

## AGENDA

**DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Des Moines, Washington  
Thursday, June 27, 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

- MUNICIPAL FACILITIES COMMITTEE: Chair Jeremy Nutting
- ECONOMIC DEVELOPMENT COMMITTEE: Chair Jeremy Nutting

### CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. 2024 1ST QUARTER FINANCIAL REPORT  
[2024 1st Quarter Financial Report](#)  
[2024 1st Quarter Financial Report - PowerPoint Presentation](#)

### CONSENT AGENDA

- Item 1. APPROVAL OF VOUCHERS  
**Motion** is to approve the payment vouchers through June 20, 2024 and payroll transfers through June 20, 2024 in the attached list and further described as follows:

EFT Vendor Payments	#10218-10318	\$ 701,678.33
Wires	#2600-2619	\$1,411,037.76
Accounts Payable Checks	#165891-165930	\$ 782,868.17
Payroll Checks	#19842-19845	\$ 5,040.33
Payroll Advice	#9882-10043	\$ 486,467.99

Total Checks and Wires for A/P & Payroll: \$3,387,092.58

[Approval of Vouchers](#)

- Item 2. SENIOR SERVICES ADVISORY APPOINTMENT  
**Motion** is to confirm the Mayoral appointment of JoAnn Hayden to an open position on the City of Des Moines Senior Services Advisory Committee effective immediately and expiring December 31, 2027.  
[Senior Services Advisory Committee Appointment](#)
- Item 3. PARAMETRIX TASK ASSIGNMENT 2024 NPDES SUPPORT  
**Motion** is to approve the 2024-2025 On-Call General Civil Engineering Task Assignment 2024-02 with Parametrix Inc., to provide 2024 NPDES Support in the amount of \$88,411.83, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted.  
[Parametrix Task Assignment – 2024 NPDES Support](#)
- Item 4. DRAFT RESOLUTION 24-048 SETTING A DATE FOR PUBLIC HEARING FOR STREET VACATION OF 1ST PLACE SOUTH  
**Motion** is to adopt Draft Resolution No. 24-048 setting a public hearing on July 25, 2024, for a street vacation request relating to public right-of-way within the City of Des Moines.  
[Draft Resolution 24-048 Setting a Date for Public Hearing for Street Vacation of 1st Place South](#)
- Item 5. RIGHT-OF-WAY DEDICATION - SALVADOR PROPERTY  
**Motion** is to authorize the City Manager to accept a Right-of-Way dedication from Louie Salvador, King County Tax Parcel No. 2922049001, which is located along 12th Ave South property frontage.  
[Right-of-Way Dedication - Salvador Property](#)

## UNFINISHED BUSINESS

- Item 1. ALLEYWAY NAMING  
Staff Presentation by Interim City Manager Tim George  
[Alleyway Naming](#)
- Item 2. CITY MANAGER RECRUITMENT  
Staff Presentation by Assistant City Manager Adrienne Johnson-Newton  
[City Manager Recruitment](#)  
[City Manger Recruitment 06.27.2024](#)

## NEW BUSINESS

- Item 1. RATE REDUCTION REQUEST – 2024 POVERTY BAY BLUES AND BREWS

Staff Presentation by Interim City Manager Tim George  
[Rate Reduction Request – 2024 Poverty Bay Blues and Brews](#)

Item 2. NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

**COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

**PRESIDING OFFICER'S REPORT**

**EXECUTIVE SESSION**

**NEXT MEETING DATE**

July 02, 2024 City Council Executive Session

**ADJOURNMENT**

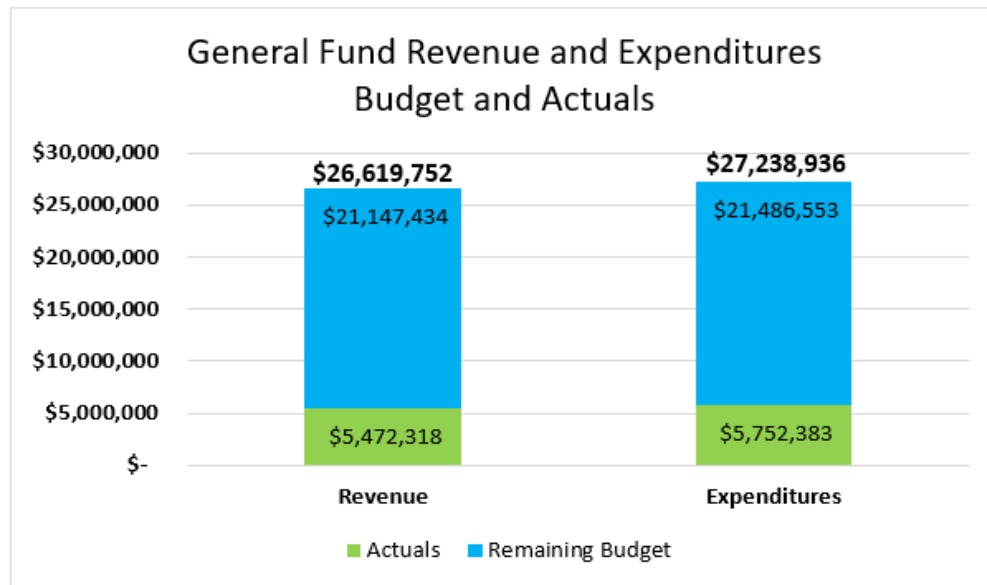
[Public Comment 06.27.2024](#)

## 2024 1ST QUARTER FINANCIAL REPORT

This report provides an overview of the City's overall financial position for the quarter ending March 31, 2024.

### GENERAL FUND

Through the first quarter of 2024, the General Fund received \$5,472,318 of revenue, which represents 20.6% of budgeted revenue for the year. The general fund also incurred \$5,752,383 of expenditures representing 20.6% of the annual 2024 expenditure budget.



## 2024 1ST QUARTER FINANCIAL REPORT

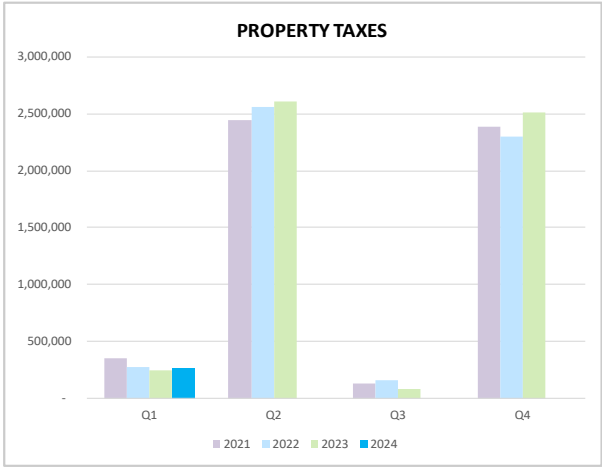
### Revenue

**Property Tax** collected through the first quarter was \$261,803, which was a \$12,437 (5.0%) increase from the same period in the prior year. Property tax levies by the City are based on the assessed value of the City which has steadily increased over the past few years. Property taxes are primarily collected in April and October.

PROPERTY TAXES				
	2021	2022	2023	2024
Jan	15,727	41,595	11,454	27,453
Feb	42,269	8,972	33,302	54,801
Mar	292,081	226,701	204,610	179,549
Apr	1,427,756	1,374,884	1,967,536	
May	956,647	1,133,679	618,824	
Jun	56,028	49,571	25,329	
Jul	19,615	6,852	15,166	
Aug	29,051	39,674	21,490	
Sep	84,841	112,850	48,208	
Oct	1,815,634	1,592,366	1,949,538	
Nov	502,576	702,505	525,510	
Dec	63,120	2,194	33,104	
Totals	5,305,346	5,291,843	5,454,070	261,803

	2021	2022	2023	2024
Q1	350,077	277,268	249,366	261,803
Q2	2,440,432	2,558,134	2,611,689	-
Q3	133,507	159,376	84,864	-
Q4	2,381,330	2,297,066	2,508,152	-
Totals	5,305,346	5,291,843	5,454,070	261,803



**2024 Budget and YTD % collected:** 5,639,570 4.6%

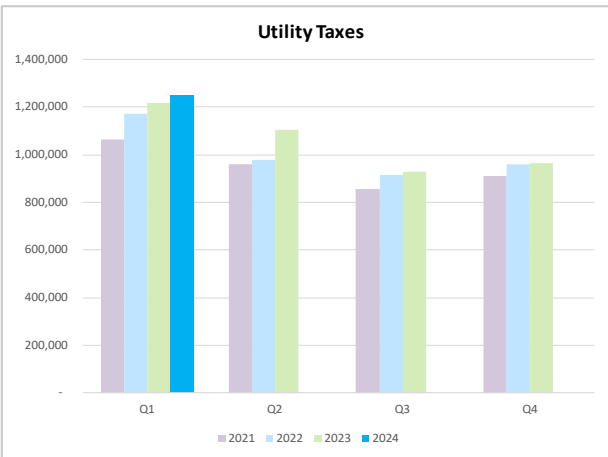
**2024 YTD to 2023 YTD variance:** 12,437 5.0%

**Utility Taxes** collected through the first quarter of 2024 were \$1,249,947, which is a \$31,702 (2.6%) increase from the same period in the prior year. The City collects utility tax on the usage of electricity, natural gas, solid waste disposal, cable TV, telephone, and surface water. The City continues to see an increase in utility tax collections over past years.

UTILITY TAXES				
	2021	2022	2023	2024
Jan	356,912	415,812	408,403	451,573
Feb	333,424	381,052	392,084	430,377
Mar	372,379	373,550	417,758	367,997
Apr	350,317	342,928	396,489	
May	321,555	372,039	392,783	
Jun	289,060	262,819	314,936	
Jul	284,693	334,278	302,561	
Aug	161,581	292,009	318,246	
Sep	409,898	288,223	306,996	
Oct	277,060	343,898	314,077	
Nov	288,366	330,062	260,985	
Dec	345,268	285,723	390,568	
Totals	3,790,510	4,022,392	4,215,887	1,249,947

	2021	2022	2023	2024
Q1	1,062,714	1,170,414	1,218,246	1,249,947
Q2	960,931	977,786	1,104,208	-
Q3	856,171	914,509	927,803	-
Q4	910,693	959,683	965,630	-
Totals	3,790,510	4,022,392	4,215,887	1,249,947



**2024 Budget and YTD % collected:** 4,459,106 28.0%

**2024 YTD to 2023 YTD variance:** 31,702 2.6%

## 2024 1ST QUARTER FINANCIAL REPORT

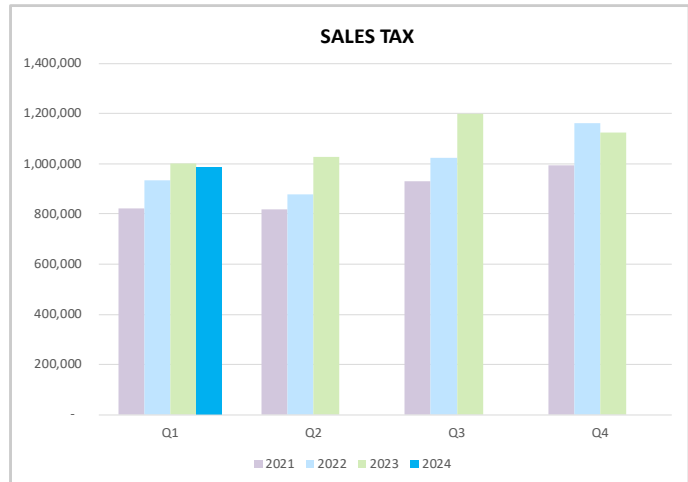
The table below demonstrates actual revenues compared to prior year collections by the different utility categories:

Utility Tax Type	2023 Q1 Total	2024 Q1 Total	Change from 2023	
			Amount	Percent
Electricity	\$ 439,690	\$ 472,259	\$ 32,568	7.4%
Natural Gas	213,920	176,708	(37,212)	-17.4%
Solid Waste	135,375	199,230	63,855	47.2%
Cable TV	210,094	192,735	(17,359)	-8.3%
Telephone	68,860	51,700	(17,161)	-24.9%
SWM*	150,306	157,316	7,009	4.7%
<b>YE Total</b>	<b>\$ 1,218,246</b>	<b>\$ 1,249,947</b>	<b>\$31,702</b>	<b>2.6%</b>

\*Surface Water Management (SWM) billings include a 15% utility tax. The 15% tax is collected by the Surface Water Management Fund then paid to the General Fund and the Street Fund. The General Fund receives 87% of the SWM utility tax with the Street Fund receiving 13%.

**Total Sales and Use Tax** collection decreased \$13,037 (1.3%) over the same period in the prior year. Through the first quarter, the City collected \$968,082 in sales tax, which represented 22.8% of budgeted expectations. A flattening or slight reduction in sales tax revenue has been a trend in 2024 for many cities. The chart below includes **both** regular and one-time Sales and Use Tax.

SALES TAX				
	2021	2022	2023	2024
Jan	279,627	318,894	324,361	323,934
Feb	300,346	328,370	348,280	363,347
Mar	242,765	288,274	327,198	299,521
Apr	236,636	271,881	325,182	
May	291,534	320,577	354,939	
Jun	289,025	287,264	346,840	
Jul	321,677	350,183	386,221	
Aug	316,427	330,806	390,611	
Sep	292,786	343,648	423,355	
Oct	316,242	400,408	388,330	
Nov	323,006	362,060	382,509	
Dec	355,429	400,567	355,268	
<b>Totals</b>	<b>3,565,499</b>	<b>4,002,932</b>	<b>4,353,096</b>	<b>986,802</b>
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Q1	822,738	935,539	999,839	986,802
Q2	817,195	879,722	1,026,961	-
Q3	930,889	1,024,637	1,200,188	-
Q4	994,677	1,163,035	1,126,108	-
<b>Totals</b>	<b>3,565,499</b>	<b>4,002,932</b>	<b>4,353,096</b>	<b>986,802</b>



2024 Budget and YTD % collected: **4,325,000**    **22.8%**

2024 YTD to 2023 YTD variance: **(13,037)**    **-1.3%**

Please see Attachment #1 for a breakdown of sales tax by revenue category.

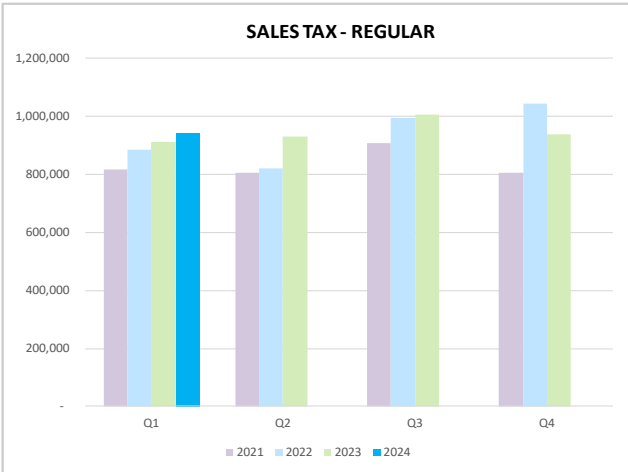
## 2024 1ST QUARTER FINANCIAL REPORT

**Sales and Use Tax (Regular)** collection increased \$27,874 (3.1%) over the same period in the prior year. Through the first quarter, the City collected \$940,080 in sales tax, which represented 22.7% of budgeted expectations. “Regular” Sales and Use Tax excludes the sales and use tax generated by construction projects that are valued at \$15 million or more.

SALES TAX - REGULAR				
	2021	2022	2023	2024
Jan	279,627	307,248	324,361	306,411
Feb	300,346	318,149	348,280	342,510
Mar	238,440	261,291	239,565	291,160
Apr	234,236	250,089	325,182	
May	287,523	309,451	354,939	
Jun	285,449	261,903	250,560	
Jul	308,345	334,498	386,221	
Aug	312,079	314,775	390,611	
Sep	288,774	343,648	230,071	
Oct	312,723	400,408	388,330	
Nov	322,999	362,060	382,509	
Dec	170,212	279,570	168,304	
Totals	3,340,753	3,743,090	3,788,935	940,080

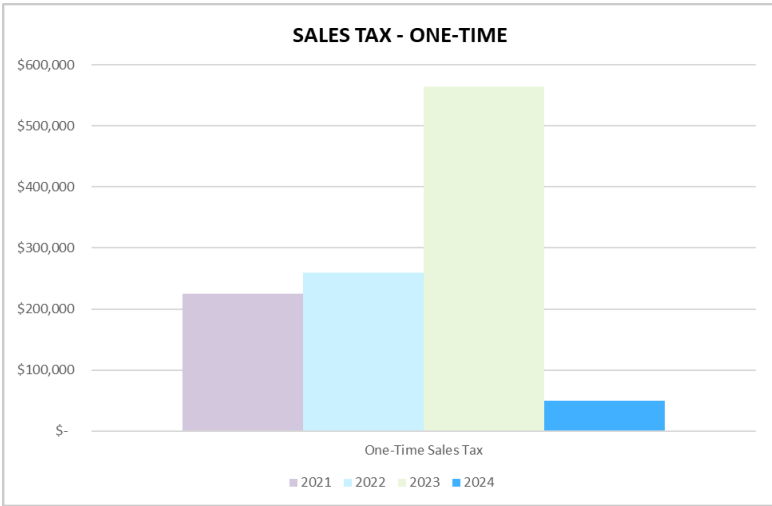
	2021	2022	2023	2024
Q1	818,413	886,688	912,207	940,080
Q2	807,207	821,443	930,681	-
Q3	909,198	992,921	1,006,904	-
Q4	805,934	1,042,039	939,143	-
Totals	3,340,753	3,743,090	3,788,935	940,080



**2024 Budget and YTD % collect:** 4,150,000    22.7%

**2024 YTD to 2023 YTD variance:** 27,874    3.1%

The City receives **One-Time Sales and Use Tax** from construction projects in the City whose permits are valued at \$15 million or more. Therefore, this revenue is dependent on whether or not these types of projects are occurring. Over the past few years, there have been two main projects that contributed to this “one-time” tax. One of these projects was completed in 2023 while the other is nearing completion in early 2024. No new projects have arisen to take the place of these projects; therefore, a decline in this revenue is expected. Through the first quarter of 2024, the City received \$46,722 of One-Time Sales Tax, which is \$40,911 (46.7%) less than through the same period of the prior year.



## 2024 1ST QUARTER FINANCIAL REPORT

The City received \$466,936 in **Business and Occupation Tax** through the first quarter of 2024. This amount was a \$53,497 (12.9%) decrease over the prior year. This amount includes both regular and one-time Business and Occupation Tax.

B&O TAX				
	2021	2022	2023	2024
Jan	66,546	109,447	242,752	239,860
Feb	245,260	191,636	152,492	215,092
Mar	8,303	19,159	18,194	11,983
Apr	132,192	198,624	170,070	
May	104,127	125,808	103,965	
Jun	8,121	3,117	18,260	
Jul	74,594	92,251	178,738	
Aug	125,512	83,386	79,454	
Sep	878	49,720	7,183	
Oct	67,391	163,660	184,516	
Nov	155,885	109,623	70,141	
Dec	18,389	96,950	56,616	
<b>Totals</b>	<b>1,007,196</b>	<b>1,243,381</b>	<b>1,282,381</b>	<b>466,936</b>

	2021	2022	2023	2024
Q1	320,109	320,243	413,438	466,936
Q2	244,440	327,548	292,295	-
Q3	200,983	225,357	265,375	-
Q4	241,665	370,233	311,273	-
<b>Totals</b>	<b>1,007,196</b>	<b>1,243,381</b>	<b>1,282,381</b>	<b>466,936</b>



**2024 Budget and YTD % collected: 1,440,000 32.4%**

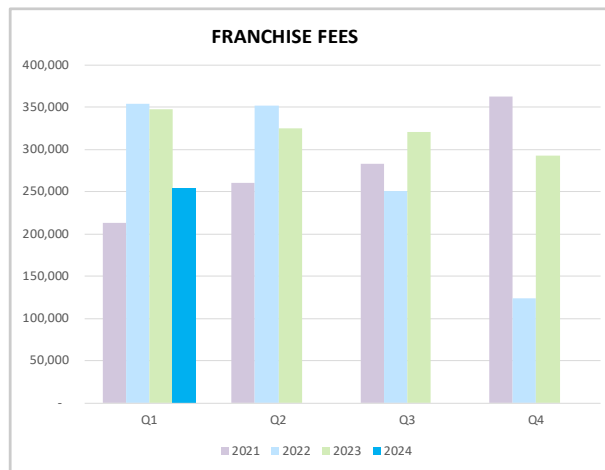
**2024 YTD to 2023 YTD variance: 53,497 12.9%**

**Franchise Fees** help the City recoup the cost of allowing a utility to use its public space. Through the first quarter of 2024, the City collected \$254,466 in franchise fees, which was \$93,158 (26.8%) less than the same period in the prior year.

FRANCHISE FEES				
	2021	2022	2023	2024
Jan	119,037	245,777	173,449	88,987
Feb	86,631	70,914	123,221	165,479
Mar	7,587	37,062	50,955	-
Apr	115,318	256,013	181,577	
May	55,721	96,150	-	
Jun	89,430	-	143,224	
Jul	168,994	159,775	178,140	
Aug	72,647	59,357	84,701	
Sep	41,418	32,238	57,748	
Oct	177,795	179,959	192,773	
Nov	57,945	75,358	100,000	
Dec	126,740	(131,661)	-	
<b>Totals</b>	<b>1,119,264</b>	<b>1,080,943</b>	<b>1,285,788</b>	<b>254,466</b>

	2021	2022	2023	2024
Q1	213,255	353,753	347,625	254,466
Q2	260,469	352,163	324,801	-
Q3	283,060	251,371	320,589	-
Q4	362,480	123,656	292,773	-
<b>Totals</b>	<b>1,119,264</b>	<b>1,080,943</b>	<b>1,285,788</b>	<b>254,466</b>



**2024 Budget and YTD % collected: 1,450,000 17.5%**

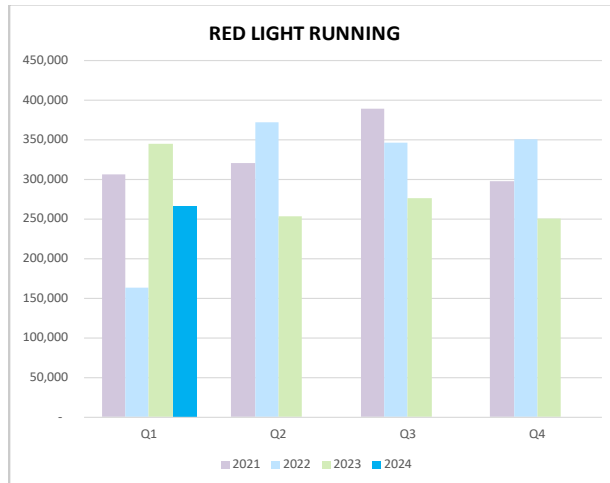
**2024 YTD to 2023 YTD variance: (93,158) -26.8%**



## 2024 1ST QUARTER FINANCIAL REPORT

**Red Light Running Infractions** is revenue received from fines generated by the red light camera ticketing system installed at select intersections in the City. Through the first quarter of 2024, the City collected \$265,934 in red light running fee revenue, which was \$79,056 (22.9%) less than the same period in the prior year.

RED LIGHT RUNNING				
	2021	2022	2023	2024
Jan	111,284	85,665	150,079	98,243
Feb	85,275	77,910	99,253	79,761
Mar	109,113	-	95,658	87,930
Apr	101,518	173,061	73,351	
May	97,293	96,361	84,756	
Jun	121,298	102,210	95,734	
Jul	81,076	96,754	90,018	
Aug	154,085	142,340	103,026	
Sep	154,312	107,359	82,801	
Oct	121,645	101,010	90,115	
Nov	99,958	97,034	74,921	
Dec	76,358	152,214	85,015	
<b>Totals</b>	<b>1,313,215</b>	<b>1,231,918</b>	<b>1,124,727</b>	<b>265,934</b>



	2021	2022	2023	2024
Q1	305,673	163,575	344,990	265,934
Q2	320,109	371,632	253,841	-
Q3	389,473	346,453	275,845	-
Q4	297,961	350,259	250,051	-
<b>Totals</b>	<b>1,313,215</b>	<b>1,231,918</b>	<b>1,124,727</b>	<b>265,934</b>

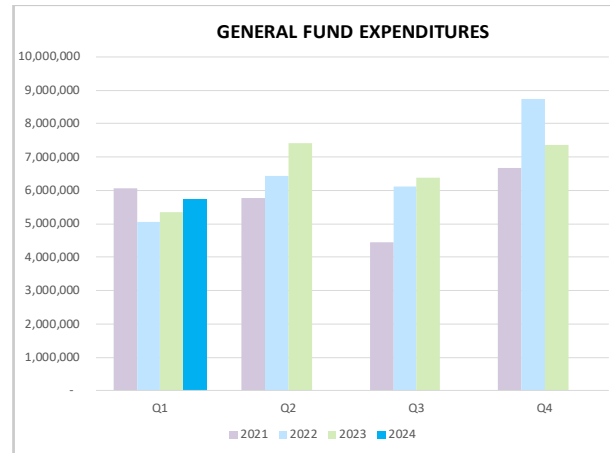
**2024 Budget and YTD % collected: 1,200,000 22.2%**

**2024 YTD to 2023 YTD variance: (79,056) -22.9%**

### Expenditures

General Fund expenditures were \$5,752,383, which was \$416,369 (7.80%) more than the same period in the prior year.

GENERAL FUND EXPENDITURES				
	2021	2022	2023	2024
Jan	2,144,873	1,793,863	1,056,241	1,382,348
Feb	1,521,148	1,568,282	1,916,153	2,249,801
Mar	2,389,548	1,686,766	2,363,620	2,120,234
Apr	1,617,624	2,553,651	2,659,612	
May	1,921,701	1,913,915	1,539,854	
Jun	2,225,871	1,955,199	3,215,978	
Jul	559,043	1,771,471	2,077,948	
Aug	1,699,309	1,893,030	2,018,241	
Sep	2,186,707	2,455,471	2,277,215	
Oct	1,865,683	1,378,264	2,156,507	
Nov	1,560,582	2,179,340	1,957,621	
Dec	3,246,002	5,172,142	3,245,339	
<b>Totals</b>	<b>22,938,090</b>	<b>26,321,394</b>	<b>26,484,327</b>	<b>5,752,383</b>



	2021	2022	2023	2024
Q1	6,055,568	5,048,911	5,336,014	5,752,383
Q2	5,765,197	6,422,765	7,415,443	-
Q3	4,445,058	6,119,972	6,373,404	-
Q4	6,672,266	8,729,745	7,359,467	-
<b>Totals</b>	<b>22,938,090</b>	<b>26,321,394</b>	<b>26,484,327</b>	<b>5,752,383</b>

**2024 Budget and YTD % collected: 27,238,936 21.1%**

**2024 YTD to 2023 YTD variance: 416,369 7.80%**

## 2024 1ST QUARTER FINANCIAL REPORT

General Fund Summary of Uses Year to Date through March	2023 YTD Actual	2024 Annual Budget	2024		2024 vs. 2023		2024 vs. Budget	
			YTD Budget	YTD Actual	\$	%	\$	%
Personnel	\$ 3,493,419	\$ 18,527,028	\$ 3,859,798	\$ 3,590,624	\$ 97,205	2.8%	\$ (269,174)	-7.0%
Supplies	165,715	672,264	168,066	199,519	33,804	20.4%	31,453	18.7%
Services	1,376,290	6,184,666	1,546,167	1,532,527	156,237	11.4%	(13,640)	-0.9%
Internal Services	271,256	1,577,378	394,344	373,063	101,807	37.5%	(21,282)	-5.4%
Capital	29,335	-	-	-	(29,335)	-100.0%	-	0.0%
Transfers Out	-	277,600	69,400	56,650	56,650	0.0%	(12,750)	-18.4%
<b>Total Expenditures</b>	<b>\$ 5,336,014</b>	<b>\$ 27,238,936</b>	<b>\$ 6,037,774</b>	<b>\$ 5,752,383</b>	<b>\$ 416,369</b>	<b>7.8%</b>	<b>\$ (285,392)</b>	<b>-4.7%</b>

Personnel: Personnel costs represent expenditure of funds for salary and benefits expenses. Through the first quarter, personnel costs were \$97,205 (2.8%) higher than at the same point in the prior period.

Internal Services: Internal services represents funds paid by General Fund departments to Internal Service Funds such as Computer Replacement (Fund 511), Facility Repair and Replacement (Fund 506), Equipment Rental Maintenance (Fund 500), Equipment Rental Replacement (Fund 501), and Self-Insurance (Fund 520). In 2024, insurance costs are being spread out over twelve months; whereas, in 2023, they were all paid in one transaction in June of 2023. Therefore, costs are higher when comparing the first quarter of 2024 to the same period of the prior year.

Transfers Out: The transfer out of the General Fund is for the 2018 LTGO bonds debt service payment which is made out of the Debt Service Fund.

## 2024 1ST QUARTER FINANCIAL REPORT

### General Fund Details

General Fund Summary of Sources and Uses	2024			2024 YTD Budget vs Actual		2024
	Amended Budget	YTD Budget	YTD Actual	Amount	Percentage	Remaining Budget
<b>Operating Revenues</b>						
Property Tax	\$ 5,639,570	\$ 1,409,893	\$ 261,803	\$ (1,148,090)	-81%	\$ 5,377,767
Utility Tax	4,459,106	1,114,777	1,249,947	135,171	12%	3,209,159
Sales Tax - Regular	4,150,000	1,037,500	940,080	(97,420)	-9%	3,209,920
Sales Tax - One Time	175,000	43,750	46,722	2,972	7%	128,278
B+O Tax - Regular	1,350,000	337,500	445,883	108,383	32%	904,117
B+O Tax - One Time	90,000	22,500	21,052	(1,448)	-6%	68,948
Franchise Fees	1,450,000	362,500	254,466	(108,034)	-30%	1,195,534
Criminal Justice Tax	1,300,000	325,000	292,240	(32,760)	-10%	1,007,760
Gambling Tax	35,000	8,750	-	(8,750)	-100%	35,000
Leasehold Tax	240,000	60,000	60,320	320	1%	179,680
<b>Taxes Subtotal</b>	<b>\$ 18,888,676</b>	<b>\$ 4,722,169</b>	<b>\$ 3,572,514</b>	<b>\$ (1,149,655)</b>	<b>-24%</b>	<b>\$ 15,316,162</b>
Business Licenses and Permits	300,000	75,000	126,530	51,530	69%	173,470
Other Licenses and Permits	15,000	3,750	5,415	1,665	44%	9,585
Intergovernmental (Grants, etc.)	1,043,304	260,826	309,732	48,906	19%	733,572
Charges for Services:						
General Government Services	212,944	53,236	66,309	13,073	25%	146,635
Court	103,300	25,825	26,697	872	3%	76,603
Public Safety	83,300	20,825	22,358	1,533	7%	60,942
Culture and Recreation	438,900	109,725	57,159	(52,566)	-48%	381,741
Red Light Running Infractions	1,200,000	300,000	265,934	(34,066)	-11%	934,066
Other fees and penalties	352,150	88,038	22,410	(65,627)	-75%	329,740
<b>Fees/Charges/Fines Subtotal</b>	<b>\$ 3,748,898</b>	<b>\$ 937,225</b>	<b>\$ 902,544</b>	<b>\$ (34,680)</b>	<b>-4%</b>	<b>\$ 2,846,354</b>
Interest Income	106,000	26,500	19,003	(7,497)	-28%	86,997
Rentals and Leases	511,570	127,893	128,185	293	0%	383,385
Contributions and Donations	24,000	6,000	1,244	(4,756)	-79%	22,756
Miscellaneous	30,700	7,675	61,295	53,620	699%	(30,595)
Interfund Charges	1,459,291	364,823	345,764	(19,059)	-5%	1,113,527
Transfers In						
Fund 114 (ARPA Fund)	1,850,617	462,654	441,768	(20,886)	-5%	1,408,849
<b>Other Revenues Subtotal</b>	<b>\$ 3,982,178</b>	<b>\$ 995,545</b>	<b>\$ 997,259</b>	<b>\$ 1,715</b>	<b>0%</b>	<b>\$ 2,984,919</b>
<b>Total Operating Revenues</b>	<b>\$ 26,619,752</b>	<b>\$ 6,654,938</b>	<b>\$ 5,472,318</b>	<b>\$ (1,182,620)</b>	<b>-18%</b>	<b>\$ 21,147,434</b>
<b>Operating Expenditures</b>						
City Council	\$ 95,981	\$ 23,995	\$ 24,803	808	3%	71,178
City Manager/Administration	1,255,148	313,787	407,490	93,703	30%	847,658
City Clerk	854,703	213,676	157,990	(55,686)	-26%	696,714
Human Resources	407,370	101,843	47,691	(54,152)	-53%	359,679
Finance	1,334,670	333,667	291,341	(42,327)	-13%	1,043,329
Technology Services	1,618,534	404,633	463,569	58,936	15%	1,154,964
City Attorney	889,357	222,339	129,555	(92,784)	-42%	759,801
Municipal Court	1,735,021	433,755	325,457	(108,298)	-25%	1,409,564
Public Safety - Business Office	1,061,350	265,338	299,627	34,289	13%	761,723
Police	12,133,208	3,033,302	2,592,326	(440,976)	-15%	9,540,882
Social Services	427,509	106,877	105,807	(1,070)	-1%	321,702
Parks, Recreation, and Senior Services	5,148,484	1,287,121	850,076	(437,045)	-34%	4,298,408
Transfers Out						
Fund 208 (2018 LTGO Bonds)	226,600	56,650	56,650	-	0%	169,950
Fund 506 (Facility Repair and Replacement)	51,000	12,750	-	(12,750)	-100%	51,000
<b>Total Operating Expenditures</b>	<b>\$ 27,238,936</b>	<b>\$ 6,809,734</b>	<b>\$ 5,752,383</b>	<b>\$ (1,057,351)</b>	<b>-16%</b>	<b>\$ 21,486,553</b>
<b>Total Operating Income (Loss)</b>	<b>\$ (619,184)</b>	<b>\$ (154,796)</b>	<b>\$ (280,065)</b>	<b>\$ (125,269)</b>		

\*\* March is month 3 of 12 = 25%

## 2024 1ST QUARTER FINANCIAL REPORT

### City of Des Moines Cash Deposits and Investment Portfolio Year-to-date March 31, 2024

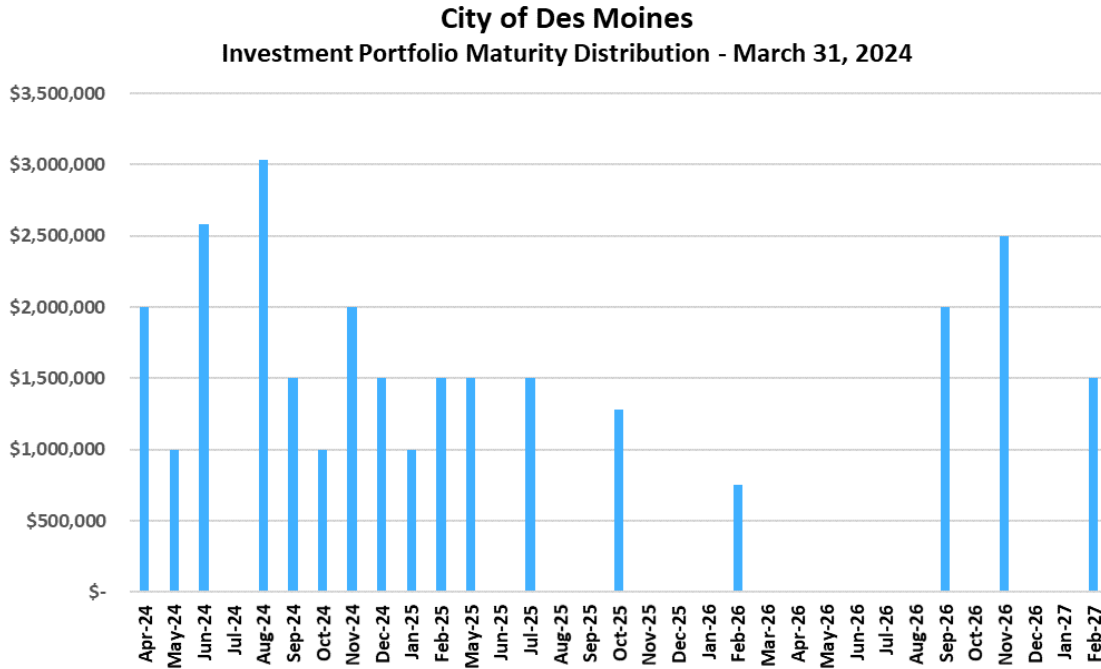
Security Type	Fair Value as of 1/1/2024	2024 Activity	Fair Value as of 3/31/2024	% of Portfolio
Federal Farm Credit Bank	\$ 8,606,090	1,538,292	10,144,382	14.3%
Federal Home Loan Bank	2,422,065	1,455	2,423,520	3.4%
Federal Home Loan Mtg. Corp.	3,468,460	(10,390)	3,458,070	4.9%
Federal Agricultural Mortgage Corp	3,290,303	(38,190)	3,252,113	4.6%
Federal National Mortgage Association	1,488,930	(1,488,930)	-	0.0%
US Treasury Notes/Bonds	5,457,923	35,266	5,493,189	7.7%
United States Treasury STRIP	2,940,161	32,118	2,972,279	4.2%
Key Bank	31,083,449	(27,710,506)	3,372,943	4.7%
LGIP	16,471,860	23,550,162	40,022,022	56.3%
<b>Total</b>	<b>\$ 75,229,240</b>	<b>\$ (4,090,722)</b>	<b>\$ 71,138,517</b>	<b>100.0%</b>

Bond Investments	27,673,931	36.8%	27,743,552	39.0%
Local Government Investment Pool	16,471,860	21.9%	40,022,022	56.3%
Key Bank Account	31,083,449	41.3%	3,372,943	4.7%
	<u>\$ 75,229,240</u>	<u>100%</u>	<u>\$ 71,138,517</u>	<u>100.0%</u>

**Cash Management:** The City maintains a cash balance with KeyBank to fund the City's day-to-day operations, including an account for Municipal Court operations. Other funds are invested in either the Local Government Investment Pool (LGIP) or in government bonds. The net earnings rate in the LGIP at March 31<sup>st</sup> was 5.4066% a decline of .0834% from the 4<sup>th</sup> Quarter of 2023. Interest earned in 2024 through March 31<sup>st</sup> is **\$449,949** In 2023, interest earned at the end of the 1<sup>st</sup> quarter was \$175,326. The increase in interest is primarily due to bond proceeds being transferred to the LGIP.

## 2024 1ST QUARTER FINANCIAL REPORT

The maturity distribution of the laddered portion of the portfolio is shown in the chart below. The goal of allocating funds across different maturity dates is to mitigate interest rate risk and protect the City's investments from market volatility.



### Maturities

During the quarter, the following investments matured:

- Federal National Mortgage Association, **\$1,500,000**, matured February 2024, **yielding 0.620%**

### Purchases

During the quarter, the following investment was purchased:

- Federal Farm Credit Bank, **\$1,500,000**, **yielding 4.380%**, maturity 2/12/2027

# OTHER FUNDS

## 2024 1ST QUARTER FINANCIAL REPORT

### SPECIAL REVENUE FUNDS

#### Development Fund Details

Created in 2017, the purpose of the Development Fund is to account for revenue generated by fee-based development-related activities, including permitting, plan review, etc. and the associated cost of providing services. Divisions included in this fund include Planning and Development Services, Building, Joint and Minor Home Repair, Code Enforcement, Engineering Services, and City Project Management.

Development Fund Summary of Sources and Uses	2024			2024 YTD Budget vs Actual		2024 Remaining Budget
	Adopted Budget	YTD Budget	YTD Actual	Amount	Percentage	
<b>Operating Revenues</b>						
<b>Planning and Building</b>						
Building Permits	\$ 500,000	\$ 125,000	\$ 143,442	\$ 18,442	15%	\$ 356,558
Other Licenses and Permits	462,270	115,568	47,650	(67,918)	-59%	414,620
Intergovernmental (Grants, etc.)	110,000	27,500	91,540	64,040	233%	18,460
Charges for Services:						
Zoning Fees	336,168	84,042	137,442	53,400	64%	198,726
Plan Check Fees	585,000	146,250	138,115	(8,135)	-6%	446,885
SEPA-Related Mitigation Fees	100,000	25,000	-	(25,000)	-100%	100,000
Other Fees	6,800	1,700	449	(1,251)	-74%	6,351
Credit Card Fees	40,000	10,000	11,341	1,341	13%	28,659
Penalties - Stop Work	3,000	750	-	(750)	-100%	3,000
<b>Planning and Building Revenue Subtotal</b>	<b>\$ 2,143,238</b>	<b>\$ 535,810</b>	<b>\$ 569,979</b>	<b>\$ 34,170</b>	<b>6%</b>	<b>\$ 1,573,259</b>
<b>Engineering</b>						
Right-Of-Way Permits	\$ 125,000	\$ 31,250	\$ 44,458	\$ 13,208	42%	\$ 80,542
Engineering Fees	240,224	60,056	48,610	(11,446)	-19%	191,614
Interfund Charges/ Engineering CIP Support	250,000	62,500	-	(62,500)	-100%	250,000
<b>Engineering Revenue Subtotal</b>	<b>\$ 615,224</b>	<b>\$ 153,806</b>	<b>\$ 93,068</b>	<b>\$ (60,738)</b>	<b>-39%</b>	<b>\$ 522,156</b>
Interest Income	20,000	5,000	21,527	16,527	331%	(1,527)
<b>Total Operating Revenues</b>	<b>\$ 2,778,462</b>	<b>\$ 694,616</b>	<b>\$ 684,575</b>	<b>\$ (10,040)</b>	<b>-1%</b>	<b>\$ 2,093,887</b>
<b>Operating Expenditures</b>						
<b>Planning and Building</b>						
Salaries and Benefits	\$ 1,483,850	\$ 370,963	\$ 319,315	\$ (51,648)	-14%	\$ 1,164,535
Supplies	32,380	8,095	8,547	452	6%	23,833
Services	761,741	190,435	112,955	(77,480)	-41%	648,786
<b>Planning and Building Expenditures Subtotal</b>	<b>\$ 2,277,971</b>	<b>\$ 569,493</b>	<b>\$ 440,817</b>	<b>\$ (128,676)</b>	<b>-23%</b>	<b>\$ 1,837,154</b>
<b>Engineering</b>						
Salaries and Benefits	\$ 1,070,041	\$ 267,510	\$ 218,529	\$ (48,982)	-18%	\$ 851,513
Supplies	10,000	2,500	1,955	(545)	-22%	8,045
Services	224,812	56,203	45,858	(10,345)	-18%	178,954
<b>Engineering Expenditures Subtotal</b>	<b>\$ 1,304,853</b>	<b>\$ 326,213</b>	<b>\$ 266,341</b>	<b>\$ (59,872)</b>	<b>-18%</b>	<b>\$ 1,038,512</b>
<b>Total Operating Expenditures</b>	<b>\$ 3,582,824</b>	<b>\$ 895,706</b>	<b>\$ 707,158</b>	<b>\$ (188,548)</b>	<b>-21%</b>	<b>\$ 2,875,666</b>
<b>Total Operating Income (Loss)</b>	<b>\$ (804,362)</b>	<b>\$ (201,091)</b>	<b>\$ (22,583)</b>	<b>\$ 178,508</b>		

BEGINNING FUND BALANCE	1,299,846
ENDING FUND BALANCE	<u>1,277,263</u>

## 2024 1ST QUARTER FINANCIAL REPORT

### American Rescue Plan Act

In 2021, the City was awarded \$9,029,879 from the federal government through the American Rescue Plan Act (ARPA). The intent of the grant is to replace revenue the City lost due to the impact of the COVID-19 pandemic. ARPA funds must be fully obligated by December 31, 2024 and fully expended by December 31, 2026. Below is the list, as of April 30, 2024 of projects approved by the City Council to be funded by ARPA:

Completed Projects	Allocated	Expended	Remaining
Parks Program Support	1,000,000	1,000,000	-
Municipal Court	550,000	550,000	-
Small Business Grants	495,000	495,000	-
Police Vehicles	255,486	255,486	-
Tenant Eviction Resources	250,000	250,000	-
Metro Transit	250,000	250,000	-
SCORE	250,000	250,000	-
Workforce training scholarships	125,000	125,000	-
Body Cams and Program Consultant	91,925	91,925	-
ARPA Administration Support	90,557	90,557	-
EATS Program	80,471	80,471	-
SR3	75,000	75,000	-
Human Services Committee Enhancement	75,000	75,000	-
Utility Voucher Fund	70,050	70,050	-
Redondo Space Lease	63,000	63,000	-
Food Trucks - Limited Term	50,000	50,000	-
Arts Commission	50,000	50,000	-
Passenger Ferry	45,631	45,631	-
People Movers	42,237	42,237	-
Evidence Van	37,733	37,733	-
Finance Budgeting Software	35,000	35,000	-
Human Resources Recruitment	14,400	14,400	-
Emergency Management Comp Plan	8,000	8,000	-
<b>Subtotal</b>	<b>4,004,490</b>	<b>4,004,490</b>	<b>-</b>
Continuing Projects	Allocated	Expended	Remaining
Marina Infrastructure	1,865,000	525,948	1,339,052
2024 General Fund Support	1,260,389	319,546	940,843
Police Officers	830,000	602,718	227,282
Tenant Restroom	400,000	-	400,000
Non-Profit Hiring Assistance (Mental Health Support)	250,000	198,134	51,866
Nonprofit Foundation	100,000	71,000	29,000
ADA Compliance Program	100,000	11,064	88,936
Additional Traffic Calming	100,000	-	100,000
Field House Play Equipment	100,000	50,000	50,000
Marina Redevelopment Community Presentation Materials	20,000	-	20,000
<b>Subtotal</b>	<b>5,025,389</b>	<b>1,778,410</b>	<b>3,246,979</b>
<b>Total ARPA funds</b>	<b>9,029,879</b>	<b>5,782,900</b>	<b>3,246,979</b>



## 2024 1ST QUARTER FINANCIAL REPORT

### Summary of Other Special Revenue Funds

Fund	Revenue			Expenditures		
	Budget	Actual	% Actual to Budget	Budget	Actual	% Actual to Budget
<b>Special Revenue Funds:</b>						
Street	\$ 2,400,331	\$ 541,648	22.6%	\$ 2,198,602	\$ 360,248	16.4%
Arterial Pavement	1,122,500	106,360	9.5%	1,308,000	2,535	0.2%
Police Drug Seizure	26,000	-	0.0%	20,500	-	0.0%
Hotel-Motel Tax	110,750	16,601	15.0%	130,000	1,257	1.0%
Affordable Housing Sales Tax	30,000	8,466	28.2%	30,000	-	0.0%
American Rescue Plan Act	1,750	-	0.0%	3,973,617	445,029	11.2%
Redondo Zone	69,500	9,453	13.6%	102,151	36,387	35.6%
Waterfront Zone	260,750	1,815	0.7%	356,204	18,493	5.2%
PBPW Automation Fee	141,500	39,051	27.6%	77,924	18,483	23.7%
Urban Forestry	5,000	-	0.0%	5,000	-	0.0%
Abatement	5,500	27	0.5%	2,500	377	15.1%
Automated Speed Enforcement (ASE)	381,500	81,890	21.5%	442,000	49,819	11.3%
Transport Benefit District	959,000	251,358	26.2%	1,450,000	112,500	7.8%

## CAPTIAL PROJECT FUNDS

### Real Estate Excise Tax

The State of Washington levies a real estate excise tax (REET) upon most sales of real property. The tax is calculated based on the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase. The tax is due at the time of sale and is collected by the county when the documents of sale are presented for recording.

In addition to the state real estate excise tax, cities and counties may impose local real estate excise taxes. The City collects the following:

- **REET 1, or the “first quarter percent”** – a 0.25% REET which may be imposed by any city, town, or county primarily for capital projects and limited maintenance;
- **REET 2, or the “second quarter percent”** – an additional 0.25% REET which may be imposed by any city, town, or county fully planning under the Growth Management Act, to be used primarily for capital projects and limited maintenance;

REET revenue amounts are primarily dependent on the real estate market. Below is a chart showing the historical five-year trend of REET revenue. REET 1 and REET 2 received from King County tend to be equal amounts. However, the City does receive REET 1 revenue from the state annually each March.

REET revenue is used to fund the City’s capital projects. For more information about the usage of REET funds, please see the City’s [Capital Improvements Plan](#) located on the City website under Departments>Finance>Budget>Financial Reports.

## 2024 1ST QUARTER FINANCIAL REPORT

### Summary of Capital Project Funds

Fund	Revenue			Expenditures		
	Budget	Actual	% Actual to Budget	Budget	Actual	% Actual to Budget
<b>Capital Project Funds:</b>						
REET 1	\$ 560,000	\$ 130,990	23.4%	\$ 1,545,000	\$ -	0.0%
REET 2	552,500	119,228	21.6%	1,585,576	-	0.0%
Park Levy	195,500	4,501	2.3%	285,000	-	0.0%
Park in Lieu	100,750	-	0.0%	46,000	-	0.0%
One-Time Sales & B+O Tax Revenues	5,000	18,156	363.1%	660,000	-	0.0%
Municipal Capital Improvements	15,626,000	37,085	0.2%	16,558,359	639,629	4.1%
Transportation Capital Improvements	8,008,000	921,281	11.5%	8,320,641	1,722,276	21.5%
Traffic in Lieu	452,500	3,883	0.9%	540,000	-	0.0%
Traffic Impact - Citywide	301,250	112,133	37.2%	473,000	-	0.0%
Traffic Impact - Pac Ridge	100,750	6,481	6.4%	-	-	0.0%

## 2024 1ST QUARTER FINANCIAL REPORT

### ENTERPRISE FUNDS

#### Marina Fund Details

The purpose of the Marina Fund is to account for the revenues and expenditures related to Marina operations, construction, and debt.

Marina Fund Summary of Sources and Uses	2024			2024 YTD Budget vs Actual		2024
	Adopted Budget	Amended Budget	YTD Actual	Amount	Percentage	Remaining Budget
<b>Operating Revenue</b>						
Charges for Services	\$ 3,558,167	\$ 3,558,167	\$ 1,010,123	\$ (2,548,044)	-72%	\$ 2,548,044
Fuel Sales	1,503,000	1,503,000	121,486	(1,381,514)	-92%	1,381,514
Miscellaneous Revenues	12,800	12,800	6,533	(6,267)	-49%	6,267
<b>Operating Revenue Subtotal</b>	<b>\$ 5,073,967</b>	<b>\$ 5,073,967</b>	<b>\$ 1,138,141</b>	<b>\$ (3,935,826)</b>	<b>-78%</b>	<b>\$ 3,935,826</b>
<b>Operating Expense</b>						
Salaries and Benefits	\$ 1,310,733	\$ 1,310,733	\$ 266,506	\$ (1,044,227)	-80%	\$ 1,044,227
Supplies	147,500	147,500	25,783	(121,717)	-83%	121,717
Fuel Purchases	1,200,000	1,200,000	96,812	(1,103,188)	-92%	1,103,188
Services	612,145	612,145	99,644	(512,501)	-84%	512,501
Services - Interfund	930,106	930,106	224,986	(705,120)	-76%	705,120
<b>Total Operating Expenses (excl. depreciation)</b>	<b>\$ 4,200,484</b>	<b>\$ 4,200,484</b>	<b>\$ 713,732</b>	<b>\$ (3,486,753)</b>	<b>-83%</b>	<b>\$ 3,486,753</b>
<b>Operating Income/(Loss)</b>	<b>\$ 873,483</b>	<b>\$ 873,483</b>	<b>\$ 424,410</b>	<b>\$ (449,073)</b>	<b>-51%</b>	<b>\$ 449,073</b>
<b>Non-Operating Revenue</b>						
Interest Income	90,000	90,000	174,400	84,400	94%	(84,400)
<b>Non-operating Revenue Subtotal</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 174,400</b>	<b>\$ 84,400</b>	<b>94%</b>	<b>\$ (84,400)</b>
<b>Non-operating Expense</b>						
Capital Outlay	\$ 7,687,000	\$ 7,687,000	\$ 49,394	\$ (7,637,606)	-99%	\$ 7,637,606
Debt Service	1,272,523	1,272,523	-	(1,272,523)	-100%	1,272,523
<b>Non-operating Expense Subtotal</b>	<b>\$ 8,959,523</b>	<b>\$ 8,959,523</b>	<b>\$ 49,394</b>	<b>\$ (8,910,129)</b>	<b>-99%</b>	<b>\$ 8,910,129</b>
<b>Net Change in Unrestricted Net Position</b>	<b>\$ (7,996,040)</b>	<b>\$ (7,996,040)</b>	<b>\$ 549,417</b>	<b>\$ 8,545,457</b>	<b>-107%</b>	<b>\$ (8,545,457)</b>

Fuel Profits (Using COGS)      \$ 41,609

BEGINNING NET POSITION	<u>6,611,038</u>
ENDING NET POSITION	<u>7,160,455</u>

## 2024 1ST QUARTER FINANCIAL REPORT

### Surface Water Management (SWM) Fund Details

The purpose of the Surface Water Management(SWM) Fund is to account for revenues and expenses related to Surface Water Management operations and construction.

Surface Water Management Fund Summary of Sources and Uses	2024			2024 YTD Budget vs Actual		2024
	Adopted Budget	YTD Budget	YTD Actual	Amount	Percentage	Remaining Budget
<b>Operating Revenue</b>						
Charges for Services	\$ 5,529,436	\$ 1,382,359	\$ 501,719	\$ (880,640)	-64%	\$ 5,027,717
Intergovernmental Revenue	613,000	153,250	888	(152,363)	-99%	612,113
<b>Operating Revenue Subtotal</b>	<b>\$ 6,142,436</b>	<b>\$ 1,535,609</b>	<b>\$ 502,606</b>	<b>\$ (1,033,003)</b>	<b>-67%</b>	<b>\$ 5,639,830</b>
<b>Operating Expense</b>						
Salaries and Benefits	\$ 1,672,255	\$ 418,064	\$ 321,412	\$ (96,652)	-23%	\$ 1,350,843
Supplies	116,100	29,025	18,844	(10,181)	-35%	97,256
Services	1,269,027	317,257	296,598	(20,659)	-7%	972,430
Services - Interfund	727,599	181,900	179,671	(2,229)	-1%	547,928
<b>Total Operating Expenses (excl. depreciation)</b>	<b>\$ 3,784,981</b>	<b>\$ 946,245</b>	<b>\$ 816,524</b>	<b>\$ (129,721)</b>	<b>-14%</b>	<b>\$ 2,968,457</b>
<b>Operating Income/(Loss)</b>	<b>\$ 2,357,455</b>	<b>\$ 589,364</b>	<b>\$ (313,918)</b>	<b>\$ (903,282)</b>	<b>-153%</b>	<b>\$ 2,671,373</b>
<b>Non-Operating Revenue</b>						
Interest Income	20,000	5,000	108,234	103,234	2065%	(88,234)
<b>Non-operating Revenue Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 5,000</b>	<b>\$ 108,234</b>	<b>\$ 103,234</b>	<b>2065%</b>	<b>\$ (88,234)</b>
<b>Non-operating Expense</b>						
Capital Outlay	\$ 3,123,000	\$ 780,750	\$ 220,045	\$ (560,705)	-72%	\$ 2,902,955
<b>Non-operating Expense Subtotal</b>	<b>\$ 3,123,000</b>	<b>\$ 780,750</b>	<b>\$ 220,045</b>	<b>\$ (560,705)</b>	<b>-72%</b>	<b>\$ 2,902,955</b>
<b>Net Change in Unrestricted Net Position</b>	<b>\$ (745,545)</b>	<b>\$ (186,386)</b>	<b>\$ (425,729)</b>	<b>\$ (239,343)</b>	<b>128%</b>	<b>\$ (319,816)</b>

BEGINNING NET POSITION	<u>11,618,544</u>
ENDING NET POSITION	<u>11,192,815</u>

## 2024 1ST QUARTER FINANCIAL REPORT

### INTERNAL SERVICE FUNDS

Fund	Revenue			Expenditures		
	Budget	Actual	% Actual to Budget	Budget	Actual	% Actual to Budget
<i>Internal Service Funds:</i>						
Equipment Rental Operations	1,238,024	183,629	14.8%	811,082	159,886	12.9%
Equipment Rental Replacement	753,280	226,115	30.0%	1,122,000	356,503	47.3%
Facility Major Repairs	461,150	34,474	7.5%	546,000	7,822	1.7%
Computer Replacement	412,800	77,728	18.8%	939,985	58,954	14.3%
Self Insurance	1,286,315	277,397	21.6%	1,266,927	1,120,805	87.1%
Unemployment Insurance	51,950	15,202	29.3%	42,500	16,138	31.1%

# 2024 1ST QUARTER FINANCIAL REPORT

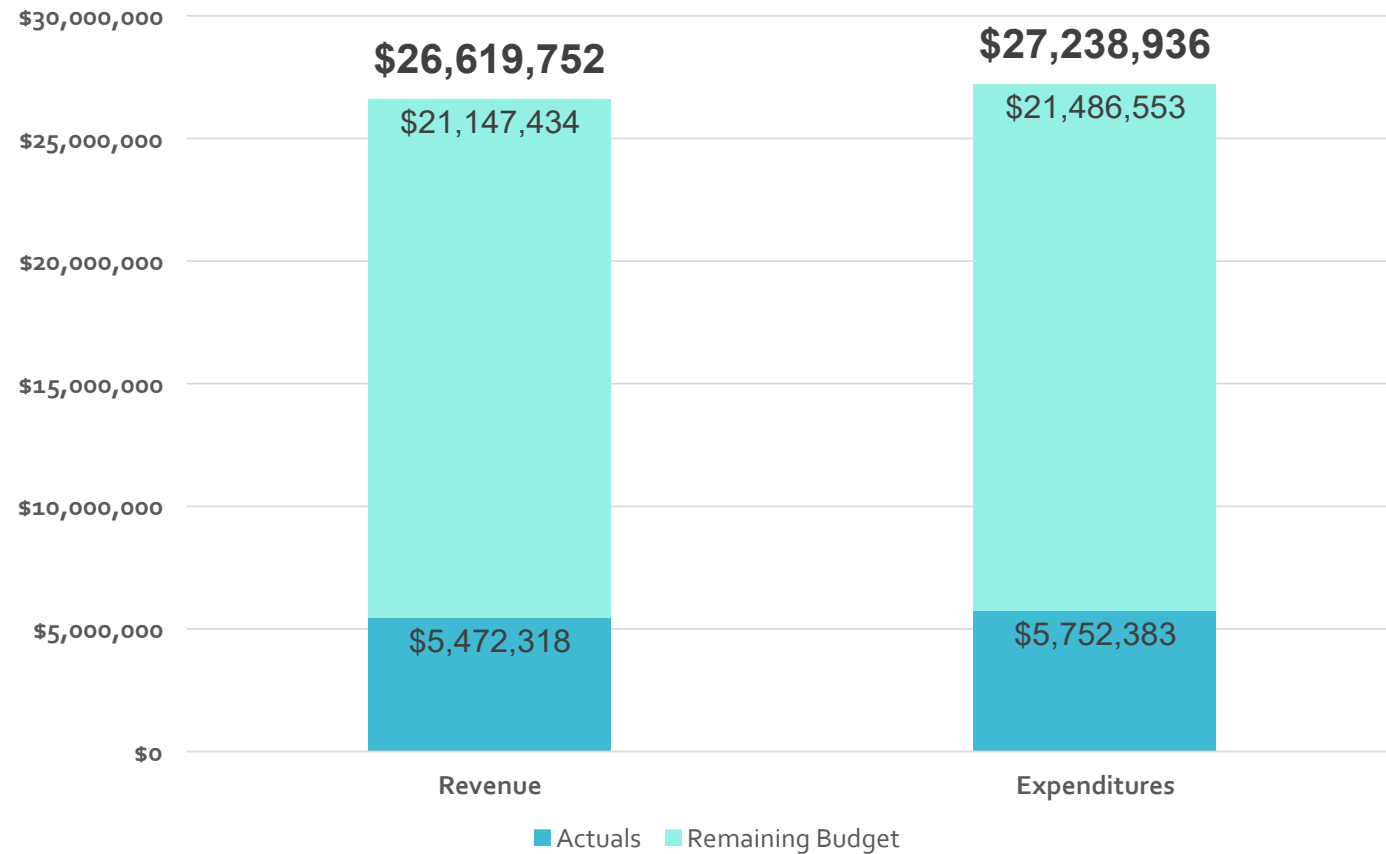
## ATTACHMENT 1

### SALES TAX SUMMARY March 2024 (January 2024 Sales)

NAICS	CONSTRUCTION	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
236	Construction of Buildings	714,343	156,744	89,972	43.0%
237	Heavy & Civil Construction	50,465	23,332	9,795	68.2%
238	Specialty Trade Contractors	380,010	65,959	72,111	9.1%
	<b>TOTAL CONSTRUCTION</b>	<b>1,144,818</b>	<b>246,744</b>	<b>171,880</b>	<b>-30.4%</b>
	<b>Overall Construction Change from Previous Year</b>				
	<b>Overall Construction Change from Previous Year</b>				
NAICS	MANUFACTURING	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
311	Food Manufacturing	1,607	529	78	66.4%
312	Beverages & Tobacco Products	2,444	546	461	15.5%
313	Textile Mills	244	86	69	-19.3%
314	Textile Product Mills	207	58	59	-0.5%
315	Apparel Manufacturing	310	99	86	-13.5%
316	Leather & Allied Products	365	81	110	35.2%
321	Wood Product Manufacturing	2,141	208	3,559	1608.8%
322	Paper Manufacturing	460	91	44	44.3%
323	Printing & Related Support	4,335	963	51	21.6%
324	Petroleum & Coal Products	41	1	1	6.3%
325	Chemical Manufacturing	1,254	299	346	15.6%
326	Plastic & Rubber Products	384	17	97	480.4%
327	Nonmetallic Mineral Products	4,380	1,444	1,178	-18.4%
331	Primary Metal Manufacturing	25	(8)	-	-100.0%
332	Fabricated Metal Mfg Products	6,380	1,985	234	-88.2%
333	Machinery Manufacturing	654	145	298	105.7%
334	Computer & Electronic Products	3,309	799	688	-13.9%
335	Electric Equipment, Appliances	790	11	172	1482.1%
336	Transportation Equipment Mfg	16,089	2,630	2,860	8.8%
337	Furniture & Related Products	1,222	712	1,222	71.6%
339	Mechanics Manufacturing	4,628	714	1,616	108.9%
	<b>TOTAL MANUFACTURING</b>	<b>54,458</b>	<b>11,473</b>	<b>14,455</b>	<b>28.0%</b>
	<b>Overall Manufacturing Change from Previous Year</b>				
	<b>Overall Manufacturing Change from Previous Year</b>				
NAICS	TRANSPORTATION & WAREHOUSING	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
481	Air Transportation	-	-	-	-
482	Rail Transportation	5	2	1	60.0%
483	Water Transportation	-	-	-	-
484	Truck Transportation	6,501	2,334	1,975	-32.5%
485	Taxi and Ground Passengers	-	-	-	-
487	Scientific and Sphering Trans	669	669	-	-100.0%
488	Transportation Support	2,121	253	353	40.0%
491	Pedest Services	115	30	27	-8.3%
492	Couriers & Messengers	23,390	5,417	6,713	23.9%
493	Warehousing & Storage	1,143	229	229	348.5%
	<b>TOTAL TRANSP &amp; WHSNG</b>	<b>33,944</b>	<b>8,755</b>	<b>8,899</b>	<b>1.6%</b>
	<b>Overall Transportation Change from Previous Year</b>				
	<b>Overall Transportation Change from Previous Year</b>				
NAICS	WHOLESALE TRADE	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
423	WHS Trade-Durable Goods	162,946	42,252	38,483	-8.9%
424	WHS Trade-Nondurable Goods	52,546	15,574	15,275	15.9%
425	Wholesale Electronic Markets	795	281	190	-32.2%
	<b>WHOLESALE TRADE TOTAL</b>	<b>215,987</b>	<b>56,107</b>	<b>54,399</b>	<b>-3.0%</b>
	<b>Overall Wholesale Change from Previous Year</b>				
	<b>Overall Wholesale Change from Previous Year</b>				
NAICS	AUTOMOTIVE	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
441	Motor Vehicle & Parts Dealer	102,216	44,237	49,473	11.8%
447	Gasoline Stations	-	-	-	-
	<b>TOTAL AUTOMOTIVE</b>	<b>102,216</b>	<b>44,237</b>	<b>49,473</b>	<b>11.8%</b>
	<b>Overall Automotive Change from Previous Year</b>				
	<b>Overall Automotive Change from Previous Year</b>				
NAICS	RETAIL TRADE	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
442	Furniture & Home Furnishings	-	-	-	-
443	Electronics & Appliances	53,538	12,382	11,944	-3.5%
444	Building Material & Garden	171,323	40,312	44,440	10.2%
445	Food & Beverage Stores	-	-	-	-
446	Health & Personal Care	-	-	-	-
448	Clothing & Accessories	215,111	39,798	44,412	11.6%
449	Furniture, Home Furnishings, Electronics, and Appliances	-	-	-	-
451	Sporting Goods, Hobby, Books	-	-	-	-
452	General Merchandise Stores	-	-	-	-
453	Miscellaneous Store Retailers	-	-	-	-
454	Novelty Retailers	57,547	14,875	16,746	12.6%
455	General Merchandise Retailers	155,417	42,830	17,660	-60.2%
456	Health and Personal Care Retailers	66,695	16,394	14,655	-10.3%
457	Gasoline Stations and Fuel Dealers	51,776	15,689	14,949	-4.7%
458	Clothing, Clothing Accessories, Shoe and Jewelry Retailers	62,518	16,275	18,070	23.5%
459	Sporting Goods, Hobby, Miscel Instrument, Book and Misc	-	-	-	-
	<b>TOTAL RETAIL TRADE</b>	<b>1,393,916</b>	<b>328,455</b>	<b>344,956</b>	<b>5.0%</b>
	<b>Overall Retail Change from Previous Year</b>				
	<b>Overall Retail Change from Previous Year</b>				
NAICS	SERVICES	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
51*	Information	189,478	47,844	62,299	30.1%
52*	Finance & Insurance	23,353	7,975	6,034	-24.3%
53*	Real Estate, Rental, Leasing	69,057	12,431	12,431	10.6%
541	Professional, Scientific, Tech	84,963	17,513	19,123	9.2%
551	Company Management	6	6	143	2394.6%
56*	Admin, Supp, Remed Svcs	251,426	62,981	68,394	8.6%
611	Educational Services	16,075	3,595	4,323	20.2%
62*	Health Care Social Assistance	6,000	757	1,131	49.3%
71*	Arts & Entertainment	32,618	7,890	6,819	-7.3%
72*	Accommodation & Food Svcs	415,966	89,595	93,594	4.5%
81*	Other Services	117,907	27,394	35,387	29.2%
92*	Public Administration	697	104	214	105.3%
	<b>TOTAL SERVICES</b>	<b>1,208,618</b>	<b>276,538</b>	<b>309,630</b>	<b>12.1%</b>
	<b>Overall Services Change from Previous Year</b>				
	<b>Overall Services Change from Previous Year</b>				
NAICS	MISCELLANEOUS	2024 YTD			YTD % DH
		21 TOTAL	23 YTD	24 YTD	
000	Unknown	-	-	-	-
111-119	Agriculture, Forestry, Fishing	947	148	112	-24.3%
211-221	Mining & Utilities	1,052	(57)	67	-393.1%
999	Underside Establishments	142,797	30,727	28,600	-6.9%
	<b>MISCELLANEOUS TOTAL</b>	<b>144,796</b>	<b>30,818</b>	<b>28,878</b>	<b>-6.3%</b>
	<b>Overall Miscellaneous Change from Previous Year</b>				
	<b>Overall Miscellaneous Change from Previous Year</b>				
	<b>GRAND TOTALS</b>	<b>4,278,723</b>	<b>1,002,985</b>	<b>982,729</b>	<b>-2.02%</b>
	<b>Grand Total Change from Previous Year to Date</b>				
	<b>Grand Total Change from Previous Year to Date</b>				

**General Fund**  
2024 Year-To-Date  
1<sup>st</sup> Quarter

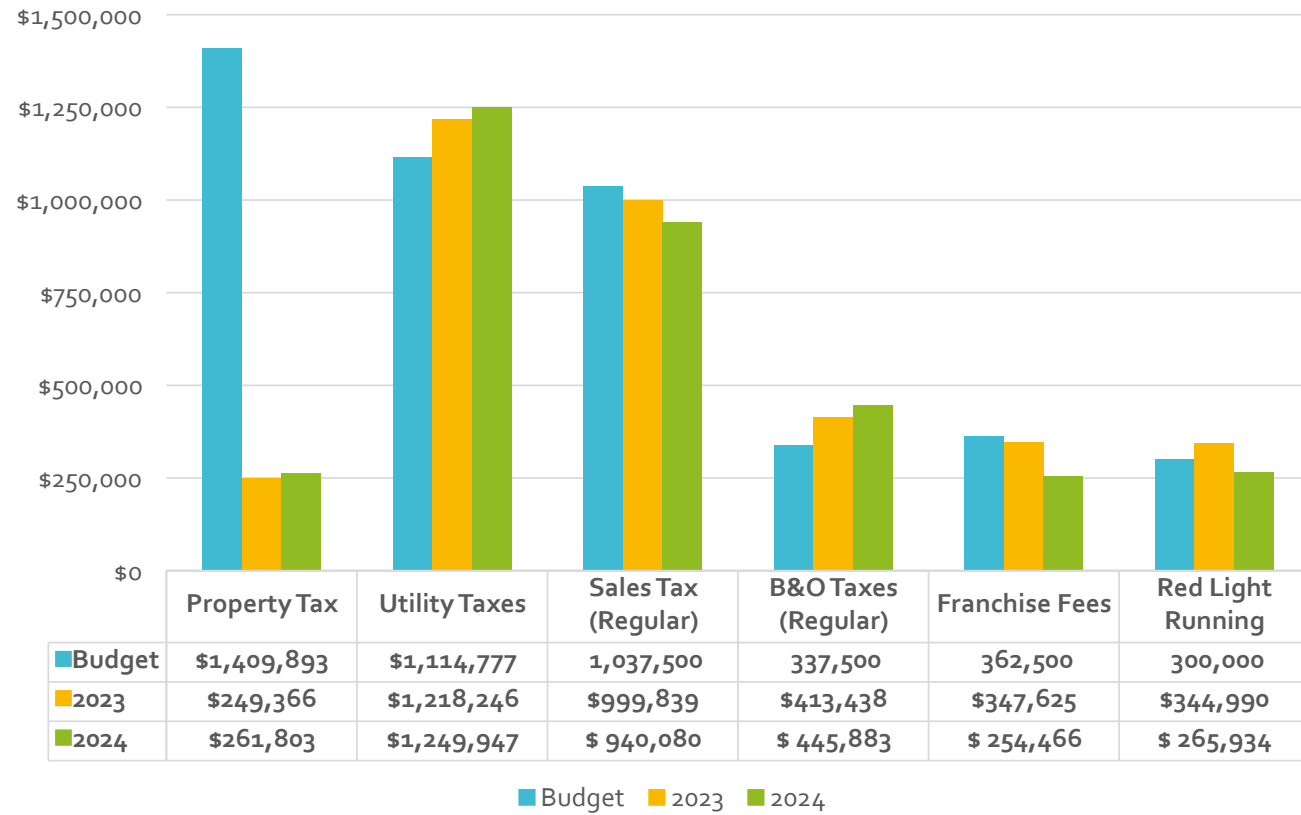
**General Fund Revenue and Expenditures  
Budget and Actuals**



# General Fund

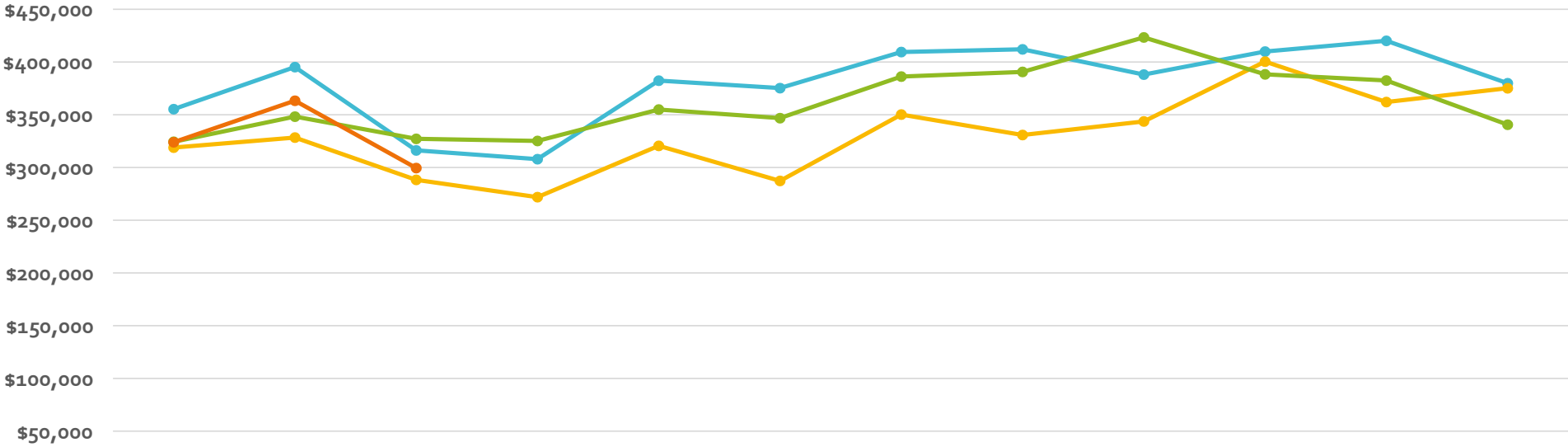
2024 Year-To-Date  
1<sup>st</sup> Quarter

## General Fund Revenue





### Sales Tax by Month



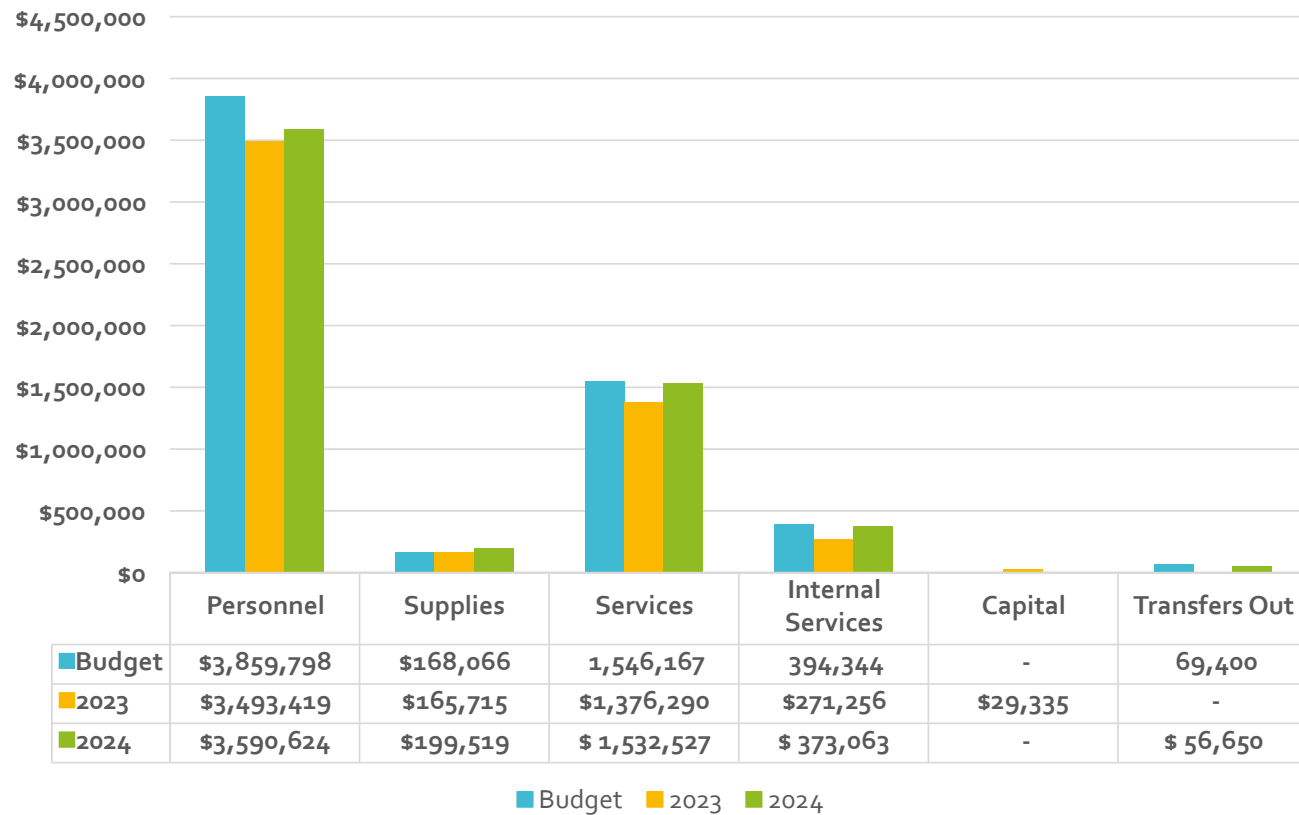
\$0	January	February	March	April	May	June	July	August	September	October	November	December
—●— 2021	\$355,291	\$395,243	\$316,260	\$307,904	\$382,384	\$375,311	\$409,485	\$412,075	\$388,104	\$409,952	\$420,166	\$379,890
—●— 2022	\$318,894	\$328,370	\$288,274	\$271,881	\$320,577	\$287,264	\$350,183	\$330,806	\$343,648	\$400,408	\$362,060	\$375,190
—●— 2023	\$324,361	\$348,280	\$327,198	\$325,182	\$354,939	\$346,840	\$386,221	\$390,611	\$423,355	\$388,330	\$382,509	\$340,629
—●— 2024	\$323,934	\$363,347	\$299,521									

—●— 2021 —●— 2022 —●— 2023 —●— 2024

# General Fund

2024 Year-To-Date  
1<sup>st</sup> Quarter

## General Fund Expenditures





# CASH AND INVESTMENTS

**City of Des Moines**  
**Cash Deposits and Investment Portfolio**  
**Year-to-date March 31, 2024**

Security Type	Fair Value as of 1/1/2024	2024 Activity	Fair Value as of 3/31/2024	% of Portfolio
Federal Farm Credit Bank	\$ 8,606,090	1,538,292	10,144,382	14.3%
Federal Home Loan Bank	2,422,065	1,455	2,423,520	3.4%
Federal Home Loan Mtg. Corp.	3,468,460	(10,390)	3,458,070	4.9%
Federal Agricultural Mortgage Corp	3,290,303	(38,190)	3,252,113	4.6%
Federal National Mortgage Association	1,488,930	(1,488,930)	-	0.0%
US Treasury Notes/Bonds	5,457,923	35,266	5,493,189	7.7%
United States Treasury STRIP	2,940,161	32,118	2,972,279	4.2%
Key Bank	31,083,449	(27,710,506)	3,372,943	4.7%
LGIP	16,471,860	23,550,162	40,022,022	56.3%
<b>Total</b>	<b>\$ 75,229,240</b>	<b>\$ (4,090,722)</b>	<b>\$ 71,138,517</b>	<b>100.0%</b>

Bond Investments	27,673,931	36.8%	27,743,552	39.0%
Local Government Investment Pool	16,471,860	21.9%	40,022,022	56.3%
Key Bank Account	31,083,449	41.3%	3,372,943	4.7%
	\$ 75,229,240	100%	\$ 71,138,517	100.0%

# CASH AND INVESTMENTS

2024 1st Quarter

Fund Type	Unrestricted	Restricted/Assigned	Total
General Fund	\$1,629,043	\$417,808	\$2,046,850
Special Revenue	-	13,692,216	13,692,216
Debt Service	-	179,190	179,190
Capital Project	-	18,996,781	18,996,781
Enterprise	-	30,713,420	30,713,420
Internal Service	-	5,466,912	5,466,912
Custodial	-	43,148	43,148
<b>Total</b>	<b>\$1,629,043</b>	<b>\$69,509,475</b>	<b>\$71,138,517</b>

# CASH AND INVESTMENTS

2024 1st Quarter

## Maturities

- Federal National Mortgage Association, **\$1,500,000**, matured February 2024, **yielding .62%**

## Purchases

- Federal Farm Credit Bank, **\$1,500,000**, **yielding 4.38%**, Maturity 2/12/2027

# OTHER FUNDS

American  
Rescue Act  
Fund (ARPA)

2024 Year-to-Date  
1<sup>st</sup> Quarter

**ARPA FUNDS**

Total Awarded = \$9,029,879

Expended through March 2024 = \$5,782,900

Remaining Funds = \$3,246,979



# American Rescue Plan Act Fund (ARPA)

2024 Year-To-Date  
1<sup>st</sup> Quarter

Continuing Projects	Allocated	Expended	Remaining
Marina Infastructure	1,865,000	525,948	1,339,052
2024 General Fund Support	1,260,389	319,546	940,843
Police Officers	830,000	602,718	227,282
Tenant Restroom	400,000	-	400,000
Non-Profit Hiring Assistance (Mental Health Support)	250,000	198,134	51,866
Nonprofit Foundation	100,000	71,000	29,000
ADA Compliance Program	100,000	11,064	88,936
Additional Traffic Calming	100,000	-	100,000
Field House Play Equipment	100,000	50,000	50,000
Marina Redevelopment Community Presentation Materials	20,000	-	20,000
<b>Subtotal</b>	<b>5,025,389</b>	<b>1,778,410</b>	<b>3,246,979</b>

# Real Estate Excise Tax

2024 Year-to-Date  
1<sup>st</sup> Quarter

Year	Total Taxable Selling Price	# of Sales	Collected from King County
2023	\$36,972,682	69	\$183,078
2024	\$48,937,964	78	\$242,765

**CITY OF DES MOINES  
Voucher Certification Approval**

**June 27, 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 **June 27, 2024** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through June 20, 2024 and payroll transfers through June 20, 2024 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:

  
Eric Mandelas, Acting Auditing Officer

		# From	# To	Amounts
<b>Claims Vouchers:</b>				
EFT's		10218	10318	701,678.33
Wires		2600	2619	1,411,037.76
Accounts Payable Checks		165891	165930	782,868.17
<b>Total Vouchers paid</b>				<b>2,895,584.26</b>
<b>Payroll Vouchers</b>				
Payroll Checks		19842	19845	5,040.33
Payroll Advice	6/20/2024	9882	10043	486,467.99
<b>Total Paychecks &amp; Direct Deposits</b>				<b>491,508.32</b>
<b>Total checks and wires for A/P &amp; Payroll</b>				<b>3,387,092.58</b>

**A G E N D A   I T E M**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Senior Services Advisory Committee  
Appointment

FOR AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Community Services

ATTACHMENTS:

- 1. JoAnn Hayden application

DATE SUBMITTED: June 20, 2024

CLEARANCES:

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

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

**Purpose and Recommendation**

The purpose of this agenda item is to recommend City Council approval of appointment to the City of Des Moines Senior Services Advisory Committee.

**Suggested Motion**

**Motion 1:** "I move to confirm the Mayoral appointment of JoAnn Hayden to an open position on the City of Des Moines Senior Services Advisory Committee effective immediately and expiring December 31, 2027."

**Background**

The Senior Services Advisory Committee was created by chapter 4.44 DMMC, which details the powers and duties of the Committee, ex-officio members, terms, meetings, reports to City Council, and scope of duties for the Senior Services Advisory Committee. The Committee advises the City Council on policy and budgetary subjects related to senior services, current and future facilities relating to senior services, review of federal, state and county laws and regulations, proposed laws and regulations and the impact of such laws and regulations on delivery of senior services, and to perform such other tasks as are assigned by the City Council.

The Committee consists of seven members. One member of the Committee need not be a resident of the City and up to two members of the Committee may reside outside the City limits but work or volunteer within the City limits. Four Committee members are appointed to two year terms and three members of the committee are appointed to four year terms.

**Discussion**

The current committee consists of 6 members, 3 of which is serving their first terms, which have end dates of December 2025 and December 2027. The remaining 3 are serving their second terms, ending in December 2026. After approval of JoAnn Hayden, the committee will be full with seven members!

**Alternatives**

None provided.

**Financial Impact**

No financial impact.

**Recommendation/Concurrence**

Des Moines Administration recommends the Mayoral appointment of JoAnn Hayden to the Senior Services Advisory Committee.



### Employment Application | Submitted: 07-May-2024

AAA

#### JoAnn Hayden

☎ (732) 221-9433  
 ✉ jhayden407@gmail.com  
 🏠 601 S 227TH ST APT 402N  
 Des Moines, WA 98198  
 USA

#### Des Moines Citizen Advisory Boards

**Job Location** - Des Moines, WA  
**Department** - Administration  
**Source** - Other

#### Employment History

Please list your previous employers starting with your current, or most recent employer.

*Note: If you are unable to provide a phone number, enter 000-000-0000.*

---

**Employment Gap - Unemployed**

May/2019 - May/2024

**Details:** I am a retired teacher **Length:** 5 years

**Humboldt Unified School District**

**Job Title:** Teacher

**Dates Employed From:** Aug/2003  
**Dates Employed To:** May/2019  
**Employment Length:** 15 years, 9 months  
**Duties:** Teaching students with special needs  
**Reason For Leaving:** Retired

**Supervisor Name:** retired

**Supervisor Phone:** 000-000-0000

**Address:**

**Phone:**

**May We Contact?** Yes

**Employment Additional Questions**

The applicant did not answer any Additional Questions

**Education**

List below your educational background, including high school, all colleges, trade and military service schools.

---

**Grand Canyon University | Graduate School**

---

**Degree:** Masters degree  
**Major:** Educational Administration  
**Location:** Phoenix, AZ, UNITED STATES

**Graduated?** Yes  
**Years Attended From:** 2009  
**Years Attended To:** 2011

**Education Additional Questions**

The applicant did not answer any Additional Questions

**Resume**

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

---

There are no files uploaded for this applicant.

**Text Only Resume**

---

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

*Note: If you are unable to provide a phone number, enter 000-000-0000. If you are unable to provide an email address, enter noreply@noemail.com*

---

#### Harriet Thomson

**Relationship:** Friend  
**Company:** retired  
**Occupation:** retired

**Phone:**

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#### Deborah Iwen

**Relationship:** Friend  
**Company:** Retired  
**Occupation:** Retired

**Phone:**

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#### Randy Heath

**Relationship:** Friend  
**Company:** Kent School District  
**Occupation:** Administration

**Phone:**

### Job Questions

#### Citizen Advisory Board | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	



If no, please list the City in which you currently live.		
Please select from the following Boards that you are interested in applying for: *	Senior Services	0
Date available for appointment to committee: *	May 13,2024	
Can you attend evening meetings? *	No	0
Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	Four	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	I have not served on any Des Moines committees.	
Please list any related professional and or community activities that you are involved in. *	I am currently a volunteer at the Des Moines Activity Center two days per week. I am also on the board for the Des Moines Auxiliary for Seattle Children's Hospital	
If you are applying for a specific board, explain how your experience and perspective would directly contribute to the board and surrounding community. *	Since moving to Des Moines in 2019, I have enjoyed participating in activities at the Senior Center and getting to know the community members and their needs. I have been volunteering since the latter part of 2023. This has given me an even greater insight. As a senior citizen myself, I can certainly relate. I have enjoyed getting to know the wonderful citizens who join us for lunch and share their ideas and their histories. I believe I have strong interpersonal skills and would be an asset to this committee.	

Additional Questions

Personal Information | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you authorized to work in the United States?  Proof of I-9 status required upon hiring. Positions in the Police Department require U.S. citizenship per RCW 41.12.070. *	Yes	0	
Do you have a valid driver's license?	Yes	0	
DL #:			
State:	WA		
After reviewing the job announcement, can you perform the essential functions of the job with or without reasonable accommodations? If you check yes, the staff person coordinating this recruitment will send you a request asking for additional information. (This confidential information is solicited for the purpose of providing reasonable accommodation only). *	Yes	0	
Do you currently smoke or use any tobacco product? Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products. *	No	0	
Are you related to or residing with a current employee of the City of Des Moines? *	No	0	
If yes, provide employee name and relationships:	This question was not answered.		
Have you previously been employed by the City of	No	0	

<b>Des Moines? *</b>	
If yes, please give title and dates of employment:	This question was not answered.

**Professional Licenses and Certificates** | Score Total - 0

Question	Answer	Score	Disqualifier?
License or Certificate Name:	This question was not answered.		
License or Certificate Number:	This question was not answered.		
Date Issued:	This question was not answered.		
Expiration Date:	This question was not answered.		

**Veteran's Scoring Criteria (Veteran's Preference)** | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you considered a veteran under these standards? *	No	0	
Have you ever obtained employment utilizing veteran's scoring criteria? *	No	0	
Are you currently receiving any military retirement benefits? *	No	0	
Are you claiming veteran's scoring criteria for this position?  (If yes, a DD-214 will be requested at a later date.) *	No	0	

**Applicant Statement**

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give this employer the permission to validate some of my answers with the appropriate authorities/institutions.

I authorize this employer or its agents to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to this employer or its agents.

I agree to the above.

**Signature:** JoAnn Angela Hayden

**Date:** 2024-05-07 09:21:52pm

**IP Address:** 24.17.3.81

---

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Signature

---

Date

**A G E N D A   I T E M**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Parametrix Task Assignment  
2024 NPDES Support

AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: June 18, 2024

ATTACHMENTS:

1. Parametrix Inc. 2024-2025 On-Call General Civil Engineering Services, Task Assignment 2024-02

CLEARANCES:

- City Clerk \_\_\_\_\_
- Community Development \_\_\_\_\_
- Courts \_\_\_\_\_
- Director of Marina Redevelopment \_\_\_\_\_
- Emergency Management \_\_\_\_\_
- Finance *[Signature]*
- Human Resources \_\_\_\_\_
- Legal /s/MH
- Marina \_\_\_\_\_
- Police \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Public Works *[Signature]*

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: *[Signature]*

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval of the 2024-2025 On-Call General Civil Engineering Services Task Assignment 2024-02 with Parametrix Inc. (Attachment 1), to provide 2024 NPDES Support. The following motion will appear on the Consent Agenda:

**Suggested Motion**

**Motion:** "I move to approve the 2024-2025 On-Call General Civil Engineering Task Assignment 2024-02 with Parametrix Inc., to provide 2024 NPDES Support in the amount of \$88,411.83, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted."

### **Background**

The National Pollutant Discharge Elimination System (NPDES) is a permit program first introduced as part of the Federal Clean Water Act in 1972. The City of Des Moines falls under Phase II of the NPDES program which unfolded in 2007 and required smaller communities to obtain a permit and develop stormwater management plans.

Des Moines is currently under the 2019-2024 Western Washington Phase II permit, which outlines requirements to prevent, reduce, and eliminate pollutants from entering the City's surface water system. These requirements are broken down into eight categories: Stormwater Planning, Public Education & Outreach, Public Involvement & Participation, Utility Mapping & Documentation, Illicit Discharge Detection & Elimination, Controlling Runoff from Construction Sites, Operations and Maintenance, and Source Control for Existing Development.

As part of the Stormwater Planning requirements, a basin plan was developed for one high-priority basin in the City. The Lower Massey and Barnes Creek basin was selected as the priority basin, and various short/long-term goals were added to the basin plan, referred to as the Stormwater Management Action Plan (SMAP). One short-term action highlighted in the SMAP was the commitment to "study potential opportunities that will lead to the protection, restoration, or expansion of tree and/or forested areas".

The City's current NPDES permit expires on July 31, 2024, and on August 1, 2024, a new permit will be issued and become effective. Formal drafts of the new permit have been issued and final permits will be reissued in July 2024 by the Department of Ecology.

### **Discussion**

Through the City of Des Moines' 2024-2025 On-Call General Civil Engineering Services roster, Parametrix Inc. has been selected to support the City in addressing a short-term SMAP commitment and a range of 2024-2029 NPDES permit requirements.

The scope of work provided by Parametrix Inc. includes five primary elements:

1. **Tree Canopy GIS**

This effort is intended to provide a storm and surface-water-focused inventory of the City's existing tree canopy to aid in decision-making and support compliance with the new NPDES Permit Section S5.C.4.iii: *"No later than December 31, 2028, begin mapping of Permittee-owned or operated properties with tree canopy based on available, existing data."*

2. **Tree Codes & Policy**

This effort is intended to recommend updates to existing City codes and policies to support improved storm and surface water-focused management and expansion of the City's tree canopy, provide basin-specific recommendations for the Lower Massey/Barnes Creek Watershed to meet short-term action requirements of the SMAP, and support compliance with the first part of the new NPDES Permit Section S5.C.1.iii: *"No later than December 31, 2028, Permittees shall adopt tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters."*

3. **Tree Management Implementation**

This effort is intended to identify actions and outline the next phase of storm and surface-water-focused tree canopy management implementation for the City and support compliance with the

second part of new NPDES Permit Section S5.C.1.iii: *“No later than December 31, 2028, Permittees shall implement tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters.”*

4. NPDES Overview

This effort is intended to provide the City with an actionable summary of the new NPDES Permit requirements proposed for the 2024-2029 permit term.

5. Stormwater Management Mapping

This effort is intended to update the inventory of the City’s stormwater management mapping to aid in decision-making and support compliance with the new NPDES Permit Section S5.C.4.ii: *“No later than December 31, 2027, develop a methodology to map and assess acreage of MS4 tributary basins to outfalls or discharge points that have stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee. Submit with the Annual Report a map and breakdown of acres managed or unmanaged by stormwater treatment and flow control BMPs/facilities.”*

**Alternatives**

The City Council could elect not to approve the 2024-2025 On-Call General Civil Engineering Services Task Assignment 2024-02 with Parametrix Inc. The City does not have the resources to complete this task in-house and would be required to find alternative means to complete the proposed efforts.

**Financial Impact**

The Task Assignment will be funded entirely by the Surface Water Utility through the 2024/2025 Professional Services Account fund.

**Recommendation**

Staff recommends adoption of the motion.

**Council Committee Review**

The draft 2024-2029 NPDES permit requirements were presented to the Environment Committee at the 11/9/23 Committee meeting.



## FORMAL TASK ASSIGNMENT DOCUMENT

Task Number TA 2024-02

The general provisions and clauses of Agreement 2024-25 On-Call Civil Engineering Services  
Shall be in full force and effect for this Task Assignment.

Location of Project: City of Des Moines, WA

Project Title: 2024 NPDES Support

Maximum Amount Payable Per Task Assignment: \$88,411.83

Completion Date: 05/30/2025

Description of Work: See attached Scope of Work and Budget Estimate.

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Agency Project Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oral Authorization Date: \_\_\_\_\_ See Attachment Dated: \_\_\_\_\_

Consultant Signature:  Date: 5/21/2024

Agency Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Des Moines  
2024 NPDES Support**

**PROJECT UNDERSTANDING**

- The City of Des Moines (City) has requested Parametrix support in addressing new Washington State Department of Ecology (Ecology) NPDES Western Washington Phase II Municipal Stormwater Permit (NPDES Permit) requirements proposed for the 2024-2029 permit term. The City would like support with the following elements:
- Review and recommendations regarding the City's tree canopy management policies and codes, and mapping of the existing city tree canopy. ( NPDES Permit Sections S5.C.1.iii and S5.C.4.iii).
- Updated mapping of the city areas that have stormwater treatment and flow control BMPs/facilities owned or operated by the City (NPDES Permit Section S5.C.4.ii).
- A summary and action recommendations overview of NPDES Permit requirements proposed for the 2024-2029 permit term.

**TASK 1 – PROJECT MANAGEMENT**

**Measurable Objective**

This effort is intended to track, manage, document, and report on the work effort throughout the life of the contract.

**Approach**

Parametrix will administer and track the contracted effort, including preparing monthly invoices. Parametrix's project manager will coordinate with City's project manager through routine phone and email contact regarding scope, schedule, budget, and work progress.

**Assumptions**

- Project management will extend from May 30, 2024, through May 30, 2025 (approximately 12 months).
- The Parametrix project manager will coordinate with City project manager approximately every two weeks by phone or video call. More frequent coordination may be conducted as needed.
- Budget includes up to four (4) Parametrix staff members attending a project kick-off meeting lasting up to 2 hours.

**Deliverables**

- Notes from project kick-off meeting.
- Monthly invoices itemized by time spent within each task and progress reports identifying the related deliverables for the time spent and percent of work complete for each task.
- QA/QC review documentation (delivered upon request).

**TASK 2 – TREE CANOPY GIS**

**Measurable Objective**

This effort is intended to provide a storm and surface water-focused inventory of the City’s existing tree canopy to aid in decision-making and support compliance with the NPDES Permit Section 55.C.4.iii:

*No later than December 31, 2028, begin mapping of Permittee-owned or operated properties with tree canopy based on available, existing data.*

**Approach**

The City will provide past reports, GIS layers, and other available data and will facilitate discussions with Community Development, Parks, and Utility field staff to collect information and solicit feedback.

Parametrix will conduct a GIS analysis of current tree canopy. The mapping analysis will include (where information is available) total cover, riparian cover, critical area cover, and shoreline cover. Tree loss over recent years will be evaluated if comparison information is available.

This task will include workshops that are also relevant to Task 4 and Task 5 work, as follows:

- Workshop 1. Review/summarize the project, provide regulatory and policy background based on discussions with Ecology, and discuss tree canopy mapping and Task 4 code review goals
- Workshop 2. Provide preliminary mapping and Task 4 code review findings, revisit project goals, and solicit feedback from City staff
- Workshop 3. Present final evaluation of existing canopy cover and recommended Task 4 code updates, and discuss implementation strategies to be documented in Task 5.

**Assumptions**

- Trees as municipal infrastructure provide benefits that include sequestering carbon, absorbing pollution, improving physical and mental health, providing habitat for plants and animals, intercepting rainwater to reduce runoff, and providing shade and reducing heat. The tree canopy analysis in this scope will focus on storm and surface water-related functions, mainly rainwater interception potential and riparian shading. Where possible, the analysis will be structured to facilitate collaboration with staff of other City departments who may be evaluating non-storm and surface water functions of tree canopy.
- This effort will use relevant information from the Green Des Moines Partnership: Urban Forest Enhancement Plan, prepared by the City in partnership with the Port of Seattle and Forterra.
- Up to four (4) Parametrix staff members will attend each of the three (3) workshops, which are assumed to last up to two (2) hours each.

**Deliverables**

- Draft web map for City review and comment of tree canopy layer
- Final GIS layer and spreadsheet file documenting the tree canopy inventory

**TASK 3 – TREE CODES & POLICY**

**Measurable Objective**

This effort is intended to recommend updates to existing City codes and policies to support improved storm and surface water-focused management and expansion of the City’s tree canopy, provide basin-specific recommendations for the Lower Massey/Barnes Creek Watershed to meet short-term action requirements of the SMAP, and support compliance with the **first part** of NPDES Permit Section *S5.C.1.iii*:

*No later than December 31, 2028, Permittees shall **adopt** tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters.*

**Approach**

The City will provide editable Word files of applicable City codes for review, policies, past reports, and other available data and will facilitate discussions with Community Development, Parks, and Utility field staff to inform process, vet goals/policies, etc.

ParametriX will support staff from both Public Works and Community Development by conducting a review of the City’s tree canopy regulations and policies, and recommend potential changes to improve tree canopy.

**Assumptions**

- The code review will focus on the following sections of the Des Moines Municipal Code, with additional potential review sections, depending on the potential relevancy to stormwater management and water quality:

Main Focus:

- Title 16 Environment – 16.01 General Provisions, 16.10 Environmentally Critical Areas; Chapter 16.25 Trees

Potential Reviews:

- Title 7 Health and Sanitation – 7.44 Nuisance vegetation
- Title 14 Buildings and Construction – 14.20 Land Filling, Clearing and Grading Code
- Title 18 Zoning – 18.195 Landscaping and Screening; 18.105 B-P Zone
- Title 17 Subdivisions – 17.35 Layout and Design of Subdivisions

- This effort will use relevant information from the *Green Des Moines Partnership: Urban Forest Enhancement Plan*, prepared by the City in partnership with the Port of Seattle and Forterra.
- ParametriX will make updates to the City codes and policies based on City goals discussed during meetings held as part of Task 3.
- The scope is based on level of effort, and the budget assumes up to 100 hours of ParametriX Senior Engineer/Scientist staff time, not to exceed \$20,000 unless otherwise authorized by the City.

**Deliverables**

- MS Word file of the code and policy section(s) reviewed with redline edits and comment fields documenting Parametrix’s review. (This deliverable consists of a final version only, no draft will be generated for the City’s review and comment.)

**TASK 4 – TREE MANAGEMENT IMPLEMENTATION**

**Measurable Objective**

This effort is intended to identify actions and outline the next phase of storm and surface water-focused tree canopy management implementation for the City and support compliance with the **second part** of NPDES Permit Section *55.C.1.iii*:

*No later than December 31, 2028, Permittees shall **implement** tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters.*

**Approach**

Parametrix will use findings of Tasks 2 and 3 above to develop and document recommended next steps for the City to consider regarding storm and surface water-focused tree canopy management. Examples of next steps could include analysis of tree loss due to disease, safety concerns, climate change, etc.; review and recommendations of species best fit for climate resiliency, utility maintenance, site/safety, etc.; and land analysis of stream buffers, City-owned properties, and lot-purchase opportunities to assist with planting and vegetation expansions and improvements.

**Assumptions**

- This effort will build on relevant information and recommendations from the *Green Des Moines Partnership: Urban Forest Enhancement Plan*, prepared by the City in partnership with the Port of Seattle and Forterra.
- For the draft deliverable, the City project manager will be responsible for coordinating comments by City staff; will compile and reconcile the comments in a single document; and will deliver the compiled comments to Parametrix for generation of the final deliverable. City review comments are anticipated within 2 weeks of the draft submittal.

**Deliverables**

- A draft and final proposed scope, schedule, and budget of recommended actions for the consideration in next phase of tree canopy management implementation.

**TASK 5 – NPDES OVERVIEW**

**Measurable Objective**

This effort is intended to provide the City with an actionable summary of the NPDES Permit requirements proposed for the 2024-2029 permit term.

**Approach**

The City will provide the latest version (including drafts) of the Stormwater Comprehensive Plan (SWCP) and Stormwater Management Plan (SWMP).

Parametrix will prepare a NPDES Summary and Recommendations Memorandum, mainly comprised of a table summarizing the new NPDES Permit requirements and recommendations for the City’s stormwater management program based on review of actions identified in the current SWCP and SWMP and potential gaps.

**Assumptions**

- The NPDES Permit summary will be based on the Final NPDES Permit, to be issued July 1, 2024. Effort on this task will begin in 2025, after the WA Department of Ecology makes the Final NPDES Permit available to the public.
- For the draft deliverable, the City project manager will be responsible for coordinating comments by City staff; will compile and reconcile the comments in a single document; and will deliver the compiled comments to Parametrix for generation of the final deliverable. City review comments are anticipated within 2 weeks of the draft submittal.

**Deliverables**

- Draft and final NPDES Summary and Recommendations Memorandum (approximately 15 pages) in Microsoft Word and PDF electronic file formats.

**TASK 6 – STORMWATER MANAGEMENT MAPPING**

**Measurable Objective**

This effort is intended to update the inventory of the City’s stormwater management mapping to aid in decision-making and support compliance with the NPDES Permit Section 55.C.4.ii:

*No later than December 31, 2027, develop a methodology to map and assess acreage of MS4 tributary basins to outfalls or discharge points that have stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee. Submit with the Annual Report a map and breakdown of acres managed or unmanaged by stormwater treatment and flow control BMPs/facilities.*

**Approach**

The City will provide recent information on stormwater management facilities (flow control and water quality treatment) and catchment delineations. Information may include GIS storm drainage system layers, GIS stormwater management mapping, as-builts, and other available data.

Parametrix will update the GIS layer inventory of the City’s stormwater management coverage as follows:

1. Incorporate updated facility mapping locations from the City.
2. Check facility tributary areas against topographic flow patterns.
3. Check facility tributary areas against drainage pipe flow paths.

4. Flag “unmapped/assumed facility” subcatchments for further verification.
5. Fill in tributary area gaps based on permitted subdivision boundaries.
6. Classify stormwater management based on the following dates (identified as part of the 2023 Barnes and Lower Massey Creek SMAP process):
  - a. Water Quality: <1991 None, 1991-1999 Vintage, >2000 Current
  - b. Flow Control: <1980 None, 1980-2005 Vintage, >2006 Current

**Assumptions**

- Effort on this task will begin in 2025.
- Municipal stormwater runoff flow patterns are continuously changing due to development and drainage system updates, and mapping is based on best available information at any given moment in time. This task will assess the information currently available to provide a high-level mapping of which areas in the City are serviced by stormwater management facilities. This mapping is intended to support City-wide planning decisions, but not site-specific design.
- The City will make the distinction between City-owned versus private stormwater management facilities before providing information to Parametrix.

**Deliverable**

- GIS layer depicting the areas within the city serviced by no, vintage, or current water quality treatment facilities and those serviced by no, vintage, or current flow control facilities.

**Project Budget**

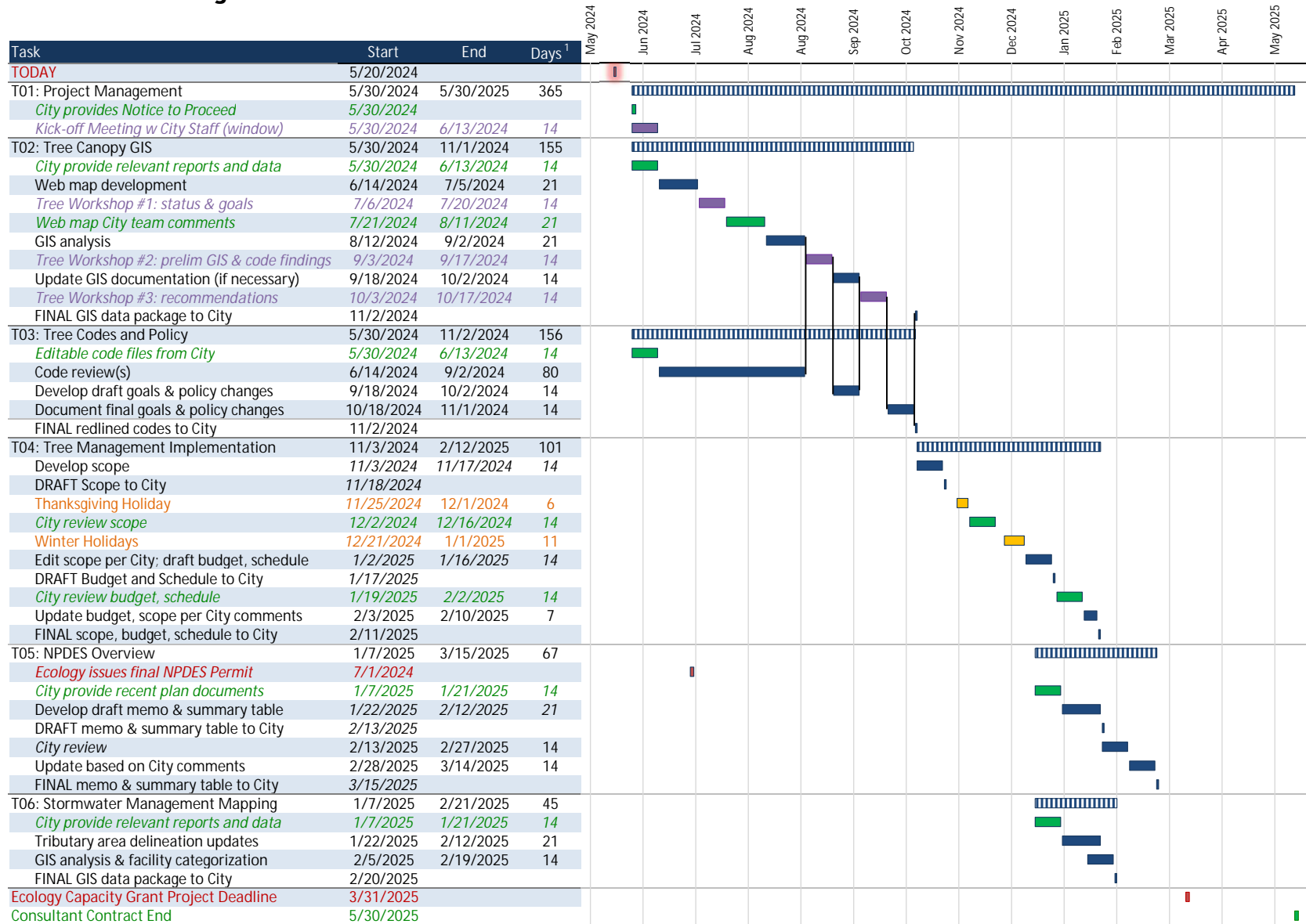
Julie G. Brandt	Paul S. Fendt	Lindsay C. Colthoie	Chad L. Tinsley	Michael L. Hall	Debra M. Fetherston	Susan Swift	Shanon L. Harris	Lori A. Gilbertson	Jean N. Johnson	
Sr Engineer	Sr Consultant	Engineer II	Sr GIS Analyst	Sr Scientist	Publications Supervisor	Technical Editor	Project Controls Specialist	Sr Project Accountant	Sr Contract Administrator	
Bill Rate:	\$254.61	\$347.72	\$129.87	\$168.10	\$222.51	\$177.82	\$129.60	\$154.08	\$158.97	\$194.17

Task	Subtask	Description	Labor Dollars	Hours										
01		Project Management	\$10,636.59	53	18	2	-	2	2	-	-	14	14	1
	01	Project Management	\$8,141.48	43	14							14	14	1
	02	Kick-off Meeting w City Staff	\$2,495.10	10	4	2		2	2					
02		Tree Canopy GIS	\$15,239.08	77	12	7	-	58	-	-	-	-	-	-
	01	Data collection	\$2,710.95	13	4	1		8						
	02	GIS analysis & web map	\$7,233.16	42	2			40						
	03	City workshops	\$5,294.97	22	6	6		10						
03		Tree Codes and Policy	\$19,916.26	89	-	2	-	-	85	1	1	-	-	-
	01	Code review & recommendations	\$19,916.26	89		2			85	1	1			
04		Tree Management Implementation	\$6,313.21	24	20	3	-	-	-	1	-	-	-	-
	01	Draft scope, budget, schedule	\$3,928.60	15	12	2				1				
	02	Final scope, budget, schedule	\$2,384.61	9	8	1								
05		NPDES Overview	\$16,495.89	96	30	-	54	-	-	6	6	-	-	-
	01	Draft memo & summary table	\$10,488.03	62	18		36			4	4			
	02	Final memo & summary table	\$6,007.85	34	12		18			2	2			
06		Stormwater Management Mapping	\$19,710.80	118	18	-	44	56	-	-	-	-	-	-
	01	Data collection	\$2,363.23	12	4			8						
	02	Tributary area delineation updates	\$10,267.32	64	12		40	12						
	03	GIS analysis & facility categorization	\$7,080.25	42	2		4	36						
<b>Labor Totals:</b>			<b>\$88,311.83</b>	<b>457</b>	<b>98</b>	<b>14</b>	<b>98</b>	<b>116</b>	<b>87</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>14</b>	<b>1</b>
<b>Totals:</b>			<b>\$88,311.83</b>		<b>\$24,951.96</b>	<b>\$4,868.06</b>	<b>\$12,727.26</b>	<b>\$19,499.41</b>	<b>\$19,358.42</b>	<b>\$1,422.58</b>	<b>\$907.23</b>	<b>\$2,157.11</b>	<b>\$2,225.64</b>	<b>\$194.17</b>

<u>Other Direct Expenses</u>	
Mileage	\$100.00
<b>Other Direct Expenses Total:</b>	<b>\$100.00</b>

Project Total \$88,411.83

# Schedule Tracking



1. Total days are listed, but are not intended to include weekend or holiday work. If any dates fall on a weekend or holiday, the deadline is intended to occur on the following working day.



**AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Draft Resolution 24-048 Setting a Date for Public Hearing for Street Vacation of 1<sup>st</sup> Place South

FOR AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: June 20, 2024

ATTACHMENTS:

- 1. Draft Resolution No. 24-048

CLEARANCES:

- City Clerk N/A
- Community Development /s/ D. Hopp
- Courts N/A
- Director of Marina Redevelopment N/A
- Emergency Management N/A
- Finance N/A
- Human Resources N/A
- Legal /s/ MH
- Marina N/A
- Police N/A
- Parks, Recreation & Senior Services N/A
- Public Works Thomas Owen

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The purpose of this agenda item is to set a public hearing date in compliance with DMMC 12.10.040 and RCW 35.79.010 to consider a street vacation application request involving public right-of-way within the City of Des Moines known as 1<sup>st</sup> Place South, between South 210<sup>th</sup> Street and South 208<sup>th</sup> Street. The following motion will appear on the Consent Agenda:

**Suggested Motion**

**Motion:** "I move to adopt Draft Resolution No. 24-048 setting a public hearing on July 25, 2024, for a street vacation request relating to public right-of-way within the City of Des Moines."

**Background**

Jasvir Singh and Davinder Kaur filed application materials with the City requesting a vacation of public right-of-way within an area known as 1<sup>st</sup> Place South, between South 210<sup>th</sup> Street and South 208<sup>th</sup> Street. The area to be vacated is identified in Exhibit A of Attachment 1.

The area requested to be vacated is currently unimproved public right of way. The public utilities within the right-of-way are Midway Sewer District and Highline Water District. Utilities that were contacted and are not affected are: Puget Sound Energy, Comcast, King County Water District 54, CenturyLink, AT&T, Lakehaven Utility District, South King Fire & Rescue, Des Moines Surface Water Utility, and Southwest Suburban Sewer District.

**Discussion**

This Draft Resolution sets a public hearing date in compliance with DMMC 12.10.040 and RCW 37.79.010 to consider the vacation of public right of way known as 1<sup>st</sup> Place South, between South 210<sup>th</sup> Street and South 208<sup>th</sup> Street.

**Alternatives**

The City Council may:

1. Adopt the draft resolution as written.
2. Adopt the draft resolution with amendments.

**Financial Impact**

This agenda item establishes a hearing date and time for consideration of a street vacation of public right of way. No financial impact is foreseen by setting the public hearing.

**Recommendation**

It is recommended that the City council approve the Draft Resolution setting a public hearing date.

**Council Committee Review**

Not applicable.

**DRAFT RESOLUTION NO. 24-048**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON,** fixing a time for a public hearing to consider vacation of a segment of public rights-of-way in the City of Des Moines.

**WHEREAS,** the City Council is considering vacation of a portion of public rights-of-way known as 1<sup>st</sup> Place South between South 210<sup>th</sup> Street and South 208<sup>th</sup> Street, located in the City of Des Moines as shown on Exhibit "A", attached hereto and incorporated by reference, by the petition method, and

**WHEREAS,** the provisions of RCW 35.79.010 authorize the City Council to fix a time for a public hearing in order to receive public comment regarding this proposal; now therefore,

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

The matter of the vacation of the following described portions of public rights-of-way in the City of Des Moines is set for a public hearing before the City Council on Thursday, July 25, 2024 at 6:00 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers, 21630 11th Avenue So., Suite B, Des Moines, Washington:

1<sup>st</sup> Place South, between South 210<sup>th</sup> Street and South 208<sup>th</sup> Street, located in the City of Des Moines as shown on Exhibit "A", attached hereto.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this 27th day of June, 2024, and signed in authentication thereof this 27th day of June, 2024.

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M A Y O R

APPROVED AS TO FORM:

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Draft Resolution No. 24-048  
Page 2 of 2

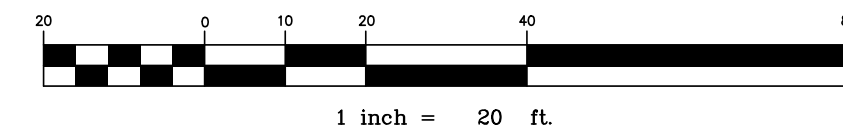
City Attorney

ATTEST:

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City Clerk

NW 1/4 OF THE NW 1/4 OF SEC 08, TWN. 22 N., R 4 E, W.M.



**SURVEY NOTES**

INSTRUMENT: TOPCON GPT 3000W TOTAL STATION  
 METHOD USED: FIELD TRAVERSE WITH ACTUAL FIELD MEASUREMENTS AND ANGLES  
 WAC 332-130-090  
 DATE OF SURVEY: AUGUST 2021  
 BASIS OF BEARING: ROS 20001221900006  
 REFERENCE SURVEY: AF#20070424900019  
 BENCHMARK ELEVATION: EX SSMH RIM AT THE INTERSECTION OF S 210th STREET & 1st PLACE S ELEVATION = 321.17 (NAVD88)

**LEGEND**

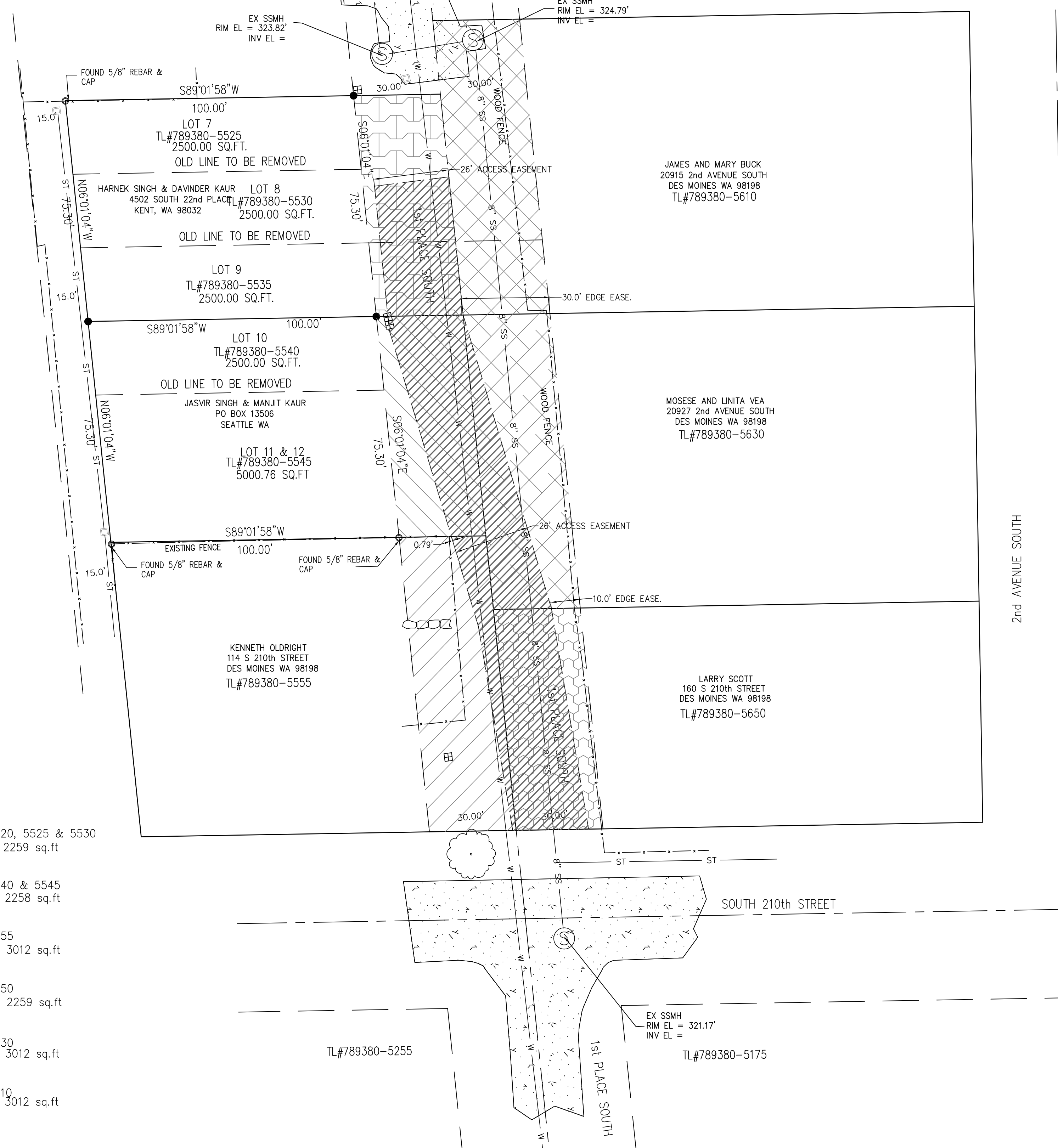
- CB (TYPE 1)
- STMH (TYPE 11)
- ⊙ SANITARY SEWER MH
- ⊕ WATER VALVE
- ⊕ WATER METER/SERVICE
- ⊕ FIRE HYDRANT
- ⊕ UTILITY POLE
- ⊕ GUY WIRE
- ⊕ SIGNAL CABINET
- ⊕ POWER JUNCTION BOX
- ⊕ LIGHT POLE
- ⊕ GAS VALVE
- ⊕ POWER VAULT
- ⊕ POWER PEDESTAL
- ⊕ TELEPHONE VAULT
- ⊕ TELEPHONE CABINET
- ⊕ SIGN
- ⊕ CONIFER TREE
- ⊕ DECIDUOUS TREE
- ⊕ MONITORING WELL
- ⊕ MAIL BOX
- ⊕ PK NAIL
- ⊕ MON IN CASE/
- ⊕ EX REBAR / PIPE
- ⊕ AS NOTED

**EXISTING LOTS LEGAL DESCRIPTIONS**

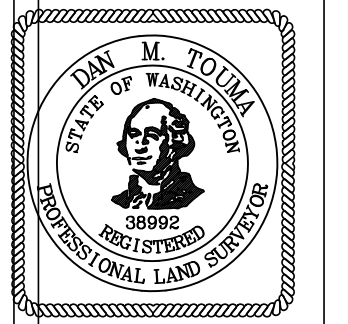
TAX PARCELS 789380-5525, 789380-5530 AND 789380-5535  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 LOTS 7, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 LOTS 8, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 LOTS 9, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TAX PARCELS 789380-5540 AND 789380-5545  
 TL#789380-5540  
 LOT 10, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TL# 789380-5545  
 LOTS 11 AND 12, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TAX PARCEL 789380-5555  
 LOT 13 THRU 16, BLOCK 71, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TAX PARCEL 789380-5650  
 LOT 16 THRU 18, BLOCK 72, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TAX PARCEL 789380-5630  
 LOT 12 THRU 15, BLOCK 72, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.  
 TAX PARCEL 789380-5610  
 LOT 9 THRU 11, BLOCK 72, SOUTHERN PACIFIC LAND COMPANY'S SECOND ADDITION TO DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 49, RECORDS OF KING COUNTY, WASHINGTON.  
 SITUATE IN THE CITY OF DES MOINES, COUNTY OF KING, STATE OF WASHINGTON.

**DEDICATION AREA NOTE**

- TAX LOT 789380-5520, 5525 & 5530  
DEDICATION AREA = 2259 sq.ft.
- TAX LOT 789380-5540 & 5545  
DEDICATION AREA = 2258 sq.ft.
- TAX LOT 789380-5555  
DEDICATION AREA = 3012 sq.ft.
- TAX LOT 789380-5650  
DEDICATION AREA = 2259 sq.ft.
- TAX LOT 789380-5630  
DEDICATION AREA = 3012 sq.ft.
- TAX LOT 789380-5610  
DEDICATION AREA = 3012 sq.ft.



REVISIONS		
NO.	DESCRIPTION/DATE	BY



**TOUMA ENGINEERS AND LAND SURVEYORS, PLLC**  
 330 SW 43rd STREET, K412~ RENTON, WA 98057  
 PHONE (425) 251-0665 FAX (425) 251-0625

PRELIMINARY DEDICATION MAP

JOB NO.	
DESIGNED	
DRAWN	
COMP.	
CHECKED	
DATE	NOVEMBER 2023
DWG. NO.	

**AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Right-of-Way Dedication - Salvador Property

FOR AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Public Works

ATTACHMENTS:

DATE SUBMITTED: June 20, 2024

- 1. Right-of-Way Dedication Legal Description and Exhibit
- 2. Aerial Map of Proposed Dedication

CLEARANCES:

- City Clerk \_\_\_\_\_
- Community Development/s/D Hopp
- Courts \_\_\_\_\_
- Emergency Management \_\_\_\_\_
- Finance \_\_\_\_\_
- Human Resources \_\_\_\_\_
- Legal /s/MH
- Marina \_\_\_\_\_
- Police \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Public Works *Thomas Owen*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval to accept a right-of-way dedication granting a portion of the Salvador property, Tax Parcel No. 2922049001, to be designated as City right-of-way (Attachment 1). The following motion will appear on the Consent Agenda:

**Suggested Motion**

**Motion:** "I move to authorize the City Manager to accept a Right-of-Way dedication from Louie Salvador, King County Tax Parcel No. 2922049001, which is located along 12<sup>th</sup> Ave South property frontage."

**Background**

Pursuant to RCW 35A.11.010 code, cities may, through its legislative body, purchase, lease, receive, or otherwise acquire real property to hold, convey, or otherwise dispose of for common benefit. The dedication of a portion of the Salvador property along 12<sup>th</sup> Ave South would allow construction of the road and utilities to be located within City right-of-way (Attachment 2).

The property owner, Louie Salvador, is constructing an Adult Family Home at 25810 12<sup>th</sup> Ave South under City of Des Moines Building Permit BLD2020-1078. In preparation for road paving, it has been observed that a portion of the existing gravel road encroaches on private property. To ensure compliance with the City of Des Moines Street and Development Standards, the property owner must dedicate a portion of their property to the City for right-of-way purposes as identified in Attachment 2.

**Discussion**

The dedication of right-of-way is required to adjust the property line such that the existing road and planned public improvements are located within City right-of-way. Currently, a portion of the existing gravel road is on private property. This dedication will formally delineate the area for public use and ensure the City can maintain the future paved road.

**Alternatives**

The City Council may choose not to accept the right-of-way dedication.

**Financial Impact**

None.

**Recommendation**

Staff recommends the adoption of the motion.

**Council Committee Review**

Not Applicable.

EXHIBIT A

RIGHT-OF-WAY DEDICATION LEGAL DESCRIPTION

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29,  
TOWNSHIP 22 NORTH, RANGE 4 EAST OF THE WILLAMETTE MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SOUTH 258TH STREET WITH THE WESTERLY  
LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER;  
THENCE SOUTH 00°26'47" WEST, ALONG SAID WESTERLY LINE, A DISTANCE OF 220.00 FEET;  
THENCE NORTH 03°03'03" EAST, A DISTANCE OF 220.07 FEET TO A POINT ON SAID SOUTH LINE OF  
SOUTH 258TH STREET WHICH IS 10.00 FEET EASTERLY OF THE POINT OF BEGINNING;  
THENCE NORTH 88°38'59" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 10.00 FEET TO THE POINT  
OF BEGINNING.

CONTAINING 1,100 SQ. FT. OR 0.025 ACRES.



SADLER BARNARD & ASSOCIATES, INC  
717 WEST STEWART  
PUYALLUP, WA 98371  
253-848-5170

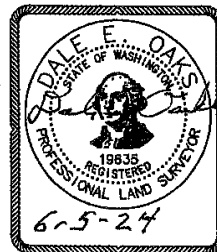
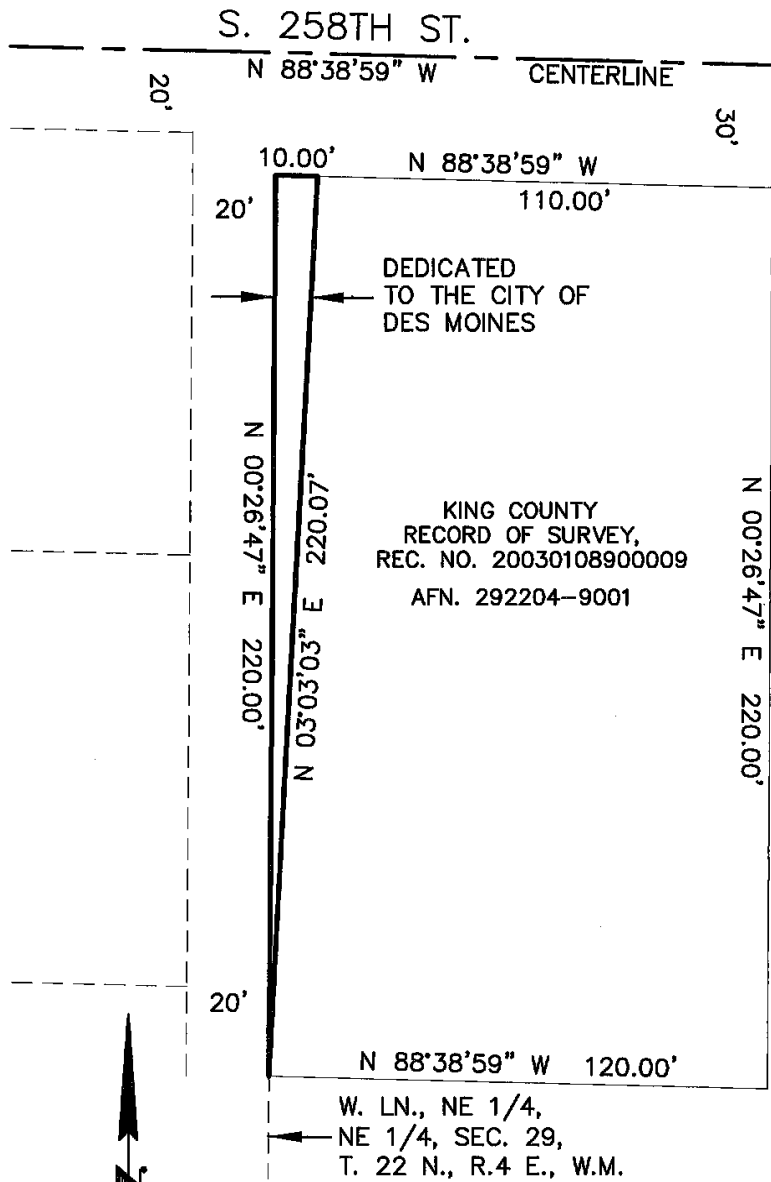




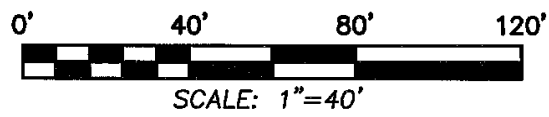
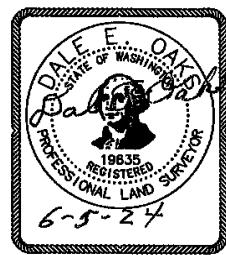
EXHIBIT B  
RIGHT-OF-WAY DEDICATION EXHIBIT



REFERENCE:  
JOB NO. 2024-024

PREPARED FOR:  
LOUIE SALVADOR

PREPARED BY:  
SADLER BARNARD & ASSOC., INC.  
717 W. STEWART  
PUYALLUP, WA 98371  
PH: 253-848-5170





**A G E N D A I T E M**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Alleyway Naming

FOR AGENDA OF: June 27, 2024

ATTACHMENTS:

DEPT. OF ORIGIN: Administration

- 1. Alleyway Naming Public Suggestions

DATE SUBMITTED: June 18, 2024

CLEARANCES:

- City Clerk \_\_\_\_\_
- Communications *h. M. Mohr*
- Community Development /s/ D. Hopp
- Courts \_\_\_\_\_
- Emergency Management \_\_\_\_\_
- Finance \_\_\_\_\_
- Human Resources \_\_\_\_\_
- Legal /s/MH
- 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 provide the Council an opportunity to name the alley that runs north/south through the Marina District between Marine View Drive and 7<sup>th</sup> Ave S. The Council has previously heard a presentation on the top 3 names selected by the Citizen’s Advisory Committee. Once the Council selects the name, staff will need to prepare an ordinance and complete the procedural requirements in order to formalize the name.

**Suggested Motion**

**Motion:** “I move to select \_\_\_\_\_ as the new name for the Marina District Alleyway and direct staff to prepare an ordinance to formally implement this decision.”

### **Background**

The alleyway that runs north/south through the Marina District between Marine View Drive and 7<sup>th</sup> Ave S. does not currently have a name. In recent years the City has invested in improvements to the alleyway in an effort to increase pedestrian access and activate the alleyway with retail and dining opportunities. Naming the alleyway is an additional method of raising awareness and promotion of this innovative area within the City.

The City's Citizen's Advisory Committee (CAC) was tasked with collecting ideas for a name. Members gathered input from their neighbors as well as shared a survey link created by the City to facilitate idea collection. The online survey was also shared with the public via methods such as the Waterland Blog and local PTSA groups. It was agreed that no "contest" or "honor" would be promised to the individual whose name submission was selected. Instead, the entire CAC would be recognized for their collective work on this project. All naming ideas were submitted Monday, April 22, for compilation and distribution to CAC members ahead of their April 24 meeting. During the meeting, attendees voted for their top three choices, which were then consolidated into an overall top three for submission to the City Council.

A total of 391 naming suggestions were submitted to the CAC. From this long list of suggestions, the CAC narrowed it down to a select few, with the top three recommendations to the Council being:

- Backstage Alley (10 votes)
- Jack's Alley (10 votes)
- Waterland Alley/Way (5 votes).

### **Discussion**

At the June 6, 2024 City Council Study Session, volunteers from the CAC delivered a brief presentation to the Council on the basis for their determination and the background. The Council discussed the names but ultimately did not make a final decision. This matter has been placed on the June 27 agenda for Council to take a vote on a final name.

The naming of a street/alley requires an ordinance approved by the City Council. Once the Council selects the name, staff will prepare an ordinance to bring forward to effectuate the final change.

Suggested Name	# of people who submitted this name	Notes
<b>Column1</b>	<b>Column2</b>	<b>Column3</b>
1416 S 250th St	1	
22329 19th Ave S	3	
22345 6th ave s	1	
23835 13th Ct S	3	
28804 Sound View Dr S	2	
4th Runway	1	
6th ave s	1	
7 1/2 Street	1	(seven and a half street)
7 3/4 street Alley	1	
7th Pl S	1	
AcousticAlley	1	(pronounced acoustically)
Actors row	1	
Ahoy Alley	2	
Alarum Way	1	
Alice's Alley	2	(after Alice in Chains, the band that's behind it all)
All Star Alley	1	
Allée Des Moines	1	
Allée du Fromage	1	
Alley	1	
ALLEY KRAKEN	1	
Alley McAlleyFace	2	
Alley McAlleyway	1	
Alley oop	2	
Alley Oops	1	
Alley oxen free	2	
Alley Street	1	
Amusedrom Alley	1	
Anchor	1	
Anchor Alley	6	
Anchor point road	1	
Anderson Alley	2	most active owner that refurbished the old theater)
Angell Anderson Alley	1	
Anything in Honor of Jack (stranger to me but seems the community loves jack)		
Anything that honours jack		
Ave of the Stars	1	
Ba'xkwab	2	Salish name for Downtown Des Moines: An open space in the "timber", the present site of downtown Des Moines was called this, meaning "Prairie"
Back door	1	
Backstage Alley	6	
Backstage Boulevard	2	
Backstage Pass	1	
Backstage Way	1	
Baker Alley	1	(for Ethel Baker, Des Moines postmaster 1936-1951, also ran Baker's Variety Store w/husband, and current quilt shop was their home)
Ballyhoo Boulevard	1	
Bay View Drive	1	
Behind the Scenes	1	
Bernard Ave	1	
Big Catch Alley	1	
Bison Creek Alley	1	
Bliss Alley	2	
Boatman's Way	1	
Bootlegger Alley	2	
Bootlegger's Lane	1	
Bourbon Street	1	
Break a leg lane	2	
Breeze Way	1	
Burning Saucer Alley	1	
Burning Saucer Highway	1	
Buxton Blvd	1	
CANAL PASSAGE	1	
Canal Street	1	

Casbah Ln	1	
Center Alley	1	
Cinema Alley	1	
Clam Canal	1	
Cloud view road	1	
Command View	1	
Commerce Alley	1	
Community Way	1	
Corky's Alley	1	
Corky's Corridor	1	
Corky's Way	1	
Creel Street	1	
Curtain Call Alley	2	
Curtain Call Lane	1	
D'Moi Alley	1	
Dawn View way	1	
DD Way	1	(Downtown DesMoines Way)
Defiance	1	(or Daring, Dauntless, Quickstep, or on another mosquito fleet boat name)
Dels ally	1	
DeMoines Alley	1	
DeMoines BackStreet Alley	1	
DeMoines Post Alley	1	
Des Alley	2	
Des Moines Alley	1	
Des Moines Back Yard Road	1	
Des Moines Historical Road	1	
Des Moines Old Town Lane	1	
Des Moines Theatre Alley	1	
DesMoines Alley	1	
Destination	1	
Dilly Dally Alley	2	
DMT Alley	1	(DesMoinesTheater Alley/Ave)
Dolacky Way	1	
Downtown Alley	1	
Dr. Barney Clark Alley	2	
Dragon's Gate	1	
Draper Way	1	After Melanie Draper founder of historical society
Driftwood Alley	1	
Echo Alley	1	
Encore Alley	2	
Encore Passage	1	
Fisherman's Alley	1	
Fisherman's Way	1	
Flatwater Alley	2	
Fountain Alley	1	
Friendly Alley	2	
Goey Duck Alley	1	
Grand Avenue	1	(name of Des Moines' original main street)
Green Light Lane	1	
Greg Carroll Way	2	He was an opera singer from Des Moines and died 11 years ago aged 35
Harbor Haven	1	
Hideaway Alley	1	
High Bluffs Alley	1	(historical)
Highline Hop	1	
Incident Alley	1	
Ingraham Alley	1	
Interstellar Connection	1	
Iowa Alley	1	
J-Pod Street	1	
Jack	10	He stops by all of the businesses in town and everyone pretty much knows who he is. He isn't out as late since he was beat up a couple of years ago.
Jack Ave	2	Could also be for Jack Kniskern – the man who helped design Des Moines
Jack's	2	
Jack's Alley	9	
Jack's Lane	3	
Jack's Street	2	
Jack's Way	5	

Jazz Alley	1	
Jeffrey Ferrell's way	1	
John Moore Alley	1	
John Moore Path	1	After 1st European settler
Just An Alley	1	
Karen Keiser Way	1	
Keiser Way	1	
Kelly Alley	1	
King Tide (Alley)	1	
Knott-a-Street	1	
KRAKEN ALLEY	1	
Lamplight Alley	1	
Landlubber Lane	1	
Landmark Alley	2	
Liberty Way	1	
Lighthouse	1	
Lights Lane	1	
Limelight alley	1	
Local yocal way	1	
Lover's Lane	1	
Macbeth alley	1	
Marina Alley District	1	
Marina View Lane	1	
Maritime Alley	1	
Martelli Lane	1	
MartinAlley	1	
Masonic Alley	1	
Maury Island Alley	1	
Mayflower Alley	1	
Meander Passage	1	
Melody Court	1	
Melody Lane	1	
Memory Haven Alley	1	
Memory Lane	1	
mermaid lane	1	
MIB Lane	1	
Mid-Way	1	
Midway	1	
Midway Alley	1	
Mill Alley	1	
Monks Alley	2	(Des Moines = "The Monks")
Moore	1	
Mosquito Alley	1	
Mugger's Alley	1	
Mugger's Lane	1	
Mulberry	1	(from a Dr. Seuss book)
Music Alley	2	
Music Way	1	
NARDO ALLEY	1	
Neighbor Alley	1	
Nostalgia Alley	1	
Oddfellow Alley	2	
Oddfellows Alley	3	
Offshore	1	
Old Des Moines Road	1	
Old Theater Alley (or Road or Street)	1	
Old Town n Row	1	
Olympic Vista Alley	1	
Orca Alley	1	
ORCA PUP ALLEY	1	
Orcas Trail Lane	1	
Osterhoudt Alley	2	(1947 by Wally Osterhoudt, and former Mayor)
Otter Alley	1	
Outback	1	
PAPPAS WAY	1	
Pearl Alley	1	
Pelican Way	1	
Poop Deck alley	1	
Port Alley	1	
Poverty Bay Alley	2	
Poverty Lane	1	

Pre Alley	1	
Puget Passage	1	
Reel Way	1	
Remembrance Row	1	
Rockers' Road	1	
Rubberneckers Alley	1	
Rue Des Moines	1	
Rumrunner Alley	1	
Rytipur alley	2	
Sail away alley	1	
Salish Sea	1	
Salish Sound Lane	1	
Salish Sound Street	1	
Saltwater Alley	6	
Sea Breeze Alley	1	
Sea Lion Lane	1	
Seabreeze	1	
Seacoast village	1	
Seashell Street	1	
Seaway	1	
Seven 1/2 Way	1	
She Sells Seashells by the Seashore Street	1	
Skippers Way	1	
Soul Alley	1	
Soul Tune Way	1	
Soundwaves Alley	1	
South View Lane	1	
Spaceship Alley	1	
Spalding Alley	1	
Spanish Castle Alley	1	
Speakeasy Alley	1	
Spotlight alley	1	
Stage Door Alley	1	
Stage Hand Alley	1	
Starfish Drive	1	
Streety McStreetFace	1	
Studio alley	1	
Submarine	1	
Summer Way	1	
Sunset Alley	3	
		(Susan was a Zenith native who dedicated her life to teaching music and theater. She changed countless lives throughout her legendary career and it would be fitting given it's the alley behind a theater not too far from where she was raised.)
Susan Dolacky Way	6	
THAT'S ALL FOLKS!	1	
The Alley	1	
The Bridge	1	
The Des Moines 0.5	1	
The Des Moines Walkabout	1	
The Inlet	1	
The Lane at the End of the Ocean	1	
Theater Alley	5	
Theater Row	3	
Theater Street	1	
Theatre Thru-Way	1	
Timber (or Timbre) Alley	1	
Timber's Pass	1	
Tin Pan Alley	2	
Tom Mannard Way	1	
Treasure Alley	2	
Tugboat Alley	1	
Tugboat Passage	1	
Upstage alley	1	
Uptown Alley	1	
Van Gasken Alley	1	
Vaudeville	1	
Virtuoso Way	1	
Walking Paper's Lane	1	The name of Ben Anderson's band - the guy helping restore the theater



		(after Wally Osterhoudt, who was one of the people who opened the theater. Wally Osterhoudt also served on the Des Moines city council and was mayor from 1964-1969).
Wally's Alley	2	
Wally's Street	1	
Warf Way	1	
Waterland Alley	7	
Waterland Ave	1	
Waterland Passageway	1	
Waterland Walkway	1	
Waterland Wander Way	1	
Waterland Way	2	
Waterline Alley	1	
Waterside alley	1	
Way Back Way	1	
West End	1	
West Marine View Way	1	
West Side (Alley)	1	
Westside Street	1	
Whale Trail Way	1	
Whale Way	1	
Whaler Way	1	
Windjammer Way	1	a nod to our past, present, and future connection to the ocean/sailing/marine recreation
Yardarm Way	1	
Zenith	5	
Zenith Ally	1	
Zenith Lane	2	
Zenith Place	2	
Zenith Road	1	
Zenith St.	1	
Zenith Way	1	

**AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: City Manager Recruitment

FOR AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Human Resources

ATTACHMENTS:

- 1. SGR Amended Timeline

DATE SUBMITTED: June 18, 2024

CLEARANCES:

- City Clerk \_\_\_\_\_
- Community Development \_\_\_\_\_
- Courts \_\_\_\_\_
- Emergency Management \_\_\_\_\_
- Finance \_\_\_\_\_
- Human Resources *AG*
- Legal /s/ MH
- 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 for the City Council to review the revised timeline provided by Dave Tuan, SGR recruitment consultant, and concur or edit as needed. The Council should consider establishing the dates that an executive session may be needed and the week City Manager interviews will occur. The Council will also be provided information on the next step after the posting closes for first review, which will be identifying semi-finalists for further consideration.

**Motion**

**Motion 1:** None

**Background**

On November 9, 2023, the Council appointed Tim George as the Interim City Manager. The Council indicated they would like to retain an executive search recruitment firm to conduct the recruitment of the new City Manager. On March 14, 2024, the City Council voted to retain the services of SGR. Subsequently, Dave Tuan was identified as the SGR recruiter. On May 30, 2024 the City Manager job listing went live and is set to close for first review on June 30, 2024.

**Discussion**

The Council has taken a number of actions since the selection of SGR as the recruitment firm to conduct the City Manager recruitment. They have reviewed and updated the City Manager Job Description, approved a new salary schedule to include the creation of a hiring range. They have participated in a “Listening Session” with the consultant to provide their individual feedback, provided the consultant access to the relevant information required by SGR e.g. the “City Position Profile,” a recruitment brochure template selection, organization chart, photos, and a proposed recruitment timeline. The Council weighed in on the initial timeline provided by the SGR and has met with the consultant to review the entire process twice since this process has started. Though the Council was provided SGR’s initial proposed timeline, there has been some adjustments made since their initial review. Council needs to review and provide any needed revisions on SGR’s revised timeline. Additionally, the Council will have an opportunity to review next steps after the listing closes on June 30, 2024 for their first review, in preparation for the executive session scheduled for July 2, 2024.

**Des Moines City Manager Timeline (drf 5-30-24) 30 days**

<b>Position profile brochure is finalized/Job Launched</b>	<b>Thursday, May 30, 2024</b>
<b>Job Posted/Ads Placed</b>	Friday, May 31, 2024
<b>Deadline for first review of applications</b>	Sunday, June 30, 2024
<b>Send Resume materials/Power Point Presentation</b>	Friday, July 5, 2024
<b>SGR meets with city to review applicant pool/Selection of semifinalists</b>	Monday, July 8, 2024
<b>Stage 1 Media Search Due</b>	Monday, July 22, 2024
<b>Questionnaire Due</b>	Monday, July 22, 2024
<b>Online Interviews Due from Candidate</b>	Monday, July 22, 2024
<b>Semifinalist briefing materials/Online interview links delivered to city</b>	Tuesday, July 23, 2024
<i>Semifinalist briefing materials include cover letters, resumes, and questionnaires</i>	
<b>SGR meets with city to review semifinalists and facilitate selection of finalists</b>	Tuesday, July 30, 2024
<b>Disc Assessments Due from Candidate</b>	Wednesday, August 14, 2024
<b>First Year Game Plan Due from Candidate</b>	Wednesday, August 14, 2024
<b>Background Checks Due</b>	Wednesday, August 14, 2024
<b>Stage 2 Media Searches Due</b>	Wednesday, August 14, 2024
<b>Finalist briefing materials delivered to city</b>	Wednesday, August 21, 2024
<i>Finalist briefing materials include DiSC assessments and comprehensive media reports</i>	
<b>Interview Start Date</b>	Wednesday, August 28, 2024

CITY OF DES MOINES

**2024 City Manager  
Recruitment  
Semi-Finalist Selection  
Process**



# CITY MANAGER RECRUITMENT COUNCIL ACTION RECAP

## Council Action(s):

- Secured an executive search firm to conduct the City Manager recruitment.
- Updated the City Manager Job Description.
- Adopted a new salary methodology and range for the 2024 City Manager Pay Schedule.
- Participated in “Listening Sessions” with the consultant.
- Provided input that later became the City Manager Recruitment Brochure.
  - The job posting went live on May 30, 2024.
- **And waited.....**



## CITY MANAGER CANDIDATES AS OF 06.27.2024

- **As of today at 2:30 pm MT:**

- (20) candidates have applied.
- (12) are in-state and (8) are out of state.
- There are (2) potential candidates that may apply BEFORE the deadline of June 30, 2024.



## CITY MANAGER SEMI-FINALIST SELECTION-WHAT TO EXPECT?

- **Council will be provided:**
  - An overview of the search process, outreach conducted and the number and demographic of candidates.
  - A summary of candidates and their qualifications.
  - Candidates will be organized and presented as follows:
    - **Tier A:** Exceeds qualifications listed in the job description/advertisement.
    - **Tier B:** Meets qualifications.
    - **Tier C:** Does not meet qualifications.
- **The evaluation will be according to a simple system:**
  - I am interested in advancing candidate to semi-finalist.
  - I might be interested in advancing candidate to semi-finalist.
  - I am not interested in advancing candidate to semi-finalist.
- **Council can choose up to (12) semi-finalists from this group.**
  - Council will need to select (4) Online Interview Questions from the SGR standard online interview questions **by July 1, 2024** at the latest.





# CITY MANAGER RECRUITMENT- STANDARD ONLINE INTERVIEW QUESTIONS

- Council will need to select (4) questions from the following list:
  - What is it specifically about this opportunity that interests you, and how does the position fit into your career goals?
  - Describe your personal leadership philosophy and guiding values.
  - Describe how you go about building relationships and how you would apply that to this position should you be selected for it.
  - Tell us about your proudest professional accomplishment.
  - Tell us about a challenge to your integrity you have faced either personally or professionally and how you overcame it.
  - Tell us about something you have done that was highly innovative and produced notable results.
  - Describe your decision-making style. Do you tend to be quick and instinctive or more methodical? Tell us about a time when your method did not achieve the results you expected.
  - Please share information about yourself that is not reflected in your resume.



## CITY MANAGER SEMI-FINALIST SELECTION-NOW WHAT?

- **Semi-Finalist's will be asked to do the following:**
  - Respond to (20) supplemental questions from the SGR City Manager Candidate Questionnaire.
  - Record a one-way semi-finalist interview.
- **Candidates will be given approximately (2) weeks to return their responses.**
- **SGR will also be performing their Stage I media search.**
  - The “Stage I” of media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.



# AMENDED RECRUITMENT TIMELINE

## ■ Amended Recruitment Schedule

- The timeline the Council reviewed in April with the consultant has been adjusted somewhat given that the posting was posted later than originally proposed.
- The “major” change is that this moves SGR’s proposed week for onsite interviews of the finalists to starting on Wednesday, August 28, 2024 rather than Monday, August 12, 2024.
- The Council should be prepared to have another executive session the week of July 22, 2024.



## CITY MANAGER RECRUITMENT – NEXT STEPS

- **Council will receive on Friday, June 28, 2024:**
  - The City Manager Job Description
  - The City Manager Brochure
  - CM Questionnaire Supplemental Questions
  - Online Interview Questions

?QUESTIONS?



**A G E N D A I T E M**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Rate Reduction Request – 2024  
Poverty Bay Blues and Brews

FOR AGENDA OF: June 27, 2024

DEPT. OF ORIGIN: Administration

ATTACHMENTS:

DATE SUBMITTED: June 20, 2024

- 1. Rate Reduction Request – 2024 Poverty Bay Blues and Brews

CLEARANCES:

- City Clerk \_\_\_\_\_
- Community Development \_\_\_\_\_
- Courts \_\_\_\_\_
- Director of Communications \_\_\_\_\_
- Emergency Management \_\_\_\_\_
- Finance MH
- Human Resources \_\_\_\_\_
- Legal /s/ MH
- Marina SW
- Police \_\_\_\_\_
- Parks, Recreation & Senior Services BM
- Public Works \_\_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The purpose of this agenda item is to present for consideration a Rate Reduction Request made by the Rotary Club of Des Moines and Normandy Park for the 2024 Poverty Bay Blues and Brews Festival held at the Des Moines Beach Park. Rotary has formally requested that the Council apply a 75% discount to the established rental fee for the event and to provide parking at no-cost for the event.

**Optional Motions**

**Motion 1:** “I move to approve a rate reduction in the amount of \_\_\_\_\_ percent for the 2024 Poverty Bay Blues and Brews Festival.”

**Motion 2:** “I move to direct the City Manager to waive Marina parking fees for attendees of the event.”

### **Background**

In 2015, the City Council passed Resolution 1298 that created a uniform rental rate discount policy for residents, non-profits and governmental agencies. Pursuant to the policy, a resident or a non-profit that services Des Moines would receive a 20% discount on City owned venue rentals. A 50% discount is given to a Des Moines non-profit that invests at least 60% of their revenue from the event back into City programs, however, the policy states the rental reduction does not apply during peak rental periods, specifically weekends during the busy months of April through October. A 75% discount is provided to Des Moines non-profits that invest 100% of the revenue from their event back into City programs.

The Rotary Club of Des Moines and Normandy Park is specifically cited in the policy as an organization that would receive a 50% discount except during the peak periods, at which time they would receive a 20% discount. Because the event is scheduled for a Saturday in August, according the policy, Rotary would receive a 20% discount. This amounts to a rental reduction of \$2,430 as the total event rental according to existing City rates would \$12,150.

### **Discussion**

The City received a formal rental rate reduction request from the Rotary Club (attachment 1) seeking a 75% rental rate reduction. This request details the basis for the request and includes information on how funds are spent by the organization to assist Des Moines residents and organizations. The City Council has the discretion to waive or modify the rental rate reduction policy when a request is submitted. Additionally, although the City Manager sets parking rates, the Council can direct the City Manager to waive them on a case by case basis.

### **Alternatives**

The Council has the discretion to set the rental rates as well as direct the City Manager to waive parking fees.

### **Financial Impact**

If the Council authorized a 75% rental discount, the total cost for the facilities would be \$3,037.50. The 75% rate deduction would result in a decrease in rental revenue of \$6,682.50. This number represents the difference between a 20% rate reduction (\$2,430) and a 75% rate reduction (\$9,112.50). Saturdays in August are prime rental weekends for the Events and Facilities Department and the rental revenue that would be received if a 75% rate reduction is approved (\$3,037.50) vs. the 20% rate reduction (\$9,720) would negatively impact the Department's final revenue numbers.

The estimated revenue loss for allowing free parking in the Marina for the event is between \$1,500 and \$2,000.



**ROTARY CLUB OF DES MOINES  
AND NORMANDY PARK**

P.O. Box 98073  
DES MOINES, WA 98198

June 6, 2024

City of Des Moines Council  
Attn: Tim George, City Manager  
21630 11th Ave S  
Des Moines, WA 98198

cityclerk@desmoineswa.gov  
TGeorge@desmoineswa.gov

Dear Honorable Council Members and City Manager George,

On behalf of the Rotary Club of Des Moines and Normandy Park, we are requesting that the City Council grant the Rotary Club of Des Moines and Normandy Park a 75% discount on our Beach Park rental rate for the 15<sup>th</sup> Annual Poverty Bay Blues and Brews Festival to be held at the Des Moines Beach Park on August 24, 2024 as authorized by Resolution 1298.

We have been advised that because we use the net proceeds to fund charitable programs that may benefit individuals located outside the City of Des Moines that we do not meet the threshold for the 75% Reduction. We have also been advised that although we meet all of the other requirements, for a 50% reduction, because the event occurs in August, we do not qualify for that reduction. For the reasons outlined below we ask for the City's support to help us raise funds to support the Community and we formally request that our event be granted the 75% reduction rate.

I have enclosed with this letter a copy of our Non-Profit Revenue Report and Request For Fee Reduction form. As you will note this report documents that we spend the majority of our net proceeds on charitable programs that directly or indirectly benefit the Des Moines Community by funding programs in the Highline School District and surrounding communities. If we factor in our other fundraisers and the value of our volunteer efforts, we believe the benefit to the community exceeds 100% of the net proceeds annually raised by the Poverty Bay Blues and Brews Festival. The absence of a nonprofit discount directly impacts our ability to continue to support local charities. As you are aware our local needs are increasing and we are attempting to increase our ability to meet these needs. Your partnership is necessary to continue our efforts to serve our local community.

We believe the fee reduction is also supported by the following benefits that the Poverty Bay Blues and Brews Festival brings to Des Moines:

- The Poverty Bay Blues and Brews Festival brings over 1,500 visitors to the city, providing the City with a valuable marketing and promotional opportunity.
- Many of the City's restaurants experienced their highest volumes of the year during the Poverty Bay Blues and Brews Festival.
- The Poverty Bay Blues and Brews Festival will showcase the Beach Park Facilities and help the City market and rent its facilities.

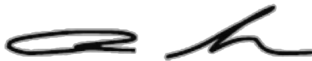
Page 2

The Rotary club has been a constant supporter of the City of Des Moines and the Des Moines community. Over the past 15 years of the Blues and Brews Festival, the Club has raised over half a million dollars the bulk of which is used to support charitable endeavors that directly support the citizens of Des Moines. We believe this event will benefit the community, Des Moines businesses, the City of Des Moines and the charitable efforts of our Club and we ask for your support in granting a 75% discount.

By this letter we are also requesting that the parking fees in the Marina be waived for this event. We believe a waiver will help increase the paid attendance to the event and minimize the impact on local street parking. We do appreciate that staff has indicated parking fees will not be enforced in the Beach Park during the event but we would also appreciate having this courtesy extended to the marina.

We thank you for your consideration of this request and your valuable partnership. We are available as necessary to provide additional information or answer any questions that you may have. If you would like additional information or wish to discuss our request, please contact Brian Snure at 206 824-5630 or [Brian@snurelaw.com](mailto:Brian@snurelaw.com)

Sincerely,



Brian Snure  
Blues and Brews Chair, Rotary Club of Des Moines and Normandy Park

cc: Mayor Traci Buxton, via email  
Cortney Wilt, via email  
Scott Craig, Rotary President via email  
Jeff Gross, Rotary President Elect, via email

Enclosure: Rate Reduction Request Form





Contact the Events and Facilities Department:  
[beachparkeventcenter@desmoineswa.gov](mailto:beachparkeventcenter@desmoineswa.gov)  
206-870-9370  
[www.beachparkeventcenter.com](http://www.beachparkeventcenter.com)

## NON-PROFIT REVENUE REPORT & REQUEST OF FEE REDUCTION

**Reduced resident, governmental, or non-profit rate could be allowed for use of event rental facilities owned and operated by the City of Des Moines. To qualify for these rates please refer to below rate reduction fee schedule.**

**Events and Facilities Rate Reduction Schedule:**

**20% Reduction**- City residents with proof of residency (photo ID required), City employees, or Des Moines and South King County non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address.

**50% Reduction**- A governmental entity, or Des Moines non-profits with proof of 501(c)3 or 501(c)6 status and Des Moines business address. The non-profit must provide proof that the organization returns a minimum of sixty percent (60%) of their net revenues to support various programming within Des Moines.

**75% Reduction**- A governmental entity, or Des Moines non-profits with proof of 501(c)3 or 501(c)6 status and Des Moines business address. Must be an annual event of not more than three days duration and work in partnership with the City to provide public activities, special events, and economic development projects or community betterment projects. Must provide proof that the organization reinvests 100% percent of the net revenues from any fees and/or charges raised at City venues back into various programs within Des Moines.

**Examples of Supported Programs:**

- Parks
- Recreation and Senior Services
- Marina
- Schools
- Economic Development
- Tourism
- Human Services
- Arts and Culture
- Historic Preservation
- Environmental and Community Activities
- Other Charities in the City of Des Moines

Full waiver of fees require approval from Des Moines City Council prior to booking contract. To request waiver of fees, contact the City Clerks office at [cityclerk@desmoineswa.gov](mailto:cityclerk@desmoineswa.gov).

As a representative of the following organization, I am requesting the rental fees be reduced.

Full Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address – Cannot be a PO Box: \_\_\_\_\_

Previous years net revenue: \_\_\_\_\_

Des Moines organizations/programs supported by your organization and funds applied towards them:

- |           |              |
|-----------|--------------|
| 1. _____  | Amount _____ |
| 2. _____  | Amount _____ |
| 3. _____  | Amount _____ |
| 4. _____  | Amount _____ |
| 5. _____  | Amount _____ |
| 6. _____  | Amount _____ |
| 7. _____  | Amount _____ |
| 8. _____  | Amount _____ |
| 9. _____  | Amount _____ |
| 10. _____ | Amount _____ |

Purpose of event:

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Reason for rate reduction:

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Is this event open to the general public?      Yes                      No

Additional documentation may be requested in addition to the information provided above

**RESOLUTION NO. 1298**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON,** authorizing reduced resident, governmental entity and non-profit facility rental rates and listing conditions under which such permission is granted, and superseding Resolution No. 1281.

**WHEREAS,** the City Council finds that the City's park, recreation building and parking lot rental facilities have become popular venues for many public and private activities and meetings and a growing number of requests are being made to City Council for free or reduced City facility rental fees, and

**WHEREAS,** the City Council finds that partnering with governmental entities and non-profit organizations serving Des Moines and others whose programs or services help to further the mission of the City especially in the areas of parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities enhances the quality of life for residents of the City of Des Moines, and

**WHEREAS,** the City of Des Moines wishes to permit its residents, governmental and non-profit organizations serving Des Moines the use of its facilities at a reduced rate and at the same time, cover any direct cost to the City and to be held harmless from any liability arising from such use, and

**WHEREAS,** the City Council wishes to establish a policy and criteria for the use of City rental facilities at a reduced rate by its residents, governmental and non-profit organizations serving Des Moines; now therefore,

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

Permission to reduce the City's rental facility rates to residents, governmental and non-profit organizations serving Des Moines is granted, subject to the following conditions:

(1) A twenty percent (20%) reduction of the City's rental fees may be provided to City residents with proof of residency, City employees and Des Moines and South King County non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address

including those raising funds to support the organization's mission. The user would provide proof of insurance and pay any regular fees for permits, deposits, labor and equipment.

(2) A fifty percent (50%) reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

(c) The non-profit must provide proof that the organization returns a minimum of sixty percent (60%) of their net revenues to support parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities or other charities in the City of Des Moines. Except for Marina parking lots which would have a 50% fee reduction year-round, this policy would not apply to weekend (Friday, Saturday and Sunday) facility use during the months of April through October; during those times a twenty percent (20%) fee reduction would apply. The user would provide proof of insurance and be required to pay any regular fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Des Moines Rotary Club fund raising activities, Des Moines PSTA school fund raising activities, Des Moines Waterfront Farmers Market activities and other similar activities.

(3) A seventy-five percent 75% reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

Resolution No. 1298  
Page 3 of 3

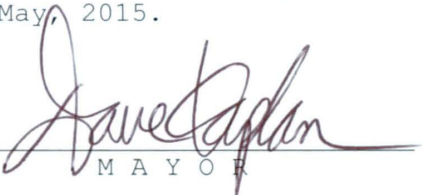
(c) Must be an annual event of not more than three days duration and work in partnership with the City to provide public activities, special events, economic development projects or community betterment projects;

(d) Must provide proof that the organization reinvests 100% percent of the net revenues from any fees and/or charges raised at City venues back into the public activities, special events, economic development projects or community betterment project;

(e) The user would provide proof of insurance and be required to pay any normal fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Annual Destination Des Moines fund raising activities for City celebrations, Annual Des Moines Legacy Foundation fund raising activities to support City Parks, Recreation and Senior Services programs and other similar activities.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this 21st day of May, 2015 and signed in authentication thereof this 21st day of May, 2015.

  
MAYOR

APPROVED AS TO FORM:

  
Assistant City Attorney

ATTEST:

  
City Clerk

# CITY COUNCIL REGULAR MEETING

## Speaker Sign-Up Sheet

June 27, 2024



NAME (PLEASE PRINT)	ADDRESS	TOPIC	PHONE/E-MAIL ADDRESS
✓ Marnie Sevores	22018 15 <sup>th</sup> Ave S Des Moines WA 98148	JR Softball Tournament	206 683 4217 Sevores@comcast.net
✓ Rolly MUPAS	Des Moines Mem. Dr. Residence - N. Park		206.287.6708
✓ RICHARD MACKLER	215 NW 22341 WALKER Suite A	U.S. WDR (Rotary)	RMOCKLER@WALKER- MERRILL.COM
✓ Russell Carlson	Des Moines	Rotary	
✓ Alena Rogers	Des Moines	Legal Complaints	