

AGENDA

DES MOINES CITY COUNCIL STUDY SESSION

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

Thursday, September 8, 2022 - 5:00 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

- Item 1. [09.08.2022 Correspondence](#)

COMMENTS FROM THE PUBLIC

Note: Comments from the public must be limited to the items of business on the Study Session Agenda per Council Rule 10. Please sign in prior to the meeting and limit your comments to three (3) minutes.

- Item 1. [Public Comment 09.08.2022](#)

DISCUSSION ITEM

- Item 1. 2023 BUDGET DYNAMICS PRESENTATION BY CITY
ADMINISTRATION
- Information Session
- [Budget Retreat Power Point](#)

EXECUTIVE SESSION

NEXT MEETING DATE

September 22, 2022 City Council Regular Meeting

ADJOURNMENT

From: [Matthew Handel](#)
To: [CityCouncil](#)
Subject: Noise Complaint
Date: Sunday, August 28, 2022 6:30:46 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello, my name is Matthew Handel and I'm a resident at Ingersoll Square apartments at 2005 Ingersoll Ave. i was emailing to ask what the noise code is for businesses? Every Sunday night and sometimes on weekdays the bar Zora plays music so unnecessarily loud that the bass sounds like it's coming from the apartment next to me. It's 8:30 on a Sunday and this is happening. It's not okay.

Graciously,

Matthew Handel
pronouns: he/him/his

From: [Doreen Harper](#)
To: [Kathy Berrens](#)
Cc: [CityCouncil](#); [Police](#); [Barb Vassey](#); [Corry Bibby](#); [dArrell wArren](#); [Daryl & Bernice Warren](#); [David Menke](#); [Doug Myers](#); [Harry Law Email](#); [Harry Steinmetz](#); [JC Harris](#); [Keleen Silveira](#); [Ken Thomas](#); [Kevin D. Isherwood](#); [Luisa Bangs](#); [Mark Couey](#); [Matt Mahoney](#); [Myra Harmon](#); [Nadya](#); [Patti Richards](#); [Susan Goegebuer](#); [Traci Buxton](#); [Trudy Ellison](#); [Vic Pennington](#); [linscott William Linscott](#)
Subject: Re: Chief's Community Update Sept 1st
Date: Thursday, September 1, 2022 12:24:36 PM
Attachments: [Sept 1 2022 Community Report.pdf](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Fantastic work! I particularly love that one of our Veterans was able to receive help, housing and assistance thanks to the GPS Team and Code Enforcement. That's how it was intended to work and it did.

So much impressive work and great things achieved!
Thank you!
Doreen

On Aug 31, 2022, at 6:18 PM, Kathy Berrens <KBerrens@desmoineswa.gov> wrote:

On behalf of Chief Thomas



Doreen Harper | Co-owner & Inn Keeper



Harper Studios, Inc.
605-A South 223rd Street
Des Moines, WA 98198

206-763-9101 Studio | 206-764-1775 Imaging
www.harperstudios.com

Kathy Berrens, Office Administrator
Executive Assistant to Police Chief

Des Moines Police Department

21900 11th Avenue South Des Moines, WA 98198

(206) 870-7604, Kberrens@desmoineswa.gov

NOTICE OF PUBLIC DISCLOSURE: This email account is public domain. Any correspondence from or to this email account may be a public record. Accordingly, this email, in whole or in part, may be subject to disclosure pursuant to R.C.W. 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

From: [Bernice Warren](#)
To: [Michael Matthias](#); [Kathy Berrens](#); [_CityCouncil](#); [_Police](#); [Barb Vassey](#); [Corry Bibby](#); [dArrell wArren](#); [David Menke](#); [Doreen Harper](#); [Doug Myers](#); [Harry Law Email](#); [Harry Steinmetz](#); [JC Harris](#); [Keleen Silveira](#); [Ken Thomas](#); [Kevin D. Isherwood](#); [Luisa Bangs](#); [Mark Couey](#); [Matt Mahoney](#); [Myra Harmon](#); [Nadya Curtis](#); [Patti Richards](#); [Susan Goegebuer](#); [Traci Buxton](#); [Trudy Ellison](#); [Vic Pennington](#); [William Linscott](#)
Subject: RE: Chief's Community Update Sept 1st
Date: Thursday, September 1, 2022 12:12:00 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Excellent work chief, you and your staff, and support are doing an outstanding job!
Toy are extremely appreciated.

Mrs. Warren

[Sent from Yahoo Mail on Android](#)

On Thu, Sep 1, 2022 at 11:28 AM, Michael Matthias
<MMatthias@desmoineswa.gov> wrote:

Chief,

Outstanding report. Keep up this great work!

Michael Matthias

City Manager

City of Des Moines, WA

206.870.6554

mmatthias@desmoineswa.gov

From: Kathy Berrens <KBerrens@desmoineswa.gov>
Sent: Wednesday, August 31, 2022 6:18 PM
To: [_CityCouncil](#) <CityCouncil@desmoineswa.gov>; [_Police](#) <Police-All@desmoineswa.gov>; [Barb Vassey](#) <no1superdud@hotmail.com>; [Corry Bibby](#) <avcory@gmail.com>; [dArrell wArren](#) <ipreach2@msn.com>; [Daryl & Bernice Warren](#)

<bernicewarren@yahoo.com>; David Menke <dmenke@highline.edu>; Doreen Harper <crfancygirl@yahoo.com>; Doug Myers <Doug.Myers@edwardjones.com>; Harry Law Email <hsslaw@me.com>; Harry Steinmetz <hsteinmetz@desmoineswa.gov>; JC Harris <jcharris@desmoineswa.gov>; Kathy Berrens <KBerrens@desmoineswa.gov>; Keleen Silveira <Taloan7@hotmail.com>; Ken Thomas <KThomas@desmoineswa.gov>; Kevin D. Isherwood <Kevin.d.Isherwood@gmail.com>; Luisa Bangs <luisa_bangs@hotmail.com>; Mark Couey <MCouey@desmoineswa.gov>; Matt Mahoney <MMahoney@desmoineswa.gov>; Myra Harmon <seamh@msn.com>; Nadya Curtis <missn2u2@comcast.net>; Patti Richards <prichards@desmoineswa.gov>; Susan Goegebuer <goegebuer.susan@att.net>; Traci Buxton <TBuxton@desmoineswa.gov>; Trudy Ellison <Trudy.ellison@gmail.com>; Vic Pennington <vpennington@desmoineswa.gov>; William Linscott <billlinscott@yahoo.com>
Subject: Chief's Community Update Sept 1st

On behalf of Chief Thomas



Kathy Berrens, Office Administrator

Executive Assistant to Police Chief

Des Moines Police Department

21900 11th Avenue South Des Moines, WA 98198

(206) 870-7604, Kberrens@desmoineswa.gov

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September 08, 2022

[illegible]

CITY COUNCIL BUDGET RETREAT

SEPTEMBER 8, 2022

INTRODUCTION

- Process
 - Departmental presentation
- Calendar (reviewed under next steps)
- Topics:
 - Economic dynamic
 - Code Enforcement update under Police Department presentation
 - Innovative Justice reform under Municipal Court presentation

ECONOMIC DYNAMIC

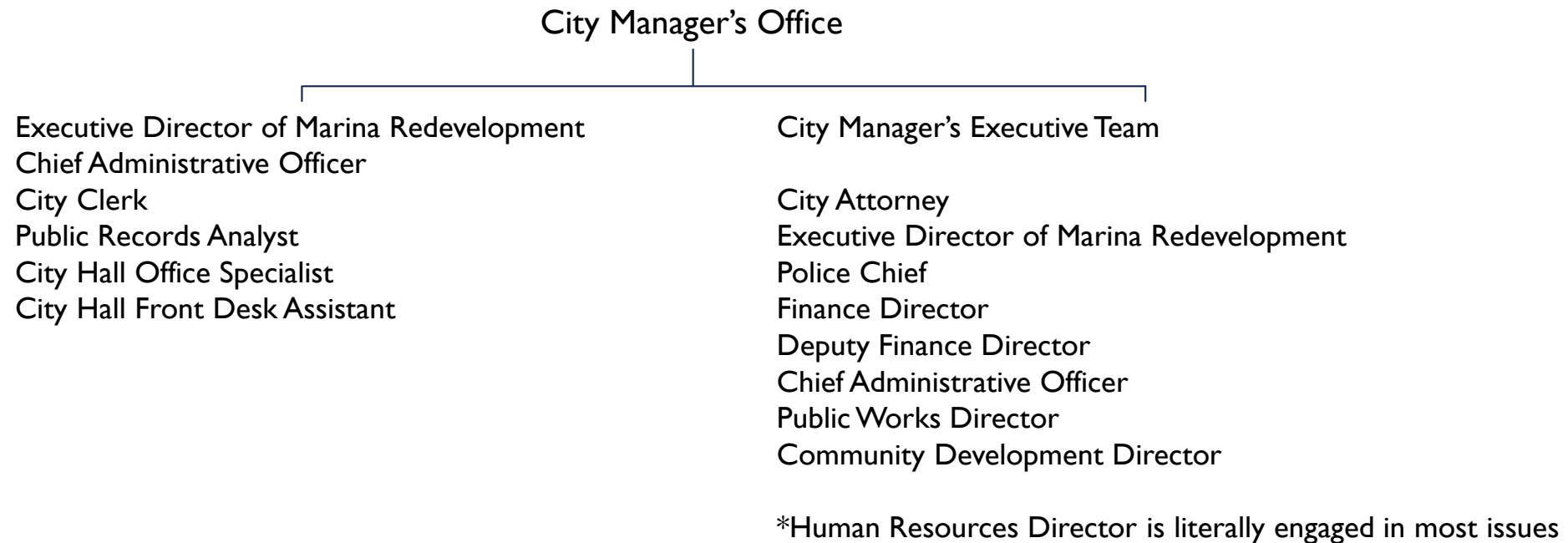
- Macro Economic dynamic
- COVID recovery
- Labor market demand factors
- Inflation – impact on Cost of Living (relation to Labor Market)
 - City bargaining agreements
- Financial and organizational factors affecting preparation of the City's 2023 budget (retain competitive advantage)
 - Maximum distribution across funds, for example Fund 105 and 114
- Challenges
 - Attrition/succession planning
 - Institutional knowledge
- Solutions
 - Technology
 - Training



AMERICAN RESCUE PLAN ACT (ARPA FUNDS)

- City Council in cooperation with City Administration approved the allocation of \$9.1 million in these funds available to the City
 - The funds need to be allocated by 12-31-2024 and spent by 12-31-2026
 - The ARPA funds, as currently allocated, will be included in the budget as applicable and, may be brought back to City Council for consideration of some potential reallocations in 2023

CITY MANAGER'S OFFICE



EMERGENCY MANAGEMENT & WORKPLACE SAFETY

COVID response February, 2020 to present

- Emergency Operations Center (EOC) established at South King Fire and Rescue Station 67
- Implemented safety procedures for staff:
 - Health check stations
 - COVID notification process – 24 hour window set by Labor & Industries
 - Safe start reopening plan
- Maintained vigilance in updating Directors and Staff:
 - Daily COVID numbers and Public Health updates
- Federal Emergency Management Agency Public Assistance Grants:
 - September, 2020 through March, 2022 - \$90,910.75 approved awaiting payment
 - February, 2020 through September 15, 2020 - \$64,315.00 received

EMERGENCY MANAGEMENT & WORKPLACE SAFETY

Comprehensive Emergency Management Plan (CEMP)

- Completed and approved by Washington State April, 2022
- Presented to Council on June 9, 2022

Exercises 2022

- Cascadia Raising Tabletop June 13th and 15th
- Great Washington Shake Out – Full Evacuation of all City Facilities

2023 Emergency Management Goals

- Start required EOC training of assigned staff
- Ensure readiness to respond to spontaneous emergencies
- 2 CERT classes; March, 2023 and October, 2023
- Additional community outreach to include CPR, Stop The Bleed, Individual Preparedness

EMERGENCY MANAGEMENT & WORKPLACE SAFETY

2022 Workplace Safety Accomplishments

- Defensive driving program
- Updating evacuation plans for all Facilities
- Annual evacuation plan to be exercised each year

2023 Workplace Safety Goals

- Accident prevention plan update and approval
- Digital reporting of incidents and accidents
- CPR trainer certification

Recovery phase of Emergency Management Operations

CITY CLERK

Challenges:

- Instrumental in facilitating various ways for employees to remote work
 - Zoom meetings
 - Electronic agenda packets
 - Electronic contract approvals:
 - Heavy additional workload on the City Clerk's Office
- Technology
 - Immediate path to electronic records management:
 - Public Record Requests are responded to in the order they are received (1,900 requests in 2021, 1,300 YTD for 2022)
 - Agenda preparation through expanded use of iCompass
 - Virtual Civil Service oral boards
 - Able to attend more trainings as most are/have been virtual
- Future
 - Succession planning
 - Training:
 - Certified Municipal Clerk
 - Master Municipal Clerk
 - Washington Public Records Act
 - Cross training of all positions in City Clerk's office

HUMAN RESOURCES 2022-REDEFINING NORMAL

RECRUITMENT

Challenges:

- Labor talent shortage
- More job competitors
- Work/life balance
- Economic uncertainty

SUCCESSION PLANNING

Challenges:

- Attrition
- Talent management
- Equitable implementation



RETENTION

Challenges:

- More job opportunities
- Competitive salary/benefits
- Economic factors
- Employee burn-out

TECHNOLOGY

Challenges:

- Lack of a HRIS system
- Manual processes for personnel actions
- Paper-based transactions

“TURNING CHALLENGES INTO OPPORTUNITIES”

HUMAN RESOURCES

2023-TURNING CHALLENGES INTO OPPORTUNITIES



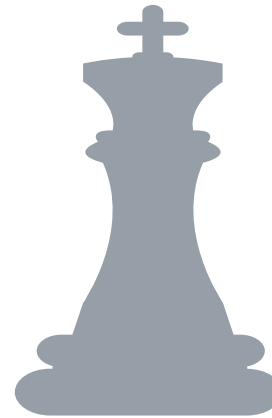
RECRUITMENT

- Branding-recruitment & engagement videos
- Increasing digital presence
- Marketing job listings
- Hiring incentives
- Flex schedules
- More in-house training options
- Smoother on-boarding process



RETENTION

- Classification & compensation analysis
- Performance management
- Professional development
- Use of technological tools
- Focus on employee well-being
- Policy updates



SUCCESSION PLANNING

- Retirement eligibility
- Reporting/analysis
- Hire ahead's
- Leadership development
- Technical training
- Cross-functional training/opportunities
- Career development training paths
- Internships



TECHNOLOGY

- Applicant Pro hire forms
- MUNIS-HRIS system
- Employee self-service
- Zoom
- Doc-U-Sign
- Online forms/QR codes
- Interactive training platforms

HUMAN RESOURCES

2023-TURNING CHALLENGES INTO OPPORTUNITIES

TRAINING

- Career development training paths
 - In-house trainings
- Professional development opportunities
 - Cross-training

LABOR RELATIONS

- Police Guild Collective Bargaining Agreement; OPEN
- Teamsters Collective Bargaining Agreement; OPEN in 2023
- Police Support Collective Bargaining Agreement; Pending

JUDICIAL BRANCH – MISSION / GOALS

- Fair, impartial and timely Administration of Justice
- Protect public safety - Reduce Recidivism
- Therapeutic Interventions + Accountability = Rehabilitation / Community Reintegration
- Court leaders – Partnership and innovation



JUDICIAL BRANCH – TECHNOLOGY INTEGRATION

- Increase access to Justice
- Increase operational efficiencies
- Courtroom Audio/Visual integration – Supports hybrid model
- Grant funds for technology upgrades



JUDICIAL BRANCH – TRAINING & CONTINUING EDUCATION

- Supports succession planning
- Necessary to achieve goal of cross-training for all Court Clerks
- Increases likelihood of positive outcomes for Justice-Involved Individuals - Support Services Department
- Improves Therapeutic Court outcomes – National Association of Drug Court Professionals



JUDICIAL BRANCH – CURRENT CHALLENGES

- Transition to hybrid court
- Changes in court rules may increase staffing needs
- Blake reimbursement
- Lack of remote capability with outside jails
- Outgrowing current office space for staff
- Need private consulting/zoom space for attorneys for hybrid court



LEGAL

Challenges:

- Legal is a support department. Requires accessibility and availability

Increased Use of Technology:

- Remote capabilities allow for instant access
- Paperless office, recently removed large copy/fax machine and use e-fax system
- Capability to handle all court hearings remotely. Serve U allows large discovery files to be sent electronically
- Implemented new evidence management system (CaseLines)

Future:

- Continue use of technology as staff transitions back to the office
- Prepare workspaces to allow for hybrid meeting options. Remote/in-person as required

POLICE

CHALLENGES

- Recruitment / Retention
- Training
- Succession planning



POLICE

TECHNOLOGY & TRAINING

- Intelligence led policing
- Leadership development – online training
- Crime fighting – use of cameras



**PACIFIC HIGHWAY SOUTH
CRIME & SAFETY PROJECT**



POLICE

2023 GOALS

- **Overarching Goal = Safety of the Community**
- Training increase – workforce development
- Accreditation – best industry practices
- Officer wellness – workforce retention



2022 LAW ENFORCEMENT
ACCREDITATION POLICY AND PROCEDURES



Washington Association of
**SHERIFFS &
POLICE CHIEFS**



Health
CENTRAL



POLICE

CODE ENFORCEMENT - PROCESS

- **Inter-departmental collaboration**
- Primarily complaint based
- Civil infraction / violation or criminal
- Vetting / prioritization
- Voluntary compliance, letter, enforcement



POLICE

CODE ENFORCEMENT - CHALLENGES

- Code Enforcement part of overall PD resources – and utilizes other departmental resources as necessary
- Departments backlogged
- Complex cases
- Notice of violation / notice and orders
- Documentation

The image shows a red 'NOTICE OF VIOLATION' form from the City of Des Moines, Washington. The form is titled 'CITY OF _____ CODE COMPLIANCE' and 'NOTICE OF VIOLATION'. It includes fields for 'To:', 'Property Address:', 'Date of Inspection:', and 'Notice of Conditions'. A white 'NOTICE AND ORDER TO REMOVE' form is attached to the red form. The white form includes the City of Des Moines logo, the title 'City of Des Moines, Washington', and the heading 'NOTICE AND ORDER TO REMOVE'. It contains a table with columns for 'Date Posted', 'Time Posted', 'Location or Address', and 'Posted by'. Below the table, there is a paragraph of text stating: 'You are hereby notified that the personal property located at the location listed above, where this notice has been posted, is illegally occupying a City right-of-way in violation of DMAC 12.05.150, RCW 70.93.040, DMAC 12.05.020, DMAC 12.01.050 and DMAC 7.08.020. Any object or thing which shall occupy any right-of-way without a permit is a nuisance and may be removed from the right-of-way upon 24 hours' written notice and stored at the owner's expense. (DMAC 12.05.150). You have until 72 hours from the date and time listed above to remove all private items stored at this location, and after such time the City will remove the property. Any property constituting a threat to human health or safety will be immediately destroyed. All other property will be stored by the City at your expense and will be disposed of in accordance with State law if not claimed within 60 days.' At the bottom of the white form, it says 'For further information or to claim seized property, please contact the City of Des Moines Police Department, Code Enforcement Department at 206-678-3301 or at 21900 11th Ave S, Des Moines, WA 98198' and 'This is not an authorized area for storage or shelter. All materials will be removed in 72 hours.'

COMMUNITY DEVELOPMENT

Challenges and Priorities

COVID Challenges/Changes:

- Transitioned to electronic plan review and quickly adapted processes and public interface with limited in-office staffing
- 'New normal' – reopening to the public, staff safety and flex/alternate work schedules
- Creating new City Hall at entrance in Suite D – design and construction logistics, security, noise remediation

Succession Planning:

- Building Division (7 FTEs) – Building Official, Asst. Building Official, Plans Examiners/ Inspectors and Permit Technicians
- Planning & Development Services Division (4 FTEs) – Planning & Development Services Manager, Senior Planner, Planner II/Economic Resource Coordinator and Planner I
- Focus on training, professional development and retention via incentive driven advancement plans

2023 Work Program

- Marina redevelopment support
- Business Park West – Master plan and permitting
- Wesley Homes Phase 3
- Completion of Theater, 7-227 mixed use and Pointe by Vintage projects
- Zenith Environmental Impact Statement (EIS)
- Sustainable Airport Master Plan EIS
- Housing Action Plan (grant funded through 6/2023)
- Comprehensive plan update (grant funded through 12/2024)
- Code maintenance and updates
- Day-to-day customer service and permitting
- Ongoing improvements/efficiencies in permitting processes

PUBLIC WORKS

PUBLIC WORKS PRIMARY FUNCTIONS

- Operations and maintenance of City's physical assets:
 - Roadways (ROW); Storm Utility; Parks; Facilities; Fleet & Equipment
- Implement City's Capital Improvement Program:
 - Improvements to existing assets and constructing new assets
- Development Review Services:
 - Review and approval of privately built public infrastructure
- Emergency Management & Response

PUBLIC WORKS HUMAN RESOURCES

- Engineering Services (technical & licensed engineers):
 - (12) FTE's budgeted
- Operations & Maintenance:
 - (23) FTE's budgeted



PUBLIC WORKS

PUBLIC WORKS CHALLENGES

- Labor shortages – continuing economic pressure:
 - Local, regional, national, global
 - 30% reduced Public Work Operations & Maintenance workforce
 - 70% reduction in applications for open positions
 - Vacancies at professional engineering levels
- Generational trends:
 - Retirements continue to accelerate
 - Younger workforce and training needs
- Materials & equipment inflation and availability:
 - Wholesale and market pressures
 - Global supply chain challenges



PUBLIC WORKS

PUBLIC WORKS OBJECTIVES

- Human Resources:
 - Collaborate with HR to be the Employer of Choice
 - Implement innovative strategies for recruitment & retention
- Staff training:
 - Continuously maintain CDL training in-house
 - Attend Heavy Civil Industry events and classes focusing on *'How Can We Be Better, Safer'*
 - Seek cross-agency opportunities
- Optimize operations, embrace efficiency & effectiveness, and ensure increased safety:
 - Implement state of the art equipment
 - Implement IT methods and data analytics to drive decisions
 - Encourage Staff at all levels to lead recommendations



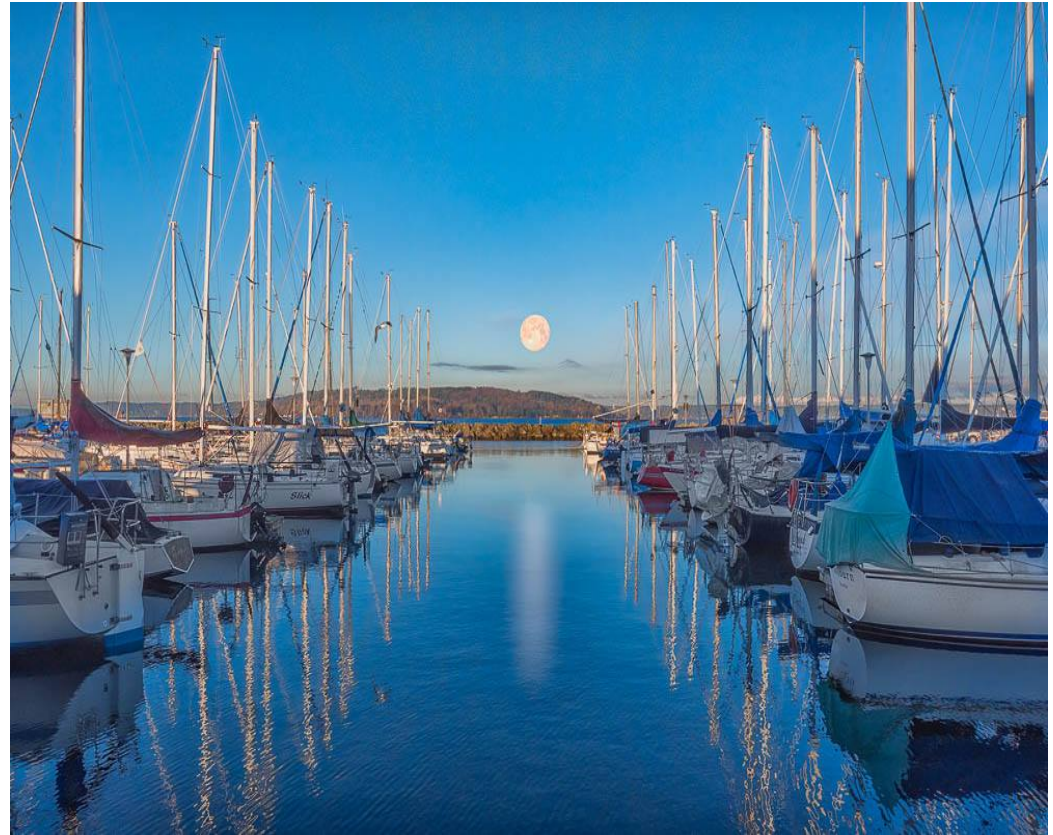
PUBLIC WORKS

PUBLIC WORKS CAPITAL IMPROVEMENT PROJECT HIGHLIGHT – NORTH MARINA BULKHEAD REPLACEMENT

- Major project elements:
 - South, West, and North bulkhead replacements
 - Public restroom replacement
 - Breakwater replacement
 - Public non-motorized space improvements
- Project status:
 - Approximately 80% complete
 - Anticipated late October completion
- Project funding:
 - Total cost ~ \$13,700,000
 - WA State Legislative support ~ \$3,910,000 (28.5% of total)
 - Sen. Karen Keiser



MARINA



MARINA RISKS/CHALLENGES

Longevity risks makes succession planning vital:

- Some employees are nearing retirement and with that, we lose their institutional knowledge
- Continual training is of the utmost importance
- Due to the age of the Marina (over 50 years old), we are seeing a critical need for more maintenance every year
- Hiring/retaining individuals with skill sets needed to ensure the Marina continues to function (plumbing, electrical, welding, and construction), we well as the willingness to work weekends, nights and holidays (which is required) can be challenging

Increase of programs (i.e. community events and ferry operations) including increases in recreational boating has put an amplified amount of work, above normal job duties onto the Marina staff:

- Increased amount of work is both costly to the City and employee health (overtime costs and burn out)
- Lines of communication open with employees to guarantee their health and well being, as well as making sure their needs and concerns are being met and valued

MARINA OPERATIONS

Service/Maintenance Staff

- Customer service
- Fuel dock operations
- Dock repair and maintenance
- Landscape repair and maintenance
- Launching/hauling services
- Policy enforcement
- Redondo/Waterfront zones
- Janitorial
- Community events
- Parking

Office Staff

- Customer service with tenants and general public (In person, phone & email)
- Account services: payments, billing, invoicing, and account reconciliation
- Policy enforcement
- Budget planning and monitoring
- Capitol improvement projects
- Passenger vessel
- Community events
- Parking

MARINA

FUNCTIONS

- Boating activities noticeably increased as a result of the COVID pandemic
- Boaters took to the water and remained local vs traveling:
 - Long waitlist:
 - Occupancy levels at 90% or above, year round
- This activity continues today, and it shows, both in our permanent moorage and guest moorage

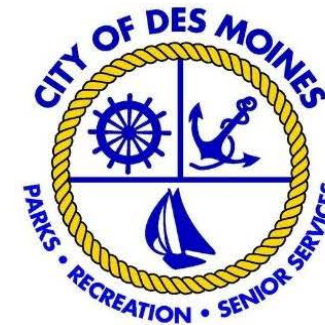
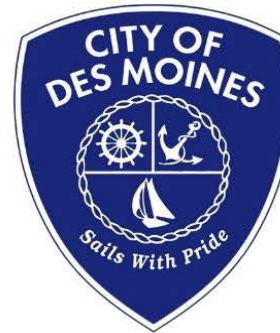
FUTURE

- Capital Improvement Projects
 - Dock replacement project:
 - In the beginning stages of L, M and N dock replacement project
 - Projected start date, Fall of 2024.
 - Tenant restroom replacement
 - All purpose building/dry stack
 - Redondo fishing pier and restroom replacement (Redondo Zone)
 - North lot bulkhead and new restroom facility (Waterfront Zone)
 - Marina Steps (Waterfront Zone)

MARINA REDEVELOPMENT

- Water side: Dock replacements
- Land side: Developer negotiations
- Ferry service
- The value of public investment:
 - Beach Park Entrance, SoundView Park, North Bulkhead and Promenade
 - S 223rd Street, South Bulkhead and Promenade, Adaptive Purpose Building
- Highest and best integrated land use
- Community meeting on September 27, 5:00-7:00 p.m. :
 - Senior Activity Center

EVENTS AND FACILITY RENTALS



EVENTS AND FACILITY RENTALS

INDOOR FACILITIES AND PICNIC SHELTERS



**BEACH PARK
AUDITORIUM**



**BEACH PARK
DINING HALL**



**BEACH PARK
FOUNDERS
LODGE**



**PARKS AND
RECREATION
ACTIVITY
CENTER**



**PARKS AND
RECREATION
FIELD HOUSE**



**BEACH PARK
PICNIC SHELTER**



**FIELD HOUSE
PICNIC SHELTER**



**WOOTON PARK
GAZEBO**

EVENTS AND FACILITY RENTALS

LIST OF EVENTS BY TYPE

- SOCIAL: Weddings, celebrations of life, birthday parties, retirements
- NON-POFIT: Fundraisers, markets, community festivals, youth camps
- GOVERNMENT: Government meetings, Highline staff retreats, City meetings
- CORPORATE: Company meetings, corporate meetings, company picnics
- COMMUNITY: City organized community events
- RELIGIOUS: Church services, religious events
- YACHT CLUBS: Des Moines Marina Yacht Clubs and group bookings
- FOOD TRUCKS: Food trucks At Des Moines Marina, and Beach Park

EVENTS AND FACILITY RENTALS NUMBER OF BOOKING CONTRACTS BY TYPE

2019	2020	2021	2022
SOCIAL 83	SOCIAL 7	SOCIAL 97	SOCIAL 109
NON-PROFIT 14	NON-PROFIT 3	NON-PROFIT 10	NON-PROFIT 13
GOVERNMENT 40	GOVERNMENT 9	GOVERNMENT 8	GOVERNMENT 11
CORPORATE 13	CORPORATE 2	CORPORATE 15	CORPORATE 15
COMMUNITY 1	COMMUNITY 2	COMMUNITY 5	COMMUNITY 5
RELIGIOUS 24	RELIGIOUS 13	RELIGIOUS 16	RELIGIOUS 13
YACHT CLUBS 0	YACHT CLUBS 0	YACHT CLUBS 17	YACHT CLUBS 8
FOOD TRUCKS 0	FOOD TRUCKS 7	FOOD TRUCKS 14	FOOD TRUCKS 4
TOTAL BOOKINGS 172	TOTAL BOOKINGS 43	TOTAL BOOKINGS 182	TOTAL BOOKINGS 178
REVENUE \$253,926.19	REVENUE \$19,602.37	REVENUE \$231,361.55	ESTIMATED REVENUE \$370,768.24

EVENTS AND FACILITY RENTALS CHALLENGES

Covid Challenges:

- The events industry saw a large decline in revenue 2020/21
- State and county mandates made operating consistently a challenge
- Several cancellations and change of dates occurred creating inconsistency in the industry:
 - Creating last minute events or scattered organization
 - Demand on staffing needs, cost/prices, etc.

Staffing Challenges:

- Staff retention is at an all time low
- Event staff shortages due to:
 - Health and safety concerns
 - Full-time opportunities in other industries
 - Inconsistent schedules

Special Event Organizing

EVENTS AND FACILITY RENTALS DEPARTMENT GOALS

Future of staffing

- New Coordinator Assistant position (.5 Extra hire position extended to 1 FTE);
 - Full-time, benefited position to meet the demands of staffing needs and create job retention
- Working with Highline College HOST program to create internships and career pathway opportunities
- Attending job fairs with Human Resources

Customer relation management software

- Event specific sales software for better office and client communication, organization, and operations

Renovation and maintenance of events facilities

- The Founders Lodge is in need of significant repair and restoration
- Dedicated office space for full time events staff needed for growing department

Special event permits

- Research software to assist with permit applications:
 - Client portals to allow for transparent processes
 - Update City website to give more information to applicants

EVENTS AND FACILITY RENTALS DEPARTMENTS GOALS, CONTINUED

Food truck pod program

- Review current City Code to increase the ability for food trucks to operate within Des Moines
- Add interns to assist with food truck placements at the Des Moines Marina, Beach Park, and Redondo Beach
- Assist other departments such as Parks and Recreation to schedule food trucks at their events
- Create unique mobile food vendor events to attract tourism in Des Moines
- Partnering with Community Development

Sound View Park

- Add platform for event rentals

Des Moines Arts Commission

- Community events (current and future)
- Grant opportunities
- Partnering with other departments such as Human Services

PARKS, RECREATION & SENIOR SERVICES

Challenges

- Pandemic, dynamic of attrition, staffing:
 - Safety for staff and children, schedules, demand/costs
- Slowly bringing classes and programs back to in-person:
 - Successful summer programs, Camp KHAOS, Lego Stem Camp, Movies in the Park, Youth Sports

Solutions

- Value of training – investing in our employees, increasing knowledge, establishing skill sets:
 - Instills a sense of loyalty

WHAT DO WE WANT TO ACCOMPLISH?

- Robust, community driven recreational programming:
 - More classes and programs coming this Fall
- A solid, responsive Parks, Recreation & Senior Services (PRSS) team, who continues to learn, grow and thrive together:
 - Small but mighty Recreation staff (4 FTE's) and Activity Center staff (2 FTS's) providing phenomenal service to the residents and participants
- Sustained community involvement – through volunteerism, sports leagues, and engagement events
- Continual improvements to our parks, with focus on upgraded equipment, new features, and response to our PRSS Master plan
- We will not compete with the private sector and will not undercut private sector fee schedules

FINANCE

Financial and Human Resource Management System (Munis) – System went LIVE on January 1, 2022

- Still implementing – Electronic timekeeping, HR open enrollment (benefits), contracts and encumbrance accounting

Succession planning – Finance Director and IT Manager's future retirement

- Use of technology – obtain operating efficiencies
- Training for staff

Business License and Business & Occupation Tax System

- Continue to develop the 'System of Record'
- Coordinate with other city departments regarding compliance
- Continue to improve functionality between 'System of Record' and FileLocal

FINANCE

	BUDGET 2022	REVISED BUDGET 2022	BUDGET 2023	FORECAST			
				2024	2025	2026	2027
BEGINNING FUND BALANCE	\$ 4,536,182	\$ 7,163,952	\$ 6,453,028	\$ 4,253,856	\$ 4,254,981	\$ 4,927,448	\$ 4,815,817
Operating Revenues	22,269,094	22,269,094	22,634,425	24,895,428	27,218,864	27,200,262	28,339,312
Operating Expenditures	(23,698,055)	(23,698,055)	(25,276,076)	(25,332,303)	(26,546,397)	(27,311,893)	(27,902,725)
** Net Activity ("Operating revenues over (under) operating expenditures")	(1,428,961)	(1,428,961)	(2,641,651)	(436,875)	672,467	(111,631)	436,587
ONE-TIME ACTIVITIES							
Revenues							
Sound Transit	373,600	373,600	263,000	75,200			-
American Rescue Plan Funding	1,532,665	1,532,665	994,259	782,620			
One-Time Sales & B&D Tax Revenues	350,000	350,000	262,500	212,500	175,000	125,000	75,000
Total One-Time Revenues	2,256,265	2,256,265	1,519,759	1,070,320	175,000	125,000	75,000
One-time Expenditures							
Transfer Out - One-Time Sales & B&D Tax to Fund 309	(350,000)	(350,000)	(262,500)	(212,500)	(175,000)	(125,000)	(75,000)
Police Dept - Two Officers and Social Workers (ARPA)	(351,665)	(333,600)	(351,780)	(344,620)			
Police Dept - Two Patrol Vehicles	-	(93,670)					
Police Dept - Body Cameras & Storage	-	(55,400)					
Police Dept - In Car Cameras	(25,000)	(25,000)					-
Professional Svcs	(50,000)	(50,000)					
Sound Transit related expenditures	(373,600)	(373,600)	(263,000)	(75,200)			-
Budget Publishing Software		(31,958)					
HR Intern (Limited Term)	(40,000)	(40,000)					
Metro Shuttle Svcs Pilot Program	-	(185,000)	(200,000)	-			
Total One-Time Expenditures	(1,190,265)	(1,538,228)	(1,077,280)	(632,320)	(175,000)	(125,000)	(75,000)
ENDING FUND BALANCE	\$ 4,173,221	\$ 6,453,028	\$ 4,253,856	\$ 4,254,981	\$ 4,927,448	\$ 4,815,817	\$ 5,252,404
GFOA Target of 60 days (approx. 16.67%)	3,950,466	3,950,466	4,213,522	4,222,895	4,425,284	4,552,893	4,651,384
Reserve (shortfall) surplus to GFOA Target	222,755	2,502,562	40,334	32,086	502,164	262,924	601,019
Ending Reserve - % Total Operating Expenditures	17.61%	27.23%	16.83%	16.80%	18.56%	17.63%	18.82%
** Due to the uncertainties with COVID and potential economic recovery, the yearly summaries reflect conservative revenue estimates.							



NEXT STEPS

Budget calendar

- October 6th City Manager recommended 2023 Annual Budget
- October 27th, First reading, 2023 Annual Budget
- November 10th, Second reading, 2023 Annual Budget