

AGENDA

**DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, May 2, 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. SENATOR KAREN KEISER APPRECIATION DAY PROCLAMATION
[Senator Karen Keiser Appreciation Day Proclamation](#)
- Item 2. CITY MANAGER RECRUITMENT
[City Manager Recruitment](#)
[Des Moines CM Timeline](#)

EXECUTIVE SESSION

NEXT MEETING DATE

May 09, 2024 City Council Regular Meeting

ADJOURNMENT

[Public Comment 05.02.2024](#)

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Senator Karen Keiser Appreciation
Day Proclamation

FOR AGENDA OF: May 2, 2024

DEPT. OF ORIGIN: Administration

ATTACHMENTS:
1. Proclamation

DATE SUBMITTED: April 25, 2024

- 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 recognize Senator Karen Keiser for her many years of dedication and support for the City of Des Moines and to proclaim May 3rd, 2024 as Senator Karen Keiser Appreciation Day.

Suggested Motion

Motion: "I move to approve the Proclamation recognizing May 3rd, 2024 as Senator Karen Keiser Appreciation Day."

Background

Senator Karen Keiser has served the people of the 33rd Legislative District and the people of the State of Washington for the last 29 years. She is currently the most senior member of the Senate.

Appointed to fill an open seat in the Washington State House of Representatives in 1995, Keiser ran and won her first election in 1996. She served there until 2001, when she was appointed to a seat in the Washington State Senate, where she has been re-elected six times. Since 2018, Keiser has served as President Pro Tempore, presiding over the Senate when the lieutenant governor has been unavailable.

In the Legislature, Keiser earned a reputation as a champion of health care access, worker protections, and women's rights.

Keiser played a pivotal role in implementing the Affordable Care Act (ACA) in Washington State—helping make Washington a national leader. Among other key bills, she sponsored the legislation establishing the Washington Health Benefit Exchange, which has since provided more than 1,900,000 Washingtonians with health care coverage. While implementation of the far-reaching act was slowed and hindered by numerous glitches in other states, Washington experienced far fewer problems and was looked to as a national model. The effective implementation of the ACA helped drive the state's uninsured rate down from 14.2 percent in 2010 to 4.7 percent as of 2022.

In 2017, Keiser capped a 10-year effort when Washington became only the fifth state in the country to offer comprehensive paid family and medical leave insurance for all working people. Since the Paid Family and Medical Leave program began paying out benefits in 2020, almost 470,000 Washington workers have tapped its benefits to bond with newborn babies, care for ailing relatives, or take time off for their own medical conditions.

In her most recent role as chair of the Senate Labor & Commerce Committee, Keiser steered the state's unemployment insurance system through the Covid pandemic, ending with one of the strongest unemployment insurance trust funds in the nation. She repeatedly led landmark efforts on behalf of working people in Washington, including:

- Expanding and modernizing Washington's nation-leading apprenticeship.
- Requiring businesses to provide accommodations for pregnant employees.
- Prohibiting the use of non-disclosure agreements to cover up sexual harassment and other workplace abuse.
- Passing the Employee Free Choice Act, which prevents employers from requiring workers to attend meetings where employers impose religious and political opinions.
- Making Washington the first state in the nation to implement full overtime protections for agricultural workers. For this work, she received a personal letter of commendation from President Joe Biden.

A former chair and longtime member of the Senate Health & Long Term Care Committee, Keiser continued to spearhead work on health issues in recent years, including:

- Preparing for future pandemics by passing the Health Emergency Labor Standards Act, which provides presumptive workers' compensation coverage for essential workers during public health emergencies.
- Capping out-of-pocket costs for life-saving medications such as insulin and epinephrine.
- Establishing a prescription drug affordability board.

Keiser has worked hardest for her constituents in the 33rd Legislative District, which encompasses the cities of SeaTac, Kent, Des Moines and Burien, as well as Sea-Tac International Airport. One of the first bills she sponsored in 1996 would have funded a study of airport noise. This year, one of the final bills she passed establishes a grant program in partnership with the Port of Seattle to assist homeowners in airport communities to repair failed soundproofing.

Approving this proclamation and recognizing May 3, 2024 as Senator Karen Keiser Appreciation Day is a small token from the City to celebrate Senator Keiser and thank her for her many years of service to our community.



City of Des Moines

ADMINISTRATION
21630 11TH AVENUE SOUTH, SUITE A
DES MOINES, WASHINGTON 98198-6398
(206) 878-4595 T.D.D.: (206) 824-6024 FAX: (206) 870-6540



Proclamation

WHEREAS, Karen Lynn Keiser grew up in a state whose capital city is the “other” Des Moines; and

WHEREAS, she earned her bachelor’s degree in Political Science and her master’s degree in Journalism from the University of California, Berkeley; and

WHEREAS, she had a successful career as a broadcast journalist in Denver, Portland and Seattle before becoming Communications Director for the Washington State Labor Council; and

WHEREAS, the Washington House of Representative’s welcomed her as a new member in 1995, representing Des Moines and the 33rd Legislative District. She served in the House until her appointment to the Senate in 2001; and

WHEREAS, she won six elections to the Senate and worked on many Legislative topics, especially on worker & family issues, health care, the budget and many other subjects; and

WHEREAS, Senator Keiser’s leadership and expertise was recognized by her peers and she served in many leadership positions – particularly chairing key committees and is currently the Senate’s President Pro Tempore; and

WHEREAS, President Pro Tempore Karen Keiser was a wonderful champion for Des Moines and the surrounding area, helping to craft needed policies and funding key capital projects that have helped in Des Moines’ continued renaissance; and

WHEREAS, Senator Keiser, after almost 30 years as a Legislator, has announced her retirement and will be leaving the Senate in late 2024;

NOW THEREFORE, the City Council of the City of Des Moines do hereby proclaim that May 3rd, 2024 shall be

Senator Karen Keiser Appreciation Day

Des Moines is a better place because of her long service and dedication to our community. We are grateful for her many years in looking out for the best interests of our City and region.

SIGNED this day 2nd day of May, 2024

Traci Buxton, Mayor

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: City Manager Recruitment

FOR AGENDA OF: May 2, 2024

DEPT. OF ORIGIN: Human Resources

ATTACHMENTS:

DATE SUBMITTED: April 24, 2024

- 1. SGR Approach and Methodology

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 meet with Dave Tuan, SGR recruitment consultant to discuss the recruitment process of selecting the next City Manager.

Motion

Motion 1: None

Background

The executive search recruitment firm SGR has been selected by the Council to conduct the recruitment for the next City Manager of Des Moines. SGR has assigned Dave Tuan to facilitate the hiring process for the City.

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 and 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 will now have the opportunity to discuss the timeline, approve advertisement sites and review next steps with Dave Tuan.

Approach and Methodology

A full-service recruitment typically entails the following steps:

- 1. Organization/Position Insight and Analysis**
 - Project Kickoff Meeting and Develop Anticipated Timeline
 - Stakeholder Interviews and Listening Sessions
 - Develop Recruitment Brochure
- 2. Recruitment Campaign and Outreach to Prospective Applicants**
 - Advertising and Marketing
 - Communication with Prospective Applicants
 - Communication with Active Applicants
- 3. Initial Screening and Review by Executive Recruiter**
- 4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
- 5. Evaluation of Semifinalists**
 - Written Questionnaires
 - Recorded One-Way Semifinalist Interviews
 - Media Searches - Stage 1, as described below
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
 - Comprehensive Media Searches - Stage 2, as described below
 - Background Investigation Reports
 - DiSC Management Assessments (if desired, supplemental cost)
 - First Year Plan or Other Advanced Exercise
 - Press Release Announcing Finalists (if requested)
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (if desired)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine Terms of an Employment Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

Advertising and Marketing

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospective Applicants

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

Media Searches - Stage 1

"Stage 1" of our 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.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

Background Investigation Reports

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate’s preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

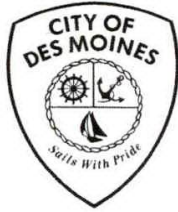
SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit <https://www.governmentresource.com/leadership-development-training-resources>.

Des Moines City Manager Timeline (drf 4-23-24) 30 days

Position profile brochure is finalized/Job Launched	Tuesday, May 14, 2024
Job Posted/Ads Placed	Wednesday, May 15, 2024
Deadline for first review of applications	Sunday, June 16, 2024
Send Resume materials/Power Point Presentation	Friday, June 21, 2024
SGR meets with city to review applicant pool/Selection of semifinalists	Monday, June 24, 2024
Stage 1 Media Search Due	Monday, July 8, 2024
Questionnaire Due	Monday, July 8, 2024
Online Interviews Due from Candidate	Monday, July 8, 2024
Semifinalist briefing materials/Online interview links delivered to city	Wednesday, July 10, 2024
<i>Semifinalist briefing materials include cover letters, resumes, and questionnaires</i>	
SGR meets with city to review semifinalists and facilitate selection of finalists	Wednesday, July 17, 2024
Disc Assessments Due from Candidate	Wednesday, July 31, 2024
First Year Game Plan Due from Candidate	Wednesday, July 31, 2024
Background Checks Due	Wednesday, July 31, 2024
Stage 2 Media Searches Due	Wednesday, July 31, 2024
Finalist briefing materials delivered to city	Monday, August 5, 2024
<i>Finalist briefing materials include DiSC assessments and comprehensive media reports</i>	
Interview Start Date	Monday, August 12, 2024



CITY COUNCIL STUDY SESSION

Speaker Sign-Up Sheet

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.

May 02, 2024

NAME (PLEASE PRINT)	ADDRESS	TOPIC	PHONE/E-MAIL ADDRESS
Luisa Bangs	Des Moines	Karen K.	luisa_bangs@hotmail.com