

Subject: Re: Packet questions for 3.12.26 meeting
From: Katherine Caffrey <kcaffrey@desmoineswa.gov>
Date: 3/10/2026, 4:31 PM
To: _CityCouncilOnly <CityCouncilOnly@desmoineswa.gov>
CC: Rebecca Deming <rdeming@desmoineswa.gov>

Mayor and Council-

Apologies, but I gave you a bad answer — corrected one below. Apologies for the confusion.

Item 2: Update from SKHHP

Will the \$31,264 from the City of Des Moines’s contribution to the SKHHP Housing Capital Fund comes from General Fund?


Our annual contributions to SKHHP come from the General Fund and is part of our annual budget.

The item is not a new expense or expenditure; it's an authorization to use HB 1406 funds already provided. The Agenda specifically states:

The SKHHP Executive Board requests approval to use \$31,264 of the total \$30,667 contributed funds from 2025; \$199 of the carry-over from 2024;

As outlined in the attached memo, sales and use tax receipts from your jurisdiction have already been contributed to SKHHP’s 2025 Housing Capital Fund, and with this Council approval, \$31,264 of those funds may be allocated to the projects recommended by the SKHHP Executive Board.

There is no financial impact as the funds are already approved and allocated to SKHHP. This Resolution authorizes how SKHHP is using the funds provided by Des Moines.

 **Katherine Caffrey**
City Manager
Main Line: 206-878-4595 | Direct: 206-870-6554
21630 11th Avenue S, Suite A, Des Moines, WA 98198 | www.desmoineswa.gov
Office Hours: Monday – Friday 8:00 AM – 4:30 PM

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From: Katherine Caffrey <kcaffrey@desmoineswa.gov>

Sent: Tuesday, March 10, 2026 3:35 PM

To: _CityCouncilOnly <CityCouncilOnly@desmoineswa.gov>

Subject: Packet questions for 3.12.26 meeting

Mayor and Council,

I received the following questions regarding Thursday's meeting. Please see below.

CM Report Item 1:

Update from Explore Seattle and FIFA:

Will Explore Seattle Southside team up with us on branding & advertising for FIFA?

Yes, they will help promote our event should Council want to proceed with what is proposed.

How would the proposed watch party be funded? Are there funds available to assist other local groups should they come forward?

The City would use lodging tax funds or Community Enrichment Services event dollars for the license fee (approx \$1000-\$3000). The City is not planning any "party" festivities beyond the license fee and a nominal cost of staff time for developing marketing materials and printing (posters, etc). If viewers would like food or drink, it will be available for purchase through the Theater. Community Enrichment staff may plan a kids' soccer workshop or demo for that morning, but that is still being determined.

Item 2: Update from SKHHP

Will the \$31,264 from the City of Des Moines's contribution to the SKHHP Housing Capital Fund comes from General Fund?

Yes, and it is already budgeted as part of the 2026 budget.

Can you determine the total revenues the City has obtained over time since the passage of 1406 and/or 1590?

\$187,984

Can you determine the total expenditures to SKHHP since our joining?

\$247,125

Item 3: Update on Marina Steps

Would the artificial tree be installed just for the holidays, and taken down and stored for the remainder of the year?

Yes

Is the Xmas tree and or holiday decor/tree lighting funds coming from the Marina Steps contingency fund?

Yes, per page 34 of the packet, the funds will be used from the available project contingency funds.

How much is in the contingency fund for the project?

The contingency for the project is \$1.375M. If a holiday tree was purchased for \$150k, that would represent 10-11% of those funds.

Let's say the cost estimates for the Marina Steps are close to actuals and contingency funds are not needed, what are the restrictions for the remaining funds? What can those funds be spent on?

The Marina Steps are funded by a variety of sources—bond dollars, grants, REET, street vacation funds and one-time sales tax dollars. The money is used in order of most restrictive to least—so in this case, REET or one-time sales tax dollars would be the "last" dollars used. If at the end of the project there are leftover funds, those would be returned to REET or one-time sales tax.

What was our all-in cost for 2025 tree/tree lighting?

Approximately \$15,000. This includes lights and decorations (can be used again in the future), equipment rental, tree shaping, staff time and supplies.

I am surprised to consider contingency funds before the project has even broken ground. That has not been my experience with contingency funds which are set aside for risk management. Why is the City confident enough to propose this now?

The purpose of this item is simply to introduce a concept and gauge whether the Council has any interest in exploring it further. Thursday's discussion is not a commitment to spend contingency funds.

If the Council expresses interest, staff would conduct further research, including obtaining bids and refining cost estimates. Any potential expenditure would return to Council for consideration at a later date—likely several months from now—when the project is further along and we have a clearer understanding of the status of contingency funds.

The reason we are raising the concept now is related to construction timing. If the Council ultimately wants the option of a holiday tree in the plaza, a small piece of infrastructure (a secure footing point) would need to be installed during construction. It is much easier and less expensive to incorporate that during the build rather than retrofit it later.

Separately, as you may recall, the City received feedback last year—including on social media—about the perception that the City lacked sufficient holiday programming. This concept is one potential way to address that feedback while we are already making improvements to the plaza space.

Is there some special urgency to do something this year? Why can't it simply wait until the available contingency funds are known at project sign-off?

There is no urgency to decide whether to purchase a holiday tree this year.

The reason staff is raising the concept now is simply to preserve the option while the plaza is under construction. If the Council ultimately wanted to have a holiday tree in the future, the infrastructure needed to securely install it (a footing point within the plaza) would be easiest and least expensive to incorporate during construction. Retrofitting that later would likely be more disruptive and costly.

Thursday's discussion is simply about whether the Council would like staff to keep that option open as part of the current construction work. If the Council expresses interest, staff would conduct further research, including obtaining bids and refining cost estimates.

What is the annual setup/breakdown cost of the proposed tree?

We will have a better estimate once the concept is further developed. Setup and breakdown costs can vary depending on the size and type of tree and the installation method. If the Council is interested in exploring the idea further, staff would develop specifications and go out to bid, which would provide more precise cost information to bring back to Council.

Where would the money come from should the contingency funds need to be used for actual contingencies?

We would use contingency funds. A potential tree represents 10-11% of the total contingency funds available.

What other funding sources could be used for a holiday tree?

King County Park levy funds or potentially lodging tax funds could be used for a holiday tree. I would recommend against General Fund dollars.

WRT public art, has any consideration been given to the several landscaped areas within the steps path? ie. there seem to be a few bench/rest areas near the blue thing at the north end.

The potential locations in the packet were recommended by the urban planners and landscape designers who designed the project. Their recommendations are based on ideal spots for durability without impeding view or flows. If Council would like us to explore other locations, we can receive that feedback on Thursday.

Consent:

Item 6- Redondo Manhole

What is the new composite manhole cover made of?

The technical specs for the manhole covers says:

"Our premium composite products incorporate engineered fabric with glass fiber reinforcement that spans the entire width of the cover. This provides superior strength and product durability over other traditional methods that use short fibers. Heavy duty covers are tested to AASHTO M 306 (H25) loading requirements for cast iron and are built to withstand 2 million fatigue testing cycles."

Also moving manhole lids is a high back injury metric, these covers are single man lift and will reduce injuries to maintenance crews.

Item 7- Field House Maintenance

How often do we anticipate having to repaint the field house? (last painting was in 2013 and it was clearly too long of a wait)

The Park Levy funds that will cover this work are from the King County Park Levy?

Currently, the City does not have a facilities maintenance plan. Mike and I both recognize the need for this-- to ensure regular and routine maintenance is occurring, rather than always being reactive. Mike is working on this plan this year. Yes, the Park Levy funds refers to King County Park levy funds.

Unfinished Business Item 4- Car Tab

Regarding the TBD sales tax that other cities charge, does it apply just to the car tab fees, or it's a general sales tax for all sales in the city?

It is a general sales tax on all taxable sales in the district (in our case, it would be all of Des Moines). It is on top of whatever sales taxes are imposed by the state, county, and city, and the funds are restricted to funding TIP projects.



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City Manager

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