

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

DATE SUBMITTED: January 25, 2024

ATTACHMENTS:

1. None

CLEARANCES:

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

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

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

FOR AGENDA OF: February 1, 2024

DEPT. OF ORIGIN: Community Development

ATTACHMENTS:

DATE SUBMITTED: January 25, 2024

1. Work Program and Timeline

CLEARANCES:

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

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is 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

