, consideration shall be given towards maintaining an equitable and geographic balance of community representation.”
- A subsection was added to DMMC 4.24.070 requiring appointive committee meetings to operate under Robert’s Rules of Order. [4.24.070(4)]
- A member may be flagged for removal if they miss more than three meetings in a calendar year. Upon a fourth absence, staff will report the member to the City Council for potential removal. [4.24.120(2)]
- Language has been included in chapter 4.60 DMMC to require the subcommittees to submit written reports/recommendations to the CAB. [DMMC 4.60.070(3), 4.60.070(4), 4.60.070(5), and 4.60.080]

### **Alternatives**

Council may:

1. Pass the draft ordinance as presented to a second reading. (Recommended).

2. Pass the draft ordinance with changes to a second reading.
3. Decline to pass the draft ordinance to a future reading.

**Financial Impact**

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

**Recommendation**

Staff recommends Council pass Draft Ordinance 26-009 to a second reading.

**CITY ATTORNEY'S SECOND DRAFT 03/26/2026**

**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 cityCity.

(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.

(3) Appointive Committees shall comply with the requirements of the Open Public Meetings Act found in Chapter 42.30 RCW.

**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 eCity mManager; 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~~ has ~~they~~ 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/her/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 ~~e~~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 cause~~their 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 4.60.070 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 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 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 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 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.~~

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

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

**Sec. 14.** 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 are expected to meet independently and are to utilize staff support only when necessary. After each subcommittee meeting, the subcommittee shall ~~give~~ submit a

written report ~~at prior to~~ the next Citizen's Advisory Board meeting.

**Sec. 15. 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. 16. 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. 17. 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.

---

M A Y O R

APPROVED AS TO FORM:

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City Attorney

ATTEST:

Ordinance No. \_\_\_\_  
Page 13 of 13

\_\_\_\_\_  
City Clerk

Published:

Effective Date:



DRAFT ORDINANCE  
26-009  
APPOINTIVE  
COMMITTEE CODE  
UPDATE

# Background

- March 5, 2026 – Study Session
  - Staff presented proposed changes to the Appointive Committee code and the Citizens Advisory Board code
  - Staff also requested Council feedback on the desired operation of the CAB and subcommittees
  - After discussion, Council requested several edits/additions
- Today
  - First reading of Draft Ordinance 26-009 incorporating the edits presented at the March 5 Study Session and Council’s requested revisions



# New Edits/Additions

## DMMC 4.24 – Appointive Committees

- Lowered the minimum membership age to 18
- Added the word “geographic” in section on Appointments regarding diversified membership
- Added a subsection requiring meetings to operate pursuant to Robert’s Rules of Order
- Added language notifying the Council of more than 3 absences

## DMMC 4.60 – Citizens Advisory Board

- Added language that provides more structure to meetings and requiring written subcommittee reports to be submitted prior to meetings



# Suggested Motion

“I move to pass Draft Ordinance 26-009 to a second reading on April 9, 2026.”

DRAFT



**QUESTIONS?**

DRAFT



**City Council  
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

**SUBJECT: Presentation of Benchmarking Analysis and Development Impact Model by FCS Group - 50 Minutes**

**ATTACHMENTS:**

1. Des Moines Benchmarking Phase 2 Results PowerPoint

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Administration

**DATE SUBMITTED:**

**CLEARANCES:**

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**Purpose and Recommendation**

The purpose of this agenda item is for the FCS Group to present a Benchmarking Analysis and a repeat presentation of the Development Impact Model.

**Suggested Motion:**

**Background**

In late 2025, the City retained FCS Group to conduct a municipal benchmarking study to help the City Council and staff better understand how Des Moines compares to similar cities across key operational, financial, and demographic indicators. The purpose of this work was to provide an objective, data-driven foundation for evaluating policy choices, service delivery models, and long-term fiscal sustainability. By identifying appropriate comparison cities and analyzing a consistent set of metrics, the study helps place the City's current performance and resource levels in context.

Additionally, given several new Councilmembers and an entirely new Planning Commission, we are also presenting the Development Impact Model again. This model examined vacant and underutilized parcels to estimate their potential revenue generation and service cost impacts, and to analyze how different types of development may affect the City's financial resources.

Representatives from FCS Group will present their findings at the meeting and respond to questions from the City Council.

**Discussion**

**Alternatives**

**Financial Impact**

**Recommendation**



**Des Moines**  
WATERLAND CITY

## Part One: Benchmarking Results



**Tim Wood, Project Manager**





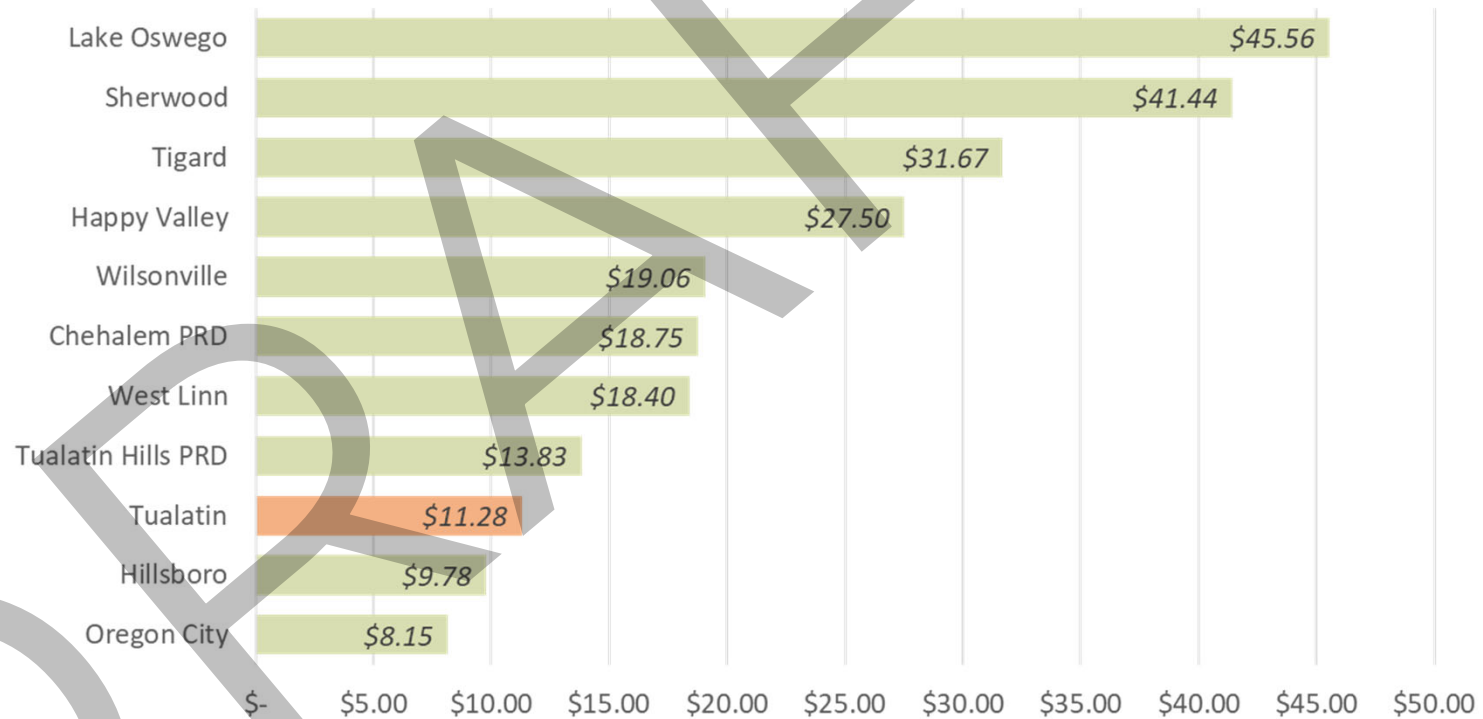
## What is a Benchmarking Analysis?

- Compares a city to peer jurisdictions on key metrics
  - » E.g. population growth, fiscal and economic health, land use, etc.
- Highlights where the city is outperforming or lagging peer communities.
- Use consistent data across all peer cities.
- Set goals and priorities based on what's achievable.
  - » Are they doing something that we should be?
  - » Have they navigated state or federal policy in a way we should emulate?
  - » Will enacting a policy put our city at a competitive disadvantage compared with our peers?



## Why Benchmark?

- Illustrates where your city is in relation to peers.
- Helps calibrate rate, policy decisions.
- Can include demographic, economic information, policy evaluation





## Methodology

- Step 1: Identify comparable cities
  - » City staff identified an initial list of 16 cities to analyze based on demographic, geographic similarities.
  - » E.g. population growth, fiscal and economic health, land use, etc.
- Step 2: Analyze
  - » Taking direction from City staff, FCS gathered data on each city.
  - » Metrics like assessed value, employment, and budget, were used to compare this list to Des Moines
- Step 3: Refine
  - » City staff and FCS reviewed initial results, reducing the list to 10.
- Step 4: Finalize Analysis
  - » Gather remaining data and present.

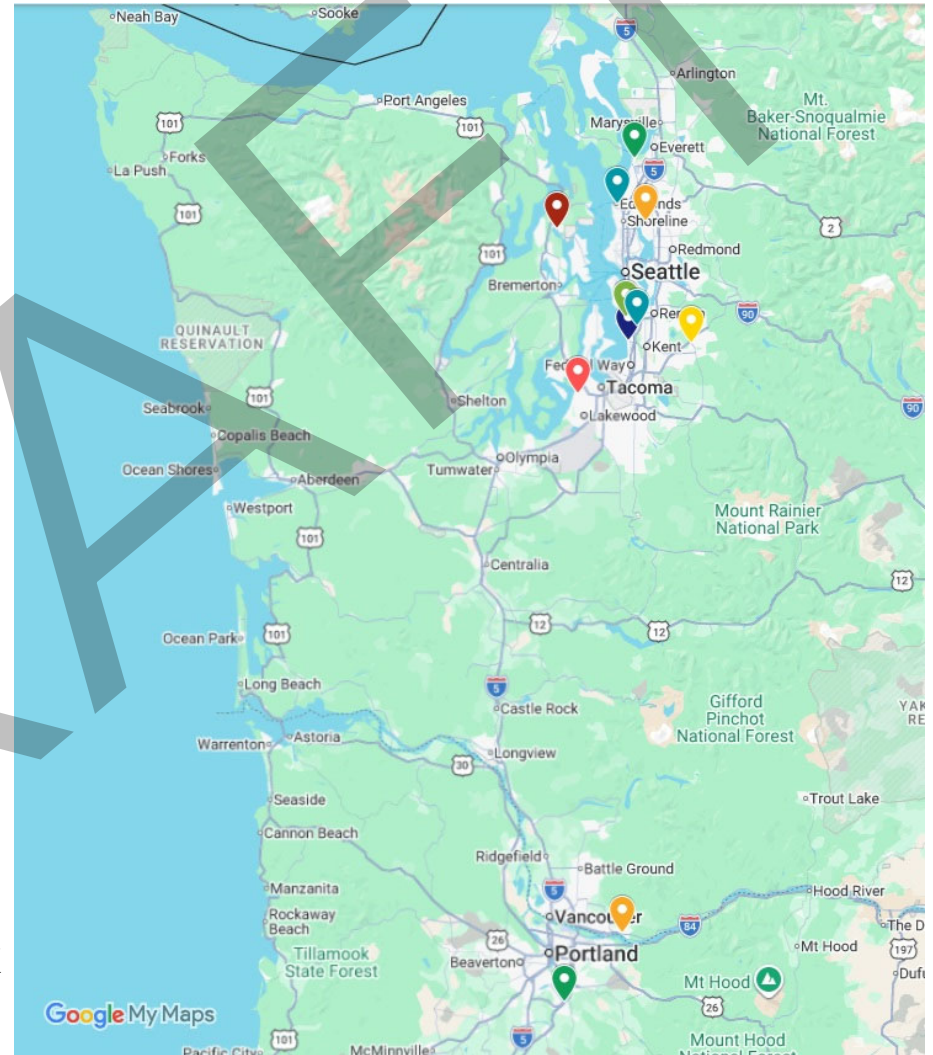


## Cities Included

- Burien
- Edmonds
- Kenmore
- Maple Valley
- Mukilteo
- Poulsbo
- SeaTac
- University Place
- Washougal
- West Linn, Oregon
  - » Note: Not cities used to benchmark FCS employee compensation



FCS employee compensation

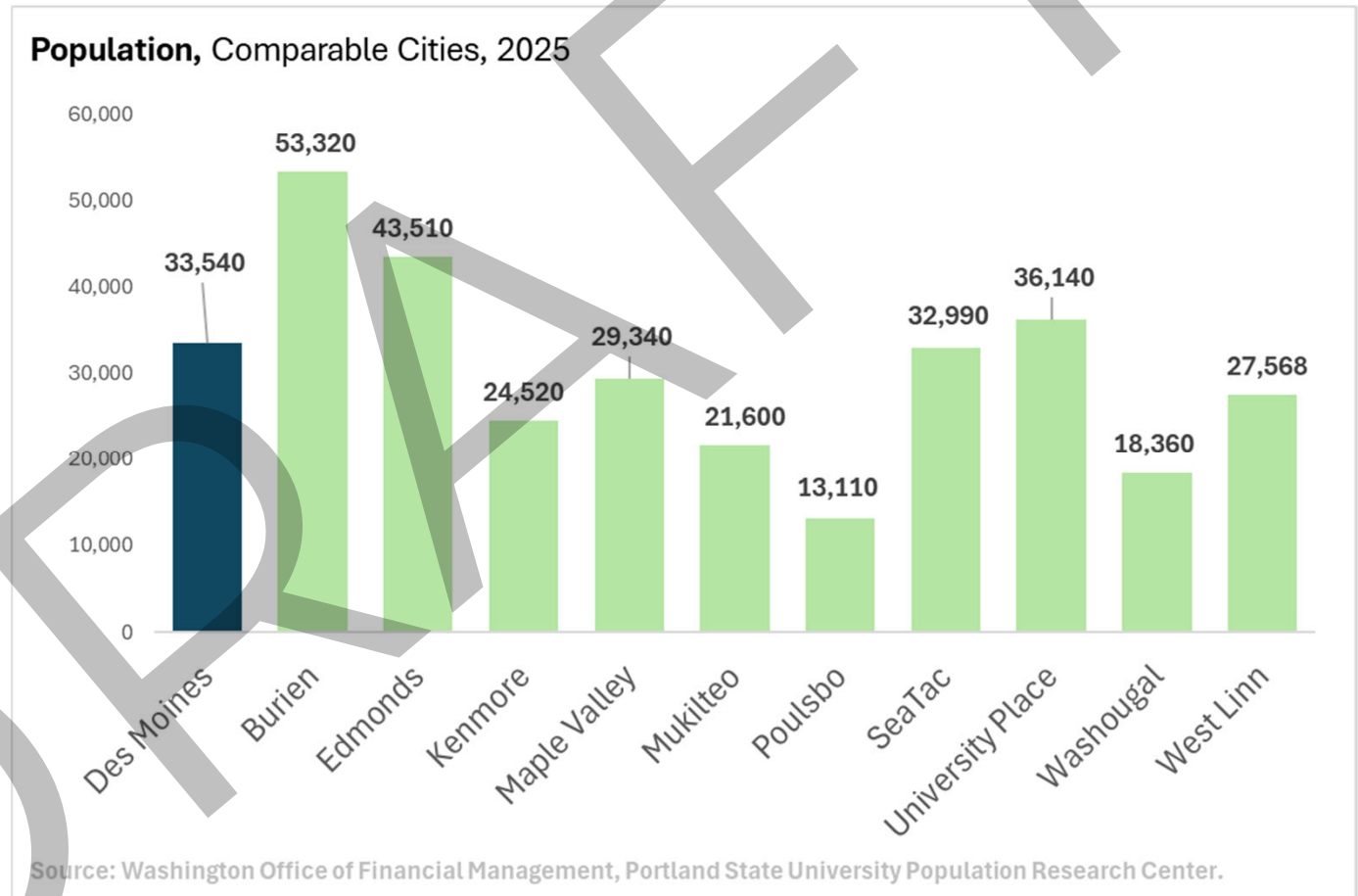


Slide 5



## Population (2025)

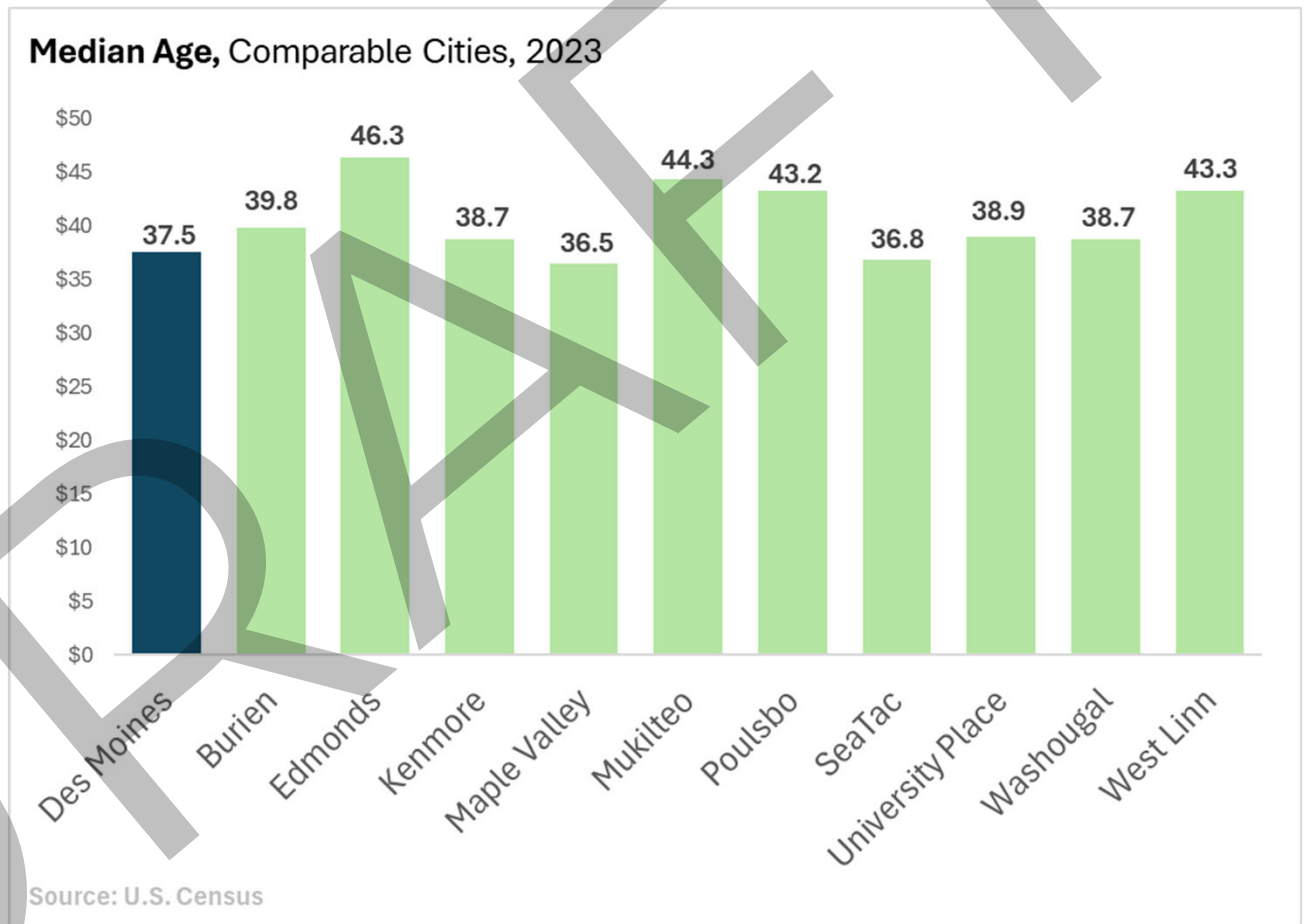
- Between 2020 and 2025 Des Moines population grew at 0.4% annually.
- Comparable city average is 0.7%.
- Statewide average is 1.3%.





## Median Age

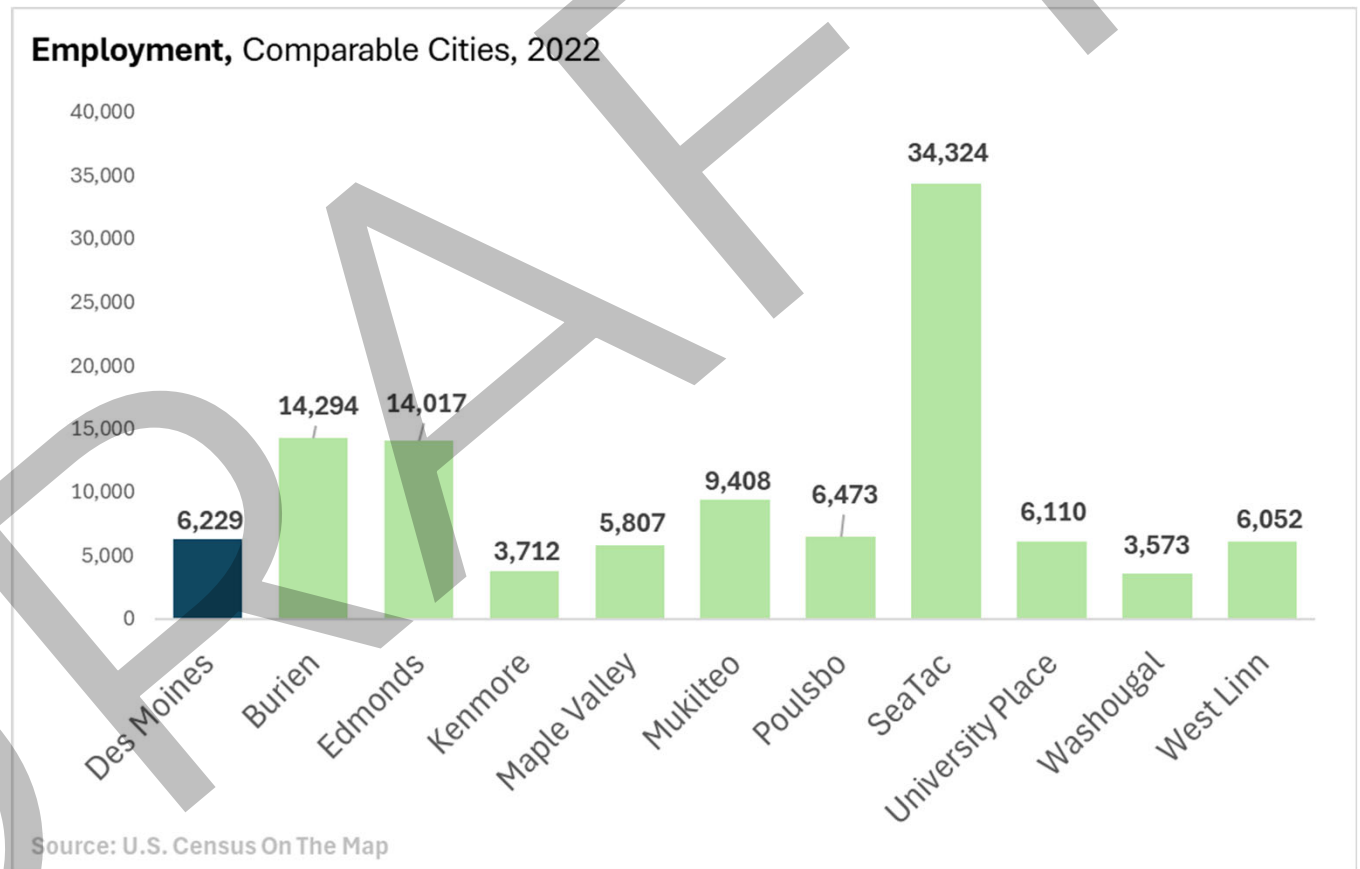
- Des Moines is the only city growing younger.
  - » 2.4 years between 2010 and 2023.
- Peer cities grew 2 years older.
- Statewide population aged 1.2 years.





## Employment (2022)

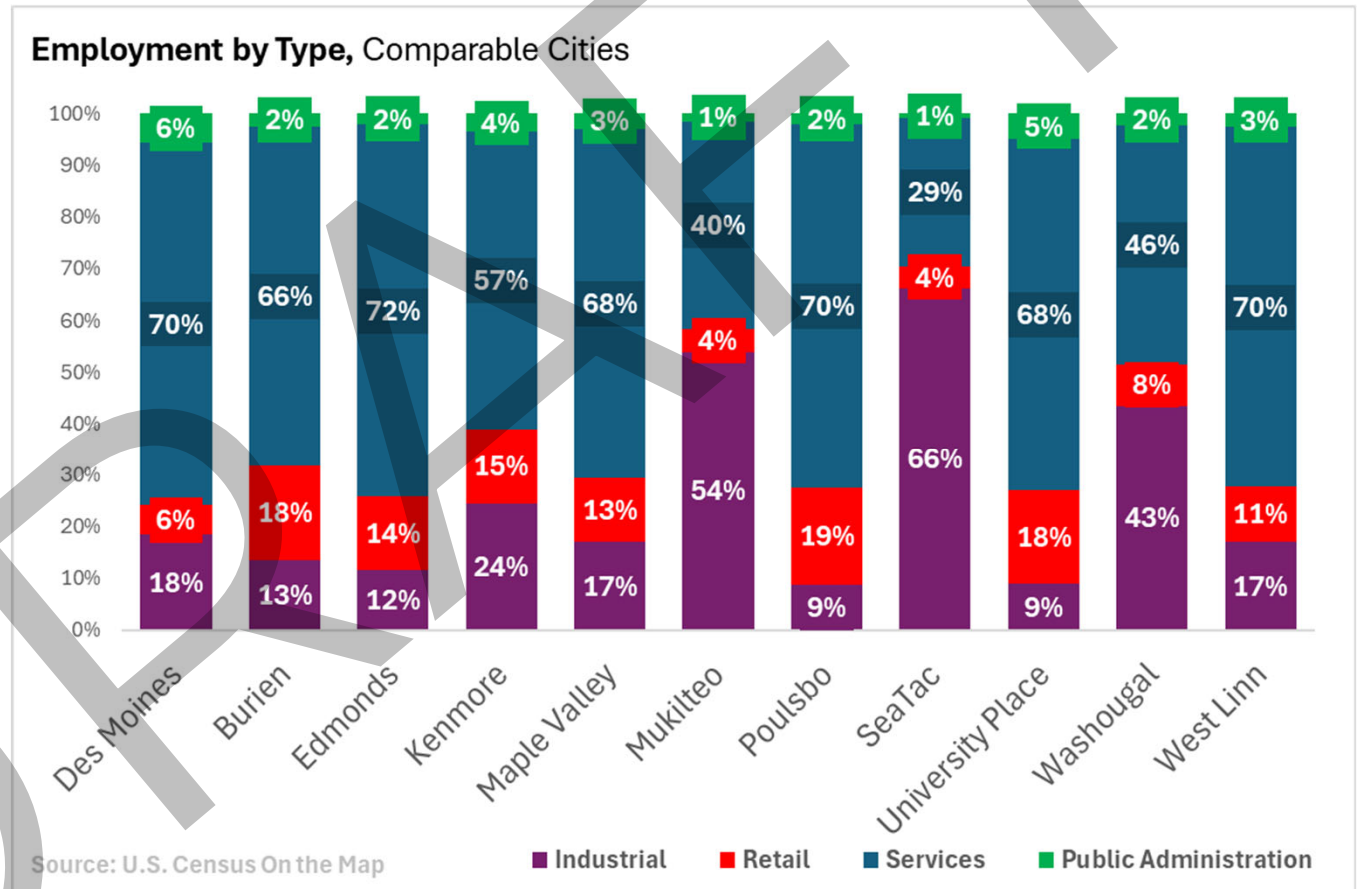
- Between 2017 and 2023 Des Moines employment grew at 4.7% annually.
  - » Second highest rate among peer cities.
- Peer cities and state grew at 1.3% annually, state at
  - » Note: data shows employment in city limits.





## Employment by Type

- Like many peer cities, Des Moines is a Service economy.
- Des Moines retail employment is relatively low
  - » Retail tends to pay less.
  - » Sales tax revenue is impacted by lower retail employment

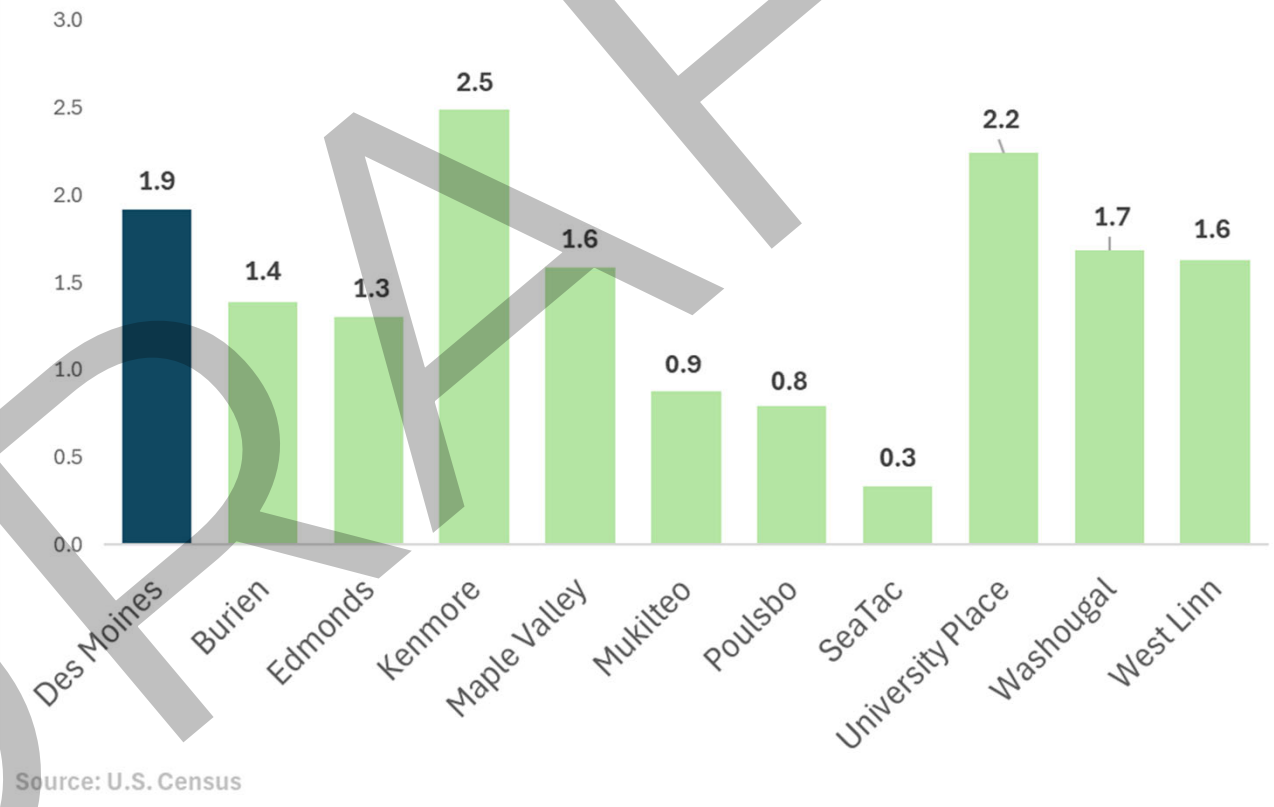




## Households to Jobs Ratio

- Des Moines is slightly above the peer city average (1.4 HH per Job).
  - » More evidence that Des Moines is a residential-first city.
- 0.9 HH per job statewide.

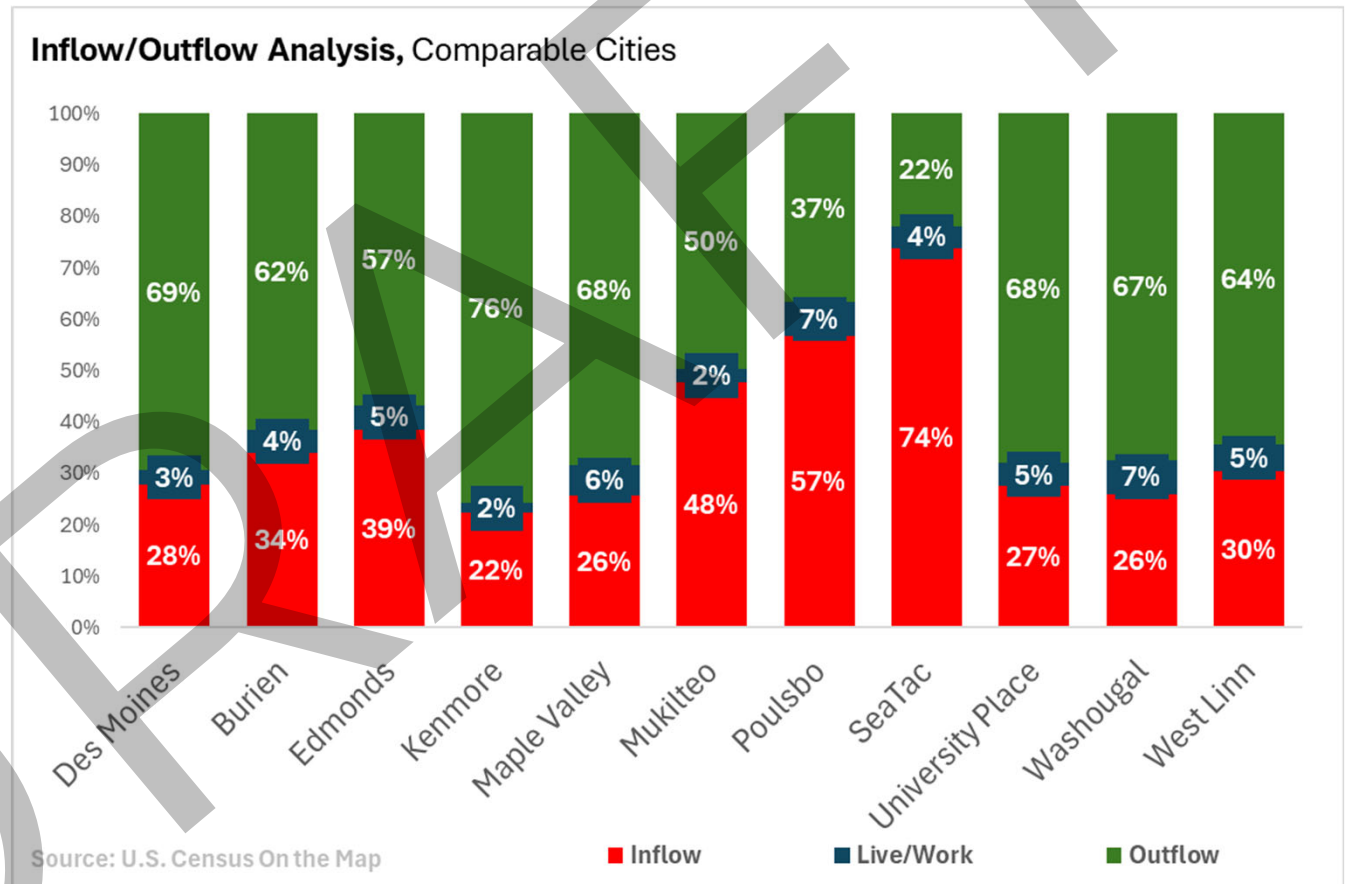
Households to Jobs Ratio, Comparable Cities, 2022





## Inflow/Outflow Analysis

- Like peer cities, few jobs in Des Moines are held by residents
- Because the city has a higher households to jobs ratio, a higher share of residents leave the city to work.

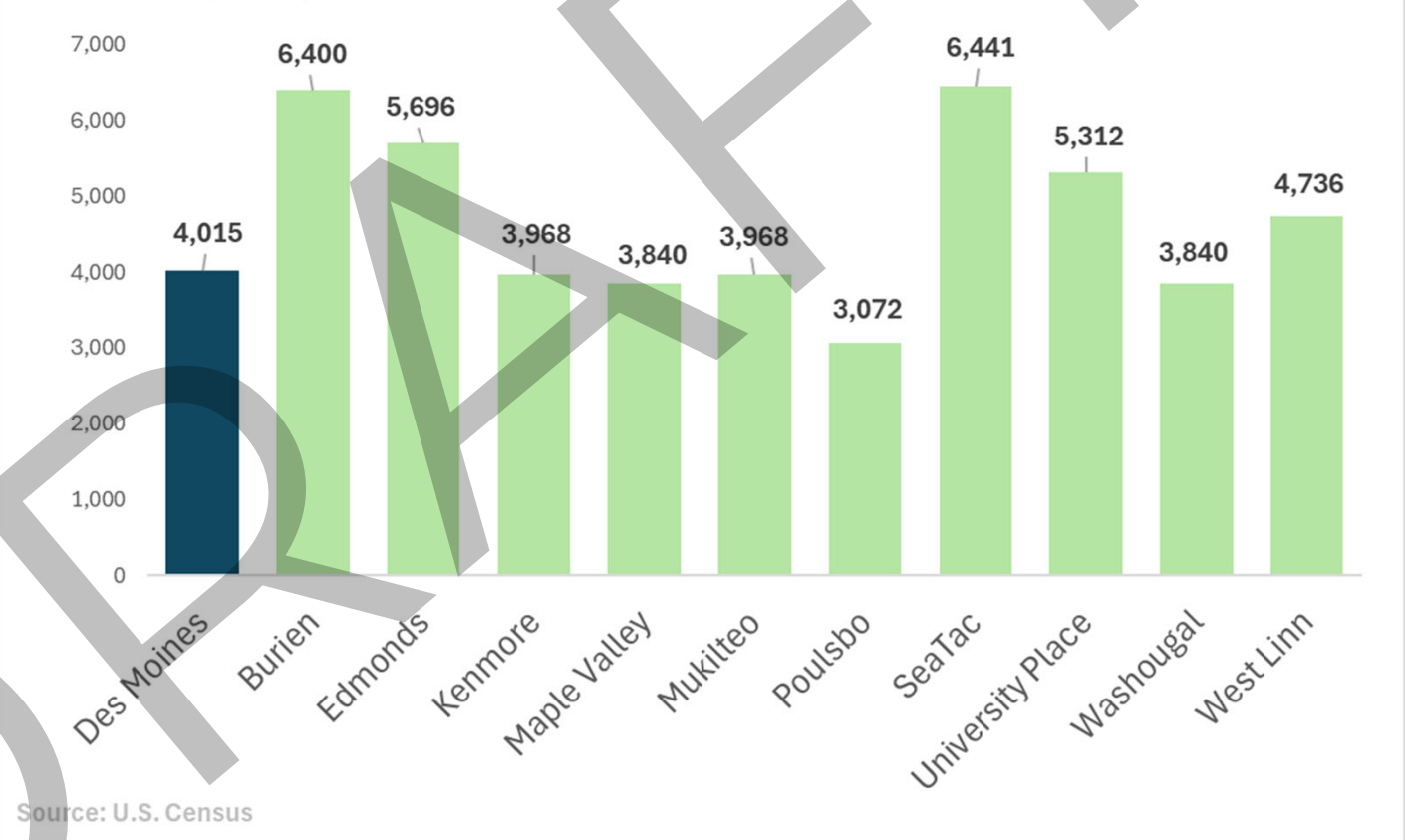




# Gross Acres

- Des Moines is just below the peer city average (4,727 acres).

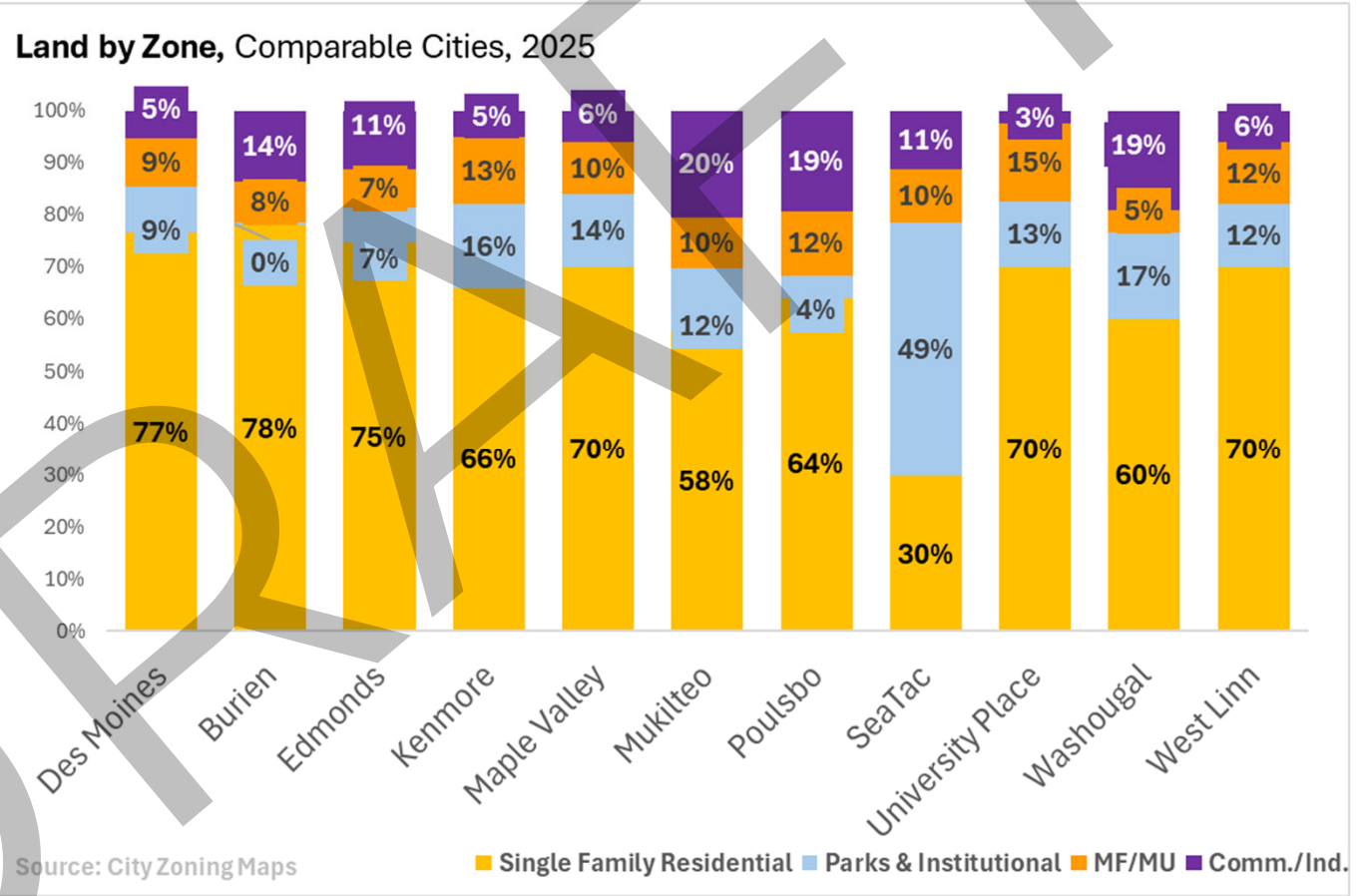
Gross Acres, Comparable Cities, 2025





## Land by Zone

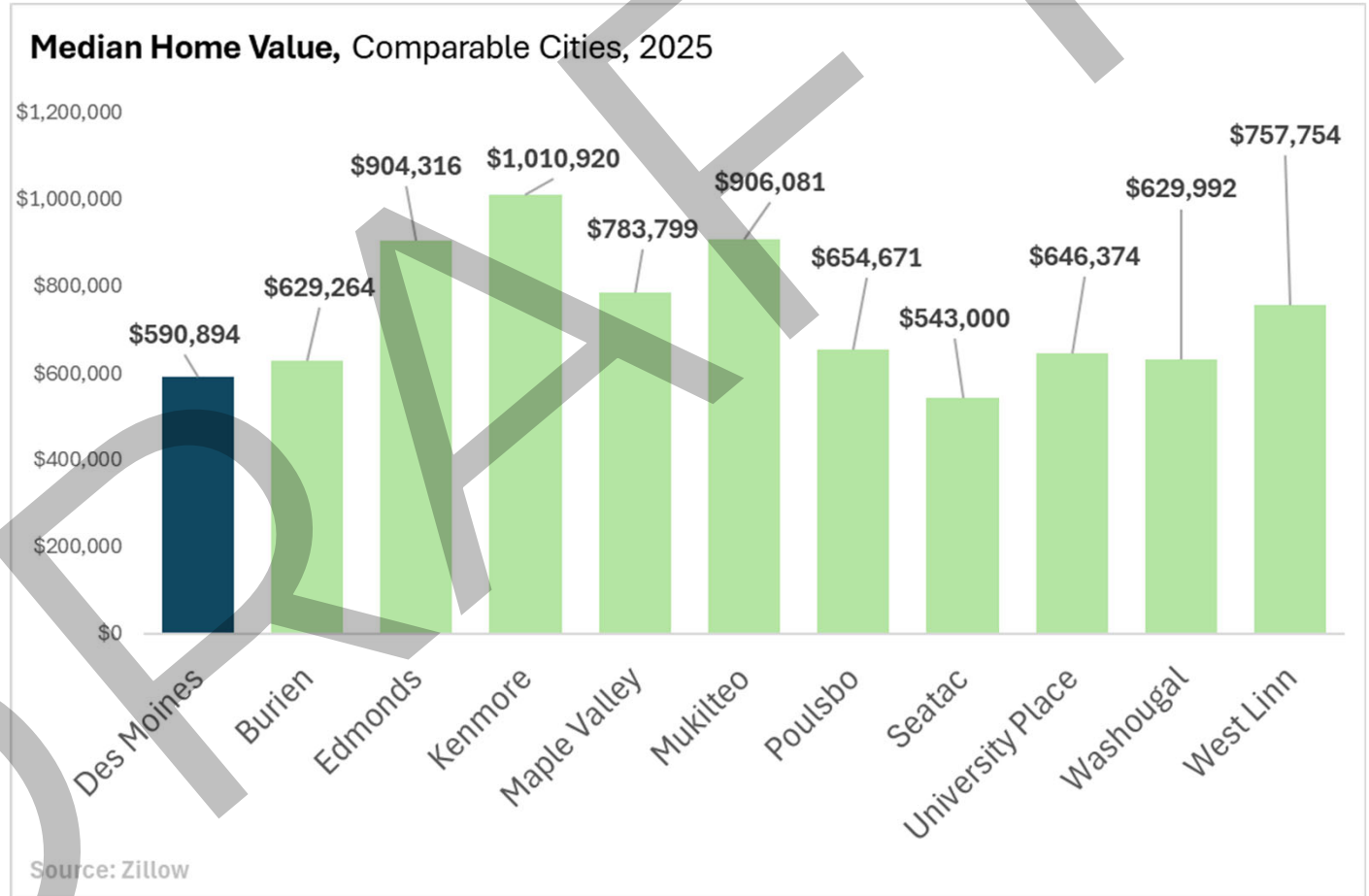
- Vast majority of land for most cities is single-family.
  - » Des Moines share of high density residential is below peer city average.
- Commercial and industrial lands in Des Moines are below peer city average.
  - » 1.9% of Des Moines is zoned for commercial.





# Median Home Value

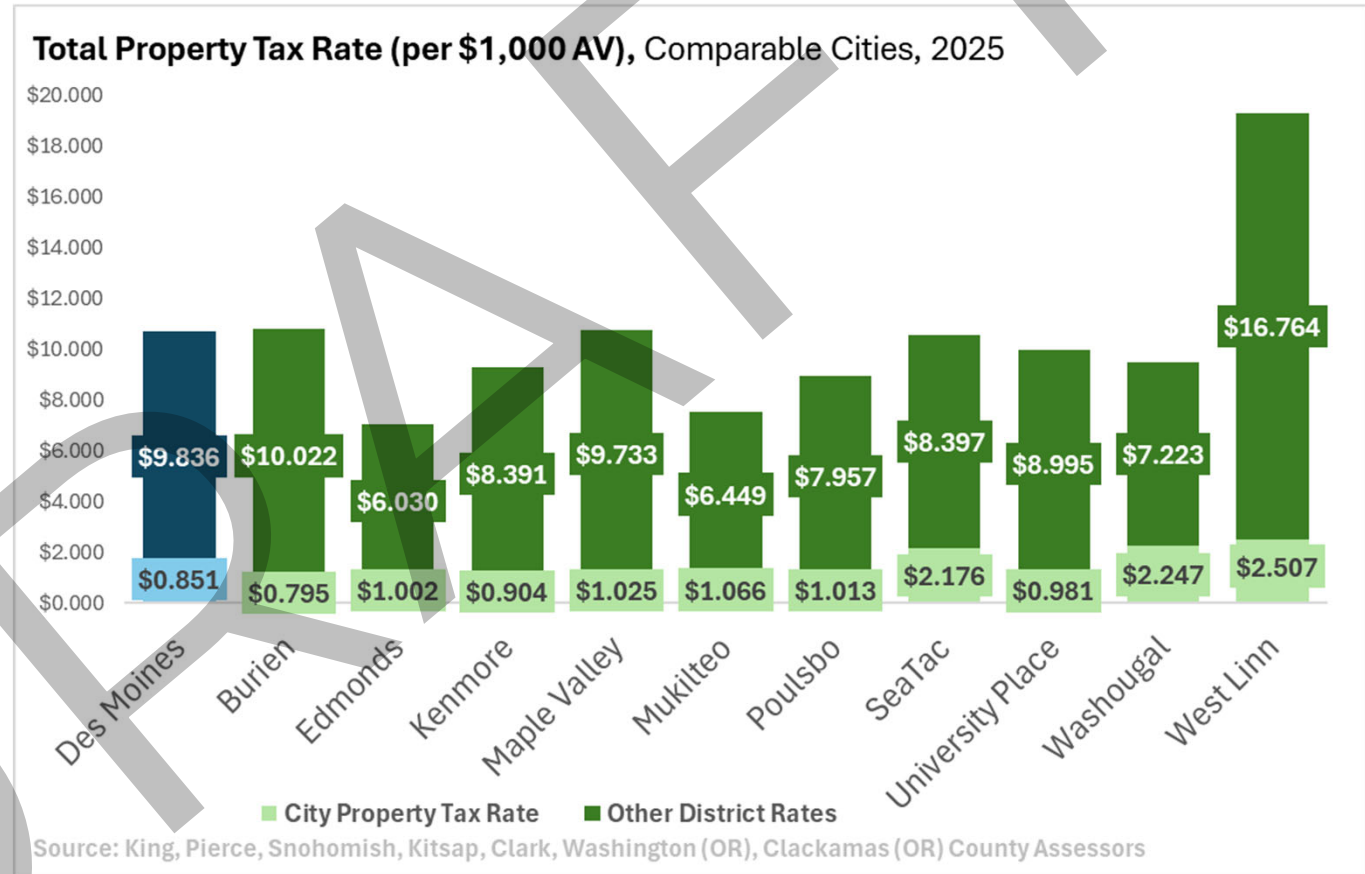
- Des Moines is among the most affordable of the cities included.
- Peer city average is \$747,000.





# Total Property Tax Levy Rate by City

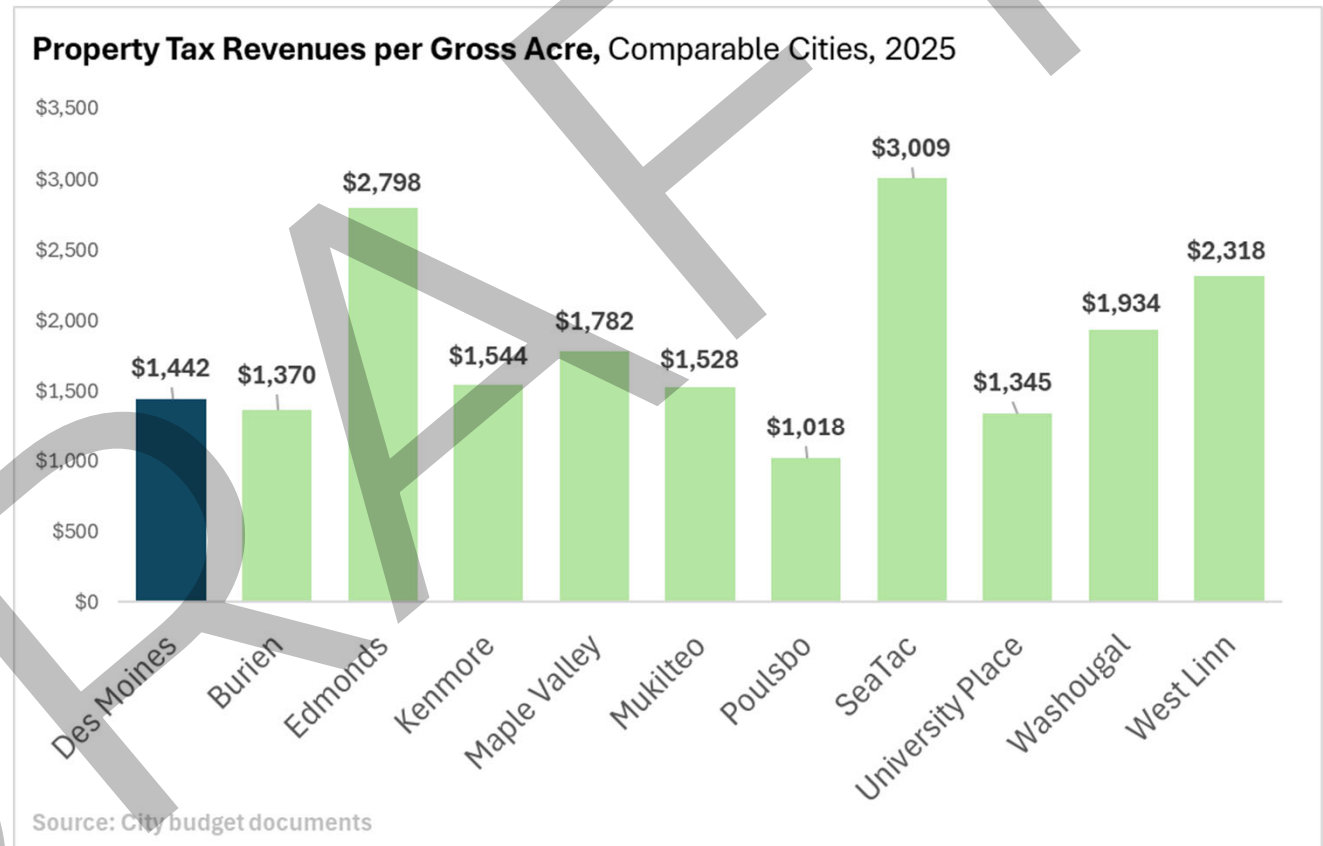
- Des Moines local property tax rate is below the peer city average.
  - » Des Moines: \$0.851 /\$1,000 AV.
  - » Peer city average: \$1.245/\$1,000 AV.
  - » West Linn Excluded.





## Property Tax Revenues per Acre

- Des Moines General Fund property tax per acre is just below peer city average.
  - » SeaTac rate is high (\$2.18/\$1,000 AV).
  - » Edmonds AV is highest among peer cities.

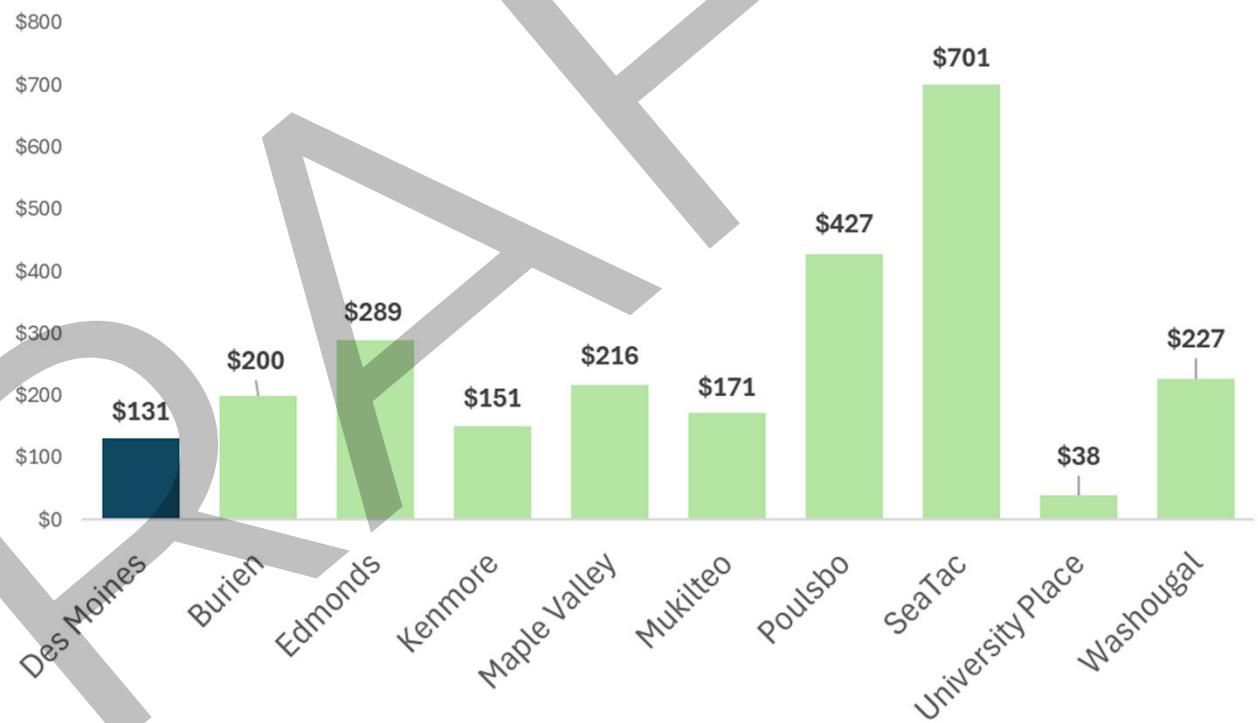




## Sales Tax Revenue

- Lack of retail employment results in lower sales tax revenue for Des Moines.
  - » Peer city average = \$269/resident.
- Controlling for employment evens cities out completely.

Sales Tax Revenues Per Capita, Comparable Cities, 2025

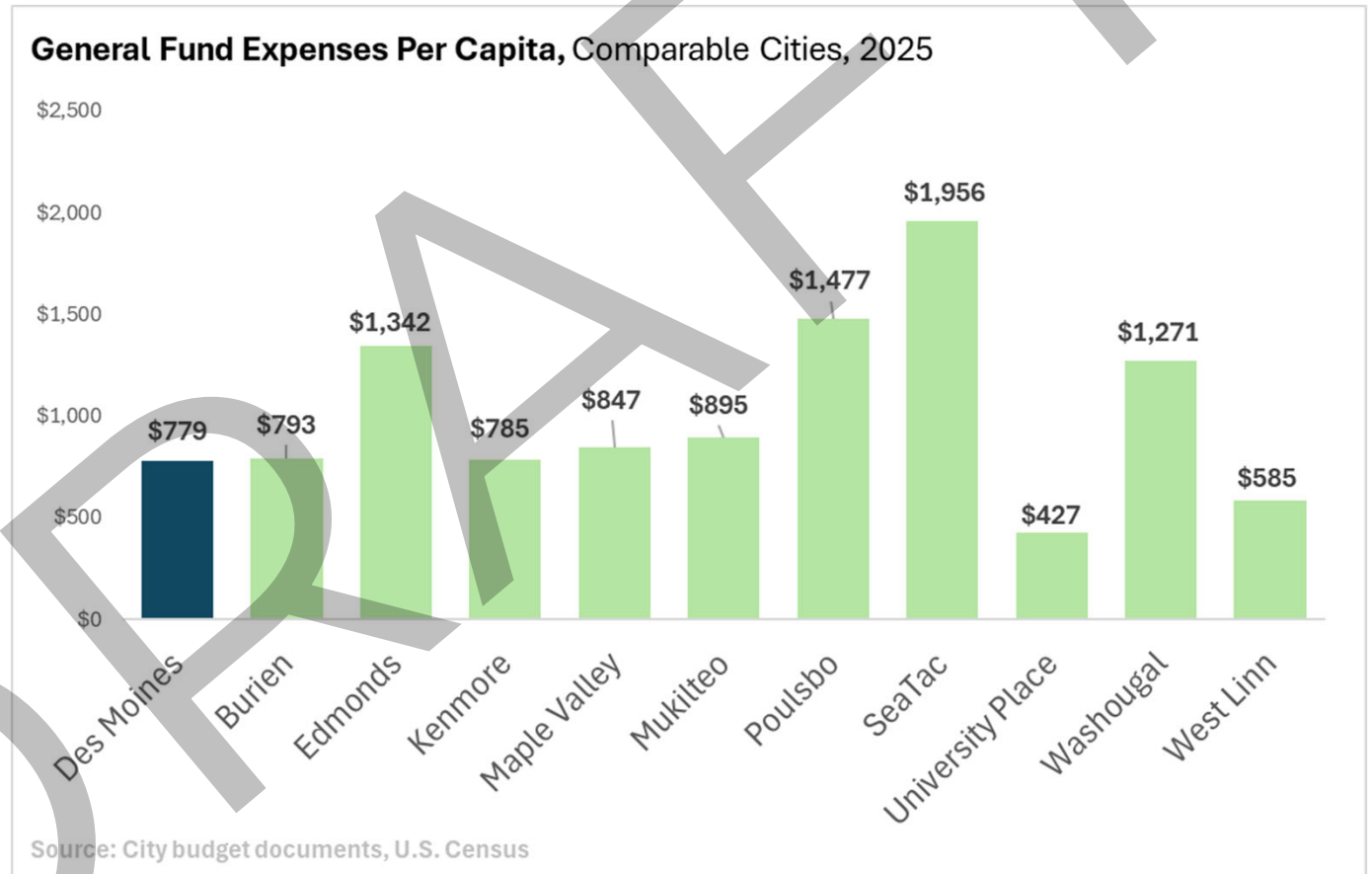


Source: City budget documents, OFM Population Estimates



## General Fund Expenses Per Capita

- Des Moines is below the peer city average of \$1,083 per resident.
- Cities that provide more services tend to be higher.
  - » E.g. Edmonds  
Poulsbo  
Washougal

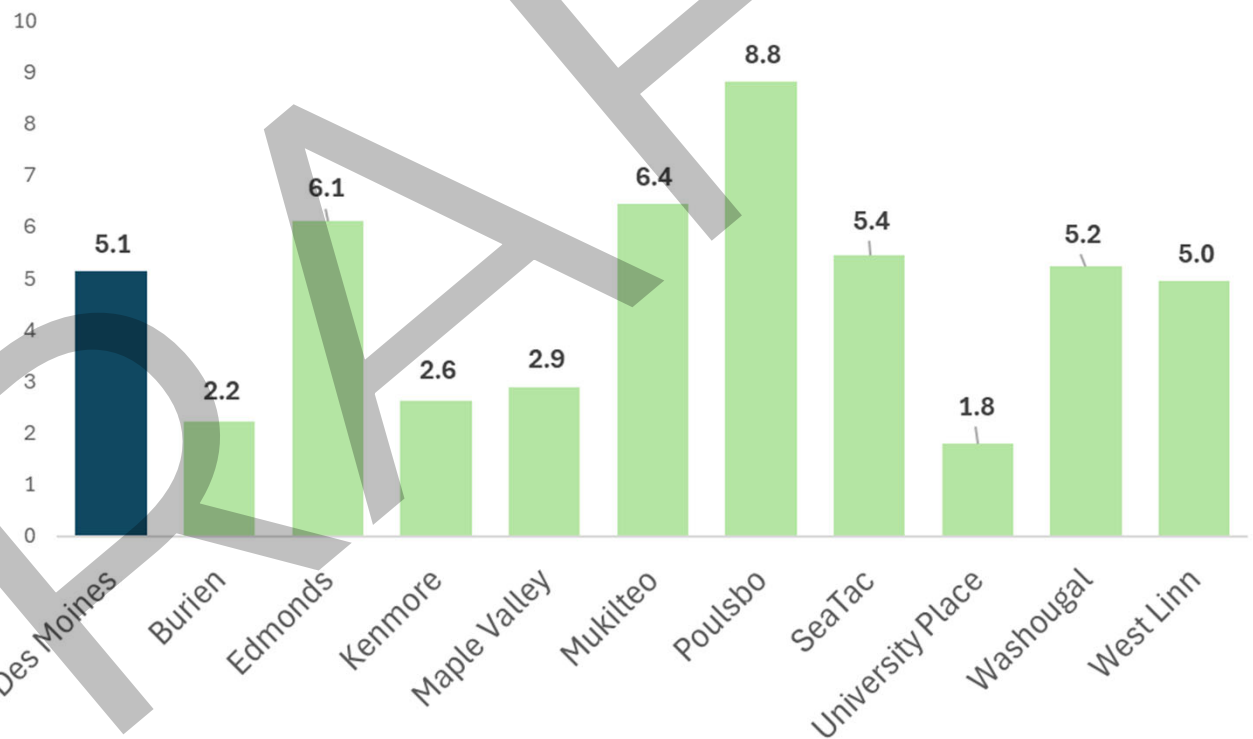




## City Staffing (FTEs)

- Des Moines just above the peer city average of 4.7 FTE per 1,000 residents.
- As with GF expenses, service-light cities have lower FTEs.
  - » E.g. Burien, Kenmore, University Place

City Staffing (FTEs) Per 1,000 Residents, Comparable Cities, 2025



Source: City Budget Documents



## Services Provided

- Along with Des Moines, half of peer cities provide police.
- Half of peer cities do not directly provide any of these services.
- Peer cities contract out fire and police.
- Water and sewer services are typically provided by a district.

	Fire	Police	Water	Sewer
Des Moines	No	Yes	No	No
Burien	No	No	No	No
Edmonds	No	Yes	Yes	Yes
Kenmore	No	No	No	No
Maple Valley	No	No	No	No
Mukilteo	Yes	Yes	No	No
Poulsbo	No	Yes	Yes	Yes
SeaTac	No	No	No	No
University Place	No	No	No	No
Washougal	No	Yes	Yes	Yes
West Linn	No	Yes	Yes	Yes

Legend	
	No
	Yes



## Conclusions

- Des Moines fits in well with this list of cities.
- Depending on the subject, some cities may be excluded.
  - » E.g. SeaTac, West Linn, Washougal may not always be good comparables.
  - » Filtering by services provided may also be necessary.
- Lack of retail employment shows up in sales tax receipts.
- City should maintain, expand this data to inform future policy discussions.
  - » Future data could include household, employment projections from King County Urban Growth Capacity Report, vacant land data, utility rates, long term growth trends.



## Part Two: Development Impact Model Review





## Part 2 Approach

- Key Objectives
  - » Consider value of redevelopment of vacant and underutilized parcels
  - » Analyze impacts of different development types on city financial resources
  - » Provide a new tool for staff to understand cost/benefit of proposed developments
- Discuss Assumptions
- Review DRAFT Findings



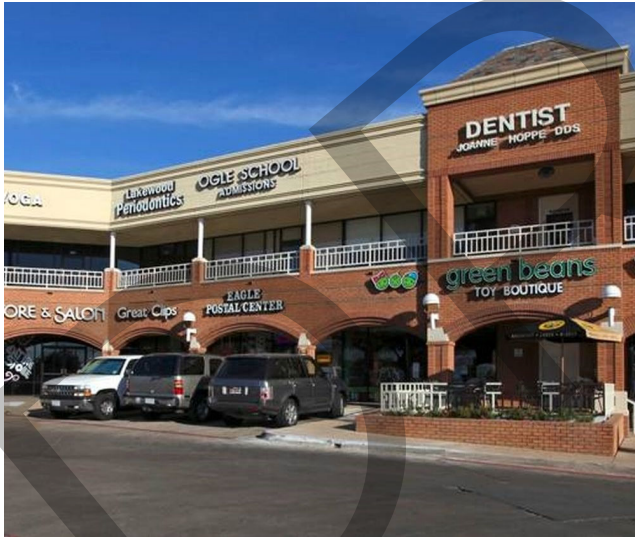
# Development Assumptions

- Identify development typologies
  - » Mixed-use residential
  - » Multi-family
  - » Highway Commercial
  - » Single-Family Detached
    - Included as a baseline comparison, not as a likely land use.
- Evaluate potential opportunities
  - » Focused on downtown area
  - » Eight sites included in initial model





# Development Typologies





## Approach

- Analyze Sample of Site Typologies
  - » Highline Place II (Mixed Use Residential w/commercial)
  - » Woodmont (Multifamily apartments)
  - » Walgreens (Highway Commercial)
  - » Burger King/Popeye's (Highway Commercial)
  - » Single-Family Detached housing (for comparison only)
- Gather Key Data
  - » Population and household size by type (U.S. Census)
  - » Des Moines Housing Action Plan
  - » Assessed value and mil rate (King County Assessor)
  - » Employment density (industry standards)



## Approach: Fiscal Impact Assumptions

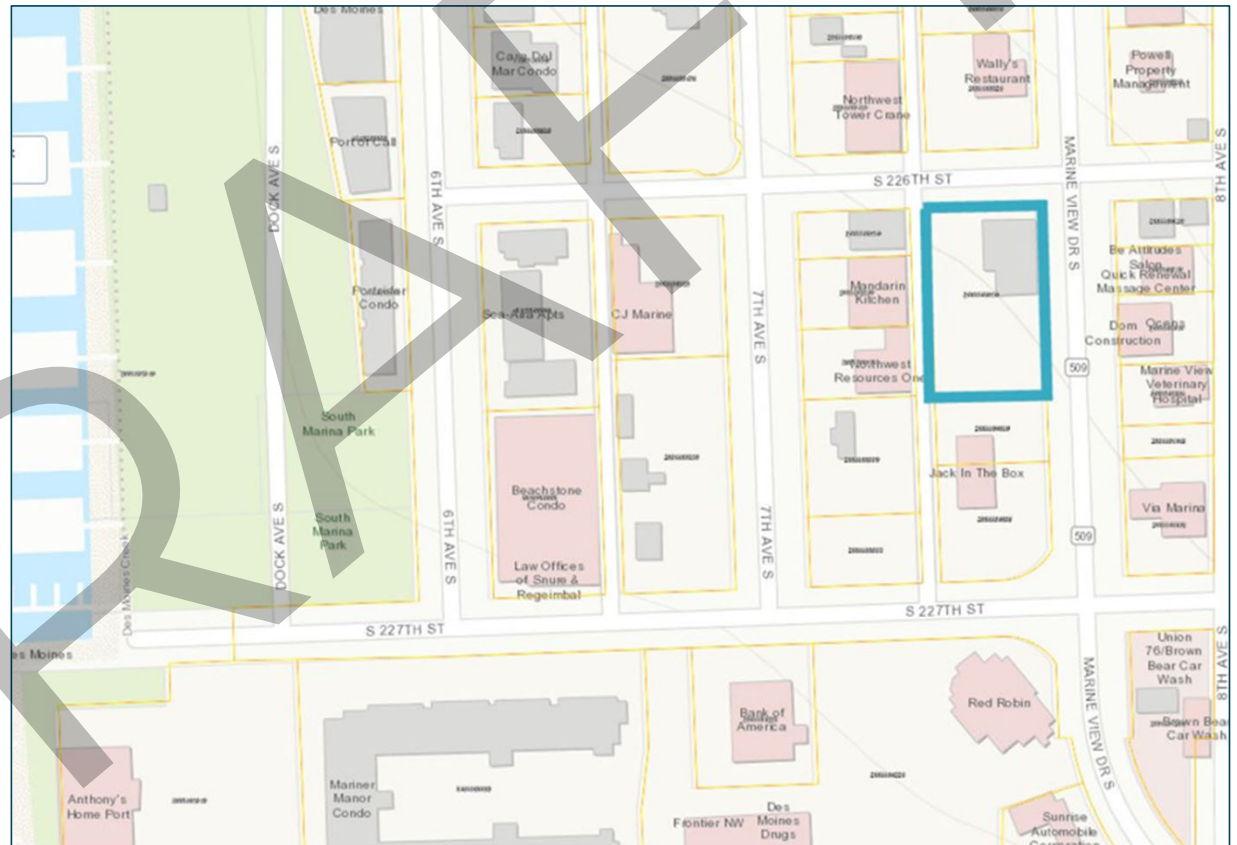
- Budget Assumptions
  - » Analyze 3 years of budget data
  - » Identify revenues and expenses impacted by new development
  - » Consider 1-time vs. reoccurring fiscal impacts
  - » Weight Gen. Fund line items by population & jobs
  - » Apply appropriate cost escalators (CPI, CCI, other)
  - » Calculate avg. fiscal impact per change in pop., jobs, Taxable Assessed Value (TAV)





# Seascape Property (aka. "The Pit")

- Location: S. 226<sup>th</sup> & Marine View Drive S.
- Lot Size: 24,000 square feet
- Zoning: Downtown – Commercial
- Taxable Property Value: \$624,000





# Seascape Property (The Pit)





## Findings – Mixed-Use Development at Seascape Site

- Parcel would transition from vacant to a mixed-use development
  - » 49 apartment or condo units + 7,660 SF of commercial space
- Cost to serve new mixed-use: \$841,000 over ten years
- Revenue from new mixed-use: \$858,000 over ten years
- **10-year General Fund impact: +\$17,000**

Summary: Revenues and Expenses	Annual Avg (1-10)	Aggregate (1-10)
Avg. Annual Revenue	\$ 85,800	\$ 858,003
Avg. Annual Additional Costs	84,079	840,788
<b>Total Fiscal Impact</b>	<b>\$ 1,722</b>	<b>\$ 17,216</b>

One Time Revenues	2026
Construction Sales Tax	\$179,269
Traffic Impact Fees	\$279,927
<b>Total One Time Revenues</b>	<b>\$459,196</b>



## Results – Surface Parked Multifamily Development at Seascape Site

- Parcel would transition from vacant to a surface parked multifamily development
  - » 17 apartment units added
- Cost to serve new multifamily use: \$209,000 over ten years
- Revenue from new multifamily use: \$151,000 over ten years
- **10-year General Fund impact: -\$58,000**

Summary: Revenues and Expenses		Annual Avg (1-10)	Aggregate (1-10)
Avg. Annual Revenue	\$	15,068	\$ 150,678
Avg. Annual Additional Costs		20,884	208,843
<b>Total Fiscal Impact</b>	<b>\$</b>	<b>(5,816)</b>	<b>\$ (58,164)</b>

One Time Revenues	2026
Construction Sales Tax	\$60,897
Traffic Impact Fees	\$95,090
<b>Total One Time Revenues</b>	<b>\$155,988</b>



## Findings – Highway Commercial Development at Seascape Site

- Parcel would transition from vacant to a highway commercial development
  - » 3,300 SF of new commercial space
- Cost to serve new commercial use: \$96,000 over ten years
- Revenue from new commercial use: \$226,000 over ten years
- **10-year General Fund impact: +\$129,000**

Summary: Revenues and Expenses	Annual Avg (1-10)		Aggregate (1-10)	
Avg. Annual Revenue	\$	22,583	\$	225,828
Avg. Annual Additional Costs		9,645		96,446
<b>Total Fiscal Impact</b>	<b>\$</b>	<b>12,938</b>	<b>\$</b>	<b>129,382</b>

One Time Revenues	2026
Construction Sales Tax	\$42,180
Traffic Impact Fees	\$110,355
<b>Total One Time Revenues</b>	<b>\$152,536</b>



## Findings – Single-Family Detached Development at Seascape Site

- This analysis is purely for illustrative purposes
- Parcel would transition from vacant to a single family detached development
  - » 4 new dwelling units
- Cost to serve new single-family use: \$64,000 over ten years
- Revenue from new single-family use: \$47,000 over ten years
- **10-year General Fund impact: -\$17,000**

Summary: Revenues and Expenses		Annual Avg (1-10)		Aggregate (1-10)
Avg. Annual Revenue	\$	4,690	\$	46,898
Avg. Annual Additional Costs		6,383		63,833
<b>Total Fiscal Impact</b>	<b>\$</b>	<b>(1,693)</b>	<b>\$</b>	<b>(16,935)</b>

One Time Revenues	2026
Construction Sales Tax	\$16,900
Traffic Impact Fees	\$31,920
<b>Total One Time Revenues</b>	<b>\$48,820</b>



## Overall Findings

- Takeaways

- » Mixed-use developments & highway commercial uses often provide a net positive reoccurring fiscal impact.
  - Dense residential development fuels downtown commercial
  - Examples include 5-story multifamily and commercial retail developments
  - Employment generally helps the city's bottom line
- » Surface-parked multifamily & single-family often have negative fiscal impacts
- » One-time revenues (construction-related sales taxes, impact fees) can be more significant than reoccurring fiscal impacts.
- » The model is a tool, not a set of land use or zoning recommendations.

- Next Steps:

- » Development Impact Model will be refined based on tonight's input
- » Model & guidebook to be provided to city staff for ongoing use

**Thank you!**

**Tim Wood, Project Manager**



**City Council  
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

**SUBJECT: Lodging Tax Overview, Process, and Funding Approach Update - 10 Minutes**

**ATTACHMENTS:**

1. Lodging Tax Overview Process and Funding Approach Update PowerPoint

**FOR AGENDA OF:**

March 26, 2026

**DEPT OF ORIGIN:**

Administration

**DATE SUBMITTED:**

March 16, 2026

**CLEARANCES:**

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**Purpose and Recommendation**

The purpose of this agenda item is to provide Council with an overview of the City’s Lodging Tax fund, including state requirements, the LTAC review process, and how funds have been used to date.

On February 5, 2026, Council discussed the use of lodging tax funds in relation to the 4th of July event and expressed interest in distributing funding across multiple signature events rather than concentrating resources in a single event.

Consistent with that direction, staff will be working with the Lodging Tax Advisory Committee (LTAC) to develop a proposed funding allocation approach that supports multiple City-supported events while maintaining the existing application process for eligible organizations.

Staff will return to Council with a proposed allocation model for consideration.

**Suggested Motion:**

**Background**

The City collects a 0.08% lodging tax on overnight lodging stays within the City. Pursuant to RCW 67.28, lodging tax revenues must be deposited into a dedicated fund and may only be used for tourism-related purposes such as tourism promotion, marketing, and the support of tourism-related facilities and events. Eligible recipients of lodging tax funds include cities, convention and visitors bureaus, public facilities

districts, and nonprofit organizations organized as 501(c)(3) or 501(c)(6) entities.

State law requires that all lodging tax funding requests be reviewed by a Lodging Tax Advisory Committee (LTAC) prior to City Council consideration. The LTAC must include representatives from the lodging industry, organizations eligible to receive funding, and an elected official. The committee reviews applications in a public meeting and provides recommendations to the City Council. Council may approve or deny those recommendations but may not award funding to projects that were not reviewed by the LTAC. The City currently utilizes this process on a case-by-case basis, and lodging tax funding has historically supported City-led tourism-related activities.

Staff support for the LTAC is provided by the City's Management Analyst. Efforts are ongoing to recruit additional members to ensure the committee is fully constituted in accordance with state requirements.

### **Discussion**

This presentation provides an overview of lodging tax requirements, the current funding process, and how funds have been used to date. Historically, lodging tax funds have primarily supported City-led tourism-related activities, including the 4th of July drone show. This approach allowed the City to maintain a signature event while reducing reliance on the General Fund. On February 5, 2026, Council provided direction to transition the 4th of July event to a daytime format and discontinue the drone show beginning in 2026.

During that discussion, Council also expressed interest in distributing lodging tax funding across multiple signature events rather than concentrating resources in a single event. Currently, lodging tax funding decisions are made on a case-by-case basis through the LTAC process, and there is no defined approach for how funds are allocated over time between City-supported events and other eligible uses.

In response to Council direction, staff will begin working with the Lodging Tax Advisory Committee (LTAC) to develop a more defined allocation approach. The intent is to support multiple City-supported events while maintaining the existing application process for eligible organizations.

This approach is intended to provide greater clarity for planning, align funding with Council priorities, and ensure continued compliance with state law. Staff will return to Council with a proposed allocation model for consideration.

### **Alternatives**

#### **Financial Impact**

There is no direct financial impact associated with this item. Lodging tax revenues are already collected and restricted for tourism-related purposes. This discussion is focused on how existing lodging tax funds may be structured and allocated moving forward.

**Recommendation**

Staff will work with LTAC to develop a proposed lodging tax allocation model that supports multiple City-supported signature events and maintains the existing application process for eligible organizations.

The proposed approach will be brought back to Council for review and consideration.



**Des Moines**  
WATERLAND CITY

# Lodging Tax Overview, Process, and Funding Approach Update

03.26.2026

# Purpose

- Provide an overview of lodging tax requirements and process
- Review how funds have been used to date for signature events
- Outline next steps

DRAFT



# What is Lodging Tax?

Lodging Tax is collected on overnight stays in the City in hotels and short-term rentals

- Collection rate is **(.08)%** beginning April 2026
- Revenues fluctuate based on travel and lodging activity
- Fund use is restricted by RCW 67.28
- Funds may only be used to support tourism, promotion and community events
- **Eligible entities include:**
  - Cities, towns, and counties
  - Convention and visitors bureaus
  - Public facilities districts
  - Non-profits (501c3 / 501c6)



# Lodging Tax Advisory Committee (LTAC)

## Committee Composition:

- (2) Lodging Businesses that collect tax
- (2) Organizations eligible to receive funding
- (1) Councilmember who serves as the chair
- (1) Staff Liaison assigned to the committee

## Process:

1. Applications are submitted
2. LTAC reviews the requests in a public meeting
3. LTAC provides funding recommendations
4. City Council makes final decision

 The LTAC currently has (2) vacancies for representatives from lodging businesses.



# Lodging Tax Funding



**February 5, 2026:** Council directed staff to move to a daytime 4th of July event and discontinue the drone show in 2026 AND distribute Lodging Tax funding to multiple signature events

## What's Happening Now?:

- Funding decisions are currently made on a case by case basis
- Funding has historically supported City-led tourism activities
- No defined allocation framework for distributing funds

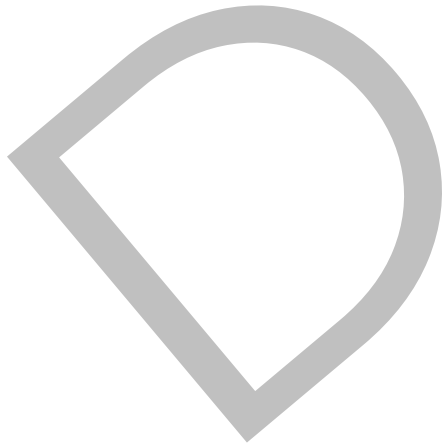
## Balanced Funding Framework:

- Designate a portion of lodging tax funding to support City signature events
- Designate a portion of lodging tax funding to be made available for community groups by applying through the LTAC
- Expands partnerships with local organizations to support visitor-serving events



## Next Steps

- Staff will work with the LTAC to develop a proposed funding allocation model
- Will return to Council with a recommended approach





**Des Moines**  
WATERLAND CITY