AGENDA

DES MOINES CITY COUNCIL STUDY SESSION

City Council Chambers

21630 11th Avenue S, Des Moines, Washington Thursday, February 1, 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

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

DISCUSSION ITEMS

Item 1. HEARTS AND MINDS FUND POLICY DISCUSSION Hearts and Minds Fund Policy Discussion

Item 2. COMMUNITY DEVELOPMENT DEPARTMENT 2024 WORK PROGRAM

Community Development Department 2024 Work Program

EXECUTIVE SESSION

POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i) – 30 Minutes

NEXT MEETING DATE

February 08, 2024 City Council Regular Meeting

ADJOURNMENT

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Hearts and Minds Fund Policy Discussion	FOR AGENDA OF: February 1, 2024 DEPT OF ORIGIN: Administration						
•	DEPT. OF ORIGIN: Administration DATE SUBMITTED: January 25, 2024 CLEARANCES: [X] City Clerk						
	[] Parks, Recreation & Senior Services [] Public Works APPROVED BY CITY MANAGER FOR SUBMITTAL:						

Purpose and Recommendation

The purpose of this agenda item is to facilitate Council discussion of the Hearts and Minds Fund and to create a policy that governs the collection and expenditure of funds. At the conclusion of this discussion, City staff may be directed to draft a resolution containing the consensus of the Council for consideration and approval at a future Council meeting.

Suggested Motion

Motion:

"I move to direct staff to prepare a draft Hearts and Minds Fund Policy consistent with the Council's general consensus, for consideration and approval at a future meeting."

Background

The Hearts and Minds Fund dates back to the 1960's when the City Council began setting aside a small portion of their Council wages in order to provide a funding source for items that the Council would like to contribute to without spending tax payer's money. Traditionally this has included purchasing flowers for a death or illness of a community member/staff, support of a non-profit organization, providing funding for scholarships, or any other matter the Council wanted to support financially. Currently, Councilmembers contribute \$25 per month from their Council wages. A two-step process is in place where the City Clerk and the Finance Director are signers on the bank account holding the funds. A different staff member manages the account (writes the checks, ensures sufficient funding) but cannot sign the checks. The funds are generally expended by a motion made by a Councilmember at the dais followed by a second, and then a majority vote of the Council.

Discussion

In reviewing City historical records, we have been unable to locate any policy documents that set the parameters for how the Hearts and Minds fund operates. A number of Councilmembers as well as the Mayor have indicated an interest in preparing a formal policy to establish guidelines on the collection and expenditure of funds. Some potential items to clarify in a policy include:

- 1. Formalize monthly dollar amount contributions.
- 2. Process for increasing/decreasing monthly contributions.
- 3. Ability for Councilmember to opt out of fund.
- 4. Eligibility of items for expenditure of funds.
- 5. Recommended fund balance levels.
- 6. Notice requirement for expenditure of funds.
- 7. Voting requirements for approval of expenditure.

These are all examples of items that could be included in a policy that governs the Hearts and Minds fund. The Council could also decide to add other items.

Alternatives

Do not provide direction to staff to create a policy and leave the Hearts and Minds Fund in its current informal state.

Financial Impact

No financial impact.

Recommendation

N/A.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Community Development Department 2024 Work Program	t FOR AGENDA OF: February 1, 2024								
2021 Work Hogiani	DEPT. OF ORIGIN: Community Development								
ATTACHMENTS: 1. Work Program and Timeline	DATE SUBMITTED: January 25, 2024								
	CLEARANCES:								
	[] City Clerk								
	[X] Community Development DEL								
	Courts								
	[] Emergency Management								
	Finance								
	Human Resources								
	[X] Legal /s/MH								
	Marina								
	Police								
	Parks, Recreation & Senior Services								
	Public Works								
	APPROVED BY CITY MANAGER								
	FOR SUBMITTAL:								

Purpose and Recommendation

The purpose of this agenda item is to brief the City Council on the Community Development Department's 2024 Work Program. No Council Action is required for this item.

Background

The Community Development Department is comprised of the Planning and Development Services Division and Building Division and has 12 full-time employees (including the Director) plus a contract Plans Examiner. The Department is responsible for review of private and public development permits for a range of projects, inspections services, fire and life safety, long range planning, drafting legislation, code enforcement, oversight of the solid waste management and recycling programs and emergency management/response.

Discussion

Community Development's 2024 Work Program (Attachment 1) is broken out into Tier 1, Tier 2 and Tier 3 Activities:

Tier 1 Activities are priority items that relate to permit reviews or have review and implementation deadlines to adhere to.

Tier 2 Activities are items that the Department works on or participates in as staffing capacity allows.

Tier 3 Activities are specific items where there is Council, staff or community interest in implementing but there is not the staff capacity or resources available allocated to implement.

As Council will see from the Work Program and Timeline, the majority of the Tier 1 items are running concurrently and several key items will be coming to Council during the first half of 2024 for input.

One of the first items that we plan to bring to Council within the next month are updates to the Building Code found in Title 14 of the Des Moines Municipal Code. These are driven by the State's scheduled adoption of the 2021 Washington State Building codes on March 15, 2024. Many of the updates to Title 14 are clean-up items that make the City's code work seamlessly with the State Code.

Community Development has also been working on the periodic review and update to our comprehensive plan and development regulations that is due by December 31, 2024. In addition, the initial work on the Middle Housing Grant project is kicking off and will run concurrently with the comprehensive plan update and will inform potential policy updates for the Housing Element as well as the Land Use, Transportation and Capital Facilities, Utilities and Public Services Elements of the Comprehensive Plan. The review and adoption of the development regulations to implement HB 1110 (middle housing) will occur between January and June 2025.

Alternatives

N/A

Financial Impact

Washington State Department of Commerce is providing grant funding to support the Comprehensive Plan update and Middle Housing work. Failure to meet State requirements for completing this work may make the City ineligible for other funding sources in the future.

Recommendation

N/A

2024 Work Program & Timeline Community Development Departn	ent (01/17/	2024)												
TIER 1 ACTIVITIES	STARTED	2023 DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	ост	NOV	DEC
Zenith Properties EIS (Permit Application)	Feb-22	DEIS			FE	IS								
Des Moines Creek Business Park West Master Plan (Permit Application)	Sep-22	Complete	Site Entit	tlements			Site Cons	struction (pe	nding perm	it approvals)				
Comprehensive Plan Periodic Review (Commerce Grant SFY 2024; Adoption by 12/31/2024)	Dec-22													
Middle Housing (HB 1110) Implementation (Commerce Grant SFY 2024 - SFY 2025)	Jan-24													
Accessory Dwelling Units (HB 1337) & Related Housing Bills Implementation	Jan-24													
Legislative Session Monitoring	Jan-Feb 2024													
Sustainable Airport Master Plan EIS (Coordinate consultant review of DEIS)	Q1-2024			DEIS Issu	nce Q1-20	24								
Building Code Updates (Coincides w/ State code updates)						•								
Annual Comp Plan Amendments (Requests/Other Jan-June)	Jun-Dec 2024											Public Hea	ring	
Permit Reviews (% staff time)	Ongoing													
Solid Waste Management Coordination	Ongoing													
Tier 2 Activities Noise Code for new construction														
Short term rental code (Airbnb, VRBO etc)														
DMMC Code Clean-up (pending staff availability)	Jan-23													
Code Enforcement (complaint based; other pending staff availability)	Ongoing													
Economic Development & Other Support - King County Planning Directors - Marina Redevelopment & Website - SKHHP Support - Soundside Alliance - Southside Chamber - Start Committee Mtgs	Ongoing													
Tier 3 Potential Additional Activities														
Food Truck Pilot Program and Potential Code Amdts. (pending staff/consultant resources)	Feb-22													
Building heights near 216th/MVD Node (gateway)														
Commercial Rooftop Deck/Amenities Code Review/Amdts														
TOD Zoning near ST Stations														
SEPA infill exemption														
CPTED for Commercial Design Review														
Urban Agriculture/Chickens (Council motion)														