

AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, January 11, 2024 - 6:00 PM**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

COMMENTS FROM THE PUBLIC

COMMITTEE CHAIR REPORT

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

CONSENT AGENDA

Item 1. APPROVAL OF VOUCHERS

Motion is to approve the payment vouchers through December 28, 2023 and payroll transfers through December 29, 2023 in the attached list and further described as follows:

EFT Vendor Payments	#9347-9478	\$1,131,644.29
Wires	#2411-2441	\$1,851,346.84
Accounts Payable Checks	#165488-165554	\$ 272,884.16
Payroll Checks	#19771-19772	\$ 3,147.69
Direct Deposit	#7872-8040	\$ 479,928.76
Direct Deposit	#8041-8041	\$ 271.88

Total Checks and Wires for A/P & Payroll: \$3,739,223.62

[Approval of Vouchers](#)

Item 2. APPROVAL OF MINUTES

Motion is to approve the November 16, 2023 City Council Regular Meeting Minutes.

[Approval of Minutes](#)

- Item 3. HUMAN TRAFFICKING AWARENESS DAY PROCLAMATION
Motion is to approve the Proclamation recognizing January 11th as Human Trafficking Awareness Day.
[Human Trafficking Awareness Day Proclamation](#)

NEW BUSINESS

- Item 1. DISCUSSION OF 2024 CITY COUNCIL LEGISLATIVE PRIORITIES
Staff Presentation by Interim City Manager Tim George
[Discussion of 2024 City Council Legislative Priorities](#)
- Item 2. CREATION OF A CITY COUNCIL FINANCE COMMITTEE
Staff Presentation by Interim City Manager Tim George
[Creation of a City Council Finance Committee](#)
- Item 3. REQUEST FOR PROPOSAL EXECUTIVE SEARCH RECRUITMENT FIRM FOR CITY MANAGER VACANCY
Staff Presentation by Assistant City Manager Adrienne Johnson-Newton
[Request for Proposal Executive Search Recruitment Firm for City Manager Vacancy](#)
- Item 4. NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

PRESIDING OFFICER'S REPORT

EXECUTIVE SESSION

NEXT MEETING DATE

January 25, 2024 City Council Regular Meeting

ADJOURNMENT

CITY OF DES MOINES
Voucher Certification Approval
January 11, 2024
Auditing Officer Certification

Voucher transfers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of **January 11, 2024** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through December 28, 2023 and payroll transfers through December 29, 2023 included in the attached list and further described as follows:

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



 Jeff Friend, Finance Director

		# From	# To	Amounts
Claims Vouchers:				
EFT's		9347	9478	1,131,644.29
Wires		2411	2441	1,851,346.84
Accounts Payable Checks		165488	165554	272,884.16
Total Vouchers paid				3,255,875.29
Payroll Vouchers				
Payroll Checks		19771	19772	3,147.69
Direct Deposit	12/20/2023	7872	8040	479,928.76
Direct Deposit	12/29/2023	8041	8041	271.88
Total Paychecks & Direct Deposits				483,348.33
Total checks and wires for A/P & Payroll				3,739,223.62

MINUTES

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, November 16, 2023 - 6:00 PM**

CALL TO ORDER

Mayor Matt Mahoney called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember JC Harris.

ROLL CALL

Council Present:

Mayor Matt Mahoney; Deputy Mayor Traci Buxton; Councilmember Gene Achziger; Councilmember JC Harris; Councilmember Jeremy Nutting; Councilmember Vic Pennington; and Councilmember Harry Steinmetz

Staff Present:

Interim City Manager Tim George; Interim City Attorney Matt Hutchins; Assistant City Manager Adrienne Johnson-Newton; Director of Community/Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Police Chief Tim Gately; City Engineer Tommy Owen; Civil Engineer I Mike Kwispond; Executive Administrative Analyst Rochelle Caton; Director of Community Events and Services Nicole Nordholm; City Clerk Taria Keane; and Deputy City Clerk Sara Lee

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

- There was no additional correspondence outside of the emails already received by Council.

COMMENTS FROM THE PUBLIC

- Chuck Coleman, Finance Committee
- Scott Wilkins, Council Invite
- Jim Lampariello, Transparency
- Luisa Bangs, General Comment
- Victoria Andrews, Coffee with the Mayor
- Bill Linscott, Sound Proof Ordinance, Marina Communication, New Enterprise Fund

Regular Meeting Minutes
November 16, 2023

- Lloyd Little, Community Events and the Masonic Home
- George Pettibone, Masonic Home

COMMITTEE CHAIR REPORT

PUBLIC SAFETY & EMERGENCY MANAGEMENT

- Deputy Mayor Traci Buxton gave Council an update on the Public Safety & Emergency Management Committee Meeting.

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Interim City Manager informed the Council and the Public that he will be issuing a written City Managers report.
- Interim City Manager gave Council an update on the Consor Report.
- Interim City Manager gave Council an update on the Redondo Speed Cameras.

CONSENT AGENDA

Item 1: CONSULTANT CONTRACT AMENDMENT #5 - JOSEPH DUSENBURY

Motion is to approve the Fifth Contract Amendment with Joseph Dusenbury in an amount not to exceed \$30,000 for management consulting services.

Item 2: CONSULTANT CONTRACT AMENDMENT #13 - GRANT FREDRICKS

Motion is to approve Amendment #13 to the Contract with Grant Fredricks, continuing professional consulting services through December 31, 2024, with an increase of \$5,000 for 2023 (bringing the total not-to-exceed amount for 2023 services to \$55,000.00) and up to \$50,000 for 2024 services, and authorize the City Manager to sign the contract amendment substantially in the form submitted.

Item 3: BARNES CREEK TRAIL - SOUTH 240TH STREET (16TH AVE S TO 20TH AVE S) - DESIGN AND RIGHT-OF-WAY SERVICES AGREEMENT

Motion 1 is to approve the Local Agency A&E Professional Services Consultant Agreement with KPG Psomas Inc. to provide engineering design and right-of-way acquisition services for the Barnes Creek Trail - 240th Street (16th Ave S to 20th Ave S) Improvement Project in the amount of \$659,787.58, and further authorize the City Manager to sign said Agreement substantially in the form as submitted.

Motion 2 is to accept the 2023-2025 WA State Legislative appropriation

Regular Meeting Minutes
November 16, 2023

for the Barnes Creek Trail - South 240th Street (16th Ave S to 20th Ave S) Improvements Project in the amount of \$3,500,000, and authorize the City Manager to sign the Local Programs State Funding Agreement and Project Prospectus substantially in the form as submitted.

Motion 3 is to direct staff to have all of the existing overhead utilities relocated aerially as needed for construction of the Barnes Creek Trail - South 240th Street (16th Ave S to 20th Ave S) Improvements Project, waiving the requirement for undergrounding of utilities in accordance with DMMC 12.25.110.

Direction/Action

Motion made by Jeremy Nutting to approve the Consent Calendar; seconded by Deputy Mayor Traci Buxton.

Councilmember Harry Steinmetz pulled Consent Calendar Item #1.

Councilmember JC Harris pulled Consent Calendar Item #2 and Item #3.

There were no items left on the Consent Calendar.

Council discussed Item #1.

Motion made by Councilmember Jeremy Nutting to approve the Consent Agenda Item #1 as presented; seconded by Deputy Mayor Traci Buxton.

Motion passed 7-0.

Council discussed Item #2.

Motion made by Councilmember Jeremy Nutting to approve the Consent Agenda Item #2 as presented; seconded by Deputy Mayor Traci Buxton.

Motion passed 7-0.

Council discussed Item #3.

Motion 1 made by Councilmember Jeremy Nutting to approve the Consent Agenda Item #3 as presented; seconded by Councilmember Vic Pennington.

Motion passed 7-0.

Regular Meeting Minutes
November 16, 2023

Motion 2 made by Councilmember Jeremy Nutting to approve the Consent Agenda Item #3 as presented; seconded by Councilmember Vic Pennington.
Motion passed 7-0.

Motion 3 made by Councilmember Jeremy Nutting to approve the Consent Agenda Item #3 as presented; seconded by Councilmember Vic Pennington.
Motion passed 7-0.

PUBLIC HEARING/CONTINUED PUBLIC HEARING

SV2023-02: STREET VACATION OF PUBLIC RIGHT-OF-WAY WITHIN CITY OF DES MOINES, KNOWN AS 10TH AVE SOUTH
Staff Presentation by Civil Engineer I Mike Kwispond

At 6:46 p.m. Mayor Matt Mahoney opened the Public Hearing.

- Civil Engineer I Mike Kwispond gave Council a PowerPoint Presentation update on the Street Vacation of Public Right-of-Way within the City of Des Moines, known as 10th Ave South.

Mayor Matt Mahoney asked 3 times if anyone wished to speak.

- Helen Plosky

Mayor Matt Mahoney asked Council if they had any questions.

At 6:55 p.m. Mayor Matt Mahoney closed the Public Hearing.

Direction/Action

Motion made by Councilmember Jeremy Nutting to enact Draft Ordinance No. 23-074 approving the vacation of a public right-of-way known as 10th Ave South, located within the City of Des Moines and more specifically identified and legally described in Draft Ordinance No. 23-074; seconded by Councilmember Vic Pennington.
Motion passed 7-0.

NEW BUSINESS

NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

Direction/Action

Motion made by Councilmember Harry Steinmetz to reconsider at our next meeting, Item #2 from the November 9, 2023 Council Meeting

Regular Meeting Minutes
November 16, 2023

approving Draft Ordinance 23-055 to establish and Events and Facility Rentals Fund; seconded by Councilmember Gene Achziger.
Motion passed 5-2

For: Mayor Matt Mahoney; Deputy Mayor Traci Buxton;
Councilmembers Gene Achziger, Councilmember JC Harris, and
Councilmember Harry Steinmetz.

Against: Councilmember Jeremy Nutting and Councilmember Vic Pennington.

Motion made by Councilmember Harry Steinmetz to reconsider at our next meeting, Item #4 from the November 9, 2023 Council Meeting approving an interfund loan to support the establishment of an Event and Facility Rentals Fund; seconded by Councilmember Gene Achziger.
Motion passed 5-2.

For: Mayor Matt Mahoney; Deputy Mayor Traci Buxton;
Councilmembers Gene Achziger, Councilmember JC Harris, and
Councilmember Harry Steinmetz.

Against: Councilmember Jeremy Nutting and Councilmember Vic Pennington.

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

COUNCILMEMBER JC HARRIS

- Des Moines Memorial Drive Veteran's Day Celebration
- Port of Seattle Land Stewardship Event
- King County Arts Funding

COUNCILMEMBER HARRY STEINMETZ

- Steve J Underwood Veteran's Day Event
- Coffee with Deputy Mayor
- Coffee with the Mayor
- King County Arts Funding

COUNCILMEMBER GENE ACHZIGER

- Destination Des Moines Holiday Tree Lighting
- Thanked Councilmember Vic Pennington for his Service

Regular Meeting Minutes
November 16, 2023

COUNCILMEMBER JEREMY NUTTING

- Thanked Councilmember Vic Pennington for his Service

COUNCILMEMBER VIC PENNINGTON

- Thanked the Council and Staff

DEPUTY MAYOR TRACI BUXTON

- Participated in over 30 engagements with Colleagues, Staff and the Community
- Trick or Treat Path
- Trunk or Treat
- Lake to Sound Trail
- Thanked Councilmember Vic Pennington for his Service

PRESIDING OFFICER'S REPORT

- Thanked Councilmember Vic Pennington for his Service
- The Genesis Project Fundraiser
- Veteran's Day Celebration
- Thanked Boy Scout Trout #361
- North Hill Community Club Meeting
- Squid-A-Rama

EXECUTIVE SESSION

NEXT MEETING DATE

December 14, 2023 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Vic Pennington to adjourn; seconded by Councilmember Jeremy Nutting.
Motion passed 7-0.

The meeting adjourned at 7:34 p.m.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Human Trafficking Awareness Day
Proclamation

FOR AGENDA OF: January 11, 2024

DEPT. OF ORIGIN: Administration

ATTACHMENTS:
1. Proclamation

DATE SUBMITTED: December 28, 2023

CLEARANCES:

- City Clerk *SK*
- Community Development _____
- Courts _____
- Director of Marina Redevelopment _____
- Emergency Management _____
- Finance _____
- Human Resources _____
- Legal _____
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this agenda item is to observe Human Trafficking Awareness Day, which reaffirms the City of Des Moines’ zero-tolerance policy for human trafficking, and encourage all to raise awareness and work collaboratively with law enforcement agencies and community organizations to combat this terrible crime.

Suggested Motion

Motion: “I move to approve the Proclamation recognizing January 11th as Human Trafficking Awareness Day.”

Background

In 2007 the U.S. Senate designated annually that January 11th would be recognized as a National Day of Human Trafficking Awareness in an effort to raise consciousness about this global, national and local issue. January 11, 2012, Washington State Senate followed, unanimously adopting Senate Resolution 8663, which honors people and organizations that fight against human trafficking and encourages Washingtonians to observe National Slavery and Human Trafficking Prevention month, as well as the National Day of Human Trafficking.

City of Des Moines

CITY COUNCIL
21630 11th AVENUE S, SUITE A
DES MOINES, WASHINGTON 98198-6398
(206) 878-4595 T.D.D: (206) 824-6024 FAX: (206) 870-6540



Proclamation

WHEREAS, human trafficking occurs when someone uses force, fraud or coercion to cause another person to engage in forced labor, involuntary servitude, or a commercial sex act; and

WHEREAS, human trafficking is second only to narcotics trafficking in international crime; and

WHEREAS, the International Labor Organization estimates that there are upwards of 20 million victims of modern day slavery worldwide, with children making up 27 percent of the victims; and

WHEREAS, victims of human trafficking may be young, old, male, female, US citizens, or foreign nationals; and

WHEREAS, aggressively identifying and prosecuting the buyers and sellers of trafficking victims is an effective strategy to end the commission of human trafficking; and

WHEREAS, assisting victims of human trafficking requires a coordinate community response among community groups, social services, schools, and law enforcement; and

WHEREAS, Washington State recognizes a National Day of Human Trafficking Awareness, which is designated annually as January 11th; now therefore

THE DES MOINES CITY COUNCIL HEREBY PROCLAIMS January 11th to be

HUMAN TRAFFICKING AWARENESS DAY

In the City of Des Moines, and reaffirms the City of Des Moines zero-tolerance policy for human trafficking, and encourages all to raise awareness about human trafficking and work collaboratively with law enforcement agencies and community organizations to combat this terrible crime.

SIGNED this 11th day of January, 2024

Traci Buxton, Mayor

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Discussion of 2024 City Council
Legislative Priorities

FOR AGENDA OF: January 11, 2024

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: January 4, 2024

ATTACHMENTS:

1. Proposed 2024 City of Des Moines City Council State Legislative Priorities
2. 2023 Adopted State Legislative Priorities (Reference Only)

CLEARANCES:

- City Clerk _____
- Community Development _____
- Courts _____
- Emergency Management _____
- Finance _____
- Human Resources _____
- Legal /s/MH _____
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL:  _____

Purpose and Recommendation

The purpose of this agenda item is for the City Council to review and approve the 2024 City Council Legislative Priorities for the 2024 Legislative Session.

Suggested Motion

Motion: "I move to approve the 2024 City Council Legislative Priorities as presented."

Background

The State Legislative Session convenes January 8, 2024 for what is scheduled to be a 60-day session.

This is the second year of a biennial budget, but there will be supplemental budgets for all three State budgets - Operating, Capital and Transportation.

Political Representation and Outlook

Most of Des Moines is in the 33rd Legislative District (LD). All three legislators from the 33rd - Senator Karen Keiser, Representative Tina Orwall and Representative Mia Gregerson – have considerable legislative seniority. The southernmost portion of the City (Redondo plus) is in the 30th LD. Senator Claire Wilson and Representatives Jamila Taylor and Kristine Reeves are not as senior as the Legislators in the 33rd, but are in key positions.

The City is fortunate to have representatives in top Legislative leadership positions. For instance, Senator Keiser is the Senate's President Pro Tempore. The President Pro Tempore serves as the Senate's presiding officer in absence of the Lieutenant Governor. Representative Tina Orwall holds the equivalent position in the House - Speaker Pro Tempore - and she presides over the House in absence of the Speaker. Representative Gregerson is Vice-Chair of the House Appropriations Committee. Notably, in the 30th District, Rep. Taylor Chairs the Civil Rights & Judiciary Committee and Senator Wilson Chairs the Human Services Committee.

Robust Budget

Usually in the second half of the biennium there are not major budget additions. This session will be an exception to that rule. The economy has been healthier than the Economic and Revenue Forecast Council had initially forecasted. Also, the new capital gains tax brought in considerably more than anticipated (and withstood a legal challenge). The biggest positive impact on the budget comes from the new Climate Commitment Act auctions. Those raised more than \$2 billion in 2023, eclipsing all estimates. This has allowed another \$1.82 billion to be invested in what the state determines as environmental projects.

Together, this good state budget news allowed the Governor to submit a budget with \$2.5 billion in new spending in his proposed supplemental budget, an unprecedented increase for a non-budget year.

While the Operating and Capital budgets could be relatively robust, the Transportation budget is in trouble. Projects bids are coming in much higher than expected and the state ferry system is awash in problems. Adequate funding is not available for all the projects that have already been approved. Getting new projects into the Transportation budget will be very difficult.

Session Outlook

Due to the unusual influx of funds, for a 60-day session, much of the focus will be on how these new funds will be spent (the Legislature comes up with their own budgets – which can be considerably different than the Governor's new spending recommendations).

This year will also be heavily influenced by the 2024 **elections** and a slate of **initiatives to the Legislature**.

Elections: This year's election is expected to be one of the most open and competitive in many years in Washington State. There will be an open Governor's seat for the first time in 12 years. All of the State's statewide executive offices are up for election, with open seats for Attorney General, Commissioner of Public Lands and Insurance Commissioner. All 98 seats in the House of Representatives and approximately half of the 49 seats in the Senate will also be up for election in November. During election years, the Legislature is less likely to pass tax increases or other controversial legislation (with notable exceptions).

A fundraising freeze is in effect for all Legislators until after the session is over, so there will be greater pressure to adjourn on time – particularly as several key legislators are running for statewide office, while many of the other candidates (non-Legislators) for those positions aren't covered by the fundraising freeze.

Initiatives to the Legislature: Washington State allows “initiatives to the legislature” whereby signatures can be gathered for specific policy proposals. If enough valid signatures are received, the Legislature must either adopt them as written or choose to allow the initiative to go directly to a vote of the people in November. The Legislature can also approve an alternative measure that will also go on the same ballot. In December 2023, a conservative group submitted signatures for six different initiatives. The Secretary of State’s office is currently processing the signatures, but the number of signatures submitted was high enough that, with a normal attrition rate for duplicates/etc., it is currently expected that all six will go to the Legislature.

Democratic leadership has yet to decide how to proceed on these initiatives, though they certainly will not adopt any of them.

Of the six, the three that would impact the City of Des Moines in some way include:

1. **Police Pursuits.** The initiative would roll back the current restrictions on police pursuits. This issue has been on Des Moines’ legislative agenda. Two months ago it was looking unlikely to be addressed this session. Now, it certainly will be (with a good chance that voters will have two policies to review in November).
2. **Capital Gains.** Another initiative would abolish the new Capital Gains tax. The impact on Des Moines is that this reduces overall budget funds, making it more difficult to pursue earmarks.
3. **Climate Commitment Act.** Similar to the above, this initiative would abolish the new Climate Commitment Act - and its quarterly auctions. This would be a multi-billion dollar hit to future budgets. Not having these climate funds will make it more difficult to secure project funding.

2023 Session: Last session was very successful for Des Moines. We received two different earmarks in the Capital Budget - \$1 million each for the Marina Steps and for the Redondo Fishing Pier. In the Transportation Budget we secured the timing for \$3.5 million in Transportation funds for the Barnes Creek Trail project to be in this biennium. In policy, Des Moines was involved in getting new legislation passed to combat street racing.

We recommend continuing this policy of pursuing just one or two budget asks along with some targeted policy pushes.

Recommended Budget Requests

Due to the success in pursuing funding in recent years, plus the recent bond issuance, Des Moines has several considerable capital projects proceeding right now. Due to limited staff resources for executing these various projects it may be prudent to focus on augmenting funding for those projects rather than new projects. The exception to this is the ferry program, where we may have an unusual opportunity to pursue funds.

It makes it much easier for our Legislators if we limit our asks to very top priority issues that can ideally have a larger regional impact. These include:

Marina Steps

A key part of the overall Marina Redevelopment project is establishing better pedestrian connection between the downtown and the marina floor. While some funding has already come for this project, and bonds have been issued, we are recommending pursuing another \$750,000 in planning and construction funds.

Ferry Related Funding

There has been considerable activity in recent months as we've explored prospects for getting Climate Commitment Act funds towards a passenger foil ferry. As foil passenger ferries haven't yet been approved for use in the US by the Federal government, we will not be pursuing a full-vessel, however there is an opportunity to get a design for a Des Moines-sized boat included in a project being pursued by Kitsap Transit. While this issue is still developing, the recommendation is to pursue \$500,000 in planning/design funds for an approximately 65 passenger foil ferry plus \$500,000 for designing shoreside improvements to allow electric ferries to use the Des Moines Marina. As this would be an electric foil ferry, we would target Climate Commitment Act funds. We were active with the Governor's budget, and that includes a \$2 million grant program for non-state electric passenger ferry development, that could be a good resource if a direct earmark for Des Moines doesn't work.

Policy Issues

Many different policy bills that could directly impact Des Moines will arise during the session. While we will work on those as needed, we recommend to also pursue several policy issues proactively.

Support Public Safety reforms

Public Safety remains a top concern for Des Moines residents. There will be several issues where the City could have an impact. The City could support:

- Legislation allowing local option sales tax for public safety
- Add more capacity for Basic Law Enforcement Academy (BLEA) training to help address the police officer shortage.
- Continue supporting greater car safety – in follow-on catalytic converter theft legislation and laying groundwork for future after-market muffler ban.

General:

Historic Preservation: Support prospects to enhance area historic preservation opportunities.

Airport Issues: Continue working to minimize and mitigate SEA's health and environmental impact on Des Moines residents.

**Proposed 2024 City of Des Moines
City Council State Legislative Priorities**

Funding Requests

Marina Steps. Downtown Des Moines and the marina floor will be connected via new marina steps. This is a key part in downtown’s renaissance and the waterfront redevelopment program. Constructing the marina steps should help leverage private investment to the neighborhood and bring greater vibrancy and walkability to area.
Capital Budget request: \$750,000.

Foil Ferry Development. Electric foil ferries have the potential to improve connectivity and mobility around Puget Sound. These electric vessels are much quieter, faster and they reduce impacts to marine life in Puget Sound. Funding from the Climate Commitment Act is needed now to design and to get Federal approval for a 65 passenger foil ferry using composite materials. Shoreside work at the Des Moines Marina is also needed in preparation for electric boats.
Capital Budget request: \$1 million

Public Safety Issues

Collaborate with WASPC, AWC and other groups in efforts to improve public safety. This includes:

- Updating the existing local option Public Safety Sales Tax to allow implementation by councilmanic authority and greater flexibility for using the funds to cover increased officer wages and related programs like behavioral health co-response teams.
- Add more capacity for Basic Law Enforcement Academy (BLEA) training to help address the police officer shortage.
- Continue supporting greater car safety and environmental protection legislation. This includes passing follow-on catalytic converter theft legislation and laying groundwork for a future after-market muffler ban.

Historic Preservation

Support historic preservation funding opportunities in Des Moines.

Airport Issues

Continue working to minimize and mitigate SEA’s health and environmental impact on Des Moines residents.

Adopted 2023 City of Des Moines City Council State Legislative Priorities

Funding Requests:

Marina Steps. Downtown Des Moines and the marina floor will be connected via new marina steps. This is a key part in downtown's renaissance and the waterfront redevelopment program. Constructing the marina steps should help leverage private investment to the neighborhood and bring greater vibrancy and walkability to area.

Capital Budget request: **\$2 million.**

Redondo Fishing Pier. The long Federal permitting process is almost complete, but additional funds are needed due to heavy project inflation.

Capital Budget request: **\$1 million** for Redondo Fishing Pier and **\$1.6 million** for adjacent Redondo Bathroom project.

Barnes Creek Trail South Segment. In 2022, Des Moines received \$3.5 million in the 16 year Move Ahead Transportation Package for this project. WSDOT has not determined when funds for each project will be spent. The Legislature should clarify that Barnes Creek funding be used soon so that pedestrians can access the new Kent/Des Moines Sound Transit station opening in 2024.

Public Safety

Blake & Pursuit: Des Moines will work with WASPC, AWC and other groups towards better public safety. For 2023 we are asking the Legislature to clarify and further mitigate impacts from the *Blake* ruling and pursuit legislation.

Car Part Legislation:

A. Combatting Catalytic Converter Theft: Des Moines helped craft recommendations from the State Task Force for the Study and Reduction of Catalytic Converter Theft. Des Moines asks the Legislature to approve the new legislation that will be introduced in 2023 to combat this problem.

B. Aftermarket Mufflers. Address adjustable volume aftermarket mufflers. Loud aftermarket mufflers are problematic for Redondo and other south King County neighborhoods and detract from quality of life.

Airport Issues

CACC. With CACC recommendations on a new airport location being expected in mid-2023, Des Moines encourages appropriate planning and appropriations to continue momentum for locating alternatives to SeaTac for future air travel.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Creation of a City Council Finance Committee

FOR AGENDA OF: January 11, 2024

DEPT. OF ORIGIN: Finance

ATTACHMENTS:
1. None

DATE SUBMITTED: January 4, 2024

CLEARANCES:

- City Clerk JK
- Community Development _____
- Courts _____
- Emergency Management _____
- Finance MH
- Human Resources _____
- Legal /s/MH
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: JL

Purpose and Recommendation

The purpose of this agenda item is for the City Council to consider the creation of a Finance Committee and to determine the parameters and purpose of the Committee.

Suggested Motion

Motion: "I move to create a Finance Committee of the City Council in order to monitor the financial health of the City while exploring opportunities to grow revenue and control expenditures"

Background

At the November 9, 2023 City Council meeting, the Council passed the following motion: “to create an Ad Hoc Finance Committee in the first quarter of 2023 in order to explore opportunities to create revenue and reduce expenditures.” The general concept of the Committee was approved but without details on scope or make-up of the Committee. The purpose of this item is to define the Committee.

Discussion

Discussion items include:

1. Purpose and scope of the Committee.
2. Ad Hoc vs Permanent Committee (Permanent Committee would require Protocol Manual update at a later date).
3. Make-up of Committee (Councilmembers vs. Councilmembers/Members of the Public).

At this time, staff is recommending the creation of a standing (or permanent) Finance Committee similar to other existing Committees like the Transportation or Economic Development Committees. The Committee would meet once a month like other Council Committees and would consist of 3 Councilmembers. If the Committee made the decision to include members of the public in an advisory role, they could do that a later date. All meetings would be noticed and would be audio and video recorded. Meetings would occur in the City Council Chambers. The purpose of the Committee would be to monitor the financial health of the City while exploring opportunities to grow revenue and control expenditures.

Alternatives

The alternative would be to not create the Committee or create the Committee with different terms than those above.

Financial Impact

There will be a financial impact for staff support to this Committee. The level of support will be determined by the make-up of the Committee and expectations of the Council.

Recommendation

Staff recommends creating a standing Committee of three Councilmembers in order to monitor the financial health of the City while exploring opportunities to grow revenue and control expenditures.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Request For Proposal Executive
Search Recruitment Firm for City Manager
Vacancy

FOR AGENDA OF: January 11, 2024


DEPT. OF ORIGIN: Human Resources

DATE SUBMITTED: January 4, 2024

ATTACHMENTS:

- 1. Draft Request for Proposal

CLEARANCES:

- City Clerk _____
- Community Development _____
- Courts _____
- Emergency Management _____
- Finance _____
- Human Resources 
- Legal /s/ MH
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is for the City Council to adopt and approve the release of a Request for Proposal (RFP) for an executive search recruitment firm to conduct the recruitment for the City Manager vacancy.

Motion

Motion 1: “I move to approve the City to release the Request for Proposal (RFP) for an executive search firm for the City Manager recruitment consistent with the terms as decided by the City Council.”

Background

On November 9, 2023, the Council transitioned former City Manager Michael Matthias to the role of Interim Chief Economic Director and appointed Tim George as the Interim City Manager. The Council has indicated that they would like to retain an executive search recruitment firm to conduct the recruitment of the new City Manager. The RFP process allows the City to solicit bids from these specialized vendors and identify which one is best qualified to meet the needs of the Council.

The Council has previously been provided with examples of RFP's from other cities as well as information on the process. This is now an opportunity for the Council to review and edit the proposed RFP. After the RFP is issued, the Council will have the opportunity to review, rate and select the preferred vendor based on the established criteria contained within the RFP.

Financial Impact

The approximate cost can range from \$20,000 to \$50,000 depending on the scope of services provided by the vendor, the City Manager's salary range and consultant selected.

City of Des Moines DRAFT Request for Proposal (RFP)
For Executive Recruitment Search Firm for
City Manager
(WILL ADD GRAPHICS PRIOR TO RELEASE)

Note to Council: Red font indicates that further discussion/weigh-in by Council may be needed, however, all aspects of the RFP are open to Council review and input.

I. INTRODUCTION AND BACKGROUND

The City of Des Moines is seeking services from a qualified executive search firm to assist the City Council in an executive search for the vacant City Manager position. With its sweeping view of the snow-capped Olympic Mountains to the west and majestic Mount Rainier to the east, Des Moines, Washington, truly offers the best of the Pacific Northwest and is a fantastic place to call home. Located in southwest King County, nestled conveniently between the cities of Seattle and Tacoma, on the eastern shore of Puget Sound, "The Waterland City" has a population of 32,000, covers over six (6) square miles, and is just a short drive from Sea-Tac International Airport and Interstate 5.

Des Moines is part of a greater metro area with a population of 3.5 million. Rich in history, diversity, and natural beauty, this charming coastal community is proud of its local character shaped by its varied and unique businesses and abundant natural resources.

The community has five (5) miles of shoreline on Puget Sound and four (4) public waterfront areas that draw regional tourism. The Des Moines Marina is the only marina located between Seattle and Tacoma. It serves as a regional, national, and international destination, providing boaters and visitors access to Puget Sound.

Beautifully maintained City and County parks dot the area, including the (18)-acre Des Moines Beach Park, a National Historic landmark. Cyclists and joggers enjoy the Des Moines Creek Trail, a quiet, wooded two (2) mile leg of the Sound to Lake Trail System.

The City operates under a Council-Manager form of governance. The City Council is comprised of one (1) Mayor and six (6) City Council members, all elected at-large and serving four (4)-year terms. The Council appoints a professional City Manager to oversee the organization's day-to-day operations. The City has approximately (149) full-time and (30) part-time/seasonal employees. The City Manager is responsible for efficiently operating municipal services, personnel administration, budget development and control, and enforcing City laws and ordinances.

More information can be found on the City website at <http://www.desmoineswa.gov>.

II. SCOPE OF SERVICES

The applying firm or individual will collaborate with the City Council to carry out a national search, which may include, but is not limited to:

1. Meet with the City Council (City Council defined as all seven members of the body) to discuss the process and recruitment strategy and answer questions about the process. May be asked to design and assist with developing a public participation process for City Council approval so that residents can provide their comments and thoughts about attributes they want in the City Manager.
2. Meet with the City Council as necessary to develop, facilitate, or review a candidate profile and list of priorities for the new City Manager.
3. Assist the City Council in finalizing the job description for the position, help develop desired qualifications for candidates, and review general compensation/benefits package and any other needed items.
4. Develop posting, advertisement materials e.g. recruitment brochure and administer a national search for appropriate candidates, including public position announcements and diverse job posting resources, to yield the largest qualified and competitive candidate pool.
5. Act as the direct point of contact for all applicants. Answer questions and collect application materials such as resumes, cover letters, and/or supplemental questions.
6. Review application materials for education, experience, and qualifications, including telephone interviews to clarify each applicant's experience, as necessary. Prepare a written summary of the overall applicant pool, identifying the most promising candidates based on relevant qualifications, candidate profile, and any other screening criteria established by the Council.
7. Schedule interviews with successful candidates selected by the City Council. Interviews may include phone screenings, virtual and/or in-person.
8. Advise the City Council on interview strategies and assist with developing a set of interview questions that reflect identified criteria and characteristics for an ideal City Manager candidate and the perspective of the applicable interview panel.
9. Facilitate the interview sessions and assist the City Council in narrowing the candidate pool to finalists.
10. Conduct educational checks on the most qualified candidates. Conduct background checks focusing on whether civil judgments, claims, litigation, or contract disputes are pending or have been instituted against the most qualified candidates in the past (5) years or whether the most qualified candidates have been the subject of any regulatory or license agency sanctions.
11. Facilitate any final interview processes as necessary and assist the City Council in selecting candidate if needed.
12. Notify rejected applicants.
13. If requested, assist with employment agreement negotiations.

III. **PROPOSAL REQUIREMENTS**

Respondents must have experience providing similar services and demonstrate they can provide the services necessary throughout the duration of the contract and are willing to meet the requirements of the City of Des Moines as stated in the Scope of Services.

The proposal should describe the Proposer's capabilities to satisfy the requirements for each deliverable specified in the Scope of Services. While additional information may be presented, the items listed in the Scope of Services must be addressed entirely in your proposal.

Submit an electronic copy in PDF via email to ajohnson@desmoineswa.gov on or before **DATE/TIME**.

The proposal shall include, but not be limited to, the following:

1. **Title Page:** The title page must include the request for the proposal's subject, the company's name, the name, address, telephone number, and email address of the contact person, and the date of the

proposal.

2. Table of Contents

- 3. **Transmittal Letter:** A signed letter of transmittal briefly stating the Proposer's understanding of the services to be provided, the commitment to perform the services, a statement as to why the Proposer believes itself to be best qualified to provide City Manager recruitment services to the City of Des Moines, how soon the vendor would be prepared to begin services and a statement that the proposal is a firm and irrevocable offer for six (6) months from the date of submittal for consideration in the RFP process.
- 4. **Qualifications:** Please include the background and experience of those professionals who would be involved in your firm's recruitment and selection process.
- 5. **Detailed Proposal:** The detailed proposal must address all deliverables, including recognition of desired public participation and full City Council involvement as outlined in the Scope of Services of this RFP.
- 6. **Cost:** All costs associated with the recruitment process, including details on proposed payment terms.
- 7. **References:** Provide the City with at least THREE (3) references from municipalities utilizing the firm's services. **Please note that the City will contact the references provided by vendors.*

IV. SELECTION PROCESS TIMELINE

Release date	DATE
Proposals due	30 days from release date
Initial Proposal Review	1 week from the proposal due date
Selection of firm by City Council	3 weeks from proposal due date * tied to City Council meeting

V. QUALIFICATIONS AND EXPERIENCE

- 1. Each respondent must demonstrate that, within the past (36) thirty-six months, they have worked with public entities similar to the City of Des Moines to conduct an executive recruitment. Additionally, within the past (24) twenty-four months, respondents shall have successfully placed at least (1) one executive candidate with a municipal government.
- 2. Brief information about your company's history, size, number of clients, organization, and/or any other information that might aid us in the decision-making process.

VI. EVALUATION PROCESS

The City Council will evaluate proposals. The City Council will select the proposal most responsive to the City of Des Moines City Council requirements, ability, references, and fee.

There is no expressed nor implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the City reserves the right, where it may serve the City's best interests, to request additional information or clarification from proposers or to allow corrections of errors or omissions.

All proposals shall become the property of the City. Late proposals will not be accepted and returned to the Proposer unopened.

VII. EVALUATION CRITERIA

The following represents the principal selection criteria, which will be considered during the evaluation process:

1. Responsiveness of the proposal.
2. Ability, capacity, and skill of the respondent to perform the services.
3. Responses of the respondent's references.
4. Methodology for conducting the recruitment.
5. Experience and qualifications of the respondent and its professional staff members in performing services for similar municipalities.
6. Qualifications of the professional staff proposed for the project.
7. The sufficiency of financial resources and the ability of the respondent to perform the contract.
8. The firm's capability to meet the Scope of Service.
9. The Schedule proposed and the ability to begin and complete the recruitment process in a timely manner.

VIII. CITY RESPONSIBILITIES

The Assistant City Manager and two (2) HR Analysts will be available to coordinate the national search process, including scheduling meetings, facilitating interviews, providing recruitment information, benefit package information, and other assistance as needed.

IX. RIGHT TO REJECT

The City reserves the right to reject part of any and/or all proposals or to accept the proposal that best serves the interests of the City of Des Moines.

X. QUESTIONS AND INQUIRIES

Questions regarding this Request for Proposal may be directed to the Assistant City Manager. Contact information is listed below:

Adrienne Johnson-Newton, Assistant City Manager
City of Des Moines, Washington
Email: ajohnson@desmoineswa.gov
Phone: 206.870.6722