



Des Moines
WATERLAND CITY

**AGENDA
DES MOINES CITIZENS ADVISORY BOARD
MEETING**

City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Wednesday, January 28, 2026 - 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

- Item 1. **Approval of Minutes**
Motion: "I move to approve the minutes of the December 10, 2025 Citizens Advisory Board Meeting."

- Item 2. **Subcommittee Reports**

NEXT MEETING DATE

February 25, 2026

ADJOURNMENT

**Citizens Advisory Board
AGENDA ITEM**

BUSINESS OF THE CITIZENS ADVISORY BOARD
City of Des Moines, WA

SUBJECT: Approval of Minutes

ATTACHMENTS:

1. December 10, 2025 Draft Minutes

FOR AGENDA OF:

January 28, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

January 21, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is for the Citizen Advisory Board to review the minutes from the December 10, 2025 Citizens Advisory Board meeting.

Suggested Motion:

Motion: "I move to approve the minutes of the December 10, 2025 Citizens Advisory Board Meeting."

Background

The City Clerk's Office has prepared action-format meeting minutes for Citizen Advisory Board's consideration.

Discussion

Alternatives

The Citizen Advisory Board may make corrections to errors and approve the meeting minutes as amended.

Financial Impact

Recommendation

Staff recommends the Citizen Advisory Board approve the meeting minutes as presented.



Des Moines

WATERLAND CITY
MINUTES

DES MOINES CITY COUNCIL
CITIZENS ADVISORY BOARD MEETING

City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington

Wednesday, December 10, 2025 - 6:00 PM

CALL TO ORDER

Deputy Mayor Harry Steinmetz called the meeting to order at 6:00 p.m.

ROLL CALL

Council Present:

Deputy Mayor Harry Steinmetz; Mayor Tracy Buxton; Councilmember Gene Achziger

Citizen Advisory Board Members Present:

Bettina Carey; Victoria Andrews; MaryEllen Laird; Diane Hoyer; Jim Lampariello; Bill Linscott; Mackenzie Meyers; Charlene Bacalzo; Jeff Crompe

Barton Delacy entered at 6:04 p.m.

Magdalena Herrera entered at 6:53 p.m.

Citizen Advisory Board Members Absent:

Susan White; Lisa Franz; Colleen Gants; Corrine Anderson-Ketchmark; Rick Laycock; Eddy Duggar; Aileen Evans; Alyson Chapin; Randy Richards; Mary Guiberson; Justin Pirtle

Staff Present:

City Manager Katherine Caffrey; Staff Liaison/City Prosecutor Tara Vaughn; Deputy City Clerk Sara Lee

AGENDA

Item 1. APPROVAL OF MINUTES FROM THE OCTOBER 29, 2025 MEETING

Direction/Action

Motion: Made by Jeff Crompe to approve the October 29, 2025 minutes; seconded by Bettina Carey.

Motion passed 9-0.

Item 2.

STRATEGIC PLAN UPDATE

Recap of Town Hall meeting - Update presented by City Manager Katherine Caffrey

- Over 900 surveys returned with approx. 80 attendees at town hall meeting
- January - Senior Staff Workshop for draft Strategic Plan
 - Share with Council & results of public feedback
- February - City Council workshop to develop Strategic Plan
- Spring - Presentation of Plan and Adoption by Council

Item 3.

2026 WORKPLAN DISCUSSION

Presented by Staff Liaison/City Prosecutor Tara Vaughn

- Subcommittee reports will be presented at every meeting
- February -Discuss community events
- March - Update on strategic plan
- April - Discuss the new City of Des Moines website
- June/July - Mid-year review
- August - Discuss budget
- October - Discuss 2027 workplan

Item 4.

SUBCOMMITTEE REPORTS

Presentations of 2026 Draft Workplans

- Arts Commission Subcommittee - Reported by Jeff Crompe
 - Summer Concerts - 6 bands under contract
 - Seeking to locate sponsors for all 6 concerts or a sponsor for each individual concert
 - Looking to host a Jazz & Blues Festival at Backstage Alley, in conjunction with Legacy Foundation
 - Digital Film Competition with local High Schools - Serge Timacheff to be Creative Director
 - Utility Wraps - adding sponsors
 - Christmas decorations for Marine View Drive, The Steps, and Marina for 2026
 - Planning on finding sponsors for flower baskets
- Human Services Subcommittee - Reported by Diane Hoyer
 - Social safety net for basic needs

Citizens Advisory Board Meeting Minutes
December 10, 2025

- Partner with non-profit or agencies that help with human services
 - Babies of Homelessness
 - Backpack Brigade
 - Weekend Hunger Bags
 - Children's Home Society
 - Consuelo Counseling
 - Des Moines Area Food Bank
 - Lighthouse NW
 - Orion Industries
 - Pediatric Interim Care Center
 - St. Steven Housing
 - Washington Poison Center
- Support oversight and accountability for Strategic Planning
- Senior Services Subcommittee - Reported by Barton DeLacy
 - Past month focused on surveys
 - Future mission is to be the liaison to senior communities Adriana, Judson, Wesley, and Huntington to report news from the CAB meetings and also to address concerns these communities have back to CAB.

NEXT MEETING DATE

January 28, 2026

ADJOURNMENT

Motion: made by Jeff Crompe to adjourn the meeting; seconded by Victoria Andrews.

Motion passed 11-0.

Meeting adjourned at 7:44 p.m.

2026 SENIOR SERVICES SUBCOMMITTEE WORKPLAN

1. Review parks/rec and CAB surveys and report findings to senior communities
2. Given planning activities of city, SSS to serve outreach function to resident facilities to provide communication and bring feedback back to CAB and council.
 - a. Judson Park
 - b. Wesley
 - c. Adrianna
 - d. Huntington Park
3. Coordinate timing of meetings/visits with community managers
4. SSS Meetings to be held every other month – default to second Tuesdays at DMAC at 11 am

Long term we see our function as one in transition to community enrichment activities that may emphasize intergenerational programs. It appears many of the senior communities already have full-fledged programs which marginalize duplicative city efforts.